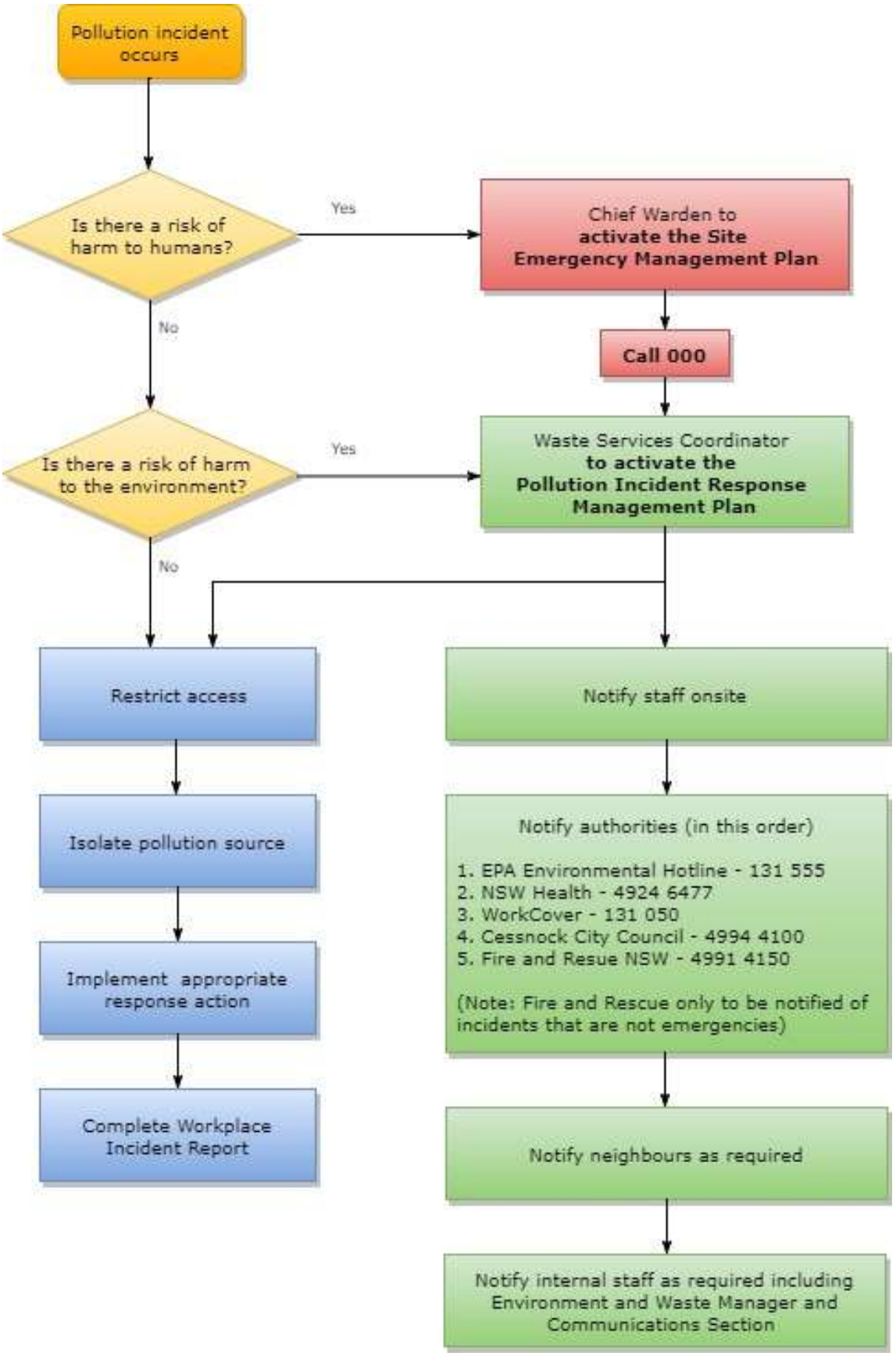
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

CESSNOCK WASTE MANAGEMENT CENTRE
Environment Protection Licence 6121

VERSION 47: September 2023

Copies of this plan can be obtained from Council's website www.cessnock.nsw.gov.au

Pollution Incident Response Summary



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Revision History

Version	Date	By	Details
1	December 2014	WY	Prepared to meet requirements of POEO Act
2	November 2016	ML	Review
3	January 2019	ML	Review - Updated to include changes to staff responsibility and the inclusion of the waste transfer station and Community Recycling Centre (CRC).
4	May 2020	KS/ML	Review- Updated to include an additional section detailing actions to undertake for each potential incident. Revision of testing, review and training section.
5	October 2021	KS	Updated to include new arrangements for leachate management
6	July 2022	TB	Tested and updated following environmental incident resulting from natural disaster.
7	September 2023	JA	Testing and Annual review

Testing History

Date	By	Details
November 2016	ML	Drill with MO, GH and RMc
November 2017	MO	Incident review
May 2018	MO	Incident review
January 2019	ML	Desktop review
September 2019	ML/MO	Incident review
March 2020	ML	Desktop review
July 2021	MR/MS	Desktop review
July 2022	TB	Desktop review
September 2023	JA	Desktop Review

1. INTRODUCTION

1.1 Purpose

This Pollution Incident Response Management Plan (PIRMP) has been developed to describe Cessnock City Council's (CCC) response to a pollution incident at the Cessnock Waste Management Centre (CWMC) and to meet the requirements of Part 5.7A of the Protection of the Environment Operations Act (POEO Act 1997) and Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation).

The purpose of the PIRMP is to provide a process for the management of pollution incidents and facilitate a coordinated response by ensuring timely communication to staff, the Environmental Protection Authority (EPA) and other relevant agencies.

This document has also been implemented and frequently tested, reviewed and update to also meet the requirements of the legislation and details included in the "Preparation of Pollution Incident Response Management Plans" document issued by the EPA.

1.2 Scope

The PIRMP covers the CWMC located at 1967 Old Maitland Road, Cessnock (-32°49'7", 151°23'4") including the operational landfill site, Community Recycling Centre, Push Pit area and surrounding bushland within the site footprint. The site operates under Environmental Protection Licence (EPL) 6121.

The plan includes a description of potential hazards, actions to be taken to prevent environmental harm and details of communication required in the event of an incident.

The plan applies to pollution events and/or a significant fire incident.

1.3 Definition of "Pollution Incident"

The definition of a pollution incident is:

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

A pollution incident is required to be reported if there is a risk of 'material harm to the environment', which is defined in Section 147 of the POEO Act 1997 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.

This PIRMP will be implemented immediately if a pollution incident occurs that causes or threatens material harm to the environment.

1.4 Availability of Plan

A copy of this plan is available on Council's website and a hard copy is available at the premises.

2. POTENTIAL ENVIRONMENTAL HAZARDS

2.1 Description of Hazards

Potential pollution incidents identified include air pollution, water pollution and land pollution incidents. Noise pollution is not included as a notifiable incident.

A risk assessment was undertaken at the licenced site covered by this plan. The purpose of the risk assessment was to:

- Identify hazards
- Identify hazardous events
- Assess the likelihood of the event to occur
- Assess any other factors that may increase the potential for an incident to occur
- Assess the impacts
- Assess the overall risk

The full risk assessment including the risk matrix used in the assessment is given in Appendix A. The risk assessment considers existing on-site controls which are outlined in Section 2.2 (Pre-emptive Controls) below. The results of the risk assessment are summarised below.

Pollution Type	Description	Ave. Risk
Air Pollution Incident	Dust – escape of significant dust offsite	Medium (4)
	Fire in landfill or stockpiles – smoke to atmosphere	
	Landfill gas – asset damage or failure	
	Landfill gas – migration to neighbouring properties	
	Asbestos dust – potential for human exposure	
Water Pollution Incident	Sediment runoff – discharge into a nearby watercourse.	Medium (4)
	Leachate – discharge into a watercourse.	
	Fuel or chemical spill – significant spill discharging to watercourse	
	Groundwater contamination by migrating leachate	
	Sediment runoff – discharged off site	
Land Pollution Incident	Sediment runoff – discharge to neighbouring property	Medium (4)
	Leachate – discharge to neighbouring property	
	Fuel or chemical spill – discharge of significant spill to neighbouring property	
Noise Pollution	Not included as a notifiable incident	

2.2 Pre-emptive Controls

The Cessnock Waste Management Centre has been designed to comply with current environmental regulations and is operated in accordance with the site's Environmental Protection Licence and Landfill Environmental Management Plan.

2.2.1 Dust Mitigation

Dust controls include:

- Sealed entrance road and roads within transfer station.

- Water cart permanently onsite and used for dust suppression as required.
- A road sweeper is engaged to clean entry and exit roadways as required.

2.2.2 Fire

Fire controls include:

- Regular removal of stockpiles from the site.
- Clear delineation and separation of stockpiled materials.
- Maintaining the minimum possible landfill face.
- Applying daily cover to the landfill face.
- Maintenance of firefighting equipment
- Water cart permanently on-site
- Training of staff on fire management
- Controlling site access
- Control of materials are accepted at the site

2.2.3 Landfill Gas

Landfill gas controls include:

- A landfill gas collection system and flare has been installed.
- Regular inspection and maintenance of the landfill gas collection system is completed by LMS.
- An emergency contact phone number has been provided for LMS
- Landfill gas infrastructure has been mapped (Appendix A, 6).
- Routine methane monitoring

2.2.4 Asbestos Management

The site is licenced to accept asbestos waste. Asbestos management controls include:

- Asbestos waste is managed in accordance with the Safe Work Method Statement (SWMS) 306 – Disposal of Special Waste (DOC2023/104864).
- Asbestos that is inadvertently brought to the site is managed in accordance with the SWMS.
- Weighbridge operator ask customers if they have asbestos waste in the load at presentation.
- Signage at site and information provided to the community about correct disposal of asbestos.

2.2.5 Surface Water Management

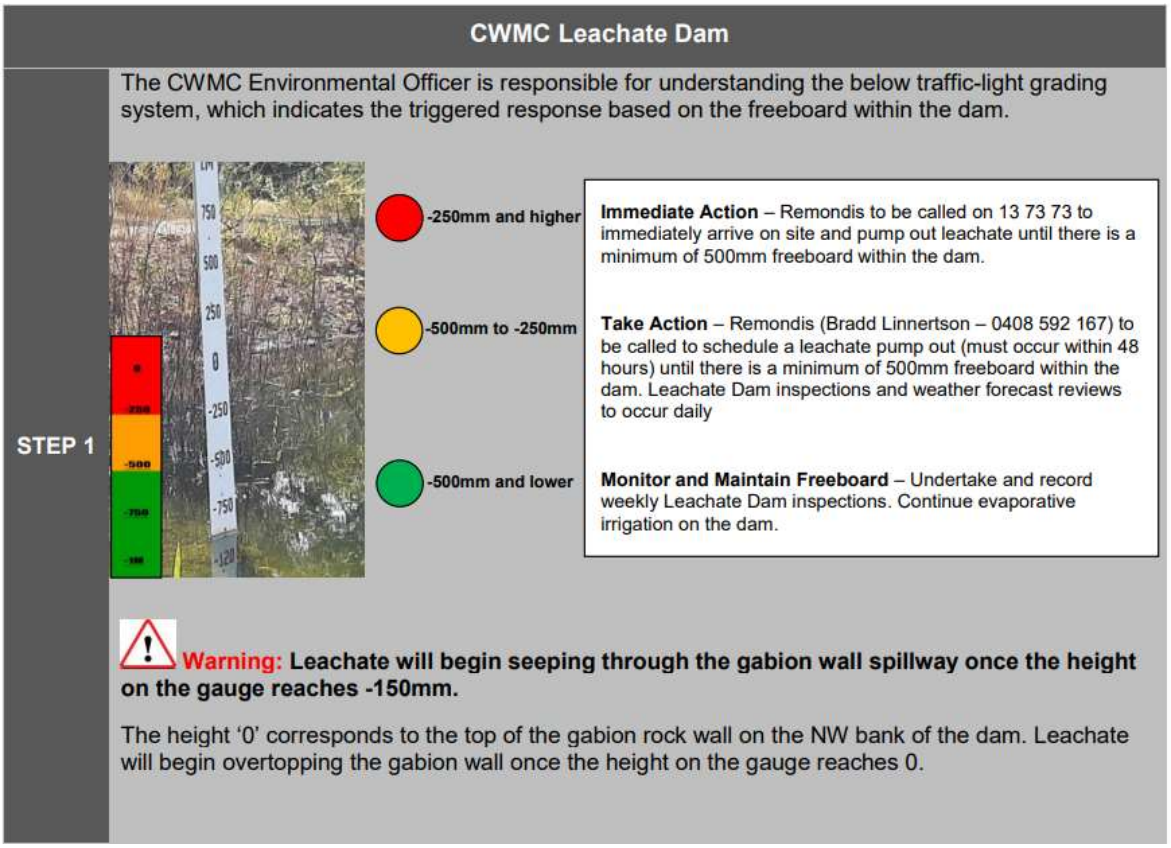
Surface water management controls include:

- All stormwater runoff on the site is directed to the relevant sediment control dams.
- All fuelling of plant and equipment is carried out on site via mobile service vehicle operated from the Works Depot in accordance with the SWMS for On-site Refuelling.
- Sediment dam levels are managed to ensure adequate freeboard within the dam. This includes regular inspection by Site Supervisor and the use of water on site for dust suppression when levels increase. Sediment Dam levels are also managed by undertaking a planned discharge, authorised by the Environmental Landfill Officer in accordance with the Sediment Dam Planned Discharge Procedure (TRIM Ref DOC2022/166409).

2.2.6 Leachate Management

Leachate controls include:

- Leachate levels are managed to ensure adequate freeboard within the dam through tanker truck pump outs and evaporation sprinkler systems. Regular inspections are undertaken by the Site Supervisor and Environmental Landfill Officer in accordance with the Leachate Dam Management Procedure (TRIM Ref DOC2022/095905). The procedure includes a traffic-light grading system, which indicates the triggered response based on the levels of freeboard within the dam.



- Additional controls include regular inspections of stormwater drains and runoff pathways surrounding the leachate dam to ensure rainfall runoff does not enter the dam. Civil works are undertaken as required to maintain clear drains and stormwater diversions.

2.2.7 Fuel and Chemical Management

Fuel and chemical management include:

- All fuelling of plant and equipment is carried out on site via mobile service vehicle operated from the Works Depot in accordance with the SWMS for On-site Refuelling.
- All chemicals onsite are appropriately stored.
- Waste chemicals are stored in dedicated receptacles in CRC (oils and paints) or in bycatch cabinets. These are removed by an EPA appointed contractor.
- Any oil or chemical spills will be isolated and cleaned up using onsite spill kits. Once absorbed, materials will be appropriately disposed of.

2.3 Inventory of Pollutants

Pollutant	Location	Volume	MSDS Available
Leachate	Dedicated storage dam	Up to 8.5 ML	N/a
Sediment	Dedicated storage dams	Up to 5.4 ML – Dam A Up to 9.7 ML – Dam C	N/a
Waste oil	Dedicated receptacles in Community Recycling Centre (CRC)	Up to 2,000 litres	Stored at CRC
Waste paint	Dedicated receptacles in CRC	Up to 2,000 litres	Stored at CRC
Waste chemicals	Dedicated bycatch cabinets in CRC	Up to 500 litres	Through WHS system

Asbestos	Pre-arranged booking system for incoming loads which are immediately buried	Up to 80 tonnes per annum	No (SWMS used)
Fuel and oil used in plant	Stored in plant and onsite	Up to 1,000 litres	On WHS system
Chemicals used on site (truck wash and cleaning products)	Stored within staff amenities, weighbridge office, wash-down bay and storage container.	Up to 20 litres	On WHS system

2.4 Safety Equipment

Plant and equipment are available to create bunding in the event of significant sediment run off or a fuel spill using materials available on site.

Any material used for bunding will be assessed in accordance with the Waste Classification Guideline for appropriate disposal.

Inspections of safety equipment are undertaken periodically by Site Supervisor.

Safety Equipment	Location
Personal protective equipment	With staff and at CRC
Spill kits	CRC, mixed waste push-pit and shed (spare – general purpose)
Fire extinguishers	Weighbridge, CRC, staff amenities, mobile plant and mixed waste push-pit
Fire hose reel	Mixed waste push-pit
Defibrillator	Weighbridge
Safe work method statements	Site office and Council's record system

3. INCIDENT RESPONSE

3.1 Council Personnel for Activation of Plan

Council personnel responsible for the site are detailed below. The Waste Site Supervisors responsible for activating this plan in the event of an incident. Activation of the plan should always be decided in consultation with the Environment & Waste Manager and the Waste Services Coordinator.

Title	Name	Contact Number
Waste Site Supervisor	[redacted]	[redacted]
Collection Supervisor	[redacted]	[redacted]
Waste Services Coordinator	[redacted]	[redacted]
Environmental Landfill Officer	[redacted]	[redacted]
Environment & Waste Manager	[redacted]	[redacted]
After hours		4993 4100

Names and contact numbers redacted for privacy

3.2 Incident Response Actions

Each situation will need to be assessed and responded to in a manner, which is appropriate for the circumstances of the incident, using the steps outlined below. More detailed information for specific incidents are provided throughout the section.

The pollution events that are most likely to occur are those associated with spills and extreme weather events that may cause an overflow into surrounding areas or a significant landfill fire with potential to produce offensive or hazardous fumes.

In the event of a pollution incident the response should be as follows:

Step 1: Emergency Response – Ensure all staff and people on site are safe.
Step 2: Emergency Response – Contain the incident / pollution source where possible.
Step 3: Notify the Waste Site Supervisor
Step 4: Notify the Waste Services Coordinator
Step 5: Waste Services Coordinator to undertake a risk assessment of the incident / site to determine if there is a risk to people, property and/or environment and initiate the appropriate response.
Step 6: Waste Services Coordinator to complete the notification procedure required in Section 4, or delegate to an appropriate staff member.

3.2.1 Step 1 Emergency Response - Minimising Harm to Persons

At all times minimising harm to persons shall be a priority.

The Emergency Management Plan will be activated in the event of a significant pollution incident, where there is an appreciable risk to the health and safety of site staff and visitors. Emergency evacuation plans are located within each building at the site.

The primary person at the pollution incident (being the first person at the site of the incident), where safe to do so, will initiate a response to ensure that any immediate threat to human health is reduced. All members of the public in the immediate vicinity should be directed away from potential danger and asked to proceed over the weighbridge and to the emergency assembly point.

The primary person may also be instructed to cordon off the site to restrict further access to the area and prevent others from entering the area.

3.2.2 Step 2 Emergency Response – Contain Pollution Source

The primary person, where safe to do so, will initiate a response to reduce any pollution impact on the environment. This includes, where possible, stopping the pollution source or initiating spill containment measures.

3.3 Assessing the Risk

It is the Waste Services Coordinator's responsibility to assess the risk of each incident and initiate an appropriate response. Incidents can be assessed as either low, medium or high risk.

3.3.1 Low Risk Incidents

Low risk incidents include those that have a localised impact and present a low risk to human health and minimal long-term impact on the environment if addressed appropriately. Examples include: soil pollution incidents, uncontained asbestos in waste stream, and landfill gas levels above guideline levels.

Low risk incidents can be managed by the Waste Services Coordinator assigning appropriately trained staff or contractors to the area to contain the incident/pollution and clean up as appropriate. The localised area is to be cordoned off to prevent access.

3.3.2 Medium Risk Incidents

Medium risk incidents include those where there is a potential for human health or the environment to be negatively impacted. These include stockpile fires with non-hazardous smoke or a significant fuel or chemical spill in an area frequented by the public.

Medium risk incidents require site evacuation procedures to be enacted due to the risk to public safety.

The Waste Services Coordinator is to announce over two-way radio or mobile phone that a site evacuation is in place and all staff and members of the public are to muster at the emergency assembly point.

- All staff on site must go to the emergency assembly point and direct any members of the public on the site to that point also;
- The Site Supervisor (Chief Warden) is to ensure that no one is left on site and then if it is safe to do so ensure that all members of the public, who care to do so, can safely leave the facility.
- The facility is to be closed and appropriate signage is to be displayed.

3.3.3 High Risk Incidents

High risk incidents require site evacuation and potentially consultation with surrounding property owners. These incidents have the potential to severely impact human health and cause environmental harm. An example includes a landfill fire with the generation of toxic smoke.

When faced with a high-risk incident, the Waste Services Coordinator is to:

- Direct all staff on site to the emergency assembly point and direct any members of the public on the site to that point also;
- The Site Supervisor (Chief Warden) is to ensure that no one is left on site
- Once at the emergency assembly point, on direction of the Waste Services Coordinator, the Site supervisor is to contact Emergency Services and if necessary, a staff member or emergency services will contact neighbouring properties
- The facility is to be closed and appropriate signage is to be displayed
- Once emergency services have the situation under control and it is considered safe, the site will be re-opened at the direction of the Waste Services Coordinator.

3.4 Specific Incident Response

3.4.1 Chemical/Oil Spills (Small)

In the case of a spill of a hazardous material on site, the following actions should be undertaken in conjunction with the more general actions listed above.

Only persons trained in chemical spill control techniques shall attempt to clean up spills.
Small spills are defined as spills where the identity of the material is known, the quantity is minor and sufficient resources (personnel and equipment) are onsite to contain and clean up the spilled material.

1. Move customers away from the area and upwind of spill.
2. Avoid all contact with the spilled material.
3. Wear PPE (Chemical boots, respirator, goggles, gloves, apron).
4. Contain the spill using chemical absorbent material in spill kit or soil. Where possible dry clean-up methods are only to be used.
5. Pick up material and put into a designated container for appropriate disposal.
6. Label the container with details of contents if known (i.e. chlorine bleach and clay).
7. Place the container into the relevant dangerous goods cabinet.
8. Notify Waste Services Coordinator and Environment and Waste Manager of the incident and provide an update of actions.
9. Report the details of the spill in an incident report including:
   - Type and quantity of spilled material;
   - Location, time and date;
   - Description of the actions taken to contain and clean up the spilled material.

3.4.2 Chemical /Oil Spill (Large)

In the event of a major spillage, contamination to workers or other emergency (e.g. fire), the following procedure shall be followed:

1. The area around the spill should be evacuated at once.
2. Keep away until the chemical is identified.
3. Stay upwind - Avoid breathing gas, fumes, mist or dust.
4. Avoid contact with material.
5. Treat any persons as per injury management section below.
6. Inform Site Supervisor (Chief Warden)
7. Determine the identity of the substance(s) and obtain their Material Safety Data Sheets (MSDS). Observe HAZCHEM precautions.
8. Stop leak if safe to do so. Prevent spillage from entering drains if possible by using spill kits.
9. Notify Emergency Services by calling 000.
10. Isolate the affected area by erecting a temporary barricade and prevent other persons entering the area.
11. Site Supervisor (Chief Warden) will assess the need to evacuate the area or facility. If required evacuate the facility in accordance with the Waste Management Site Emergency Plan (DOC2018/035487)
12. Do not attempt to decontaminate the area. Leave this either to the staff who have been trained to deal with the situation or to emergency services.

13. Notify Waste Services Coordinator and Environment and Waste Manager of incident and provide an update of actions.
14. In the case of fire, every effort must be made to prevent undue spreading of contamination. However, fire-fighting must take precedence over the control of contamination.
15. Incident site should not be disturbed until the relevant authorities has given the appropriate clearance.
16. Normal work must not be resumed until the Site Supervisor (Chief Warden) is satisfied that it is safe.
17. Report the details of the spill as in Small Spills procedure.

3.4.3 Fires

Location, number and type of fire extinguishers on the site

1. Community Recycling Centre – AB(E)(1x) and Wet Chemical(1x);
2. Staff Amenities Building – AB(E) (1x) and fire blanket (1x);
3. Mixed Waste Push-Pit – AB(E) (3x);
4. In each item of plant – AB(E) (1x each)

Be sure to use the correct fire extinguisher for the type of fire

Building or Structural Fire

1. Remove anyone in immediate vicinity, if it is safe to do so.
2. Try to extinguish the fire with the correct equipment, but do not take unnecessary risks.
3. Notify the Site Supervisor (Chief Warden).
4. Site Supervisor (Chief Warden) to assess the situation, and commence evacuation if deemed necessary.
5. Notify Emergency Services via 000 (state the exact location and details of the fire).
6. Notify Council Customer Service on 4993 4100.
7. Wait for emergency services to arrive and assess the situation.
8. Notify, by telephone, the Waste Services Coordinator and Environment and Waste Manager of the incident and provide an update of the action undertaken.
9. Wait for approval from Emergency Services before re-entering the site.
10. Liaise with Emergency Services whether the site is safe to be re-opened.
11. If site to remain closed but personal belongings are located on the site, re-enter the site and obtain personal belongings after approval from Emergency Services.

Fire in stockpile or active tip-face

1. Remove all customers and workers from the tip-face or stockpile fire
2. Try to extinguish the fire with the extinguisher located on the plant equipment, but do not take unnecessary risks.
3. Notify the Site Supervisor (Chief Warden).
4. Site Supervisor (Chief Warden) to assess the situation, and commence evacuation of area or site if deemed necessary.
5. Notify Emergency Services via 000 (state the exact location and details of the fire).
6. Keep all unauthorized people away from the area of the fire whilst protecting personal safety.
7. Notify Council Customer Service on 4993 4100.
8. Wait for emergency services to arrive and assess the situation.
9. Notify, by telephone, the Waste Services Coordinator and Environment and Waste Manager of the incident and provide an update of the action undertaken.
10. Wait for approval from Emergency Services before re-entering the site.
11. Liaise with Emergency Services whether the site is safe to be re-opened.
12. Record details of the fires in the Fire Record Reporting Spreadsheet (DOC2023/147533).

Vehicle Fire

1. Ensure all workers or customers have safely exited the vehicle.
2. Try to extinguish the fire with the extinguisher located on the plant equipment, but do not take unnecessary risks.
3. Notify the Site Supervisor (Chief Warden).
4. Site Supervisor (Chief Warden) to assess the situation, and commence evacuation if deemed necessary.
5. Notify Emergency Services via 000 if necessary (state the exact location and details of the fire).
6. Keep all unauthorized people away from the area of the fire whilst protecting personal safety.

7. Notify, by telephone, the WSC and EWM of the incident and provide an update of the action undertaken.

Fire in vehicle load
This refers to a vehicle loaded with waste which is either on fire, smouldering or smoking prior to unloading the vehicle.

1. Direct the driver to dump the material in a clear area that is away from the landfill face and clear of any vegetation and/or debris.
2. Notify the Site Supervisor (Chief Warden).
3. Should it not be possible to move the vehicle to a clear space assess the situation and determine if evacuation of the area or site is required.
4. Notify Emergency Services via '000' if necessary (state the exact location and details of the fire).
5. Keep all unauthorized people away from the area of the fire whilst protecting personal safety.
6. If possible spread out the load and extinguish the fire using the correct extinguisher type, water or placing soil on top of the fire.
7. Notify, by telephone, the Waste Services Coordinator and Environment and Waste Manager of the incident and provide an update of the action undertaken.
8. Once fire is determined to be completely out, Chief Warden shall assess the content of the waste to determine if any hazardous materials are present. Once safe to do so the waste shall be transferred to the Landfill.
9. Where hazardous wastes are involved contact the NSW Fire Brigade by telephoning '000' and request their attendance.

3.4.4 Leachate Incident

All runoff from the landfill area should be treated as leachate. In the event of a leak or spillage of leachate the following actions should be undertaken in addition to the general actions given above. A spillage of leachate may arise as a result of the leachate dam overflowing, or broken leachate drains/pipes.

In the event of a leachate collection system failure, the system(s) concerned is to be isolated, and the leachate is to be collected and removed. Depending on the severity of the failure, the full system may need to be emptied and repaired to eliminate the problem. Council does not currently have a contract with any waste removal service companies. Below is a list of companies that can be contacted in the event of a spill or overflow incident.

- Remondis: 13 73 73.
- Solo Resource Recovery: 1300 46 76 56

If the leachate pond overflows, or there is a failure of the leachate pond which permits the escape of leachate, the following action should be taken:

- Isolate the area and ensure there is no access
- If possible, stop the leachate from moving off site or entering any watercourse/drainage line
- Arrange a tanker to take the excess leachate to a nearby treatment facility.
- Report incident in accordance with the PIRMP and the Environmental Protection Licence

3.4.5 Dust Generation

Significant dust emissions on site should be remedied promptly.

Dust emissions can be controlled by:

- Water spray on unsealed roads
- Wetting down of stockpiles
- Advising vehicle to reduce their speed

Which dust control measures are implemented will depend on the activities occurring on site and will involve:

- Increasing the frequency at which the water cart is wetting down exposed areas and stockpiles

- Increasing the frequency at which the water cart is wetting down unsealed surfaces
- Modifying any site activities that are causing excess dust
- Immediately cleaning up spills of materials that generate dust.

4. INCIDENT NOTIFICATION

4.1 Notification of External Parties

In the event of a pollution incident that is causing or threatens to cause material harm, the authorities listed must be immediately verbally notified in the order below.

Waste Services Coordinator is to complete the notifications below, or delegate to an appropriate staff member. Council's Human Resource Manager, or delegate, will liaise with SafeWork, where applicable.

Sequence	Contact		Details
1	Emergency Services	Police, Fire, Ambulance	000 (24 hours)
2	EPA	Environment Hotline	131 555 (24 hours)
3	NSW Health	Hunter New England Health Public Health Unit - Newcastle Office	4924 6477 (diverts to John Hunter Hospital after hours – ask for Public Health Officer on call).
4	SafeWork		131 050 (24 hours)
5	Cessnock City Council	Customer Service Section	4993 4100
6	Fire and Rescue NSW	To be notified of an incident that is not an emergency	4991 4150

Note: Phone numbers are current as at the date of this document

4.1.1 Information Required for Notification

When notifying the relevant Authorities, state that you are calling to advise of a pollution incident and provide the following information (if known):

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

Any required information that is not known when the incident is notified must be notified to the relevant Authorities immediately once it becomes known.

4.1.2 Records of Notification

When each of the relevant Authorities are notified, the following must be recorded:

- The time of the call;
- The date of the call;
- Incident/reference numbers given by the relevant Authority;
- The name of the operator;
- Information provided; and
- If further notification is required.

4.2 Communicating with Neighbours and Local Community

The site has signage indicating contact details for community feedback.

Waste Services Coordinator is to communicate with neighbours, or delegate to an appropriate staff member.

In the event of a reportable incident, neighbouring properties will be advised of the situation via phone or in person by door knocking. If unable to be contacted a message will be left or information left under the door.

Neighbours will be updated on the situation via phone or door knocking.

There are limited rural premises in the area surrounding the Cessnock Waste Management Centre. A potential pollution incident is unlikely to affect neighbours. The nature of the incident and environmental factors such as wind direction will determine the most appropriate properties to be notified.

Notifications could include advice to take the following precautions:

- Air pollution - close windows and doors and do not use air conditioning
- Water pollution - avoid the use of water downstream from the site for human use or stock.

5. DOCUMENT ADMINISTRATION

5.1 Testing and Review

The plan is tested and reviewed to assess that it is current and can be implemented in an effective manner.

Testing and review will be undertaken by the Waste Services Coordinator, or delegated to an appropriate staff member.

Testing is undertaken at a minimum once every twelve months. The scenarios tested will be obtained from the hazards identified in this plan and those with the highest risks will be tested as a priority. Methods may include a drill or a review.

The PIRMP must be tested within one month of any pollution incident occurring.

The PIRMP will be reviewed annually and if significant changes are made to plant and equipment at the premises or the operation of the premises.

The PIRMP may be reviewed: -

- within one month of any pollution incident (or near miss) occurring,
- when legislative requirements are changed.

Records of testing will be retained in Council's Content Management System and will include:

- the manner in which the test was undertaken
- the date when the plan has been tested
- the person(s) who carried out the testing
- details of any action or changes required to the PIRMP.

5.2 Staff Training

Effective implementation of the plan requires communication with all relevant employees. Training of staff will ensure that staff are aware of the plan and how to implement it in the event of a pollution incident.

Training will be coordinated by the Waste Services Coordinator, or delegated to an appropriate staff member.

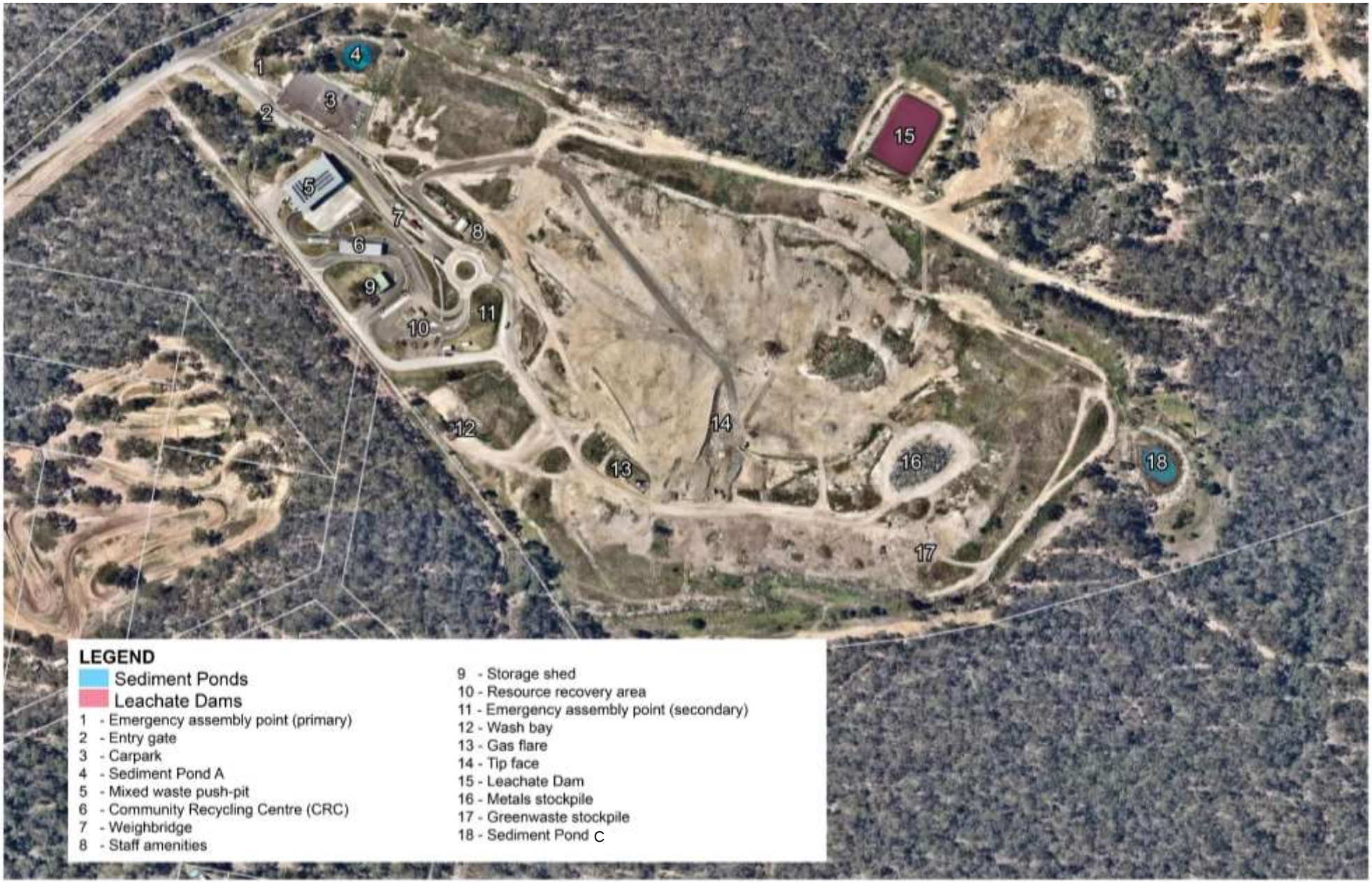
All staff will be trained in the PIRMP at a minimum once every 6 months. Training can occur via Toolbox meetings, specific sessions or as training exercises, as needed.

Records of training will be maintained and will detail who undertook and delivered the training, as well as the content that was communicated.

6. MAPS

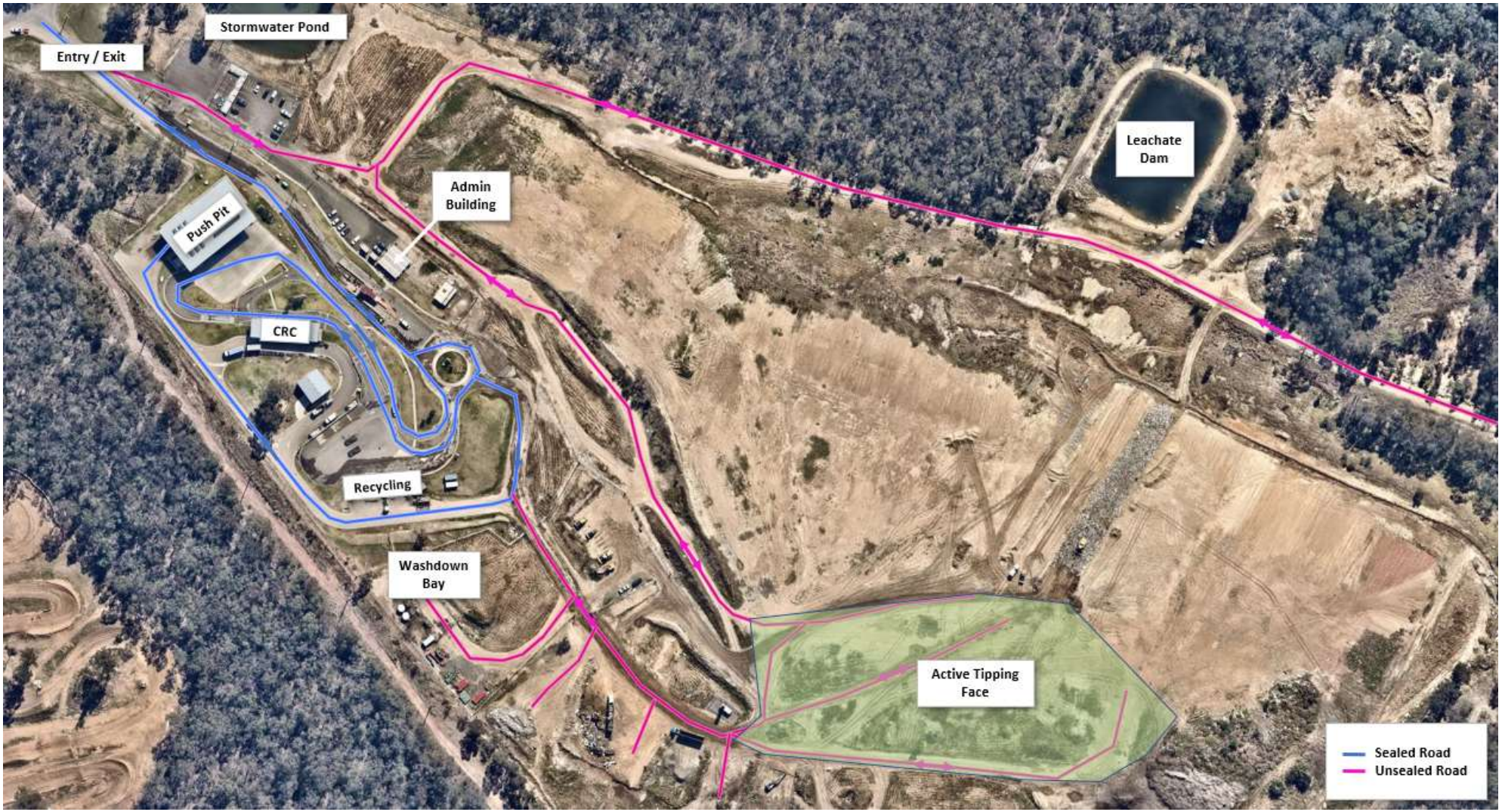
6.1 Site Location

6.2 Site Map – Pollution Sources

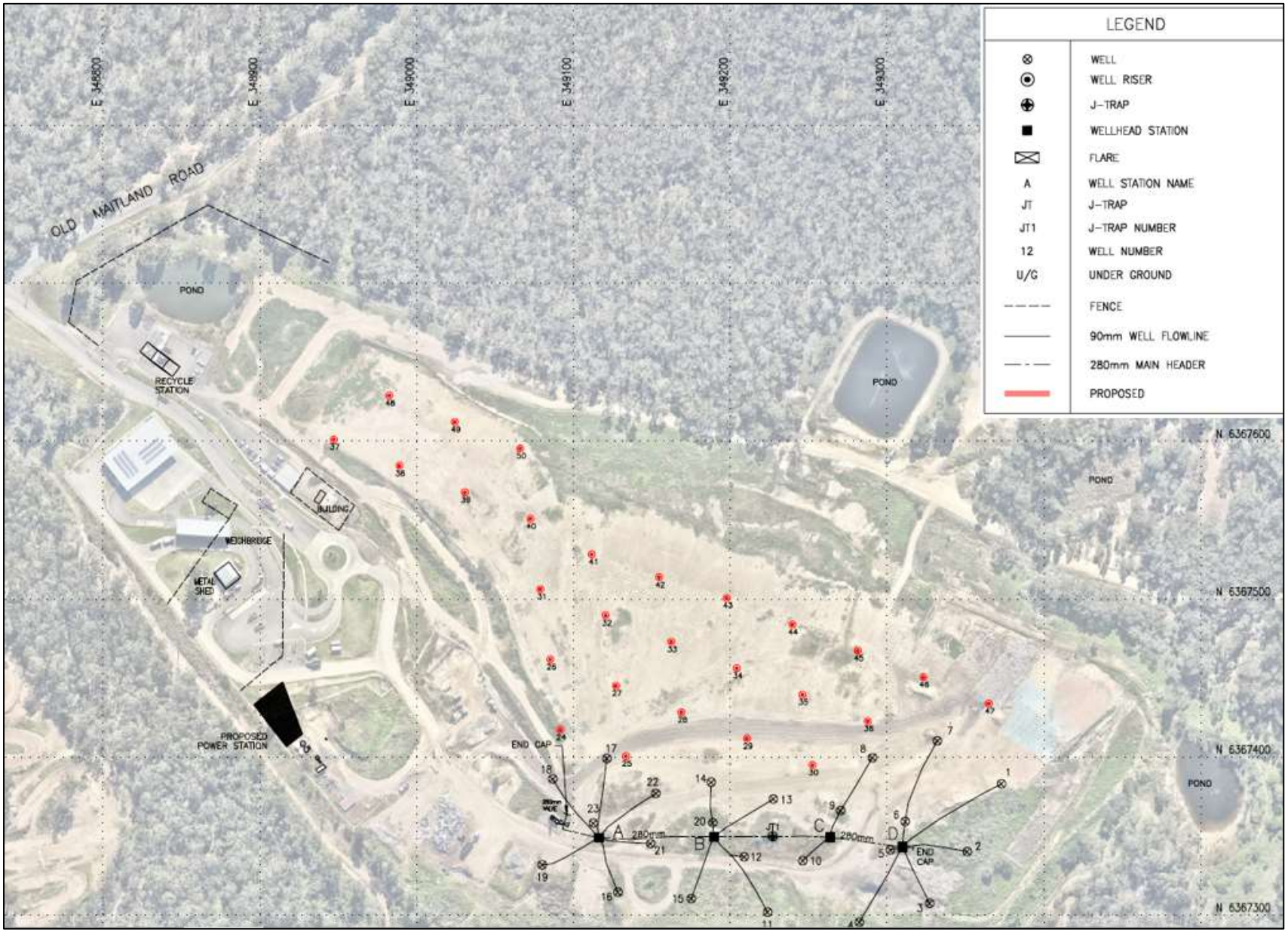


6.3 Site Drainage

6.4 Site Map


Stormwater Pond
Entry / Exit
Leachate Dam
Admin Building
Push Pit
CRC
Recycling
Washdown Bay
Active Tipping Face
Sealed Road
Unsealed Road

6.5 Gas Infrastructure



Appendix A - Risk Assessment

Type of pollution	Hazard	Likelihood	Events of circumstances that will increase likelihood	Impact	Assessed Risk
Water Pollution	Overflow of leachate pond into waterway	Unlikely	High rainfall for extended period (ephemeral waterways in close proximity only)	Medium	Medium (4)
	Overflow of sediment pond into waters	Unlikely	High rainfall for extended period (ephemeral waterways in close proximity only)	Minor	Minor (5)
	Groundwater contamination by migrating leachate	Likely	Close proximity to bore Highly permeable subsurface Failure of leachate collection system	Medium	Medium (3)
	Runoff of sediment laden waters from disturbed areas of site to environment/ neighbouring property	Likely	High rainfall event and loss of site drainage controls	Minor	Medium (4)
	Chemical, fuel or oil spill entering waterway/waterbody	Unlikely	High rainfall event Waste oil and hazardous waste stored/collected incorrectly	Medium	Medium (4)
Land Pollution	Soil pollution as a result of a fuel, chemical or oil spill	Likely	Waste oil or chemicals store incorrectly or inadvertently deposited into landfill	Minor	Medium (4)
	Soil pollution as a result of runoff of sediment laden water	Likely	High rainfall event reducing capacity of sediment dams Change in site drainage as a result of site activities	Minor	Medium (4)
	Leachate discharge to soil/environment/ neighbouring property	Likely	High rainfall event. Failure of leachate collection system	Medium	Medium (4)
Air Pollution	Fire in the landfill or stockpiles	Likely	Illegal access into the site	Medium	Medium (3)
	Methane gases above permitted levels	Unlikely	Fault within the methane collection system	Medium	Medium (4)
	Excessive dust generation	Unlikely	Excessive wind and unavailable water	Minor	Minor (5)
	Other toxins, particulates emitted into the air e.g. Asbestos fibres.	Unlikely	Procedures not correctly followed for asbestos disposal	Medium	Medium (5)

RISK MATRIX

Hierarchy Of Controls
1. Elimination of Hazard
2. Substitution e.g. of equipment or substance
3. Isolation e.g. distance or enclosure
4. Engineering e.g. guarding with cut of switch
5. Administration e.g. signage, written procedures
6. Personal protective equipment e.g. safety glasses

	LIKELIHOOD				
	Risk Matrix How severely could it hurt someone or damage the environment	Very Likely Could happen anytime	Likely Could happen sometime	Unlikely Could happen, very rarely	Very Unlikely Could happen, probably never will
CONSEQUENCE	Catastrophic OHS – Death, permanent disability, disease. Environmental – extreme community dissatisfaction, extreme pollution, toxic release, requires outside assistance.	1	1	2	3
	Major OHS – Extreme injury, long term illness Environmental – high level of community discontent, severe pollution extending beyond site.	1	2	3	4
	Medium OHS – Medical attention, several days off work. Environmental – frequent community complaints, significant pollution onsite, contained with assistance.	2	3	4	5
	Minor OHS – First Aid Environmental – occasional community complaints, low level pollution and controlled onsite.	3	4	5	6

Consequence	Likelihood
When completing risk assessment use risk score matrix and follow the process below for the following scores.	
If 1 or 2 Major	Do not commence job, see coordinator/section manager. Formal risk assessment and safe work method statement
If 3 or 4 Medium	Use developed safe work method statement or standard operating procedure.
If 5 or 6 Minor	Job can proceed without work procedure

Appendix B – Document Directory

This Appendix details information required for inclusion in the PIRMP under Section 153C of the POEO Act 1997 and clause 98C of the POEO (General) Regulation 2009 - Chapter 7, Part 3A and details where the information is located in this document.

Section	Detail Required	Section covered
Protection of the Environment Operation Act 1997		
153A	Duty of a licence holder to prepare a PIRMP	Section 1.1
153C (a)	The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to: (i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, and (ii) The local authority for the area in which the premises to which the EPL relates are located and any area affected, or potentially affected, by the pollution, and (iii) Any persons or authorities required to be notified by Part 5.7 (of the POEO Act)	Section 4
153C (b)	A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant EPL to reduce or control any pollution,	Section 3
153C (c)	The procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made,	Section 4
153D	Licensee must ensure that the PIRMP is kept at the premises	Section 1.4
153E	Licensee must ensure that PIRMP is tested in accordance with the regulations	Section 5.1
153F	Licensee must immediately implement PIRMP if a pollution incident occurs	Section 3 & 4
POEO (General) Regulation 2009		
98C (1)(a)	a description of the hazards to human health or the environment associated with the activity to which the licence relates (the relevant activity)	Section 2.1
98C (1)(b)	the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Appendix A
98C (1)(c)	details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity,	Section 2.2
98C (1)(d)	an inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Section 2.3
98C (1)(e)	the maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates,	Section 2.3
98C (1)(f)	a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident,	Section 2.4
98C (1)(g)	the names, positions and 24-hour contact details of those key individuals who— (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the Act, and (iii) are responsible for managing the response to a pollution incident,	Section 3.1
98C (1)(h)	the contact details of each relevant authority referred to in section 148 of the Act,	Section 4.1

98C (1)(i)	details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,	Section 4.3
98C (1)(j)	the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on,	Section 3.2
98C (1)(k)	a detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,	Section 6
98C (1)(l)	a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk,	Section 3.2 & 4.2
98C (1)(m)	the nature and objectives of any staff training program in relation to the plan,	Section 5.2
98C (1)(n)	the dates on which the plan has been tested and the name of the person who carried out the test,	Testing History
98C (1)(o)	the dates on which the plan is updated,	Revision History
98C (1)(p)	the manner in which the plan is to be tested and maintained.	Section 5.1
98D (1)	A plan is to be made readily available— (a) to an authorised officer on request, and (b) at the premises to which the relevant licence relates, or where the relevant activity takes place, to any person who is responsible for implementing the plan.	Section 1.4
98D (2)	A plan is also to be made publicly available in the following manner within 14 days after it is prepared— (a) in a prominent position on a publicly accessible website of the person who is required to prepare the plan, (b) if the person does not have such a website—by providing a copy of the plan, without charge, to any person who makes a written request for a copy.	Section 1.4
98E (1)	The testing of a plan is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date and the plan is capable of being implemented in a workable and effective manner.	Section 5.1
98E (2)	Any such test is to be carried out— (a) routinely at least once every 12 months, and (b) within 1 month of any pollution incident occurring in the course of an activity to which the licence relates so as 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.	Section 5.1