

Pollution Incident Response Management Plan

Licence Number: 5897



City of
Newcastle

Document Control

Document	Status	Revision Date/ Major Changes	Authorised by:	
			Name/Position	Signature
PIRMP V2 Final 25/11/2013 ECM No. 4976339	Final	First edition	Darren North/ Manager Waste Management	
PIRMP V3 Final 06/11/2015 ECM No.4744856	Final	06/11/2015 Annual review	Darren North/ Manager Waste Management	
EMSPLAN001_V4 SWMC - Pollution Incident Response Management Plan	Final	22/09/2016 Annual review	Darren North/ Manager Waste Management	
EMSPLAN001_V5 SWMC - Pollution Incident Response Management Plan	Final	24/11/2016 Inclusion of new EPL	Darren North/ Manager Waste Management	
EMSPLAN001_V6 SWMC - Pollution Incident Response Management Plan	Final	19/09/2017 Inclusion of process for reporting fires & discharges of leachate to surface water. Inclusion of EPL 02/08/2017	Darren North/ Manager Waste Management	
EMSPLAN001_V7 SWMC - Pollution Incident Response Management Plan	Final	25/09/2018 Inclusion of Chief Warden role, revised flow chart, clearer IMT functions, post incident tasks & restricted operational information. New Situation Update form, new figures for surrounding neighbours, stormwater pits and drains, bushfire management and spill response equipment. Inclusion of CRC, Solar farm and Transfer Station expansion.	Darren North/ Manager Waste Management	

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EMSPLAN001_V8 SWMC - Pollution Incident Response Management Plan	Final	2020 Added roles of Liaison Officer and Financial Officer. Included cost capture and emergency spending information. Inclusion of spill risk assessment and spill response procedure. New pollution incident action register.	Troy Uren Manger Waste Services	
EMSPLAN001_V9 SWMC - Pollution Incident Response Management Plan	Final	2021 Updated roles and contact number. Updated following test.	Troy Uren Manger Waste Services	
EMSPLAN001_V10.4	Final	10/10/2022 Updated roles and contact number. Updated per the Protection of the Environment Operations (General) Regulation 2022.	Alissa Jones Director and Interim Manager Waste Services	

Testing of the PIRMP

Document Tested/ Test Report	Test Date	Manner of Testing	Tested By
PIRMP V2 Final 25/11/2013	30/10/2015	Desktop review	O. Gallagher
PIRMP V3 Final 06/11/2015/ECM No. 4976342	20/09/2016	Compliance review against POEO Act and Regulations. Post incident review.	E. McCauley IMT
EMSPLAN001_V5 SWMC - Pollution Incident Response Management Plan	17/01/2017	Post incident review	E. McCauley IMT
EMSPLAN001_V5 SWMC - Pollution Incident Response Management Plan	05/09/2017	IMT review	E. McCauley IMT
EMSPLAN001_V6 SWMC - Pollution Incident Response Management Plan	13/09/2018	IMT review	E. McCauley IMT
EMSPLAN001_V7 SWMC - Pollution Incident Response Management Plan	04/10/2019	Desktop scenario test – IMT. Fuel truck rollover and diesel spill.	E. McCauley IMT
EMSPLAN001_V7 SWMC - Pollution Incident Response Management Plan	24/10/2020	CRC chemical fire – IMT response to fire and chemical in water	A. Blakeney IMT
EMSPLAN001_V10SWMC – Pollution Incident Response Management Plan	29/09/2022	Extreme weather with impact on environment	Bounce Readiness Pty Ltd and SWMC IMT

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Purpose of the Pollution Incident Response Management Plan

Summerhill Waste Management Centre (SWMC) holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the operation of the Summerhill Waste Management Centre. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test, and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the license relates.

If a pollution incident occurs during an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this PIRMP in relation to the activity required by Part 5.7A of the POEO Act.

In addition, the PIRMP provides the process for reporting discharges of leachate to surface waters as required by condition R.2.3 - R2.5 of Environment Protection Licence (EPL) 5897 and reporting of fires required by condition R4. Reporting fires and leachate discharges to the EPA is mandatory, regardless of determination of Material Harm (see Section 147 of the Act). However, such incident may not trigger the PIRMP and may not require immediate reporting to all agencies.

A copy of this PIRMP must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licenses and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this PIRMP.

Parts of the PIRMP must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the PIRMP to any person who makes a written request. The sections of the PIRMP that are required to be publicly available are set out in section 74 of the Protection of the Environment Operations (General) Regulation 2022.

Note: This PIRMP must be developed in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2022.

Licensees should also refer to the EPA's Guideline: Pollution incident response management plans.

The purpose of the PIRMP is to:

- Protect community health and wellbeing from the impacts of pollution incidents arising from SWMC
- Minimise and control the risks of a pollution incident occurring at the SWMC by identifying hazards, assessing risks and developing mitigative actions for each identified risk
- Enable response to a pollution incident to be conducted in a manner that will minimise harm to health and environment.
- Ensure timely notification and reporting of a pollution incident to the required stakeholders.

Scope of the PIRMP

The PIRMP applies to the premises as described in the Environment Protection Licence and shown in *Figure 1 - PIRMP Site Layout Plan, Appendix A*.

The PIRMP applies to all persons associated with the Licence holder, meaning all personnel, visitors, contractors and sub-contractors at the Summerhill Waste Management Centre.

The PIRMP applies in the event of a pollution and/or fire incident and until the potentially affected areas have been declared safe.

Availability of the PIRMP

The PIRMP is publicly available at:

- Council Website: <https://www.newcastle.nsw.gov.au/Living/Waste-and-recycling/Summerhill-Waste-management-Centre/Summerhill-Environmental-Monitoring>

If a person does not have access to the website, a copy will be provided without charge to any person who makes a written request. A PIRMP will be made readily available to any authorised officer on request.

Controlled copies are maintained at:

- SWMC Weighbridge
- SWMC Administration Office front foyer

Definition of a Pollution Incident

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

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

Harm to the environment is material if:

1. it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
2. 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

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.

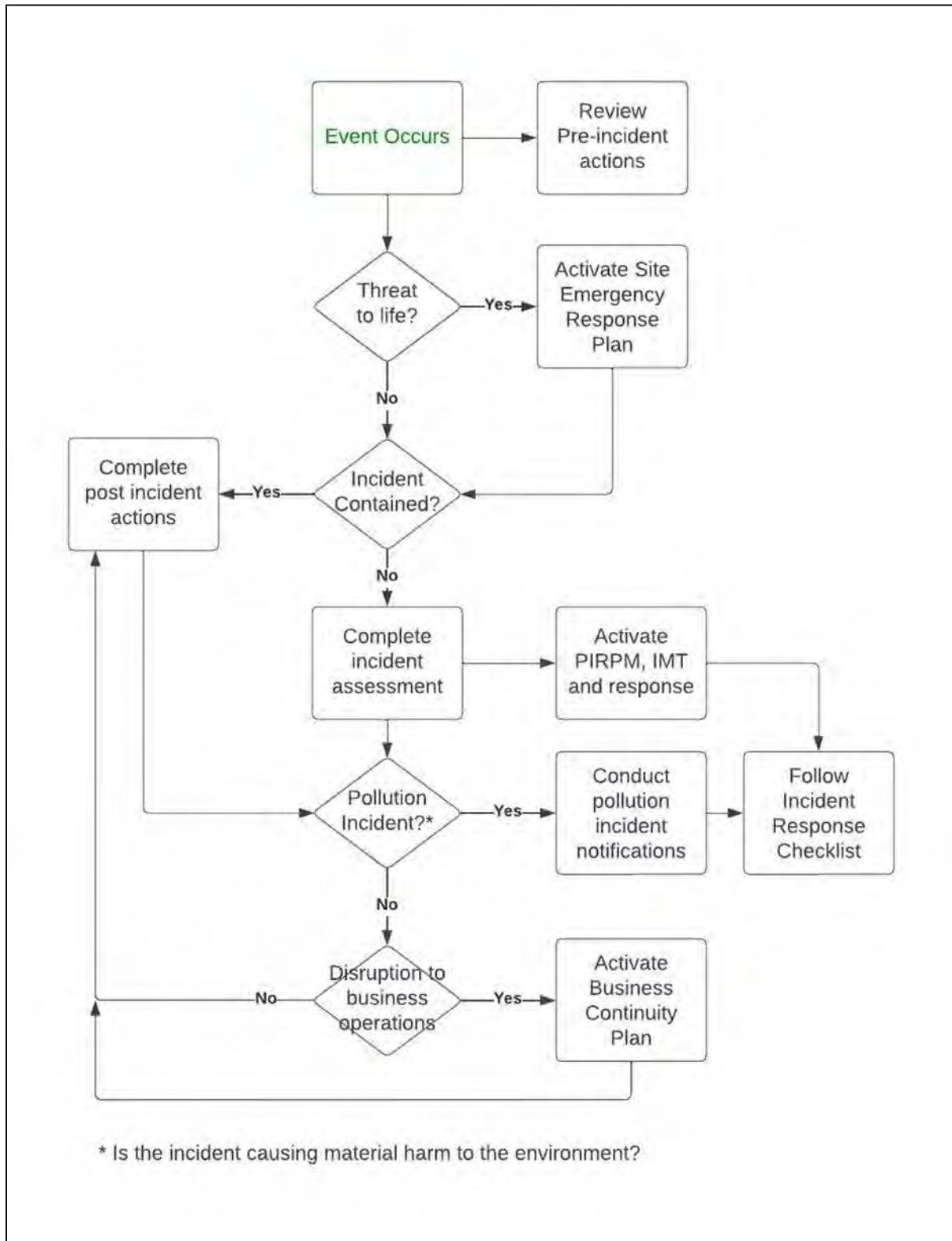
Related legislation / licenses

- SWMC Environment Protection Licence 5897
- NSW EPA Environmental Guidelines - Solid Waste Landfills
- NSW Protection of the Environment Operations Act
- NSW Protection of the Environment Operations Regulations

Environment Protection License (EPL) Details

Name of licensee (Including ABN)	Newcastle City Council
EPL number	5897
Premises name and address	Summerhill Waste Management Centre (SWMC) 141 Minmi Road, Wallsend, NSW 2287
Company or business contact details	Name: Elfi Blackburn Position or title: Post Collection – Client-side Organics Delivery Manager Business hours contact number(s): 02 4985 6600 After hours contact number(s): 0422 992 017 / 0403 244 126 Email: eblackburn@ncc.nsw.gov.au
Website address	https://www.newcastle.nsw.gov.au/summerhill
Scheduled activity/activities on EPL	Resource Recovery Waste Disposal Waste Storage
Fee-based activity/activities on EPL	Recovery of general waste Waste disposal by application to land Waste storage – other types of waste

Pollution Incident Response Flowchart



Pollution Incident Response Checklist

✓	Action	Who?	Reference
<input type="checkbox"/>	Conduct an initial field assessment of the incident.	Chief Warden	_____
<input type="checkbox"/>	If there is an immediate threat to human life or property, call 000 and activate the SWMC Emergency Management Plan.	Chief Warden	Appendix C - EMP Appendix D – Inventory of Incident Response Equipment https://CN Emergency Planning
<input type="checkbox"/>	Contact the Weighbridge Supervisor.	Chief Warden	-
<input type="checkbox"/>	Commence appropriate pollution control action.	Chief Warden /Environmental Compliance Manager	Pollution Emergency Response
<input type="checkbox"/>	Organise equipment and resources to ensure the area is safe and controlled e.g., isolate area (evacuate / barriers), traffic diversion (barriers/signage) etc. If the incident is a spill, it must be prevented from entering the waterways or storm water drains.	Chief Warden / Operations Manager	-
<input type="checkbox"/>	If the incident is assessed as a level 2 or higher, notify the Incident Commander who will establish the Incident Management Team.	Operations Manager	<u>Notification of Site Personnel</u>
<input type="checkbox"/>	Conduct an incident assessment, in collaboration with the Environmental Team.	Planning and Intel Officer	_____
<input type="checkbox"/>	Activate the PIRMP as required.	Incident Controller	-
<input type="checkbox"/>	Document incident details, including the following: <ul style="list-style-type: none"> The time, date, nature, duration, and location of the incident. The location of the place where pollution is occurring or likely to occur. The nature, the estimated quantity or volume and the concentration of any pollutants involved. 	Incident Controller	<i>EMSFORM010 SWMC - PIRMP Pollution Incident Details Form (Appendix B)</i>

✓	Action	Who?	Reference
	<ul style="list-style-type: none"> The circumstances in which the incident occurred (including the cause of the incident if known). The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known. Other information prescribed by the regulators. 		
<input type="checkbox"/>	Establish the Incident Management Team.	Incident Controller	_____
<input type="checkbox"/>	Establish information management boards for collecting information: <ul style="list-style-type: none"> Facts Assumptions Issues Actions 	Management Support Officer	<i>EMSREG019_V1 SWMC - PIRMP Pollution Incident - Actions Register</i>
<input type="checkbox"/>	Assess the potential for immediate impact to site occupiers and users and perform notifications as relevant to the nature, location and scale of the pollution incident.	Communications Officer	_____ _____ _____ _____ _____ <i>EMSFORM011 SWMC - PIRMP Site Notification Form (Appendix B)</i>
<input type="checkbox"/>	Make mandatory notifications.	Communications Officer	_____
<input type="checkbox"/>	Notify EPA of the following: <ul style="list-style-type: none"> Discharges of landfill leachate to surface water – complete EMSFORM14 and email to waste.operations@epa.nsw.gov.au All fires within the facility are to be logged and reported to the NSW EPA "as soon as practical after becoming aware of the incident" - 131 555 and submit completed EMSFORM16 via email to waste.operations@epa.nsw.gov.au 	Environmental Compliance Manager	<i>Appendix B - EMSFORM014_V2 SWMC - PIRMP Reportable Discharge of Leachate to Surface Water</i> <i>Appendix B - EMSFORM016_V2 SWMC - PIRMP Reportable Fires Form</i>
<input type="checkbox"/>	Determine potential for immediate impact to neighbours. Delegate the	Incident Controller	_____

✓	Action	Who?	Reference
	role of informing the neighbours to the nature, location and scale of the pollution incident via door knocking or phone call.		Figure 2 – Map of Surrounding Neighbours
<input type="checkbox"/>	Perform internal notifications as relevant to the nature, location and scale of the pollution incident (unless already been called in to the IMT): <ul style="list-style-type: none"> • CEO • Emergency Management Coordinator (notify by email-to-email group "Incident notification") • Manager Major Events and Corporate Affairs • Director City Wide Services • Director Governance • Risk Management Coordinator • WHS Manager • Fire and Rescue NSW • Safe Work NSW • NSW Health incidentnotification@ncc.nsw.gov.au	Communications Officer	Notification and Escalation Procedures
<input type="checkbox"/>	For injured wildlife contact a wildlife contact.	Incident Controller Communications Officer	<hr/> <hr/> <i>Appendix B - EMSFORM012_V3 SWMC - PIRMP External Notification Form</i>
<input type="checkbox"/>	Prepare an Incident Action Plan and establish protocols for regular update of this PIRMP.	Planning and Intel Officer	<u>Incident Action Plan</u>

Post Incident

<input type="checkbox"/>	Report the incident in the corporate incident reporting system "Figtree" and complete the investigation.	Incident Controller	
<input type="checkbox"/>	Filed incident notes and documents in the corporate document management system, including: <ul style="list-style-type: none"> • notification forms • agency interactions • daily logs of response and clean-up operations • hours worked 	IMT members and responders	

	<ul style="list-style-type: none"> costs photographic records 		
<input type="checkbox"/>	Contact the Waste Service Financial Business Partner for assistance with applying for non-budgeted works and urgent/loss of business continuity expenditure.	Risk Management Officer	<i>City of Newcastle Register of Financial Authorisations</i>
<input type="checkbox"/>	Conduct a debrief to capture the details of the incident, record the timeline, the actions taken, and lesson learnt.	Incident Controller	<i>EMSFORM025_SW MC - PIRMP Pollution Incident - Debrief</i>
<input type="checkbox"/>	Investigate the causes of the pollution incident and document actions to prevent a recurrence where possible. A specialist investigator may be engaged to perform an ICAM if necessary. Indications of actual environmental harm are to be assessed by the investigation.	Environmental Compliance Manager	-
<input type="checkbox"/>	Document and send report to EPA within 7 days of incident.	Environmental Compliance Manager	_____
<input type="checkbox"/>	Review the PIRMP within one month of the incident and updated based on approved actions.	Incident Controller	-

Pollution Emergency Response

If staff and customers of SWMC are required to evacuate the site, the Emergency Response Procedures will be activated. These are a few key points that will be managed by the Chief Warden or Operations Manager.

1. Chief Warden and Wardens will manage the emergency response processes:
 - a. Identify the nature and extent of the pollution incident, the actual or likely exposure route and the number of people potentially or actually affected. Where safe to do so, collect information such as type of material, volume released, if evacuation is required.
 - b. Ensure all ignition sources such as nakes flames and cigarettes have been extinguished.
 - c. Ensure Site Manager has been notified.
 - d. Staff, contractors and customers should be evuated under the direction of the Chief Warden.
 - e. If there is a risk to people or the environment, dial 000 and seek assitance from NSW Fire and Rescue. Advise them of the incident details including UN

number/s if you have it, if applicable.

- f. If persons have been injured, provide a first aid response, if safe to do so.
 - g. If safe to do so, place any leaking containers into banded stillage's or place in provided sealed pails.
 - h. If there is no risk of personal injury, confine the spill using a spill kit or retardant material located in wheeled bins. Other spill limiting devices are in place in the Leachate Pond pump shed.
 - i. Close storm water drains, if necessary and possible.
 - j. Pump contaminated stormwater into the leachate pond
 - k. Cordon off the affected area.
 - l. Follow all directives given by attending emergency services.
 - m. Where safe to do so and when released by NSW Fire and Rescue, initiate clean up.
2. Operations Manager will close the incoming entry gate to ensure no further vehicles are able to enter the site.
 3. Operations Manager will advise staff members at tip face, operational areas and CRC and RRC of the need to evacuate the site via UHF radio/mobile phone.
 4. Staff member in the gatehouse will open the boom gate to allow for smooth exit of customers from the facility.
 5. Staff member at tip face, CRC/RRC and operational area to instruct all customers to leave the site via the weighbridge immediately. Where it is not safe to use the main entry road the alternate assembly point must be utilised.
 6. In the event, contractors are working on site, the staff member in the gatehouse will advise them to leave the site immediately. This can be done either using mobile or UHF communication. All visitors to the site are required to sign in and provide mobile phone contact details.
 7. All staff must assemble at the Assembly Points.

Incident Assessment

A situation that cannot be managed at a site level or within business-as-usual practices will escalate through the organisation and be managed by various response and recovery teams. This table shows the escalation from one phase of an incident to the next, along with who will respond to each phase, and the plan to use in this phase.

Level	Criteria / Description	Impacts	Examples (not exhaustive)	Who to Activate	Plan to Activate
Level 0 Business as Usual	<ul style="list-style-type: none"> Minimal impact on building / site. Impact on small number of persons or property. Can be managed within SOP's by local facility / building team. 	People and Assets	<ul style="list-style-type: none"> Building break in. Burglary. Minor medical emergency. Personal threat. Power outage / utility failure. Water leak. WHS/OHS issue. 	Facilities / Building Management / WHS/OHS	SOP's
Level 1 Emergency (Tactical)	<ul style="list-style-type: none"> Impact limited to a small area of one building / site. Emergency can be managed by warden team (ECO). Emergency Services will be notified to respond. Likely response will be less than 1 hour. 	People and Assets	<ul style="list-style-type: none"> Assault. Fire (minor). Bomb threat. Medical emergency. Gas leak. IT outage (short term). 	ECO	Emergency Response Plan
Level 2 Incident (Operational)	<ul style="list-style-type: none"> Emergency is affecting more than one building / site. Coordination required to manage recovery of site. Warden team needs support to manage people. Emergency results in a pollution impact. Requires coordination of large volume of people. Requires recovery of critical business functions. Regional or national media exposure. Likely response will be a few hours. 	People, Assets, Business Operations, Environment	<ul style="list-style-type: none"> Chemical leak / pollution Extreme weather. Fire (major). Natural disaster. Non pollution: Active Shooter. Cyber-attack. Death of staff member. Disease. IT Failure / comms outage. Negative media exposure (Local). Terrorist attack. 	Incident Management Team	PIRMP Business Continuity Plan Cyber Plan Disaster Recovery Plan
Level 3 Crisis (Strategic)	<ul style="list-style-type: none"> Large scale impact on multiple sites. Requires management at off-site locations. Requires management of key stakeholders & media. International media exposure. Impact on Operations, Reputation, Financial etc. Requires strategic management decision making. 	People, Assets, Financial, Reputation, Operational, Strategic	<ul style="list-style-type: none"> Prosecution with penalties Fraud reaching Major or Severe level. Negative media exposure (National). Key staff resignation. 	Crisis Management Team – City of Newcastle	Crisis Management Plan Comms Plan

Incident Management Team

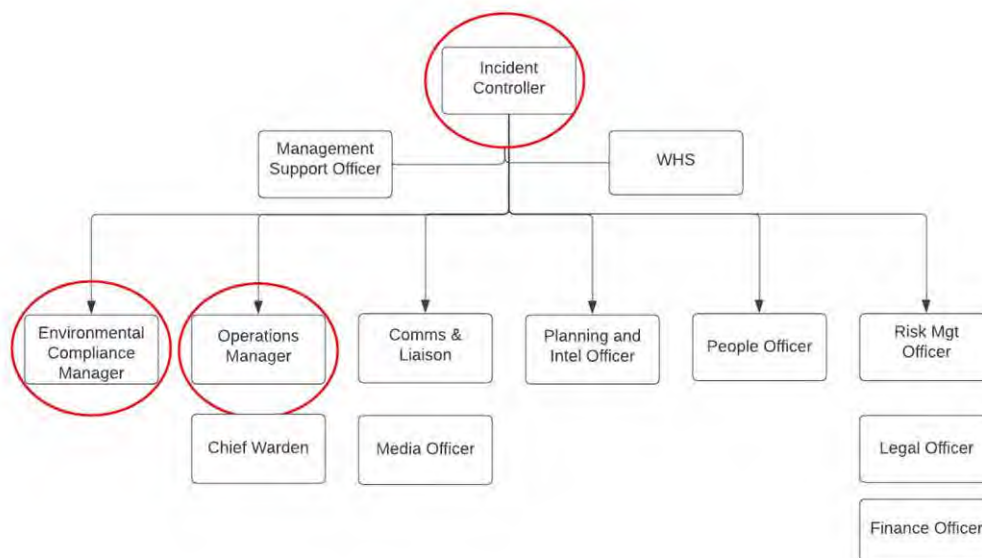
Incident Controller (or delegate) to assess the need for an Incident Management Team (IMT) and recruit resources proportional to the nature and scale of the pollution incident. Noting that the members of the IMT may scale up and down as the incident evolves.

The structure below represents the roles that may be required for a Level 1, 2 or 3 incidents. Note: this structure will scale up and down depending on what is required of the incident.

Level 1 – Not an incident – managed by Chief Warden

Level 2 – you may require red circled roles. A member of the SWMC management team will step up as Incident Controller

Level 3 – you may require all roles, with support from CN in many of these roles



Available IMT staff and duties include:

IMT Role	Duties
Incident Controller	<ul style="list-style-type: none"> • Will be <u>any member of the management team from SWMC?</u> • Secure and assign resources, including equipment and personnel. • Ensure mandatory notification and reporting requirements are met. • Ensure internal stakeholders are kept informed via the CN notification and escalation procedures. • Assess and monitor the extent of impact and need to notify nearby receptors such as landholders and water users regarding potential avoidance or evacuation measures. • In consultation with any combat agency or Regulator present, monitor the adequacy of response operations and resources available. • Issue Situation Report to ensure EPA and other agencies are kept informed. • Monitor incident and declare safe. • Ensure a de-brief is performed and prepare Incident Action Plan.
Management Support Officer	<ul style="list-style-type: none"> • Upkeep of incident response logs. • Assisting purchasing.

IMT Role	Duties
	<ul style="list-style-type: none"> • Cost and time tracking. • Preparation of documents and minutes. • Document filing.
WHS	<ul style="list-style-type: none"> • Oversee safety during the incident • Conduct risk assessments for on the ground responses • Provide advice around safety • Monitor fatigue management
Environmental Compliance Manager	<ul style="list-style-type: none"> • Environmental impact advice. • Spill mapping, delineation, and forecasting • Environmental sampling and analysis. • Written report to EPA.
Operations Manager	<ul style="list-style-type: none"> • Undertake field assessments of the incident. • Receive reports from the Chief Warden • Commence appropriate pollution control action. • Coordinate incident response operations • Monitor of critical infrastructure • Oversee management and continuation of operations • Manage resourcing to manage on the ground responses
Chief Warden	<ul style="list-style-type: none"> • Manage emergency responses (i.e., evacuations, lockdowns etc.) • Liaise with Emergency Services for an emergency response • Ensure the Incident Controller is kept informed.
Communications Officer	<ul style="list-style-type: none"> • Develop communications strategy • Provide media advice • Manage customer relations • Monitor social media • Develop exec briefs • Disseminate community information
Planning and Intel Officer	<ul style="list-style-type: none"> • Information and intelligence gathering • Hazard modelling • GIS mapping • Identification of key risk exposures • Analysis of local impacts • Community profiling • Specialist & technical advice • BCP implementation • Management Support
People Officer	<ul style="list-style-type: none"> • Manage ongoing welfare and safety of staff • Manage updates from the hospital for injured staff • Organise trauma counselling as required • Oversee fatigue management of staff • Manage injury reporting, as required
Risk Management Officer	<ul style="list-style-type: none"> • Manage Insurances & business continuity. • Assist with obtaining additional corporate support Eg finance, legal

Ensure all members of the IMT and field responders are adequately rotated and rested to manage fatigue.

Primary team members

IMT Role	Role	Phone
Incident Controller	Business Unit Manager	02 4974 2145
Management Support Officer	Business & Customer support Coordinator	02 4974 2438
WHS	Safety & Wellbeing Business partner	02 4974 5062
Environmental Compliance Manager	Environmental Compliance Manager	02 4974 2496
Operations Manager	Operations Manager	02 4974 6616
Chief Warden	Business Development Manager	02 4974 6614
Communications Officer	Business Development Officer	02 4974 6194
Planning and Intel Officer	Operations Analyst	02 4974 6144
People Officer	Safety & Wellbeing Business partner	02 4974 5062
Risk Management Officer	Safety & Wellbeing Business partner	02 4974 5062

Alternate team members

IMT Role	Role	Phone
Incident Controller	Operations Manager	02 4974 6616
Management Support Officer	Business & Customer Support Team leader	02 4974 6022
WHS	Safety & Wellbeing Business partner	02 4974 5062
Environmental Compliance Manager	Environmental Specialist	Tba
Operations Manager	Waste & Landfill Operations Coordinator	02 4974 6625
Chief Warden	Waste & Landfill Operations Coordinator (Deputy warden)	02 4974 6625
Communications Officer	Business Analyst – Technical Lead	02 4974 2495
Planning and Intel Officer	Business Analyst	02 49746655
People Officer	Safety & Wellbeing Business partner	02 4974 5062

IMT Role	Role	Phone
Risk Management Officer	Safety & Wellbeing Business partner	02 4974 5062

Weekends Public Holidays and after hours

SWMC operates on weekends and all Public Holidays (except Christmas Day). Most roles identified in the tables above will not be available during weekends, public holidays and after hours.

Weekend Supervisor or most senior Operator on site will appoint staff to perform Incident Management roles as required and/or call additional staff in.

Activations and Notifications

Pollution Incident – Persons Responsible

PIRMP activation	<p>Refer Supporting Information</p> <p><u>Site Description</u></p> <p><u>The site</u> occupies 265 hectares of a formerly coal mined track of land to the west of Wallsend. Operations include:</p> <ul style="list-style-type: none"> • Putrescible waste landfill operations • Non-putrescible waste landfill operations • Historic non-putrescible waste landfill care and maintenance • Leachate management infrastructure including three lined leachate ponds, three in-ground tanks and associated pumping and piping infrastructure • Waste processing - greenwaste shredding, masonry grinding, woodwaste chipping large plastics grinding, mattresses shredding • Transfer Station operations, hooklift bin transfer operations, waste separation and recycling activities • Resource Recovery Centre (RRC) and Community Recycling Centre (CRC) • Bulk soil excavation, stockpiling, transfer and deposition as landfill cover • Cell construction activities • Vehicle and plant workshop, oil store, waste oil store, washbay and oil water separator • Fuel store, bowser and onsite refueling truck • Plant and equipment emissions • Vermin control and weed control activities
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	<ul style="list-style-type: none"> • Street sweeper waste disposal • Onsite sewage treatment plant • Wheelwash • Landfill gas extraction infrastructure and a gas to energy Power Plant • Solar Farm <p>Access to the site is off Minmi Road, Wallsend, however the site is not visible from that road. Instruct emergency services follow signage to Summerhill Waste Management Centre and once onsite progress approximately 1km along the access road to the weighbridge.</p> <p>The area is characterised by rounded hills and undulating foot slopes. The site is dominated by two major ridgelines, the larger defining the southern perimeter of the site, running east to west and reaching elevations of up to 100m above sea level. The smaller ridgeline runs south to north and divides the site into two valleys that generally slope towards the north-east.</p> <p>See Appendix A: <i>Figure 1 - PIRMP Site Layout Plan</i></p> <p>Who Can Activate the PIRMP?</p>
<p>Notifying relevant authorities Notification should be made by a person with an appropriate level of authority within the company.</p>	<p>Name of person responsible: Communications and Liaison Officer</p> <p>EPA – Environmental Compliance Officer/Incident Controller</p>
<p>Managing response to pollution incident</p>	<p>Name of person responsible: Incident Controller/Operations Manager/Environmental Compliance Manager</p>

Notification of Site Personnel

Visitors	See SWMC sign-in book in Admin Building and Gatehouse
LMS Energy	Newcastle On-Duty Operator - 0400 955 092 Operations Manager - 0417 401 500
Bettergrow Pty Ltd	0449 631 210
IQ Renew	Manager – 0423 730 098 Onsite operator – 0425 259 707

Solar farm	CN Program Coordinator – 0407 888 255
Weighbridge	02 4974 6619
Contractors	Refer to contractor contact list (Gate House records)

Notification of Relevant Authorities

1. 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.
2. If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the order shown in Table below. Fire and Rescue NSW need to be notified even if a combat agency is not required. The 24-hour hotline for each authority is given when available.
3. Immediate verbal notifications must be followed by notification in writing to the EPA within 7 days of the date on which the incident occurred.
4. Any subsequent information must be provided to the above agencies immediately as they become available and must be followed up with written notification to the EPA.

EPA Environment Line	131 555 Select option 'report a pollution incident'. Obtain an EPA reference number
Fire And Rescue NSW / Rural Fire Service/Ambulance/Police	000
Fire and Rescue NSW Not required if 000 has been called	1300 729 579
NSW Health (Hunter New England)	02 4924 6477 Ask for on-call Environmental Health Officer
SafeWork NSW	131 050 Select option "Notifiable incident". You must provide an EPA reference number
City of Newcastle	02 4974 2000 http://Pollution-Notification-form
Lake Macquarie City Council If incident impacts LMCC LGA	0409 367 266 02 4921 0333
Hazmat (if required)	02 4927 2535

Notification of Neighbours and Local Community

Property	How	Role	Contact
Ausgrid substation	Phone, SMS	24-hr hazard reporting	131 388
Fletcher early learning centre	Phone, SMS, facebook		02 4951 4202
Agistment paddock	Phone, SMS		0402 353 971
Winten Estate	Phone, SMS, facebook	Newcastle Manager	0417 424 646
Tree tops adventure park	Phone, SMS, facebook	On Duty Manager (business hours)	0435 984 924
National parks and wildlife service - blue gum hills regional park	Phone, SMS, facebook	A/H Area Manager Emergency Reception	0419 183 310 1800 232 170
Residential neighbours & broader Community	Face book, Twitter, door knocking CN Website	Manager Communications	0411 224 329
Native Animal Trust Fund - Hunter Wildlife Rescue	Phone, SMS, facebook	All hours	0418 628 483
Mount Hutton Pet Hospital	Phone, SMS, facebook		02 4947 1311

The impacted or potentially impacted owners and occupiers of neighbouring premises will be provided with early warning and regular updates regarding the incident occurring at the SWMC to ensure that they are aware of the incident and what precautions they need to take.

Where a resident is not home at the time of door knocking information will be placed under the front door to ensure they receive the information on their arrival and are made aware of the pollution incident and the precautionary measures that should be taken.

At the time of door knocking and in other forms of notification, residents will be advised that CN will place a notice on its website and Facebook once the incident is no longer of concern and no longer a risk to theirs or livestock health and that regular updates will be provided via these media platforms.

Supporting Information

Site Description

The site occupies 265 hectares of a formerly coal mined track of land to the west of Wallsend. Operations include:

- Putrescible waste landfill operations
- Non-putrescible waste landfill operations
- Historic non-putrescible waste landfill care and maintenance
- Leachate management infrastructure including three lined leachate ponds, three in-ground tanks and associated pumping and piping infrastructure
- Waste processing - greenwaste shredding, masonry grinding, woodwaste chipping large plastics grinding, mattresses shredding
- Transfer Station operations, hooklift bin transfer operations, waste separation and recycling activities
- Resource Recovery Centre (RRC) and Community Recycling Centre (CRC)
- Bulk soil excavation, stockpiling, transfer and deposition as landfill cover
- Cell construction activities
- Vehicle and plant workshop, oil store, waste oil store, washbay and oil water separator
- Fuel store, bowser and onsite refueling truck
- Plant and equipment emissions
- Vermin control and weed control activities
- Street sweeper waste disposal
- Onsite sewage treatment plant
- Wheelwash
- Landfill gas extraction infrastructure and a gas to energy Power Plant
- Solar Farm

Access to the site is off Minmi Road, Wallsend, however the site is not visible from that road. Instruct emergency services follow signage to Summerhill Waste Management Centre and once onsite progress approximately 1km along the access road to the weighbridge.

The area is characterised by rounded hills and undulating foot slopes. The site is dominated by two major ridgelines, the larger defining the southern perimeter of the site, running east to west and reaching elevations of up to 100m above sea level. The smaller ridgeline runs south to north and divides the site into two valleys that generally slope towards the north-east.

See Appendix A:

Figure 1 - PIRMP Site Layout Plan

Who Can Activate the PIRMP?

Level 2 - the following are authorised to activate the PIRMP and notify relevant authorities, i.e.:

- Chief Executive Officer
- Emergency Management Coordinator
- Director City Wide Services
- Manager Waste Services

- Site Operations Manager
- Environmental Compliance Manager
- Business Development Manager
- Waste and Commercial Collections Manager

With advice and support of:

- Waste and Landfill Operations Coordinator
- Environmental Specialist

Written Reports

A written report must be provided to the EPA within 7 days of the incident. Information to include in the report is detailed on EMSFORM010 SWMC - PIRMP Pollution Incident Details.

If the incident involves spill of leachate to surface water, the 7-day written report to the EPA must include information in Condition R2.5 of the EPL and detailed on EMSFORM014 SWMC - PIRMP Reportable Discharge of Leachate to Surface Water.

If the incident involves a fire, the 7-day written report to the EPA must include information in Condition R4.1 of the EPL and as detailed on EMSFORM016 SWMC - PIRMP Reportable Fire Form.

Authorised EPA Officers may request a detailed written report of the incident (in addition to the 7-day report). The detailed written report must be prepared to address the requirements of Conditions R3 of the EPL and as directed by the EPA. The report must be submitted to the EPA in their requested timeframe. A copy of the Investigation and Incident Action Plan should be appended to this report.

Supporting information

- SWMC Environment Protection Licence 5897 (Appendix F)

Post Incident PIRMP Review

A post incident review of the PIRMP must be performed within 1 month of any pollution incident to assess, in the light of that incident, whether the information included in the PIRMP is accurate and up to date and the PIRMP is still capable of being implemented in a workable and effective manner.

Key Hazards

Councils risk assessment process identified the following hazards that could result in a human health or pollution incident. This PIMRP focuses on pollution incidents.

Likely to result in pollution incident	Not likely to result in pollution incident
<ul style="list-style-type: none"> • Bomb threat • Bushfire • Chemical spill from CRC • Earthquake • Explosion • Flood • Fuel / oil spill from storage failure, during transfer or vehicle accident • Landfill gas migration • Landfill fire (fire within the waste) • Landslip • Release of leachate to surface water, ground or groundwater • Release of landfill gas • Significant odour event • Significant dust event 	<ul style="list-style-type: none"> • Armed hold up • Civil disorder / illegal occupancy • Workplace violence • Personal fall into the pond (contamination)

See (Appendix C):

Refer WHS FM 3.6.1 Emergency Response Risk Assessment v2016 for a detailed assessment. A summary table is also below for specific pollution related risks.

Preemptive actions

The following management methods are used to prevent pollution of water by leachate and sediments:

- leachate barrier system
- leachate collection system
- Swale and table drains
- Surface water and sedimentation dams and
- Leachate surface and ground water monitoring.

The leachate barrier and collection systems are generally constructed in accordance with the EPA's Environmental Guidelines: Solid waste Landfills, Second Edition 2016.

The following methods shall be applied for early detection of ground water and surface water pollution:

- Ground water monitoring network
- Ground water monitoring program
- Ground water assessment program and
- Surface water monitoring program

The objectives of the ground water and surface water assessment programs are to identify a failure of leachate barrier system and demonstrate that surface water is not contaminated by landfill operation.

Groundwater shall be monitored, and constituent concentrations shall be established for comparison with the concentrations specified in the EPL. If changes in concentration levels for any of the indicator parameters are detected, then the affected ground water monitoring wells shall be sampled. Anomalies after re sampling shall be notified to the EPA. The ground water wells and surface water sampling points across SWMC are strategically located to ensure early detection, through regular sampling and monitoring of movement of ground water and surface water contamination.

The purpose of ground water remediation is to set in place actions to be employed if ground water or sub-soil contamination is confirmed by the early detection of ground water pollution. The ground water contamination remediation plan shall describe the process to protect the ground water resource from further contamination and nominate a means to return the ground water to the original quality down hydraulic gradient from the land filling operation. A suitably skilled and qualified contractor will be appointed by SWMC immediately to assess the ground water contamination and prepare actions to remediate the ground water to its original quality.

Risk Assessment

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
Leachate					
Leachate	Leachate escape from cell into surface waters resulting in contamination of water	L – Unlikely C – Mod Rating - M	Excessive period of rain	<ul style="list-style-type: none"> Leachate management procedure in place Barrier and collection system in place Cell floor/walls built to EPL requirements Design filling plan to direct surface water away from the tipping face Ensure leachate can penetrate through compacted waste to the leachate collection system e.g., remove intermediate capping between layers. 	<p>Stop the flow by.</p> <ul style="list-style-type: none"> Place clay bund wall in the flow path of the leachate. Pump leachate to the leachate collection system, alternatively arrange for a tanker to cart the leachate to a treatment plant. <p>Repatch the wall by.</p> <ul style="list-style-type: none"> Excavate and drain leachate from bleed area, remove wet material and repair leak with suitable material. Monitor area to ensure the repair has been successful.
Leachate	Leachate pond overflowing into surface waters resulting in contamination of water	L – Unlikely C – Mod Rating - M	Excessive period of rain	<ul style="list-style-type: none"> Leachate management procedure in place If the pond is nearing capacity arrange to either: <ul style="list-style-type: none"> Pump to Leachate pond 4 Tanker to SLC9 Arrange leachate to be tankered off-site All pump readings must be recorded on the 'Leachate Transfer recording form' and filed in the Leachate record folder. 	<ul style="list-style-type: none"> In the event of a leachate pond overflow (e.g., significant rainfall event): Attempt to control the overflow by placing a bund around the edge of the dam or in the flow path of the leachate overflow. Pump leachate to alternative dam with sufficient capacity Arrange tanker to transfer leachate off site.
Leachate	Leachate seeping into groundwater resulting in contamination of groundwater	L – Possible C – Mod Rating - M	Excessive period of rain	<ul style="list-style-type: none"> Leachate management procedure in place Quarterly Groundwater monitoring system in place for early detection of potential contamination Barrier and collection system in place Cell floor/walls built to EPL 	<ul style="list-style-type: none"> Check leachate levels in waste cells to ensure levels are acceptable. Transfer leachate to leachate ponds if necessary. Try to determine the source of the contamination and eliminate. Seek expert advice.

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
				<ul style="list-style-type: none"> requirements. 	
Gas					
Landfill Gas	Migration of landfill gas to neighbouring properties or into confined spaces on site (i.e., buildings) causing risk of fire, explosion or ill health	L – Unlikely C – Major Rating - M		<ul style="list-style-type: none"> Monthly surface monitoring of methane on site for the early detection of elevated levels Quarterly Subsurface gas monitoring for early detection of elevated levels Installation of gas extraction system to minimise the volume of landfill gas Cells are covered 	<ul style="list-style-type: none"> Follow Work Method Statements (SWMS) – Sealing Landfill Gas Leaks at SWMC
Emissions	Emissions resulting in ill health	L – Almost Certain C – Mod Rating - H	During summer/ warm periods.	<ul style="list-style-type: none"> Cells are all covered with capping material as per EPL requirements Monthly surface gas monitoring Quarterly sub-surface gas monitoring Remediation procedures in place 	<ul style="list-style-type: none"> Follow Safe Work Method Statements (SWMS) – Sealing Landfill Gas Leaks at SWMC
Gas Leak	Gas Collection System Leak resulting in fires or ill health	L – Unlikely C – Mod Rating - M	Excavation works in the vicinity	<ul style="list-style-type: none"> All gas infrastructure has been surveyed and is outlined in the Site Utilities Plan Consult Site Utility Plan prior to any work commencing Gas Extraction System operates under negative pressure SWMC Construct system according to legislative requirements. 	<ul style="list-style-type: none"> Contact SWMC Facility Manager immediately to: <ul style="list-style-type: none"> Shut down the Gas Extraction system Carry out repairs
Land fill gas	Presence of methane within the explosive range resulting in explosions	L – Rare C – Cat Rating - M	A buildup of gas in a confined space Rupture of gas pipe/creation of a spark	<ul style="list-style-type: none"> Gas Extraction and remediation system Monthly surface gas monitoring Quarterly sub-surface gas monitoring Remediation procedures in place. 	<ul style="list-style-type: none"> Contact the Environmental Compliance Manager who will coordinate the incident response/evacuation
Chemicals					
Storage of hazardous materials	Leaking paint tins/oil drums not stored in bunded stillage	L – Possible C – Minor Rating - L	Container damaged Illegal dumping by Customer	<ul style="list-style-type: none"> Waste Screeners checking customer loads SWMS to control spill. 	<ul style="list-style-type: none"> Contact the Waste Coordinator who will coordinate incident response. Clean up spill

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
	resulting in spillage on CRC floor			<ul style="list-style-type: none"> Ensure sufficient paint stillages are available by weekly updating the inventory register Availability of spill kit and absorbent material Liquids are stored in stillages lined with plastic 	
Storage of hazardous materials	Lead acid batteries not stored on banded pallet resulting in acid leaking onto CRC floor resulting in injury to staff or damage to property	L – Possible C – Minor Rating - L	Package not wrapped properly, package damaged, illegal dumping by customer	<ul style="list-style-type: none"> Provide supervision at the CRC at all times to ensure batteries are stored on banded pallets Availability of spill kit and absorbent material 	<ul style="list-style-type: none"> Contact the Waste Coordinator who will coordinate incident response. Clean up spill
Exposure	Exposure to hazardous chemicals resulting in ill health	L – Unlikely C – Major Rating - M	Container damaged Illegal dumping by Customer Staff not wearing PPE	<ul style="list-style-type: none"> SWMS Dealing with Unknown Chemicals” SDS in Site Office Eye Wash Station/Safety Shower/PPE. 	<ul style="list-style-type: none"> Contact the xx who will coordinate incident response.
Fire	Fire resulting in smoke inhalation	L – Unlikely C – Major Rating - M	Container damaged Illegal dumping by Customer	<ul style="list-style-type: none"> Chemicals removed from waste and placed and stored in CRC Bycatch cabinets SWMS Dealing with Unknown Chemicals Chemicals collected regularly by CRC Contractor Staff trained in dealing with hazardous chemicals and Fire Extinguishers. 	<ul style="list-style-type: none"> Contact the Operations Manager who will coordinate incident response.
Asbestos					
Asbestos fibers	Receival of asbestos contaminated materials not wrapped in accordance with guidelines resulting in staff and customers	L – Possible C – Major Rating - M	Windy conditions,	<ul style="list-style-type: none"> Information on correct presentation guidelines is available on Council’s website and the SWMC. All asbestos loads are inspected in accordance with SWMS “Receival 	<ul style="list-style-type: none"> Follow the SWMS.

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
	being exposed to asbestos dust			<p>and Disposal of Asbestos Waste” Standard Operating Procedure “Asbestos Management and Disposal at SWMC”.</p> <ul style="list-style-type: none"> • Asbestos disposal occurs in a separate area • Asbestos loads are covered immediately with VENM after unloading • Asbestos dust monitoring is completed annually • SWMS Receiver and Disposal of Asbestos SWMS Removal and Cleanup of Illegally Dumped Asbestos • Guidelines for customers relating to asbestos booking and presentation. 	
Other					
Bushfire	Bushfire resulting in smoke inhalation to staff and neighbours	L – Likely C – Mod Rating - M	High winds, high fire danger	<ul style="list-style-type: none"> • Implement bushfire management plan 	<ul style="list-style-type: none"> • Contact 000
Waste	Landfill fire resulting in staff and neighbours being exposed to potential toxins and smoke	P – possible C – Mod Rating - Mod	Hot and windy conditions	<ul style="list-style-type: none"> • Cover waste daily • Remove hazardous materials eg. batteries, gas bottles, chemical containers if observed in the landfill prior to compacting waste 	<ul style="list-style-type: none"> • Smoother fire using water cart • Spread waste if safe to do so and wet thoroughly to ensure fire is fully extinguished • Cover area impacted by fire immediately after fire is extinguished • For larger fires ring 000

Risk Rating Matrix	CONSEQUENCE					CONSEQUENCE	LIKELIHOOD	
	Catastrophic	Major	Moderate	Minor	Insignificant			
Likelihood	Almost Certain	20	18	16	14	11	Catastrophic: Single or multiple fatalities.	Almost certain: Is expected to occur in most circumstances. (common)
	Likely	18	17	15	12	9	Major: Hospitalisation with potential to result in permanent impairment.	Likely: Will probably occur in most circumstances (Has happened).
	Possible	16	14	13	9	6	Moderate: Person unable to resume normal duties in the short-medium term.	Possible: Might occur at some time (Could happen).
	Unlikely	14	12	8	6	4	Minor: First aid or precautionary medical attention only. Person likely to immediately resume normal duties.	Unlikely: Could occur at some time (Not likely).
	Rare	12	10	8	6	4	Insignificant: No injury / Minor first aid treatment only.	Rare: May occur only in exceptional circumstances (Practically impossible).

Surface Water and Flow Direction Information

Spills to surface water have the potential to discharge from site in two main directions:

- Northeast to Wentworth Creek. Wentworth creek discharges to Fishery Creek and Hexham Wetlands via the residential areas of Fletcher and Maryland. Activities that could impact this catchment include from the Putrescible Landfill and associated leachate pond, former B&D landfill, greenwaste area, Transfer Station, CRC, Stockpiles 1 & 2, workshop, hazardous chemicals store, sewage treatment plant and administration area.
- Northwest from the site to Flaggy Creek. Flaggy Creek discharges to Back Creek then Fishery Creek and Hexham Wetlands via the residential area of Fletcher. Activities that could impact this catchment include from the Non-Putrescible Landfill and associated leachate pond.

Minor surface water drainage occurs southward of the site in an unrecognized / intermittent water course. This intermittent water course then travels eastward discharging to Maryland Creek then to Ironbark Creek and the Hunter River via Maryland, Wallsend and Shortland. Activities that could impact this catchment include Stockpile 3.

See Appendix A:

Figure 3 - PIRMP Surface Water Flow Map

Figure 4 - PIRMP Whole of Site - Stormwater Pits and Drains

Figure 4a - PIRMP Administration Area - Stormwater Pits and Drains

Flora

Impact to flora is a minor risk as vegetation on the site primarily comprises mine regrowth with some communities of Coastal Narrabeen Moist Forest.

Vegetation surrounding the site is predominantly Coastal Plains Smooth-barked Apple Woodland and Coastal Foothills Spotted Gum-Ironbark Forest. Other communities include:

- The banks of Wentworth Creek immediately north of the site are described as Alluvial Tall Moist Forest and Swamp Mahogany-Paperbark Forest.
- An area of Flaggy Creek at Maryland is described as Alluvial Tall Moist Forest and Swamp Oak Rushland Forest.
- The banks along some sections of the unrecognised/intermittent water course to the south contain Alluvial Tall Moist Forest.

Further to the north east is the Freshwater Wetland and Mangrove Complex of the Hexham area.

See Appendix A:

Figure 5 - PIRMP Vegetation Map

Threatened Species

Impact to threatened species is a minor risk as none have been identified within the site boundary.

The nearest threatened fauna is identified approximately 850m north of the site and approximately 100m to the west, denoted as aqua coloured diamond markers on Figure 6.

EPBC Act threatened fauna is also present and is denoted by orange coloured diamond markers on Figure 6.

The nearest threatened fauna is identified approximately 3 km north east of Maryland in the Hexham Wetland, denoted as pink coloured diamond markers on Figure 6. The nearest EPBC Act threatened fauna is located approximately 1.25km west of the site in Wallsend as denoted by the red coloured diamond markers on Figure 6.

See Appendix A:

Figure 6 - PIRMP Threatened Flora and Fauna Map

Fire

Fire spreading to waste or surrounding bushland has been identified as a more significant threat due to the presence of landfill gas, coal seams, waste stockpiles and risk of spontaneous combustion. A Fire Management drawing has been developed to assist, showing:

- bushfire prone land – vegetation categories 1 - 3
- asset protection zones
- strategic fire advantage zones
- registered firefighting trails
- aerial drafting ponds

Vegetation categories are as follows:

Vegetation Category 1 is considered to be the highest risk for bush fire. It is represented as red on the bush fire prone land map and will be given a 100m buffer. This vegetation category has the highest combustibility and likelihood of forming fully developed fires including heavy ember production. Vegetation Category 1 consists of areas of forest, woodlands, heaths (tall and short), forested wetlands and timber plantations.

Vegetation Category 2 is considered to be a lower bush fire risk than Category 1 and Category 3 but higher than the excluded areas. It is represented as light orange on a bush fire prone land map and will be given a 30-metre buffer. This vegetation category has lower combustibility and/or limited potential fire size due to the vegetation area shape and size, land geography and management practices. Vegetation Category 2 consists of rainforests and lower risk vegetation parcels.

Vegetation Category 3 is considered to be medium bush fire risk vegetation. It is higher in bush fire risk than category 2 (and the excluded areas) but lower than Category 1. It is represented as dark orange on a Bush Fire Prone Land map and will be given a 30-metre buffer. This category consists of grasslands, freshwater wetlands, semi-arid woodlands, alpine complex and arid shrublands.

See Appendix A:

Figure 7 – PIRMP Bushfire Management

Safety equipment

Safety Data Sheets

Safety Data Sheets (SDS) for all chemicals stored on site are kept in the Administration building. The Operations Manager also has access to the Chemwatch database for accessing any SDS's for pollutants or future chemicals if required. SDS are reviewed every six months.

Safe Work Method Statements

Safe Work Method Statements (SWMS) are stored in hardcopy at the site and electronically in Council's electronic management system (Figtree). SWMS are reviewed annually.

Plant

A water cart is available onsite to combat minor fire events. Specialised landfill plant including a compactor and traxcavator are also located at the SWMC on a permanent basis and can be used to manage or assist in the management of certain incidents such a fire or constructing or strengthening diversion drains or fire breaks.

Spill Kits

Two spill kits containing an arrangement of absorbent material are available on site. One is located near the administration building and one at the Community Recycling Centre.

Fire Extinguishers and fire blankets

Fire blankets are available in the lunchroom, gatehouse and Community Recycling Centre. Fire extinguishers are available in all Plant, on the wall outside the office, outside the gatehouse, inside the gatehouse and at the Community Recycling Centre.

General

Signs and temporary fencing will be placed around pollution incidents where applicable to ensure human contact is prevented until such time as the polluted material can be disposed of appropriately and the area is considered safe.

Testing, Review and Maintenance of the PIRMP

Testing, review and maintenance is undertaken to assess information is current and that the PIRMP can be administered in an effective working manner. A test report is kept within Council's official records system which details the:

- Manner in which the PIRMP is tested and maintained
- The dates of when they were tested and the name(s) of the staff member(s) who carried out the testing/review.
- The dates when plans were altered in anyway.

Testing is undertaken at a minimum of once every twelve months.

A post incident review should be conducted within one month of any pollution incident occurring to assess that the PIRMP is still capable of being implemented in a workable and effective manner.

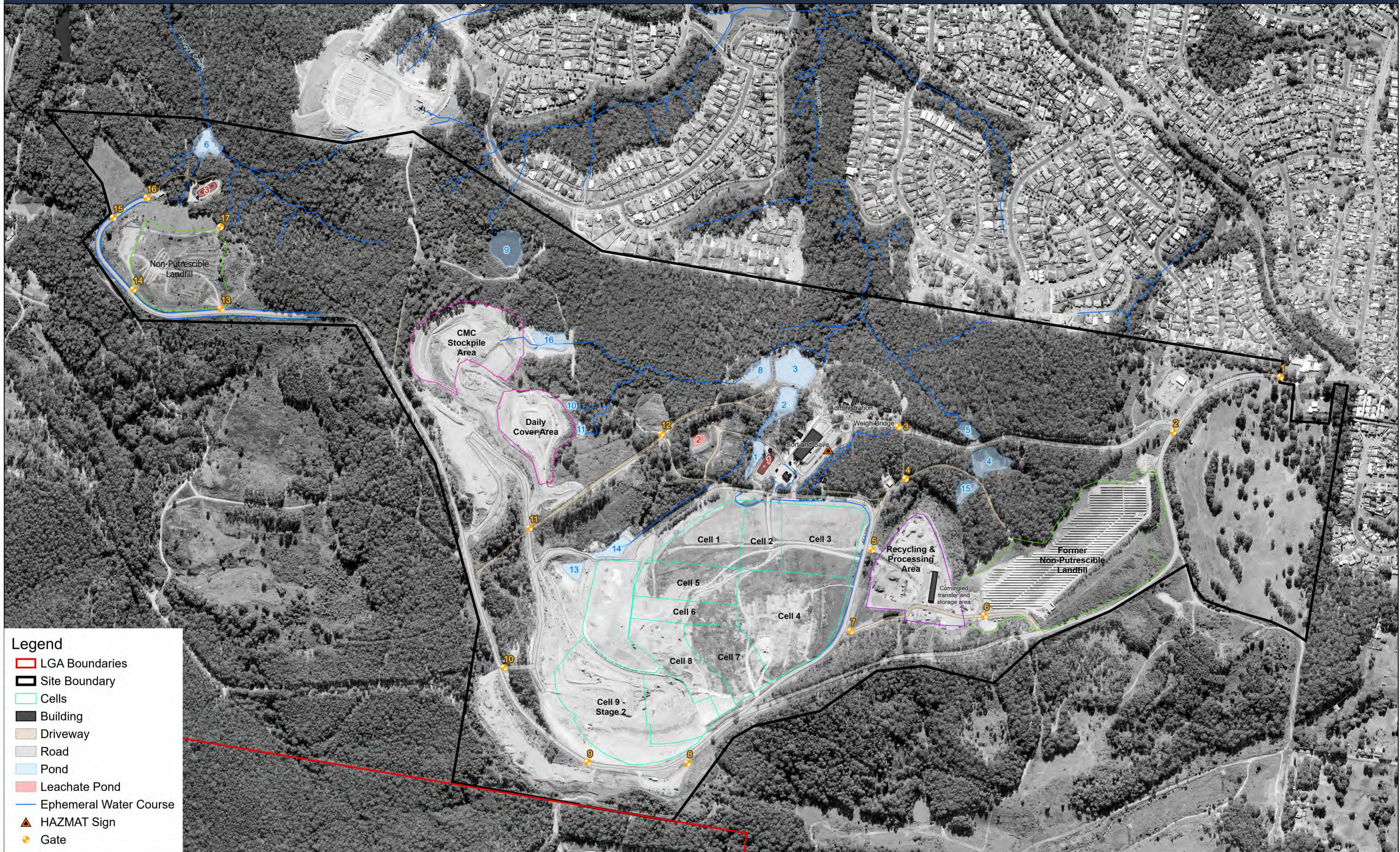
Staff Training

All personnel named in or affected by the content of this document will receive instruction or explanation on the relevant parts of the document through formal training dates, simulation or toolbox talks all of which will be documented in WHS FM 3.3.2.2 and uploaded into SWMC WHS Files within ECM.

Appendix A – Drawings

Figure 1 – PIRMP Site Layout Plan
Figure 2 – PIRMP Map of Surrounding Neighbours
Figure 3 – PIRMP Surface Water Flow Map
Figure 4 – PIRMP Whole of Site - Stormwater Pits and Drains
Figure 4a – PIRMP Administration Area - Stormwater Pits and Drains
Figure 5 – PIRMP Vegetation Map
Figure 6 – PIRMP Threatened Flora and Fauna Map
Figure 7 – PIRMP Bushfire Management
Figure 8 – PIRMP Incident Response Equipment, First Aid and Muster Points
Figure 8a – PIRMP Incident Response Equipment, First Aid and Muster Points – Administration Area

Figure 1 - Site Layout Plan



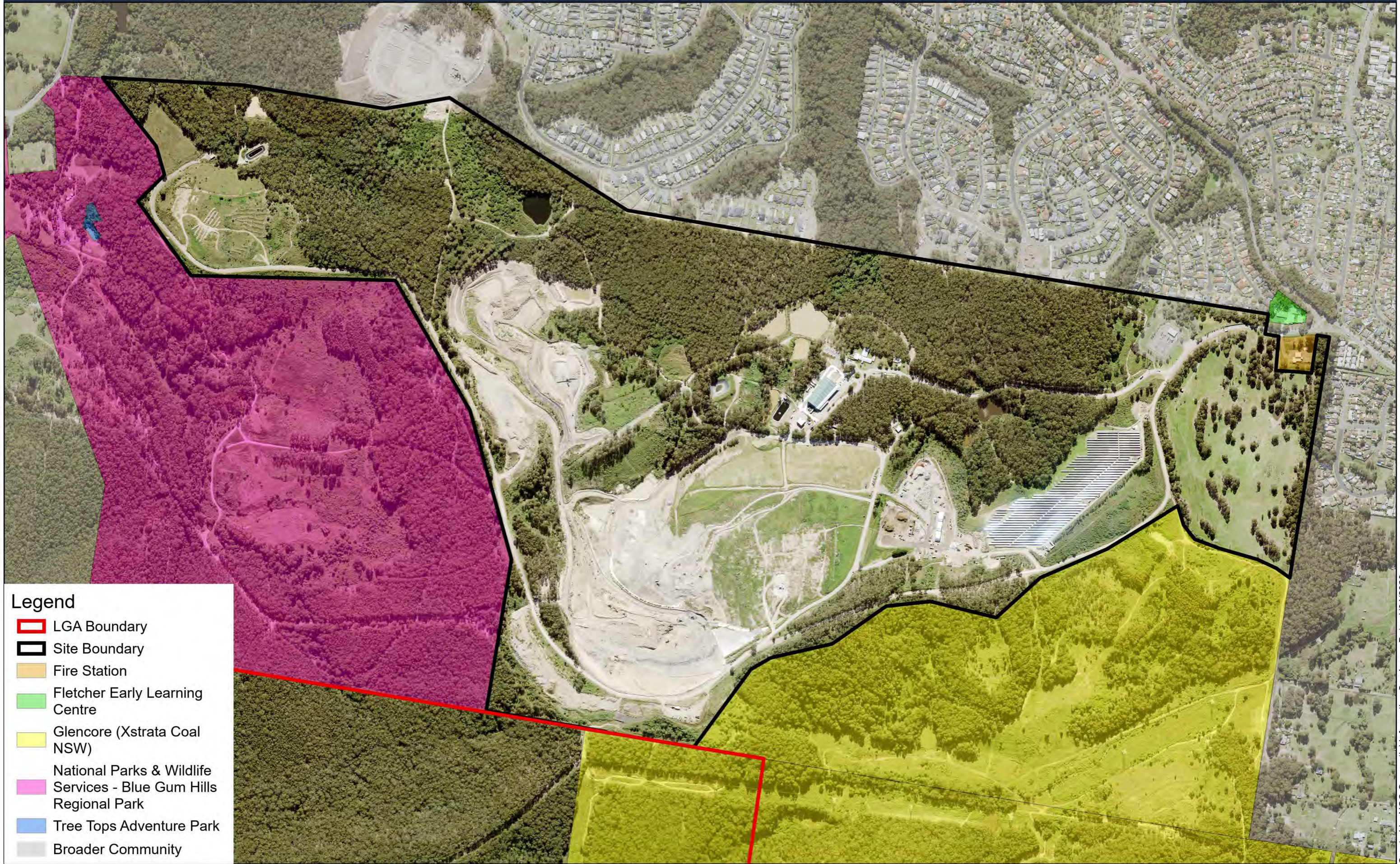
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0 0.13 0.25 0.5 Kilometres

Scale: 1:6,000 at A3



Figure 2 - Surrounding Neighbors



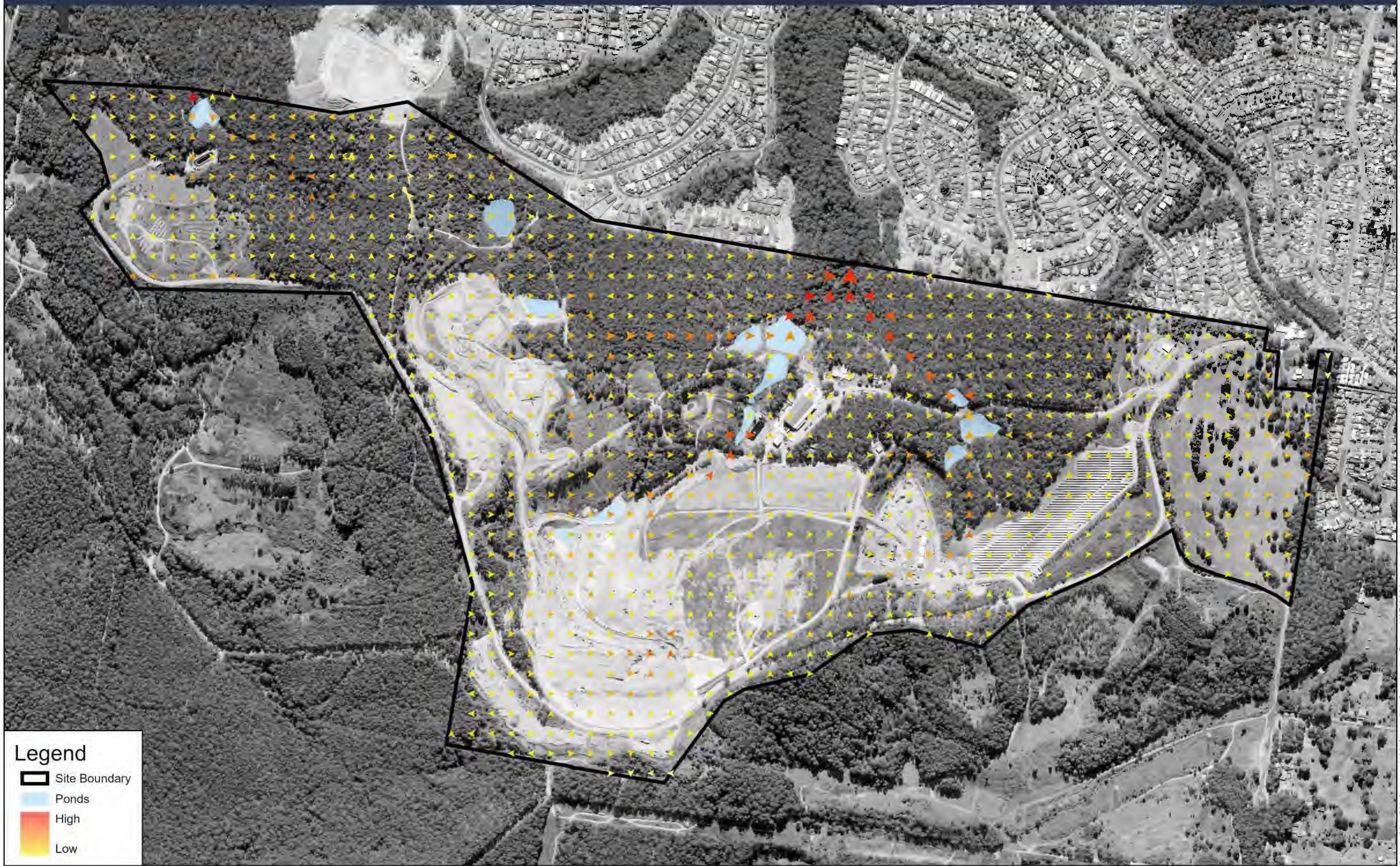
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0 125 250 500 Meters

Scale: 1:9,000 at A3



Figure 3 - PIRMP Surface Water Flow Map



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0 0.1 0.2 0.4
Kilometres

Scale: 1:8,575 at A3

Figure 4 - Stormwater Pits and Drains - Whole of Site



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Figure 4a - Stormwater Pits and Drains - Administration Area



Created by NCC Geospatial Information Services - Date: 2/10/2020

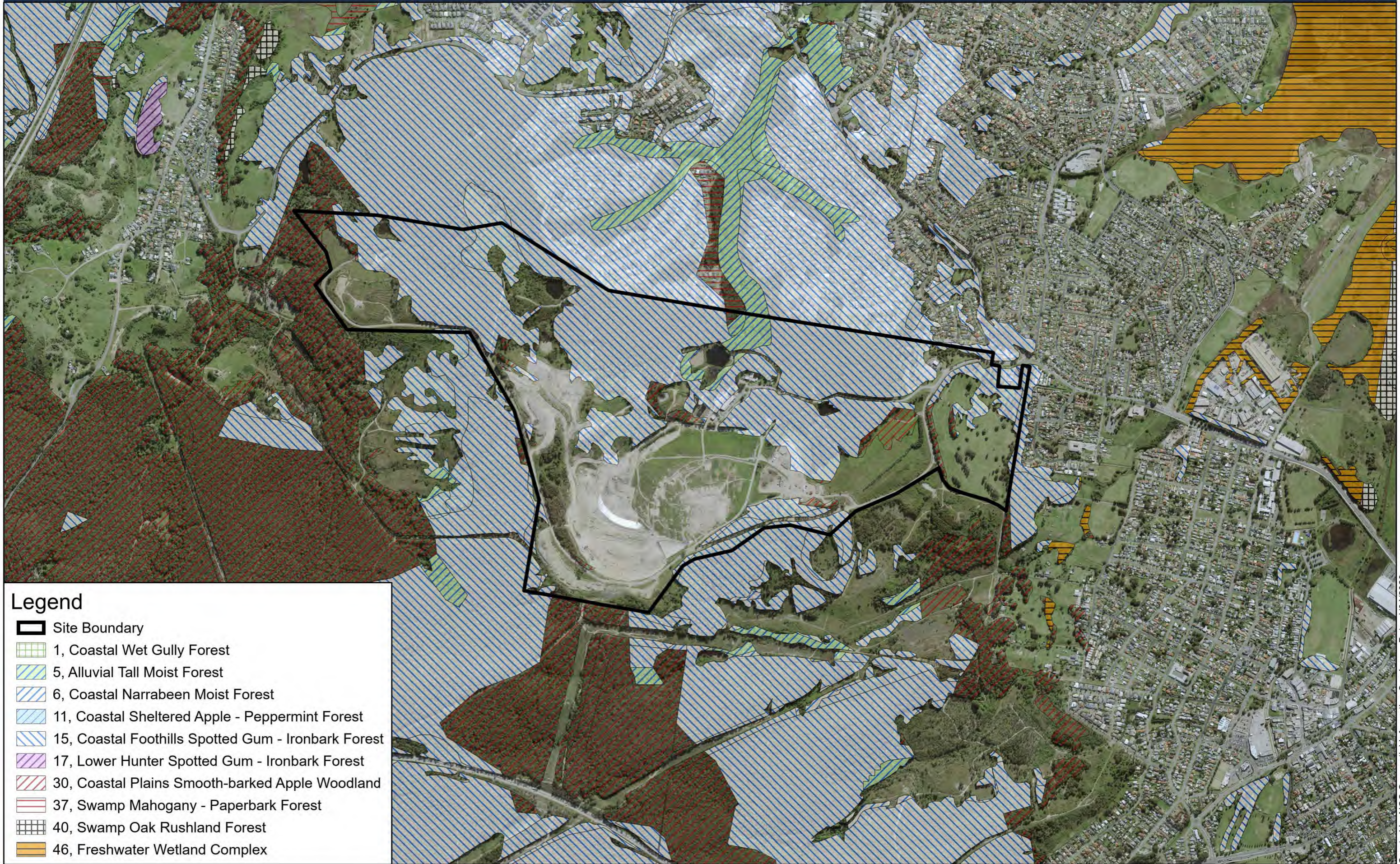
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0 20 40 80
Meters

Scale: 1:1,700 at A3



Figure 5 - Vegetation

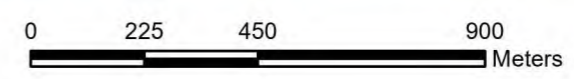


Legend

-  Site Boundary
-  1, Coastal Wet Gully Forest
-  5, Alluvial Tall Moist Forest
-  6, Coastal Narrabeen Moist Forest
-  11, Coastal Sheltered Apple - Peppermint Forest
-  15, Coastal Foothills Spotted Gum - Ironbark Forest
-  17, Lower Hunter Spotted Gum - Ironbark Forest
-  30, Coastal Plains Smooth-barked Apple Woodland
-  37, Swamp Mahogany - Paperbark Forest
-  40, Swamp Oak Rushland Forest
-  46, Freshwater Wetland Complex

Created by NCC Geospatial Information Services - Date: 1/04/2020

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Scale: 1:15,000 at A3



Figure 6 - Map of Threatened Flora and Fauna



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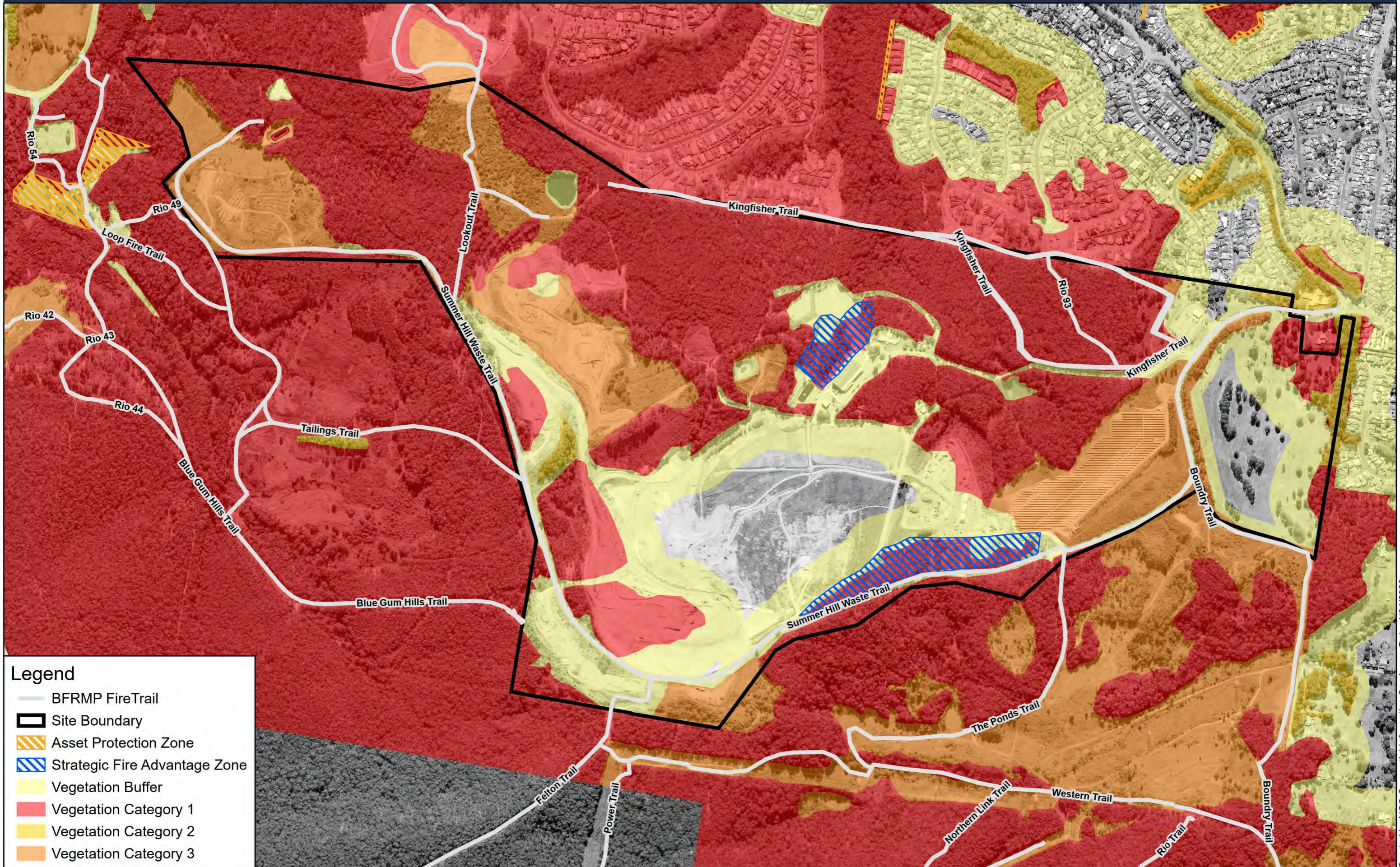
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0 0.25 0.5 1
Kilometers

Scale: 1:14,000 at A3



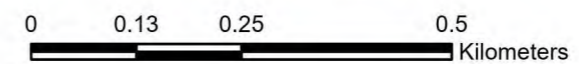
Figure 7 - Bushfire Management



Legend

- BFRMP FireTrail
- Site Boundary
- Asset Protection Zone
- Strategic Fire Advantage Zone
- Vegetation Buffer
- Vegetation Category 1
- Vegetation Category 2
- Vegetation Category 3

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Scale: 1:9,000 at A3



Figure 8 - Incident Response Equipment, First Aid, and Muster Points



Legend

- Site Boundary
- Muster Area
- Wash Area, First Aid & Spill Kit
- HAZMAT Sign
- Portable Sediment Control Equipment
- Shovels, Tools, Sandbags
- First Aid Kit
- Aerial Drafting Ponds
- Offline Leachate Holding Pond
- Clean Soil
- Sandstone Stockpiles
- Shredded Greenwaste

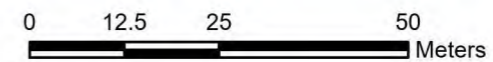
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Figure 8a - Incident Response Equipment, First Aid, and Muster Points



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Scale: 1:1,000 at A3



Appendix B – Forms

EMSFORM010_V2 SWMC – PIRMP Pollution Incident Details
EMSFORM011_V3 SWMC – PIRMP Site Notification Form
EMSFORM012_V3 SWMC – PIRMP External Notification Form
EMSFORM013_V3 SWMC – PIRMP Internal Notification Form
EMSFORM014_V2 SWMC – PIRMP Reportable Discharge of Leachate to Surface Water
EMSFORM016_V3 SWMC – PIRMP Reportable Fire Form
EMSFORM021_V3 SWMC – PIRMP Pollution Incident - Situation Update
EMSFORM025_V1 SWMC – PIRMP Pollution Incident - Debrief
EMSFORM045_V2 SWMC - Incident Action Plan
EMSFORM46_V1 SWMC - Command Room Activation, Event Situation Board and Information Board
EMSFORM47_V1 SWMC - PIRMP Meeting Agendas
EMSFORM48_V1 SWMC - Changeover Report
EMSFFORM049_V1 SWMC - Person and Risk Register
EMSFORM050_V1 SWMC - Impact and Issues Assessment
EMSFORM051_V1 SWMC Incident Log Book
EMSFORM052_V1 SWMC - Resources Board

SUMMERHILL WASTE MANAGEMENT CENTRE



POLLUTION INCIDENT DETAILS

EPL5897

Where details are unknown at the time of the notification write unknown in the relevant box.

Information	Details known at time of notification	
Name of person completing form:		
Date/ time form completed:	Date:	Time:
Premises details:	Summerhill Waste Management Centre 141 Minmi Road Wallsend NSW 2287	
Short description:		
Date/Time of incident:	Date:	Time:
EPA Self report reference No. :		
Specific location of incident:		
Pollutant: (eg Leachate, Hazardous wastes etc.)	Type:	Volume:
Pollutant released to: (eg Stormwater, ground, surface water, air, pavement etc.)		
Spatial extent of pollution: (e.g. area of impacted soil, length of creek etc) <u>Attach a map</u>		
Cause: (eg. Mechanical failure, collision, procedure failure etc)		
Weather conditions: (Temperature, Wind Direction, Rainfall etc.)		

SUMMERHILL WASTE MANAGEMENT CENTRE



POLLUTION INCIDENT DETAILS

EPL5897

Immediate actions taken in response:	
Forecast, future needs, concerns or considerations:	
Plan of action to prevent a recurrence:	

Signed _____

Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

PIRMP - RECORD OF SITE NOTIFICATIONS

Notify the following site users in the event they may be impacted by a pollution incident or the threat of a pollution incident.

LMS Energy		Contact Details: Newcastle On-Duty Operator - 0400 955 092 Operations Manager - 0417 401 500	
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Bettergrow Pty Ltd		Contact Details:	0427 210 070
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

IQ Renew		Contact Details:	0423 730 098 0425 259 707
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Ausgrid		Contact Details:	4951 9225
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Other:		Contact Details:	
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Other:		Contact Details:	
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Other:		Contact Details:	
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Name _____ Signed _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

PIRMP - RECORD OF EXTERNAL NOTIFICATIONS

Notify the following agencies **in order** and relay the incident details as recorded on EMSFORM010_V2 SWMC - PIRMP Pollution Incident Details Form.

Emergency Services (Fire and Rescue, Police, Ambulance Services) Only call 000 first if there is an immediate threat to human health or property.		Contact Details:	000
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

EPA Environment Line		Contact Details:	131 555
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

NSW Health (Hunter New England) Via the local public health unit - diverts to John Hunter Hospital.		Contact Details:	02 4924 6477 Ask for Officer on call that specialises in environmental health.
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Safework NSW		Contact Details:	131 050 Select option "Notifiable incident" Provide EPA reference number
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Newcastle City Council		Contact Details:	4974 2000
Online reporting: http://www.newcastle.nsw.gov.au/Council/Forms-Publications/Forms/Regulatory-Pollution-Notification-form			
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Lake Macquarie City Council If incident may impact LMCC LGA Coordinator Environmental Management		Contact Details:	0409 367 266 4921 0333
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Fire and Rescue NSW If emergency services have not already been contacted		Contact Details:	1300 729 579
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Notify the following neighbours as deemed necessary:

Agistment Paddock		Contact Details:	0402 353 971
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Winten Estate		Contact Details:	Newcastle Manager 0417 424 646
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Fletcher Early Learning Centre		Contact Details:	4951 4202
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Tree Tops Adventure Park		Contact Details:	On Duty Manager - 0435 985 924
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

National Parks and Wildlife Service - Blue Gum Hills Regional Park		Contact Details:	Duty Officer – 0419 183 310 Emergency Reception 1800 232 170
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Fire Station at entry road		Contact Details:	Deputy Captain – 0407 021 813
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Other:		Contact Details:	
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Name _____ Signed _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

PIRMP - RECORD OF INTERNAL NOTIFICATIONS

Notify the following Council personnel in the event of a pollution incident or the threat of a pollution incident which triggers the PIRMP.

CEO		Contact Details:	4974 2000
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Emergency Management Coordinator		Contact Details:	4974 2000
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Manager Major Events and Corporate Affairs		Contact Details:	4974 2000
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Director City Wide Services		Contact Details:	4974 2000
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Director Governance		Contact Details:	4974 2000
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Risk Management Coordinator		Contact Details:	4974 2000
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

WHS Manager		Contact Details:	4974 2000
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Other:		Contact Details:	
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Other:		Contact Details:	
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Other:		Contact Details:	
TIME / DATE of notification:		NAME of Person Notified:	
Initial Advice / Comment:			

Name _____ Signed _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

REPORTABLE DISCHARGE OF LEACHATE TO SURFACE WATER

Where details are unknown at the time of the notification write unknown in the relevant box.

Information	Details known at time of notification	
Name of person completing form:		
Date/ time form completed:	Date:	Time:
Premises details:	Summerhill Waste Management Centre 141 Minmi Road Wallsend NSW 2287	
Specific location of leachate discharge:		
Cause:		
Date/time discharge started:	Date:	Time:
Date/time discharge ceased:	Date:	Time:
Estimated volume discharged:		
Estimated volume that entered a surface water body:		
Description of impacted surface water body:		
Did impacted surface water leave site?	yes	no
Action taken:		

Weather conditions: Specify daily rainfall on; (i) day of discharge and (ii) one week prior																																																																																																																																																																																																																																						
Forecast, future needs, concerns and considerations:																																																																																																																																																																																																																																						
For information- Chemical composition of SWMC leachate based on site data 2007 – 2017. NOTE - Also attach most recent monitoring results	<table border="1"> <thead> <tr> <th>PARAMETER</th> <th>UNIT</th> <th>Max</th> <th>Min</th> <th>Ave</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">PHYSIOCHEMICAL</td> </tr> <tr> <td>BOD</td> <td>mg/L</td> <td>1320</td> <td>9</td> <td>187</td> </tr> <tr> <td>COD</td> <td>mg/L</td> <td>2080</td> <td>175</td> <td>1042</td> </tr> <tr> <td>Electrical Conductivity</td> <td>mS/cm</td> <td>16200</td> <td>8.59</td> <td>8591</td> </tr> <tr> <td>pH</td> <td>pH unit</td> <td>8.56</td> <td>6.49</td> <td>7.87</td> </tr> <tr> <td>Suspended Solids (NFR)</td> <td>mg/L</td> <td>596</td> <td>17</td> <td>138</td> </tr> <tr> <td>Total Dissolved Solids</td> <td>mg/L</td> <td>6860</td> <td>1540</td> <td>4436</td> </tr> <tr> <td>TOC</td> <td>mg/L</td> <td>671</td> <td>80</td> <td>347</td> </tr> <tr> <td colspan="5" style="text-align: center;">ALKALINITY</td> </tr> <tr> <td>Hydroxide alkalinity</td> <td>mg/L</td> <td><LOR</td> 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Lead	mg/L	0.014	<LOR	0.009
Manganese	mg/L	3.46	0.243	1.365
Mercury	mg/L	0.00005	<LOR	0.00005
Nickel	mg/L	0.295	0.032	0.136
Selenium	mg/L	<LOR	<LOR	<LOR
Zinc	mg/L	0.462	0.015	0.179
BTEX				
Benzene	µg/L	2	<LOR	1
Ethyl Benzene	µg/L	25	<LOR	4
Toluene	µg/L	42	<LOR	5
Total Xylene	µg/L	80	<LOR	16
HYDROCARBONS				
C6 - C9	µg/L	200	10	69
C10 - C14	µg/L	47500	180	5473
C15 - C28	µg/L	4600	620	2370
C29 - C36	µg/L	760	2.5	182
Volatile Chlorinated Hydrocarbons	µg/L	125	82.9	102
Oil and Grease	mg/L	16	<LOR	5
PHENOLS				
Phenol	µg/L	36.9	<LOR	22.1
Total Phenols	mg/L	0.462	<LOR	0.15
PAH				
Naphthalene	µg/L	2.5	<LOR	1.3
All other PAHs	µg/L	<LOR	<LOR	<LOR
PESTICIDES				
OCP	ug/L	<LOR	<LOR	<LOR
OPP	ug/L	<LOR	<LOR	<LOR

Report supplied to EPA by:

Name: _____

Signature: _____

Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

REPORTABLE FIRE INCIDENT DETAILS

Where details are unknown at the time of the notification write unknown in the relevant box.

Information	Details known at time of notification	
Name of person completing form:		
Date/ time form completed:	Date:	Time:
Premises details:	Summerhill Waste Management Centre 141 Minmi Road Wallsend NSW 2287	
NSW EPA Licence:	EPL 5897	
Self report details:		
Specific location of fire:		
Date/time fire started:	Date:	Time:
Date/time fire ceased:	Date:	Time:
Was the fire authorised?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If no, how the fire ignited:		
Action taken to extinguish the fire:		

Information	Details known at time of notification	
How did fire cease?	burnt out	extinguished
Prevailing Weather Conditions:		
Smoke direction and observations on dispersion:		
Estimated volume of waste combusted by the fire:		
Type of waste combusted:		
Firewater management (Was fire water contained? Fate of any runoff?)		
Forecast, future needs, concerns & considerations:		

Report supplied to EPA by:

Name: _____

Signed _____

Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE



POLLUTION INCIDENT - SITUATION UPDATE

EPL5897

Where details are unknown at the time of the situation update, write unknown in the relevant box.

Information	Details known at time of notification	
Name of person completing form:		
Situation report supplied to:		
Date/ time of situation report:	Date:	Time:
Date/Time of initial incident:	Date:	Time:
EPA Self report reference No. (s)		
Premises details:	Summerhill Waste Management Centre 141 Minmi Road Wallsend NSW 2287	
Specific incident location:		
Description of initial incident:		
Actions taken since initial incident report: (Chemical monitoring, consultation, civil works)		
Change to nature or extent of pollution: (E.g. type of pollutant, area of impacted soil, length of creek etc.) Include a map		

SUMMERHILL WASTE MANAGEMENT CENTRE



POLLUTION INCIDENT - SITUATION UPDATE

EPL5897

Weather conditions and forecast: (Temperature, Wind Direction, Rainfall etc.)	
Future needs, concerns and considerations	

Signed _____

Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE



POLLUTION INCIDENT DEBRIEF

Incident:

Debrief date/ time:

Participants:

	Issues & Learnings	Action	Responsible Person
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Incident Action Plan

Event Name:

Date:

Location:

Report #

Situation *(The current and predicted situation)*

Mission *(objectives for incident response and control)*

Incident Action Plan

Execution *(how the mission/objectives will be accomplished)*

Administration *(Admin and logistics for the operation)*

Incident Action Plan

Command/Communication *(who's in charge and how to contact, communication plan)*

Safety *(Identification of known or likely hazards)*

COMMAND ROOM ACTIVATION

Command Room Activation

A Command Room is used by the SWMC Incident Management Team to coordinate response and recovery operations. The Emergency can be managed either from a Command Room **face to face**, or can be conducted **virtually**, or a hybrid.

Activation procedure:	
1.	Confirm availability of dedicated Command Room.
2.	Confirm that equipment required by the IMT is available.
3.	Liaise with Management Support Officer to provide any further resources, if required.
4.	Provide IMT the Command Room details and relocation details (if needed).
5.	For alternate location, liaise with alternate Command Room site manager to confirm room and resources are available. Organise transport for IMT members via private vehicles or taxis.
6.	Set up the room: <ul style="list-style-type: none"> • Set up table with folders in role locations • Establish visual boards • Set up video conference • Set up project / screen
7.	Note on the visual boards the known information.

Visual Boards

Visual boards may be used in the Command Room, either physically or electronically, to display key information. This is one method for the IMT to have situational awareness of the incident.

Potential boards:	
Event Situation Board	<ul style="list-style-type: none"> • Key details about the incident – what happened and when • Who is in charge? • Environmental reporting • Transport / road access • Pollution impact details • Areas impacted
Information Board	<ul style="list-style-type: none"> • Facts • Assumptions • Issues
Mission	<ul style="list-style-type: none"> • Statements of the key response objective and Incident Controller intent
Incident objectives	<ul style="list-style-type: none"> • Top 3 objectives for the team to achieve the mission

SUMMERHILL WASTE MANAGEMENT CENTRE



COMMAND ROOM ACTIVATION

Risk Assessment

- Risks and Controls identified by the IMT

Location Board

- Identifies the location of the incident/s
- Usually a map showing boundaries and active sectors

Supporting Agencies

- List all supporting agencies and contacts

Incident Management Team meetings

An initial meeting is held during the beginning stages of an incident after an IMT has been activated. The Incident Controller leads this meeting. The following list can be used as a guide when conducting the initial meeting.

Tips for keeping your meeting efficient:

- Use the meeting agenda.
- Limit the meeting to 30 minutes.
- Use a time clock / timekeeper to monitor time.
- Meet with only primary team members.
- Leave phones outside the room

Item	Detail
1.	Convene meeting
2.	Confirm welfare of all Incident Management Team members.
3.	Provide update to Incident Management Team. <ul style="list-style-type: none"> • Summary of events to date. • Identified and known issues. • Use IAP for structure.
4.	Obtain an update from functional coordinators on any other known facts.
5.	Conduct an impact and issues assessment .
6.	Confirm mission of the incident.
7.	Confirm top 3 objectives of the incident.
8.	Establish protocol for IMT communications - frequency, format (in person/virtual) and content.
9.	Confirm team are aware of their roles and immediate tasks (refer team to their plans and role checklists).
10.	Agree time of follow up meeting.

Ongoing Incident Management Team meetings

Ongoing meetings are held during the response phase of an incident after an IMT has been activated. The Incident Controller leads this meeting.

Key Functional Coordinators should attend the ongoing meetings and provide a summary on the status of priority tasks which need to be completed. The following list can be used as a guide when conducting the ongoing meetings.

Item	Detail
1.	Convene meeting.
2.	Confirm welfare of all Incident Management Team Members.
3.	Incident Controller provide update on any new information.
4.	Functional coordinators to provide update on any further information or actions since last meeting.
5.	Revisit impact and issues assessment and adapt any change in incident classification or response and recovery strategy.
6.	Confirm if the Mission needs to be amended.
7.	Agree on incident objectives.
8.	Agree on key actions.
9.	Agree time of follow-up meeting to provide update on actions and outcomes.

Changeover Report



Incident/Event			
Outgoing Name		Phone number	
IMT Position		Changeover Date	
Incoming Name		Phone number	
Overview <i>(Details of your position – what have you been doing on a day-to-day basis include reporting lines)</i>			
Actions <i>(What actions have you taken/what is your role in the IMT)</i>			
Key Information <i>(Location of reference materials / templates / guidelines / contacts used in your position)</i>			
Key Contacts <i>(Who are you dealing with and their contact details)</i>			
NAME	ROLE	PHONE	EMAIL
Key Timelines <i>(List key times for reporting / meetings – forward meetings to calendars)</i>			
Outstanding Items <i>(List any outstanding items and the due date/time or any issues that may arise)</i>			
Future Considerations			
Brain dump section			

Persons at Risk Register

PERSONS AT RISK (PaR) TRACKER								
NAME OF CASUALTY	EMPLOYER	STATUS	NEC or NOK	CASUALTY LOCATION	TRANSFER TO	ETD	ETA	TRANSFER BY

Maintained by HR. Nominated emergency contact (NEC) is not necessarily the next of kin (NOK)

SUMMERHILL WASTE MANAGEMENT CENTRE

INCIDENT MANAGEMENT TEAM – IMPACT AND ISSUES ASSESSMENT



Impact and Issues Assessment

The following Issues and Assessment Tool will guide the assessment of impacts, issues and associated actions to take to mitigate the impacts of the incident. It will also help make an initial assessment of the emergency and guide the recommendation to the Incident Controller for the direction of the IMT.

Human and Safety

Insignificant	Minor	Moderate	Major	Catastrophic
---------------	-------	----------	-------	--------------

Issues	Actions	Who	When

Environmental

Insignificant	Minor	Moderate	Major	Catastrophic
---------------	-------	----------	-------	--------------

Issues	Actions	Who	When

Operational

SUMMERHILL WASTE MANAGEMENT CENTRE

INCIDENT MANAGEMENT TEAM – IMPACT AND ISSUES ASSESSMENT



Insignificant	Minor	Moderate	Major	Catastrophic
---------------	-------	----------	-------	--------------

Issues	Actions	Who	When
--------	---------	-----	------

Legal

Insignificant	Minor	Moderate	Major	Catastrophic
---------------	-------	----------	-------	--------------

Issues	Actions	Who	When
--------	---------	-----	------

SUMMERHILL WASTE MANAGEMENT CENTRE

INCIDENT MANAGEMENT TEAM – IMPACT AND ISSUES ASSESSMENT



Financial

Insignificant	Minor	Moderate	Major	Catastrophic
---------------	-------	----------	-------	--------------

Issues	Actions	Who	When
--------	---------	-----	------

Reputational

Insignificant	Minor	Moderate	Major	Catastrophic
---------------	-------	----------	-------	--------------

Issues	Actions	Who	When
--------	---------	-----	------

SUMMERHILL WASTE MANAGEMENT CENTRE

INCIDENT MANAGEMENT TEAM – IMPACT AND ISSUES ASSESSMENT



Strategic

Insignificant	Minor	Moderate	Major	Catastrophic
---------------	-------	----------	-------	--------------

Issues	Actions	Who	When

INCIDENT LOG BOOK

Summerhill WMC

EVENT NAME:	
START DATE:	
END DATE:	
IMT POSITION:	

INCIDENT LOG BOOK

Sheet: 001

Name:		Date: / /
Position:		Location:

TIME (24 Hours)	TO or FROM	NAME	DETAILS OR EVENTS / MESSAGE	ACTION REQ'D (Yes/No)	ACTION COMPLE TED

Appendix C – Related Management Plans

WHS FM 3.7.1.10 SWMC Emergency Management Plan, January 2017
WHS FM 3.6.1 SWMC Emergency Response Risk Assessment, February 2020
EMSPRO 002 V1 Spill Response Procedure

Other Related Documents	
SWMC Landfill Environmental Management Plan	ECM
CMC Emergency Response Plan	Intranet
Bettergrow – Accident Emergencies and Incidents Plan - Oct 2019	ECM
City of Newcastle Register of Financial Authorisations	Intranet/ ECM

Form No.	FM 3.7.1.10	Version	7	Date	January 2017	Review Date	January 2020
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Emergency Plan

Authorised by: <i>EPC Chairperson & Chief Warden</i>	Status: <i>Current</i>	Issued: <i>22.12.2016</i>	Last updated on: <i>11.10.2017</i> <i>Moved to new form</i>
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1. Purpose

This is the Emergency Plan for: SUMMERHILL WASTE MANAGEMENT CENTRE

(Facility / Site)

In accordance with *Australian Standard AS 3745-2010 Planning for emergencies in facilities*, this Emergency Plan outlines Council's arrangements, systems, strategies and procedures relating to the response and management of potential emergencies associated with the above listed facility / site.

This Emergency Plan will be tested for effectiveness in accordance with OP 3.7.1 Emergency Management

2. Facility / Site Information

Facility / Site size & complexity:	<p>The site occupies 265 hectares, and includes an administration building, weighbridge, amenities, a small vehicle receival area, an operational landfill, garden waste processing area and large tracts of bushland.</p> <p>Access is off Minmi Road, Wallsend, but the site is not visible from that road. This means care must be taken to ensure emergency services are aware of the location when they are notified.</p> <p>Refer to Summerhill Site Aerial View and Administration Evacuation Diagrams attached below.</p>
Number of Workers:	<p>During normal operations, approx. 30 employees and up 9 contractors are onsite.</p> <p>The number of contractors, visitors and customers on site will vary depending on operational activities but could be in the vicinity of a total 100 people at any one time.</p>
Hours of Occupancy:	<p>Operationally 6.00am – 6.00pm Monday - Friday & 8.00am - 4.00pm weekends and Public holidays.</p> <p>A Site Caretaker lives on site 24 hrs, 7 days per week</p>
Location of printed copies of this Emergency Plan:	<p>Weighbridge, Administration Building & Site Lunchroom, Transfer Station (site attendant's office)</p>
Emergency Risk Assessment ECM Number:	

3. Emergency Contacts - Fill in the appropriate contact numbers for your site / location

Emergency Services - IN AN EMERGENCY DIAL 000

Police	000	Electricity 24 Hour Emergency Service	13 13 88
Fire	000	Gas 24 Hour Emergency Service	13 19 09
Ambulance	000	Water Hunter Water Corp	1300 657 000
Hospital (John Hunter)	4921 3000	Telephone Service	13 22 00
Poison Information	13 11 26	SES Newcastle	49 408059
Business Unit Manager Name: Darren North		Number: 0413 235 616	
Authorities			
Bush Fire Service		000	
WorkCover		13 1050	
EPA Consultation		13 1555	

4. Emergency Control Organisation (Duties and Roles)

List the site specific duties & roles of the Emergency Control Organisation (ECO). Include the actions that are to be undertaken by the ECO prior to, during and post an emergency event.

Chief Warden

- Maintain a current register of ECO members;
- Replace ECO members when a position becomes vacant;
- Conduct regular exercises;
- Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service; and
- Compile a report for the EPC and management.

Deputy Chief Warden

- Assists Chief warden as above
- Manages staff rotation and fatigue for operators and staff required to remain onsite during emergency

Communications Officer

- Ensure personal proficiency in operation of facility communication equipment; and
- Ensure that ECO members are proficient in use of the facility communication equipment.
- Note that the communications officer position only functions during ECO meetings and is not a designated position during an emergency.

Floor / Area Warden

- Confirm sufficient Wardens for area of responsibility;
- Report on deficiencies of emergency equipment;
- Ensure that Wardens have communicated the emergency response procedures; and
- Compile a report of the actions taken during the emergency for the debriefing.
- Floor and area wardens change due to the spread of operating hours, 7-day / week operations and attendance at off-site meetings. Refer to *Section 7 - Organisational Arrangements*.

Warden

- As above
-
-
-

First Aider Officer

- Provision of first aid support during evacuations and other emergencies in their area;

- Ensuring contents in first aid kit contain the right stock and are in date;
- Regular scheduled de-fibrillator inspection

Other

-
-
-
-

Note: When Hazardous Chemicals on site exceed their manifest quantities as outlined in Schedule 11 of *Work Health and Safety Regulation 2011* a copy of the Emergency Plan must be given to emergency services and a manifest must be kept and made readily available for an inspector or the emergency services.

5. Fire Safety / Emergency Features

Identify type of fire safety and emergency features that are within the site. Eg Type of fire extinguishers, type of warning alarm, when the alarm is tested, testing/ checking of emergency equipment – walkie talkies, torches etc

- The Emergency evacuation alarm is tested once per year. The alarm is an audible siren positioned in 4 strategic locations around the site (Administration Building, Caretakers Residence, Transfer Station and Workshop) with the ability to activate from 5 data gathering panels at the locations mentioned previously and the Weighbridge, the activation code is 0000 - enter
- CO₂ and water fire extinguishers are placed in strategic locations around the site.
- Out of hours - Operational staff availability is managed by an on-call roster.
- Local NSW Fire & Rescue (NSWF&R) resources are familiar with supervisors, the site and various access points and have direct contact with on-site Caretaker
- Hazard reduction burns are assessed and conducted as determined by NSWF&R.
- Fire trails are regularly inspected (Summerhill staff) and maintained by external service contractors.
- 1 x 12,000 litre water tanker is available onsite 24/7 (transportable via hook-lift truck). Tanker is fitted with a remote operated water cannon for firefighting. Tankers can also supply water to NSWF&R units.
- Fire-fighting equipment, including extinguishers, is serviced and maintained under contract.

6. Security Procedures / Arrangements / Measures

List the security procedures, arrangements and security measures in place during normal operations and emergency evacuations

- Electronic controlled access gates - can be set to remain open or remain closed depending on situation
- Swipe card access to administration
- Backup Generator for power loss - automatically switches when power is lost allowing site to function

7. Muster Points

Identify primary and secondary muster points by street location:

- Primary **Muster Point A** - Transfer Station
- Secondary **Muster Point B** - Gate 3 near Weighbridge
- Secondary **Muster Point C** - Gate 1 Minmi Rd near Minmi Rd roundabout
- Secondary **Muster Point D** - Blue Gum Hills Regional Park

8. Organisational Arrangements

Identify any arrangements for the sharing of resources with internal / external sources. Eg the interaction between facilities or coordination of muster points (neighbouring facilities Emergency Plans / Procedures may need to be taken into consideration).

- The Centre has an arrangement to share firefighting resources with NSW Fire & Rescue and Rural Fire Service when called upon.
- Share muster points with principal contractors onsite

9. Site Specific Emergency Procedures

Refer to FM 3.7.1.11 Emergency Procedures

Fire

Chief Warden

- Notify areas wardens of muster point to be used depending on location of fire
- Identify and allocate duty for Compressed Air Breathing Apparatus preparedness

Communications Officer

- **Dial 000** and request the **Fire Brigade**

Area Warden

- Administration Building - Activate Alarm (Front Door) using security keypad 0000 / enter
- Operation - Notify Chief Warden by phone (0413159480) or 2 way (channel - Summerhill)
- Ensure areas of control have been evacuated to the dedicated muster point

Armed Hold-up

Chief Warden

Communications Officer

- **Post incident Dial 000** and request the **Police**

Area Warden

First Aider Officer

Bomb Threat

Chief Warden

- Enact emergency evacuation
- Notify area wardens of muster point to be used depending on location of bomb threat

Communications Officer

- **Dial 000** and request the **Police**

Area Warden

- Ensure areas of control have been evacuated to the dedicated muster point

Natural Disaster

Chief Warden

- Assess the risk (develop risk assessment) and advise ECO/CEO of outcome.
- Enact controls identified within risk assessment

Communications Officer

- Communicate outcome of risk assessment to site personnel and councils comms unit

Gas Leak

Chief Warden

- Enact exclusion zones
- Site Operations to check with LMS

Communications Officer

- Contact emergency services - Fire (Hazmat), Ambulance

Area Warden

- Assist with exclusion zones

First Aider Officer

- On stand-by

Chemical Spill

Chief Warden

- Enact exclusion zones
- Site Operations to check with LMS

<p>Communications Officer</p> <ul style="list-style-type: none"> Contact emergency services - Fire (Hazmat), Ambulance <p>Environmental</p> <ul style="list-style-type: none"> Enact Pollution Incident Response Management Plan Environment & Compliance Manager <p>Area Warden</p> <ul style="list-style-type: none"> Assist with exclusion zones <p>First Aider Officer</p> <ul style="list-style-type: none"> On stand-by
<p>Medical Emergency</p> <p>Chief Warden</p> <p>Communications Officer</p> <ul style="list-style-type: none"> Contact first aid officer Contact Ambulance Notify Chief Warden

10. Training

All ECO & EPC members will attend training in accordance with FM 3.7.1.7 Emergency Management Training Matrix

Training title	Type of training / Scope	Who conducts the training	Who attends the training	Frequency of training
Emergency Management System Training	Theory based training addressing how to develop site specific emergency management plan, responsibilities and emergency procedures	External Training Provider	Emergency Planning Committee Chief Wardens Deputy Wardens Asset Operators	2 yearly
Emergency Evacuation Training	Theory & practical based training addressing first response, dealing with people, responsibilities, fire fighting skills (use of extinguisher).	External Training Provider	Chief Wardens Deputy Wardens Wardens Area / Floor Wardens Communication Officers	2 yearly
Chief Warden, Deputy Chief Warden & Communications Officer Specific Training	Theory based training addressing duties of the EPC, decision making and command control, record keeping, coordination of communication & evacuation activities and implementation of post emergency activities.	External Training Provider	Chief Wardens Deputy Wardens Communication Officers	2 yearly
Site Specific Emergency Management Training	A walk through session where ECO personnel are trained in the site emergency management plan and become familiar with the site, their responsibilities & instruction on the operation of the communication system eg 2-ways, exits, muster points etc.	Site Chief Warden	Chief Wardens Deputy Wardens Wardens Area / Floor Wardens Communication Officers	6 monthly
Emergency Planning Committee	Meeting to discuss and review emergency management plans, any issues concerns etc.	Emergency Planning Committee Sponsor	Emergency Planning Committee	Annually
Site Drill	Trial of an emergency evacuation and evacuation debrief	Asset Operator & Site Chief Warden	All	Annually / per shift

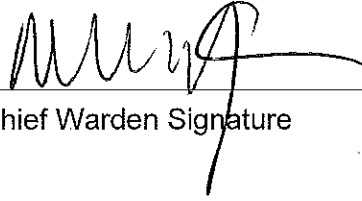
11. Location of Printed Copy

At least one printed copy of this Emergency Plan must be made available at each facility / site to which it relates.
Location(s) of printed copy of this Emergency Plan:
Weighbridge, Administration Building & Site Lunchroom, Transfer Station (site attendant's office)

12. Sign Off

MARK JOHNSON

Chief Warden Name



Chief Warden Signature

11/10/17

Date

EPC Chairperson Name

EPC Chairperson Signature

Date

WHS Risk Assessment

Process / Task: Emergency Response

Site Location: Summerhill Waste Management Centre

Date of Assessment:
(Date that the RAF was first completed or was Biennially Reviewed) 28/02/2020

Assessment completed by: M Johnson/B Wood

The Higher the Residual Risk, the higher the priority for implementation of Controls

■ HIGH Residual Risk (25-20)	■ MEDIUM Residual Risk (19-11)	■ LOW Residual Risk (10-1)
Eliminate or control the risk immediately. Written work procedure required. E.g. SWMS. Communicate & train all employees then begin job.	Eliminate or control the risk before work commences. No formal written work procedure required. Communicate & train all employees then begin job.	No formal written work procedure required. Communicate & train all employees then begin job.

Approved by: Mark Johnson (print name) _____ (signature)

Either a signature / ECM 'Note' must be used to indicate approval

Note in ECM? Signature

Worker's consulted during the development of this RAF: _____

Legislation / Codes of Practices / Standards / Chapters & Clauses referenced: WorkCover Guide: First Aid in the Workplace, WorkCover Guide: Violence in the Workplace, AS 3745: Planning for Emergencies in Facilities, WHS Act 2017, WHS Regulation 2017

Evaluation of available information (e.g. Safety Data Sheets, Manufacturers Manuals, other risk assessments): _____

Level of supervision required: Continuous Intermittent Infrequent Not required

WHS Safety Signs: Copy and paste in any applicable Safety Signs from [FM 3.6.3 WHS Safety Signs](#)

Minor Reviews or Updates: minor corrections, small additions or updates. *All changes should be added in italics* so that they are readily identifiable in the RAF.

Hazard / Danger Signs: _____ PPE Required Signs: _____

Last updated on: 16/04/20
Last updated by: B Wood

Figtree Hotline: 4974 6064

Previous version ECM No: 5042417
My Safety. Your Safety. Our Safety.

Records of past incidents, illness & disease
from this process / task in past 3 years:

INC0001748

Potential emergency situations
from this process / task:

Activity	Hazard	Initial Risk Rating		Can you Eliminate the Hazard?	Hierarchy of Control Measures If 'No', work through the controls sequentially. Tick and provide further detail on the control selected: Substitution, Isolation, Engineering, Administration, Personal Protective Equipment. Add the applicable WHS Safety Sign in the table on page 1	Residual Risk Rating		Person/s Responsible
		H/M/L	#			H/M/L	#	
Emergency and first aid for SWMC	Size and complexity of facility			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE OPERATIONAL AREAS: <ul style="list-style-type: none"> • SWMC is located on 264 hectares of land surrounded by residential and bushland. • SWMC is located off Minmi Road Wallsend • SWMC consists of Operational Areas and Non-operational land <ul style="list-style-type: none"> • Weighbridge • Caretakers residence • Administration Building • Transfer Station - RRC • Recycling and Reprocessing Area • Landfill Cells • Staff Amenities - Lunch room & Changing room (including showers & toilets) • Maintenance Building / Workshop • Plant wash down bay • Truck wheel wash • Leachate storage ponds x 3 • Orange safety mesh installed 			

Figtree Hotline: 4974 6064

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					<p>on leachate ponds to act as a wildlife rescue ladder.</p> <ul style="list-style-type: none"> • Leachate pumping stations x 2 • Multiple surface water storage ponds • General Solid Waste Cell (non-putrescible) - Minmi • Storage containers • Renewable Energy Facility • Suspicious objects, unknown substances, asbestos, general solid waste <p>NON-OPERATIONAL LAND</p> <ul style="list-style-type: none"> • Bushland • Native fauna including snakes, wallabies goannas etc • Walking trails • Unsealed access roads and tracks • Remnants from previous mining operations including fall ins, unconsolidated overburden, steep slopes, multiple surface water ponds • Unauthorised access by pedestrians, horse riders, pushbike riders, motor bike riders, off road vehicles 			
	Number/nature of occupants/visitors			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE	<p>SWMC STAFF</p> <ul style="list-style-type: none"> • 30 Administration staff (number varies) • 15 Site Operations staff • 1 Cleaner <p>OTHER PERSONNEL</p> <ul style="list-style-type: none"> • LMS Renewable Energy Facility & Gas Infrastructure operators • Site Recyclers • Garden Waste processing contractors • Contracted R&M personnel, • NCC service personnel • Civil contractors (eg cell 		

Figtree Hotline: 4974 6064

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					<p>construction, facility construction etc)</p> <ul style="list-style-type: none"> • Visitors to the SWMC (up to approx.60 persons at any one time) • Customers of the SWMC (up to approx. 130 persons at any one time) 		
	Hours of occupancy			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> • SWMC approved operating hours 7:00am - 6:00pm Monday - Friday and 8:00am - 4:00pm Weekends & Public Holidays • SWMC Staff and Other Personnel could be on-site during the spread of hours above • SWMC trading hours for customers are 7.30 - 5.00 Monday – Friday and 9.00 – 3.00 weekends and public holidays • The SWMC has a full time on-site Caretaker to manage out of hours activities, security, access and incidents 	
	Type of work performed and the potential injuries			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> • <u>Administrative functions</u> – strains/ sprains due to posture, cuts, headaches, electric shock, illness, fever. • <u>Operational functions</u> • All personnel, contractors and customers could be at risk of sprains/ strains, fractures, abrasions, cuts, contusion, sharps/ blood/ bodily fluid exposure, sun burn, heat stroke, hypothermia, psychological injury, insect/animal bites & stings • All personnel, contractors and customers could be exposed to elements of weather (UV, heat, cold, rain, wind, dust) 	

Figtree Hotline: 4974 6064

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	Emergency response personnel			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE	Taking into account the above information on SWMC it is proposed for emergency management the following Emergency Control Organisation is recommended: <ul style="list-style-type: none"> • Chief Warden • Deputy Warden • 2 Floor Wardens 			
Figtree Hotline: 4974 6064	First aid response and location of first aid kit	L	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • More then 25 people working at SWMC therefore a First Aid Kit B is required to ensure sufficient supply of first aid stock and equipment to treat and injured/ ill employee. • 3 certified First Aid Officers recommended to be on site to provide adequate first aid to all employees, contractors and customers. • Name and contact number of First Aid Officers to be displayed in administration building, weighbridge, site amenities, transfer station, recycling and reprocessing area, landfill. • First Aid Officer requires a current First Aid Certificate & internal training in OP 4.7.6 First Aid in the Workplace • De-fibrillator and advances resuscitation (???) • Employees will be made aware of OP 4.7.6 First Aid in the Workplace during their WHS Induction. • First Aid Officer to inspect First Aid Kit monthly using FM 3.7.6.3 Monthly First Aid Kit Inspection & Restock Form. • In the instance of a serious injury an ambulance will be contacted 	L	3	First Aid Officer

					<p>immediately and the relevant Business Unit Manager & Coordinator shall also be contacted to notify them of the incident.</p> <ul style="list-style-type: none"> • There are a number of medical centres located in a 5km radius of SWMC • The nearest hospital is John Hunter Hospital New Lambton NSW located within 12km of SWMC • The nearest ambulance station is at Birmingham Gardens NSW located within 4km from SWMC. • Refer to OP 4.7.6 First Aid in the Workplace for response procedure and recording and reporting of first aid injuries/illness. • First aid kit to be located with First Aid Officer • Location of kit and de-fibrillator (Transfer station – RRC only) to be signed posted and clearly visible. 				
<p>General emergency incident response</p> <p>Figtree Hotline: 4974 6064</p>	<p>Emergency Incident Including:</p> <ul style="list-style-type: none"> - Fire - Explosion - Gas Leak - Chemical Spill - Storm/Flooding - Earthquake - Bomb Threat 	M	15	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<ul style="list-style-type: none"> • Maintenance of essential services, controls and equipment for use in the event of a fire. These essential services include: <ul style="list-style-type: none"> - Emergency lighting and Exit Signs; - Fire hose reels & portable fire extinguishers. - Roll on Roll Off water tankers - Earthmoving Machinery • Emergency Control Organisation to be established for SWMC and names of wardens and first aid officers to be displayed in key locations in each area. 	L	6	<p>SWMC - Chief Warden Building Trades Services</p> <p>My Safety. Your Safety. Our Safety.</p>

Emergency egress	Entrapment/confusion during evacuation	M	15	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> Emergency Control Organisation to be established. Follow the instructions of wardens. Annual evacuation drills. <p>Follow building emergency procedures.</p>	L	6	SWMC - Chief Warden
Specific Emergency - Fire	Fire	M	15	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> Alert nearby staff to leave the immediate area. Alert staff in the immediate area and contact Fire Brigade. First attack using fire extinguisher/fire hose reels if manageable. Where unable to contain, withdraw, raise alarm and contact Fire Brigade. <p>Follow emergency procedures.</p>	L	6	Area Wardens
Specific Emergency – Gas leak	Gas leak	M	15	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> Evacuate area immediately and contact Fire Brigade. <p>Follow building emergency procedures.</p>	L	6	SWMC - Chief Warden
Specific Emergency – Bomb Threat	Bomb Threat	M	19	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> Bomb threat checklist to be available in all work areas. Recipient of bomb threat to collect and record as much information as possible. Advise Chief Warden of threat as soon as possible, avoid the use of two way radios or mobile phones. Chief Warden to initiate building emergency procedures. 	L	6	Area Wardens
Specific Emergency – chemical	Chemical Spill			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> Identify the nature and extent of the chemical spill, the actual or likely exposure route and the number of people potentially or actually affected. 			

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						<ul style="list-style-type: none"> • Immediately extinguish all ignition sources such as naked flames and cigarettes • Notify Chief Warden or Site Manager • If there is a risk to people or the environment, dial 000 and seek assistance from the Fire Brigade (Hazmat Unit). Advise results of information gathered at step 1. • If there is NO risk or personal injury, confine the spill using a spill kit or retardant material located in wheeled bins at the SVRC. • Staff, contractors and customers should be evacuated under the control of the Chief Warden. • The area should be cordoned off. • Follow all orders given by the attending 'emergency services'. 			
Pond Inspections	Fall into pond Contamination	M	18	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE	<ul style="list-style-type: none"> • Stay well clear from the edge of ponds to avoid potential slips/trips or falls into ponds • Use lifebuoy to conduct rescue • Following decontamination process • Report immediately to Coordinator 	L	9	All staff
Figtree Hotline: 4974 6064	Wildlife in pond	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng	<ul style="list-style-type: none"> • Star pickets and orange mesh fencing installed at leachate ponds 			My Safety. Your Safety. Our Safety.

					<input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> • Roll orange mesh fencing down pond embankment for wildlife to make own way out • Do not enter leachate pond to attempt to rescue of wildlife 			
Decontamination Process	Chemical spill Leachate contamination	M	18	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE	<ul style="list-style-type: none"> • 4 eyewash stations are available onsite, 3 of those containing showers <ul style="list-style-type: none"> • Southern end of Resource Recovery Centre, top level (shower & Eyewash) • Maintenance Building/Workshop (eyewash only) • Main leachate pond pumphouse (eyewash & shower) • Building & Demolition waste leachate pond pumphouse (eyewash & shower) • If a person is contaminated recommend, they remove their clothing • If people are uncomfortable removing clothing, try to use some sort of privacy screen • Where possible organise assistance by person of same gender • If person chooses not to remove clothing DO NOT DELAY, start the decontamination process regardless <ul style="list-style-type: none"> • Cover all open wounds if possible • Thoroughly wash and rinse contaminated skin and hair for at least 15 minutes • Tilt their heads back, 	L	9	First Aid attendant

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						<p>raise their arms and spread their legs to expose armpits and groin</p> <ul style="list-style-type: none"> • Prevent runoff from their head or hair from getting into their eyes, nose or mouth • Turn 90 degrees periodically to expose their entire body to the cross stream of water • Arrange for clean towel & clothing (coveralls) once decontamination process complete • Seek medical attention if required or as precautionary check up 			
Specific Emergency – Natural Disaster	Natural disaster – including earthquake, storm, flooding.	M	14	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	Follow site emergency procedures.	L	6	SWMC - Chief Warden
Specific Emergency – Civil Disorder/Illegal Occupancy	Civil Disorder/Illegal Occupancy	M	14			<ul style="list-style-type: none"> • Avoid confrontation and contact police. Follow site emergency procedures.	L	6	SWMC - Chief Warden
Specific Emergency – Internal Disaster	Internal disaster – explosion, structural collapse.	M	19	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	Follow site emergency procedures	L	6	SWMC - Chief Warden
	Workplace Violence	L	9	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> • Provide access to Employee Assistance Program for support. • Informal debriefing with colleagues. 	L	6	Service Unit Manager
Cash Handling Figtree Hotline: 4974 6064	Armed Holdup	L	10	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso	<ul style="list-style-type: none"> • Keep Weighbridge secure at all times • Holdup Alarm system installed, button under inbound service desk. 	L	8	Weighbridge Supervisor My Safety. Your Safety. Our Safety.

					<input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> High public exposure. Keep small amounts of cash \$500 in cash drawer, remainder of float is locked in the safe. Staff participate in armed hold-up and cash handling training whilst working in the weighbridge Cash drawers to remain locked at all times. Supervisor checks cash drawers are locked and contain < \$500, randomly. If a cash drawer is empty, it remains unlocked 			
End of emergency situation	Return to work area – area still unsafe	M	14	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	Do not re-enter work area until it has been deemed safe to do so. Obey instructions of Emergency Control Organisation.	L	6	SWMC - Chief Warden
		M	14	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> Provide access to Employee Assistance Program for support. Informal debriefing with colleagues. 	L	6	Service Unit Manager

*** Note: To put an 'X' in the boxes: Double click the box then select 'checked' ***

Risk Rating Matrix		CONSEQUENCE					CONSEQUENCE	LIKELIHOOD
		Catastrophic	Major	Moderate	Minor	Insignificant		
Likelihood	Almost Certain	25	23	20	16	11	Catastrophic: Single or multiple fatalities.	Almost certain: Is expected to occur in most circumstances. (common)
	Likely	24	21	17	12	7	Major: Hospitalisation with potential to result in permanent impairment.	Likely: Will probably occur in most circumstances (Has happened).
	Possible	22	18	13	8	4	Moderate: Person unable to resume normal duties in the short-medium term.	Possible: Might occur at some time (Could happen).
	Unlikely	19	14	9	5	2	Minor: First aid or precautionary medical attention only. Person likely to immediately resume normal duties.	Unlikely: Could occur at some time (Not likely).
	Rare	15	10	6	3	1	Insignificant: No injury / Minor first aid treatment only.	Rare: May occur only in exceptional circumstances (Practically impossible).

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Appendix D – Inventories

WHS FM 3.6.2 SWMC Chemical and Substance Register
Inventory of Incident Response Equipment

Inventory of Incident Response Equipment

The following incident response equipment is available on site:

Equipment	Location
Trailer mounted diesel-powered pump	Beside LMS compound
RORO water tank	Workshop
High head pump	Pond 3
Portable 12V submersible pump and hoses	Container A2
Portable sediment control equipment	Container A2
Shovels, tools, sandbags	Container A2
Spill kits (for small spills)	Workshop Transfer Station Leachate pumphouses
Fire hydrant	North of the weighbridge East end of the Administration building Workshop
Fire hose reel	Workshop Transfer Station x 2
Bulldozer / Traxcavator	Onsite 24/7
Excavator	Onsite 24/7
Articulated dump truck	Onsite 24/7
Front end loader	Onsite 24/7
Fire truck Mobile Water Tanker	Onsite 24/7
Clean soil	Cover stockpiles 1 & 2
Aggregate – various sizes	Stockpile 3
Clean shredded greenwaste and chipped woodwaste	RPA
Offline leachate holding pond	Upgradient of GSWP leachate pond
Personal gas monitors	Administration office

Equipment	Location
2-way radios PPE	
First aid kit	Administration office Transfer Station Leachate pumphouses Weighbridge Lunchroom Workshop Site vehicles
Defibrillator	Transfer Station
Eyewash/ shower	Leachate pumphouses CRC Workshop

Inventory of Chemicals and Potential Pollutants

Quantities of fuels, oils and chemicals are stored on-site for refueling, plant and vehicle maintenance, cleaning and environmental monitoring. An inventory is maintained in Chemwatch and attached in Appendix E.

Varying quantities of chemicals are collated at the CRC prior to transport offsite. CRC substances largely comprise paints, motor oils, gas bottles, batteries, fluorescent globes and aerosols. Substances are stored in approved dangerous goods cabinets, stillages, cages or containers and placarded accordingly.

A HAZMAT sign is located along the entry road to the Transfer Station. The applicable dangerous good placards are:

- Corrosive alkaline 8
- Corrosive acid 8
- Flammable liquid 3
- Oxidising agents 5.8
- Toxic 6

The Incident Controller can also refer to the EPA reporting portal for a current list of chemicals stored at the CRC.

There are also three holding dams and 4 tanks which store landfill leachate prior to disposal to sewer. Landfill leachate comprises various potential pollutants.

See Appendix A:

Figure 1 - PIRMP Site Layout Plan

Figure 8a - PIRMP Incident Response Equipment, First Aid and Muster Points – Administration Area

See Appendix E:

WHS FM 3.6.2 SWMC Chemical and Substance Register

Appendix E – EPL 5897

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