



CENTRAL WASTE STATION

POLLUTION INCIDENT RESPONSE

MANAGEMENT PLAN - CARDIFF

3A PENNANT STREET, CARDIFF NSW

1800 180 180
centralwaste.com.au
info@centralwaste.com.au
8 Styles Street
Kurri Kurri NSW 2327

ABN: 44 604 989 433 | EPA Environmental Protection Licence Number: 13013



1 CONTENTS

2	Introduction and Legislative Requirements	4
3	Objectives	4
4	Document Control	5
4.1	Document Revision Status	5
5	Environmental Protection Licence (EPL) Details	5
6	Responsibilities	6
7	Definition of a pollution incident	7
8	Pollution Incident Response Procedure	7
9	Notification of Relevant Authorities	8
10	Local Community, Neighbour Notification and Communication Procedure	9
11	Staff Training	10
11.1	Training Records	11
12	Relationship with Other Emergency Plans	11
13	Testing and Updating of the PIRMP	11
14	References	13

Facility Name and Address
Central Waste Station Pty Ltd
3A Pennant Street, Cardiff NSW

Date of Plan:	Review Plan by:
November 2021	November 2022

Date Plan Tested:	Re-Test Plan By:
-	November 2022

Plan Written By:	Plan Approved By:
Jack Roxburgh Environmental Manager	Kevin Daly Managing Director

Central Waste Contacts			
Title	Name	Office Phone	Mobile
Director	Michael Rogers	1800 180 180	0412 094 226
Director	Kevin Daly	1800 180 180	0449 163 056
WHS Office	Michelle Clifford	1800 180 180	0452 562 279
Transport Manager	Damien Peterson	1800 180 180	0467 349 662
Environmental Manager	Jack Roxburgh	1800 180 180	0402 597 656
Project Manager	Ray Nielsen	1800 180 180	0477 887 765

Reporting / Emergency Contacts	Phone
Central Waste Station Incident/Accident Reporting	For internal use only
Police / Fire / Ambulance	000
EPA Environment Line	131 555
Ministry of Health – Sydney	02 9391 9000
SafeWork	13 10 50
John Hunter Hospital	02 4921 3000
Lake Macquarie City Council	02 4921 0333

2 INTRODUCTION AND LEGISLATIVE REQUIREMENTS

This Pollution Incident Response Management Plan (PIRMP) has been prepared to describe the processes required to prepared and respond to pollution incidents at Central Waste Station, 3A Pennant Street, Cardiff NSW 2327.

The Protection of the Environment Legislation Amendment Act 2011 (POELA Act) introduced several changes to the way pollution incidents are reported, managed and communicated to the community.

The Act includes a new requirement under Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act) to prepare, keep, test, and implement a pollution incident response management plan.

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 where the activity takes place 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.

3 OBJECTIVES

The objectives of these plans are to:

- Ensure comprehensive and timely communication about a pollution incident to:
 - Staff at the premises (Central Waste Station)
 - Environment Protection Authority (EPA)
 - NSW Ministry of Health
 - SafeWork NSW
 - Fire and Rescue NSW
 - People outside the facility who may be affected by the impacts of the pollution incident
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy and suitability.

Beyond meeting the legislative requirements; the purpose of the plan is to reduce the risk of an environmental pollution incident occurring and given the residual risk that will always be present. Help to coordinate an appropriate and timely response should such an incident occur.

4 DOCUMENT CONTROL

FUNCTION	POSITION	NAME	SIGNATURE	DATE
Prepared by	Environmental Manager	J Roxburgh		03/11/2021
Reviewed by	WHSE Manager	M. Clifford		03/11/2021
Approved by	Central Waste Station Directors	M Rogers K Daly		03/11/2021

4.1 DOCUMENT REVISION STATUS

Each page of this document bears a document name and revision date. When revisions to the document are issued, the following table will be updated to show the most recent revision level. The revised document will be forwarded to the holders of controlled copies. Recipients are responsible for destroying or marking “superseded” on the previous revision.

REVISION DATE	AMENDMENT DESCRIPTION
28.04.2022	General Update (JR)

5 ENVIRONMENTAL PROTECTION LICENCE (EPL) DETAILS

Name of licensee:	Central Waste Station
ABN:	44 604 989 433
Address:	8 Styles Street, Kurri Kurri NSW
Company or business contact:	Jack Roxburgh Environmental Manager Phone: 0402 597 656 Email: jack@centralwaste.com.au
Website Address:	www.centralwaste.com.au

6 RESPONSIBILITIES

Pollution Incident – Person/s Responsible	
PIRMP Activation	<p>Ty Cheetham Yard Manager 0435 904 954 Ty@centralwaste.com.au</p> <p>Alternative Contact Person Kevin Daly Director 0449 163 056 Kevin@centralwaste.com.au</p>
Notifying Relevant Authorities	<p>Jack Roxburgh Environmental Manager 0402 597 656 Jack@centralwaste.com.au</p> <p>Alternative Contact Person Kevin Daly Director 0449 163 056 Kevin@centralwaste.com.au</p>
Managing Response to Pollution Incident	<p>Jack Roxburgh Environmental Manager 0402 597 656 Jack@centralwaste.com.au</p> <p>Alternative Contact Person Kevin Daly Director 0449 163 056 Kevin@centralwaste.com.au</p>

7 DEFINITION OF A POLLUTION INCIDENT

The definition of a pollution incident is:

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.

A pollution incident is required to be notified if there is a risk of ‘material harm to the environment’, which is defined in section 147 of the POEO Act as:

- a. Harm to the environment is material if:
 - i. It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
 - ii. It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations) and
- b. Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

Industry is now required to report pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, SafeWork NSW and the local council. ‘Immediately’ has its ordinary dictionary meaning of promptly and without delay. These strengthened provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident in a faster manner.


There are now associated offences, for individuals and corporations, for not preparing a plan, not keeping the plan at the premises to which it relates, not testing the plan in accordance with the Regulations and not implementing the plan in the case of an incident.

8 POLLUTION INCIDENT RESPONSE PROCEDURE

Whoever is aware of the pollution incident must immediately contact the individuals responsible for managing the incident response and the relevant authorities. The person(s) who may be aware of an incident are:

- Employee of Central Waste Station
- Employer or principal (Central Waste Station)
- Occupier of the premises or
- Person carrying out an activity (Not being a Central Waste Station employee)

The position title and 24 hour contact details of individuals responsible for managing the incident response and notifying the relevant authorities are in **appendix 1**.

	CWS – Cardiff PIRMP	Effective Date: Nov 2021 Revision Date: 28.04.2022	Version: 2	Page 7 of 13
	Printed documents are uncontrolled			

In the event of that the Site Manager, Supervisor, or weighbridge operator cannot be contacted, Central Waste Station employee shall manage the incident response and notify the relevant authorities. If the incident presents an immediate threat to human health, environment or property then initially contact the following Central Waste Station officers as appropriate.

1. Staff are to inform the Site Manager.
2. In the absence of the Site Manager, staff and contractors are to inform the Environmental Manager.

The Site Manager – must then perform the following actions:


1. Investigate to determine the legitimacy and extent of the incident.
2. Organise equipment and resources to ensure the area is safe and controlled e.g. isolate area (evacuate/barriers), traffic diversion (barriers/signage) etc. If the incident is a spill it must be prevented from entering the waterways or storm water drains.
3. Determine roles and responsibilities to obtain the required assistance.
4. Call 000, if the incident presents an immediate threat to human health or property, fire rescue NSW, NSW Police and the NSW ambulance service are the first responders, as they are responsible for controlling and containing incidents. Liaise with these agencies and act on any instructions given once they arrive on-site.
5. Follow pollution incident reporting procedures on section 9 of this document.
6. Delegate the role of informing the neighbours via door knocking or by phone call

If an area or site evacuation is required follow the “The Environmental Manager – must then perform the following actions:

1. Investigate to determine the legitimacy and extent of the incident.
2. Organise equipment and resources to ensure the area is safe and controlled e.g. isolate area (evacuate/barriers), traffic diversion (barriers/signage) etc. If the incident is a spill it must be prevented from entering the waterways or storm water drains.
3. Determine roles and responsibilities to obtain the required assistance.
4. Call 000, if the incident presents an immediate threat to human health or property, fire rescue NSW, NSW Police and the NSW ambulance service are the first responders, as they are responsible for controlling and containing incidents. Liaise with these agencies and act on any instructions given once they arrive on-site.
5. Follow pollution incident reporting procedures on section 9 of this document.
6. Delegate the role of informing the neighbours via door knocking or by phone call.
7. If an area or site evacuation is required follow the “Central Waste Station Emergency Evacuation Plan”.
8. Conduct an investigation into the incident, debrief staff and recommend actions to reduce the risk of the incident occurring again.
9. This plan must be reviewed within one month of a pollution incident occurring.

9 NOTIFICATION OF RELEVANT AUTHORITIES

These NSW State Government agencies need to be contacted during any pollution incident that will cause material harm to the environment:

	CWS – Cardiff PIRMP	Effective Date: Nov 2021 Revision Date: 28.04.2022	Version: 2	Page 8 of 13
	Printed documents are uncontrolled			

1. **Fire & Rescue NSW** – 000 (first notification)
2. **Environment Protection Authority** – 131 555
3. **Health NSW** - nearest public health unit (PHU)

You need to identify the local Health Unit for the area in which the transportation of waste takes place and any area affected, or potentially affected, by the pollution. For a listing of local contact details (business hours) see:

www.health.nsw.gov.au/Infectious/Pages/phus.aspx

4. **SafeWork NSW** – 131 050
5. **Local Authority**

You need to identify the local authority for the area in which the transportation of waste takes place and any area affected, or potentially affected, by the pollution to identify which council a location falls into see:

www.olg.nsw.gov.au/find-my-council

10 LOCAL COMMUNITY, NEIGHBOUR NOTIFICATION AND COMMUNICATION PROCEDURE

The incident controller from Emergency Services (NSW Police Force or Fire & Rescue NSW) leads the local community notification.

The **Environmental Manager** must consult with the Incident Controller on what community notification, if any, should be undertaken. The information that must be provided includes;

- the time, date, nature, duration, and location of the incident;
- the location of the place where pollution is occurring or is likely to occur;
- the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known;
- the circumstances in which the incident occurred (including the cause of the incident, if known);
- the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known; and
- other information prescribed by the regulations
- Kevin Daly has the overall responsibility for public communication during an incident. In the event of a pollution incident, CWS will immediately contact identified neighbours and the local community.

The following notification methods will include but not limited to:

- Face to face contact;

- Telephone to advise community stakeholders of the incident with recommended actions to prevent or minimise harm such as close doors and windows, evacuate buildings or premises, not to drink or swim in water courses; and
- Potentially affected community members will be determined based on the nature / scale of the pollution incident and the current weather conditions Follow up communications with the community stakeholders will be carried out by the CWS Directors.

Further undertakings include but are not limited to the following:

- Face to face contact;
- Telephone calls;
- Letterbox drops;
- Publication of updates on the CWS Website;
- Emailing of updates; and
- Door-knocking.

11 STAFF TRAINING

Environmental awareness training will be provided to all personnel through the induction process to ensure awareness of project environmental requirements and commitments.

Nominated staff will be trained in Emergency Management, including the implementation and enactment of this PIRMP. Trained staff will be able to follow procedures and ensure that fires are controlled quickly without harm to individuals and that the site can be evacuated in a timely, safe, and calm manner.

Trained staff will understand the processes for communication with Emergency Services and will be able to follow any instructions provided by Emergency Services relating to safety of individuals and security of the site.

All operators will be provided with spill management training incorporating the use of spill kits.

All operators will be able to manage and controls spills and / or other unexpected chemical release quickly and effectively, ensuring no damage to the environment or harm to individuals occurs.

All operators will be aware of and understand the requirements of this document (PIRMP).

11.1 TRAINING RECORDS

Records of employees being trained in the execution of this plan are retained in the site training matrix, training records folder, as well as personnel files.

12 RELATIONSHIP WITH OTHER EMERGENCY PLANS

In the event of an environmental pollution incident staff must follow this Pollution Incident Response Management Plan. However, should an incident require the evacuation of staff the existing Emergency Plan procedure must be followed.


It must be noted that the Central Waste Station must still meet its obligations under the “Pollution Incident Response Management Plan” even in the event of an emergency

13 TESTING AND UPDATING OF THE PIRMP

It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident. The testing of the PIRMP is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner.

Testing will involve undertaking desktop simulations of incidents and if necessary, completing exercises or drills. Testing will cover all the components of the PIRMP, including the effectiveness of the training.

Internal auditing will also be undertaken by verifying data contained in it is accurate and competencies required by personnel are current audit records are maintained within the IMS. In the light of an incident, whether the information included in the plan is accurate and up to date, and the plan is still capable of being implemented


	CWS – Cardiff PIRMP	Effective Date: Nov 2021 Revision Date: 28.04.2022	Version: 2	Page 11 of 13
	Printed documents are uncontrolled			

in a workable and effective manner. PIRMP Testing will be reported in IMS using the PIRMP Testing Form. Once the testing is completed, the PIRMP is reviewed and changes completed.

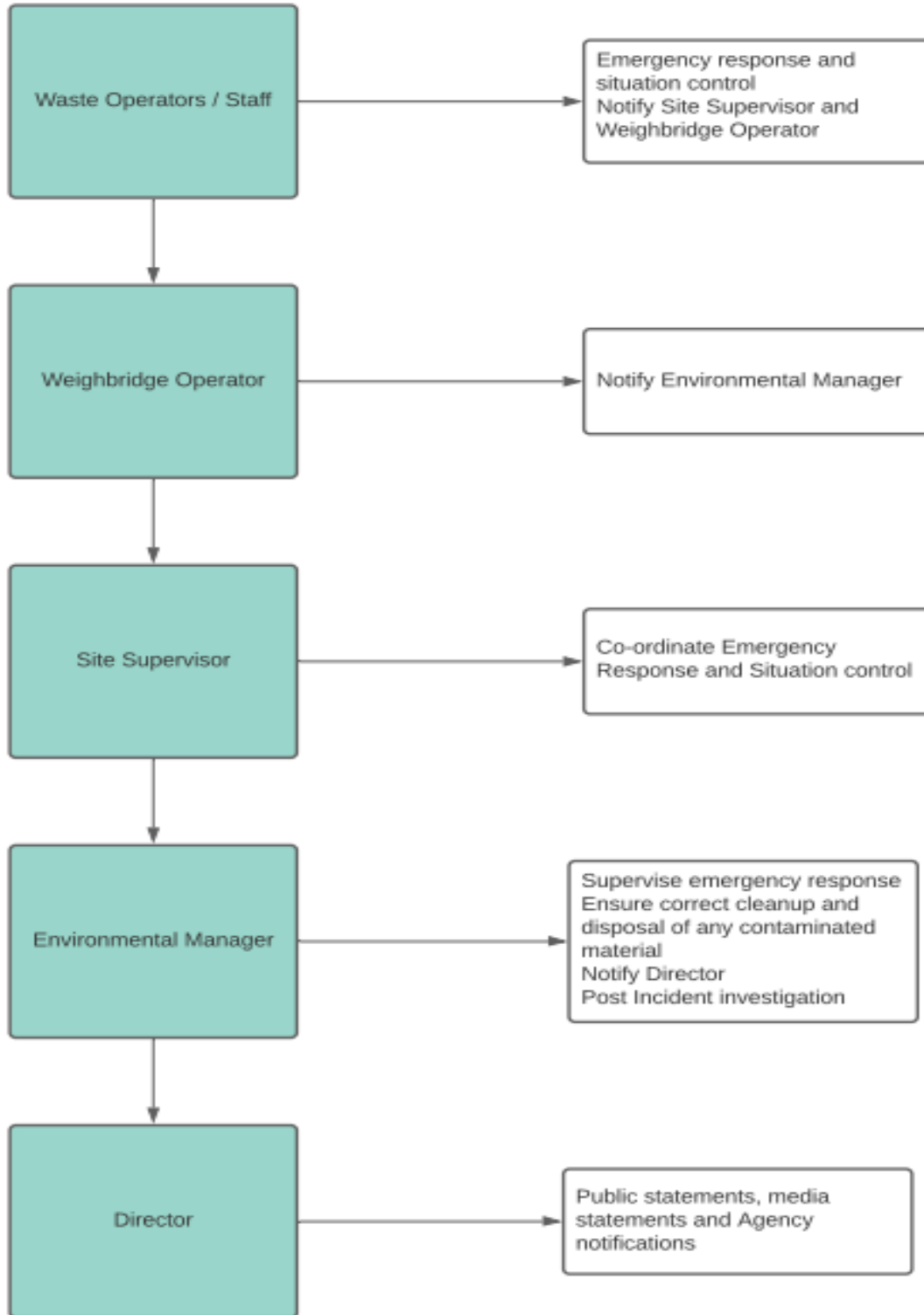
PIRMP TESTING DETAILS				
Date Tested	Tested By	Details	Findings	Nest Test Due

14 REFERENCES

- Protection of the Environment Operations Act 1997
- Protection of the Environment (Waste) Regulation 2014
- Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012
- Environment Protection Licence (EPL) 20065
- EPA's Guideline: Preparation of Pollution Incident Response Management Plans

	CWS – Cardiff PIRMP	Effective Date: Nov 2021 Revision Date: 28.04.2022	Version: 2	Page 13 of 13
Printed documents are uncontrolled				

APPENDIX 1 – On Site Incident Management Procedure



APPENDIX 2 – On-Site Incident Management Resources

No.	Equipment	Location
2	First Aid Kits x 3	Main Office
		Shed 1/Recycling Plant
3	2-Way Radio / Mobile Phones	Weighbridge
		Plant Operators
		Main Site Office
4	Email / Phone	Main site Office
5	Spill Kit x 3	Weighbridge/Recycling Plant/Shed 1
6	Clean Sweep Absorbent Material	Weighbridge
7	Fire Extinguishers x 15	Main Office
		Shed 1
		Shed 2
		Shed 3
		Recycling Plant
8	Fire Hoses	Shed 1 / Shed 2
9	Fire Hydrant	Central Yard
10	Traffic Control / Signage	Central Yard

APPENDIX 3 – Inventory of Pollutants / Chemicals

Trade Name	Substance	Solid/Liquid/ Gas	Container Size	Max Quantity	Location
Valvoline	Ultramax 46 Hydraulic	Liquid	205L	205L	Shed 1
Valvoline	Ultramax HLP68	Liquid	205L	205L	Shed 1
Beacon	TW-20 Truck Wash	Liquid	20L	100L	Shed 1
Wurth	Brake Cleaner	Liquid	20L	40L	Shed 1
Caltex	EP Grease	Liquid	450g	20 x 450g	Shed 1

Central Waste Station – Immediate Neighbours and Contact Details

Company	Address	Phone
Jimena Pty Ltd	5A Pennant St, Cardiff NSW 2285	1300 137 078
Healthsupport Linen Services Newcastle	5 Pennant St, Cardiff NSW 2285	(02) 49024300
Steelspan Storage Systems	2/12 Belford Place, Cardiff NSW 2285	1300 851 377