POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

WALGETT WASTE MANAGEMENT FACILITY

REVISION 9 – 26/06/2024

REVISION HISTORY

REVISION	DATE	AUTHOR / REVIEWER	DETAILS
DRAFT 1	19/07/13	LOGICUS Environmental Management	Provided to WSC for comment
FINAL		LOGICUS Environmental Management	Nil comments from WSC
			Insertions still required by WSC in some
			parts of document
REV 1	29/09/13	LOGICUS Environmental Management	Updated to reflect 'new' (from 01/10/13)
			operations contractor details (D&G Lane),
			amended site operation hours and WSC
			staff responsibilities.
REV 2	15/08/14	Acting Director-Urban Services	Updated to reflect no recycling facility available on this landfill
REV 3	11/11/17	A/Director Engineering	General Update
REV 4	07/08/18	Director Engineering	General Update
REV 5	17/07/19	Robert Bailey Consulting	Addition of Appendices 30, 31, 32, 33 Updated reference to - Recycling Centre, bunded Waste Oil Storage tank, Asbestos disposal and Landfill Areas Updated Tables 2, 6, 7 and 9 Updated SOPs and Relevant Responsible Officer references Completed Communications Recipients Schedule
REV 6	12/08/20	John Cavangh Consulting	Updated Cover Page & Revision History Updated Table 7 - Contact Details Updated Table 8 – Emergency Contacts Updated 2.2.2.4; 3.4.2; 3.4.3; 4.3.1.2; 4.4.3 Updated Appendix 33 Attendee list included Updated Footer & formatting
REV 7	6/6/22	John Cavanagh Consulting	Updated Cover Page & Revision History Updated Table 7 - Contact Details Attendee list included Simulation exercises included Updated Footer & formatting
REV 8	4/4/23	John Cavanagh Consulting	Updated Cover Page & Revision History Updated Table 7 - Contact Details Attendee list included Simulation exercises included Updated Footer & formatting
REV 9	24/6/24	John Cavanagh Consulting	Updated Cover Page & Revision History Updated Table 7 - Contact Details Attendee list included Simulation exercises included Updated Footer & formatting

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1. ADMINISTRATION

1.1 PURPOSE

This Pollution Incident Response Management Plan (PIRM PLAN) has been prepared to comply with the obligations introduced in the *Protection of the Environment Operations Act 1997* (POEO Act) which requires the preparation and implementation of a PIRM PLAN.

The purpose of this PIRM PLAN is to assist contractors, employees and management of the **Walgett Waste Management Facility (Walgett Landfill),** 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 PIRM PLAN contains guidance in determining the appropriate pre-emptive actions needed to 'prevent material harm' to the environment.

Also, industry is now required to report pollution incidents immediately to the EPA, NSW Health, Fire & Rescue NSW, Safework NSW and the local Council

1.2 OBJECTIVE & SCOPE

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

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

- Reduce the likelihood of a pollution incident occurring at the facility through identification of risks and the development of planned actions to minimize and manage those risks.

- Ensure comprehensive and timely communication about a pollution incident to all staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as NSW Ministry of Health, Safework NSW, and Fire & Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident.

- Ensure that the PIRM PLAN is properly implemented by trained staff, identifying persons responsible for implementation and ensuring that the PIRM PLAN is regularly tested for accuracy, currency and suitability.

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

This PIRM PLAN 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 PIRM PLAN also includes provisions for record keeping, testing, reporting and document revision.

1.3 LEGISLATIVE CONTEXT

The specific requirements for PIRM PLANs are set out in Part 5.7A of the Protection of the Environment Operations Act 1997 (POEO Act) and the Protection of the Environment Operations (General) Regulation 2022 (clause 72). 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 Regulation (clause 71).

- 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 & clause 74).

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

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

1.4 KEY TERMS & MEANINGS

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

1.4.1 Pollution Incident

The definition of a pollution incident as defined in the POEO Act dictionary is:

> *'an incident or set of circumstances, during or as a consequence of, which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise'.*

1.4.2 Material Harm to the Environment

A pollution incident is required to be notified if there is a risk of 'material harm to the environment',

which is defined in section 147 of the POEO Act as:

> *'(a) harm to the environment is material if:*
>
> *(i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or*
>
> *(ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000 (or such other amount as is prescribed by the Regulations), and*

(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment'.

1.4.3 Immediate Reporting Requirement

Industry is now required to report pollution incidents 'immediately' to the EPA, NSW Health, Fire & Rescue NSW, Safework NSW and the local Council **(WSC)**.

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

1.5 FACILITY COVERED BY THIS PIRM PLAN

The **Walgett Waste Management Facility** is covered by this PIRM PLAN which incorporates activities of a **Solid Waste (Putrescible) Landfill** and ancillary waste management related activities undertaken by WSC and/or by WSC's Contractor/s.

1.6 PIRM PLAN DISTRIBUTION

The master copy of this PIRM PLAN is to be maintained by the **Director Engineering (WSC)** who will be responsible for revisions of the PIRM PLAN and for the distribution of revised copies to the above mentioned persons and location.

A copy of this PIRM PLAN is to be kept at the premises to which the relevant Environmental Protection Licence (EPL) relates, 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.

A copy of this PIRM PLAN is also to be retained by the **Director Engineering.**

1.7 PIRM PLAN REVIEW

The PIRM PLAN is to be reviewed annually by the **Director Engineering (WSC)** in conjunction with relevant persons including the **Walgett Landfill Operations Contractor** and **relevant WSC staff.**

Note: the term 'Walgett Landfill Operations Contractor' is used extensively throughout the document and should be taken to collectively include the Contractor's staff.

When revisions are made to the PIRM PLAN, 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 1**), 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 PIRM PLAN assigned to that party has been updated. This form is to then be retained on file by the **Director Engineering (WSC).**

1.8 PIRM PLAN TRAINING

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

A) To ensure that Council and Contractor Employees are knowledgeable of their roles and responsibilities concerning this PIRM PLAN.
B) To ensure that Council & Contractor Employees are knowledgeable of the PIRM PLAN's procedures to affect a safe and appropriate response to pollution incidents.

Council & Contractor Employees will receive training in the PIRM PLAN appropriate to the level of their expected involvement. Appendix 2 provides the general training program which is to be implemented in support of this PIRM PLAN:

1.8.1 Training Frequency

Contractor 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 PIRM PLAN is changed.

1.8.2 Training Level

All **Contractor Employees** will receive training in the general PIRM PLAN procedures and Standard Operating Procedures related to the PIRM PLAN. Training shall cover routine pre-emptive inspections, incident discovery and management, (standard operating procedures), notifications, incident response and best practice facility management.

1.8.3 Supervisor Training

The **Walgett Landfill Operations Contractor** and **Director Engineering (WSC)** must undertake additional training, beyond that received by other general site staff, dealing with actions that are necessary to provide for the safety of employees, facility users & ancillary site contractors, the protection of facility assets and the management of pollution incidents.

1.8.4 Training Competencies

Details of the training competencies achieved by staff or contractors, relevant to this PIRM PLAN, are provided in **Appendix 2**.

1.9 PIRM PLAN DRILLS & EXERCISES

To ensure that this PIRM PLAN will meet current conditions and that all involved individuals will respond appropriately, the PIRM PLAN 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 PIRM PLAN procedures.

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

The **Director Engineering (WSC)** will complete a Pollution Incident Exercise Evaluation Form **(Appendix 3)** and maintain copies for review**.**

1.10 FORM OF PIRM PLAN

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

1.11 RELATIONSHIP WITH OTHER EMERGENCY & INCIDENT RESPONSE PLANS

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

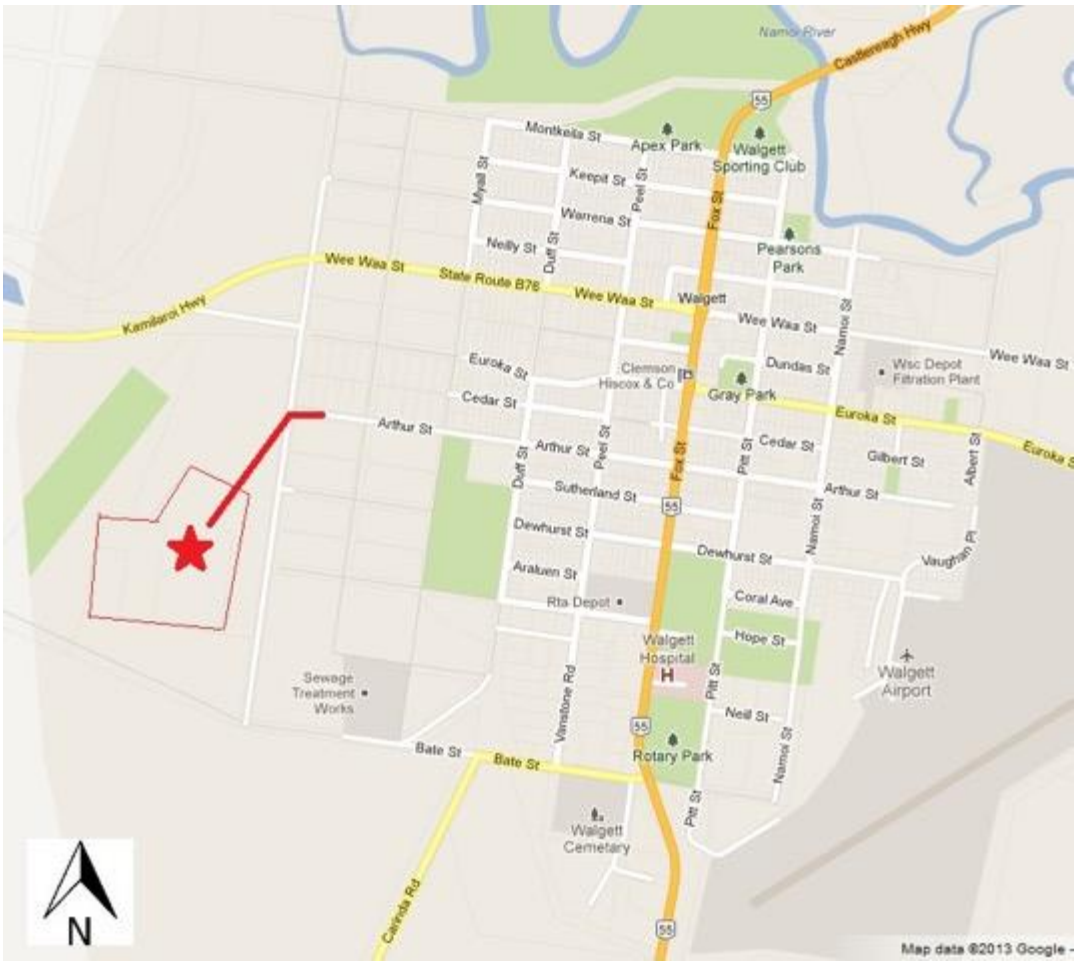
If other plans, procedures and protocols provide for enhanced, ancillary or complementary actions, then they may and should be implemented concurrently.

2. FACILITY DETAILS

2.1 LOCATION

NAME OF THE FACILITY:	WALGETT WASTE MANAGEMENT FACILITY (**Walgett Landfill**)
ADDRESS:	ARTHUR STREET, WALGETT, NSW 2358
PROPERTY DESCRIPTION:	**LOTS 60,102,106,145** **DP 750291**
OWNER:	WALGETT SHIRE COUNCIL

Figure 1 – Location Map:

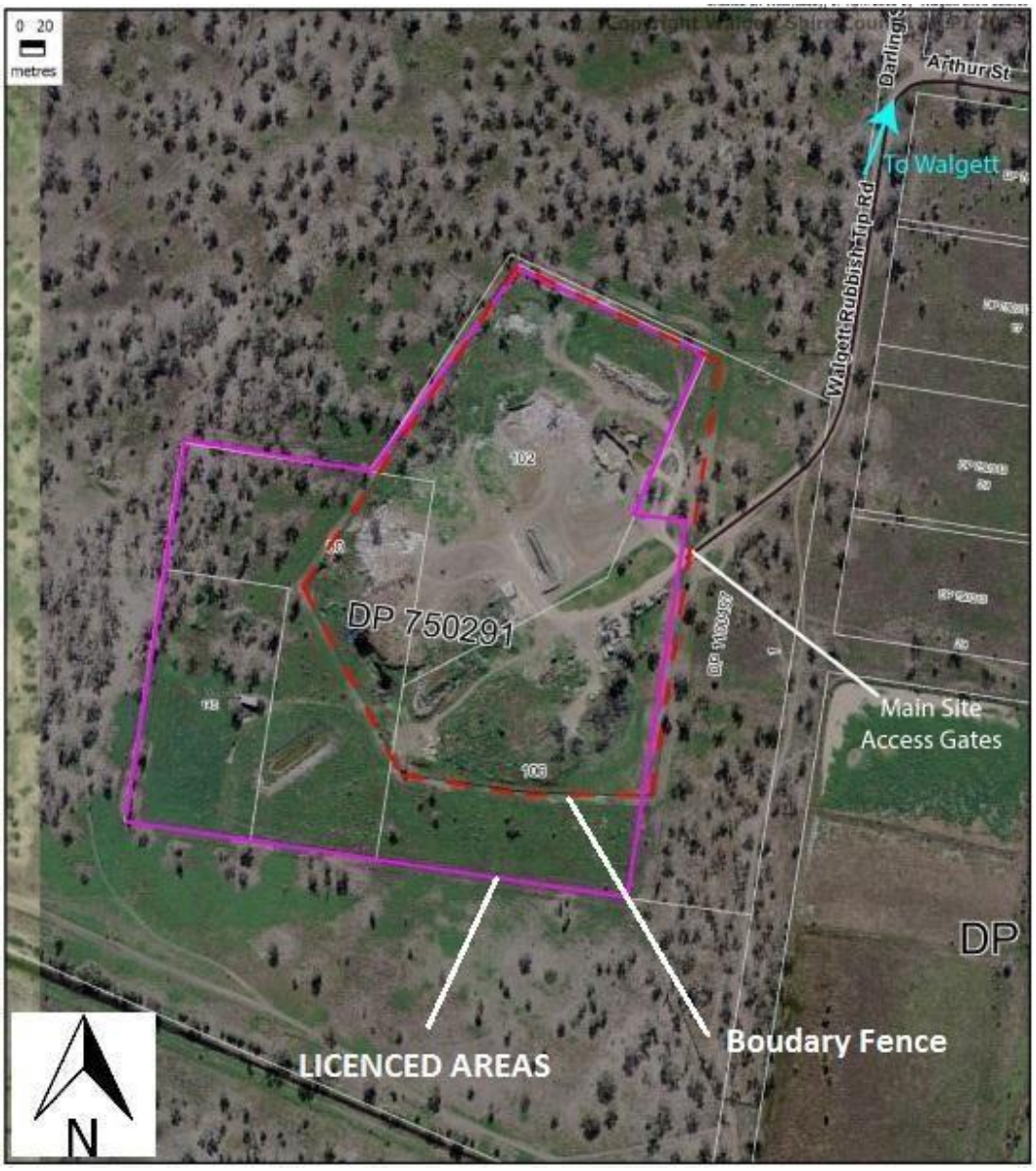


SITE ACCESS: Is via Fox Street Walgett, turning west into **Arthur Street** which veers south west to become what is locally known as 'Walgett Rubbish Tip Road' or more commonly just as 'Tip Road', to arrive at the Main Site Access Gates.

This is shown on the Site Services & Infrastructure Plans (**Appendix 30)** and as 'Main Site Access Gates' on **Figure 2 – General Site Layout.**

The site can become inaccessible by road during flood events (surrounded / partially submerged by flood waters). Site operations are suspended in such instances.

Figure 2 – General Site Layout:



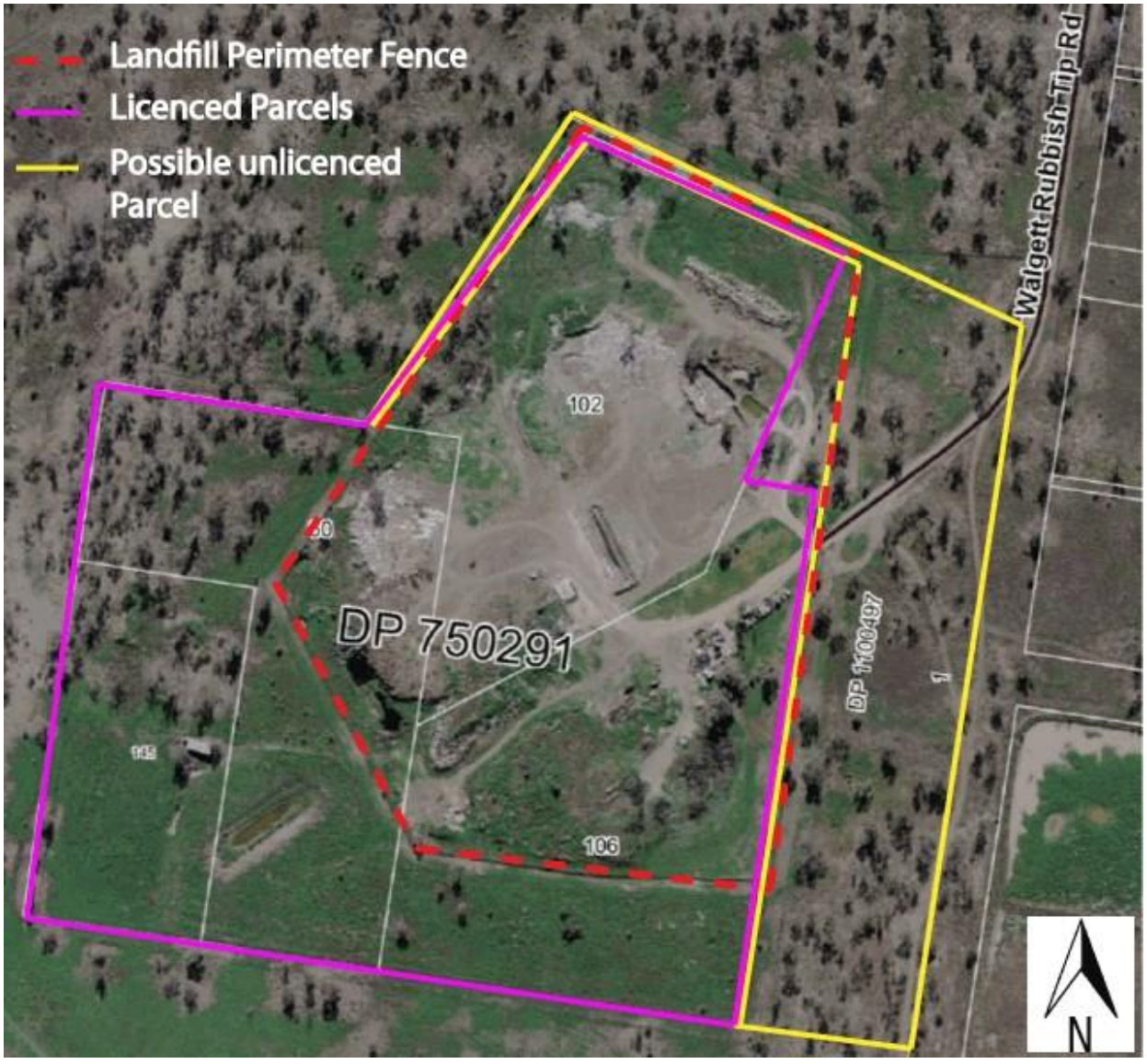
VEGETATION: The vegetation surrounding the facility is primarily scattered scrubby dry type woodland dispersed by grassland clearings.

A section of woodland exists within the EPL licenced area to the west which extends beyond the boundary of the facility, further west and to the north. These are native species (eucalypts, acacias, melaleucas etc).

TOPOGRAPHY: The topography of the site is essentially floodplain (flat) which drains generally to the

perimeters (sheet flow water shedding) rather than more formalised drainage pathways. This will become more prominent over time as the site is progressively raised above the flood plain / flood levels per long term site facility plans.

Figure 2(a) – Potential Site Boundary Adjustments:



2.2 FACILITY DESCRIPTION

2.2.1 Site Activities

The **Walgett Waste Management Facility** operates under an Environmental Protection Licence (EPL) being **L12466,** issued by the NSW EPA, which relates to a General Solid Waste (Putrescible) Landfill. Day to day supervision and operations of the site occurs under a service contract between WSC and the **Walgett Landfill Operations Contractor**.

The **Walgett Landfill Operations Contractor** is on site during operational hours when the facility is also open to the general public. These operational hours are:

8:30am to 12:00am AND 1:00pm to 4:00pm – 7 days per week

Site closures are also in place on Christmas Day, New Years Day, Good Friday and Easter Sunday.

The site is fully fenced, gated and secured with the principle features / activities occurring on the facility which are shown on the Site Services & Infrastructure Plans at **Appendix 30**, including:

1. **SITE OFFICE:** is the control point for the site with vehicles entering the facility generally passing the site office where load inspection / waste assessments occur to ensure only approved waste types are accepted shall occur.

2. **RECYCLING CENTRE:** Currently no recycling centre is available on this Landfill.

3. **LANDFILLED AREA:** operates for burial of around 5,000 tonnes per annum of waste materials including General Solid Wastes, Commercial & Industrial Waste, Construction & Demolition Waste as well as Asbestos (as examples). The 'active' landfilling area, where amounts of exposed waste would be expected, is not specifically shown as the area moves frequently within the general Landfilled Areas shown in the Site Services & Infrastructure Plans (**Appendix 30**)

   The extent of the Landfilled Areas (as shown at **Appendix 30**) is indicative (not survey located). Council has adopted a final landform design and filling/staging plans as prepared by Geotechnical Consulting Engineer Robert H Amaral which form part of the site contractor's duties to be followed.

   There are areas of the site upon which waste management related activities now occur and these are shown as being within Landfilled Areas (i.e. placed over the top of former waste disposal areas). This is important in the case of fires etc where underlying materials should be known. Generally, these relate to the resource recovery areas described following.

4. **RESOURCE RECOVERY AREAS:** recoverable materials, such as concrete & brick, greenwaste, tyres, metals, whitegoods etc are separated and stockpiled awaiting reprocessing. Service contracts ensure these materials are processed routinely to ensure stockpiles are maintained at minimum sizes.

   Up to 2,000 tonnes per annum of organic material is managed within this part of the site comprising garden materials & timber (as examples). The materials are shredded before the

end product is used on site for cover / landscaping / sediment control / revegetation OR provided to customers for use off site.

Waste concrete & bricks may also be stockpiled before being crushed or re-used on the landfill for hardstand, internal roads or bund wall construction. 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.

Site management protocols require litter controls to be in place for these areas which are normally surrounded by hardstand / access roads and serve as general fire breaks.

5. **BUNDED OIL TANK / SHED –** There is a bunded oil tank inside a shed which holds approximately 4,000 litres. This was provided and serviced by the NETWASTE contract.

6. ***drum*MUSTER Yard:** Is an area where empty / triple rinsed agricultural chemical drums are stored prior to recycling / off-site disposal.

7. **ASBESTOS / OFFAL BURIAL AREA** incorporates a 'pit' where loads known, or having been suspected of containing asbestos, are generally directed for burial. This area is not specifically shown in **Appendix 30** as it is regularly relocated within the Landfilled area. Changes to operation based on the Amaral concept final landform design and filling plan will see deceased animals and asbestos deposited in the general tipping area and covered.

8. **LEACHATE DAMS (temporary):** There are no permanent leachate (contaminated water) capture dams or pumping systems on the site. However, from time to time:

    - it may be necessary to capture, store and treat surface waters that have come into contact with waste (becoming leachate) where temporary leachate storage dams / structures may be built; OR
    - the waste facility is within the town levy area and as a result is now laregely protected from flooding.
    -

    Overflows of these temporary leachate dams would generally be considered as highly diluted having mixed with significant volumes of stormwater prior such an overflow.

The contents of temporary Leachate Dams may be pumped via irrigation / sprays which would be regularly moved around the Landfilled Areas so therefore are not shown in **Appendix 30**.

NOTE : Sprinklers / pipes located within any Landfilled area should be cautiously regarded as containing leachate.

2.2.2 Site Plan

The Site Services and Infrastructure Plans show:

- the overall site arrangement and general activity areas described earlier
- the general locations of potential pollutants
- the locations of first response / emergency equipment and evacuation assembly point
- general site drainage / flow paths.

The detailed Site Services and Infrastructure Plans can be located in **Appendix 30** of this document.

3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

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

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

Pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the facility in the context of the potential pollution hazards above are provided as follows:

Table 1 – Summary of Pre-emptive Actions:

POTENTIAL HAZARD	PRE-EMPTIVE ACTION
• Leachate dam overflow caused by excessive storm / flood water • Leachate pump, line or dam (temporary) failure • Leachate spring eruption • Ground water contamination • Fire at tip face or exposed waste stockpile • Fire in incoming load • Fire in green waste, mulch, tyre or other material stockpile or storage • Chemical spill • Oil / fuel spills. • Failure of hazardous material containment tanks / bund / storage • Windblown litter • Odour • Dust (including Asbestos) and sedimentation • Explosion of gas cylinders	Undertaking routine inspections in accordance with the Environmental Checklists (**Appendix 29**) Responding in accordance with Standard Operating Procedures (SOPs) **(Appendices 5 to 27)**

• Landfill Gas (methane) • Ozone depleting gas release (from refrigeration item wastes)	

3.2 REGISTER OF POTENTIAL POLLUTANTS

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

Table 2 – Summary of Potential Pollutants

POLLUTANT TYPE / SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY	LOCATION (refer Site Plan)	TYPE OF CONTAINMENT	MSDS
Leachate	Liquid	varies	Temporary Leachate Dams & Pump lines, Irrigation Areas	Earth formed dam & pipes	NA
Used Tyres	Solid	50 tonnes max	Resource Recovery Areas	Hardstand	NA
Green waste / mulch	Solid	2,000 cubic metres (shredded) 4,000 cubic meters (unprocessed)	Resource Recovery Areas	Hardstand	NA
Oil / Water based paint	Liquid	Up to 20 litres	Recycling Centre	Domestic Packaging	NA
Used Motor Oil	Liquid	Up to 1000 litres	Waste Oil Station	Self Bunded	N/A
Herbicides / Pesticides	Liquid & Solids	Up to 5 litres	Recycling Centre	Domestic Packaging	NA
E-waste	Solid	Up to 20 cubic metres	Recycling Centre* (in cages around shed)	Metal Cage	NA
Household cleaners	Liquid or Powder	< 5 Litres	Site Office	Domestic packaging	NA
Lead Acid Batteries	Solid	Up to 100 units	Recycling Centre	Bunded pallets	NA
General Wastes (exposed)	Solid	200 tonnes	Landfilled Area, Resource Recovery Areas, Recycling Centre	Landfill cell / Bales / Stockpiles	NA
Ozone depleting refrigerant	Gas	Up to 20 waste fridge / freezer units stored before degassing	Resource Recovery Areas	Stored 'in vessel' as delivered	NA
Asbestos	Solid	Incidental amounts	Asbestos Burial Area	N/A	NA
		Incidental amounts	Around Site	N/A	NA

**Note:* *Asbestos can be identified in areas 'around site' after being illegally deposited (i.e. co-mingled with other materials)* and landfill gas *passively vents from the landfilled areas – these locations are not shown on Plans.*

The **Site Services & Infrastructure Plan** provided in **Appendix 30** shows key pollutant locations

3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS

Notwithstanding **WSC'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 into surface / groundwater
- Litter, odour, dust or sedimentation

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

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

3.3.1 Likelihood

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

Table 3 – Incident Likelihood Descriptions

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

3.3.2 Consequence

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

Table 4 – Incident Consequence Descriptions:

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

3.3.3 Risk Evaluation

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

Figure 3 – Risk Evaluation Matrix:

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

RATING	DEFINITION
LOW	Review consequence and likelihood and manage through routine procedures
MOD	Ensure management system controls risk and managerial responsibility is defined.
HIGH	Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that appropriate management processes can be demonstrated to be in operation.
EXTREME	Risk must be reduced or eliminated. If the risk cannot be reduced from "Extreme", then management must provide continuing assurance that due diligence systems are in place so that appropriate management can be demonstrated.

For the purposes of this PIRM PLAN:

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

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

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

Table 5 – Risk Identification & Management Plan

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
1. ENVIRONMENTAL (a) Leachate Discharge (Off Site)	Temporary Leachate dam / containment overflow	Leachate contamination of adjacent land and / or waterways	Likely/ Moderate (HIGH)	Routine inspections	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Major (MODERATE)	SOP Appendix 6	SOP within the PIRM PLAN
	Emergency Leachate pump breakdown or pipeline failure	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections. Scheduled maintenance servicing of pump and pump connections (when needed) Standby pump and service parts available Surface water monitoring	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Major (MODERATE)	SOP Appendix 7	SOP within the PIRM PLAN Report in EPL Annual Return
	Leachate contamination of the surface water management system.	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspection to ensure suitable management procedures, including bund separation at active tipping area	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Major (MODERATE)	SOP Appendix 8 SOP Appendix 9	SOP within the PIRM PLAN
	Temporary Leachate dam rupture	Leachate contamination of adjacent land and / or waterways	Rare/ Major (HIGH)	Routine inspections	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 10	SOP within the PIRM PLAN

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Leachate seepage from landfill operations into water table	Leachate migration and possible contamination of water table	Possible/ Major (HIGH)	Monitoring of ground bores to detect leachate migration Cover & Compaction	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Major (MODERATE)	SOP Appendix 11 & 24	SOP within the PIRM PLAN Report in EPL Annual Return
	Uncontrolled or undetected leachate springs	Leachate contamination of the surface water management system, adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 10	SOP within the PIRM PLAN
(b) Combustion	Stockpile of used tyres ignites	Combustion creates smoke and oil residues	Possible/ Moderate (MODERATE)	Maintain buffer zones Limit quantity of tyres held on site Routine inspections	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 12	SOP within the PIRM PLAN
	Green waste stockpile ignites	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Routine inspections to ensure stockpile size and temperature management with maintenance of buffer zones	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 13	SOP within the PIRM PLAN

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Fire in waste bins / storages	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Inspection of all incoming loads	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 14	SOP within the PIRM PLAN
	Fire at landfill active tipping area	Combustion creates smoke and fire hazard. Deep seated fire difficult to extinguish.	Possible/ Moderate (MODERATE)	Inspection of all incoming loads Site secured at close of day	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 15	SOP within the PIRM PLAN
	Fire in vehicle load of incoming wastes	Combustion creates smoke and fire hazard. Property damage.	Possible/ Moderate (MODERATE)	Inspection of all incoming loads and tipping area supervision	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 16	SOP within the PIRM PLAN
(c) 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/ Major (HIGH)	Retain minimum quantities on site Separation areas between stored chemicals Creation of minor storage area Use approved chemical storage	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 17	SOP within the PIRM PLAN

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Incompatible or incorrect chemical storage	Explosion / fire	Possible/ Major (HIGH)	Retain minimum quantities on site Separation areas between stored chemicals Creation of minor storage area Use approved chemical safes for storage	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 18	SOP within the PIRM PLAN
	Leakage from incoming loads	Soil contamination Explosion/fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Inspection of all incoming loads	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 19	SOP within the PIRM PLAN
(d) 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/ Major (HIGH)	Retain minimum quantities on site Creation of bunded storage area if diesel tank placed on site	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 20	SOP within the PIRM PLAN

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Failure of mobile plant hydraulic lines	Soil contamination Fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Staff or contractor training in waste placement, compaction and handling techniques. Routine plant inspection and servicing.	Staff or Contractor training and recording	Rare / Moderate (MODERATE)	SOP Appendix 20	SOP within the PIRM PLAN
(e) Dust / Sediment (Soils & Wastes)	Dust / sediment migrating off site	Complaints to EPA / Safework	Possible/ Moderate (MODERATE)	Wet down unsealed trafficable areas Use shredded green waste on exposed areas of cover material Revegetation of completed areas and sedimentation structures in place. Asbestos waste policy and education + tipping handling area	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Minor (LOW)	SOP Appendix 22 SOP Appendix 26	SOP within the PIRM PLAN
(f) Odour	Offensive odour	Complaints to EPA	Possible/ Moderate (MODERATE)	Provide weekly cover to active tipping area per EPL	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare / Minor (LOW)	SOP Appendix 23	SOP within the PIRM PLAN

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(g) Landfill Gas	Contributor to Global warming	Increase in tCO_2-e emissions / explosion / fire	Likely/Major (HIGH)	Waste diversion strategies and community / user education Resource recovery enhancements or increases Implement Final capping design approved by EPA	N/A	Rare/ Moderate (MODERATE)	Pre-emptive actions focus	N/A
(h) Litter	Litter migrating off site	Complaints to EPA	Likely/ Moderate (HIGH)	Provide weekly cover to waste & compact waste daily Erect semi permanent litter fences Provide mobile litter fence units & relocate to match conditions Litter collection activities	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare/ Moderate (MODERATE)	SOP Appendix 21 & 24	SOP within the PIRM PLAN
(i) Ozone depleting gas release	Contributor to Global warming	EPA regulatory breach	Likely/Major (HIGH)	Degassing acceptance process for fridges considered	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM PLAN	Rare / Minor (LOW)	SOP Appendix 27	SOP within the PIRM PLAN
(2) COMPLIANCE **(a) Incident Reporting**	Non-compliance with statutory reporting	Cautionary Notice Penalty Infringement Notice	Unlikely/ Moderate (MODERATE)	Prepare reports as required	Reporting protocols included in Environmental Checklist in Appendix 29.	Rare/ Moderate (MODERATE)	Follow up Action	PIRM PLAN / LICENCE

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(3) WORK HEALTH & SAFETY	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Likely/major (HIGH)	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 sub contractors Independent audit of all systems of work Emergency and evacuation plans, PIRM PLAN prepared and tested	Established tool box meeting protocols Council's corporate Work Health, Safety & Environment Plan or Policies	Unlikely/ Moderate (MODERATE)	SOP Appendix 2 SOP Appendix 25	PIRM PLAN / LICENCE

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

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

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

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION/S	QUANTITY	MAINTENANCE REQUIREMENTS / STANDARDS
Asbestos Kits	Site Office	>1	Refer to site Checklists (**Appendix 29**)
400 litre mobile water tanker	Adjacent to drumMUSTER Compound	1	
Spill Kit (Chemical / Fuels / Oils)	Site Office / Recycling Centre	1	
General Personal Protective Equipment (PPE) supplies	Site Office	Various	
Fire Extinguisher	Site Office / Recycling Centre	3	
	Site Heavy Plant / Vehicles	1 in each vehicle	
Fire Blanket	Site Office	1	
First Aid Kit	Site Office / Recycling Centre	>1	
Heavy Plant	Various	Various	

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

Additionally, site plant items shall be available for use to construct diversion / containments etc if required. These items will only be permitted to be operated by operators approved by the **Walgett Landfill Operations Contractor**.

3.4.2 Communication System

Mobile telephones (supplied or personal) are the principle communication (internal & external) means at the **Walgett Waste Management Facility**.

In a pollution incident, the mobile telephone can be used as a means of notifying those individuals / organisations responsible for activating this PIRM PLAN and managing the incident response. A series of 2-Way radios are also used in plant on site.

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

3.4.3 Security

Access to the **Walgett Waste Management Facility** by unauthorised persons and unauthorised activities occurring on the site is controlled at the **Site Office** by **Walgett Landfill Operations Contractor**. A 1.8m secure boundary fence is also in place.

3.4.4 First Aid Equipment

A suitable fully stocked and easily accessible First Aid kit is located at the **Site Office** and its location clearly labelled. Other first aid kits are available at various points on the site.

3.4.5 Signs & Labels

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 will be clearly displayed at a location within the facility that can be seen by Contractor staff and facility users.

3.4.6 Funding Arrangements and Support

The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from a company / Council or individual / Contractor responsible for the pollution incident.

Having regard to the above the following pollution incident funding arrangements are in place:

- Funds within Council's Operating Budget & Reserves
- Public liability insurance policies

4. POLLUTION INCIDENT CONTROL & RESPONSE

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

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

Table 7 – PIRM PLAN Contact Personnel:

Name	Position	Contact Details (24 Hours)	Notification / Responsibilities	Communication / Responsibilities
Greg Lane David Lane	Walgett Landfill Operations Contractor	0429 991 313 0428 628 022	Emergency Services, Director Engineering Services (WSC)	Emergency Services Site personnel Other on-site Contractors / Ancillary Operations Neighbouring property owners
Kazi Mahmud	Director Engineering (WSC)	0408 460 528 02 6828 6100	Emergency Services EPA Ministry of Health Safework Fire and Rescue Council GM	Emergency Services WSC site personnel / Walgett Landfill Operations Contractor EPA & Lead Agencies Media & Ministries within delegations
Megan Dixon	General Manager (WSC)	0459 685 091 02 6828 6100	Mayor & Councillors	Media, Councillors & wider Community

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

4.2 KEY INCIDENT CONTACT DETAILS

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

Table 8 – PIRM PLAN Emergency Agency Contacts:

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire & Rescue NSW	Duty Officer	**000** **1300 729 579**
NSW Police	Duty Officer	**000** **02 6820 3999**
Ambulance Service of NSW	Duty Officer	**000** **131 233**
Walgett Hospital	Reception	**02 6817 9400**
Environment Protection Authority (EPA)	EPA Environment Line	**131 555**
	Dubbo Office	**02 6883 5333**
NP&WS	Parks & Wildlife Regional Office	**(Narrabri)** **02 6792 7300**
Safework NSW	Duty Officer	**131 050**
Department of Primary Industries (NSW Fisheries)	Reception	**1800 043 536**
POISONS Information	Duty Officer	**131 126**
NSW Ministry of Health	Reception	**(08) 8080 1499** **(Broken Hill)** **02 9391 9000**
State Emergency Service (SES)	Duty Officer	**132 500**
Transport for NSW Services	Reception	**132 213**
Bureau of Meteorology	General Information	**1300 659 218**

NB This list is to be verified at least annually and updated whenever a change has occurred.

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

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

The prompt notification of an incident can often greatly assist in ensuring that the risk of injury, death, damage or environmental harm is minimized. In this regard the following incident notification procedures are to be implemented:

4.3.1.1 Small Area / Minor Incidents

Incidents such as small chemical spills or individual medical emergencies will generally not require the notification of incident response agencies. It will be the general practice that **ALL** incidents will be notified immediately to the **Walgett Landfill Operations Contractor** so that an assessment of the level of response required can be made.

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

In addition to the immediate notification of any minor incident or event, an incident report notification form, included as **Appendix 4**, is to be completed and forwarded to the **Director Engineering (WSC)**.

4.3.1.2 Major Incident

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

Where a MAJOR incident occurs, the **Walgett Landfill Operations Contractor** will **immediately** notify the ***Director Engineering (WSC) who shall implement the pollution notification protocol Appendix 5.***

Importantly **Appendix 5** requires the immediate notification of:

- EPA **131 555**
- Ministry of Health via the local Public Health Unit **(08) 8080 1499**

- Safework NSW **13 10 50**
- Council (General Manager and relevant staff) **02 6828 6100**
- Fire & Rescue NSW (if not called for initial emergency response) **1300 729 579**

In addition to the immediate notification of any MAJOR pollution incident, an incident report notification form, (refer to **Appendix 4**), is to be completed and forwarded to the **General Manager (WSC).**

4.3.2 Community Notification and Communication

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

In this regard the following notification and communication action plan will be applicable to MAJOR pollution incidents at the **Walgett Waste Management Facility**.

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

WSC observes the legislative definition of a 'pollution incident' and notification protocols but may choose to implement parts of the Communication Action Plan (for neighbours and agencies) for lesser level incidents if there is merit in doing so (general courtesy, commitments to specific neighbours / complainants etc).

Where there is no legislative obligation to notify, the decision will be made by the **Director Engineering** on a case by case basis.

Table 9 - PIRM PLAN Community Notification & Communication 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 depending on the severity of discharge	EPA – refer EPL (if pollution incident defined in PIRM PLAN – apply notification protocol in **Appendix 5**) Occupiers of neighbouring downstream properties (see **Appendix 28** for Communication Recipients Schedule) Local Community / Media	Director Engineering (WSC) Walgett Landfill Operations Contractor Director Engineering (WSC) or other staff member within delegations	Phone call to Agencies (if Pollution Incident) Call to EPA Environment Line followed by a written report to EPA Phone call / door knock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Assessment of severity Type & quantity of material involved Explanation of containment status Date and time of incident Response actions taken Refrain from contact / use of water Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Fire	Local impact, likely to be MINOR, depending on the severity of the fire	EPA – refer EPL (if pollution incident defined in PIRM PLAN – apply notification protocol in **Appendix 5**) Occupiers of neighbouring properties (see **Appendix 28** for Communications Recipients Schedule) Local Community / Media	Director Engineering (WSC) Walgett Landfill Operations Contractor Director Engineering (WSC) or other staff member within delegations	Phone call to Agencies (if Pollution Incident) Call to EPA Environment Line followed by a written report to EPA Phone call / door knock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of fire Agency responding Close windows / doors, turn heating cooling and ventilation off or to recirculate only. 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	If pollution incident defined in PIRM PLAN – apply notification protocol in **Appendix 5**	Director Engineering (WSC)	Phone call to Agencies (if Pollution Incident)	Date and time of incident Response actions taken Type of Spill Agency responding
		Occupiers of neighbouring properties (if impacted) (see **Appendix 28** for Communications Recipients Schedule)	Walgett Landfill Operations Contractor	Phone call / door knock to occupiers of impacted neighbouring properties	Refrain from contact with soil / water. Close windows / doors, turn heating cooling and ventilation off or to recirculate only
		Local Community / Media	Director Engineering (WSC) or other staff member within delegations	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
Oil / fuel spill (off site discharge)	Local impact, likely to be MINOR	If pollution incident defined in PIRM PLAN – apply notification protocol in **Appendix 5** Occupiers of neighbouring properties (if impacted) (see **Appendix 28** for Communications Recipients Schedule) Local Community / Media	Director Engineering (WSC) Walgett Landfill Operations Contractor Director Engineering (WSC) or other staff member within delegations	Phone call to Agencies (if Pollution Incident) Phone call / door knock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Explosion	Local impact, likely to be MINOR (not a pollution incident if noise only)	**If off site impacts above noise only:** EPA Occupiers of neighbouring properties (see **Appendix 28** for Communications Recipients Schedule) Local Community / Media	Director Engineering (WSC) Walgett Landfill Operations Contractor Director Engineering (WSC) or other staff member within delegations	Phone call to Agencies (if Pollution Incident) Phone call / door knock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Assessment of severity Agency responding Date and time of incident Damage report Strategy for prevention of recurrence

4.4 FACILITY EVACUATION

4.4.1 General Requirements

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

In the event of a MAJOR incident evacuation of Council employees, any Contractor/s & staff, facility users and any ancillary co-located operations personnel 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 all 'at risk' persons from the hazard area.

In this regard the standard operating procedures applicable to Facility evacuation, refer to **Appendix 25**, must be implemented once a decision is made to evacuate the facility.

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

The decision to evacuate (in part of full) is to be made by the **Chief Warden** (generally this would be the **Walgett Landfill Operations Contractor** or other **most senior staff member at the site**), and supported by facility personnel OR as directed by a responding Emergency Service.

4.4.2 Stages of Evacuation

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

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

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless an 'all-clear' is issued by the **Chief Warden** OR as directed by a responding Emergency Service.

4.4.3 Priority of Evacuation

The **Chief Warden** 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 **Chief Warden** the following action is to be initiated:

- Ensure that the person has been clearly advised that they are required to evacuate the facility because of an emergency situation that maybe life threatening.
- Notify the Officer-in-Charge of the attending Emergency Service or if not available notify local Police.

4.4.4 Mobility Impaired Persons

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

A site 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 if mobility impaired employees are reasonably expected to be present at the facility.

4.4.5 Evacuation Assembly Areas

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

In the event of an incident requiring the evacuation of the facility, all Council Employees, any contractor's / staff and facility users are to immediately 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 an alternate evacuation point, determined by the **Chief Warden**.

On arrival at the designated evacuation assembly point all persons will remain until the **Chief Warden** has determined the status of all personnel and;

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

For the purposes of this PIRM PLAN the following evacuation assembly point is applicable;

Primary Evacuation Assembly Point is in the north eastern portion of the car park of the Materials Recovery (Recycling Centre) at the **Walgett Waste Management Facility** - where the **"Emergency Assembly Point"** sign is located.

The Site Services and Infrastructure Plan in **Appendix 30** shows the location of the Primary Evacuation Point.

4.4.6 Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or alternate Evacuation Assembly Point and the presence of personnel and facility users confirmed, arrangements will be made by the **Chief Warden** via the **Director Engineering (WSC)** for any 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 Offices** in **Fox Street, Walgett**.

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

5. POLLUTION INCIDENT RESPONSE PROCEDURES

Appendices No 5 to 27 of this PIRM PLAN contain instructions, (Standard Operating Procedures – SOP's), for facility employees, contractor's staff and facility users about actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during a pollution incident such as:

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

6. POST POLLUTION INCIDENT ACTIVITIES

This section of the Pollution Incident Response Plan identifies those activities necessary to support Council staff and the **Walgett Landfill Operations Contractor** during and following a pollution incident and those activities necessary to restore operations at the **Walgett Waste Management Facility.**

6.1 RECOVERY OPERATIONS

The recovery of facility operations and services will depend on the extent of damage suffered by the facility. The **Walgett Landfill Operations Contractor**, in collaboration with the **Director Engineering** will need to prioritise activities that can be accomplished with available staff and resources. Immediately following the emergency phase of an incident, the **Director Engineering (WSC)** will develop an operational recovery plan.

6.2 INCIDENT INVESTIGATION (AFTER ACTION REVIEW)

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

The **Director Engineering (WSC)** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

6.2.1 Small Incidents

For small incidents, the **Walgett Landfill Operations Contractor** will normally conduct the investigation and notify the Director Engineering WSC in writing of the incident and the outcomes.

6.2.2 Major Incidents

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

The **Director Engineering (WSC)** will assist the authorities as needed.

6.3 DOCUMENTATION

Documentation of response activities is of critical importance following a pollution incident. All records and forms used during the incident to document activities along with testing and amendments to the PRIMP will be retained for future reference in the organisations corporate records Management System **TRIM.**

Following a pollution incident or emergency situation, the **Director Engineering (WSC)** 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 **Director Engineering (WSC)** with assistance of the **Walgett Landfill Operations Contractor**, must prepare a report documenting activities that took place during a major pollution incident.

The report of the **Director Engineering (WSC)** and all related documentation will be submitted to the **General Manager (WSC)** for review and necessary follow-up actions.

The **Director Engineering (WSC)** will be responsible for any necessary follow up reports to the **EPA or other Agencies**.

6.4 INCIDENT IMPACT ASSESSMENT

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

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

The **Director Engineering (WSC)** will have the primary responsibility for co-ordinating the damage assessment following an incident. Assistance will be obtained as needed from outside organizations, such as ecologists, engineers and clean up contractors.

6.5 INCIDENT DEBRIEFING

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

6.6 AFTER ACTION REVIEW & PIRM PLAN UPDATE / AMENDMENT

Director Engineering (WSC) will ensure an After Action Review (AAR) occurs **within 30 days** of any pollution incident. (see Appendix 32 – Post Incident Check List)

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 PIRM PLAN, through Prevention, Preparation, Response and Recovery procedures in place for the facility. The AAR findings will produce Actions to amend, modify or may determine no change requirements are necessary for the PIRM PLAN.

END

APPENDIX 1: PIRM PLAN AMENDMENT NOTIFICATION FORM

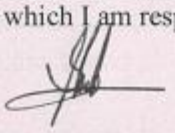
Following a review of the Pollution Incident Response Management Plan that was conducted on **26/5/24** the plan has been subsequently updated.

DISTRIBUTION	**DATE SENT / ISSUED:**
• Master copy • Site copy • **Director Engineering (WSC)** copy	28/06/2024

PAGE NUMBER	**PIRM PLAN SECTION**	**DESCRIPTION OF CHANGE**
All	Entire document	Updated Cover Page & Revision History Updated Table 7 - Contact Details Attendee list included Simulation exercises included Updated Footer & formatting

MANAGEMENT AUTHORISATION:

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

SIGNED:  **DATED:** **28/06/2024**

POSITION: DIRECTOR OF ENGINEERING SERVICES

APPENDIX 2: STAFF & CONTRACTOR TRAINING

Standard Operating Procedure (SOP) PURPOSE AND SCOPE:

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

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

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

PROCEDURE/STANDARD:

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

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

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

PROGRAM A – SITE ENVIRONMENT INDUCTION:

Key points to be covered in this program may include:

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

This training would generally be provided by the **Walgett Landfill Operations Contractor** 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 delivered by suitably qualified personnel (internal or external). Input may also be provided by officers of the local NSW Fire & Rescue Brigade or NSW Rural Fire Service

PROGRAM C – HAZARDOUS SUBSTANCES & DANGEROUS GOODS HANDLING

Key points to be covered in this program may include:

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

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

TRAINING RECORDS

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

- Meeting environmental goal

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE:**

TRAINING / COMPETENCY POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN			
OPERATIONAL STAFF	**TRAINING / COMPETENCY STREAM**		
	PROGRAM A Environmental & General Safety Induction for Facility	**PROGRAM B** Fire Fighting & Emergency Incident response.	**PROGRAM C** Hazardous Substance & Dangerous Goods Management
NAME & POSITION	**DATE OF TRAINING COMPLETION**		
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE:**		

APPENDIX 3: PIRM PLAN EXERCISE RECORD & EVALUATION FORM

FACILITY: **WALGETT WASTE MANAGEMENT FACILITY**

DATE:

EMERGENCY SEQUENCE:	**TIME**	
Matters:	**Hours**	**Minutes**
Incident uncovered		
Assessment of significance		
Initiation of incident response/notification of incident		
Evacuation alarm sounded (if necessary)		
Incident control/remediation action commenced		
Evacuation commenced (if necessary)		
Warden checks for personnel present		
Evacuation completed (if necessary)		
Pollution contained		
Clean up commenced		
Clean up completed		
All clear given		
Pollution Incident Report Form completed		
Exercise terminated		

COMMENTS:

1. Compliance with Standard Operating Procedures (SOP's)
2. Competency of Employees assessment
3. Time frames for response
4. General Comments/Recommendations for action

OBSERVER

SIGNED:

DATE:

APPENDIX 4: POLLUTION INCIDENT REPORTING & RECORDING

PURPOSE AND SCOPE Standard Operating Procedure (SOP)

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

Note

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.

Note

Use Attachment A for general pollution incident reporting

Use Attachment B for leachate discharge/overflow reporting

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

PROCEDURE/STANDARD

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

6. The **Walgett Landfill Operations Contractor** is to record the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident commencing and provide this to the **Director Engineering (WSC)**

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 **Director Engineering (WSC)** 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.

   Where there is potential for litigation in relation to the incident the **Director Engineering (WSC)** shall prepare a written report for referral to the Council's legal representative.

ATTACHMENTS / ADDITIONAL FORMS

A. Pollution Incident Report Form (A) for General Pollution Incidents
B. Pollution Incident Report Form (B) for Leachate Discharge/Overflows

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

POLLUTION INCIDENT REPORT FORM (A) General Pollution Incident			
DATE OF INCIDENT:		**TIME OF INCIDENT:**	
NAME OF REPORTING PERSON			
LOCATION OF INCIDENT Where did it occur?			
TYPE and **QUANTITY** of **MATERIAL INVOLVED**			
Outline **ACTIONS** initiated **IN RESPONSE TO INCIDENT**			
Was it necessary to initiate the **MAJOR POLLUTION INCIDENT NOTIFICATION PROTOCOL**?			
Was the **COMMUNITY NOTIFICATION & COMMUNICATION PLAN** activated?			
Was **ACTION IN ACCORDANCE WITH SOPS**? If not - why?			
Is there a **NEED TO REVIEW SOP** in response?			
DATE and **TIME** of details provided to: **Director Engineering (WSC)**			
OTHER MATTERS			
MANAGEMENT ACKNOWLEDGEMENT: **DATED:**			

POLLUTION INCIDENT REPORT FORM (B) Leachate Discharge / Overflow			
DATE OF INCIDENT:		**TIME OF INCIDENT:**	
NAME OF REPORTING PERSON:			
DETAILS of **PERSON WITNESSING THE LEACHATE DISCHARGE** or overflow			
LOCATION of incident Where did it occur?			
DATE and **TIME** of **COMMENCEMENT OF** the **DISCHARGE**			
Assessed **VOLUME OF DISCHARGE** or overflow			
PERIOD OF time the **DISCHARGE** or overflow occurred (Start / finish)			
WEATHER CONDITIONS at the time of the discharge or overflow.			
DAILY RAINFALL (mm) on the **DAY OF THE DISCHARGE**. **RAINFALL** (mm each day) for the **WEEK PRIOR TO THE DISCHARGE**			
SAMPLING OCCURRED? Most recent **MONITORING RESULTS** of the chemical composition of the **LEACHATE**.	YES ☐ (by Whom? _____) NO ☐ (Why?) _____ Attach analytical results		
Explanation **WHY & HOW** the **DISCHARGE OCCURRED**			
PLAN OF ACTION to **PREVENT** a similar **DISCHARGE**			
REPORT TO EPA (written) completed?	YES ☐ (by Whom? _____) NO ☐ (Why?) _____		
MANAGEMENT ACKNOWLEDGEMENT: DATED:			

APPENDIX 5: MAJOR POLLUTION INCIDENT NOTIFICATION PROTOCOL (SOP)

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

Fire & Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

THEN...

If the incident ***does not*** require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

- EPA – phone Environment Line on 131 555
- Ministry of Health via the local Public Health Unit on (08) 8080 1499
- Safework NSW – phone 13 10 50
- Council (Environmental Services) on 02 6828 6100
- Fire & Rescue NSW (if not called initially) 1300 729 579

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by Safework NSW .

APPENDIX 6: LEACHATE DISCHARGE EMERGENCY RESPONSE (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of a leachate discharge being detected or reported from a temporary / permanent leachate dam overflowing from the **Walgett Waste Management Facility**.

Primary Environmental Goal – Preventing pollution of water by Leachate & Benchmark Technique 8

PROCEDURE/STANDARD

Leachate or leachate contaminated surface water discharge to adjacent waterways

Actions required in response to such events may vary and it will be the role of **Walgett Landfill Operations Contractor** to determine and initiate appropriate actions.

The following notes will form the basis of considerations and decision making together with emergency exercises and desktop trials:

- Confine the source of the discharge and/or sources of inflows to limit the spread of its effects without endangering personnel. Check leachate pump/s are working.
- Construct sand bag barriers or earth berms to contain or divert the flow and/or excavate temporary retention dams to withhold discharges.

Secure the affected area(s) by using barricades and bunting if necessary.

- Advise the **Director Engineering (WSC)** of all actions taken or proposed.
- Source a tanker truck / pump to pump out the retained leachate or irrigate (if safe) to ensure holding capacity is available.
- Notify neighbours who may be affected by the incident.
- A copy of the Pollution Incident Report Form is to be referred to **Director Engineering (WSC)**

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

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 7: LEACHATE SYSTEM MANAGEMENT & MAINTENANCE (SOP)

PURPOSE AND SCOPE:

To ensure that the leachate control system (temporary / permanent) 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 water by leachate. Benchmark technique 8

PROCEDURE/STANDARD

1. It is the responsibility of **Walgett Landfill Operations Contractor** to ensure prescribed inspections of, reporting upon and recording of the following leachate control measures are undertaken:

   - Inspect leachate pump and pump lines to ensure they are operating correctly.

   - Examine the level of leachate within dam/s in consideration of forecast rains. Where leachate levels appear excessive immediately determine appropriate method to reduce volume retained.

   - Inspect pump discharge lines and discharge points to ensure their effective operation and that they are not contributing to off-site leachate flows or run-off. 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 (in any temporary / permanent storages) is available to cover the period of deactivation. This should involve an assessment of the likelihood of and extent of rain and flooding.

   - Inspect the site for emergence of leachate springs.

2. Where system operational defects are detected immediately contact the **Director Engineering (WSC)** to discuss and arrange rectification/maintenance works.

3. Details of system inspection & 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

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 8: SURFACE WATER QUALITY MONITORING (SOP)

PURPOSE AND SCOPE

Prevention of contamination entering the stormwater management system should be the first priority and the Environmental Checklist in **Appendix 29** of the PIRM PLAN provides for this. The purpose and scope of the surface water quality monitoring program should effectively monitor and report current surface water character and ensure early detection and reporting of possible pollution of surface water quality. Sampling is an EPL requirement & Sampling locations are identified in the EPL.

Primary Environmental Goal – Detecting water pollution & EPA Benchmark Technique 7

PROCEDURE/STANDARD

All surface water monitoring at the site occurs in accordance with the requirements of **EPL 12466**.

WSC engages a NATA accredited third party laboratory to sample, analyse and report findings to comply with specific EPL requisites and wider EPA public reporting requirements.

REPORTING

All results received shall be reviewed by the **Director Engineering (WSC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual landfill licence return.

If any particularly high contaminant levels are received they shall be reported to the EPA within 14 days from receipt of results from the Laboratory.

Results must be **published to the Council Web page** within 14 days following receipt of results from the Laboratory.

BENEFITS OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised
- Operational issues identified
- Demonstrated operational competency

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 9: OPERATION & MAINTENANCE OF SEDIMENT CONTROL (SOP)

PURPOSE AND SCOPE

To ensure that the surface water controls, including any stormwater retention dam, is operating effectively within its design objectives to control erosion and sediment deposition.

To define the procedure for the operation and maintenance of the water quality control structures.

Definition: "Water quality control structures" are dams / basins designed to intercept sediment laden runoff and retain a significant portion of the sediment thereby protecting downstream waterways from pollution and excessive sedimentation. This retention of sediment is generally achieved by the settling of the suspended sediment from the stormwater flow. Locations of large sediment control basins /detention dams are found the Site Services & Infrastructure Plan.

Primary Environmental Goal - Preventing Degradation of Local Amenity & EPA Benchmark Technique 7

PROCEDURE/STANDARD

Non vegetated and unsealed areas, new waste disposal stages, recently completed filling areas, stockpile areas and roads have a high potential to release sediments into stormwater, and significant sedimentation and erosion controls have to be constructed to minimise this risk.

Surface water management can be achieved by:

- Control site clearing to minimise exposed areas
- Applying mulch to erodible surfaces
- Revegetation of degraded areas and slopes
- Revegetation of final capping
- Establishing silt barriers to catch drains
- De-silting sedimentation basins and ensuring detention of stormwater inflows
- Limit access to non landfill areas to protect existing vegetation
- Visual inspection of surface water control systems after rain events
- Drainage control by using perimeter banks, bunds, diversion channels and drains to divert silt laden flows into controlled dams and basins

1. INSPECTION AND MAINTENANCE OF STRUCTURES

- Routine inspections are to be carried out to assess the need for maintenance and are primarily concerned with checking the functionality of the stormwater drainage and treatment facilities; items such as drains, drainage pits, box culverts, detention basins and retention systems. Maintenance of these items is most important for the ongoing drainage and treatment of stormwater.

- Water quality basins **(retention dams)** should be inspected following each storm event and after discharge of stormwater to ensure adequate capacity is maintained in the basin at all times.

- Should the inspection reveal that maintenance of any item is required this is to be reported to the **Director Engineering (WSC)** for action.

- Items that are to be subject to Routine Inspections for Maintenance may comprise, but not be limited to, those listed in the attached inspection sheet. The inspection sheet is to be read in conjunction with the overall Environmental Checklist for the facility.

- Marker pegs are to be used to indicate the capacity of sediment control basins. If sediment has accumulated to a point above the marker pegs, removal of accumulated sediment must occur to return capacity of the sediment basin. Relocate the sediment to an area away from the drainage paths.

- Personnel completing the routine inspections for maintenance should be generally observant of items such as equipment failures, leaking water, scouring and/or signs of blockages of water flow. If such items are observed an immediate inspection for engineering maintenance should be organised.

- Where routine maintenance is repeatedly carried out in one location, the problem should be investigated further during an engineering inspection for maintenance.

2. FREQUENCY OF INSPECTION

- Routine inspections for maintenance shall be carried out over the life of the facility.

- Heavy rain event inspections should be carried out as soon as practicable following an intense period of rainfall (i.e. greater than >25mm event over 48 hours).

3. RECORDS

- Records detailing each of the routine inspections for maintenance should be completed during the inspection and describe in detail any required maintenance.
- The inspection records are to be provided as part of the facility inspection and audit program for the facility.
- Records of any maintenance carried out as a result of the inspection should be completed immediately after the works have been finalised and filed appropriately.

4. PERSONNEL

- Routine inspections for maintenance are required to establish the need for basic maintenance. On this basis such inspections do not require professional engineering knowledge and may be carried out by any responsible person, including the **Walgett Landfill Operations Contractor.**

5. ATTACHMENTS / ADDITIONAL FORMS REQUIRED

A) Water Quality Structure Inspection Requirements

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised
- Operational issues identified
- Demonstrated operational competency
- Meeting environmental goal

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

ATTACHMENT A

WATER QUALITY STRUCTURE INSPECTION REQUIREMENTS

ITEM / AREA	ROUTINE INSPECTIONS FOR MAINTENANCE	FREQUENCY
Drains/pipes/pits N.B. This does not apply to WSC Council as there are none on site	Inspect surface access points to underground culverts, pipes as well as surface in the area of the access points. Particular attention should be paid to damage or blockage	Monthly
	Inspect lining of open drains to determine any scour or damage requiring repair. In particular the connection points into batter drainages outlets to stormwater channels need to be investigated for evidence of scour.	Monthly
	To be visually inspected after heavy rainfall events to ensure they are free of debris and litter.	As required
Batter drains	Inspect batter drains for evidence of deterioration and scour. This inspection is required for both lined and unlined batter drains, including where the drain crosses benches.	Monthly
	Inspect batter drains for debris and overgrown vegetation	Monthly
	To be visually inspected after heavy rainfall events to ensure they are free of debris and litter	As required
Retention Dams N.B. This does not apply to WSC Council as there are none on site	Inspect dam lining for damage and general condition	Monthly
	Inspect retention dams for damage or debris collection	Monthly
	Trash screens are to be visually inspected after heavy rainfall events to ensure they are free of debris and litter	Monthly
Inlet / Outlets & Gabions N.B. This does not apply to WSC Council as there are none on site	Inspect for signs of deterioration (scouring / undercutting), blockage or damage	Monthly
	Trash screens (if installed) to be visually inspected after heavy rainfall events to ensure they are free of debris and litter	As required
Overflow Weirs / Baffles & Shutters N.B. This does not apply to WSC Council as there are none on site	Inspect for signs of deterioration or damage	Monthly
Inspections of structures / drains etc should also be undertaken after each heavy rainfall event		

APPENDIX 10: LEACHATE DISCHARGE - DAM FAILURE (SOP)

N.B. This does not apply to WSC Council as there are none on site

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of a leachate discharge being detected or reported from a leachate dam (temporary or permanent) rupturing or suffering a significant leak at the **Walgett Waste Management Facility**.

PROCEDURE/STANDARD

Actions in response to such an event will attempt to prevent a leachate or contaminated surface water discharge to adjacent waterways and the required actions may vary. It will be the role of **Walgett Landfill Operations Contractor** to determine and initiate appropriate actions.

The following general considerations will form the basis of that decision making.

- Any flooding event in effect or immanent.
- Confine the source of the discharge to limit the spread of its effects without endangering personnel. This may include diversion mounds, earthen bunds or other suitable means to reduce / stop leachate flow.
- Place sand bag barriers at the point of failure if safe to do so or engage suitable plant to replace earth in repairing the defective dam wall.
- Secure the affected area(s) by using barricades and bunting if necessary.
- Advise the **Director Engineering (WSC)** of all actions taken or proposed.
- Notify neighbours who may be affected by the incident.
- Engage a suitably qualified expert to evaluate the damage and to design the remedial work.
- A copy of the Pollution Incident Report Form is to be referred to **Director Engineering (WSC)**

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 users, contractors, staff and neighbours is protected

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 11: GROUNDWATER MONITORING (SOP)

PURPOSE AND SCOPE

The purpose and scope of the groundwater monitoring program should be to effectively monitor and report current groundwater character and ensure early detection and reporting of possible pollution of groundwater at the **Walgett Waste Management Facility**.

Primary Environmental Goal – Detecting water pollution & EPA Benchmark Technique 6

PROCEDURE/STANDARD

All ground water monitoring wells and leachate monitoring points at the landfill are sampled in accordance with the requirements of **EPL 12466**.

WSC engages a NATA accredited third party laboratory to sample, analyse and report findings to comply with specific EPL requisites and wider EPA public reporting requirements.

REPORTING

All results received shall be reviewed by the **Director Engineering (WSC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual licence return.

If any particularly high contaminant levels are received they shall be reported to the EPA within 14 days from receipt of results from the Laboratory.

Monitoring Results must also be **published to the Organisation's Web page** within **14 days** following receipt of results from the Laboratory.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal
- Impacts on the natural environment are minimised
- Operational issues identified
- Demonstrated operational competency

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 12: TYRE STOCKPILE MANAGEMENT & MAINTENANCE (SOP)

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.
The EPA Environmental Protection Licence requires stockpiles of tyres not to **exceed 50 tonnes**.

Primary Environmental Goal – Adequate Fire Fighting Capacity & EPA Benchmark Technique 38

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 and 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 fire fighting equipment and training of personnel in fire fighting 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 may include 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)
- As soon as possible notify the **Director Engineering (WSC)** 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 an Incident Notification Report and refer to **Director Engineering (WSC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 13: MULCH / GREENWASTE STOCKPILE MANAGEMENT (SOP)

PURPOSE AND SCOPE

To define the procedure for the management of green waste which has been stockpiled and is awaiting shredding or has been shredded (mulch) and is composting / static piles or is awaiting transporting offsite etc - so as to minimise the risk of fire and/or odour generation.

Primary Environmental Goal – Adequate Fire Fighting Capacity & EPA Benchmark Technique 38

PROCEDURE/STANDARD

- A safety exclusion area is to be maintained around stockpiles 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 fire fighting equipment and training of personnel in fire fighting techniques.
- Stockpiles / windrows of shredded green waste are to be limited to less than 3.0m in height and 6m in width and be segmented at intervals of not more than 25 meters for each row.
- Stockpiles and windrows of shredded green waste are to be visually inspected weekly and an assessment of the temperature, odour and moisture conditions within the stockpile made.
- If heating in a stockpile is suspected a temperature probe should be inserted into the stockpile and allowed to remain undisturbed until the temperature reading remains static.
- Stockpiles / or windrows of mulch are to be turned or spread (for safety) whenever temperatures within the stockpile exceed 70ºc.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 14: FIRE IN WASTE BIN / STORAGE (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected in a waste bin / storage.

Primary Environmental Goal – Adequate Fire Fighting Capacity & EPA Benchmark Technique 38

PROCEDURE/STANDARD

Small Fire Response:

- 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.
  Note: Be sure to use the proper extinguisher for any fire
- Isolate the transfer bin / storage containing the fire from other combustible items (if safe to do so)
- 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)
- As soon as possible notify the **Director Engineering (WSC)** 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 where offsite smoke / fire impact is possible.
- Report the details of the fire on an Incident Notification Report and refer to **Director Engineering (WSC)**

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 15: FIRE AT THE WASTE TIPPING FACE (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected at the tipping face or elsewhere on the landfilled areas at the **Walgett Waste Management Facility**.

Primary Environmental Goal – Adequate Fire Fighting Capacity & EPA Benchmark Technique 38

PROCEDURE/STANDARD

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

1. 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 (excavation / separation) and / or covering with soil using on-site plant.
   Note: Be sure to use the proper extinguisher for any fire

2. If in any doubt, evacuate area and immediately call '000' and request the presence of Fire & Rescue NSW / Rural Fire Service. Provide all information required (i.e. your name, fire location, type, size etc).

3. As soon as possible notify the **Director Engineering (WSC)** of the incident and provide an update of the action initiated to date.

4. Keep all unauthorised people away from the area where the fire is burning.

5. Provide any requested assistance to Emergency Services IF SAFE TO DO SO.

6. Commence notification of Neighbours where offsite smoke / fire impact is possible.

7. Report the details of the fire on an Incident Notification Report and refer to **Director Engineering (WSC)**

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 16: FIRE IN WASTE LOAD (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire which is detected in a load of material brought to the **Walgett Waste Management Facility** for disposal.

Primary Environmental Goal – Adequate Fire Fighting Capacity & EPA Benchmark Technique 38

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 site employees are expected to be familiar with the following procedures for handling such loads:

1. 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).
2. 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
3. Should it not be possible to move the vehicle to a clear space, isolate the vehicle and evacuate the area
4. 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.
5. If unable to adequately contain the fire, notify the Fire Brigade by telephoning "000" providing all information they require (i.e. your name, fire location, type, size, etc)
6. Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
7. As soon as possible notify the **Director Engineering (WSC)** of the incident and provide an update of the action initiated to date.
8. Commence notification of Neighbours where offsite smoke / fire impact is possible.
9. 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 / truck for transport to the landfilling area for burial.
10. Report the details of the fire on an Incident Notification Report and refer to **Director Engineering (WSC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal.
- Employee's safety protected
- Health and safety of public/facility user protected

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	
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 17: CHEMICAL SPILL RESPONSE (SOP)

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 **Walgett Waste Management Facility**.

Primary Environmental Goal – Preventing Degradation of Local Amenity & EPA Benchmark Technique 39

PROCEDURE/STANDARD

Chemical spillage

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

- For small spills, use a spill kit kept on site, cover drains and/or place temporary bunding.
- 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.
- 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).
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Secure the affected area(s) by using suitable means such as barricades and bunting. Engage measures to restrict vehicles entering the site.
- If necessary, initiate evacuation of staff and others that may be on site, including contractors.
- Advise the **Director Engineering (WSC)** of all actions taken or proposed.
- Notify neighbours who may be affected by the incident.
- Report the details of the spill on an Incident Notification Report and refer to **Director Engineering (WSC)**
- Determine site cleanup requirements and arrange

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

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 18: STORAGE & HANDLING OF CHEMICAL / HAZARDOUS SUBSTANCES (SOP)

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 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 on request.

Whenever possible a non hazardous 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

Material Safety Data Sheets 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 cleanup and disposal of spilt product and waste containers
- First aid procedures if the substance contacts skin, eyes, is swallowed or ingested

A register of MSDSs shall be maintained at the facility and made available for use by all employees at site. All MSDS 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 & gas bottles.

6. 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.

7.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 & 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

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 19: INSPECTION OF INCOMING LOADS (SOP)

PURPOSE AND SCOPE

To ensure that only Permitted Waste is accepted at the **Walgett Waste Management Facility** through the adoption and implementation of appropriate vehicle inspection procedures.

Primary Environmental Goal – Assuring quality of incoming waste & EPA Benchmark Technique 21.

PROCEDURE/STANDARD

The **Walgett Landfill Operations Contractor** shall conduct a vehicle inspection and waste assessment to ensure that only Permitted Wastes are accepted at the facility. The minimum requirements of the inspection are:

1. Exhibit prominent signage at the entrance to the facility defining the types of wastes that will be accepted and those that are excluded.
2. In-coming vehicles are to have the loads uncovered at the designated area prior to entering the inspection point. All loads shall be subject to a visual inspection to ensure no excluded wastes are contained within the loads.
3. The **Walgett Landfill Operations Contractor** shall also enquire to the customer whether hazardous materials, such as lead acid batteries, gas bottles, solvents, paints, asbestos etc, are contained within the load.
4. Empty chemical containers should be checked for triple rinsing before accepting for disposal.
5. Any vehicles suspected of containing excluded wastes shall be refused entry until verified otherwise.
6. The **Walgett Landfill Operations Contractor** shall require and collect appropriate evidence from the driver of the incoming vehicle, as necessary, to substantiate that the waste is not an excluded waste e.g. provision of a test certificate / waste classification report.
7. Where wastes are contained in enclosed vehicles, e.g. private waste collection vehicles, the **Walgett Landfill Operations Contractor** shall identify the source and nature of the waste by inquiry.
8. The discharge of wastes from enclosed vehicles is to be the subject of routine additional inspections by the **Walgett Landfill Operations Contractor** at the waste disposal areas (Resource Recovery Areas, Recycling Centre / Landfill tipping face).
9. No sealed containers shall be deposited without substantiation that the contents are acceptable for disposal.
10. All private waste collection and disposal companies servicing commercial and industrial premises and using the facility shall be required to enter into an agreement with the customer regarding disposal of collected wastes. This agreement shall include the identification of excluded wastes and undertakings by the customer not to deposit such wastes in the collection receptacle.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/Death to employee
- Injury/Death to public/facility user
- Violations and/or fines from Regulatory Agencies

BENEFIT OF COMPLIANCE TO PROCEDURE: Meeting environmental goal

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 20: CLEAN UP OF FUEL OR OIL SPILLS (SOP)

PURPOSE AND SCOPE

To define the procedure for the containment, management and cleanup of minor fuel / oil spills at the **Walgett Waste Management Facility**.

Primary Environmental Goal – Preventing Degradation of Local Amenity & EPA Benchmark Technique 39

PROCEDURE/STANDARD

Definitions

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.

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 is needed.

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 established 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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 21: DEPOSITING OF WASTE AT TIPPING AREAS (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the procedure for the depositing of waste from collection vehicles or tipper trucks depositing materials at the landfill site.

Primary Environmental Goal – Preventing Degradation of Local Amenity & EPA Benchmark Technique 39

PROCEDURE/STANDARD

1. All persons (WSC staff and Contractors etc) engaged in the collection and disposal of waste are to be oriented in the proper management of the landfill tipping area.
2. Drivers are to undertake a physical inspection of the disposal site and assess the disposal location for risks, such as uneven/sloping ground, obstacles, hazards, unstable ground, sharp objects, moving plant, other vehicles, etc.
3. The vehicle is to be reversed to the disposal location as directed by the **Walgett Landfill Operations Contractor**, stopped in the appropriate position and brakes applied.
4. The tailgate/tipping body is to be unlatched and/or secured in the open position.
5. The body is to be lifted to the upright position and the waste emptied.
6. The vehicle is to move from the disposal site with the tailgate/tipping body secured in the closed position.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee safety is protected
- Vehicle damage is avoided
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Employee safety is put at risk
- Vehicular damage
- Improper use of landfill

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 22: DUST MANAGEMENT (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the means for controlling the creation and distribution of dust at the **Walgett Waste Management Facility**.

Primary Environmental Goal – Preventing Degradation of Local Amenity & EPA Benchmark Technique 34

PROCEDURE/STANDARD

Dust can arise from a number of sources in the operation of a waste management facility and these include unsealed roads, previously capped and un-vegetated areas, from shredding of green waste, concrete crushing, the movement of stockpiles of dry materials and tipping of wastes.

It is the responsibility of the **Walgett Landfill Operations Contractor** to ensure preventative measures are put in place to control the generation of dust. Such measures include:

- Applying shredded green waste to capped areas within the landfill operations areas.
- Operating mist sprays where concrete or hard rock are being crushed
- Wetting of roadways
- Wetting down of dusty loads or requiring materials to be wet and bagged prior to delivery to the site (in the case of asbestos type materials)

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Mitigating the likelihood of a pollution incident
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Complaints from adjoining property owners
- Improper use of landfill

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 23: ODOUR MANAGEMENT (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the means for controlling excessive odours at the **Walgett Waste Management Facility**.

Primary Environmental Goal – Preventing Degradation of Local Amenity & EPA Benchmark Technique 36

PROCEDURE/STANDARD

Odour can arise from a number of sources in the operation of a waste management facility and these include uncovered waste, composting of organic material that includes food waste, landfill gas, animal carcasses, exposing anaerobic decomposing materials, sewer sludge and disturbed areas of previously placed waste.

It is the responsibility of the **Walgett Landfill Operations Contractor** to ensure preventative measures are put in place to control the generation of odour. Such measures include:

- Examination of incoming loads to ensure only permitted wastes are accepted
- Cover (VENM) or suitable inert waste is to be placed over any exposed waste at frequent intervals.
- Greenwaste mulch / composting operations to occur strictly in accordance with the approved methodology
- Animal carcasses and odorous loads are deep buried within the waste mass
- Grading and profiling of the site is undertaken to avoid ponding over filled areas or areas of exposed wastes
- Use of odour suppression sprays, masking agents, liming or specialised dosing may be applied where considered appropriate (complaints based).
- Routine inspections are undertaken in accordance with the Environmental Checklist (see **Appendix 29**) to ensure there are no areas of exposed waste resulting after storm events or site activities

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Mitigating the likelihood of a pollution incident
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Complaints from adjoining property owners
- Improper use of landfill

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 24: COVERING OF WASTE / LITTER CONTROL (SOP)

PURPOSE AND SCOPE

To define a procedure for the covering of waste at the **Walgett Waste Management Facility** to ensure waste / litter is controlled in an acceptable manner.

Primary Environmental Goal – Preventing Degradation of Local Amenity & EPA Benchmark Technique 33

PROCEDURE/STANDARD

Covering of Waste

- The purpose of 'daily cover' is to control litter, flies, rodents, birds, odour and to reduce the risk of fire and improve the visual appearance of the landfill.

- It is important to thoroughly compact the waste prior to the placement of the daily cover. A uniform, even surface will allow the placement of a controlled thickness of soil whereas an uncompacted or uneven surface results in a high percentage of soil being used.

- The waste is to be covered with 150mm of inert waste or soil in accordance with the site Licence.

Note: Presently the Environmental Protection Licence specifies weekly cover only (minimum requirement) EPL compliance will be the base level / frequency of cover application at the site.

- The cover material previously placed over an underlying layer of waste should be bladed off to expose the waste such that the newly placed waste is in direct contact with the old waste.

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Litter Control

The following measures shall be implemented to minimise the potential for migration (off site) of litter:

- Waste will be compacted and covered as per the covering frequency indicated above.
- Daily inspection of litter/perimeter fences and clearing as required.
- Signage will be placed at the entry/exit points to advise customers that if they drop or transport waste in a manner that could result in littering they may be liable for prosecution.
- Vehicles transferring rubbish to the site must have the waste material covered at all times.
- Semi permanent litter fencing will be erected in close proximity to the active tipping areas
- If required, mobile litter barricades will be used and relocated around the tipping area as wind direction dictates.

Reporting

Non conformances shall be reported in the weekly inspection checklist. Major non conformances shall be reported to the **Director Engineering (WSC)** before the end of the day which the non conformance occurred or is identified.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting the environmental goal.
- Impacts on the natural environment are minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:	
• Violations and/or fines from Regulatory Agencies • Pollution of the environment	
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 25: FACILITY EVACUATION (SOP)

PURPOSE AND SCOPE

To define a procedure for the covering the requirement to implement and Evacuation of the **Walgett Waste Management Facility** in an acceptable manner.

Primary Environmental Goal – N/A (Public / Staff Safety focus)

PROCEDURE/STANDARD

Emergency Response

1. Upon notification of an incident the **Chief Warden** (generally this would be the **Walgett Landfill Operations Contractor** or other **most senior staff member at the site**) determines the need for evacuation.

2. **Chief Warden** contacts the emergency services by telephone - dialling '000' and providing all information they require (i.e. caller name, incident type, size, etc.).

3. **Chief Warden** sounds the evacuation alarm (if one present) or provides the evacuation advice to all personnel and facility users on site & initiates measures to restrict vehicles entering the facility.

4. The **Chief Warden** determines safe evacuation routes and directs personnel and facility users to the Evacuation Assembly Point. Where necessary unlock gates on evacuation routes so as to provide for movement to the **Primary Evacuation Point** or an **Alternate Evacuation Point**

5. Prior to leaving the facility the **Chief Warden** with the assistance of any area deputy / area wardens accounts for all personnel including checking of all work areas.

6. Upon arrival at the **Primary Evacuation Point** the **Chief Warden** is to;

   a) Confirm the presence or otherwise of all personnel/staff and facility users (as far as practical)

   b) Determine the suitability of the **Primary Evacuation Point**. If necessary initiate movement to an **Alternate Evacuation Point** or **Post Evacuation Assembly Area**.

   c) Upon their arrival - briefs the Emergency Services including the status of facility personnel.

   d) Co-ordinate with the **Director Engineering (WSC)** for movement of personnel to the **Post Evacuation Assembly Area**.

   e) Brief the **Director Engineering (WSC)** on the incident and provide an update of the actions initiated to date.

7. The **Chief Warden** is to report the details of the event on an Incident Notification Report Form and refer to the **Director Engineering (WSC)**

BENEFIT OF COMPLIANCE TO PROCEDURE: • Meeting the legislative requirements. • Improved safety for site staff and users
CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: • Violations and/or fines from Regulatory Agencies • Death or injury to site staff / visitors

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

EMERGENCY CHECKLIST FOR CHIEF WARDEN

Name of Chief Warden:	
Time at which potential emergency was raised:	
Location of potential emergency:	
Description of potential emergency:	
IF EMERGENCY IS DECLARED:	
Emergency declared	Time
ALERT signal activated (if available)	Time
Phone relevant Emergency Service on '000'	Time
IF SITE EVACUATION IS NECESSARY:	
Evacuation signal activated / advice issued?	Time
Deputy/ Area Wardens report evacuation is complete:	

AREA	WARDEN	AREA EVACUATED	COMMENTS

ADVISED EMERGENCY SERVICE:	TIME

APPENDIX 26: MANAGEMENT OF ASBESTOS (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the activities of acceptance and management of waste materials that contain asbestos at **Walgett Waste Management Facility**.

PROCEDURE/STANDARD

ACCEPTANCE: *All disposals must be pre arranged with the site in advance by calling the* ***Walgett Landfill Operations Contractor****.*

N.B. Asbestos transporters and facilities receiving asbestos waste in NSW weighing more than 100 kilograms, or consisting or more than 10 square metres of asbestos sheeting in one load must track and report this waste to the EPA using the Integrated Waste Tracking Solution (IWTS).

Bookings:

- *Staff will request and record details of the type of waste, number and size of loads and transport / unloading method proposed by customer.*
- *Staff will advise the customer of the requirements for packaging and presentation (below)*
- *Council will limit acceptance to an appropriately designated time on a suitable day when staffing and equipment is available. Generally 24-48 hours notice would be required.*
- *Confirm with customer to contact the landfill on the day of arranged disposal in case conditions to accept the load are not suitable (rain etc).*

  The decision to proceed with acceptance on the agreed day will be confirmed by the ***Walgett Landfill Operations Contractor*** *or* ***most senior staff member at the site*** *- based on an assessment of site safety, traffic ability etc*
- *Staff to contact customer to advise if agreed disposal must be changed for any reason (e.g. if equipment / staff become unavailable.*

NOTE: If conditions allow and the requirements for disposal are met (staff /equipment, weather etc), domestic quantities may be accepted without the required notice / booking, at the discretion of the ***Walgett Landfill Operations Contractor*** *or* ***most senior staff member at the site***

Packaging, Presentation for Disposal:

- ***Friable Asbestos*** *waste must be presented in two (2) sealed, heavy duty bags made from low density polyethylene (LDPE) at least 0.2mm thick.*

  Each bag will have maximum dimensions less than or equal to 1.2 m in height and 0.9 m in width and a maximum weight of 25 kg.

  Each bag must be marked "CAUTION ASBESTOS" in letters of not less than 40 mm in height.

  These sealed bags must be placed on the ground in a manner which prevents their rupture.
- ***Bonded Asbestos*** *waste must be must be securely packaged at all times*
- *For* ***Asbestos Contaminated Soil*** *the customer to provide a report from an occupational hygienist confirming:*
  1. if the asbestos material in the soil is bonded or friable
  2. the extent of asbestos contamination
  3. safe work procedures for the remediation of the site

If the asbestos is classified as friable, the customer must supply copies of:

- *A licence for the person / company undertaking the removal.*
- *The licensee's safe work method statements, which must address disposal as well as the removal of the asbestos contaminated soil.*
- *The current application / permit issued by Safework to remove the asbestos contaminated soil*
- ***Asbestos contaminated soils** must be wetted down before delivery.*
- *The customer must inform staff on arrival that the waste contains asbestos*
- *The customer must place the waste in the location designated by Council (pre delivery inspection by the customer may be appropriate)*
- *When unloading and disposing of any asbestos waste at the site, the waste must be unloaded in a manner as to prevent the generation of dust or the stirring up of dust*
- *Vehicles and their containers must be cleaned before leaving the waste facility*

REJECTION:

*Where loads of asbestos waste are identified and **rejected** for disposal (for any reason):*

- *Details of the waste generator and transporter should be recorded in a **rejected load register**.*
- *The waste generator should be notified and, preferably, issued with a **rejected load certificate**.*

(Maintaining a register of rejected loads will ensure a more stringent inspection regime on those waste generators and transporters who repeatedly deliver waste that is rejected).

BURIAL / DISPOSAL:

Asbestos waste presented to or discovered at the site, must be covered with virgin excavated natural material or other material as approved in the facility's environment protection licence:

1. *initially (at the time of disposal), to a depth of at least 0.15 metre, and*
2. *at the end of each day's operation, to a depth of at least 0.5 metre, and*
3. *finally, to a depth of*

- *at least 1 metre (in the case of bonded asbestos waste or asbestos-contaminated soils) OR*
- *3 metres (in the case of friable asbestos material) beneath the final land surface of the landfill site.*

BENEFIT OF COMPLIANCE TO PROCEDURE: • Limit environmental damage • Health and safety of staff, public / facility users protected
CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: • Infringements and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 27: MANAGEMENT OF OZONE DEPLETING GASED ITEMS (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the activities of acceptance and management of waste materials that contain ozone depleting gas (refrigerant gas) at **Walgett Waste Management Facility**.

PROCEDURE/STANDARD

Walgett Landfill Operations Contractor to determine if incoming loads contain items which commonly contain ozone depleting gas (including refrigerators, freezers, air-conditioners or similar) are present through the load inspection protocol SOP in this PIRM PLAN.

Items that are identified and are understood to be still containing gas (have no degassing certificate) OR have no obvious signs to suggest gas has been released (missing compressors, cut pipes etc) will be:

- Deposited by the user at a predetermined location on the site where damage / release of gas is minimised Instructions on that location shall be provided to the site user by the **Walgett Landfill Operations Contractor**.
- Segregated from other waste until such time as a suitably qualified and certified party can be engaged to decant the gas from the units and certify gas has been removed
- Items can then be co-mingled with the metal waste stockpiles at the site (pushed up)

It is considered essential that all **site staff** are aware and understand the specific requirements for safe handling of items (not to be crushed or damaged / pushed into stockpiles until advised that degassing has been completed).

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Infringements and/or fines from Regulatory Agencies

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 28: COMMUNICATIONS RECIPIENTS SCHEDULE (NEIGHBOURS)

Owner	Contact	Phone Number
Crown Land (Dept of Industry)	Dubbo Office	1300886235
Walgett Shire Council	Director Engineering	0408 460 528

Note - No residences are in the vicinity of the Walgett Waste Facility

APPENDIX 29: ENVIRONMENTAL REPORTING CHECKLISTS

The following procedures define the protocol for undertaking site inspection and audits at the **Walgett 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 **PIRM PLAN** and the implementation of corrective actions

AUDITING AND INSPECTION PROGRAM – OVERVIEW

TYPE OF AUDIT	FREQUENCY	RESPONSIBILITY
Site Inspection	Daily, weekly, monthly, quarterly and after a rainfall event that causes significant run-off (>25mm event)	**Walgett Landfill Operations Contractor**
Site Audit	Quarterly, Six monthly	**Director Engineering (WSC)**
Environmental Licence and Plans Audit	Annual	**Director Engineering (WSC)**

The iauditing functions are to be undertaken in accordance with the following requirements: 2

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL & RECYCLING CENTRE) **WALGETT WASTE MANAGEMENT FACILITY**					
DATE:				**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
GENERAL FACILITY ARRANGEMENTS:					
Security Fencing / Locks and Gates functioning – no evidence of break-in.	Daily				
All signage and traffic controls / barricades operating effectively	Daily				
Roads free of dirt and debris and tipping platforms provide safe deposition area	Daily				
General housekeeping – site tidy – litter collected, mowing etc	Daily				
Bunded Oil Tank level checked and no evidence of overflow or likely discharge. Servicing arranged?	Daily				
Leachate dam level inspected - No evidence of overflows noted or likely **N.B. This is not required at WSC Waste Facility as there are no leachate dams on site**	Daily				
Unwanted chemicals & hazardous materials removed & properly stored **N.B. This is not required at WSC Waste Facility as hazardous materilas are not accepted**	Daily				
Record of incidents up to date & PIRM PLAN review occurred for each incident	Daily				

Compliance with facility operating times in EPL	Daily							
SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL & RECYCLING CENTRE)								
DATE:							**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**					**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
Gas bottles & Batteries are stored in accordance with Safework and EPA requirements.	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Surface of hardstand areas intact/repairs & rectification arranged	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Emergency spill kits, asbestos kits and first kits etc on site and fully stocked	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Stockpiles of combustible materials minimised	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Excessive odours not present (or arrange treatment)	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Litter controlled around perimeter / offsite from the facility	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Test dousing shower (if present)	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			

Fuels & Oil storage – secured/not leaking / properly sealed / bunded	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL & RECYCLING CENTRE)								
DATE:							**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**					**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
Emergency spill kit/s on site and fully stocked	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Fire extinguishers and hose reels in place / functional and tags current	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Signs of dust generation around perimeter of site	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Evidence of bird / feral animal activity (refer **report form**)	Quarterly							
SEDIMENTATION, EROSION & DUST:								
Condition and functionality of stormwater infrastructure sound. Detention basins / dams – empty and de-silted	Monthly/ After rain							

Any evidence of sedimentation downstream of stormwater basins or detention structures / off site.	Monthly/ After rain							
Intermediate cover applied to filled areas	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL & RECYCLING CENTRE) **WALGETT WASTE MANAGEMENT FACILITY**								
DATE:							**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**					**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
No evidence of erosion of the intermediate capped areas	Monthly/ After rain							
Site re-vegetation areas are in good condition – no exposed faces, erosion	Monthly							
Final capping being applied to final landform design.	Monthly							
Site vegetation control - no evidence of weed infestation	Monthly							
Evidence of vermin or records of any treatments	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL & RECYCLING CENTRE)
WALGETT WASTE MANAGEMENT FACILITY

DATE:							INSPECTED BY:	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**					**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
No evidence of leachate eruption through the capped zone/landfill toe/batters	Weekly / After rain	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
LANDFILLING OPERATIONS								
Waste placed in 200-300mm layers and the correct compaction pattern applied	Daily							
Soil cover 'stripped' to expose waste whenever over filling with waste occurs	Daily							
150mm of cover placed at the end of the week of operation and exposed waste areas minimised	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Sediment controls maintained around any cover stockpiles / soil stockpiles	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Signs of dust generation around perimeter of site	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
MATERIAL STOCKPILES								
Bulk mass of stockpiles being managed to prevent likelihood of spontaneous combustion.	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Contamination being removed from stockpiles	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL & RECYCLING CENTRE) WALGETT WASTE MANAGEMENT FACILITY					
DATE:				**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
Processing of stockpiled green waste is occurring routinely normally annually	Review need Monthly				
Fire safety buffer zone maintained around tyre, mulch / timber stockpiles.	Monthly				
Safety exclusion zones in place during mulching / crushing materials loading	When operating				
Excessive dust not occurring during mulching / crushing / loading	When operating				
VERIFIED BY: Walgett Landfill Operations Contractor					

FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD WALGETT WASTE MANAGEMENT FACILITY							
ANIMAL	**JANUARY**	**APRIL**	**JULY**	**OCTOBER**	**PRESENCE Y/N**	**ACTION TAKEN**	**COMMENTS**
Feral Cats							
Rats/mice							
Dogs							
Foxes							

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST – WALGETT LANDFILL					
DATE:				**CONDUCTED BY:**	
ISSUE	**ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS**
EPL Environmental Monitoring (Leachate, Groundwater, Surface water, Gas monitoring etc as applicable) undertaken, evaluated and published to webpage within 14 days of receipt from Lab	Quarterly				
Any temporary leachate management system required is intact and operational	Quarterly				
Cover (weekly) applied to filled areas	Quarterly				
Vermin / Feral inspection undertaken (evidence in reports)	Quarterly				
Activities confined to appropriate areas	Quarterly				
Conditions of EPA licence / Operations Contract for facility being met	Quarterly				
Review of dust and sediment control requirements	Quarterly				
Register of weekly site inspections – current and complete	Quarterly				
Survey / visual assessment to confirm fill / landform design is being achieved	Quarterly				
Fire breaks being maintained.	Quarterly				
Incident reporting – entries correct and complete	Quarterly				

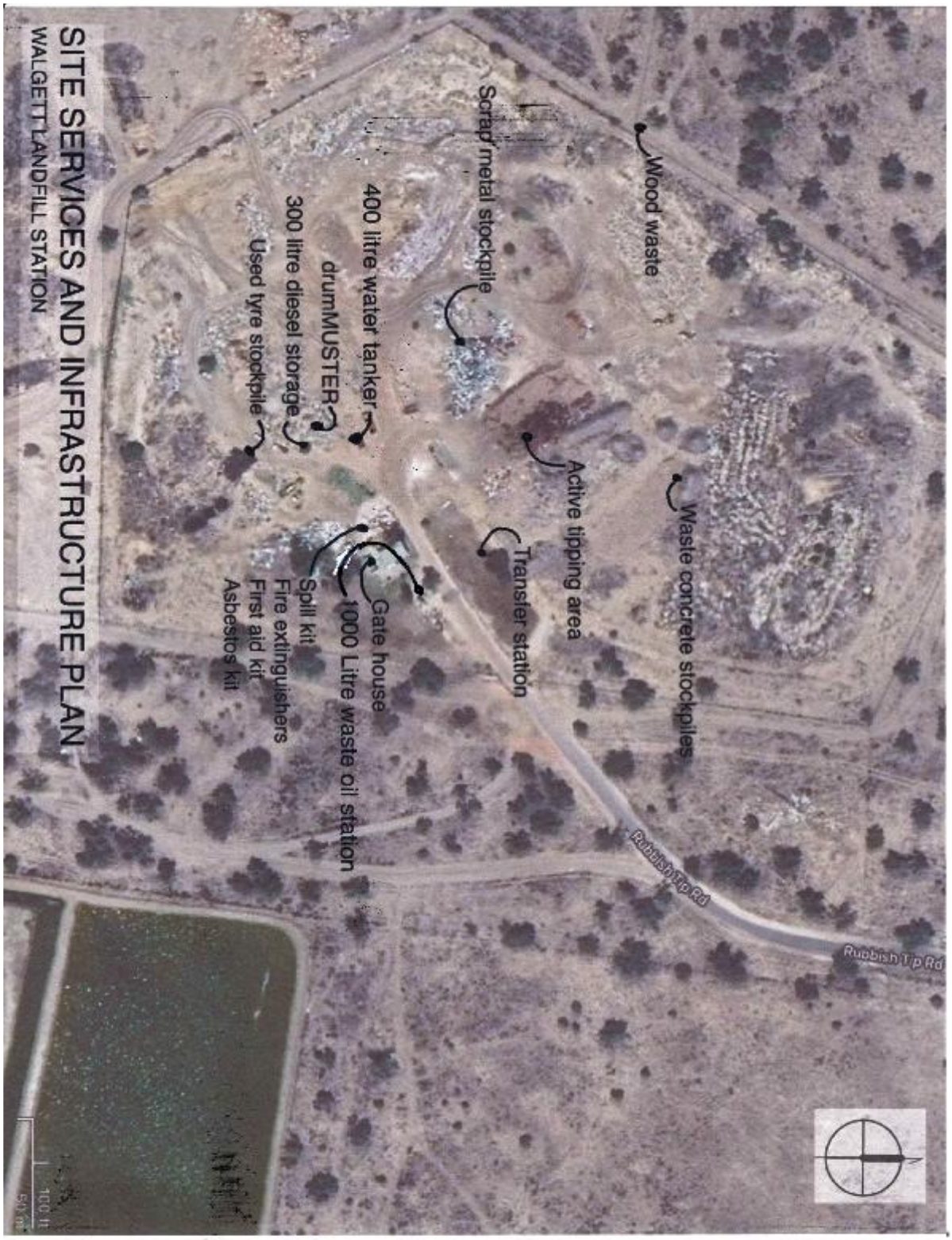
Review of on-site procedures against PIRM PLAN undertaken	Quarterly				
QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST					
WALGETT WASTE MANAGEMENT FACILITY					
DATE:				**CONDUCTED BY:**	
ISSUE	**ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS**
Fire Safety Certificate inspection undertaken for all essential fire safety equipment onsite	Six Monthly				
SOPs understood by staff & required training for EPL / PIRM PLAN etc up to date.	Six Monthly				
Inspection of stormwater infrastructure undertaken (corrective action initiated if required)	Six Monthly				
Review of incident reports and corrective actions	Six Monthly				
Weighbridge / vehicle scales tested and verified (if installed)	Six Monthly				
Financial transaction / waste recording activities audited by independent third party	Six Monthly				
Waste Compaction survey / assessment undertaken (minimum of 750kg / m^3 target level)	Six Monthly				

VERIFIED BY: Director Engineering (WSC)	Satisfactory	Unsatisfactory
DATE:		

ANNUAL FACILITY COMPLIANCE AUDIT - EPL, PIRM PLAN, LEMP ETC (as applicable)					
DATE:				**CONDUCTED BY:**	
ISSUE	**ACTIVITY FREQUENCY & ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS**
Annual volumetric filling survey undertaken (EPL) & compaction determined.	Annual				
Review of environmental monitoring records (EPL)	Annual				
Review of environmental management documentation including LEMP, PIRM PLAN, SOPs, registers and reporting + PIRM PLAN Exercise required	Annual				
Toolbox meeting with **Walgett Landfill Operations Contractor** to ensure an understanding of the PIRM PLAN requirements are satisfactory	Annual				
Review of non-conformance reports, weekly inspection checklist, Quarter & Six monthly audit, Pollution Incident Records and PIRM PLAN reviews (occurred as required)	Annual				
Identification and implementation of any improvements to the operation of the facility	Annual				

Annual water quality (surface water, ground water and leachate) reports prepared. Trend information prepared & reviewed for LEMP / PIRM PLAN amendments / EPA reports	Annual				
VERIFIED BY: Director Engineering (WSC) ☐ Satisfactory ☐ Unsatisfactory **DATE:**					

APPENDIX 30: SITE SERVICES & INFRASTRUCTURE



APPENDIX 31: POST INCIDENT CHECK LIST

Action	Responsibility	Completed Y/N Comments
Develop an Operations Recovery Plan		
Investigate why the incident occurred and identify what measures can be undertaken to prevent a re-occurrence		
Ensure all records and forms used during the incident have been prepared and collected		
Prepare an incident report (Appendix 4) and present the report to Council's GM		
Conduct a de-briefing with site staff about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist.		
Undertake an assessment of damage that has occurred to the facility, the environment and equipment and arrange for remedial works to be implemented		
Prepare a report documenting activities that took place during the pollution incident. (conditions R3 of the EPL)		
Submit the report (above) to the EPA		
Review the incident and make recommendations to improve the effectiveness of the Pollution Incidence Response Management Plan and the facility procedures.		
Evaluate the effectiveness of Council and contractor training plans		
Undertake a review of the PIRM PLAN with one month of the incident occurring		
Distribute the updated version of the PIRM PLAN and recover all redundant copies		

APPENDIX 32: PIRM PLAN TRAINING AGENDA & ATTENDEES

Walgett Shire Council

Training in the Format and Use of a Pollution Incident Response Management Plan (PIRM Plan)

Monday 20th May 2024
Venue –Walgett Council Offices

1:00 pm – Welcome & Introduction

PIRM Plan - Background

- The importance of having good systems in place
- PIRM Plan – background and key components and responsibilities
- Pollution incident prevention, recognition and preparedness
- Pollution incident control and response
- Pollution incident procedures
- Record keeping and reporting

1:30-2:00 pm

Notification, communications and reporting

- Roles and responsibilities
- PIRM Plan maintenance and revision
- Notification and communications
- Safety of employees and facility users
- The protection of facility assets
- The management of pollution incidents

2:00-2:30 pm - Exercises

Testing the Plan

- Discussion on what constitutes a minor incident and what constitutes a major incident. How to respond to such incidents.
- Training obligations
- How to test and record the required response to a major pollution incident
- Desk top simulation exercises
- The role of the Regulator & EPA Investigations
- Post Incident Checklist

3:00- 3.30 pm

- **Review and Close**

APPENDIX 32 cont.: PIRM PLAN TRAINING ATTENDEE LIST

Walgett Shire Council

Training in the Format and Use of a Pollution Incident Response Management Plan (PIRM Plan)

Monday 20th May 2024
Venue – Walgett Council Offices

Attendees:

Name	Position	Signature
JOHN CAVANAGH	CONSULTANT	
SUJITH KUMAR JAKKULA	Water Engineer	Sujith
Kirralee Forner	admin/ water Test	
Allan Mitchell	Water & Sewerage Tplant (TL)	
Grant Green	Water & Sewer	
Mick Dowell	Water Filtration Plant	
David Lane	GM, DA & A Lane	
Greg Lane	"	Apology
Kazi Mahmud	Director Engineering	Apology (Sick leave)

Cavanagh Consulting

APPENDIX 33: PIRM PLAN TRAINING SIMULATION EXERCISES

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN **SIMULATION EXERCISE # 1 WASTE - EVALUATION FORM**	
Location: Walgett Waste Facility	
RESPONSE SEQUENCE:	**TIME 2.00 pm** **DATE 20th May 2024**
Name and Position of those engaged in the simulation exercise	**COMMENTS**
Sujith Jakkula – Water Engineer WSC Kirralee Furner – Admin Officer Grant Green – Water & Sewer Allan Middleton – Water & Sewer Mick Dowell – Water Plant Operator David Lane – Waste Contractor	
Scenario # 1 ○ You are working at the Walgett Landfill and it is Friday afternoon and you've returned to the Landfill to reopen it after lunch (had to slip down town to run an errand). ○ Upon arrival you see a 20 litre drum dumped outside the gate. ○ It is on its side and has started leaking what appears to be engine oil. ○ A member of the public arrives behind you to drop off some rubbish and notices the spill. ○ What do you do?	
Assessment of significance	Minor
Initiation of PIRM PLAN. Incident response/notification of incident (all "relevant" agencies)	Refer to PIRM PLAN Who initiates plan? What are the roles and responsibilities? Who is the responsible person ? Attends the site and liaises with on-site contractor & makes phone calls to relevant agencies.
Evacuation alarm sounded (if necessary)	Not necessary
Incident control/remediation action commenced – • SOP 20 – Chemical or Oil Spill • Neighbour notification ? (only adjacent) • Landfill kept closed	Refer to PIRM Plan - Check SOP How are neighbours notified? Who does it? What are the messages? Minor incident so not required.

• Web update • Media release	Advise customer they'll need to wait until the site is clear or better still return in an hour Refer to Communications Recipients Schedule – not required Who is authorised to issue media statements - not required
Evacuation commenced (if necessary)	Barricade area
Warden checks for personnel present	Not necessary
Evacuation completed (if necessary)	Not necessary
Pollution contained - • Report situation to EPA • Report situation to main office	Firstly stand drum up to prevent further leakage Form an earth bund around spill Who reports and what is reported Who provides update to EPA and other agencies Neighbours - phone and give update Not necessary as spill is contained
Clean up commenced • Drums secured in a container • Plant operator load away container and contaminated sand to disposal cell	Obtain spill kit from shed Mop up excess oil
Clean up completed • Report back to EPA and main office.	Reopen the site
Pollution Incident Report Form completed	DES prepares a written report and submits it to the EPA in accordance with EPL condition Post incident review to be undertaken within one week of the incident
Simulation exercise concluded at (TIME)	2:20pm
COMMENTS	
1. Compliance with PIRM PLAN, including Standard Operating Procedures (identify areas that need to be addressed and list them)	
2. Assessment of employee/contractor competency (identify improvements that need to be made and list them)	
3. Time frames for response – (were they timely?) NA as theory only desktop simulation	
4. General Comments/Recommendations for action, including changes to the PIRM Plan • PIRM PLAN to be updated to reflect improvements identified to address deficiencies exposed during the simulation exercise (Appendix 1 – distribution) • Ensure spill kit is replenished • Updated PIRM PLAN to be issued and old copies destroyed	

SIGNED (by assessor)

Date 24th May 2024

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

SIMULATION EXERCISE # 2 STP - EVALUATION FORM

Facility: Walgett Sewage Treatment Plant (and system)

RESPONSE SEQUENCE:	**TIME 2.30 pm** **DATE 20th May 2024**
Name and Position of those engaged in the simulation exercise	**COMMENTS**
Sujith Jakkula – Water Engineer WSC Kirralee Furner – Admin Officer Grant Green – Water & Sewer Allan Middleton – Water & Sewer Mick Dowell – Water Plant Operator David Lane – Waste Contractor	
Scenario # 2 ○ You are checking on the pump stations after a recent heavy storm event. ○ You check the station near the Sporting Club. ○ The pump station is overflowing with raw sewage and there's no one in sight. ○ The river is not far away and is flowing so there is a risk of pollution. ○ You are the only person on duty. What do you do?	Can it get to the river ? No as a levee bank is in place.
Assessment of significance	Minor (unless it escapes)
Initiation of PIRM Plan. Incident response/notification of incident (all "relevant" agencies)	Refer to PIRM Plan Who initiates plan? What are the roles and responsibilities? Who is the responsible person ? Initiates Plan, makes phone calls to W&S staff. Who relevant agencies ?
Evacuation alarm sounded (if necessary)	Not necessary
Incident control/remediation action commenced – • SOP – sewage spill, hire pump truck, inform electricians • SOP – water sampling • Neighbour notification • Web update	Refer to PIRM Plan - Are neighbours notified? If so who does it? What are the messages? Refer to Communications Recipients Schedule Are any neighbours affected ?

• Media release	Who updates the web? Address this Monday morning as sewage was contained in the excavation Who is authorised to issue media statements. Prepare media release Monday morning
Evacuation commenced (if necessary)	Not necessary
Warden checks for personnel present	Not necessary
Evacuation completed (if necessary)	Not necessary
Pollution contained - • Report situation to EPA • Update communications on web. Advise affected neighbouring property owners/occupants • Water samples collected from downstream stormwater system ?	Who reports and what is reported Who provides update to EPA and other agencies Neighbours - phone and give update Not required
Clean up commenced	W&S crew arrange pump truck to empty the excavation and make repairs to the pumps
Clean up completed • Analysis received • Report back to EPA and Ministry of Health.	Not required
Pollution Incident Report Form completed	Not required Post incident review to be undertaken within one week of the incident
Simulation exercise concluded at (TIME)	2:50pm
COMMENTS	
5. Compliance with PIRM PLAN, including Standard Operating Procedures (identify areas that need to be addressed and list them)	
6. Assessment of employee/contractor competency (identify improvements that need to be made and list them) • Training of contractor and contractors staff required in knowledge of SOPs	
7. Time frames for response – (were they timely?) • NA as theory only simulation	
8. General Comments/Recommendations for action, including changes to the PIRM Plan • PIRM Plan to be updated to reflect improvements identified to address deficiencies exposed during the simulation exercise	

- Contacts list to be updated
- Updated PIRM Plan to be issued and old copies destroyed

SIGNED (by assessor)

Date 24th May 2024

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
SIMULATION EXERCISE # 3 POOL - EVALUATION FORM

Location: Walgett Swimming Pool (and system)

RESPONSE SEQUENCE:	**TIME 2.50 pm** **DATE 20th May 2024**
Name and Position of those engaged in the simulation exercise	**COMMENTS**
Sujith Jakkula – Water Engineer WSC Kirralee Furner – Admin Officer Grant Green – Water & Sewer Allan Middleton – Water & Sewer Mick Dowell – Water Plant Operator David Lane – Waste Contractor	
Scenario # 3 ○ You are at the Pool to do some general maintenance and go to the store room to get some fuel for the mower. ○ As you open the door you smell petrol and find a drum has been leaking and there's about 10 litres on the floor. ○ It's a very hot day and there's a very high fire danger. ○ You are the only person on duty. ○ What do you do?	High risk of fire due to the extreme weather conditions Small volume so staff can contain it
Assessment of significance	Minor (unless it ignites)
Initiation of PIRM Plan. Incident response/notification of incident (all "relevant" agencies)	Refer to PIRM Plan Who initiates plan? What are the roles and responsibilities? Who is the responsible person, makes phone calls to W&S staff. Who relevant agencies ?
Evacuation alarm sounded (if necessary)	Not necessary
Incident control/remediation action commenced – • SOP 8 & 9 – Chemical or Oil Spill • Neighbour notification • Web update • Media release	Refer to PIRM Plan - Are neighbours notified? If so who does it? What are the messages - Not required Refer to Communications Recipients Schedule Are any neighbours affected ? No Who updates the web? Not required Who is authorised to issue media statements ? Not required
Evacuation commenced (if necessary)	Not necessary

Warden checks for personnel present	Not necessary
Evacuation completed (if necessary)	Not necessary
Pollution contained within the shed - • Report situation to EPA • Report situation to main office	Who reports and what is reported Who provides update to EPA and other agencies
Clean up commenced	Remove all sources of ignition from within the shed including mobile phones W&S crew rectify the container and place it into a sealed container Obtain spill kit and mop up liquid Take container and kitty litter to Landfill for disposal on back of vehicle and take fire extinguisher in the vent of an emergency
Clean up completed • Report back to EPA and main office.	
Pollution Incident Report Form completed	Not required Post incident review to be undertaken within one week of the incident
Simulation exercise concluded at (TIME)	3:15pm

COMMENTS

9. Compliance with PIRM Plan, including Standard Operating Procedures (identify areas that need to be addressed and list them)

10. Assessment of employee/contractor competency (identify improvements that need to be made and list them)
    - Training of contractor and contractors staff required or develop a new SOP ?

11. Time frames for response – (were they timely?)
    - NA as theory only simulation

12. General Comments/Recommendations for action, including changes to the PIRM Plan
    - PIRM Plan to be updated to reflect improvements identified to address deficiencies exposed during the simulation exercise
    - Contacts list to be updated
    - Spill kit to be replenished
    - Fuel containers to be stored in cupboard
    - Updated PIRM Plan to be issued and old copies destroyed

SIGNED (by assessor)

Date 24th May 2024