

TRANSPORT Pollution Incident Response Management Plan (PIRMP)

General	
Name of Licensee:	J.R. & E.G. Richards (NSW) Pty Ltd
EPL Number:	21164
Site Name:	Tuncurry Office
Address:	Po Box 500, Tuncurry NSW 2428
Name of Licensee:	J.R. & E.G. Richards Pty Ltd
EPL Number:	10415
Site Name:	Tuncurry Office
Address:	Po Box 500, Tuncurry NSW 2428
Name of Licensee:	Blue Chip Specialised Services Pty Ltd
EPL Number:	13243
Site Name:	Rutherford
Address:	38 Bradmill Ave, Rutherford NSW 2320
Name of Licensee:	Renewable Oil Services Pty Ltd
EPL Number:	12991
Site Name:	Rutherford
Address:	PO Box 313, Maitland NSW 2320
Name of Licensee:	Hydro Digga
EPL Number:	21313
Site Name:	Coffs Harbour
Address:	2/23 Cooks Rd, Coffs Harbour, NSW 2450
Company / Business Contact Details	
JR Richards Contact:	1300 579 278
Complaints Line:	1800 574 357
Website:	https://www.jrrichards.com.au/
Approval:	
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Approved by:	QHSE Manager
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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 humans 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 has resulted, and external agencies are involved (Police, Fire, etc).
- Spill to water way.
- Vehicle fire (vehicle or waste product is fully involved in fire).

Responsibilities

- DRIVERS must call 1800 JR HELP (1800 574 357).
- ONLY the Compliance Team, Regional or Senior Managers can activate the plan.
- Depot Supervisors / Managers can manage the response to a pollution incident.
- ONLY the Compliance Team or Senior Management can notify the Authorities.

The following must be contacted (by the Compliance Team or Senior Management):

Fire + Rescue - 000 as appropriate, if there is an immediate threat to people or the environment.

A representative from Head Office will notify the following agencies, in this order:

1. EPA 131 555.
2. NSW Health (See Appendix 2).
3. Fire + Rescue – 000 (emergency only)
4. SafeWork NSW – 131 050.
5. Local Council (Refer to Appendix 3).

Also, neighbouring communities and businesses must be contacted (see over).

For any notifications, the Notifications Work Sheet (Appendix 1) 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

Management shall contact Council 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) contained 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, allocated 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.

Community Complaints

The Complaints Line (1800 574 357) has been posted on the JR Richards website at:

<https://www.jrrichards.com.au/documents/>

Pre-Emptive Actions to be Taken

The following is a description of hazards occurring, including details of pre-emptive actions in relation to:

- Spills to ground or water way.
- Truck Fire.

Spill to Ground or Water Way

Hazard:

The environmental hazard is the product within the truck. This may be caused by vehicle incidents, including:

- Truck rollover.
- Loss or spill of product.

Pre-Emptive Actions

- Daily pre and post trip inspections (DVR's).
- Checking that the spill kit for the truck is well stocked and complete.
- Securing of loads, including placing end caps on hoses and outlets.
- All vehicles are on a maintenance schedule.
- Audits of trucks are completed.
- Managers Monthly Vehicle Inspections.
- Waste tracking of all trackable waste.
- Drivers are to maintain a current Drivers Licence and be assessed as competent to drive and authorized operate the vehicles.
- Fit-for-purpose vehicles are used.
- Monitoring of speeds, in keeping with Chain of Responsibility procedures.

Response Actions:

Refer to the Emergency Manual or Emergency Procedures Guide for the vehicle.

Truck Fire

Hazard:

The environmental hazard is the smoke and fumes caused by the vehicle fire, spills of product and fire water to waterways.

Pre-Emptive Actions

- Checking that the spill kit for the truck is well stocked and complete.
- Fire extinguishers on the vehicle (inspected and tagged at least every 6 months).
- Training in emergency response procedures (eg LMS Fire & Emergency Truck).
- Training in Safe Work Near Electrical Lines.

Staff Training

Objectives

The intention of this PIRMP is to notify Authorities and the community of a pollution incident and effectively manage the incident. Thus, the objectives of training are:

- To enable those with management responsibilities to carry out their duties.
- To convey understanding to staff, in order to maintain responsible practices on-site.
- To enable an effective response to any pollution incident.

All supervisory and management staff (with responsibilities to activate the plan, notify Authorities, or implement the plan) shall be trained in this procedure, and issued a copy.

Training Modules

The following LMS modules shall be allocated to Drivers:

- Emergency response procedures (eg LMS Fire & Emergency Truck).
- Safe Work Near Electrical Lines.

Testing and Maintaining the PIRMP

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

PIRMP Testing Details

The Regional Manager is responsible to ensure that testing has been completed.

Testing will occur at a time within the usual reporting period for the licence.

Testing methods will include:

- Simulation of a physical pollution scenario.
- Practical exercises or drills.
- Simulation of a pollution scenario via a meeting.
- Auditing of the PIRMP, which includes an analysis of the effectiveness of the PIRMP.
- Testing the contact numbers of methods for contacting the community.
- Testing the knowledge of those responsible re this PIRMP.

Following each test, relevant staff shall be debriefed on the learnings, and the PIRMP updated accordingly (see Appendix 4).

Learnings include:

- What worked?
- What would we do next time?
- What would we do differently next time?
- What needs did we identify?

PIRMP Update Details

Date update occurred	Reason for update	Details of Update	Date uploaded to website	Date of completion
May 2021	Update contact details.	This document	May 2021	May 2021
June 2022	Annual update	Contact details	June 2022	June 2022
Nov 2023	Following incident	Minor changes (highlighted)	Nov 2023	Nov 2023
8 July 2024	Annual update	Changes highlighted	8 July 2024	8 July 2024

Appendix 1. Notifications Work Sheet – Authorities

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:	
ABN	34 000 526 385 – JR & EG Richards (NSW) Pty Ltd 86 000 389 793 - JR & EG Richards Pty Ltd

Date:	Details	Notes
Authority: EPA		
Number:	131 555	Ask where to send the report.
Time:		
Call Receiver:		
Reference No.:		
Notifier:		
Authority: NSW Health		
Number:	Refer to Appendix 2.	
Time:		
Call Receiver:		
Reference No.:		
Notifier:		
Authority: SafeWork NSW		
Number:	131 050	
Time:		
Call Receiver:		
Reference No.:		
Notifier:		
Local Council		
Number:	Refer to Appendix 3	
Time:		
Call Receiver:		
Reference No.:		
Notifier:		
FIRE + Rescue		
Number:	000	For notifications that are not emergencies, call Fire + Rescue Head Office on 9265 2999, or the Health & Safety Team on 9265 2800, or email info@fire.nsw.gov.au
Time:		
Call Receiver:		
Reference No.:		
Notifier:		
Water Authority		
Number:		For areas where water catchments may be impacted.
Time:		
Call Receiver:		
Reference No.:		
Notifier:		

Appendix 2. Public Health Unit List

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

Appendix 3. Local Council Contacts

Council	PHONE	Council	PHONE	Council	PHONE	Council	PHONE
Bayside Council	02 9562 1666	Coffs Harbour City Council	02 6648 4000	Kyogle Council	02 6632 1611	Randwick City Council	1300 722 542
Dubbo Regional Council	02 6801 4000	Coolamon Shire Council	02 6930 1800	Lachlan Shire Council	02 6895 1900	Richmond Valley Council	02 6660 0300
Albury City Council	02 6023 8111	Coonamble Shire Council	02 6827 1900	Lake Macquarie City Council	02 4921 0333	Council of the City of Ryde	02 9952 8222
Armidale Regional Council	1300 136 833	Cowra Shire Council	02 6340 2000	Lane Cove Municipal Council	02 9911 3555	Shellharbour City Council	02 4221 6111
Ballina Shire Council	1300 864 444	Cumberland Council	02 8757 9000	Leeton Shire Council	02 6953 0911	Shoalhaven City Council	02 4429 3111
Balranald Shire Council	03 5020 1300	Dungog Shire Council	02 4995 7777	Lismore City Council	1300 878 387	Singleton Council	02 6578 7290
Bathurst Regional Council	02 6333 6111	Edward River Council	03 5898 3000	City of Lithgow Council	02 6354 9999	Snowy Monaro Regional Council	1300 345 345
The Hills Shire Council	02 9843 0555	Eurobodalla Shire Council	02 4474 1000	Liverpool City Council	1300 362 170	Snowy Valleys Council	1800 069 280
Bega Valley Shire Council	02 6499 2222	Fairfield City Council	02 9725 0222	Liverpool Plains Shire Council	02 6746 1755	Strathfield Municipal Council	02 9748 9999
Bellingen Shire Council	02 6655 7300	Federation Council	02 6033 8999	Lockhart Shire Council	02 6920 5305	Sutherland Shire Council	02 9710 0333
Berrigan Shire Council	03 5888 5100	Forbes Shire Council	02 6850 2300	Maitland City Council	02 4934 9700	Council of the City of Sydney	02 9265 9333
Blacktown City Council	02 9839 6000	Georges River Council	02 9330 6400	Mid-Coast Council	02 6591 7222	Tamworth Regional Council	02 6767 5555
Bland Shire Council	02 6972 2266	Gilgandra Shire Council	02 6817 8800	Mid-Western Regional Council	1300 765 002	Temora Shire Council	02 6980 1100
Blayney Shire Council	02 6368 2104	Glen Innes Severn Council	02 6730 2300	Moree Plains Shire Council	02 6757 3222	Tenterfield Shire Council	02 6736 6000
Blue Mountains City Council	02 4780 5000	Goulburn Mulwaree Council	02 4823 4444	Mosman Municipal Council	02 9978 4000	Tweed Shire Council	02 6670 2400
Bogan Shire Council	02 6835 9000	Greater Hume Shire Council	02 6036 0100	Murray River Council	1300 087 004	Upper Hunter Shire Council	02 6540 1100
Bourke Shire Council	02 6830 8000	Griffith City Council	02 6962 8100	Murrumbidgee Council	1300 676 243	Upper Lachlan Shire Council	02 4830 1000
Brewarrina Shire Council	02 6830 5100	Cootamundra-Gundagai Regional Council	1300 459 689	Muswellbrook Shire Council	02 6549 3700	Uralla Shire Council	02 6778 6300
Broken Hill City Council	08 8080 3300	Gunnedah Shire Council	02 6740 2100	Nambucca Valley Council	02 6568 2555	Wagga Wagga City Council	1300 292 442
Burwood Council	02 9911 9911	Gwydir Shire Council	02 6724 2000	Narrabri Shire Council	02 6799 6866	Walcha Council	02 6774 2500
Byron Shire Council	02 6626 7000	Port Macquarie-Hastings Council	02 6581 8111	Narrandera Shire Council	02 6959 5510	Walgett Shire Council	02 6828 1399
Cabonne Council	02 6392 3200	Hawkesbury City Council	02 4560 4444	Narromine Shire Council	02 6889 9999	Warren Shire Council	02 6847 6600
Camden Council	02 4654 7777	Hay Shire Council	02 6990 1100	Newcastle City Council	02 4974 2000	Warrumbungle Shire Council	02 6849 2000
Campbelltown City Council	02 4645 4000	Hilltops Council	02 6380 1200	North Sydney Council	02 9936 8100	Waverley Council	02 9083 8000
City of Canada Bay Council	02 9911 6555	Hornsby Shire Council	02 9847 6666	Northern Beaches Council	1300 434 434	Weddin Shire Council	02 6343 1212
Canterbury Bankstown Council	9707 9000	The Council of the Municipality of Hunters Hill	02 9879 9400	Oberon Council	02 6329 8100	Wentworth Shire Council	03 5027 5027
Carrathool Shire Council	02 6965 1900	Inner West Council	02 9392 5000	Orange City Council	02 6393 8000	Willoughby City Council	02 9777 1000
Central Coast Council	02 4350 5555	Inverell Shire Council	02 6728 8288	Parkes Shire Council	02 6861 2333	Wingecarribee Shire Council	02 4868 0888
Central Darling Shire Council	08 8083 8900	Junee Shire Council	02 6924 8100	Council of the City of Parramatta	1300 617 058	Wollondilly Shire Council	02 4677 1100
Cessnock City Council	02 4993 4100	Kempsey Shire Council	02 6566 3200	Penrith City Council	02 4732 7777	Wollongong City Council	02 4227 7111
Clarence Valley Council	02 6643 0200	Kiama Municipality	02 4232 0444	Port Stephens Council	02 4980 0255	Woolahra Municipal Council	02 9391 7000
Cobar Shire Council	02 6836 5888	Ku-ring-gai Council	02 9424 0000	Queanbeyan-Palerang Regional Council	1300 735 025	Yass Valley Council	02 6226 1477