

Pollution Incident Response Management Plan (PIRMP) – Ulladulla Recycling and Waste Management Facility

March 2026

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

LICENCE NUMBER: 3557

Approved by: David Lindsay
Position/Title: Manager – Waste Services

Signature:
Date: 30 March 2026



PURPOSE:

Shoalhaven City Council (Council) holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the Ulladulla Recycling and Waste Transfer Facility. As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence 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 licence 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 carrying out the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised 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 2022.

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 2022.

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

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Environment Protection Licence (EPL) Details

Name of licensee: (including ABN)	Shoalhaven City Council ABN: 59 855 182 344
EPL number:	3557
Premises name and address:	Ulladulla Recycling and Waste Transfer Station 94 Pirralea Road ULLADULLA NSW 2539
Company or business contact details	Name: Andrew Constance Position or title: Chief Executive Officer, Shoalhaven City Council Business hours contact number/s: 02 4429 3111 After hours contact number/s: 02 4421 3100 Email: council@shoalhaven.nsw.gov.au
Website address:	www.shoalhaven.nsw.gov.au
Scheduled activity/activities on EPL:	Waste processing (non-thermal treatment) Waste storage
Fee-based activity/activities on EPL:	Non-thermal treatment of general waste Waste storage – hazardous, restricted solid, liquid, clinical and related waste and asbestos waste Waste storage – other types of waste Waste storage – waste tyres

Pollution incident – person/s responsible

Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s, should the primary contact be unavailable.

PIRMP activation	Name of person responsible: Sharon Anderson Position or title: Waste Depot Supervisor Business hours contact number/s: 0476 580 785
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After hours contact number/s: 0476 580 785

Alternative (initial contact if responsible contact is not available):

Name of person responsible: Peter Windley

Position or title: Waste Operations Coordinator

Business hours contact number/s: 0427 367 597

After hours contact number/s: 0427 367 597

Pollution incident – person/s responsible, continued

Notifying relevant authorities

Notification should be made by a person with an appropriate level of authority within the company.

Name of person responsible: Sharon Anderson

Position or title: Waste Depot Supervisor

Business hours contact number/s: 0476 580 785

After hours contact number/s: 0476 580 785

Alternative (initial contact if responsible contact is not available):

1. Name of person responsible: Peter Windley

Position or title: Waste Operations Coordinator

Business hours contact number/s: 0427 367 597

After hours contact number/s: 0427 367 597

Managing response to pollution incident

Name of person responsible: Sharon Anderson

Position or title: Waste Depot Supervisor

Business hours contact number/s: 0476 580 785

After hours contact number/s: 0476 580 785

Notification of relevant authorities

Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in the case of a pollution incident that causes or threatens to cause material harm to the environment.

Relevant authorities include:

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1. Emergency Services, as applicable – 000 (first notification)
2. EPA – 131 555
3. NSW Health (nearest public health unit)

See www.health.nsw.gov.au/Infectious/Pages/phus.aspx for local contact details.

4. SafeWork NSW – 13 10 50
5. Local authority (usually the local council) in which the pollution has occurred.

Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit.

Shoalhaven City Council (ARA)	Contact number/s:	4429 3111 (CX switchboard) 0401 002 315 – Fiona Schreuers (communications)
EPA	Contact number/s:	131 555
SafeWork NSW	Contact number/s:	13 10 50 02 4428 6700 (Nowra office)
Fire & Rescue NSW / Rural Fire Service	Contact number/s:	000 02 4478 4977 (Ulladulla Fire Station)
Local Police Station (Ulladulla)	Contact number/s:	02 4454 8599
Local Ambulance Station (Ulladulla)	Contact number/s:	13 12 33
SES NSW	Contact number/s:	132 500
Endeavour Energy	Contact number/s:	13 10 03
Poisons Information Centre	Contact number/s:	13 11 26

Notification of relevant authorities, continued

Local authority/s	Contact number/s:	Council Ranger – 1300 293 111 or 02 4429 3245 Weighbridge - 02 4444 8870 CX – 4429 3111 (for public notification / website updates)
Identify the local authority for the area in which the premises to which the environment protection licence relates, and any area, is affected, or potentially affected, by the pollution.		

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Any other identified organisation or agency requiring notification (if applicable) e.g. Water NSW, Department of Planning Industry and Environment, Roads and Maritime Services

Contact number/s:

Dept. of Planning, Housing and Infrastructure – 4224 9450

Notification of neighbours and the local community

Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g. schools, preschools, hospitals, nursing homes):

Developed properties within 500m of 94 Pirralea Road:

Commercial Properties:

Ulladulla Tafe – 156 Green Street, approx.. 430m east – phone: 131 601

Gnulla-Dulla Garden Centre – 5 Cashman Road, approx. 140m east – phone: 02 4454 4166

Residential Properties:

- 3, 10, 11, 27 & 36 Whitegum Road;
- 1 Greenview Close;
- 10, 20 & 22 Benowa Way;
- 6B, 26, 31, 41, 51, 57, 65, 73 & 75 Washburton Road;
- 69 & 91 Pirralea Road;
- 60 & 149 Green Street;
- 23, 25, 27, 29, 30, 32, 34, 36 & 38 Budawang Drive;
- 13A, 13B, 15, 17, 19, 21, 22, 24, 26, 28, 30, 32, 34, 36, 38 & 40 Abbey Road
- 5, 16 & 20-36 Cashman Road
- 1, 3, 4, 6 & 8 Jarrah Place
- 7, 8, 9, 10 & 11 Gadara Place

Details of how the neighbours will be informed of the incident, including early warnings and regular updates (e.g. door knock, phone call, emergency alert):

Early warnings and regular updates to owners and occupiers of neighbouring properties who may be affected by a pollution incident will be via Council's Waste and Recycling Services website, except in case of imminent emergency. Where a significant threat exists door knock or letterbox drops may be used. Council's website address is 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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Description and likelihood of hazards

Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates:

- Pollution of water, soil or air
- Fire
- Litter
- Pest species and Environmental/Noxious Weeds

The qualitative measure of Likelihood adopted by Shoalhaven City Council for risk assessments is outlined below:

What is the likelihood of the incident?

- **Almost certain** the event is likely to occur in most circumstances
- **Very likely** the event will probably occur in most circumstances
- **Likely** the event could occur at some time
- **Possible** the event is unlikely to occur
- **Rare** the event may only occur in exceptional circumstances

The qualitative measure of consequence adopted by Shoalhaven City Council for risk assessment is outlined below:

What is the environmental impact of this incident?

- **Catastrophic** massive effect with international impact or permanent environmental impact
- **Major** major effect with national impact or extensive temporary or minor permanent environmental impact
- **Local** local effect with regional impact. Temporary environmental damage, consultants required for assessment and clean-up
- **Minor** minor effect with local/limited impact. Environmental clean-up done in house
- **Weak** small effect with onsite/immediate vicinity impacts. Dealt with in-house

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The risk matrix is outlined below:

Risk Matrix			Environmental Impact				
			Weak	Minor	Local	Major	Catastrophic
			1	2	3	4	5
Likelihood	Rare	A	Low	Low	Low	Low	Medium
	Possible	B	Low	Low	Low	Medium	Medium
	Likely	C	Low	Low	Medium	Medium	High
	Very Likely	D	Low	Medium	Medium	High	High
	Almost Certain	E	Medium	Medium	High	High	High

Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood:

Table 1: Hazard Risk Assessment that could occur onsite if no mitigation activities were implemented.

Potential Hazard	Likelihood	Environmental Impact	Risk Rating
Pollution of surface water	E	3	High
Pollution of ground water	D	3	Medium
Failure of sediment controls	C	2	Low
Site flooding	B	2	Low
Failure of leachate management system	C	3	Medium
Pollution of soil	E	3	High
Spill of hazardous material (eg. Diesel or oil)	C	2	Low
Pollution of air - dust	E	1	Medium
Pollution of air - odour	E	1	Medium
Pollution of air - noise	C	1	Low
Pollution of air - landfill gas	D	2	Medium
Accumulation of landfill gas in confined spaces	C	2	Low
Ignition of accumulated landfill gas	A	2	Low

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Fire in stockpiles/waste	C	3	Medium
Bushfire	B	3	Low
Windblown litter	C	1	Low
Spread of pests/vermin	D	2	Low
Spread of environmental/noxious weeds	D	2	Low
Breach of development consent conditions	B	1	Low
Breach of hours of operation	A	1	Low
Breach of EPA licence conditions	B	1	Low
Traffic accident	B	2	Low

Pre-emptive actions that have been implemented to minimise potential hazards include:

- This PIRMP
- Waste Depot Safe Operating Procedure
- Site Emergency Procedure Manual
- Landfill Environmental Management Plan
- Waste Depot Site Inductions and inductions for plant, equipment and vehicles
- Safe Work and Standard Operating Procedures (SWPs and SOPs):
- Liquid storage containers bunded and undercover
- Onsite spill kits near higher risk activities
- First aid kits across the site and within all vehicles
- Fire fighting equipment (fixed and mobile)
- Personal Protective Equipment

Conditions/events that increase the likelihood of an incident or environmental impact include:

- High rainfall
- Incorrect storage or management of waste and stockpiles
- Acceptance of unauthorised waste
- Poor construction and management of landfill cells and infrastructure (such as leachate dams, diversion drains, final cover etc)
- Poor maintenance and operational procedures of machinery and plant

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- Incorrect management of leachate system (dams, tanks, sprayers and disposal field)
- High wind conditions (dust generation, wind blown odour)
- Fire danger periods (bushfire season)
- Uncovered waste loads
- Incorrect transport, handling and management of weed waste
- Poor control of pest species

Pre-emptive actions to be taken

Provide detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises:

General operations / Site-wide Activities:

- Operation of the facility will be in accordance with Council's plans and policies and the conditions of EPL number 3557.
- Staff to be appropriately trained

Incorrect storage or management of waste, material and stockpiles

- Liquid wastes, or materials with a spill risk (such as batteries), will be stored in roofed and bunded areas.
- Not storing waste in standing water
- Minimising disturbance of previously landfilled areas
- Ensuring stockpiles are appropriately located and shaped to minimise contamination, ignition and erosion.
- All empty drums accepted at the depot will be punctured in order to not contain any residual chemical fuels.
- All fuels and flammable solvents used for operational purposes to be stored in suitably ventilated and secure storage areas.
- Generally liquid wastes are not accepted at site, however small, domestic quantities of liquid wastes are accepted at the CRC. These wastes, including oil and paints are to be stored within a bund of 110% capacity of the volume of the stored material
- Waste will be stored in a manner that minimises any nuisance or environmental impact.

Ineffective cover (final capping) of waste

- Completed landfill cells are capped with a final capping layer. Regular inspection and maintenance to ensure the seal remains intact and any issues remediated promptly.

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Green waste processing (shredding, screening and pasteurisation)

- Ensure compliance with standard operating procedures for mulch pasteurisation to avoid dust and odour generation
- Monitor presence of surface water around windrows to prevent contamination and saturation
- Avoid shredding, screening and turning of windrows on windy days
- Utilising water spraying where appropriate to minimise emission of dust
- Proper training of involved staff
- Daily inspection of mulch stockpiles to identify any visual evidence of ignition
- Regular removal of green waste/first turn mulch

Acceptance of unauthorised waste

- Erection and display of appropriate signage and the entrance to the facility indicating the types of wastes accepted
- Visual and CCTV inspection and screening of all incoming and outgoing loads
- Refusing entry to vehicles carrying wastes not accepted at the facility
- In the event that unacceptable waste is identified onsite Council will immediately segregate, isolate and contain the waste. The waste carrier (driver) will be advised the waste is not acceptable and must be loaded back onto the vehicle where practical and safe to do so, at the owner's cost.

Poor construction and management of infrastructure (such as leachate dams, diversion drains etc)

- All design and construction work at the Facility will be undertaken by suitably qualified and experienced personnel and consultants / contractors in accordance with relevant Australian construction standards, and industry best practice guidelines.
- All environmental monitoring and / or sampling will be undertaken by suitably qualified and experienced Council staff and / or environmental consultants.
- Regular inspection and maintenance of infrastructure (such as leachate system, surface water system, methane collection system, etc)
- Regular monitoring of groundwater, surface water and surface methane in accordance with the EPL.

Poor maintenance of machinery and plant

- Ensure plant and equipment are appropriately serviced and kept in good working order
- Avoiding use of plant or machinery with defective pollution control devices (mufflers, filters etc)
- Avoiding use of plant, machinery or equipment with tonal movement alarms
- Minimise noisy/potentially noise work adjacent to nearby residential areas

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Incorrect management of leachate system (dams, pumps/pipes, sprayers and disposal field)

- Avoid operating spray irrigation during windy or wet conditions
- Regular inspection of leachate irrigation field for evidence of failure or saturation
- Leachate dam and first flush tank levels to be checked weekly (visually) to ensure appropriate freeboard is maintained.
- Pumps, sprayers, cut off trench and irrigation field to be checked weekly and maintained as required.

High wind conditions (dust generation, windblown odour, windblown litter)

- Minimise odour generation by managing waste and odour generating activities appropriately
- Minimise dust generating work during windy periods
- Restrict vehicle speeds at the facility
- Use of a water cart
- Stockpile heights limited and use of stockpile nets/litter fences
- Minimise exposed earthworks
- Ensure plant and equipment are fitted with appropriate pollution control devices

Inventory of pollutants

Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates:

Identify the maximum quantity of any pollutant/s likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.

Example

Location/Tank	Max. quantity	Contents	Comments
Fuel Trailer (fixed, bunded)	1,000L	Diesel fuel for operational purposes	
Fuel (drum)	20L	Diesel fuel for operational purposes	
CRC liquid waste collection	2,000L	Waste oil, paints, household chemicals, waste aerosol cans	Self-contained and bunded storage tanks/cages for individual waste streams. Regularly monitored and emptied on demand as required to ensure minimal volumes are stored onsite.

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			Household chemicals are discouraged – individuals are directed to household chemical cleanout collections. When household chemicals are identified onsite they are removed as soon as practical.
CRC – non liquid waste collection	20m ³ of e-waste ~20 batteries ~20 gas bottles	Batteries, LPG bottles, e-waste, smoke alarms, fluorescent light globes	Covered and bunded storage areas for each individual waste stream. Gas bottles should be delivered empty therefore volumes of gas are expected to be negligible. Stockpiles are regularly monitored and emptied on demand as required to ensure minimal volumes are stored onsite.
Tyre stockpile	25T	Waste tyres	Stockpiled separately in piles no more than 3m in height and located away from public and working areas.
Mulch windrows	4,000T (combined with green waste)	Shredded green waste undergoing pasteurisation process	Processed in windrows no more than 3m in height and located away from public and working areas.
Green waste stockpiles	4,000T (combined with mulch)	Unprocessed green waste	Stockpiled separately in piles no more than 3m in height and located away from working areas.
Asbestos	15m ³	Appropriately wrapped asbestos – household quantities only	Asbestos deliveries arrive in a designated, signposted storage area within a skip bin. Asbestos is regularly transferred out of the site for final disposal at West Nowra.
Cleaning products	60L	Various cleaning chemicals for use in day-to-day cleaning	Appropriate training and storage provided.
Adblue	125L	Chemical additive for operational vehicles	Stored in a self-bunded container in an enclosed storage container
Hydraulic oil	500L	Oil for operational vehicles and plant	Stored in an enclosed storage container
Grease	40kg	Grease for operational plant and equipment	Stored in an enclosed storage container
Rapid set concrete	80kg	Used in routine maintenance activities	Stored in a secure, dry location
Insecticides	30kg	Small quantities in site offices and cleaning supply store	For use by staff on their person (insect repellent); in buildings (bug spray) during routine operational activities and in the control of pests/vermin
Paints (operational)	50kg	Throughout site	For use in routine operational and maintenance activities
Disinfectants	30kg	Storage room	For use in routine operational and maintenance activities
White Zinc	3.2kg	Storage Shed	For use in routine maintenance activities

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Portablue	10L	Store room	Portable toilet additive
Lubricants	2.2L	Storage Shed	For use in routine maintenance activities and mechanical repairs
Oils (operational)	200L	Storage Shed	For use in routine maintenance activities and mechanical repairs
Coolant (operational)	100L	Storage Shed	For use in routine maintenance activities and mechanical repairs
Grease	50L	Storage Shed	For use in routine maintenance activities and mechanical repairs
Herbicide	20L	Storage Shed	For use in routine activities to control weeds (noxious and environmental)
Leachate	8000m ³ (max. volume)	Leachate dam on western boundary	Routinely irrigated to evaporate off water and reduce volume stored onsite.

Safety equipment

Describe the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident:

One mobile appliance with total water capacity of approx. 2,000L – mobile plant able to be moved from one location to another to assist in fire fighting activities

Dry chemical extinguisher – located in in several locations throughout the site including: weighbridge office, meeting room, storage shed, kitchen, pickers office and buyback centre

Fire hose reels – located in in several locations throughout the site including: two at skip bin transfer area and one at weighbridge

Spill kits – located at weighbridge, near crib room

First aid kits – located in in several locations throughout the site including: crib room and supervisors office.

Eyewash station - located in in several locations throughout the site including: non-ferrous shed, CRC shed, meeting room.

AED – located at the meeting room

Emergency shower – recycling shed

Personal protective equipment (PPE) including long shirt, long pants, high-visibility reflective shirts/vests/jackets, sunglasses/eye protection, hardhat (where appropriate), steel capped shoes to be worn by operational staff and consultants involved in onsite activities (such as water sampling), and task specific PPE as required.

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

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Communicating with neighbours and the local community

Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried out:

Early warnings and regular updates to owners and occupiers of neighbouring properties who may be affected by a pollution incident will be published on Council's Waste and Recycling Services website. Council's website address is www.shoalhaven.nsw.gov.au.

The notification will provide specific information to the neighbouring properties and local community so they 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.

Develop any specific information that could be provided to the community, so it can minimise the risk of harm:

Council's community education team provide substantial information on the Council's waste section webpage in relation to waste management and preventing contamination/environmental harm. If a pollution event may affect neighbours or the local community Council's communication team will be advised of the incident and will coordinate the communication strategy. No site employees should communicate with any member of the public or media unless authorised to do so. External requests for information must be directed to the communications team.

Minimising harm to persons on the premises

Identify the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried out:

Follow the instructions outlined in *Site Emergency Procedure Manual – Ulladulla Recycling and Waste Depot, version 6, 17 November 2023*, in particular Section 4.3 Emergency Response Guidelines, and

Contact the appropriate persons and relevant authorities, as per this *Pollution Incident Response Management Plan*.

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Maps

Provide a detailed map (or set of maps) showing the:

- location of the premises to which the licence relates
- surrounding area likely to be affected by a pollution incident
- location of potential pollutants on the premises
- location of any stormwater drains on the premises.

It is also recommended the position of any discharge points or any other useful information be included on the map/s, and that any important details on the map are labelled (e.g. the nearest water course or water body that stormwater drains located on the premises discharge to).

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Figure 1: Site Detail

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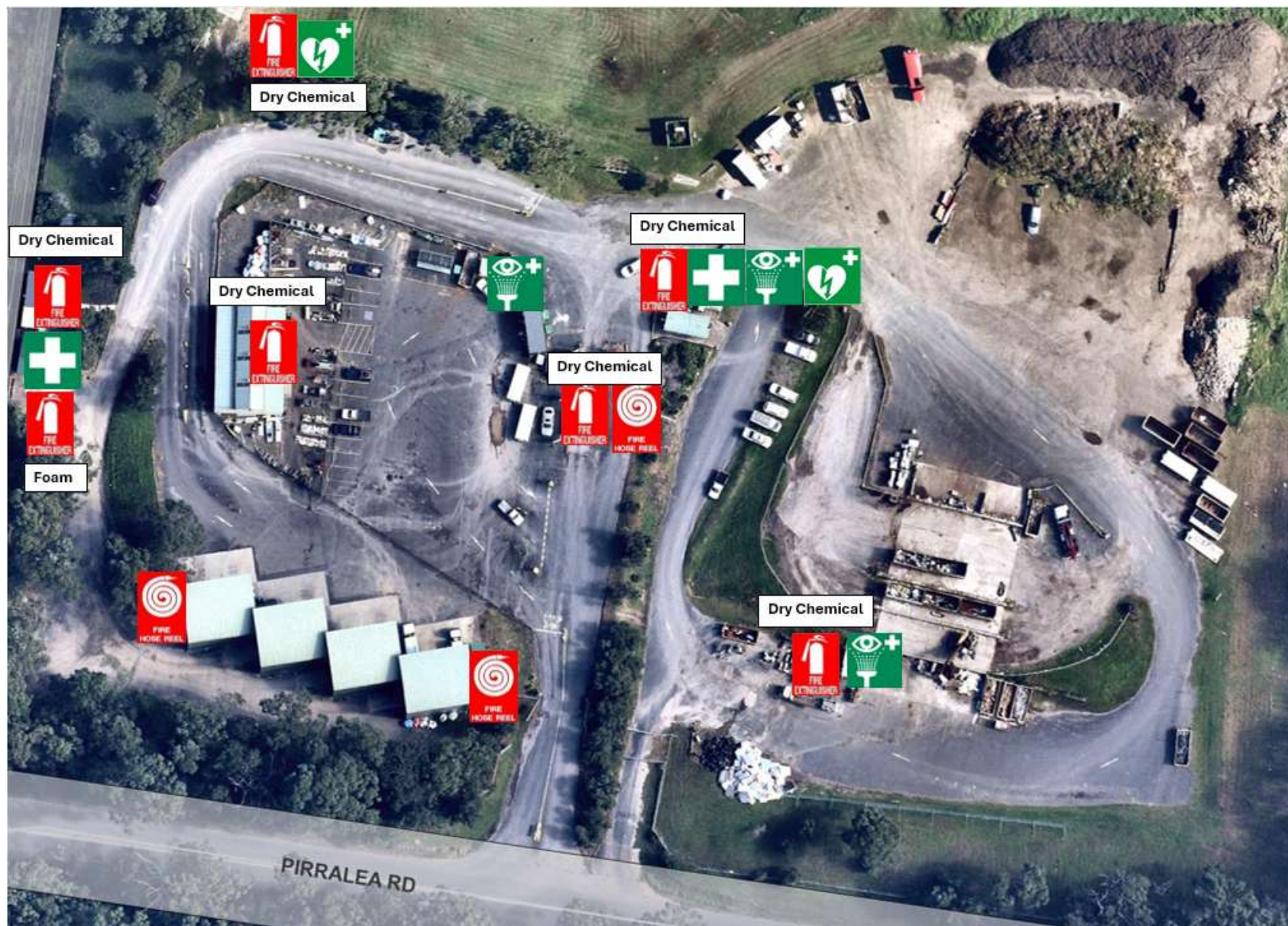


Figure 2: Emergency Equipment Map

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Actions to be taken during or immediately after a pollution incident

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum, early warnings, updates and actions to be taken during and after an incident:

Any person, whether an employee or otherwise engaged as an agent by Council) who becomes aware of a pollution incident must immediately contact the site supervisor with location of incident, number of persons injured, type of incident or any other relevant information on UHF 21.

Chemical Spill

Response as per Huskisson Site Emergency Procedure Manual (PRD23/101)

- First person to arrive on the scene should ensure that the affected area has been evacuated
- Ensure that the persons assemble in a well ventilated area, upwind from the spill, where they are not exposed to further risk
- Protect yourself by putting on appropriate PPE as requires
- If possible, stop the leak (e.g. by turning off the tap, righting the drum or container, or placing in an outer container if possible)
- Cordon off area, preferably using some form of barrier tape, and prevent unauthorised access. Persons should remain clear of the area until it is declared safe to re-enter
- Do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the spill
- Contain the leak by placing appropriate absorbent or bunding material in place (suing the spill kit available)
- Avoid contact with the spilled material
- Advise the site supervisor UHF 21
- If the supervisor considers it necessary, notify the appropriate chemical expert(s) – Fire Brigade
- Divert surface water around the site, if appropriate
- Commence environmental monitoring (water or air) as required by the EPL, directed by the EPA, or recommended by Council's environmental consultant (ENRS)
- Spill recovery will be the responsibility of the person responsible for the chemical/s on site or the Fire Brigade
- Consideration should be given to building or site environmental conditions and a decision made by the Chief Emergency Warden as to whether further evacuation of the area is required.

Fire (bushfire/plant/building/waste)

Response as per Huskisson Site Emergency Procedure Manual (PRD23/101)

- First person to discover fire to report incident to Chief Emergency Warden / Site Supervisor on UHF 21. Report should include:
 - Exact location of fire
 - Extent and trend of fire

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- Any persons injured
- Any actions already taken to contain/extinguish the fire
- Dial 000 if onsite assets are unable to contain the fire
- Secure the immediate area against access by the public
- Evacuate to emergency assembly area if told to do so
- Weighbridge advised to restrict entry to the area
- Determining whether the fire is containable using equipment at hand
- Where and if possible, relocate machinery and equipment to a safe area
- Liaise with Emergency Services on arrival
- Ensure Waste Operations Coordinator is advised at first available opportunity
- Waste Coordinator will contact Environmental Project Manager and Safety Implementation Officer
- The fire is extinguished using the most appropriate method
- If possible, prevent fire water leaving the immediate area (using spill kits, booms etc)
- Recording the incident in the daily diary and reported to the Safety Implementation Officer
- In the event of fires occurring in any of the on-site plant the operator at the scene is responsible for ensuring that:
 - The machine is moved to a safe area away from public areas
 - The machine is switched off
 - Internal/external fire suppressants are activated where fitted. If not fitted use hand extinguisher/s, fire hose
 - The site Chief Emergency Warden (Site Supervisor) is notified immediately
 - Recording the incident in the daily diary and reported to Safety Implementation Officer

Gas leak / explosion from methane gas

Response as per Huskisson Site Emergency Procedure Manual (PRD23/101)

- Stop work and report incident immediately UHF 21
- Where applicable, evacuate persons from the affected area and assemble them in a well-ventilated area where they are not exposed to further risk
- Ensure no naked flames, smoking or other possible sources of ignition remain in the immediate area
- Cease operation of plant and equipment in the area
- Site supervisor / Coordinator to contact Environmental Project Manager and/or ENRS to provide advice and monitoring/testing
- Notify appropriate maintenance personnel
- Where possible, and safe to do so, repair visible fissures in capping
- In the event of injury call 000

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Explosion

Response as per Huskisson Site Emergency Procedure Manual (PRD23/101)

- Move persons away from danger
- Contact emergency services, dial “000”
- Inform the site Chief Emergency Warden / Site Supervisor UHF 21
- Follow the directions of your warden personnel
- Contact Council Communications Centre 4421 3100

Pollution Incident (Environmental breach / spill)

- Stop work and report incident to Site Supervisor UHF 21
- If possible, contain the breach and manage leachate using shut-off valves, tankers, recirculation, temporary dams/booms as required
- Avoid contact with the spilled material
- Remove any affected plant and equipment from the area
- Supervisor to report incident immediately to EPA, NSW Health, neighbours (as necessary)
- Supervisor to coordinate testing by Council’s environmental consultant (ENRS) as required under the EPL
- Record estimated volume of leachate escaping the site, record in daily diary and report to Environmental Project Manager

When a pollution incident occurs, the severity of the event will be established by the Site Coordinator, to determine the extent of communications:

Level 1 – Pollution could only affect those in the immediate area

Site workers notified and the area cordoned for pollution incident management under the direction of Site Manager/Supervisor and/or relevant authority, such as Fire & Rescue.

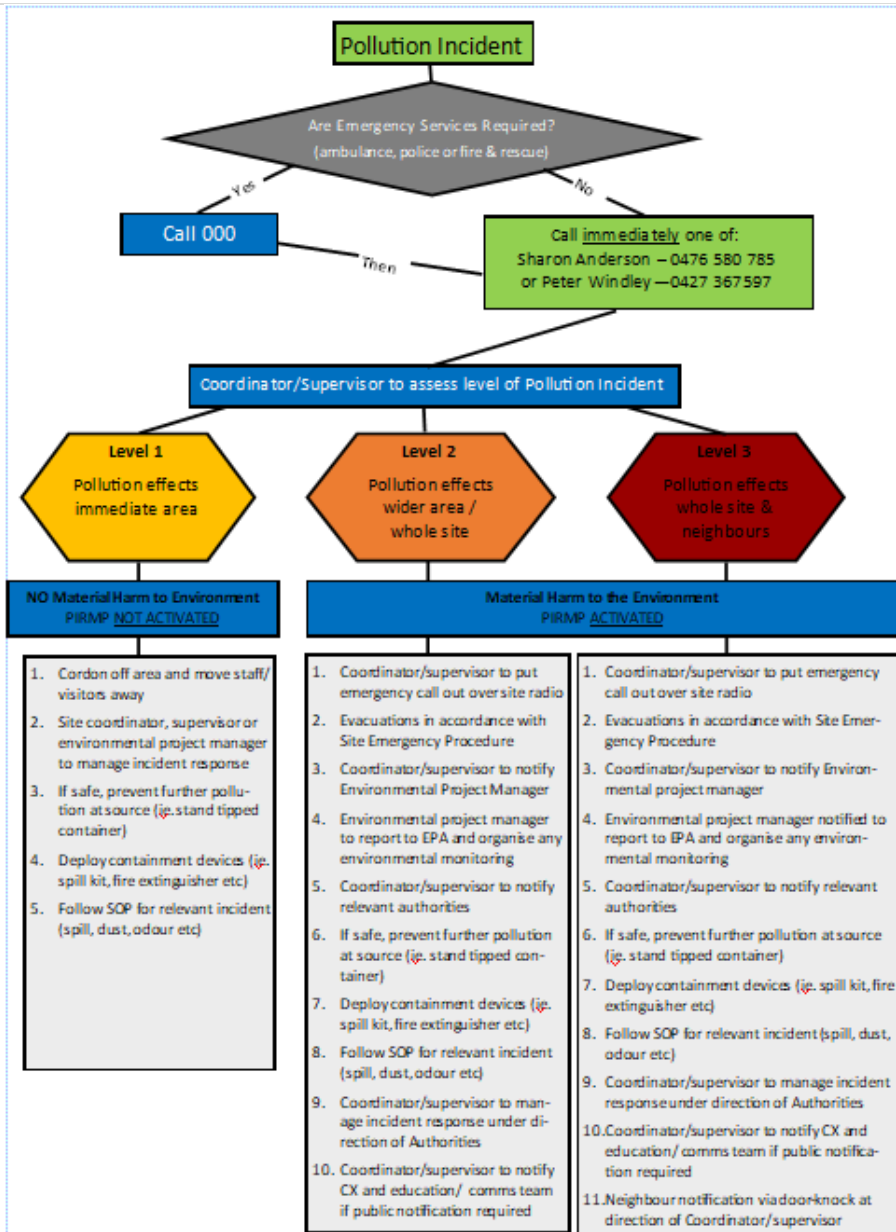
Level 2 – Pollution could affect all those on site

Site evacuated and pollution incident management under the direction of Site Manager/Supervisor and/or relevant authority, such as Fire & Rescue.

Level 3 – Pollution could affect whole of site and surrounding neighbours

Site evacuated, pollution incident management under the direction of the Site Manager/Supervisor and/or relevant authority, such as Fire & Rescue. Neighbours notified by door knock (if threat is immediate) by Site Manager/Supervisor or through notification on Council’s webpage and updated regularly as required during incident management.

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Harm to the environment is material if:

- It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000

Relevant Authorities

Fire & Rescue NSW / RFS	000 02 4478 4940 (Shoalhaven Fire Station)
SafeWork NSW	131 050 02 4428 6700 (Nowra office)
EPA	131 555
Poisons Information Centre	13 11 26
SES NSW	132 500
Endeavour Energy	13 10 03
Shoalhaven Water – Environmental Health Officer	02 4429 3214
Local Police Station (Nowra)	02 4421 9699
Local Ambulance Station (Bomaderry)	13 12 33
Council Ranger	1300 293 111
ENRS	02 4448 5490 or 0403 536 292

Relevant Staff

David Lindsay	0418 791 451
Peter Windley	0427 367 597
Environmental Project Manager	0402 004 554
Shoalhaven City Council Comms	0401 002 315
CX	4429 3111
Weighbridge	4429 5683
OHS Safety Officer	0434 566 269

Neighbours

National Parks & Wildlife	02 4428 6300
Crown Lands	1300 886 235
Nowra LALC	02 4423 3163
Wollongong University	02 4448 0888

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Develop a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk:

1. In the event of a larger pollution event, and the PIRMP being activated, the Site Supervisor or Coordinator will determine if evacuation is necessary. Evacuation will be undertaken in accordance with the Site Emergency Procedure
2. If the event is likely to impact offsite places/people the Site Supervisor or Coordinator will coordinate notification of neighbours/public as appropriate for level of risk. This may involve door knocks, letterbox drops and/or publishing public health warnings on Councils webpage
3. PIRMP to be 'tested' (reviewed) within one month of pollution incident

Identify any actions to be taken in combating the pollution caused by the incident and how any clean-up and associated funding resulting from an incident will be undertaken:

4. Continue environmental monitoring as required or directed.
5. Ensure pollutant(s) are cleaned up/extinguished/captured as soon as possible
6. Prepare and implement a pollution clean-up plan, if required

Coordinating with persons

Identify the procedures to be followed for coordinating with the authorities or persons who have been notified:

1. Whoever becomes aware of a pollution incident (whether an employee, contactor, agent, occupier of premises or other) must notify immediately:
 - o Waste Depot Supervisor (Sharon Anderson); or
 - o Waste Operations Coordinator (Peter Windley), or
 - o Waste Services Manager (David Lindsay)
2. Waste Supervisor (or Coordinator, or Manager) to determine the level of response and if PIRMP is to be activated
3. Waste Supervisor to notify weighbridge operator, Environmental Projects Manager and relevant emergency services, including EPA environment line when PIRMP activated
4. Waste Supervisor to brief arriving emergency services
5. In the case of water or soil contamination advise Council's environmental consultant (ENRS) and determine need for ongoing environmental monitoring.

Identify the person/s through whom all communications are to be made:

EPA communications to Waste Services Coordinator / Manager or Environmental Projects Manager.

All other correspondence to Waste Depot Operations Coordinator or Waste Services Manager.

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Staff training

Identify the nature and objectives of any staff training program in relation to this plan:

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.

Testing and updating of the PIRMP

Example: PIRMP testing details

Date tested	Tested by (to include the names of all people involved in testing)	Details of test (e.g. nature of the test, involvement of other agencies) Note: Testing must cover all components of the plan.	Finding of test, including issues identified	Next scheduled testing date (must be within 12 months from current test)
14/05/2025	S. Anderson, S.Zantis, P.Tooth, S.Webb, T.Nadile, P.Parnell, R.Higgins, C.Wardle, T.Popple, J/Thomson	Review and refresher training	No changes required	

PIRMP update details

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25/03/2022	Annual Review		25/03/2022
02/05/2023	Update contact details, personnel, relevant agencies, new EPA format required	Changes to format, new site plan, update personnel and contact details, update references to SEPS, new emergency equipment location plan	13/03/2023
25/03/2024	Annual Review	Update contact details, personnel, relevant agencies, update references to SEPS, update dangerous goods table, inset risk matrix and PIRMP activation flow chart	28/03/2024
24/03/2025	Annual Review	Update contact details, personnel, legislation, review list of hazardous and dangerous goods, update PIRMP flowchart display sheet	
17/03/2026	Annual Review	Update contact details, personnel, review list of hazardous and dangerous goods, update site maps, review pre-emptive actions	30/03/2026

EPA 2020P2148
March 2020

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