

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

March 2024

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

LICENCE NUMBER: 5878

Approved by:

Position/Title: Manager – Waste Services

Signature:

Date: 26 March 2024

PURPOSE:

Shoalhaven City Council (Council) holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the Huskisson Recycling and Waste 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 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*.

Licencees 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:	5878
Premises name and address:	Huskisson Recycling and Waste Facility, 235 Huskisson Road HUSKISSON NSW 2540
Company or business contact details	Name: Robyn Stevens Position or title: Chief Executive Officer 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:	Composting Waste disposal (application to land) Waste processing (non-thermal treatment) Waste storage
Fee-based activity/activities on EPL:	Composting – ≤5,000 Ton Non thermal treatment of general waste Waste disposal by application to land) Waste storage – hazardous, restricted solid, liquid, clinical and related waste storage 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:

Position or title: Waste Depot Supervisor

Business hours contact number/s:

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After hours contact number/s:

Email:

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

1.

Name of person responsible:

Position or title: Waste Operations Coordinator

Business hours contact number/s: 02 4429 5680

After hours contact number/s:

Email:

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:

Position or title: Emergency Warden (1)

Business hours contact number/s: 02 4429 5841

After hours contact number/s: Contact Weighbridge Operator (alternative contact)

Email:

Alternatives:

1.

Name of person responsible:

Position or title: Waste Depot Attendant

Business hours contact number/s:

After hours contact number/s: Contact Weighbridge Operator (alternative contact)

Email:

2.

Name of person responsible: (notify EPA)

Position or title: Environmental Projects Manager

Business hours contact number/s: 02 4429 3554

After hours contact number/s:

Email:

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Managing response to pollution incident

Name of person responsible:

Position or title: Waste Depot Supervisor

Business hours contact number/s:

After hours contact number/s:

Email:

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

1.

Name of person responsible:

Position or title: Emergency Warden

Business hours contact number/s: 02 4429 5841

After hours contact number/s:

Email:

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:

1. Fire & Rescue NSW and/or Rural Fire Service 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 – 131 050
 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.

Fire & Rescue NSW / Rural Fire Service

Contact number/s:

000

02 4478 4940 (Shoalhaven Fire Station)

EPA

Contact number/s:

131 555

NSW Health

Relevant Area Health Service:

Illawarra Shoalhaven

Contact number/s:

02 4221 3111 (Shoalhaven Hospital switchboard)

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SafeWork NSW	Contact number/s:	131 050 02 4428 6700 (Nowra office)
Poisons Information Centre	Contact number/s:	13 11 26
SES NSW	Contact number/s:	132 500
Endeavour Energy	Contact number/s:	13 10 03
Shoalhaven Water – Environmental Health Officer	Contact number/s:	02 4429 3111 02 4421 3100 (after hours)
Local Police Station (Huskisson)	Contact number/s:	02 4441 5779
Local Ambulance Station (Huskisson)	Contact number/s:	13 12 33

Notification of relevant authorities, continued

Local authority/s **Contact number/s:** Council Ranger – 1300 293 111 or 02 4429 3576
 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. Weighbridge - 02 4429 5841

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:** See list above

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):

National Parks and Wildlife – 02 4428 6300

Industrial properties in the western portion of Woollamia Industrial Area –

- All properties on Mussel St,
- 19, 25 and 27 Erina Rd,
- 22 and 22A James Farmer Grove,
- All properties on Scallop St and
- Properties at western end of Duranbah Drive. Many of these properties are currently vacant land or undergoing development.

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):

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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.

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
- Noise
- Odour
- 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	D	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	D	3	High
Spill of hazardous material (eg. Diesel or oil)	C	2	Low
Pollution of air - dust	E	1	Medium
Pollution of air - odour	C	1	Medium
Pollution of air - noise	C	1	Low
Pollution of air - landfill gas	B	1	Low
Accumulation of landfill gas in confined spaces	B	3	Low
Ignition of accumulated landfill gas	A	2	Low
Fire in stockpiles/waste	B	3	Low

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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
- Standard operating procedures and inductions for plant, equipment and vehicles
- Safe Work and Standard Operating Procedures (SWPs and SOPs):
 - Waste depot guidelines
 - Separated brick and concrete
 - Dust control
 - Mulch pasteurisation
 - Working with or near garbage/biological waste
 - Disposal of asbestos waste
 - After hours access for emergency and/or essential services
 - Scavenging
 - Working on batters
 - CRC operations
 - Plant operations in customer service areas
- Liquid storage containers banded and undercover
- Onsite spill kits near higher risk activities
- First aid kits across the site and within all vehicles

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- 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
- Poor management of waste and stockpiles
- Acceptance of unauthorised waste
- Poor construction and management of landfill cells and infrastructure (such as leachate dams, diversion drains etc)
- Poor maintenance and operational procedures of machinery and plant
- Incorrect management of leachate disposal system (sprayers and disposal field)
- High wind conditions (dust generation, wind blown odour)
- Fire danger periods (bushfire season)
- Incorrect management of mulch could ignite fire
- Operating machinery or plant outside hours of operation
- Uncovered waste loads
- Incorrect transport, handling and management of weed waste
- Poor control of pest species

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:

Incorrect storage or management of waste, material and stockpiles

- Liquid wastes, or materials with a spill risk (such as used motor oil), 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 and erosion. Combustible wastes (tyres and pasteurising green waste) to be placed in piles and windrows no higher than 3m and away from working and public areas.
- All empty drums accepted at the depot will be inspected to ensure they have been washed clean and 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.
- Waste oil and other liquids 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.

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Ineffective cover (daily or final capping) of waste

- Completed landfill cells are to be capped with a final capping layer within 6 months of the final delivery of waste to the facility.
- Existing capped areas will be regularly inspected and maintained to ensure cap materials are in suitable condition.

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

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
- Inspection and screening of waste at the weighbridge. Any waste suspected of being unacceptable will be refused
- In the event that unacceptable waste is identified in the landfilling and / or stockpiling areas, Council will immediately segregate, isolate and contain the waste away from the active waste disposal area / stockpiles. Details of the waste, such as type, the source and the vehicle and driver identification, will be recorded. 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. The vehicle will then be escorted from the landfill by Council staff. Council may, if deemed necessary and / or appropriate, advise the driver of the vehicle to contact the EPA for advice on the correct disposal of the unacceptable waste (at the waste owner's cost). Council Rangers may also be contacted and informed of the incident;
- In the event that unacceptable waste is identified during the stockpiling or spreading and compaction of deposited waste, Council will segregate, isolate and contain the waste away from the active waste disposal area.

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

- All design and construction work for 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.
- Operation of the facility will be undertaken in accordance with this LEMP and the conditions of EPL number 5878.
- All environmental monitoring and / or sampling will be undertaken by suitably qualified and experienced Council staff and / or environmental consultants.
- Internal Quality System audits will be conducted by Council and external audits undertaken as required.
- Regular inspection and maintenance of infrastructure (such as leachate system, surface water system, methane collection system, etc)
- Regular monitoring of groundwater, surface water, surface methane and subsurface methane in accordance with the EPL.

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- Regular inspection and maintenance of completed/capped areas

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

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 disposal field for evidence of failure or saturation
- Monitoring water volumes in the leachate system (visual and electronic monitoring)
- Regular maintenance of leachate disposal system

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 to 3m
- Minimise exposed earthworks areas
- Ensure plant and equipment are fitted with appropriate pollution control devices

Incorrect management of mulch could ignite fire

- Adherence to Council's standard operating procedure for mulch pasteurisation, including regular temperature checks of mulch stockpiles
- Daily inspection of mulch stockpiles to identify any visual evidence of ignition

Control of litter

- Regular litter collection throughout the facility and outside the perimeter where required
- Covering loads when entering and exiting the site and during transit
- Avoid tipping and waste handling during windy conditions
- Active waste handling areas managed to mitigate windblown litter

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- Storage of light materials prone to becoming windblown litter (such as Styrofoam) within enclosed areas/buildings
- Litter collected from surface water drains, inlets or pipes and culverts on a regular basis

Incorrect transport, handling and management of weed waste

- Educate waste transporters on appropriate transport and handling of weed wastes
- Separate weed wastes from green waste stockpiles to avoid cross contamination/seeding
- Inspection and screening of green waste stockpiles during mulching. Any waste suspected of being unacceptable will be segregated, isolated and inspected
- Immediate burial and/or covering of weed waste

Poor control of pest species

- Use traps/baits to deter and/or control vermin
- Keep leachate and stormwater ponds free of mosquito breeding larvae
- Ensure waste is appropriately covered/managed to minimise attracting pests species

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 (mobile)	1,000L	Diesel fuel for operational purposes	
Fuel trailer (mobile)	20L	Unleaded fuel for operations purposes	
CRC liquid waste collection	7000L	Waste oil, paints, household chemicals	Self-contained and banded storage tanks/cages for individual waste streams. Regularly monitored and emptied on demand as required to ensure minimal volumes stored onsite. 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	30m ³ of ewaste ~30 batteries	Batteries, LGP bottles, e-waste, used smoke alarms, fluorescent globes	Covered and banded storage areas for each individual waste stream. Gas bottles should be delivered empty therefore volumes of gas are expected to be negligible.

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	~30 gas bottles		Stockpiles are regularly monitored and emptied on demand as required to ensure minimal volumes are stored onsite.
Tyre stockpile	50T	Waste tyres	Stockpiled separately in piles no more than 3m in height and located away from public and working areas
Mulch windrows	5,000T (combined with green waste)	Shredded greenwaste undergoing pasteurisation process	Processed in windrows no more than 3m in height and located away from public and working areas
Green waste stockpiles	5,000T (combined with mulch)	Unprocessed green waste	Stockpiled separately in piles no more than 3m in height and located away from public and working areas
Cleaning products	60L	Various cleaning products for use in general day-to-day cleaning.	Appropriate training and storage methods
Adblue	125L	Chemical additive for operational vehicles and plant	Stored in a self-bunded container within enclosed storage container
Galvanizing touch-up paint	4.8kg	Workshop	For use in routine maintenance activities
Rapid set concrete	80kg	Workshop	For use in routine maintenance activities
Insecticides	1.5kg	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)	4kg	Workshop	For use in routine operational and maintenance activities
White Zinc	3.2kg	Workshop	For use in routine maintenance activities
Lubricants	2.2l	Workshop	For use in routine maintenance activities and mechanical repairs
Oils (operational)	500L	Workshop	For use in routine maintenance activities and mechanical repairs
Coolant (operational)	200L	Workshop	For use in routine maintenance activities and mechanical repairs
Grease	40kg	Workshop	For use in routine maintenance activities and mechanical repairs
Herbicide	50L	Workshop and cleaning supply store	For use in routine activities to control weeds (noxious and environmental)
Leachate	~8,000m ³	Leachate dam south of sedimentation dam and north of capped landfill batters.	Routinely irrigated onto disposal field to evaporate off water and reduce volume stored onsite.

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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 water capacity of approx. 10,000L –able to be moved from one location to another to assist in fire fighting activities

Fire Extinguishers – located a weighbridge, CRC, leachate pumphouse, liquid storage shed near green waste area, buy back, lunch room

External sprinkler systems containing fire retardant – fitted in some earthmoving equipment that can be activated from inside the cabin

Spill kits – Sorting bay office, CRC, at garden adjacent to lunch room

Fire blanket – Crib room adjacent to irrigation area,

Water tanks, electric pump and hose reel – Sorting bay area (not mains connected)

First aid kits – Weighbridge, Crib room adjacent to irrigation area, Supervisors office

Eyewash station – Battery and non-ferrous storage container, Sorting bay office, CRC

AED – Kitchen adjacent to Buy Back area

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.

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. In addition, the education team have regular radio segments, provide written information brochures, informational letters with rates notices and offer free 'tip tours'. The aim of these engagements is to educate the community about what can be accepted at the site, what actions Council are taking to prevent environmental harm and how the community can contribute to this goal (ie by not contaminating waste streams, delivering hazardous materials to the correct places etc).

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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 – Huskisson 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*.

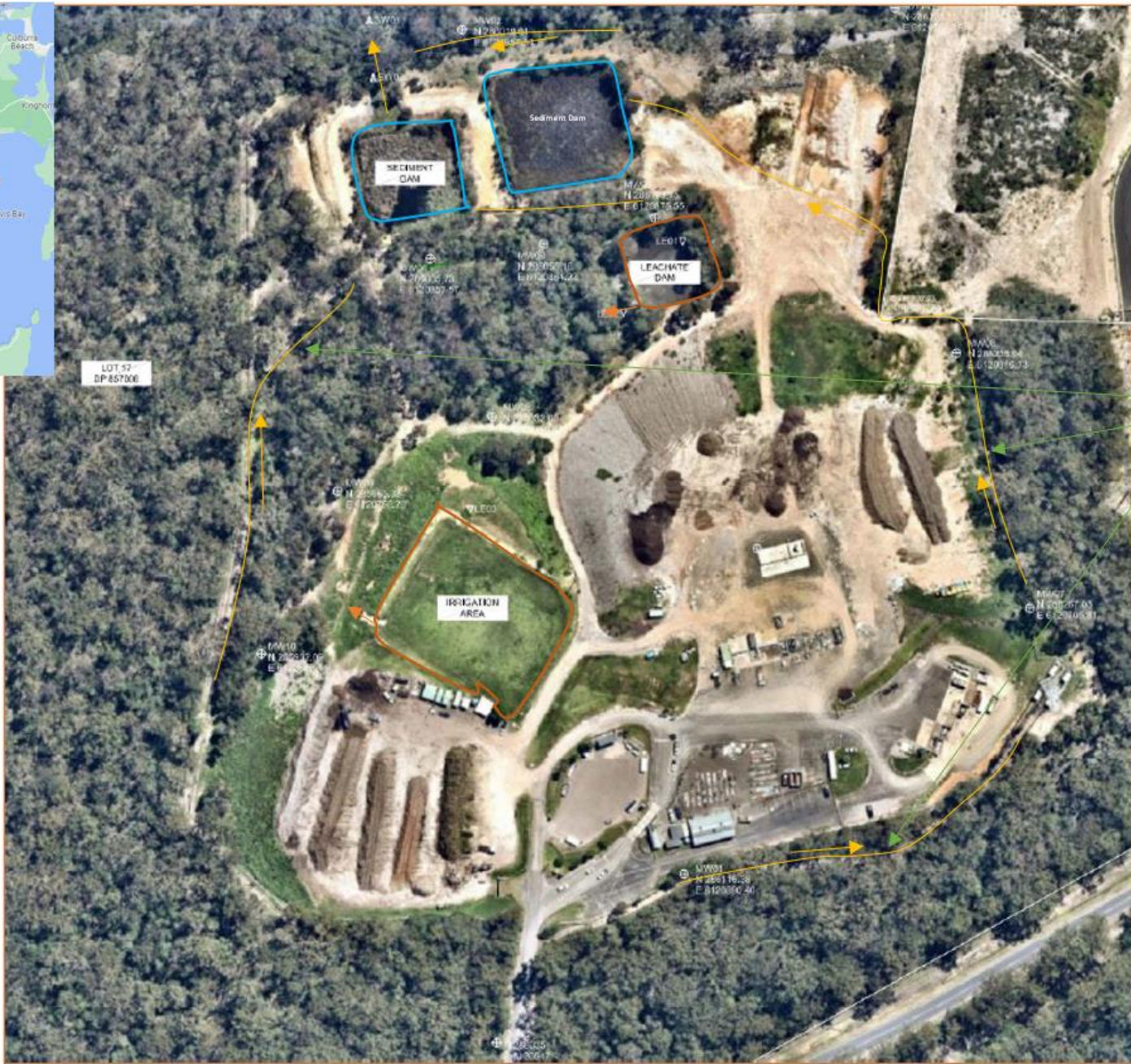
Maps

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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Surface water drainage – arrows indicate direction of flow.



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:

1. In the event of a significant pollution incident at the Huskisson Recycling and Waste Facility that requires Emergency Services, 000 should be called immediately.
2. The area should then be isolated to ensure there is no access other than relevant emergency response personnel.
3. Notify site manager/supervisor of incident – supervisor to establish whether the pollution incident will cause material harm to the environment, and if so, activate the PIRMP and notify the Team Supervisor
4. If safe prevent further pollution at source (where applicable) ie. Stand tipped container upright, plug opening in container, create temporary bund/dam etc
5. Deploy containment devices (spill kit for liquids, fire extinguishers or fire hose for fire, water cart for dust etc)
6. Team Supervisor and Environmental Projects Manager to notify relevant authorities and weighbridge
7. Ensure future operations adopt best-practice methods for pollution control/avoidance

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

Action 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.

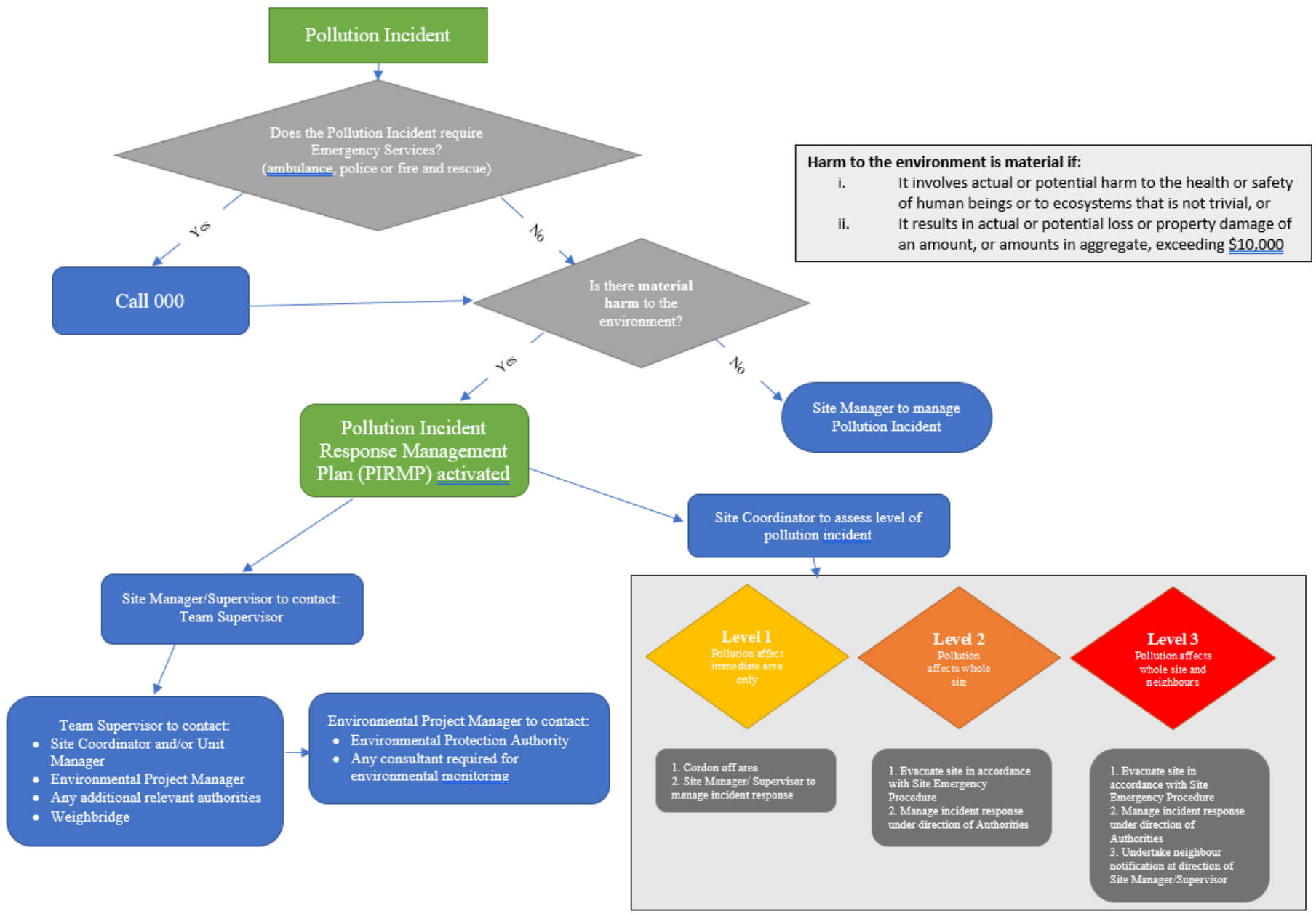
Level 2 – Pollution could affect all those on site

Action 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

Action 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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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:

8. Contain pollutant to the site (liquid, solid, gas) or contain the event to prevent spread (fire)
9. If appropriate move nearby materials away from incident to prevent spread
10. If appropriate divert surface water around the site
11. Commence environmental monitoring (water or air) as required by the EPL, directed by the EPA, or recommended by Council's environmental consultant (ENRS)
12. If necessary, publish public health warnings on Councils webpage
13. 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:

14. Continue environmental monitoring as required or directed.
15. 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; or
 - o Chief Emergency Warden, or
 - o Emergency Warden, or
 - o Waste Services Manager
2. Waste Supervisor (or Coordinator, or Manager) to notify weighbridge operator, Environmental Projects Manager and relevant emergency services:

Fire & Rescue NSW / Rural Fire Service

000
02 4421 4754 (Shoalhaven Fire Station)

NSW Health

Illawarra Shoalhaven
 02 4221 6700
 02 4222 5000 (after hours)

SafeWork NSW

131 050

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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

02 4421 3100 (after hours)

Local Police Station (Huskisson)

02 4441 5779

Local Ambulance Station (Huskisson)

13 12 33

3. Environmental Projects Manager to report to EPA incident hotline and prepare written report as necessary. In the case of water or soil contamination Environmental Projects Manager to advise Council’s environmental consultant (ENRS) and determine need for ongoing environmental monitoring.
-

EPA

131 555

ENRS

02 4448 5490

0401 518 443

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

EPA communications to Environmental Projects Manager.

All other correspondence to Waste Depot Supervisor or authorised representative.

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

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- 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

It is a legal requirement to test the plan every 12 months and within one 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:

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)

PIRMP update details

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Date update occurred	Reason for update (e.g. address issues identified in testing, contact details/personnel have changed)	Details of updates (nature of changes to PIRMP)	Date the updated version uploaded to website (if applicable)	Date of completion
27/03/2021	Annual Review	Updated site map		
25/03/2022	Annual Review			
21/11/2022	Update contact details, personnel, relevant agencies, new EPA format required	Changes to format, new site plan, update personnel and contact details, incorporate detail from LEMP, update references to SEPS.		21/11/2022
13/02/2023	Annual review	Update personnel and contact details. Update neighbouring properties details. New site map.		
27/03/2024	Annual Review	Update personnel and contact details, update risk matrix, update dangerous goods register		

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