Newcastle City Council

Pollution Incident Response Management Plan 2019

EPL5897 Summerhill Waste Management Centre

EMSPLAN001_V7 SWMC
Pollution Incident Response
Management Plan

Prepared by: Emma McCauley
Date prepared: 25 September 2018

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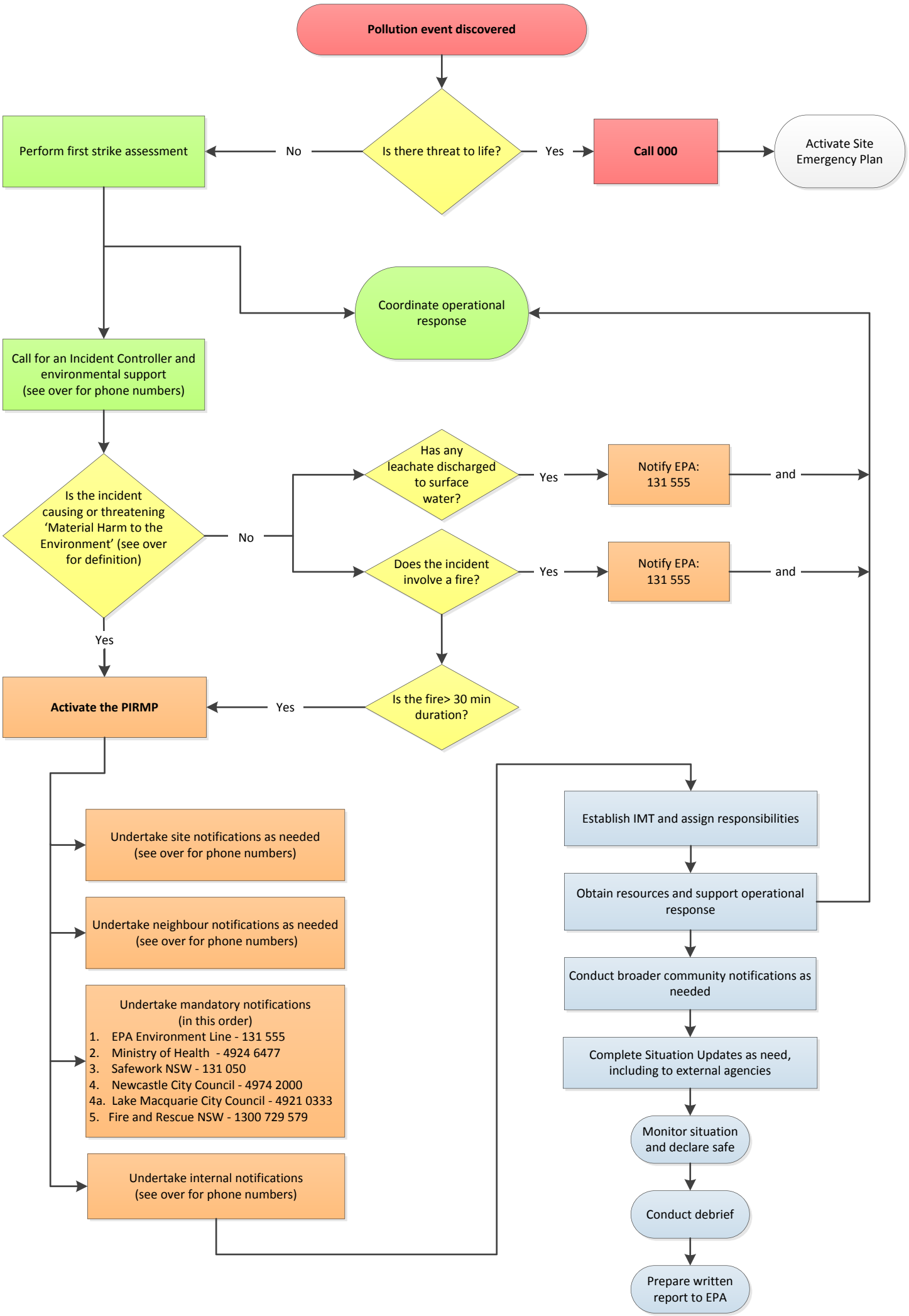
The City of Newcastle



`Document Control

Document	Status	Revision Date/ Major changes	Authorised by:	
			Name/ Position	Signature
PIRMP v2 Final 25.11.13 ECM No. 4976339	Final	First edition	Darren North/ Manager Waste Management	
PIRMP v3 Final 6.11.15 ECM No.4744856	Final	6/11/2015 Annual review	Darren North/ Manager Waste Management	
EMSPLAN001_V4 SWMC - Pollution Incident Response Management Plan	Final	22/9/2016 Annual review	Darren North/ Manager Waste Management	
EMSPLAN001_V5 SWMC - Pollution Incident Response Management Plan	Final	24/11/2016 Inclusion of new EPL	Darren North/ Manager Waste Management	
EMSPLAN001_V6 SWMC - Pollution Incident Response Management Plan	Final	19/9/2017 Inclusion of process for reporting fires & discharges of leachate to surface water. Inclusion of EPL 2/8/2017	Darren North/ Manager Waste Management	
EMSPLAN001_V7 SWMC - Pollution Incident Response Management Plan	Final	25/09/2018 Inclusion of First Responder role, revised flow chart, clearer IMT functions, post incident tasks & restricted operational information. New Situation Update form, new figures for surrounding neighbours, stormwater pits and drains, bushfire management and spill response equipment. Inclusion of CRC, Solar farm and Transfer Station expansion.	Darren North/ Manager Waste Management	

Testing of the Plan

Document Tested/ Test Report	Test Date	Manner of Testing	Tested By
PIRMP v2 Final 25.11.13	30/10/2015	Desktop review	O. Gallagher
PIRMP v3 Final 6.11.15/ ECM No. 4976342	20/09/2016	Compliance review against POEO Act and Regulations Post incident review	E. McCauley IMT
EMSPLAN001_V5 SWMC - Pollution Incident Response Management Plan	17/1/2017	Post incident review	E. McCauley IMT
EMSPLAN001_V5 SWMC - Pollution Incident Response Management Plan	5/9/2017	IMT review	E. McCauley IMT
EMSPLAN001_V6 SWMC - Pollution Incident Response Management Plan	13/9/2018	IMT review	E. McCauley IMT

Table of Contents

1 Purpose of the Plan

This Pollution Incident Response Management Plan (PIRMP, the Plan) has been prepared in accordance with the regulatory requirements of the Protection of the Environment Operations Act, 1997 (POEO Act) for the Summerhill Waste Management Centre (SWMC) located at 141 Minmi Road, Wallsend, NSW.

In addition, the PIRMP provides the process for reporting discharges of leachate to surface waters as required by condition R.2.3 - R2.5 of Environment Protection Licence (EPL) 5897 and reporting of fires required by condition R4. Reporting fires and leachate discharges to the EPA is mandatory, regardless of determination of Material Harm (see Section 5, Definition 2). However, such incident may not trigger the PIRMP and may not require immediate reporting to all agencies.

The purpose of the plan is to:

- Enable response to a pollution incident to be conducted in a manner that will minimise harm to health and environment.
- Ensure timely notification and reporting.

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

2 Related Documents

The following documents have been developed to assist the implementation of the PIRMP:

Drawings	
Figure 1 - PIRMP Site Layout Plan	Appendix A
Figure 2 - PIRMP Map of Surrounding Neighbours	
Figure 3 - PIRMP Surface Water Flow Map	
Figure 4 - PIRMP Whole of Site - Stormwater Pits and Drains	
Figure 4a - PIRMP Administration Area - Stormwater Pits and Drains	
Figure 5 - PIRMP Vegetation Map	
Figure 6 - PIRMP Threatened Flora and Fauna Map	
Figure 7 - PIRMP Bushfire Management	
Figure 8 - PIRMP Incident Response Equipment, First Aid and Muster Points	
Figure 8a - PIRMP Incident Response Equipment, First Aid and Muster Points - Administration Area	
Forms	
EMSFORM010_V2 SWMC - PIRMP Pollution Incident Details	Appendix B
EMSFORM011_V3 SWMC - PIRMP Site Notification Form	
EMSFORM012_V3 SWMC - PIRMP External Notification Form	
EMSFORM013_V3 SWMC - PIRMP Internal Notification Form	
EMSFORM014_V2 SWMC - PIRMP Reportable Discharge of Leachate to Surface Water	
EMSFORM016_V2 SWMC - PIRMP Reportable Fire Form	
EMSFORM021_V2 SWMC - PIRMP Pollution Incident - Situation Update	

The following Management Plans have been developed as pre-emptive measures to mitigate and help manage the risk of pollution incidents.

Related Management Plans	
WHS FM 3.7.1.10 SWMC Site Emergency Plan - December 2016	Appendix C
WHS FM 3.6.1 SWMC Emergency Response Risk Assessment - December 2016	
WHS FM 3.6.2 SWMC Chemical and Substance Register	Appendix D
SWMC Landfill Environmental Management Plan	ECM
LMS Energy PIRMP & Emergency Response Plan 2016	ECM
North Construction & Building Pty Ltd - Transfer Station Expansion - Site Integrated Management Plan V1 1/8/2018	ECM
EMC Lendlease - Solar Farm – Environmental Management Plan	ECM

Other documents under which the site operates include:

Related Licences and Guidelines	
SWMC Environment Protection Licence 5897	Appendix E EPA website
NSW EPA Environmental Guidelines - Solid Waste Landfills	EPA website
NSW Protection of the Environment Operations Act	EPA website
NSW Protection of the Environment Operations Regulations	EPA website

3 Scope of the Plan

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

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

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

4 Availability of the Plan

The PIRMP is publicly available at:

- Council Website: http://www.newcastle.nsw.gov.au/Living/Waste-recycling/Summerhill-Waste-management-Centre/Environmental-Monitoring-Data

  If a person does not have access to the website, a copy will be provided without charge to any person who makes a written request.

Controlled copies are maintained at:

- SWMC Emergency Documents Box located near the entrance gate (Gate 3)
- SWMC Administration Office
- Site Operations Manager/ Caretakers vehicle

A plan will be made readily available to any authorised officer on request.

5 Who Can Activate the Plan?

Level 1 - 4 positions are authorised to activate the plan and notify relevant authorities, i.e.:

- Chief Executive Officer - Jeremy Bath
- Emergency Management Coordinator – Patrick Quick
- Director City Wide Services – Suzie Gately
- Manager Waste Services - Darren North
- Site Operations Manager - Brad Wood
- Environmental Compliance Manager - Gavin Cooksley
- Business Development Manager - Mark Johnson
- Waste and Commercial Collections Manager - David Thomas

With advice and support of:

- Waste and Landfill Operations Coordinator - Oscar Gallagher
- Environmental Specialist - Emma McCauley

6 Pollution Response Procedure

Step 1 – First Strike Assessment & Response

First Responder to perform an initial field assessment of the incident and commence appropriate pollution control action.

If an immediate threat to human life or property exists, **Dial 000** and activate the **SWMC Emergency Management Plan (Appendix C).**

If broader assistance in managing the pollution incident is necessary, contact an Incident Controller who will activate the Incident Management Team and commence notifications.

For a list of pollution Incident Controllers see ***Step 8.***

With support from the Incident Management Team, coordinate actions to contain the pollution incident and prevent further negative impacts.

An inventory of available incident response equipment is maintained in Appendix D and the location of equipment shown on Figures 8 & 8a.

Supporting information:

- Appendix D – Inventory of Incident Response Equipment
- Figure 8 - PIRMP Incident Response Equipment, First Aid and Muster Points
- Figure 8a - PIRMP Incident Response Equipment, First Aid and Muster Points – Administration Area
- Appendix C - WHS FM 3.7.1.10 SWMC Site Emergency Plan – December 2016

Step 2 - Activate the Plan

Incident Controller, in collaboration with the Environmental Team, must determine if the incident is **causing or threatening Material Harm to the Environment** and take action to Activate the plan. When making the decision to activate the Plan, apply the definitions below:

Definition 1: Pollution Incident;

> *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.*

Definition 2: 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.*
>
> *It does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.*

As soon as practical, document the key incident details on form:

EMSFORM010_V2 SWMC - PIRMP Pollution Incident Details Form (Appendix B)

Step 3 - Undertake Site Notifications (as necessary)

Incident Controller (or delegate) to assess the potential for immediate impact to site occupiers and users and perform the following notifications as relevant to the nature, location and scale of the pollution incident.

Site Notifications	
Staff and visitors	See SWMC Emergency Response Plan and sign-in book
LMS Energy	Newcastle On-Duty Operator - 0400 955 092 Operations Manager - 0417 401 500
Bettergrow Pty Ltd	0427 210 070
Recycling Solutions Australia	0416 116 087 0488 116 040
Porter Plant Hire	0419 549 062 0437 395 456
Ausgrid	4951 9225
North Construction Transfer Station Expansion	Foreman - 0411 703 455 Leading Hand - 0434 121 809
EMC Lendlease JV Solar Farm	0437 986 302

Document notifications as they are made on form:

EMSFORM011_V3 SWMC - PIRMP Site Notification Form (Appendix B)

Step 4 - Undertake Neighbour Notifications (as necessary)

Incident Controller (or delegate), to determine potential for immediate impact to neighbours. Perform the following notifications as relevant to the nature, location and scale of the pollution incident.

Direction	Neighbour Notifications	
East	**Fletcher Early Learning Centre**	4951 4202
East	**Fire Station**	Deputy Captain – 0407 021 813
East	**Adjistment Paddock**	0402 353 971
South	**Glencore (Xstrata Coal NSW)**	Manager Community, Land and Property - 6570 2461
West	**Tree Tops Adventure Park**	On Duty Manager - 4026 7617
West	**National Parks and Wildlife Service - Blue Gum Hills Regional Park**	A/H Area Manager - 0419 183 310 Emergency Reception - 1800 232 170
Surrounding	**Broader Community**	Contact the Communications Team to assist with notifying residents

Supporting information:

- Figure 2 – Map of Surrounding Neighbours

Document notifications as they are made on form:

EMSFORM012_V3 SWMC - PIRMP External Notification Form (Appendix B)

Step 5 - Undertake External Notifications (mandatory)

Incident Controller (or Delegate) to perform the following mandatory notifications in the sequence listed:

External Agency Notifications	
1. EPA Environment Line	131 555 Select option 'report a pollution incident'. Obtain an EPA reference number.
2. Ministry of Health via local Public Health Unit JHH	4924 6477 Ask for on-call Environmental Health Officer
3. Safework NSW	131 050 Select option "Notifiable incident". You must provide an EPA reference number
4. Newcastle City Council	4974 2000 http://www.newcastle.nsw.gov.au/Council/Forms-Publications/Forms/Regulatory-Pollution-Notification-form
5. Lake Macquarie City Council If incident impacts LMCC LGA	0409 367 266 4921 0333
6. Fire and Rescue NSW Not required if 000 has been called	1300 729 579

Ensure the weighbridge has been notified of the incident location and can direct agencies, otherwise arrange a vehicle escort.

Document notifications as they are made on form:

EMSFORM012_V3 SWMC - PIRMP External Notification Form (Appendix B)

Step 6 - Injured Wildlife

For injured wildlife contact either of the following:

Injured Wildlife Contacts	
Native Animal Trust Fund - Hunter Wildlife Rescue	All hours 0418 628 483
Mount Hutton Pet Hospital	4947 1311

Document notifications as they are made on form:

EMSFORM012_V3 SWMC - PIRMP External Notification Form (Appendix B)

Step 7 - Undertake Internal Notifications

Incident Controller (or delegate) to perform the following internal notifications as relevant to the nature, location and scale of the pollution incident:

Council Internal Notifications	
CEO	4974 2000 Restricted Operational Information Sheet
Emergency Management Coordinator	
Manager Major Events and Corporate Affairs	
Director City Wide Services	
Director Governance	
Risk Management Coordinator	
WHS Manager	

Document notifications as they are made on form:

EMSFORM013_V3 SWMC - PIRMP Internal Notification Form (Appendix B)

Step 8 - Establish Incident Management Team

Incident Controller (or delegate) to determine Incident Management Team (IMT) and recruit resources proportional to the nature and scale of the pollution incident. Available staff and duties include:

IMT Role	Duties	Available Staff
First Responder / Operations Officer	– Undertake field assessments of the incident. – Commence appropriate pollution control action. – Coordinate incident response operations – Ensure the IC is kept informed.	Darren North Brad Wood Mark Johnson Gavin Cooksley David Thomas Oscar Gallagher Emma McCauley Patrick Quick Shane Conserdyne
Incident Controller/ 2IC	– Secure and assign resources, including equipment and personnel. – Ensure mandatory notification & reporting requirements are met. – Ensure internal stakeholders are kept informed. – Assess and monitor the extent of impact and need to notify nearby receptors such as landholders and water users regarding potential avoidance or evacuation measures. – In consultation with any combat agency or Regulator present, monitor the adequacy of response operations and resources available. – Issue Situation Updates to ensure EPA and other agencies are kept informed. – Monitor incident and declare safe. – Ensure a de-brief is performed and prepare Incident Action Plan.	
Environmental	– Environmental impact advice	Gavin Cooksley

IMT Role	Duties	Available Staff
Officer	– Spill mapping, delineation and forecasting – Environmental sampling & analysis – Written report to EPA	Emma McCauley
Communications Officer	– Community interactions – Mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises.	Kathleen Hyland
Media Officer	Media interactions	Kathleen Hyland Darren north
Legal Officer	Legal Advice	James Marshall
Risk Management Officer	Insurances & business continuity	Grant Hillyard
Administration Officer	– Upkeep of incident response logs – Purchasing equipment & response needs – Cost and time tracking – Preparation of documents and minutes – Document filing	Gavin Cooksley Emma McCauley

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

Step 9 - Document, Investigate and Report

Documentation

Individual IMT members and Responders are to ensure incident documentation is maintained, including:

- notification forms
- agency interactions
- daily logs of response and clean-up operations
- hours worked
- costs
- photographic records

De-brief

A de-brief shall be performed to capture the details of the incident, record the timeline, the actions taken and lesson learnt.

Action Management

Actions taken during the incident will be captured on an Incident Action Plan, as well as ongoing or longer-term remediation works. The Incident Action Plan will be reviewed at regular intervals until close out.

Investigation & Reporting

All pollution incidents are to be reported in the corporate system “Figtree” and investigation completed. A specialist investigator may be engaged to perform an ICAM if necessary.

A detailed written report must be prepared to address the requirements of the sites EPL Reporting Conditions or as directed by the EPA, and submitted to the EPA in the requested timeframe. A copy of the Incident Action Plan may be appended to this report.

All documents are to be signed, scanned and saved into ECM.

Supporting information:

- SWMC Environment Protection Licence 5897 (Appendix E)

Post Incident PIRMP Review

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

7 If Leachate Discharges to Surface Waters

All discharges of landfill leachate to surface water are to be logged and reported to the NSW EPA. NOTE that if the incident causes or threatens Material Harm to the environment, follow the full Pollution Response Procedures in Section 6. Otherwise;

Step 1 - Document

Record details on the following form:

EMSFORM014_V2 SWMC - PIRMP Reportable Discharge of Leachate to Surface Water (Appendix B)

Step 2 - Notify EPA

Notify NSW EPA Environment Line: 131 555 and submit completed EMSFORM14 via email to NSW EPA Waste Inbox - waste.operations@epa.nsw.gov.au

Step 3 - Submit Report

Prepare a written report and submit to the EPA within 7 days of the date of the incident. For report details see:

- Environment Protection Licence (Appendix E)

8 If the Incident Involves a Fire

All fires within the facility are to be logged and reported to the NSW EPA *"as soon as practical after becoming aware of the incident*". NOTE that if the incident causes or threatens Material Harm to the environment and or is greater than 30 minutes duration, follow the full Pollution Response Procedures in Section 6. Otherwise;

Step 1 - Document

Record all details on the following form:

EMSFORM016_V2 SWMC - PIRMP Reportable Fires Form (Appendix B)

Step 2 - Notify EPA

Notify NSW EPA Environment Line: 131 555 and submit completed EMSFORM16 via email to NSW EPA Waste Inbox - waste.operations@epa.nsw.gov.au

Step 3 - Submit Report

Prepare a written report and submit to the EPA within 7 days of the date of the incident. For report details see:

- Environment Protection Licence (Appendix E)

9 Supporting Information

9.1 Site Description

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

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

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

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

See Appendix A:

Figure 1 - PIRMP Site Layout Plan

9.2 Key Hazards

Councils risk assessment process identified the following hazards that could result in a pollution incident:

- Release of leachate to surface water, ground or groundwater
- Release of landfill gas
- Explosion
- Bushfire
- Landfill fire (fire within the waste)
- Significant odour event
- Significant dust event
- Flood
- Earthquake
- Landslip
- Mine subsidence
- Fuel / oil spill from storage failure, during transfer or vehicle accident
- Chemical spill from CRC

See (Appendix C):

WHS FM 3.6.1 Emergency Response Risk Assessment v2016

9.3 Surface Water & Flow Direction Information

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

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

- Northwest from the site to Flaggy Creek. Flaggy Creek discharges to Back Creek then Fishery Creek and Hexham Wetlands via the residential area of Fletcher. Activities that could impact this catchment include from the Non-Putrescible Landfill and associated leachate pond.

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

See Appendix A:

Figure 3 - PIRMP Surface Water Flow Map

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

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

9.4 Flora

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

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

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

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

See Appendix A:

Figure 5 - PIRMP Vegetation Map

9.5 Threatened Species

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

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

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

See Appendix A:

Figure 6 - PIRMP Threatened Flora and Fauna Map

9.6 Fire

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

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

Vegetation categories are as follows:

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

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

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

See Appendix A:

Figure 7 – PIRMP Bushfire Management

10 Inventories

10.1 Inventory of Chemicals & Potential Pollutants

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

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

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

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

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

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

See Appendix A:

Figure 1 - PIRMP Site Layout Plan

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

See Appendix D:

WHS FM 3.6.2 SWMC Chemical and Substance Register

10.2 Inventory of Incident Response Equipment

Various incident response equipment is readily available onsite. An inventory is maintained In Appendix D. The location of fixed items is shown on Figure 8.

See Appendix A:

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

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

See Appendix D:

Inventory of Incident Response Equipment.

11 Document Administration

11.1 Testing, Review and Maintenance of the PIRMP

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

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

Testing is undertaken at a minimum once every twelve months, and within one month of any pollution incident occurring to assess that the plan is still capable of being implemented in a workable and effective manner.

11.2 Staff Training

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

APPENDIX A - DRAWINGS

Figure 1 - PIRMP Site Layout Plan
Figure 2 - PIRMP Map of Surrounding Neighbours
Figure 3 - PIRMP Surface Water Flow Map
Figure 4 - PIRMP Whole of Site - Stormwater Pits and Drains
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Figure 1 - PIRMP Site Layout Plan

The City of Newcastle

Flaggy Creek

Wentworth Creek

Non-Putrescible Landfill

Cover Stockpile Areas

Administration

Weigh Bridge

Transfer Station

Recycling & Processing Area

Temporary Transfer Station

Temporary Chemical Recycling Centre

Former Non-Putrescible Landfill

Cell 1

Cell 2

Cell 3

Cell 4

Cell 5

Cell 6

Cell 7

Cell 8

Cell 9

Legend

- LGA Boundaries
- Site Boundary
- Cells
- Building
- Driveway
- Road
- Pond
- Leachate Pond
- Ephemeral Water Course
- Gate
- HAZMAT Sign

Aerometrex 2018

Created by CN Geospatial Information Services - Date: 25/09/2018

Document Set ID: 5706351
Version: 1, Version Date: 26/09/2018

0 0.125 0.25 0.5 Kilometres

Scale: 1:9,000 at A3

Figure 2 - Map of Surrounding Neighbours

Legend

- LGA Boundary
- Site Boundary
- Broader Community
- Fire Station
- Fletcher Early Learning Centre
- Glencore (Xstrata Coal NSW)
- National Parks & Wildlife Services - Blue Gum Hills Regional Park
- Tree Tops Adventure Park
- Agistment Paddock

Aerometrex 2018

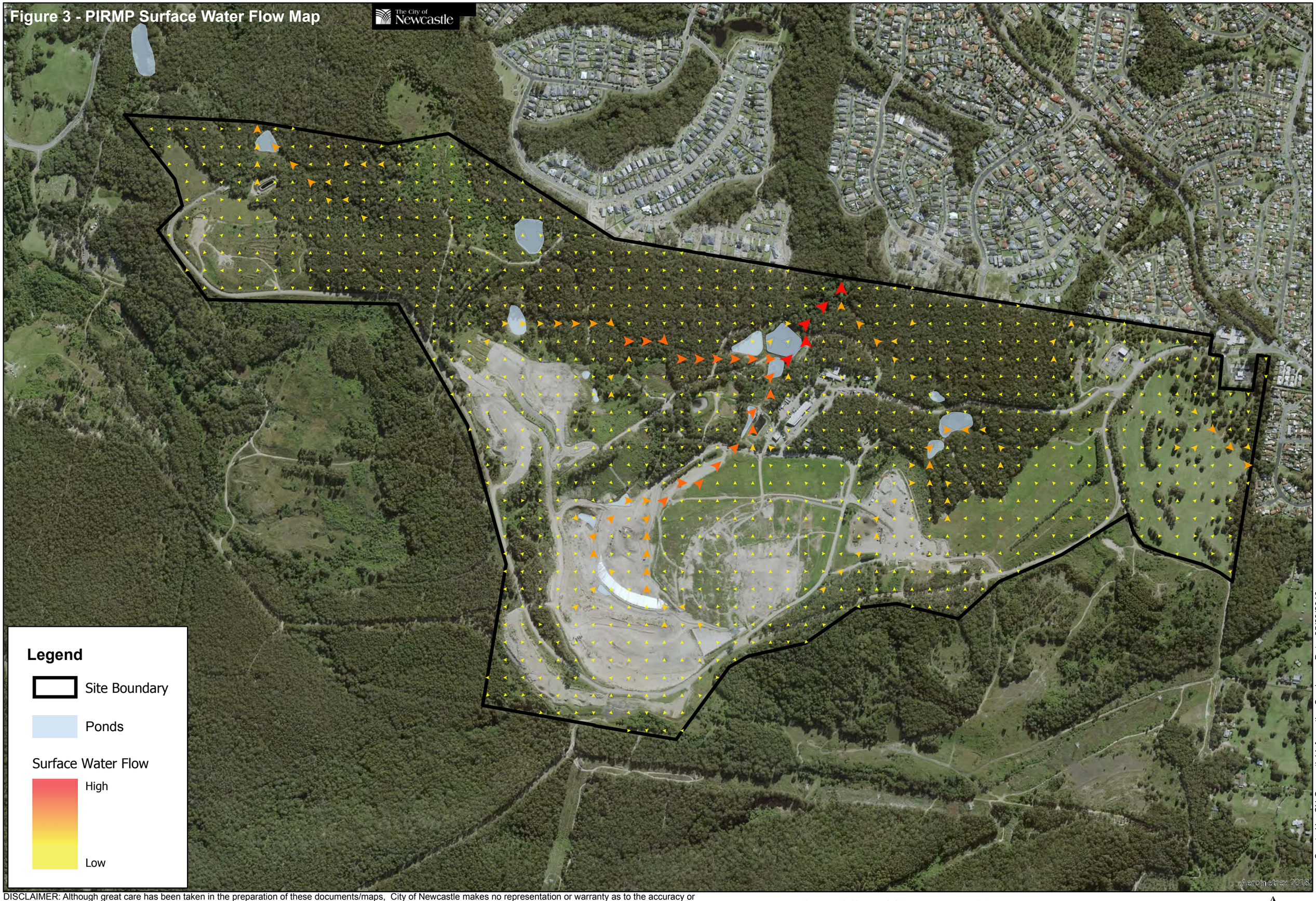
Created by CN Geospatial Information Services - Date: 25/09/2018

0 0.125 0.25 0.5 Kilometres

Scale: 1:9,000 at A3

Figure 3 - PIRMP Surface Water Flow Map

The City of Newcastle



Created by CN Geospatial Information Services - Date: 25/09/2018

Document Set ID: 5706251
Version: 1, Version Date: 26/09/2018

0 0.13 0.25 0.5 Kilometres

Scale: 1:9,000 at A3

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

Flaggy Creek

Wentworth Creek

6
9
7
8
3
2
10
11
1
5
4
15
14
13
12

Legend

- LGA Boundaries
- Site Boundary
- Pond
- Ephemeral Water Course
- Stormwater Pipe
- Stormwater Pit

Aerometrex 2018

Created by CN Geospatial Information Services - Date: 25/09/2018

Document Set ID: 5706351
Version: 1, Version Date: 26/09/2018

0 0.125 0.25 0.5 Kilometres

Scale: 1:9,000 at A3

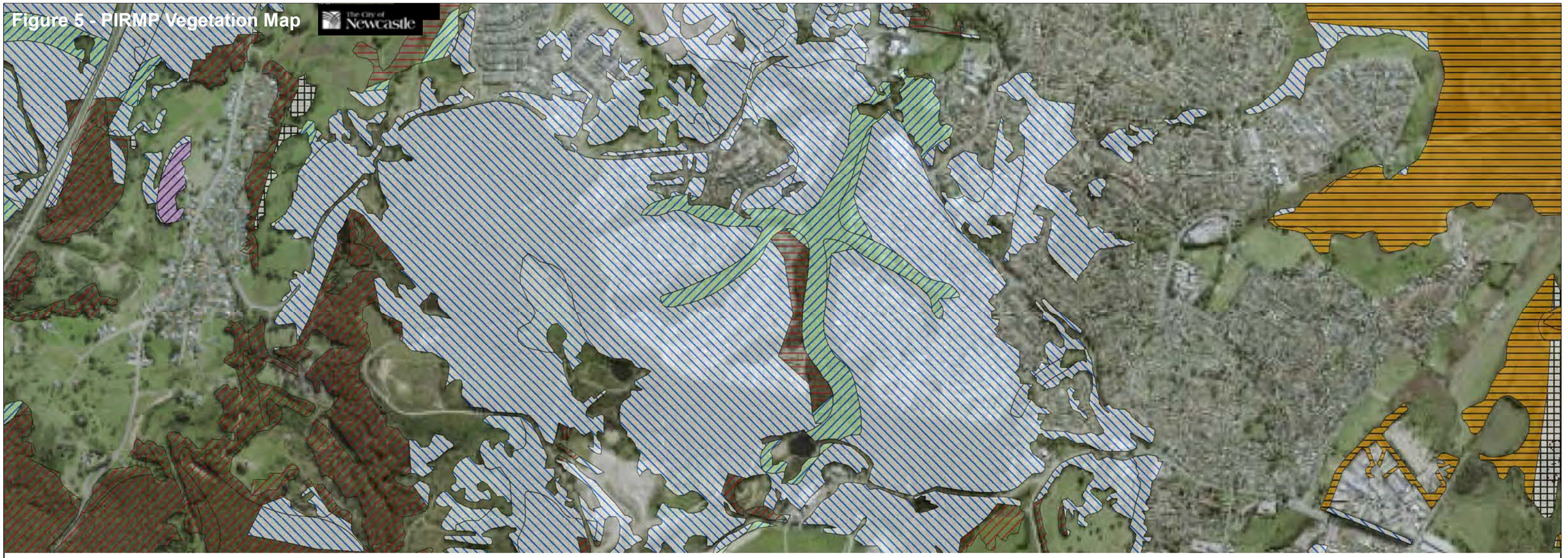
Figure 4a - PIRMP Administration Area - Stormwater Pits and Drains

DISCLAIMER: Although great care has been taken in the preparation of these documents/maps, The City of Newcastle makes no representation or warranty as to the accuracy or completeness of any information contained in them. The City of Newcastle accepts no responsibility for any misprints, errors, omissions or inaccuracies in these documents/maps or for loss or damages resulting from reliance on any information provided

0 0.0175 0.035 0.07 Kilometres

Scale: 1:1,200 at A3

Figure 5 - PIRMP Vegetation Map



Legend

Site Boundary

REMS Vegetation

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

Aerometrex 2018

Document Set ID: 6705251
Version: 1, Version Date: 26/09/2018

0 0.225 0.45 0.9 Kilometres

Scale: 1:15,000 at A3

Figure 6 - PIRMP Threatened Flora and Fauna Map

The City of Newcastle

Legend

- Site Boundary
- Habitat Trees
- Threatened Flora
- EPBC Threatened Flora
- All Flora
- Threatened Fauna
- EPBC Threatened Fauna
- All Fauna

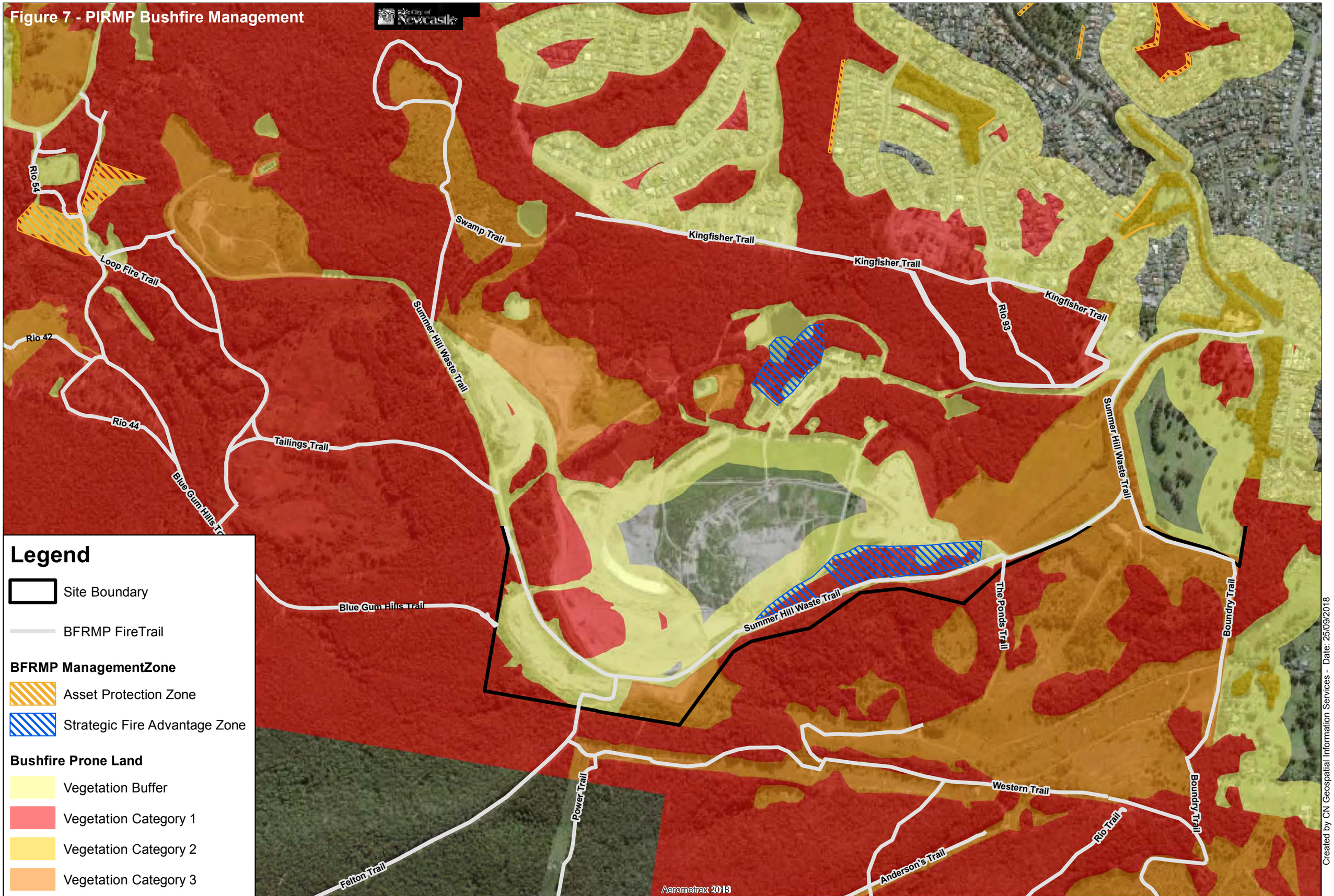
Aerometrex 2018

Created by CN Geospatial Information Services - Date: 25/09/2018

0 0.2 0.4 0.8 Kilometres

Scale: 1:14,000 at A3

Figure 7 - PIRMP Bushfire Management



Legend

- Site Boundary
- BFRMP FireTrail

BFRMP ManagementZone

- Asset Protection Zone
- Strategic Fire Advantage Zone

Bushfire Prone Land

- Vegetation Buffer
- Vegetation Category 1
- Vegetation Category 2
- Vegetation Category 3

Document Set ID: 3705251
Version: 1, Version Date: 26/09/2018

0 0.125 0.25 0.5 Kilometres

Scale: 1:9,000 at A3

Created by CN Geospatial Information Services - Date: 25/09/2018

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

The City of Newcastle

Legend

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

Aerometrex 2018

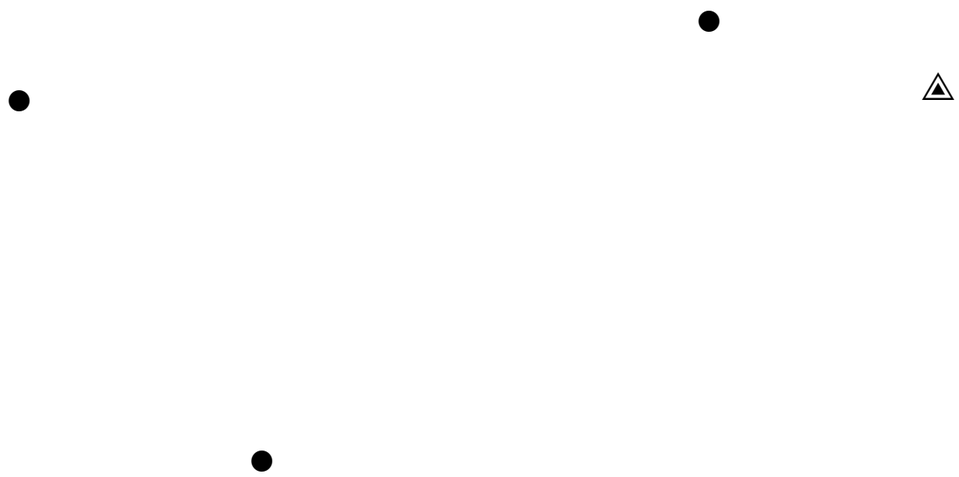
Created by CN Geospatial Information Services - Date: 25/09/2018

Document Set ID: 5706351
Version: 1, Version Date: 26/09/2018

0 0.125 0.25 0.5 Kilometres

Scale: 1:9,000 at A3

The City of Newcastle



Legend

- First Aid Kit
- 2-Way Radio
- Fire Hose Reel
- Hydrant
- HAZMAT Sign
- PPE
- Personal Gas Monitors
- Wash Area
- Spill Kit
- Muster Area

Created by CN Geospatial Information Services - Date: 25/09/2018

Document Set ID: 5706351
Version: 1, Version Date: 26/09/2018

0 0.015 0.03 0.06 Kilometres

Scale: 1:1,000 at A3

APPENDIX B - FORMS

EMSFORM010_V2 SWMC - PIRMP Pollution Incident Details
EMSFORM011_V3 SWMC - PIRMP Site Notification Form
EMSFORM012_V3 SWMC - PIRMP External Notification Form
EMSFORM013_V3 SWMC - PIRMP Internal Notification Form
EMSFORM014_V2 SWMC - PIRMP Reportable Discharge of Leachate to Surface Water
EMSFORM016_V2 SWMC - PIRMP Reportable Fire Form
EMSFORM021_V2 SWMC - PIRMP Pollution Incident - Situation Update

SUMMERHILL WASTE MANAGEMENT CENTRE

POLLUTION INCIDENT DETAILS

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

Information	Details known at time of notification	
Name of person completing form:		
Date/ time form completed:	**Date:**	**Time:**
Premises details:	**Summerhill Waste Management Centre 141 Minmi Road Wallsend NSW 2287**	
Date/Time of incident:	**Date:**	**Time:**
EPA Self report reference No.		
Specific location of incident:		
Pollutant: (eg Leachate, Hazardous wastes etc.)	**Type:**	**Volume:**
Pollutant emitted to: (eg Stormwater, land, surface water, air etc.)		
Spacial extent of pollution: (e.g. area of impacted soil, length of creek etc)		
Cause: (eg. Mechanical failure etc)		
Weather conditions: (Temperature, Wind Direction, Rainfall etc.)		

Immediate actions taken in response:	
Forecast/ future needs/ concerns / considerations	

Signed _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

PIRMP - RECORD OF SITE NOTIFICATIONS

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

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

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

Recycling Solutions Australia		**Contact Details:**	**0416 116 087** **0488 116 040**
TIME / DATE of notification:		**NAME of Person Notified:**	
Initial Advice / Comment:			

Porter Plant Hire		**Contact Details:**	**0419 549 062** **0437 395 456**
TIME / DATE of notification:		**NAME of Person Notified:**	
Initial Advice / Comment:			

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

North Constructions		**Contact Details:** **Project Foreman – 0411 703 455** **Leading Hand – 0434 121 809**	
TIME / DATE of notification:		**NAME of Person Notified:**	
Initial Advice / Comment:			

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

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

Name_____ Signed _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

PIRMP - RECORD OF EXTERNAL NOTIFICATIONS

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

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

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

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

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

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

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

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

Notify the following neighbours as deemed necessary:

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

Glencore (Xstrata Coal NSW)		**Contact Details:**	Manager - Community, Land and Property **0407 231 785**
TIME / DATE of notification:		**NAME of Person Notified:**	
Initial Advice / Comment:			

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

Tree Tops Adventure Park		**Contact Details:**	**On Duty Manager - 4026 7617**
TIME / DATE of notification:		**NAME of Person Notified:**	
Initial Advice / Comment:			

National Parks and Wildlife Service - Blue Gum Hills Regional Park		Contact Details:	Duty Officer – 8275 1746 Emergency Reception 1800 232 170
TIME / DATE of notification:		**NAME of Person Notified:**	
Initial Advice / Comment:			

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

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

Name_____ Signed _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

PIRMP - RECORD OF INTERNAL NOTIFICATIONS

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

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

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

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

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

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

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

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

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

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

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

Name_____ Signed _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

REPORTABLE DISCHARGE OF LEACHATE TO SURFACE WATER

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

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

Weather conditions:

Specify daily rainfall on;
(i) day of discharge and
(ii) one week prior

Forecast, future needs, concerns and considerations:

For information-

Chemical composition of SWMC leachate based on site data 2007 – 2017.

NOTE - Also attach most recent monitoring results

PARAMETER	UNIT	Max	Min	Ave
PHYSIOCHEMICAL				
BOD	mg/L	1320	9	187
COD	mg/L	2080	175	1042
Electrical Conductivity	mS/cm	16200	8.59	8591
pH	pH unit	8.56	6.49	7.87
Suspended Solids (NFR)	mg/L	596	17	138
Total Dissolved Solids	mg/L	6860	1540	4436
TOC	mg/L	671	80	347
ALKALINITY				
Hydroxide alkalinity	mg/L	<LOR	<LOR	<LOR
Bicarbonate alkalinity	mg/L	4600	878	2497
Carbonate alkalinity	mg/L	150	<LOR	38
Total alkalinity	mg/L	5050	504	2954
Fluoride	mg/L	2.14	0.4	1.05
NUTRIENTS				
Ammonia	mg/L	910	0.04	385
Nitrate	mg/L	3.94	<LOR	0.23
Nitrite	mg/L	6.73	<LOR	0.35
NOx	mg/L	10.7	<LOR	0.79
Phosphorous as P	mg/L	8.74	0.94	4.54
TKN mg N/L	mg/L	685	99.5	420
Total Nitrogen as N	mg/L	596	0.07	298
COLIFORMS				
Faecal Coliforms	CFU/100ml	16000	340	6510
CATIONS/ANIONS				
Chloride	mg/L	2160	200	1188
Sulphate	mg/L	196	<LOR	46.0
Total Anions	me/L	161	14.4	93.5
Calcium	mg/L	148	37	77
Magnesium	mg/L	223	46	115
Potassium	mg/L	624	56	295
Sodium	mg/L	2160	257	989
Total Cations	me/L	151	24.2	90.2
Ionic Balance	%	4.98	0.94	2.858
METALS				
Aluminium	mg/L	3.21	0.07	0.86
Arsenic	mg/L	0.063	0.022	0.046
Barium	mg/L	0.668	0.125	0.293
Cadmium	mg/L	0.0003	<LOR	0.0002
Chromium	mg/L	0.206	<LOR	0.0753
Cobalt	mg/L	0.052	0.021	0.037
Copper	mg/L	16.3	<LOR	2.3676
Hexavalent Chromium	mg/L	0.05	<LOR	0.027

	Iron	mg/L	22.4	<LOR	7.642
	Lead	mg/L	0.014	<LOR	0.009
	Manganese	mg/L	3.46	0.243	1.365
	Mercury	mg/L	0.00005	<LOR	0.00005
	Nickel	mg/L	0.295	0.032	0.136
	Selenium	mg/L	<LOR	<LOR	<LOR
	Zinc	mg/L	0.462	0.015	0.179
	BTEX				
	Benzene	µg/L	2	<LOR	1
	Ethyl Benzene	µg/L	25	<LOR	4
	Toluene	µg/L	42	<LOR	5
	Total Xylene	µg/L	80	<LOR	16
	HYDROCARBONS				
	C6 - C9	µg/L	200	10	69
	C10 - C14	µg/L	47500	180	5473
	C15 - C28	µg/L	4600	620	2370
	C29 - C36	µg/L	760	2.5	182
	Volatile Chlorinated Hydrocarbons	µg/L	125	82.9	102
	Oil and Grease	mg/L	16	<LOR	5
	PHENOLS				
	Phenol	µg/L	36.9	<LOR	22.1
	Total Phenols	mg/L	0.462	<LOR	0.15
	PAH				
	Naphthalene	µg/L	2.5	<LOR	1.3
	All other PAHs	µg/L	<LOR	<LOR	<LOR
	PESTICIDES				
	OCP	ug/L	<LOR	<LOR	<LOR
	OPP	ug/L	<LOR	<LOR	<LOR

Report supplied to EPA by:

Name: _____

Signature: _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

REPORTABLE FIRE INCIDENT DETAILS

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

Information	Details known at time of notification	
Name of person completing form:		
Date/ time form completed:	**Date:**	**Time:**
Premises details:	**Summerhill Waste Management Centre 141 Minmi Road Wallsend NSW 2287**	
Specific location of fire:		
Date/time fire started:	**Date:**	**Time:**
Date/time fire ceased:	**Date:**	**Time:**
Was the fire authorised?	☐ **yes**	**no**
If no, circumstances which the fire ignited:		
Action taken to extinguish the fire:		
How did fire cease?	**burnt out**	**extinguished**
Prevailing Weather Conditions:		

Smoke direction and observations on dispersion:	
Estimate of waste combusted by the fire:	
Fire water contained?	
Forecast/ future needs/ concerns / considerations	

Report supplied to EPA by:

Name: _____

Signed _____ Date _____

SUMMERHILL WASTE MANAGEMENT CENTRE

POLLUTION INCIDENT - SITUATION UPDATE

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

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

Weather conditions and forecast: (Temperature, Wind Direction, Rainfall etc.)	
Actions taken: (Chemical monitoring, consultation, civil works)	
Future needs, concerns and considerations	

Signed _____ Date _____

APPENDIX C - RELATED MANAGEMENT PLANS

WHS FM 3.7.1.10 SWMC Emergency Management Plan, December 2016
WHS FM 3.6.1 SWMC Emergency Response Risk Assessment, December 2016

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

Emergency Plan

Authorised by: *EPC Chairperson & Chief Warden*	Status: *Current*	Issued: *22.12.2016*	Last updated on: *11.10.2017* *Moved to new form*

1. Purpose

This is the Emergency Plan for: SUMMERHILL WASTE MANAGEMENT CENTRE

(Facility / Site)

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

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

2. Facility / Site Information

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

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

Emergency Services - **IN AN EMERGENCY DIAL 000**

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

4. Emergency Control Organisation (Duties and Roles)

List the site specific duties & roles of the Emergency Control Organisation (ECO). Include the actions that are to be undertaken by the ECO prior to, during and post an emergency event.
Chief Warden
• Maintain a current register of ECO members;
• Replace ECO members when a position becomes vacant;
• Conduct regular exercises;
• Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service; and
• Compile a report for the EPC and management.
Deputy Chief Warden
• Assists Chief warden as above
• Manages staff rotation and fatigue for operators and staff required to remain onsite during emergency
Communications Officer
• Ensure personal proficiency in operation of facility communication equipment; and
• Ensure that ECO members are proficient in use of the facility communication equipment.
• Note that the communications officer position only functions during ECO meetings and is not a designated position during an emergency.
Floor / Area Warden
• Confirm sufficient Wardens for area of responsibility;
• Report on deficiencies of emergency equipment;
• Ensure that Wardens have communicated the emergency response procedures; and
• Compile a report of the actions taken during the emergency for the debriefing.
• Floor and area wardens change due to the spread of operating hours, 7-day / week operations and attendance at off-site meetings. Refer to *Section 7 - Organisational Arrangements.*
Warden
• As above
•
•
•
First Aider Officer
• Provision of first aid support during evacuations and other emergencies in their area;

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

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

5. Fire Safety / Emergency Features

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

- The Emergency evacuation alarm is tested once per year. The alarm is an audible siren positioned in 4 strategic locations around the site (Administration Building, Caretakers Residence, Transfer Station and Workshop) with the ability to activate from 5 data gathering panels at the locations mentioned previously and the Weighbridge, the activation code is 0000 - enter
- CO_2 and water fire extinguishers are placed in strategic locations around the site.
- Out of hours - Operational staff availability is managed by an on-call roster.
- Local NSW Fire & Rescue (NSWF&R) resources are familiar with supervisors, the site and various access points and have direct contact with on-site Caretaker
- Hazard reduction burns are assessed and conducted as determined by NSWF&R.
- Fire trails are regularly inspected (Summerhill staff) and maintained by external service contractors.
- 1 x 12,000 litre water tanker is available onsite 24/7 (transportable via hook-lift truck). Tanker is fitted with a remote operated water cannon for firefighting. Tankers can also supply water to NSWF&R units.
- Fire-fighting equipment, including extinguishers, is serviced and maintained under contract.

6. Security Procedures / Arrangements / Measures

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

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

7. Muster Points

Identify primary and secondary muster points by street location:

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

8. Organisational Arrangements

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

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

9. Site Specific Emergency Procedures

Refer to FM 3.7.1.11 Emergency Procedures

Fire

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

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

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

Armed Hold-up

Chief Warden

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

Area Warden

First Aider Officer

Bomb Threat

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

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

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

Natural Disaster

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

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

Gas Leak

Chief Warden
- Enact exclusion zones
- Site Operations to check with LMS

Communications Officer
- Contact emergency services - Fire (Hazmat), Ambulance

Area Warden
- Assist with exclusion zones

First Aider Officer
- On stand-by

Chemical Spill

Chief Warden
- Enact exclusion zones
- Site Operations to check with LMS

Communications Officer
- Contact emergency services - Fire (Hazmat), Ambulance

Environmental
- Enact Pollution Incident Response Management Plan
- Environment & Compliance Manager

Area Warden
- Assist with exclusion zones

First Aider Officer
- On stand-by

Medical Emergency

Chief Warden

Communications Officer
- Contact first aid officer
- Contact Ambulance
- Notify Chief Warden

10. Training

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

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

11. Location of Printed Copy

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

12. Sign Off

MARK JOHNSON		11/10/17
Chief Warden Name	Chief Warden Signature	Date
EPC Chairperson Name	EPC Chairperson Signature	Date

WHS Management System - Form

The City of Newcastle

Form No.	FM 3.6.1	Version	14	Date	Dec 2016	Review Date	Dec 2018

WHS Risk Assessment Form

Process / Task:	Emergency Response	The Higher the Residual Risk, the higher the priority for implementation of Controls		
Site Location:	Summerhill Waste Management Centre	■ **HIGH** Residual Risk (25-20)	☐ **MEDIUM** Residual Risk (19-11)	■ **LOW** Residual Risk (10-1)
Date of Assessment: (Date that the RAF was first completed or was Biennially Reviewed)	15/12/2016	Eliminate or control the risk immediately. Written work procedure required. Eg SWMS. Communicate & train all employees then begin job.	Eliminate or control the risk before work commences. No formal written work procedure required. Communicate & train all employees then begin job.	No formal written work procedure required. Communicate & train all employees then begin job.
Assessment completed by:	B Wood/M Johnson			

Approved by: MARK JOHNSON BRAD WOOD (print name) (signature)

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

Note in ECM? ☐ Yes or ☑ A signature is used

Person's consulted during the development of this RAF: Nathan Howell

Legislation / Codes of Practices / Standards / Chapters & Clauses referenced:
WHS Act 2011
WHS Regulation 2011
AS 3745: Planning for Emergencies in Facilities
WorkCover Guide: First Aid in the Workplace
WorkCover Guide: Violence in the Workplace

Evaluation of available information
(eg Safety Data Sheets, Manufacturers Manuals, other risk assessments):

Level of supervision required: ☐ Continuous ☐ Intermittent ☑ Infrequent ☐ Not required

WHS Safety Signs: Copy and paste in any applicable Safety Signs from FM 3.6.3 WHS Safety Signs.

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

Hazard / Danger Signs	PPE Required:	Last updated on: 15/12/16 Last updated by: B Wood / M Johnson Previous version ECM No:

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

Activity	Hazard	Initial Risk Rating H/M/L	Initial Risk Rating #	Can you Eliminate the Hazard?	Hierarchy of Control Measures If 'No', work through the controls sequentially. Tick and provide further detail on the control selected: Substitution, Isolation, Engineering, Administration, Personal Protective Equipment. Add the applicable WHS Safety Sign in the table on page 1	Residual Risk Rating H/M/L	Residual Risk Rating #	Person/s Responsible
Emergency and first aid for SWMC	Size and complexity of facility			☐ Yes ☐ No	☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE • SWMC is located on 264 hectares of land surrounded by residential and bushland. • SWMC is located off Minmi Road Wallsend • SWMC consists of Operational Areas and Non-operational land **OPERATIONAL AREAS:** • Weighbridge • Caretakers residence • Administration Building • Transfer Station • Recycling and Reprocessing Area • Landfill Cells • Staff Amenities - Lunch room & Changing room (including showers & toilets) • Maintenance Building / Workshop • Plant wash down bay • Truck wheel wash			

					• Leachate storage ponds x 3 • Leachate pumping stations x 2 • Surface water storage ponds x 3 • General Solid Waste Cell (non-putrescible) - Minmi • Storage containers • Renewable Energy Facility • Suspicious objects, unknown substances, asbestos, general solid waste **NON-OPERATIONAL LAND** • Bushland • Native fauna including snakes, wallabies goannas etc • Walking trails • Unsealed access roads and tracks • Remnants from previous mining operations including fall ins, unconsolidated overburden, steep slopes, surface water ponds • Unauthorised access by pedestrians, horse riders, pushbike riders, motor bike riders, off road vehicles			
	Number/nature of occupants/visitors			☐ Yes ☐ No	☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE **SWMC STAFF** • 18 Administration staff (number varies) • 19 Site Operations staff • 1 Cleaner **OTHER PERSONNEL** • LMS Renewable Energy Facility & Gas Infrastructure operators • Site Recyclers • Garden Waste processing contractors • Contracted R&M personnel, • NCC service personnel • Civil contractors (eg cell construction, facility construction etc) • Visitors to the SWMC (up to approx.60 persons at any one time) • Customers of the SWMC (up to approx. 130 persons at any one time)			

	Hours of occupancy			☐ Yes ☐ No	☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE • SWMC approved operating hours 7:00am - 6:00pm Monday - Friday and 8:00am - 4:00pm Weekends & Public Holidays • SWMC Staff and Other Personnel could be on-site during the spread of hours above • SWMC trading hours for customers are 7.30 - 5.00 Monday – Friday and 9.00 – 3.00 weekends and public holidays • The SWMC has a full time on-site Caretaker to manage out of hours activities, access and incidents			
	Type of work performed and the potential injuries			☐ Yes ☐ No	☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE • Administrative functions – strains/ sprains due to posture, cuts, headaches, electric shock, illness, fever. • Operational functions • All personnel, contractors and customers could be at risk of sprains/ strains, factures, abrasions, cuts, contusion, sharps/ blood/ bodily fluid exposure, sun burn, heat stroke, hypothermia, psychological injury, insect/animal bites & stings • All personnel, contractors and customers could be exposed to elements of weather (UV, heat, cold, rain, wind, dust)			
	Emergency response personnel			☐ Yes ☐ No	☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE Taking into account the above information on SWMC it is proposed for emergency management the following Emergency Control Organisation is recommended: • Chief Warden • Deputy Warden • 2 Floor Wardens			
	First aid response and location of first aid kit	L	8	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒ Admin ☐ PPE • More then 25 people working at SWMC therefore a First Aid Kit B is required to ensure sufficient supply of first aid stock and equipment to treat and injured/ ill employee. • 3 certified First Aid Officers recommended to be	L	3	First Aid Officer

					on site to provide adequate first aid to all employees, contractors and customers. • Name and contact number of First Aid Officers to be displayed in administration building, weighbridge, site amenities, transfer station, recycling and reprocessing area, landfill. • First Aid Officer requires a current First Aid Certificate & internal training in OP 4.7.6 First Aid in the Workplace • De-fibrillator and advances resuscitation (???) • Employees will be made aware of OP 4.7.6 First Aid in the Workplace during their WHS Induction. • First Aid Officer to inspect First Aid Kit monthly using FM 3.7.6.3 Monthly First Aid Kit Inspection & Restock Form. • In the instance of a serious injury an ambulance will be contacted immediately and the relevant Business Unit Manager & Coordinator shall also be contacted to notify them of the incident. • There are a number of medical centres located in a 5km radius of SWMC • The nearest hospital is John Hunter Hospital New Lambton NSW located within 12km of SWMC • The nearest ambulance station is at Birmingham Gardens NSW located within 4km from SWMC. • Refer to OP 4.7.6 First Aid in the Workplace for response procedure and recording and reporting of first aid injuries/illness. • First aid kit to be located with First Aid Officer • Location of kit and de-fibrillator (Transfer station only) to be signed and clearly visible.			
General emergency incident response	Emergency Incident including: - Fire - Explosion - Gas Leak - Chemical Spill - Storm/Flooding - Earthquake	M	15	☐ Yes ☒ No	☐ Sub ☐ Iso ☒ Eng ☒ Admin ☐ PPE • Maintenance of essential services, controls and equipment for use in the event of a fire. These essential services include: - Emergency lighting and Exit Signs; - Automatic Fire Sprinkler System; - Fire hose reels & portable fire extinguishers.	L	6	Building Trades Services

	- Bomb Threat				- Roll on Roll Off water tankers - Earthmoving Machinery • Emergency Control Organisation to be established for SWMC and names of wardens and first aid officers to be displayed in key locations in each area.			SWMC - Chief Warden SWMC - Chief Warden SWMC - Chief Warden
Emergency egress	Entrapment/confusion during evacuation	M	15	☐ Yes ☒ No	☐ Sub ☐ Iso ☒ Eng ☒Admin ☐PPE • Emergency Control Organisation to be established. Follow the instructions of wardens. • Annual evacuation drills. Follow building emergency procedures.	L	6	SWMC - Chief Warden
Specific Emergency - Fire	Fire	M	15	☐ Yes ☒ No	☐ Sub ☐ Iso ☒ Eng ☒Admin ☐PPE • Alert nearby staff to leave the immediate area. • Alert staff in the immediate area and contact Fire Brigade. First attack using fire extinguisher/fire hose reels if manageable. Where unable to contain, withdraw, raise alarm and contact Fire Brigade. • Follow emergency procedures.	L	6	Area Wardens
Specific Emergency – Gas leak	Gas leak	M	15	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒Admin ☐PPE • Evacuate area immediately and contact Fire Brigade. • Follow building emergency procedures.	L	6	SWMC - Chief Warden
Specific Emergency – Bomb Threat	Bomb Threat	M	19	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒Admin ☐PPE • Bomb threat checklist to be available in all work areas. • Recipient of bomb threat to collect and record as much information as possible. • Advise Chief Warden of threat as soon as possible, avoid the use of two way radios or mobile phones. Chief Warden to initiate building emergency procedures.	L	6	Area Wardens
Specific Emergency – chemical	Chemical Spill			☐ Yes ☒ No	• Identify the nature and extent of the chemical spill, the actual or likely exposure route and the number of people potentially or actually affected.			Site Supervisor

					• Immediately extinguish all ignition sources such as naked flames and cigarettes • Notify **Chief Warden** or **Site Manager** • If there is a risk to people or the environment, **dial 000** and seek assistance from the **Fire Brigade (Hazmat Unit)**. Advise results of information gathered at step 1. • If there is NO risk or personal injury, confine the spill using a spill kit or retardant material located in wheeled bins at the SVRC. Other spill-limiting devices are in place in the Leachate Pond pump shed should the 44 gallon drums of fuel rupture. • Staff, contractors and customers should be evacuated under the control of the **Chief Warden**. • The area should be cordoned off. • Follow all orders given by the attending 'emergency services'.			
Specific Emergency – Civil Disorder/Illegal Occupancy	Civil Disorder/Illegal Occupancy	M	14	☐ Yes ☒ No	☐ Sub ☐ Iso ☒ Eng ☒ Admin ☐ PPE • Avoid confrontation and contact police. • Follow site emergency procedures.	L	6	SWMC - Chief Warden
Specific Emergency – Natural Disaster	Natural disaster – including earthquake, storm, flooding.	M	14	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒ Admin ☐ PPE • Follow site emergency procedures.	L	6	SWMC - Chief Warden
Specific Emergency – Internal Disaster	Internal disaster – explosion, structural collapse.	M	19	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒ Admin ☐ PPE • Follow site emergency procedures.	L	6	SWMC - Chief Warden
	Workplace Violence	L	9	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒ Admin ☐ PPE • Provide access to Employee Assistance Program for support. • Informal debriefing with colleagues.	L	6	Service Unit Manager

Cash Handling	Armed Holdup	L	10	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒ Admin ☐ PPE • Keep Weighbridge secure at all times • Holdup Alarm system installed, button under inbound service desk. • High public exposure. • Keep small amounts of cash $500in cash drawer, remainder of float is locked in the safe. • Staff participate in armed hold-up and cash handling training whilst working in the weighbridge • Cash drawers to remain locked at all times. • Supervisor checks cash drawers are locked and contain < $500, randomly. • If a cash drawer is empty, it remains unlocked.	L	8	
End of emergency situation	Return to work area – area still unsafe	M	14	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒ Admin ☐ PPE • Do not re-enter work area until it has been deemed safe to do so. Obey instructions of Emergency Control Organisation.	L	6	SWMC - Chief Warden
	Psychological injury following event.	M	14	☐ Yes ☒ No	☐ Sub ☐ Iso ☐ Eng ☒ Admin ☐ PPE • Provide access to Employee Assistance Program for support. • Informal debriefing with colleagues.	L	6	Service Unit Manager

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

Risk Rating Matrix		CONSEQUENCE				
		Catastrophic	Major	Moderate	Minor	Insignificant
Likelihood	Almost Certain	25 H	23 H	20 H	16	11
	Likely	24 H	21 H	17	12	7
	Possible	22 H	18	13 M	9	4
	Unlikely	19	14	8	5	2
	Rare	15	10	6	3 L	1

CONSEQUENCE	LIKELIHOOD
Catastrophic: Single or multiple fatalities.	**Almost certain**: Is expected to occur in most circumstances. (common)
Major: Hospitalisation with potential to result in permanent impairment.	**Likely**: Will probably occur in most circumstances (Has happened).
Moderate: Person unable to resume normal duties in the short-medium term.	**Possible**: Might occur at some time (Could happen).
Minor: First aid or precautionary medical attention only. Person likely to immediately resume normal duties.	**Unlikely**: Could occur at some time (Not likely).
Insignificant: No injury / Minor first aid treatment only.	**Rare**: May occur only in exceptional circumstances (Practically impossible).

Implementation Priorities: High – 2 weeks, Medium – 1 month, Low – 3 months. Monitor and review risk control

APPENDIX D - INVENTORIES

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

Risk Register

This register is to be used in conjunction with The City of Newcastle SP 3.6 WHS Risk Management procedure.

Form No: FM 3.6.2	**Version:** 6	**Issue Date:** January 2014		**Review Date:** January 2017
Date:	23/09/2015	Location: Summerhill Waste Management Centre		
Group:	Infrastructure	Service Unit: Summerhill Waste Management Centr		Service Element: Waste Disposal
Last updated by:	Oscar Gallagher	Last completed on: 23/09/2015		*NB: Risk Rating 20-25 High 11-19 Medium 1-10 Low (Refer to Risk Matrix Tab for number)

Chemical / Substance Risk Assessment/s

Chemical	Hazardous (Y / N)	Hazard & Control (Refer to ECM Number)	Average Residual Risk Rating (H,M,L) #	Date Implemented	Review Date		Reviewed By	Approved By
All-Pro Truckwash	Y	5484565	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Broadside Herbicide	Y	5486257	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Caltex Meropa 220	Y	5482847	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Castle Easy Up	Y	5484566	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
CAT ELC	Y	5478916	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Citricon	Y	5478918	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Decon 90	Y	5486256	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Diesel	Y	5478919	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Global Safe Technologies - Floor Tuff	Y	5482846	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Jamec Pem Jack Oil	Y	5482848	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Lanotec Liquid Lanolin	Y	54884564	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Methylated Spirits	Y	5478917	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Mineham Chill Wasp Insecticide	Y	5486259	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Primax MEG95	Y	5478908	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Priming Fluid - Vinidex	Y	54798913	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Rocol Easyline Line Marking System	Y	5486257	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Shellite - Recochem	Y	5478915	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Unleaded Petrol	Y	5482844	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn

Valvoline Diesel Formula	Y	5482845	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Valvoline Durablend 5W30	Y	5478910	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Valvoline and Victas 25 2 Stroke Engine Oil	Y	5482844	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
VX8 Solvent Cement	Y	5478911	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Wattyl T10 Thinner	Y	5478912	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Signet Line marking Paint	Y	5487855	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
CRC 5045 So Easy	Y	5487856	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
CRC White Lithium Grease	Y	5487857	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
CRC 5055 808 Silicone Spray (Aerosol)	Y	5487858	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Dy-Mark Spray Ink All Colours Lead-Free Aerosol	Y	5487859	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
Ultracolor Aerosol Stencil Spray	Y	5487860	M	23/09/2015	Sep-20		Brad Wood	TBA - Phil Benn
INOX-MX3 (Aersol)	Y	5490163	M	24/09/2015	Sep-20		TBA	
Rustguard Epoxy Enamel	Y	5490162	M	24/09/2015	Sep-20		TBA	
Omega Megapac (Polyaluminium Chloride)	Y	5491317	M	25/09/2015	Sep-20		TBA	
Roundup Biactive	Y	5491318	M	25/09/2015	Sep-20		TBA	
BPS Australian Builders Sand & Cement Mix	Y	5498955	M	2/10/2015	Sep-20		TBA	
Yates Mancozeb Plus Garden Fungicide	Y	5498954	M	2/10/2015	Sep-20		TBA	
Yates Round Up	Y	5498953	M	2/10/2015	Sep-20		TBA	

INVENTORY OF INCIDENT RESPONSE EQUIPMENT

The following incident response equipment is available on site:

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

APPENDIX E - EPL 5897

Environment Protection Licence

Licence - 5897

Licence Details	
Number:	5897
Anniversary Date:	13-October

Licensee
NEWCASTLE CITY COUNCIL
PO BOX 489
NEWCASTLE NSW 2300

Premises
SUMMERHILL WASTE MANAGEMENT FACILITY
141 MINMI RD
WALLSEND NSW 2287

Scheduled Activity
Resource recovery
Waste disposal (application to land)
Waste storage

Fee Based Activity	Scale
Recovery of general waste	Any general waste recovered
Waste disposal by application to land	Any capacity
Waste storage - other types of waste	Any other types of waste stored

Region
Waste & Resource Recovery 59-61 Goulburn Street SYDNEY NSW 2000
Phone: (02) 9995 5000
Fax: (02) 9995 5999
PO Box A290 SYDNEY SOUTH NSW 1232

Environment Protection Licence

Licence - 5897

Environment Protection Licence

Licence - 5897

Environment Protection Licence

Licence - 5897

Information about this licence

Dictionary

A definition of terms used in the licence can be found in the dictionary at the end of this licence.

Responsibilities of licensee

Separate to the requirements of this licence, general obligations of licensees are set out in the Protection of the Environment Operations Act 1997 ("the Act") and the Regulations made under the Act. These include obligations to:

- ensure persons associated with you comply with this licence, as set out in section 64 of the Act;
- control the pollution of waters and the pollution of air (see for example sections 120 - 132 of the Act);
- report incidents causing or threatening material environmental harm to the environment, as set out in Part 5.7 of the Act.

Variation of licence conditions

The licence holder can apply to vary the conditions of this licence. An application form for this purpose is available from the EPA.

The EPA may also vary the conditions of the licence at any time by written notice without an application being made.

Where a licence has been granted in relation to development which was assessed under the Environmental Planning and Assessment Act 1979 in accordance with the procedures applying to integrated development, the EPA may not impose conditions which are inconsistent with the development consent conditions until the licence is first reviewed under Part 3.6 of the Act.

Duration of licence

This licence will remain in force until the licence is surrendered by the licence holder or until it is suspended or revoked by the EPA or the Minister. A licence may only be surrendered with the written approval of the EPA.

Licence review

The Act requires that the EPA review your licence at least every 5 years after the issue of the licence, as set out in Part 3.6 and Schedule 5 of the Act. You will receive advance notice of the licence review.

Fees and annual return to be sent to the EPA

For each licence fee period you must pay:

- an administrative fee; and
- a load-based fee (if applicable).

Environment Protection Licence

Licence - 5897

The EPA publication “A Guide to Licensing” contains information about how to calculate your licence fees. The licence requires that an Annual Return, comprising a Statement of Compliance and a summary of any monitoring required by the licence (including the recording of complaints), be submitted to the EPA. The Annual Return must be submitted within 60 days after the end of each reporting period. See condition R1 regarding the Annual Return reporting requirements.

Usually the licence fee period is the same as the reporting period.

Transfer of licence

The licence holder can apply to transfer the licence to another person. An application form for this purpose is available from the EPA.

Public register and access to monitoring data

Part 9.5 of the Act requires the EPA to keep a public register of details and decisions of the EPA in relation to, for example:

- licence applications;
- licence conditions and variations;
- statements of compliance;
- load based licensing information; and
- load reduction agreements.

Under s320 of the Act application can be made to the EPA for access to monitoring data which has been submitted to the EPA by licensees.

This licence is issued to:

NEWCASTLE CITY COUNCIL
PO BOX 489
NEWCASTLE NSW 2300

subject to the conditions which follow.

Environment Protection Licence

Licence - 5897

1 Administrative Conditions

A1 What the licence authorises and regulates

A1.1 This licence authorises the carrying out of the scheduled activities listed below at the premises specified in A2. The activities are listed according to their scheduled activity classification, fee-based activity classification and the scale of the operation.

Unless otherwise further restricted by a condition of this licence, the scale at which the activity is carried out must not exceed the maximum scale specified in this condition.

Scheduled Activity	Fee Based Activity	Scale
Resource recovery	Recovery of general waste	Any general waste recovered
Waste disposal (application to land)	Waste disposal by application to land	Any capacity
Waste storage	Waste storage - other types of waste	Any other types of waste stored

A2 Premises or plant to which this licence applies

A2.1 The licence applies to the following premises:

Premises Details
SUMMERHILL WASTE MANAGEMENT FACILITY
141 MINMI RD
WALLSEND
NSW 2287
LOT 51 DP 1112867

A3 Information supplied to the EPA

A3.1 Works and activities must be carried out in accordance with the proposal contained in the licence application, except as expressly provided by a condition of this licence.

In this condition the reference to "the licence application" includes a reference to:
a) the applications for any licences (including former pollution control approvals) which this licence replaces under the Protection of the Environment Operations (Savings and Transitional) Regulation 1998; and
b) the licence information form provided by the licensee to the EPA to assist the EPA in connection with the issuing of this licence.

A3.2 The Newcastle City Council, Summerhill Waste Management Centre, Landfill Environmental Management Plan (LEMP), Revision 3 and dated 16 December 1998, is not to be taken as part of the documentation in A3.1, other than those parts specifically referenced in this licence.

Environment Protection Licence

Licence - 5897

2 Discharges to Air and Water and Applications to Land

P1 Location of monitoring/discharge points and areas

P1.1 The following points referred to in the table below are identified in this licence for the purposes of monitoring and/or the setting of limits for the emission of pollutants to the air from the point.

Air

EPA identification no.	Type of Monitoring Point	Type of Discharge Point	Location Description
3	Dust Deposition Monitoring		Labelled "DM3A" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016
4	Dust Deposition Monitoring		Labelled as "DM4" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016
8	Dust Deposition Monitoring		Labelled as "DM8" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016
14	Gas subsurface - Solid waste landfill		Dual purpose - double bore east of cell 4, labelled as "SSG14"on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
15	Gas subsurface - Solid waste landfill		Dual purpose - Double bore east of cell 4, labelled as "SSG15"on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
16	Gas subsurface - Solid waste landfill		Dual purpose - east of cell 3, labelled as "SSG16" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
23	Gas subsurface - Open cut inert waste landfill		Dual purpose - east of void, labelled as "SSG23" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
24	Gas subsurface - Open cut inert waste landfill		Dual purpose - south of void, labelled as "SSG24" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
59	Dust Deposition Monitoring		Labelled as "DM10" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016.
60	Dust Deposition Monitoring		Labelled as "DM9A" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016.

Environment Protection Licence

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62	Dust Deposition Monitoring	Labelled as "DM2A" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016.
63	Dust Deposition Monitoring	Labelled as "DM11" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016.
64	Dust Deposition Monitoring	Labelled as "DM12" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016.
65	Dust Deposition Monitoring	Labelled as "DM13" on SWMC Environmental Monitoring Location Current Master Plan - Drawing No. R7694 dated 21 July 2016.

P1.2 The following utilisation areas referred to in the table below are identified in this licence for the purposes of the monitoring and/or the setting of limits for any application of solids or liquids to the utilisation area.

P1.3 The following points referred to in the table are identified in this licence for the purposes of the monitoring and/or the setting of limits for discharges of pollutants to water from the point.

Water and land

EPA Identification no.	Type of Monitoring Point	Type of Discharge Point	Location Description
31	Groundwater quality monitoring - Solid waste landfill		Dual purpose - double bore east of cell 4, labelled as "GW31" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
32	Groundwater quality monitoring - Solid waste landfill		Dual purpose - double bore east of cell 4, labelled as "GW32" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
33	Groundwater quality monitoring - Solid waste landfill		Dual purpose - east of cell 3, labelled as "GW33" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
34	Groundwater quality monitoring - Solid waste landfill		North-east of cell 3, labelled as "GW34" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
35	Groundwater quality monitoring - Solid waste landfill		North-west of cell 1, labelled as "GW35" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.

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42	Groundwater quality monitoring - Original inert site	South-east of site near gravel road on site boundary, labelled as "GW42" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
46	Groundwater quality monitoring - Open cut inert waste landfill	Adjacent to Open Cut Inert Waste Leachate Pond, labelled as "GW46"on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
48	Groundwater quality monitoring - Open cut inert waste landfill	Dual purpose - east of void, labelled as "GW48" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
49	Groundwater quality monitoring - Open cut inert waste landfill	Dual purpose - south of void, labelled as "GW49" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
51	Groundwater quality monitoring - Open cut inert waste landfill	South-west of Open cut void, labelled as "GW51" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
55	Surface water monitoring - Sediment Pond 4 discharge	South of and adjacent to entrance road, labelled as "SW55" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
56	Surface water quality monitoring - Sediment Pond 3 discharge	North of and adjacent to Sediment Pond 3, labelled as "SW56" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
57	Surface water quality monitoring - Open Cut Sediment Pond 6 discharge	North-west of Sediment Pond 6, downstream of the open cut void, labelled as "SW57" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
61	Surface water quality monitoring - Wentworth Creek	Labelled as "SW58A" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.
66	Surface water quality monitoring	Labelled as "SW59" on SWMC Environmental Monitoring Location Current Master Plan - drawing no. R7694 dated 21 July 2016.

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3 Limit Conditions

L1 Pollution of waters

L1.1 Except as may be expressly provided in any other condition of this licence, the licensee must comply with section 120 of the Protection of the Environment Operations Act 1997.

L2 Concentration limits

L2.1 The licensee is not taken to have exceeded a concentration limit specified in this licence for the discharge of Total Suspended Solids from Point 56 if:
a) the dam/s overflow is caused by a rainfall event exceeding the 5 day 90%ile rainfall; and
b) the licensee has taken all practical measures to avoid or minimise water pollution.

L3 Waste

L3.1 The licensee must not cause, permit or allow any waste to be received at the premises, except the wastes expressly referred to in the column titled “Waste” and meeting the definition, if any, in the column titled “Description” in the table below.
Any waste received at the premises must only be used for the activities referred to in relation to that waste in the column titled “Activity” in the table below.
Any waste received at the premises is subject to those limits or conditions, if any, referred to in relation to that waste contained in the column titled “Other Limits” in the table below.
This condition does not limit any other conditions in this licence.

Code	Waste	Description	Activity	Other Limits
NA	General solid waste (non-putrescible)	As defined in Schedule 1 of the POEO Act, as in force from time to time.	Waste disposal (application to land) Resource recovery Waste storage	N/A
NA	General solid waste (putrescible)	As defined in Schedule 1 of the POEO Act, as in force from time to time	Waste disposal (application to land)	N/A
NA	General solid waste (non-putrescible)	Wastes assessed as General Solid Waste (non-putrescible) which are also subject to general or specific immobilisations approvals which have a restriction that they must only be disposed of at waste disposal facilities which have	Waste disposal (application to land)	N/A

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		currently operating leachate collection systems.	
NA	Asbestos waste	As defined in Schedule 1 of the POEO Act, as in force from time to time.	Waste disposal (application to land)

L3.2 In accordance with Condition L3.1, the total amount of all waste received that the premises must not exceed 362,000 tonnes per annum.

L4 Potentially offensive odour

L4.1 No condition of this licence identifies a potentially offensive odour for the purposes of section 129 of the Protection of the Environment Operations Act 1997.

Note: Section 129 of the Protection of the Environment Operations Act 1997, provides that the licensee must not cause or permit the emission of any offensive odour from the premises but provides a defence if the emission is identified in the relevant environment protection licence as a potentially offensive odour and the odour was emitted in accordance with the conditions of a licence directed at minimising odour.

4 Operating Conditions

O1 Activities must be carried out in a competent manner

O1.1 Licensed activities must be carried out in a competent manner.
This includes:
a) the processing, handling, movement and storage of materials and substances used to carry out the activity; and
b) the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.

O2 Maintenance of plant and equipment

O2.1 All plant and equipment installed at the premises or used in connection with the licensed activity:
a) must be maintained in a proper and efficient condition; and
b) must be operated in a proper and efficient manner.

O3 Dust

O3.1 All operations and activities occurring at the premises must be carried out in a manner that will minimise the emission of dust from the premises.

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O4 Emergency response

O4.1 The licensee must have in place and implement procedures to minimise the risk of fire at the premises.

O4.2 The licensee must extinguish fires at the premises as soon as possible.

O4.3 The licensee must have adequate fire prevention measures in place, and ensure that facility personnel are able to access fire-fighting equipment and manage fire outbreaks at any part of the premises in accordance with the LEMP.

O4.4 The licensee must maintain, and implement as necessary, a current emergency response plan for the premises. The licensee must keep the emergency response plan on the premises at all times. The emergency response plan must document systems and procedures to deal with all types of incidents (e.g. spills, explosions or fire) that may occur at the premises or that may be associated with activities that occur at the premises and which are likely to cause harm to the environment. If a current emergency response plan does not exist at the date on which this condition is attached to the licence, the licensee must develop an emergency response plan within three months of that date.

O5 Processes and management

Maintenance of Sedimentation System / Leachate Holding Ponds

O5.1 The sedimentation and leachate holding ponds must be maintained to ensure that their design capacity is available for the storage of stormwater and leachate.

Management of Surface Waters

O5.2 The perimeter of the areas where waste has been landfilled must be contoured to prevent stormwater running onto these surfaces from all storm events less that or equal to a 1 in 10 year 24 hour duration storm event.

O5.3 The drainage from all areas at the premises which will liberate suspended solids when stormwater runs over these areas must be diverted into the sedimentation basins.

Unauthorised Entry

O5.4 The licensee must take all practicable steps to control unauthorised entry to the premises.

Degradation of Local Amenity

O5.5 The licensee must implement the litter management program specified in the LEMP or as required to ensure that local amenity is not degraded by litter from the waste facility.

O5.6 The licensee must minimise the tracking of waste and mud by vehicles in accordance with the LEMP or as otherwise necessary.

O5.7 The licensee must control pests, vermin and weeds at the premises in accordance with the LEMP.

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O6 Waste management

Leachate Management

O6.1 A leachate barrier system and leachate collection system must be installed on each surface within the premises to be used for the disposal of waste.

O6.2 The leachate barrier system must be installed above the groundwater table.

O6.3 The leachate collection system must be capable of capturing all leachate generated from the waste disposed of at the premises.

O6.4 Surface drainage must be diverted away from any area where waste is being or has been landfilled.

O6.5 A leachate barrier system must be installed on each surface within the premises to be used for the storage of leachate.

O6.6 Conditions O6.1 to O6.5 do not apply to the existing landfill area known as the 'non-putrescible fill area' as indicated on Drawing Number R6598 included as an attachment to the LEMP.

Screening of Waste

O6.7 The licensee must have in place and implement procedures to identify and prevent the disposal of any waste not permitted by this licence to be disposed of at the premises.

Disposal of Waste in Landfill Cells

O6.8 Waste received at the premises which is classified as General Solid Waste (putrescible) or Asbestos Waste must only be disposed of in Landfill Cells 1, 2, 3, 4, 5, 6, 7 or 8, unless the EPA amends this licence to expressly permit disposal of this type of waste elsewhere at the premises.

O6.9 Waste received at the premises which is classified as General Solid Waste (non-putrescible) may be disposed of in Landfill Cells 1, 2, 3, 4, 5, 6, 7 or 8, or in the area known as the "final void" and "non-putrescible fill area".

O6.10 For the purpose of Conditions O6.8 and O6.9:
a) Landfill Cells 1, 2, 3, 4, 5, 6, 7 and 8 are represented on the "Drawing No, R7226 – Summerhill Waste Management Centre Excavation & Lining Cell 8– Existing Site April 2009" drawn by T Hunt and dated April 2009; and
b) The "final void area" and "non-putrescible landfill area" are shown in Figures 1 and 2 of Annexure 1 of the LEMP, and on Drawing Number R6598 included as an attachment to the LEMP.

O6.11 The licensee must not exhume any landfilled waste at the premises unless approved in writing by the EPA.

Construction of Landfill Cells

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O6.12 The licensee must obtain approval from the EPA prior to the construction of any new landfill cells at the premises other than Cell 9.

O6.13 The licensee must provide a report to the EPA which details the design, construction, operation and rehabilitation of any new landfill cell proposed to be constructed at the premises. This report must be submitted to the EPA at least six months before the licensee intends to construct the proposed new landfill cell. The report must also include details of QA/QC program which can demonstrate that the landfill cell was constructed to meet its design specifications.

O6.14 The licensee must carry out the construction of landfill Cell 9 at the premises in accordance with the design specification set out in the “Summerhill WMC Cell 9 Technical Specification, SMEC Australia, 29 June 2015 (the Technical Specification) and the associated design drawings “Draft Drawings - Civil - Summerhill Waste Management Centre Civil Design and Earthworks, SMEC Australia, 29 June 2015".

Once construction is complete, the licensee must provide the EPA with an installation report detailing the cell’s construction (including surveys and works as executed drawings) and the results of a QA/QC program to verify that the cell was constructed in accordance with its design.

O6.15 The licensee must receive written approval from the EPA prior to disposing of any waste in Cell 9.

Completion of Landfill Cells

O6.16 The licensee must ensure that the landfill cells are capped progressively and in accordance with condition O6.17 during operations and specifically at times when the level of waste reaches final heights as detailed in Appendix 10 of the LEMP.

O6.17 Final capping must comprise five layers in the order of installation: a seal bearing surface, a gas drainage layer, a sealing layer, an infiltration layer and the revegetation layer as specified in the LEMP or as approved by the EPA.

Covering of Waste

O6.18 Cover Material must be:

a) Daily Cover
Daily cover material must be either:
i) virgin excavated natural material (VENM); or
ii) approved alternative daily cover (ADC).

VENM Cover material must be applied to a minimum depth of 15 centimetres over all exposed landfilled waste prior to ceasing operations at the end of each day.

b) Intermediate cover
Cover material must be applied to a depth of 30 centimetres over surfaces of the landfilled waste at the premises which are to be exposed for more than 90 days.

c) Cover material stockpile

At least two weeks cover material must be available at the premises under all weather conditions. This material may be won on site, alternatively a cover stockpile must be maintained adjacent to the tip face.

O6.19 For the purposes of condition O6.18 (a) (ii) the approved ADC is biodegradable plastic film (“Envirocover”) is to be applied to achieve environmental goals outlined in Benchmark Technique (BT33) Environmental Guidelines, Solid waste Landfills (1996).

Lead and Lead Slag Impacted Soils

O6.20 The licensee must store and dispose of lead and lead slag impacted soils that are accepted for disposal at the premises and which comply with the conditions set out in the Immobilised Contaminants Approval (2017/02).

5 Monitoring and Recording Conditions

M1 Monitoring records

M1.1 The results of any monitoring required to be conducted by this licence or a load calculation protocol must be recorded and retained as set out in this condition.

M1.2 All records required to be kept by this licence must be:
a) in a legible form, or in a form that can readily be reduced to a legible form;
b) kept for at least 4 years after the monitoring or event to which they relate took place; and
c) produced in a legible form to any authorised officer of the EPA who asks to see them.

M1.3 The following records must be kept in respect of any samples required to be collected for the purposes of this licence:
a) the date(s) on which the sample was taken;
b) the time(s) at which the sample was collected;
c) the point at which the sample was taken; and
d) the name of the person who collected the sample.

M2 Requirement to monitor concentration of pollutants discharged

M2.1 For each monitoring/discharge point or utilisation area specified below (by a point number), the licensee must monitor (by sampling and obtaining results by analysis) the concentration of each pollutant specified in Column 1. The licensee must use the sampling method, units of measure, and sample at the frequency, specified opposite in the other columns:

M2.2 Air Monitoring Requirements

POINT 3,4,8,59,60,62,63,64,65

Pollutant	Units of measure	Frequency	Sampling Method
Total Solid Particles	grams per cubic metre	Quarterly	AM-19

POINT **14,15,16,23,24**

Pollutant	Units of measure	Frequency	Sampling Method
Carbon dioxide	percent	Quarterly	In situ
Hydrogen Sulfide	percent	Quarterly	In situ
Methane	percent	Quarterly	In situ
Oxygen (O2)	percent	Quarterly	In situ

M2.3 Water and/ or Land Monitoring Requirements

POINT **31,32,33,34,35,42,46,48,49,51**

Pollutant	Units of measure	Frequency	Sampling Method
Alkalinity (as calcium carbonate)	milligrams per litre	Quarterly	Grab sample
Aluminium	milligrams per litre	Yearly	Grab sample
Arsenic	milligrams per litre	Yearly	Grab sample
Barium	milligrams per litre	Yearly	Grab sample
Benzene	milligrams per litre	Yearly	Grab sample
Cadmium	milligrams per litre	Yearly	Grab sample
Calcium	milligrams per litre	Quarterly	Grab sample
Chloride	milligrams per litre	Quarterly	Grab sample
Chromium (hexavalent)	milligrams per litre	Yearly	Grab sample
Chromium (total)	milligrams per litre	Yearly	Grab sample
Cobalt	milligrams per litre	Yearly	Grab sample
Conductivity	microsiemens per centimetre	Quarterly	Grab sample
Copper	milligrams per litre	Yearly	Grab sample
Ethyl benzene	milligrams per litre	Yearly	Grab sample
Fluoride	milligrams per litre	Yearly	Grab sample
Iron	milligrams per litre	Quarterly	Grab sample
Lead	milligrams per litre	Quarterly	Grab sample
Magnesium	milligrams per litre	Quarterly	Grab sample
Manganese	milligrams per litre	Yearly	Grab sample
Mercury	milligrams per litre	Yearly	Grab sample
Nitrate	milligrams per litre	Quarterly	Grab sample
Organochlorine pesticides	milligrams per litre	Yearly	Grab sample
Organophosphate pesticides	milligrams per litre	Yearly	Grab sample
pH	pH	Quarterly	Grab sample

Polycyclic aromatic hydrocarbons	milligrams per litre	Yearly	Grab sample
Potassium	milligrams per litre	Quarterly	Grab sample
Sodium	milligrams per litre	Quarterly	Grab sample
Standing Water Level	metres	Quarterly	No method specified
Sulfate	milligrams per litre	Quarterly	Grab sample
Toluene	milligrams per litre	Yearly	Grab sample
Total dissolved solids	milligrams per litre	Quarterly	Grab sample
Total organic carbon	milligrams per litre	Quarterly	Grab sample
Total petroleum hydrocarbons	milligrams per litre	Yearly	Grab sample
Total Phenolics	milligrams per litre	Yearly	Grab sample
Zinc	milligrams per litre	Yearly	Grab sample

POINT 55,56,57,61,66

Pollutant	Units of measure	Frequency	Sampling Method
Ammonia	milligrams per litre	Daily during any discharge	Grab sample
BOD	milligrams per litre	Daily during any discharge	Grab sample
Conductivity	microsiemens per centimetre	Daily during any discharge	Grab sample
pH	pH	Daily during any discharge	Grab sample
Total suspended solids	milligrams per litre	Daily during any discharge	Grab sample

M3 Testing methods - concentration limits

M3.1 Monitoring for the concentration of a pollutant emitted to the air required to be conducted by this licence must be done in accordance with:
a) any methodology which is required by or under the Act to be used for the testing of the concentration of the pollutant; or
b) if no such requirement is imposed by or under the Act, any methodology which a condition of this licence requires to be used for that testing; or
c) if no such requirement is imposed by or under the Act or by a condition of this licence, any methodology approved in writing by the EPA for the purposes of that testing prior to the testing taking place.

M3.2 Subject to any express provision to the contrary in this licence, monitoring for the concentration of a pollutant discharged to waters or applied to a utilisation area must be done in accordance with the Approved Methods Publication unless another method has been approved by the EPA in writing before any tests are conducted.

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Note: The *Protection of the Environment Operations (Clean Air) Regulation 2010* requires testing for certain purposes to be conducted in accordance with test methods contained in the publication "Approved Methods for the Sampling and Analysis of Air Pollutants in NSW".

M4 Recording of pollution complaints

M4.1 The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this licence applies.

M4.2 The record must include details of the following:
a) the date and time of the complaint;
b) the method by which the complaint was made;
c) any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
d) the nature of the complaint;
e) the action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and
f) if no action was taken by the licensee, the reasons why no action was taken.

M4.3 The record of a complaint must be kept for at least 4 years after the complaint was made.

M4.4 The record must be produced to any authorised officer of the EPA who asks to see them.

M5 Telephone complaints line

M5.1 The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the licence.

M5.2 The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.

M5.3 The preceding two conditions do not apply until 3 months after: the date of the issue of this licence.

M6 Other monitoring and recording conditions

M6.1 The licensee must monitor the remaining disposal capacity (in cubic metres) of the landfill.

Gas Monitoring

M6.2 A gas monitoring program must be implemented which will demonstrate that landfill gas that may pose an explosive hazard is not migrating from the facility.

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6 Reporting Conditions

R1 Annual return documents

R1.1 The licensee must complete and supply to the EPA an Annual Return in the approved form comprising:
1. a Statement of Compliance,
2. a Monitoring and Complaints Summary,
3. a Statement of Compliance - Licence Conditions,
4. a Statement of Compliance - Load based Fee,
5. a Statement of Compliance - Requirement to Prepare Pollution Incident Response Management Plan,
6. a Statement of Compliance - Requirement to Publish Pollution Monitoring Data; and
7. a Statement of Compliance - Environmental Management Systems and Practices.

At the end of each reporting period, the EPA will provide to the licensee a copy of the form that must be completed and returned to the EPA.

R1.2 An Annual Return must be prepared in respect of each reporting period, except as provided below.

R1.3 Where this licence is transferred from the licensee to a new licensee:
a) the transferring licensee must prepare an Annual Return for the period commencing on the first day of the reporting period and ending on the date the application for the transfer of the licence to the new licensee is granted; and
b) the new licensee must prepare an Annual Return for the period commencing on the date the application for the transfer of the licence is granted and ending on the last day of the reporting period.

R1.4 Where this licence is surrendered by the licensee or revoked by the EPA or Minister, the licensee must prepare an Annual Return in respect of the period commencing on the first day of the reporting period and ending on:
a) in relation to the surrender of a licence - the date when notice in writing of approval of the surrender is given; or
b) in relation to the revocation of the licence - the date from which notice revoking the licence operates.

R1.5 The Annual Return for the reporting period must be supplied to the EPA via eConnect *EPA* or by registered post not later than 60 days after the end of each reporting period or in the case of a transferring licence not later than 60 days after the date the transfer was granted (the 'due date').

R1.6 The licensee must retain a copy of the Annual Return supplied to the EPA for a period of at least 4 years after the Annual Return was due to be supplied to the EPA.

R1.7 Within the Annual Return, the Statements of Compliance must be certified and the Monitoring and Complaints Summary must be signed by:
a) the licence holder; or
b) by a person approved in writing by the EPA to sign on behalf of the licence holder.

Note: The term "reporting period" is defined in the dictionary at the end of this licence. Do not complete the Annual Return until after the end of the reporting period.

Note: An application to transfer a licence must be made in the approved form for this purpose.

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R1.8 The Annual Return must be accompanied by/or include an Annual Report which must contain an assessment of environmental performance relevant to licence conditions including:

a) tabulated results of all monitoring data required to be collected by this licence;
b) a graphical presentation of data from at least the last three years (if available) in order to show variability and/or trends. Any statistically significant variations or anomalies should be highlighted and explained;
c) an analysis and interpretation of all monitoring data;
d) an analysis of and response to any complaints received;
e) identification of any deficiencies in environmental performance identified by the monitoring data, trends or incidents and of remedial action taken or proposed to be taken to address these deficiencies; and
f) recommendations on improving the environmental performance of the facility.

R2 Notification of environmental harm

R2.1 Notifications must be made by telephoning the Environment Line service on 131 555.

R2.2 The licensee must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.

Note: The licensee or its employees must notify all relevant authorities of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act.

Leachate Discharges to Surface Waters

R2.3 Whenever leachate is discharged to surface waters from the premises the licensee must notify the event to the EPA in accordance with condition R2.1.

R2.4 The licensee must provide written details of any leachate discharge(s) to the EPA within 7 days of the date on which the incident occurred in accordance with R2.2.

R2.5 The written details referred to in the above condition must be provided as a report. The report must include the following information:
a) the volume of the leachate discharged and over what time period the discharge occurred;
b) the date and time of the commencement of the overflow;
c) the weather conditions at the time of the discharge, specifying the amount of rainfall on a daily basis that had fallen:
i) on the day(s) of the discharge; and
ii) for the one week period prior to the discharge.
d) the most recent monitoring results of the chemical composition of the leachate;
e) an explanation as to why the discharge occurred;
f) the location(s) of the discharge;
g) a plan of action to prevent a similar discharge in the future; and
h) was the discharge permitted by this licence.

Landfill Gas Hazard Reporting

R2.6 The licensee must notify the EPA within 24 hours in accordance with condition R2.1 if subsurface monitoring detects methane above 1.25% (v/v), and increase the frequency of monitoring to daily, until the EPA determines otherwise.

R3 Written report

R3.1 Where an authorised officer of the EPA suspects on reasonable grounds that:
a) where this licence applies to premises, an event has occurred at the premises; or
b) where this licence applies to vehicles or mobile plant, an event has occurred in connection with the carrying out of the activities authorised by this licence,
and the event has caused, is causing or is likely to cause material harm to the environment (whether the harm occurs on or off premises to which the licence applies), the authorised officer may request a written report of the event.

R3.2 The licensee must make all reasonable inquiries in relation to the event and supply the report to the EPA within such time as may be specified in the request.

R3.3 The request may require a report which includes any or all of the following information:
a) the cause, time and duration of the event;
b) the type, volume and concentration of every pollutant discharged as a result of the event;
c) the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event;
d) the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort;
e) action taken by the licensee in relation to the event, including any follow-up contact with any complainants;
f) details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event; and
g) any other relevant matters.

R3.4 The EPA may make a written request for further details in relation to any of the above matters if it is not satisfied with the report provided by the licensee. The licensee must provide such further details to the EPA within the time specified in the request.

R4 Other reporting conditions

Recording of Fires

R4.1 The licensee must maintain a daily log and record the following data of fires at the site:
a) Time and date when the fire was deliberately started or reported.
b) Whether the fire was authorised by the licensee, and, if not, the circumstances which ignited the fire.
c) The time and date that the fire ceased and whether it burnt out or was extinguished.
d) The location of fire (eg. clean timber stockpile, putrescible garbage cell, etc).
e) Prevailing weather conditions.
f) Observations made in regard to smoke direction and dispersion.

g) The amount of waste that was combusted by the fire.
h) Action taken to extinguish the fire.

R4.2 The licensee or its employees or agents must notify the EPA in accordance with conditions R2.1 and R2.2 of all fires at the premises as soon as practical after becoming aware of the incident.

7 General Conditions

G1 Copy of licence kept at the premises or plant

G1.1 A copy of this licence must be kept at the premises to which the licence applies.

G1.2 The licence must be produced to any authorised officer of the EPA who asks to see it.

G1.3 The licence must be available for inspection by any employee or agent of the licensee working at the premises.

8 Pollution Studies and Reduction Programs

U1 PRP 3 - Quality Assurance Program

U1.1 The licensee must prepare and submit to the EPA for review within 6 weeks of the installation of the leachate collection system and leachate barrier system being completed plans for a quality assurance program for the leachate collection system and leachate barrier system at the waste facility.

U2 Groundwater Monitoring Program

U2.1 The licensee must investigate the feasibility of installing additional groundwater monitoring bores within and surrounding the landfill premises boundary.

U2.2 The licensee must provide its findings to the EPA - Newcastle Waste Compliance by no later than 31 March 2017 by electronic mail to waste.operations@environment.nsw.gov.au.

U3 Gas Monitoring System

U3.1 The licensee must investigate the feasibility of installing additional gas subsurface monitoring locations within the landfill premises boundary.

U3.2 The licensee must also investigate and analyse the monitoring results obtained through monitoring at Points 14 and 15 and consider the validity of these monitoring points as part of the subsurface gas monitoring system.

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U3.3 The licensee must provide its findings to the EPA - Newcastle Waste Compliance by no later than 31 March 2017 by electronic mail to waste.operations@environment.nsw.gov.au.

U4 Surface Water Management Plan

U4.1 The Licensee must investigate interim and long term surface water management measures to improve water quality discharges from the Premises. The interim measures must consider actions to reduce elevated levels of Total Suspended Solids discharging from the Premises.

U4.2 The Licensee must provide to the EPA the interim measures undertaken by the Licensee to reduce total suspended solids being discharged from the Premises.

The interim measures must be provided to the EPA by 31 March 2017 and forwarded to waste.operations@epa.nsw.gov.au and addressed to the Unit Head - Waste Compliance, Newcastle, EPA.

U4.3 The Licensee must provide to the EPA a Surface Water Management Plan for the Premises, including recommendations and timeframes to implement long-term surface water management measures to improve water quality discharges from the Premises.

The Report must be provided to the EPA by 26 May 2017 and forwarded to waste.operations@epa.nsw.gov.au and addressed to the Unit Head - Waste Compliance, Newcastle, EPA.

9 Special Conditions

E1 Closure plan

E1.1 The last licensee must prepare and submit to the EPA within twelve months prior to the last load of waste being landfilled a closure plan in accordance with section 76 of the Protection of the Environment Operations Act 1997.

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Dictionary

General Dictionary

3DGM [in relation to a concentration limit]	Means the three day geometric mean, which is calculated by multiplying the results of the analysis of three samples collected on consecutive days and then taking the cubed root of that amount. Where one or more of the samples is zero or below the detection limit for the analysis, then 1 or the detection limit respectively should be used in place of those samples
Act	Means the Protection of the Environment Operations Act 1997
activity	Means a scheduled or non-scheduled activity within the meaning of the Protection of the Environment Operations Act 1997
actual load	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
AM	Together with a number, means an ambient air monitoring method of that number prescribed by the *Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales*.
AMG	Australian Map Grid
anniversary date	The anniversary date is the anniversary each year of the date of issue of the licence. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
annual return	Is defined in R1.1
Approved Methods Publication	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
assessable pollutants	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
BOD	Means biochemical oxygen demand
CEM	Together with a number, means a continuous emission monitoring method of that number prescribed by the *Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales*.
COD	Means chemical oxygen demand
composite sample	Unless otherwise specifically approved in writing by the EPA, a sample consisting of 24 individual samples collected at hourly intervals and each having an equivalent volume.
cond.	Means conductivity
environment	Has the same meaning as in the Protection of the Environment Operations Act 1997
environment protection legislation	Has the same meaning as in the Protection of the Environment Administration Act 1991
EPA	Means Environment Protection Authority of New South Wales.
fee-based activity classification	Means the numbered short descriptions in Schedule 1 of the Protection of the Environment Operations (General) Regulation 2009.
general solid waste (non-putrescible)	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997

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flow weighted composite sample	Means a sample whose composites are sized in proportion to the flow at each composites time of collection.
general solid waste (putrescible)	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environmen t Operations Act 1997
grab sample	Means a single sample taken at a point at a single time
hazardous waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
licensee	Means the licence holder described at the front of this licence
load calculation protocol	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
local authority	Has the same meaning as in the Protection of the Environment Operations Act 1997
material harm	Has the same meaning as in section 147 Protection of the Environment Operations Act 1997
MBAS	Means methylene blue active substances
Minister	Means the Minister administering the Protection of the Environment Operations Act 1997
mobile plant	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
motor vehicle	Has the same meaning as in the Protection of the Environment Operations Act 1997
O&G	Means oil and grease
percentile [in relation to a concentration limit of a sample]	Means that percentage [eg.50%] of the number of samples taken that must meet the concentration limit specified in the licence for that pollutant over a specified period of time. In this licence, the specified period of time is the Reporting Period unless otherwise stated in this licence.
plant	Includes all plant within the meaning of the Protection of the Environment Operations Act 1997 as well as motor vehicles.
pollution of waters [or water pollution]	Has the same meaning as in the Protection of the Environment Operations Act 1997
premises	Means the premises described in condition A2.1
public authority	Has the same meaning as in the Protection of the Environment Operations Act 1997
regional office	Means the relevant EPA office referred to in the Contacting the EPA document accompanying this licence
reporting period	For the purposes of this licence, the reporting period means the period of 12 months after the issue of the licence, and each subsequent period of 12 mo nths. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
restricted solid waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
scheduled activity	Means an activity listed in Schedule 1 of the Protection of the Environment Operations Act 1997
special waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
TM	Together with a number, means a test method of that number prescribed by the *Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales*.

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TSP	Means total suspended particles
TSS	Means total suspended solids
Type 1 substance	Means the elements antimony, arsenic, cadmium, lead or mercury or any compound containing one or more of those elements
Type 2 substance	Means the elements beryllium, chromium, cobalt, manganese, nickel, selenium, tin or vanadium or any compound containing one or more of those elements
utilisation area	Means any area shown as a utilisation area on a map submitted with the application for this licence
waste	Has the same meaning as in the Protection of the Environment Operations Act 1997
waste type	Means liquid, restricted solid waste, general solid waste (putrescible), general solid waste (non-putrescible), special waste or hazardous waste

Mr Grahame Clarke

Environment Protection Authority

(By Delegation)

Date of this edition: 11-August-2000

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End Notes

1	Licence varied by notice 1002413, issued on 06-Dec-2000, which came into effect on 31-Dec-2000.
2	Licence varied by notice 1010083, issued on 13-Nov-2001, which came into effect on 08-Dec-2001.
3	Licence varied by notice 1016670, issued on 15-Oct-2002, which came into effect on 09-Nov-2002.
4	Licence varied by notice 1029564, issued on 16-Oct-2003, which came into effect on 16-Oct-2003.
5	Licence varied by notice 1040661, issued on 14-Sep-2004, which came into effect on 14-Sep-2004.
6	Licence varied by correction to DEC Region, issued on 18-Jan-2007, which came into effect on 18-Jan-2007.
7	Licence varied by notice 1071531, issued on 13-Oct-2008, which came into effect on 13-Oct-2008.
8	Condition A1.3 Not applicable varied by notice issued on <issue date> which came into effect on <effective date>
9	Licence varied by notice 1093622, issued on 08-Dec-2008, which came into effect on 08-Dec-2008.
10	Licence varied by notice 1104173, issued on 14-Dec-2009, which came into effect on 14-Dec-2009.
11	Licence varied by Correction to EPA Region data record., issued on 25-Jun-2010, which came into effect on 25-Jun-2010.
12	Licence varied by notice 1524970 issued on 11-Nov-2016
13	Licence varied by notice 1553824 issued on 02-Aug-2017