BELLINGEN
SHIRE COUNCIL

# Pollution Incident Response Management Plan

# POLLUTION INCIDENCE RESPONSE MANAGEMENT PLAN

Dorrigo Waste Management Centre
Old Coramba Road
Dorrigo

| Revision History | | | | |
|---|---|---|---|---|
| No | Issue Date | Revision Notes | Prepared By | Approved By |
| 1 | 30 June 2016 | Title Changes and other minor updates | | Molly Odgers |
| 2 | 4 July 2021 | Title Changes and other minor updates | Sam Tate | Sam Tate |
| 3 | July 2022 | Information check and plan updates | Sam Tate | Sam Tate |
| 4 | July 2023 | Information check, plan updates, contact updates | Sam Tate | Sam Tate |
| | | | | |

**July 2021**

## Contents

## List of Appendices

# 1. ADMINISTRATION

## 1.1 PURPOSE

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

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

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

## 1.2 OBJECTIVE AND SCOPE OF PLAN

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

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

The objectives of this Plan are to:

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

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

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

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

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

## 1.3 LEGISLATIVE CONTEXT

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

- All holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act).
- The Plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 98B).
- Licensees must keep the Plan at the premises to which the Environment Protection Licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act).
- Licensees must test the Plan in accordance with the POEO (G) Regulation (clause 98E).
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the Plan (section 153F, POEO Act).

## 1.4 KEY TERMS AND MEANINGS

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

### 1.4.1 Pollution Incident

The definition of a pollution incident is:

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

### 1.4.2 Material Harm to the Environment

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

*'(a) harm to the environment is material if:*

*(i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or*

*(ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000 (or such other amount as is prescribed by the regulations), and*

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

### 1.4.3 Immediately

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

## 1.5 FACIITY COVERED BY THIS PLAN

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

## 1.6 PLAN DISTRIBUTION

A copy of this Plan is to be kept at the premises to which the relevant Environmental Protection Licence (EPL) relates, or where the relevant activity takes place, so that it is readily available to those responsible for its implementation and to an authorised officer on request.

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

## 1.7 PLAN REVIEW

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

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

As part of the revision process, a Notification of Change Form, refer to **Appendix No 1**, will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the Plan assigned to that party has been updated. This form is to then be retained on file by the Waste Management Coordinator**.**

Alternatively, the Waste Management Coordinator may determine that the updated version of the Plan should replace the existing copy in its entirety, in which case copies of the Plan will be exchanged with the new version adopting currency and the former version destroyed.

## 1.8 PLAN TRAINING

To ensure that this plan is followed in the event of a pollution incident, training programs shall be provided to relevant Council employees.

The objectives of the training program shall be as follows:

*a) To ensure that Council employees are knowledgeable of their roles and responsibilities concerning this Plan.*

*b) To ensure that Council employees are knowledgeable of the Plan's procedures to affect a safe and appropriate response to pollution incidents.*

Council employees site personnel will receive training in the plan appropriate to the level of their expected involvement.

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

### 1.8.1 Training Frequency

Council employees will receive training during initial employment orientation and refresher training at least annually. When employees change areas in which they work or responsibilities for the work they undertake, they will receive from their supervisor appropriate training in their responsibilities and actions as required by the Plan for their new work area/new responsibilities.

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

### 1.8.2 Training Level

All Council employees will receive training in the general Plan procedures and specific procedures related to the Plan.

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

### 1.8.3 Supervisor Training

The Waste Management Coordinator and the Site Supervisor will receive additional training, beyond that received by Council employees and site personnel, dealing with actions that are necessary to provide for the safety of employees and facility users, the protection of facility assets and the management of pollution incidents.

### 1.8.4 Training Competencies

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

## 1.9 PLAN DRILLS AND EXERCISES

To ensure that this Plan will meet current conditions and that all involved individuals will respond appropriately, the Plan will be tested on an annual basis. The testing will include at least the following;
a) Reaction and accountability of facility personnel; and
b) Adherence to plan procedures.

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

The Plan must also be tested within one month of any pollution incident occurring in the course of an activity to which a licence relates, to assess, in the light of that incident, whether the information included in the Plan is accurate and up to date, and the Plan is still capable of being implemented in a workable and effective manner.

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

## 1.10 FORM OF PLAN

As the purpose of this Plan is to mitigate the likelihood and to improve the management of pollution incidents and facilitate better coordination with the relevant response agencies, this Plan must be provided in written form, and be available at the subject premises and able to be

provided to an authorised EPA officer on request. While this Plan can be prepared and stored in other forms, a printed copy must be available to an authorised EPA officer and to any person who is responsible for implementing the plan.

### 1.11 RELATIONSHIP WITH OTHER EMERGENCY AND INCIDENT RESPONSE PLANS

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

# 2. FACILITY DESCRIPTION

### 2.1 LOCATION

**Name of the Facility** –Dorrigo Waste Management Centre

**Address** –62 Old Coramba Road, Dorrigo NSW

**Property Description** – Lot 167 DP 752813

***Figure 1 – Location Map***


**Owner** –Bellingen Shire Council

**Area** – the site occupies an area of approximately 5.5 hectares.

**Site access** – site access is via Old Coramba Road

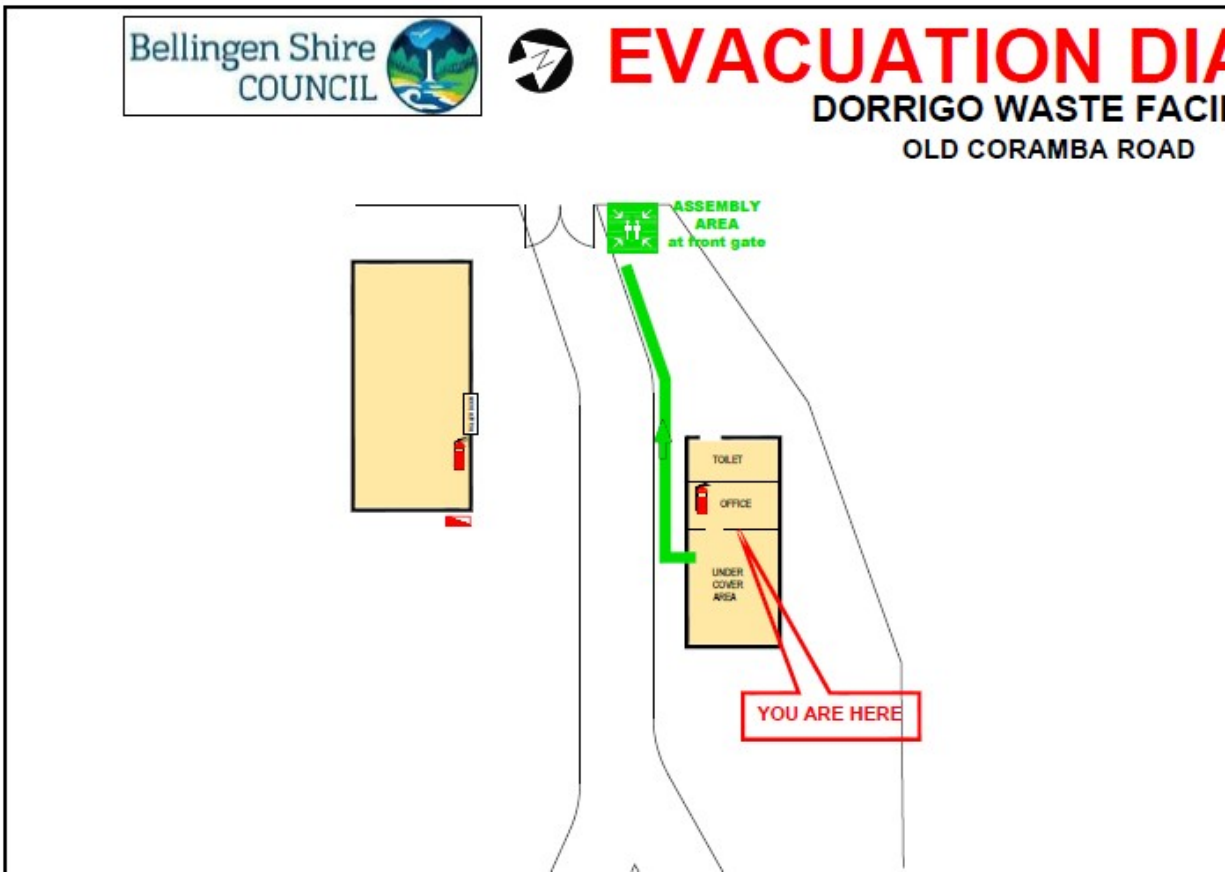
## 2.2 FACILITY DESCRIPTION

The Dorrigo Waste Management Centre incorporates a number of related activities and operates an Environmental Protection Licence (EPL) number 3105 as issued by the Environment Protection Authority. The overall licensed site covers approximately 5.5 hectares. Council owns and manages the operation of the Centre, including the inspection of incoming loads, separation of recoverable materials, operation of plant and general site maintenance.

Only self haul waste are disposed of at the Dorrigo landfill, as Bellingen Shire Council is an alliance partner along with Nambucca Shire Council and Coffs Harbour Council in the Coffs Coast Waste Services regional approach to the management of waste. Kerbside collected dry recyclables, organics and residual wastes from the Bellingen Shire are taken to the Coffs Harbour Resource Recovery Park at Englands Road for processing.

### Site Plan

***Figure 2 – Site Plan***




The Site Services and Infrastructure Plan described as figure 2 shows the overall site arrangement, activity areas, the locations of first response equipment in the event of a pollution incident together with the identification of the sources of potential pollutants.

The Site Services and Infrastructure Plan can be located as **Appendix 24** of this document.

**Site Activities -** the Dorrigo Waste Management Centre includes a range of waste related activities and comprises –

**(i) The landfill** operates under Environment Protection Licence (EPL) number 3105 as a General Solid Waste (putrescibles) facility where approximately 350 tonnes per annum (tpa) of waste material are buried. Waste material types are generally those described as Municipal Solid Waste.

Leachate collector drains have not been installed within the landfill mass and there is no leachate management system within the site. The site operations rely on the regular application of cover material and a constructed landform shaped to divert surface water away from the tipping area to minimise the generation of leachate.

The previously landfilled and capped areas are irregular in shape and there appears to be no formal filling plan or final landform design prepared for the site.

**(ii) Resource Recovery/Site Entry** is the control point for incoming wastes where the loads are inspected to ensure only approved waste types are accepted, where fees are applied, resources extracted for recycling and instructions given for waste placement. The Site Entry is also the point of separation and storage of chemicals, used gas cylinders, lead acid batteries, waste engine oil and hazardous materials.

**(iii) Stockpile Areas** – scrap metal, drumMuster containers, green waste and used tyres are stored in disparate areas before removal off site for re-processing. Agreements to remove these materials are in place but are irregular in frequency and the stockpiles vary in size. There are no fire safety zones around the various stockpiles of potentially flammable materials.

**(iv) Small Vehicle Waste Transfer Station is** located on an area of natural ground adjacent to the site entry and provides the receival point for all self haul domestic waste. Waste transfer bins are located within the transfer station with waste types being segregated into domestic residual waste and dry recyclables. General waste is taken to the landfill for disposal, whereas the domestic residual waste and recyclables placed in the transfer station bins are sent to the Coffs Harbour Resource Recovery Park for reprocessing.

# 3. POLLUTION INCIDENT PREVENTION, RECOGNITION AND PREPAREDNESS

## 3.1 PREVENTION AS AN INCIDENT RESPONSE

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

Council employees and contractor's staff are to be instructed, as part of their training and orientation, in the steps to report and respond to facility conditions or issues that might give rise to pollution incidents where these conditions/issues are found to exist.

Pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the facility in the context of the potential pollution hazards identified in Section 2.2 above are provided as follows;

***Table 1 – Summary of Pre-emptive Actions***

| POTENTIAL HAZARD | PRE-EMPTIVE ACTION |
|---|---|
| • Ground water contamination<br>• Surface water contamination<br>• Leachate spring eruption<br>• Fire at tip face<br>• Fire in incoming load<br>• Fire at tyre stockpile<br>• Fire in green waste<br>• Chemical spill<br>• Oil/fuel spills.<br>• Failure of hazardous material storage<br>• Windblown litter<br>• Odour<br>• Dust<br>• Explosion of gas cylinders<br>• Escape of refrigerant gases | Undertaking routine inspections in accordance with the EMP checklist (see **Appendix 24**) and responding in accordance with Standard Operating Procedures (SOPs) as contained in **Appendices 6 to 22** |

## 3.2 INVENTORY OF POTENTIAL POLLUTANTS

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

***Table 2 – Summary of Potential Pollutants***

| POLLUTANT TYPE/ SUBSTANCE | SOLID, LIQUID, GAS or POWDER | QUANTITY | LOCATION (see site plan) | TYPE OF CONTAINMENT | MSDS |
|---|---|---|---|---|---|
| Leachate | Liquid | Up to 1000 litres | Active tipping area | Earth formed | NA |
| Used tyres | Solid | 50 units | Resource Recovery Area | Hardstand | NA |
| Green waste | Solid | 1,200 cubic | Resource | Hardstand | NA |

| | | | | | |
|---|---|---|---|---|---|
| | | metres | Recovery Area | | |
| Oil based paint | Liquid | Up to 50 litres | CRC shed | CRC stillages | CRC filling cabinet |
| Water based paint | Liquid | Up to 50 litres | CRC shed | CRC stillages | CRC filling cabinet |
| Gas cylinders | Solid | Up to 10 units | CRC shed | Open enclosure CRC | NA |
| Used Motor Oil | Liquid | Up to 1000 litres | Oil recovery station | Bunded storage | CRC filling cabinet |
| Lead Acid Batteries | Solid | Up to 50 units | CRC shed | Bunded pallets CRC | CRC filling cabinet |
| Refrigerants | Gas | Up to 10 units | Scrap metal stockpile | Bunded storage | NA |
| Septic waste | Liquid | 200 litres | Adjacent to amenities building | Tank | NA |

A plan showing the location of pollutant locations is referenced under **Part 2.2 of this Plan.**

### 3.3 NATURE AND LIKELIHOOD OF POLLUION INCIDENTS

Notwithstanding Bellingen Shire Council's commitment to preventing conditions/issues which might give rise to a pollution incident, it is not possible to negate all situations which might give rise to an incident. Possible pollution incidents associated with the operation of the Facility are:

- Fire within facility activity areas
- Explosion of gas bottles
- Spill of chemical or other hazardous materials
- Leachate discharge off site
- Litter, odour and dust

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

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

#### 3.3.1 Likelihood

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

***Table 3 - Likelihood of a risk occurring*.**

| Rating | Measure | Description |
|---|---|---|
| 1 | Rare | May occur only in exceptional circumstances. |
| 2 | Unlikely | Could occur at some time. |
| 3 | Possible | Might occur at some time. |
| 4 | Likely | Will probably occur in most circumstances. |
| 5 | Almost certain | Is expected to occur in most circumstances. |

### 3.3.2 Consequence

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

***Table 4 – Consequence of a risk occurring***

| Rating | Measure | Description |
|---|---|---|
| 1 | Insignificant | Environmental impact is undetectable |
| 2 | Minor | Environmental impact is virtually undetectable. |
| 3 | Moderate | Minor (usually reversible) some potential for low level environmental impacts which can be easily managed |
| 4 | Major | Major environmental impact which is reversible |
| 5 | Catastrophic | Major environmental impact which maybe irreversible |

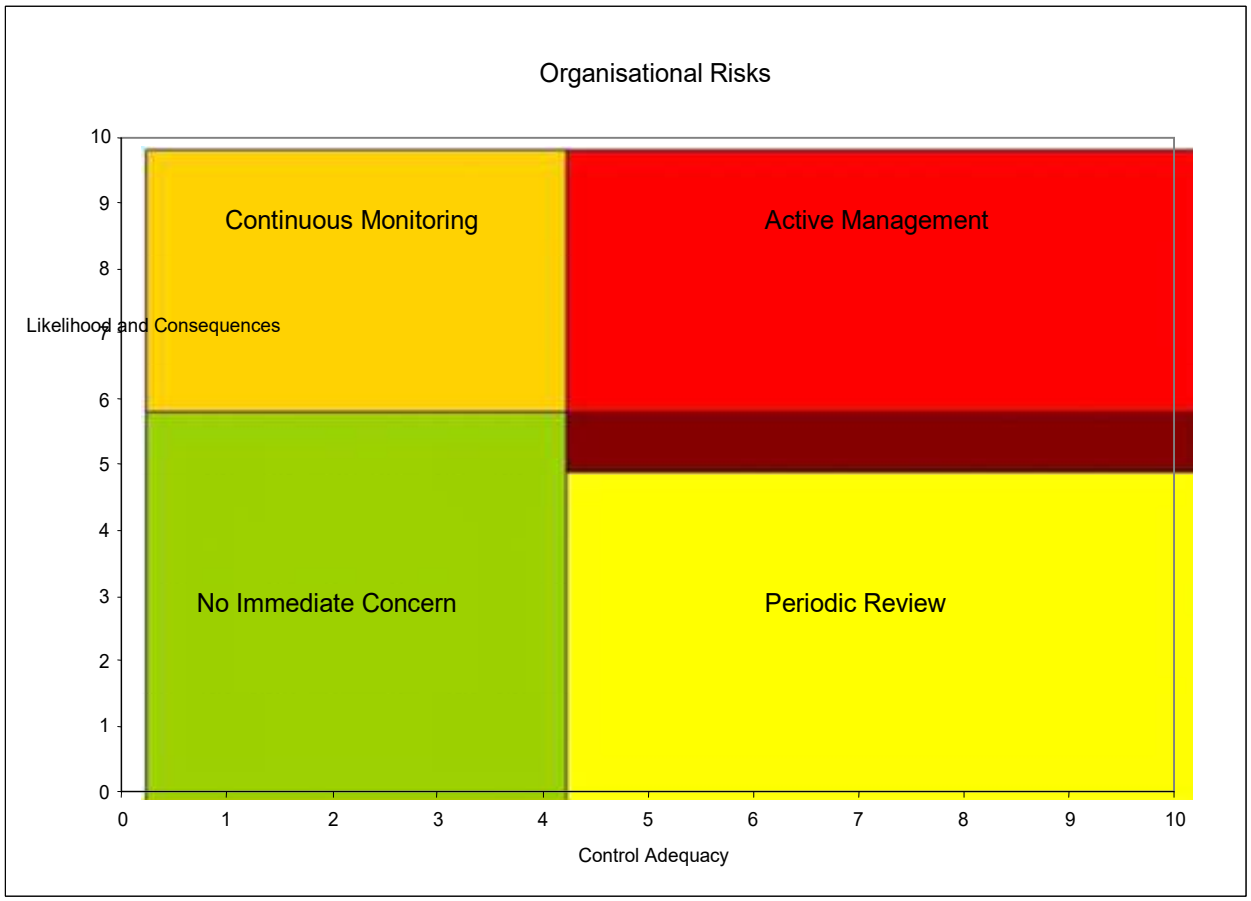
### 3.3.3 Risk Evaluation

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

## Definitions – Report Key

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

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




Moderate risks will be monitored. Low risks will be accepted ***Figure 3 – Risk Priority Matrix***

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

***Table 5 – Risk Management Plan***

| Pollution Hazard | Risk Factors | Outcome | Likelihood/ Consequence (Rating) | Pre-emptive Actions | Reference | Likelihood/ Consequence post control (Rating) | Incidence Response Actions | Reference |
|---|---|---|---|---|---|---|---|---|
| **(1) ENVIRONMENTAL**<br>**(a) Leachate Discharge Off Site** | Leachate contamination of the surface water management system. | Leachate contamination of adjacent land and/or waterways | Possible/major<br>(Significant) | Routine inspection included in EMP checklist to ensure suitable management procedures, including bund separation at active tipping area | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Major<br>(Moderate) | SOP Appendix 6 | SOP within the PIRMP |
| | Leachate seepage from landfill operations into water table | Leachate migration and possible contamination of water table | Possible/major<br>(Significant) | Routine visual inspection of the site down gradient of the active tipping area | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Major<br>(Low) | SOP Appendix 7 | SOP within the PIRMP<br>Report in EPL Annual Return |
| | Uncontrolled or undetected leachate springs | Leachate contamination of the surface water management system, adjacent land and/or waterways | Possible/major<br>(Significant) | Routine inspection included in EMP checklist | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Major<br>(Moderate) | SOP Appendix 6 | SOP within the PIRMP |
| **(b) Combustion** | Fire in the stockpile of used tyres | Combustion creates smoke and oil residues | Possible/moderate<br>(Moderate) | Maintain buffer zones<br>Limit quantity of tyres held on site<br>Routine inspection included in EMP checklist | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Moderate<br>(Low) | SOP Appendix 9 | SOP within the PIRMP |

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|---|---|---|---|---|---|---|---|---|
| | Green waste stockpile ignites | Combustion creates smoke and fire hazard | Possible/moderate<br><br>(Moderate) | Routine inspection included in EMP checklist to ensure stockpile size management and maintenance of buffer zones | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Moderate<br><br>(Moderate) | SOP Appendix 10 | SOP within the PIRMP |
| | Fire at landfill active tipping area | Combustion creates smoke and fire hazard.<br><br>Deep seated fire difficult to extinguish. | Possible/moderate<br><br>(Moderate) | Inspection of all incoming loads as required in EMP checklist.<br><br>Site secured at close of day | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Moderate<br><br>(Low) | SOP Appendix 11 | SOP within the PIRMP |
| | Fire in vehicle loads of incoming wastes | Combustion creates smoke and fire hazard.<br><br>Property damage. | Possible/moderate<br><br>(Moderate) | Inspection of all incoming loads as required in EMP checklist. | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Moderate<br><br>(Low) | SOP Appendix 12 | SOP within the PIRMP |
| **(c) Chemical Spills** | Chemical spill from ruptured or leaking storage containers | Soil contamination<br><br>Creation of volatile fumes<br><br>Explosion/fire | Possible/major<br><br>(Significant) | Retain minimum quantities on site<br><br>Separation areas between stored chemicals<br><br>Creation of bunded storage areas | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Moderate<br><br>(Low) | SOP Appendix 13 | SOP within the PIRMP |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Incompatible chemical cross contamination in storage areas | Explosion/fire | Possible/major<br><br>(Significant) | Retain minimum quantities on site<br><br>Use approved chemical safes for storage<br><br>Separation areas between stored chemicals<br><br>Creation of bunded storage areas | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Moderate<br><br>(Low) | SOP Appendix 14 | SOP within the PIRMP |
| | Leakage from incoming loads | Soil contamination<br><br>Contamination of adjacent land and/or waterways | Possible/major<br><br>(Significant) | Inspection of all incoming loads as required in EMP checklist. | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Moderate<br><br>(Low) | SOP Appendix 15 | SOP within the PIRMP |
| **(d) Oil/Fuel Spillage** | Rupture of fuel containers or storage tanks | Soil contamination<br><br>Creation of volatile fumes<br><br>Explosion/fire | Possible/major<br><br>(Significant) | Retain minimum quantities on site<br><br>Creation of bunded storage areas | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Moderate<br><br>(Low) | SOP Appendix 16 | SOP within the PIRMP |
| | Rupture of mobile plant hydraulic lines | Soil contamination<br><br>Contamination of adjacent land and/or waterways | Possible/major<br><br>(Significant) | Staff training in waste placement and compaction techniques. Routine plant servicing. | Staff training records | Rare/Moderate<br><br>(Moderate) | SOP Appendix 17 | SOP within the PIRMP |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **(e) Dust** | Dust migrating off site | Complaints to EPA | Possible/moderate<br><br>(Moderate) | Wet down unsealed trafficable areas<br><br>Use shredded green waste on exposed / non vegetated areas of capped landfill | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Minor<br><br>(Low) | SOP Appendix 18 | SOP within the PIRMP |
| **(f) Odour** | Offensive odour | Complaints to EPA | Possible/moderate<br><br>(Moderate) | Provide daily cover to active tipping area | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Minor<br><br>(Low) | SOP Appendix 19 | SOP within the PIRMP |
| **(g) Litter** | Litter migrating off site | Complaints to EPA | Possible/moderate<br><br>(Moderate) | Provide daily or intermediate cover to waste<br><br>Undertake litter collection activities | EMP Inspection checklist as provided in Appendix 23 of the PIRMP | Rare/Minor<br><br>(Low) | SOP Appendix 20 | SOP within the PIRMP |
| **(2) COMPLIANCE**<br>**(a) Incident Reporting** | Non-compliance with statutory reporting | Cautionary Notice<br><br>PIN | Unlikely/Moderate | Prepare reports as required | Reporting protocols included in EMP checklist. Appendix 23. | Rare/Moderate<br><br>(Low) | SOP Appendix 22 | SOP within the PIRMP |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **(3) WORKPLACE HEALTH and SAFETY** | Personal injury to staff, contractors, general public attending the facility | Trauma<br><br>Lost time<br><br>Rehabilitation<br><br>Compensation | Likely/major | Regular tool box meetings with staff and contractors<br><br>Safe Work Method Statements prepared and implemented<br><br>Risk assessments undertaken<br><br>Safety plans developed for major works<br><br>Staff training<br><br>Job and site specific orientation for new staff, visitors and contractors<br><br>Independent audit of all systems of work<br><br>Emergency and evacuation plans prepared and tested | Established tool box meeting protocols<br><br>Contractor's Health, Safety and Environment Plan<br><br>Contractor's Health, Safety and Environment Plan<br><br>SOP Appendix 2<br><br>Contractor's Health, Safety and Environment Plan<br><br>SOP Appendix 21 | Unlikely/moderate<br><br>(Moderate) | | SOPs within the PIRMP |

## 3.4 INCIDENT PREPAREDNESS

### 3.4.1 Response Equipment and Features

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

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

***Table 6 – Response Equipment Inventory***

| EQUIPMENT | LOCATION | QUANTITY | MAINTAINANCE REQUIREMENTS/STANDARDS |
|---|---|---|---|
| Chemical spill kit | CRC shed | 1 | Weekly inspection |
| Fire extinguisher | Transfer Station CRC Shed | 2 | Six monthly inspection and tagging |
| Water Tank | Resource recovery area | 50,000 litres | Annual inspection |
| First Aid Kit | Transfer Station | 1 | Monthly inspection and replenishment. |

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

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

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

### 3.4.1 Communication System

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

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

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

### 3.4.2 Security

Access to the Dorrigo Waste Management Centre by unauthorised persons and unauthorised activities occurring on the site will be controlled at the site.

### 3.4.3 First Aid Equipment

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

### 3.4.4 Signs and Labels

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

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

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

### 3.4.5 Funding Arrangements and Support

As the costs associated with the clean-up of an incident can be significant – in past cases these have been in excess of $1 million – consideration must also be given to funding arrangements, such as taking out appropriate insurance or having contingency funds available. The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from the company or individual responsible for the pollution incident.

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

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

# 4. POLLUTION INCIDENT CONTROL AND RESPONSE

## 4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

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

***Table 7 - Plan Activation Contact Details***

| NAME | POSITION | CONTACT DETAILS (24 Hours) | NOTIFICATION RESPONIBILITIES | COMMUNICATION RESPONSIBILITIES |
|---|---|---|---|---|
| Sam Tate | Waste Management Coordinator | 0427 715 343 | Emergency Services EPA, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Council Executive | Contractors<br>Neighbouring property owners/occupiers<br>Media releases<br>Web update |
| Lucy Menzies | Manager Sustainable Environment and Waste | 0438015253 | Emergency Services EPA, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Council Executive | Contractors<br>Neighbouring property owners/occupiers<br>Media releases<br>Web update |
| Patrick Dalzell | Site Supervisor | 0417524057 | Waste Management Coordinator | Emergency services<br>Site personnel<br>Facility users |
| Ken Duncan | Waste Attendant | 0417239447 | Waste Management Coordinator | Emergency services<br>Site personnel<br>Facility users |

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

## 4.2 KEY INCIDENT CONTACT DETAILS

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

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

***Table 8 - Incident Contact Details***

| ORGANISATION | CONTACT NAME | CONTACT DETAILS |
|---|---|---|
| **Fire and Rescue NSW** | Duty Officer | 1300729579 |
| **Police Force NSW** | Duty Officer | 66551444 (Bellingen)<br>000 |
| **Ambulance Service of NSW** | Duty Officer | 1312333<br>000 |
| **Bellingen River District Hospital** | Reception | 66595800<br>000 |
| **Department of Environment and Conservation (EPA)** | EPA Environment Line | 131 555 |
| | Coffs Harbour Regional Office | 66515946 |
| **Department of Environment and Conservation (NP&WS)** | NSW Parks and Wildlife Service | 6657 2309 |
| **Workcover Authority** | Duty Officer | 131050 |
| **Department of Primary Industries (NSW Fisheries)** | Reception | 1300550474 |
| **Forests NSW** | Coffs Harbour Regional Office | 66520111 |
| **Poisons Information** | Duty Officer | 131126<br>000 |
| **NSW Ministry of Health** | Reception | 93919000 |
| **Department of Families and Community Services** | Reception | 92480900 |
| **State Emergency Service** | Duty Officer | 132500<br>000 |
| **Roads and Traffic Authority** | Reception | 132213 |
| **Bureau of Meteorology** | Land weather and flood warnings | 1300 659 218 |
| **Rural Fire Service** | Reception | 000 |

## 4.3 INCIDENT NOTIFICATION AND COMMUNICATION

### 4.3.1 Incident Notification

In order to provide for the safety of employees and facility users and to ensure appropriate pollution incident response, it is essential that early warning and notification of pollution incidents are made so that incident response procedures can be implemented and incident response organizations notified of the situation.

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

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

### 4.3.2 Small Area/Minor Incidents

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

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

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

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

### 4.3.3 Major Incident

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

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

In addition to the immediate notification of any major pollution incident, an incident report notification form, refer to **Appendix 4**, is to be completed and forwarded to the Manager Sustainability and Natural Resources.

Importantly Appendix 5 requires the immediate notification of;

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local

Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)

- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit see www.health.nsw.gov.au/publichealth/infectious/phus.asp
- the WorkCover Authority – phone 13 10 50
- the local authority if this is not the ARA
- Fire and Rescue NSW – phone 1300729579

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

### 4.3.4 Community Notification and Communication

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

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

***Table 9 - Community Notification and Communications Plan***

| NATURE OF INCIDENT | IMPACT ON COMMUNITY | NOTIFICATION REQUIREMENTS | RESPONSIBILITY | NOTIFICATION MECHANISM/TOOLS | KEY MESSAGE |
|---|---|---|---|---|---|
| Leachate discharge off site | Local impact, ranging from minor to significant | EPA, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Occupiers of neighbouring properties | Waste Management Coordinator | Phone call to EPA Environment Line followed by a written report (if requested)<br><br>Phone NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Phone call (or as previously determined) to occupiers of neighbouring properties<br><br>Information displayed on Council's web site | Assessment of severity<br>Type and quantity of material involved<br>Explanation of what happened<br>Date and time of incident<br>Response actions taken<br><br>Council will provide ongoing information |
| Fire | Local impact, likely to be minor, depending on the severity of the fire | EPA, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Occupiers of neighbouring properties<br><br>Local community | Waste Management Coordinator | Phone NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Phone call (or as previously determined) to occupiers of neighbouring properties<br><br>Media release | Date and time of incident<br>Response actions taken<br>Type of fire<br>Location of fire within the site<br>Agency responding<br>Management of any leachate generated from fire fighting activities |

| | | | | | |
|---|---|---|---|---|---|
| Chemical spill | Local impact, likely to be minor | EPA, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW depending on severity | Waste Management Coordinator | Phone NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Phone call (or as previously determined) to occupiers of neighbouring properties | Date and time of incident<br>Response actions taken<br>Type of chemicals<br>Agency responding |
| Oil/fuel spill | Local impact, likely to be minor | EPA, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW depending on severity | Waste Management Coordinator | Phone call to EPA Environment Line followed by a written report (if requested)<br><br>Phone NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Phone call (or as previously determined) to occupiers of neighbouring properties | Date and time of incident<br>Response actions taken<br>Type of oil/fuel<br>Agency responding |
| Explosion | Local impact, likely to be minor | EPA, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW and nearby property occupants depending on severity | Waste Management Coordinator | Phone call to EPA Environment Line followed by a written report (if requested)<br><br>Phone NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW<br><br>Phone call (or as previously determined) to occupiers of neighbouring properties | Assessment of severity<br>Agency responding<br>Date and time of incident<br>Damage report |

## 4.4 FACILITY EVACUATION

### 4.4.1 General Requirements

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

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

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

In this regard the standard operating procedures applicable to facility evacuation, refer to **Appendix No 21**, must be implemented once a decision is made to evacuate the facility.

The decision to evacuate the building is to be taken by the Site Supervisor or Waste Management Coordinator, and supported by facility personnel.

### 4.4.2 Stages of Evacuation

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

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

It will be, due to facility operational practicalities, the responsibility of the Site Supervisor or the Waste Management Coordinator to determine the need for and the extent of facility evacuation in the event of a major pollution incident.

Whilst the need for evacuation will be based upon the nature and scale of an incident, it is of primary importance that personal and public health is not put at risk at anytime during a pollution incident. In this regard a precautionary approach to facility evacuation is to be taken by the Site Supervisor and supported by facility management.

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless permitted to do so by the Waste Management Coordinator.

### 4.4.3 Priority of Evacuation

The Site Supervisor is responsible for prioritising the order in which people are evacuated from the site of the incident. Generally the following priorities apply;

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

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

Where a person refuses to comply with a direction given by the Site Supervisor the following action is to be initiated:

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

### 4.4.4 Mobility Impaired Persons

A register is to be maintained of site personnel who may have a permanent or temporary disability that could affect their capacity to evacuate the site.

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

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

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

### 4.4.5 Evacuation Assembly Areas

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

On arrival at the designated evacuation assembly point all employees will remain until the Site Supervisor has determined the status of all personnel and;
• accounted for all, or
• prepared a list of names of missing personnel and the location last seen

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

**Primary Evacuation Assembly Point** is at the main entry to the Dorrigo Waste Management Centre where the **"Emergency Assembly Point"** sign is located.

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### 4.4.6 Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or Secondary Evacuation Assembly Point and the presence of personnel confirmed, arrangements will be made by the Site Supervisor for Council employees and contractor's staff to be transported/moved to the Post Evacuation Assembly Point which for the purposes of this Plan is the Bellingen Shire Council Offices located in Hyde Street, Bellingen.

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

## 5. POLLUTION INCIDENT RESPONSE PROCEDURES

**Appendices No 6 to 21** of this Pollution Incident Response Management Plan contain instructions, (Standard Operating Procedures – SOP's), for facility employees, contractor's staff and facility users about actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during a pollution incident such as;

- Leachate discharge
- Fire
- Chemical spill
- Oil/fuel spill
- Explosion
- Facility Evacuation

## 6. POST POLLUTION INCIDENT ACTIVITIES

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

## 6.1 RECOVERY OPERATIONS

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

The Waste Management Coordinator, in collaboration with the Site Supervisor will need to prioritize activities that can be accomplished with available staff and resources.

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

## 6.2 INCIDENT INVESTIGATION

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

The Waste Management Coordinator is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

### 6.2.1 Small Incidents

For small incidents, the Site Supervisor will normally conduct the investigation.

### 6.2.2 Major Incidents

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

The Waste Management Coordinator and the Site Supervisor will assist the authorities as needed.

## 6.3 DOCUMENTATION

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

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

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

The report of the Waste Management Coordinator and all related documentation will be submitted to the **EPA** and to the Manager Sustainability and Natural Resources to review and to take all necessary follow-up actions.

### 6.4 INCIDENT DAMAGE ASSESSMENT

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

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

The Waste Management Coordinator will have the primary responsibility for conducting the damage assessment following an incident.

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

### 6.5 INCIDENT DEBRIEFING

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

### 6.6 INCIDENT CRITIQUE

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

### 6.7 MEDIA MANAGEMENT

Under no circumstance is any member of Council's staff or the contractor to provide information or statement to the media unless authorized by the General Manager, Bellingen Shire Council.

## APPENDIX 1

# POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN AMENDMENT NOTIFICATION FORM

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

| **DISTRIBUTION** | **DATE SENT** |
|---|---|
| • Master copy | |
| • Site copy | |
| • Principal Contractor | |

| **PAGE NUMBER** | **PLAN SECTION** | **DESCRIPTION OF CHANGE** |
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**Management Authorization…… Dated……..**

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

Signed…… Dated……

## APPENDIX 2

# Training
## Standard Operating Procedure

**Purpose and Scope**

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

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

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

**Procedure/Standard**

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

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

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

**Program A – Site Environment Induction (EMP)**

Key points to be covered in this program may include:

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

This training would be in-house, and would be provided by the Council's Waste Management Coordinator, the site contractor or his representative or by consultants. Training would be provided when new staff commence at the site.

**1.10.1.1 Program B – Fire Fighting**

Key points to be covered in this program may include:

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

- Procedures for communication in the event of fire

This training would be undertaken at the site in the form of a toolbox talk and may include practical demonstrations by external service providers. The training would be prepared and delivered by suitably qualified personnel, including by officers of the local NSW Fire and Rescue.

#### 1.10.1.2 Program C – Hazardous Substance and Dangerous Goods Management

Key points to be covered in this program may include:

- Use and interpretation of material safety data sheets
- Identification of hazardous materials
- Handling of hazardous materials
- Labelling of containers
- Storage and transport of hazardous substances and dangerous goods
- Spill management and basic first aid procedures
- Compatibility of materials.

This training would be provided by a suitable service provider. Where required, additional input may be required from external Workcover Accredited WH&S Consultants.

**Training Records**

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

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

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

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
|---|---|

| Pollution Incident Response Management Plan<br>Training/Competency Summary | | | |
|---|---|---|---|
| **Operational staff** | **Training/Competency Program** | | |
| | **Program A –** Site Environmental Induction | **Program** B – Fire Fighting | **Program C –** Hazardous Substance and Dangerous Good Management |
| **Name & Position** | **Date of Training Completion** | | |
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## APPENDIX 3

| POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN<br>EXERCISE EVALUATION FORM | | |
|---|---|---|
| Facility: the Dorrigo Waste Management Centre | | |
| Date: | | |
| **EMERGENCY SEQUENCE:** | **TIME** | |
| | **Hours** | **Minutes** |
| Incident uncovered | | |
| Assessment of significance | | |
| Initiation of incident response/notification of incident | | |
| Evacuation alarm sounded (if necessary) | | |
| Incident control/remediation action commenced | | |
| Evacuation commenced (if necessary) | | |
| Warden checks for personnel present | | |
| Evacuation completed (if necessary) | | |
| Pollution contained | | |
| Clean up commenced | | |
| Clean up completed | | |
| All clear given | | |
| Pollution Incident Report Form completed | | |
| Exercise terminated | | |
| **COMMENTS** | | |
| 1. Compliance with Standard Operating Procedures (SOP's) | | |
| 2. Competency of Employees assessment | | |
| 3. Time frames for response | | |
| 4. General Comments/Recommendations for action | | |
| Observer | | |
| Signed<br>Date | | |

## APPENDIX 4

| POLLUTION INCIDENT REPORT FORM (A) | | | |
|---|---|---|---|
| Date of Incident: | | Time of Incident: | |
| Nature of incident<br>Eg: Fire, Chemical spill. | | | |
| Location of incident<br>Where did it occur? | | | |
| Type and quantity of material involved | | | |
| Outline action initiated in response to incident | | | |
| Was it necessary to initiate the major incident notification protocol? | | | |
| Was the Community Notification and Communications Plan activated? | | | |
| Was action in accordance with SOP?<br>If not - why? | | | |
| Is there a need to review SOP in response? | | | |
| Date and time of details provided to the Waste Management Coordinator | | | |
| The name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort | | | |
| Name of Reporting Person | | | |
| Management Authorization……<br><br>Dated……. | | | |

# POLLUTION INCIDENT REPORT FORM (B)
# Leachate Discharge/Overflow

| | | | |
|---|---|---|---|
| Date of Incident: | | Time of Incident: | |
| Nature of incident<br>Eg: leachate dam overflow, leachate spring eruption. | | | |
| Details of person reporting or witnessing the leachate discharge or overflow | | | |
| Location of incident<br>Where did it occur? | | | |
| Date and time of commencement of the discharge | | | |
| Assessed volume and concentration of discharge or overflow | | | |
| Period of time the discharge or overflow occurred | | | |
| Weather conditions at the time of the discharge or overflow. | | | |
| Daily rainfall in mm on the day of the discharge. Rainfall for the week prior to the discharge | | | |
| Most recent monitoring results of the chemical composition of the leachate. | Attach analytical results | | |
| Explanation as to why and how the discharge occurred | | | |
| Plan of Action to prevent a similar discharge | | | |
| The name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort | | | |
| Name of Reporting Person | | | |
| Management Authorization……<br>Dated……. | | | |

# APPENDIX 5

## EPA NOTIFICATION PROTOCOL

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

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

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

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

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

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

## APPENDIX 6

# Leachate Discharge Emergency Response
## Standard Operating Procedure

**Purpose and Scope**

The purpose of this procedure is to define an incident response in the event of a leachate discharge being detected or reported from the landfill operations.

**Procedure/Standard**

- Leachate or leachate contaminated surface water discharge to adjacent waterways

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

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

- Confine the source of the discharge and/or sources of inflows to limit the spread of its effects without endangering personnel.
- Construct sand bag barriers or earth berms to contain the flow and/or excavate temporary retention dams to withhold discharges.
- Secure the affected area(s) by using barricades and bunting if necessary.
- Immediately report the incident and actions taken to the Waste Management Coordinator
- Source a tanker truck to pump out the retained leachate
- Notify neighbours who may be affected by the incident.
- A copy of the Pollution Incident Report Form is to be referred to the council

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

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

- Violations and/or fines from Regulatory Agencies

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
|---|---|

## APPENDIX 7

# Surface Water Quality Monitoring
## Standard Operating Procedure

**Purpose and Scope**

Prevention of contamination entering the stormwater management system should be the first priority and the EMP checklist in **Appendix 23** of the PIRMP provides for this. The purpose and scope of the surface water quality monitoring program should effectively monitor and report current surface water character and ensure early detection and reporting of possible pollution of surface water quality. Although surface water quality sampling/monitoring is not an EPL requirement, Council should monitor water quality at any down gradient ponds located within or adjacent to the licensed area.

**Procedure/Standard**

Surface water should be sampled on a quarterly basis at locations to be determined by the Waste Management Coordinator. The parameters to be tested should include the basic leachate fingerprint of ammonia.

**1. Preparation**

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

| Check | Apparatus/Equipment List |
|---|---|
| | Rubber gloves |
| | Sampling pole |
| | Chain of custody documentation |
| | Clipboard |
| | Log sheets |
| | Calibrated water quality field meters |
| | Pencils/pens |
| | Decontamination equipment and water |

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

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

*2. Surface Water Sample Containers*

| Bottle Type | Test Parameter |
|---|---|
| 2 x 40 ml vials (fill to the top) | AOX (Absorbable Organic Compounds) |
| 1 x 1 litre sulphuric acid preserved (Purple label) | Ammonia, Nitrate, Total Phenols |
| 1 x 40 ml glass vial sulphuric acid preserved (Purple label) | Total Organic Carbon (TOC) |
| 1 x 1 litre natural plastic (Green label) | Alkalinity, pH, Calcium, Magnesium, Sodium, Potassium, Chloride, Sulphate, Fluoride |

| | |
|---|---|
| 1 x 250ml Nitric Acid preserved plastic bottle – **unfiltered** (Red label) | Total heavy metals |

3. **Sample Acquisition**

- Take a bottle from the customised sampling kits (eskies) that the lab has provided. The bottles needed to test the analytes are colour coded as shown in Table 2.
- Clearly label the bottle with sample number, location, sampler's name, date and time.
- Care should be taken not to touch the lid or the inside of the bottle as the bottles have been preserved and cleaned.
- Take the right sample container and plunge the bottle upside down to about a depth of 0.25-0.50m below the surface. Quickly turn the bottle upright and allow the bottle to fill.
- Care should be taken so that no liquid spills onto your skin
- Fasten lid tightly and place in cooler with frozen ice bricks (must be kept at 4ºC)
- Field observations should be recorded in the sample field record sheet (attached). Observations would include smell, weather conditions etc
- When using a field meter ensure it has been calibrated. Record calibration method. Field measurements should be made of pH, temperature and conductivity.
- Use deionised water to rinse the field recorder between uses
- All samples should be stored as shown in Table 3 below. However all samples should be sent to the lab immediately.

***Table 3 Sample storage and transportation conditions***

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

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|---|---|---|
| Phenols (GCMS – Speciated) | Extract within 7 days, analyse within 40 days | Cool to 4ºC |

**4. Quality Control**

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

Inorganic

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

Organics

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

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

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

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

**5. Reporting**

All results received shall be reviewed by the Waste Management Coordinator and reported to the NSW Environment Protection Authority (EPA) should characteristics of leachate be detected.

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

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

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| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |

## APPENDIX 8

# Operation and Maintenance of Sediment Control Systems/Water Quality Basins

## Standard Operating Procedure

**Purpose and Scope** To ensure that the surface water control system, including the stormwater dams/filter ponds, is operating effectively within its design objectives to control erosion and sediment deposition.

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

**Definition:** "Water quality control structures" are small dams/filter ponds designed to intercept sediment laden runoff and retain a significant portion of the sediment thereby protecting downstream waterways from pollution and excessive sedimentation. This retention of sediment is generally achieved by the settling of the suspended sediment from the stormwater flow. The sediment and water quality control basin (retention dam) is found at the location described in the site services/infrastructure plan.

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

**Procedure/Standard**

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

Surface water management can be achieved by:

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

**1. Inspection and Maintenance of Structures**

- Routine inspections are to be carried out to assess the need for maintenance and are

primarily concerned with checking the functionality of the stormwater drainage and treatment facilities; items such as drains, drainage pits, box culverts, detention basins and retention systems. Maintenance of these items is most important for the ongoing drainage and treatment of stormwater.

- Water quality basin should be inspected following each storm event and after discharge of stormwater to ensure adequate capacity is maintained in the basin at all times.
- Should the inspection reveal that maintenance of any item is required this is to be reported to Council's Waste Management Coordinator for action.
- Items that are to be subject to routine inspections and form part of the Environmental Monitoring Plan checklist may comprise, but not be limited to, those listed in the attached inspection sheet. The inspection sheet is to be read in conjunction with the overall EMP check list for the facility.
- Marker pegs are to be used to indicate the capacity of sediment control basins. If sediment has accumulated to a point above the marker pegs, a bobcat should be employed to remove the accumulated sediment and restore the capacity of the sediment basin. Relocate the sediment to an area away from the drainage paths.
- Personnel completing the routine inspections should be generally observant of items such as equipment failures, leaking water, scouring and/or signs of blockages of water flow. If such items are observed an immediate inspection for engineering maintenance should be organised.
- Where routine maintenance is repeatedly carried out in one location, the problem should be investigated further during an engineering inspection for maintenance.

**2. Frequency of Inspection**

- Routine inspections for maintenance shall be carried out over the life of the facility.
- Event heavy rain inspections should be carried out as soon as practicable following an intense period of rainfall (ie greater than 50mm over 48 hours).

**3. Records**

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

**4. Personnel**

- Routine inspections are required to establish the need for basic maintenance. On this basis such inspections do not require professional engineering knowledge and may be carried out by any responsible person, including site staff and the Waste Management Coordinator

**5. Attachments**

A Water Quality Basin Inspection Requirements

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

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

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
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# Attachment A - Water Quality Basin Inspection Requirements

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

## APPENDIX 9

# Used Tyre Stockpile Management and Maintenance

## Standard Operating Procedure

**Purpose and Scope**

To define the procedure for management of used tyres which have been stockpiled and are awaiting removal offsite for recycling or disposal so as to minimise the risk of fire. The EPA Environmental Protection Licence includes used tyres into the 5,000 tpa waste limit but makes no reference to the maximum quantity or number of tyres that can be kept on the site. Good practice would ensure that the quantity of tyres kept on site at any one time was minimal and certainly not exceeding 50 tonnes.

**Procedure/Standard**

- Tyres are to be placed on a hardstand area compacted of a depth of at least 900 mm if located above previously placed general waste.
- A safety exclusion area is to be maintained around the stockpile as a retained buffer zone to prevent the spread of fire and to allow fire suppression activities to be undertaken in the event of fire.
- Tyres are to be removed from site on a routine basis to ensure the stockpile is kept to a minimum.
- Fire prevention measures are to be undertaken including signage, servicing of fire fighting equipment and training of personnel in fire fighting techniques.

In the event of a fire –

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes suitable fire extinguisher. When in doubt, evacuate the area and call 000 and request the presence of the Fire Brigade.
- Report any potentially dangerous fire to “000” and request the fire brigade, providing all information they require (ie your name, fire location, type, size, etc)
- As soon as possible notify the Waste Management Coordinator of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- A copy of the Pollution Incident Report form is to be referred to the council.

**Benefit of Compliance to Procedure:**

- Impacts on the natural environment minimised

**Consequence of Non-Compliance to Instruction:**

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

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| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |

## APPENDIX 10

# Green Waste Stockpile Management and Maintenance

## Standard Operating Procedure

**Purpose and Scope**

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

**Procedure/Standard**

- Stockpiles and windrows of green waste are to be limited to between 1.5 and 2.0m in height and 3-4m in width.
- Stockpiles and windrows of shredded/unshredded green waste are to be visually inspected weekly and an assessment of the temperature and odour conditions within the stockpile made.
- If heating in a stockpile is suspected a temperature probe should be inserted into the stockpile and allowed to remain undisturbed until the temperature reading remains static.
- Stockpiles and windrows of green waste are to be turned when temperatures within the stockpile exceed about 50ºC.

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

**Benefit of Compliance to Procedure:**

- Impacts on the natural environment minimised

**Consequence of Non-Compliance to Instruction:**

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

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

## APPENDIX 11

# Fire at the Tipping Face
## Standard Operating Procedure

**Purpose and Scope**

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

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

**Procedure/Standard**

***Fire***

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

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

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

3. As soon as possible notify the Waste Management Coordinator of the incident and provide an update of the action initiated to date.

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

5. Report the details of the fire on a Pollution Incident Report form and refer to the Company Director

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

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

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

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
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## APPENDIX 12

# Fire in Load
# Standard Operating Procedure

**Purpose and Scope**

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

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

**Procedure/Standard**

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

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

**Benefit of Compliance to Procedure:**

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

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| **Consequence of Non-Compliance to Instruction:**<br>• Injury/death to employee<br>• Injury/death to public/facility user<br>• Damage to public property<br>• Violations and/or fines from Regulatory Agencies | |
| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |

## APPENDIX 13

# Chemical Spill Response
## Standard Operating Procedure

**Purpose and Scope**

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

**Procedure/Standard**

- Chemical spillage

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

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

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

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

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| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |

## APPENDIX 14

# Storage/Handling of Chemicals and Hazardous Substances

## Standard Operating Procedure

**Purpose and Scope**

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

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

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

**Procedure/Standard**

1. **Purchase of Materials**

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

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

2. **Labelling of Hazardous Substances**

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

3. **Material Safety Data Sheets**

Material Safety Data Sheets should contain the following information as a minimum:

- State if the product is classified as a hazardous substance as a minimum
- Safety Equipment to be worn by the operator when using the substance
- Storage requirements including compatibility with other substances
- Requirements for transport and disposal

- Procedures for cleanup and disposal of spilt product and waste containers
- First aid procedures if the hazardous substance comes into contact with the operator's skin, eyes or if the substance is swallowed or ingested by the operator.

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

4. **Storage**

Flammable goods need to be stored away from sources of ignition and spillage containment is required. Dangerous goods legislation requires segregation of different classes of dangerous goods and licensing is required when certain quantities are exceeded. Paints in containers less than 5 litres would generally not require licensing.

5. **Handling Hazardous Substances and Dangerous Goods**

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

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

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

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
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## APPENDIX 15

# Inspection of Loads
## Standard Operating Procedure

**Purpose and Scope**

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

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

**Procedure/Standard**

The gatehouse operator shall conduct a vehicle inspection and waste assessment to ensure that only Permitted Wastes are accepted at the facility. The minimum requirements of the inspection are:

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

**Benefit of Compliance to Procedure:**

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

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| **Consequence of Non-Compliance to Instruction:**<br>• Injury/Death to employee<br>• Injury/Death to public/facility user<br>• Violations and/or fines from Regulatory Agencies | |
| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |

## APPENDIX 16

# Clean Up of Fuel/Oil Spills
## Standard Operating Procedure

**Purpose and Scope**

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

**Procedure/Standard**

***1.10.1.3 Definitions***

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

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

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

The steps in this procedure shall be as follows:

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

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

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

Contain the spill as follows:

- Protect drains by forming barriers and sealing drainage grates (eg using strong plastic bags partially filled with sand or water). The absorbent socks and pillows can be used to block off drains allowing water to go through but trapping the oil. Absorbent material has limited capacity and needs to be replaced regularly.
- If possible stop the spill from spreading by deflecting the oil into another container.
- Form barriers using absorbent material and place on the edge of the spill. (or use any other suitable and available materials, eg soil, sand).
- All used absorbent material is to be placed in drums or skips for transport and

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| disposal to the landfill area. Sand contaminated by oil is to be stockpiled on plastic sheeting in a bunded area.<br>• If sufficient product exists, hand pumps should be used and product transferred to a suitable container (lined drums, skips or tankers). Avoid the use of electrical equipment that could be the source of ignition. | |
| **Benefit of Compliance to Procedure:**<br>• Employee's safety protected<br>• Health and safety of public/facility user protected<br>• Impacts on the environment are minimised | |
| **Consequence of Non-Compliance to Instruction:**<br>• Injury to employee<br>• Injury to public/facility user<br>• Environmental pollution<br>• Violations and/or fines from regulatory agencies | |
| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |

## APPENDIX 17

# Depositing of Waste
## Standard Operating Procedure

**Purpose and Scope**

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

**Procedure/Standard**

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

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

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

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
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## APPENDIX 18

# Dust Management
## Standard Operating Procedure

**Purpose and Scope**

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

**Procedure/Standard**

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

It is the responsibility of the Council to ensure preventative measures are put in place to control the generation of dust. Such measures include –

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

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

- Complaints from adjoining property owners
- Improper use of landfill

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
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## APPENDIX 19

# Odour Management
## Standard Operating Procedure

**Purpose and Scope**

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

**Procedure/Standard**

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

It is the responsibility of the Council to ensure preventative measures are put in place to control the generation of odour. Such measures include –

- Examination of incoming loads to ensure only permitted wastes are accepted
- Ensuring household putrescibles waste is place in the transfer bins provided
- Placing of daily cover (VENM) at the end of the day's operations, ensuring the VENM completely covers the placed waste and is to a depth of at least 150 mm.
- Composting operations that include food waste are undertaken strictly in accordance with the approved methodology
- Animal carcasses are buried within the waste mass
- Routine inspections are undertaken in accordance with the EMP checklist (see **Appendix 23**) to ensure there are no areas of exposed waste resulting after storm events or site activities

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

- Complaints from adjoining property owners
- Improper use of landfill

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
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## APPENDIX 20

# Covering of Waste/Litter Control
## Standard Operating Procedure

**Purpose and Scope**

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

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

**Procedure/Standard**

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

**Covering of Waste –**

- The purpose of daily cover is to control litter, flies, rodents, birds and odour, to reduce the risk of fire and to improve the visual appearance of the landfill.
- The waste is to be covered with 150mm of inert soil at the end of each day. The material selected should preferably be free draining of a low clayey content. Highly permeable daily cover materials may be difficult to strip from the advancing the tipping face to ensure waste is placed against waste.
- It is important to thoroughly compact the waste prior to the placement of the cover material. A uniform, even surface will allow the placement of a controlled thickness of soil whereas an uncompacted or uneven surface results in a high percentage of soil being used.
- The cover material previously placed over the underlying layer of waste should be bladed off to expose the waste such that the newly placed waste is in direct contact with the old waste. The cover may be removed by a traxcavator or similar equipment.

1. **Windows in Cover Material**

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

2. **Litter Control**

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

   - Waste will be compacted and covered as per the covering frequency indicated above.
   - Daily inspection of litter/perimeter fences and clearing as required.
   - Signage will be placed at the entry/exit points to advise customers that if they drop or transport waste in a manner that could result in littering they may be liable for prosecution.

- Vehicles transferring rubbish to the site must have the waste material covered at all times.

3. **Reporting**

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

**Benefit of Compliance to Procedure:**

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

**Consequence of Non-Compliance to Instruction:**

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

| **Reviewed by:**<br>**Date:** | **Approved by:**<br>**Date** |
|---|---|

## APPENDIX 21

# Facility Evacuation
## Standard Operating Procedure

***Emergency Response***

1. Upon notification of an incident the Chief Warden determines the need for evacuation.

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

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

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

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

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

7. Prior to leaving the facility the Chief Warden accounts for all personnel including checking of all work areas.

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

9. The Chief Warden is to report the details of the event on an Incident Notification Report Form and refer to the Waste Management Coordinator.

Reviewed by: Date:
Approved by: Date:

| Emergency Checklist for Chief Warden | |
|---|---|
| Name of Chief Warden: | |
| Time at which potential emergency was raised: | |
| Location of potential emergency: | |
| Description of potential emergency: | |
| If Emergency is declared: | |
| Emergency declared | Time |
| ALERT signal activated | Time |
| If fire exists phone fire brigade on 000 | |
| If other emergency exists phone relevant emergency authority on 000<br><br>ambulance<br><br>police | |
| If site evacuation is necessary: | |
| Evacuation signal activated | Time |
| Deputy/ Area Wardens report evacuation is complete: | |

| Area | Warden | Area Evacuated | Comments |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|---|---|
| * Made contact with emergency service | Time |

## APPENDIX 22

# Pollution Incident Reporting
## Standard Operating Procedure

**Purpose and Scope**

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

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

Use Attachment A for general pollution incident reporting

Use Attachment B for leachate discharge/overflow reporting

**Primary Environmental Goal –** Preventing degradation of local amenity. Benchmark technique 36.

Procedure/Standard

1. If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release as a first response. (sand bagging, application of spill kit, shutting off the source, construction of temporary bunds/dam) Guidance can be found by referring to the SOP within the facility's Pollution Incident Response Management Plan.
2. If the incident presents an immediate threat to human health or property, Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone 000.
3. At an appropriate time, either during or after an incident, the company staff member, supervisor or Council officer shall record the following;
    - Type and nature of the incident (what happened)
    - Notification source and details
    - Details of the conversations that may ensue with staff, emergency services and authorities
    - Time events
    - Actions taken to mitigate the incident
    - Details of other actions during the course of the incident management

As soon as possible during or immediately following an incident notify the company site manager or Council's responsible officer of the incident and provide an update of the action initiated. Council to notify the EPA by telephoning the Environment Line service on 131 555. NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW are to be notified

The company staff member, supervisor or Council officer is to report the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident occurring and the report is to be referred to the responsible council officer for recording and reporting to the EPA.

### Post Incident

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

Following an incident, the company site manager or responsible Council officer, will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

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

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

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

Attachment:

A Pollution Incident Report form

B Leachate discharge/overflow Reporting Form

Benefit of Compliance to Procedure:

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

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies

| POLLUTION INCIDENT REPORT FORM (A) | | | |
|---|---|---|---|
| Date of Incident: | | Time of Incident: | |
| Nature of incident<br>Eg: Fire, Chemical spill. | | | |
| Location of incident<br>Where did it occur? | | | |
| Type and quantity of material involved | | | |
| Outline action initiated in response to incident | | | |
| Was it necessary to initiate the major incident notification protocol? | | | |
| Was the Community Notification and Communications Plan activated? | | | |
| Was action in accordance with SOP?<br>If not - why? | | | |
| Is there a need to review SOP in response? | | | |
| Date and time of details provided to the Waste Management Coordinator | | | |
| The name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort | | | |
| Name of Reporting Person | | | |
| Management Authorization……<br><br>Dated……. | | | |

| POLLUTION INCIDENT REPORT FORM (B)<br>Leachate Discharge/Overflow | | | |
|---|---|---|---|
| Date of Incident: | | Time of Incident: | |
| Nature of incident<br>Eg: leachate dam overflow, leachate spring eruption. | | | |
| Details of person reporting or witnessing the leachate discharge or overflow | | | |
| Location of incident<br>Where did it occur? | | | |
| Date and time of commencement of the discharge | | | |
| Assessed volume and concentration of discharge or overflow | | | |
| Period of time the discharge or overflow occurred | | | |
| Weather conditions at the time of the discharge or overflow. | | | |
| Daily rainfall in mm on the day of the discharge. Rainfall for the week prior to the discharge | | | |
| Most recent monitoring results of the chemical composition of the leachate. | Attach analytical results | | |
| Explanation as to why and how the discharge occurred | | | |
| Plan of Action to prevent a similar discharge | | | |
| The name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort | | | |
| Name of Reporting Person | | | |
| Management Authorization……<br><br>Dated……. | | | |

# APPENDIX 23

## EMP REPORTING CHECKLIST

### Environmental Monitoring Plan

The following procedures define the protocol for undertaking site inspection and audits at the Dorrigo Waste Management Centre with the aim of:

- minimising the likelihood of a pollution incident occurring
- identifying non-conformance with EPA licence conditions and to implement corrective actions where necessary
- identifying non-conformance with the Environmental Monitoring Plan (EMP) and the implementation of corrective actions

| Auditing and Inspection Program – Overview | | |
|---|---|---|
| Type of Audit | Frequency | Responsibility |
| Site Inspection | Daily, weekly, monthly, quarterly and after a rainfall event that causes significant run-off (>25mm event) | Site contractor and verified by Council's Waste Management Coordinator |
| Site Audit | Quarterly, six monthly | Waste Management Coordinator |
| EMP Audit | Annual | Manager Sustainability and Natural Resources |

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

| (1) Landfill | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Site Inspection Checklist – Landfill | | | | | | | | |
| **Date:** | | | | | | | **Inspected by:** | |
| **Issue** | Inspection Frequency and Acknowledgement | | | | | **Satisfactory Y/N** | **Action Taken** | **Comments** |
| Perimeter fence line secure and intact | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Stormwater management system – no evidence of scouring or erosion | Monthly/ After rain | | | | | | | |
| Site re-vegetation areas are in good condition – no exposed surfaces, erosion, leachate eruptions | Monthly | | | | | | | |
| Site vegetation control – no evidence of weed infestation | Monthly | | | | | | | |
| Intermediate cover applied to filled areas > 90 days. Covered area graded to stormwater management system. No ponding. | Quarterly | | | | | | | |

| (1) Landfill (continued) |
|---|

| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Site Inspection Checklist – Landfill | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Date:** | | | | | | | | **Inspected by:** | |
| **Issue** | Inspection Frequency and Acknowledgement | | | | | | **Satisfactory Y/N** | **Action Taken** | **Comments** |
| No evidence of erosion of the intermediate capping | Monthly/ After rain | | | | | | | | |
| No evidence of leachate eruption through the capped zone/landfill toe | Monthly/ After rain | | | | | | | | |
| Tipping face being kept to minimum size and configured and shaped for optimal waste placement.<br>Leachate diversion berms in place and functional | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Waste pushed up and daily cover applied at the conclusion of the day's operation. Stockpile of daily cover adequate for two weeks covering. | Daily | Week 1 | Week 2 | Week 3 | Week 4 | | | | |
| | | | | | | | | | |
| No evidence of litter eruption through the capped zone | Monthly | | | | | | | | |

| (1) Landfill (continued) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Site Inspection Checklist – Landfill | | | | | | | | |
| **Date:** | | | | | | | **Inspected by:** | |
| **Issue** | Inspection Frequency and Acknowledgement | | | | | **Satisfactory Y/N** | **Action Taken** | **Comments** |
| No evidence of litter beyond the active tipping area, including within drains, at the fence line and along the access roadway. | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| Condition and functionality of stormwater infrastructure is intact and operational | Monthly/ After rain | | | | | | | |
| No evidence of sedimentation discharge downstream of the licensed site | Monthly/ After rain | | | | | | | |
| Soil tracking onto road surfaces is minimal | Weekly/ After rain | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| No evidence of dust generation around perimeter of site | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |

(1) Landfill (continued)

| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Site Inspection Checklist – Landfill | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Date:** | | | | | | | **Inspected by:** | |
| **Issue** | **Inspection Frequency and Acknowledgement** | | | | | **Satisfactory Y/N** | **Action Taken** | **Comments** |
| No evidence of feral animal activity | Quarterly | | | | | | | |
| Surface of hardstand areas intact/repairs or rectification required | Monthly | | | | | | | |
| No evidence of vermin sightings/sound/droppings | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| Record of ”Incidents” up to date | Daily | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| No evidence of fly infestations at tipping face | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |

Confirmed by the Contractor’s Site Supervisor Satisfactory ☐ Unsatisfactory ☐
Date:

Verified by the Waste Management Coordinator Satisfactory ☐ Unsatisfactory ☐
Date:

## (2) Resource Recovery/Transfer Station

| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Site Inspection Checklist - Resource Recovery | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Date: | | | | | | | Inspected by: | |
| Issue | Inspection Frequency and Acknowledgement | | | | | Satisfactory Y/N | Action Taken | Comments |
| Unwanted chemicals and hazardous materials properly stored | Daily | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Roads and tipping platform free of dirt and debris<br><br>No accumulation of waste between the transfer bin and retaining wall | | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Transfer bin lids closed at end of shift | Daily | | | | | | | |

| Date: | | | | | | | Inspected by: | |
|---|---|---|---|---|---|---|---|---|
| Issue | Inspection Frequency and Acknowledgement | | | | | Satisfactory Y/N | Action Taken | Comments |
| Herbicides and pesticides stored satisfactorily. | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Fuel containers and fuel storage – secured/not leaking/properly sealed/bunded | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Stockpiles of combustible materials minimised such as tyres, plastics, paper, cardboard, oils. Fire safety zones provided and are intact | Daily | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Record of Incidents up to date | Daily | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Gas bottles are stored in accordance with Workcover and DECCW requirements. | Daily | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| **(2) Resource Recovery/Transfer Station (continued)** | | | | | | | | |
| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Site Inspection Checklist – Resource Recovery | | | | | | | | |
| Date: | | | | | | | Inspected by: | |

| Issue | Inspection Frequency and Acknowledgement | | | | | Satisfactory Y/N | Action Taken | Comments |
|---|---|---|---|---|---|---|---|---|
| Litter controlled around the facility | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |

Confirmed by the contractor's site supervisor ☐ Satisfactory ☐ Unsatisfactory

Date:

Verified by the Waste Management Coordinator ☐ Satisfactory ☐ Unsatisfactory

Date:

## (3) Green Waste Stockpiling and Processing Area

Bellingen Shire Council, Dorrigo Waste Management Centre
Site Inspection Checklist – Green Waste Stockpiling and Processing Area

| Date: | | | | | | | Inspected by: | |
|---|---|---|---|---|---|---|---|---|
| Issue | Inspection Frequency and Acknowledgement | | | | | Satisfactory Y/N | Action Taken | Comments |
| Hardstand areas, roads and unloading zone intact and trafficable | Weekly/ After rain | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Adjacent stormwater infrastructure clear of debris, litter and sediment accumulations | Weekly/ After rain | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| No evidence of vermin sightings/sound/droppings | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Good housekeeping – site tidy – litter collected | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| No evidence of leachate discharge | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Record of incidents up to date | Daily | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |

| (3) Green Waste Stockpiling and Processing Area | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Site Inspection Checklist – Green Waste Stockpiling and Processing Area | | | | | | | | |
| Date: | | | | | | | Inspected by: | |
| Issue | Inspection Frequency and Acknowledgement | | | | | Satisfactory Y/N | Action Taken | Comments |
| Processing of stockpiled green waste is occurring routinely and is moved off site | Quarterly | | | | | | | |
| Safety exclusion zones in place during mulching and materials loading | When mulching and loading | | | | | | | |
| Activities being contained within designated site area | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |
| Excessive dust not occurring during mulching | When mulching | | | | | | | |
| Contamination being controlled | Weekly | Week 1 | Week 2 | Week 3 | Week 4 | | | |
| | | | | | | | | |

| (3) Green Waste Stockpiling and Processing Area | | | | |
|---|---|---|---|---|
| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Site Inspection Checklist – Green Waste Stockpiling and Processing Area | | | | |
| Date: | | | Inspected by: | |
| Issue | Inspection Frequency and Acknowledgement | Satisfactory Y/N | Action Taken | Comments |
| Confirmed by the contractor's site supervisor<br>Date: | ☐ Satisfactory ☐ Unsatisfactory | | | |
| Verified by the Waste Management Coordinator<br>Date: | ☐ Satisfactory ☐ Unsatisfactory | | | |

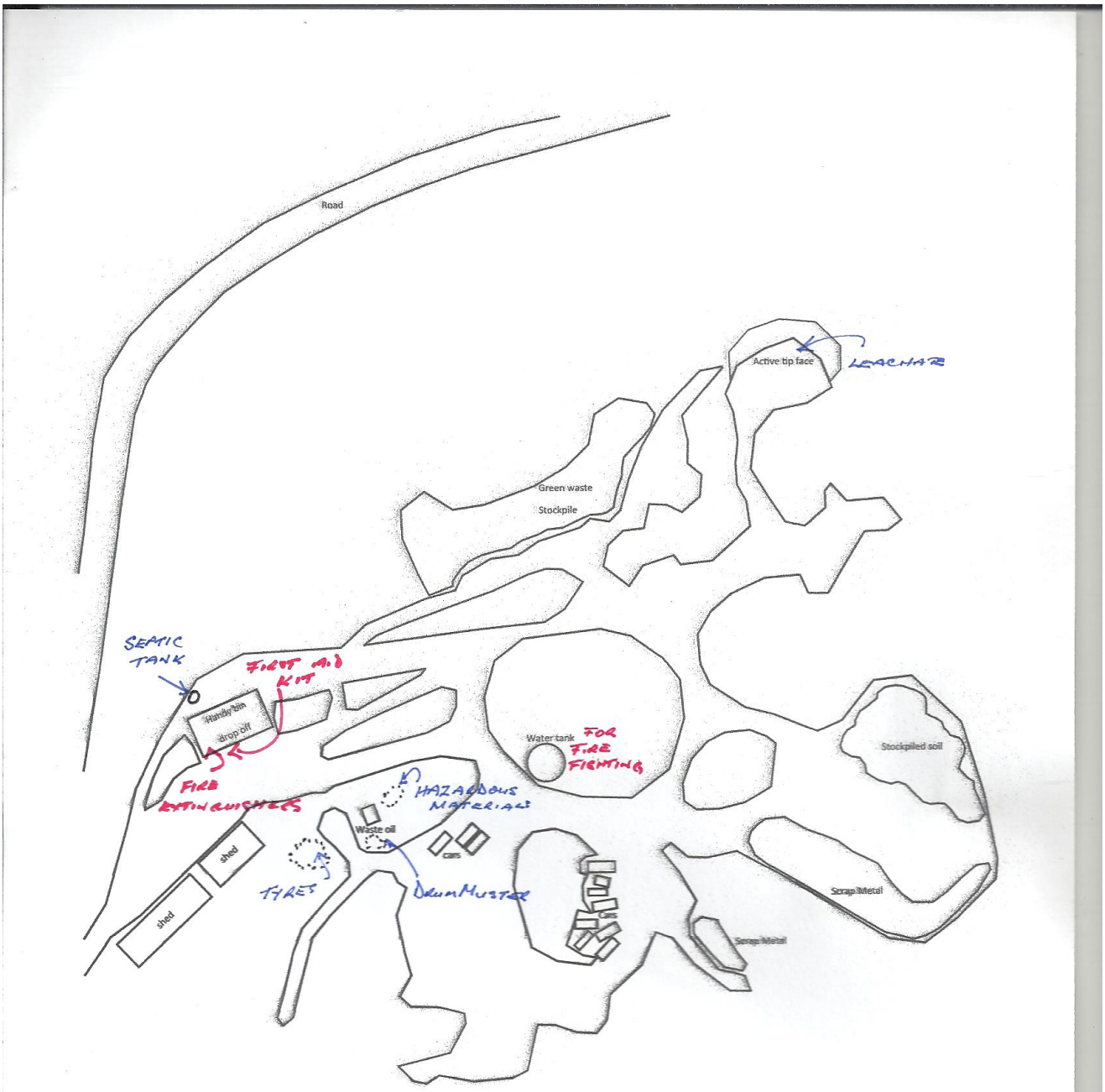
| Six Monthly Site Audit | | | | | |
|---|---|---|---|---|---|
| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Six Monthly Audit Checklist | | | | | |
| Date: | | | | Conducted by: | |
| Issue | Activity Frequency and Acknowledgement | | Satisfactory Y/N | Action Taken | Comments |
| Vermin – inspection undertaken | Quarterly | | | | |
| Fire Safety Certificate inspection undertaken for all essential fire safety equipment onsite. Fire breaks being maintained. | Annually | | | | |
| Activities confined to appropriate areas | Quarterly | | | | |
| Conditions of EPA licence for facility being met | Quarterly | | | | |
| Volumetric surveys undertaken | Six Monthly | | | | |
| Register of weekly EMP site inspections – current and complete | Six Monthly | | | | |
| Review of on-site procedures against EMP | Six Monthly | | | | |
| KPIs undertaken for the site management contractor. Performance review completed | Six Monthly | | | | |

| **Six Monthly Site Audit (Cntd)** | | | | |
|---|---|---|---|---|
| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Six Monthly Audit Checklist | | | | |
| Date: | | | Conducted by: | |
| Issue | Activity Frequency and Acknowledgement | Satisfactory Y/N | Action Taken | Comments |
| Annual inspection of stormwater infrastructure undertaken (corrective action initiated if required) | Annually | | | |
| Review of “incident” reports and corrective actions | Six Monthly | | | |
| Review of dust and sediment control requirements | Quarterly | | | |
| Verified by the Waste Management Coordinator ☐ Satisfactory ☐ Unsatisfactory<br>Date: | | | | |

| Annual Environmental Management Performance Audit | | | | | |
|---|---|---|---|---|---|
| Bellingen Shire Council, Dorrigo Waste Management Centre<br>Annual audit of EMP | | | | | |
| Date: | | | | Conducted by: | |
| Issue | Activity Frequency and Acknowledgement | | Satisfactory Y/N | Action Taken | Comments |
| Review of environmental monitoring records | Annual | | | | |
| Review of environmental management documentation including EMP, PIRMP, KPIs, registers and reporting | Annual | | | | |
| Interview with contractor and relevant Council staff to ensure an understanding of the EMP requirements are satisfactory | Annual | | | | |
| Review of non-conformance reports, weekly inspection checklist, six monthly audit | Annual | | | | |
| Identification and implementation of any improvements to the operation of the facility | Annual | | | | |
| Date:<br>Verified by the Manager Sustainability and Natural Resources ☐ Satisfactory ☐ Unsatisfactory | | | | | |

## Appendix 24

## Site Services and Infrastructure Plan




SITE SERVICES AND INFRASTRUCTURE PLAN

| | | |
|---|---|---|
| Bellingen Shire COUNCIL | Dorrigo Waste Management Centre | 5/7/2013 |
| | | A3 |

## Appendix 25

## Communications Recipient Schedule

| Affected Property | Name of Contact | Contact Details | Notes |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |