



Griffith City Council

Pollution Incident Response Management Plan (PIRMP)

Griffith Livestock Marketing Centre (GLMC)

Hillston Rd, Griffith

EPA License No. 11915

V8 – July 2023

Approved by: Director Utilities	Group: Utilities	Document ID: (WS-MP-301)	Version: 8
Issued: August 2012	Revised: 31 May 2023	Status: Current	Pages: 21

A copy of this PIRMP document is to be located at the following sites:

- ☐ Griffith Saleyards
- ☐ Water & Sewer Library in the main office
- ☐ Electronic filing system – HPCM
- ☐ Uploaded to Council website (Public Version)

PIRMP Testing and Update Register

Date	Version	Test/ Incident (see Minutes)	PIRMP Updated	Post Incident Update	Updates distributed	Sign off Supervisor
December 2015	1					
20 July 2017	2	20 July 2017 Scenario: Overflow from the 3 evaporation ponds following heavy rains (see file 17/70677)	7 August 2017	-	✓	✓
13 July 2018	3	13 July 2018 Scenario: Diesel spill from a visiting delivery truck in front of the sheep yards (see file 19/14030)	13 July 2018	-	✓	✓
8 August 2019	4	8 August 2019 Scenario: Foot and mouth outbreak at the Saleyards (see file 19/67539)	8 August 2019	-	✓	✓
7 August 2020	5	7 August 2020	7 August 2020 Changes made <ul style="list-style-type: none"> • Summary of scenarios included in Update Register, page i. • Updated - Neighbours map, Emergency Contact details, Pollution Incident Report Form, Inventory of Potential Pollutants. • Add Saleyards staff member, phone number to Contact Details, page 3. • Added note that Saleyards landline is no longer available. Use staff mobile numbers instead. 	-	✓	✓
12 August 2021	6	12 August 2021 Revisited Scenario: Diesel spill from a visiting delivery truck in front of the sheep yards (see file 19/14030)	12 August 2021	-	✓	✓
6 July 2022	7	6 July 2022 Scenario: Overflow from the 3 evaporation ponds due to heavy rains (see 22/74245)	7 July 2022	-	✓	✓
30 May 2023	8	30 May 2023 Scenario: A diesel spill caused by a livestock truck	30 May 2023 <ul style="list-style-type: none"> • Summary of scenarios included in Update Register, page i. • Updated - Emergency Contact Details and Inventory of Potential Pollutants held. • Updated External Contact List – Deletion of Riverina Firearms and 	-		

			added Accuracy Matter • Council Primary Contact changed.			
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Please refer to the Minutes of the Review of the Pollution Incident Response Management Plan (PIRMP) – Griffith Livestock Marketing Centre (GLMC) Meetings for full details of incident simulations and document updates (See SC359). Printouts of all Minutes of meetings will also be located in a folder beside the PIRMP document.

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2 Purpose and Scope

This plan has been developed to document the processes required to prepare and respond to pollution incidents for Griffith City Council owned Livestock Marketing Centre (GLMC). The plan covers descriptions of potential hazards, actions to be taken to prevent additional environmental harm and details of communication requirements in the event of a Pollution incident.

The plan has been prepared in accordance with the requirements of the Protection of the Environment Operation Act 1997 section 153A (POEO Act) and the Protection of the Environment Operation (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012, which commenced on 29th February 2012, hereafter referred to as amendment. One of the requirements of the amendment is that Pollution Incident Response Management Plans (PIRMPs) be prepared by the holders of Environment Protection Licences in relations to the activities carried out under such licences. In particular it specifies the additional information that is required to be included in the plan, the manner in which it is to be made available to stakeholders and the occasions on which it is to be tested.

This PIRMP covers the Griffith City Council's Livestock Management Centre located on Hillston Road, Griffith, Environmental Protection Licence number 11915.

3 Definition of Pollution Incident

A 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.

2.1 POTENTIAL HAZARDS TO THE ENVIRONMENT

The potential hazards to the environment from the Livestock Management Centre, controlled by GCC under EPL 11915 are listed below. This list of potential hazards is not exhaustive as it is possible that unidentified contaminants may be brought on site without Council's knowledge.

- 1) Hydro carbon spills such as fuels or oils
- 2) On site hazards as identified in Table 1
- 3) Livestock effluent
- 4) Agricultural chemicals

2.2 POLLUTION INCIDENT CLASSIFICATION, RISK ASSESSMENT AND CONTRIBUTING FACTORS

Table 1 - Pollution Incident Description, Risk Assessment Using EPA Risk Assessment Analysis Matrix and Contributing Factors

Description of pollution incident	Likelihood	Impact	Contributing factor
Hydro carbon spills such as fuels or oils from vehicles	unlikely	low	All hard stand areas are drained to effluent ponds which can be isolated to contain and control the spill.
On site hazards as identified in Appendix 5	unlikely	low	Miscellaneous chemicals stored in the chemical shed.
Livestock effluent	unlikely	low	All hard stand areas are drained to effluent ponds with overflow catchment area, and excess liquid discharged to the sewerage system.
Agricultural chemicals	unlikely	Low	All hardstand areas are drained to effluent ponds which can be isolated to contain and control the spill.

2.3 PRE-EMPTIVE ACTIONS

2.3.1 Physical and preventative measures

First priority of the pre-emptive action is to eliminate substances that can become potential pollutants. If this is not possible, physical barriers are installed to prevent pollutants from leaving the site. The GLMC utilises a closed-circuit multi-pond system to manage all livestock effluent.

2.4 INVENTORY OF POTENTIAL POLLUTANT PRODUCTS

An Inventory of Pollutants held at the site is detailed in Appendix 5.

2.5 SAFETY EQUIPMENT

Safety equipment, spill containment kits and management plans are available and maintained to prevent possible harm to human health and the environment. Regular Inspection and testing of equipment are carried out as per manufacturer's recommendations. Safety equipment located within the site are given below.

- Fire Extinguishers:
 - Office x 4
 - Canteen x 2 + 1 Fire Blanket
 - Workshop x 2
 - Scalehouse x 1
- Exit Lights on external doors to Office, Team Leaders Office and Canteen.
- Emergency Evacuation Plan (See Appendix 1)
- First Aid Kits are located in main office
- MSDS register and folders are kept in main office
- Spill Containment Kit is kept in the workshop
- Personal Protective Equipment (PPE)
 - Carbon filter mask (fume & particle) stored in office, on tractor, in chemical storage cupboard in shed (spares in Team Leader's office).

2.6 CONTACT DETAILS

2.6.1 Griffith City Council key officers and their responsibilities

Table 2 identifies the Council Officers and their roles and responsibilities in the event of a pollution incident.

Table 2 - Griffith City Council Key officers and their responsibilities

Name /Responsibility	Position	Contact details
Director Utilities Media	Director Utilities	02 6969 4832 (AH)
Les Warren Coordination Contact Emergency Services (Table 3)	Team Leader, GLMC	0419 422 551
Saleyard Operator 2 nd in charge	Saleyards Staff	02 6969 4832 (AH)
Water & Sewer Admin Officer Contact neighbours (Table 4)	Administration Officer - Utilities	02 6969 4832 (AH)

****Please note the Saleyards Landline is no longer available. Please use staff mobile numbers as listed above.**

2.6.2 Notification of external parties

If an emergency or incident is determined to have caused or threatened material harm to the environment, the Manager, Livestock Management Centre will immediately contact each authority listed below in Appendix 3.

First 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.

Table 3 - Emergency services contact details

Emergency: Police/Fire/Ambulance - 000	
NSW Environmental Protection Authority	131 555
SafeWork NSW	131 050 02 6962 8900
The Ministry of Health (MOH) via local PHU (Public Health Unit)	1300 066 055
Griffith Base Hospital	02 6969 5555
Griffith Police Station	02 6969 4299
Fire & Rescue NSW Griffith (Fire Brigade)	02 6929 5711
Ambulance	000

Note: Phone numbers are current as at the date of this document

2.7 COMMUNICATING WITH NEIGHBOURS AND LOCAL COMMUNITY

This plan will include allocating appropriate responsible person to notify and co-ordinate with affected community members. In the event of a pollution incident Griffith City Council will attempt to provide early warning to directly affected neighbours by following mechanisms as appropriate.

- Telephone calls or door knocking (where appropriate)
- Local media source (radio/newspapers) as appropriate
- Griffith City Council webpage updates and media releases;

The Livestock Management Centre has a number of adjoining properties as listed in Table 4.

List of Neighbours Contact Details
not available in public version

Table 4 - List of immediate neighbours

	Contact Name	Property Address	Contact Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

12			
13			
14			
15			
16			
17			
18			

2.8 EXTERNAL CONTACTS – OTHER

List of External Contact Details not available in public version

Transport Companies:	

2.9 MINIMISING HARM TO PERSONS ON THE PREMISES

At all times minimising harm to persons shall be the priority. To address the risk of pollution incidents the Livestock Management Centre has following management practices in place.

- 1) Evacuation Plan (see Appendix 1: Map of Emergency Assembly Area).

2.10 TRAINING, TESTING AND REVIEW

Training is provided to staff for the use of the plan which will ensure that all staff are aware of the content, processes and requirements of the plan to be able to competently implement as required.

Plan will be tested randomly by dummy runs to check the effectiveness of the plan. Testing records will be maintained in the PIRMP Training and Testing Register. GCC will review the PIRMP after 12 months and update as required. After an incident occurs the plan will be reviewed and updated as required.

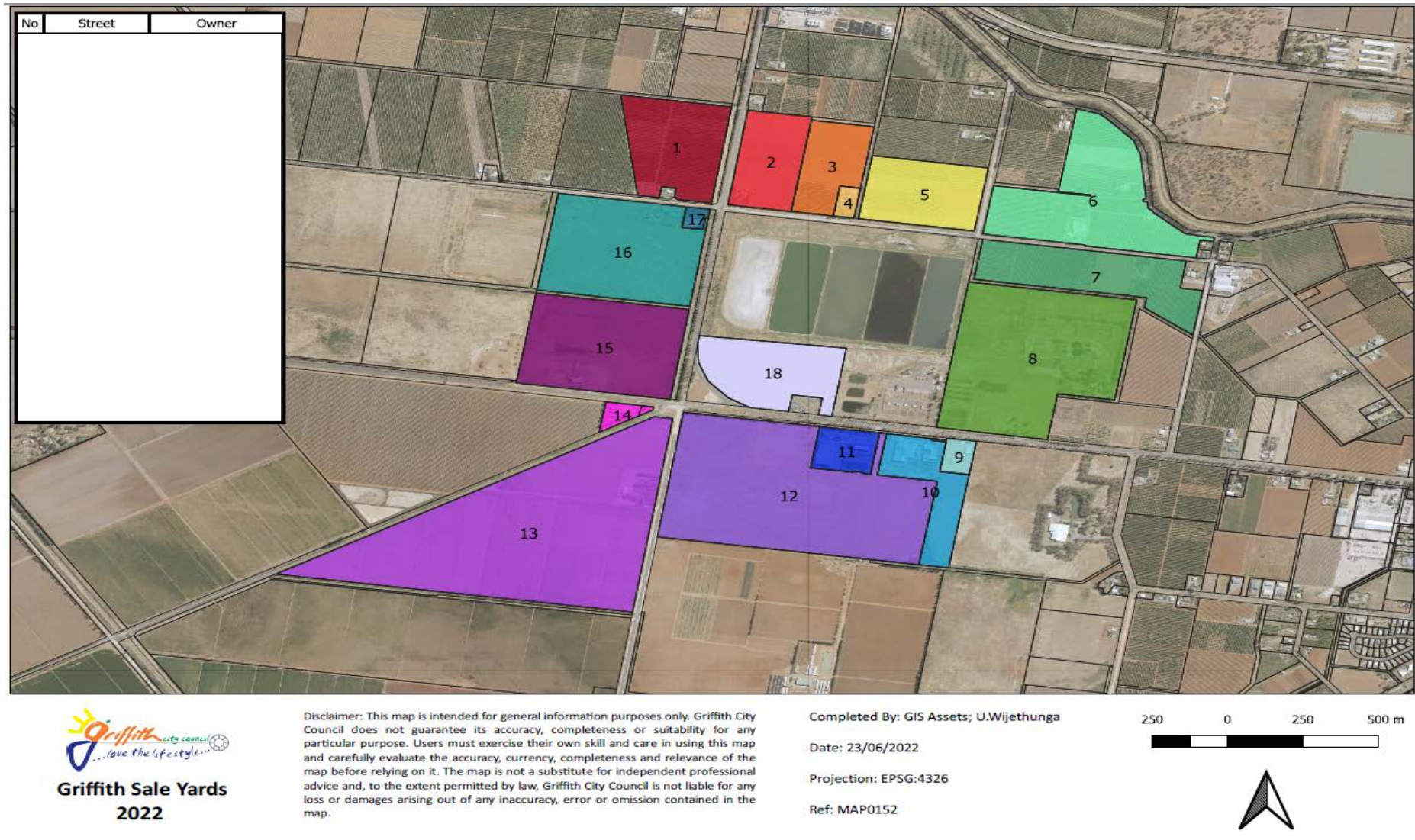
A copy of this Plan will be uploaded to the council web site and hard copy will be kept on site.

APPENDIX 1- LIVESTOCK MARKETING CENTRE SHOWING CHEMICAL STORAGE AREA AND EMERGENCY ASSEMBLY POINT



(2 x Assembly Areas)

APPENDIX 2 - NEIGHBOURS – GRIFFITH SALEYARDS



APPENDIX 3 - EMERGENCY SERVICES AND OTHER CONTACTS

NOTE: Please refer to CM file 19/19639 for up-to-date listing.

Organization Department	Name and Position	Business Telephone No.	After Hours
Ambulance	Officer on Duty	000	000
Council Primary Contact	Director Utilities	1300 176 077	02 6969 4832
Council Health Department	Vacant - Principal Officer - Environment GCC	1300 176 077	02 6969 4832
Electricity - Essential Energy	Officer on Duty	132 080	132 080
Environment Protection Authority (EPA)	Riverina Far West Region Manager info@epa.nsw.gov.au	131 555	131 555
Fire & Rescue NSW Griffith – Fire Station	Officer on Duty	000 02 6929 5711 (Griffith Fire Station)	000
Gas – Jemena	Officer on Duty	131 909	131 909
Griffith Base Hospital	Officer on Duty	02 6969 5555	02 6969 5555
Local Emergency Management	Local Emergency Management Officer Local Emergency Management Officer Assistant	1300 176 077 1300 176 077	02 6969 4832
Media - Radio ABC Riverina FM 100.5 & AM 675	Officer on Duty	02 6923 4811	
Media - Radio 2MIA FM 95.1 - Community	Officer on Duty	02 6964 1033	02 6964 1033 (up to 12:00am)
Media –Radio TripleM & Hits – Southern Cross Astereo	Officer on Duty	6969 7860	No one after 5.00pm so Email: Duncan.potts@sca.com.au
Murrumbidgee Irrigation	Supply and Drainage Channels and Structures - Officer on Duty	02 6962 0200 (Office)	02 6962 0262
NSW Health – Local Public Health Unit	Officer on Duty (Albury)	1300 066 055	1300 066 055
NSW Rural Fire Service MIA District	Office	6966 7800 000 Emergency	000
NSW State Emergency Services (SES)	Officer on Duty	132 500	132 500
Poison Information Centre	Officer on Duty	131 126	131 126
Police	Officer on Duty	000 02 6969 4299	000 02 6969 4299
SafeWork NSW	Officer on Duty	131 050	131 050
Telstra		132 200	132 200
Yenda Fire Brigade	Yenda Fire Captain	02 6968 1288	000

APPENDIX 4 – POLLUTION NOTIFICATION AND INCIDENT REPORT FORM

NOTE: This form should be printed directly from CM 18/100339

PART A

Report to Environmental Incident Hotline LOCATION OF INCIDENT



Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents. For more information see www.environment.nsw.gov.au/pollution/notificationprotocol.htm

<input type="checkbox"/> Project	<input type="checkbox"/> Facility	<input type="checkbox"/> Activity	<input type="checkbox"/> Location/Name: <input type="text"/>
STREET NUMBER <input type="text"/>		STREET NAME <input type="text"/>	
SUBURB <input type="text"/>		NEAREST CROSS STREET <input type="text"/>	
WHERE DID THE INCIDENT OCCUR <input type="text"/>			
SECTION/UNIT RESPONSIBLE FOR THE SITE <input type="text"/>			

<input type="checkbox"/> Sewage <input type="checkbox"/> break in mains <input type="checkbox"/> pumping station (sewage or chemical) <input type="checkbox"/> sewage treatment plant <input type="checkbox"/> other (ponds etc) <input type="text"/>	Cause <input type="checkbox"/> blockage <input type="checkbox"/> mechanical failure <input type="checkbox"/> electrical failure or power outage <input type="checkbox"/> rainfall inundation <input type="checkbox"/> trade waste incident <input type="checkbox"/> break in main <input type="checkbox"/> other <input type="text"/>
<input type="checkbox"/> Waste <input type="checkbox"/> waste from Council project/facility/activity <input type="checkbox"/> dumped waste <input type="checkbox"/> asbestos only	
<input type="checkbox"/> General <input type="checkbox"/> spill/overflow (chemical, fuel, substance etc) <i>additional detail required below</i> <input type="checkbox"/> vegetation – disturbance / damage <input type="checkbox"/> general – (heritage, water, wildlife etc) <input type="checkbox"/> other <input type="text"/>	
DESCRIPTION OF INCIDENT <input type="text"/>	
ACTION TAKEN TO CONTAIN / MANAGE THE INCIDENT <input type="text"/>	
Were photos taken: YES <input type="checkbox"/> NO <input type="checkbox"/> Were samples taken: YES <input type="checkbox"/> NO <input type="checkbox"/>	

Details of person reporting the Incident

NAME <input type="text"/>		DATE <input type="text"/>
PHONE <input type="text"/>	MOBILE <input type="text"/>	
DEPARTMENT SECTION <input type="text"/>		

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Approved by: Quality Systems Supervisor	Department: Water & Sewerage	Document ID: (WS-FO-006)	Version: 1
Issued: December 2018	Revised: --	Status: Approved	Page 1 of 3

The completed form should be emailed to: riverina.farwest@epa.nsw.gov.au and info@epa.nsw.gov.au with the subject line "Self Report" and quote the EPA Reference Number on this form and/or the relevant EPA Licence Number - within 7 days of an incident.

Report to Environmental Incident Hotline INVESTIGATION



The appropriate Section Supervisor/Manager is responsible for completion of **Part B** of the incident report.

IMMEDIATE ACTION BY SUPERVISOR/MANAGER

Will the incident:

1. Require assistance from other agencies to contain, isolate or cleanup?
If "Yes" call 000 immediately.

YES ☐ NO ☐ NOT SURE ☐

2. Pose any actual or potential harm to human health that is not trivial?

YES ☐ NO ☐ NOT SURE ☐

• Is it located within 100m of a school, childcare centre, aged care home?

• Could it impact on users of public areas such as ovals, reserves, waterways?

• Could the impact spread and potentially harm occupants of nearby properties?

3. Pose any actual or potential harm to ecosystems that is not trivial?

YES ☐ NO ☐ NOT SURE ☐

• Could the incident flow / impact on a water body or drainage system?

• Could the incident flow / impact on environmentally sensitive land?

4. Result in actual or potential loss or property damage of an amount over \$10,000?

YES ☐ NO ☐ NOT SURE ☐

If you answered 'yes' to any of the above then the incident should be considered as a notifiable "pollution event". There is a **duty to notify** the EPA, Ministry of Health, SafeWork and Fire and Rescue NSW immediately after becoming aware of a pollution incident where material harm is caused or threatened. Failure to do so is an offence (*Protection of the Environment Operations Act 1997*)

Agency Notification

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order.

NSW EPA (EPA Environment Line: 131 555)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF EPA REPRESENTATIVE

TIME AND DATE

EPA REFERENCE NUMBER

ACTIONS REQUIRED BY EPA

NSW Health – Local Public Health Unit (See www.health.nsw.gov.au/publichealth/infectious/phus.asp)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF PHU REPRESENTATIVE

TIME AND DATE

PHU REFERENCE NUMBER

ACTIONS REQUIRED BY LOCAL PHU

WorkCover Authority (WorkCover: 13 10 50)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF WORKCOVER REPRESENTATIVE

TIME AND DATE

WORKCOVER REFERENCE NUMBER

ACTIONS REQUIRED BY WORKCOVER

Fire & Rescue NSW (Emergency Hotline: 000)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF FIRE & RESCUE REPRESENTATIVE

TIME AND DATE

FIRE & RESCUE REFERENCE NUMBER

ACTIONS REQUIRED BY FIRE & RESCUE

CONTINUES ON REVERSE

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Issued: December 2018	Revised: --	Status: Approved	Page 2 of 3

The completed form should be emailed to: riverina.farwest@epa.nsw.gov.au and info@epa.nsw.gov.au with the subject line "Self Report" and quote the EPA Reference Number on this form and/or the relevant EPA Licence Number - within 7 days of an incident.

Other Notifications to Consider

- ☐ Internal contacts eg Environmental Health Officer
- ☐ Media
- ☐ NSW Food Authority
- ☐ Shellfish programs
- ☐ River users eg boat hiring companies
- ☐ Marine education centres
- ☐ Other

Preliminary Investigations

Notes from discussions with relevant operational staff

Any further observations or comments by Supervisor / Manager

Categorisation by Authorised Officer

- ☐ **Minor**
No notification required
 - Incident affects small area only (eg single property) AND
 - Incident is easy to clean up without additional assistance, AND
 - There is no risk of material harm to humans or the environment.
- ☐ **Moderate**
Notify EPA and Local PHU only
 - Incident affects more than one property OR
 - There is a risk of pollution or material harm to the environment BUT
 - Cleanup can be completed without assistance AND
 - There is no danger to humans.
- ☐ **Major**
Notification required - Notify EPA, Local PHU, Workcover and Fire & Rescue
 - Potential or actual harm to humans and the environment AND/OR
 - Assistance is required with cleanup from other agencies.
- ☐ **Council Responsible**
Incident occurred as a direct result of Council activity or function.
- ☐ **Response by Council**
Incident occurred on Council land, or land under Council care and control BUT Council did not cause the incident.
- ☐ **Technical Licence Breach**
Relating to technical compliance such as exceedence of permissible discharge volume or environmental monitoring limits.


DETAILS OF APPROPRIATE SECTION SUPERVISOR/MANAGER REPORTING THE INCIDENT

NAME		DATE	
<div></div>		<div></div>	
PHONE	MOBILE		
<div></div>	<div></div>		
DEPARTMENT SECTION			
<div></div>			

Approved by: Quality Systems Supervisor	Department: Water & Sewerage	Document ID: (WS-FO-006)	Version: 1
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APPENDIX 5 – INVENTORY OF POTENTIAL POLLUTANT PRODUCTS HELD ON SITE

		FORM						
(Blanks not to be photocopied. Print direct from DAKS)								
(Printed on 11 March 2011 at 12:03)								
(WHS-FO-091) Dangerous and Hazardous Goods Register								
Location: SALEYARDS					Today's Date - 30/06/2023			
Product Name:	Supplier:	Hazardous Substance Y/N	Dangerous Goods Y/N	Storage Location	Risk Assess Y/N	Quantity Held	MSDS Expiry Date	
Ajax Spray N Wipe Stone Safe Kitchen Multi-purpose Baking S	Colgate-Palmolive Pty Ltd	N	N	Saleyards	N	500mL	15-Jul-25	
Agri Grease Plus (Last SDS)	BP Australia Pty Ltd	N	N	Saleyards	N	12 x 500mL	18-Mar-14	
All Purpose Thinners (Xylene Formulation)	Recochem Inc	Y	Y	Saleyards	Y	1 x 4Litre	23-Aug-27	
Automotive Diesel Fuel	Caltex Australia Petroleum P/L	Y	N	Saleyards	Y	600 Litres	23-Jun-26	
Cussions Morning Fresh Dishwashing Liquid	PZ Cussions Australia Pty Ltd	Y	Y	Saleyards	Y	900mL	05-Sep-23	
Dy-Mark Line Marking All Colours Aerosol	Dy-Mark Pty Ltd	Y	Y	Saleyards	Y	4 x 500g	01-Nov-24	
Mortein Fast Knockdown Fly & Mosquito Killer Aerosol	Reckitt Benckiser (Aust) P/L	Y	Y	Saleyards	Y	2 x 500g	02-Feb-26	
Packaged Concrete (Dry-Mix)	Boral Constructions	Y	N	Saleyards	Y	10 x 10 Kilos	15-Jun-26	
Palmolive Naturals Liquid Hand Soap (Last SDS)	Colgate-Palmolive Pty Ltd	N	N	Saleyards	N	250mL	31-Jul-18	
Pinette	Axi-Kem	N	N	Saleyards	N	1 x 25L drums	31-Mar-27	
Protecta Sun-Block SPF 30+ (LAST SDS)	Septone Products Pty Ltd	N	N	Saleyards	N	12 x 500mL	01-Sep-22	
Readymix Quarry Products (Last SDS)	Rinker Australia Pty Ltd	N	N	Saleyards	N	4 Tonne	31-Mar-11	
Roundup Powermax (Last SDS)	NuFarm Australia Ltd	Y	N	Saleyards	Y	1x20 Litre Dru	01-Apr-14	
Shell Lawn 2 Mower Oil (Last SDS)	Shell Company of Aust Ltd	N	N	Saleyards	N	1 Litre	14-Jul-16	
Surefire Fortune 500 Multipurpose Insecticide & Ter	PCT International Pty Ltd	Y	Y	Saleyards		1 Litre	01-Nov-24	
SWARFEGA Plus Suprega Plus/Swafega Citrus	DEB Australia Pty Ltd	N	N	Saleyards	N	1 Litre	0601/2025	
Unleaded Petrol	Caltex Australia Petroleum P/L	Y	Y	Saleyards	Y	60 Litres	26-Mar-24	
Dangerous and Hazardous Goods stored above the "Manifest Quantity" i.e Licence required								
Product Name:	WorkCover Notification displayed on site?			Expiry Date of		Quantity Held		

Ammunition: 50 rounds in gun safe (additional ammunition can be quickly accessed from offsite location).

NOTE: This inventory list is updated monthly.

Please refer to the Griffith Livestock Marketing Centre's MSDS folder or the electronic file in CM: 13/1865.

Annual Update of PIRMP - GLMC

Date	Next Review of PIRMP Scenario	Completed	Signature
August 2017	May 2018	July 2018	✓
July 2018	May 2019	August 2019	✓
August 2019	August 2020	August 2020	✓
August 2020	July 2021	August 2021	✓
August 2021	May 2022	July 2022	✓
July 2022	June 2023	May 2023	✓

Note: These dates can be scheduled electronically to act as a reminder.