POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

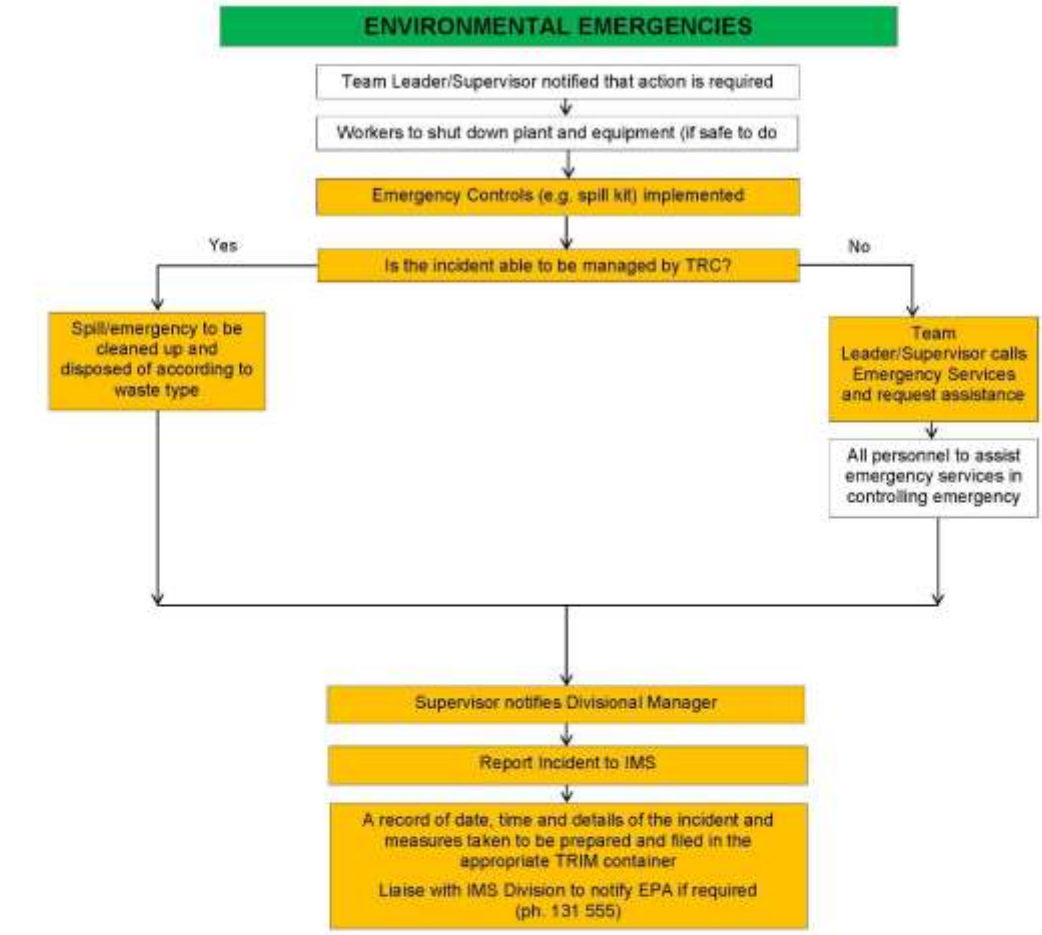
TAMWORTH REGIONAL COUNCIL

FOREST ROAD WASTE MANAGEMENT FACILITY

April 2020 – Version 5.0

POLLUTION INCIDENT RESPONSE SUMMARY

In the event of a pollution incident:			**Section of PIRMP**
Step 1	Is there an immediate threat to human health and / or the environment?	Call Emergency Services (000)	Section 4.1
Step 2	Contact Landfill Coordinator – FRL, notifying site staff member to follow Site Emergency Response Plan (SF6289), Figure 1 below.	0421 126 702	Section 4.2 and 4.4
Step 3	Does the site need to be evacuated?	Initiate Site Evacuation Procedure if necessary	Site Emergency Response Plan, Section 4.5 Appendix D
Step 4	Landfill Coordinator – FRL to contact Manager – Waste and Resource Recovery to inform them of the incident	Assess severity of the incident Determine appropriate response and safely implement PIRMP	Section 4
	Landfill Coordinator – FRL to inform all facility employees and any contractors and facility users / public within the immediate area	Initiate notification and communication procedure	Section 4.1
	Do other incident response agencies need to be notified and / or neighbouring properties	Initiate notification and communication procedures	Section 4.2 Section 4.3
Following a pollution incident:			
Step 5	Have the relevant authorities been notified?		Section 4.2
	Has the incident been cleaned up appropriately?		Section 5.1
	Has the EPA been notified of the incident and a report submitted?		Section 5.2, 5.3
	Has a Workplace Incident Report and Investigation Form been completed?		Section 5.2, 5.3, 5.4 and 5.5
	Has the PIRMP been reviewed and updated?		Section 5.6



Site specific information:

Figure 1: Site Emergency Response Plan 20/01/2020 - Forest Road Landfill

PIRMP RESPONSE – CHEAT SHEET

POLLUTION INCIDENT TYPE	WHAT	INCIDENT RESPONSE ACTIONS and REFERENCE	NOTIFICATION REQUIRED
Leachate Discharge (Off-Site)	Leachate pump breakdown or pipeline failure	**PIRMP SOP 1**: Leachate system management and maintenance	- Emergency Services (if required) - Notify Senior Waste Management Officer - Notify Senior Environmental Officer - EPA - Neighbouring downstream properties - Local media (Executive Manager - Communications and Community Engagement or delegate) - Tamworth Environmental Laboratory for 'Special Frequency' Monitoring
	Leachate dam / sump overflow	**PIRMP SOP 2**: Leachate Discharge Emergency Response	
	Leachate contamination of surface water	**PIRMP SOP 2**: Leachate Discharge Emergency Response **SWP-31042**: Special Frequency Monitoring - Waste Operations	
	Leachate dam or holding tank / structure rupture	**PIRMP SOP 2**: Leachate Discharge Emergency Response	
Combustion	Tyre stockpile	**PIRMP SOP 3**: Fire in Waste Tyre Stockpiles	- Emergency Services (if required) - Notify Senior Waste Management Officer - Notify Senior Environmental Officer - EPA - Neighbouring properties - Local media (Executive Manager - Communications and Community Engagement or delegate)
	Green waste stockpile	SWP-31044	
	Waste transfer bins	**PIRMP SOP 4**: Fire in Waste Transfer Bins	
	Active tipping area	**PIRMP SOP 5**: Fire at the Waste Tipping Face, SWP-31046	
	Fire in vehicle loads	**PIRMP SOP 6**: Fire in Vehicle Waste Loads	
	CRC / SVTS	SWP-31043, SWP-31041	

POLLUTION INCIDENT TYPE	WHAT	INCIDENT RESPONSE ACTIONS and REFERENCE	NOTIFICATION REQUIRED
Chemical Spills	Chemical spill from ruptured or leaking storage containers / loads	Refer to MSDS **PIRMP SOP 7**: Chemical Spill Response SWP-31041	- Emergency Services (if required) - Notify Senior Waste Management Officer - Notify Senior Environmental Officer - EPA - Neighbouring properties - Local media (Executive Manager - Communications and Community Engagement or delegate)
	Incompatible or incorrect chemical storage	Refer to MSDS **PIRMP SOP 8**: Storage and Handling of Chemical and Hazardous Substances SWP-31041	
Oil / Fuel Spills	Failure of fuel containers or storage tanks, failure of mobile plant hydraulic lines	Refer to MSDS, SDS **PIRMP SOP 9**: Fuel and Oil Spill Response	

REVISION HISTORY

VERSION	DATE	AUTHOR / REVIEWER	DETAILS
DRAFT 1	07/09/2012	LOGICUS Environmental Management	Comments provided by Council
DRAFT 2	15/09/2012	LOGICUS Environmental Management	Provided for comments from TRC
FINAL V1.0	18/09/2012	LOGICUS Environmental Management	Included TRC updates requested
V1.1	01/02/2013	Ross Duncan (SEO)	Finalising PIRMP
V1.2	05/03/2013	Ross Duncan (SEO)	Removing SOP's for review and re-formatting
V1.3	24/01/2014	Ross Duncan (SEO)	Review and update of contact details
V2.0	08/03/2015	Emma Howey (SEO)	Review and update as per Action Plan (Logicus, September 2014)
V2.1	28/09/2015	Emma Howey (SEO)	Update plan to include new CRC
V2.2	03/11/2016	Jo Binks and Matt Hollis	Update contacts and numbers
V3.0	30/10/2017	Anthony Allwell (SEO)	Review and update as per Action Plan (Logicus, April 2017).

V4.0	30/06/2018	Anthony Allwell (SEO)	Review and update as per Action Plan (Logicus, March 2018).
V5.0	18/01/2020	Moss Environmental	Review and update as per recommendations from exercises 2019

DOCUMENT REGISTER

VERSION	DATE ISSUED	LOCATION	ISSUED BY
V2.0		Weighbridge	
		Lunchroom	
		SVTS	
		SEO Office	
		Other ...	
V2.1		Weighbridge	
		Lunchroom	
		SVTS	
		SEO Office	
		Other ...	
V3.0	30/10/2017	Weighbridge	Anthony Allwell / Matt Hollis
	30/10/2017	Landfill Coordinator Office	Anthony Allwell / Matt Hollis
	30/10/2017	SVTS	Anthony Allwell / Matt Hollis
	30/10/2017	SEO Office	Anthony Allwell / Matt Hollis
V4.0	30/06/2018	Weighbridge	Anthony Allwell
	30/06/2018	Landfill Coordinator Office	Anthony Allwell
	30/06/2018	SVTS	Anthony Allwell
	30/06/2018	SEO Office	Anthony Allwell
V5.0	7/04/2020	Weighbridge	Sam Swain / Megan Mather
	7/04/2020	Landfill Coordinator Office	Sam Swain / Megan Mather
	7/04/2020	SVTS	Sam Swain / Megan Mather
	7/04/2020	Specialist Operator Office	Sam Swain / Megan Mather

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ABBREVIATIONS

DG	Dangerous Goods
CRC	Community Recycling Centre
EPA	NSW Environment Protection Authority
EPL	Environmental Protection Licence
IMS	Integrated Management System
LEMP	Landfill Environmental Management Plan
MSDS / SDS	Material Safety Data Sheets / Safety Data Sheets
PIRMP	Pollution Incident Response Management Plan
POELA Act	Protection of the Environment Legislation Amendment Act (2011)
POEO Act	Protection of the Environment Operations Act (1997)
PPE	Personal Protective Equipment
SEO	Senior Environmental Officer
SOP	Standard Operating Procedure
SVTS	Small Vehicle Transfer Station
SWMO	Senior Waste Management Officer
SWP	Standard Work Practice
TRC	Tamworth Regional Council

1 ADMINISTRATION

1.1 PURPOSE

This Pollution Incident Response Management Plan (PIRMP) has been prepared to comply with the requirements introduced by the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) that requires all holders of environment protection licences to prepare a PIRMP. Industry is required to report pollution incidents immediately to the NSW Environment Protection Authority (EPA), NSW Health, Fire and Rescue NSW, WorkCover NSW and the Local Council.

The purpose of this PIRMP is to assist employees and management of the **Forest Road Waste Management Facility** (FRWMF) 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 AND SCOPE

It is **Tamworth Regional Council's** (TRC) intent to prevent all foreseeable pollution incidents that might impact on the environment and the safety of employees, facility users and 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 and 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 (using UHF channel 19), the EPA, other relevant authorities specified in the Act (such as NSW Ministry of Health, WorkCover NSW, and Fire and 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; and
- 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 2009 (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 98B);
- 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 98E); and
- 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 AND 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:

> *'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 and Rescue NSW, WorkCover NSW and the Local Council.

'Immediately' has its ordinary dictionary meaning of promptly and without delay. This should be undertaken by the **Manager -** or another delegated person.

1.5 FACILITY COVERED BY THIS PIRMP

The operation of the FRWMF incorporates activities of EPA Licence EPL 5921 which is a Solid Waste (Putrescible) Landfill and EPA Licence EPL 12673 for a Composting Facility, which are both 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 (EPL's) 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 **Senior Environmental Officer - Waste (TRC)** 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 and Resource Recovery (TRC) .**

A copy of this PIRMP is also to be retained by the **Landfill Coordinator - Waste Operations (TRC)** who will be responsible for implementing the PIRMP at the **FRWMF**.

A copy of this PIRMP is to be available at each of the following locations at the **FRWMF**:

- Weighbridge;
- Small Vehicle Transfer Station (SVTS);
- Landfill Coordinator's Office; and
- Specialist Operator's Office.

In addition, copies of the emergency contacts list as contained in the PIRMP are to be made available in each of the work vehicles and items of plant at the FRWMF.

1.7 PIRMP REVIEW

The PIRMP is to be reviewed annually by the **Senior Environmental Officer – Waste (TRC)** in conjunction with relevant Council staff including both the **Senior Waste Management Officer - Waste Operations (TRC)** and the **Manager - Waste and Resource Recovery (TRC).**

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 E:**) 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 **Senior Environmental Officer – Waste (TRC).**

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.*

Relevant **Council Employees** will receive training in the PIRMP appropriate to the level of their expected involvement, including site operational staff, supervisors, management and on-call personnel. The following section provides 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.

The PIRMP is also included on the Toolbox Schedule for Forest Road Team Meetings, during which a different SWP, SWMS or the PIRMP document is reviewed and revised.

1.8.2 Training Level

All Council Employees will receive training in the general procedures related to the PIRMP.

Training shall cover routine incident discovery and management, notifications, incident response and best practice PIRMP management (**Appendix F**).

1.8.3 Supervisor Training

The **Landfill Coordinator - Waste Operations (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 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 G**.

1.9 PIRMP DRILLS AND 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 **Senior Environmental Officer –Waste (TRC)** will complete a Pollution Incident Exercise Evaluation Form **(Appendix H)** and maintain copies for review**.**

1.10 PIRMP FORM AND AVAILABILITY

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

1.11 RELATIONSHIP WITH OTHER PLANS

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

Other plans, procedures and protocols that provide for enhanced, ancillary or complementary actions, which can and should be implemented concurrently to this PIRMP are listed in **Table 1.1** below.

Table 1.1: Related Plans and Procedures

DOCUMENT REFERENCE	TITLE	LOCATION REFERENCE
SWP-31048	Asbestos Management Waste Operations	TRIM: 66152/2014
SWP-31047	General Tasks Waste Operations	TRIM: 66153/2014
SWP-31046	Landfill Cell Operation Waste Operations	TRIM: 66154/2014
SWP-31045	Liquid Waste Management - Trade Waste Lagoon Waste Operations	TRIM: 66155/2014
SWP-31044	Management of Greenwaste Waste Operations	TRIM: 66156/2014
SWP-31043	Resource Recovery Operations Waste Operations	TRIM: 66157/2014
SWP-31042	Special Frequency Monitoring – Waste Operations	TRIM: 64430/2015
SWP-31041	Community Recycling Centre Waste Operations	TRIM: 146657/2015
EPL 5921	EPL 5921 - Forest Road Landfill	http://www.epa.nsw.gov.au/prpoeoapp/default.aspx
EPL 12673	EPL 12673 - Forest Road Landfill Composting Facility	http://www.epa.nsw.gov.au/prpoeoapp/default.aspx
TRC's Integration Management System (IMS), in particular:		http://intranet.tamworth.nsw.gov.au/IMS_manual.asp#_Toc363559959
Section 7. Risk Management		
Section 10. Hazardous Chemicals / Dangerous Goods Management		
Section 15. Work Health and Safety Management		
Section 16. Environmental Management		
Section 17. Emergency Management		
Section 19. Incident Management		
FRL Site Emergency Response Management Plan		TRIM: 191905/2014

2 FACILITY DETAILS

2.1 LOCATION

NAME OF THE FACILITY:	TAMWORTH WASTE MANAGEMENT FACILITY (Forest Road Waste Management Facility)
ADDRESS:	123A FOREST ROAD, TAMWORTH, NSW 2340 (Refer to **Figure 2.1**)
PROPERTY DESCRIPTION:	LOT 1 DP876543, LOT 2 DP544594, LOTS 375, 376, 377 and 388 DP 753848
OWNER:	TAMWORTH REGIONAL COUNCIL
SITE ACCESS:	Is via Forest Road through the Main Entry Gate. No other formed access is available into the site due to terrain / surrounds.
SITE LAYOUT:	Refer to **Section 2.2** and **Figure 2.2** below.
SITE VEGETATION:	The vegetation surrounding the facility is primarily grass / scrub / woodland with some tree stands to the west and southwest in the 'common'. A tree planting 'screen' exists around the internal perimeter of the eastern boundary of the facility and external to the northeast, northern and north-western boundaries. These are generally native species (eucalypts, acacias, melaleucas etc).
SITE TOPOGRAPHY:	The original topography of the site has been disrupted by the landfill operation. The site slopes from the high point in the northeast, to the south with the low point of site being adjacent to the main access on Forest Road.

NOTE: When making an emergency call to 'Triple Zero' (000), a site location statement should be used such as: "*Forest Road Waste Management Facility. Travel north along Forest Road for approximately 2 kilometres from the intersection of Johnston Street. The facility is located on the lefthand side of Forest Road. Proceed to the weighbridge".*

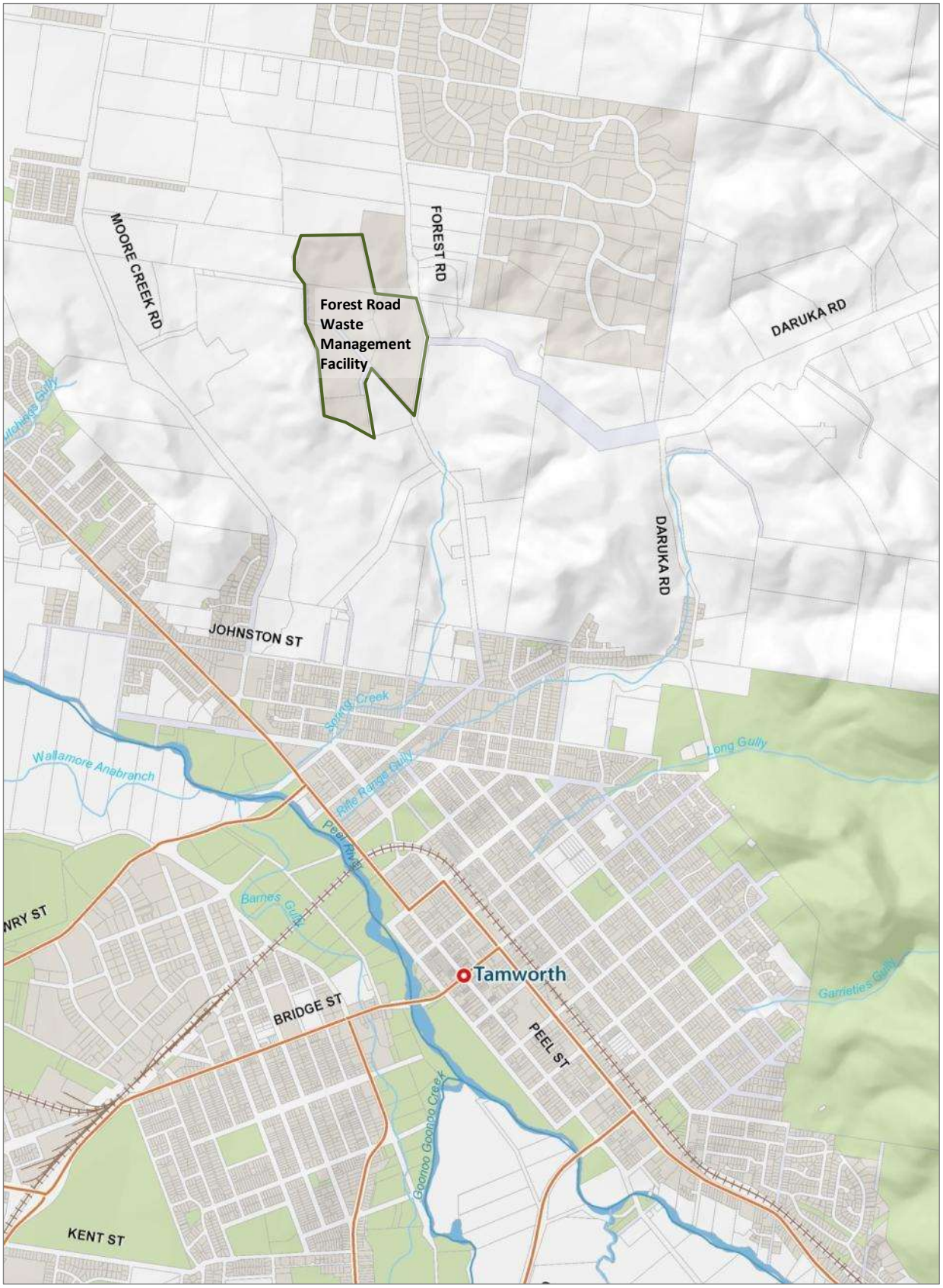


Figure 2.1: Forest Road Waste Management Facility Location.

2.2 FACILITY DESCRIPTION

2.2.1 Site Activities

The **Forest Road Waste Management Facility** operates under two EPL's being **EPL 5921** for the General Solid Waste (Putrescible) Landfill, and **EPL 12673** for the co-located Composting Facility. These two facilities share accesses, infrastructure, staff and equipment and are therefore, for the purposes of the PIRMP, considered as a single operational facility.

Staff are generally on site from approximately 7:00 am to 5:00 pm daily. The hours of operation (open to the public) are 8:00 am to 4:45 pm seven days per week, excluding Christmas Day and Good Friday. The site is fully fenced, gated and secured.

1. **Weighbridge:** The control point for the site with all vehicles entering and exiting the facility. Incoming vehicles are inspected to ensure only approved waste types are accepted.

2. **Landfill Capping Areas:** Progressively has landfill cells reach their capacity, the identified area is capped in accordance with relevant landfill closure and capping legislative requirements. All capped areas are monitored via regular visual inspections and maintained to ensure the cap is performing as per design.

3. **Waste Disposal Area (Landfill):** Operates for burial of approximately **40,000 - 45,000** tonnes per annum of waste material including Municipal Solid Waste, Commercial and Industrial Waste, Construction and Demolition Waste, Asbestos and dead animals (as examples).

   Subsurface leachate collection cut off walls have been installed in the southern and eastern perimeters of former filling areas. A 1ML capacity leachate 'sump' is located down gradient (south) of the landfill as the primary collection point. The collected leachate from the sump arrangements is pumped to former filled areas for irrigation and evaporation. A surface leachate system exists along the southern filling area surfaces and a subsurface 'ag-drain' (adjacent to the main access road dissecting the site) directs leachate to one of two surface leachate collection dams (total capacity) which service this area. This leachate is also pumped to the irrigation areas higher on the landfill. The dams / sump can also be pumped to sewer under a trade waste approval with TRC.

   In the event of an overflow, the dams / sump discharge into the surface water system which flows into the sedimentation dam at the bottom (low point) of the facility before moving offsite. This would be highly diluted leachate having mixed with significant volumes of stormwater to cause the overflow.

   A number of sediment detention dams / ponds exist in the east and south of the facility. These dams collect stormwater which is detained to reduce sediment loads. The contents may (from time to time) be irrigated over the site. The 'new' dam to the east is 12 ML so has significant capacity.

4. **Greenwaste Area:** Around 15,000 tonnes per annum of organic material is managed within this part of the site comprising garden materials, paunch and timber (as examples). The materials are stockpiled, shredded and undergo an open windrow composting treatment before being sold offsite or used on site for landscaping / sediment control.

   Leachate that drains from this area is collected in a large (2 ML) lined storage dam which is treated by dual zone probiotic aeration to reduce odour and nutrient levels. The leachate is irrigated back onto compost piles via a 'ring main' pipe network which circles the composting area.

   In the event of an overflow, the dam will discharge into the sedimentation pond below before moving offsite. This would be highly diluted leachate having mixed with significant volumes of stormwater to cause the overflow.

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

5. **Resource Recovery and Stockpile Areas:** A recovery area exist where recoverable materials, such as concrete, brick, scrap metals, timber, tyres and refrigeration units 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 landfill before being crushed and subsequently re-used on the landfill 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 stockpile for both site maintenance 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.

6. **Small Vehicle Transfer Station (SVTS):** Incorporates a series of waste transfer bins being placed for general and recoverable wastes. Resource recovery drop offs for used gas cylinders, motor oil, batteries, used tyres and reusable good are also available. Tyres and re-usable goods are taken to a larger stockpile in the Resource recovery area or stored to be delivered to the buy back centre 'Waste No More' that operates off-site in Taminda.

   Site management protocols also require litter controls to be in place for these areas and a contaminated water (leachate) collection drainage system captures liquids from under the garbage transfer bin in the main transfer area and directs this to a small lined holding pond to the south east of the SVTS. This pond is lined and is oversized to provide total containment (does not have an overflow point).

   Nearby are two purpose built **chemical storages** (self bunded). A total of 2 tonnes of mixed general household chemicals can be stored under the EPL although rarely does the amount reach more than a few hundred kilograms / litres as annual collections attract most of this waste which is removed within a day or two (managed under contract). Triple rinsed (empty) agricultural chemical containers are stored in the adjacent fenced compound (Drum Muster Yard) prior to collection and processing offsite.

7. **Community Recycling Centre (CRC):** Contains a series of stillages and containers for the safe disposal of problem household waste. The CRC temporarily stores these materials until they are collected by a qualified and licensed contractor for recycling or disposal. There are a number of dangerous goods cabinets associated with the CRC for the temporary storage of chemicals collected as by-catch from the CRC operations.

8. **Liquid Waste Ponds:** Incorporates a series of trenches / ponds where septic, grease trap and liquid wastes of similar nature are deposited. Site management protocols require de-crusting, drying, leachate containment / surface water ingress prevention to be in place for this area. Acceptance of liquid waste products at Forest Road Landfill ceased on 1 February 2020. The Ponds will be decommissioned within the next 12 months.

9. **Workshop, Lunchrooms, Wash-bay and Fuel Cube:** Incorporates a number of sheds / amenities rooms and Fuel Cube. A vehicle inspection pit, general maintenance work area and open sheds are present.

   The wash bay was upgraded in early 2018 to include and extension to the wash down area, construction of beach-pit for collection of sediment and roof for rainwater diversion and supply of

22,500L rainwater tank. The wash down water is directed to a Gross Pollutant Trap tank prior to discharge via low pressure sewer system, which was completed in 2019. The sediment collected within the beach-pit once empty of water is disposed of within the landfill cell on-site.

Operators can fill up equipment and vehicles via the self bunded fuel storage cube (5,000L) adjacent to the Wash Bay.

Directly adjacent to the site is a privately managed waste recovery operation which is entirely independent of the FRWMF. There is also some separate Council owned infrastructure on the Waste Facility. These operations are further explained as:

- **Challenge Recycling - Materials Recovery Facility**: Processes materials for recycling using mechanised / manual sorting arrangements. Like materials (cardboard, paper, metal, plastics etc) are baled and stored awaiting offsite re-sale / re-use. Large volumes of materials can be present inside and outside of the building. The facility engages a disabled (mental / physical) labour force.
  TRC - Pumping Station: A small building which houses a pumping system which delivers fluid supply to / from the housing estate to the north of the Waste Facility.

NOTE: This PIRMP does not attempt to specifically address risks or hazards emanating from the ancillary, separately managed operations. The PIRMP does include communication with the operators in the event of a pollution incident / evacuation from the ***Forest Road Waste Management Facility.***

2.2.2 Site Plan

The Site Services and Infrastructure Plan (**Figure 2.2**) shows the overall site arrangement and activity areas.

Figure 2.2: Forest Road Waste Management Facility – Site Services identification.

3 POLLUTION INCIDENT PREVENTION AND PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

Tamworth Regional Council 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 on-going application of standard work procedures, Council employees, contractor's and their 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. This process should also include appropriate site staff providing general PIRMP awareness training for contractors, with particular attention to the control structure and communication procedures for the site.

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 3.1: Summary of Pre-emptive Actions

POTENTIAL HAZARD	PRE-EMPTIVE ACTIONS
• 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 • Spills, mixing of incompatible substances or fire at the CRC • Dust (including asbestos) and sedimentation • Chemical spill • Oil / fuel spills • Failure of hazardous material containment tanks / bund • Windblown litter • Odour • Explosion of gas cylinders • Landfill gas collection and destruction system • Ozone depleting gas release (from refrigeration item wastes)	Undertaking on-going and routine inspections in accordance with the Environmental Checklists (**Appendix I**). Responding in accordance with current Standard Work Practices (SWP's).

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 in **Table 3.2**.

The locations of sources of potential pollutants are shown in **Figure 3.1**.

Table 3.2: Summary of Potential Pollutants

POLLUTANT TYPE / SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY	LOCATION (Refer to Site Plan)	TYPE OF CONTAINMENT	MSDS / SDS
Leachate	Liquid	3,000,000 L (approximate capacity of all systems)	Leachate sumps, dams and irrigation pipes	Earth formed geo-synthetic liner material dams / sumps and poly pipes	N/A
Used Tyres	Solid	50 tonnes maximum	Resource Recovery Area – Waste Tyre Stockpile	Hardstand	N/A
Green Waste	Solid	8,000 cubic metres (shredded) 4,000 cubic metres (unprocessed)	Greenwaste Area	Hardstand	N/A
Diesel	Liquid	Up to 2,000 L	Landfilling Area	Storage tank	Chemwatch
Diesel	Liquid	5,000L	Wash Bay Area	Self Bunded	Chemwatch
Petrol	Liquid	Up to 100 L	Workshop / Lunchroom Area	Flame cupboard in workshop area	Chemwatch
Oil / Water Based paint	Liquid	Up to 50 L	Chemical Storage	Chemical stores	Chemwatch
Herbicides / Pesticides	Liquid and Solids	Up to 20 L		Workshop storage shed	Chemwatch
Used Motor Oil	Liquid	Up to 8,000 L	Small Vehicle Transfer Station	Dedicated oil storage unit	Chemwatch
Gas Cylinders	Solid	Up to 3 cages	CRC	FP2 gas cage (x2) FM1 Stillage (x 1)	N/A
Lead Acid Batteries	Solid	Up to 20 pallets		Roofed store, hardstand and pallet	N/A
Oil Based Paint	Liquid	Up to 2,250 L		B12 stillage (x 3)	N/A
Water Based Paint	Liquid	Up to 3,750 L		B12 stillage (x 5)	N/A

POLLUTANT TYPE / SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY	LOCATION (Refer to Site Plan)	TYPE OF CONTAINMENT	MSDS / SDS
Dry Cell Batteries	Solid	Up to 40 L		10 L pails	N/A
DG Cabinet Class 3 Flammable Liquid	Liquid	Up to 250 L	Resource Recovery Shed (adjacent to CRC Shed)	Cabinet	
DG Cabinet Class 6 Toxic	Solid, liquid	Up to 160 L		Cabinet	
DG Cabinet Class 8 Corrosive (alkaline)	Solid, liquid	Up to 60 L		Cabinet	
DG Cabinet Class 8 Corrosive (acids)	Solid, liquid	Up to 60 L		Cabinet	
DG Cabinet Class 5.1 Oxidisers	Solid, liquid	Up to 60 L		Cabinet	
General Wastes	Solid	100 tonnes	Landfill Face (exposed)	Landfill cell	N/A
Ozone Depleting Refrigerant Gas	Gas	Up to 100 waste fridge / freezer units storage before degassing	Resource Recovery Area	Stored 'in vessel' as delivered	N/A
Hydrated Lime	Powder	500 kgs	Workshop Storage Shed / Landfill Area	Bagged / pallet	Chemwatch
Gypsum	Powder / Liquid	200 L / kgs		Bagged / Drum	Chemwatch
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.

The locations of sources of natural drainage lines, stormwater channels and pits within and immediately adjacent to the Forest Road Waste Management Facility are shown in **Figure 3.2**.

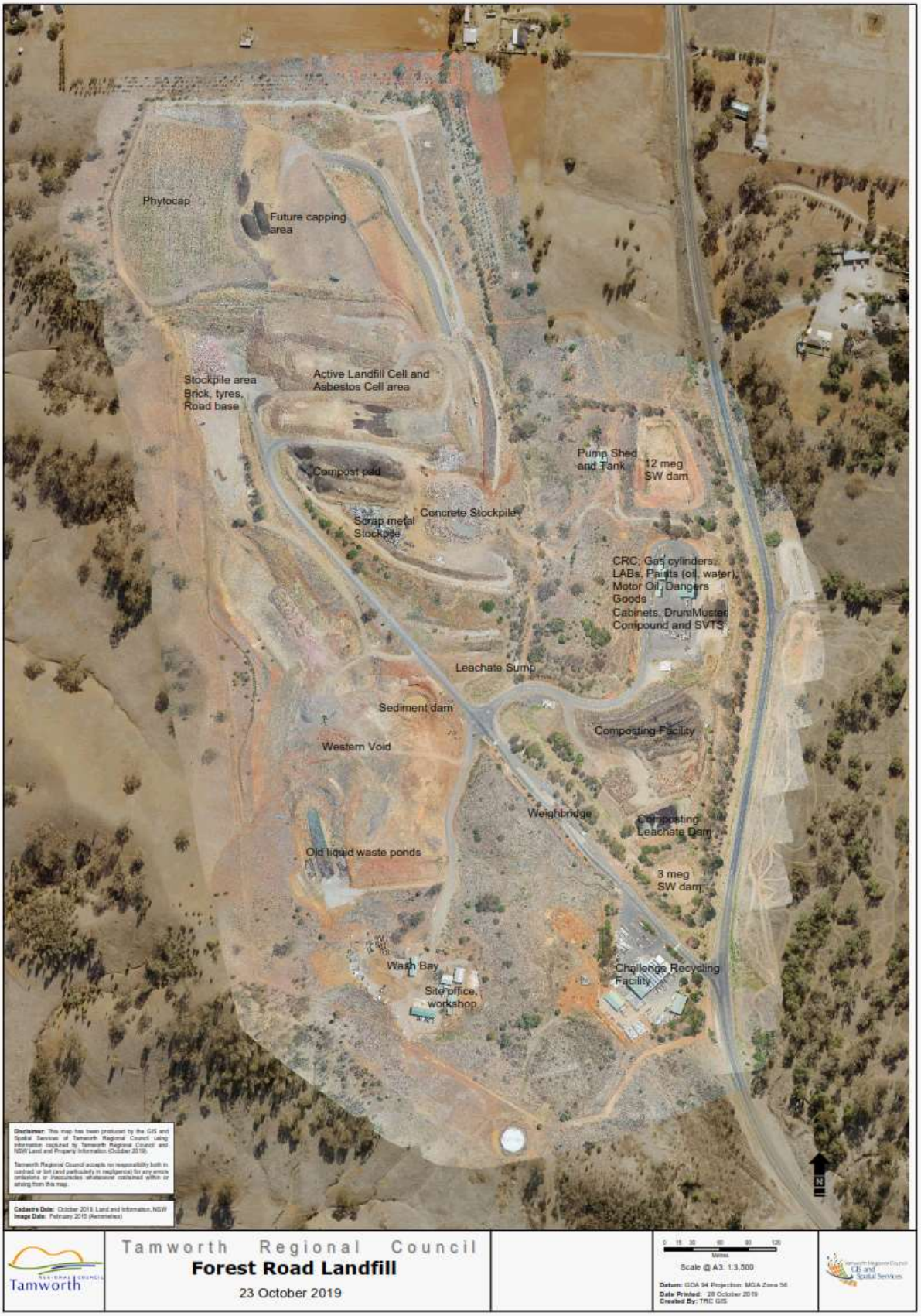


Figure 3.1: Forest Road Waste Management Facility – Location of Potential Pollutants

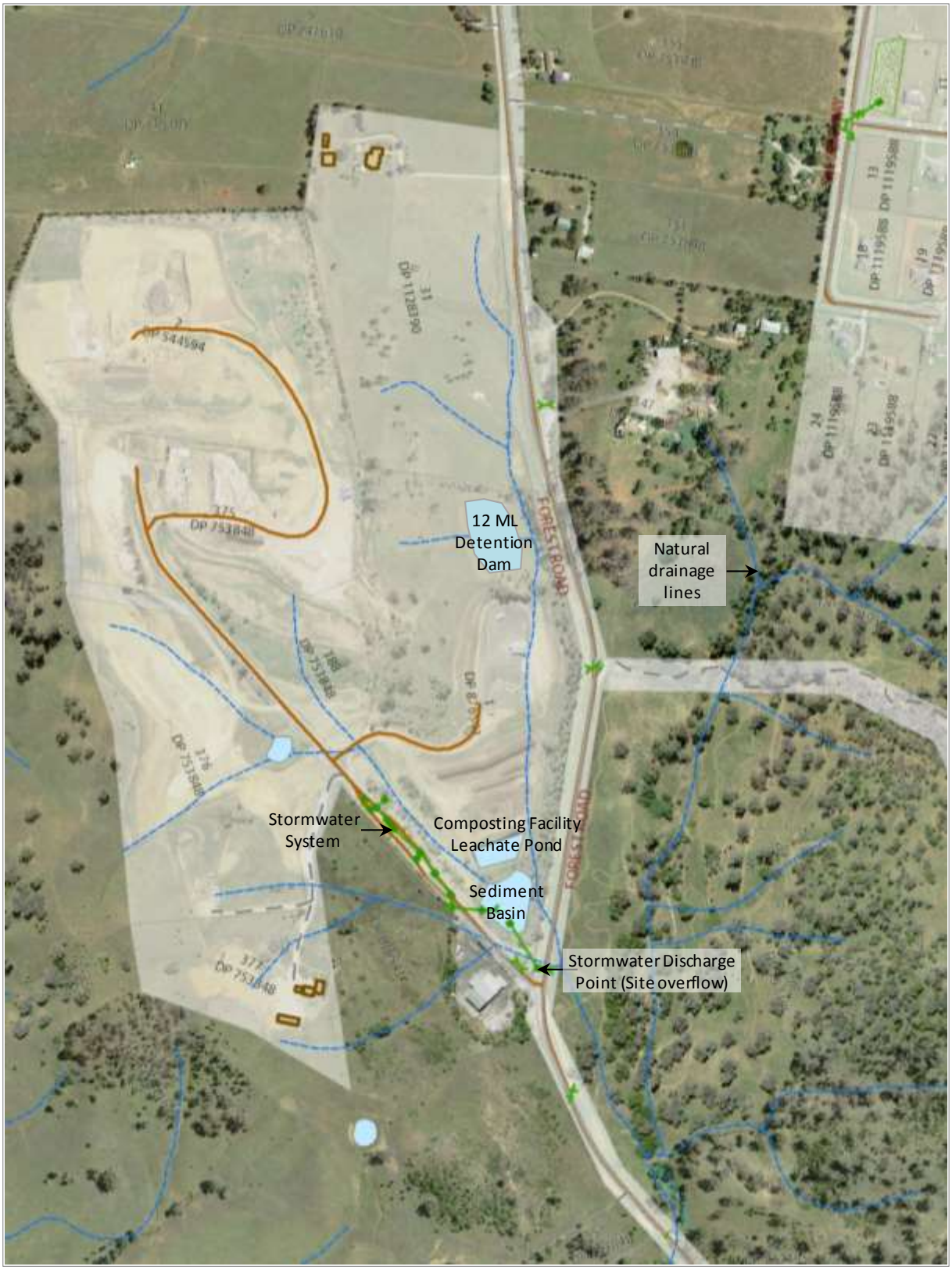


Figure 3.2: Forest Road Waste Management Facility – Drainage lines and Stormwater Discharge Points

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 **FRWMF**, 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 risk assessment process described in **Section 7.2** of **Tamworth Regional Council's Integrated Management System (IMS)**.

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 process 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 **Table 3.3** below.

Table 3.3: Incident Likelihood

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 **Table 3.4**.

Table 3.4: Incident Consequence

RATING	MEASURE	DESCRIPTION
1	Insignificant	Minimal environmental impact; hazards dealt with through normal operations
2	Minor	Minor environmental impact; hazards controlled with local resources
3	Major	Significant environmental impacts which are usually reversible and can be managed
4	Critical	Major environmental impact which may be reversible; impact/s may extend off-site
5	Extreme	Major environmental impact which may be irreversible; impact/s extend off-site; long term remediation may be required

3.3.3 Risk Evaluation

Individual evaluation of the management priority for each potential pollution incident can be assessed using the risk priority matrix presented in Figure 3.3 below.

		CONSEQUENCES				
		Insignificant	**Minor**	**Major**	**Critical**	**Extreme**
LIKELIHOOD	**Almost Certain**	**Medium**	**Serious**	**Serious**	**High**	**High**
	Likely	**Medium**	**Medium**	**Serious**	**Serious**	**High**
	Possible	**Low**	**Medium**	**Medium**	**Serious**	**Serious**
	Unlikely	**Low**	**Medium**	**Medium**	**Medium**	**Serious**
	Rare	**Low**	**Low**	**Medium**	**Medium**	**Serious**

RATING	DEFINITION
Low	Review consequence and likelihood and manage through routine procedures.
Medium	Development and implement specific controls. Ensure management system controls risk and managerial responsibility is defined.
Serious	Develop and implement specific controls. 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.
High	Risk must be reduced or eliminated. If the risk cannot be reduced from "High", then management must provide continuing assurance that due diligence systems are in place so that appropriate management can be demonstrated.

Figure 3.3: Risk Evaluation Matrix

For the purposes of this PIRMP:

- SERIOUS and HIGH risks will be eliminated or managed;
- MEDIUM risks will be monitored; and
- LOW risks will be accepted.

3.4 HAZARD ASSESSMENT

The outcomes of the risk assessment together with the relevant incident control/management action are summarised in Table 3.5.

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

Table 3.5: Hazard Identification and Control Plan

POLLUTION HAZARD / INCIDENT	RISK FACTOR/S	OUTCOME	LIKELIHOOD / CONSEQUENCE (RISK RATING)	PRE-EMPTIVE ACTIONS and CONTROLS	REFERENCE	RESIDUAL LIKELIHOOD / CONSEQUENCE (RESIDUAL RISK RATING)	INCIDENT RESPONSE ACTIONS and REFERENCE
ENVIRONMENTAL							
Leachate Discharge (Off-Site)	Leachate pump breakdown or pipeline failure	Leachate contamination of adjacent land and / or waterways	Possible / Critical (SERIOUS)	Routine inspections Scheduled maintenance servicing of pump and pump connections Standby pump and service parts available Surface water monitoring Telemetry system installed	- Daily Running Sheet - SWP-31047 - Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - EPL 5921 - LEMP	Rare / Critical (MEDIUM)	**PIRMP SOP 1**: Leachate system management and maintenance
	Leachate dam / sump overflow	Leachate contamination of adjacent land and / or waterways	Possible / Critical (SERIOUS)	Routine inspections and weather forecast monitoring Sewer discharge (trade waste approval) Transfer between dams / evaporation ponds Irrigation of leachate on site and use in composting process to reduce contents of dams Surface water monitoring of down gradient points Telemetry system installed	- Daily Running Sheet - SWP-31047 - Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - EPL 5921 - LEMP	Rare / Critical (MEDIUM)	**PIRMP SOP 2**: Leachate Discharge Emergency Response
	Leachate contamination of the surface water management system	Leachate contamination of adjacent land and / or waterways	Possible / Critical (SERIOUS)	Routine inspection to ensure suitable management procedures, including bund separation at active tipping area	- Daily Running Sheet - SWP-31047 - Environmental Inspection Checklist as provided in Appendix I of the PIRMP - EPL 5921 - LEMP	Rare / Critical (MEDIUM)	SWP-31042 Special Frequency Monitoring

POLLUTION HAZARD / INCIDENT	RISK FACTOR/S	OUTCOME	LIKELIHOOD / CONSEQUENCE (RISK RATING)	PRE-EMPTIVE ACTIONS and CONTROLS	REFERENCE	RESIDUAL LIKELIHOOD / CONSEQUENCE (RESIDUAL RISK RATING)	INCIDENT RESPONSE ACTIONS and REFERENCE
	Leachate dam or holding tank / structure rupture	Leachate contamination of adjacent land and / or waterways	Possible / Critical (SERIOUS)	Routine inspections	- Daily Running Sheet - SWP-31047 - Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - EPL 5921 - LEMP	Rare / Critical (MEDIUM)	**PIRMP SOP 2**: Leachate Discharge Emergency Response
	Leachate seepage from landfill operations into water table	Leachate migration and possible contamination of water table	Possible / Critical (SERIOUS)	Monitoring of ground bores to detect leachate migration	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - EPL 5921 - LEMP	Rare / Critical (MEDIUM)	Landfill Coordinator – Waste Operations (TRC)
	Uncontrolled or undetected leachate springs	Leachate contamination of the surface water management system, adjacent land and / or waterways	Possible / Critical (SERIOUS)	Routine inspections Monitoring of surface water	- Daily Running Sheet - Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - EPL 5921 - LEMP	Rare / Major (MEDIUM)	Landfill Coordinator – Waste Operations (TRC)
Combustion	Stockpile of used tyres ignites	Combustion creates smoke and oil residues	Possible / Major (MEDIUM)	Maintain buffer zones Limit quantity of tyres held on site to within licensed thresholds (500t) Routine inspections	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31043	Rare / Major (MEDIUM)	**PIRMP SOP 3**: Fire in Waste Tyre Stockpiles
	Green waste stockpile ignites	Combustion creates smoke and fire hazard	Possible / Major (MEDIUM)	Routine inspections to ensure stockpile size management and maintenance of buffer zones Stockpile monitoring and management	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31044	Rare / Major (MEDIUM)	SWP-31044

POLLUTION HAZARD / INCIDENT	RISK FACTOR/S	OUTCOME	LIKELIHOOD / CONSEQUENCE (RISK RATING)	PRE-EMPTIVE ACTIONS and CONTROLS	REFERENCE	RESIDUAL LIKELIHOOD / CONSEQUENCE (RESIDUAL RISK RATING)	INCIDENT RESPONSE ACTIONS and REFERENCE
	Fire in waste transfer bins	Combustion creates smoke and fire hazard	Possible / Major (MEDIUM)	Inspection of all incoming loads	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31043	Rare / Major (MEDIUM)	**PIRMP SOP 4**: Fire in Waste Transfer Bins
	Fire at landfill active tipping area	Combustion creates smoke and fire hazard Deep seated fire difficult to extinguish	Possible / Major (MEDIUM)	Inspection of all incoming loads Plant to be kept free of waste material build-ups Operators to watch for generation of smoke from landfill Site secured at close of day All site vehicles and plant are equipped with fire extinguishers	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31046	Rare / Major (MEDIUM)	**PIRMP SOP 5**: Fire at the Waste Tipping Face SWP-31046
	Fire in vehicle loads of incoming wastes	Combustion creates smoke and fire hazard Property damage	Possible / Major (MEDIUM)	Inspection of all incoming loads and tipping area supervision	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31047 - SWP-31046	Rare / Major (MEDIUM)	**PIRMP SOP 6**: Fire in Vehicle Waste Loads
	Fire/explosion at SVTS or CRC	Combustion creates smoke and fire hazard Property damage Danger to staff and customers	Possible / Major (MEDIUM)	Ensure materials are stored appropriately and stillages are regularly checked	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31043 - SWP-31041	Unlikely /Major (MEDIUM)	**PIRMP SOP 4:** Fire in the waste transfer bin

POLLUTION HAZARD / INCIDENT	RISK FACTOR/S	OUTCOME	LIKELIHOOD / CONSEQUENCE (RISK RATING)	PRE-EMPTIVE ACTIONS and CONTROLS	REFERENCE	RESIDUAL LIKELIHOOD / CONSEQUENCE (RESIDUAL RISK RATING)	INCIDENT RESPONSE ACTIONS and REFERENCE
Chemical Spills	Chemical spill from ruptured or leaking storage containers	Soil contamination Creation of volatile fumes Explosion/fire Contamination of adjacent land and / or waterways	Possible / Critical (SERIOUS)	Retain minimum quantities on site Separation areas between stored chemicals Creation of bunded storage areas Use approved chemical stores Spill kits available onsite and staff trained in their use	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31047 - SWP-31043 - SWP-31041	Rare / Major (MEDIUM)	**PIRMP SOP 7**: Chemical Spill Response
	Incompatible or incorrect chemical storage	Explosion / fire	Possible / Critical (SERIOUS)	Retain minimum quantities on site Separation areas between stored chemicals Creation of bunded storage areas Use approved chemical safes for storage All site vehicles and plant are equipped with fire extinguishers Fire extinguisher located at site compound	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31047 - SWP-31043	Rare / Major (MEDIUM)	**PIRMP SOP 8**: Storage and Handling of Chemical and Hazardous Substances
	Leakage from incoming loads	Soil contamination Explosion/fire Contamination of adjacent land and/or waterways	Possible / Critical (SERIOUS)	Inspection of all incoming loads Spill kits available onsite	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31047	Rare / Major (MEDIUM)	**PIRMP SOP 6**: Fire in Vehicle Waste Loads **PIRMP SOP 7**: Chemical Spill Response

POLLUTION HAZARD / INCIDENT	RISK FACTOR/S	OUTCOME	LIKELIHOOD / CONSEQUENCE (RISK RATING)	PRE-EMPTIVE ACTIONS and CONTROLS	REFERENCE	RESIDUAL LIKELIHOOD / CONSEQUENCE (RESIDUAL RISK RATING)	INCIDENT RESPONSE ACTIONS and REFERENCE
Oil / Fuel Spills	Failure of fuel containers or storage tanks	Soil contamination Explosion/fire Contamination of adjacent land and / or waterways Creation of volatile fumes	Possible / Critical (SERIOUS)	Retain minimum quantities on site Creation of bunded storage areas Daily plant start up checks	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - Daily Running Sheet - Forest Road Landfill - SWP-31046	Rare / Major (MEDIUM)	**PIRMP SOP 9**: Fuel and Oil Spill Response
	Failure of mobile plant hydraulic lines	Soil contamination Fire Contamination of adjacent land and / or waterways	Possible / Critical (SERIOUS)	Staff training in waste placement and compaction techniques Daily plant start up checks Routine plant inspection and servicing	- Staff training and recording - Machinery maintenance register	Rare / Major (MEDIUM)	**PIRMP SOP 9**: Fuel and Oil Spill Response
Dust / Sediment (Soils and Wastes)	Dust / sediment migrating off site	Complaints to EPA / WorkCover	Possible / Major (MEDIUM)	Wet down unsealed trafficable areas Use shredded green waste on exposed areas of cover material Revegetation of completed areas and sedimentation structures in place. Gypsum treatment to ponds to floc suspended sediments Reuse of captured waters in composting process / site irrigation to reduce content of dams / ponds Asbestos waste policy and education + tipping handling area	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31044 - SWP-31048 - SWP-31046	Rare / Minor (LOW)	SWP-31044 SWP-31048 SWP-31046
COMPLIANCE							

POLLUTION HAZARD / INCIDENT	RISK FACTOR/S	OUTCOME	LIKELIHOOD / CONSEQUENCE (RISK RATING)	PRE-EMPTIVE ACTIONS and CONTROLS	REFERENCE	RESIDUAL LIKELIHOOD / CONSEQUENCE (RESIDUAL RISK RATING)	INCIDENT RESPONSE ACTIONS and REFERENCE
Odour	Offensive odour	Complaints to EPA	Possible / Major (MEDIUM)	Provide daily cover to active tipping area	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31046	Rare / Minor (LOW)	SWP-31046
Landfill Gas	Contributor to Global warming	Increase in tCO_2-e emissions	Likely / Critical (SERIOUS)	Install landfill gas capture and flaring system Waste Diversion Strategies and Community Education Resource Recovery enhancement / increases Implement final capping design approved by EPA	- Regional Waste Management Strategy	Rare / Major (MEDIUM)	N/A Long-term planning at FRL
Litter	Litter migrating off site	Complaints to EPA	Likely / Major (SERIOUS)	Provide daily or intermediate cover to waste Erect semi permanent litter fences Provide mobile litter fence units and relocate to match conditions Litter collections by staff / labour hire	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31047 - SWP-31046	Rare / Major (MEDIUM)	SWP-31047 SWP-31046
Ozone depleting gas release	Contributor to Global warming	EPA regulatory breach	Likely / Critical (SERIOUS)	Degassing process for fridges implemented	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31043	Rare / Minor (LOW)	SWP-31043
Gypsum / Lime overdosing or spill	Pollution of waterways (pH changes etc)	EPA regulatory breach	Possible / Major (MEDIUM)	Minimal amounts stored Storage is inside shed / containers and dosing only as needed	- Environmental Inspection Checklist as provided in Appendix I: of the PIRMP - SWP-31047	Rare / Minor (LOW)	**PIRMP SOP 7**: Chemical Spill Response

POLLUTION HAZARD / INCIDENT	RISK FACTOR/S	OUTCOME	LIKELIHOOD / CONSEQUENCE (RISK RATING)	PRE-EMPTIVE ACTIONS and CONTROLS	REFERENCE	RESIDUAL LIKELIHOOD / CONSEQUENCE (RESIDUAL RISK RATING)	INCIDENT RESPONSE ACTIONS and REFERENCE
Incident Reporting	Non-compliance with statutory reporting	Cautionary Notice Penalty Infringement Notice	Unlikely / Major (MEDIUM)	Prepare reports as required to TRC and EPA	- Reporting protocols included in Environmental Checklist in Appendix I: of the PIRMP **- Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Container SF6289; Reference 10781/2014)	Rare / Major (MEDIUM)	**Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Container SF6289; Reference 10781/2014) EPA reporting (refer EPL 5921 and EPL 12673)
WORK HEALTH and SAFETY							
Work, Health and Safety	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Likely / Major (SERIOUS)	Regular tool box meetings with staff and contractors Safe Work Method Statements prepared and implemented Risk assessments undertaken Safety plans developed for major works Staff training Job and site specific orientation for new staff, visitors and contractors Independent audit of all systems of work Emergency and evacuation plans prepared and tested	- Established tool box meeting protocols and SWP and PIRMP review - Council's corporate Work Health, Safety and Environment Plan (IMS) Training Records (TRIM Ref 65634/2014) - Site Emergency Response Plan Forest Road Landfill (SF6289) - Site Pollution Incident Response Management Plan	Unlikely / Major (MEDIUM)	Landfill Coordinator – Waste Operations (TRC)

3.5 INCIDENT PREPAREDNESS

3.5.1 Response Equipment and Features

The **FRWMF** 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 in **Table 3.6**. Their locations are highlighted in **Figure 3.4**. In addition, all staff are issued with Personal Protective Equipment (PPE), with additional safety equipment being available in the weighbridge, lunchroom, SVTS and for designated tasks.

Table 3.6: Emergency Response Equipment Inventory

EQUIPMENT	LOCATION/S	QUANTITY	MAINTENANCE REQUIREMENTS
Asbestos Kit	SVTS Weighbridge Lunch room	1	Monthly inspection
Chemical Spill Kit	Weighbridge SVTS CRC Lunch room Chemical sheds	1 at each location	Monthly inspection
Fire Extinguisher (ABE) Powder type, various sizes	Weighbridge SVTS CRC All site plant and vehicles Lunch room	1 at each location and in each vehicle / plant item	Six monthly inspection and tagging
Fire Blanket	Weighbridge Lunch room	1	Six monthly inspection and tagging
Water Cart (hook-lift pull on body type)	Normally located at Site Shed near Workshop / Lunchroom	1	Annual inspection
Fire Hydrant	Ring main around green waste area *(non – reticulated – pump in lower shed needed to pressurise supply)* Across road from buy back centre	7	Six monthly inspection and tagging
First Aid Kit	Weighbridge SVTS Lunch Room All plant items and vehicles	1 at each location 1 in each vehicle / plant item	Monthly inspection and replenishment
Dousing Shower / Eyewash	SVTS , Near entry to Chemical Storages, Diesel Compound	1 at each location	Monthly inspection

Equipment such as portable fire extinguishers, fire blankets, hose reels and fire hydrants should only be used by persons who are suitably trained and only when 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. if required. 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.

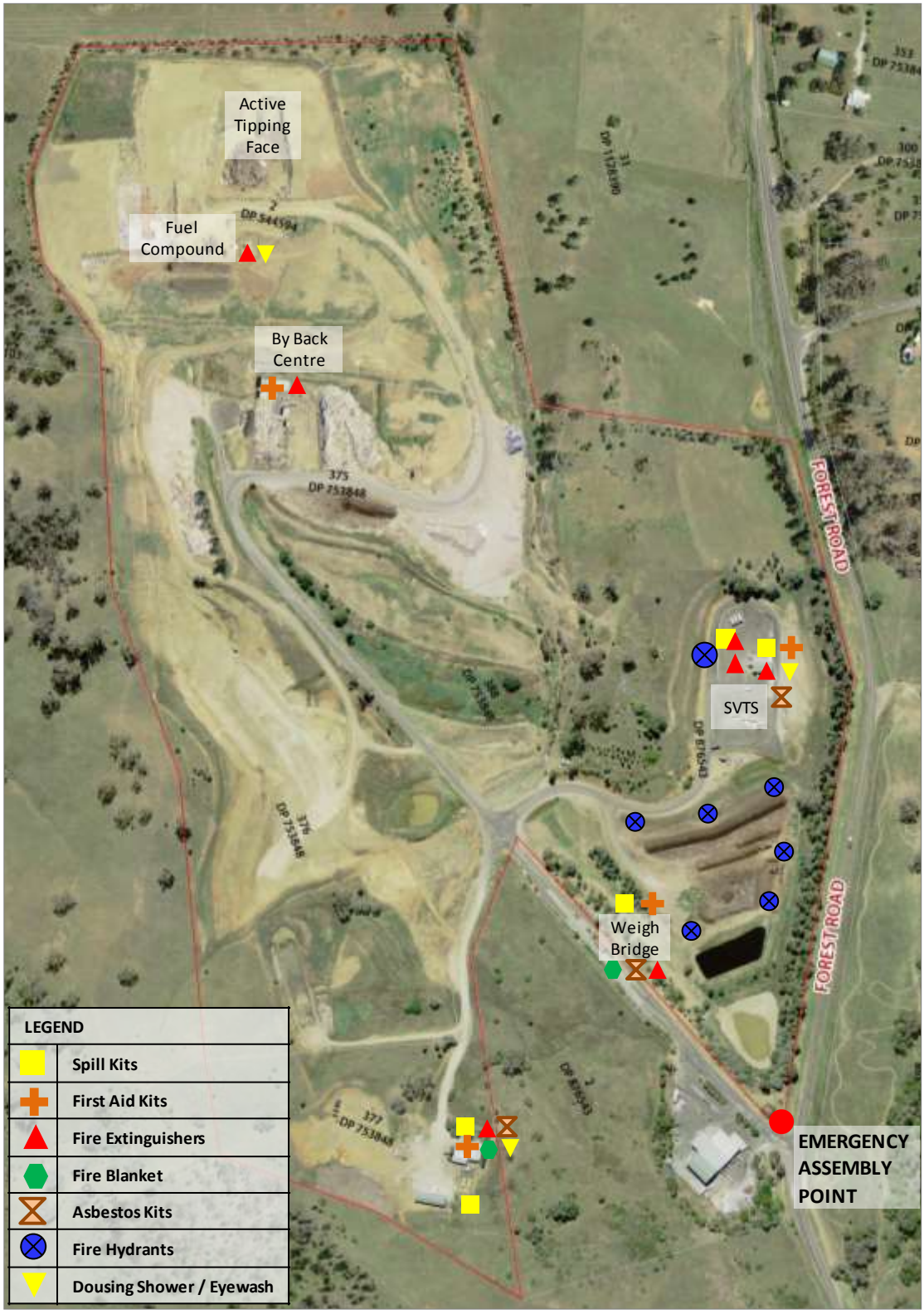


Figure 3.4: Emergency Response Equipment

3.5.2 Communications

Communication across the site is either via UHF 19, mobile phones and weighbridge (6761 3687).

In a pollution incident, UHF 19 and mobile phones can be used as a means of notifying those individuals / organisations responsible for activating this PIRMP and managing the incident response. In addition to the telephone system, mobile telephones will be the accepted means of communications.

Communication mechanisms for neighbouring properties, issuing media releases and providing information on Council's web site are detailed in the Community Communication Action Plan provided in **Table 4.** of **Section 4.4.3** and in SOP 12 - Emergency Communications During an Incident Response.

3.5.3 Security

Access to the **FRWMF** by unauthorised persons and unauthorised activities occurring on the site are controlled at the weighbridge by Council personnel.

3.5.4 First Aid Equipment

Suitable fully stocked first aid kits are located at the weighbridge, small vehicle transfer station and lunchroom with its location clearly labelled. Other first aid kits are available within Council vehicles.

3.5.5 Signs and Labels

Signs and labels provide key information to facility personnel and users, and as such, the location of signs is important. Suitable signage indicating the location of incident response equipment and features and the first aid kit will be provided and maintained within the facility.

A list of emergency phone numbers is provided in the **Site Emergency Response Plan** which is displayed at the weighbridge, lunchroom and SVTS.

3.5.6 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; and
- Public liability insurance policies.

4 POLLUTION INCIDENT CONTROL AND RESPONSE

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 **Landfill Coordinator – Waste Operations (TRC)** or the **Supervisor** 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 **Landfill Coordinator – Waste Operations (TRC)** or the **Supervisor** 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.

In addition to the immediate notification procedures, a **Workplace Incident Report and Investigation Form** (IMS) is to be completed and forwarded to the **Manager –Waste and Resource Recovery (TRC).**

In the event where the EPA are to be notified of a pollution incident, it is the responsibility of the **Manager – Waste and Resource Recovery (TRC)** to notify the EPA or their authorised delegate. In the event where the **Manager – Waste and Resource Recovery (TRC)** is unavailable, refer to the flowchart on Page ii.

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

The following table is a list of incident response individuals who are responsible for activating the PIRMP together with their notification and communication responsibilities (**Table 4.1**).

4.2 KEY INCIDENT CONTACT DETAILS

The table provides a list of incident response individuals and organizations that may be needed during a pollution incident (**Table 4.2**).

Table 4.2: PIRMP Emergency Agency Contacts

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire		**000 or** **112** from mobiles
Ambulance		
Police		
Fire and Rescue NSW	Duty Officer	**1300 729 579** **02 6766 2319**
NSW Police Force	Duty Officer	**02 6768 2999**
Ambulance Service of NSW	Duty Officer	**131 233**
Tamworth Base Hospital	Reception	**02 6767 7700**
Environment Protection Authority (EPA)	EPA Environment Line	**131 555** **(02) 9995 5555**
	Armidale Office	**6773 7000**
Office of Environment and Heritage (NP&WS)	Parks and Wildlife Regional Office	**(02) 6738 9100 (Armidale)** **02 9873 8500**
SafeWork 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**
State Emergency Service (SES)	Duty Officer	**132 500**
Roads and Maritime Services	Reception	**132 213** **1300 135 399**
Bureau of Meteorology	General Information	**1300 659 218**

This list is to be verified annually and updated whenever an organization advises of any changes.

4.3 KEY INTERNAL / EXTERNAL SUPPLIER CONTACT DETAILS

The following table provides a list of individuals and organisations, both internal and external, that may be needed required in the event of a pollution incident **(Table 4.3).**

required. 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, depending on the level of severity of the incident **(Table 4.4).**

Table 4.4: Pollution Incident Severity

Description of the Incident	Severity	Refer to
Pollution incident could affect only those in the immediate vicinity	Level 1	Section 4.4.1
Pollution incident could affect others within the site at the Forest Road Facility	Level 2	Section 4.4.2
Pollution incident could affect surrounding neighbours	Level 3	Section 4.4.2

It is the general practice that **ALL** incidents will be notified immediately to the **Landfill Coordinator – Waste Operations (TRC)** so that an assessment of the level of response required can be made.

4.4.1 Minor Incidents

Minor incidents are likely to affect only the immediate vicinity, and will generally not require the notification of incident response agencies. Examples of such incidents may include small chemical spills or individual medical emergencies. Note, however, that TRC may self-report these incidents to the EPA and this will be decided by **Manager – Waste and Resource Recovery (TRC)**.

If the incident affects the immediate area only, notify the **Landfill Coordinator – Waste Operations (TRC)** so that an assessment of the level of response required can be made.

4.4.2 Major Incident

A major incident is where there is an immediate threat to human health and/or the environment, and where material harm to the environment is caused or threatened. Major incidents can be further described as:

- A pollution incident which could affect others on-site at the **FRWMF**; and / or
- A pollution incident which could affect surrounding neighbours.

Immediate action should be taken to ensure the safety of people and containment of pollution, if it is safe to do so.

Where a major incident occurs, **immediately** contact the **Landfill Coordinator – Waste Operations (TRC)** who is to implement the pollution notification protocol summarised below (**Appendix A**:)**.**

If the incident threatens human health or property, call 000.

As soon as it is safe to do so, the following agencies must be notified:

- EPA 131 555;
- Ministry of Health via the local Public Health Unit **02 6764 8000**;
- SafeWork NSW **13 10 50**;
- Council (Environmental Services) **6767 5555**;

- Fire and Rescue NSW **1300 729 579** if not called for initial emergency response on **000**.

If, at the time of making the notification, it is believed 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. **Figure 8** provides the notification process for minor incidents.

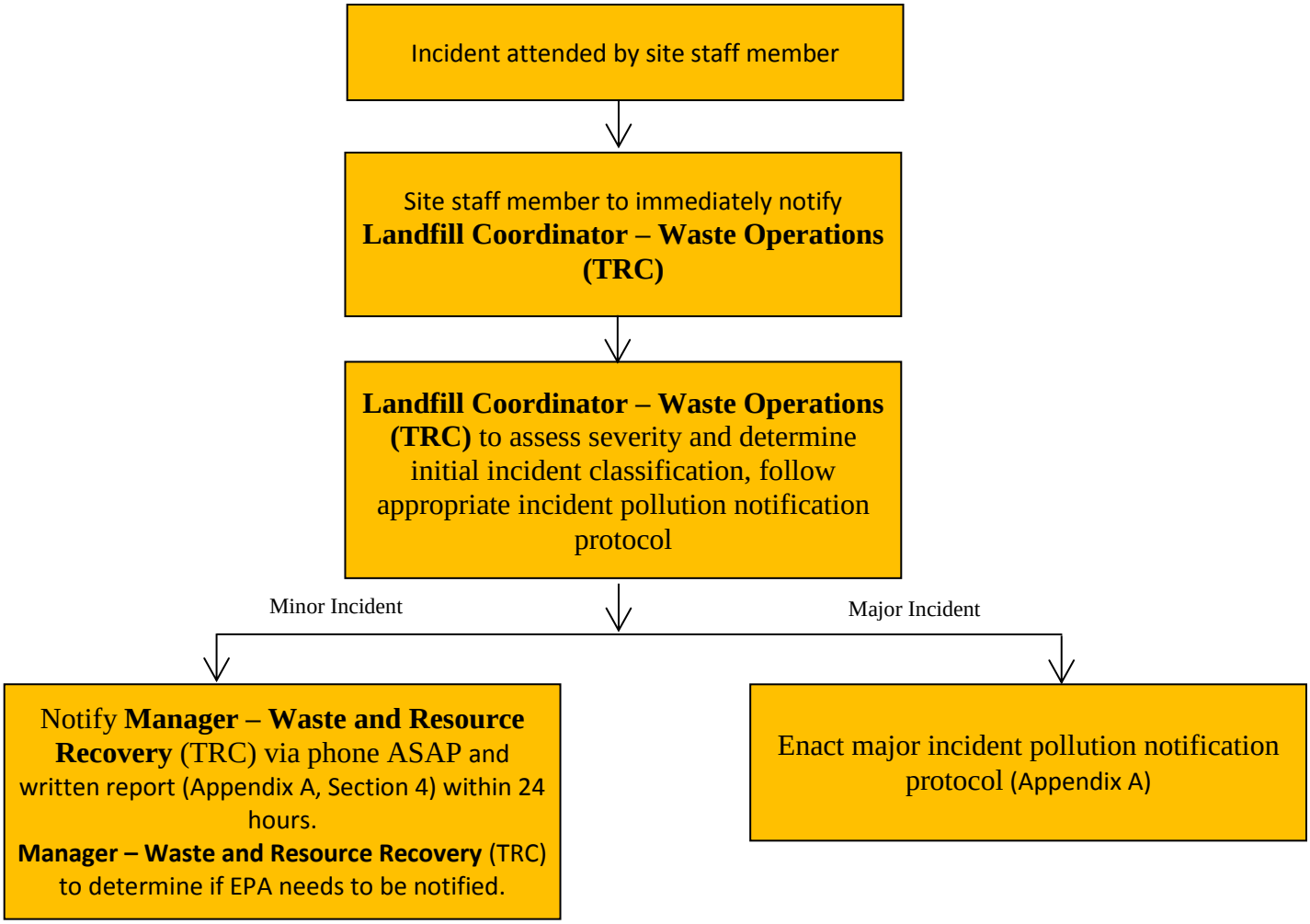


Figure 8: Notification Process for Minor Incidents

Table 4.5 provides the Incident Notification Action Plan will be applicable to a major pollution incident at the **FRWMF**. The Communication Action Plan has been based upon the pollution incident risk assessment included in **Section 3.3** of this PIRMP.

4.4.3 Community Notification

In the event that an incident could affect neighbouring properties, surrounding properties and the local community should be notified.

Contact details for neighbouring properties that may be impacted by a pollution incident at the **FRWMF** are provided in **Appendix B**:. This shall be undertaken by the **Landfill Coordinator – TRC** who shall clearly state the location and nature of the incident, an assessment of severity and response actions undertaken to date, together with any advice relevant to the incident (such as refraining from use of water from the creek, keeping doors and windows closed etc). Notifications can also be made via Whispir notifications (**SOP 10: Whispir Emergency Notification Procedure**).

Any wider communications (e.g. through local media or website etc) shall be the responsibility of the **Manager – Waste and Resource Recovery (TRC)**.

Table 4.5: PIRMP Incident Notification Action 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	Landfill Coordinator – Waste Operations (TRC) / Senior Environmental Officer - Waste (TRC)	Notify EPA Environment Line on 131 555, followed by a written report (refer to conditions of EPL for written report requirements)	Date and time of incident Location of incident Assessment of severity Type and quantity of material involved Explanation of what happened Response actions taken
		Occupiers of neighbouring downstream properties	Landfill Coordinator – Waste Operations (TRC)	Phone call to occupiers of impacted neighbouring properties	Date and time of incident Location of incident Assessment of severity Type and quantity of material involved Explanation of what happened Response actions taken Refrain from contact / use of water
		Local Community / Media	Manager – Waste and Resource Recovery (TRC)	Information displayed on Council's web site	Strategy for prevention of recurrence
Fire	Local impact, likely to be MINOR, depending on the severity of the fire	EPA	Landfill Coordinator – Waste Operations (TRC) / Senior Environmental Officer - Waste (TRC)	Notify EPA Environment Line on 131 555, followed by a written report (refer to conditions of EPL for written report requirements)	Date and time of incident Location of incident Type of fire Response actions taken Any agencies called to fire How long to put out fire
		Occupiers of neighbouring properties	Landfill Coordinator – Waste Operations (TRC)	Phone call to occupiers of impacted neighbouring properties	Date and time of incident Type of fire Response actions taken Agency responding Close windows / doors and any warning provided by agencies as necessary
		Local community / Media	Manager – Waste and Resource Recovery (TRC)	Information displayed on Council's web site	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	Landfill Coordinator – Waste Operations (TRC) / Senior Environmental Officer - Waste (TRC)	Notify EPA Environment Line on 131 555, followed by a written report (refer to conditions of EPL for written report requirements)	Date and time of incident Type of spill Response actions taken Agency responding
		Occupiers of neighbouring properties (if impacted)	Landfill Coordinator – Waste Operations (TRC)	Phone call to occupiers of impacted neighbouring properties	Date and time of incident Type of spill Response actions taken Agency responding Refrain from contact with soil / water and any warning provided by agencies as necessary
		Local community / Media	Manager – Waste and Resource Recovery (TRC)	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence
Oil / fuel spill (off site discharge)	Local impact, likely to be MINOR	EPA	Landfill Coordinator – Waste Operations (TRC) / Senior Environmental Officer - Waste (TRC)	Notify EPA Environment Line on 131 555, followed by a written report (refer to conditions of EPL for written report requirements)	Date and time of incident Type of spill Response actions taken Agency responding
		Occupiers of neighbouring properties (if impacted)	Landfill Coordinator– Waste Operations (TRC)	Phone call to occupiers of impacted neighbouring properties	Date and time of incident Type of spill Response actions taken Agency responding Refrain from contact with soil / water and any warning provided by agencies as necessary
		Local community / Media	Manager – Waste and Resource Recovery (TRC)	Media release / Information displayed on Council's web site	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 limits only:**			
		EPA	Landfill Coordinator – Waste Operations (TRC) / Senior Environmental Officer - Waste (TRC)	Notify EPA Environment Line on 131 555, followed by a written report (refer to conditions of EPL for written report requirements)	Location of incident Date and time of incident Assessment of severity Agency responding Damage report
		Occupiers of neighbouring properties	Landfill Coordinator– Waste Operations (TRC)	Phone call to occupiers of impacted neighbouring properties	Assessment of severity Agency responding Date and time of incident
		Local community / Media	Manager – Waste and Resource Recovery (TRC)	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence

4.5 FACILITY EVACUATION

Site evacuation procedures for the Forest Road Waste Management Facility are provided in the Site Emergency Response Plan and shown in **Appendix D**.

4.5.1 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 and 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 Site Evacuation Procedure (contained within the Site Emergency Response Plan, see (**Appendix D**), 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 any time during a pollution incident.

The decision to evacuate (in part of full) is to be made by the **Landfill Coordinator – Waste Operations (TRC)** and supported by facility personnel OR as directed by a responding Emergency Service.

4.5.2 Stages of Evacuation

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

- Stage One: Immediate Area – The evacuation of persons in immediate danger; and
- 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 **Landfill Coordinator – Waste Operations (TRC)** OR as directed by a responding Emergency Service Officer.

4.5.3 Priority of Evacuation

The **Landfill Coordinator – Waste Operations (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 **Landfill Coordinator – Waste Operations (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 may be life threatening;
- Notify the Officer-in-Charge of the attending Emergency Service.

4.5.4 Mobility Impaired Persons

A register is to be maintained of site personnel who may have a permanent or temporary disability that would impede 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.

4.5.5 Evacuation Assembly Areas

The facility has a designated **primary** and a **secondary** evacuation assembly point.

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

Should the primary evacuation assembly point be in a hazardous area or is unsuitable due to the nature of the threat, employees and facility users will then be directed to proceed to the designated secondary evacuation assembly point.

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

- Accounted for all; or
- Prepared a list of names and / or numbers of missing personnel /facility users and location last seen.

For the purposes of this PIRMP the following evacuation assembly points are applicable:

- The Primary Assembly Point is at the main entry to the Forest Road Waste Management Facility where the "Emergency Assembly" sign is located;
- Secondary Assembly Point is at the Small Vehicle Transfer Station, for 'on foot' egress from the site via a path to be determined by the Chief Warden, as the situation permits (Figure 3.4).

4.5.6 Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or Secondary Assembly Point and the presence of all personnel and facility users confirmed, (if need be) arrangements will be made by the **Landfill Coordinator – Waste Operations (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 POST-POLLUTION INCIDENT ACTIVITIES

This section of the PIRMP identifies 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 **FRWMF.**

After any incident, a **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) must be completed and referred to the **Manager - Waste and Resource Recovery (TRC)**.

5.1 RECOVERY OPERATIONS

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

The **Landfill Coordinator – Waste Operations (TRC)**, in collaboration with the **Manager - Waste and 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 and Resource Recovery (TRC)** will develop an operational recovery plan.

5.2 INCIDENT INVESTIGATION

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 **Manager - Waste and Resource Recovery (TRC)** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

5.2.1 Small Incidents

For small incidents, the **Landfill Coordinator – Waste Operations (TRC)** will normally conduct the investigation.

5.2.2 Critical 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 **Landfill Coordinator – Waste Operations (TRC)** and **Manager - Waste and Resource Recovery (TRC)** will assist the authorities as needed.

5.3 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 **Landfill Coordinator – Waste Operations (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 **Landfill Coordinator – Waste Operations (TRC)** must prepare a report documenting activities that took place during a major pollution incident, including the PIRMP Pollution Incident Reporting Form (**Appendix C**).

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

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

5.4 INCIDENT IMPACT ASSESSMENT

Following an incident, an assessment of the 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 and 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.

5.5 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.

5.6 AFTER ACTION REVIEW AND PIRMP UPDATE / AMENDMENT

An After-Action Review (AAR) must be completed within 30 days of any pollution incident and will include a review of the PIRMP and responses undertaken.

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 identify actions to be implemented, including any amendments and/or modifications to the PIRMP.

A Notification of Change Form, (**Appendix E**), 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.

PIRMP ENDS

PIRMP APPENDICES

Appendix A	Notification Procedure for Pollution Incidents
Appendix B	Contact List for Neighbouring Properties (including map)
Appendix C	Pollution Incident Reporting and Recording
Appendix C.1	PIRMP Report Form
Appendix D	Site Evacuation Procedure
Appendix E	PIRMP Amendment Notification Form
Appendix F	Staff and Contractor Training
Appendix G	PIRMP Training and Competency Summary
Appendix H	PIRMP Exercise Record and Evaluation Form
Appendix I	Environmental Reporting Checklists

APPENDIX A: NOTIFICATION OF POLLUTION INCIDENTS

CALL 000 IF THE INCIDENT PRESENTS AN IMMEDIATE THREAT TO HUMAN HEALTH OR PROPERTY

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 actual or potential loss, 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
- The SafeWork NSW - 131 050
- Tamworth Regional Council - 1300 733 625
- Fire and Rescue NSW - 9265 2999 (only if 000 is not contacted as part of initial response)

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

1. The time, date, nature, duration and location of the incident;
2. The location of the place where pollution is occurring or is likely to occur;
3. The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known;
4. The circumstances in which the incident occurred (including the cause of the incident, if known);
5. Action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known;
6. Other information prescribed by the regulations.

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 C: 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 **FRWMF.**

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: *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.*

Primary Environmental Goal – Preventing degradation of local amenity.

PROCEDURE

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 and 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);
    - Details of incident (quantity, flowing or not, direction of flow, sensitive receivers or environments likely to be impacted, details of environment immediately surrounding incident, people present)
    - 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 **Landfill Coordinator – Waste Operations (TRC)** of the incident and provide an update of the action initiated.
5. **Senior Environmental Officer / Landfill Coordinator – Waste Operations (TRC)** to notify the EPA and other agencies in accordance with the protocols in this PIRMP.
6. The **Landfill Coordinator – Waste Operations (TRC)** is to record the details of the incident within 24 hours of the incident commencing and advise the **Manager - Waste and Resource Recovery (TRC).**

    Report the details of the incident on a **Workplace Incident Report and Investigation Form**

(FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to **Manager - Waste and 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 **Landfill Coordinator – Waste Operations (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 **Landfill Coordinator – Waste Operations (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 and Resource Recovery (TRC),** for review and necessary follow up actions.

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

Within **30 days** of any pollution incident, an after-action review and PIRMP review and update shall take place to assess the actions that took place and identify any opportunities to improve the effectiveness of the PIRMP.

ATTACHMENTS / ADDITIONAL FORMS

- **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to Manager - Waste and Resource Recovery Operations (TRC). To be used for a workplace related injury.
- **PIRMP Report Form** (Appendix C:.1). To be used for a pollution incident.

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.

APPENDIX C.1: PIRMP REPORT FORM			
DATE OF INCIDENT:		**TIME OF INCIDENT:**	
NAME OF REPORTING PERSON			
LOCATION OF INCIDENT Where did it occur?			
TYPE of Incident? e.g. fire, spill etc			
Details of surrounding environment. E.g. wind speed and direction, slope, nearby sensitive environments.			
Did the incident involve **leachate discharge** and/or **overflow**?	Yes / No If **Yes**, complete form on following page (**PIRMP Report Form: Leachate Discharge/Overflow**)		
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 and COMMUNICATION PLAN** activated?			
Was **ACTION IN ACCORDANCE WITH SWPS / SOPS**? If not - why?			
Is there a **NEED TO REVIEW SWP / SOP** in response?			

DATE and **TIME** of details provided to: **Landfill Coordinator – Waste Operations (TRC)**	
Is there a **NEED TO REVIEW SWP / SOP** in response?	
OTHER MATTERS	
MANAGEMENT ACKNOWLEDGEMENT: **DATED:**	
Attach additional pages and details as required	

PIRMP REPORT FORM: 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.			
Details of surrounding environment. E.g. slope, ground type, nearby sensitive environments.			
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 and HOW** the **DISCHARGE OCCURRED**			
PLAN OF ACTION to **PREVENT** a similar **DISCHARGE**			
OTHER MATTERS			

MANAGEMENT ACKNOWLEDGEMENT:

DATED:

APPENDIX D: SITE EVACUATION PROCEDURE

Refer to **Site Evacuation Procedure** for Forest Road Landfill, contained in the **Site Emergency Response Plan** as part of **TRC's IMS**.

Integrated Management System

Tamworth

SITE EMERGENCY RESPONSE PLAN

PROJECT/SITE: _____

ASSEMBLY POINT LOCATION: _____

PROJECT MANAGER: _____

TEAM LEADER or SUPERVISOR: _____

Position	Name	Details
Emergency Contacts	Fire	Phone: 000 or 112 from mobiles
	Ambulance	
	Police	
	Poisons Information	Phone 13 11 26
First Aid Officer *(Nominate for Site)*		Phone:
Risk and Compliance Officers	Murray Lang	Phone: 6767 5286 Mob: 0417 709 178
	John Wall	Phone: 6767 5064 Mob: 0419 752 121
Nearest Medical Centre *(Nominate for Site)*		Address:
		Phone:
Nearest Hospital *(Nominate for Site)*	Tamworth Base Hospital	Address: 31 Dean Street, North Tamworth, NSW, 2340
		Phone:6767 7700
Electrical Emergency *(Nominate Supplier for Site)*	Essential Energy	Phone:13 23 91
Gas Emergency *(Nominate Supplier for Site)*	Jemena Gas	Phone: 131 909
Client Contact *(for contract works)*		Phone:

Refer to the specific process to manage the following emergency event:

SITE EVACUATION

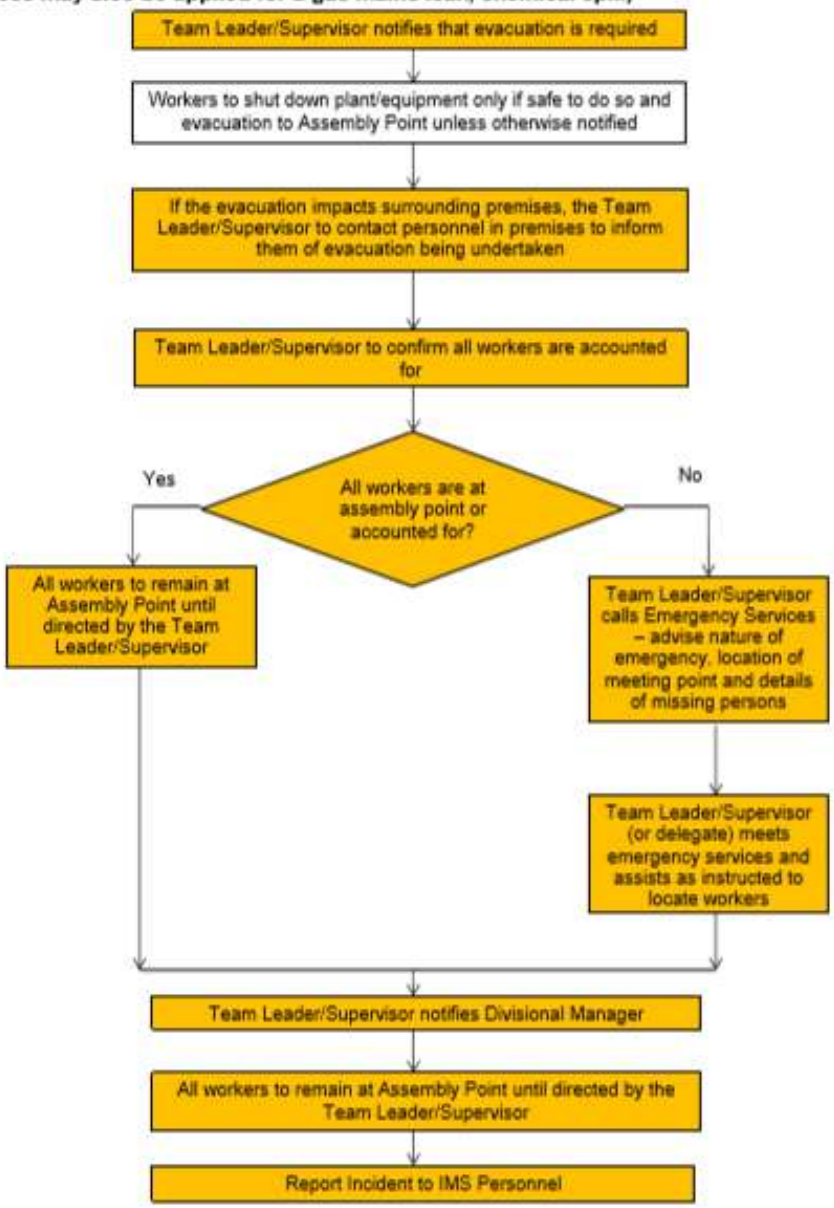
MEDICAL RESPONSE

FIRE/BUSHFIRE RESPONSE

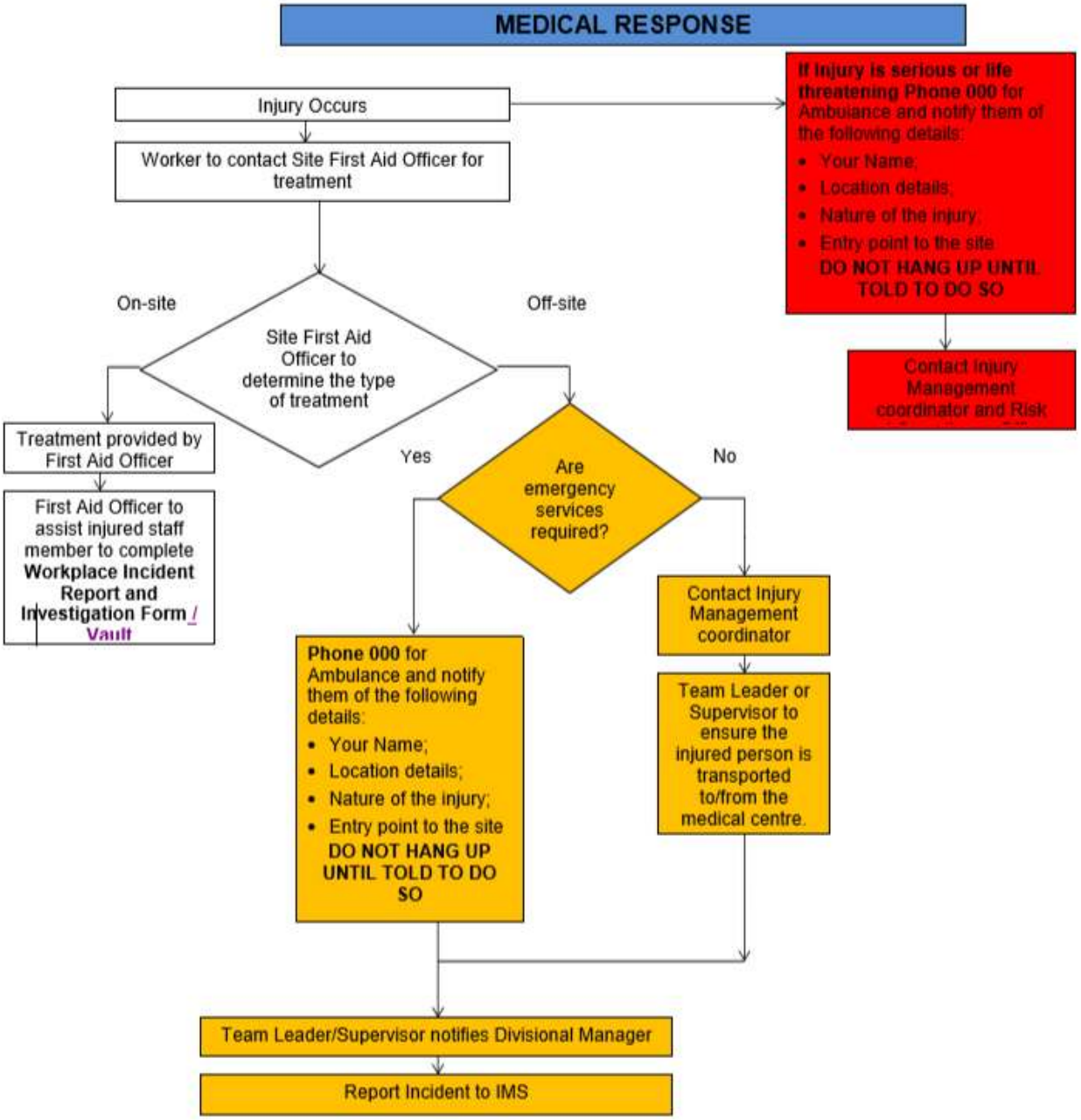
ENVIRONMENTAL EMERGENCIES

SITE EVACUATION

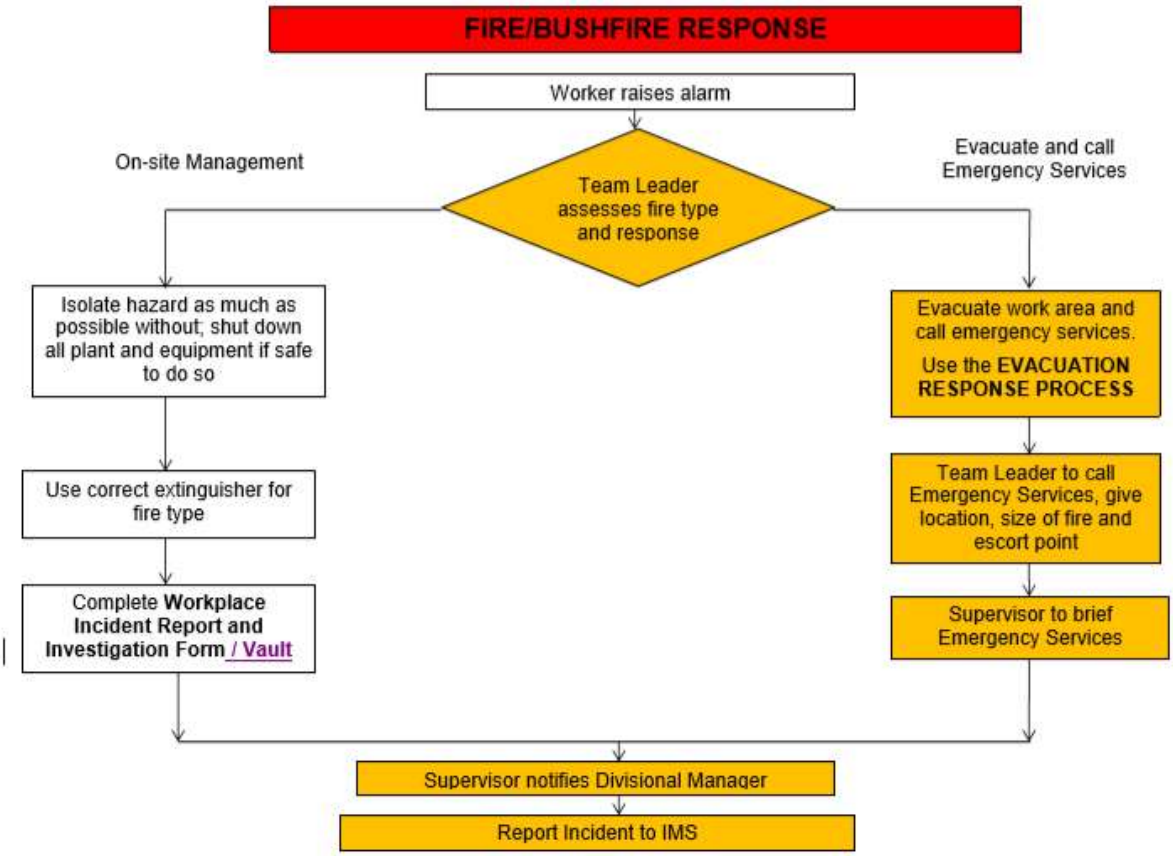
(The following process may also be applied for a gas mains leak, chemical spill)



Site specific information:



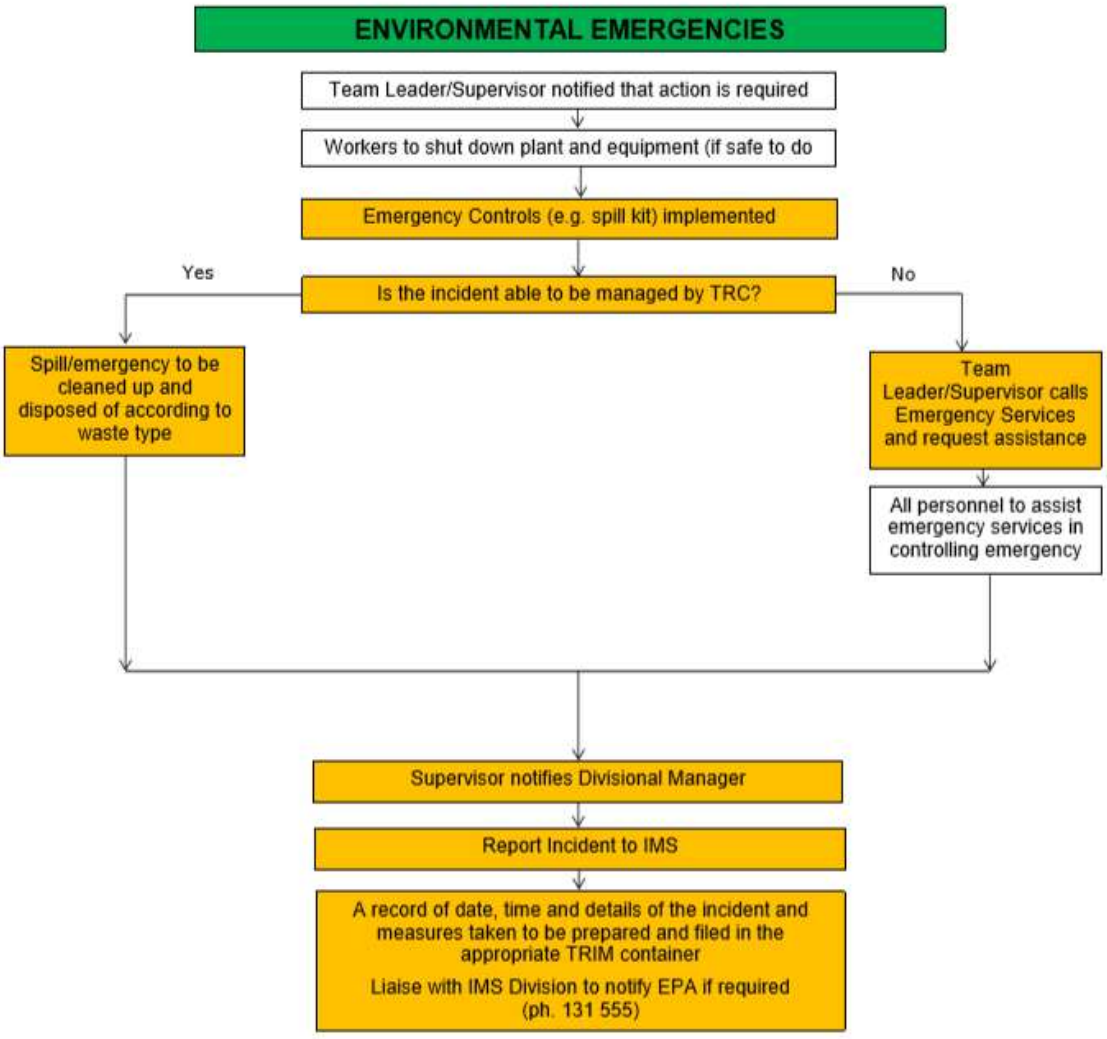
Site specific information:



Points to remember with FIRE:

- Know where the fire extinguishers/equipment are;
- Always ensure that fire equipment is not obstructed by any item of plant or equipment;
- Always ensure that ignition sources (e.g. smoking) is kept away from any stored or used flammable substances;
- Use the PASS method:
  - **Pull** the Pin,
  - **Aim** at the base of the Fire,
  - **Squeeze** handle, and
  - **Spray** from side to side.
- When using a Fire Extinguisher always have an escape route

Site specific information:



Site specific information:

TRIM naming convention for this form: **Site Emergency Response Plan-<insert date (dd/mm/yyyy)>-<insert site/location>-<insert author>** A record of this form is to be registered in the relevant TRIM Project container. TRIM document number to be recorded on original form and forwarded to Central Records.	**TRIM Project Container No:**

Last Review Date	TRIM Template Reference Only	Revision Status	Next Scheduled Review Date	Page
June 2019	SF6289	Rev 6	June 2021	5 of 5

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APPENDIX E: PIRMP AMENDMENT NOTIFICATION FORM

Following a review of the Pollution Incident Response Management Plan that was conducted on

____ / ____ / 20____ (Date) by:

_____(Name) _____(Role)

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:	**DATE SENT / ISSUED:**
• Master copy • Site copy • **Manager - Waste and Resource Recovery (TRC)** copy	

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.

NAME: **DATED:**

SIGNATURE:

APPENDIX F: STAFF AND CONTRACTOR TRAINING

PURPOSE AND SCOPE:

To ensure the safe and effective management at the **FRWMF**, 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.

PROCEDURE / STANDARD:

Staffing and training requirements shall be adequate to enable proper management / 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 and communication procedures.

This training would generally be provided by the **Landfill Coordinator – Waste Operations (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 and Rescue Brigade or NSW Rural Fire Service.

PROGRAM C – HAZARDOUS SUBSTANCES and DANGEROUS GOODS HANDLING

Key points to be covered in this program may include:

- Use and interpretation of Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS);
- 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 WHS 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.

The PIRMP Training and Competency Summary (**Appendix G:**) shall be reviewed annually during the general PIRMP review. Identified training needs shall be recommended to the **Manager – Waste and Resource Recovery (TRC)**.

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.

APPENDIX G: PIRMP TRAINING AND COMPETENCY SUMMARY

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

APPENDIX H: PIRMP EXERCISE RECORD AND EVALUATION FORM

FACILITY: **FOREST ROAD WASTE MANAGEMENT FACILITY (FRWMF)**		
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 SWP's and SOP's		
2. Competency of employees assessment		
3. Time frames for response		
4. General comments / recommendations for action		
OBSERVER:		
SIGNED: **DATE:**		

APPENDIX I: ENVIRONMENTAL REPORTING CHECKLISTS

The following procedures define the protocol for undertaking site inspection and audits at the Forest Road 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 Checklist (Appendix I:.1)	Monthly and after a rainfall event that causes significant run-off (>25 mm event)	**Senior Environmental Officer - Waste (TRC)** or **Landfill Co-ordinator - Forest Road Landfill (TRC)**
Site Audit and Feral Animal Inspection (Appendix I:.2)	Quarterly Six monthly	**Senior Environmental Officer - Waste (TRC)**
Site Environmental Audit (Appendix I:.3)	Annual	**Senior Environmental Officer - Waste (TRC)**

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 Supervisor - 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.

ACTIONS ARISING - MONTHLY SITE INSPECTION

FOREST ROAD WASTE MANAGEMENT FACILITY

DATE:		**INSPECTED BY:**	
ISSUE	**ACTIONS**	**ACTIONED TO**	**COMPLETED ON**

SUMMARY OF ACTIONS ARISING - INSPECTION CHECKLIST FOR REGIONAL LANDFILLS AND SVTS SITES

SITE:	DATE AND FREQUENCY: □ Monthly □ Bi-Monthly □ Quarterly □ 6 Monthly	INSPECTED BY:		
Temperature:	Weather Conditions: (Wind speed and Direction, rain (mm) in preceding 24 hours, other observations)	Notes:		
ISSUE	**ACTIONS**	**ACTIONED TO**	**COMPLETED ON COMMENTS**	

ACCESS ROAD TO SITE					
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y / N**	**ACTION TAKEN**	**COMMENTS:**
Entrance and exit road free of excessive dirt and debris	As required				
Evidence of excessive litter build up around perimeter fence	As required				
SATISFACTORY: □ **UNSATISFACTORY:** □					

SITE OFFICE					
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y / N**	**ACTION TAKEN**	**COMMENTS:**
Site office locked and secured	As required				
Emergency spill kit, asbestos kit, first aid kit, sharps kit on site and fully stocked	As required				
Fire extinguisher in place and tags current	As required				
Records of incidents / complaints being maintained	As required				
SATISFACTORY: □ **UNSATISFACTORY:** □					

LANDFILL AREA					
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y / N**	**ACTION TAKEN**	**COMMENTS:**
Road and hardstand areas intact / repairs or rectification required	As required				
All signage and traffic control operating effectively	As required				

Intermediate cover applied to filled areas	As required				
Tipping face being kept to minimum size and shaped for minimum cover placing	As required				
No evidence of leachate eruption through landfill toe / batters	As required				
No evidence of water ponding within the landfill and / or capped area	As required				
No excessive odours present	As required				
No evidence of litter beyond the active tipping area	As required				
Signs of dust generation	As required				
Evidence of bird, vermin and / or feral animal activity	As required				
SATISFACTORY: □ **UNSATISFACTORY:** □					

SMALL VEHICLE TRANSFER STATION (SVTS)					
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y / N**	**ACTION TAKEN**	**COMMENTS:**
Road and hardstand areas intact / repairs or rectification required	As required				
All signage and traffic control operating effectively	As required				
SVTS area free of excessive litter, rubbish and debris	As required				
SVTS emergency spill kit on-site and fully stocked	As required				
SVTS waste transfer bins not being overfilled	As required				

Excessive odours present	As required				
SATISFACTORY: □		**UNSATISFACTORY:** □			

GREEN WASTE

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y / N	ACTION TAKEN	COMMENTS:
Road and hardstand areas intact / repairs or rectification required	As required				
All signage and traffic control operating effectively	As required				
Processing of green waste stockpiles is occurring routinely	As required				
Bulk mass of stockpiles being managed to prevent likelihood of combustion	As required				
Contamination being controlled	As required				
Excessive odours present	As required				
Signs of surface water ponding in area	As required				
SATISFACTORY: □		**UNSATISFACTORY:** □			

RESOURCE RECOVERY

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT	SATISFACTORY Y / N	ACTION TAKEN	COMMENTS:

Road and hardstand areas intact / repairs or rectification required	As required				
Processing of metal stockpile is occurring routinely	As required				
Processing fridge / freezers requiring degassing is occurring routinely	As required				
Tyres being regularly removed from site and taken to Forest Road Landfill	As required				
Waste oil levels checked	As required				
LABs, gas cylinders, and e-waste items being stored correctly and regularly removed from site and taken to Forest Road Landfill	As required				
All activities being confined to operational areas	As required				
Signs of surface water ponding in area	As required				
Contamination of stockpiles is being controlled	As required				
Appropriate signage is in place	As required				
Signs of dust generation	As required				
SATISFACTORY: □ **UNSATISFACTORY:** □					

LEACHATE PONDS

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y / N	ACTION TAKEN	COMMENTS:
Condition and functionality of leachate waste ponds sound	As required				
Leachate pond volumes being managed	As required				
No excessive odours present	As required				
No evidence of contamination of area	As required				
SATISFACTORY: □ **UNSATISFACTORY:** □					

STORMWATER DAMS

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y / N	ACTION TAKEN	COMMENTS:
Condition and functionality of stormwater dams sound	As required				
Stormwater pond volumes being managed	As required				
No excessive odours present	As required				
No evidence of contamination of area	As required				
SATISFACTORY: □ **UNSATISFACTORY:** □					

REVEGETATION AREAS

ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y / N	ACTION TAKEN	COMMENTS:
Evidence of contamination of area	As required				

Site vegetation control – no evidence of weed infestation	As required				
Re-vegetation areas are in good condition – no exposed faces, erosion	As required				
Evidence of tree / vegetation die-back in areas	As required				
Signs of dust or odour generation	As required				
SATISFACTORY: □ **UNSATISFACTORY:** □					

GENERAL OBSERVATIONS					
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y / N**	**ACTION TAKEN**	**COMMENTS:**
All on-site erosion and sediment control structures are in a good and functional condition	As required				
SATISFACTORY: □ **UNSATISFACTORY:** □					

LANDFILL OPERATING REQUIREMENTS (UNLICENSED SITES) – RURAL SITE INSPECTION				
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**	**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**

LANDFILL OPERATING REQUIREMENTS (UNLICENSED SITES) – RURAL SITE INSPECTION					
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
All reasonable steps are to be taken to minimise the emission of any offensive odour or offensive noise beyond the boundaries of a landfill site	As required				
All reasonable steps are to be taken to avoid discharges from the landfill site causing water pollution	As required				
All reasonable steps are to be taken to secure the site against uncontrolled public access (for example, by the provision of fencing and other security measures)	As required				
All reasonable steps are to be taken to minimise the emission of dust beyond the boundaries of the landfill site	As required				
All reasonable steps are to be taken to minimise the tracking of dust or mud from the site on to any public road providing access to the site	As required				
All reasonable steps are to be taken to minimise the risk of fire at the landfill site	As required				
If the substance is asbestos waste—the requirements of clause 80 relating to covering that waste are to be complied with	As required				
If the substance is clinical or related waste—the requirements of clause 113 relating to the disposal of that waste at a landfill site are to be complied with	As required				

VERIFIED BY: Senior Environmental Officer – Water & Waste Directorate (TRC)	Satisfactory	Unsatisfactory
SIGNATURE :	**DATE:**	

Appendices

Photos	Notes

PIRMP STANDARD OPERATING PROCEDURES (SOP)

SOP 1	Leachate System Management and Maintenance
SOP 2	Leachate Discharge Emergency Response
SOP 3	Fire in Waste Tyre Stockpiles
SOP 4	Fire in Waste Transfer Bins
SOP 5	Fire at the Waste Tipping Face
SOP 6	Fire in Vehicle Waste Loads
SOP 7	Chemical Spill Response
SOP 8	Storage and Handling of Chemical and Hazardous Substances
SOP 9	Fuel and Oil Spill Response
SOP 10	Whispir Emergency Notification Procedure
SOP 11	Weighbridge Operations During an Incident Response
SOP 12	Emergency Communications During an Incident Response
SOP 13	Emergency Communications and Public Messaging During and After an Incident

SOP 1: LEACHATE SYSTEM MANAGEMENT AND MAINTENANCE

PURPOSE AND SCOPE:

To ensure that the leachate control system is operating effectively with its design objectives to prevent leachate escaping from the landfill into groundwater, surface water and subsoil.

Primary Environmental Goal – Preventing pollution of land and water by leachate.

PROCEDURE / STANDARD

1. It is the responsibility of **Landfill Coordinator – Waste Operations (TRC)** to ensure prescribed inspections of, report upon and recording the following leachate control measures is undertaken by site staff:

    - Inspect leachate pumps to ensure they are operating correctly.
    - Examine the level of leachate within collection wells / dams. Where leachate levels appear excessive (above or close to max fill line) immediately determine appropriate method to reduce volume retained.
    - Inspect pump discharge lines and discharge points to ensure their effective operation. Where failures are detected, consideration must be given to deactivating the system so as to determine the scope of repair works.

Note: In considering the deactivation of the system it will be necessary to ensure that sufficient leachate storage capacity is available to cover the period of deactivation. This should involve an assessment of the likelihood of and extent of rain.

    - Leachate chambers – inspect leachate flow to ensure levels are acceptable so that leachate heads are not developing. Consider methane accumulations in the chambers and examine venting measures.

Note: Under no circumstances should leachate chambers or sump be accessed unless TRC's "confined spaces" procedures are initiated.

    - Inspect the site for emergence of leachate springs.

2. Where system operational defects are detected immediately contact the **Manager - Waste and Resource Recovery (TRC)** to discuss and arrange rectification / maintenance works.
3. Details of system inspection and findings / actions are to be recorded on the Site Inspection checklist.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and / or fines from Regulatory Agencies;
- Pollution of the environment.

SOP 2: LEACHATE DISCHARGE EMERGENCY RESPONSE

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of a leachate discharge, including leachate dam / sump / tank / pump rupture, overflow or significant leak at the **FRWMF**.

Primary Environmental Goal – Preventing pollution of land and water by leachate.

PROCEDURE / STANDARD

Actions required in response to such events may vary and it will be the role of Council staff to determine and initiate appropriate actions.

- Confine the source of the discharge and/or sources of inflows to limit the spread of its effects without endangering personnel.
- Check leachate pumps are working.
- Construct sandbag barriers or earth berms at point of failure/discharge, if safe to do so, to contain or divert the flow and/or excavate temporary retention dams to withhold discharges. Alternatively engage suitable plant to replace earth to repair the defective wall, if possible.
- Secure the affected area(s) by using barricades and bunting if necessary.
- Advise the **Landfill Coordinator – Waste Operations (TRC)** of all actions taken or proposed.
- If possible, pump out any remaining leachate in system (leachate dams or sump) to irrigation, underground leachate storage or leachate tank. Alternatively, source a tanker truck to pump out retained leachate or return to system when holding capacity is available.
- Pump out to sewer can only be undertaken with prior permission of **Senior Waste Management Officer – Waste Operations** and as per the conditions of the Trade Waste Approval No. TWC018/2006 (see SWP-31047 - Managing Stormwater).
- Notify neighbours who may be affected by the incident.
- Any discharge off-site must be monitored as per EPL Special Frequency Monitoring requirements.
- A copy of the Pollution Incident Report Form is to be referred to **Manager - Waste and Resource Recovery (TRC)**.

It is considered essential that all operators using the site are aware and understand the specific emergency and incident response requirements.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Limit environmental damage;
- Health and safety of public / facility user protected.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies.

SOP 3: FIRE IN WASTE TYRE STOCKPILE

PURPOSE AND SCOPE

To define the procedure for management of used tyres which have been stockpiled and are awaiting removal offsite for recycling or disposal so as to minimise the risk of fire.

Under EPA Environmental Protection Licence (EPL) 5921, the total quantity of waste tyres stored **must not exceed 50 tonnes or 5,000 waste tyres** at any one time.

Primary Environmental Goal – Adequate firefighting capacity to minimise the incidence and impact of fire.

PROCEDURE / STANDARD

- Tyres are to be placed on a hardstand area compacted of a depth of at least 500 mm if located above previously placed general waste. As much as practically possible, waste tyres are to be removed from site on a routine basis to ensure the stockpile is kept to a minimum.
- A safety exclusion area is to be maintained around the stockpile as a retained buffer zone to prevent the spread of fire and to allow fire suppression activities to be undertaken in the event of fire.
- Fire prevention measures are to be undertaken including signage, servicing of firefighting equipment and training of personnel in firefighting techniques.

In the event of a fire:

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a suitable fire extinguisher, hand tools or plant items available on site.
- Report any potentially dangerous fire to "000" and request the fire brigade, providing all information they require (i.e. your name, fire location, type, size, etc)
- Immediately or as soon as safely possible notify the **Landfill Coordinator – Waste Operations (TRC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Report the details of the fire on a **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to **Manager - Waste and Resource Recovery (TRC)**.
- The EPA are to be notified of fires that:
    - Require Fires Services to be in attendance; or
    - Combust more than 2.5 cubic metres of waste material; or
    - Cause environmental or nuisance complaints to be received from the public or users of the landfill.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised;
- Employee's safety protected;
- Health and safety of public / facility user protected.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and / or fines from Regulatory Agencies;
- Pollution of the environment.

SOP 4: FIRE IN WASTE TRANSFER BIN/SVTS/CRC

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected in a waste transfer bin or at the SVTS or CRC.

Primary Environmental Goal – Adequate firefighting capacity and capability to minimise the incidence and impact of fire.

PROCEDURE / STANDARD

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a fire hose, water cart, or suitable fire extinguisher or soil. Do not attempt to remove a transfer bin containing the fire.

IF USING A FIRE EXTINGUISHER, BE SURE TO USE THE CORRECT EXTINGUISHER TYPE FOR THE FIRE TYPE (SEE TABLE BELOW)

- Report any potentially dangerous fire to "000" and request the fire service, providing all information they require (i.e. your name, fire location, type, size, etc).
- Immediately or as soon as safely possible notify the **Landfill Coordinator – Waste Operations (TRC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours via the Whispir system where offsite smoke / fire impact is possible.
- Report the details of the fire on a **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to **Manager - Waste and Resource Recovery (TRC)**.
- The EPA are to be notified of fires that:
    - Require Fires Services to be in attendance; or
    - Combust more than 2.5 cubic metres of waste material; or
    - Cause or are likely to cause environmental or nuisance complaints to be received from the public or users of the landfill.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected;
- Health and safety of public / facility user protected;
- Minimise damage to public property.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury / death to employee;
- Injury / death to public / facility user;
- Damage to public property;
- Violations and / or fines from Regulatory Agencies.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

SOP 5: FIRE AT THE WASTE TIPPING FACE

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected at the tipping face or elsewhere on the landfill at the **FRWMF**.

Primary Environmental Goal – Adequate fire fighting capacity and capability to minimise the incidence and impact of fire.

PROCEDURE / STANDARD

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This may include the use of a fire hose reel, water cart or isolating the source of the fire and covering with soil by using on-site plant.

IF USING A FIRE EXTINGUISHER, BE SURE TO USE THE CORRECT EXTINGUISHER TYPE FOR THE FIRE TYPE (SEE TABLE BELOW)

- If in any doubt, evacuate area and immediately call '000' and request the presence of Fire and Rescue NSW. Provide all information required (i.e. your name, fire location, type, size etc).
- Immediately or as soon as safely notify the **Landfill Coordinator – Waste Operations (TRC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area where the fire is burning.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours via the Whispir system where offsite smoke / fire impact is possible.
- Report the details of the fire on a **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to **Manager - Waste and Resource Recovery (TRC)**.
- The EPA are to be notified of fires that:
    - Require Fires Services to be in attendance; or
    - Combust more than 2.5 cubic metres of waste material; or
    - Cause or are likely to cause environmental or nuisance complaints to be received from the public or users of the landfill.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal;
- Employee's safety protected;
- Health and safety of public / facility user protected;
- Minimise damage to public property.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury / death to employee;
- Injury / death to public / facility user;
- Damage to public property;
- Violations and / or fines from Regulatory Agencies.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

SOP 6: FIRE IN VEHICLE WASTE LOADS

PURPOSE AND SCOPE

To define a procedure for responding to a fire which is detected in a vehicle load of waste brought to the **FRWMF** for disposal.

Primary Environmental Goal – Adequate fire fighting capacity and capability to minimise the incidence and impact of fire.

PROCEDURE / STANDARD

Fire in load refers to a vehicle load of waste that is either on fire and / or smouldering or smoking prior to discharge at the tip face or to a waste transfer receptacle. All employees are expected to be familiar with the following procedures for handling such loads:

- Where suspected hazardous wastes are involved contact the Fire Brigade by telephoning "000" and request HAZMAT attendance. Provide all information they require (i.e. your name, fire location, type, size, etc).
- The driver is to dump the material in a clear area that is away from any building, vegetation and / or debris – preferably on a thick hardstand area or on virgin ground.
- Should it not be possible to move the vehicle to a clear space, isolate the vehicle and evacuate the area.
- If unable to contain, notify the Fire Brigade by telephoning "000" providing all information they require (i.e. your name, fire location, type, size, etc).
- As soon as possible notify the **Landfill Coordinator – Waste Operations (TRC)** of the incident and provide an update of the action initiated to date.
- Contain the fire, and if possible spread out the load and extinguish the fire with water or soil being mindful of where runoff fire water may be travelling. Contain if practical.
- Once fire is determined to be completely out, assess the content of the waste to determine if any hazardous wastes are present place the load into an empty waste receptacle for transport to the landfill. No other waste is to be incorporated into the waste receptacle.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours where offsite smoke / fire impact is possible.
- Report the details of the fire on a **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to **Manager - Waste and Resource Recovery (TRC)**.
- The EPA are to be notified of fires that:
    - Require Fires Services to be in attendance; or
    - Combust more than 2.5 cubic metres of waste material; or
    - Cause environmental or nuisance complaints to be received from the public or users of the landfill.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal;
- Employee's safety protected;

- Health and safety of public / facility user protected;
- Minimise damage to public property.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury / death to employee;
- Injury / death to public / facility user;
- Damage to public property;
- Violations and / or fines from Regulatory Agencies.

SOP 7: CHEMICAL SPILL RESPONSE

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of a chemical spill from containers at the **FRWMF**.

Primary Environmental Goal – Preventing degradation of local amenity.

PROCEDURE / STANDARD

Actions required in response to such an event may vary and it will be the role of the **Landfill Coordinator – Waste Operations (TRC)** to determine and initiate appropriate actions. The following notes will form the basis of that decision making process.

- Depending on the scale of the spillage, it may be necessary to make first contact with emergency services by dialling 000 and advise of the type of emergency and the assistance needed (Fire Brigade – HAZMAT).
- Secure the affected area(s) by using suitable means such as barricades and bunting. Engage measures to restrict vehicles entering the site.
- As soon as possible notify the **Landfill Coordinator – Waste Operations (TRC)** of the incident and provide an update of the action initiated to date.
- If necessary, initiate evacuation of staff and others that may be on site, including contractors.
- Where possible, confine the incident and prevent the spread of its effects without endangering personnel. This may include building sand bag bunds, rotating the container or plugging the leak.
- For small spills, use the spill kit kept on site, cover drains and/or place temporary bunding.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Notify neighbours who may be affected by the incident.
- Report the details of the fire on a **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to **Manager - Waste and Resource Recovery (TRC)**.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Limit environmental damage;
- Health and safety of public / facility user protected.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Extended environmental damage;
- Injury / death to employee;
- Injury / death to public / facility user;
- Violations and / or fines from Regulatory Agencies.

SOP 8: STORAGE AND HANDLING OF CHEMICAL AND HAZARDOUS SUBSTANCES

PURPOSE AND SCOPE

The use of chemicals and hazardous substances at the **FRWMF** is generally limited to paints, solvents for maintenance of site equipment / plant and herbicides / pesticides for controlling pests.

The aim of this procedure is to assist in the identification, handling, storage and disposal of hazardous substances. It includes the use of labels and Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS), provision of information and training to personnel as well as storage and disposal requirements for use of hazardous substances.

The procedure also addresses the management of hazardous substances imported to the site by users of the waste management facility. These substances include paints, household chemicals, herbicides, pesticides and gas bottles etc.

Primary Environmental Goal – Preventing degradation of local amenity.

PROCEDURE / STANDARD

1. Purchase of Materials

When a hazardous substance is purchased the supplier must provide sufficient information to ensure that the substance can be handled, stored, transported, used, processed and disposed of safely. Full safety data in the form of a current approved MSDS / SDS must be provided by the supplier on the first occasion that a hazardous substance is supplied. The manufacturer shall review and revise the MSDS every five years as a minimum. Suppliers are required to provide MSDS / SDS on request.

Whenever possible a nonhazardous alternative shall be selected. However, where no such alternative is available the most suitable, but least harmful or dangerous, shall be considered.

2. Labelling of Hazardous Substances

Suppliers shall ensure that all containers of hazardous substances for use are appropriately labelled. Where a hazardous substance is decanted and not used or further processed immediately, the container into which the substance is decanted is labelled with the product name and risk and safety information (this does not apply to substances which are decanted and used immediately). Hazardous substance containers shall remain appropriately labelled until they are cleaned and no longer contain any hazardous substance. All containers shall be in suitable condition. Damaged, leaking or corroded containers must not be accepted.

3. Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS)

MSDS / SDS should contain the following information as a minimum:

- State if the product is classified as a hazardous substance;
- Safety Equipment to be worn by the operator when using the substance;
- Storage requirements including compatibility with other substances;
- Requirements for transport and disposal;
- Procedures for clean-up and disposal of spilt product and waste containers;
- First aid procedures if the substance contacts skin, eyes, is swallowed or ingested.

A register of MSDS / SDS shall be maintained at the facility and made available for use by all employees at site. All MSDS / SDS shall be readily accessible to all employees with potential exposure to those substances.

4. Storage

Flammable goods need to be stored away from sources of ignition and spillage containment is required. Dangerous goods legislation requires segregation of different classes of dangerous goods and licensing is required when certain quantities are exceeded.

5. Handling Hazardous Substances and Dangerous Goods

- Hazardous substances bought to the facility shall be segregated and taken to the designated storage areas located within the facility. These substances need to be adequately segregated to prevent fires or other dangerous occurrences.
- Examples of these wastes include paints, household chemicals, herbicides, pesticides and gas bottles.
- These materials and substances will be collected on regular basis under contract and transferred for disposal at an appropriate facility. These substances are not to be disposed of at Council's Landfill.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected;
- Health and safety of public / facility user protected;
- Impacts on the natural environment are minimised.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury / death to employee;
- Injury / death to public / facility user;
- Violations and / or fines from Regulatory Agencies.

SOP 9: FUEL AND OIL SPILL RESPONSE

PURPOSE AND SCOPE

To define the procedure for the containment, management and clean-up of minor fuel / oil spills at the **FRWMF**.

Primary Environmental Goal – Preventing degradation of local amenity.

Fuel / oil spills refers to discharges of petroleum compounds, including petrol, diesel, lubricating oils, hydraulic oils, greases etc. Spillage of oils and fuels may arise from leaking machinery (e.g. burst hydraulic hoses) and spillage of liquids from containers deposited or stored at the site.

It is important to take prompt action to clean up any spilt oil or fuel to minimise the risk of accidents occurring and to prevent contamination of local waterways should the spilt fuel / oil enter the site drainage system.

PROCEDURE / STANDARD

Equipment available to clean up oil spills include oil absorbent pads, "kitty litter", oil absorbent booms and drain blocking pads. Additional materials may be obtained by contacting the Council's Store or Suppliers. This equipment or "spill kit" should be stored close to point of use or in a readily transportable form e.g. on a trailer or in a wheeled bin.

The steps in this procedure shall be as follows:

1. For mechanical equipment, shut down the item of plant and plug the leak or crimp the hydraulic hose if possible and quickly. For leaking containers, address the source of the leak, but at all times, avoid contact with the material;
2. Isolate adjacent drainage points;
3. Dam and contain the spill using the contents of the spill kit;
4. Recover and absorb.

Once the source of the leak is established, undertake all efforts to prevent further flow, e.g. if leak is from an oil drum, roll drum so that leak areas is uppermost. If leak is from pipe from oil truck, close valves etc. All attempts should be made to plug the leak.

Stop all human and vehicular traffic through the spill area. Isolate sources of ignition and advise fire authorities (and licensing authorities). Mobilise fire extinguishers, if suitable.

Contain the spill as follows:

- Protect drains by forming barriers and sealing drainage grates (e.g. using strong plastic bags partially filled with sand or water). The absorbent socks and pillows can be used to block off drains allowing water to go through but trapping the oil. Absorbent material has limited capacity and needs to be replaced regularly.
- If possible stop the spill from spreading by deflecting the oil into another container.
- Form barriers using absorbent material and place on the edge of the spill (or use any other suitable and available materials, e.g. soil, sand).
- All used absorbent material is to be collected for disposal at a suitable landfill.
- If sufficient product exists, hand pumps should be used and product transferred to a suitable container (lined drums, skips or tankers).
- Avoid the use of electrical equipment that could be the source of ignition.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected;
- Health and safety of public / facility user protected;
- Impacts on the environment are minimised.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury to employee;
- Injury to public / facility user;
- Environmental pollution;
- Violations and / or fines from Regulatory Agencies.

SOP 10: WHISPIR EMERGENCY NOTIFICATION PROCEDURE

PURPOSE AND SCOPE

To define the procedure and process for the notification of neighbours and wider community via Whispir in the event that an incident at **FRWMF** could affect neighbouring properties.

Primary Environmental Goal – Preventing degradation of local amenity.

In the event that an incident could affect neighbouring properties, properties surrounding the FRWMF and the local community should be notified.

PROCEDURE / STANDARD

In the event that an incident at the **Forest Road Waste Management Facility** may affect neighbouring properties or wider community, impacted properties shall be notified either by phone call or via **Whispir**. At the delegation of the **Landfill Coordinator – TRC**, the **Senior Environmental Officer – (TRC)**, **Senior Waste Management Officer – Waste Operations (TRC)** or **Manager - Waste and Resource Recovery (TRC)** may implement the Whispir notification procedure**.**

NOTE: Any wider communications (e.g. through local media or website etc) shall be the responsibility of the **Manager – Waste and Resource Recovery**.

The relevant contact List for neighbouring properties is provided in **Appendix B**. This list must be updated during each annual PIRMP review, and the relevant distribution list in Whipsir updated accordingly.

The steps in this procedure for Whispir Notifications shall be as follows:

1. Go to: https://au.whipsir.com;
2. Login;

   Username: *firstname.surname*

   Password: *xxxx*
3. Click on the relevant Workspace and select New Message;
4. Click on the **TO** Field;
5. Select *Distribution Lists – Group* from the drop down box;
6. Double click on required contacts (ensure contacts show in the recipients list);
7. Click OK;
8. Select the required template from the drop down box;
9. Ensure the message is correct and add any incident specific requirements, including advice such as keep windows and doors closed, avoid use of / contact with water etc.;

   e.g. nature of incident, date and time of incident, assessment of severity, type and quantity of material involved, response actions taken.
10. Ensure that No Reply is selected in the Features tab under the email / text body;
11. Click Send.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Health and safety of public / facility user protected;
- Impacts on the environment are minimised.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury to public / facility user;
- Environmental pollution;
- Violations and / or fines from Regulatory Agencies.

SOP 11: WEIGHBRIDGE OPERATIONS DURING AN INCIDENT RESPONSE

PURPOSE AND SCOPE

The purpose of this procedure is to define actions specific to the weighbridge operator that should be undertaken in the event of a significant incident response at the **FRWMF**.

Whilst this SOP cannot provide detail on the necessary actions required to be undertaken for every possible incident response scenario, the aim of this SOP is to provide a guide for considerations to be given by the weighbridge operator in such an event.

Primary Goal – Ensuring the restriction of non-essential personnel to the FRWMF in the event of a significant emergency incident.

PROCEDURE / STANDARD

Actions required in response to an incident may vary depending upon both the significance and nature of the event, and it will be the role of the **Landfill Coordinator – Waste Operations (TRC)** to determine and initiate appropriate actions. The **Weighbridge Operator** may have an important role in such a situation, and may be required to take action to ensure access to the site is restricted to essential personnel and services only. This should be done in discussion with the **Landfill Coordinator - Waste Operations, Senior Waste Management Officer or Manager - Waste and Resource Recovery.** The following notes will form the basis of that decision making process.

- Depending on the nature and significance of the incident, determine if it may be necessary to contact appropriate emergency services by dialling 'Triple Zero' (000) and advise of the type of emergency and the assistance needed.
- Determine whether or not there is a need to secure the FRWMF site and prevent the inward movement of non-essential emergency services to the site.
- Contact the **Landfill Coordinator - Waste Operations, Senior Waste Management Officer or Manager - Waste and Resource Recovery** and provide information relating to the nature of the event and actions initiated to date.
- If necessary, initiate the control of lights at the weighbridge to restrict the inward movement of traffic to the site.
- If necessary, initiate evacuation of staff and others that may be on site, including contractors.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Notify neighbours who may be affected by the incident.
- Report the details of the fire on a **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to **Manager - Waste and Resource Recovery (TRC)**.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Health and safety of public / facility user protected.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury / death to employee;
- Injury / death to public / facility user;
- Violations and / or fines from Regulatory Agencies.

SOP 12: SITE EMERGENCY COMMUNICATIONS DURING AN INCIDENT RESPONSE

PURPOSE AND SCOPE

The purpose of this procedure is to define actions specific to emergency communications that should be undertaken in the event of a significant incident response at the **FRWMF**.

Whilst this SOP cannot provide detail on the necessary actions required to be undertaken for every possible incident response scenario, the aim of this SOP is to provide a guide for considerations to be followed in such an event.

Primary Goal – Ensuring an effective and efficient emergency communication process is in place for staff, contractors and visitors at the FRWMF in the event of a significant emergency incident.

PROCEDURE / STANDARD

Actions required in response to an incident may vary depending upon both the significance and nature of the event, and it will be the role of the **Landfill Coordinator – Waste Operations (TRC)** to determine and initiate appropriate actions in the first instance. The **Weighbridge Operator** may have an important role in such a situation, and may be required to take action to ensure access to the site is restricted to essential personnel and services only. This should be done in discussion with the **Landfill Coordinator - Waste Operations, Senior Waste Management Officer and Manager - Waste and Resource Recovery.** The following notes will form the basis of that decision making process.

- Depending on the nature and significance of the incident, determine if it may be necessary to contact appropriate emergency services by dialling 'Triple Zero' (000) and advise of the type of emergency and the assistance needed.
- Determine whether or not there is a need to secure the FRWMF site and prevent the inward movement of non-essential emergency services to the site.
- Contact the **Landfill Coordinator - Waste Operations, Senior Waste Management Officer or Manager - Waste and Resource Recovery** and provide information relating to the nature of the event and actions initiated to date.
- The **Manager - Waste and Resource Recovery**, **Director - Water and Waste or Senior On-Call Engineer** to determine if neighbours / the wider community are to be notified of the emergency incident.
- **Manager - Waste and Resource Recovery**, **Director - Water and Waste or Senior On-Call Engineer** to initiate **SOP 10: Whispir Emergency Notification Procedure.**
- If necessary, initiate the control of lights at the weighbridge to restrict the inward movement of traffic to the site.
- If necessary, initiate evacuation of staff and others that may be on site, including contractors.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- All media enquiries with regard to the emergency incident should be directed to the **Executive Manager - Communications and Community Engagemen**t. Operational staff should not respond to any media.
- Report the details of the incident on a **Workplace Incident Report and Investigation Form** (FRM-Workplace Incident Report and Investigation; TRIM Template Reference SF6289) and refer to **Manager - Waste and Resource Recovery (TRC)**.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Health and safety of public / facility user protected;
- Effective communication with members of the public, media, emergency services.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury / death to employee;
- Injury / death to public / facility user;
- Violations and / or fines from Regulatory Agencies;
- Unclear / ineffective communications with other parties and potential impacts to employees, public, media and / or emergency services personnel.

SOP 13: EMERGENCY COMMUNICATIONS AND PUBLIC MESSAGING DURING AND AFTER AN INCIDENT

PURPOSE AND SCOPE

The purpose of this procedure is to define authority, responsibility and actions specific to external emergency communications and messaging that should be undertaken in the event of a significant incident response at the **FRWMF**.

Whilst this SOP cannot provide detail on the necessary actions required to be undertaken for every possible incident response scenario, the aim of this SOP is to provide a guide for considerations to be followed in such an event.

Primary Goal – Ensuring an effective and efficient external emergency communication process is in place for residents bordering the FRWMF and the wider community in the event of a significant emergency incident.

PROCEDURE / STANDARD

Actions and messaging required in response to an incident may vary depending upon both the significance and nature of the event, and it will be the role of the **Senior Waste Management Officer and Manager - Waste and Resource Recovery (TRC)** to initiate this SOP with the **Executive Manager - Communications and Community Engagement** and promptly advise on details and developments of the incident.The Communications Manager will provide a conduit to relay information to the community but is not expected to develop that information 'in isolation' The following notes will form the basis of that communications process.

- The **Manager - Waste and Resource Recovery**, **Director - Water and Waste or Senior On-Call Engineer** to determine if neighbours / the wider community are to be notified of the emergency incident.
- Depending on the nature and significance of the incident, determine if the **Executive Manager - Communications and Community Engagement or delegate** needs to be at the site of the incident.
- Contact the **Executive Manager - Communications and Community Engagement or delegate** and provide information relating to the nature of the event and actions initiated to date.
- Continue to relay relevant up to date information to the **Executive Manager - Communications and Community Engagement or delegate** in a timely manner.
- The **Executive Manager - Communications and Community Engagement or delegate,** is to determine the most appropriate communication platform and messaging to the public.
- All media enquiries with regard to the emergency incident should be directed to the **Executive Manager - Communications and Community Engagement or delegate**. Operational staff should not respond to any media.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Health and safety of public / facility user protected;
- Effective communication with members of the public, media, emergency services.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury / death to employee;
- Injury / death to public / facility user;
- Violations and / or fines from Regulatory Agencies;
- Unclear / ineffective communications with other parties and potential impacts to employees, public, media and / or emergency services personnel.

“This public accessible version of the Forest Road Landfill PIRMP has removed certain pages containing personal information.”