

**Appendix B: PIRMP  
Template – Premises  
and mobile plant**

Approved by:

Signature:

Position/Title:

Date:

PURPOSE:

<Insert Company/Organisation name> holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for <Insert Premises Name>. 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 <insert the licensed premises>, 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.

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.

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 2009.

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

## Environment Protection Licence (EPL) Details

**Name of licensee:**  
(including ABN)

**EPL number:**

**Premises name and address:**

**Company or business contact details**

**Name:**

**Position or title:**

**Business hours contact number/s:**

**After hours contact number/s:**

**Email:**

**Website address:**

**Scheduled activity/activities on EPL:**

**Fee based activity/activities on EPL:**

## Pollution incident – Person/s responsible

Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s should the primary contact be unavailable.

**PIRMP activation**

**Name of person responsible:**

**Position or title:**

**Business hours contact number/s:**

**After hours contact number/s:**

**Email:**

## Pollution incident – Person/s responsible, continued

### Notifying relevant authorities

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

**Name of person responsible:**

**Position or title:**

**Business hours contact number/s:**

**After hours contact number/s:**

**Email:**

### Managing response to pollution incident

**Name of person responsible:**

**Position or title:**

**Business hours contact number/s:**

**After hours contact number/s:**

**Email:**

## Notification of relevant authorities

Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in case of a pollution incident that causes or threatens to cause material harm to the environment.

Relevant authorities include:

1. Fire & Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification)
2. Environment Protection Authority – 131 555
3. Health NSW (nearest public health unit)

See [www.health.nsw.gov.au/Infectious/Pages/phus.aspx](http://www.health.nsw.gov.au/Infectious/Pages/phus.aspx) for local contact details.

4. SafeWork NSW – 131 050
5. Local authority (usually the local council) in which the pollution has occurred.

Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit.

### Fire & Rescue NSW / Rural Fire Service

**Contact number/s:**

### Environment Protection Authority

**Contact number/s:**

### Health NSW

**Relevant Area Health Service:**

**Contact number/s:**

### SafeWork NSW

**Contact number/s:**

## Notification of relevant authorities, continued

### Local authority/s

Identify the local authority for the area in which the premises to which the environment protection licence relates, and any area affected, or potentially affected, by the pollution.

### Contact number/s:

**Any other identified organisation or agency requiring notification (if applicable)** e.g. Water NSW, Department of Primary Industry, Roads and Maritime Services

### Contact number/s:

## Notification of neighbours and the local community

Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g. schools, preschools, hospitals, nursing homes):

Details of how the neighbours will be informed of the incident, including early warnings and regular updates (e.g. door knock, phone call, emergency alert):

## Description and likelihood of hazards

Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates:

Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood:

## Pre-emptive actions to be taken

Provide detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises:

## Inventory of pollutants

**Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates:**

Identify the maximum quantity of any pollutant/s likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.

Example

Location/Tank	Max. quantity	Contents	Comments
e.g. Tank 1 – Workshop	1000kg	Hydrochloric acid	
e.g. Stockpile 2	100,000m <sup>3</sup>	Construction and demolition timber <50mm	

## Safety equipment

Describe the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident:

## Communicating with neighbours and the local community

Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on:

Develop any specific information that could be provided to the community, so it can minimise the risk harm:

### **Minimising harm to persons on the premises**

Identify the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on:

Sample

## Maps

Provide a detailed map (or set of maps) showing the:

- location of the premises to which the licence relates
- surrounding area likely to be affected by a pollution incident
- location of potential pollutants on the premises
- location of any stormwater drains on the premises.

It is also recommended the position of any discharge points or any other useful information be included on the map/s, and that any important details on the map are labelled (e.g. the nearest water course or water body stormwater drains located on the premises discharge to).

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

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum early warnings, updates and actions to be taken during and after an incident:

Develop a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk:

Identify any actions to be taken in combating the pollution caused by the incident and how any clean-up and associated funding resulting from an incident will be undertaken:

## Coordinating with persons

Identify the procedures to be followed for coordinating with the authorities or persons who have been notified:

Identify the person/s through whom all communications are to be made:

## Staff training

Identify the nature and objectives of any staff training program in relation to this plan:

## 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.

Detail the manner in which the plan is to be tested and maintained to ensure the information included in the plan is accurate and up-to-date and the plan is capable of being implemented in a workable and effective manner:

Detail how the testing is documented and recorded (this must include the testing dates and the names of all staff members who carried out the testing):

Detail the dates on which the plan was updated:

### Example: PIRMP testing details

Date tested	Tested by (to include the names of all people involved in testing)	Details of test (e.g. nature of the test, involvement of other agencies) Note: Testing must cover all components of the plan.	Finding of test including issues identified	Next scheduled testing date (must be within 12 months from current test)
e.g. 24.02.18	Joan Smith, Environment Manager	Desktop simulation – chemical spill	Contact details, map and pollutant inventory out of date	24.02.19

### PIRMP update details

Date update occurred	Reason for update (e.g. address issues identified in testing, contact details/personnel have changed)	Details of updates (nature of changes to PIRMP)	Date the updated version uploaded to website (if applicable)	Date of completion
e.g. 24.02.18	Outdated items identified in annual testing	Contact details, map and pollutant inventory updated	26.02.18	26.02.18