

# POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN – (PIRMP)

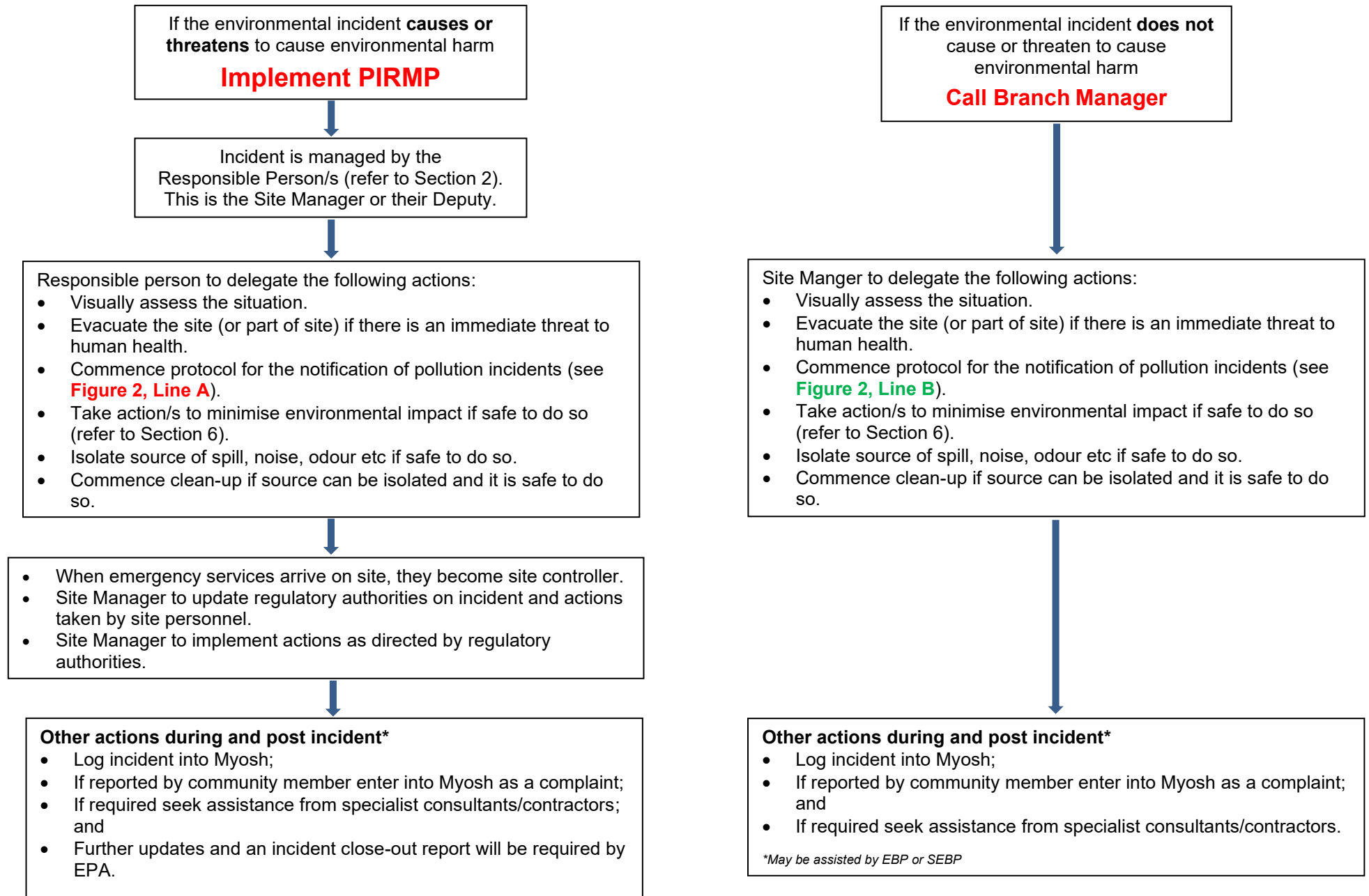
**Cleanaway Pty Ltd - Albury**  
**26 Reiff St, Lavington NSW 2641**

**EPA LICENCE NO. 20994**

**Revision Status:**

| Date       | Issue          | By                | Checked           | Approved and understood by |
|------------|----------------|-------------------|-------------------|----------------------------|
| 17/08/2020 | Previous Issue | Previous Template |                   |                            |
| 23/07/2021 | 1              | HR                | CD / DC / BK      | DC                         |
| 13/07/2022 | 2              | HR                | RY / RD           | DC                         |
| 03/07/2023 | 3              | HR                | DC / RY / RD / JA | DC                         |
| 08/07/2024 | 4              | NA                | DC / RY / RD / JA | DC                         |
| 01/07/2025 | 5              | MH                | DC / RY / JM / JA | DC                         |
| 18/06/2026 | 6              | NA                | RY / BK / JM      | BK                         |

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



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

**Line A**

**A.** If the incident presents immediate threat to human health, environment or property  
**Call 000**

Contact Branch Manager, Regional Manager and Principal Environmental Business Partner.

**Notify the relevant authorities\***

In the following order using their 24-hr hotlines (refer to Section 3):

- EPA;
- Comcare;
- Albury Council;
- NSW Ministry of Health.

Provide the following:

- Their name and contact details;
- Location of the pollution incident/emergency;
- Nature of the pollution incident/emergency; and
- Details of any assistance required.

\*May be assisted by EBP or SEBP

If pollution incident is causing or threatens to cause harm to human health outside of premises:

- Contact neighbours by phone - refer to Section 4 for names and contact numbers of neighbours.
- If unable to contact by phone, then physically visit business address (assisted by Emergency Services, where required).

If pollution incident continues then further notification may need to occur (refer to Section 9) including:

- Mailbox drops;
- Warning signs;
- Media release; and
- Cleanaway webpage updates.

**Line B**

**B.**  
Branch Manager, Regional Manager and Principal Environmental Business Partner.

Branch Manager to consult with Regional Manager and Principal Environmental Business to determine if incident is notifiable.

If notifiable, Branch Manager or Regional Manager will:

**Notify the relevant authorities\***

In the following order using their 24-hr hotlines (refer to Section 3):

- Fire & Rescue without immediate threat;
- EPA;
- Comcare;
- Albury Council;
- NSW Ministry of Health.

Provide the following:

- Their name and contact details;
- Location of the pollution incident/emergency;
- Nature of the pollution incident/emergency; and
- Details of any assistance required.

\*May be assisted by EBP or SEBP

## POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP) – Lavington (Albury)

**Approved by:** **Bill Kelly**

**Position/Title:** **Branch Manager**

**Date:** 18/06/2026

### **PURPOSE:**

Cleanaway Pty Ltd (Cleanaway) holds an Environment Protection Licence (EPL) with the NSW Environment Protection Authority (EPA) for the Lavington (Albury) 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 **Lavington (Albury)** 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:** Lunchroom and thoroughfare HSE Boards
- **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.

Licensees 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:

- Lavington (Albury) Emergency Management Plan (HSE PL 2.1.3.01.01)
- Lavington (Albury) Environmental Risk Register

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

## 1. Environment Protection Licence (EPL) Details

|                                             |                                                                                                                                                                                                                                                   |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of licensee:</b><br>(including ABN) | <b>Cleanaway Pty Limited</b><br>79 000 164 938                                                                                                                                                                                                    |
| <b>EPL number:</b>                          | <b>20994</b>                                                                                                                                                                                                                                      |
| <b>Premises name and address:</b>           | <b>Cleanaway Pty Ltd</b><br><b>26 Reiff St</b><br><b>Lavington NSW 2641</b>                                                                                                                                                                       |
| <b>Company or business contact details:</b> | Please note, this section has been removed from the version published on the Cleanaway Website.<br><br>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>           | Resource Recovery;<br>Waste Storage.                                                                                                                                                                                                              |
| <b>Fee based activity on EPL:</b>           | Recovery of general waste;<br>Waste Storage – other types of waste.                                                                                                                                                                               |

## 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

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

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.

| Relevant Authority                      | Contact number                 |
|-----------------------------------------|--------------------------------|
| Fire & Rescue NSW / Rural Fire Service  | 000                            |
| Fire & Rescue without immediate threat  | 1300 729 579                   |
| Environment Protection Authority        | 13 15 55                       |
| NSW Ministry of Health                  | 1300 066 055                   |
| Comcare <small>(see note below)</small> | 1300 366 979                   |
| Local authority (Albury Council)        | 1300 133 391 (24hr phone line) |

### 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                         | Address                                                                                     | Contact Number               |
|---------------------------------------|---------------------------------------------------------------------------------------------|------------------------------|
| WesTrac                               | Reiff St, 6                                                                                 | 0402 693 470                 |
| BF Transport                          | Reiff St, 12                                                                                | 0402 693 470                 |
| Puma Albury (unmanned)                | Reiff St, 12                                                                                | (03) 9781 7100 (Head Office) |
| Proquip Rental & Sales Albury         | Reiff St, 16                                                                                | (02) 6082 9944               |
| Alex's Curtains & Blinds              | Hudson Cres, A2/10                                                                          | (02) 6025 3363               |
| Ayton Air                             | Hudson Cres, 2/30                                                                           | 0438 236 801                 |
| Phos-Chek Australia                   | Hudson Cres, 46                                                                             | (02) 6040 6900               |
| Border Benchtops                      | Dallinger Rd, 626                                                                           | 0484 099 829                 |
| Red Bantam Rags                       | Dallinger Rd, 4-5A/626                                                                      | 0447 918 763                 |
| Shell                                 | Wagga Rd, 575                                                                               | (02) 6025 8282               |
| Crossing Point Diner & Takeaway       | Wagga Rd, 575 (within Shell)                                                                | (02) 6025 6995               |
| Blacklocks Motorcycles                | Wagga Rd, 587                                                                               | (02) 6049 5500               |
| Blacklocks Car Dealers Lavington      | Wagga Rd, 587                                                                               | (02) 6049 5500               |
| 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 <http://www.alburycity.nsw.gov.au>

## 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.

---

### 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.

---

### 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 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 Branch Manager, Regional Manager and/or Tertiary contact.

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

Branch 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) – 4 years' worth are detailed below.

| Date PIRMP tested | PIRMP tested by                                          | Type of test (drill or desktop) | Learnings | Next scheduled test |
|-------------------|----------------------------------------------------------|---------------------------------|-----------|---------------------|
| 13/07/2021        | Craig Dougherty, Haydn Rossback & David Collins          | Desktop                         | N/A       | July 2022           |
| 13/07/2022        | Richard Yensch, Rod Decker & David Collins               | Desktop                         | N/A       | July 2023           |
| 03/07/2023        | Richard Yensch, Rod Decker, David Collins & Jeff Alcott  | Desktop                         | N/A       | July 2024           |
| 08/07/2024        | Richard Yensch, Rod Decker, David Collins & Jeff Alcott  | Desktop                         | N/A       | July 2025           |
| 19/06/2025        | Richard Yensch, Jared Misic, David Collins & Jeff Alcott | Desktop                         | N/A       | June 2026           |
| 17/06/2026        | Richard Yensch, Jared Misic, Sharna Lee Knight           | Drill                           | N/A       | June 2027           |