



Merriwa Waste Management Facility

EPL 13108

Pollution Incident Response Management Plan (PIRMP)

15/08/2025

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

LICENCE NUMBER: 13108

Approved by: Jessie Burton

Position/Title: Waste Management Coordinator

Signature:



Date: 15/08/2025

PURPOSE:

Upper Hunter Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Merriwa Waste Depot. 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 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 at the licensed premises, or 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.

Environment Protection Licence (EPL) Details

Name of licensee: (including ABN)	Upper Hunter Shire Council ABN 17 261 839 740
EPL number:	13108
Premises name and address:	Merriwa Waste Management Facility Depot Rd, Merriwa NSW 2329
Company or business contact details	Name: Jessie Burton Position or title: Waste Management Coordinator Business hours contact number/s: 0498 581 071 After hours contact number/s: 0498 581 071 Email: jburton@upperhunter.nsw.gov.au
Website address:	www.upperhunter.nsw.gov.au
Scheduled activity/activities on EPL:	Waste disposal (application to land) Resource Recovery
Fee-based activity/activities on EPL:	Waste disposal by application to land Recovery of general waste

Pollution incident – person/s responsible

PIRMP activation	Name of person responsible: Various Position or title: Field Officers Business hours contact number/s: 02 6540 1100 (Council main switch) After hours contact number/s: Jessie Burton (Waste Management Coordinator) 0498 581 071. Email: jburton@upperhunter.nsw.gov.au
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Pollution incident – person/s responsible, continued

Notifying relevant authorities

Name of person responsible: Jessie Burton
Position or title: Waste Management Coordinator
Business hours contact number/s: 0498 581 071
After hours contact number/s: 040498 581 071
Email: jburton@upperhunter.nsw.gov.au

Managing response to pollution incident

Name of person responsible: Jessie Burton
Position or title: Waste Management Coordinator
Business hours contact number/s: 0498 581 071
After hours contact number/s: 0498 581 071
Email: jburton@upperhunter.nsw.gov.au

Notification of relevant authorities

Relevant authorities include:

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire & Rescue NSW	Duty Officer Merriwa Fire Station	Triple Zero ('000') 6548 2005
NSW Police Force	Duty Officer Merriwa Police Station	Triple Zero ('000') 6544 2203
Ambulance Service of NSW	Duty Officer	Triple Zero ('000')
Merriwa Multi-Purpose Service (Hospital)	Reception	6532 5000
Environment Protection Authority (EPA)	EPA Environment Line	131 555
	Newcastle Office	4908 6800
SafeWork NSW	Duty Officer	131 050
NSW Poisons Information Centre	Duty Officer	131 126
NSW Ministry of Health (Public Health Unit)	Reception (Newcastle)	(02) 4924 6477
	Reception (Sydney)	(02) 9391 9000
NSW State Emergency Service (SES)	Duty Officer	132 500

Notification of neighbours and the local community

Land to the North, South, East and West of the licensed premise is privately owned and all used for agricultural purposes. The closest sensitive receivers, a school and hospital, are 2km away to the North-West and 2.1km to the North respectively. The township of Merriwa lies to the North (outskirts approximately 1km away).

If notification of neighbours is to be carried out, then it will be done via door-knock, as well as providing updates via social media (Council's Facebook page) and local radio if considered necessary.

Description and likelihood of hazards

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

Pedestrian/vehicle accident

There is potential for accidents to occur between pedestrians and vehicles/plant. The likelihood is considered low due to the layout of the site and the low number of visitors per day.

Exposure to chemicals

There is potential for visitors, staff and contractors to come into contact with oil on site as there is an oil decanting station. The likelihood is considered low as the decanting station is purpose built and used infrequently.

Exposure to solid waste

There is potential for exposure to various types of solid waste. As the site is operating as a transfer station, the majority of waste received is loaded straight into skip bins and as such the likelihood is considered low.

Chemical spills

There is potential for environmental impact from an oil spill from the oil decanting station. The likelihood is considered low as the decanting station is regularly inspected and usage is low.

Contamination of stormwater

There is potential for contamination of stormwater from waste and leachate. As the site is operating as a transfer station, the majority of waste received is loaded straight into skip bins. Existing batters are inspected on a regular basis to check for break-outs. Likelihood of contamination is considered low to moderate. Likelihood increases with based on the severity of storm events.

Dust

There is potential for dust generation from driving on dirt roads. Likelihood is considered low to moderate due to minimal traffic and condition of roads.

Noise

There is potential for noise pollution from operation of plant and machinery. The likelihood is considered low due to distance to sensitive receivers and infrequent use of plant and machinery.

Fire

There is potential for fires to occur in waste. Likelihood is considered low due to inspection of loads on arrival and frequent transfer of waste offsite (at least weekly).

Odour

There is potential for odour on site due to the possible constituents of mixed waste. Likelihood is considered low due to low volume of waste received and operation of the site as a transfer station.

Pre-emptive actions to be taken

This section provides descriptions of the pre-emptive actions taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises.

The site is well laid out and includes appropriate signage. The site is supervised at all times when open to the public. Loads are inspected. Most of the waste received is directly loaded into bins. The site is subject to a daily startup/shutdown checklist and a monthly site inspection checklist. Plant and machinery are maintained on a scheduled basis. Spill containment material is available. The site is fenced. Mowing/slashing occurs on a regular basis. A fire extinguisher is available. The site has running water. A first aid kit is available as is a safety shower and eye-wash station. Staff are trained in incident response protocols.

Inventory of pollutants

This section provides an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates.

Location/Tank	Max. quantity	Contents	Comments
Oil decanting station	300 litres	motor oil	Purpose-built decanting and storage unit

Safety equipment

This section describes 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.

A spill kit is available on site. A first aid kit is available, as is a safety shower and eye-wash. Running water is available on site. A fire extinguisher is available. A stockpile of soil is kept on site (can be moved/managed by a 4-wheel loader used on site). A mobile phone is allocated to the Operator.

Communicating with neighbours and the local community

This section identifies 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 out.

If notification of neighbours is to be carried out, then it will be done via door-knock, as well as providing updates via social media (Council's Facebook page, which is a popular source of Council information with the community) and local radio if considered necessary. Council can draw on other staff in the township to assist with door-to-door communications if required.

Minimising harm to persons on the premises

This section identifies 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 out.

Arrangements to minimise harm include proper housekeeping, a sensible layout of the site, adequate signage, proper supervision, the availability of spill containment material, first aid kit, fire extinguisher and safety shower.

Maps

Figure 1 – Location Map

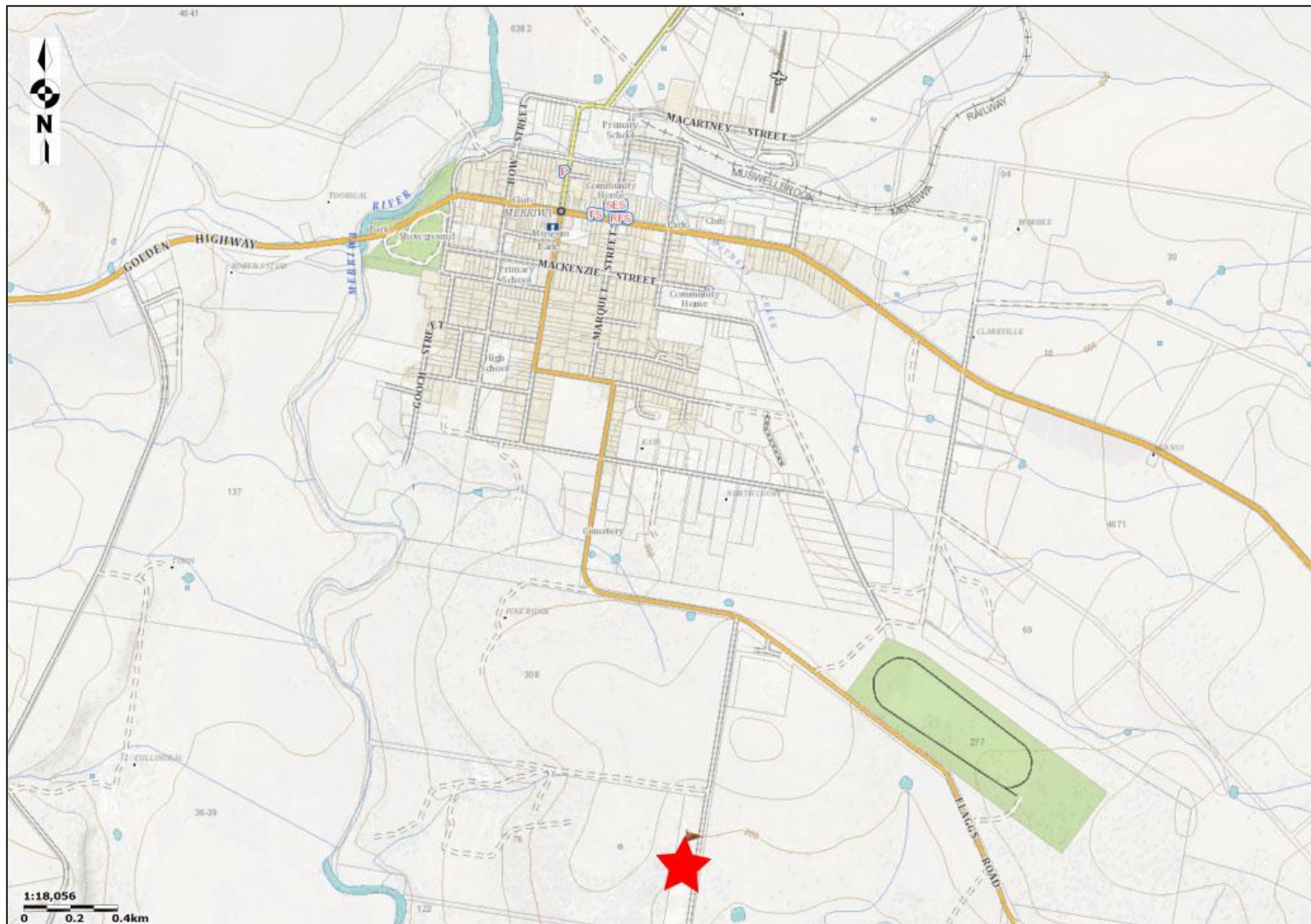


Figure 2 – Site Key Features

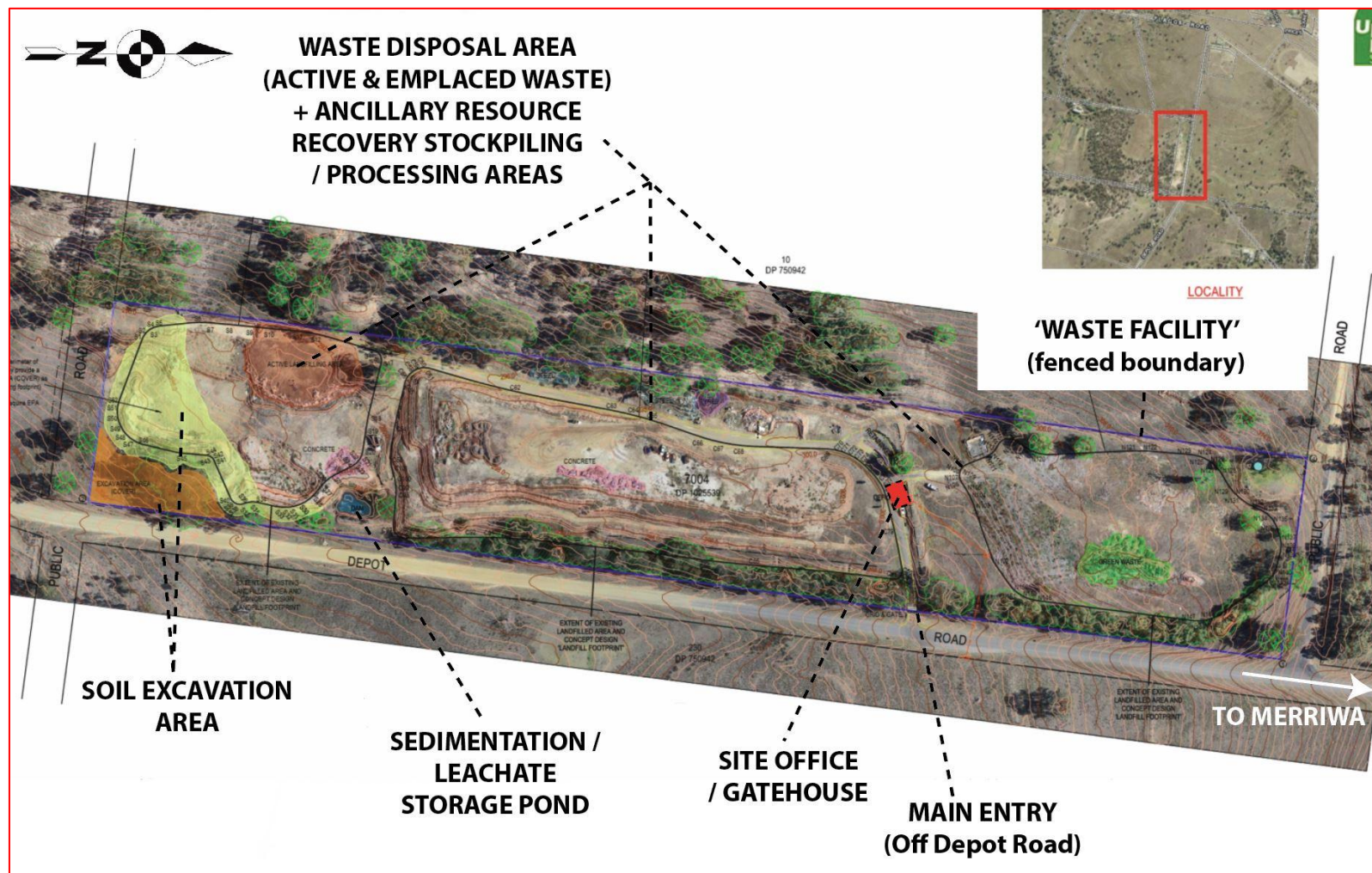
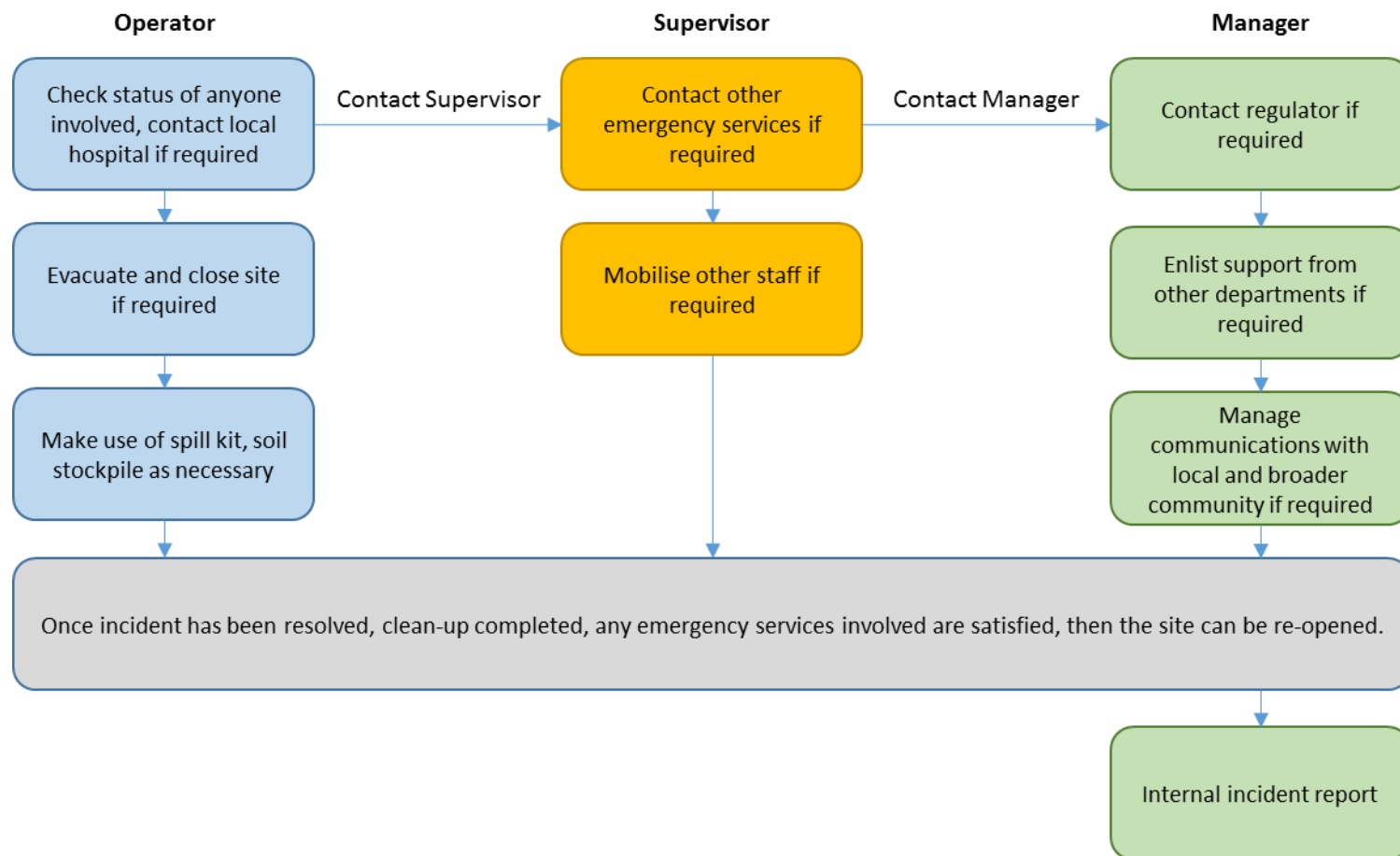


Figure 3 – General Site Layout



Actions to be taken during or immediately after a pollution incident

Required actions are as follows:



Coordinating with persons

Communications will be managed as per the previous process map.

The key point of contact for communications is the Manager Waste & Sustainability.

Staff training

Any staff allocated to work at this site are made familiar with this document. Review sessions are conducted after any PIRMP test and following any change to this document.

Testing and updating of 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

Date tested	Tested by	Details of test	Finding of test, including issues identified	Next scheduled testing date
15/08/2025	Jessie Burton (Waste Management Coordinator)	Dust – internal roads	Minimal vehicles/plant on site due to being a transfer station however if needed UHSC has a water cart to assist spraying the internal road.	August 2026
27/09/2024	Jessie Burton (Waste Management Coordinator)	Oil spill near decanting station	Test showed staff have the knowledge & skillset to identify what actions must take place if an oil spill was to occur on site.	September 2025
01/09/2023	Jessie Burton	Unknown chemical spill in CRC	PIRMP required updated contact details. Staff demonstrated what to do when/if a chemical spill occurs and the correct action that needs to take place.	September 2024
30/09/2022		Desktop Simulation – Chemical Spill	PIRMP required administrative updates.	August 2023

26.03.2021	Oscar Gallagher (Waste Management Coordinator)	Desktop simulation at site – chemical spill	Site spill kit to be upgraded to larger size.	June 2022
	Paul Jakes			

PIRMP update details

Date update occurred	Reason for update	Details of updates	Date the updated version uploaded to website	Date of completion
01/09/2023	Change of staff	Contact details updated	PIRMP requires updating.	01/09/2023
30/09/2022 Revision 4	Annual testing.	Administrative and contact details.	04/10/2022	30/09/2022
29.04.2021 REV 3	Outdated items identified in annual testing. Existing PIRMP considered excessive for one person site	Total overhaul.	29.04.2021	29.04.2021

EPA 2020P2148
August 2025