Taree Waste Management Centre

Pollution Incidence Response Management Plan

July 2024

Revision History				
No	Issue Date	Revision Notes	Prepared By	Approved By
1	5th Dec 2012	See Pollution Incident Response Management Plan Amendment Notification Form	SM	SM
2	22nd Mar 2013	See Pollution Incident Response Management Plan Amendment Notification Form	RBC	SM
3	25th Feb 2014	See Pollution Incident Response Management Plan Amendment Notification Form	GY	DB
4	28th Feb 2015	See Pollution Incident Response Management Plan Amendment Notification Form	GY	DB
5	8th Aug 2016	Update GTCC references with Midcoast Council Update contact details	GY	GY
6	5th September 2017	Update 4.1	GY	GY
7	3rd May 2018	Update various position descriptions	GY	GY
8	25 Feb 2019	Various updates, facility description ,Inventory of Potential Pollutants and Key Facility Incident Contacts	GY	GY
9	16 Sep 2019	Updated SOP for Mulch fires and Key Facility Incident Contacts	DR	GY
10	7 July 2020	Minor contact detail update	GY	GY
11	10th Sep 2020	Update to contact details and layout	David Rees	Amy Hill
12	10th Nov 2020	Insert PIRMP test history table & and storm water identification map	David Rees	Amy Hill
13	07th Jan 2021	Updated in line with EPA PIRMP Guidelines 2020	David Rees	Amy Hill
14	19th May 2022	Update to contact details PIRMP test history table	Steven Rees	Duncan Russ
15	10th Feb 2023	Titles, maps and checklists updated	Duncan Russ	Duncan Russ
16	1st July 2023	Contacts		
17	1st July 2024		Duncan Russ	Duncan Russ

PIRMP Test History		
Date test completed	Name of person whom completed test	Comments
29.6.2020	Ty Reeve	Fire from lithium battery, PIRMP activated
15.01.2021	Ty Reeve Fiona Fuller Mitch Walker Tony Evans	Fire at base of current landfill face
17/3/22	Richard Thrippleton Dale Patterson Hayden Patterson	Fire in Number 4 General Waste Bin
13/03/2023	Rodney Isaac Hayden Patterson	Asbestos in Tipwell
12/12/2023	Tony Evans, Kurt Wade, Ty Reeve, Peter Barry	Fire in tip face

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1. ADMINISTRATION

1.1 PURPOSE

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

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

The purpose of this Pollution Incident Response Management Plan is to assist employees and management of the Bucketts Way Waste Management facility to identify the potential risk of a pollution incident occurring, introduce measures to mitigate that risk and to give direction in making quality decisions should a pollution incident occur. This plan contains guidance in determining the appropriate actions to take to 'prevent material harm' to the environment.

1.2 OBJECTIVE AND SCOPE OF PLAN

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

However, it is recognized that pollution incidents are not totally preventable. There for this plan has been developed to achieve the following objectives:

The objectives of this plan are to:

- 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, WorkCover NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident

- ensure that the Plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability

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

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

1.3 LEGISLATIVE CONTEXT

The specific requirements for pollution incident response management plans are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation 2). In summary, this provision requires the following:

- All licensees must prepare a PIRMP (section 153A).
- A PIRMP must be in the form required by the regulations and must include the information detailed in the POEO Act (section 153C) and the General Regulation (clause 98C).
- Licensees must keep the PIRMP at the premises the environment protection licence relates to, or where the relevant activity takes place (in the case of trackable waste transporters and mobile plant) (section 153D), and make certain parts of the PIRMP available on a publicly accessible website of the licensee, or alternatively provide a copy upon written request (clause 98D).
- Licensees must test their PIRMP in accordance with the regulations (section 153E and clause 98E).
- Licensees must implement their PIRMP immediately if a pollution incident occurs that causes or threatens material harm to the environment (as defined in section 147) (section 153F).

KEY TERMS AND MEANINGS

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

1.3.1 Pollution Incident

The definition of a pollution incident is:

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

1.3.2 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'.

1.3.3 Immediately

Industry is now required to report pollution incidents *immediately* to the EPA, NSW Health, Fire and Rescue NSW, SafeWork NSW and the local council. 'Immediately' has its ordinary dictionary meaning of promptly and without delay. These strengthened provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident in a faster time.

1.4 FACILITY COVERED BY THIS PLAN

The operation of the **Taree Waste Management Centre** is covered by this plan.

1.5 PLAN DISTRIBUTION

A copy of this 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 an authorised officer on request.

In addition to **Midcoast Council staff**, a copy of this Plan will also be given to **J R Richards and Sons,** the principal site contractor and made available to sub contractor **Resource Recovery Australia,** who has a permanent presence at the transfer station, weighbridge and tip shop.

The master copy of this plan is to be maintained by the **Coordinator Waste Operations, Midcoast Council** who will be responsible for revisions of the Plan and for the distribution of revised copies to the abovementioned.

1.6 PLAN REVIEW

The Pollution Incident Response Management Plan is to be reviewed annually by the **Coordinator Waste Operations, Midcoast Council** in conjunction with relevant Council staff, the principal contractor and sub contractor.

When revisions are made to the 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, refer to **Appendix No 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 plan assigned to that party has been updated. This form is to then be retained on file by the **Coordinator Waste Operations, Midcoast Council.**

1.7 PLAN TRAINING

To ensure that this plan is properly followed in the event of a pollution incident, training programs shall be provided to relevant **Council employees** and relevant personnel engaged by contractors **JR Richards (Or authorised Sub Contractor).**

The objectives of the training program shall be as follows:

*a) To ensure that **Council employees** and* personnel engaged by contractors **JR Richards (Or authorised Sub Contractor).** *are knowledgeable of their roles and responsibilities concerning this Plan.*

*b) To ensure that **Council employees** and* personnel engaged by contractors **J R Richards and Sons and Resource Recovery Australia** *are knowledgeable of the Plan's procedures to affect a safe and appropriate response to pollution incidents.*

Council employees and **JR Richards (Or authorised Sub Contractor).** site personnel will receive training in the plan appropriate to the level of their expected involvement.

The following is the general training program which is to be implemented:

1.8.1 Training Frequency

Council employees and personnel engaged by contractors **JR Richards (Or authorised Sub Contractor).** will receive training during initial employment orientation and refresher training at least annually. When employees change areas in which they work or responsibilities for the work they undertake, they will receive from their supervisor appropriate training in their responsibilities and actions as required by the Plan for their new work area/new responsibilities.

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

1.8.2 Training Level

All **Council employees** and personnel engaged by contractors **JR Richards (Or authorised Sub Contractor).** will receive training in the general Plan procedures and specific procedures related to the 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 **Coordinator Waste Operations, Midcoast Council** and the **Regional Manager, J R Richards and Sons** will receive additional training, beyond that received by Council employees and site personnel, dealing with actions that are necessary to provide for the safety of employees and facility users, the protection of facility assets and the management of pollution incidents.

1.8.4 Training Competencies

Details of the training competencies achieved by Council employees and contractor's staff relevant to this Plan are provided in **Appendix 2** of this Plan.

1.8 PLAN DRILLS AND EXERCISES

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

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

The **Coordinator Waste Operations, Midcoast Council** will complete a Pollution Incident Action Plan Exercise Evaluation Form, refer to **Appendix No 3**, and maintain copies for review.

1.9 FORM OF PLAN

As the purpose of this Plan is to mitigate the likelihood and to improve the management of pollution incidents and facilitate better coordination with the relevant response agencies, this Plan must be provided in written form, and be available at the subject premises and able to be provided to an authorised EPA officer on request. While this Plan can be prepared and stored in other forms, a printed copy must be available to an authorised EPA officer and to any person who is responsible for implementing the plan.

1.10 RELATIONSHIP WITH OTHER EMERGENCY AND INCIDENT RESPONSE PLANS

This Plan is meant as a stand alone document, the implementation of which is required to be undertaken to mitigate risk of a pollution incident but also to respond to any pollution incident where there is a potential of 'material harm to the environment'.

2. FACILITY DESCRIPTION

2.1 LOCATION

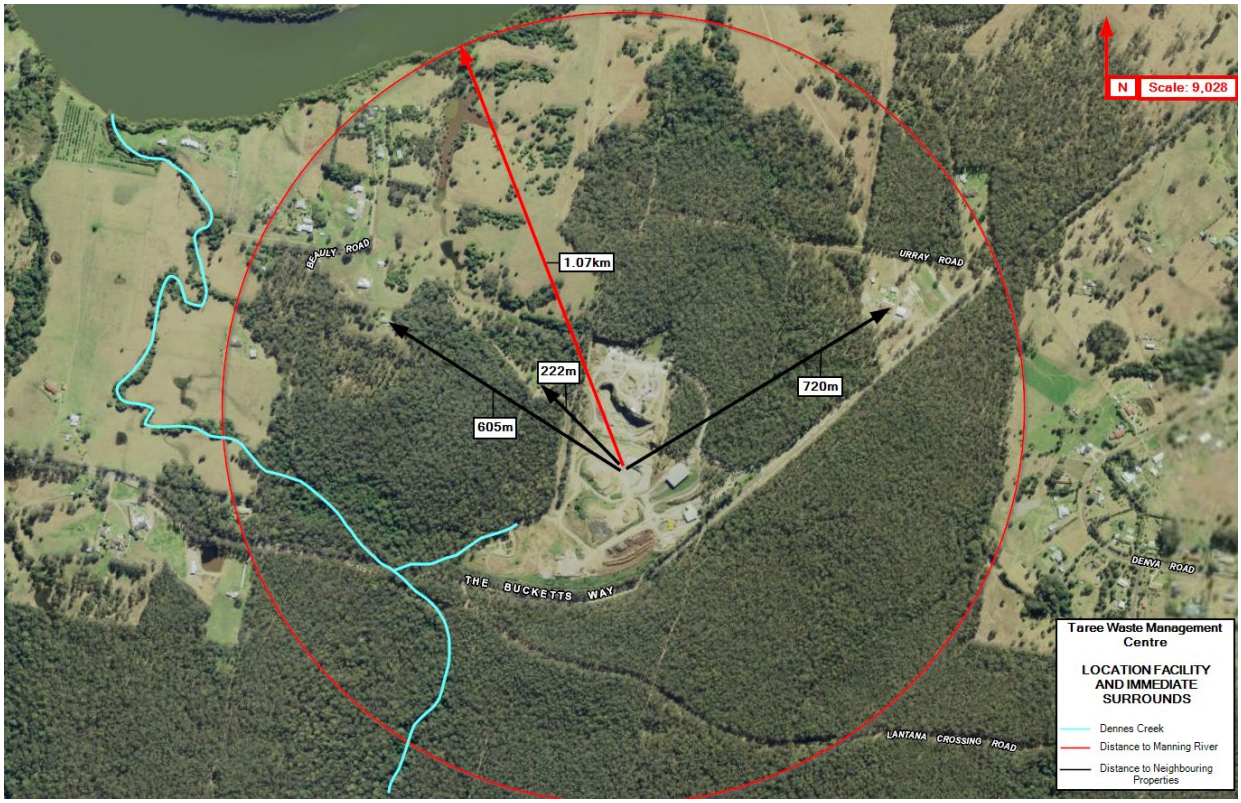
Name of the Facility - Taree Waste Management Centre

Address - The Bucketts Way Tinonee NSW 2430

Property Description – Landfill - Lots 330 and 331 DP45878 Bucketts Way and Wards Quarry, Lot 212 DP753202 Bucketts Way

Location Map

Figure 1 – Location Map



Owner –Midcoast Council

Area – the site occupies an area of approximately 20 hectares

Soils – most of the soils in the landfill have been disturbed by either quarrying or waste disposal operations but the remaining part of the undisturbed area contains lithosol soils. These soils are shallow with stones present in their matrix and comprise 5 to 15mm thick layers of light brown to red dark silty clay, overlying dark reddish light clay up to 10mm thick. This light clay B horizon is sometimes absent, or has a tendency to develop in the weathered clay/shale which exists below. The permeability of the shale bedrock has been established from similar strata types as

5 x 10^{-7} to 5 x 10^{-2} metres per day (Clarke and Cook 1986). Such a rock type exhibits low permeability which would retard the movement of any leachate into the rock material with most runoff tending to be along the surface of the rock and along bedding planes.

Hydraulic features – the landfill and quarry site are drained by 3 principal ephemeral streams. The southern portion is within the lower catchment of Dennes Creek. To the North, the site is drained by 2 streams with the more easterly stream being the larger of the two. All streams flow in a generally northern direction into the Manning River. Within the Manning Valley there are four main areas where groundwater is found, these are Kolodong Flat, Tinonee Flat, Taree Estate and near Glenthorne. None of these areas are close to the landfill/quarry and there is no hydro geological linkage to them.

Vegetation – the vegetation surrounding the landfill is an example of a dry sclerophyll formations found extensively west of Nabiac. Kiwarrak state Forest is divided from the site to the south by the Bucketts Way. The principal tree species which consists of grey gums, grey ironbark, white stringy bark and spotted gum occur in approximately equal numbers.

Topography – the original topography of the site has been disrupted by the landfill operation and adjacent quarry operation, though the original landform is still evident to some degree. The southern section of the landfill is gently undulating (0 -10%) and slopes to the west, where it flows to a small ephemeral stream that runs into the Manning River. The long elongated northern section of the quarry area contains a ridge line running NW-SE which has a maximum height of approximately 50m AHD. Areas outside the site and surrounding ridge are predominantly undulating to hilly (slopes 10 – 20%), and contain the headwaters of a number of ephemeral streams.

Site access – site access is via the Bucketts Way through the main entry gate and linked to the quarry access road. Access can also be gained off the Bucketts Way from a side track through a locked gate adjacent to the site stormwater pond.

2.2 FACILITY DESCRIPTION

Site Plan

Appendix 29 & 30 show the overall site arrangement, activity areas, the locations of first response equipment in the event of a pollution incident together with the identification of the sources of potential pollutants.

Site Activities - the **Taree Waste Management Centre** incorporates a number of related activities and holds two Environmental Protection Licences (EPLs), one for the landfill which includes extraction from the quarrying operations and the second for the remainder of the site activities and is described as resource recovery. The Site Services and Infrastructure Plan in Appendix 28 shows the demarcation line between the two licensed areas. This PIRMP relates to both EPLs.

(i) The landfill operates under EPL 6262 as a General Solid Waste (putrescibles) facility where approximately 70,000 tonnes per annum (tpa) of waste material are buried. Waste material types

include asbestos, oyster sticks, dead animals as well as general Municipal Solid Waste. In recent years the Council has used “landfill lids” as a substitute to VENM daily cover, as the lids provide the same level of environmental performance without contributing to the consumption of void space.

Leachate collector drains have been installed and these connect to leachate dams located down gradient of the landfill. The dams have been sized to cater for anticipated flows and recent improvements to the leachate drainage system and stormwater management system have significantly reduced the risk of a capacity failure. The collected leachate is pumped overland from the dam to a sewer manhole operated by Midcoast Water, some two kilometres away. This pump line (rising main) has been laid within a trench and is 80mm diameter pressure pipe.

The landfill operations are conducted under contract by **J R Richards and Sons**, whereby the contractor is responsible for the placement, compaction and covering of all incoming wastes. The contractor also manages traffic, operates the weighbridge, constructs internal access roads, oversees the installation of leachate drains, controls litter and maintains the surface water management system. The operation of the active tipping area has been sub contracted to **Resource Recovery Australia** by J R Richards and Sons.

(ii) Small Vehicle Waste Transfer Station is included in EPL 13126 and is the receival point for all self haul domestic waste. Waste transfer bins are located within the transfer station with waste types being segregated into general waste, green waste and recyclables. The transfer station is also the point of separation and storage of chemicals, used gas cylinders and hazardous materials.

(iii) Weighbridge, Gatehouse and Tip Shop is part of EPL 13126 and is the control point for all vehicles entering and exiting the facility and where gate fees are applied. The loads of all incoming vehicles are inspected to ensure only approved waste types are accepted. Recovered goods are retained in the Tip Shop for subsequent sale.

(v) Stockpile Areas – both scrap metal and used tyres are stockpiled in an area defined as “resource recovery” before removal off site for re-processing. Service contracts ensure these materials are removed routinely to ensure stockpiles are maintained at minimum sizes. A buffer zone is kept around the tyre stockpile for both site maintenance and as separation zone in the event of a fire.

Waste concrete and masonry are stockpiled on the landfill before being taken to the adjoining quarry for crushing and subsequent re-use on the landfill for hardstand and internal road construction. These activities are undertaken as part of EPL 13126.

(vi) Organics Storage and Processing – organic material comprises self haul garden waste together with kerbside collected green waste. Up to 6000 tonnes per annum are managed within this site. The materials are stockpiled, shredded and composted. This activity is undertaken in an area where leachate is controlled and which connects to the overall site leachate management system and is under the umbrella of EPL 13126.

(vii) Quarry – quarrying operations are part of the landfill EPL 6262 and are currently non-operational, licence allows for approximately 25,000 cubic metres per year of hard rock to

removed for external markets and for landfill maintenance. The void space created from the quarrying works provide for future land filling. The residual life of the quarry is about ten years.

Stormwater is collected from the quarry floor and is pumped to a retention dam before release to the environment. Some leachate migrates from the interface between the quarry and the landfill and this is collected and pumped to the landfill leachate management system.

Dust suppression forms part of the hard rock crushing activity.

3. POLLUTION INCIDENT PREVENTION, RECOGNITION AND PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

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

Council employees and contractor's staff are to be instructed, as part of their training and orientation, 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 identified in Section 2.2 above are provided as follows;

Table 1 – Summary of Pre-emptive Actions

POTENTIAL HAZARD	PRE-EMPTIVE ACTION
• Leachate dam overflow caused by pump failure or excessive inflow from contaminated storm water • Leachate dam rupture • Ground water contamination • Failed leachate pump line • Leachate spring eruption • Fire at tip face • Fire in transfer bin • Fire in incoming load • Fire at tyre stockpile • Fire in shredded green waste • Chemical spill • Oil/fuel spills. • Failure of hazardous material containment tanks/bund • Windblown litter • Odour • Dust • Explosion of gas cylinders	Undertaking routine inspections in accordance with the EMP checklist (see **Appendix 27**) and responding in accordance with Standard Operating Procedures (SOPs) as contained in **Appendices 6 to 24**

3.2 INVENTORY OF POTENTIAL POLLUTANTS

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

Table 2 – Summary of Potential Pollutants

POLLUTANT TYPE/ SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY	LOCATION (see site plan)	TYPE OF CONTAINMENT	MSDS
Leachate	Liquid	1,550,00 litres (leachate dam primary 300 kls, secondary 250 kls and overflow 1,000,000 kls)	Leachate Dams	Primary and secondary earth formed with concrete base. Overflow concrete .	NA
Used tyres	Solid	200 units	Resource Recovery Area	Hardstand	NA
Shredded green waste	Solid	3,000 cubic metres	Resource Recovery Area	Hardstand	NA
Diesel	Liquid	Up to 380 litres - 4 x 20L drums and 1 x300L fuel cell	Tip shop	Locked storage room	NA
Petrol	Liquid	Up to 20 litres	Tip Shop	Locked storage room	NA
Oil based paint	Liquid	Up to 500 litres	CRC	Bund	
Water based paint	Liquid	Up to 500 litres	CRC	Bund	
Herbicides	Liquid	Up to 20 litres	CRC	Bund and locked storage cabinet	Recorded as product comes in
Pesticides	Liquid	Up to 20 litres	CRC	Bund and locked storage cabinet	Recorded as product comes in
Gas cylinders	Solid	Up to 60 units	CRC	Pallet	NA
General household chemicals	Liquid or Powder	Up to 50 litres	CRC	Bund and locked storage cabinet	Recorded as product comes in
Solvents	Liquid	Up to 20 litres	CRC	Bund and locked storage cabinet	Recorded as product comes in
Lead Acid Batteries	Solid	Up to 100 units	CRC	Bunded pallet	NA

A map showing the location of pollutant locations is provided **under Part 2.2 of this Plan.**

3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS

Notwithstanding **Midcoast Council'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
- Spill of chemical or other hazardous materials

- Leachate discharge off site
- Litter, odour and dust

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

Inherent risk will be assessed by combining the likelihood and consequence of the identified potential risk. In determining the assessment of the likelihood and consequence, the following rating processes was 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 - Likelihood of a risk occurring.

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 – Consequence of a risk occurring

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	Catastrophic	Major environmental impact which maybe irreversible

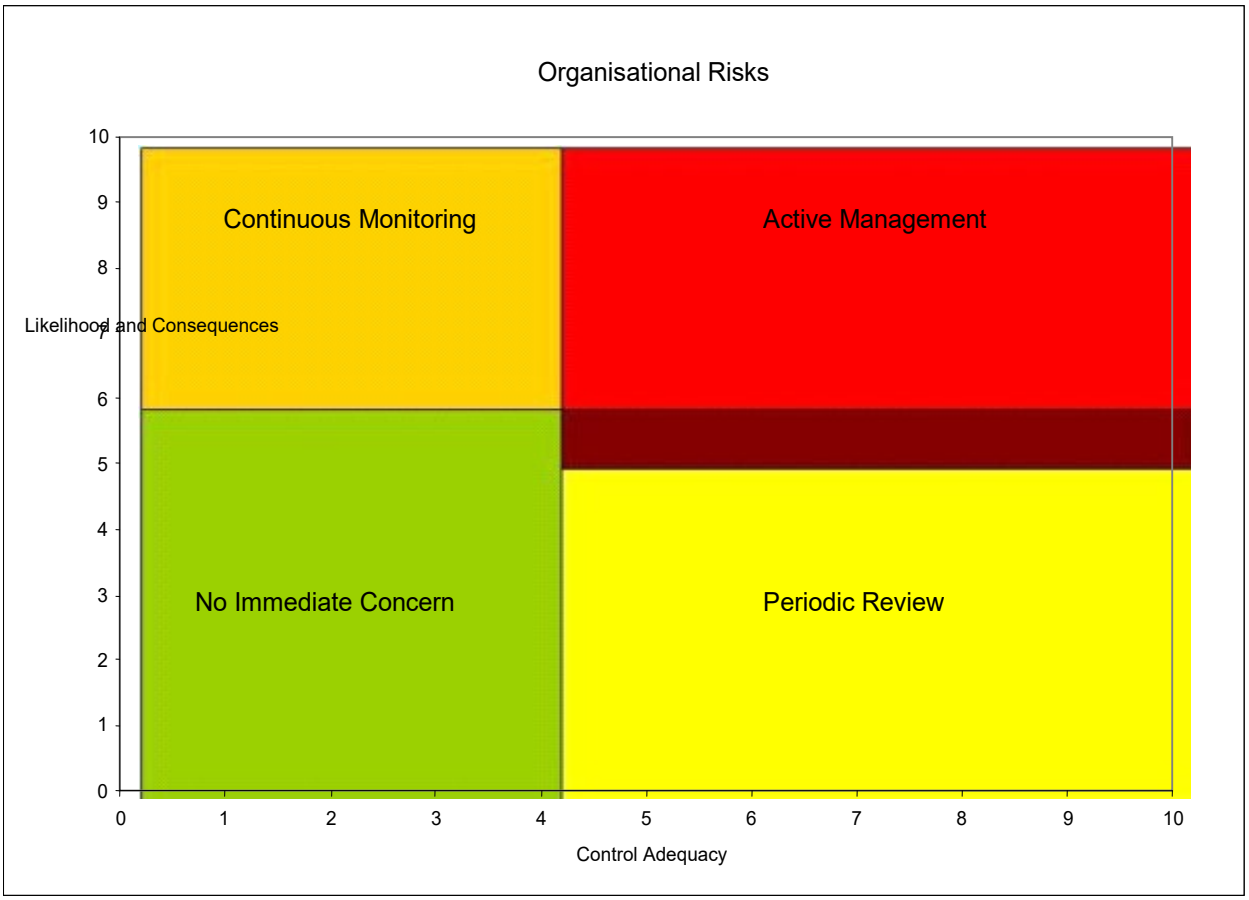
3.3.3 Risk Evaluation -individual evaluation of the management priority for each potential pollution incident using the risk priority matrix presented in the following figure.

Definitions – Report Key

Rating	Definition
Low 1 – 2	Acceptable Risk – Review consequence and likelihood and manage through routine procedures
Moderate 3 – 5	Ensure management system controls risk and managerial responsibility is defined.
Significant 6 – 8	Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that appropriate management processes can be demonstrated to be in operation.
High 9 – 10	Risk must be assessed and reduced or eliminated. If the risk cannot be reduced from "High", then management must provide continuing assurance that due diligence systems are in place so that appropriate management processes can be demonstrated as being in operation.

The residual risk has been shown by measuring the inherent risk against the assessed effectiveness of the controls. High risks will be eliminated by change of scope or schedule.
For the purposes of this Plan high risks and significant risks will be eliminated or managed. Moderate risks will be monitored. Low risks will be accepted.

Figure 3 – Risk Priority Matrix



The outcomes of the risk assessment together with the relevant incident control/management action are summarized in Table 5 below -

Table 5 – Risk Management Plan

Pollution Hazard	Risk Factors	Outcome	Likelihood/ Consequence (Rating)	Pre-emptive Actions	Reference	Likelihood/ Consequence post control (Rating)	Incidence Response Actions	Reference
(1) ENVIRONMENTAL **(a) Leachate Discharge Off Site**	Leachate dam overflow	Leachate contamination of adjacent land and/or waterways	Possible/major (Significant)	Routine inspection included in EMP checklist Surface water monitoring of down gradient points	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Major (Moderate)	SOP Appendix 6	SOP within the PIRMP
	Leachate dam failure	Leachate contamination of adjacent land and/or waterways	Possible/major (Significant	Routine inspection included in EMP checklist, including engaging an engineer to inspect and report in the event of leakage being detected	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Major (Moderate)	SOP Appendix 6	SOP within the PIRMP
	Leachate pump breakdown or pipeline failure	Leachate contamination of adjacent land and/or waterways	Possible/major (Significant)	Routine inspection included in EMP checklist. Scheduled maintenance servicing of pump and pump connections Standby pump and service parts available Surface water monitoring	EMP Inspection checklist as provided in Appendix 27 of the PIRMP Contractor's EMP	Rare/Major (Moderate)	SOP Appendix 7	SOP within the PIRMP Report in EPL Annual Return

	Leachate contamination of the surface water management system.	Leachate contamination of adjacent land and/or waterways	Possible/major (Significant)	Routine inspection included in EMP checklist to ensure suitable management procedures, including bund separation at active tipping area	EMP Inspection checklist as provided in Appendix 27of the PIRMP	Rare/Major (Moderate)	SOP Appendix 8	SOP within the PIRMP
	Leachate dam or holding tank rupture	Leachate contamination of adjacent land and/or waterways	Possible/major (Significant)	Routine inspection included in EMP checklist	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Major (Low)	SOP Appendix 9	SOP within the PIRMP
	Leachate seepage from landfill operations into water table	Leachate migration and possible contamination of water table	Possible/major (Significant)	Monitoring of ground bores to detect leachate migration	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Major (Low)	SOP Appendix 10	SOP within the PIRMP 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 (Significant)	Routine inspection included in EMP checklist	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Major (Moderate)	SOP Appendix 11	SOP within the PIRMP
(a) 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 inspection included in EMP checklist	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Low)	SOP Appendix 12	SOP within the PIRMP

	Green waste stockpile ignites	Combustion creates smoke and fire hazard	Possible/moderate (Moderate)	Routine inspection included in EMP checklist to ensure stockpile size management and maintenance of buffer zones	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Moderate)	SOP Appendix 13	SOP within the PIRMP
	Fire in waste transfer bins	Combustion creates smoke and fire hazard	Possible/moderate (Moderate)	Inspection of all incoming loads as required in EMP checklist. Bin lids to be closed at end of day	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Low)	SOP Appendix 14	SOP within the PIRMP
	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 as required in EMP checklist. Site secured at close of day	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Low)	SOP Appendix 15	SOP within the PIRMP
	Fire in vehicle loads of incoming wastes	Combustion creates smoke and fire hazard. Property damage.	Possible/moderate (Moderate)	Inspection of all incoming loads as required in EMP checklist.	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Low)	SOP Appendix 16	SOP within the PIRMP
(b) Chemical Spills	Chemical spill from ruptured or leaking storage containers	Soil contamination Creation of volatile fumes Explosion/fire	Possible/major (Significant)	Retain minimum quantities on site Separation areas between stored chemicals	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Low)	SOP Appendix 17	SOP within the PIRMP

				Creation of bunded storage areas				

	Incompatible chemical cross contamination in storage areas	Explosion/fire	Possible/major (Significant)	Retain minimum quantities on site Use approved chemical safes for storage Separation areas between stored chemicals Creation of bunded storage areas	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Low)	SOP Appendix 18	SOP within the PIRMP
	Leakage from incoming loads	Soil contamination Contamination of adjacent land and/or waterways	Possible/major (Significant)	Inspection of all incoming loads as required in EMP checklist.	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Low)	SOP Appendix 19	SOP within the PIRMP
(c) Oil/Fuel Spillage	Rupture of fuel containers or storage tanks	Soil contamination Creation of volatile fumes Explosion/fire	Possible/major (Significant)	Retain minimum quantities on site Creation of bunded storage areas	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Moderate (Low)	SOP Appendix 20	SOP within the PIRMP
	Rupture of mobile plant hydraulic lines	Soil contamination Contamination of adjacent land and/or waterways	Possible/major (Significant)	Staff training in waste placement and compaction techniques. Routine plant servicing.	Staff training records	Rare/Moderate (Moderate)	SOP Appendix 21	SOP within the PIRMP

(d) Dust	Dust migrating off site	Complaints to EPA	Possible/moderate (Moderate)	Install dust monitor Wet down unsealed trafficable areas Use shredded green waste on exposed areas of cover material	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Minor (Low)	SOP Appendix 22	SOP within the PIRMP
(e) Odour	Offensive odour	Complaints to EPA	Possible/moderate (Moderate)	Provide daily cover/landfill lids to active tipping area	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Minor (Low)	SOP Appendix 23	SOP within the PIRMP
(f) Landfill Gas	Contributor to Global warming	Increase in CO2e emissions	Likely/minor (low)	Install landfill gas capture and flaring system	GTCC Waste Management Strategy	Rare/Minor (Low)		Waste Management Strategy
(g) Litter	Litter migrating off site	Complaints to EPA	Possible/moderate (Moderate)	Provide daily or intermediate cover to waste Erect litter fences Litter collection activities	EMP Inspection checklist as provided in Appendix 27 of the PIRMP	Rare/Minor (Low)	SOP Appendix 24	SOP within the PIRMP
(2) COMPLIANCE **(a) Incident Reporting**	Non-compliance with statutory reporting	Cautionary Notice PIN	Unlikely/Moderate	Prepare reports as required	Reporting protocols included in EMP checklist. Appendix 27.	Rare/Moderate (Low)	SOP Appendix 25	SOP within the PIRMP

(3) WORKPLACE HEALTH and SAFETY	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Likely/major	Regular tool box meetings with staff and contractors Safe Work Method Statements prepared and implemented Risk assessments undertaken Safety plans developed for major works Staff training Job and site specific orientation for new staff, visitors and contractors Independent audit of all systems of work Emergency and evacuation plans prepared and tested	Established tool box meeting protocols Contractor's Health, Safety and Environment Plan Contractor's Health, Safety and Environment Plan SOP Appendix 2 Contractor's Health, Safety and Environment Plan SOP Appendix 25	Unlikely/moderate (Moderate)		SOPs within the PIRMP

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

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

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

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION	QUANTITY	MAINTAINANCE REQUIREMENTS/STANDARDS
Asbestos kit	Transfer Station	1	Weekly inspection
	Weighbridge	1	Weekly inspection
Chemical spill kit	Transfer Station	1	Weekly inspection
	Weighbridge	1	Weekly inspection
Fire extinguisher	Weighbridge/Tip shop	3	Six monthly inspection and tagging
	Transfer Station	4	Six monthly inspection and tagging
Fire Hose Reel	Weighbridge/Tip Shop	1	Six monthly inspection and tagging
	Transfer Station	4	Six monthly inspection and tagging
Water cart	Quarry	1	Annual inspection
Fire hydrant	Roundabout	1	Six monthly inspection and tagging
	Entry to Compost area	1	Six monthly inspection and tagging
	Rear of Compost area	1	Six monthly inspection and tagging
	Corner at base of active cell	1	Six monthly inspection and tagging
	On road side near to leachate ponds	1	Six monthly inspection and tagging
Sandbags	Gatehouse	200	Three monthly inspection and replenishment
First Aid Kit	Gatehouse	1	Monthly inspection and replenishment.

Active systems and equipment such as portable fire extinguishers, fire blankets, hose reels and fire hydrants should only be used by persons who are suitably trained and it is safe to do so.

The location of all incident response equipment will be clearly signposted so that Council employees and contractor's staff faced with an incident and under pressure will confidently locate and select the appropriate type of equipment.

The maintenance of the systems and equipment is to be undertaken in accordance with the standards nominated in the Table above.

3.4.2 Communication System

A telephone system is installed within the **Taree Waste Management Centre** with this system providing for communication both internally (PABX) and externally via a telecommunications service provider. In a pollution incident the telephone can be used as a means of notifying those individuals/organisations responsible for activating this Plan and managing the incident response. In addition to the telephone system, mobile phones will be the accepted means of communications

Further, Council has an obligation to inform members of the local community should a pollution incident occur that could affect their property or safety. Communication mechanisms include phoning occupiers of neighbouring properties, issuing media releases and providing information of Council's web site.

A summary of community notification and communication is provided in table 9 of Section 4.3.2

3.4.3 Security

Access to the **Taree Waste Management Centre** by unauthorised persons and unauthorised activities occurring on the site will be controlled at the gatehouse by J R Richards and Sons personnel who are required to provide access to authorized persons only.

3.4.4 First Aid Equipment

A suitable fully stocked and easily accessible first aid kit is located at the gatehouse and its location clearly labelled.

3.4.5 Signs and Labels

Signs and labels provide key information to facility personnel and users. The location of signs is important.

Suitable signage indicating the location of incident response equipment and features and the first aid kit will be provided and maintained within the facility.

A list of emergency phone numbers will be clearly displayed at a location within the facility that can be seen by Council employees, contractor's staff and facility users.

3.4.6 Funding Arrangements and Support

As the costs associated with the clean up of an incident can be significant – in past cases these have been in excess of $1 million – consideration must also be given to funding arrangements, such as taking out appropriate insurance or having contingency funds available. The cost of any

clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from the company or individual responsible for the pollution incident.

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

- Reserves within Council's Waste Fund
- Public liability insurance policies

4. POLLUTION INCIDENT CONTROL AND RESPONSE

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

The following is a list of incident response individuals who are responsible for activating this Plan together with their notification and communication responsibilities.

Table 7 - Plan Activation Contact Details

NAME	POSITION	CONTACT DETAILS (24 Hours)	NOTIFICATION RESPONIBILITIES	COMMUNICATION RESPONSIBILITIES
David Rees	Waste Manager MCC	0436 830 159	Fire & Rescue NSW EPA Manning Rural Referral SafeWork NSW Council Executive	Contractors Neighbouring property owners Media releases Web update
Duncan Russ	Coordinator Waste Operations MCC	0402 089 222	Fire & Rescue NSW EPA Manning Rural Referral SafeWork NSW Waste Program Coordinator Council Executive	Contractors Neighbouring property owners/occupiers
Emillie Wilde	Senior Waste Operations Officer MCC	0421 791 174	Team Leader Waste Management, MCC, Fire & Rescue NSW EPA Manning Rural Referral SafeWork NSW	Contractors
Tony Evans	Regional Manager, Lower North Coast Region J R Richards and Sons	0438 472 256 *In the event of poor reception at the leachate dam site, contact JRR on the landline and ask for the message to be relayed.(65515266*)	Executive Group of J R Richards and Sons Fire & Rescue NSW EPA Manning Rural Referral SafeWork NSW	Emergency services Site personnel including Geoffrey Stewart Construction staff Facility users

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.

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

Table 8 - Incident Contact Details

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire and Rescue NSW	Duty Officer	1300729579 49023183 (Newcastle)
Police Force NSW	Duty Officer	65520399 (local) 000
Ambulance Service of NSW	Duty Officer	000
Minister of Health through local district public health unit Manning Rural Referral	Reception	65929111 000
EPA	EPA Environment Line	131 555
	Newcastle Regional Office	49 086800
Department of Environment and Conservation (NP&WS)	Parks and Wildlife Mid North Coast Regional Office	65885555
Safework NSW	Duty Officer	131050
Department of Primary Industries (NSW Fisheries)	Reception	1300550474
Poisons Information	Duty Officer	131126 000

NSW Health	Reception	93919000
Department of Families and Community Services	Reception	92480900
State Emergency Service	Duty Officer	132500 000
Roads and Traffic Authority	Reception	132213
Bureau of Meteorology	Land weather and flood warnings	1300 659 218 02- 66523485 (Coffs Hr Regional Office)

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

In order to provide for the safety of employees and facility users and to ensure 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 organizations 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.

4.3.2Small Area/Minor Incidents

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

However, it will be the general practice that **all** incidents will be notified immediately to the **Coordinator Waste Operations, Midcoast Council** so that an assessment of the level of response required can be made.

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

In addition to the immediate notification of any minor incident or event an incident report notification form, refer to **Appendix 4,** is to be completed and forwarded to the **Coordinator Waste Operations, Midcoast Council.**

4.3.3 Major Incident

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

Where a major incident occurs, the **Coordinator Waste Operations, Midcoast Council** is to **immediately** implement the pollution notification protocol included as **Appendix 5.**

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 **Manager Waste Services, MCC.**

Importantly Appendix 5 requires the immediate notification of;

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit see www.health.nsw.gov.au/publichealth/infectious/phus.asp
- the WorkCover Authority – phone 13 10 50
- the local authority if this is not the ARA
- Fire and Rescue NSW – phone 1300729579.

The above organisations must be notified immediately of a major pollution incident.

4.3.4 Community Notification and Communication

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

In this regard the following notification and communication action plan will be applicable to a major pollution incident at the **Taree Waste Management Centre**. The following action plan has been based upon the pollution incident risk assessment included in Section 3.3 of this Plan.

Table 9 - Community Notification and Communications Plan

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM/TOOLS	KEY MESSAGE
Leachate discharge off site	Local impact, ranging from minor to significant	EPA, NSW Health, Safework, Fire and Rescue NSW Occupiers of neighbouring properties (see Appendix 29 for communications recipients schedule) Local community	Team Leader, Waste Management MCC	Phone call to EPA Environment Line, then Ministry of Health, then WorkCover, then Fire and Rescue NSW Followed by a written report.(EPL) Contact to occupiers of neighbouring properties (see Appendix 29 for communications recipients schedule) Information displayed on Council's web site	Assessment of severity Type and quantity of material involved Explanation of what happened Date and time of incident Response actions taken Receiving additional information
Fire	Local impact, likely to be minor, depending on the severity of the fire	EPA, NSW Health, Safework, Fire and Rescue NSW Occupiers of neighbouring properties (see Appendix 29 for communications recipients schedule) Local community	Team Leader, Waste Management MCC	Phone call to EPA Environment Line, then Ministry of Health, then WorkCover, then Fire and Rescue NSW Followed by a written report.(EPL) Phone call to occupiers of neighbouring properties Media release	Date and time of incident Response actions taken Type of fire Agency responding

Chemical spill	Local impact, likely to be minor	EPA, NSW Health, Safework, Fire and Rescue NSW Occupiers of neighbouring properties (see Appendix 29 for communications recipients schedule) Local community	Team Leader, Waste Management MCC	Phone call to EPA Environment Line, then Ministry of Health, then Safework, then Fire and Rescue NSW Followed by a written report.(EPL) Phone call to occupiers of neighbouring properties Media release	Date and time of incident Response actions taken Type of chemicals Agency responding
Oil/fuel spill	Local impact, likely to be minor	EPA, NSW Health, Safework, Fire and Rescue NSW Occupiers of neighbouring properties (see Appendix 29 for communications recipients schedule) Local community	Team Leader, Waste Management MCC	Phone call to EPA Environment Line, then Ministry of Health, then Safework, then Fire and Rescue NSW Followed by a written report.(EPL) Phone call to occupiers of neighbouring properties Media release	Date and time of incident Response actions taken Type of oil/fuel Agency responding
Explosion	Local impact, likely to be minor	EPA, NSW Health, Safework, Fire and Rescue NSW Occupiers of neighbouring properties (see Appendix 29 for communications recipients schedule) Local community	Team Leader, Waste Management MCC	Phone call to EPA Environment Line, then Ministry of Health, then Safework, then Fire and Rescue NSW Followed by a written report.(EPL) Phone call to occupiers of neighbouring properties Media release	Assessment of severity Agency responding Date and time of incident Damage report

4.4 FACILITY EVACUATION

4.4.1 General Requirements

Most minor pollution incidents will not require the evacuation of all or part of the facility however it is acknowledged that any major incident may require the facility to be evacuated.

Evacuation of Council employees, contractor's staff and facility users in the event of a major incident is of the utmost importance.

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

In this regard the standard operating procedures applicable to facility evacuation, refer to **Appendix No 25**, must be implemented once a decision is made to evacuate the facility.

The decision to evacuate the building is to be taken by the **Regional Manager, J R Richards and Sons or Councils Coordinator Waste Operations**, and supported by facility personnel.

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.

It will be, due to facility operational practicalities, the responsibility of the **Regional Manager, J R Richards and Sons** to determine the need for and extent of facility evacuation in the event of a major pollution incident.

Whilst the need for evacuation will be dependent upon the nature and scale of an incident it is of primary importance that personal and public health is not put at risk at anytime during a pollution incident. In this regard a conservative approach to facility evacuation is to be taken by the **Regional Manager, J R Richards and Sons** and supported by facility management.

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless instructed to do so by the Team Leader Waste, GTCC

4.4.3 Priority of Evacuation

The **Regional Manager, J R Richards and Sons** 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, violet 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 Regional Manager, J R Richards and Sons,** *the following action is to be initiated:*

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

4.4.4 Mobility Impaired Persons

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

A staff member who works with a person with a disability shall be appointed as that person's carer during an emergency.

The procedures for assisting mobility-impaired persons should be discreetly discussed with the individual concerned.

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

4.4.5 Evacuation Assembly Areas

The facility has a designated primary and a secondary evacuation assembly point. In the event of an incident requiring the evacuation of the facility, all Council employees, contractor's staff and facility users are to immediately leave the facility by the designated route and report to the designated primary evacuation point. Should the primary evacuation point be in a hazardous area or is unsuitable due to the nature of the threat, employees and facility users will then be directed to proceed to the designated secondary evacuation point.

On arrival at the designated evacuation assembly point all employees will remain until the **Regional Manager, J R Richards and Sons** has determined the status of all personnel and;
• accounted for all, or
• prepared a list of names of missing personnel and the location last seen

For the purposes of this plan the following evacuation assembly points are applicable;

Primary Assembly Point is at the main entry to the Bucketts Way Waste Management facility where the **"Emergency Assembly"** sign is located.

Secondary Assembly Point is at the storm water retention dam, for egress from the site via the adjacent side track. The Site Services and Infrastructure Plan in **Appendix 28** shows the locations of the Primary and Secondary assembly points.

4.6.6 Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or Secondary Evacuation Assembly Point and the presence of personnel confirmed, arrangements will be made by the **Regional Manager, J R Richards and Sons** for Council employees and contractor's staff to be transported/moved to the Post Evacuation Assembly Point which for the purposes of this Plan is the **Adventist School** located on the Bucketts Way 700 metres to the East.
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 6 to 25 of this Pollution Incident Response Management 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
- Fire
- Chemical spill
- Oil/fuel spill
- Explosion
- Facility Evacuation

6. POST POLLUTION INCIDENT ACTIVITIES

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

6.1 RECOVERY OPERATIONS

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

The **Coordinator Waste Operations**, in collaboration with the **Regional Manager, J R Richards and Sons** will need to prioritize activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Coordinator Waste Operations**, will develop an operational recovery plan.

6.2 INCIDENT INVESTIGATION

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

The **Coordinator Waste Operations** 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 **Regional Manager, J R Richards and Sons** will normally conduct the investigation.

6.2.2 Major Incidents

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

The **Coordinator Waste Operations** and **Regional Manager, J R Richards and Sons** will assist the authorities as needed.

6.3 DOCUMENTATION

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

Following a pollution incident or emergency situation, the **Coordinator Waste Operations** will have the responsibility for ensuring all records and forms used during the incident have been prepared and collected. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Coordinator Waste Operations** must prepare a report documenting activities that took place during a major pollution incident.

The report of the **Coordinator Waste Operations** and all related documentation will be submitted to the **EPA** in accordance with EPL condition R3 and R5

6.4 INCIDENT DAMAGE ASSESSMENT

Following an incident, an assessment of damage 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 minimize further damage and restore the facility for operational use or to rehabilitate the environment in accordance with Appendix 30.

The **Coordinator Waste Operations** will have the primary responsibility for ensuring the damage assessment following an incident is undertaken.

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

6.5 INCIDENT DEBRIEFING

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

6.6 INCIDENT CRITIQUE

The critique of the incident is a review of what actions took place during the pollution incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the effectiveness of the Pollution Incidence Response Management Plan and the facility procedures.

6.7 MEDIA MANAGEMENT

Under no circumstance is any member of Council's staff or the contractor to provide information or statement to the media unless authorized by the **Director of Livable Communities, MCC.**

APPENDIX 1

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN AMENDMENT NOTIFICATION OF CHANGE FORM

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

DISTRIBUTION	**DATE SENT**
• Master copy	
• Site copy	
• Principal Contractor	
• Sub Contractor	

PAGE NUMBER	**PLAN SECTION**	**DESCRIPTION OF CHANGE**

Management Authorization…… Dated……..

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

Signed…… Dated……

APPENDIX 2

Training

Standard Operating Procedure

Purpose and Scope

To ensure the safe and effective management at the Taree Waste Management Centre, 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 (EMP)

Key points to be covered in this program may include:

- overview of the Pollution Incident Response Management Plan
- 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

This training would be in-house and would be provided by the Council's waste officers, the site contractor or his representative or by consultants. Training would be provided when new staff commence at the site. Ongoing "on the job" training will also be necessary.

1.1.1.1 Program B – Fire Fighting

Key points to be covered in this program may include:

- Types of fires (eg 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 at the site in the form of a toolbox talk and may include practical demonstrations. The training would be prepared and delivered by suitably qualified personnel, with input may also be provided by officers of the local NSW Fire and Rescue.

1.1.1.2 Program C – Hazardous Substance and Dangerous Goods Management

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 a suitable service provider. Where required, additional input may be required from external Workcover Accredited OH&S Consultants.

Training Records

A record of all training undertaken will be maintained at the Council's and the company'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 user 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
- Violations and/or fines from Regulatory Agencies

Reviewed by: **Date:**	**Approved by:** **Date**

Pollution Incident Response Management Plan (PIRMP)Training Form

Site PIRMP training being delivered	
Date training undertaken	
Person undertaking training & Position	
Qualified person delivering training & Position	

Competency Checklist

Competent	Y	N
Location of PIRMP documents onsite known		
Understand PIRMP Scope & Objective		
PIRMP Communication Plan		
Pollution Incident Exercise Evaluation Form		
Incident Report Form		
EPA Notification Protocol		
Leachate Dam Overflow SOP		
Leachate System – Management and Maintenance SOP		
Surface Water Quality Monitoring SOP		
Operation and Maintenance of Sediment Control System SOP		
Leachate Discharge – Dam Rupture SOP		
Groundwater Monitoring SOP		
Used Tyre Stockpile Management and Maintenance SOP		
Green Waste Stockpile Management and Maintenance SOP		
Mulch Fire SOP		
Fire In Waste Transfer Bins SOP		
Fire at Landfill Tipping Face SOP		
Fire in a Load SOP		

Chemical Spill Response SOP		
Storage of Chemicals/Hazardous Materials SOP		
Inspection of Loads SOP		
Clean Up of Fuel/Oil Spills SOP		
Depositing of Waste SOP		
Dust Management SOP		
Odour Management SOP		
Covering of Waste/Litter Control SOP		
Facility Evacuation SOP		
Pollution Incident Reporting SOP		
EMP Reporting Checklist		
Site Services and Infrastructure Plan		

…… ……

Trainer Signature Trainee Signature

APPENDIX 3

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN POLLUTION INCIDENT EXERCISE EVALUATION FORM	
Facility: the Taree Waste Management Centre	
RESPONSE SEQUENCE:	**TIME** **DATE**
Name and Position of those engaged in the simulation exercise	
• **XXXXXX** • **XXXXXX** • **XXXXXX**	**COMMENTS**
Incident uncovered (description)	
Assessment of significance	
Initiation of PIRMP. Incident response/notification of incident (all "relevant" agencies)	
Evacuation alarm sounded (if necessary)	
Incident control/remediation action commenced – (list actions)	
Evacuation commenced (if necessary)	
Warden checks for personnel present	
Evacuation completed (if necessary)	
Pollution not contained - (list actions)	
Pollution contained (list actions)	
Clean up commenced (list actions)	
Clean up completed (list actions)	
Pollution Incident Report Form completed	Prepare a written report and submit to EPA in accordance with EPL condition
Simulation exercise concluded at (TIME)	
COMMENTS	

1. Compliance with PIRMP, 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?)
4. General Comments/Recommendations for action, including changes to the PIRMP
SIGNED (by assessor) **Date**

APPENDIX 4

INCIDENT REPORT FORM (A)			
Date of Incident:		Time of Incident:	
Nature of incident Eg discharge, Fire, Chemical spill.			
Location of incident Where did it occur?			
Type and quantity of material involved			
Outline action initiated in response to incident			
Was it necessary to initiate the major incident notification protocol?			
Was the Community Notification and Communications Plan activated?			
Was action in accordance with SOP? If not - why?			
Is there a need to review SOP in response?			
Date and time of details provided to Team Leader, Waste – Midcoast Council			
Name of Reporting Person			
Management Authorization…… Dated…….			

INCIDENT REPORT FORM (B) Leachate Discharge/Overflow			
Date of Incident:		Time of Incident:	
Nature of incident Eg: leachate dam overflow, leachate spring eruption.			
Details of person reporting or witnessing the leachate discharge or overflow			
Location of incident Where did it occur?			
Date and time of commencement of the discharge			
Assessed volume and concentration of discharge or overflow			
Period of time the discharge or overflow occurred			
Weather conditions at the time of the discharge or overflow.			
Daily rainfall in mm on the day of the discharge. Rainfall for the week prior to the discharge			
Most recent monitoring results of the chemical composition of the leachate.	Attach analytical results		
Explanation as to why and how the discharge occurred			
Plan of Action to prevent a similar discharge			

Name of Reporting Person	
Management Authorization…… Dated…….	

APPENDIX 5

EPA NOTIFICATION PROTOCOL

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

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:

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
- the EPA, if it is the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit see www.health.nsw.gov.au/publichealth/infectious/phus.asp
- the WorkCover Authority – phone 13 10 50
- the local authority if this is the ARA
- Fire and Rescue NSW – 1300 729579

The appropriate contact for the relevant local authority and Public Health Unit will vary.

All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified. These contact numbers should also be identified in the Pollution Incident Response Management Plan prepared for the premises.

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 WorkCover.

Note – "relevant" should be taken in the context of the Appropriate Regulatory Authority (ARA) and within this PIRMP will be the EPA. "Relevant" should **not** be construed as a choice in the notification of the other agencies. Notification should be given to the EPA, Ministry of Health, Work Cover and Fire and Rescue NSW in that order.

APPENDIX 6

Leachate Dam Overflow Emergency Response

Standard Operating Procedure

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 the leachate dam overflowing at the Taree Waste Management Centre. **(One in 50 year, 24 hours duration storm event excepted)**

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 the company's (J R Richards and Sons) staff to determine and initiate appropriate actions.

The following notes will form the basis of that 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 pumps are working.
- Construct sand bag barriers or earth berms to contain 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 company's supervisor of all actions taken or proposed.
- Source a tanker truck to pump out the retained leachate
- Notify neighbours who may be affected by the incident.
- A copy of the Pollution Incident Report Form is to be referred to the council (form B)

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: **Date:**	**Approved by:** **Date**

APPENDIX 7

Leachate System – Management and Maintenance

Standard Operating Procedure

Purpose and Scope

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

Primary Environmental Goal – Preventing pollution of water by leachate. Benchmark technique 8

Procedure/Standard

1. It is the responsibility of the site staff to provide prescribed inspections of, report upon and record the following leachate control measures.
    - Inspect leachate pumps to ensure they are operating correctly.
    - Examine the level of leachate within collection wells/dams. Where leachate levels appear excessive immediately contact the council's responsible officer.
    - Inspect pump discharge lines and discharge points to ensure their effective operation. Where failures are detected, consideration must be given to deactivating the system so as to determine the scope of repair works.

      Note: In considering the deactivation of the system it will be necessary to ensure that sufficient leachate storage capacity is available to cover the period of deactivation. This should involve an assessment of the likelihood of and extent of rain.
2. It is the responsibility of the site staff to provide weekly inspections of, report upon and record the following leachate control measures.
    - Leachate chambers – inspect leachate flow to ensure levels are acceptable and that leachate heads are not developing. Consider methane accumulations in the chambers and examine venting measures. **Note: under no circumstances should leachate chambers be accessed unless "confined spaces" procedures are instituted, and even then only under strict supervision.**
    - Inspect the intermediate capping for the emergence of leachate springs.
3. Where system operational defects are detected immediately contact the council representative to discuss and arrange rectification/maintenance works.
4. Details of system inspection findings are to be recorded on the EMP inspection checklist.

Consequence of Non-Compliance to Instruction:

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

Reviewed by: **Date:**	**Approved by:** **Date**

APPENDIX 8

Surface Water Quality Monitoring

Standard Operating Procedure

Purpose and Scope

Prevention of contamination entering the stormwater management system should be the first priority and the EMP checklist in Appendix 25 of the PIRMP 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. Quarterly sampling is an EPL requirement when surface water is present. Sampling locations are identified in the EPL.

Procedure/Standard

Surface water is to be sampled on a quarterly basis. The locations of the surface water sampling locations are shown in the LEMP and noted in the EPL. In addition to the parameters to be analysed (see Table 1 below), the frequency of monitoring and analytes to be monitored are reviewed in agreement with the EPA.

1. Preparation

The following equipment is needed to undertake the surface water sampling.

Check	Apparatus/Equipment List
	Disposable gloves
	Sampling pole
	Chain of custody documentation
	Clipboard
	Pencils/pens
	Decontamination equipment and water
	Esky and Ice bricks
	Bucket and Rope

There are a number of methods that can be used to obtain surface water samples including:

- Immersion of a sample bottle by hand to just below the surface (typically 0.25-0.50m depth), provided that the sampler has on a disposable rubber glove and any surface film is avoided.
- To maintain adequate distance from the sampling point the sample bottle can be held by the sampling pole. (preferred method).

2. Surface Water Sample Containers

Bottle Type	Test Parameter
1 x 200mL PET bottle	BOD,TSS,pH,NH3,Nitrate,Nitrite, Oxidised Nitrogen
1 x 1.25 litre PET	BOD,TSS,pH,NH3,Nitrate,Nitrite, Oxidised Nitrogen
1 x 200mL PET Bottle	TKN, COD
1 x 500mL Glass Jar	Oil & Grease

3. **Sample Acquisition**

- Take the required bottles from the esky) Clearly label the bottle with the location.Care should be taken not to touch the lid or the inside of the bottle as the bottles have been preserved and cleaned.
- Take the right sample container and plunge the bottle upside down to about a depth of 0.25-0.50m below the surface. Quickly turn the bottle upright and allow the bottle to fill.
- Care should be taken so that no liquid spills onto your skin
- Fasten lid tightly and place in cooler with frozen ice bricks (must be kept at 4ºC)
- Time of sample should be recorded on the COC and any field observations recorded in the comments section if necessary. Observations would include smell, weather conditions etc. Photos may also be taken if something unusual is observed
- All samples should be stored as shown in Table 3 below. However all samples should be sent to the lab immediately.

Table 3 Sample storage and transportation conditions

Analyte	**Holding Time (time before analysis**	**Storage**
	14 days	Cool to 4ºC
Alkalinity	14 days	Cool to 4ºC
Ammonia	28 days	Cool to 4ºC
Calcium	6 months	Cool to 4ºC
Chloride	28 days	Cool to 4ºC
Fluoride	28 days	Cool to 4ºC
Iron	6 months	Cool to 4ºC
Magnesium	6 months	Cool to 4ºC
Manganese	6 months	Cool to 4ºC
Nitrate	28 days	Cool to 4ºC
pH	6 hours	Cool to 4ºC
Total Phenolics (APHA Method, Non Speciated)	28 days	Cool to 4ºC
Potassium	6 months	Cool to 4ºC
Sodium	6 months	Cool to 4ºC
Sulphate	28 days	Cool to 4ºC
Total Organic Carbon	28 days	Cool to 4ºC
Suspended Solids	7 days	Cool to 4ºC
Poly Aromatic Hydrocarbons	Extract within 7 days, analyse within 40 days	Cool to 4ºC
Volatile Organic Compounds	14 days	Cool to 4ºC
Volatile Halogenated Compounds	14 days	Cool to 4ºC
Phenois (GCMS – Speciated)	Extract within 7 days, analyse within 40 days	Cool to 4ºC
BOD	24 hours	Cool to 4ºC
COD	24 hours	Cool to 4ºC

4. Quality Control

All samples analysed by the laboratory are analysed according to the following Quality Control Schedule:

<u>Inorganic</u>

- 2 x duplicates per analytical lot of samples (ie one duplicate per 10 samples)
- 1 x Method Blank (where appropriate) per 20 samples
- 1 x Standard Reference Material or independent source standard analysed per 20 samples
- 2 x Matrix Spikes (MS) per analytical lot of samples (ie one MS per 10 samples)

Organics

- 2 x duplicates per analytical lot of samples (ie one duplicate per 10 samples)
- 1 x Method Blank per lot
- 1 x Single Control Sample (SCS) containing all target compounds per analytical lot of samples
- 1 x Duplicate Control Sample (DCS) containing all target compounds per analystical lot of samples
- 2 xz MS per analytical lot of samples (ie one MS per 10 samples)
- Addition and analysis of surrogate compounds (where appropriate) to all samples.

Compliance to this QC Schedule is reliant upon the submission of appropriate sample volumes.

NB: Water samples in particular require the submission of additional containers for the analysis of MS and duplicates**.**

Please inform the laboratory of your QC requirement prior to ordering sample containers.

5. Reporting

All results received shall be reviewed by the **Team Leader, Waste Operations** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual landfill licence return.

A.

Benefit 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 and Maintenance of Sediment Control Systems/Water Quality Basins

Standard Operating Procedure

Purpose and Scope To ensure that the surface water control system, including the 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 basins.

Definition: "Water quality control structures" are small dams 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. The sediment and water quality control basin (retention dam) is found at the location described in the site services/infrastructure plan.

Primary Environmental Goal – Detecting water pollution. Benchmark technique 7.

Procedure/Standard

Non vegetated and unsealed areas such as ramps to transfer bins, 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 basin **(retention dam)** 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 **Council's Waste Operations Officer** 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 EMP check list 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, a bobcat should be employed to remove the accumulated sediment and restore the 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.
- Event heavy rain inspections should be carried out as soon as practicable following an intense period of rainfall (ie greater than 50mm 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 site staff and the **Waste Operations Officer**.

5. Attachments

A Water Quality Basin 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 Basin Inspection Requirements

Item/Area Min	Routine Inspections for Maintenance	Frequency
Drains/pipes/pits	Inspect surface access points to underground culverts, diversion pit, other pits and pipes as well as surface in the area of the access points. Particular attention should be paid to damage or blockage	6 monthly
	Inspect lining of open drains to determine any scour or damage requiring repair. In particular the connection points from the batter drainages into the stormwater channel need to be investigated for evidence of scour.	6 monthly
	To be visually inspected after heavy rainfall events to ensure they are free of debris and litter.	As required
Batter drainage	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.	6 monthly
	Inspect batter drains for debris and overgrown vegetation	6 monthly
	To be visually inspected after heavy rainfall events to ensure they are free of debris and litter	As required
Retention system	Inspect dam lining for damage and general condition	6 monthly
	Inspect retention dam for damage or debris collection	6 monthly
	Trash screens to be visually inspected after heavy rainfall events to ensure they are free of debris and litter	As required
Inlet/Outlet culverts	Inspect culverts, headwalls and overflow weirs for signs of deterioration (scouring), blockage or damage	6 monthly#
	Trash screens to be visually inspected after heavy rainfall events to ensure they are free of debris and litter	As required
Overflow Weir (refer to Section….)	Inspect weir for signs of deterioration or damage	6 monthly
# Inspections should also be undertaken after a heavy rainfall event		

APPENDIX 10

Leachate Discharge – Dam Rupture

Standard Operating Procedure

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 the leachate dam rupturing or suffering a significant leak at the Taree Waste Management Centre.

Procedure/Standard

- Leachate or contaminated surface water discharge to adjacent waterways

Actions required in response to such events may vary and it will be the role of the company's (J R Richards and Sons) staff to determine and initiate appropriate actions.

The following notes will form the basis of that decision making.

- Confine the source of the discharge to limit the spread of its effects without endangering personnel.
- Place sand bag barriers at the point of rupture 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 company's supervisor of all actions taken or proposed.
- Notify neighbours who may be affected by the incident.
- Engage a suitably qualified engineer to evaluate the damage and to design the remedial work.
- A copy of the Pollution Incident Report Form is to be referred to the council

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: **Date:**	**Approved by:** **Date**

APPENDIX 11

Groundwater Monitoring

Standard Operating Procedure

Purpose and Scope

Groundwater monitoring is not currently a condition of the site EPL, however, should this become a requirement or Council chooses to undertake ground water monitoring in the future, then this SOP will provide the necessary guidance. 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 Taree Waste Management Centre.

Primary Environmental Goal – Detecting water pollution. Benchmark technique 6

Procedure/Standard

All ground water monitoring wells at the landfill site should be sampled on a quarterly basis even though this is not a requirement of the EPL. The locations of the groundwater monitoring bores are shown in the LEMP but not referenced in the EPL. The parameters to be analysed should align with those prescribed for surface water in the EPL. The frequency of monitoring may be reviewed after data has been collected for at least five consecutive years.

Preparation

Before starting, a check of the required equipment is needed before sampling takes place. Table 1 shows what is needed to undertake a groundwater sampling exercise.

Table 1: Equipment List for Groundwater Quality Sampling

Cross X	Apparatus/Equipment List
	Rubber gloves
	Sampling pole or pump
	Chain of custody documentation
	Clipboard
	Log sheets
	Water Depth detector
	Pencil/pens
	Decontamination equipment and water
	Pump
	Vehicle battery for pump

1. **Field Procedure**

- Measure the depth of the water from the top of the well casing
    - Subtract the detected level from the depth of the bore
    - Remove 3 times the volume of water prior to sampling
- . Use containers as recommended below in Table 2.
    - Release of carbon dioxide during pumping can cause an increase in pH which in turn causes many metallic ions to come out of solution (iron, manganese, magnesium, cadmium, arsenic, selenium and boron.

- Samples must be taken with a positive displacement pump or dual valve bailer. When taking the sample the flow rate should be reduced to approximately 100ml/minute to reduce the loss volatile components.
- Take a bottle from the customised sample kits that the laboratory has provided. The bottle needed to test the analyses is colour coded as shown in Table 2.
- Care should be taken not to touch the lid or the inside of the bottle as the bottle has been preserved and cleaned.

2. Precautions

- All sampling equipment should be cleaned with deionised water and industrial strength detergent so that cross contamination does not occur.
- Avoid any source of contamination coming into contact with equipment (eg the ground surface).
- Do not transfer the sample from one container to the other container because of losses of organic material into the walls of the container or aeration should occur.
- Label water sample container with sample identification, date, sampler's initials and job number.
- No headspace should exist in the sample container.
- Wear gloves to avoid contamination and for OH&S reasons.

3. Bottle Size and Type of Preservation/Acidification

- All preservation/ acidification/ solvent washing should have been performed by the laboratory. Once the specifications and numbers of samples has been decided, use customised sampling kits containing correct number and type of bottles as well as ice bricks, Chain of Custody forms

Table 2: Groundwater Sample Containers

Bottle Type	Test Parameter
3 x 200ml PET Bottles	AOX (Absorbable Organic Compounds), Total Organic Carbon (TOC), Metals, Ammonia, Nitrates
1 x 1.25 litre PET Bottle	, Conductivity, pH, Fluoride, Chloride, Alkalinity
1 x 100ml glass bottle	Dissolved oxygen
3 x 500mL	Total Phenolics, Sulphates, TDS

- All samples should be labelled and stored as shown in Table 3 below. However all samples should be sent to the lab as soon as possible following sampling under completed Chain of Custody Documentation.
- Fasten lid tightly and place in cooler with frozen ice bricks (must be kept at 4ºC).

Table 3: Sample Storage and Transportation Conditions

Analyte	Holding Time (time before analysis)	Storage
Absorbable Organic Compounds (AOX)	14 days	Cool to 4ºC
Alkalinity	14 days	Cool to 4ºC
Ammonia	28 days	Cool to 4ºC
Calcium	6 months	Cool to 4ºC
Chloride	28 days	Cool to 4ºC

Fluoride	28 days	Cool to 4ºC
Iron	6 months	Cool to 4ºC
Magnesium	6 months	Cool to 4ºC
Manganese	6 months	Cool to 4ºC
Nitrate	28 days	Cool to 4ºC
pH	6 hours	Cool to 4ºC
Total Phenolics (APHA Method, Non Speciated)	28 days	Cool to 4ºC
Potassium	6 months	Cool to 4ºC
Sodium	6 months	Cool to 4ºC
Sulphate	28 days	Cool to 4ºC
Total Organic Carbon	28 days	Cool to 4ºC
Suspended Solids	7 days	Cool to 4ºC
Poly Aromatic Hydrocarbons	Extract within 7 days, analyse within 40 days	Cool to 4ºC
Volatile Organic Compounds	14 days	Cool to 4ºC
Volatile Halogenated Compounds	14 days	Cool to 4ºC
Phenois (GCMS – Speciated)	Extract within 7 days, analyse within 40 days	Cool to 4ºC

4. Quality Control

All samples analysed by the laboratory are analysed according to the following Quality Control Schedule:

Inorganic

- 2 x Duplicates per analytical lot of samples (ie 1 duplicate per 10 samples)
- 1 x Method Blank (where appropriate) per 20 samples
- 1 x Standard Reference Material or independent source standard analysed per 20 samples
- 2 x Matrix Spikes (MS) per analytical lot of samples (ie 1 MS per 10 samples).

Organics

- 2 x Duplicates per analytical lot of samples (ie 1 duplicate per 10 samples)
- 1 x Method Blank per lot
- 1 x Single Control Sample (SCS) containing all target compounds per analytical lot of samples
- 1 x Duplicate Control Sample (DCS) containing all target compounds per analytical lot of samples
- 2 x Matrix Spikes (MS) per analytical lot of samples (ie 1 MS per 10 samples)
- Addition and analysis of Surrogate compounds (where appropriate) to all samples.

Compliance to this QC Schedule is reliant upon the submission of appropriate sample volumes.

Note: Water samples in particular require the submission of additional containers for the analysis of MS and duplicates)

5. Reporting All results received shall be reviewed by the **Team Leader, Waste**.
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: **Date:**	**Approved by:** **Date**

APPENDIX 12

Used Tyre Stockpile Management and Maintenance

Standard Operating Procedure

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 includes used tyres into the 30,000 tpa waste limit and requires stockpiles of tyres not to exceed 50 tonnes. Good practice would ensure that the quantity of tyres kept on site at any one time was minimal and certainly not exceeding 50 tonnes.

Procedure/Standard

- Tyres are to be placed on a hardstand area compacted of a depth of at least 900 mm if located above previously placed general waste.
- 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.
- Tyres are to be removed from site on a routine basis to ensure the stockpile is kept to a minimum.
- 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 includes a fire hose reel or suitable fire extinguisher. When in doubt, evacuate the area and call 000 and request the presence of the Fire Brigade. Do not attempt to remove the transfer bin containing the fire.
- Report any potentially dangerous fire to “000” and request the fire brigade, providing all information they require (ie your name, fire location, type, size, etc)
- As soon as possible notify the company supervisor 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.
- Report the details of the fire on an Incident Notification Report and refer to the company supervisor.

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

Green Waste Stockpile Management and Maintenance

Standard Operating Procedure

Purpose and Scope

To define the procedure for the management of shredded green waste which has been stockpiled and is waiting composting or transporting offsite for further processing so as to minimise the risk of fire and/or odour generation.

Procedure/Standard

- Stockpiles and windrows of shredded green waste are to be limited to between 1.5 and 2.0m in height and 3-4m in width.
- Stockpiles and windrows of shredded green waste are to be visually inspected weekly and an assessment of the temperature and odour 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 and windrows of mulch are to be turned when temperatures within the stockpile exceed about 50ºC.

  ALTERNATIVELY water is to be added to the stockpile so as to reduce the core temperature.

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

Mulch Fire

Standard Operating Procedure

Purpose and Scope

To define the procedure to respond and manage a Mulch Fire

Procedure/Standard

- Ensure area is safe with access restricted to only essential personal
- If the fire can be safely managed onsite, proceed to following steps. If the fire is not able to be controlled by onsite personal contact Emergency Services immediately
- Use the fire hose to extinguish the open flames on the surface of the pile
- Once open flames have been extinguished use available equipment to remove mulch a bucket at a time and spread into thin layers, apply water until the mulch has cooled to a safe temperature.
- Spreading of hot mulch and application of water must be undertaken within the green waste management area so that all runoff is captured by the leachate collection system.
- Repeat this process until all mulch in the effected pile has been spread and cooled
- Monitor the spread mulch for 24/48hours using temperature probes
- Once the mulch has returned to a safe manageable temperature the mulch is to be placed back in windrows as per SOP Green Waste Stockpile Management and Maintenance **APPENDIX 13**
- EPA and Council must be notified as soon as an incident has been spotted

Benefit of Compliance to Procedure:

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

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Injury/death to employee
- Injury/death to public/facility user

Reviewed by: **Date:**	**Approved by:** **Date**

APPENDIX 15

Fire in Waste Transfer Bin

Standard Operating Procedure

Purpose and Scope

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

Primary Environmental Goal – Adequate Fire Fighting Capacity. Benchmark technique 38.

Procedure/Standard

Fire

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a fire hose reel or suitable fire extinguisher. When in doubt, evacuate the area and call 000 and request the presence of the Fire Brigade. Do not attempt to remove a transfer bin containing the fire.

Note: Be sure to use the proper extinguisher for the fire

- Report any potentially dangerous fire to "000" and request the fire brigade, providing all information they require (ie your name, fire location, type, size, etc)
- As soon as possible notify the company supervisor 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.
- Report the details of the fire on a Pollution Incident Report form and refer to the company supervisor.
- A copy of the Pollution Incident Report Form is to be referred to the council

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:	**Approved by:**
Date:	**Date**

APPENDIX 16

Fire at the Tipping Face

Standard Operating Procedure

Purpose and Scope

To define a procedure for responding to a fire that is detected at the tipping face or elsewhere on the landfill at the Taree Waste Management Centre.

Primary Environmental Goal – Adequate Fire Fighting Capacity. Benchmark technique 38.

Procedure/Standard

Fire

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 tanker or isolating the source of the fire and covering with earth by using on-site plant.

   When in doubt, evacuate area and immediately call '000' and request the presence of the Fire and Rescue NSW. **Note: If using a fire extinguisher, be sure to use the correct extinguisher for the fire type.**

2. Report any potentially dangerous fire to '000' (Fire Brigade) providing all information required (ie your name, fire location, type, size etc).

3. As soon as possible notify the company area manager 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. Report the details of the fire on a Pollution Incident Report form and refer to the company supervisor.

6. A copy of the Pollution Incident Report form is to be referred to the council.

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:	**Approved by:**
Date:	**Date**

APPENDIX 17

Fire in a Load

Standard Operating Procedure

Purpose and Scope

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

Primary Environmental Goal – Adequate Fire Fighting Capacity. 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 employees are expected to be familiar with the following procedures for handling such loads:

1. The driver is to dump the material in a clear area that is away from any building and clear of any vegetation and/or debris.
2. Should it not be possible to move the vehicle to a clear space, isolate the vehicle and evacuate the area
3. Notify the Fire Brigade by telephoning “000” providing all information they require (ie your name, fire location, type, size, etc)
4. As soon as possible notify the company area manager of the incident and provide an update of the action initiated to date.
5. Contain the fire, and if possible spread out the load and extinguish the fire with water or soil.
6. Once fire is determined to be completely out, assess the content of the waste to determine if any hazardous wastes are present place the load into an empty waste receptacle for transport to the landfill. No other waste is to be incorporated into the waste receptacle.
7. Where hazardous wastes are involved contact the Fire Brigade by telephoning “000” and request their attendance. Provide all information they require ie .your name, fire location, type, size, etc.
8. Report the details of the fire on a Pollution Incident Report form and refer to the company supervisor.

A copy of the Pollution Incident Report form is to be referred to the council

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 18

Chemical Spill Response

Standard Operating Procedure

Purpose and Scope

The purpose of this procedure is to define an incident response in the event of a chemical spill from ruptured or leaking chemical containers at the Taree Waste Management Centre

Procedure/Standard

- Chemical spillage

Actions required in response to such an event may vary and it will be the role of the company's **(J R Richards and Sons)** staff to determine and initiate appropriate actions. The following notes will form the basis of that decision making process.

- Depending on the scale of the spillage, it may be necessary to make first contact with emergency services by dialling 000 and advise of the type of emergency and the assistance needed (Fire Brigade – Hazmat)
- Secure the affected area(s) by using barricades and bunting.
- If necessary, initiate evacuation of staff, members of the public and others that may be on site, including contractors
- Engage measures to restrict vehicles entering the site
- Where possible, confine the incident and prevent the spread of its effects without endangering personnel. This may include building sand bag bunding, rotating the container or plugging the leak.
- Cover drains and/or place temporary bunting
- For small spills, use the spill kit kept on site.
- Advise the company's supervisor of all actions taken or proposed.
- Obey the instructions from the emergency services who may attend the site.
- Notify neighbours who may be affected by the incident.
- A copy of the Pollution Incident Report form is to be referred to the council

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:

- Extended environmental damage
- Injury/death to employee
- Injury/death to public/facility user

• Violations and/or fines from Regulatory Agencies	
Reviewed by: **Date:**	**Approved by:** **Date**

APPENDIX 19

Storage/Handling of Chemicals and Hazardous Substances

Standard Operating Procedure

Purpose and Scope

The use of chemicals and hazardous substances the Taree Waste Management Centre will be limited to paints and solvents for maintenance of site facilities and herbicides/pesticides for controlling pests.

Dangerous Goods legislation requires licensing of premises when storage exceeds specified quantities of dangerous goods. The aim of this procedure is to assist in the identification, handling, storage and disposal of hazardous substances. It includes the use of labels and Material Safety Data Sheets (MSDS), provision of information and training to personnel as well as storage and disposal requirements for use of hazardous substances.

The procedure also addresses the management of hazardous substances imported to the site by users of the waste management facility. These substances include empty paint cans, gas bottles etc.

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 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 as a minimum
- 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 hazardous substance comes into contact with the operator's skin, eyes or if the substance is swallowed or ingested by the operator.

A register of MSDSs shall be maintained at the facility and made available for use by all employees at site (refer to Attachment A). 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. Paints in containers less than 5 litres would generally not require licensing.

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, chemicals and gas bottles.
- These materials and substances will be collected on regular basis under contract and transferred for disposal at an appropriate facility. These substances are not to be disposed of at Council's landfills.

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: **Date:**	**Approved by:** **Date**

APPENDIX 20

Inspection of Loads

Standard Operating Procedure

Purpose and Scope

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

Primary Environmental Goal – Assuring quality of incoming waste. Benchmark technique 21.

Procedure/Standard

The weighbridge/gatehouse operator 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 control point/weighbridge. All loads shall be subject to a visual inspection to ensure no excluded wastes are contained within the loads. The weighbridge/gatehouse operator shall also enquire to the customer whether hazardous materials, such as lead acid batteries, gas bottles, solvents, paints etc, are contained within the load. Empty chemical containers should be checked for triple rinsing before accepting for disposal.
3. Any vehicles suspected of containing excluded wastes shall be refused entry until verified otherwise. The weighbridge/gatehouse operator 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 eg provision of a test certificate.
4. Where wastes are contained in enclosed vehicles, eg private waste collection vehicles, the weighbridge/gatehouse operator shall identify the source and nature of the waste by inquiry.
5. At the waste transfer station/tipping face of the waste disposal areas the discharge of wastes from enclosed vehicles is to be inspected by the site controller/plant operator. No sealed containers shall be deposited without substantiation that the contents are acceptable for disposal.
6. 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.

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

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: **Date:**	**Approved by:** **Date**

APPENDIX 21

Clean Up of Fuel/Oil Spills

Standard Operating Procedure

Purpose and Scope

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

Procedure/Standard

1.1.1.3 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 (eg burst hydraulic hoses) and spillage of liquids from containers deposited or stored at the site.

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

Equipment available to clean up oil spills include oil absorbent pads, “kitty litter”, oil absorbent booms and drain blocking pads. Additional materials may be obtained by contacting the company’s area manager. This equipment or “spill kit” should be stored close to point of use or in a readily transportable form eg on a trailer or in a wheelie 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, eg 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 (eg 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, eg soil, sand).

• All used absorbent material is to be placed in drums or skips for transport and disposal to the landfill area. Sand contaminated by oil is to be stockpiled on plastic sheeting in a bunded area. • 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 22

Depositing of Waste

Standard Operating Procedure

Purpose and Scope

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

Procedure/Standard

1. All staff and private contractors engaged in the collection and disposal of waste are to be oriented in the proper management of the landfill site as operated by the principal contractor.
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 site plant operator, 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 23

Dust Management

Standard Operating Procedure

Purpose and Scope

The purpose of this procedure is to define the procedure for controlling the creation and distribution of dust at the Taree Waste Management Centre.

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 and the movement of stockpiles of dry materials.

It is the responsibility of the site contractor (J R Richards and Sons) to ensure preventative measures are put in place to control the generation of dust. Such measures include –

- Wetting unsealed roads
- Applying shredded green waste to capped areas within the landfill operations areas.
- Wetting piles of green waste immediately prior to shredding
- Operating mist sprays where concrete or hard rock are being crushed

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: **Date:**	**Approved by:** **Date**

APPENDIX 24

Odour Management

Standard Operating Procedure

Purpose and Scope

The purpose of this procedure is to define the procedure for controlling excessive odours at the Taree Waste Management Centre.

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 site contractor (J R Richards and Sons) 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
- Placing of landfill lids at the end of the day's operations, ensuring the landfill lids completely cover the placed waste and the odour management systems of the landfill lids are operational.
- Daily cover (VENM) is place over any exposed waste not covered by the landfill lids
- Composting operations that include food waste are undertaken strictly in accordance with the approved methodology
- Animal carcasses are buried within the waste mass
- Landfill gas management system is installed
- Routine inspections are undertaken in accordance with the EMP checklist (see Appendix 27) 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: **Date:**	**Approved by:** **Date**

APPENDIX 25

Covering of Waste/Litter Control

Standard Operating Procedure

Purpose and Scope

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

Primary Environmental Goal –Preventing degradation of local amenity. Benchmark technique 33.

Procedure/Standard

The following covering frequency is applicable to the Taree Waste Management Centre.

1. **Covering of Waste –** Midcoast Council has adopted the use of Alternative Daily Cover (ADC) in the form of landfill lids and sub contractors have been trained in its use. Some form of VENM cover is required in conjunction with the use of ADC and the following procedure offers guidance -

   - The purpose of daily cover is to control litter, flies, rodents, birds and odour, to reduce the risk of fire and to improve the visual appearance of the landfill.
   - The waste is to be covered with 150mm of inert soil at the end of each day. The material selected should preferably be free draining of a low clayey content. Highly permeable daily cover materials may be difficult to strip from the advancing the tipping face to ensure waste is placed against waste.
   - It is important to thoroughly compact the waste prior to the placement of the 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 cover material previously placed over the 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. The cover may be removed by a traxcavator or similar equipment.

2. **Windows in Cover Material**

   The development of ‘windows’ within the daily cover layers as the landfill is progressively raised is to allow the vertical migration of leachate so it does not become ‘perched’ within the waste mass. The ready migration of leachate through a waste mass (including recirculated leachate) encourages biodegradation and reduces the time for waste to stabilise.

3. **Litter Control**

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

   - 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.
- Heavy vehicles leaving the site (from the tipping face) are required to pass through the wheel wash to remove sediment and waste attached to the vehicle.

4. **Reporting**

   Non conformances shall be reported in the weekly inspection checklist. Major non conformances shall be reported to the Waste Operations Officer within 48 hours of the non conformance.

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 26

Facility Evacuation
Standard Operating Procedure

Emergency Response

1. Upon notification of an incident the Chief Warden (J R Richards and Sons) Area Manager) determines the need for evacuation.

2. Chief Warden contacts by telephone the emergency services by dialing '000' providing all information they require (i.e., your name, incident type, size, etc.).

3. Chief Warden sounds the evacuation alarm/provision of evacuation advice to all personnel and facility users on site.

4. The Chief Warden initiates measures to restrict vehicles entering the facility.

5. The Chief Warden determines safe evacuation routes and direct personnel and facility users to the Primary Evacuation area. Where necessary unlock gates on evacuation routes so as to provide for movement to the Primary Evacuation Point or the Secondary Evacuation Point.

6. The Chief Warden provides direction to Primary Evacuation Point.

7. Prior to leaving the facility the Chief Warden with the assistance of area deputy and area wardens accounts for all personnel including checking of all work areas.

8. Upon arrival at the Primary Evacuation Point the Chief Warden is to;
(a) Confirm the presence or otherwise of all personnel/staff and students.
(b) Determine the suitability of the Primary Evacuation Area. If necessary initiate movement to Secondary Evacuation Point or Post Evacuation Assembly Area.
(c) Upon there arrive brief the emergency services including the status of facility personnel.
(d) Co-ordinate the movement of personnel to the Post Evacuation Assembly Area.
(e) Brief the Team Leader, Waste Operations on the incident and provide an update of the action initiated to date.

9. The Chief Warden is to report the details of the event on an Incident Notification Report Form and refer to Team Leader, Waste Operations.

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	Time
If fire exists phone fire brigade on 000	
If other emergency exists phone relevant emergency authority on 000 ambulance police	
If site evacuation is necessary:	
Evacuation signal activated	Time
Deputy/ Area Wardens report evacuation is complete:	

Area	Warden	Area Evacuated	Comments

* Made contact with emergency service	Time

APPENDIX 27

Pollution Incident Reporting
Standard Operating Procedure

Purpose and Scope

The purpose of this procedure is to define the pollution incident reporting requirements which are applicable to the operation of the Taree Waste Management Centre. 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 service on 131 555. The introduction of the Pollution Incident Response Management Plan legislation in 2012 requires pollution incidents to be reported "immediately" to the EPA, Ministry of Health, Workcover and Fire and Rescue NSW. This requirement overrides the EPL condition.

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 36.

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) Guidance can be found by referring to the SOP within the facility's Pollution Incident Response Management Plan.
2. If the incident presents an immediate threat to human health or property, Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone 000.
3. At an appropriate time, either during or after an incident, the company staff member, supervisor or Council officer 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 or immediately following an incident notify the company supervisor or Council's responsible officer of the incident and provide an update of the action initiated. Council to notify the EPA by telephoning the Environment Line service on 131 555
5. The company staff member, supervisor or Council officer is to report the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident occurring and the report is to be referred to the responsible council officer for recording and reporting to the EPA.

1.1.1.4Post 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 company supervisor or responsible Council officer, 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 company supervisor or responsible Council officer must, within 24 hours of being notified of a pollution incident, prepare a report documenting activities that took place during the incident.

The report of the company supervisor/ Council officer, and all related documentation, will be submitted to Council's responsible officer for review and necessary follow up actions.

Where there is potential for litigation in relation to the incident the company supervisor/ responsible Council officer shall prepare a written report for referral to the company's legal representative

Attachment:

A Pollution Incident Report form

B Leachate discharge/overflow Reporting Form

Benefit of Compliance to Procedure:

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

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies

POLLUTION INCIDENT REPORT FORM (A)

Date of Incident:		Time of Incident:	
Nature of incident Eg: Leachate discharge, Fire, Chemical spill.			
Location of incident Where did it occur?			
Type and quantity of material involved			
Outline action initiated in response to incident			
Was it necessary to initiate the major incident notification protocol?			
Was the Community Notification and Communications Plan activated?			
Was action in accordance with SOP? If not - why?			
Is there a need to review SOP in response?			
Date and time of details provided to Team Leader, Waste - GTCC			
Name of Reporting Person			

Management Authorization……

Dated…….

POLLUTION INCIDENT REPORT FORM (B)
Leachate Discharge/Overflow

Date of Incident:		**Time of Incident:**	
Nature of incident Eg: leachate dam overflow, leachate spring eruption.			
Details of person reporting or witnessing the leachate discharge or overflow			
Location of incident Where did it occur?			
Date and time of commencement of the discharge			
Assessed volume and concentration of discharge or overflow			
Period of time the discharge or overflow occurred			
Weather conditions at the time of the discharge or overflow.			
Daily rainfall in mm on the day of the discharge. Rainfall for the week prior to the discharge			
Most recent monitoring results of the chemical composition of the leachate.	Attach analytical results		
Explanation as to why and how the discharge occurred			
Plan of Action to prevent a similar discharge			
Name of Reporting Person			
Management Authorization…… Dated…….			

APPENDIX 28

EMP REPORTING CHECKLIST

Environmental Management Plan

The following procedures define the protocol for undertaking site inspection and audits at the Taree Waste Management Centre 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 Environmental Management Plan (EMP) and the implementation of corrective actions

Auditing and Inspection Program – Overview		
Type of Audit	Frequency	Responsibility
Site Inspection	weekly, six monthly, annually and after a rainfall event that causes significant run-off (>25mm event)	Site contractor and verified by MCC Coordinator Waste Operations
Site Audit	Quarterly, six monthly	MCC Coordinator Waste Operations
EMP Audit	Annual	MCC Team Leader, Waste Operations

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

Inspection Type	Person Responsible	Depot	Process	Frequency	Inspection Item Type	Last Inspection	Next Inspection
EPL Licence Compliance Audit	Tony Evans	Taree Waste Management Centre	Quality	Weekly	Compliant		
Inspection Description:	MCC - Environment Protection Licence Weekly Audit						
Area:							
Exact Location:	Landfill						
Documents:							
ID:	152543						

Scheduled: 06/02/2023 Completed: 06/02/2023 Completed By: Tony Evans Exact Location: Taree Waste Management Centre Landfill				
Item Number	**Inspection Item**	**Item Reference**	**Compliant**	**Comment**
1	Toolbox meeting held to discuss weekly plan	Team Brief		
2	Emergency spill kit, asbestos kit on site and fully stocked	All Areas		
3	Fire hydrants, fire hoses and fire blankets in place and inspected as per safework guidelines	All Areas		
4	Compliance with facility operating times	All Areas		
5	Perimeter fence line secure and intact	All Areas		
6	Litter collected	See Litter log		
7	Stockpiles pushed and free of contamination	All Areas		
8	All areas clear of accumulated waste	All Areas		
9	Adjacent stormwater infrastructure clear of debris, litter and sediment accumulations	All Areas		
10	Lawns, open grassed areas, gardens, vegetation - mowed, trimmed.	All Areas		
11	Pre- start inspection on all mobile and stationary plant conducted	All Areas		
12	All incidents investigated and reported	All Areas		
13	All stockpiles maintained under EPL limits	All Areas		
14	Bucketts Way roadside verge clear of litter	All Areas		
15	All areas presentable with no unnecessery clutter	All Areas		
16	Batters inspected for leachate discharge/deterioration	Landfill		
17	Activities being contained within designated site area	Landfill		
18	Any excessive odour? E.g gas smells	Landfill		
20	drains clear of litter	Landfill		

21	Any evidence of litter beyond the active tipping area	Landfill		
22	any evidence of soil tracking onto road surfaces	Landfill		
23	Pump sump concrete pond checked and cleaned of debris	Landfill		
24	Leachate pumps checked daily and operating with no signs of damage	Landfill		
25	Maximum amount of cover material recovered before landfilling	Landfill		
26	Leachate ponds inspected daily with no signs of damage to leachate infrastructure	Landfill		
27	Leachate Ponds cleaned quarterly	Landfill		
28	all waste covered as per EPA guidelines	Landfill		
29	Landfill lids being used in accordance with manufacturerâ€™s recommendations	Landfill		
30	Litter fences installed and effective	Landfill		
31	Leachate drainage lines and discharge lines in place, intact and secure	Landfill		
32	Waste placed and compacted in 300mm layers to ensure maximum compaction	Landfill		
33	Dust Controls in place to ensure no particles are taken offsite	Landfill		
34	Emergency spill kit, asbestos kit on site and fully stocked	CRC		
35	CRC presentable with no unnecessary clutter	CRC		
36	Fire extinguisher and hose reel in place and tags current	CRC		
37	Test dousing shower and eye wash	CRC		
38	Problem wastes stored in correct cabinets/recepticles (CRC)	CRC		
39	All chemical cabinets labelled with no signs of damage	CRC		
40	Litter controlled	CRC		
41	Oil collection area clean, free of slip hazards and bunded correctly	CRC		
42	All silages bunded and labelled correctly	CRC		
43	Driveways clear from obstruction	CRC		
44	Recycling bins free from contamination	CRC		
45	Recycling bins emptied regularly	CRC		
46	Batteries, Gas bottles and aerosols stored correctly with no damage evident to storage enclosure	CRC		
47	Concrete acceptance procedure being followed	CRC		
48	Concrete stockpile free of any contamination	Concrete Stockpile		
49	No suspected asbestos containing material evident	Concrete Stockpile		
50	Concrete stockpile pushed and heaped in one pile safely	Concrete Stockpile		

51	Hardstand areas, roads and unloading zone free of excessive dirt and debris	Concrete Stockpile		
52	Hardstand areas, roads and unloading zone free of excessive dirt and debris	Greenwaste stockpile and processing area		
53	Adjacent stormwater infrastructure clear of debris, litter and sediment accumulations	Greenwaste stockpile and processing area		
54	Evidence of vermin sightings/sound/droppings	Greenwaste stockpile and processing area		
55	Greenwaste cleared of contamination	Greenwaste stockpile and processing area		
56	Evidence of leachate discharge	Greenwaste stockpile and processing area		
57	Activities being contained within designated site area	Greenwaste stockpile and processing area		
58	MAF system operating with rotation of material being undertaken efficiently to ensure pasteurisation is met and production keeps up with incoming product	Greenwaste stockpile and processing area		
59	Greenwaste stockpiles stored as per EPA guidelines	Greenwaste stockpile and processing area		
60	Excessive odours not present	Greenwaste stockpile and processing area		
61	Entrance and exit roads free of excessive dirt and litter/debris	Resource Recovery and Weighbridge		
62	Scrap metal stockpiled pushed and heaped in one pile with no scrap metal laying in gutters or gardens	Resource Recovery and Weighbridge		
63	Adjacent stormwater infrastructure clear of debris, litter and sediment accumulations	Resource Recovery and Weighbridge		
64	Good housekeeping â€" site tidy â€" litter collected around buildings	Resource Recovery and Weighbridge		
65	Any evidence of fuel/lubricant contamination/spillage	Resource Recovery and Weighbridge		
66	Emergency spill kit, asbestos kit on site and fully stocked	Resource Recovery and Weighbridge		
67	Fuel containers and fuel storage â€" secured/not leaking/properly sealed/bunded	Resource Recovery and Weighbridge		
68	Weighbridge checklist completed	Resource Recovery and Weighbridge		
69	Weighbridge load cells clear of dirt and rubbish	Resource Recovery and Weighbridge		
70	Safety exclusion zones in place during mulching and material loading	Resource Recovery and Weighbridge		
71	Area presentable with no unnecessary clutter	Transfer Station		
72	recycling bins in good order and emptied regularly	Transfer Station		
73	No unnaccepted waste	Transfer Station		
74	recycling bins free from contamination	Transfer Station		
75	fire hoses, fire extinguishers, spill kit and chemical shower in good working order	Transfer Station		
76	First Aid kit available and appropriately stocked	Transfer Station		
77	Drive ways free from debris	Transfer Station		
78	TipWells and safety gates/fences in good working order with no signs of damage	Transfer Station		
79	bins in good condition with no signs of damage	Transfer Station		
80	Signage presentable with no signs of damage	Transfer Station		
81	No damage to the transfer station structure	Transfer Station		

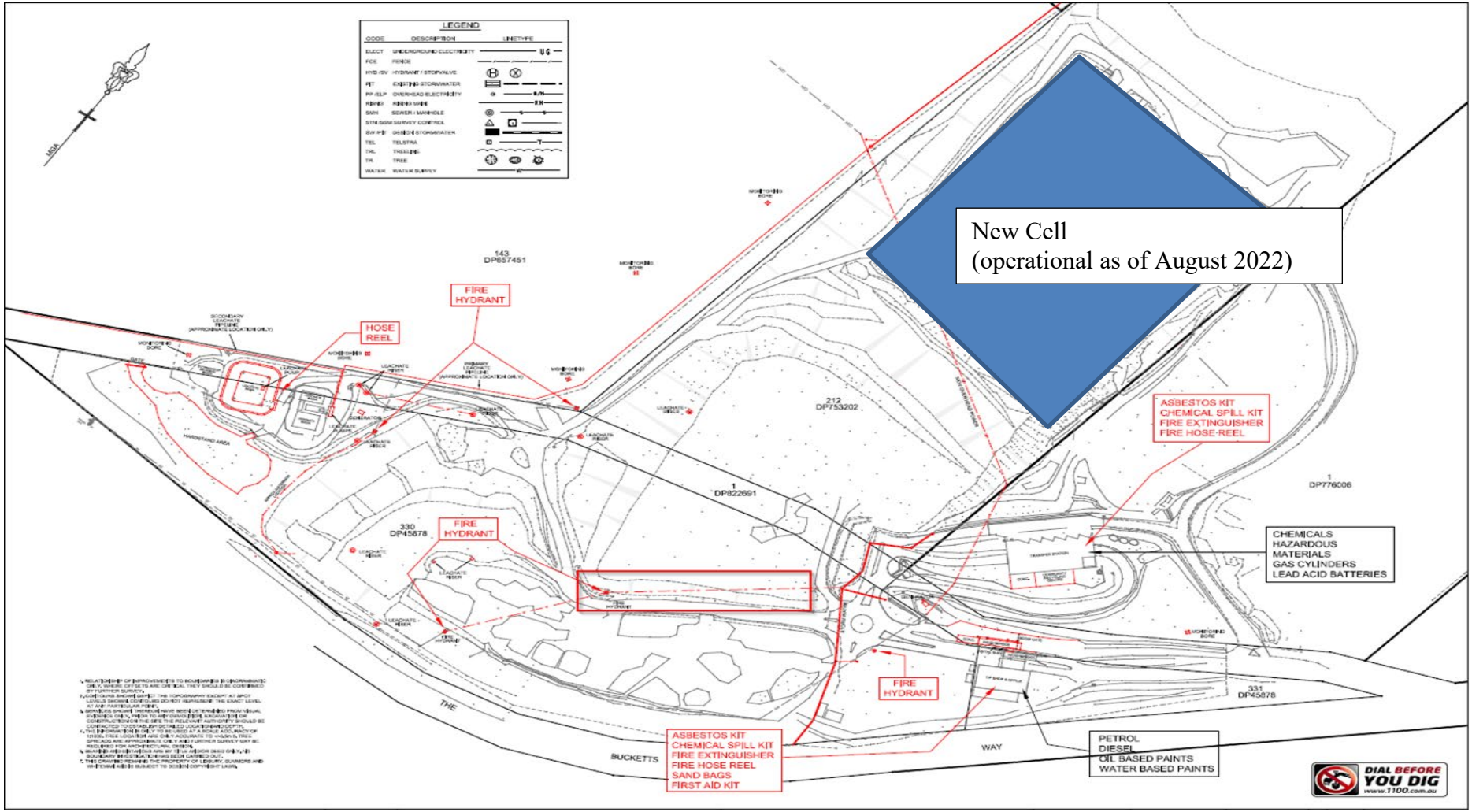
Website Audit		
Leachate monitoring data spreadsheet up to date with last 4 years of monitoring data available on facility home page		
Last monitoring sample date displayed on facility home page		
Updated PIRMP available on facility home page		
Licence available on facility home page		
Map of monitoring points available on facility home page		

Waste Officer Undertaking Audit_____

Date _____

Appendix 29

Site Services and Infrastructure Plan



Appendix 30

Site Emergency Services Map

Appendix 31

Post Incident Check List

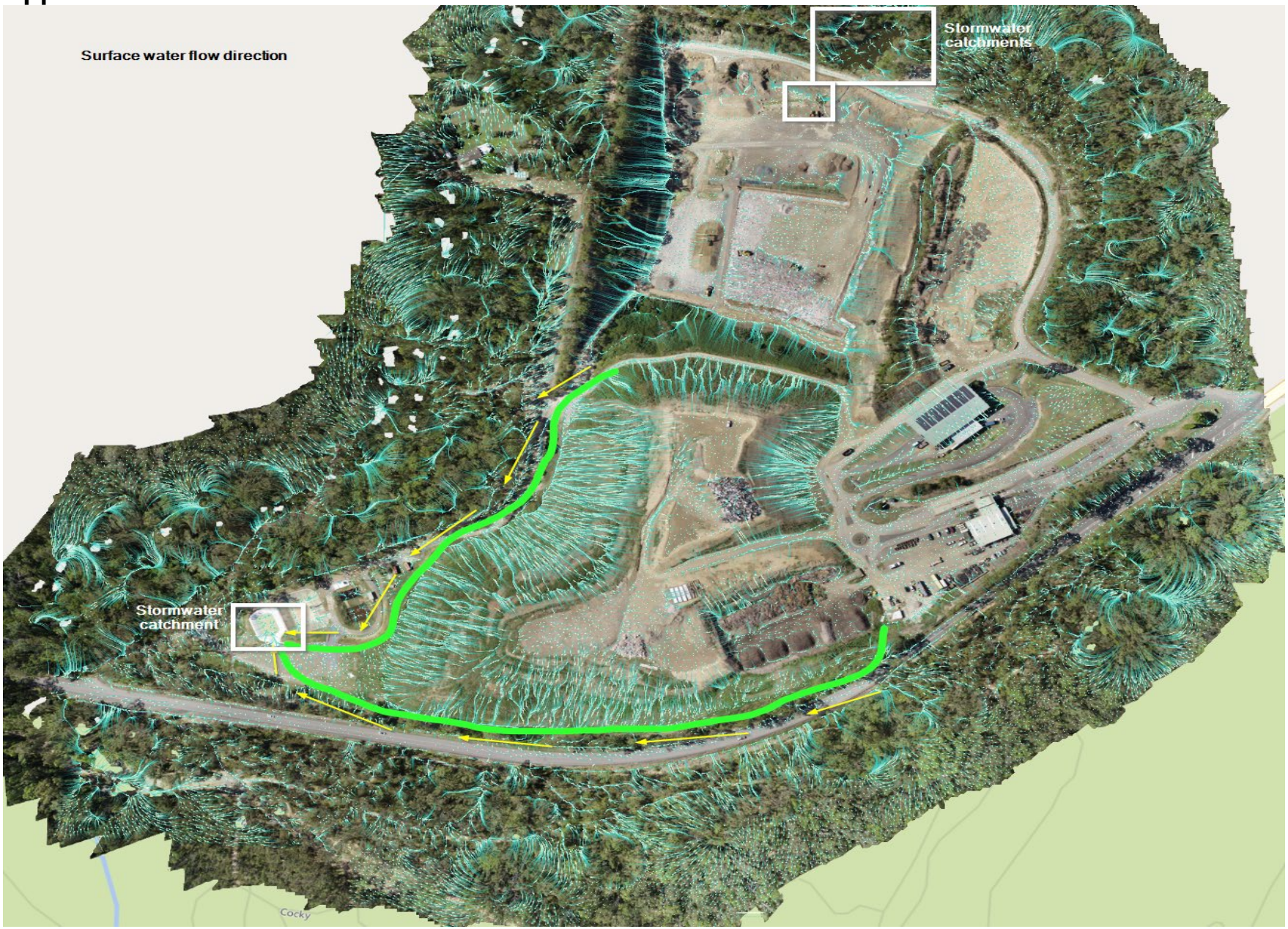
Action	Responsibility	Completed Y/N Comments
Develop an Operations Recovery Plan	Coordinator Waste Operations	
Investigate why the incident occurred and identify what measures can be undertaken to prevent a re-occurrence	Coordinator Waste Operations	
Ensure all records and forms used during the incident have been prepared and collected	Coordinator Waste Operations	
Prepare an incident report (Appendix 4) and present the report to Council's Senior Waste Officer	Area Manager (JRR)	
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.	Coordinator Waste Operations and Area Manager JRR	
Undertake an assessment of damage that has occurred to the facility, the environment and equipment and arrange for remedial works to be implemented	Coordinator Waste Operations and Area Manager JRR	
Prepare a report documenting activities that took place during the pollution incident.(conditions R3 and R5 of the EPL)	Coordinator Waste Operations	
Submit the report (above) to the EPA	Coordinator Waste Operations	
Review the incident and make recommendations to improve the effectiveness of the Pollution Incidence Response Management Plan and the facility procedures.	Coordinator Waste Operations and Area Manager JRR	
Evaluate the effectiveness of Council and contractor training plans	Coordinator Waste Operations and Area Manager JRR	
Undertake a review of the PIRMP with one month of the incident occurring	Coordinator Waste Operations	
Distribute the updated version of the PIRMP and recover all redundant copies	Coordinator Waste Operations	

Appendix 32

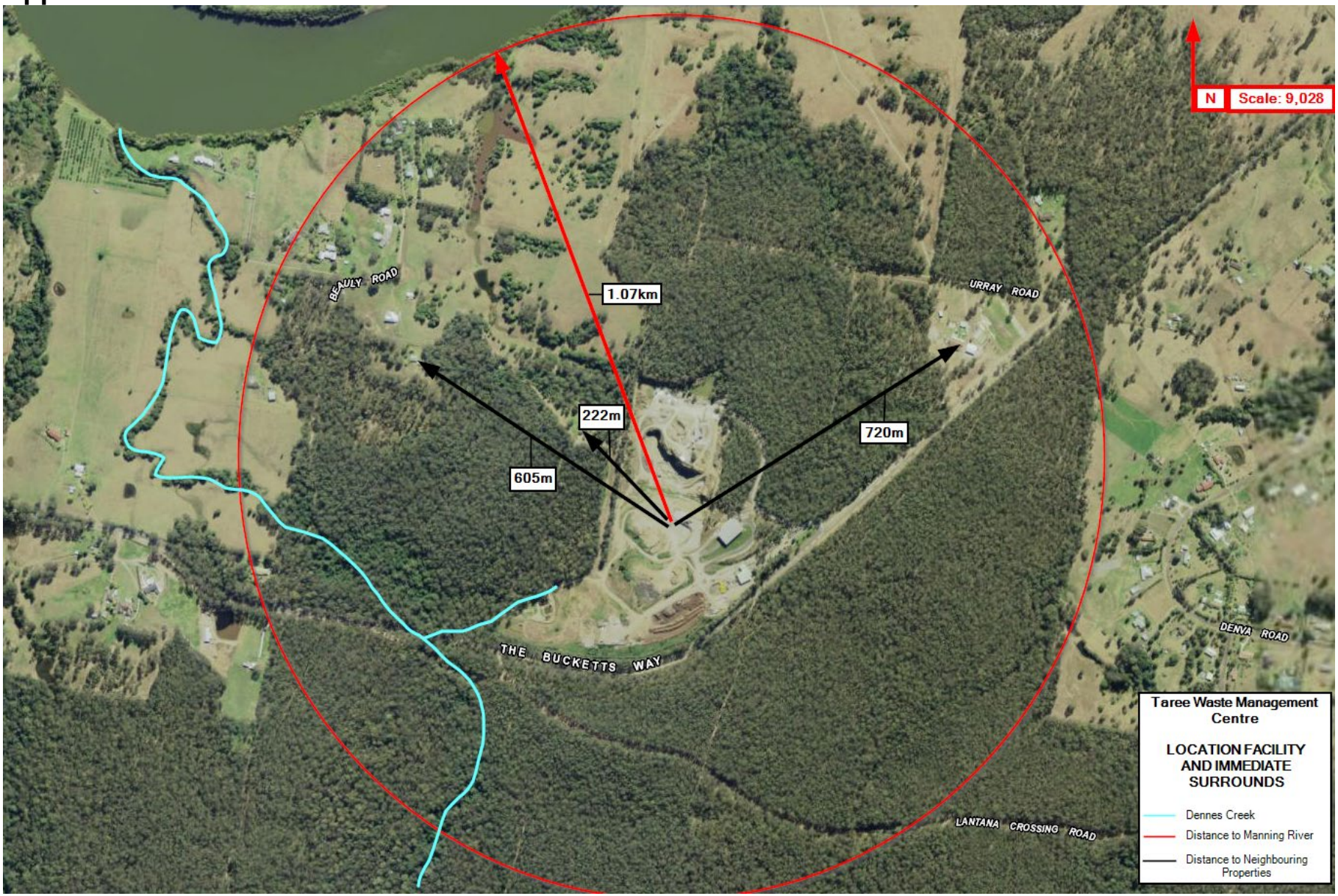
Task Allocation Schedule

Task (during pollution incident)	Responsibility
Notify EPA, Ministry of Health, WorkCover, Fire and Rescue NSW	Coordinator Waste Operations
Manage response, actions and delegation of tasks for the duration of the incident, including delegation of authority when the Team Leader is absent from the site.	Coordinator Waste Operations
Establish hierarchy of authority and control. Confirm hierarchy within Council staff and with contractor (JRR)	Coordinator Waste Operations
Engage additional suitably trained/qualified staff, as necessary, to ensure resources are commensurate with the magnitude of the incident	Coordinator Waste Operations
Ensure all records of events are being undertaken, including diary entries, e-mails and meeting minutes	Coordinator Waste Operations
Collect, compile and collate all records of events	Senior Waste Operations Officer MCC
Provide update reports to EPA, Ministry of Health, WorkCover, Fire and Rescue NSW.	Coordinator Waste Operations
Provide update reports to Council's relevant Executive Officers and elected members	Coordinator Waste Operations
Provide update reports to company (JRR) Executive	Area Manager JRR
Deliver communications with occupants/owners of adjoining properties as identified in Appendix 29	Waste Officer MCC
Re-affirm Council's and contractor's protocols for interaction with representatives of the media, emergency services personnel and members of the public. Convey this information to all relevant staff	Coordinator Waste Operations and Area Manager JRR
Prepare and receive approval for media releases and uploading of information on the web site.	Waste Officer MCC
Control site access and maintain site security	Area Manager JRR
Provide staff, plant and equipment to assist with containment, clean up and remediation works	Area Manager JRR
Engage Council's Trade and Technical support staff where necessary	Senior Waste Operations Officer MCC
Undertake surface water and leachate sampling as directed	Waste Officer MCC
Oversee site evacuation if required	Area Manager JRR
Source information from the Bureau of Meteorology (BoM)	Waste Officer MCC

Appendix 33


Surface water flow direction
Stormwater catchments
Stormwater catchment
Cocky

Appendix 34


N
Scale: 9,028
BEAULY ROAD
URRAY ROAD
1.07km
222m
605m
720m
THE BUCKETTS WAY
DENVA ROAD
LANTANA CROSSING ROAD
Taree Waste Management Centre
LOCATION FACILITY AND IMMEDIATE SURROUNDS
Dennes Creek
Distance to Manning River
Distance to Neighbouring Properties