

**POLLUTION INCIDENT RESPONSE  
MANAGEMENT PLAN – (PIRMP)**

**Cleanaway Refiners Pty Ltd**

**Rutherford  
Refinery**

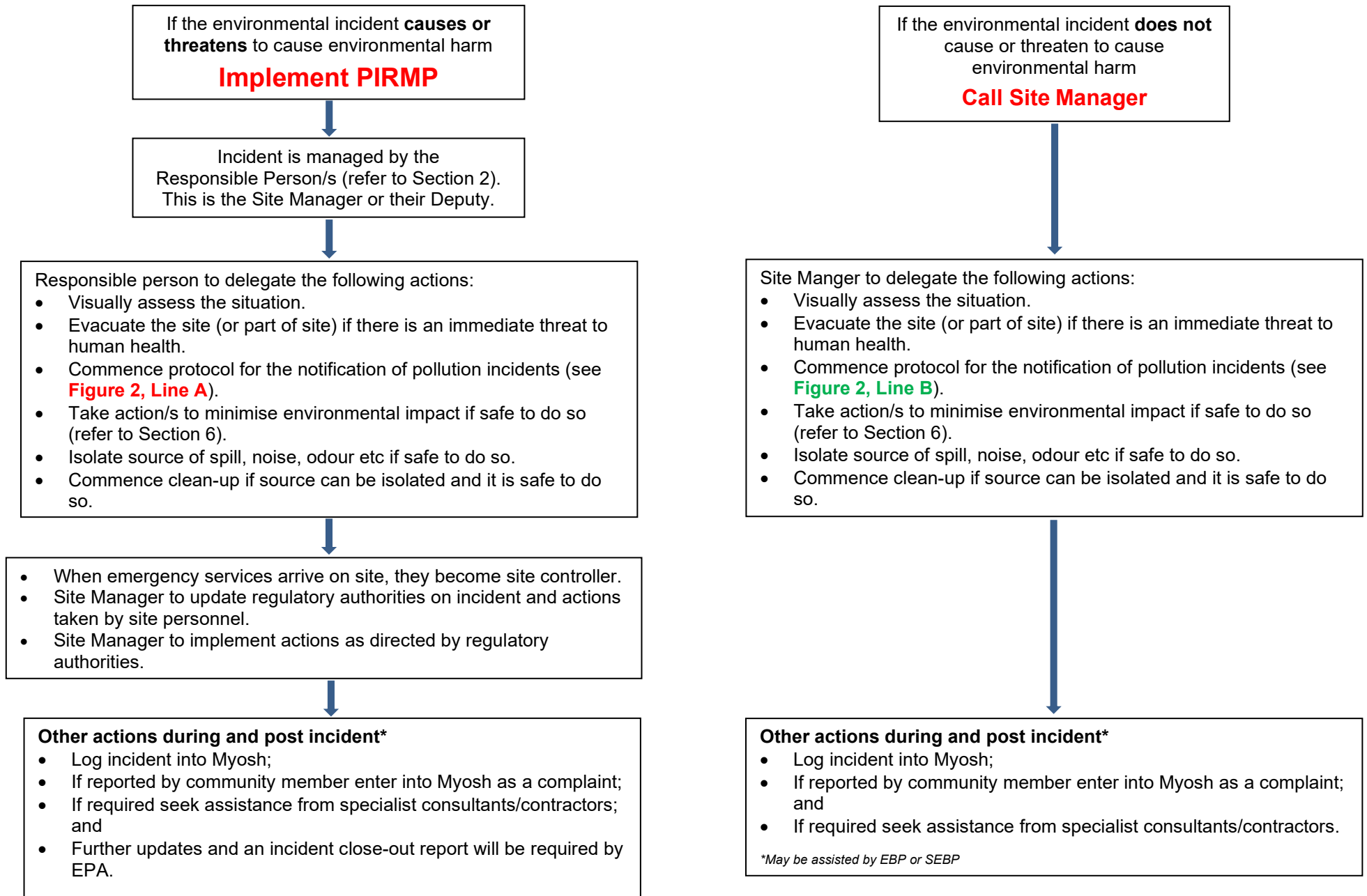
***41 Kyle St  
Rutherford NSW 2320***

***EPA LICENCE NO.12555***

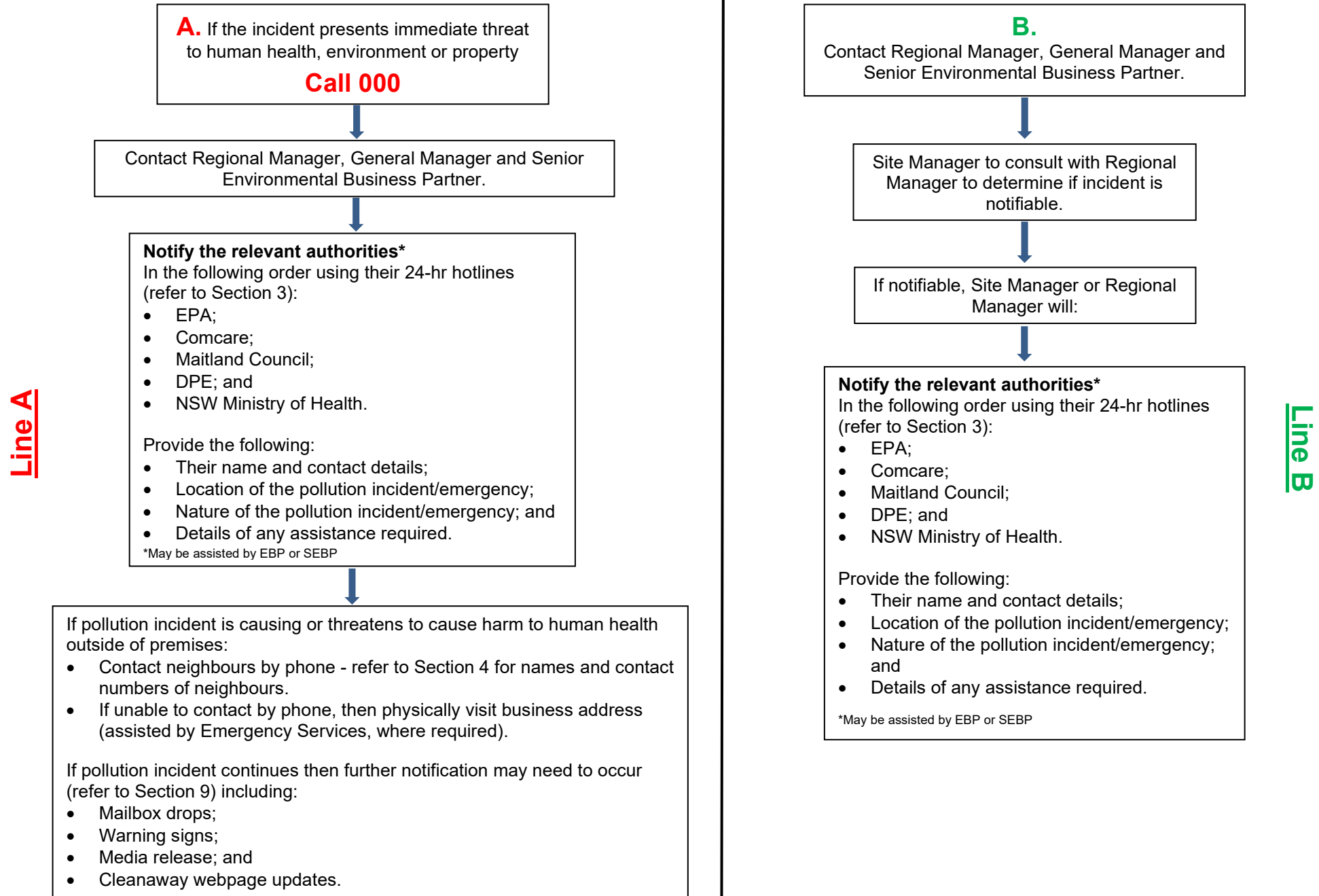
**Revision Status:**

<b>Date</b>	<b>Issue</b>	<b>By</b>	<b>Checked</b>	<b>Approved and understood by</b>
16/12/20	0	Previous Version / Template of the PIRMP		
23/09/21	1	HR	MD / SM / NW	SM
05/09/22	2	HR	MD / SM	SM
06/04/23	3	HR	MC / MD	SM
06/04/24	4	HR	MD / MC / NW	NW / SM
26/03/25	5	MH	MC / NW	SM
01/04/26	6	MH	MC / NW	SM

**Figure 1** outlines the Cleanaway protocol for the response to pollution incidents



**Figure 2** outlines the Cleanaway protocol for the notification of pollution incidents



**POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP) – Rutherford Refinery**

**Approved by: Name: Scott McLeod**

**Position/Title: Regional Manager**

**Date: 01/04/25**

**PURPOSE:**

Cleanaway Refiners Pty Ltd (Cleanaway) holds an Environment Protection Licence (EPL) with the NSW Environment Protection Authority (EPA) for the Rutherford Refinery site. 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 on the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.**

A written copy of this plan must be kept at the **Rutherford Refinery** site or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

- **Location of PIRMP (hardcopy) onsite:** Emergency Information Box & Administration Office
- **Location of PIRMP (softcopy):** Site Files & Cleanaway Portal

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.

- **Location of PIRMP (website copy):** <https://www.cleanaway.com.au/about-us/our-business/environmental-management/>

**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.

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

**RELATIONSHIP WITH OTHER DOCUMENTS:**

This Plan should be read in conjunction with the following documents:

- Rutherford Refinery Site Emergency Management Plan (HSE PL 2.1.3.01.01)
- Rutherford Refinery Environmental Risk Register

These documents are located at <https://cleanaway.sharepoint.com/sites/portal/pages/LandingPage.aspx>

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## 1. Environment Protection Licence (EPL) Details

<b>Name of licensee:</b> (including ABN)	<b>Cleanaway Refiners Pty Limited</b> 78 114 388 742
<b>EPL number:</b>	<b>12555</b>
<b>Premises name and address:</b>	<b>Cleanaway Refiners Pty Ltd</b> <b>41 Kyle St</b> <b>Rutherford NSW 2320</b>
<b>Company or business contact details:</b>	Please note, this section has been removed from the version published on the Cleanaway Website.  Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.
<b>Website address:</b>	<a href="http://www.cleanaway.com.au">www.cleanaway.com.au</a>
<b>Community Hotline:</b>	1800 213 753
<b>Emergency Spills Hotline:</b>	1800 SPILLS (1800 774 557)
<b>Scheduled activity on EPL:</b>	Chemical Storage; Petroleum products and fuel production.
<b>Fee based activity on EPL:</b>	Chemical Storage waste generation; Petroleum products and fuel production.

## 2. Pollution incident – Person/s responsible

**PIRMP activation and management of response to an incident** Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

## 3. Pollution incident – Notification of relevant authorities

**Notifying relevant authorities** Please note, this section has been removed from the version published on the Cleanaway Website.

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

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

Relevant Authority	Contact number
Fire & Rescue NSW / Rural Fire Service	<b>000</b>
Fire & Rescue without immediate threat	<b>1300 729 579</b>
Environment Protection Authority	<b>13 15 55</b>
NSW Ministry of Health	<b>1300 066 055</b>
Comcare <i>(see note below)</i>	<b>1300 366 979</b>
Local authority (Maitland Council)	<b>(02) 4934 9700</b>
Department of Planning & Environment (DPE)	<b>1300 420 596 or <a href="mailto:info@environment.nsw.gov.au">info@environment.nsw.gov.au</a></b>

**Note:**

*The NSW EPA requires EPL holders to contact SafeWork NSW when their PIRMP is activated. As a national business, Cleanaway is regulated by Comcare, the national authority for work health and safety, workers' compensation and WHS laws in Australia. To meet our Health and Safety obligations, we must notify Comcare instead of SafeWork NSW. Therefore, the SafeWork NSW contact details are not included above to align with these requirements and to avoid confusion.*

#### 4. Notification of neighbours and the local community (including communication mechanisms)

A list identifying immediate neighbours of the site is provided below.

**Contact numbers for the neighbours are:**

Business name	Contact Number		
Farmland Co	4932 0855	5 Kyle St	North
Core Hospitality Solutions	0478 550 722	4/11 Kyle St	North
Horizon Early Landcruisers	0421 845 346	6/11 Kyle St	North
Hunter Trailers	4932 1121	11 Kyle St	North
Complete Irrigation and Pumps	0474 750 850	7/11 Kyle St	North
Goldspring Group	4044 1255	13 Little Kyle St	North
Darren O'Brien Plumbing and Roofing	4932 2555	13 Kyle St	North
Hymix Concrete	1300 049 649	15 Kyle St	North
Outdoor Furniture Factory Clearance Outlet	4061 7906	17 Kyle St	North
Blinds Nice	4932 9666	17 Little Kyle St	North
Wood Galore	4932 6850	17 Little Kyle St	North
Trick Group	1300 199 099	21 Kyle St	North
Gibbs Fabrications	4932 3666	27 Kyle St	North
EZ Flo Fabrications	0417 700 062	46 Bradmill Ave	North
Ace Mechanical Solutions	0418 291 755	37A Kyle St	North
Australian Remanufacturing (Terry)	(02) 4932 9995 0417 200 226	7/37 Kyle St	North
National Stockyard Systems (Murray)	(02) 4932 1363 0425 315 913	37B Kyle St	North
CROW Mechanical Rutherford	0490 786 621	18/33/Little Kyle St	North - Adjacent

Cobalt Customs & Fabrication	0429 033 380	6/39 Kyle St,	North - Adjacent
Hunter Kitchen King	(02) 4932 4848	1/39 Kyle St	North - Adjacent
U-Mech and Air	4930 3167	4/39 Kyle St	North Adjacent
Motion Fluid Power Solutions	4964 4955	33 Kyle St	North - Adjacent
The Shed by Diverse Ideas	0415 126 783	33 Kyle St	North - Adjacent
Madd-House Fabrication	0402 823 909	8/33 Little Kyle St	North - Adjacent
Australian Wool Testing Authority	(02) 4931 9195	33-35 Kyle St	North - Adjacent
Motion Group	4067 3718	33 Kyle St	North - Adjacent
AWH	(02) 4932 9880	33/35 Kyle St	North - Adjacent
Total Machine	4936 6664	7/33 Little Kyle	North - Adjacent
Hunter Wholesale Tyres Australia	1300 352 901	3/33 Little Kyle	North - Adjacent
Motion Engineering and Service	4035 3500	1/33 Kyle St	North - Adjacent
Sun2u - Solar Power Systems Newcastle	(02) 4001 0505	33 Kyle St	North - Adjacent
Tankworld Rainwater Tanks	(02) 4937 6242	31 Little Kyle St	North - Adjacent
All About Steel	(02) 4932 1811	3/33 Kyle St	North - Adjacent
Markham Brothers Haulage Pty Ltd	(02) 4932 1911	29 Kyle St	North - Adjacent
Winecheck Hunter Valley	4932 0127	43 Bradmill Ave	North - Adjacent
Modbox Australia	0479 079 427	41 Bradmill Ave	North - Adjacent
Australian Plantation Shutters	4028 6582	1/37 Bradmill Ave	East - Adjacent
HVCC Fab	0402 426 933	22/172 Racecourse Rd	East - Adjacent
Docker Protective Products	0429 037 275	172 Racecourse Road	East - Adjacent
Maitland Cool Rooms	0402690607	10/172 Racecourse Rd	East - Adjacent
Southern Generators & Electrical	1300350706	172 Racecourse Rd	East - Adjacent

Brands Repair and Transport Services	0429457041	172 Racecourse Rd	East - Adjacent
HE Parts Mining Solutions Cooling	(02) 65714991	15 Bradmill Ave	East
Designer Kitchen and Stone Factory (Budget Kitchens)	(02) 4932 9688	111 Kyle St	East
Goldsprings Heavy Haulage	(02) 4932 0622	107 Kyle St	East
Nationwide Oil / Cleanaway CES	0499 304 246	99 Kyle St	South - Adjacent
CRD Automotive Solutions	(02) 4905 1807	1/93 Kyle St	South - Adjacent
Aletek	1300 886 628	91 Kyle St	South - Adjacent
Onrail Industries	Not listed	89 Kyle St	South - Adjacent
Farrelly Construction Services	(02) 4932 4771	104 Kyle St	South
TESGROUP	(02) 4932 9078	94 Kyle St	South
Ultrafloor	(02) 4015 2222	74 Kyle St	South
Australian Metal Recycling	4930 1521	71 Kyle St	South
100% Bottling Company	(03) 95810500	21 Gardiner St	South
Maitland Saleyards	(02) 4932 7066	52 Kyle St Rutherford	West
Other Potentially Affected Neighbours	Notify potentially affected neighbours in conjunction with Fire Brigade notification system		

## 5. Description and likelihood of hazards

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

## 6. Pre-emptive actions

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

## 7. Inventory of pollutants

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

## 8. Safety equipment

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

## 9. Communicating with neighbours and the local community

Impacts on the broader community are variable and depend on location, or other factors such as wind direction and velocity. In the event of a pollution incident occurring (such as a Fire) which has the potential to impact residential areas, communication methods will be used on a case-by-case basis and in all situations, Cleanaway will liaise with Council and Fire and Rescue to provide early warnings to directly affected residents by the mechanisms described below. Early warnings are to include details of what the imminent incident is and how those affected can prepare and respond to the incident. The notification shall provide specific information to the neighbouring properties and local community, so it can minimise the risk of harm.

In the event of a pollution incident Cleanaway (CWY), in consultation with Council, will attempt to provide early warning to directly the community by the following mechanisms as appropriate:

- Telephone calls or door knocking (where appropriate);
- Mailbox drops;
- Warning signs;
- Local media source (radio/newspapers);
- Council webpage updates and media releases; and
- Council website address is <https://www.maitland.nsw.gov.au/my-neighbourhood/report-an-issue/contact-us>

## 10. Minimising harm to persons on the premises

All staff and contractors are to be inducted before completing any work on site. The induction includes procedures for minimising the chance of a pollution incident occurring, managing a pollution incident and actions following a pollution incident.

Minimising the impact to persons at CWY during a pollution incident is the highest priority.

The site has established a site-specific emergency management plan (SEMP) which details relevant emergency protocols including evacuation procedures, medical emergency procedures and environmental incidents. The SEMP also contains a Site Emergency Response list which details the sites emergency controller, fire warden and other relevant emergency contact details. This PIRMP is therefore supplemented by the information and works in unison with the SEMP.

Additionally, as part of the preparations for the PIRMP, training and drills will be undertaken with staff (refer Sections 14 'Training' and 15 'Testing').

## 11. Maps

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

## 12. Actions to be taken during or immediately after a pollution incident

The risk assessment in Section 5 of the PIRMP 'Description of Likelihood of hazards' outlines potential pollution incidents at the Premises. Additionally, the site maintains a site-specific Environmental Risk Register which details a range of information about the facility and its controls. Refer to Sections 1 to 5 of the Environmental Risk Register for more information.

Section 6 of the PIRMP 'Pre-emptive Actions' outlines the pre-emptive controls, how an identified risk to human health or the environment will be reduced and actions to be taken during or immediately following a pollution event to minimise its risk.

### Actions to Minimise a Pollution Incident:

CWY operations shall make all attempts to prevent pollution events / to ensure environmental incidents do not occur, but in a situation where a pollution incident is imminent and it may potentially cause detrimental impacts to human health or the environment, onsite operations will contact the necessary stakeholders (employees, contractors, neighbours, Regulatory Authorities) to provide as much early warning as possible.

Further, CWY will abide by the requirements detailed in Section 147 and Section 153F of the POEO act.

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### Actions During a Pollution Incident:

In the event that a pollution incident requires the evacuation of the site, actions will be completed in accordance with the Site Emergency Management Plan Appendix 1. All staff are informed on the location of muster locations through site inductions, signage and ongoing training.

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### Actions Post a Pollution Incident:

A detailed incident investigation and report will be completed regarding the Pollution Incident to find the root cause of the incident and implement the corrective actions to prevent the incident occurring.

The incident will be reported in the Myosh incident management system. If CWY are notified of the pollution incident by the public, a complaint will also be registered in the Myosh reporting system.

Within a month following the incident, the PIRMP will be reviewed and tested. CWY will continue to liaise with the relevant Regulatory Authorities to reduce the likelihood of the pollution incident occurring.

The Incident will be discussed at the toolbox meeting forum with all staff and contractors regarding the incident investigation, key outcomes and follow up on the completing of the corrective actions.

### 13. Coordinating with Persons & Regulators

Licensees must notify all of the appropriate Regulatory Authorities following a notifiable incident. These include:

- Environment Protection Authority (EPA);
- Ministry of Health;
- Comcare;
- Local Council; and
- Fire and Rescue NSW.

As outlined in Section 3 of the PIRMP 'Pollution incident - Notification of relevant authorities', notification of the incident is to be provided by the Site Manager, Regional Manager and/or Tertiary contact.

**All Communications are to be made to:**

Site Manager; and  
Regional Manager.

### 14. Staff Training

Annual PIRMP toolbox meetings will be completed with staff on the site. This training will be provided to ensure that all staff are aware of the content, processes and requirements of the plan and competently implement if necessary.

This PIRMP toolbox is in addition to Cleanaway's other training modules and induction processes.

## 15. Testing & Updating of the PIRMP

Plans must be tested routinely at least once every 12 months and within one month of any pollution incident occurring. The testing 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 may include:

- Desktop scenarios, or
- Physical Scenarios.

Testing records will be maintained electronically on the 'MyOSH' database (entered as Drill & Exercise > PIRMP Test).

Date PIRMP tested	PIRMP tested by	Type of test (drill or desktop)	Learnings	Next scheduled test
01/09/2020	Nicholas Welbourne, Mark Dempsey, Athol Philpott and Fran Wilson	Desktop	N/A	September 2021
01/09/2021	Nicholas Welbourne, Mark Dempsey & Haydn Rossback	Desktop	N/A	September 2022
06/08/2022	Maintenance Team – Refer to Myosh Incident #1294129 (minor spill during maintenance event)	Minor onsite spill & PIRMP document review	N/A	August 2023
16/03/2023	Micah Skene, Gary Winters & Mark Dempsey	Desktop	N/A	March 2024
04/03/2024	Micah Skene, Jacob Ryan, Tony Townsend & Mark Dempsey	Desktop	N/A	March 2025
25/2/25	Melinda Hale, Nick Welbourne, Mark Dempsey	Desktop	Refer to Myosh	February 2026
06/02/26	Melinda Hale, Nick Welbourne, Daniel McCauley	Desktop	Refer to Myosh	February 2027