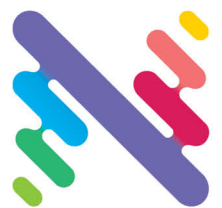


Pollution Incident Response Management Plan (and Incident Management Plan)

Licence Number: 5897



**City of
Newcastle**

Document Control

Document	Status	Revision Date/ Major Changes	Authorised by:
			Name/Position
PIRMP V2 Final 25/11/2013 ECM No. 4976339	Final	First edition	Darren North Manager Waste Management
PIRMP V3 Final 06/11/2015 ECM No.4744856	Final	06/11/2015 Annual review	Darren North Manager Waste Management
EMSPLAN001_V4 SWMC - Pollution Incident Response Management Plan	Final	22/09/2016 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	19/09/2017 Inclusion of process for reporting fires & discharges of leachate to surface water. Inclusion of EPL 02/08/2017	Darren North Manager Waste Management
EMSPLAN001_V7 SWMC - Pollution Incident Response Management Plan	Final	25/09/2018 Inclusion of Chief Warden 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
EMSPLAN001_V8 SWMC - Pollution Incident Response Management Plan	Final	2020 Added roles of Liaison Officer and Financial Officer. Included cost capture and emergency spending information. Inclusion of spill risk assessment and spill response procedure. New pollution incident action register.	Troy Uren Manger Waste Services
EMSPLAN001_V9 SWMC - Pollution Incident Response Management Plan	Final	2021 Updated roles and contact number. Updated following test.	Troy Uren Manger Waste Services
EMSPLAN001_V10.4	Final	10/10/2022 Updated roles and contact number. Updated per the Protection of the Environment Operations (General) Regulation 2022.	Alissa Jones Director and Interim Manager Waste Services
EMSPLAN001_V11	Draft	27/5/23 Annual update	Elfi Blackburn Executive Manager Operations

Document	Status	Revision Date/ Major Changes	Authorised by:
			Name/Position
EMSPLAN001_V11.2	Final	31/08/2023 Update to roles and contacts Update to reference documents and locations	Nicholas Wright Environmental Specialist
EMSPLAN001_V11.2	Final	26/03/2025 Review and update to public version of PIRMP	Nicholas Wright Environmental Specialist

Testing of the PIRMP

Document Tested/ Test Report	Test Date	Manner of Testing	Tested By
PIRMP V2 Final 25/11/2013	30/10/2015	Desktop review	O. Gallagher
PIRMP V3 Final 06/11/2015/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	17/01/2017	Post incident review	E. McCauley IMT
EMSPLAN001_V5 SWMC - Pollution Incident Response Management Plan	05/09/2017	IMT review	E. McCauley IMT
EMSPLAN001_V6 SWMC - Pollution Incident Response Management Plan	13/09/2018	IMT review	E. McCauley IMT
EMSPLAN001_V7 SWMC - Pollution Incident Response Management Plan	04/10/2019	Desktop scenario test – IMT. Fuel truck rollover and diesel spill.	E. McCauley IMT
EMSPLAN001_V7 SWMC - Pollution Incident Response Management Plan	24/10/2020	CRC chemical fire – IMT response to fire and chemical in water	A. Blakeney IMT
EMSPLAN001_V10SWMC – Pollution Incident Response Management Plan	29/09/2022	Extreme weather with impact on environment	Bounce Readiness Pty Ltd and SWMC IMT
EMSPLAN001_V11 SWMC – Pollution Incident Response Management Plan	11/07/2023	Desktop drill - major site fire	Bounce Readiness Pty Ltd and SWMC IMT
EMSPLAN001_V11 SWMC – Pollution Incident Response Management Plan	24/07/2024	Desktop drill -	N. Wright IMT

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Purpose of the Pollution Incident Response Management Plan

Summerhill Waste Management Centre (SWMC) holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the operation of the Summerhill Waste Management Centre. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test, and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the license relates.

If a pollution incident occurs during an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this PIRMP in relation to the activity required by Part 5.7A of the POEO Act.

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 147 of the Act). However, such incident may not trigger the PIRMP and may not require immediate reporting to all agencies.

A copy of this PIRMP must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licenses and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this PIRMP.

Parts of the PIRMP must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the PIRMP to any person who makes a written request. The sections of the PIRMP that are required to be publicly available are set out in section 74 of the Protection of the Environment Operations (General) Regulation 2022.

Note: This PIRMP must be developed in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2022.

Licensees should also refer to the EPA's Guideline: Pollution incident response management plans.

The purpose of the PIRMP is to:

- Protect community health and wellbeing from the impacts of pollution incidents arising from SWMC
- Minimise and control the risks of a pollution incident occurring at the SWMC by identifying hazards, assessing risks and developing mitigative actions for each identified risk
- 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 of a pollution incident to the required stakeholders.

Scope of the PIRMP

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

Availability of the PIRMP

The PIRMP is publicly available at:

- Council Website: <https://www.newcastle.nsw.gov.au/Living/Waste-and-recycling/Summerhill-Waste-management-Centre/Summerhill-Environmental-Monitoring>

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

Controlled copies are maintained at:

- SWMC Weighbridge
- SWMC Administration Office front foyer

Definition of a Pollution Incident

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

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

Harm to the environment is material if:

1. it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
2. 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

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.

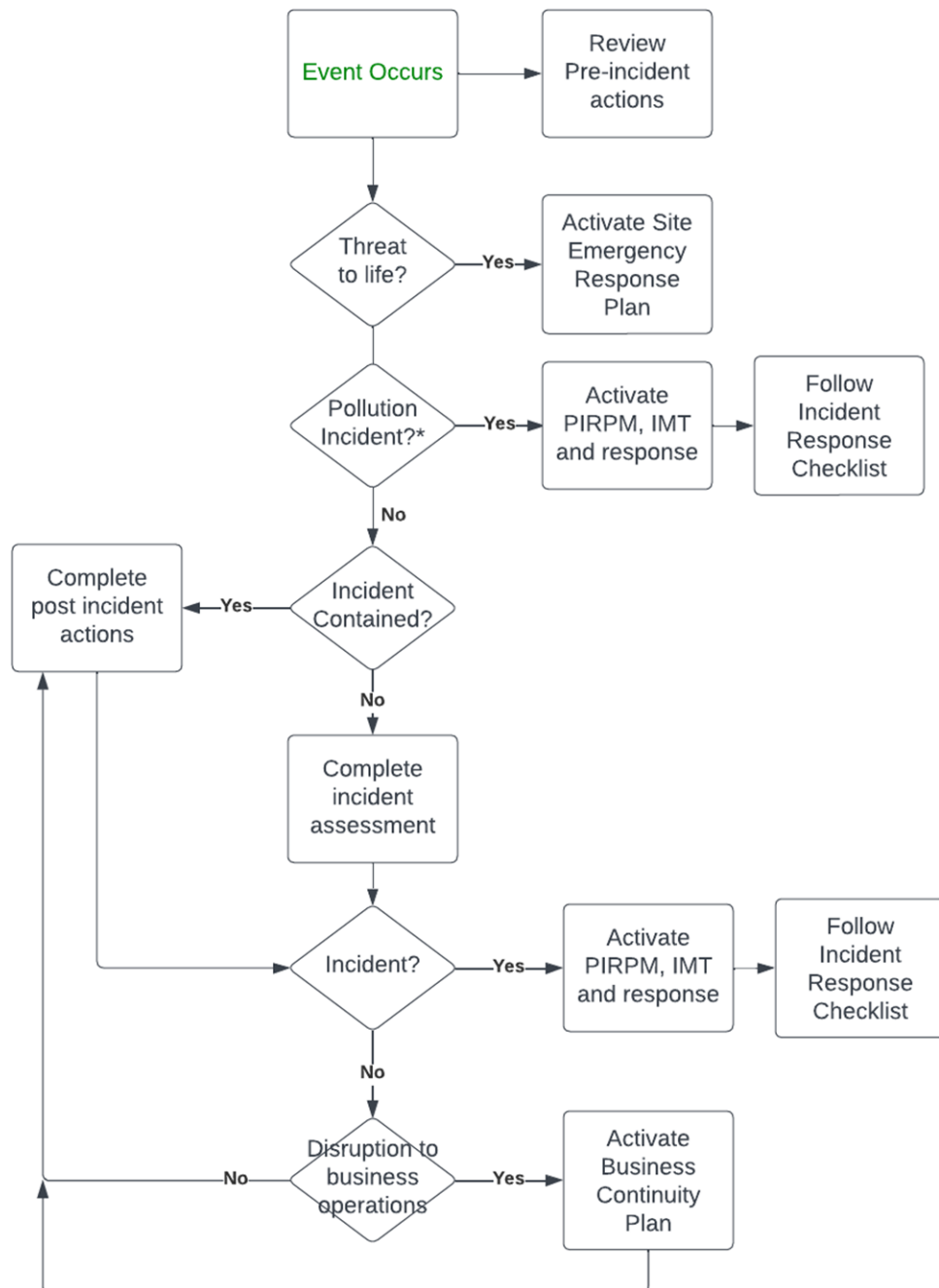
Related legislation / licenses

- SWMC Environment Protection Licence 5897
- NSW EPA Environmental Guidelines - Solid Waste Landfills
- NSW Protection of the Environment Operations Act
- NSW Protection of the Environment Operations Regulations

Environment Protection License (EPL) Details

Name of licensee (Including ABN)	Newcastle City Council
EPL number	5897
Premises name and address	Summerhill Waste Management Centre (SWMC) 141 Minmi Road, Wallsend, NSW 2287
Company or business contact details	Name: Elfi Blackburn Position or title: Executive Manager Operations Business hours contact number(s): 02 4985 6600 After hours contact number(s): 0422 992 017 / 0403 244 126 Email: elblackburn@ncc.nsw.gov.au
Website address	https://www.newcastle.nsw.gov.au/summerhill
Scheduled activity/activities on EPL	Resource Recovery Waste Disposal Waste Storage
Fee-based activity/activities on EPL	Recovery of general waste Waste disposal by application to land Waste storage – other types of waste

Pollution Incident Response Flowchart



- Implement the PIRMP if, in the course of an activity, a pollution incident occurs that causes or threatens to cause material harm to the environment

Pollution Incident Response Checklist

✓	Action	Who?	Reference
<input type="checkbox"/>	Conduct an initial field assessment of the incident.	Chief Warden	
<input type="checkbox"/>	If there is an immediate threat to human life or property, call 000 and activate the SWMC Emergency Management Plan.	Chief Warden	Appendix C – EMP Appendix D – Inventory of Incident Response Equipment
<input type="checkbox"/>	Contact the Weighbridge Supervisor.	Chief Warden	+61249746611
<input type="checkbox"/>	Commence appropriate pollution control action.	Chief Warden /Environmental Compliance Manager	Pollution Emergency Response
<input type="checkbox"/>	Organise equipment and resources to ensure the area is safe and controlled e.g., isolate area (evacuate / barriers), traffic diversion (barriers/signage) etc. If the incident is a spill, it must be prevented from entering the waterways or storm water drains.	Chief Warden / Operations Manager	Appendix B - <i>EMSFORM043</i>
<input type="checkbox"/>	If the incident is assessed as a level 2 or higher, notify the Incident Controller who will establish the Incident Management Team.	Operations Manager	<u>Notification of Site Personnel</u>
<input type="checkbox"/>	Conduct an incident assessment, in collaboration with the Environmental Team.	Planning and Intel Officer	Appendix B - <i>EMSFORM046</i>
<input type="checkbox"/>	Activate the PIRMP as required.	Incident Controller	This document
<input type="checkbox"/>	Document incident details, including the following: <ul style="list-style-type: none"> The time, date, nature, duration, and location of the incident. The location of the place where pollution is occurring or likely to occur. The nature, the estimated quantity or volume and the concentration of any pollutants involved. The circumstances in which the incident occurred (including the cause of the incident if known). The action taken or proposed to be taken to deal with the incident and 	Incident Controller	Appendix B <i>EMSFORM010 SWMC - PIRMP Pollution Incident Details Form</i>

✓	Action	Who?	Reference
	any resulting pollution or threatened pollution, if known. <ul style="list-style-type: none"> Other information prescribed by the regulators. 		
<input type="checkbox"/>	Establish the Incident Management Team.	Incident Controller	Error! Reference source not found. B - EMSFORM041
<input type="checkbox"/>	Establish information management boards for collecting information: <ul style="list-style-type: none"> Facts Assumptions Issues Actions 	Management Support Officer	Appendix B - EMSFORM045
<input type="checkbox"/>	Assess the potential for immediate impact to site occupiers and users and perform notifications as relevant to the nature, location and scale of the pollution incident.	Communications Officer	Appendix B EMSFORM011 SWMC - PIRMP Site Notification Form (Appendix B)
<input type="checkbox"/>	Make mandatory notifications.	Communications Officer	<u>Error! Reference source not found.</u>
<input type="checkbox"/>	Notify EPA of the following: <ul style="list-style-type: none"> Discharges of landfill leachate to surface water – complete EMSFORM14 and email to waste.operations@epa.nsw.gov.au 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" - 131 555 and submit completed EMSFORM16 via email to waste.operations@epa.nsw.gov.au 	Environmental Compliance Manager	Appendix B - EMSFORM014_V2 SWMC - PIRMP Reportable Discharge of Leachate to Surface Water EMSFORM016_V2 SWMC - PIRMP Reportable Fires Form
<input type="checkbox"/>	Determine potential for immediate impact to neighbours. Delegate the role of informing the neighbours to the nature, location and scale of the pollution incident via door knocking or phone call.	Incident Controller	Appendix A Figure 2 – Map of Surrounding Neighbours
<input type="checkbox"/>	Perform internal notifications as relevant to the nature, location and scale of the pollution incident (unless already been called in to the IMT): <ul style="list-style-type: none"> CEO 	Communications Officer	Notification and Escalation Procedures Council Emergency Management Plan

✓	Action	Who?	Reference
	<ul style="list-style-type: none"> Emergency Management Coordinator (notify by email-to-email group "Incident notification" Manager Major Events and Corporate Affairs Waste Services Business Unit Manager Director Governance Risk Management Coordinator WHS Manager Fire and Rescue NSW Safe Work NSW NSW Health incidentnotification@ncc.nsw.gov.au		
<input type="checkbox"/>	For injured wildlife contact a wildlife contact.	Incident Controller Communications Officer	Appendix B - EMSFORM012_V3 SWMC - PIRMP External Notification Form
<input type="checkbox"/>	Prepare an Incident Action Plan and establish protocols for regular update of this PIRMP.	Planning and Intel Officer	Appendix B - EMSFORM036
Post Incident			
<input type="checkbox"/>	Report the incident in the corporate incident reporting system "Figtree" and complete the investigation.	Incident Controller	Appendix B - EMSFORM013 Figtree https://i10.figtreesystems.com.au/dds280404
<input type="checkbox"/>	Filed incident notes and documents in the corporate document management system, including: <ul style="list-style-type: none"> notification forms agency interactions daily logs of response and clean-up operations hours worked costs photographic records 	IMT members and responders	Appendix B - EMSFORM011
<input type="checkbox"/>	Contact the Waste Service Financial Business Partner for assistance with applying for non-budgeted works and urgent/loss of business continuity expenditure.	Risk Management Officer	<i>City of Newcastle Register of Financial Authorisations</i>

✓	Action	Who?	Reference
<input type="checkbox"/>	Conduct a debrief to capture the details of the incident, record the timeline, the actions taken, and lesson learnt.	Incident Controller	Appendix B <i>EMSFORM025_SWMC - PIRMP Pollution Incident - Debrief</i>
<input type="checkbox"/>	Investigate the causes of the pollution incident and document actions to prevent a recurrence where possible. A specialist investigator may be engaged to perform an ICAM if necessary. Indications of actual environmental harm are to be assessed by the investigation.	Environmental Compliance Manager	Appendix B - <i>EMSFORM046</i>
<input type="checkbox"/>	Document and send report to EPA within 7 days of incident.	Environmental Compliance Manager	Appendix B - <i>EMSFORM014</i> - <i>EMSFORM016</i> Error! Reference source not found.
<input type="checkbox"/>	Review the PIRMP within one month of the incident and updated based on approved actions.	Incident Controller	This document

Pollution Emergency Response

If staff and customers of SWMC are required to evacuate the site, the Emergency Response Procedures will be activated. These are a few key points that will be managed by the Chief Warden or Operations Manager, if required.

1. Chief Warden and Wardens will manage the emergency response processes:
 - a. Identify the nature and extent of the pollution incident, the actual or likely exposure route and the number of people potentially or actually affected. Where safe to do so, collect information such as type of material, volume released, if evacuation is required.
 - b. Ensure all ignition sources such as naked flames and cigarettes have been extinguished.
 - c. Ensure Site Manager has been notified.
 - d. Staff, contractors and customers should be evacuated under the direction of the Chief Warden.
 - e. If there is a risk to people or the environment, dial 000 and seek assistance from NSW Fire and Rescue. Advise them of the incident details including UN number/s if you have it, if applicable.
 - f. If persons have been injured, provide a first aid response, if safe to do so.
 - g. If safe to do so, place any leaking containers into bunded stillage's or place in provided sealed pails.

- h. If there is no risk of personal injury, confine the spill using a spill kit or retardant material located in wheeled bins. Other spill limiting devices are in place in the Leachate Pond pump shed.
 - i. Close storm water drains, if necessary and possible.
 - j. Pump contaminated stormwater into the leachate pond
 - k. Cordon off the affected area.
 - l. Follow all directives given by attending emergency services.
 - m. Where safe to do so and when released by NSW Fire and Rescue, initiate clean up.
- 2. Operations Manager will close the incoming entry gate to ensure no further vehicles are able to enter the site.
- 3. Operations Manager will advise staff members at tip face, operational areas and CRC and RRC of the need to evacuate the site via UHF radio/mobile phone.
- 4. Staff member in the gatehouse will open the boom gate to allow for smooth exit of customers from the facility.
- 5. Staff member at tip face, CRC/RRC and operational area to instruct all customers to leave the site via the weighbridge immediately. Where it is not safe to use the main entry road the alternate assembly point must be utilised.
- 6. In the event, contractors are working on site, the staff member in the gatehouse will advise them to leave the site immediately. This can be done either using mobile or UHF communication. All visitors to the site are required to sign in and provide mobile phone contact details.
- 7. All staff must assemble at the Assembly Points.

Incident Assessment

A situation that cannot be managed at a site level or within business-as-usual practices will escalate through the organisation and be managed by various response and recovery teams. This table shows the escalation from one phase of an incident to the next, along with who will respond to each phase, and the plan to use in this phase.

Level	Criteria / Description	Impacts	Examples (not exhaustive)	Who to Activate	Plan to Activate
Level 0	Business as Usual <ul style="list-style-type: none"> Minimal impact on building / site. Impact on small number of persons or property. Can be managed within SOPs by local facility / building team. 	People and Assets	<ul style="list-style-type: none"> Building break in. Burglary. Minor medical emergency. Personal threat. Power outage / utility failure. Water leak. WHS/OHS issue. 	Facilities / Building Management / WHS	SOP's
Level 1	Emergency (Tactical) <ul style="list-style-type: none"> Impact limited to a small area of one building / site. Emergency can be managed by warden team (ECO). Emergency Services will be notified to respond. May require evacuation or lockdown. Likely response will be less than 1 hour. 	People and Assets	<ul style="list-style-type: none"> Assault. Fire (minor). Bomb threat. Medical emergency. Gas leak. IT outage (short term). 	ECO	Emergency Response Plan
Level 2	Incident (Operational) – resulting in pollution <ul style="list-style-type: none"> Impact on neighbours Pollution migration off-site Requires notification of neighbours Likely response will be a few hours. 	People and Environment	<ul style="list-style-type: none"> Chemical leak / pollution Extreme weather resulting in leachate overflow Fire (major). Natural disaster 	SWMC Incident Management Team	PIRMP
	Incident (Operational) <ul style="list-style-type: none"> Emergency is affecting more than one building / site. Coordination required to manage recovery of site. Warden team needs support to manage people. Requires coordination of large volume of people. Requires recovery of critical business functions. Regional or national media exposure. Likely response will be a few hours. 	People, Assets, Business Operations, Environment	<ul style="list-style-type: none"> Active Shooter. Cyber-attack. Death of staff member. Disease. IT Failure / comms outage. Negative media exposure (Local). Terrorist attack. 	Incident Management Team	Business Continuity Plan Cyber Plan Disaster Recovery Plan
Level 3	Crisis (Strategic) <ul style="list-style-type: none"> Large scale impact on multiple sites. Requires management at off-site locations. Requires management of key stakeholders & media. International media exposure. Impact on Operations, Reputation, Financial etc. Requires strategic management decision making. 	People, Assets, Financial, Reputation, Operational, Strategic	<ul style="list-style-type: none"> Prosecution with penalties Fraud reaching Major or Severe level. Negative media exposure (National). Key staff resignation. 	Crisis Management Team – City of Newcastle	Crisis Management Plan Comms Plan

Incident Management Team

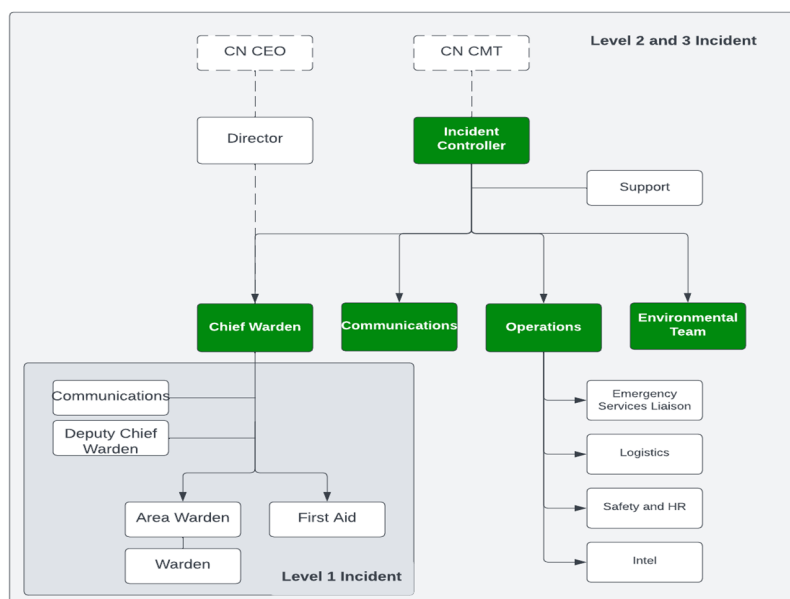
Incident Controller (or delegate) to assess the need for an Incident Management Team (IMT) and recruit resources proportional to the nature and scale of the pollution incident. Noting that the members of the IMT may scale up and down as the incident evolves.

The structure below represents the roles that may be required for a Level 1, 2 or 3 incidents. Note: this structure will scale up and down depending on what is required of the incident.

Level 1 – Not an incident – managed by Chief Warden

Level 2 – you may require red circled roles. A member of the SWMC management team will step up as Incident Controller

Level 3 – you may require all roles, with support from CN in many of these roles



Available IMT staff and duties include:

IMT Role	Duties
Incident Controller	<ul style="list-style-type: none"> Will be <u>any member of the management team from SWMC</u>. Secure and assign resources, including equipment and personnel. Ensure mandatory notification and reporting requirements are met. Ensure internal stakeholders are kept informed via the CN notification and escalation procedures. 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 Report 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.
Support	<ul style="list-style-type: none"> Upkeep of incident response logs. Assisting purchasing. Cost and time tracking. Preparation of documents and minutes. Document filing.
Environmental Team	<ul style="list-style-type: none"> Environmental impact advice. Spill mapping, delineation, and forecasting Environmental sampling and analysis. Written report to EPA.

IMT Role	Duties
Operations	<ul style="list-style-type: none"> • Undertake field assessments of the incident. • Receive reports from the Chief Warden • Commence appropriate pollution control action. • Coordinate incident response operations • Monitor of critical infrastructure • Oversee management and continuation of operations • Manage resourcing to manage on the ground responses
Logistics	<ul style="list-style-type: none"> • Manage the equipment requirements during an incident
Chief Warden	<ul style="list-style-type: none"> • Manage emergency responses (i.e., evacuations, lockdowns etc.) • Liaise with Emergency Services for an emergency response • Ensure the Incident Controller is kept informed
Communications	<ul style="list-style-type: none"> • Develop communications strategy • Provide media advice • Manage customer relations • Monitor social media • Develop exec briefs • Disseminate community information
Intel	<ul style="list-style-type: none"> • Information and intelligence gathering • Hazard modelling • GIS mapping • Identification of key risk exposures • Analysis of local impacts • Community profiling • Specialist & technical advice • BCP implementation • Management Support
Safety and HR	<ul style="list-style-type: none"> • Oversee safety during the incident • Manage ongoing welfare and safety of staff • Conduct risk assessments for on the ground responses • Provide advice around safety • Monitor fatigue management • Manage updates from the hospital for injured staff • Organise trauma counselling as required • Oversee fatigue management of staff • Manage injury reporting, as required

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

Primary team members

IMT Role	Role
Incident Controller	Business Unit Manager
Management Support Officer	Business & Customer support Coordinator
WHS	Safety & Wellbeing Manager
Environmental Manager	Environmental Specialist
Operations Manager	Operations Manager
Chief Warden	Business Development Manager
Communications Officer	Business Development Officer
Planning and Intel Officer	Operations Analyst
People Officer	Safety & Wellbeing Specialist
Risk Management Officer	Safety & Wellbeing Specialist

Alternate team members

IMT Role	Role
Incident Controller	Operations Manager
Management Support Officer	Business & Customer Support Officer
WHS	Safety & Wellbeing Manager
Environmental Manager	Circular Economy
Operations Manager	Waste & Landfill Operations Coordinator
Chief Warden	Waste & Landfill Operations Coordinator (Deputy warden)

IMT Role	Role
Communications Officer	Business Analyst – Technical Lead
Planning and Intel Officer	Operations Analyst
People Officer	Safety & Wellbeing Manager
Risk Management Officer	Safety & Wellbeing Manager

Weekends Public Holidays and after hours

SWMC operates on weekends and all Public Holidays (except Christmas Day). Most roles identified in the tables above will not be available during weekends, public holidays and after hours.

Weekend Supervisor or most senior Operator on site will appoint staff to perform Incident Management roles as required and/or call additional staff in.

Activations and Notifications

Pollution Incident – Persons Responsible

PIRMP activation	<p>Refer <u>Supporting Information</u></p> <p><u>Site Description</u></p> <p>The site occupies 265 hectares of a formerly coal mined track of land to the west of Wallsend. Operations include:</p> <ul style="list-style-type: none"> • 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 • Resource Recovery Centre (RRC) and Community Recycling Centre (CRC) • Bulk soil excavation, stockpiling, transfer and deposition as landfill cover
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	<ul style="list-style-type: none"> • Cell construction activities • Vehicle and plant workshop, oil store, waste oil store, washbay and oil water separator • Fuel store, bowser and onsite refueling 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 • Solar Farm <p>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.</p> <p>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.</p> <p>See Appendix A:</p> <p><i>Figure 1 - PIRMP Site Layout Plan</i></p> <p>Who Can Activate the PIRMP?</p>
Notifying relevant authorities Notification should be made by a person with an appropriate level of authority within the company.	Name of person responsible: Communications and Liaison Officer EPA – Environmental Compliance Officer/Incident Controller
Managing response to pollution incident	Name of person responsible: Incident Controller/Operations Manager/Environmental Compliance Manager

Notification of Site Personnel

Visitors	See SWMC sign-in book in Admin Building and Gatehouse
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LMS Energy	Newcastle On-Duty Operator - [REDACTED] Operations Manager - [REDACTED]
Bettergrow Pty Ltd	Site contact - [REDACTED]
IQ Renew	Manager – [REDACTED] Onsite operator – [REDACTED]
Solar farm	CN Program Coordinator – [REDACTED]
Weighbridge	[REDACTED]
Contractors	Refer to contractor contact list (Gate House records)

Notification of Relevant Authorities

1. Call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.
2. If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the order shown in Table below. Fire and Rescue NSW need to be notified even if a combat agency is not required. The 24-hour hotline for each authority is given when available.
3. Immediate verbal notifications must be followed by notification in writing to the EPA within 7 days of the date on which the incident occurred.
4. Any subsequent information must be provided to the above agencies immediately as they become available and must be followed up with written notification to the EPA.

EPA Environment Line	131 555 Select option 'report a pollution incident'. Obtain an EPA reference number
Fire And Rescue NSW / Rural Fire Service/Ambulance/Police	000
Fire and Rescue NSW Not required if 000 has been called	1300 729 579
NSW Health (Hunter New England)	02 4924 6477 Ask for on-call Environmental Health Officer
SafeWork NSW	131 050 Select option "Notifiable incident". You must provide an EPA reference number
City of Newcastle	02 4974 2000 http://www.newcastle.nsw.gov.au/Council/Forms-Publications/Forms/Regulatory-Pollution-Notification-form
Lake Macquarie City Council	0409 367 266

If incident impacts LMCC LGA	02 4921 0333
Hazmat (if required)	02 4927 2535

Notification of Neighbours and Local Community

Property	How	Role
Ausgrid substation	Phone, SMS	24-hr hazard reporting
Fletcher early learning centre	Phone, SMS, facebook	
Agistment paddock	Phone, SMS	
Winten Estate	Phone, SMS, facebook	Newcastle Manager
Tree tops adventure park	Phone, SMS, facebook	On Duty Manager (business hours)
National parks and wildlife service - blue gum hills regional park	Phone, SMS, facebook	A/H Area Manager Emergency Reception
Residential neighbours & broader Community	Facebook, Twitter, door knocking, CN Website	Manager Communications
Native Animal Trust Fund - Hunter Wildlife Rescue	Phone, SMS, facebook	All hours
Mount Hutton Pet Hospital	Phone, SMS, facebook	

The impacted or potentially impacted owners and occupiers of neighbouring premises will be provided with early warning and regular updates regarding the incident occurring at the SWMC to ensure that they are aware of the incident and what precautions they need to take.

Where a resident is not home at the time of door knocking information will be placed under the front door to ensure they receive the information on their arrival and are made aware of the pollution incident and the precautionary measures that should be taken.

At the time of door knocking and in other forms of notification, residents will be advised that CN will place a notice on its website and Facebook once the incident is no longer of concern and no longer a risk to theirs or livestock health and that regular updates will be provided via these media platforms.

Supporting Information

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
- Resource Recovery Centre (RRC) and Community 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 refueling 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
- Solar Farm

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

Who Can Activate the PIRMP?

Level 2 - the following are authorised to activate the PIRMP and notify relevant authorities, i.e.:

- Chief Executive Officer
- Emergency Management Coordinator
- Waste Services Business Unit Manager
- Manager Waste Services

- Site Operations Manager
- Environmental Compliance Manager
- Business Development Manager
- Waste and Commercial Collections Manager

With advice and support of:

- Waste and Landfill Operations Coordinator
- Environmental Specialist

In the event of changes to authorised personnel the City of Newcastle intranet site contact list (link: <https://intranet.newcastle.nsw.gov.au/Contacts>) contains the details of the current personnel fulfilling the above listed roles.

Written Reports

A written report must be provided to the EPA within 7 days of the incident. Information to include in the report is detailed on EMSFORM010 SWMC - PIRMP Pollution Incident Details.

If the incident involves spill of leachate to surface water, the 7-day written report to the EPA must include information in Condition R2.5 of the EPL and detailed on EMSFORM014 SWMC - PIRMP Reportable Discharge of Leachate to Surface Water.

If the incident involves a fire, the 7-day written report to the EPA must include information in Condition R4.1 of the EPL and as detailed on EMSFORM016 SWMC - PIRMP Reportable Fire Form.

Authorised EPA Officers may request a detailed written report of the incident (in addition to the 7-day report). The detailed written report must be prepared to address the requirements of Conditions R3 of the EPL and as directed by the EPA. The report must be submitted to the EPA in their requested timeframe. A copy of the Investigation and Incident Action Plan should be appended to this report.

Supporting information

- SWMC Environment Protection Licence 5897 (Appendix F)

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 PIRMP is accurate and up to date and the PIRMP is still capable of being implemented in a workable and effective manner.

Key Hazards

Council's risk assessment process identified the following hazards that could result in a human health or pollution incident. This PIMRP focuses on pollution incidents.

Likely to result in pollution incident	Not likely to result in pollution incident
<ul style="list-style-type: none"> • Bomb threat • Bushfire • Chemical spill from CRC • Earthquake • Explosion • Flood • Fuel / oil spill from storage failure, during transfer or vehicle accident • Landfill gas migration • Landfill fire (fire within the waste) • Landslip • Release of leachate to surface water, ground or groundwater • Release of landfill gas 	<ul style="list-style-type: none"> • Armed hold up • Civil disorder / illegal occupancy • Significant odour event • Significant dust event • Workplace violence • Personnel fall into the pond (contamination)

See (Appendix C):

Refer WHS FM 3.6.1 Emergency Response Risk Assessment v2016 for a detailed assessment. A summary table is also below for specific pollution related risks.

Preemptive actions

The following management methods are used to prevent pollution of water by leachate and sediments:

- leachate barrier system
- leachate collection system
- Swale and table drains
- Surface water and sedimentation dams and
- Surface and groundwater monitoring
- Introduction to SCADA for instrumentation automation
- Stormwater and Surface Water Management Plan

The leachate barrier and collection systems are generally constructed in accordance with the EPA's Environmental Guidelines: Solid waste Landfills, Second Edition 2016.

The following methods shall be applied for early detection of ground water and surface water pollution:

- Ground water monitoring network
- Ground water monitoring program
- Ground water assessment program and
- Surface water monitoring program

The objectives of the ground water and surface water assessment programs are to identify a failure of leachate barrier system and demonstrate that surface water is not contaminated by landfill operation.

Groundwater shall be monitored, and constituent concentrations shall be established for comparison with relevant thresholds. Any pollution causing or threatening material harm to the environment shall be notified to the EPA. The groundwater wells and surface water sampling points across SWMC are strategically located to ensure early detection of potential pollution, through regular sampling and monitoring of movement of groundwater and surface water.

A groundwater remediation plan will be developed in the event pollution as a result of landfilling activities is confirmed in the groundwater monitoring network.

Risk Assessment

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
Leachate					
Leachate	Leachate escape from cell into surface waters resulting in contamination of water	L – Possible C – Mod Rating - M	Excessive period of rain	<ul style="list-style-type: none"> Leachate management procedure in place Barrier and collection system in place Cell floor/walls built to EPL requirements Design filling plan to direct surface water away from the tipping face Ensure leachate can penetrate through compacted waste to the leachate collection system e.g., remove intermediate capping between layers. 	<p>Stop the flow by.</p> <ul style="list-style-type: none"> Place clay bund wall in the flow path of the leachate. Pump leachate to the leachate collection system, alternatively arrange for a tanker to cart the leachate to a treatment plant. <p>Repatch the wall by.</p> <ul style="list-style-type: none"> Excavate and drain leachate from bleed area, remove wet material and repair leak with suitable material. Monitor area to ensure the repair has been successful.
Leachate	Leachate pond overflowing into surface waters resulting in contamination of water	L – Unlikely C – Mod Rating - M	Excessive period of rain	<ul style="list-style-type: none"> Leachate management procedure in place If the pond is nearing capacity arrange to either: <ul style="list-style-type: none"> Pump to Leachate pond 4 Tanker to SLC9 Seek permission from Hunter Water to use the emergency pump Arrange leachate to be tankered off-site All pump readings must be recorded on the Leachate Transfer recording form' and filed in the Leachate record folder. 	<ul style="list-style-type: none"> In the event of a leachate pond overflow (e.g., significant rainfall event): Attempt to control the overflow by placing a bund around the edge of the dam or in the flow path of the leachate overflow. Pump leachate to alternative dam with sufficient capacity Arrange tanker to transfer leachate off site.
Leachate	Leachate seeping into groundwater resulting in contamination of groundwater	L – Possible C – Mod Rating - M	Excessive period of rain	<ul style="list-style-type: none"> Leachate management procedure in place Quarterly Groundwater monitoring system in place for early detection of potential contamination 	<ul style="list-style-type: none"> Check leachate levels in waste cells to ensure levels are acceptable. Transfer leachate to leachate ponds if necessary. Try to determine the source of the

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
				<ul style="list-style-type: none"> Barrier and collection system in place Cell floor/walls built to EPL requirements. 	<ul style="list-style-type: none"> contamination and eliminate. Seek expert advice.
Leachate	Leachate pipe rupture resulting in contamination of surface water and/or soil	L – Unlikely C – Mod Rating - M	Construction in vicinity of leachate pipelines.	<ul style="list-style-type: none"> Leachate management procedure in place Flag pipeline to improve visibility and prevent potential damage. Turn off leachate pumps when undertaking construction or operating heavy machine around pipeline. 	<ul style="list-style-type: none"> Repair ruptured pipe Turn off pumps to minimize spills. Utilise spill kits. Excavate contaminated soil and dispose of in landfill. Pump contaminated water to leachate pond or treat in-situ if possible.
Gas					
Landfill Gas	Migration of landfill gas to neighbouring properties or into confined spaces on site (i.e., buildings) causing risk of fire, explosion or ill health	L – Unlikely C – Major Rating - M		<ul style="list-style-type: none"> Monthly surface monitoring of methane on site for the early detection of elevated levels Monthly monitoring of enclosed spaces Quarterly Subsurface gas monitoring for early detection of elevated levels Installation of gas extraction system to minimise the volume of landfill gas Cells are covered 	<ul style="list-style-type: none"> Follow Work Method Statements (SWMS) – Sealing Landfill Gas Leaks at SWMC
Emissions	Emissions resulting in ill health	L – Likely C – Mod Rating - M	During summer/ warm periods.	<ul style="list-style-type: none"> Cells are all covered with capping material as per EPL requirements Monthly surface gas monitoring Quarterly sub-surface gas monitoring Remediation procedures in place 	<ul style="list-style-type: none"> Follow Safe Work Method Statements (SWMS) – Sealing Landfill Gas Leaks at SWMC
Gas Leak	Gas Collection System Leak resulting in fires or ill health	L – Unlikely C – Mod Rating - M	Excavation works in the vicinity	<ul style="list-style-type: none"> All gas infrastructure has been surveyed and is outlined in the Site Utilities Plan Consult Site Utility Plan prior to any work commencing Gas Extraction System operates under negative pressure SWMC Construct system according to legislative requirements. 	<ul style="list-style-type: none"> Contact SWMC Facility Manager immediately to: <ul style="list-style-type: none"> Shut down the Gas Extraction system Carry out repairs

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
Landfill gas	Presence of methane within the explosive range resulting in explosions	L – Rare C – Cat Rating - M	A buildup of gas in a confined space Rupture of gas pipe/creation of a spark	<ul style="list-style-type: none"> Gas Extraction and remediation system Monthly surface gas monitoring Monthly enclosed spaces monitoring Quarterly sub-surface gas monitoring Remediation procedures in place Operational procedures ie no smoking except in designated areas 	<ul style="list-style-type: none"> Contact the Environmental Compliance Manager who will coordinate the incident response/evacuation
Chemicals					
Storage of hazardous materials	Leaking paint tins/oil drums not stored in bunded stillage resulting in spillage on CRC floor	L – Possible C – Minor Rating - L	Container damaged Illegal dumping by Customer	<ul style="list-style-type: none"> Waste Screeners checking customer loads SWMS to control spill. Ensure sufficient paint stillages are available by weekly updating the inventory register Availability of spill kit and absorbent material Liquids are stored in stillages lined with plastic 	<ul style="list-style-type: none"> Contact the Waste Coordinator who will coordinate incident response. Clean up spill
Storage of hazardous materials	Lead acid batteries not stored on bunded pallet resulting in acid leaking onto CRC floor resulting in injury to staff or damage to property	L – Possible C – Minor Rating - L	Package not wrapped properly, package damaged, illegal dumping by customer	<ul style="list-style-type: none"> Provide supervision at the CRC at all times to ensure batteries are stored on bunded pallets Availability of spill kit and absorbent material 	<ul style="list-style-type: none"> Contact the Waste Coordinator who will coordinate incident response. Clean up spill
Exposure	Exposure to hazardous chemicals resulting in ill health	L – Unlikely C – Major Rating - M	Container damaged Illegal dumping by Customer Staff not wearing PPE	<ul style="list-style-type: none"> SWMS Dealing with Unknown Chemicals” SDS in Site Office Eye Wash Station/Safety Shower/PPE. 	<ul style="list-style-type: none"> Contact the xx who will coordinate incident response.
Fire	Fire resulting in health risks and damage to infrastructure	L – Unlikely C – Major Rating - M	Container damaged Illegal dumping by Customer	<ul style="list-style-type: none"> Chemicals removed from waste and placed and stored in CRC Bycatch cabinets SWMS Dealing with Unknown Chemicals 	<ul style="list-style-type: none"> Contact the Operations Manager who will coordinate incident response.

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
				<ul style="list-style-type: none"> Chemicals collected regularly by CRC Contractor Staff trained in dealing with hazardous chemicals and Fire Extinguishers. 	
Asbestos					
Asbestos fibers	Receival of asbestos contaminated materials not wrapped in accordance with guidelines resulting in staff and customers being exposed to asbestos dust	L – Possible C – Major Rating - M	Windy conditions,	<ul style="list-style-type: none"> Information on correct presentation guidelines is available on Council's website and the SWMC. All asbestos loads are inspected in accordance with SWMS "Receival and Disposal of Asbestos Waste" Standard Operating Procedure "Asbestos Management and Disposal at SWMC". Asbestos disposal occurs in a separate area Asbestos loads are covered immediately with VENM after unloading Asbestos dust monitoring is completed annually SWMS Receiver and Disposal of Asbestos SWMS Removal and Cleanup of Illegally Dumped Asbestos Guidelines for customers relating to asbestos booking and presentation. 	<ul style="list-style-type: none"> Follow the SWMS.
Other					
Bushfire	Bushfire resulting in smoke inhalation to staff and neighbours	L – Likely C – Mod Rating - M	High winds, high fire danger	<ul style="list-style-type: none"> Implement bushfire management plan 	<ul style="list-style-type: none"> Contact 000

Potential Hazard	Risks	Likelihood / Consequence / Risk Rating	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
Failure of plant and equipment	Processing of waste may not occur appropriately, resulting in leakage	L – Unlikely C – Minor Rating - L	Poor maintenance, physical incident damage	<ul style="list-style-type: none"> Implement maintenance schedules Maintain backups of critical equipment 	<ul style="list-style-type: none"> Book plant or equipment for repair/service. Hire interim replacement plant or equipment. Divert waste stream if required. Implement asset management system.
Waste fire	Landfill fire resulting in staff health impact and damage to infrastructure. Potential for neighbours being exposed to toxins and smoke.	P – possible C – Mod Rating - M	Hot and windy conditions. Ignition source in waste stream such as lithium batteries.	<ul style="list-style-type: none"> Cover waste daily Remove hazardous materials eg. batteries, gas bottles, chemical containers if observed in the landfill prior to compacting waste 	<ul style="list-style-type: none"> Smoother fire using water cart Spread waste if safe to do so and wet thoroughly to ensure fire is fully extinguished Cover area impacted by fire immediately after fire is extinguished For larger fires ring 000

Risk Rating Matrix		CONSEQUENCE					CONSEQUENCE	LIKELIHOOD
		Catastrophic	Major	Moderate	Minor	Insignificant		
Likelihood	Almost Certain	25	23	20	16	11	Catastrophic: Single or multiple fatalities.	Almost certain: Is expected to occur in most circumstances. (common)
	Likely	24	21	17	12	7	Major: Hospitalisation with potential to result in permanent impairment.	Likely: Will probably occur in most circumstances (Has happened).
	Possible	22	18	13	8	4	Moderate: Person unable to resume normal duties in the short-medium term.	Possible: Might occur at some time (Could happen).
	Unlikely	19	14	9	5	2	Minor: First aid or precautionary medical attention only. Person likely to immediately resume normal duties.	Unlikely: Could occur at some time (Not likely).
	Rare	15	10	6	3	1	Insignificant: No injury / Minor first aid treatment only.	Rare: May occur only in exceptional circumstances (Practically impossible).

Surface Water and Leachate Flow Direction Information

Spills to surface water have the potential to discharge from site via three creek catchments:

- 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, green waste 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 unrecognized / 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.

The site utilises three leachate disposal lines under a trade waste agreement with Hunter Water. These lines are metered to monitor discharge of leachate from site leachate ponds to Hunter Water's sewage network. Trade waste flow meters, pumps, pipelines and discharge locations are indicated in Figure 9 - Trade Wastewater Deed - Leachate Discharge Locations.

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

Figure 9 – PIRMP Trade Wastewater Deed - Leachate Discharge Locations

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

Safety equipment

Safety Data Sheets

Safety Data Sheets (SDS) for all chemicals stored are accessed through Chemwatch Database. The Operations Manager and Safety & Wellbeing Specialist have access to the database to access SDS for pollutants & chemicals available on site. SDS audits are conducted annually by the Safety & Wellbeing Specialist.

Safe Work Method Statements

Safe Work Method Statements (SWMS) and Risk Assessments are stored electronically in Council's electronic management system (ECM). Risk assessment / SWMS will be reviewed:

- As a minimum every 3 years;
- When injury / illness results from exposure to a hazard to which the risk assessment relates;
- Changes in legislation; and
- When a significant change is proposed in the place of the work or in the work activity or procedures to which the risk assessment relates.

Plant

A water cart availability to be utilise in the event of an emergency to respond in managing plant, machinery and/or bushfire events. Specialised landfill plant including a compactor and traxcavator are also located at the SWMC on a permanent basis and can be used to manage or assist in the management of certain incidents such a fire or constructing or strengthening diversion drains or fire breaks.

Spill Kits

Two (2) spill kits containing an arrangement of absorbent material are available on site located at the administration building and at the Community Recycling Centre (CRC).

Fire Extinguishers and fire blankets

Fire blankets are available in all lunchrooms, the weighbridge station and Community Recycling Centre (CRC). Fire blanket locations are detailed on the Emergency Evacuation Plans displayed on the building walls.

Fire extinguishers are located in plant and machinery, in and around the Administration building, internally and externally located at the weighbridge station and the Community Recycling Centre.

General

Signs and temporary fencing will be placed around pollution incidents where applicable to ensure human contact is prevented until such time as the polluted material can be disposed of appropriately and the area is deemed safe.

Testing, Review and Maintenance of the PIRMP

Testing, review and maintenance is undertaken to assess information is current and that the PIRMP 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 PIRMP is tested and maintained
- The dates of when they were tested and the name(s) of the staff member(s) who carried out the testing/review.
- The dates when plans were altered in anyway.

Testing is undertaken at a minimum of once every twelve months.

A post incident review should be conducted within one month of any pollution incident occurring to assess that the PIRMP is still capable of being implemented in a workable and effective manner.

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

See EMS folder located in SWMC Environmental Compliance Teams Channel.

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
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
Figure 9 – PIRMP Trade Wastewater Deed - Leachate Discharge Locations

Appendix B – Forms

See EMS folder located in SWMC Environmental Compliance Teams Channel.

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_V3 SWMC – PIRMP Reportable Fire Form
EMSFORM021_V3 SWMC – PIRMP Pollution Incident - Situation Update
EMSFORM025_V1 SWMC – PIRMP Pollution Incident - Debrief
EMSFORM032_V1 SWMC – PIRMP Preparedness Checklist - Severe Weather Event
EMSFORM036_V1 SWMC – PIRMP Incident Action Plan Template
EMSFORM037_V1 SWMC – PIRMP Changeover Report
EMSFORM039_V1 SWMC – PIRMP Event Situation Board
EMSFORM040_V1 SWMC – PIRMP Information Board
EMSFORM041_V1 SWMC – PIRMP Task Allocation Board
EMSFORM042_V1 SWMC – PIRMP Person at Risk Register
EMSFORM043_V1 SWMC – PIRMP Resources Board
EMSFORM044_V1 SWMC – PIRMP Incident Logbook
EMSFORM045_V1 SWMC – PIRMP Incident Action Plan
EMSFORM046_V1 SWMC – PIRMP Impact and Issues Assessment
EMSFORM047_V1 SWMC – PIRMP Meeting Agenda's
EMSFORM048_V1 SWMC – PIRMP IMT Meet Break Workflow

Appendix C – Related Management Plans and Procedures

WHS FM 3.7.1.10 SWMC Emergency Management Plan, January 2017
WHS FM 3.6.1 SWMC Emergency Response Risk Assessment, December 2016
EMSPRO002 V1 Spill Response Procedure
EMSPRO003 V1 Disposal of Asbestos Waste – Factsheet 2021

Other Related Documents	
SWMC Landfill Environmental Management Plan	ECM
Bettergrow – Accident Emergencies and Incidents Plan - Oct 2019	ECM
City of Newcastle Register of Financial Authorisations	Intranet/ ECM

Appendix D – Inventories

WHS FM 3.6.2 SWMC Chemical and Substance Register
EMSREG018_V1 SWMC – Pollution Incident Response Equipment
ChemWatch

Inventory of Incident Response Equipment

The following incident response equipment is available on site:

Equipment	Location
240L bin drysorb	Resource Recovery Centre
General dry spill kit 240L bin - drysorb, socks & spill pads	Resource Recovery Centre
General dry spill kit - empty	Workshop
Cupboard for bagged absorbent	Workshop
On board spill equipment	Fuel Container / Light Vehicle Refueling Area
Refueling truck onboard spill kit	On-site Plant
Clean soil / absorbent readily available	Daily Cover Area
General dry spill kit 240L bin - drysorb, socks & spill pads	SLC1 Leachate Pumphouse
General dry spill kit	SLC9 Leachate Pumphouse
General spill kit with absorbent and sausage.	Bettergrow Green Waste Processing
Contracted refueling with onboard spill kit.	Bettergrow Green Waste Processing
Service truck with spill response equipment	Cell 9 CMC
Caltex fuel truck with onboard spill kit	Cell 9 CMC
240L spill kit	Cell 9 CMC
Contractor on board spill controls	Cell 9 CMC
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

Equipment	Location
Portable sediment control equipment	Container A2
Shovels, tools, sandbags	Container A2
Spill kits (for small spills)	Workshop Transfer Station Leachate pumphouses
Fire hydrants	Weighbridge Administration Building Demountable Offices Workshop RRC Contractor Demountable
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
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 Lunchroom Workshop Site vehicles
Defibrillator	Transfer Station Administration Office
Eyewash / shower	Leachate pumphouses RRC Workshop

Inventory of Chemicals and Potential Pollutants

Quantities of fuels, oils and chemicals are stored on-site for refueling, 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 may also refer to the Waste Contribution Monthly Report on the EPA's Waste and Resource Reporting Portal for a list of chemicals received and transported from SWMC in the previous months.

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

Figure 9 – PIRMP Trade Wastewater Deed - Leachate Discharge Locations

See Appendix D:

WHS FM 3.6.2 SWMC Chemical and Substance Register

Appendix E – EPL 5897

[ViewPOEOLicence.aspx \(nsw.gov.au\)](http://ViewPOEOLicence.aspx(nsw.gov.au))

newcastle.nsw.gov.au