



## **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

### **VICTORIA ST LANDFILL**

Lots 2204 – 2206, 2214 – 2220, 2227 DP 754611  
Victoria St, YOUNG

ENVIRONMENTAL PROTECTION LICENCE # 5916

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## TABLE OF CONTENTS

<b>1 INTRODUCTION</b>	
1.1 Scope	3
1.2 Definition of a pollution incident	
<b>2 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN</b>	4
2.1 Activities on the site and potential hazards Potential Incidents	
2.2 Incident Response	5
2.2.1 Human Health & Safety Incident	
2.2.2 Pollution Incident	
2.3 Community Notification	6
2.4 Safety Equipment	
2.5 Incident Investigation	7
2.6 Training	
2.7 Testing	
<b>3 APPENDICES</b>	
Appendix I: Risk Assessment	8
Appendix II: Pre-emptive Measures	10
Appendix III: Maps	11
Appendix IV: Additional Emergency Contacts	12
Appendix V: PIRMP Flow Chart	13
Appendix VI: Table of Amendments	14

## INTRODUCTION

In 2012, changes to the *Protection of the Environment Operations Act 1997* introduced a requirement under Part 5.7A for all licensees to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP).

The objectives of these plans are to;

- ensure comprehensive and timely communication about a pollution incident to all staff, the EPA, other relevant authorities, and people outside the facility who could be impacted by the incident.
- Minimise and control the risk of a pollution incident, and
- Ensure that the Plan is properly implemented, and regularly tested.

This Plan has been developed to document the processes required to prepare for and respond to pollution incidents at the Victoria Street Landfill and Waste Management Facility (EPA Licence # 5916) and ensure that hazards to human health and the environment are reduced, or eliminated.

### 1.1 Scope

This PIRMP applies to the Victoria Street Landfill and Waste Management Facility (EPA Licence # 5916). For site plans, refer to Appendix III.

### 1.2 Definition of a pollution incident

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

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

- (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.

## **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

The Victoria St Waste Management Facility is located to the south-east of the intersection of Victoria and Briggs St, approximately 1.5km to the east of the town centre. The site covers an area of approximately 8ha and is surrounded by land zoned residential and recreational.

In 2004, the Victoria St facility was established as a Waste Transfer Station, although some landfilling continues on the site. The site also includes a Material's Recovery Facility (MRF) used for the receipt, storage, handling and processing of recycling materials.

### **2.1 Activities on the site and potential hazards and incidents**

The activities at the site include the;

- receipt and transfer of putrescible waste and recycling (including cardboard and plastics),
- receipt, storage and transfer of scrap steel, waste oil, tyres, batteries and e-waste,
- disposal of asbestos,
- receipt, storage and shredding of greenwaste, and
- some land filling.

Most waste materials can be considered hazardous if not handled correctly or in the event of a fire. Waste materials that can reasonably be expected to be found on the site include those listed above, however unlawful dumping of waste items not accepted at the site (such as liquids - household chemicals, chemicals, and paints) also need to be considered.

#### **Potential Incidents**

The potential hazards to human health or the environment include;

- Fire and any associated smoke of unknown chemical compounds as a result,
- Disposal or spill of unlawful waste materials – Liquid / Chemical / Fuel,
- Spill of Waste Oils
- Incorrect disposal of Asbestos
- Odour
- Significant wind blown litter event
- Subsidence within the confines of the site
- Contamination of stormwater or groundwater by liquid or gas
- Flooding, spill or failure of the leachate dam

A detailed risk assessment is provided in Section I – Risk Assessments and Actions. Pre-emptive actions to minimise and prevent risk is included in Appendix II

## 2.2 Incident Response

### 2.2.1 Human Health or Safety Incident

1. If there is an immediate threat to human health or safety, call triple zero “000” (“112” if using a mobile).
2. If required, evacuate the site.
3. Contact Director Sustainable Growth (**0428 243 853**) or Manager Environmental & Public Health (**0438 758 609**).
4. Report the incident to Human Resources / Risk Manager (**02 6380 1200**)

### 2.2.2 Pollution Incident

1. In the event of fire or unknown chemical spill, or if there is an immediate threat to human health or safety, call triple zero “000” (“112” if using a mobile).
2. If required, evacuate the site
3. Contact Director Sustainable Growth (**0428 243 853**) or Manager Environmental & Public Health (**0438 758 609**).

Council’s Director or Manager will notify the following agencies:

- |    |                                    |                     |
|----|------------------------------------|---------------------|
| a) | EPA Environmental Line             | <b>131 555</b>      |
| b) | NSW Health                         | <b>0407 060 237</b> |
| c) | Work Cover Authority (if required) | <b>13 10 50</b>     |
4. Contact Elouera Site Manager (**0448 869 816** or **02 6382 2980**)
  5. Council staff on site to follow JSA’s for Incidents on the site.
  6. Council staff on site to follow instructions given by the Incident Controller (Emergency Services)

Hilltops Council should also consider contacting Police and affected neighbours as soon as practical. For details of other contacts that might be required see Appendix IV – Additional Emergency contacts.

The incident response required depends of the type and severity of the incident that has occurred.

### **2.3 Community Notification**

Communication methods will be used on a case by case basis dependant of the type and severity of the incident.

Hilltops Council will attempt to provide early warning to directly affected premises by phone call or site visit. Early warning is to include details of what the imminent incident is, how those affected can prepare and respond, and provide important advice such as avoiding contact and use of affected areas.

Where early warning is not possible Hilltops Council will provide notification and communication during and after an incident to advise those affected with information, advice and updates. Notification and communication methods will be determined on a case by case basis and the following methods may be used:

- Phone calls
- Media releases (radio/television/newspaper/internet/social media as required)
- Site visits/door knocking
- Letter drops
- Warning signs
- Other methods as the situation requires

Regular communication and notification is to be provided until the incident and clean up of the impacted site and affected areas have been completed.

### **2.4 Safety Equipment**

It is the responsibility of both Council and the on site Contractor (Elouera) to maintain safety equipment and PPE for their staff.

Council staff are provided with PPE relevant to the worksite, including sunscreen, repellent, needle proof gloves, steel cap boots, gum boots, hearing protection, eye protection, high-vis clothing, first aid kits, sunscreen & repellent.

A Fire Hose Reel is located in the Materials Recovery Facility, and water hoses available at transfer trench and on the lower deck near the compactor.

Fire extinguishers are located in the MRF and in the equipment shed near the trench.

The Depot, located at Glensloy St, Young maintains Chemical spill kits, portable generators and breathing apparatus. Water trucks are also available for use when required.

## **2.5 Incident Investigation**

All emergencies must be investigated. For all other incidents, the Manager (with guidance from review personnel) will decide whether an incident investigation will be conducted.

## **2.6 Training**

All staff required to implement this plan and associated documents must have training in its use and be inducted into it. This is to ensure they are aware of the content, processes and requirements of this plan and can competently implement it if necessary. Additionally, relevant staff will be involved in an annual exercise/drill to test the implementation of the plan. In the event of a significant incident, an investigation and debrief will be conducted, documentation updated (if required) and staff will be re-inducted.

## **2.7 Testing**

It is intended the PIRMP will be tested annually via desktop simulation, supported by practical exercises on site to ensure that the PIRMP is workable and staff training is effective.

The document will be reviewed following testing and immediately after any incident.

## **References**

- EPA NSW Environmental Guidelines: Preparation of pollution incident response plans
- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations (General) Regulation 2009
- Public Health Act 1991
- Environmental Protection Licence #5916

## APPENDIX I – Risk Assessment

RISK	IMPACT	RISK RATING	CONTROLS
Fire in putrescible waste transfer trench	Air pollution,	B3=M	Inspection of loads at weighbridge
Fire in Materials Recovery Facility	Air pollution,	B2=L	<ul style="list-style-type: none"> <li>• Hose reel and fire extinguishers in MRF</li> <li>• Operational areas kept clear</li> <li>• Limited stockpiles of cardboard kept on site</li> </ul>
Fire in green waste stockpiles	Air pollution,	C2=M	<ul style="list-style-type: none"> <li>• Shredded material maintained in small windrows</li> <li>• Ongoing monitoring of stockpiles following shredding</li> </ul>
Chemical Spill	Land pollution	B2=L	<ul style="list-style-type: none"> <li>• Chemicals not received on site except during event days (Household Chemical Clean-up)</li> <li>• Any Chemicals used on site – bund inspections</li> <li>• All drainage on site to Leachate Dam</li> </ul>
Waste Oil Spill	Land pollution	B1=L	<ul style="list-style-type: none"> <li>• Both waste and cooking oil is collected on site. The waste oil container is bunded and enclosed. The cooking oil will be bunded and covered.</li> <li>• All drainage on site to Leachate Dam</li> <li>• Spill kit available from the Depot</li> </ul>
Liquid paint spill	Land pollution	A1=L	<ul style="list-style-type: none"> <li>• Liquid paint not permitted on site except during event Household Chemical Cleanup days</li> <li>• Inspections of loads at weighbridge</li> <li>• Removal of any cans and placed in bunded area for correct disposal</li> </ul>
Leachate Overflow due to rainfall event	land contamination, possibly enter a waterway, possibly enter a property.	3=M	<ul style="list-style-type: none"> <li>• Monitoring and maintenance of site drainage to ensure that all surface water runs to leachate dam.</li> </ul>
Leachate overflow due to failure in dam or on site drainage	land contamination, possibly enter a waterway, possibly enter a property.	A4=H	<ul style="list-style-type: none"> <li>• Monitoring and maintenance programs</li> </ul>
Leachate or gas infiltration to groundwater	Water contamination	A4=H	<ul style="list-style-type: none"> <li>• Groundwater monitoring bores tested on a quarterly basis as per EPL</li> </ul>
Asbestos incorrect disposal	Possible land and air contamination	B2=L	<ul style="list-style-type: none"> <li>• Inspection of loads at weighbridge to ensure correct delivery</li> </ul>



RISK	IMPACT	RISK RATING	CONTROLS
			<ul style="list-style-type: none"> <li>Council staff trained in correct disposal and cover requirements</li> </ul>
<b>Subsidence within site</b>		A2=L	<ul style="list-style-type: none"> <li>Minimal land filling onsite for past 11 years</li> <li>Ongoing maintenance of site drainage</li> </ul>

Likelihood A <b>IMPROBABLE</b> – May occur only in exceptional circumstances B <b>REMOTE</b> – could occur at some time C <b>OCCASSIONAL</b> – might occur at some time D <b>FREQUENT</b> – will probably occur in most circumstances E <b>CONTINUOUS</b> - is expected to occur in most circumstances	Consequences 1. <b>INSIGNIFICANT</b> - No injuries, minimal level of pollution, Employee grievances dealt with on site, Loss <5% of job cost, service, business failure resulting in delay < 1 week and costs, plant/equipment loss < \$1,000 2. <b>MINOR</b> - First aid treatment, limited/localised impact, Employee grievances dealt with by senior management, loss 5-10% of job cost, business failure resulting in delay < 1 month and costs, plant/equipment loss < \$10,000 3. <b>MODERATE</b> - Medical treatment & several days off work, significant pollution requiring outside assistance, Employee grievances taken to the union, loss 10-20% of job cost, non-compliance with legislation/Licence conditions, business failure resulting in delay < 3 months and costs, plant/equipment loss < \$50,000 4. <b>MAJOR</b> - long term illness/serious injury, significant pollution requiring outside assistance & long term environ damage, threatened industrial action, loss 20-70% of job cost, loss of production capability, order placed on Council by Authorities, business failure resulting in delay < 6 months and costs, plant/equipment loss < \$100,000 5. <b>CATASTROPHIC</b> - Death or permanent disability/illness, serious permanent environmental damage, Actual industrial action, loss >70% of job cost, potential prosecution by Authorities, business failure resulting in delay > 6 months and costs, plant/equipment loss > \$100,000	Rating L = Low  M = Medium  H = High  V = Very High  X = Extreme	Likelihood				
			Consequence	A	B	C	D
1	L	L	L	M	H		
2	L	L	M	H	V		
3	M	M	H	V	X		
4	H	H	V	X	X		
5	V	V	X	X	X		

## **APPENDIX II – Pre-emptive Measures**

### **Preventative Measures**

Council endeavours to prevent potential hazards from impacting on human safety and the environment. The site is manned and loads are inspected upon entry to the site.

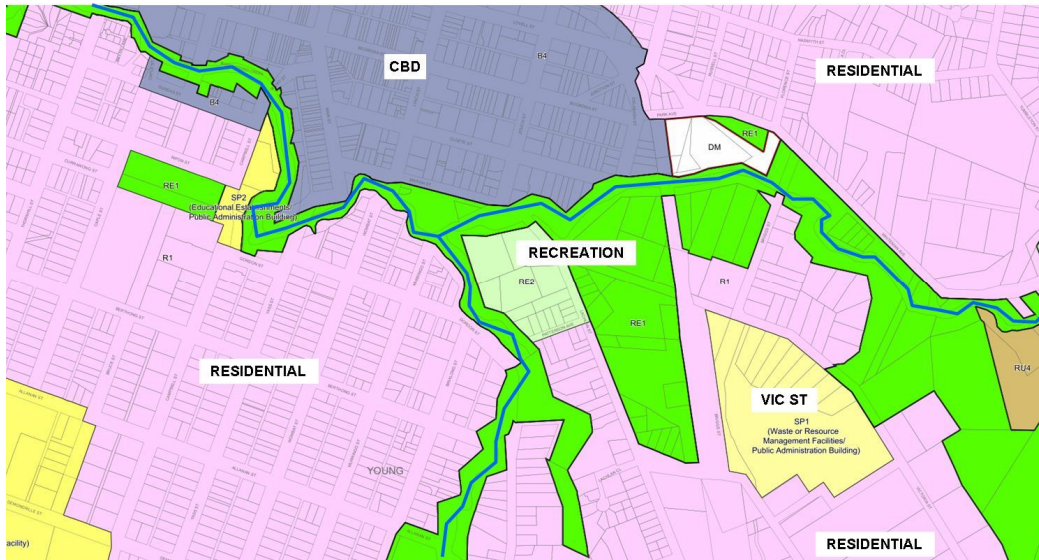
Council's Operator who works onsite daily - monitors the site and reports any arising issues to the Manager Environmental & Public Health.

### **Actions to minimise harm**

The following are actions proposed by Hilltops Council to minimise risks on the site;

- Quarterly audits of site – includes safety, environmental management and compliance with EPL
- Planned maintenance of existing assets
- Planned renewal of drainage
- Increased plantings
- Installation of gas monitoring wells

**APPENDIX III – Maps**



Map 1: Location and surrounding areas.

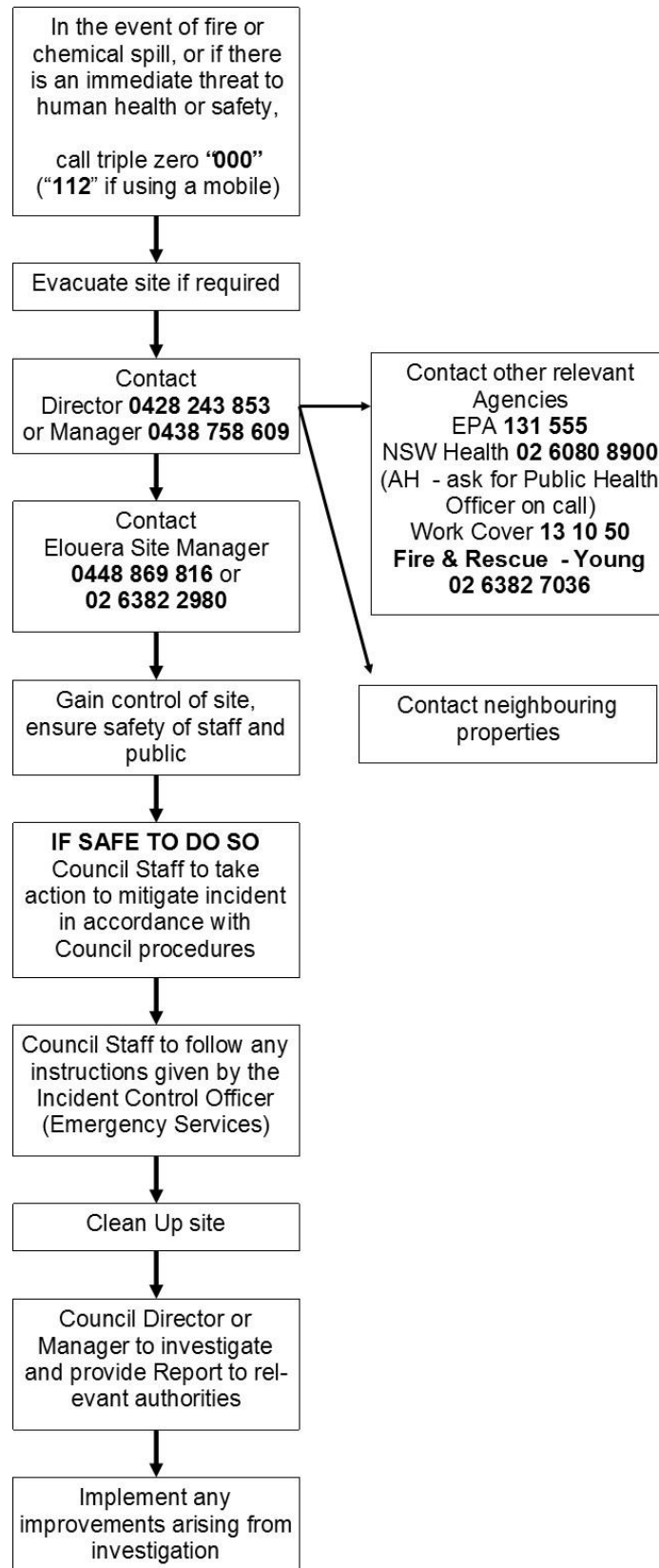


Image 2: Site Plan indicating drainage and leachate dam.

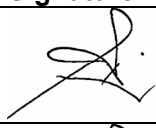




**APPENDIX IV – Additional Emergency Contacts**

<b>EMERGENCY SERVICES</b> (FIRE & RESCUE, POLICE, AMBULANCE)	000
<b><u>HILLTOPS COUNCIL</u></b>	
<b>DIRECTOR SUSTAINABLE GROWTH – SHARON LANGMAN</b>	0428 243 853
<b>MANAGER ENVIRONMENTAL &amp; PUBLIC HEALTH</b> – SALLY ATKINSON	(02) 6380 1200 (BH) 0438 758 609
<b>EMERGENCY CALL OUT – AH</b>	0427 701 262
<b>HILLTOPS COUNCIL ADMINISTRATION BUILDING - YOUNG</b>	02 6380 1200
<b>LOCAL EMERGENCY MANAGER – BILL MALONEY</b>	0419 698 631
<b><u>ELOUERA</u></b>	
<b>OFFICE</b>	(02) 6382 2980
<b>SITE MANAGER – GRANT FULLER</b>	0448 869 816
<b>NSW EPA</b>	
<b>POLLUTION INCIDENT HOTLINE</b>	131 555
<b>HEALTH</b>	
<b>LOCAL PUBLIC HEALTH UNIT</b> AFTER HOURS (diverts to Albury Base Hospital) - ask for Public Health Officer on call	Ph: 02 6080 8900
<b>WORK COVER</b>	131 050
<b>FIRE &amp; RESCUE NSW – YOUNG STATION</b>	02 6382 7036

## APPENDIX V – PIRMP Flow Chart



## APPENDIX VI – TABLE OF AMENDMENTS

Amendment	Authorised by	Signature	Date
Review	K Craig Filmer Director – Planning Environment & Strategic Services		4 December 2012
Page 8 – update of contact numbers	K Craig Filmer Director – Planning Environment & Strategic Services		26 Nov 2014
Full Review	K Craig Filmer Director – Planning Environment & Strategic Services		January 2016
Licence Transfer – Young Shire Council to Hilltops Council	K Craig Filmer Director – Building & Environmental Services		July 2016
Page 5, 11, 12 – update of contact numbers	Sharon Langman – Director Sustainable Growth		10 January 2017

