

JR Richards & Sons

WASTE and RECYCLING SERVICES

Pollution Incident Response Management Plan

Issue 7 (Dec 2023)

Prepared by

JR Richards & Sons

QHSE Department

Web Site: www.jrrichards.com.au

General	
Name of Licensee:	J.R. & E.G. Richards Pty Ltd
EPL Number:	20589
Site Name:	Grafton MRF
Address:	704 Armidale Rd, South Grafton, NSW
	2428
Company / Business Contact Details	
JR Richards contact:	1300 579 278
Complaints Line:	1800 574 357
Website:	https://www.jrrichards.com.au/

Information highlighted in green is to be made publicly available via www.jrrichards.com.au/.



Notifying Pollution Incidents

A pollution incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

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.

What must be Notified:

Material harm to the environment, involving actual or potential harm to health or safety of human beings or ecosystems, OR actual or potential loss for property damage exceeding \$10 000.

The following environmental incidents must be notified:

- All environmental incidents where material harm (as above) has resulted, and external agencies are involved (Police, Fire, etc).
- Uncontrolled fire in a stockpile or MRF shed.

Depot staff or Drivers can report incidents or hazards using the usual reporting system, which may lead to activation of the PIRMP at the discretion of those appropriately trained.

All incidents must be reported to 1800 JR HELP (1800 574 357)

The following must be contacted:

- Fire + Rescue 000 as appropriate, if there is an immediate threat to people or environment.
- Otherwise, the following must be contacted, in order:
- EPA 131 555.
- NSW Health (Lismore Public Health Unit 02 6620 7585).
- Fire + Rescue 000.
- SafeWork NSW 131 050.
- Local Council (Clarence Valley Council 02 6643 0200).

Also, neighbours must be contacted, in keeping with the procedures below.

For any notifications, the Notifications Worksheet must be used as a record.

Information to be given is:

- The time, date, nature, duration and location of the incident.
- Location of where the pollution is or is likely to occur.
- The nature, and quantity and concentration of pollutants (if known).
- The circumstances in which the incident occurred.
- The actions, taken or proposed.



Communicating with Neighbours and the Community

Complaints Line

The Complaints Line (1800 574 357) is posted on the JR Richards website at https://www.irrichards.com.au/documents/.

Establishing Priorities

Management shall contact Council (on the adjoining site) and arrange resources to contact neighbouring properties. Priorities shall be established to determine affected neighbours, based on:

- Distance and direction from the source.
- Location of neighbours adjacent downstream water courses.
- Wind direction and strength.
- Height and magnitude of emissions.

Details of how Neighbours will be informed, including Early Warnings and Regular Updates

The Notifications Worksheet (see Appendices) contains addresses and contact details of neighbours to be informed of a pollution incident.

Use a printed Notifications Worksheet, when notifying the Authorities and neighbours, and make notes as a record. A copy must be attached to the Incident Report.

Warnings and progress updates shall be provided at key stages during the management of an incident; or if any new risks arise, depending on the length of the incident.

Procedures for Communicating with the Community

Once the PIRMP has been activated, resources shall contact the neighbours to advise of the incident (and provide updates) either by door knocking, telephoning or through letter box drops.

A risk assessment shall be carried out, prior to approaching any property.

Specific Information to be Provided

The specific information includes:

- Type of pollutant.
- Prevailing winds.
- Height and magnitude of air emission.
- Location of any onsite fallout or offsite impacts.
- Likelihood of the pollutant reaching ground level.
- Possible impacts on any sensitive receptors.
- Actions taken or proposed.



Appendix 1. Notifications Work Sheet

Brief Sheet	
Time and date of Incident	
Nature of the incident:	
Duration of the incident:	
Location of the incident:	
Nearest cross street:	
Location of where pollution is likely to occur:	
Circumstances in which the incident occurred:	
Actions taken or proposed:	

Grafton MRF - EPL 20589



Date:	Details	Notes				
Authority: EPA						
Number:	131 500					
Time:						
Call Receiver:						
Reference No.:						
Notifier:						
Authority: NSW Health						
Number:	02 6620 7585	Lismore Public Health Unit				
Time:						
Call Receiver:						
Reference No.:						
Notifier:						
Authority: SafeWork NSW						
Number:	131 050					
Time:						
Call Receiver:						
Reference No.:						
Notifier:						
Local Council						
Number:	02 6643 0200	Clarence Valley Council				
Time:						
Call Receiver:						
Reference No.:						
Notifier:						
FIRE + Rescue						
Number:	000					
Time:						
Call Receiver:						
Reference No.:						
Notifier:						

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Neighbouring Community						
Address	Phone	Details	Name	Time	Comments	
704 Armidale Rd	0418 591 240					
704 Armidale Rd	0428 403 989					
704 Armidale Rd	6643 0888					
704 Armidale Rd	6643 0200					
765 Armidale Rd, Braunstone	Door knock					
825 Armidale Rd, Braunstone	Door knock					
830 Armidale Rd, Braunstone	Door knock					



Appendix 2. Public Health Unit List (Link)

Public Health Unit - Referral List at July 2020

Destruct	Public Health Unit – Referral List at July 2020							
Postcode	PHU	Postcode	PHU	Postcode	PHU	PHU Details		
2000-2002	Randwick PHU	2379-2382	Tamworth PHU	2717	Broken Hill PHU	Albury PHU (Murrumbidgee & Southern NSW LHD) PO Box 3095, Albury NSW 2640		
2004-2009	Camperdown PHU	2386-2390	Tamworth PHU	2720	Albury PHU	Phone: (02) 6080 8900 Fax: (02) 6933 9220 (secure)		
2010-2011	Randwick PHU	2395-2396	Dubbo PHU	2721	Bathurst PHU	Bathurst PHU (Far West & Western NSW LHD)		
2012-2017	Camperdown PHU	2397-2411	Tamworth PHU	2722	Albury PHU	PO Box 143, Bathurst NSW 2795 Phone: (02) 6330 5880 Fax: (02) 6332 3137 (secure)		
2018-2036	Randwick PHU	2415	Newcastle PHU	2725	Albury PHU	Broken Hill PHU (Far West & Western NSW LHD)		
2037-2050	Camperdown PHU	2420-2430	Newcastle PHU	2726	Goulburn PHU	PO Box 457, Broken Hill NSW 2880		
2052	Randwick PHU	2431	Port Macquarie PHU	2727-2733	Albury PHU	Phone: (08) 8080 1420 Fax: (08) 8080 1196 (secure) Camperdown PHU (Sydney LHD)		
2055-2114	Hornsby PHU	2439-2456	Port Macquarie PHU	2734	Broken Hill PHU	PO Box 374 Camperdown NSW 1450		
2115-2118	Parramatta PHU	2460-2466	Lismore PHU	2735-2736	Albury PHU	Phone: (02) 9515 9420 Fax: (02) 9515 9467 (secure) Dubbo PHU (Far West & Western NSW LHD)		
2119-2122	Hornsby PHU	2469-2474	Lismore PHU	2737-2739	Broken Hill PHU	PO Box 4061, Dubbo NSW 2830		
2123-2125	Parramatta PHU	2475	Tamworth PHU	2745	Penrith PHU	Phone: (02) 6809 8979 Fax: (02) 6809 7963 (secure)		
2126	Hornsby PHU	2476-2490	Lismore PHU	2747-2751	Penrith PHU	Gosford PHU (Central Coast LHD)		
2127-2128	Parramatta PHU	2500-2502	Wollongong PHU	2752	Liverpool PHU	PO Box 361, Gosford NSW 2250 Phone: (02) 4320 9730 Fax: (02) 4320 9746 (secure)		
2129-2140	Camperdown PHU	2505-2508	Wollongong PHU	2753-2760	Penrith PHU	Goulburn PHU (Murrumbidgee & Southern NSW LHD)		
2141-2157	Parramatta PHU	2515-2522	Wollongong PHU	2761-2770	Parramatta PHU	Locked Mail Bag 11, Goulburn NSW 2580 Phone: (02) 4825 4944 Fax: (02) 4822 5038 (secure)		
2158-2159	Hornsby PHU	2525-2530	Wollongong PHU	2773-2786	Penrith PHU	Hornsby PHU (Northern Sydney LHD)		
2160-2161	Parramatta PHU	2533-2535	Wollongong PHU	2787	Bathurst PHU	Hornsby-Ku-ring-gai Hospital, Palmerston Road, Hornsby NSW 2077		
2162-2190	Liverpool PHU	2536-2537	Goulburn PHU	2790-2800	Bathurst PHU	Phone: (02) 9485 6911 Fax: (02) 9485 6093 (secure) Lismore PHU (Mid North Coast & Northern NSW LHD)		
2191-2196	Camperdown PHU	2538-2541	Wollongong PHU	2803	Goulburn PHU	PO Box 498, Lismore NSW 2480		
2197-2200	Liverpool PHU	2545-2551	Goulburn PHU	2804-2806	Bathurst PHU	Phone: (02) 6620 7585 Fax: (02) 6620 2552 (secure) Liverpool PHU (South Western Sydney LHD)		
2203 -2204	Camperdown PHU	2555-2578	Liverpool PHU	2807	Goulburn PHU	PO Box 38, Liverpool NSW 1871		
2205	Randwick PHU	2579-2587	Goulburn PHU	2808-2810	Bathurst PHU	Phone (02) 9794 0855 Fax: (02) 9794 0838 (secure)		
2206	Camperdown PHU	2588-2590	Albury PHU	2820-2831	Dubbo PHU	Newcastle PHU (Hunter/New England LHD)		
2207	Randwick PHU	2594	Goulburn PHU	2832-2834	Broken Hill PHU	Locked Mail Bag 10, Wallsend NSW 2287 Phone: (02) 4924 6477 Fax: (02) 4924 6048 (secure)		
2208	Camperdown PHU	2611	Goulburn PHU	2835	Dubbo PHU	Parramatta PHU (Western Sydney LHD)		
2209-2210	Randwick PHU	2618-2633	Goulburn PHU	2836	Broken Hill PHU	Locked Mail Bag 7118, Parramatta BC NSW 2124 Phone: (02) 9840 3603 Fax: (02) 9840 3591 (secure)		
2211-2214	Liverpool PHU	2640-2647	Albury PHU	2839-2840	Broken Hill PHU	Penrith PHU (Nepean Blue Mountains LHD)		
2216-2234	Randwick PHU	2648	Broken Hill PHU	2842-2844	Dubbo PHU	PO Box 63, Penrith, NSW 2751		
2250-2252	Gosford PHU	2649-2672	Albury PHU	2845-2847	Penrith PHU	Phone: (02) 4734 2022 Fax: (02) 4734 3444 (secure) Port Macquarie PHU (Mid North Coast & Northern NSW LHD)		
2256-2263	Gosford PHU	2675	Albury PHU	2848-2849	Bathurst PHU	PO Box 126, Port Macquarie NSW 2444		
2264-2267	Newcastle PHU	2680-2681	Albury PHU	2850-2852	Dubbo PHU	Phone: (02) 6589 2120 Fax: (02) 6589 2390 (secure)		
2278-2338	Newcastle PHU	2700-2714	Albury PHU	2864-2877	Bathurst PHU	Randwick PHU (South Eastern Sydney LHD) Locked Mail Bag 88, Randwick NSW 2031		
2339-2356	Tamworth PHU	2715	Broken Hill PHU	2878-2880	Broken Hill PHU	Phone: (02) 9382 8333 Fax: (02) 9382 8314 (secure)		
2357	Dubbo PHU	2716	Albury PHU	2890-2891	Wollongong PHU	Tamworth PHU (Hunter/New England LHD) Locked Mail Bag 9783, NEMC NSW 2348		
2358-2361	Tamworth PHU		-	2898-2899	Randwick PHU	Phone: (02) 6764 8000 Fax: (02) 4924 6048 (secure)		
2365	Tamworth PHU					Wollongong PHU (Illawarra Shoalhaven LHD)		
2369-2372	Tamworth PHU					Locked Mail Bag 9, Wollongong NSW 2500 Phone: (02) 4221 6700 Fax: (02) 4221 6759 (secure)		
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Appendix 3. Local Council Contacts

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