

## **Pollution Incident Response Management Plan PIRMP – West Nowra Resource Recovery Park – Stage 1 Scheduled Development Works**

The purpose of the 2021 PIRMP is to demonstrate how Shoalhaven City Council has complied with the requirements of the Protection of the Environment Operations Act 1997, and Protection of the Environment Operations (General) Regulation 2009.

Waste Services Unit, Shoalhaven City Council  
26 March 2021

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**Photo 1:** West Nowra – Proposed Resource Recovery Park - Location

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## Pollution Incident Response Management Plan – West Nowra Resource Recovery Park

Approved By:

Manager Waste Services

### PURPOSE:

Shoalhaven City Council holds an Environment Protection Licence (EPL) with the NSW Environment Protection Authority (EPA) for the West Nowra Resource Recovery Park. As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an EPL must prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the EPL relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person(s) carrying on the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept at the West Nowra Resource Recovery Park and be made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009.

NOTE: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (General) Regulation 2009.

**Licensees should also refer to the NSW EPA's Guideline: Pollution incident response management plans.**

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<b>Property Description – West Nowra Resource Recovery Park</b>	
<b>Property Owner:</b>	Shoalhaven City Council
<b>Details:</b>	Lot 342 DP 257515
<b>Address:</b>	114 Flatrock Road, MUNDAMIA NSW 2540
<b>Zoning:</b>	SP2 – Infrastructure – Waste / Resource Management Facilities
<b>Area:</b>	3.58 hectares
<b>Planning Instrument:</b>	Shoalhaven Local Environmental Plan (SLEP) 2014

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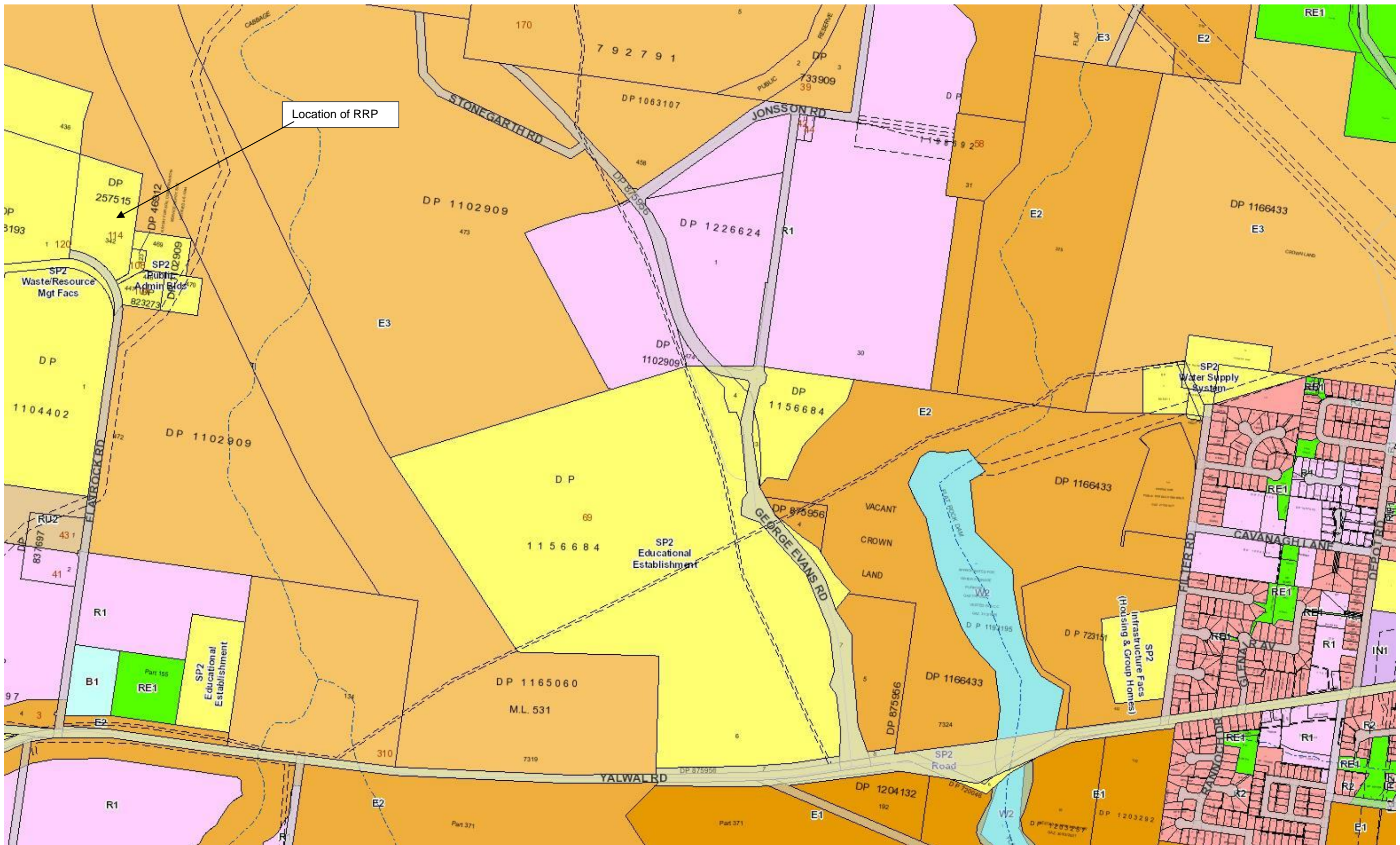


Figure 1: Property Details

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Environment Protection Licence Details – West Nowra Resource Recovery Park		
<b>Name of Licensee:</b> (including ABN)	<b>Shoalhaven City Council</b> ABN: 59 855 182 344	
<b>EPL Number:</b>	<b>20899</b>	
<b>Premises Name and Address:</b>	<b>West Nowra Resource Recovery Park</b> 114 Flatrock Road MUNDAMIA NSW 2540	
<b>Organisation Contact Details:</b>	<b>Chief Executive Officer</b> T: (02) 4429 3111 E: <a href="mailto:council@shoalhaven.nsw.gov.au">council@shoalhaven.nsw.gov.au</a>	
<b>Website Address:</b>	<a href="http://www.shoalhaven.nsw.gov.au">www.shoalhaven.nsw.gov.au</a>	
<b>EPL Scheduled Activities:</b>	Composting Resource Recovery	
<b>EPL Fee Based Activities:</b>	<b>Activity</b>	<b>Scale</b>
	Composting	> 50,000 tonnes annual capacity to receive organics
	Recovery of General Waste	Any general waste recovered

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<b>Pollution Incident – Persons Responsible – West Nowra Resource Recovery Park</b>		
<b>PIRMP Activation:</b> (Responsible and Alternates)	<b>Responsible</b> (Initial Contact)	<b>Telephone Number</b>
	<b>Manager Waste Services</b>	T: (02) 4429 3111
	<b>Alternate</b> (Initial Contact if Responsible Contact is not available)	<b>Telephone Number</b>
	<b>Project Manager</b>	T: (02) 4429 3111
<b>Notifying Relevant Authorities:</b>	<b>Project Manager</b>	T: (02) 4429 3111
<b>Managing Response to Pollution Incident:</b>	<b>Manager Waste Services</b>	T: (02) 4429 3111

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<b>Notification of Relevant Authorities – West Nowra Resource Recovery Park</b>		
<b>Initial Contact:</b>	<b>Emergency Services</b>	<b>Telephone Number</b>
	Fire and Rescue NSW	000
	NSW Police	000
	NSW Ambulance Service	000
<b>Relevant Authorities and Agencies:</b>	<b>Agencies and Authorities</b>	<b>Telephone Number</b>
	EPA Environment Line	131 555
	Ministry of Health – Public Health Officer	(02) 4221 6700 or (02) 4222 5000 (A/H)
	SafeWork NSW	13 10 50 or (02) 4428 6700 (Nowra Office)
	Poisons Information Centre	13 11 26
	SES (NSW)	132 500
	Endeavour Energy	13 10 03
	Shoalhaven Water – Environmental Health Officer	(02) 4429 3111 or (02) 4421 3100 (A/H)
	Local Police Station (Nowra)	(02) 4421 9699 (only if not initially contacted)
	Local Ambulance Station (Bomaderry)	13 12 33 (only if not initially contacted)
Fire and Rescue NSW	(02) 4421 4754 (only if not initially contacted)	

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### **Notification of Neighbours and the Local Community – West Nowra Resource Recovery Park**

Early warnings and regular updates to owners and occupiers of neighbouring properties who may be affected by a pollution incident shall be notified. The notification mechanism to be employed in the event of an incident is Shoalhaven City Council's Waste and Recycling Services website. Council's website address is [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).

The notification shall provide specific information to the neighbouring properties and local community so it can minimise the risk of harm. Information could include instructions to remain within buildings or close all windows and doors likely to be affected, by a pollutant discharge.

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**Description and Likelihood of Hazards and Pre-emptive Actions to be Taken – West Nowra Resource Recovery Park**

<p><b>Potential Hazards:</b> Water Pollution</p>	<p><b>Description and Likelihood:</b> The environmental goals for Water Pollution Management are:</p> <ul style="list-style-type: none"> <li>• Preventing water pollution by sediments,</li> <li>• Detecting water pollution, and</li> <li>• Remediating water pollution.</li> </ul>	<p><b>Pre-emptive Actions:</b> The following management methods will be used to prevent pollution of water by sediment:</p> <ul style="list-style-type: none"> <li>• swale and table drains,</li> <li>• surface water and sediment dam(s) / basin(s),</li> <li>• sediment erosion control, and</li> <li>• surface monitoring.</li> </ul> <p>The objective of the surface water management method is to identify any off-site breach of surface water.</p>
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<p><b>Potential Hazards:</b> Air Pollution</p>	<p><b>Likelihood:</b> The environmental goals for Air Pollution Management are:</p> <ul style="list-style-type: none"> <li>• Preventing of fires, and</li> <li>• Resource Recovery Park closure.</li> </ul>	<p><b>Pre-emptive Actions:</b> The management techniques used to prevent and control fires are:</p> <ul style="list-style-type: none"> <li>• Minimize emissions to the atmosphere, and</li> <li>• increase the level of safety at the RRP.</li> </ul> <p>The following control measures shall be addressed to prevent fires:</p> <ul style="list-style-type: none"> <li>• signs will be erected and displayed at the RRP advising that flammable liquids may be stored,</li> <li>• stockpiles of approved combustible materials (ie: green waste) will be maintained in piles and windrows no higher than 3 metres and away from working areas, and</li> <li>• all fuels, liquids, and flammable solvents used at the RRP will be stored in suitable and appropriate ventilated, sign-posted, and secure storage containers and bunded areas, where necessary, so that any release of raw or burning fuel will not cause a fire or impact on stormwater.</li> </ul> <p>The RRP will be closed, subject to EPA approval, in a manner that minimizes the potential release of any fuels, liquids, and flammables used at the RRP:</p>
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## Inventory of Pollutants – West Nowra Resource Recovery Park

The purpose for recording the wastes received and stored is to:

- quantify wastes and pollutants received,
- record the allowable quantities, types and sources of wastes and pollutants received,
- manage the potential for off-site pollution, and the storage of pollutants.

The objective of quantifying the wastes received and stored at the RRP is to accurately obtain data on the allowable waste quantities, types and sources for reporting and planning purposes.

The objectives of recording the quantities, types and sources of wastes received and stored at the RRP are to enable the effective monitoring of incoming waste, estimate the potential of off-site pollution from wastes received, minimise the potential risk of fire from wastes received, and to aid in regulatory reporting requirements.

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**Safety Equipment – West Nowra Resource Recovery Park**

Personal protective equipment (PPE) shall be worn at all times by RRP staff to ensure potential contact with sediments and pollutants is minimised when carrying out inspections at the RRP.

All plant and equipment used in the provision of services at the RRP will have all mandatory safety and noise reducing equipment.

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## Communicating with Neighbours and The Local Community – West Nowra Resource Recovery Park

Early warnings and regular updates to owners and occupiers of neighbouring properties who may be affected by a pollution incident will be notified. The notification mechanism to be employed in the event of an incident is Shoalhaven City Council's Waste and Recycling Services website. Council's website address is [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).

The notification will provide specific information to the neighbouring properties and local community so it can minimise the risk of harm. Information could include instructions to avoid the use of water in creeks or rivers affected by pollutant discharges or likely to be affected, or remain within buildings or close all windows and doors for incidents involving emission of air pollutants.

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### **Minimising Harm to Persons on the Premises – West Nowra Resource Recovery Park**

In the event of an incident, actions and arrangements are in place to minimise the risk of harm to persons who are at the premises or are likely to be at the premises.

The actions to be followed, by the Manager Waste Services, to minimise the risk of harm to persons are to:

- Contact and notify the appropriate persons and relevant authorities, as soon as possible.

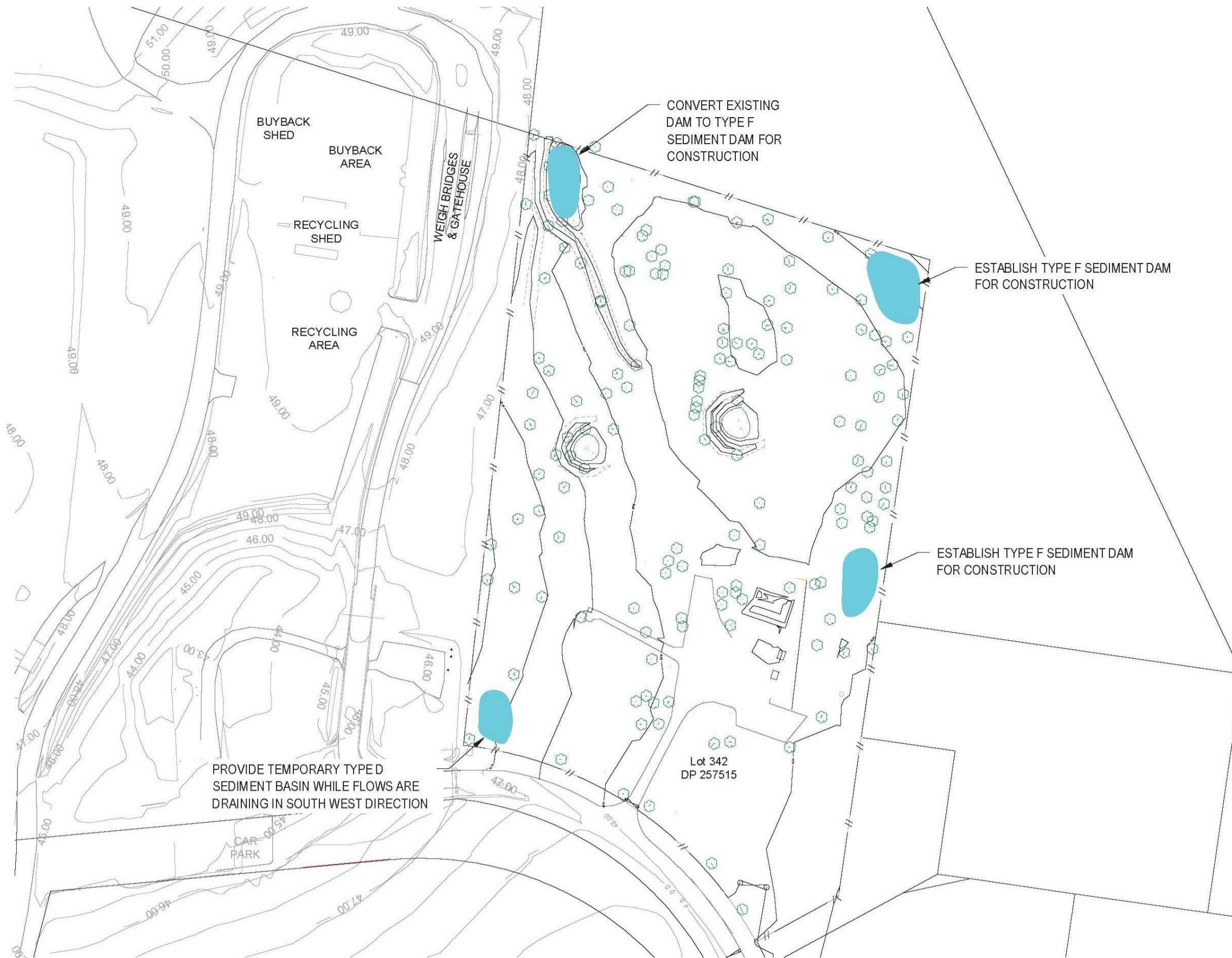
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**Maps – West Nowra Resource Recovery Park**

A copy of a detailed site plan of potential sediment and pollutant discharge points is included as Figure 2.

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**Figure 2:** Potential sediment and pollutant discharge points

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**Actions to be Taken During or Immediately After a Pollution Incident – West Nowra Resource Recovery Park**

In the event of a potential contamination of the RRP's surface water system the following actions will be taken during or immediately after identifying the pollution incident:

- Isolate the area, and ensure that there is no access,
- The EPA's Environment Line (131 555) will be notified immediately, as required by the *EPL*, and
- A written report, to the EPA, detailing the nature and source of the contamination, and any actions taken, and future actions that will be taken to mitigate re-occurrence.

In the event of a potential fire, at the RRP, the following actions will be taken during or immediately after identifying the pollution incident:

- Isolate the area, and ensure that there is no access,
- Stockpiles of combustibles, liquids, fuels and flammable solvents will be inspected on a daily (combustible wastes), weekly (fuels and liquids) and quarterly (flammable solvents) basis for fire risk, and
- Any fire occurring at the RRP will be investigated and the causes, damage and impact will be fully documented, as required by the *EPL*. The cause of any fires will be determined and appropriate work procedures will be put in place to mitigate re-occurrence.

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### Staff Training – West Nowra Resource Recovery Park

All Council Employees and Agents of Council (Contractor) at the Premises will be made aware on the implementation of the PIRMP as follows:

- Existing Council Employees – during the regular toolbox meetings,
- New Council Employees – as part of the employee's induction at the Premises,
- Existing Agents of Council (Contractors) – during regular Contractor toolbox meetings, and
- New Agents of Council (Contractors) – as part of the Contractor's employee induction at the Premises.

Refresher training will be conducted annually. A written record of all Council Employees trained must be kept and maintained, the same applies to all Agents of Council (Contractors). Records may be audited.

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**Testing and Updating of PIRMP – West Nowra Resource Recovery Park**

It is a legal requirement to test the plan every twelve (12) months and within one (1) month of any pollution incident.

Detail the manner in which the plan is to be tested and maintained to ensure the information included in the plan is accurate and up-to-date and the plan is capable of being implemented in a workable and effective manner.

Detail how the testing is documented and recorded (this must include the testing dates and the names of all staff members who carried out the testing).

Detail the dates on which the plan was updated.

**PIRMP Testing Details:**

Test Date	Tested By	Details of Test	Test Findings and Issues Identified	Next Scheduled Test Date

**PIRMP Update Details:**

Update Date	Reason for Update	Details of Changes to PIRMP	Website Upload Date	Completion Date

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