# POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

**DUBBO REGIONAL COUNCIL**

## WELLINGTON WASTE DISPOSAL DEPOT

**24 June 2025 - REVISION 2.4**

# DOCUMENT REVISION HISTORY

| REVISION | DATE | AUTHOR / REVIEWER | DETAILS |
|---|---|---|---|
| DRAFT | 10/11/20 | LOGICUS Environmental Management / DRC | FULL document re-write. Revised format replaces previous document 'Version 2.0' dated 25/05/2018.<br>Provided to DRC for comment. |
| REVISION 2 | 27/11/20 | LOGICUS Environmental Management / DRC | Updated contacts numbers and maps + minor content change from DRAFT. Provided to DRC for inclusion of Areas of Impact Map/s and Neighbour / 24 Hour Contacts prior to release. |
| Revision 2.2 | 20/04/23 | Resource Recovery Performance Coordinator | Updates to PIRMP |
| Revision 2.3 | 14/6/24 | Resource Recovery Performance Coordinator | Updates to PIRMP |
| Revision 2.4 | 24/6/24 | Resource Recovery Performance Coordinator | Updates to PIRMP |
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# EXERCISE / TESTING HISTORY

| DATE | FACILITATED BY | SUMMARY OF EXERCISE OUTCOMES / SECTIONS TESTED |
|---|---|---|
| 5 June 2020 | Logicus Environmental Management | Increase familiarity with PIRMP and emergency procedures |
| 27 May 2021 | Manager Resource Recovery & Efficiency | PIRMP exercise |
| 9 June 2022 | Manager Resource Recovery & Efficiency | PIRMP exercise |
| 30 June 2023 | Manager Resource Recovery & Efficiency | PIRMP exercise |
| 26 June 2024 | Manager Resource Recovery & Efficiency | PIRMP exercise |
| 25 June 2025 | Manager Resource Recovery & Efficiency | PIRMP exercise |
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| | | |

# CONTENTS

# 1. ADMINISTRATION

## 1.1 PURPOSE

Industry is required to 'immediately' report pollution incidents to the EPA, NSW Health, Fire & Rescue NSW, SafeWork NSW and the Local Council.

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

The purpose of this PIRMP is to assist employees and management of the **Wellington Waste Disposal Depot** to identify the potential risk of a pollution incident occurring, introduce measures to mitigate that risk AND to provide guidance in making quality decisions, should a pollution incident occur, with the aim to prevent 'material harm to the environment'.

## 1.2 OBJECTIVE & SCOPE

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

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

- reduce the likelihood of a pollution incident occurring at the facility through identification of risks and the development of planned actions to minimise and manage those risks.
- ensure comprehensive and timely communication about a pollution incident to all staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as NSW Ministry of Health, SafeWork NSW, and Fire & Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident.
- ensure that the PIRMP is properly implemented by trained staff, identifying persons responsible for implementation and ensuring that the PIRMP 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 PIRMP 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 PIRMP also includes provisions for record keeping, testing, reporting and document revision.

## 1.3 LEGISLATIVE CONTEXT

The specific requirements for PIRMPs 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 & MEANINGS

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

### *1.4.1 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'.*

### *1.4.2 Material Harm to the Environment*

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

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

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

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

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

### *1.4.3 Immediate Reporting Requirement*

Industry is required to report pollution incidents 'immediately' to the EPA, NSW Health, Fire & Rescue NSW, SafeWork NSW and the Local Council.

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

## 1.5 FACILITY COVERED BY THIS PIRMP

The operation of the **Wellington Waste Disposal Depot (EPA Licence L6702)** is covered by this PIRMP.

## 1.6 PIRMP DISTRIBUTION

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

The master copy of this PIRMP is to be maintained by the **Manager – Resource Recovery & Efficiency (DRC)** who will be responsible for revisions of the PIRMP and for the distribution of revised copies to the above mentioned persons and locations.

## 1.7 PIRMP REVIEW

The PIRMP is to be reviewed annually by the **Manager – Resource Recovery & Efficiency (DRC)** in conjunction with relevant Council staff including the **Waste Coordinator - East (DRC).**

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

As part of the revision process, a Notification of Change Form, (**Appendix 1**), will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the PIRMP assigned to that party has been updated. This form is to then be retained on file by the **Manager – Resource Recovery & Efficiency (DRC).**

## 1.8 PIRMP TRAINING

To ensure that this PRIMP is properly 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 PIRMP.*

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

**Council Employees** will receive training in the PIRMP appropriate to the level of their expected involvement.

The following is the general training program which is to be implemented in support of this PIRMP:

### *1.8.1 Training Frequency*

**Council employees** working at the facility will receive training during initial employment orientation / induction and ***refresher training at least annually***.

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

### *1.8.2 Training Level*

All **Council employees** will receive training in the general PIRMP procedures and Standard Operating Procedures related to the PIRMP.

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 Coordinator - East (DRC)** will receive additional training, beyond that received by Council employees or other site personnel, dealing with actions that are necessary to provide for the safety of employees, facility users and ancillary site operators, 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 PIRMP are provided in **Appendix 2**

## 1.9 PIRMP Drills & Exercises

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

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

The **Manager – Resource Recovery & Efficiency (DRC)** will ensure a Pollution Incident Action Plan Exercise Evaluation Form **(Appendix 3)** OR similar detailed report (where an external facilitator is used) is prepared and reviewed. A summary record of exercises / tests will also be recorded within the PIRMP.

## 1.10 Form of PIRMP

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

## 1.11 Relationship With Other Emergency & Incident Response Plans

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

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

# 2. FACILITY DETAILS

## 2.1 LOCATION

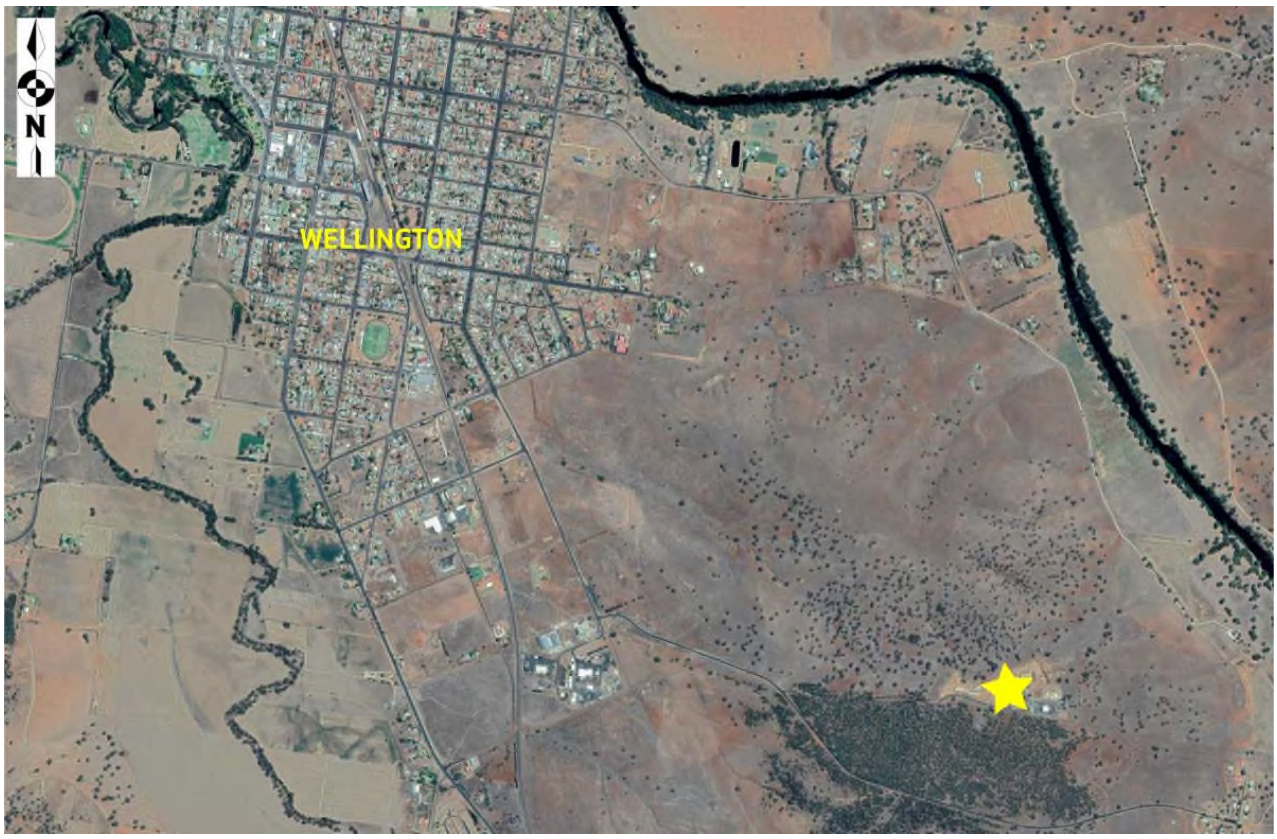
**NAME OF THE FACILITY:** **Wellington Waste Disposal Depot**
*(aka. 'Wellington Garbage Depot')*

**ADDRESS:** NANIMA ROAD, WELLINGTON, NSW, 2820

**PROPERTY DESCRIPTION:** LOT 1 DP1023039

**OWNER:** DUBBO REGIONAL COUNCIL

***Figure 1 – Location Map:***




**SITE ACCESS:** The **Wellington Waste Disposal Depot** is located ~3.5 kilometres southeast of the Wellington township centre. The facility is accessed via **Nanima Road.** Lockable security fencing / gates are situated on the facility Access Road at the intersection with Nanima Road.

The site Access Road travels east approximately 650m to a Perimeter Gate and stock grid before continuing further ~350m to the Site Control Gates and beyond to the facility Gatehouse.

The Gatehouse acts as the primary site access control point during public operational hours.

The site is open to the public as follows:

- Monday: 8am - 5pm
- Tuesday: 8am - 12 noon
- Wednesday: 8am - 12 noon
- Thursday: 8am - 5pm
- Friday: 8am - 5pm
- Saturday: 10am - 4pm
- Sunday: 10am - 4pm

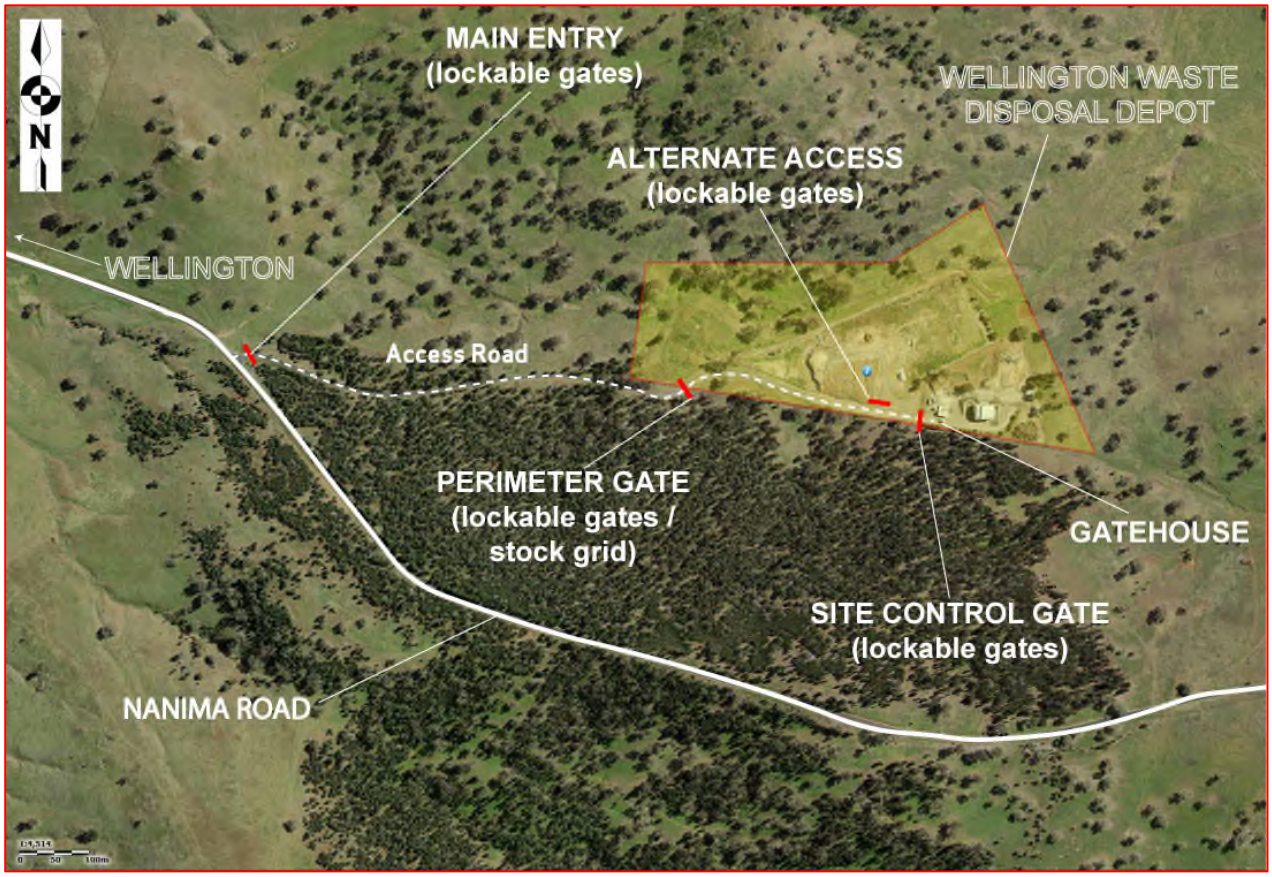
Good Friday / Christmas Day – Closed

All other Public Holidays as per normal Operating Hours.

Access is shown in the **Site Services & Infrastructure Plans** (**Appendix 32)** and as 'Main Entry' on **Figure 2 - General Site Layout**.

An unsealed 'Alternate Access' is available off the Access Road which allows access to the Landfilled Area and beyond IF access near the Gatehouse is unavailable.

***Figure 2 – General Site Layout:***



**SITE USAGE:** Site usage / operations / disturbances are *generally* constrained to the south of the ephemeral creek with passes west to east in the northern portion of LOT 1.
The facility is fully fenced with a varied arrangement of security / stockproof fencing with some fire breaks and internal roadway provided.

**VEGETATION:** The vegetation surrounding LOT 1 is primarily cleared pasture / grassland and/or dry scattered woodland to the west, north and east. Dense dry woodland (eucalypts, acacias, melaleucas etc.) is present along the south boundary.

**TOPOGRAPHY:** The facility site within a valley formation that runs west to east following an ephemeral creek line. The 'valley' slopes the east, with grades generally ranging between 5-10% in the west and becoming gentler 2-5% slopes to the east and beyond.

## 2.2 FACILITY DESCRIPTION

### *2.2.1 Site Activities*

The **Wellington Waste Disposal Depot** ('the Facility') operates as a General Solid Waste (Putrescible) Landfill, under an Environment Protection Licence (EPL) '**L6702**' issued by the NSW EPA.

The Facility serves as a rural landfill operated by **Dubbo Regional Council** and receives waste material generated within the Local Government Area from the general areas of Wellington and surrounds.

***1. Gatehouse (GH)***

The Gatehouse is essentially the control point for incoming wastes and is where loads are initially examined, assessed, weighed AND where fees are applied. It is also where initially instructions are given for waste deposition AND advice pertaining to any 'rejected loads'.

Trained staff are stationed at this location at all times that the site is open to the public, to ensure only approved waste types are accepted, in turn meeting EPL obligations.

The building is fitted with a small solar / battery power system with several large wet cell batteries located adjacent to the eastern wall. Placarding ('PV') has been affixed to the external wall to ensure emergency services are aware of the system in the event of a fire (as an example).

***2. 'Office & Amenities Building' (O&AB)***

A small self-contained amenity building, to service staff charged with operation of the of the facility, contains basic facilities / toilet / shower and is connected to an adjacent in ground ***Septic Tank. (ST).***

Two (2) ~45kg LPG gas cylinders (**O&AB-Gas**)are affixed to the eastern external wall of the building which service a hot water system.

Placarding ('PV') has been affixed to the external wall to ensure emergency services are aware of the roof mounted solar system in the event of a fire (as an example).

### *3. Community Drop Off (CDO):*

All permitted small vehicles are directed via this area. It is essentially a waste transfer station / resource recovery area which incorporates a large fully enclosed Community Drop Off Shed (**CDO-S**) structure and adjacent external waste transfer compaction body bay (**WTB+L**) which itself is serviced by a functioning leachate drainage system with inlets inside and outside of the shed which direct to the site's Leachate / Sedimentation Detention Pond.

*Note: The compaction body is not currently used but could become functional if needed (i.e. landfill space on site is consumed, incident makes landfilling on site available – as examples). Waste received could be transferred to the Whylandra Landfill for appropriate disposal. The leachate system for this area remains semi-functional (i.e. merely to separate and direct any hydraulic oil leakage and general run-off to a containment pond).*

While inoperable as a waste transfer area, the shed structure acts as an equipment shed / storage / maintenance area. Minor resource recovery storage occurs within the shed / vicinity (recoverable items ready for removal off-site – such as glass).

A large bank of wet cell batteries services the building (located on the northern external wall) Placarding ('PV') has been affixed to the external wall to ensure emergency services are aware of the system in the event of a fire (as an example).

A large ***Rainwater Tank*** (**W**) is also connected to the CDO building and is fitted with a 65mm storz connection to enable emergency services to draw water for firefighting purposed if required.

*Note: CDO is a general term used to describe both a specific building on the site AND the general 'front -end' / public disposal area of the site collectively. Other structures / operational activities undertaken in the CDO area are explained as follows:*

- ***E-Waste***

  A small drop off point (**EW-DO**) is provided for electronic waste items. These are relocated to several 'containers' (~x2) which are provided for the enclosed storage of e-waste items (**EW-C**), prior to removal (off-site) for reprocessing. Items may be present in both locations concurrently.

- ***Oil (Motor) Holding Tank (OIL)***

  A self bunded oil tank unit is provided for the temporary storage of motor oil prior to removal (off-site) by a licenced recovery processor.

- ***Tyre Cage (TY) / Mattress Cage (MAT)***

  These materials are separately placed into individual cages, prior to removal (off-site) for reprocessing. Cages are intended to be moved around site and are placed in a conspicuous area well away from other flammable items / ignition sources.

  Note: Being mobile / relocatable, the location of each cage may not therefore be always correctly reflected in ***Site Services and Infrastructure Plans*** and relevant maps located as **Appendix 32)**

- ***drumMuster (DM)***

  A fenced compound for the temporary storage of containers that are eligible for inclusion and have been inspected under the terms of the national 'drumMuster' takeback scheme. These drums are removed (off-site) for reprocessing by a contractor supplied as part of the scheme administration.

- ***General Household Resource Recovery***

  Open hardstand / sealed serves as a drop-off area for household hazardous items. Separate receptacles / locations are provided in this area for:

  - Oil Based Paints (**P-OB**)
  - Water Based Paints (**P-WB**)
  - Household Dry cell batteries (**BATT – WC**)
  - Wet Cell (vehicle type) batteries (**BATT-DC**)
  - Smoke Detectors (**SMD**)
  - Other Oils (i.e. non motor or lubricant oils) (**OIL – OTH**)
  - Gas Cylinders (**CY-GAS**)
  - Fire Extinguishers (**CY-FE**)

Within the CDO, there are also a number of separated waste material stockpiles. These include:

- ***Scrap Metals Stockpile (MET)***

Service contracts ensure these materials are processed (shredded / crushed / removed) routinely to ensure stockpiles are maintained at minimum sizes. A 'buffer zone' is kept around each stockpile for contamination reduction, general visibility and as separation zone in the event of a fire. Site management protocols also require dust and litter controls to be in place for the areas surrounding these stockpiles.

### *4. Primary Sediment / Leachate Detention Structure (SED-LEA)*

Runoff from active landfilling area and CDO pavements is directed to a Detention Pond structure situated on the lower eastern boundary of the property.

The overflow of this pond is a monitoring point detailed in the EPL. (i.e. Surface Water Monitoring Point 2).

### *5. Shedding (Old)*

A number of old storage sheds (fixed / portable) remain at the site. These will remain free from any potential pollutant storage.

### *6. Former / Active Landfill Areas*

Larger loads of waste material are sent from the Gatehouse directly to the Active Landfill Area (which progressively moves over time) but is located within the Former Landfill area 'footprint'. (i.e. 'Overtopping' of previously emplaced waste is occurring).

Waste deposition, placement, compaction & cover activities, are controlled by one or more on-site plant operators. Principal items of plant are a Front-end Loader AND smaller Skid-steer Loader.

The equipment serves to provide for the burial of waste materials including General Solid Waste (Putrescible / non-putrescible).

*Note: Asbestos Containing Materials (ACM) are permitted under the EPL but are not accepted for disposal at the site via DRC determination.*

To ensure the ***Active Landfill Area*** is kept to a minimum size with all waste is spread and compacted progressively as it is received. Per the EPL, DRC aims to achieve a minimum compaction level of **650kg/m$^3$**

Environment Protection Licence (EPL) provision requires waste to be covered daily. This does not preclude additional cover placement being undertaken should minimising pollution risks due to site conditions and / or waste types received actually dictate.

Within the ***Former Landfill Area***, is a number of separated waste material stockpiles which include:

- ***Organics / Timber / Wood waste Stockpiles (ORG)***
- ***Concrete / Brick Stockpile (C&B)***

Service contracts ensure these materials are processed (shredded / crushed / removed) routinely to ensure stockpiles are maintained at minimum sizes. A 'buffer zone' is kept around each stockpile for contamination reduction, general visibility and as separation zone in the event of a fire. Site management protocols also require dust and litter controls to be in place for the areas surrounding these stockpiles.

Surface water / leachate drains have been installed along the toes of the existing batters where the landfill is currently advancing / former landfill areas These are collectively directed to the Sediment / Leachate detention pond in the lower eastern part of the site (***SED-LEA***). These represent the only leachate management structures across the site (i.e. No liner / subsurface drainage containment system, de-leaching wells etc).

*Note: Much of the previously landfilled area of the site has been reported to have had 300mm of intermediate cover applied and steeper side batters (toe) treated with hay bales to slow run-off (reduce erosion and sedimentation risks).*

### *2.2.2 Site Plan*

The ***Site Services and Infrastructure Plans*** include a number of maps and imagery showing the overall site arrangement, activity areas, the locations of incident response equipment together with identification of the sources of potential pollutants and stormwater flow paths through the site, along with other pertinent site related information.

The detailed ***Site Services and Infrastructure Plans*** and relevant maps can be located as **Appendix 32** of this document.

# 3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS

## 3.1 PREVENTION AS AN INCIDENT RESPONSE

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

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

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

| POTENTIAL HAZARD | PRE-EMPTIVE ACTION |
|---|---|
| • Leachate / Sedimentation dam failure / overflow / excessive discharge storage overflow caused by excessive inflow of storm water (site not flood prone land).<br>• Leachate / Sedimentation waters pump, line, dam or well failure (where applicable).<br>• Leachate spring eruption.<br>• Ground water contamination.<br>• Fire at tip face / waste storage areas / material stockpile / buildings (including bushfire attack)<br>• Fire in incoming load or transfer bin.<br>• Chemical, Oil / Fuel spills.<br>• Failure of hazardous material containment, cabinet, tank, or bund.<br>• Windblown litter.<br>• Odour.<br>• Dust (including Asbestos).<br>• Explosion of gas cylinders.<br>• Landfill Gas.<br>• Ozone depleting gas release (from refrigeration item wastes) | Undertaking routine inspections in accordance with the Environmental Checklists<br>(**Appendix 31**)<br>Responding in accordance with Standard Operating Procedures (SOPs)<br>**(Appendices 6 to 29)** |

## 3.2 REGISTER OF POTENTIAL POLLUTANTS

The maximum quantities of potential pollutants deposited by site users OR used by staff in carrying out activities at the premises that are likely to be stored at specific locations on-site, are summarised as:

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

| ID | POLLUTANT LOCATION IDENTIFICATION | POLLUTANT TYPE / SUBSTANCE | FORM (Solid, Liquid, Gas e | QUANTIT | CONTAINMENT TYPE | SD |
|---|---|---|---|---|---|---|
| **OIL** | Community Drop Off | Motor Oil | Liquid | < 5000L | Self bunded Oil Storage Unit | N/A |
| **P-OIL** | Community Drop Off | Paint - Oil Based | Liquid | < 100L | Stillage | N/A |
| **P-WB** | Community Drop Off | Paint - Water Based | Liquid | < 100L | Stillage | N/A |
| **BATT-WC** | Community Drop Off | Batteries - Wet Cell (Car) | Solid | < 100 (lead acid) | Bunded Pallet | N/A |
| **BATT-DC** | Community Drop Off | Batteries - Dry Cell (Household) | Solid | <20kgs (dry cell or detectors) | Bucket | N/A |
| **SMD** | Community Drop Off | Smoke Detectors | Solid | <20kgs (dry cell or detectors) | Bucket | N/A |
| **GLB** | Community Drop Off | Globes | Solid | <50 globes / tubes | Pallet Box | N/A |
| **OIL-OT** | Community Drop Off | Other Oils | Liquid | <500 litres | Lined stillage/s | N/A |
| **CY-GAS** | Community Drop Off | Gas cylinders / Extinguishers | Solid | < 50 units | Cages | N/A |
| **CY-FE** | Community Drop Off | Gas cylinders / Extinguishers | Solid | < 50 units | Cages | N/A |
| **EW-C** | Community Drop Off | e-Waste | Solid | <50m$^3$ | Cage / Container | N/A |
| **EW-DO** | Community Drop Off | e-Waste | Solid | <2m$^3$ | Pallet | N/A |
| **DM** | Community Drop Off | Herbicides / Pesticides Drums (Rinsed) | Solid | <1400 | Hardstand (fenced) | N/A |
| **MET** | Community Drop Off | Scrap Metals | Solid | <1000m$^3$ | Hardstand | N/A |
| **CDO-S** | Community Drop Off - Shed | Household Recyclables (Paper & Cardboard, Beverage Containers, Glass) | Solid | <12m$^3$ | Metal Bins ~2m$^3$ | N/A |
| **CDO-Y** | Community Drop Off - Yard | General Storage (assorted recyclables / recoverables ready for transport) | Solid | <30m$^3$ | Metal Bins / Pallets ~2m$^3$ | N/A |
| **CDO-C** | Community Drop Off - Container | Unleaded Petrol | Liquid | 20L | Jerry Can / Drum | N/A |
| **ST** | Office & Amenities Building - Septic Tank | Septic Wastes / Wastewater | Liquid | <2000L | Concrete Tank (Subsurface) | N/A |
| **O&AB-GAS** | Office & Amenities Building | LPG Gas | Gas | 2x45kg | Cylinders | N/A |
| **TY** | Former Landfill Area | Tyres | Solid | <500 units / <5 tonnes | Cage / Hardstand | N/A |
| **MAT** | Former Landfill Area | Mattresses | Solid | <50 units | Cage / Hardstand | N/A |
| **ORG** | Former Landfill Area | Greenwaste (+ Timber, Wood etc) | Solid | <1000m$^3$ | Hardstand | N/A |
| **C&B** | Former Landfill Area | Concrete & Brick | Solid | <1000m$^3$ | Hardstand | N/A |
| **WASTE** | Active Landfill Area | General Waste | Solid | ~100 tonnes (exposed) | Landfill Cell | N/A |
| **SED-LEA** | Detention Pond | Sediment / Leachate (Mix) | Liquid | ~1ML | Earthen Dam | N/A |
| | Potential in any disturbed area of site | Asbestos* | Solid | Incidental amounts | N/A | N/A |
| | Former Landfill / Active Landfill Area / Buildings | Landfill Gas* | Gas | Not quantified | Uncontained | N/A |

**Note:* *Asbestos that is identified in areas where it is not permitted to be disposed (i.e. co-mingled with other materials) and landfill gas passive venting from landfill – therefore locations not shown on maps.*

**Site Services and Infrastructure Plans** showing key pollutant locations is provided in **Appendix 32**

## 3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS

Notwithstanding **DRC'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 / storages (including those caused by bushfire attack).
- Explosion of gas bottles, landfill gas (methane) or refrigerant gas emissions.
- Spill of chemical, fuels. oils or other hazardous material.
- Leachate discharge off site (surface water / on to land) or into groundwater.
- Sediment laden water discharges offsite.
- Litter, odours, or dust.

Having regard to the nature of the operations of the **Wellington Waste Disposal Depot**, 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 has been utilised.

### *3.3.1 Likelihood*

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

***Table 3 – Incident Likelihood Descriptions***

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

### 3.3.2 *Consequence*

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

***Table 4 – Incident Consequence Descriptions:***

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

### 3.3.3 *Risk Evaluation*

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

***Figure 3 – Risk Evaluation Matrix:***

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

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

For the purposes of this PIRMP:

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

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

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

***Table 5 – Risk Identification & Management Plan***

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| **1. ENVIRONMENTAL**<br>**(a) Leachate Discharge (Off Site)** | Leachate dam / well overflow<br>(where provided) | Leachate contamination of adjacent land and / or waterways | Possible/ Major (HIGH) | Routine inspections<br><br>Surface water monitoring of down gradient points | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Major (MODERATE) | SOP Appendix 6 | SOP within the PIRMP |
| | Leachate pump breakdown or pipeline failure<br>(where provided) | Leachate contamination of adjacent land and / or waterways | Possible/ Major (HIGH) | Routine inspections.<br><br>Scheduled maintenance servicing of pump and pump connections<br><br>Standby pump and service parts available<br><br>Surface water monitoring | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Major (MODERATE) | SOP Appendix 7 | SOP within the PIRMP<br><br>Report in EPL Annual Return |
| | Leachate contamination of the surface water management system. | Leachate contamination of adjacent land and / or waterways | Possible/ Major (HIGH) | Routine inspection to ensure suitable management procedures, including bund separation at active tipping area | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Major (MODERATE) | SOP Appendix 8<br>SOP Appendix 9 | SOP within the PIRMP |
| | Leachate dam or holding tank (including Septic Tanks) / structure rupture<br>(where provided) | Leachate / Septic Waste contamination of adjacent land and / or waterways | Possible/ Major (HIGH) | Routine inspections and servicing | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Major (MODERATE) | SOP Appendix 11 | SOP within the PIRMP |

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| | Leachate seepage from landfill operations into water table | Leachate migration and possible contamination of water table | Possible/ Major (HIGH) | Monitoring of ground bores to detect leachate migration | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Major (MODERATE) | SOP Appendix 11 & 12 | SOP within the PIRMP<br><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 (HIGH) | Routine inspections | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 9 & 10 | SOP within the PIRMP |
| **(b) Sediment** | Uncontrolled release from site / excessive PPM released.<br>If no EPL criteria – 50ppm Environmental Guidelines: Solid Waste Landfills, 2nd Edition 2016) | Sediment contamination of the adjacent land and / or waterways | Possible/ MODERATE (MODERATE) | Routine inspections, contained water detention treatment, sediment, and erosion management & site re-vegetation | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 9 & 10 | SOP within the PIRMP |

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| **(c) Combustion** | Stockpile / cage of used tyres / mattresses ignites | Combustion creates smoke and residues | Possible/ Moderate (MODERATE) | Maintain buffer zones.<br>Limit quantity of tyres held on site<br>Routine inspections<br>Close Facility / All Exposed Waste at face covered during – Catastrophic Fire Danger | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 13 | SOP within the PIRMP |
| | Green waste stockpile ignition | Combustion creates smoke and fire hazard | Possible/ Moderate (MODERATE) | Routine inspections to ensure stockpile size management and maintenance of buffer zones.<br>Close Facility / All Exposed Waste at face covered during – Catastrophic Fire Danger | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 14 | SOP within the PIRMP |
| | Fire in waste transfer bins / body / containments | Combustion creates smoke and fire hazard | Possible/ Moderate (MODERATE) | Inspection of all incoming loads<br>Bin lids to be closed at end of day (if fitted) | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 15 | SOP within the PIRMP |
| | Fire at landfill active tipping area | Combustion creates smoke and fire hazard. Deep seated fire difficult to extinguish. | Possible/ Moderate (MODERATE) | Inspection of all incoming loads<br>Site secured at close of day | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 16 | SOP within the PIRMP |

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| | Fire in vehicle loads of incoming wastes | Combustion creates smoke and fire hazard. Property damage. | Possible/ Moderate (MODERATE) | Inspection of all incoming loads and tipping area supervision | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 17 | SOP within the PIRMP |
| | Bushfire attack (Catastrophic Fire Danger warning issued). | Combustion creates smoke and fire hazard. Deep seated fire difficult to extinguish. (Landfill operational impacts). Residues / Ash disposal | Possible/ Moderate (MODERATE) | Close Facility to public. All Exposed Waste at landfilling face covered prior to closure.<br><br>Pre-emptive deployment of fire appliances / equipment to site ahead of warning period (store in Community Drop Off Shed in readiness.<br><br>Stockpiles / Fire breaks managed to reduce fire related risks. | Adopt DRC policy to support facility closures during these times.<br><br>Apply processes contained in Fire & Rescue NSW Fire Safety Guideline : 'Fire Safety in Waste Facilities' - at all times. | Rare/ Moderate (MODERATE) | SOP 13-16 | SOP within the PIRMP |

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| **(d) Chemical Spills** | Chemical spill from ruptured or leaking storage containers | Soil contamination<br>Creation of volatile fumes<br>Explosion/fire<br>Contamination of adjacent land and / or waterways | Possible/ Major (HIGH) | Retain minimum quantities on site and ensure routine servicing collection of temporary storages / stillages<br><br>Separation areas between stored chemicals<br><br>Roofed / lidded storages used<br><br>Use approved chemical safes / lockers for storage of HAZCHEM | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 18, 19 & 29 | SOP within the PIRMP |
| | Incompatible or incorrect chemical storage | Explosion / fire | Possible/ Major (HIGH) | Retain minimum quantities on site and ensure routine servicing collection of temporary storages / stillages<br><br>Separation areas between stored chemicals particularly in the Community Drop Off AND Secure Compound Yard<br><br>Sealed storage areas / use of self bunded storages<br><br>Use approved chemical safes / lockers for storage of HAZCHEM | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 18, 19 & 29 | SOP within the PIRMP |

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| | Leakage from incoming loads | Soil contamination<br>Explosion/fire<br>Contamination of adjacent land and/or waterways | Possible/ Major (HIGH) | Inspection of all incoming loads AND CCTV installed to monitor deposition areas from Gatehouse. | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 20 & 29 | SOP within the PIRMP |
| **(e) Oil / Fuel Spills** | Failure of fuel containers or storage tanks | Soil contamination<br>Explosion/fire<br>Contamination of adjacent land and / or waterways<br>Creation of volatile fumes | Possible/ Major (HIGH) | Retain minimum quantities on site and ensure routine servicing collection of temporary storages / stillages<br><br>Creation of bunded storage areas | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 21 | SOP within the PIRMP |
| | Failure of mobile plant hydraulic lines | Soil contamination<br>Fire<br><br>Contamination of adjacent land and/or waterways | Possible/ Major (HIGH) | Staff training in waste placement and compaction techniques.<br>Routine plant inspection and servicing. | Staff training and recording | Rare/Moderate (MODERATE) | SOP Appendix 21 | SOP within the PIRMP |

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| **(f) Dust (Soils & Wastes)** | Dust migrating off site | Complaints to EPA / SafeWork NSW | Possible/ Moderate (MODERATE) | Wet down unsealed trafficable areas<br><br>Use shredded green waste on exposed areas of cover material<br><br>Revegetation of completed areas<br><br>Asbestos waste policy and education + excluded from site by DRC policy. | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Minor (LOW) | SOP Appendix 22<br><br>SOP Appendix 23 | SOP within the PIRMP |
| **(g) Odour** | Offensive odour | Complaints to EPA | Possible/ Moderate (MODERATE) | Provide daily cover to active tipping area | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/Minor (LOW) | SOP Appendix 24 | SOP within the PIRMP |
| **(h) Landfill Gas** | Contributor to Global warming | Increase in $tCO_2$-e emissions | Likely/Major (HIGH) | Minimise organic wastes to landfill and exclude rain / water from disposal area.<br>Provide daily cover to active tipping area | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Likely / Moderate (MODERATE) | EPL | SOP within the PIRMP |

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| **(i) Litter** | Litter migrating off site | Complaints to EPA | Likely/ Moderate (HIGH) | Provide daily or intermediate cover to waste<br><br>Erect semi-permanent litter fences<br><br>Provide mobile litter fence units & relocate to match conditions Litter collection activities | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare/ Moderate (MODERATE) | SOP Appendix 22 & 25 | SOP within the PIRMP |
| **(j) Ozone depleting gas release** | Contributor to Global warming | EPA regulatory breach | Likely/Major (HIGH) | Degassing process for fridges implemented | Environmental Inspection Checklist as provided in **Appendix 31** of the PIRMP | Rare / Minor (LOW) | SOP Appendix 28 | SOP within the PIRMP |
| **(2) COMPLIANCE**<br>**(a) Incident Reporting** | Non-compliance with statutory reporting | Cautionary Notice<br>Penalty Infringement Notice | Unlikely/ Moderate (MODERATE) | Prepare reports as required | Reporting protocols included in Environmental Checklist in **Appendix 31**. | Rare/ Moderate (MODERATE) | Follow up Action | PIRMP / LICENCE |

| POLLUTION HAZARD / HAZARD (OTHER) | RISK FACTORS | OUTCOME | LIKELIHOOD / CONSEQUENCE (RATING) | PRE-EMPTIVE ACTIONS | REFERENCE | LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING) | INCIDENT RESPONSE ACTIONS | REFERENCE |
|---|---|---|---|---|---|---|---|---|
| **(3) WORK HEALTH & SAFETY** | Personal injury to staff, contractors, general public attending the facility | Trauma<br>Lost time<br>Rehabilitation<br>Compensation | Likely/major<br>(HIGH) | Regular tool box meetings with staff and contractors<br><br>Safe Work Method Statements prepared and implemented<br><br>Risk assessments undertaken 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>Council's corporate Work Health, Safety & Environment Plan | Unlikely/ Moderate (MODERATE) | SOP Appendix 2<br><br>SOP Appendix 26 | PIRMP / LICENCE |

## 3.4 INCIDENT PREPAREDNESS

### *3.4.1 Response Equipment and Features*

The **Wellington Waste Disposal Depot** 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 | MAINTENANCE REQUIREMENTS / STANDARDS |
|---|---|---|---|
| **Fire-fighting tanker / Water Cart (~8000L)** | Available from Wellington Depot (available overnight / after hours) | 1 | |
| **Spill Kit (general purpose)** | Office and Amenities Building<br>Community Drop Off | Minimum of 1 per location | |
| **Sharps Kit / Fire Blanket** | Gatehouse<br>Office and Amenities Building<br>Community Drop Off | Minimum of 1 per location | |
| **First Aid Kit** | Gatehouse<br>Office and Amenities Building<br>Community Drop Off<br>DRC Vehicles | 1 in each location / vehicle | |
| **Fire Extinguisher** | Gatehouse<br>Office and Amenities Building<br>Community Drop Off<br>(near Oil Holding Tank)<br>(internal wall - north)<br>(internal wall - west)<br>DRC Vehicles | Minimum of 1 per location | |
| **Fire Hose Reel** | Community Drop Off<br>(internal – eastern wall)<br>(internal – southern wall) | 1 | |
| **Clean fill** | On site | 3m3 | |
| **Bollards / Bunting** | Community Drop Off | 6 | |
| **Dousing Shower / Eye Wash (portable units)** | Office and Amenities Building<br>Community Drop Off | 1 | |

Fire extinguishers, fire blankets, hose reels should only be used by persons who are suitably trained.

Additionally, site plant items (loaders etc.) are available for use to construct diversion / containments etc. if required. These items will only be permitted to be operated by Council staff or operators approved by the **Waste Coordinator - East (DRC)** or **more senior Council Officer.**

### *3.4.2 Communication System*

Mobile telephones are the primary accepted means of communications within the **Wellington Waste Disposal Depot** with this system providing for communication both internally and externally.

Internet / email / VOIP capabilities are also available in the Gatehouse and Office and Amenities Building. A backup electrical generator is provided for the Gatehouse / Office and Amenities Building.

In a pollution incident these systems can be used as a means of notifying those individuals / organisations responsible for activating this PIRMP and managing the incident response.

Hand-held UHF units, operated on **CH14**, are used at the facility providing communication between regular contractors and staff. This system provides a support mechanism should a pollution incident occur.

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

### *3.4.3 Security*

Access to the **Wellington Waste Disposal Depot** by unauthorised persons and unauthorised activities occurring on the site are controlled at the Gatehouse by Council personnel.

### *3.4.4 First Aid Equipment*

A suitable fully stocked and easily accessible first aid kit is located at the Gatehouse and its location clearly labelled. Other first aid kits are available within designated Council vehicles / stores and locations within the Facility including the Office and Amenities Building AND Community Drop Off as examples.

### *3.4.5 Signs & 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 staff and facility users.

### *3.4.6 Funding Arrangements and Support*

The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from a company (Council) or individual responsible for the pollution incident. Having regard to that premise, the following pollution incident funding arrangements are in place:

- Funds within Council's Waste Reserve; AND
- Public liability insurance policies.

# 4. POLLUTION INCIDENT CONTROL & RESPONSE

## 4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

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

***Table 7 – PIRMP Contact Personnel:***

| NAME | POSITION | CONTACT DETAILS (24 Hours) | NOTIFICATION RESPONSIBILITIES | COMMUNICATION RESPONSIBILITIES |
|---|---|---|---|---|
| **PAUL CORNISH** | Waste Coordinator - East (DRC) | 0427 187 532 | Ensure Emergency Services (Triple 'zero') notified where there is a threat to life / property<br>AND<br>Manager – Resource Recovery & Efficiency (DRC) | Emergency Services<br>DRC site personnel<br>On-site Contractors<br>Facility Users<br>Neighbouring property occupiers |
| **MD JAHID HOSSAIN** | Resource Recovery Performance Coordinator (DRC) | 02 6801 4794 (office hrs)<br>0436928004 | As required to support Manager – Resource Recovery & Efficiency (DRC) | As required to support Manager – Resource Recovery & Efficiency (DRC) |
| **KIM HAGUE** | Manager Strategic Partnerships & Investments (DRC) | 02 6801 4359 (office hrs)<br>0436 921 147 | As required to support Manager – Resource Recovery & Efficiency (DRC) | As required to support Manager – Resource Recovery & Efficiency (DRC) |
| **JAMIE LOBB** | Manager – Resource Recovery & Efficiency (DRC) | 02 6801 4790 (office hrs)<br>0409 437 981 | EPA<br>Ministry of Health<br>SafeWork NSW<br>NSW Fire & Rescue<br>*(if not responded via '000')*<br>Local Council<br>*(DRC Environmental Services)* | Waste Coordinator - East (DRC)<br>Director – Development & Environment (DRC) |
| **STEVEN JENNINGS** | Director – Development & Environment (DRC) | (02 6801 4670 (office hrs) | Council Executive | General Manager (DRC)<br>Media releases & Briefings |

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

## 4.2 KEY INCIDENT CONTACT DETAILS

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

***Table 8 (a) – PIRMP Emergency Agency Contacts:***

| ORGANISATION | CONTACT NAME | CONTACT DETAILS |
|---|---|---|
| **Fire & Rescue NSW** | Duty Officer | **Triple Zero ('000')**<br>**1300 729 579** |
| **NSW Police Force** | Duty Officer<br>(Dubbo Police Station) | **Triple Zero ('000')**<br>**02 6883 1599** |
| **Ambulance Service of NSW** | Duty Officer | **Triple Zero ('000')**<br>**131 233** |
| **Wellington Hospital (Public)** | Reception | **02 6845 5500** |
| **Environment Protection Authority (EPA)** | EPA Environment Line | **131 555** |
| | Dubbo Office | **02 6883 5333** |
| **National Parks and Wildlife Service** | Dubbo Office | **02 6841 7100** |
| **SafeWork NSW** | Duty Officer | **131 050** |
| **Department of Primary Industries (NSW Fisheries)** | Reception | **1300 550 474** |
| **POISONS Information** | Duty Officer | **131 126** |
| **NSW Ministry of Health (Western NSW)** | Dubbo Office | **(02) 6809 8656** |
| **Department of Families & Community Services** | Reception | **1800 079 098** |
| **State Emergency Service (SES)** | Duty Officer | **132 500** |
| **Roads & Traffic Authority** | Reception | **132 213** |
| **Bureau of Meteorology** | General Information | **1300 659 218** |

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

***Table 8 (b) – PIRMP Supplier / Support Contacts:***

The following is a list of individuals and organisations that may be required to provide operational support by way of supply of resources or provision of expert advice (as examples).

| BUSINESS NAME | EQUIPMENT / SERVICES | CONTACT NAME | PHONE NUMBER |
|---|---|---|---|
| **Boland Contracting** | Shredding Services | Alan Boland | **0427452453** |
| **Midnight** | Weed Spraying Service | Paul Drydon | **0417697293** |
| **Matthews Metal** | Scrap metal & E-Waste Recycling | Matthews | **(02)68821033** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

This list is to be verified at least annually and updated whenever an organisation advises that a change has occurred OR new service / supply contract commences.

## 4.3 INCIDENT NOTIFICATION AND COMMUNICATION

### *4.3.1 Incident Notification*

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

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

#### *4.3.1.1 Small Area / Minor Incidents*

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

However, it will be the general practice that **ALL** incidents will be notified immediately to the **Waste Coordinator - East (DRC)** so that an assessment of the level of response required can be made. The mobile telephone contact 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, included as **Appendix 4**, is to be completed and forwarded to the **Manager – Resource Recovery & Efficiency (DRC).**

#### *4.3.1.2 Major Incident*

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

Where a major incident occurs, the **Manager – Resource Recovery & Efficiency (DRC)** is to **immediately** implement the pollution notification protocol included as **Appendix 5.**

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

- EPA 131 555
- Ministry of Health via the local Public Health Unit(Dubbo Base Hospital) 02 6885 8666

  *(Note: Ask for Public Health Officer on call OR if no answer dial 0418 866 397)*
- SafeWork NSW 13 10 50
- Council (Environmental Services) (02) 6801 4000
- Fire & Rescue NSW (if not called for initial emergency response) 1300 729 579

In addition to the immediate notification of any major pollution incident, an incident report notification form, refer to **Appendix 4**, is to be completed and forwarded to the **Manager – Resource Recovery & Efficiency (DRC).**

### *4.3.2 Community Notification and Communication*

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

In this regard the following notification and communication action plan will be applicable to a major pollution incident at the **Wellington Waste Disposal Depot**.

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

***Table 9 – PIRMP Community Notification & 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 SEVERE | EPA<br>Occupiers of neighbouring downstream properties<br>(see **Appendix 30** for Communication Recipients Schedule)<br><br>Local Community / Media | Waste Coordinator - East (DRC)<br><br>Manager – Resource Recovery & Efficiency (DRC) | Phone call to EPA Environment Line followed by a written report<br>Phone call to occupiers of impacted neighbouring properties<br><br>Media release / Information displayed on Council's web site | Assessment of severity<br>Type & quantity of material involved<br>Explanation of what happened<br>Date and time of incident<br>Response actions taken<br>Refrain from contact / use of water<br>Strategy for prevention of recurrence |
| Sediment / Dust (excluding asbestos) discharge (off-site) | Local impact, generally MINOR | EPA (per EPL obligations only)<br>NIL notice to neighbours if MINOR | Waste Coordinator - East (DRC) | Phone call to EPA Environment Line followed by a written report. | Assessment of severity<br>Type & quantity of material involved<br>Explanation of what happened<br>Date and time of incident<br>Response actions taken<br>Strategy for prevention of recurrence |

| NATURE OF INCIDENT | IMPACT ON COMMUNITY | NOTIFICATION REQUIREMENTS | RESPONSIBILITY | NOTIFICATION MECHANISM / TOOLS | KEY MESSAGE |
|---|---|---|---|---|---|
| Fire | Local impact, likely to be MINOR, depending on the severity of the fire | EPA<br>Occupiers of neighbouring properties<br>(see **Appendix 30** for Communications Recipients Schedule)<br>Local community / Media | Waste Coordinator - East (DRC)<br>Manager – Resource Recovery & Efficiency (DRC) | Phone call to EPA Environment Line followed by a written report.<br>Phone call to occupiers of impacted neighbouring properties<br>Media release / Information displayed on Council's web site | Date and time of incident<br>Response actions taken<br>Type of fire<br>Agency responding<br>Close windows / doors<br>Strategy for prevention of recurrence |
| Chemical / Hazardous materials spill (off site discharge) | Local impact, likely to be MINOR | EPA<br>Occupiers of neighbouring properties (if impacted)<br>(see **Appendix 30** for Communications Recipients Schedule)<br>Local community / Media | Waste Coordinator - East (DRC)<br>Manager – Resource Recovery & Efficiency (DRC) | Phone call to EPA Environment Line followed by a written report.<br>Phone call to occupiers of impacted neighbouring properties<br>Media release / Information displayed on Council's web site | Date and time of incident<br>Response actions taken<br>Type of Spill<br>Agency responding<br>Refrain from contact with soil / water<br>Strategy for prevention of recurrence |

| NATURE OF INCIDENT | IMPACT ON COMMUNITY | NOTIFICATION REQUIREMENTS | RESPONSIBILITY | NOTIFICATION MECHANISM / TOOLS | KEY MESSAGE |
|---|---|---|---|---|---|
| Oil / fuel spill (off site discharge) | Local impact, likely to be MINOR | EPA<br>Occupiers of neighbouring properties (if impacted)<br>(see **Appendix 30** for Communications Recipients Schedule)<br>Local community/ Media | Waste Coordinator - East (DRC)<br>Manager – Resource Recovery & Efficiency (DRC) | Phone call to EPA Environment Line followed by a written report<br>Phone call to occupiers of impacted neighbouring properties<br>Media release / Information displayed on Council's web site | Date and time of incident<br>Response actions taken<br>Type of Spill<br>Agency responding<br>Refrain from contact with soil / water<br>Strategy for prevention of recurrence |
| Explosion | Local impact, likely to be MINOR<br>(not a pollution incident if noise only) | **If off site impacts in addition to noise:**<br>EPA<br>Occupiers of neighbouring properties<br>(see **Appendix 30** for Communications Recipients Schedule)<br>Local community / Media | Waste Coordinator - East (DRC)<br>Manager – Resource Recovery & Efficiency (DRC) | Phone call to EPA Environment Line followed by a written report<br>Phone call to occupiers of impacted neighbouring properties<br>Media release / Information displayed on Council's web site | Assessment of severity<br>Agency responding<br>Date and time of incident<br>Damage report<br>Strategy for prevention of recurrence |

## 4.4 FACILITY EVACUATION

### *4.4.1 General Requirements*

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

In the event of a MAJOR incident evacuation of Council employees, any contractor's & staff, facility users and ancillary co-located operations is of the utmost importance.

In order to achieve a safe and timely evacuation, it is critical that an early warning of the pollution situation be communicated and action implemented to remove all persons from the hazard area.

In this regard the standard operating procedures applicable to Facility Evacuation, refer to **Appendix 26**, must be implemented once a decision is made to evacuate the facility.

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

The decision to evacuate (in part of full) is to be made by the **Waste Coordinator - East (DRC)**, and supported by facility personnel OR as directed by a responding Emergency Service.

### *4.4.2 Stages of Evacuation*

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

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

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless instructed to do so by the **Manager – Resource Recovery & Efficiency (DRC)** OR as directed by a responding Emergency Service

### *4.4.3 Priority of Evacuation*

The **Waste Coordinator - East (DRC)** is responsible for prioritising the order in which people are evacuated from the site of the incident. Generally, the following priorities apply:

- Ambulatory
- Semi-ambulant (people requiring some physical assistance)

- Non-ambulant (people who need to be physically moved or carried)
- Aggressive, violent or resistive people.

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

Where a person refuses to comply with a direction given by the **Waste Coordinator - East (DRC)** the following action is to be initiated:

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

### *4.4.4 Mobility Impaired Persons*

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

A 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 evacuation assembly point.

In the event of an incident requiring the evacuation of the facility, all Council employees, any contractor's / staff and facility users are to immediately 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 incident, employees and facility users will then be directed to proceed to an **alternate evacuation assembly point.**

On arrival at the designated evacuation assembly point all persons will remain until the **Waste Coordinator - East (DRC)** has determined the status of all personnel and;

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

For the purposes of this PIRMP the **Primary Assembly Point** is at the SITE CONTROL GATES (~50m to the west of the Gatehouse) at **Wellington Waste Disposal Depot** where the **"Emergency Assembly Point"** sign is located.

The **Site Services and Infrastructure Plans** in **Appendix 32** show the locations of the Emergency Assembly Point (aka 'Muster Point') locations.

### *4.4.6 Post Evacuation Assembly Point*

Once the facility has been evacuated to the Primary Evacuation Assembly Point and the presence of personnel and facility users confirmed, arrangements will be made by the **Waste Coordinator - East (DRC)** for Council employees and contractor's staff to be transported/moved to a Post Evacuation Assembly Point which may, depending on time of day etc., be the **Customer Experience Centre - Wellington Office Cnr. Nanima Crescent and Warne Street, Wellington.**

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

# 5. POLLUTION INCIDENT RESPONSE PROCEDURES

**Appendices No 6 to 28** of this PIRMP contain instructions, (Standard Operating Procedures – SOP's), for facility employees, contractor's staff and facility users about actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during a pollution incident such as:

- Leachate discharge (off-site)
- Fire
- Chemical spill
- Oil/fuel spill
- Dust
- 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 **Wellington Waste Disposal Depot.**

## 6.1 Recovery Operations

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

The **Waste Coordinator - East (DRC)**, in collaboration with the **Manager – Resource Recovery & Efficiency (DRC)** will need to prioritise activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Manager – Resource Recovery & Efficiency (DRC)** will develop an operational recovery plan.

## 6.2 Incident Investigation (After Action Review)

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

The **Manager – Resource Recovery & Efficiency (DRC)** 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 **Waste Coordinator - East (DRC)** 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 Coordinator - East (DRC)** and **Manager – Resource Recovery & Efficiency (DRC)** 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 Coordinator - East (DRC)** 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 Coordinator - East (DRC)** must prepare a report documenting activities that took place during a major pollution incident.

The report of the **Waste Coordinator - East (DRC)** and all related documentation will be submitted to the **Manager – Resource Recovery & Efficiency (DRC)** for review and necessary follow-up actions.

The **Manager – Resource Recovery & Efficiency (DRC)** will make any necessary follow up reports to the **EPA or other Agencies**

## 6.4 INCIDENT IMPACT ASSESSMENT

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

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

The **Manager – Resource Recovery & Efficiency (DRC)** 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 After Action Review & PIRMP Update / Amendment

This will occur **within 30 days** of any pollution incident / activation of the PIRMP.

The AAR will analyse the actions that took place during the pollution incident (both good and bad) and will seek to identify opportunities to improve the effectiveness of the PIRMP, through Prevention, Preparation, Response and Recovery procedures in place for the facility.

The AAR findings will produce Actions to amend, modify or may determine no change requirements are necessary for the PIRMP.

# ENDS

## APPENDIX 1: PIRMP AMENDMENT NOTIFICATION FORM

Following a review of the Pollution Incident Response Management Plan that was conducted on:

(Date):_____24/06/2025_____ the following amendments to the plan have been made. Accordingly, these changes are to be incorporated into the PIRMP document which is held by you.

| **DISTRIBUTION** | **DATE SENT / ISSUED:** |
|---|---|
| • Master copy<br>• Site copy<br>• **Manager – Resource Recovery & Efficiency (DRC)** copy | |
| | |
| | |

| **PAGE NUMBER** | **PIRMP SECTION** | **DESCRIPTION OF CHANGE** |
|---|---|---|
| **34** | **4.1** | **UPDATED EMPLOYEES POSTION** |
| **36** | | **UPDATED SUPPLIER DETAILS** |
| **31** | | **UPDATED THE LIST** |
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**MANAGEMENT AUTHORISATION:**

**DATED:**

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

**SIGNED:** **DATED:**

**NAME:**

## APPENDIX 2: STAFF & CONTRACTOR TRAINING

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE:**

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

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

**PROCEDURE/STANDARD:**

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

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

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

**PROGRAM A – SITE ENVIRONMENT INDUCTION:**

Key points to be covered in this program may include:

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

This training would generally be provided by the **Waste Coordinator - East (DRC)** when new staff / contractors commence at the site. Ongoing "on the job" training will also be necessary.

**PROGRAM B – FIRE FIGHTING**

Key points to be covered in this program may include:

- Types of fires (e.g. oil, electrical)
- Determining responsibilities in the event of a fire (staff/fire brigade)
- Procedures for extinguishing fires
- Types/location and maintenance of firefighting equipment
- Prevention of fires
- Procedures for communication in the event of fire

This training would be undertaken in the form of a toolbox talk and may include practical demonstrations. The training would be prepared and delivered by suitably qualified personnel (internal or external). Input may also be provided by officers of the local NSW Fire & Rescue Brigade or NSW Rural Fire Service

**PROGRAM C – HAZARDOUS SUBSTANCES & DANGEROUS GOODS HANDLING**

Key points to be covered in this program may include:

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

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

**TRAINING RECORDS**

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

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

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

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

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

| | |
|---|---|
| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE:** |

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

## APPENDIX 3: PIRMP EXERCISE RECORD & EVALUATION FORM (EXAMPLE)

**FACILITY:** **WELLINGTON WASTE DISPOSAL DEPOT**

**DATE:**

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

**COMMENTS:**

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

**OBSERVER**

**SIGNED:**

**DATE:**

# APPENDIX 4: POLLUTION INCIDENT REPORTING & RECORDING

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

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

***Note***

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

***Note***

*Use Attachment A for general pollution incident reporting*

*Use Attachment B for leachate discharge/overflow reporting*

**PROCEDURE/STANDARD**

1. If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release as a first response, (sand bagging, application of spill kit, shutting off the source, construction of temporary bunds/dam etc.). Guidance can be found by referring to the SOP within the facility PIRMP.
2. If the incident presents an immediate threat to human health or property, Fire & Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone Triple Zero ('000').
3. At an appropriate time, during an incident, a staff member shall record the following;
   - Type and nature of the incident (what happened)
   - Notification source and details
   - Details of the conversations that may ensue with staff, emergency services and authorities
   - Time events
   - Actions taken to mitigate the incident
   - Details of other actions during the course of the incident management
4. As soon as possible during an incident staff will notify the **Waste Coordinator - East (DRC)** in the first instance, who will in turn contact the **Manager – Resource Recovery & Efficiency (DRC)** of the incident and provide an update of the action initiated.
5. **Manager – Resource Recovery & Efficiency (DRC)** is to notify the EPA and other agencies in accordance with the protocols in this PIRMP

6. The **Waste Coordinator - East (DRC)** is to record the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident commencing and advise the **Manager – Resource Recovery & Efficiency (DRC)** at the earliest possible opportunity.

**7. Post Incident**

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

Following an incident, the **Waste Coordinator - East (DRC)** 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 Coordinator - East (DRC)** must, within 24 hours of being notified of a pollution incident, prepare a report documenting activities that took place during the incident.

The report and all related documentation will be submitted to Council's **Manager – Resource Recovery & Efficiency (DRC),** for review and necessary follow up actions.

Where there is potential for litigation in relation to the incident the **Manager – Resource Recovery & Efficiency (DRC)** shall prepare a written report for referral to the Council's legal representative

**ATTACHMENTS / ADDITIONAL FORMS**

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

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

- Violations and/or fines from Regulatory Agencies

| | |
|---|---|
| **REVIEWED BY:** | **APPROVED BY:** |
| **DATE:** | **DATE** |

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

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

## APPENDIX 5: POLLUTION INCIDENT NOTIFICATION PROTOCOL
## Standard Operating Procedure (SOP)

**CALL TRIPLE ZERO ('000') IF THE INCIDENT PRESENTS AN IMMEDIATE THREAT TO HUMAN HEALTH OR PROPERTY.**

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

If the incident ***does not*** require an initial combat agency, or once the Triple Zero ('000') call has been made, notify the relevant authorities in the following order.

The 24-hour hotline for each authority is given where available:

- **EPA** **131 555**
- **Ministry of Health** via the local Public Health Unit(Dubbo Base Hospital) **02 6885 8666**

  *(Note: Ask for Public Health Officer on call OR if no answer dial* *0418 866 397)*
- **SafeWork NSW** **13 10 50**
- **Dubbo Regional Council** (Environmental Services) **(02) 6801 4000**
- **Fire & Rescue NSW** (if not called for initial emergency response) **1300 729 579**

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

## APPENDIX 6: LEACHATE DISCHARGE EMERGENCY RESPONSE

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

The purpose of this procedure is to define an incident response in the event of a leachate discharge being detected or being likely, from a leachate dam / structure (including any septic tank) overflowing at **Wellington Waste Disposal Depot**.

**PROCEDURE/STANDARD**

To prevent Leachate or leachate contaminated surface water discharge to adjacent waterways, the actions required in response to such events may vary. 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 together with experience gained in emergency exercises and desktop trials:

- Confine the source of the discharge and/or sources of inflows to limit the spread of its effects without endangering personnel. Check any leachate pumps are working.
- Construct sand bag barriers or earth berms to contain the flow and/or excavate temporary retention dams to withhold discharges.
- Secure the affected area(s) by using barricades and bunting if necessary.
- Advise the **Waste Coordinator - East (DRC)** and in turn the **Manager – Resource Recovery & Efficiency (DRC)** of all actions taken or proposed.
- Source a tanker truck to pump out the retained leachate or return to system when holding capacity is returned
- Notify neighbours who may be affected by the incident.
- A copy of the Pollution Incident Report Form is to be referred to **Manager – Resource Recovery & Efficiency (DRC).**

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: LEACHATE SYSTEM MANAGEMENT & MAINTENANCE

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE:**

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

**PROCEDURE/STANDARD**

1. It is the responsibility of **Waste Coordinator - East (DRC)** to ensure prescribed inspections of, report upon and record, the following leachate control measures is undertaken by site staff:
   - Inspect leachate pumps / drains / pipes to ensure they are operating correctly.
   - Examine the level of leachate within collection wells/dams. Where leachate levels appear excessive immediately determine appropriate method to reduce volume retained.
   - Inspect discharge lines and discharge points to ensure their effective operation. Where failures are detected, consideration must be given to deactivating any fixed system so as to determine the scope of repair works.

   *Note: In considering the deactivation of the system it will be necessary to ensure that sufficient leachate storage capacity is available to cover the period of deactivation. This should involve an assessment of the likelihood of and extent of rain.*

   - Leachate chambers – inspect leachate flow to ensure levels are acceptable and that leachate heads are not developing. Consider methane accumulations in the chambers and examine venting measures.

   *Note: under no circumstances should leachate chambers, de-leaching wells or sump be accessed unless DRC's "confined spaces" procedures are initiated.*

   - Inspect the site for emergence of leachate springs.
2. Where system operational defects are detected immediately contact the **Manager – Resource Recovery & Efficiency (DRC)** to discuss and arrange rectification/maintenance works.
3. Details of system inspection & findings / actions are to be recorded on the Site Inspection checklist.

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

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

| | |
|---|---|
| **REVIEWED BY:** | **APPROVED BY:** |
| **DATE:** | **DATE** |

## APPENDIX 8: LEACHATE POND MANAGEMENT GUIDANCE

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE:**

To ensure that any leachate pond / dam is used effectively with its design objectives to prevent leachate discharge from the landfill discharge point site in a major rainfall event.

**PROCEDURE/STANDARD**

4. It is the responsibility of **Waste Coordinator - East (DRC)** to ensure prescribed inspections of, report upon and record the following leachate control measures are undertaken by site staff:
    - Inspect any leachate ponds / dams to ensure they are operating correctly / have retention capacity available.
    - Where leachate levels appear excessive immediately determine appropriate method to reduce volume retained.
    - Inspect discharge points to identify any overflow. Where overflow is detected, monitor volume and duration of the overflow in accordance with any EPL obligations
5. Where pond / dam defects are detected immediately contact the **Manager – Resource Recovery & Efficiency (DRC)** to discuss and arrange rectification/maintenance works.
6. Details of system inspection & findings / actions are to be recorded on the Site Inspection checklist.

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

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

| | |
|---|---|
| **REVIEWED BY:** | **APPROVED BY:** |
| **DATE:** | **DATE** |

## APPENDIX 9: SURFACE WATER QUALITY MONITORING

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

Prevention of contamination entering the stormwater management system should be the first priority and the Environmental Checklist in **Appendix 31** 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. Sampling is generally an EPL requirement when surface water is present / discharge is occurring. Sampling locations are identified in the EPL. (**Condition P1.3**)

**PROCEDURE/STANDARD**

All surface water monitoring at the site occurs in accordance with the requirements of **EPL 6702**.

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

**REPORTING**

All results received shall be reviewed by the **Manager – Resource Recovery & Efficiency (DRC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual landfill licence return.

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

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

**BENEFITS OF COMPLIANCE TO PROCEDURE:**

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

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

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

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| **DATE:** | **DATE** |

## APPENDIX 10: OPERATION & MAINTENANCE OF SEDIMENT CONTROLS

Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

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

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

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

**PROCEDURE/STANDARD**

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

Surface water management can be achieved by:

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

**1. INSPECTION AND MAINTENANCE OF STRUCTURES**

- Routine inspections are to be carried out to assess the need for maintenance and are primarily concerned with checking the functionality of the stormwater drainage and treatment facilities; items such as drains, drainage pits, culverts, detention basins and retention systems. Maintenance of these items is most important for the ongoing drainage and treatment of stormwater.
- Water quality basins **(retention dams)** should be inspected following each storm event and after discharge of stormwater to ensure adequate capacity is maintained in the basin at all times.
- Should the inspection reveal that maintenance of any item is required this is to be reported to the **Waste Coordinator - East (DRC)** for action.
- Items that are to be subject to Routine Inspections for Maintenance may comprise, but not be limited to, those listed in the attached inspection sheet. The inspection sheet is to be read in conjunction with the Environmental Checklist (**Appendix 31**) for the facility.
- Marker pegs are to be used to indicate the capacity of large sediment control basins. If sediment has accumulated to a point above the marker pegs, removal of accumulated sediment must occur to return capacity of the sediment basin. Relocate the sediment to an area away from the drainage paths.
- Personnel completing the routine inspections for maintenance should be generally observant of items such as equipment failures, leaking water, scouring and/or signs of blockages of water flow. If such items are observed an immediate inspection for engineering maintenance should be organised.
- Where routine maintenance is repeatedly carried out in one location, the problem should be investigated further during an engineering inspection for maintenance.

**2. FREQUENCY OF INSPECTION**

- Routine inspections for maintenance shall be carried out over the life of the facility.
- Event heavy rain inspections should be carried out as soon as practicable following any intense period of rainfall (i.e. >25mm event over 48 hours).

**3. RECORDS**

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

**4. PERSONNEL**

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

**5. ATTACHMENTS / ADDITIONAL FORMS REQUIRED**

A) Water Quality Structure Inspection Requirements

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

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

**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** |

# ATTACHMENT A

# WATER QUALITY STRUCTURE INSPECTION REQUIREMENTS

| ITEM / AREA | ROUTINE INSPECTIONS FOR MAINTENANCE | FREQUENCY |
|---|---|---|
| **Drains/pipes/pits** | To be visually inspected after heavy rainfall events to ensure they are free of debris and litter.<br>Inspect lining of open drains to determine any scour or damage requiring repair. | Monthly |
| **Retention system** | Inspect dams / ponds / sediment fences for damage and general condition | Monthly |
| | Inspect retention dam and ensure debris collected | Monthly |
| | Trash screen (if installed) to be visually inspected after heavy rainfall events to ensure they are free of debris and litter | Monthly |
| **Inlet / Outlet culverts** | Inspect culverts, headwalls and overflows for signs of deterioration (scouring), blockage or damage | Monthly |
| | Trash screen (if installed) to be visually inspected after heavy rainfall events to ensure they are free of debris and litter | Monthly |
| **Inspections of structures / drains etc. should also be undertaken after all heavy rainfall events** | | |

## APPENDIX 11: LEACHATE DISCHARGE (DAM / CONTAINMENT FAILURE)

## Standard Operating Procedure (SOP)

**Purpose and Scope**

The purpose of this procedure is to define an incident response in the event of a leachate discharge being detected or reported from a leachate dam / sump (including any Septic Tank) rupturing or suffering a significant leak at the **WELLINGTON WASTE DISPOSAL DEPOT**.

**Procedure/Standard**

Actions required in response to such events may vary and it will be the role of **Waste Coordinator - East (DRC)** to determine and initiate appropriate actions.

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

- Confine the source of the discharge to limit the spread of its effects without endangering personnel.
- Place sand bag barriers at the point of failure if safe to do so or engage suitable plant to replace earth in repairing the defective dam / containment wall.
- Secure the affected area(s) by using barricades and bunting if necessary.
- Advise the **Manager – Resource Recovery & Efficiency (DRC)** of all actions taken or proposed.
- Notify neighbours who may be affected by the incident.
- Engage a suitably qualified expert to evaluate the damage and to design the remedial work.
- A copy of the Pollution Incident Report Form is to be referred to **Manager – Resource Recovery & Efficiency (DRC).**

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

**Benefit of Compliance to Procedure:**

- Limit environmental damage
- Health and Safety of public/facility users, contractors, staff and neighbours is protected

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

- Violations and/or fines from Regulatory Agencies

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| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 12: GROUNDWATER MONITORING

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

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

**PROCEDURE/STANDARD**

All ground water monitoring wells and leachate monitoring points at the landfill are sampled in accordance with the requirements of **EPL 6702**.

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

**REPORTING**

All results received shall be reviewed by the **Manager – Resource Recovery & Efficiency (DRC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual licence return.

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

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

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

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

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

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

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| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 13: TYRE STOCKPILE MANAGEMENT & MAINTENANCE

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

To define the procedure for management of used tyres which have been stockpiled and are awaiting removal offsite for recycling or disposal so as to minimise the risk of fire. The EPA Environmental Protection Licence requires stockpiles of tyres not to **exceed 5 tonnes or 500 tyres**.

**PROCEDURE/STANDARD**

- Tyres / Tyre Storage Cage are to be placed on a hardstand area compacted of a depth of at least 500 mm if located above previously placed general waste and are to be removed from site on a routine basis to ensure the stockpile is kept to a minimum.
- A safety exclusion area is to be maintained around the stockpile / cage as a retained buffer zone to prevent the spread of fire and to allow fire suppression activities to be undertaken in the event of fire.
- Fire prevention measures are to be undertaken including signage, servicing of firefighting equipment and training of personnel in firefighting techniques.

In the event of a fire:

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a fire hose reel or suitable fire extinguisher.
- Report any potentially dangerous fire to Triple Zero ('000') and request the fire brigade, providing all information they require (i.e. your name, fire location, type, size, etc.)
- As soon as possible notify the **Waste Coordinator - East (DRC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Waste Coordinator - East (DRC) will report the details of the fire on an Incident Notification Report and refer that to the **Manager – Resource Recovery & Efficiency (DRC).**

**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 14: MULCH / GREENWASTE STOCKPILE MANAGEMENT

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

To define the procedure for the management of green waste which has been stockpiled and is awaiting shredding or has been shredded so as to minimise the risk of fire and/or odour generation.

**PROCEDURE/STANDARD**

- A safety exclusion area is to be maintained around stockpiles as a retained buffer zone to prevent the spread of fire and to allow fire suppression activities to be undertaken in the event of fire.
- Fire prevention measures are to be undertaken including signage, servicing of firefighting equipment and training of personnel in firefighting techniques.
- Stockpiles and windrows of shredded green waste are to be limited to between 2.5 and 3.0m in height and 5-6m in width.
- Stockpiles and windrows of shredded green waste are to be visually inspected weekly and an assessment of the temperature, odour and moisture conditions within the stockpile made.
- If heating in a stockpile is suspected a temperature probe should be inserted into the stockpile and allowed to remain undisturbed until the temperature reading remains static.
- Stockpiles and windrows of mulch are to be turned when sustained temperatures within the stockpile exceeds 70ºC.
- Materials shall not be provided for off-site use until the requirements of the NSW EPA Resource Recovery Orders / Exemptions have been met.

**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 15: FIRE IN WASTE TRANSFER BIN / BODY

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

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

**PROCEDURE/STANDARD**

**Fire Response:**

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a fire hose, water cart, or suitable fire extinguisher or soil. Do not attempt to remove a transfer bin containing the fire. Do not enter a Waste Transfer Bin / Compaction Body to fight a fire.

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

- Report any potentially dangerous fire to Triple Zero ('000') and request the fire brigade, providing all information they require (i.e. your name, fire location, type, size, etc.)
- Arrange for a watercart to attend the site if not already present.
- As soon as possible notify the **Waste Coordinator - East (DRC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours where offsite smoke / fire impact is possible.
- The **Waste Coordinator - East (DRC)** shall report the details of the fire on an Incident Notification Report and refer that to the **Manager – Resource Recovery & Efficiency (DRC).**

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

- 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

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

## APPENDIX 16: FIRE AT THE WASTE TIPPING FACE

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

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

**PROCEDURE/STANDARD**

***Fire***

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

**Note: If using a fire extinguisher, be sure to use the correct extinguisher for the fire type.**

- If in any doubt, evacuate area and immediately call Triple Zero ('000') and request the presence of Fire & Rescue NSW. Provide all information required (i.e. your name, fire location, type, size etc.).
- Arrange for a watercart to attend the site if not already present.
- As soon as possible notify the **Waste Coordinator - East (DRC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area where the fire is burning.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours where offsite smoke / fire impact is possible.
- The **Waste Coordinator - East (DRC)** shall report the details of the fire on an Incident Notification Report and refer that to the **Manager – Resource Recovery & Efficiency (DRC).**

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

- 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

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

## APPENDIX 17: FIRE IN WASTE LOAD

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

To define a procedure for responding to a fire which is detected in a load of material brought to the **Wellington Waste Disposal Depot** for disposal.

**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. Where suspected hazardous wastes are involved contact the Fire Brigade by telephoning Triple Zero ('000') and request their attendance. Provide all information they require (i.e. your name, fire location, type, size, etc.).
2. Arrange for a watercart to attend the site if not already present.
3. The driver is to dump the material in a clear area that is away from any building, vegetation and/or debris – preferably on a thick hardstand area or on virgin ground
4. Should it not be possible to move the vehicle to a clear space, isolate the vehicle and evacuate the area.
5. As soon as possible notify the **Waste Coordinator - East (DRC)** of the incident and provide an update of the action initiated to date.
6. Contain the fire, and if possible, spread out the load and extinguish the fire with water or soil.
7. 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.
8. Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
9. Commence notification of Neighbours where offsite smoke / fire impact is possible.
10. The **Waste Coordinator - East (DRC)** shall report the details of the fire on an Incident Notification Report and refer that to the **Manager – Resource Recovery & Efficiency (DRC).**

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

- 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<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 18: CHEMICAL SPILL RESPONSE

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

The purpose of this procedure is to define an incident response in the event of a chemical spill from containers or storages located at the **Wellington Waste Disposal Depot**.

**PROCEDURE/STANDARD**

***Chemical spillage***

Response actions needed may vary. It will be the role of the **Waste Coordinator - East (DRC)** to determine and initiate appropriate actions. The following is the basis of the decision making process.

- Depending on the scale of the spillage, it may be necessary to make first contact with emergency services by dialling Triple Zero ('000') and advising of the type of emergency and the assistance needed (Fire Brigade – Hazmat)
- Secure the affected area(s) by using suitable means such as barricades and bunting. Engage measures to restrict vehicles entering the site
- If necessary, initiate evacuation persons that may be on site, including contractors
- Confine the incident and prevent the spread of its effects without endangering personnel. This may include building sand bag bunds, rotating the container or plugging the leak.
- For small spills, use the spill kit kept on site, cover drains and/or place temporary bunding
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Notify neighbours who may be affected by the incident.
- The **Waste Coordinator - East (DRC)** shall report the details of the incident on an Incident Notification Report and refer that to the **Manager – Resource Recovery & Efficiency (DRC).**

**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:** | **APPROVED BY:** |
| **DATE:** | **DATE** |

# APPENDIX 19: STORAGE & HANDLING OF CHEMICAL / HAZARDOUS SUBSTANCES

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

The use of chemicals and hazardous substances at the **Wellington Waste Disposal Depot** is generally limited to paints, 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 Safety Data Sheets (SDS), provision of information and training to personnel as well as storage and disposal requirements for use of hazardous substances.

The procedure also addresses the management of hazardous substances imported to the site by users of the waste management facility. These substances include paints, household chemicals, herbicides, pesticides & 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 SDS must be provided by the supplier on the first occasion that a hazardous substance is supplied. The manufacturer shall review and revise the SDS every five years as a minimum. Suppliers are required to provide SDS on request.

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

**2. Labelling of Hazardous Substances**

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

**3. Safety Data Sheets**

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 clean-up and disposal of spilt product and waste containers
- First aid procedures if substance contacts skin, eyes, is swallowed or ingested.

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

**4. Storage**

Flammable goods need to be stored away from sources of ignition and spillage containment is required. Dangerous goods legislation requires segregation of different classes of dangerous goods and licensing is required when certain quantities are exceeded.

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

- Hazardous substances bought to the facility shall be segregated and taken to the designated storage areas located within the facility. These substances need to be adequately segregated to prevent fires or other dangerous occurrences.
- Examples of these wastes include paints, household chemicals, herbicides, pesticides & gas bottles.
- 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

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| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 20: INSPECTION OF INCOMING LOADS

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

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

**PROCEDURE/STANDARD**

The **Gatehouse attendant** 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 / Gatehouse. All loads shall be subject to a visual inspection to ensure no excluded wastes are contained within the loads.
3. The **Gatehouse attendant** shall also enquire to the customer whether hazardous materials, such as lead acid batteries, gas bottles, solvents, paints etc., are contained within the load.
4. Empty chemical containers should be checked for triple rinsing before accepting for disposal.
5. Any vehicles suspected of containing excluded wastes shall be refused entry until verified otherwise.
6. The **Gatehouse attendant** shall require and collect appropriate evidence from the driver of the incoming vehicle, as necessary, to substantiate that the waste is not an excluded waste e.g. provision of a test certificate.
7. Where wastes are contained in enclosed vehicles, e.g. private waste collection vehicles, the **Gatehouse attendant** shall identify the source and nature of the waste by inquiry.
8. At the waste transfer station/tipping face of the waste disposal areas the discharge of wastes from enclosed vehicles is to be inspected by the **waste attendant / plant operator**.
9. No sealed containers shall be deposited without substantiation that the contents are acceptable for disposal.
10. All private waste collection and disposal companies servicing commercial and industrial premises and using the facility shall be required to enter into an agreement with the customer regarding disposal of collected wastes.

    This agreement shall include the identification of excluded wastes and undertakings by the customer not to deposit such wastes in the collection receptacle.

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

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

| CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: | |
|---|---|
| • Injury/Death to employee<br>• Injury/Death to public/facility user<br>• Violations and/or fines from Regulatory Agencies | |
| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 21: CLEAN UP OF FUEL OR OIL SPILLS

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

To define the procedure for the containment, management and clean-up of minor fuel / oil spills at the **Wellington Waste Disposal Depot**.

**PROCEDURE/STANDARD**

***Definitions***

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

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 Council stores or suppliers. This equipment or "spill kit" should be stored close to point of use or in a readily transportable form e.g. on a trailer or in a 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, e.g. if leak is from an oil drum, roll drum so that leak areas is uppermost. If leak is from pipe from oil truck, close valves etc. All attempts should be made to plug the leak.

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

***Contain the spill as follows:***

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

| |
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| • If sufficient product exists, hand pumps should be used and product transferred to a suitable container (lined drums, skips or tankers).<br>• 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 |

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| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 22: DEPOSITING OF WASTE AT TIPPING AREA

## Standard Operating Procedure (SOP)

**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 tipping area.
2. Drivers are to undertake a physical inspection of the disposal site and assess the disposal location for risks, such as uneven/sloping ground, obstacles, hazards, unstable ground, sharp objects, moving plant, other vehicles, etc.
3. The vehicle is to be reversed to the disposal location as directed by the **waste attendant / 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

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| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 23: DUST MANAGEMENT

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

The purpose of this procedure is to define the means for controlling the creation and distribution of dust at the **Wellington Waste Disposal Depot**.

**PROCEDURE/STANDARD**

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

It is the responsibility of the **Waste Coordinator - East (DRC)** to ensure preventative measures are put in place to control the generation of dust. Such measures include:

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

**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

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| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 24: ODOUR MANAGEMENT

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

The purpose of this procedure is to define the means for controlling excessive odours at the **Wellington Waste Disposal Depot**.

**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 **Waste Coordinator - East (DRC)** 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
- Soil Cover is to be placed over any exposed odorous waste (particularly when rain is forecast).
- Greenwaste mulch / composting operations to occur strictly in accordance with the approved methodology.
- Animal carcasses and odorous loads are buried within the waste mass
- Grading and profiling of the site is undertaken to avoid ponding over filled areas or areas of exposed wastes
- Routine inspections are undertaken in accordance with the Environmental Checklist (see **Appendix 31**) 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

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

## APPENDIX 25: COVERING OF WASTE / LITTER CONTROL

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

To define a procedure for the covering of waste at the **Wellington Waste Disposal Depot** to ensure waste / litter is controlled in an acceptable manner.

*Note: SOP to be read in conjunction with EPL Condition O6.15(a) which obligates DAILY covering of waste*.

**PROCEDURE/STANDARD**

**Covering of Waste**

- The purpose of 'cover' is to control litter, flies, rodents, birds, odour, reduce the risk of fire and improve the visual appearance of the landfill.
- It is important to thoroughly compact the waste prior to the placement of the cover. A uniform, even surface will allow the placement of a controlled thickness of soil whereas an uncompacted or uneven surface results in a high percentage of soil being used.
- The waste is to be covered daily with 150mm of soil and more frequently when or high winds are forecast AND immediately during periods when Catastrophic Fire Weather has been forecast.
- Any soil cover material previously placed over the underlying layer of waste should be bladed off to expose the waste such that any newly placed waste is in direct contact with the old waste. The cover may be removed by a suitable item of landfilling equipment.

**Litter Control**

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

- Waste will be compacted and covered as per the covering frequency indicated above / in the EPL.
- Daily inspection of litter/perimeter fences required by EPL conditions and clearing completed 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 wastes to the site must have the waste material covered at all times.
- Semi-permanent litter fencing will be erected in close proximity to the active tipping areas.
- If required, mobile litter barricades will be used and relocated around the tipping area as wind direction dictates.

**Reporting**

Non-conformances shall be reported in the weekly inspection checklist. Major non-conformances shall be reported to the **Manager – Resource Recovery & Efficiency (DRC)** before the end of the day which the non-conformance occurred or is identified.

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|---|---|
| **BENEFIT OF COMPLIANCE TO PROCEDURE:**<br>• Impacts on the natural environment are minimised | |
| **CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**<br>• Violations and/or fines from Regulatory Agencies<br>• Pollution of the environment | |
| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 26: FACILITY EVACUATION
## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

To define a procedure for the covering the requirement to implement and Evacuation of the **Wellington Waste Disposal Depot** in an acceptable manner.

**PROCEDURE/STANDARD**

***Emergency Response***

1. Upon notification of an incident the Chief Warden (generally this would be the **Waste Coordinator - East (DRC)** or **most senior staff member at the site**), determines the need for evacuation.
2. Chief Warden contacts by telephone the emergency services by dialling Triple Zero ('000') providing all information they require (i.e. your name, incident type, size, etc.).
3. Chief Warden sounds the evacuation alarm (if present) or provides evacuation advice to all personnel and facility users on site.
4. The Chief Warden initiates measures to restrict vehicles entering the facility and will notify the ***Gatehouse Operator*** who will:
    - Collect site closure signs, mobile telephone, UHF radio and other items such as rainwear / PPE / First Aid Kit / Fire Extinguisher and secure Gatehouse before relocating to the SITE CONTROL GATES initially or to the MAIN ENTRY on the Access Road. Any customer vehicles encountered are to be directed to exit the site immediately.
    - On arrival at the designated location, the **Gatehouse Operator** will erect site closure signage and close the gate on the entry lane of access road. The exit lane can be left open in case any customer / staff / contractor vehicles have not yet exited.
    - Contact to be made with the Chief Warden to confirm access to site has been restricted. Only emergency services AND incident support vehicles and personnel should be permitted to enter the site until advised otherwise by the Chief Warden.
    - Contact to be made with Chief Warden each time a vehicle is permitted to enter the site and that directions to the incident have been provided to the driver.
    - Access restrictions / controls to remain until the Chief Warden provided an 'all clear' advice.
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.
6. The Chief Warden provides direction to Primary Evacuation Point.
7. Prior to leaving the facility the Chief Warden with the assistance of any area deputy / area wardens accounts for all personnel including checking of all work areas.
8. Upon arrival at the Primary Evacuation Point the Chief Warden is to;
    a) Confirm the presence or otherwise of all personnel/staff and facility users (as far as practical)
    b) Determine the suitability of the Primary Evacuation Area. If necessary, initiate movement to an alternate 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 **Manager – Resource Recovery & Efficiency (DRC)** on the incident and provide an update of the actions initiated to date.

9. The Chief Warden is to report the details of the event on an Incident Notification Report Form and refer to **Manager – Resource Recovery & Efficiency (DRC).**

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

- Meeting the legislative requirements.
- Improved safety for site staff and users

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

- Violations and/or fines from Regulatory Agencies
- Death or injury to site staff / visitors

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

# EMERGENCY CHECKLIST FOR CHIEF WARDEN

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

| AREA | WARDEN | AREA EVACUATED | COMMENTS |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

| ADVISED EMERGENCY SERVICE: | TIME |
|---|---|
| | |
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## APPENDIX 27: MANAGEMENT OF ASBESTOS

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

The purpose of this procedure is to define the activities of acceptance and management of waste materials that contain asbestos at **Wellington Waste Disposal Depot**.

**PROCEDURE/STANDARD**

**NOTE: DRC has determined that Asbestos Waste will not be received at the facility. However, should staff be advised that Asbestos load are to be received and / or need to be disposed at the site, the following can be used as a general guide.**

***ACCEPTANCE:***

*ALL disposals must be pre-arranged. Generally - asbestos waste will NOT be received after 4pm.*

***Phone / Site Enquiries:***

- *Staff will seek to confirm that the Customer / Waste Generator has read and understands the requirements for safe handling, removal & transport of asbestos by specifically requiring the Customer / Waste Generator to confirm that they have read and understand their personal obligations for managing their asbestos containing material.*

  *To assist, staff can direct the Customer / Waste Generator to relevant sources of information, including but not limited to:*

  1. *Dubbo Regional Council's Web page*

     https://www.dubbo.nsw.gov.au/households-residents/rates-building-and-maintenance/asbestos-awarness *; AND*

  2. http://asbestosawareness.com.au *; AND*

  3. *NSW Environment Protection Authority*

     http://www.epa.nsw.gov.au/your-environment/household-building-and-renovation/dealing-with-household-asbestos*; AND*

     http://www.epa.nsw.gov.au/your-environment/waste/transporting-asbestos-waste-tyres/tracking-asbestos-waste-locate*; AND*

  4. *SafeWork NSW*

     https://www.safework.nsw.gov.au/hazards-a-z/asbestos *; AND*

  5. *Other sources of information / regulation as relevant from time to time.*

- *Staff must not accept an asbestos disposal booking request unless the Customer / Waste Generator confirms having obtained and possessing a clear understanding of the information from these sources (at minimum).*

***Bookings:***

- *Staff will request and record in the ASBESTOS DISPOSAL BOOKING REGISTER, details of the type of Asbestos Waste (Bonded, Friable, Sheeting, Soil, Dust, pipes etc), the volume and / or square meters (if sheeting), number and size of loads, packaging that will be used AND transport / unloading method proposed by the Customer / Waste Generator.*

- *If the Customer / Waste Generator reports:*

  a) *MINOR - LESS than 100 kilograms or <10 square metres of asbestos waste for disposal (i.e. no WasteLocate requirement), a booking can be taken by the **Gatehouse Operator**; who will verbally relay all packaging and handling requirements / conditions.*

  *OR*

  b) *MORE than 100 kilograms or >10 square metres of asbestos waste for disposal, the request should be managed as follows:*

  - *GENERAL – up to 10 tonnes /single truck load of asbestos containing materials.*

    *A **booking** can be taken if the **most senior staff member at the site** approves the proposed means of unloading the asbestos containing material as verbally stated by the Customer / Waste Generator.*

    *The **most senior staff member at the site** must ensure that the Customer / Waste Generator has completed the WasteLocate tracking requirements for the load/s (refer Tracking waste tyres and asbestos waste (nsw.gov.au) AND the **Gatehouse Operator** is advised of the incoming load/s (date time etc) and any other specific acceptance conditions.*

    *The **most senior staff member at the site** will monitor / control the disposal activities once the material arrives at site and all receival conditions have been met.*

  *OR*

  - *MAJOR – more than 10 tonnes OR multiple truck load of asbestos containing materials. A booking will only be offered once the **Waste Coordinator - East (DRC)** OR **most senior staff member at the site** receives and approves the proposed means of unloading the asbestos containing material, as stated in a written procedure to be supplied by the Customer / Waste Generator;*

    *AND*

    *The **Waste Coordinator - East (DRC)** has confirmed with **Manager – Resource Recovery & Efficiency (DRC)** that the material source / property has all necessary demolition permits / approvals in place AND any agreements, arrangements or conditions that may have been imposed by Council are being met considering the information obtained from the Customer / Waste Generator.*

- *Staff taking the booking will designate a time (between 8am and 4pm) on a suitable day when staffing and equipment is available for the Customer / Waste Generator to deliver the material to the site.*

  *Generally, 24 hours (minimum)- 48 hours (preferred) notice will be required.*

- *At the time of accepting the booking, Staff will confirm the requirements for packaging and presentation as shown below OR as detailed in the written procedure supplied to Council and accepted by the **Manager – Resource Recovery & Efficiency (DRC).***

- *Staff will advise the Customer / Waste Generator to ensure that **contact is made with the landfill on the day of arranged disposal**, prior to arrival, in case conditions are not suitable to accept the load/s (rain etc.).*

*The decision to proceed with acceptance on the agreed day will be confirmed by the **Waste Coordinator - East (DRC)** OR **most senior staff member at the site** - based on an assessment of site safety, trafficability, weather conditions, equipment / staff become unavailable etc.*

*If conditions are not suitable, a Staff member will contact the customer, at the earliest possible time, to advise that agreed disposal must be changed.*

*NOTE: If conditions allow and the requirements for disposal are met (staff /equipment, weather etc.), domestic quantities may be accepted without the required notice / booking, at the discretion of the **Waste Coordinator - East (DRC)** or **most senior staff member at the site**.*

***Packaging, Presentation, Information and Handling Capacity required for Disposal:***

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

  *Each bag will have maximum dimensions less than or equal to 1.2 m in height and 0.9 m in width and a maximum weight of 15 kg.*

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

  *These sealed bags must be able to be placed on the ground in a manner which prevents their rupture and / or creation of dust.*

- ***CLASS B (Non – Friable) Asbestos** waste must be must be securely packaged at all times and must also be able to be placed, in the specific disposal location nominated by Council's staff, in a manner which prevents packaging ruptures and / or the generation of dust or the stirring up of dust.*

- *For **Asbestos Contaminated Soil,** the customer to provide a report from an occupational hygienist confirming:*

  1. if the asbestos material in the soil is bonded or friable;
  2. the extent of asbestos contamination.

  If the asbestos is classified as ***CLASS A (friable)***, the customer must supply copies of:

  - *The **CLASS A (Friable)** licence for the person / company undertaking the removal.*
  - *The licensee's safe work method statements, **which must address disposal** (including the means of discharging the waste to the disposal location nominated by the Waste Facility Operator), as well as the removal of the asbestos contaminated soil.*
  - *The current application / permit issued by SafeWork NSW to remove the asbestos contaminated soil*

  ***ALL asbestos contaminated soils** must be wetted down before delivery.*

- *The customer must inform staff on arrival that the waste contains asbestos AND refer to the booking details made previously.*

  *Staff may reject any load containing asbestos materials if no prior booking has been made.*

- *The customer must place the waste in the location designated by Council (pre-delivery inspection by the customer may be appropriate)*

- *When unloading and disposing of any asbestos waste at the site, the waste must be unloaded in a manner as to prevent the generation of dust or the stirring up of dust.*

- *Large vehicles and any bulk containers / bins used to transport the waste must be cleaned before leaving the waste facility*

*Other transport and unloading criteria may be applied by site staff as needed which will be aimed to ensure the safety of site staff / contractors and / or other site users, site visitors and the like.*

*This may include such requirements relating to (as examples):*

1. *Full lining of the transport vehicle or container / bin;*
2. *Provision of lifting / slinging / forking equipment;*
3. *Restricting the style of vehicle / container where there are valid concerns regarding the capacity to discharge asbestos waste without creation of dust or the stirring up of dust.*
4. *Receival scheduling and / or time of day restrictions*
5. *Other requirements as deemed necessary to minimise public health risks.*

***LOAD REJECTION:***

*Where asbestos waste is not correctly packaged for delivery and disposal, or is not disclosed by the transporter as being asbestos or asbestos containing materials,* ***Gatehouse Operator*** *may:*

- *Reject the asbestos waste from the facility;*
- *Provide the transporter with educational material such as SafeWork NSW fact sheets on correct methods for packaging, delivery and disposal of asbestos.*
- *Question the transporter about the source of asbestos waste.*

*Where asbestos waste is identified and* ***rejected*** *for disposal (for any reason), the* ***Gatehouse Operator*** *or other staff member shall record relevant details in the* ***REJECTED LOAD REGISTER****, including the following (if known):*

- *Contact details of the transporter and the waste generator;*
- *Origin of the asbestos or asbestos containing material;*
- *Amount and type of asbestos or asbestos containing material;*
- *Reasons why the asbestos waste was not properly packaged, disclosed or able to be handled and deposited safely at the site;*
- *Development consent details (if applicable);*

*The waste generator (if known) shall be notified by the* ***Waste Coordinator - East (DRC)*** *and where possible, issued with a* ***rejected load certificate****.*

*NOTE: If load rejections occurs after Gatehouse transaction has been recorded, the* ***Waste Coordinator - East (DRC)*** *will amend transaction within the Gatehouse software / WasteLocate data - to reflect the rejection of the load.*

***DISPOSAL / BURIAL:***

*A dedicated Asbestos Disposal Area shall be maintained at the which shall essentially comprise a separate, dedicated monocell and be managed in accordance with the* ***NSW EPA Environmental Guidelines: Solid Waste Landfill (2nd Edn 2016) Section 8.4***

***Asbestos Disposal Area Features:***

1. Be available within the active Stage and the physical location recorded, by survey, for area and height and geo-referenced within the landfill void.
2. Not be openly accessible to site users. Suitable fencing / barricading and prohibition signage will be installed. Access gates / restrictions will remain closed other than when disposal within the area is occurring with the knowledge and under the supervision of site staff.

3. Have 'all weather' access such that small and heavy vehicles are able to manoeuvre and unload at the location.
4. Have water available for dust suppression at all times that unloading is occurring AND a risk of dust emanating from the activities is expected.

   This will be achieved by means such as temporary reticulation piping / hoses to fine misting sprays (removed as filling progresses) or by other suitable means including water-cart, tanker trailer and the like, each with a suitable pump and spray/s fitted.
5. The physical set out of the disposal area shall aim to minimise any 'double handling' of asbestos containing materials / loads, by site staff / equipment.

   Special considerations will be needed if deliveries are to be permitted using tipping trucks / bin bodies such that the material can be tipped as close as is practical to the final burial location.

   In such cases, Council will also maintain a vehicle wash down / decontamination location and process which would generally involve the vehicle tipping occurring on a rubble / heavy rock pad which drains into the asbestos disposal area. Wash down would occur after each load with particular attention paid to tailgates, drawbars, body / bin and the wheels and tyres of the vehicle / trailer.

   At completion of the permitted disposal sequence, the tipping pad is decommissioned and contents pushed into the asbestos disposal area. Machines used to push the clean-up material are to be hosed down / cleaned as close as is practical to the asbestos disposal area AND cover applied to the pushed waste / wash down water.

   *Note: Wash down would not normally be undertaken for vehicles / bins used for MINOR or GENERAL loads where asbestos is received correctly wrapped, sealed and in undamaged packaging.*
6. Be relocated and resurveyed as needed throughout the filling of the Stage. Selection of a location that is nearer to the central 'spine' of the landfill design should minimise the need for frequent movement over time and should allow the site to be raised progressively as the Stage is filled. (overtopped roughly in a column through the filling of the Stages).
7. Be supplied with a wind direction indicator such that the supervising staff member can observe wind direction at all times during disposal. This can be as simple as a tape / ribbon or permanent windsock.
8. Be supplied with a sufficient volume of approved cover material to achieve the cover requirements detailed following.

***Asbestos Covering / Containment:***

*Asbestos waste presented to or discovered at the site, must be covered with Virgin Excavated Natural Material (VENM) OR other material as approved in the facility's Environment Protection Licence:*

1. *initially (at the time of disposal), to a depth of at least **0.15 metre**, and*
2. *at the end of each day's operation, to a depth of at least **0.5 metre**, and*
3. *finally, to a depth of at least **1 metre** (in the case of bonded asbestos waste or asbestos-contaminated soils) OR **3 metres** (in the case of friable asbestos material) beneath the final land surface of the landfill site.*

*Where this is not practicable and the asbestos waste is deposited in the active general solid waste cell, the asbestos deposition area should be as small as possible and located away from areas used by customers bringing in other waste streams AND be identified to staff so as to eliminate the potential for asbestos waste to be disturbed should 'disposal pit' (for dead animals – as an example) be excavated in the deposited general solid waste.*

***Asbestos Disposal Plant / Equipment Features and Staff actions:***

*Where possible, the following protocols will apply for staff and for plant / equipment that is selected for use during the disposal of asbestos at the site AND / OR approved for use by Customer / Waste Generator in the case of MAJOR disposal works.*

*Note: Council's requirements for staff handling asbestos (PPE etc) apply where staff contact with asbestos material is likely. Refer to relevant organisational SOP for guidance.*

1. *HEPA filtration should be fitted to air-conditioned plant used in the disposal works.*
2. *Plant cabin shall remain closed during disposal works. The ventilation / air-conditioning should be running and 'recirculate' selected such that the cabin becomes positively pressurised.*
3. *Plant operators will remain in vehicles at all times during the disposal works and shall approach and exit the plant item up wind of the disposal location / activities in a contaminant free location.*
4. *A means of contact between the disposal plant operator and disposal vehicle should be available. Two-way radios and the like will eliminate the need for either the delivery vehicle driver OR the plant operator to exit their respective vehicles. DRC may require a working two-way to be available in any delivery vehicle used in MAJOR disposal works and/or may supply a portable handset for use in other disposal instances.*
5. *Delivery vehicles used in MAJOR disposal works must have functional remote-controlled body / tailgate locks to avoid drivers needing to exit the vehicle in / near disposal activities. Manual controls or controls that are operated from outside the vehicle will not be permitted for use in these works.*
6. *Additional / modification of these requirements, including site specific inductions / SOP briefings for may Customer / Waste Generator and their contractors + Council staff, may be a condition of receival for MAJOR disposal works.*

*The **Manager – Resource Recovery & Efficiency (DRC)** will determine the inclusions of an appropriate SOP, formal vehicle requirements, unloading processes and the likes, based on the proposed disposal details supplied to Council (in advance) by the Customer / Waste Generator.*

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

- Limit environmental damage
- Health and safety of staff, public / facility users protected

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

- Infringements and/or fines from Regulatory Agencies

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| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 28: MANAGEMENT OF OZONE DEPLETING GASSED ITEMS

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

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

**PROCEDURE/STANDARD**

Gatehouse staff to determine if incoming loads contain items which commonly contain ozone depleting gas (including refrigerators, freezers, air-conditioners or similar) are present through inspection protocol SOP in this PIRMP.

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

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

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

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

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

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

- Infringements and/or fines from Regulatory Agencies

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| **DATE:** | **DATE** |

## APPENDIX 29: OPERATION OF THE COMMUNITY DROP OFF

## Standard Operating Procedure (SOP)

**PURPOSE AND SCOPE**

The purpose of this procedure is to define the activities of acceptance and management of waste materials destined for the Community Drop Off (CDO) located within the **Wellington Waste Disposal Depot**.

**PROCEDURE/STANDARD**

***ACCEPTANCE:***
*Small vehicles which pass through the site Gatehouse will undergo waste screening.*

*Upon determination that the customer has materials that are suitable for receival at the CDO, the **Gatehouse operator** will provide the following information to the customer.*

***General:***

- *Directions to the CDO if open. If not open, the customer to be advised of the standard hours of operation of the CDO; AND*
- *Materials suitable for receival will be verbally confirmed and with initial visit, a prepared handout supplied where appropriate; AND*
- *Confirm the general safety requirements for entering / using the CDO, including:*
    1. *Be aware of other users and their vehicles and do not exceed 5km/hr around the CDO shed.*
    2. *Pedestrians have right of way in the CDO and surrounds.*
    3. *Park vehicles clear of traffic lanes – do not block entry or exits.*
    4. *Carefully place items in the labelled containers only.*
    5. *Do not leave other materials in the CDO (like furniture, toys, clothes asbestos etc).*
    6. *Immediately notify a council staff member if you spill materials, notice spillages at the CDO OR if you see other dangers.*
    7. *Call Triple Zero ('000') for any life threatening emergency at the CDO.*

***SUPERVISION OF THE CDO:***
*If for any reason a member of staff is not available to supervise the CDO during normal operating hours, the access doors are to be closed AND the Gatehouse operator shall advise users of the closure of the CDO on entry to the site.*

***MANAGEMENT OF FULL / EMPTY CONTAINERS:***

- *Whenever a storage container becomes full, DRC staff will exchange the storage for an empty container of the same type. Staff will secure the full storage and prepare to transfer it into the designated area of the secure compound in accordance with training provided by Toxfree / NSW EPA or collection contractor.*
- *Only staff that are fully trained and licenced shall operate the forklift / loader provided for the CDO.*

- *Staff shall ensure that access to the CDO is restricted and there are no CDO users inside / using the facility before operating the forklift / loader in or around the CDO. (Within 20m of equipment operation area).*
- *Once storage / CDO maintenance has been completed and the forklift / loader safely parked and secured, the CDO can be re-opened and users allowed to continue accessing the CDO.*
- *Loading of full / empty containers onto the commercial servicing contractor's vehicle shall (where possible) occur outside of operating hours of the CDO. The collection truck is to be parked so not to obstruct CDO traffic movements.*
- *Suitable traffic controls ('witch's hats', delineator poles etc.) to be placed around the truck loading area in order to minimise potential for customer vehicle interaction during loading / unloading.*

***RECORDING OF USAGE / RECEIVED MATERIALS:***

*DRC will record all relevant data relating to operation of the CDO in accordance with the NSW EPA requirements.*

***GENERAL COMPLIANCE INSPECTIONS:***

*DRC will record all relevant environmental compliance / safety inspection information as specified in the site inspection checklists. This shall be in addition to actions required by the NSW EPA as relayed in relevant training or directives.*

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

- Limit environmental damage
- Health and safety of staff, public / facility users protected
- Complies with grant funding and NSW EPA operational support agreements that may exist.

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

- Infringements and/or fines from Regulatory Agencies

| | |
|---|---|
| **REVIEWED BY:**<br>**DATE:** | **APPROVED BY:**<br>**DATE** |

## APPENDIX 30: COMMUNICATIONS RECIPIENTS SCHEDULE (NEIGHBOURS)

(DRC to insert prior to release)

## APPENDIX 31: ENVIRONMENTAL REPORTING CHECKLISTS

The following procedures define the protocol for undertaking site inspection and audits at the **Wellington Waste Disposal Depot** 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 **PIRMP** 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) | **Waste Coordinator - East (DRC)** |
| Site Audit | Quarterly, six monthly | **Resource Recovery Performance Coordinator (DRC)** |
| Environmental Audit | Annual | **Manager – Resource Recovery & Efficiency (DRC)** |

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

| ACTIVITY AREAS – GENERAL INSPECTION CHECKLIST<br>WELLINGTON WASTE DISPOSAL DEPOT | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **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** | | | |
| | | | | | | | | |
| Detention basins – empty and de-silted. | Monthly/ After rain | | | | | | | |
| Site re-vegetation areas are in good condition – no exposed waste faces, erosion. | Monthly | | | | | | | |
| Site vegetation control –slashing, evidence of weed infestation. | Monthly | | | | | | | |
| Confirm any Leachate pumping volume (where applicable) has been recorded each day pumping occurred. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Leachate dams / structures (including Septic Tanks) sound –No Stormwater inflow or seepage noted. | Monthly | | | | | | | |
| Leachate drainage lines, sumps and discharge lines functioning. | Monthly | | | | | | | |
| Intermediate cover applied to filled areas. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| No evidence of erosion of the intermediate capping. | Monthly/ After rain | | | | | | | |
| | | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |

| ACTIVITY AREAS – GENERAL INSPECTION CHECKLIST<br>WELLINGTON WASTE DISPOSAL DEPOT | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **DATE:** | | | | | | | **INSPECTED BY:** | |
| **ISSUE** | **INSPECTION FREQUENCY AND ACKNOWLEDGEMENT** | | | | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS:** |
| No evidence of leachate eruption through the soil cap zone / landfill toe/batters. | Weekly / After rain | | | | | | | |
| Tipping face being kept to minimum size and shaped for minimum cover placement. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Waste placed in 200-300mm layers and the correct compaction pattern applied. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Cover placed (daily) and exposed waste areas completely covered. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Cover 'stripped' to expose waste whenever over filling occurs. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Any evidence of litter beyond the active tipping area. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Condition and functionality of stormwater infrastructure sound. | Monthly/ After rain | | | | | | | |
| Any evidence of sedimentation downstream of stormwater basins or detention structures. | Monthly/ After rain | | | | | | | |
| Evidence of soil tracking onto road surfaces. | Weekly/ After rain | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Signs of dust generation around perimeter of site. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |

## ACTIVITY AREAS – GENERAL INSPECTION CHECKLIST

**WELLINGTON WASTE DISPOSAL DEPOT**

| **DATE:** | | | | | | | **INSPECTED BY:** | |
|---|---|---|---|---|---|---|---|---|
| **ISSUE** | **INSPECTION FREQUENCY AND ACKNOWLEDGEMENT** | | | | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS:** |
| Surface of hardstand areas intact/repairs or rectification required. | Monthly | | | | | | | |
| Fire safety buffer zones maintained around waste stockpiles. | Monthly | | | | | | | |
| Compliance with facility operating times. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Septic / wastewater tanks inspected and are functional. No evidence of effluent overflows noted. Serviced? | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Record of Incidents (entire facility) up to date. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Check Sampling Kit contents are complete and available / intact | Monthly | | | | | | | |
| Evidence of bird infestations at tipping face. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |

**VERIFIED BY: Waste Coordinator - East (DRC)**

Satisfactory ☐ Unsatisfactory ☐

**DATE:**

## FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD

**WELLINGTON WASTE DISPOSAL DEPOT** **YEAR:**

| ANIMAL | JANUARY | APRIL | JULY | OCTOBER | PRESENCE Y/N | ACTION TAKEN | COMMENTS |
|---|---|---|---|---|---|---|---|
| Feral Cats | | | | | | | |
| Rats/mice | | | | | | | |
| Dogs | | | | | | | |
| Foxes | | | | | | | |

**VERIFIED BY: Waste Coordinator - East (DRC)** ☐ Satisfactory ☐ Unsatisfactory

**DATE:**

| WASTE STOCKPILING (ACTIVE LANDFILLING AREA) INSPECTIONS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **WELLINGTON WASTE DISPOSAL DEPOT** | | | | | | | | | |
| **DATE:** | | | | | | | | **INSPECTED BY:** | |
| **ISSUE:** | **INSPECTION FREQUENCY AND ACKNOWLEDGEMENT** | | | | | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Hardstand areas, roads and unloading zone free of excessive dirt and debris | 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** | | | | |
| | | | | | | | | | |
| General housekeeping – site tidy – litter collected, signage in place etc. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | | |
| | | | | | | | | | |
| Removal of stockpiled waste from CDO bunker is occurring routinely (added to stockpiles / removed off site). | Weekly | | | | | | | | |
| Activities being contained within designated site areas. Bulk mass of stockpiles being managed to prevent likelihood of spontaneous combustion. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | | |
| | | | | | | | | | |
| Excessive odours not present. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | | |
| | | | | | | | | | |
| Excessive dust not occurring during mulching / crushing works occurring. | Daily when processing | | | | | | | | |

## WASTE STOCKPILING (ACTIVE LANDFILLING AREA) INSPECTIONS

| WELLINGTON WASTE DISPOSAL DEPOT | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **DATE:** | | | | | | | **INSPECTED BY:** | |
| **ISSUE:** | **INSPECTION FREQUENCY AND ACKNOWLEDGEMENT** | | | | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Firefighting reels / equipment available and checked | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Contamination in stockpiles being controlled / removed | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |

**VERIFIED BY: Waste Coordinator - East (DRC)**

Satisfactory ☐ Unsatisfactory ☐

**DATE:**

| GATEHOUSE – SITE INSPECTION CHECKLIST | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **WELLINGTON WASTE DISPOSAL DEPOT** | | | | | | | | |
| **DATE:** | | | | | | | **INSPECTED BY:** | |
| **ISSUE** | **INSPECTION FREQUENCY AND ACKNOWLEDGEMENT** | | | | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Entrance and exit roads free of excessive dirt and debris | 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** | | | |
| | | | | | | | | |
| Roadways and hardstand areas intact/repairs or rectification required | Weekly/ After rain | | | | | | | |
| General housekeeping – site tidy – litter collected, signage in place, mowing etc. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Evidence of fuel / lubricant, contamination / spillage? | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| All signage and traffic control operating effectively. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Fire extinguishers / fire blankets in place and tags current | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |

## GATEHOUSE – SITE INSPECTION CHECKLIST

**WELLINGTON WASTE DISPOSAL DEPOT**

| **DATE:** | | | | | | | **INSPECTED BY:** | |
|---|---|---|---|---|---|---|---|---|
| **ISSUE** | **INSPECTION FREQUENCY AND ACKNOWLEDGEMENT** | | | | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Emergency first Aid Kits on site and fully stocked. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| UHF Radio Checks completed (Receive / Transmit) and battery charge | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Fuel containers and fuel storage(for generator) not leaking/properly sealed / bunded.<br>Generator started / operational | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |

**VERIFIED BY: Waste Coordinator - East (DRC)**

Satisfactory Unsatisfactory

**DATE:**

| COMMUNITY DROP OFF - SITE INSPECTION CHECKLIST | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **WELLINGTON WASTE DISPOSAL DEPOT** | | | | | | | | |
| **DATE:** | | | | | | | **INSPECTED BY:** | |
| **ISSUE** | **INSPECTION FREQUENCY AND ACKNOWLEDGEMENT** | | | | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Emergency spill kits tamper checked / confirmed as fully stocked. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Hazardous materials safely stored & secured when not being accessed. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| General housekeeping – site tidy – litter collected, signage in place, mowing etc. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Gates securely locked when not open to the public. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Receptacles not being overfilled. Full Receptacles stored in secure area have labels applied and are separated from non compatible materials. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| All signage in place and traffic controls operating effectively. | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Entrance and exit roads free of excessive dirt and debris. | Weekly / After rain | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Evidence of contamination / spillage? Clean-up undertaken? | Daily | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |

## COMMUNITY DROP OFF - SITE INSPECTION CHECKLIST

**WELLINGTON WASTE DISPOSAL DEPOT**

| **DATE:** | | | | | | | **INSPECTED BY:** | |
|---|---|---|---|---|---|---|---|---|
| **ISSUE** | **INSPECTION FREQUENCY AND ACKNOWLEDGEMENT** | | | | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Fire extinguishers / fire blankets in place and fully charged / undamaged / tags current? | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Service all provided portable dousing showers and eye wash units at site (x2) | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Oil storage – secured/not leaking (dip and arrange collection if >75%) | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |
| Clean obstructions from security cameras and ensure data recording is occurring correctly. | Weekly | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | | |
| | | | | | | | | |

**VERIFIED BY: Waste Coordinator - East (DRC)** ☐ Satisfactory ☐ Unsatisfactory

**DATE:**

## QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST

**WELLINGTON WASTE DISPOSAL DEPOT**

| **DATE:** | | | | **CONDUCTED BY:** | |
|---|---|---|---|---|---|
| **ISSUE** | **ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT** | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| | | | | | |
| | | | | | |
| | | | | | |

| QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST | | | | | |
|---|---|---|---|---|---|
| **WELLINGTON WASTE DISPOSAL DEPOT** | | | | | |
| **DATE:** | | | | **CONDUCTED BY:** | |
| **ISSUE** | **ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT** | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Final capping applied to final landform per EPL obligations. | Quarterly | | | | |
| Intermediate cover applied to filled areas. | Quarterly | | | | |
| Surveys undertaken to confirm landfill design is being achieved | Quarterly | | | | |
| Leachate management system intact and operational (where provided). | Quarterly | | | | |
| Vermin – inspection undertaken | Quarterly | | | | |
| Fire Safety Certificate inspection undertaken for all essential fire safety equipment onsite. Fire breaks being maintained. | Quarterly | | | | |
| Activities confined to appropriate areas | Quarterly | | | | |
| Conditions of EPA licence for facility being met | Quarterly | | | | |
| Review of dust and sediment control requirements. | Quarterly | | | | |
| **VERIFIED BY: Resource Recovery Performance Coordinator (DRC)**<br>Date: | Satisfactory | | Unsatisfactory | | |
| | | | | | |

| QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST | | | | | |
|---|---|---|---|---|---|
| **WELLINGTON WASTE DISPOSAL DEPOT** | | | | | |
| **DATE:** | | | | **CONDUCTED BY:** | |
| **ISSUE** | **ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT** | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Incident reporting –entries correct and complete and documentation updates occurred as required | 6 Monthly | | | | |
| EPL Environmental Monitoring undertaken, evaluated and published to webpage within 14 days of receipt from lab. | 6 Monthly | | | | |
| Register of site inspections – current and complete. | 6 Monthly | | | | |
| Review of on-site procedures against PIRMP / EPL undertaken including copies of document / records viewed. | 6 Monthly | | | | |
| SOPs understood by staff & required training up to date with records available. | 6 Monthly | | | | |
| Review of incident reports and corrective actions. | 6 Monthly | | | | |
| Weighbridge tested and verified (if / when provided at site) | 6 Monthly | | | | |
| Inspection of septic infrastructure undertaken and servicing records available<br>(corrective action initiated if required). | 6 Monthly | | | | |
| Inspection of stormwater infrastructure undertaken (corrective action initiated if required). | 6 Monthly | | | | |
| Water quality monitoring undertaken (surface water, ground water etc) | 6 Monthly | | | | |

**VERIFIED BY: Resource Recovery Performance Coordinator (DRC)** ☐ Satisfactory ☐ Unsatisfactory Date:

| ANNUAL LANDFILL ENVIRONMENTAL MANAGEMENT PLAN & PIRMP AUDIT | | | | | |
|---|---|---|---|---|---|
| **WELLINGTON WASTE DISPOSAL DEPOT** | | | | | |
| **DATE:** | | | | **CONDUCTED BY:** | |
| **ISSUE** | **ACTIVITY FREQUENCY & ACKNOWLEDGEMENT** | | **SATISFACTORY Y/N** | **ACTION TAKEN** | **COMMENTS** |
| Annual Site Volumetric Survey undertaken? | Annual | | | | |
| Review of environmental monitoring records and confirm data published to web. | Annual | | | | |
| Review of environmental management documentation including LEMP, PIRMP, SOPs, Registers and Reporting. | Annual | | | | |
| Toolbox meeting with site staff, and lease / ancillary facility operators to ensure an understanding of the PIRMP requirements are satisfactory. | Annual | | | | |
| Review of non-conformance reports, weekly inspection checklist, Quarter & Six monthly audit, Pollution Incident Records and PIRMP reviews (occurred as required). | Annual | | | | |
| Identification and implementation of any improvements to the operation of the facility. | Annual | | | | |
| Annual reports / PIRMP Exercise completed and reported to EPA. | Annual | | | | |
| **VERIFIED BY: Manager – Resource Recovery & Efficiency (DRC)** ☐ Satisfactory ☐ Unsatisfactory<br>**DATE:** | | | | | |

## APPENDIX 32: SITE SERVICES & INFRASTRUCTURE PLANS

(DRC to insert Areas of Impact Radial Map/s prior to release)