

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN



**TAMWORTH REGIONAL COUNCIL
KOOTINGAL WASTE MANAGEMENT FACILITY
SEPTEMBER 2023 – Version 3.0**

REVISION HISTORY

REVISION	DATE	AUTHOR / REVIEWER	DETAILS
DRAFT 1	15/09/12	LOGICUS Environmental Management	Comments provided by Council
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Revision 3	11/09/23	Kate Perryman (TRC)	General Update

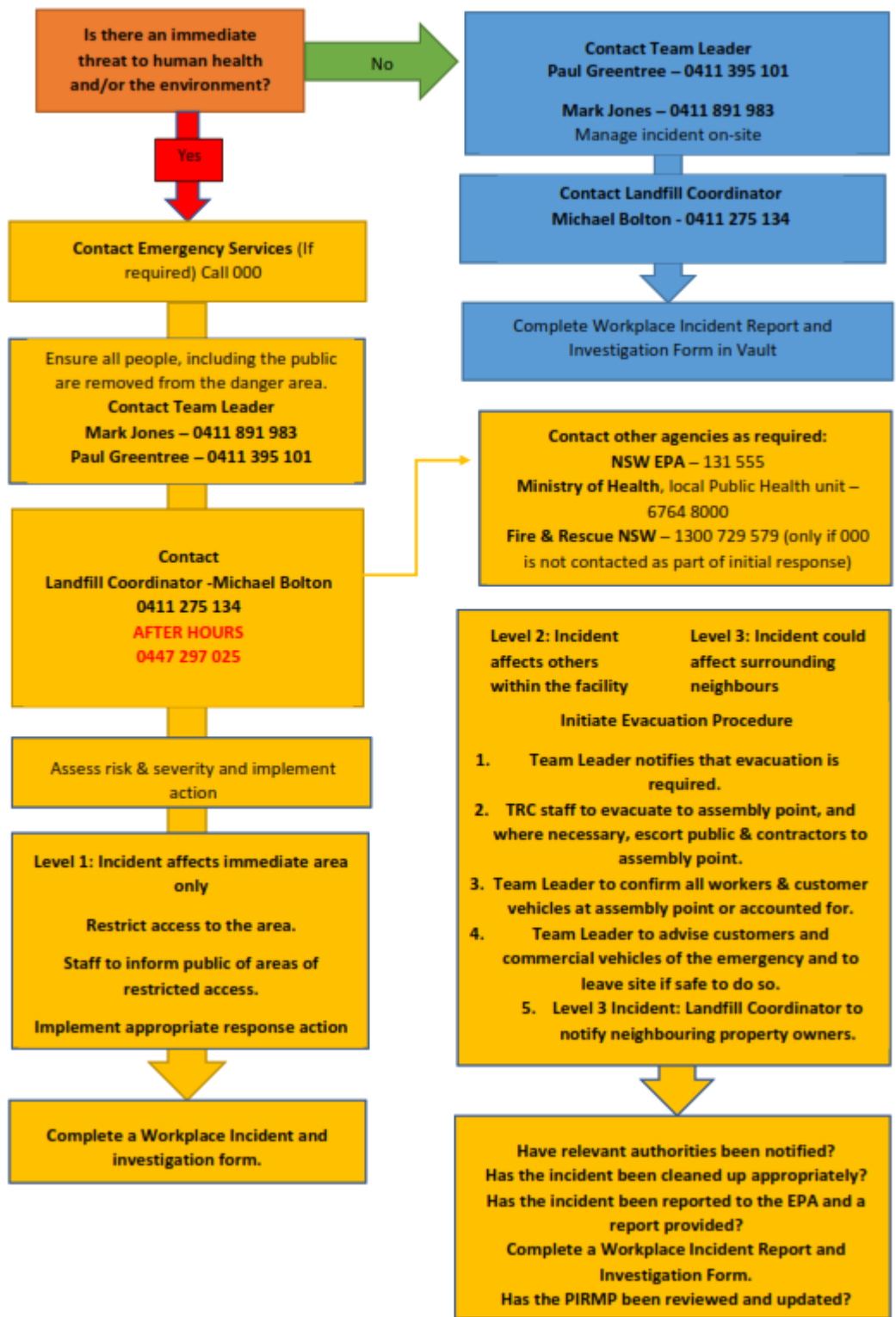
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Site Emergency Response Plan



1. ADMINISTRATION

1.1 PURPOSE

Industry is now required to report pollution incidents immediately to the EPA, NSW Health, Fire & Rescue NSW, Safe Work NSW and the local council.

This Pollution Incident Response Management Plan (PIRMP) has been prepared to comply with the new requirements introduced by the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) that requires the preparation and implementation of a PIRMP.

The purpose of this PIRMP is to assist employees and management of the **Kootingal Waste Management Facility** to identify the potential risk of a pollution incident occurring, introduce measures to mitigate that risk AND to give direction in making quality decisions should a pollution incident occur. This PIRMP contains guidance in determining the appropriate pre-emptive actions needed to 'prevent material harm' to the environment.

1.2 OBJECTIVE & SCOPE

It is **Tamworth Regional Council's** intent to prevent all foreseeable pollution incidents that might impact on the environment and the safety of employees, facility users & neighbours, through the implementation of standard operational procedures, undertaking routine site activity inspections, regular training of personnel in the implementation of operational procedures and through emphasising & supporting proactive incident prevention reporting.

However, it is recognised that pollution incidents are not totally preventable. Therefore, this PIRMP has been developed to achieve the following objectives:

- reduce the likelihood of a pollution incident occurring at the facility through identification of risks and the development of planned actions to minimize and manage those risks.
- ensure comprehensive and timely communication about a pollution incident to all staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as NSW Ministry of Health, Safe Work NSW, and Fire & Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident.
- ensure that the PIRMP is properly implemented by trained staff, identifying persons responsible for implementation and ensuring that the PIRMP is regularly tested for accuracy, currency and suitability.

- provide guidance on how to respond to an environmental pollution incident and how to record and report such an event.

This PIRMP contains guidance in determining the appropriate actions to take to prevent a pollution incident, injury or property damage and how to respond should a pollution incident occur. The PIRMP also includes provisions for record keeping, testing, reporting and document revision.

1.3 LEGISLATIVE CONTEXT

The specific requirements for PIRMPs are set out in Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act) and the *Protection of the Environment Operations (General) Regulation 2022* (POEO (G) Regulation 2). In summary, this provision requires the following:

All holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act).

The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 72).

Licensees must keep the Plan at the premises to which the Environment Protection Licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act).

Licensees must test the plan in accordance with the POEO (G) Regulation (clause 75).

If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the Plan (section 153F, POEO Act).

1.4 KEY TERMS & MEANINGS

An understanding and appreciation of the following key terms is considered integral to the successful implementation of this PIRMP.

1.4.1 *Pollution Incident*

The definition of a pollution incident is:

‘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’.

1.4.2 *Material Harm to the Environment*

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'.

1.4.3 Immediate Reporting Requirement

Industry is now required to report pollution incidents 'immediately' to the EPA, NSW Health, Fire & Rescue NSW, Safe Work NSW and the local council.

'Immediately' has its ordinary dictionary meaning of promptly and without delay.

1.5 FACILITY COVERED BY THIS PIRMP

The operation of the **Kootingal Waste Management Facility**, which incorporates activities of **EPA Licence 6013** for a **Solid Waste Disposal (application to land)** is covered by this PIRMP.

1.6 PIRMP DISTRIBUTION

A copy of this PIRMP is to be kept at the premises to which the relevant Environmental Protection Licences (EPLs) relate, or where the relevant activity takes place, so that it is readily available to those responsible for its implementation and to any Authorised Officer on request.

The master copy of this PIRMP is to be maintained by the **Operations Environmental Officer** who will be responsible for the distribution of the PIRMP and the annual review

A copy of this PIRMP is also to be retained by the **Manager – Waste & Resource Recovery**.

A copy of this PIRMP is also to be retained by the **Waste Supervisors (TRC)** who will be responsible for implementing the PIRMP at the **Forest Road Waste Management Facility**.

1.7 PIRMP REVIEW

The PIRMP is to be reviewed annually by the **Operations Environmental Officer** in conjunction with relevant Council staff including the **Manager – Waste & Resource Recovery**.

When revisions are made to the PIRMP, the revised document will be re-distributed and redundant copies collected and discarded. The date of issue and revision number is to be recorded on the title page of the document for future reference.

As part of the revision process, a Notification of Change Form, (**Appendix 5**), will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the PIRMP assigned to that party has been updated. This form is to then be retained on file by the **Operations Environmental Officer**.

1.8 PIRMP TRAINING

To ensure that this PIRMP is properly followed in the event of a pollution incident, training programs shall be provided to relevant **Council Employees**. The objectives of the training program shall be as follows:

- a) *To ensure that **Council Employees** are knowledgeable of their roles and responsibilities concerning this PIRMP.*
- b) *To ensure that **Council Employees** are knowledgeable of the PIRMP's procedures to affect a safe and appropriate response to pollution incidents.*

Council Employees will receive training in the PIRMP appropriate to the level of their expected involvement. The following is the general training program which is to be implemented in support of this PIRMP:

1.8.1 Training Frequency

Council Employees working at the facility will receive training during initial employment orientation / induction and refresher training at least annually.

Additional training will also be provided to employees whenever the PIRMP is changed.

1.8.2 Training Level

All **Council Employees** will receive training in the general PIRMP procedures and Standard Operating Procedures related to the PIRMP.

Training shall cover routine pre-emptive inspections, incident discovery and management, (standard operating procedures), notifications, incident response and best practice facility management.

1.8.3 Supervisor Training

The **Waste Supervisors (TRC)** will receive additional training, beyond that received by Council employees or other site personnel, dealing with actions that are necessary to provide for the safety of employees, facility users and any ancillary site operators, the protection of facility assets and the management of pollution incidents.

1.8.4 Training Competencies

Details of the training competencies achieved by **Council Employees** relevant to this PIRMP are provided in **Appendix 2**

1.9 PIRMP DRILLS & EXERCISES

To ensure that this PIRMP will meet current conditions and that all involved individuals will respond appropriately, the PIRMP will be tested on an annual basis. The testing will include at least the following:

- a) Reaction and accountability of facility personnel; and
- b) Adherence to PIRMP procedures.

All drills and exercises of the PIRMP will be documented, indicating the results of the exercise and any problems that were encountered, along with recommendations for PIRMP modifications.

The **Operations Environmental Officer** will complete a Pollution Incident Exercise Evaluation Form (**Appendix 7**) and maintain copies for review.

1.10 FORM OF PIRMP

As the purpose of this PIRMP is to mitigate the likelihood and to improve the management of pollution incidents and facilitate better coordination with the relevant response agencies, this PIRMP must be provided in written form, be available at the subject premises, be able to be provided to an authorised EPA officer on request and available to any person who is responsible for implementing the PIRMP.

1.11 RELATIONSHIP WITH OTHER EMERGENCY & INCIDENT RESPONSE PLANS

This PIRMP can function as a standalone document, the implementation of which is required to be undertaken to mitigate risk of a pollution incident but also to respond to a likely pollution incident where there is a potential of 'material harm to the environment'.

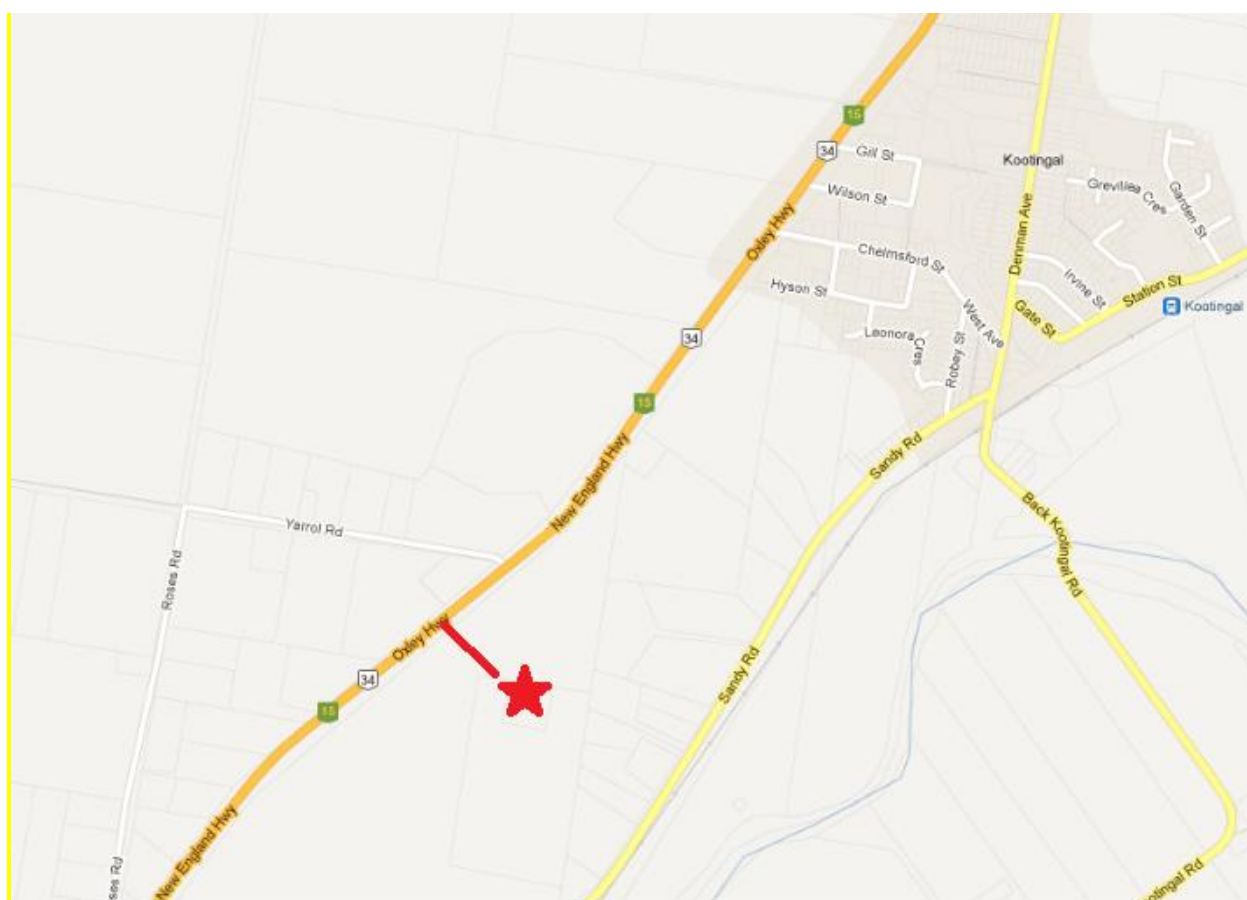
If other plans, procedures and protocols provide for enhanced, ancillary or complementary actions, then they may and should be implemented concurrently.

2. FACILITY DETAILS

2.1 LOCATION

NAME OF THE FACILITY:	KOOTINGAL LANDFILL (Kootingal Waste Management Facility)
ADDRESS:	NEW ENGLAND HIGHWAY, KOOTINGAL, NSW 2352
PROPERTY DESCRIPTION:	LOT 7005 DP 753848
OWNER:	TAMWORTH REGIONAL COUNCIL

Figure 1 – Location Map:



SITE ACCESS:	Is from the New England Highway through the Main Entry Gate. No other formed access is available into the site due to terrain / surrounds
SITE LAYOUT:	Please see attached Kootingal Landfill map in Appendix 4 .

VEGETATION: The vegetation surrounding the facility is primarily Grassy White Box Woodland in the surrounding land to the West and South all designated as Travelling Stock Route (TSR). Properties to the east / southeast are rural residential and are combinations of woodland and cleared rural to grassy pasture

TOPOGRAPHY: The original topography of the site has been disrupted by the landfill operation. The facility primarily drains east towards the ephemeral Middle Creek - towards the Cockburn River To the immediate west of the landfilled area is an unnamed ephemeral stream and much of the surface water flow passes through this area before flowing down hill towards the Cockburn River, approximately 750 m to the east.

2.2 FACILITY DESCRIPTION

2.2.1 Site Activities

The **Kootingal Waste Management Facility** operates under EPL **6013** for the Waste Disposal (application to land). The facility ceased acceptance of waste for onsite burial in 2011 although the existence of the EPL still triggers the requirement for this PIRMP.

The site operates (open to the public) as follows excluding Christmas Day and Good Friday:

- Monday 8:30am – 11:30pm
- Tuesday – Friday CLOSED
- Saturday 1:00pm – 4:00pm
- Sunday CLOSED

Maintenance staff may be on site at other times

The site is fully fenced & surrounded by a vehicle width fire break and has the following general components:

1. **Site Shed:** is the control point for the site with all vehicles entering and exiting the facility. The loads of all incoming vehicles are inspected to ensure only approved waste types are accepted.
2. **Landfilled Area:** (now closed) operated for burial of approximately **2000** tonnes per annum of waste material including Municipal Solid Waste, Commercial & Industrial Waste, Construction & Demolition Waste, Asbestos & dead animals (as examples).

A surface leachate collection dam (0.75ML estimated capacity) captures any seepage from the batters above the dam. This leachate is contained where it evaporates / dissipates through natural drainage processes. In the event of an overflow, the dam discharges into the surface water system which flows offsite to the southeast. This would generally be considered to be highly diluted leachate - having mixed with significant volumes of stormwater to create such an overflow.

A number of informal sediment detention ponds exist in east (excavation area) and south / west in the drainage paths through the facility. These dams or ponds collect stormwater which is detained to reduce sediment loads. They are quite small structures.

3. **Greenwaste Area:** Around 5,000 cubic meters per annum of organic material is managed within this part of the site comprising garden materials and timber wastes (as examples). The materials are stockpiled, shredded before being sold offsite or used on site for landscaping / sediment control. Leachate that drains from this area is collected in a small leachate pond (estimated capacity of 0.25ML). This leachate is contained where it evaporates / dissipates through natural drainage processes. In the event of an overflow, the dam discharges into the surface water system which flows offsite to the north. This would generally be considered to be highly diluted leachate -having mixed with significant volumes of stormwater to create such an overflow.

Site management protocols also require litter controls to be in place for this area and it is surrounded by hardstand which serves as a general fire break.

4. **Resource Recovery Area:** where recoverable materials, such as concrete, brick, scrap metals, wet cell batteries, timber & tyres and motor oil are stockpiled. Service contracts ensure these materials are removed routinely to ensure stockpiles are maintained at minimum sizes.

Waste concrete and brick are stockpiled on the landfilled area before being crushed and subsequently re-used on the facility for hardstand and internal road construction or used offsite. Dust controls are integral parts of the service contract for crushing and screening works due to the inherent nature of works and the potential for asbestos to be present / hidden in the stockpiles.

A buffer zone is kept around the tyre & timber stockpiles for both contamination management and as separation zone in the event of a fire. Site management protocols also require dust and litter controls to be in place for these areas.

This area also incorporates the **Small Vehicle Transfer Station (SVTS)** which is a series of waste transfer bins for general and recoverable wastes. These material bins are removed for offsite disposal / reprocessing of contents. A 5000L motor oil storage shed is present in this area. Site management protocols require litter controls to be in place for this area.

Directly adjacent to the site, along the shared access road, is a privately managed electrical substation. There is also a privately operated Telecommunication Tower on the Waste Facility. These operations are further explained as:

1. **Electrical Substation:** High voltage substation with network distribution lines heading west toward Kootingal village area. It is understood the facility is generally unmanned (maintenance staff access only).
2. **Optus Network Tower:** This facility is located on an excised, secured area within the Waste Facility that is accessed by a dedicated access track. It is understood the facility is generally unmanned (incidental maintenance access only).

*NOTE: This PIRMP does not attempt to specifically address risks or hazards emanating from the separately managed operations. As the sites are also generally un-manned, this PIRMP does not include communication with the operators in the event of a pollution incident / evacuation from the **Kootingal Waste Management Facility***

2.2.2 Site Plan

The Site Services and Infrastructure Plan shows the overall site arrangement, activity areas, the locations of first response equipment in the event of a pollution incident together with identification of the sources of potential pollutants.

3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

TRC is committed to minimising the circumstances under which pollution incidents may occur. Through the use of regularly scheduled meetings, employee and contractor’s orientations, training programs, routine inspections of activity areas and the application of standard operational procedures, Council Employees and contractor’s personnel will be able to identify and respond to conditions that might lead to a pollution incident.

Council Employees are instructed, as part of their site inductions and ongoing training, in the steps to report and respond to facility conditions or issues that might give rise to pollution incidents where these conditions/issues are found to exist.

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 facility in the context of the potential pollution hazards above are provided as follows:

Table 1 – Summary of Pre-emptive Actions:

POTENTIAL HAZARD	PRE-EMPTIVE ACTION
<ul style="list-style-type: none"> • Leachate storage overflow caused by excessive inflow storm water • Leachate pump, line, dam or tank failure • Leachate spring eruption • Ground water contamination • Fire at tip face • Fire in incoming load or transfer bin • Fire in green waste, mulch, tyre or other material stockpile • Chemical spill • Oil/fuel spills. • Failure of hazardous material containment tanks/bund • Windblown litter • Odour • Dust (including Asbestos) and sedimentation • Explosion of gas cylinders • Landfill Gas • Ozone depleting gas release (from refrigeration item wastes) 	<p>Undertaking on-going and routine inspections in accordance with the Environmental Checklists</p> <p>(Appendix 8)</p> <p>Responding in accordance with current Standard Work Procedures (SWPs)</p>

3.2 REGISTER OF POTENTIAL POLLUTANTS

Potential pollutants kept on the premises or used in carrying out activities at the premises, including the maximum quantity of any potential pollutant that is likely to be stored or held at the premises together storage locations are summarized as follows:

Table 2 – Summary of Potential Pollutants

POLLUTANT TYPE / SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY	LOCATION (see Site Plan)	TYPE OF CONTAINMENT	MSDS
Leachate	Liquid	1,000,000 litres (approximate capacity of 2 Dams)	Leachate Dams	Earth formed Dams	NA
Used Tyres	Solid	50 tonnes max	Tyre Area	Hardstand	NA
Green waste	Solid	1,000 cubic metres (shredded) 4,000 cubic meters (unprocessed)	Greenwaste Area	Hardstand	NA
Used Motor Oil	Liquid	Up to 5000 litres	Resource Recovery Area	Dedicated Oil Storage Unit	Chemwatch
Oil / Water based paint	Liquid	Up to 10 litres	Site Shed	Domestic Packaging	Chemwatch
Herbicides / Pesticides	Liquid & Solid	Up to 5 litres	Site Shed	Domestic Packaging	Chemwatch
Gas cylinders	Solid	Up to 300 units	Resource Recovery Area	Pallet & Compound	NA
Lead Acid Batteries	Solid	Up to 100 units	Resource Recovery Area	Earth Bund / Pallet	NA
General Wastes	Solid	10 tonnes	Resource Recovery Area	Metal Skip Bin	N/A
Ozone depleting refrigerant gas	Gas	Up to 50 waste fridge / freezer units storage before degassing	Resource Recovery Area	Stored 'in vessel' as delivered	N/A
Asbestos*	Solid	Incidental amounts	Around site	N/A	N/A
Landfill Gas*	Gas	Not quantified	Landfilling area	Uncontained	N/A

**Note: Asbestos that is identified in areas where it is not permitted to be disposed (i.e. co-mingled with other materials) and landfill gas passive venting from landfill – therefore locations not shown on maps.*

A **site plan** showing key pollutant locations is provided in **Appendix 30**

3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS

Notwithstanding **TRC's** commitment to preventing conditions/issues which might give rise to a pollution incident, it is not possible to negate all situations which might give rise to an incident.

Possible pollution incidents associated with the operation of the Facility are:

- Fire within facility activity areas
- Explosion of gas bottles / landfill gas emissions
- Spill of chemical, fuels, oils or other hazardous materials
- Leachate discharge off site or into groundwater
- Litter, odour, dust or sedimentation

Having regard to the nature of the operations of the **Kootingal Solid Waste Landfill**, the level of risk posed by the possible pollution incidents to the environment and the need and priority for management action is qualified for the facility using the following methodology.

Inherent risk will be assessed by combining the *likelihood* and *consequence* of the identified potential risk. In determining the assessment of the likelihood and consequence, the following rating processes has been utilised.

3.3.1 Likelihood

Determination of the probability or likelihood of environmental harm, damage or loss occurring as a result of a pollution incident using the ranking risk factors by probability methodology contained in the following table.

Table 3 – Incident Likelihood Descriptions

RATING	MEASURE	DESCRIPTION
1	Rare	May occur only in exceptional circumstances.
2	Unlikely	Could occur at some time.
3	Possible	Might occur at some time.
4	Likely	Will probably occur in most circumstances.
5	Almost certain	Is expected to occur in most circumstances.

3.3.2 Consequence

Determination of the consequence of the potential environmental harm, damage or loss using the ranking risk factors by consequence methodology contained in the following table.

Table 4 – Incident Consequence Descriptions:

RATING	MEASURE	DESCRIPTION
1	Insignificant	Environmental impact is undetectable
2	Minor	Environmental impact is virtually undetectable.
3	Moderate	Minor (usually reversible) some potential for low level environmental impacts which can be easily managed
4	Major	Major environmental impact which is reversible
5	Severe	Major environmental impact which may be irreversible

3.3.3 Risk Evaluation

Individual evaluation of the management priority for each potential pollution incident using the risk priority matrix presented in the following figure.

Figure 3 – Risk Evaluation Matrix:

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

RATING	DEFINITION
LOW	Review consequence and likelihood and manage through routine procedures
MOD	Ensure management system controls risk and managerial responsibility is defined.

HIGH	Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that appropriate management processes can be demonstrated to be in operation.
EXTREME	Risk must be reduced or eliminated. If the risk cannot be reduced from “Extreme”, then management must provide continuing assurance that due diligence systems are in place so that appropriate management can be demonstrated.

For the purposes of this PIRMP:

- EXTREME risks and HIGH risks will be eliminated or managed.
- MODERATE risks will be monitored.
- LOW risks will be accepted.

The Residual risk has been shown by measuring the inherent risk against the assessed effectiveness of the controls.

The outcomes of the risk assessment together with the relevant incident control/management action are summarised in Table 5 following;

Risk Identification & Management Plan

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS & REFERENCE
1. ENVIRONMENTAL (a) Leachate Discharge (Off Site)	Leachate dam overflow	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections Surface water monitoring of down gradient points	Daily Running Sheet SWP 31047 – General Tasks Waste Services Environmental Inspection Checklist EPL 6013 LEMP	Rare/ Major (MODERATE)	PIRMP SOP 2: Leachate Discharge Emergency Response
	Leachate contamination of the surface water management system.	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspection	Daily Running Sheet SWP 31047 – General Tasks Waste Services Environmental Inspection Checklist	Rare/ Major (MODERATE)	SWP – 31042 - Special Frequency Monitoring – Waste Operations
	Leachate dam rupture	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections	Daily Running Sheet SWP 31047 – General Tasks Waste Services Environmental Inspection Checklist EPL 6013 LEMP	Rare/ Major (MODERATE)	PIRMP SOP 2: Leachate Discharge Emergency Response

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS & REFERENCE
	Leachate seepage from landfill operations into water table	Leachate migration and possible contamination of water table	Possible/ Major (HIGH)	Monitoring of ground bores to detect leachate migration	Environmental Inspection Checklist EPL 6013 LEMP	Rare/ Major (MODERATE)	Landfill Coordinator – Waste Operations (TRC)
	Uncontrolled or undetected leachate springs	Leachate contamination of the surface water management system, adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections	Daily Running Sheet Environmental Inspection Checklist EPL 6013 LEMP	Rare/ Moderate (MODERATE)	Landfill Coordinator – Waste Operations (TRC)
(b) Combustion	Stockpile of used tyres ignites	Combustion creates smoke and oil residues	Possible/ Moderate (MODERATE)	Maintain buffer zones Limit quantity of tyres held on site Routine inspections	Environmental Inspection Checklist	Rare/ Moderate (MODERATE)	Landfill Coordinator – Waste Operations (TRC)
	Green waste stockpile ignites	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Routine inspections to ensure stockpile size management and maintenance of buffer zones	Environmental Inspection Checklist	Rare/ Moderate (MODERATE)	Landfill Coordinator – Waste Operations (TRC)
	Fire in waste transfer bins	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Inspection of all incoming loads	Environmental Inspection Checklist	Rare/ Moderate (MODERATE)	Landfill Coordinator – Waste Operations (TRC)

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS & REFERENCE
	Fire over landfilled area	Combustion creates smoke and fire hazard. Deep seated fire difficult to extinguish.	Possible/ Moderate (MODERATE)	Inspection of all incoming loads Site secured at close of day	Environmental Inspection Checklist	Rare/ Moderate (MODERATE)	Landfill Coordinator – Waste Operations (TRC)
	Fire in vehicle loads of incoming wastes	Combustion creates smoke and fire hazard. Property damage.	Possible/ Moderate (MODERATE)	Inspection of all incoming loads and tipping area supervision	Environmental Inspection Checklist	Rare/ Moderate (MODERATE)	Landfill Coordinator – Waste Operations (TRC)
(c) Chemical Spills	Chemical spill from ruptured or leaking containers	Soil contamination Creation of volatile fumes Explosion/fire Contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Retain minimum quantities on site. Spill kit on Maintenance Vehicles & in Site Shed Use suitable ‘temporary’ chemical storage banded pallet	Environmental Inspection Checklist as provided in Appendix I of the PIRMP SWP 31047 – General Tasks Waste Services SWP – 31043 - Resource Recovery Operations Waste Services	Rare/ Moderate (MODERATE)	PIRMP SOP 7: Chemical Spill Response
	Leakage from incoming loads	Soil contamination Explosion/fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Inspection of all incoming loads	Environmental Inspection Checklist as provided in Error! Reference source not found. of the PIRMP SWP 31047 – General Tasks Waste Services	Rare/ Moderate (MODERATE)	PIRMP SOP 6: Fire in Vehicle Waste Loads PIRMP SOP 7: Chemical Spill Response

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS & REFERENCE
(d) Oil / Fuel Spills	Failure of fuel containers	Soil contamination Explosion/fire Contamination of adjacent land and / or waterways Creation of volatile fumes	Possible/ Major (HIGH)	Retain minimum quantities on site Spill kit on Maintenance Vehicles & in Site Shed	Environmental Inspection Checklist as provided in Error! Reference source not found. of the PIRMP Daily Running Sheet - Forest Road Landfill	Rare/ Moderate (MODERATE)	PIRMP SOP 9: Fuel & Oil Spill Response
	Failure of mobile plant hydraulic lines	Soil contamination Fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Staff training in waste placement and compaction techniques. Routine plant inspection and servicing.	Staff training and recording Machinery maintenance register	Rare / Moderate (MODERATE)	PIRMP SOP 9: Fuel & Oil Spill Response

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS & REFERENCE
(e) Dust / Sediment (Soils & Wastes)	Dust / sediment migrating off site	Complaints to EPA / Safe Work	Possible/ Moderate (MODERATE)	<p>Wet down unsealed trafficable areas</p> <p>Use shredded green waste on exposed areas of cover material</p> <p>Revegetation of completed areas and sedimentation structures in place.</p> <p>Asbestos waste policy and education + tipping handling area</p>	<p>Environmental Inspection Checklist</p> <p>SWP – 31044 - Management of Greenwaste Services</p> <p>SWP - 31048 - Asbestos Management Waste Services</p>	Rare/ Minor (LOW)	Landfill Coordinator – Waste Operations (TRC)
(f) Odour	Offensive odour	Complaints to EPA	Possible/ Moderate (MODERATE)	Provide daily cover to active tipping area	Environmental Inspection Checklist	Rare / Minor (LOW)	Landfill Coordinator – Waste Operations (TRC)

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS & REFERENCE
(h) Litter	Litter migrating off site	Complaints to EPA	Likely/ Moderate (HIGH)	Erect semi permanent litter fences near Transfer Area Supply bins for placement of minor amounts of contaminant near recovery area stockpiles (e.g. wheeled Bin at Greenwaste etc)	Environmental Inspection Checklist	Rare/ Moderate (MODERATE)	Landfill Coordinator – Waste Operations (TRC)
(i) Ozone depleting gas release	Contributor to Global warming	EPA regulatory breach	Likely/Major (HIGH)	Degassing process for fridges implemented	Environmental Inspection Checklist	Rare / Minor (LOW)	Landfill Coordinator – Waste Operations (TRC)
(2) COMPLIANCE (a) Incident Reporting	Non-compliance with statutory reporting	Cautionary Notice Penalty Infringement Notice	Unlikely/ Moderate (MODERATE)	Prepare reports as required	Reporting protocols included in Environmental Checklist in Appendix 28.	Rare/ Moderate (MODERATE)	Landfill Coordinator – Waste Operations (TRC)

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

The **Kootingal Waste Management Facility** has a number of active and passive pollution control/safety devices and equipment that can be used during a pollution incident.

Relevant details of pollution incident equipment and features are provided as follows:

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION/S	QUANTITY	MAINTENANCE REQUIREMENTS/STANDARDS
Asbestos Handling Kit	Site Shed	1	Monthly inspection
Spill Kit (general purpose)	Site Shed	1	Monthly inspection
Fire Extinguisher	Site Shed	1	Six monthly inspection and tagging
First Aid Kit	Site Shed	1	Monthly inspection and replenishment.

Equipment such as portable fire extinguishers should only be used by persons who are suitably trained and it is safe to do so. The maintenance of the systems and equipment is to be undertaken in accordance with the standards nominated in the Table above.

Additionally, site plant items (track loader, truck etc) are available for use to construct diversion / containments etc whenever on site for general site maintenance purpose. These items will only be permitted to be operated by Council staff or operators approved by the **Landfill Coordinator – Waste Operations (TRC)** or more senior Council Officer

3.4.2 Communication System

There is **no formal communications system** installed within the **Kootingal Waste Management Facility**. Council maintenance vehicles visiting the site are fitted with a two-way radio system for internal communication.

A Mobile phone is provided to the **Landfill Attendant** which is be the primary communication method both internal of Council and externally. In a pollution incident the Mobile telephone can be used as a means of notifying those individuals / organisations responsible for activating this PIRMP and managing the incident response.

Communication mechanisms for neighbouring properties, issuing media releases and providing information on Council's web site are detailed in the Summary of Community Notification & Communication provided in **Table 9** of **Section 4.3.2**

3.4.3 Security

Access to the **Kootingal Waste Management Facility** by unauthorised persons and unauthorised activities occurring on the site are controlled at the Site Office (Shed) by Council personnel.

3.4.4 First Aid Equipment

A suitable fully stocked and easily accessible first aid kit is located at the Site Office (Shed) and its location clearly labelled. Other first aid kits are available within Council vehicles

3.4.5 Signs & Labels

An emergency phone number is displayed at the front gate of the facility that can be seen by Council Employees, contractor staff and passersby. No other specific emergency or pollution signage exists within the site.

3.4.6 Funding Arrangements and Support

The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from a company (Council) or individual responsible for the pollution incident. Having regard to the above the following pollution incident funding arrangements are in place;

- Funds within Council's Waste Reserve
- Public liability insurance policies

4. POLLUTION INCIDENT CONTROL & RESPONSE

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

The following is a list of incident response individuals who are responsible for activating the PIRMP together with their notification and communication responsibilities:

Table 7 – PIRMP Contact Personnel:

NAME	POSITION	CONTACT DETAILS	NOTIFICATION RESPONSIBILITIES	COMMUNICATION RESPONSIBILITIES
Michael Bolton	Landfill Coordinator	0428 659 309	Emergency Services NSW EPA Ministry of Health SafeWork TRC Manager – Waste & Resource Recovery	Emergency Services TRC site personnel On-site Contractors Neighbouring properties
Jason Brennan	Senior Environmental Officer - Waste	0410 335 209		<i>As required to support Landfill Coordinator - Waste Operations (TRC) or Manager – Waste & Resource Recovery</i>
Kate Perryman	Operations Environmental Officer	0478 197 858	Manager – Waste & Resource Recovery	<i>As required to support Landfill Coordinator - Waste Operations (TRC) or Manager – Waste & Resource Recovery</i>
Tess Dawson	Manager – Waste & Resource Recovery	0428297 896	NSW EPA Ministry of Health SafeWork TRC Council Executive	Media releases Web updates

The above details are to be verified annually and updated whenever a change in personnel or responsibility has occurred.

4.2 KEY INCIDENT CONTACT DETAILS

The following is a list of incident response individuals and organizations that may be needed during a pollution incident.

Table 8 – PIRMP Emergency Agency Contacts:

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire & Rescue NSW	Duty Officer	000 1300 729 579
NSW Police Force	Duty Officer	000 02 6768 2999
Ambulance Service of NSW	Duty Officer	000 131 233
Tamworth Base Hospital	Reception	02 6767 7700
Environment Protection Authority (EPA)	EPA Environment Line	131 555
	Armidale Office	6773 7000
Office of Environment & Heritage (NP&WS)	Parks & Wildlife	(02) 6738 9100 (Armidale)
	Regional Office	02 9873 8500
Safe Work NSW	Duty Officer	131 050
Department of Primary Industries (NSW Fisheries)	Reception	1300 550 474
POISONS Information	Duty Officer	131 126
NSW Ministry of Health	Reception	02 6764 8000 02 9391 9000
Department of Families & Community Services	Reception	1800 079 098
State Emergency Service (SES)	Duty Officer	132 500
Roads & Traffic Authority	Reception	132 213
Bureau of Meteorology	General Information	1300 659 218

This list is to be verified at least annually and updated whenever an organization advises that a change has occurred.

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

In order to provide for the safety of employees, facility users, ancillary operations personnel and the wider community, along with ensuring appropriate pollution incident response, it is essential that early warning and notification of pollution incidents are made so that incident response procedures can be implemented and incident response organisations notified of the situation.

The prompt notification of an incident can often greatly assist in ensuring that the risk of injury, death, damage or environmental harm is minimized.

In this regard the following incident notification procedures are to be implemented:

4.3.1.1 Small Area / Minor Incidents

Incidents such as small chemical spills or individual medical emergencies will generally not require the notification of incident response agencies.

However, it will be the general practice that **ALL** incidents will be notified immediately to the **Waste Supervisor (TRC)** so that an assessment of the level of response required can be made.

The Mobile telephone contact will be the preferred means of reporting such incidents.

In addition to the immediate notification of any minor incident or event, an incident report notification form, included as **Appendix 3**, is to be completed and forwarded to the **Waste Supervisor (TRC)**.

4.3.1.2 Major Incident

A major incident is where material harm to the environment is caused or threatened.

Where a major incident occurs, the **Manager – Waste & Resource Recovery** is to **immediately** implement the pollution notification protocol included as **Appendix 1**.

Importantly **Appendix 1** requires the immediate notification of:

- EPA **131 555**
- Ministry of Health via the local Public Health Unit **02 6764 8000**
- Safe Work NSW **13 10 50**
- Council (Environmental Services) **6767 5555**
- Fire & Rescue NSW **1300 729 579** if not called for initial emergency response on **000**.

In addition to the immediate notification of any major pollution incident, an incident report notification form, refer to **Appendix 3**, is to be completed and forwarded to the **Manager - Waste & Resource Recovery**

4.3.2 Community Notification and Communication

Communicating with neighbours and the local community is an important element in managing the response to any pollution incident.

In this regard the following notification and communication action plan will be applicable to a major pollution incident at the **Kootingal Waste Management Facility**.

The following action plan has been based upon the pollution incident risk assessment included in **Section 3.3** of this PIRMP.

TABLE 9 – PIRMP COMMUNITY NOTIFICATION & COMMUNICATIONS PLAN:

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Leachate discharge (off site)	Local impact, ranging from MINOR to SEVERE	EPA Occupiers of neighbouring downstream properties (see Appendix 29 for communication recipients schedule) Local Community / Media	Waste Supervisor Manager – Waste & Resource Recovery	Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Information displayed on Council’s web site	Assessment of severity Type & quantity of material involved Explanation of what happened Date and time of incident Response actions taken Refrain from contact / use of water Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Fire	Local impact, likely to be MINOR, depending on the severity of the fire	EPA 131 555 Ministry of Health via the local Public Health Unit 02 6764 8000 Safe Work NSW 13 10 50 Council (Environmental Services) 6767 5555 Fire & Rescue NSW 1300 729 579 if not called for initial emergency response on 000 Occupiers of neighbouring properties Local community / Media	Waste Supervisor Manager – Waste & Resource Recovery	Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Information displayed on Council’s web site	Date and time of incident Response actions taken Type of fire Agency responding Close windows / doors Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Chemical / Hazardous materials spill (off site discharge)	Local impact, likely to be MINOR	EPA 131 555 Ministry of Health via the local Public Health Unit 02 6764 8000 Safe Work NSW 13 10 50 Council (Environmental Services) 6767 5555 Fire & Rescue NSW 1300 729 579 if not called for initial emergency response on 000 Occupiers of neighbouring properties Local community / Media	Waste Supervisor Manager – Waste & Resource Recovery	Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Media release / Information displayed on Council’s web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Oil / fuel spill (off site discharge)	Local impact, likely to be MINOR	EPA 131 555 Ministry of Health via the local Public Health Unit 02 6764 8000 Safe Work NSW 13 10 50 Council (Environmental Services) 6767 5555 Fire & Rescue NSW 1300 729 579 if not called for initial emergency response on 000 Occupiers of neighbouring properties Local community / Media	Waste Supervisor Manager – Waste & Resource Recovery	Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Media release / Information displayed on Council’s web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Explosion	Local impact, likely to be MINOR (not a pollution incident if noise only)	If off site impacts above noise only: EPA 131 555 Ministry of Health via the local Public Health Unit 02 6764 8000 Safe Work NSW 13 10 50 Council (Environmental Services) 6767 5555 Fire & Rescue NSW 1300 729 579 if not called for initial emergency response on 000 Occupiers of neighbouring properties Local community / Media	Waste Supervisor Manager – Waste & Resource Recovery	Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Assessment of severity Agency responding Date and time of incident Damage report Strategy for prevention of recurrence

4.4 FACILITY EVACUATION

4.4.1 *General Requirements*

Most MINOR pollution incidents will not require the evacuation of all or in most instances even part of the facility. However, it is acknowledged that any MAJOR incident may require the facility to be evacuated.

In the event of a MAJOR incident evacuation of Council Employees, any contractor's & staff, facility users and ancillary co-located operations is of the utmost importance.

In order to achieve a safe and timely evacuation, it is critical that an early warning of the pollution situation be communicated and action implemented to remove Council Employees contractor's staff and facility users from the hazard area.

In this regard the standard operating procedures applicable to Facility Evacuation, refer to **Appendix 4**, must be implemented once a decision is made to evacuate the facility.

Whilst the need for evacuation will be dependent upon the nature and scale of an incident it is of primary importance that personnel or public health is not put at risk at anytime during a pollution incident.

The decision to evacuate (in part or full) is to be made by the **Waste Supervisor (TRC)**, and supported by facility personnel OR as directed by a responding Emergency Service.

4.4.2 *Stages of Evacuation*

There are 2 stages of evacuation that are applicable to the facility being;

- Stage One: Immediate Area – The evacuation of persons in immediate danger.
- Stage Two: Total Facility – A complete evacuation of the Facility by all people.

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless instructed to do so by the **Waste Supervisor (TRC)**, OR as directed by a responding Emergency Service

4.4.3 *Priority of Evacuation*

The **Waste Supervisor (TRC)** is responsible for prioritising the order in which people are evacuated from the site of the incident. Generally the following priorities apply:

- Ambulatory
- Semi-ambulant (people requiring some physical assistance)
- Non-ambulant (people who need to be physically moved or carried)
- Aggressive, violent or resistive people.

The above priority for evacuation is for guidance only, the emergency may dictate otherwise.

Where a person refuses to comply with a direction given by the **Waste Supervisor (TRC)** the following action is to be initiated:

- Ensure that the person has been clearly advised that they are required to evacuate the facility because of an emergency situation that maybe life threatening.
- Notify the Officer-in-Charge of the attending Emergency Service.

4.4.4 Mobility Impaired Persons

A register is to be maintained of site personnel who may have a permanent or temporary disability that would impeded their ability to self evacuate if required.

A staff member who works with a person with a disability shall be appointed as that person's carer during an emergency. The procedures for assisting mobility-impaired persons should be discreetly discussed with the individual concerned.

All staff should be trained in methods of assisting mobility-impaired persons during an emergency.

4.4.5 Evacuation Assembly Areas

The facility has a designated primary evacuation assembly point.

In the event of an incident requiring the evacuation of the facility, all Council Employees, any contractor's / staff are to immediately leave the facility by the designated route and report to the designated primary evacuation point.

Should the primary evacuation point be in a hazardous area or is unsuitable due to the nature of the threat, persons will then be directed to proceed to an alternate evacuation point.

On arrival at the designated evacuation assembly point all persons will remain until the **Waste Supervisor (TRC)** has determined the status of all personnel and;

- accounted for all, or
- prepared a list of names and / or numbers of missing personnel or facility users and the location last seen

For the purposes of this PIRMP the following evacuation assembly point is applicable:

- **Primary Assembly Point** is at the main entry to the **Kootingal Waste Management Facility**.

The Site Services and Infrastructure Plan in **Appendix 9** shows the location of the Evacuation point.

4.4.6 Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or alternate Evacuation Assembly Point and the presence of personnel confirmed, arrangements will be made by the **Waste Supervisor (TRC)** for Council Employees and contractor's staff to be transported/moved to a Post Evacuation Assembly Point which may, depending on time of day etc, be the **Council Depot in Lockheed Street Tamworth**.

Incident debriefing and incident investigation will be undertaken at the Post Evacuation Assembly Point. Further management instructions will also be provided.

5. POLLUTION INCIDENT RESPONSE PROCEDURES

The prompt notification of an incident can often greatly assist in ensuring that the risk of injury, death, damage or environmental harm is minimized. It will be the general practice that **ALL** incidents will be notified immediately to the **Waste Supervisor (TRC)** or the **Team Leader** at the time of the incident so that an assessment of the level of response required can be made.

If a pollution incident occurs, the **Waste Supervisor (TRC)** or the **Team Leader** will inform all facility employees, contractor's staff and facility users about actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during a pollution incident such as;

- Leachate discharge (off-site)
- Fire
- Chemical spill
- Oil/fuel spill
- Explosion
- Facility Evacuation

6. POST POLLUTION INCIDENT ACTIVITIES

This section of the Pollution Incident Response Plan identifies those activities necessary to support Council staff and contractor's staff during and following a pollution incident and those activities necessary to restore operations at the **Kootingal Waste Management Facility**.

6.1 RECOVERY OPERATIONS

The recovery of facility operations and services will depend on the extent of damage suffered by the facility.

The **Waste Supervisor (TRC)**, in collaboration with the **Manager - Waste & Resource Recovery (TRC)** will need to prioritise activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Manager - Waste & Resource Recovery (TRC)** will develop an operational recovery plan.

6.2 INCIDENT INVESTIGATION (AFTER ACTION REVIEW)

A pollution incident must be investigated as soon as possible following its occurrence. The investigation is designed to determine why the incident occurred and what precautions can be taken to prevent a recurrence.

The **Operations Environmental Officer or Environmental Scientist (TRC)** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

6.2.1 *Small Incidents*

For small incidents, the **Waste Supervisor (TRC)** will normally conduct the investigation.

6.2.2 *Major Incidents*

For major pollution incidents where material harm to the environment is caused or threatened statutory authorities and emergency response agencies will generally be involved in conducting the investigation.

The **Waste Supervisor (TRC)** and **Manager - Waste & Resource Recovery (TRC)** will assist the authorities as needed.

6.3 DOCUMENTATION

Documentation of response activities is of critical importance following a pollution incident. All records and forms used during the incident to document activities must be retained for future reference.

Following a pollution incident or emergency situation, the **Waste Supervisor (TRC)** with the **Operations Environmental Officer (TRC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Waste Supervisor (TRC)** with the **Operations Environmental Officer (TRC)** must prepare a report documenting activities that took place during a major pollution incident.

The above mentioned report and all related documentation will be submitted to the **Manager – Waste & Resource Recovery (TRC)** for review and necessary follow-up actions.

The **Manager – Waste & Resource Recovery (TRC)** will make any necessary follow up reports to the **EPA or other Agencies**

6.4 INCIDENT IMPACT ASSESSMENT

Following an incident, an assessment of impact that has occurred to the facility, the environment and equipment must be conducted.

The major goal of this assessment will be to determine the extent of damage to facilities and/or the environment resulting from the incident, and identify repairs or restoration that must be initiated to minimise further damage and restore the facility for operational use or to rehabilitate the environment.

The **Manager – Waste & Resource Recovery (TRC)** will have the primary responsibility for conducting the damage assessment following an incident.

Assistance will be obtained as needed from facility employees and outside organizations, such as ecologists, engineers and clean up contractors.

6.5 INCIDENT DEBRIEFING

The purpose of incident debriefing is to inform employees about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist.

6.6 AFTER ACTION REVIEW & PIRMP UPDATE / AMENDMENT

This will occur **within 30 days** of any pollution incident.

The AAR will analyse the actions that took place during the pollution incident (both good and bad) and will seek to identify opportunities to improve the effectiveness of the PIRMP, through Prevention, Preparation, Response and Recovery procedures in place for the facility.

The AAR findings will produce Actions to amend, modify or may determine no change requirements are necessary for the PIRMP.

APPENDIX 1: Notification of Pollution Incidents

It is a legal requirement for pollution incidents to be notified to particular agencies immediately when they occur.

1. When does the notification requirement apply?

The notification requirement applies to any pollution incident where a “material harm to the environment is caused or threatened”.

This requirement means that any incident which involves harm to the health or safety of a person, or an ecosystem, must be notified unless it is trivial. Incidents which result in a cost or damage exceeding \$10,000 must also be notified under this requirement.

2. Who is required to action the notification requirement?

The Council has the duty to notify under the legislation. This duty is to be performed by the person who Manages the division carrying out the activity when the pollution incident occurs.

If the relevant Manager cannot be located then the incident must be immediately referred to the Director, or any other member of the Executive Team to action the notification.

If the Manager, nor any member of the Executive Team, can be located promptly or without delay, then the staff member who has identified the incident has the duty to notify the relevant agencies in the manner described below.

3. How must a pollution incident be notified?

In the event of a pollution incident:

- 1) Immediate action should be taken to ensure the safety of people and containment of pollution if it is safe to do so.
- 2) Call 000 (or 112 from mobiles) if the incident threatens human health or property. This will mobilise Fire and Rescue NSW, the NSW Police and/or the NSW Ambulance Service (combat agencies) as required.
- 3) If a combat agency is not required then:

As soon as it is safe to do so, **the following agencies MUST be notified in the following order:**

- The EPA - 131 555
- The Ministry of Health via the local Public Health Unit - 6764 8000
- Safe Work NSW- 131 050
- Tamworth Regional Council - 1300 733 625
- Fire and Rescue NSW - 000 (or 112 from mobiles) or 1300 729 579

4. The information that will be required in the notification is:

- a. the time, date, nature, duration and location of the incident,
- b. the location of the place where pollution is occurring or is likely to occur,
- c. the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
- d. the circumstances in which the incident occurred (including the cause of the incident, if known),
- e. action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known.

If information is not known at the time of initial notification, but becomes known at a later time, then additional notification should be made.

5. Other points of note:

- The EPA may require others (such as community members or property owners) to be notified by Council. These instructions must be followed.
- This notification procedure does not apply to odour.

If, at the time of making the notification, you believe that some of the above authorities do not need to attend the incident, you may provide that advice. However, the authorities must be notified and all of the information regarding the incident must be passed on to the authorities. It is the responsibility of each authority to decide whether they need to attend the incident.

APPENDIX 3: POLLUTION INCIDENT REPORTING & RECORDING

PURPOSE AND SCOPE

The purpose of this procedure is to define the pollution incident reporting requirements which are applicable to the operation of the **Kootingal Waste Management Facility**. A pollution incident is defined as 'material harm to the environment' as described in section 147 of the Act. Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred. A 'pollution incident' includes a leak, spill or escape of a substance, or circumstances in which material harm is likely to occur.

Note

a) *There is a duty to report pollution incidents under section 148 of the Protection of the Environment Operations Act 1997 (POEO Act) in addition to EPL condition R2 which reads "The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment as soon as practicable after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act. Notifications must be made by telephoning the Environment Line on 131 555.*

b) Note

c) *Use Attachment A for general pollution incident reporting*

d) *Use Attachment B for leachate discharge/overflow reporting*

Primary Environmental Goal – Preventing degradation of local amenity & Benchmark Technique 39.

PROCEDURE/STANDARD

1. If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release as a first response, (sand bagging, application of spill kit, shutting off the source, construction of temporary bunds/dam etc). Guidance can be found by referring to the SOP within the facility PIRMP.
2. If the incident presents an immediate threat to human health or property, Fire & Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone 000.
3. At an appropriate time, during an incident, a staff member shall record the following;
 - Type and nature of the incident (what happened)
 - Notification source and details
 - Details of the conversations that may ensue with staff, emergency services and authorities
 - Time events
 - Actions taken to mitigate the incident
 - Details of other actions during the course of the incident management
4. As soon as possible during an incident staff will notify the **Technical Officer – Waste Services (TRC)** of the incident and provide an update of the action initiated.
5. **Technical Officer – Waste Services (TRC)** to notify the EPA and other agencies in accordance with the protocols in this PIRMP

6. The **Technical Officer – Waste Services (TRC)** is to record the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident commencing and advise the **Manager – Waste & Resource Recovery (TRC)**

7. Post Incident

Documentation of incident activities is of critical importance following the incident. All records and forms used during the incident to document activities must be retained for future reference.

Following an incident, the **Technical Officer – Waste Services (TRC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Technical Officer – Waste Services (TRC)** must, within 24 hours of being notified of a pollution incident, prepare a report documenting activities that took place during the incident.

The report and all related documentation will be submitted to Council’s **Manager – Waste & Resource Recovery (TRC) Services (TRC)**, for review and necessary follow up actions.

Where there is potential for litigation in relation to the incident the **Manager – Waste & Resource Recovery (TRC) (TRC)** shall prepare a written report for referral to the Council’s legal representative

ATTACHMENTS / ADDITIONAL FORMS

- A. Pollution Incident Report form
- B. Leachate discharge/overflow Reporting Form

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Details of incident are readily available including information regarding incident response activities
- Demonstrated operational competency
- Meeting environmental goals

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY:

APPROVED BY:

DATE:

DATE

APPENDIX 3: POLLUTION INCIDENT REPORT FORM (A)

DATE OF INCIDENT:		TIME OF INCIDENT:	
NAME OF REPORTING PERSON			
LOCATION OF INCIDENT Where did it occur?			
TYPE and QUANTITY of MATERIAL INVOLVED			
Outline ACTIONS initiated IN RESPONSE TO INCIDENT			
Was it necessary to initiate the MAJOR INCIDENT NOTIFICATION PROTOCOL?			
Was the COMMUNITY NOTIFICATION & COMMUNICATION PLAN activated?			
Was ACTION IN ACCORDANCE WITH SOPS? If not - why?			
Is there a NEED TO REVIEW SOP in response?			
DATE and TIME of details provided to: Technical Officer – Waste Services (TRC)			
OTHER MATTERS			
MANAGEMENT ACKNOWLEDGEMENT:			
DATED:			

APPENDIX 3: POLLUTION INCIDENT REPORT FORM (B)

Leachate Discharge/Overflow

DATE OF INCIDENT:		TIME OF INCIDENT:	
NAME OF REPORTING PERSON:			
DETAILS of PERSON WITNESSING THE LEACHATE DISCHARGE or overflow			
LOCATION of incident Where did it occur?			
DATE and TIME of COMMENCEMENT OF the DISCHARGE			
Assessed VOLUME OF DISCHARGE or overflow			
PERIOD OF time the DISCHARGE or overflow occurred (Start / finish)			
WEATHER CONDITIONS at the time of the discharge or overflow.			
DAILY RAINFALL (mm) on the DAY OF THE DISCHARGE.			
RAINFALL (mm each day) for the WEEK PRIOR TO THE DISCHARGE			
SAMPLING OCCURRED? (Yes / No)? Most recent MONITORING RESULTS of the chemical composition of the LEACHATE.	Attach analytical results		
Explanation WHY & HOW the DISCHARGE OCCURRED			

PLAN OF ACTION to PREVENT a similar DISCHARGE	
OTHER MATTERS	
MANAGEMENT ACKNOWLEDGEMENT:	
DATED:	

APPENDIX 4: FACILITY EVACUATION
<p>PURPOSE AND SCOPE</p> <p>To define a procedure for the covering the requirement to implement and Evacuation of the Kootingal Waste Management Facility in an acceptable manner.</p> <p>Primary Environmental Goal – N/A (Public / Staff Safety focus)</p>
<p>PROCEDURE/STANDARD</p> <p><i>Emergency Response</i></p> <ol style="list-style-type: none"> 1. Upon notification of an incident the Chief Warden (generally this would be the Technical Officer – Waste Services (TRC) or the most senior staff member at the site determines the need for evacuation. 2. Chief Warden contacts by telephone the emergency services by dialling ‘000’ providing all information they require (i.e. your name, incident type, size, etc.). 3. Chief Warden sounds the evacuation alarm (if present) or provides evacuation advice to all personnel and facility users on site. 4. The Chief Warden initiates measures to restrict vehicles entering the facility. 5. The Chief Warden determines safe evacuation routes and direct personnel and facility users to the Primary Evacuation area. Where necessary unlock gates on evacuation routes so as to provide for movement to the Primary Evacuation Point or the Secondary Evacuation Point. 6. The Chief Warden provides direction to Primary Evacuation Point. 7. Prior to leaving the facility the Chief Warden with the assistance of any area deputy / area wardens accounts for all personnel including checking of all work areas. 8. Upon arrival at the Primary Evacuation Point the Chief Warden is to; <ol style="list-style-type: none"> a) Confirm the presence or otherwise of all personnel/staff and facility users (as far as practical) b) Determine the suitability of the Primary Evacuation Area. If necessary initiate movement to Secondary Evacuation Point or Post Evacuation Assembly Area. c) Upon their arrival brief the emergency services including the status of facility personnel. d) Co-ordinate the movement of personnel to the Post Evacuation Assembly Area.

- e) Brief the **Manager – Waste & Resource Recovery (TRC)** on the incident and provide an update of the action initiated to date.
9. The Chief Warden is to report the details of the event on an Incident Notification Report Form and refer to **Manager – Waste & Resource Recovery (TRC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting the legislative requirements.
- Improved safety for site staff and users

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Death or injury to site staff / visitors

REVIEWED BY:	APPROVED BY:
DATE:	DATE

APPENDIX 5: PIRMP AMENDMENT NOTIFICATION FORM

Following a review of the Pollution Incident Response Management Plan that was conducted on:
 (Date):_____ the following amendments to the plan have been made. Accordingly these changes are to be incorporated into the PIRMP document which is held by you.

DISTRIBUTION <ul style="list-style-type: none"> • Master copy • Site copy • Manager - Waste Services (TRC) copy 	DATE SENT / ISSUED:

PAGE NUMBER	PIRMP SECTION	DESCRIPTION OF CHANGE

MANAGEMENT AUTHORISATION:
DATED:

I acknowledge receipt of the amendments to this PIRMP and have incorporated these into the document for which I am responsible.

SIGNED: _____ **DATED:** _____

NAME: _____

APPENDIX 6: STAFF & CONTRACTOR TRAINING

PURPOSE AND SCOPE:

To ensure the safe and effective management at the **Kootingal Waste Management Facility**, it is essential that all relevant staff receive training appropriate to their position, duties and level of responsibility.

The purpose of this procedure is to outline the minimum training requirements which are applicable to staff involved in the operations of the waste management facility and in the provision of waste management services.

Primary Environmental Goal – Adequate staffing and training & Benchmark Technique 39.

PROCEDURE/STANDARD:

Staffing and training requirements shall be adequate to enable proper management and service delivery

Staff will undergo a variety of training to ensure an adequate level of skill and education is possessed to enable all tasks and activities to be carried out successfully. Training will be conducted in house, on the job or by external providers.

The guidance for specific training programs that are integral to the operation of Council's facilities is described below.

PROGRAM A – SITE ENVIRONMENT INDUCTION:

Key points to be covered in this program may include:

- environmental impacts of the landfill
- pollution incident response
- waste identification and rejection procedures
- hours of operation and traffic management
- environmental mitigation measures and controls
- record keeping and reporting
- waste placement, compaction and covering
- evacuation procedures

This training would generally be provided by the **Technical Officer – Waste Services (TRC)** when new staff / contractors commence at the site. Ongoing “on the job” training will also be necessary.

PROGRAM B – FIRE FIGHTING

Key points to be covered in this program may include:

- Types of fires (e.g. oil, electrical)
- Determining responsibilities in the event of a fire (staff/fire brigade)
- Procedures for extinguishing fires
- Types/location and maintenance of fire fighting equipment
- Prevention of fires
- Procedures for communication in the event of fire

This training would be undertaken in the form of a toolbox talk and may include practical demonstrations. The training would be prepared and delivered by suitably qualified personnel (internal or external). Input may also be provided by officers of the local NSW Fire & Rescue Brigade or NSW Rural Fire Service

PROGRAM C – HAZARDOUS SUBSTANCES & DANGEROUS GOODS HANDLING

Key points to be covered in this program may include:

- Use and interpretation of Material Safety Data Sheets
- Identification of hazardous materials
- Handling of hazardous materials
- Labelling of containers
- Storage and transport of hazardous substances and dangerous goods
- Spill management and basic first aid procedures
- Compatibility of materials.

This training would be provided by suitable service provider/s. Where required, additional input may be required from external WorkCover accredited WH&S consultants.

TRAINING RECORDS

A record of all training undertaken will be maintained at the **Council’s Offices** and will be made available for inspection by authorised personnel.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment are minimised
- Operational issues identified
- Demonstrated operational competency
- Employees safety protected
- Health and safety of public / facility users / neighbours protected
- Meeting environmental goal

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues
- Injury/Death to employee
- Injury/Death to public / facility users

REVIEWED BY:

DATE:

APPROVED BY:

DATE:

**APPENDIX 6: POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
TRAINING / COMPETENCY SUMMARY**

OPERATIONAL STAFF	TRAINING / COMPETENCY STEAM			
	PIRMP Training and Induction	PROGRAM A Environmental & General Safety Induction for Facility	PROGRAM B Fire Fighting & Emergency Incident response.	PROGRAM C Hazardous Substance & Dangerous Goods Management
NAME	DATE OF TRAINING COMPLETION			
REVIEWED BY:	APPROVED BY:			
DATE:	DATE:			

APPENDIX 7: PIRMP EXERCISE RECORD & EVALUATION FORM

FACILITY: KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

EMERGENCY SEQUENCE:

TIME

Matters:

Hours

Minutes

Incident uncovered

Assessment of significance

Initiation of incident response/notification of incident

Evacuation alarm sounded (if necessary)

Incident control/remediation action commenced

Evacuation commenced (if necessary)

Warden checks for personnel present

Evacuation completed (if necessary)

Pollution contained

Clean up commenced

Clean up completed

All clear given

Pollution Incident Report Form completed

Exercise terminated

COMMENTS:

1. Compliance with Standard Operating Procedures (SOP's)

2. Competency of Employees assessment

3. Time frames for response

4. General Comments/Recommendations for action

OBSERVER

SIGNED:

DATE:

APPENDIX 8: ENVIRONMENTAL REPORTING CHECKLISTS

The following procedures define the protocol for undertaking site inspection and audits at the **Kootingal Waste Management Facility** with the aim of:

- minimising the likelihood of a pollution incident occurring
- identifying non-conformance with EPA licence conditions and to implement corrective actions where necessary
- identifying non-conformance with the **PIRMP** and the implementation of corrective actions

AUDITING AND INSPECTION PROGRAM – OVERVIEW		
TYPE OF AUDIT	FREQUENCY	RESPONSIBILITY
Site Inspection	Monthly, quarterly and after a rainfall event that causes significant run-off (>25mm event)	Technical Officer – Waste Services (TRC) or Team Leader - Rural Landfills (TRC)
Site Audit	Quarterly, six monthly	Senior Waste Management Officer (TRC)
Environmental Audit	Annual	Senior Environmental Officer - Waste Services (TRC)

The inspection and auditing functions are to be undertaken in accordance with the following requirements:

*Note: When an Action is required DAILY, the checklist is certified for each week once that evidence has been verified. In other words, the DAILY inspections tasks (likely to be completed by the **Team Leader - Forest Road Landfill (TRC)**) should be reflected on the DAILY checklists for the site - which may now need to be updated to provide for this.*

LANDFILL AREAS - SITE INSPECTION CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:			INSPECTED BY:		
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS:
Detention basins / dams and sediment fencing – empty and de-silted	Monthly/ After rain				
Site re-vegetation areas are in good condition – no exposed faces, erosion	Monthly				
Site vegetation control – slashing, no evidence of weed infestation	Ongoing/ Monthly	Noxious quarterly (inspection and spraying)			
Leachate pumps operational. Check Records of volumes discharged to sewer and sump level in computer spreadsheet for each pumping instance	Ongoing/ Monthly				
Leachate dam/s sound – no erosion, slips or seepage observed	Ongoing/ Monthly				
Intermediate cover applied to filled areas	Ongoing/ Monthly				
No evidence of leachate eruption through the capped zone/landfill toe/batters	Monthly/ After rain				
Tipping face being kept to minimum size and shaped for minimum cover placement	Ongoing/ Monthly				

LANDFILL AREAS - SITE INSPECTION CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:			INSPECTED BY:		
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS:
Any evidence of litter beyond the active tipping area.	Ongoing/ Monthly				
Condition and functionality of stormwater infrastructure sound.	Monthly/ After rain				
Signs of dust generation around site	Ongoing/ Monthly				
Surface of hardstand areas intact/repairs or rectification required.	Monthly				
Evidence of bird, vermin and feral animal activity	Monthly				
Record of Incidents or site complaints up to date (entire facility)	Monthly				
Fire safety buffer zone maintained around tyre, mulch / timber stockpiles.	Monthly				

LANDFILL AREAS - SITE INSPECTION CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

INSPECTED BY:

ISSUE

INSPECTION FREQUENCY AND ACKNOWLEDGEMENT

SATISFACTORY

Y/N

ACTION TAKEN

COMMENTS:

VERIFIED BY: Technical Officer – Waste Services (TRC)

Satisfactory

Unsatisfactory

DATE:

BIRD AND FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD

FOREST ROAD WASTE MANAGEMENT FACILITY

Month:

ANIMAL	PRESENCE Y/N	ACTION TAKEN	COMMENTS
Feral Cats			

BIRD AND FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD

FOREST ROAD WASTE MANAGEMENT FACILITY

Month:

Rats/mice			
Dogs			
Foxes			
Birds			

VERIFIED BY: Technical Officer – Waste Services (TRC)

Satisfactory

Unsatisfactory

BIRD AND FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD

FOREST ROAD WASTE MANAGEMENT FACILITY

Month:

DATE:

GREEN WASTE STOCKPILING AND PROCESSING AREA - SITE INSPECTION CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

INSPECTED BY:

ISSUE:	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Hardstand areas, roads and unloading zone free of excessive dirt and debris	Monthly/ After rain				
Adjacent stormwater infrastructure clear of debris, litter and sediment accumulations	Monthly/ After rain				
Evidence of bird, vermin and feral animal activity	Ongoing/ Monthly				
Surface of hardstand areas intact/repairs or rectification required	Monthly/ After rain				
General housekeeping – site tidy – litter collected, signage in place, mowing etc	Ongoing/ Monthly				

BIRD AND FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD

FOREST ROAD WASTE MANAGEMENT FACILITY

Month:

Aeration system functioning with dosing records kept	Ongoing/ Monthly				
Processing of stockpiled green waste is occurring routinely	Ongoing/ Monthly				
Safety exclusion zones in place during mulching and materials loading	When mulching / loading				
Bulk mass of stockpiles being managed to prevent likelihood of spontaneous combustion.	Ongoing/ Monthly				
Excessive odours not present	Ongoing/ Monthly				
Ring Main Hydrant connections tested / flushed	Monthly				
Contamination being controlled	Ongoing/ Monthly				
Fire safety buffer zone maintained around tyre, mulch / timber stockpiles.	Monthly				

BIRD AND FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD

FOREST ROAD WASTE MANAGEMENT FACILITY

Month:

--	--	--	--	--	--

VERIFIED BY: Technical Officer – Waste Services (TRC)

Satisfactory

Unsatisfactory

DATE:

RESOURCE RECOVERY AREA – SITE INSPECTION CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

INSPECTED BY:

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Entrance and exit roads free of excessive dirt and debris	Monthly/ After rain				

RESOURCE RECOVERY AREA – SITE INSPECTION CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

INSPECTED BY:

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Adjacent stormwater infrastructure clear of debris, litter and sediment accumulations	Monthly/ After rain				
Roadways and hardstand areas intact/repairs or rectification required	Monthly/ After rain				
General housekeeping – site tidy – litter collected, signage in place, mowing etc	Monthly				
Evidence of fuel / lubricant contamination / spillage	Monthly				
Test dousing shower and eye wash	Monthly				
All signage and traffic control operating effectively	Monthly				
Activities confined to operational area	Monthly				
Fire safety buffer zone maintained around tyre, mulch / timber stockpiles.	Monthly				

RESOURCE RECOVERY AREA – SITE INSPECTION CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

INSPECTED BY:

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Fuel containers and fuel storage – secured/not leaking/properly sealed / banded	Monthly				
Emergency spill kit, asbestos kit and sharps kit on site and fully stocked	Monthly				
Resource recovery stockpiles are being regularly removed from the site for recycling	Monthly				
Waste oil levels checked	Monthly				

RESOURCE RECOVERY AREA – SITE INSPECTION CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

INSPECTED BY:

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT	SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
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VERIFIED BY: Technical Officer – Waste Services (TRC)

Satisfactory

Unsatisfactory

DATE:

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

CONDUCTED BY:

ISSUE	ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT	SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
EPL Environmental Monitoring (Leachate, Groundwater, Surface water, Gas monitoring etc) undertaken, evaluated and published to webpage within 14 days of receipt from Lab	Quarterly			
Leachate management system intact and operational	Quarterly			

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:			CONDUCTED BY:		
ISSUE	ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Intermediate cover applied to filled areas	Quarterly				
Final capping applied to final landform.	Quarterly				
Review of dust and sediment control requirements	Quarterly				
Bird and Feral Animal Inspection undertaken	Quarterly				
Ensure data management system accurately records all information required by the EPL's and LEMP for the Landfill	Quarterly				
General activities confined to appropriate areas	Quarterly				
Conditions of EPA licence for facility being met	Quarterly				
Incident reporting –entries correct and complete	Six Monthly				
Register of site inspections – current and complete	Six Monthly				
Review of on-site procedures against PIRMP undertaken	Six Monthly				
SWPs and SOPs understood by staff & required training for EPL / PIRMP etc up to date.	Six Monthly				
Inspection of sewer / trade waste infrastructure undertaken (corrective action initiated if required)	Six Monthly				

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST

KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

CONDUCTED BY:

ISSUE	ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Inspection of stormwater infrastructure undertaken (corrective action initiated if required)	Six Monthly				
Weighbridge activities audited by independent third party	Six Monthly				
Weighbridge tested and verified	Six Monthly				
Waste Compaction survey undertaken	Six Monthly				
Fire Safety Certificate inspection undertaken for all essential fire safety equipment onsite. Fire breaks being maintained.	Six Monthly				

VERIFIED BY: Senior Waste Management Officer (TRC)

Satisfactory

Unsatisfactory

DATE:

ANNUAL LANDFILL ENVIRONMENTAL MANAGEMENT PLAN & PIRMP AUDIT

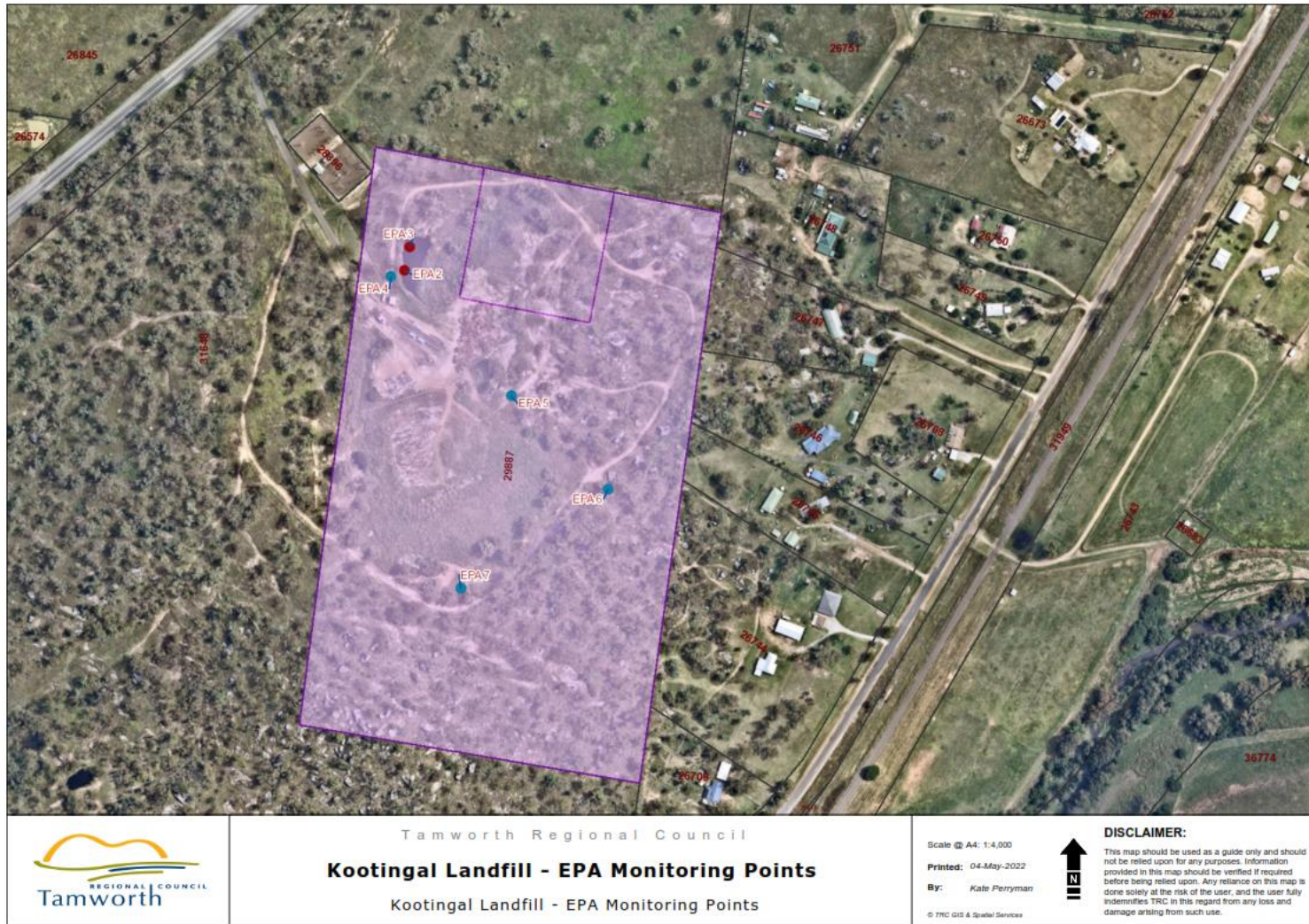
KOOTINGAL WASTE MANAGEMENT FACILITY

DATE:

CONDUCTED BY:

ISSUE	ACTIVITY FREQUENCY & ACKNOWLEDGEMENT	SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Annual property site survey undertaken	Annual			
Review of environmental monitoring records	Annual			
Review of environmental management documentation including LEMP, PIRMP, SOPs, registers and reporting	Annual			
Toolbox meeting with site staff, and lease/facility operators to ensure an understanding of the PIRMP requirements are satisfactory	Annual			
Review of non-conformance reports, monthly inspection checklist, Quarter & Six monthly audit, Pollution Incident Records and PIRMP reviews (as required)	Annual			
Annual water quality (surface water, ground water and leachate) and gas monitoring reports prepared. Trend information prepared & reviewed for LEMP / PIRMP amendments / EPA reports	Annual			
Ensure data management system accurately records all information required by the EPL's and LEMP for the Landfill	Annual			

APPENDIX 9: EPA Monitoring Point



Tamworth Regional Council
Kootingal Landfill - EPA Monitoring Points
 Kootingal Landfill - EPA Monitoring Points

Scale: A4: 1:4,000
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 By: Kate Perryman
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