URALLA SHIRE COUNCIL

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)

URALLA LANDFILL & RECYCLING FACILITY
(Uralla Landfill)

30 NOVEMBER 2020 – REVISION 3

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REVISION HISTORY

REVISION	DATE	AUTHOR / REVIEWER	DETAILS
DRAFT 1	05/07/13	LOGICUS Environmental Management	Provided to USC for comment
FINAL	19/08/13	LOGICUS Environmental Management	Updated with comments from USC
REV 1 DRAFT	11/02/17	LOGICUS Environmental Management	Provided to USC for comment
REV 1 - FINAL	24/03/17	LOGICUS Environmental Management	Included comments from USC
REV 2 - FINAL	16/07/19	LOGICUS Environmental Management	Position / contact details updated. Pollutant location map amended to show new e-waste storage. SOP 26 updated to include 'Waste Locate' reference. Document enhancements (Grammatical / Formatting corrections)
REV 3 - DRAFT	25/12/20	LOGICUS Environmental Management	Provided to USC with requested updates to Sections 3.3, 3.4, 4.1, 4.2 Appendices 22, 29, 31, 32 and general changes throughout to reflect current operations / risk profile AND inclusion of Exercise / Testing History. (commencing from release of Revision3.0 – i.e. excludes prior historical testing details). Updated maps / plans in Appendix 32.
REV 3.0	30/11/20	LOGICUS Environmental Management / Aaron Ferrell (USC)	Amendments per email of 30 November 2020 (A. Ferrell) – Ready for release.

EXERCISE / TESTING HISTORY

DATE	FACILITATED BY	SUMMARY OF EXERCISE OUTCOMES / SECTIONS TESTED

CONTENTS

1. ADMINISTRATION

1.1 PURPOSE

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

This Pollution Incident Response Management Plan (PIRMP) has been prepared to comply with the obligations introduced in the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) which requires the preparation and implementation of a PIRMP.

The purpose of this PIRMP is to assist employees and management of the **Uralla Landfill & Recycling Facility (Uralla Landfill),** to identify the potential risk of a pollution incident occurring, introduce measures to mitigate that risk AND to give direction in making quality decisions should a pollution incident occur. This PIRMP contains guidance in determining the appropriate pre-emptive actions needed to 'prevent material harm' to the environment.

1.2 OBJECTIVE & SCOPE

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

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

- Reduce the likelihood of a pollution incident occurring at the facility through identification of risks and the development of planned actions to minimize and manage those risks.
- Ensure comprehensive and timely communication about a pollution incident to all staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as NSW Ministry of Health, SafeWork NSW, and Fire & Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident.
- Ensure that the PIRMP is properly implemented by trained staff, identifying persons responsible for implementation and ensuring that the PIRMP is regularly tested for accuracy, currency and suitability.

- Provide guidance on how to respond to an environmental pollution incident and how to record and report such an event.

This PIRMP contains guidance in determining the appropriate actions to take to prevent a pollution incident, injury or property damage and how to respond should a pollution incident occur. The PIRMP also includes provisions for record keeping, testing, reporting and document revision.

1.3 LEGISLATIVE CONTEXT

The specific requirements for PIRMPs are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation 2). In summary, this provision requires the following:

- All holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act).
- The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 98B).
- Licensees must keep the Plan at the premises to which the Environment Protection Licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act).
- Licensees must test the plan in accordance with the POEO (G) Regulation (clause 98E).
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the Plan (section 153F, POEO Act).

1.4 KEY TERMS & MEANINGS

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

1.4.1 Pollution Incident

The definition of a pollution incident is:

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

1.4.2 Material Harm to the Environment

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

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

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

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

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

1.4.3 Immediate Reporting Requirement

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

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

1.5 FACILITY COVERED BY THIS PIRMP

The **Uralla Landfill & Recycling Facility** is covered by this PIRMP which incorporates activities of a **Solid Waste (Putrescible) Landfill** and ancillary waste management related activities operated by both USC.

1.6 PIRMP DISTRIBUTION

The master copy of this PIRMP is to be maintained by the **Manager - Waste, Water and Sewer Services (USC)** who will be responsible for revisions of the PIRMP and for the distribution of revised copies to the above mentioned persons and location.

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

A copy of this PIRMP is also to be retained by the **Director - Infrastructure & Regulation (USC).**

1.7 PIRMP REVIEW

The PIRMP is to be reviewed annually by the **Manager - Waste, Water and Sewer Services (USC)** in conjunction with relevant Council staff including the **Waste Operations Team Leader (USC).**

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

As part of the revision process, a Notification of Change Form, (**Appendix 1**), will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the PIRMP assigned to that party has been updated. This form is to then be retained on file by the **Manager - Waste, Water and Sewer Services (USC).**

1.8 PIRMP TRAINING

To ensure that this PIRMP is properly followed in the event of a pollution incident, training programs shall be provided to relevant **Council Employees**. The objectives of the training program shall be as follows:

a) *To ensure that **Council Employees** are knowledgeable of their roles and responsibilities concerning this PIRMP.*

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

Council Employees will receive training in the PIRMP appropriate to the level of their expected involvement. The following is the general training program which is to be implemented in support of this PIRMP:

1.8.1 Training Frequency

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

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

1.8.2 Training Level

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

Training shall cover routine pre-emptive inspections, incident discovery and management, (standard operating procedures), notifications, incident response and best practice facility management.

1.8.3 Supervisor Training

The **Waste Operations Team Leader (USC)** will receive additional training, beyond that received by Council employees or other site personnel, dealing with actions that are necessary to provide for the safety of employees, facility users and ancillary site operators, the protection of facility assets and the management of pollution incidents.

1.8.4 Training Competencies

Details of the training competencies achieved by **Council Employees** relevant to this PIRMP are provided in **Appendix 2**

1.9 PIRMP Tests, Drills or Exercises

To ensure that this PIRMP will meet current conditions and that all involved individuals will respond appropriately, the PIRMP will be tested on an annual basis. The testing will include at least the following:

a) Reaction and accountability of facility personnel; and

b) Adherence to PIRMP procedures.

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

The **Manager - Waste, Water and Sewer Services (USC)** will complete a Pollution Incident Exercise Evaluation Form **(Appendix 3)** and maintain copies for review**.**

1.10 Form of PIRMP

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

1.11 Relationship With Other Emergency & Incident Response Plans

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

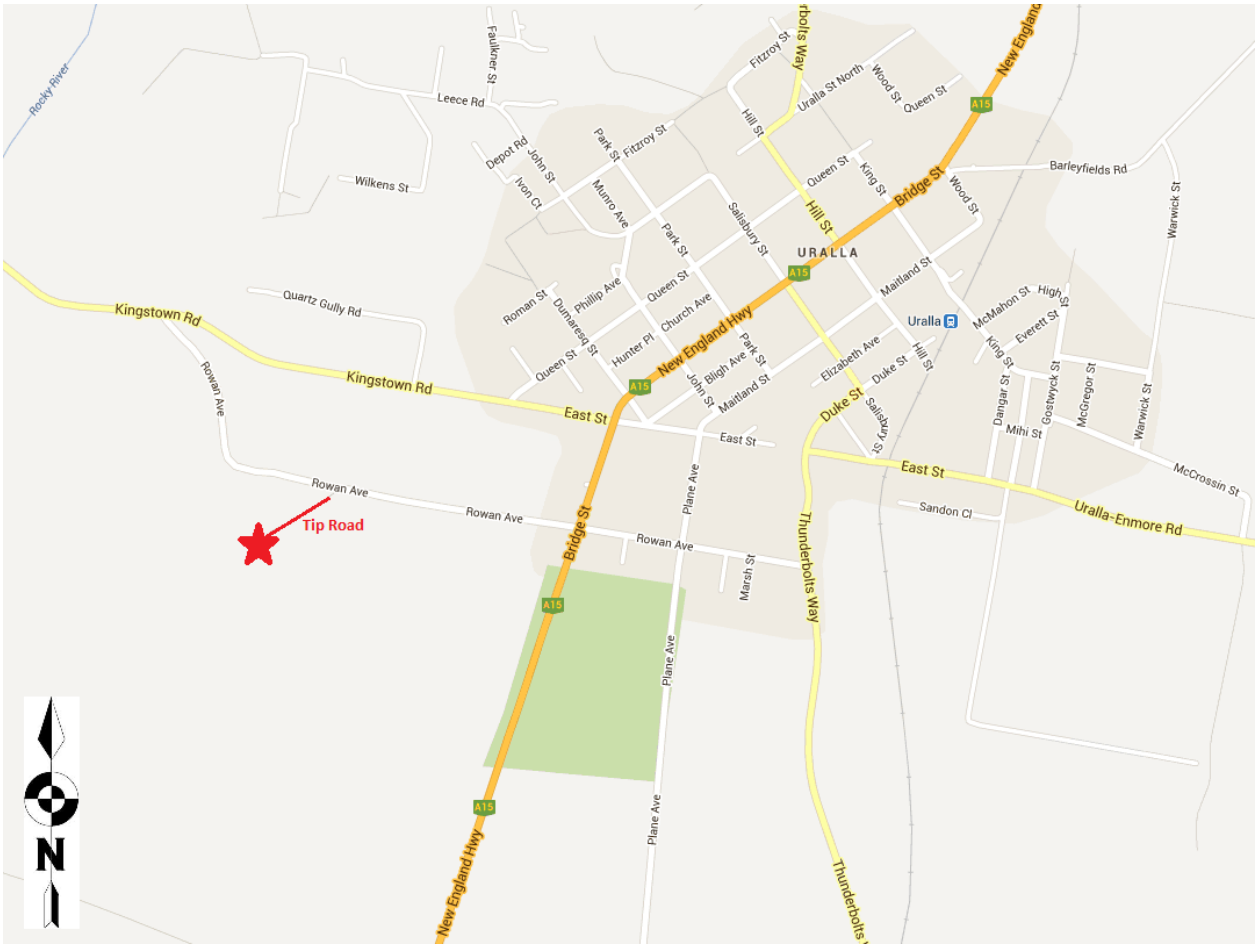
If other plans, procedures and protocols provide for enhanced, ancillary or complementary actions, then they may and should be implemented concurrently.

2. FACILITY DETAILS

2.1 LOCATION

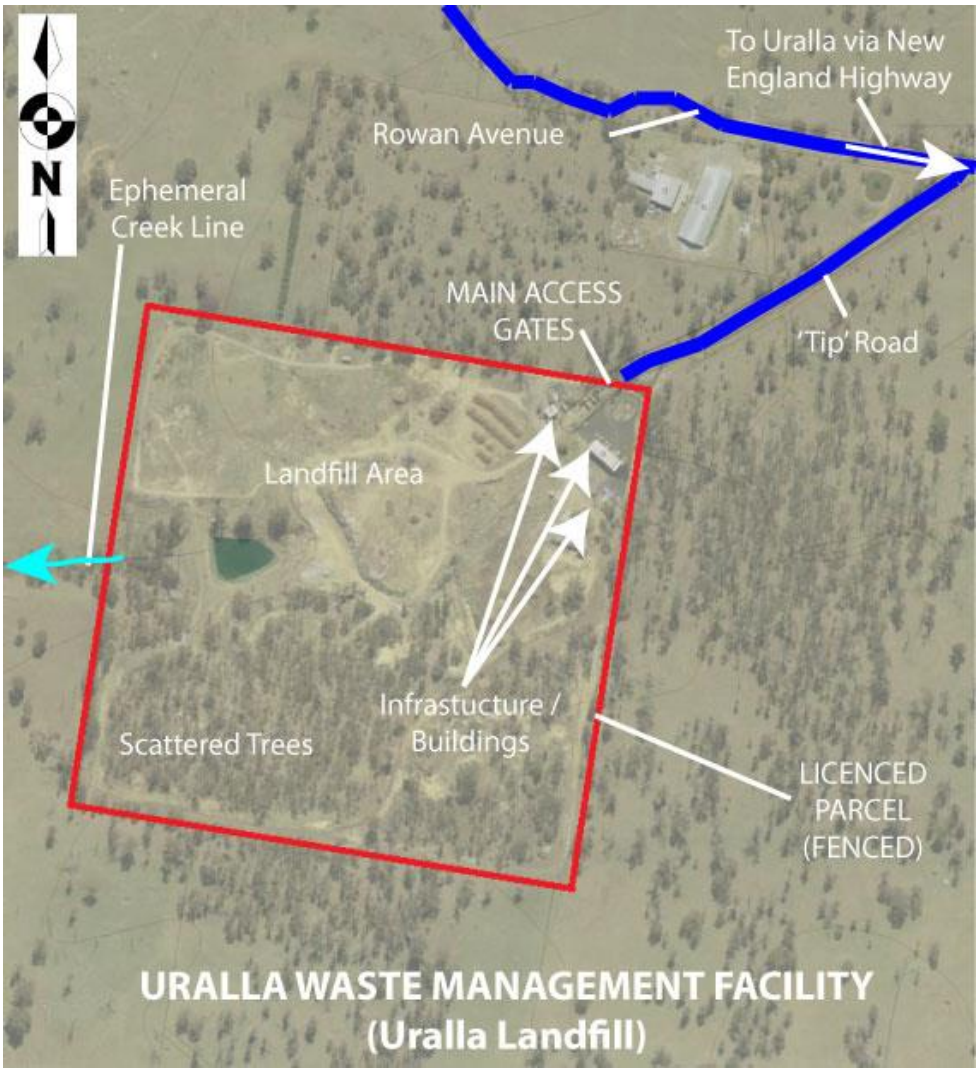
NAME OF THE FACILITY:	URALLA LANDFILL & RECYCLING FACILITY (**Uralla Landfill**)
ADDRESS:	ROWAN AVENUE, URALLA, NSW 2358
PROPERTY DESCRIPTION:	LOT 172 DP 755846 PARISH OF URALLA
OWNER:	URALLA SHIRE COUNCIL

Figure 1 – Location Map:



SITE ACCESS: Is via the New England Highway (south of Uralla), turning west into **Rowan Avenue** then turning south west into 'Tip Road' to arrive at the Main Entry Gate. This is shown on the Site Services & Infrastructure Plans (**APPENDIX 32)** and as 'Main Entry' on **Figure 2 - General Site Layout** (above)

Figure 2 – General Site Layout:



VEGETATION: The vegetation surrounding the facility is primarily scattered remnant woodland dispersed by cleared grassy pasture (from rural / rural residential developments).

A section of woodland exists within the facility which stretches from the centre of the parcel to beyond the southern boundary of the facility. These are native species (eucalypts, acacias, melaleucas etc).

TOPOGRAPHY: The original topography of the site has been disrupted by the 'valley fill' style landfill operation.

The site drains from the high point in the North / Northeast, toward the leachate dam in the centre west, via a number of flow paths traversing the site, before flows enter an ephemeral creek line which flows offsite & to the west.

2.2 FACILITY DESCRIPTION

2.2.1 Site Activities

The **Uralla Landfill & Recycling Facility** operates under an Environmental Protection Licence (EPL) being **L5899,** issued by the NSW EPA, which relates to a General Solid Waste (Putrescible) Landfill.

Staff are on site during all operational hours when the facility is also open to the general public. These hours are seasonal, being:

GENERAL: 8:00am to 4:00pm Monday – Friday (Excluding Wednesdays)

9:00am to 2:00pm Saturday & Sundays

The site is CLOSED to the public each Wednesday although USC STAFF will normally be IN ATTENDANCE at the site.

The site is CLOSED with NO STAFF IN ATTENDANCE on Christmas Day, Good Friday & Anzac Day.

The site is fully fenced, gated and secured with the principle features / activities occurring on the facility which are shown on the Site Services & Infrastructure Plans at **Appendix 32**, including:

1. **SITE OFFICE:** is the control point for the site with all vehicles entering the facility generally passing the site office where load inspection / waste assessments occur to ensure only approved waste types are accepted. A boom gate is present to restrict further access to other parts of the site. The Site office is a part of the larger Recycling Centre building.

2. **RECYCLING CENTRE:** is an ancillary operation run by USC which is located upon the licensed site. Recyclable packaging materials, received from a variety of sources including kerbside recyclables collections, the direct drop off point at entrance to site (**Recyclables Drop Off Bins)** and also from outlying waste facilities (as examples). These material loads are sorted and prepared for off-site recycling.

   The shed contains a number of electrically driven conveyor / screening and baling units and volumes of the packaging materials (cans, bottles, paper & cardboard, plastics and cartons etc) within feed hoppers and conveyors.

   Some temporarily stored compressed bales of the individual sorted packaging material types may be present from time to time. These bales are regularly removed and for storage at the **Recyclables (bale) Storage** area, located elsewhere on the landfill site.

   There are some drop off materials storages (240L bins or similar) where fluorescent tubes, batteries (small portable items size), mobile phones, printer cartridges and the like may be deposited. There

is also a cooking oil drum, e-waste cages and larger wet cell battery deposit points etc where small volumes are retained before being sent for off-site recycling.

Also, in the same shed structure, is a recyclables 'shop' where re-usable domestic items are available for sale. This is simply considered as part of the Recycling Centre for the purposes of the PIRMP. There is an in ground **Septic Tank** located to the west which services the Recycling Centre.

Another separate ancillary operation (not controlled by USC) exists in the north west portion of the shed / building structure – (this is described later).

3. **LANDFILLED AREA:** operates for burial of up to **3000** tonnes per annum of waste material including Municipal Solid Waste, Commercial & Industrial Waste, Construction & Demolition Waste as well as Asbestos (as examples). The 'active' landfilling area, where exposed waste would be expected, is not specifically shown as it moves frequently within the general Landfilled Areas shown in the Site Services & Infrastructure Plans

   The extent of the Landfilled Areas (as shown at **Appendix 32**) is indicative (not survey located).

   There are areas of the site upon which waste management related activities now occur and these are shown as being within Landfilled Areas (i.e. placed over the top of former waste disposal areas). This is important in the case of fires etc. where underlying materials should be known.

4. **LEACHATE DAM & PUMP SHED:** A leachate (contaminated water) capture dam and pumping shed exists directly down gradient of the Landfilled Areas. The pond has an estimated 6ML capacity. In the event of an overflow, the pond discharges into the lower ephemeral creek / drainage where it migrates off site. Overflows of leachate would generally be considered as highly diluted having mixed with significant volumes of stormwater prior such an overflow.

   The content of the Leachate Dam is pumped to an irrigation / sprinkler system which is regularly moved around the Landfilled Areas (therefore not shown in **Appendix 32**) to places where any run-off would return to the Leachate Dam. Any sprinkler located within a Landfilled Area can be assumed to contain leachate.

5. **RESOURCE RECOVERY AREA:** recoverable materials, such as concrete & brick, greenwaste, tyres, metals, whitegoods etc are separated and stockpiled awaiting reprocessing. Service contracts ensure these materials are processed routinely to ensure stockpiles are maintained at minimum sizes.

Up to **2,000** tonnes per annum of organic material is managed within this part of the site comprising garden materials & timber (as examples). The materials are shredded before the end product is used on site for cover / landscaping / sediment control / revegetation OR provided to customers for use off site.

Waste concrete & bricks may also be stockpiled before being crushed and subsequently re-used on the landfill for hardstand and internal road construction. Dust controls are integral parts of the service contract for crushing and screening works due to the inherent nature of works and the potential for asbestos to be present / hidden in the stockpiles.

Surface water from the Resource Recovery Area drains toward the leachate pond. Site management protocols also require litter controls to be in place for this area and it is surrounded by hardstand / access roads which serves as general fire breaks.

6. **WASH BAY:** A simple concrete pad wash area where garbage collection vehicles / plant items are hosed down. Wash water from the open wash bay flows disperses across the nearby surface and eventually into the Leachate Pond.

7. **SMALL VEHICLE TRANSFER STATION (SVTS):** incorporates a shed and retaining wall / tipping platform. Users deposit waste into the body of a tipper truck (which acts as the waste transfer 'bin'). The truck is used to cart waste to the Landfilled Area.

   A purpose built **Bunded Oil Tank** / shed of around 5000L capacity is located directly adjacent to the SVTS where used motor oil can be disposed. Also, beside the SVTS are a number of **Glass Bunkers** where broken glass awaits transport for off-site recycling.

8. **ASBESTOS BURIAL AREA** incorporates a 'pit' where loads known to OR having been suspected of containing asbestos are generally directed for burial. A water supply (for spray / misting) is located on site.

9. **COMMUNITY RECYCLING CENTRE (CRC),** which comprises a partially open sided fenced and gated shed, serves as a drop off area for household hazardous items. Separate receptacles are provided inside the shed for:

   - Household dry cell batteries
   - Smoke Detectors
   - Other Oils (non motor / lubricant oils)
   - Oil AND Water Based Paints
   - Gas Cylinders (Cages)

- Wet Cell (vehicle type) batteries
- Fluorescent tubes and globes
- Fire Extinguishers

'By-catch cabinets (Dangerous Goods Storage Cabinets) are also provided inside the shed area for storage of non-target hazardous materials. Five (5) individual cabinets are provided for specific dangerous goods, **each with a holding capacity of 750L in total**. Specific classes of materials that can be stored in each By-catch / DG Cabinet are:

1. Flammable (DG Class 3)
2. Toxic (DG Class 6.1)
3. Corrosive (DG Class 8 – Acids)
4. Corrosive (DG Class 8 – Alkalis)
5. Oxidising (DG Class 5.1)

Directly adjacent to the CRC shedding, are drop off receptacles for:

6. Used motor oils (self bunded oil tank unit ~5000L)

HAZCHEM signage is affixed to the external fencing / gates of the CRC Shed.

Additionally, a large, portable shipping container style storage (~12m x 2.4m x 2.4m) is located on the landfilled area for:

7. 'E-Waste' - being televisions, computers / monitors and similar

The site also accommodates a number of **ancillary** or **privately managed operations** or activities including:

- **ANIMAL POUND:** This presents no pollution risk as it is essentially, fencing / cages / roofed areas only; AND
- **COMPUTERBANK NEW ENGLAND:** is entirely independent of the **Uralla Landfill & Recycling Facility** (not run by USC), is located in the Recycling Centre shedding. The operation collects and recycles e-waste type materials.

  This operation has its own safety, environment & emergency management processes which sit separate this PIRMP.

The ancillary operator is required to immediately notify USC should an incident occur within their facility which will or has the potential to create an impact outside of their 'boundaries' at which time the matter would be dealt with under the general response processes defined in this PIRMP.

2.2.2 Site Plan

The Site Services and Infrastructure Plans show:

- the overall site arrangement and general activity areas described earlier
- the general locations of potential pollutants
- the locations of first response / emergency equipment and evacuation assembly point.
- general site drainage / flow paths

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

3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

USC is committed to minimising the circumstances under which pollution incidents may occur. Through the use of regularly scheduled meetings, employee and contractor orientations, training programs, routine inspections of activity areas and the application of standard operational procedures, Council Employees and Contractor personnel will be able to identify and respond to conditions that might lead to a pollution incident.

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

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

Table 1 – Summary of Pre-emptive Actions:

POTENTIAL HAZARD	PRE-EMPTIVE ACTION
• Leachate dam overflow caused by excessive storm water inflow (land not considered flood prone.) • Leachate pump, line or dam failure. • Leachate spring eruption. • Ground water contamination. • Fire at tip face / waste storage areas / material stockpile / buildings (including bushfire attack – as land is considered bushfire prone.) • Chemical spill. • Oil / fuel spills. • Failure of hazardous material containment tanks / bund / storage • Windblown litter. • Odour. • Dust (including Asbestos) and sedimentation. • Explosion of gas cylinders. • Landfill Gas. • Ozone depleting gas release (from refrigeration item wastes).	Undertaking routine inspections in accordance with the Environmental Checklists (**Appendix 30**) Responding in accordance with Standard Operating Procedures (SOPs) **(Appendices 6 to 28)** Access to additional resources during emergency situations **(Appendix 31)**

3.2 REGISTER OF POTENTIAL POLLUTANTS

Potential pollutants kept on the premises or used in carrying out activities at the premises, including the maximum quantity of any potential pollutant that is likely to be stored or held at the premises together storage locations are summarized as follows:

Table 2 – Summary of Potential Pollutants

POLLUTANT	FORM	QUANTITY	LOCATION (refer Site Plan)	TYPE OF CONTAINMENT	SDS
Leachate	Liquid	6,000,000 litres	Leachate Dam & Pump Shed / Leachate Irrigation Area	Earth formed dam & pipes	NA
Used Tyres	Solid	maximum of 5 tonnes	Resource Recovery Area	Hardstand	NA
Green waste / mulch	Solid	2,000 cubic metres (shredded) 5,000 cubic meters (unprocessed)	Resource Recovery Area	Hardstand	NA
Diesel fuel	Liquid	120 litres	Leachate Pump Shed	Drums	Chemwatch
Used Motor Oil	Liquid	Up to 5000 litres	Bunded Oil Tank	Self bunded oil storage	Chemwatch
Oil / Water based paint	Liquid	<20L domestic (**750L total in each paint type stillage**)	Community Recycling Centre	Domestic packaging (tins) within stillages	Chemwatch
Herbicides / Pesticides	Liquid & Solids	<20L domestic packaging in DG cabinet (**750 litres in total**)	Community Recycling Centre	Domestic packaging in DG Cabinet	Chemwatch
Cooking Oil	Liquid	<20L domestic packaging in Stillage (**750 litres in total**)	Community Recycling Centre	Domestic packaging in Stillage	Chemwatch
E-waste	Solid Solid	Up to 20 cubic metres Up to 70 cubic meters	Community Recycling Centre Landfilled Area	Metal Cages Shipping Container	N/A
Household cleaners	Liquid or Powder	< 5 Litres	Site Office	Domestic packaging	Chemwatch
Lead Acid Batteries	Solid	Up to 100 units	Community Recycling Centre	Bunded pallets	NA
General Wastes (exposed)	Solid	1000 tonnes	Landfilled Area, Resource Recovery Area, Recyclables (bale) Storages	Landfill cell / Bale / Stockpiles	N/A
Ozone depleting refrigerant	Gas	Up to 40 waste fridge / freezer units stored before degassing	Resource Recovery Area	Stored 'in vessel' as delivered	NA
Asbestos	Solid	Incidental amounts	Asbestos Burial Area	N/A	N/A
		Incidental amounts	Around Site	N/A	N/A

Notes: Asbestos can be identified in areas 'around site' after being illegally deposited (i.e. co-mingled with other materials) and **landfill gas passively vents from the landfilled areas – these locations not shown on Plans.*

***By-catch cabinets / DG Cabinets (5 x 750L capacity) are also provided inside the shed** for storage of non-target hazardous materials being, Flammable (DG Class 3), Toxic (DG Class 6.1), Corrosive (DG Class 8 – Acids), Corrosive (DG Class 8 – Alkalis), Oxidising (DG Class 5.1).*

The **Site Services & Infrastructure Plan** provided in **Appendix 32** shows key pollutant locations.

3.3 Nature and Likelihood of Pollution Incidents

Notwithstanding **USC's** commitment to preventing conditions/issues which might give rise to a pollution incident, it is not possible to negate all situations which might give rise to an incident. Possible pollution incidents associated with the operation of the Facility are:

- Fire within facility activity areas (including bushfire attack)
- Explosion of gas bottles / landfill gas emissions.
- Spill of chemical, fuels, oils or other hazardous materials.
- Leachate discharge off site into surface / groundwater (noting site is not flood prone land).
- Litter, odour, dust or sedimentation.

Having regard to the nature of the operations of the **Uralla Landfill & Recycling Facility**, the level of risk posed by the possible pollution incidents to the environment and the need and priority for management action is qualified for the facility using the following methodology.

Inherent risk is assessed by combining the *likelihood* and *consequence* of the identified potential risk. In determining the assessment of the likelihood and consequence, the following rating processes has been utilised.

3.3.1 Likelihood

Determination of the probability or likelihood of environmental harm, damage or loss occurring as a result of a pollution incident uses the ranking risk factors by probability methodology detailed in Table 3.

Table 3 – Incident Likelihood Descriptions

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

3.3.2 Consequence

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

Table 4 – Incident Consequence Descriptions:

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

3.3.3 Risk Evaluation

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

Figure 3 – Risk Evaluation Matrix:

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

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

For the purposes of this PIRMP:

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

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

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

Table 5 – Risk Identification & Management Plan

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
1. ENVIRONMENTAL **(a) Leachate Discharge (Off Site)**	Leachate dam / containment overflow	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections Surface water monitoring of down gradient points	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 6	SOP within the PIRMP
	Leachate pump breakdown or pipeline failure	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections. Scheduled maintenance servicing of pump and pump connections Standby pump and service parts available Surface water monitoring	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 7	SOP within the PIRMP Report in EPL Annual Return
	Leachate contamination of the surface water management system.	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspection to ensure suitable management procedures, including bund separation at active tipping area	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 8 SOP Appendix 9	SOP within the PIRMP
	Leachate dam rupture	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 10	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Leachate seepage from landfill operations into water table	Leachate migration and possible contamination of water table	Possible/ Major (HIGH)	Monitoring of ground bores to detect leachate migration	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 11	SOP within the PIRMP Report in EPL Annual Return
	Uncontrolled or undetected leachate springs	Leachate contamination of the surface water management system, adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 10	SOP within the PIRMP
(b) Combustion	Stockpile of used tyres ignites	Combustion creates smoke and oil residues	Possible/ Moderate (MODERATE)	Maintain buffer zones Limit quantity of tyres held on site Routine inspections	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 12	SOP within the PIRMP
	Green waste stockpile ignites	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Routine inspections to ensure stockpile size and temperature management with maintenance of buffer zones	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 13	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Fire in waste transfer bins / truck	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Inspection of all incoming loads	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 14	SOP within the PIRMP
	Fire at landfill active tipping area	Combustion creates smoke and fire hazard. Deep seated fire difficult to extinguish.	Possible/ Moderate (MODERATE)	Inspection of all incoming loads Site secured at close of day	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 15	SOP within the PIRMP
	Fire in vehicle loads of incoming wastes	Combustion creates smoke and fire hazard. Property damage.	Possible/ Moderate (MODERATE)	Inspection of all incoming loads and tipping area supervision	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 16	SOP within the PIRMP
	Bushfire attack (Catastrophic Fire Danger warning issued).	Combustion creates smoke and fire hazard. Deep seated fire difficult to extinguish. (Landfill operational impacts). Residues / Ash disposal	Possible/ Moderate (MODERATE)	Close Facility to public. All Exposed Waste at landfilling face covered prior to closure. Pre-emptive deployment of fire equipment to site in readiness ahead of fire danger warning period. Stockpiles fire breaks / Site fire breaks managed to reduce fire related risks.	USC considering protocols for facility closure at these times. Apply processes contained in Fire & Rescue NSW Fire Safety Guideline : 'Fire Safety in Waste Facilities' - at all times.	Rare/ Moderate (MODERATE)	SOP 12-16	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Incompatible or incorrect chemical storage	Explosion / fire	Possible/ Major (HIGH)	Retain minimum quantities on site Separation areas between stored chemicals Creation of bunded storage areas Use approved chemical safes for storage	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 18	SOP within the PIRMP
	Leakage from incoming loads	Soil contamination Explosion/fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Inspection of all incoming loads	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 19	SOP within the PIRMP
(d) Oil / Fuel Spills	Failure of fuel containers or storage tanks	Soil contamination Explosion/fire Contamination of adjacent land and / or waterways Creation of volatile fumes	Possible/ Major (HIGH)	Retain minimum quantities on site Creation of bunded storage areas	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 20	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Failure of mobile plant hydraulic lines	Soil contamination Fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Staff or contractor training in waste placement, compaction and handling techniques. Routine plant inspection and servicing.	Staff or Contractor training and recording	Rare / Moderate (MODERATE)	SOP Appendix 20	SOP within the PIRMP
(e) Dust / Sediment (Soils & Wastes)	Dust / sediment migrating off site	Complaints to EPA / SafeWork	Possible/ Moderate (MODERATE)	Wet down unsealed trafficable areas Use shredded green waste on exposed areas of cover material Revegetation of completed areas and sedimentation structures in place. Asbestos waste policy and education + tipping handling area	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Minor (LOW)	SOP Appendix 22 SOP Appendix 26	SOP within the PIRMP
(f) Odour	Offensive odour	Complaints to EPA	Possible/ Moderate (MODERATE)	Provide daily cover to active tipping area	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare / Minor (LOW)	SOP Appendix 23	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(g) Landfill Gas	Contributor to Global warming	Increase in tCO_2-e emissions / explosion / fire	Likely/Major (HIGH)	Waste diversion strategies and community education Resource recovery enhancements or increases Implement Final capping design approved by EPA	Not specifically referenced in USC materials	Rare/ Moderate (MODERATE)	Pre-emptive actions focus	LEMP
(h) Litter	Litter migrating off site	Complaints to EPA	Likely/ Moderate (HIGH)	Provide daily cover to waste Erect semi-permanent litter fences Provide mobile litter fence units & relocate to match conditions Litter collection activities	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 21 & 24	SOP within the PIRMP
(i) Ozone depleting gas release	Contributor to Global warming	EPA regulatory breach	Likely/Major (HIGH)	Degassing acceptance process for fridges implemented	Environmental Inspection Checklist as provided in Appendix 30 of the PIRMP	Rare / Minor (LOW)	SOP Appendix 27	SOP within the PIRMP
(2) COMPLIANCE **(a) Incident Reporting**	Non-compliance with statutory reporting	Cautionary Notice Penalty Infringement Notice	Unlikely/ Moderate (MODERATE)	Prepare reports as required	Reporting protocols included in Environmental Checklist in Appendix 30.	Rare/ Moderate (MODERATE)	Follow up Action	PIRMP / LICENCE

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(3) WORK HEALTH & SAFETY	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Likely/major (HIGH)	Regular toolbox meetings with staff and contractors Safe Work Method Statements prepared and implemented Risk assessments undertaken Safety plans developed for major works Staff training Job and site specific orientation for new staff, visitors and contractors Independent audit of all systems of work Emergency and evacuation plans prepared and tested	Established toolbox meeting protocols Council's corporate Work Health, Safety & Environment Plan	Unlikely/ Moderate (MODERATE)	SOP Appendix 2 SOP Appendix 25 SOP Appendix 28	PIRMP / LICENCE

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

The **Uralla Landfill & Recycling Facility** has a number of active and passive pollution control / safety devices as well as response equipment that can be used during a pollution incident.

Relevant details of pollution incident equipment and features are provided as follows:

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION/S	QUANTITY	MAINTENANCE REQUIREMENTS / STANDARDS
Asbestos Kits	Site Office	>1	Refer to site Checklists (**Appendix 30**)
General Personal Protective Equipment (PPE) supplies	Site Office / Store Room	Various	
Fire Extinguisher	Site Office / Recycling Centre	8	
	Community Recycling Centre	2	
	Small Vehicle Transfer / Drop Off	1	
	USC Vehicles	1 in each vehicle	
General / Chemical Spill Kit *(Note: include small volume asbestos handling kit and battery acid spill kit)*	Community Recycling Centre	5	
First Aid Kit	Site Office / Recycling Centre	>1	
Dousing Shower	Community Recycling Centre (north wall)	1	
Heavy Plant	Excavator, Compactor, Skid steer loader (Bobcat) and Tipper Truck	1 each	

Equipment such as portable fire extinguishers should only be used by persons who are suitably trained and it is safe to do so. The maintenance of the systems and equipment is to be undertaken in accordance with the standards nominated in the Table above.

Additionally, site plant items (compactor, excavator, truck etc.) are available for use to construct diversion / containments if required.

These items will only be permitted to be operated by Council staff or operators approved by the **Waste Operations Team Leader (USC)** or more senior Council Officer.

3.4.2 Communication System

A telephone / internet communication system is presently installed within the **Uralla Landfill & Recycling Facility**. Mobile telephones (supplied or personal) are the principle communication (internal & external) means, which is supported by the USC two-way system which is installed some site vehicles.

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

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

3.4.3 Security

Access to the **Uralla Landfill & Recycling Facility** by unauthorised persons and unauthorised activities occurring on the site is controlled at the **Site Office** by Council personnel.

3.4.4 First Aid Equipment

A suitable fully stocked and easily accessible first aid kit is located at the **Site Office** and its location clearly labelled. Other first aid kits are available in USC vehicles.

3.4.5 Signs & Labels

Suitable signage indicating the location of incident response equipment and features and the first aid kit will be provided and maintained within the facility.

A list of emergency phone numbers will be clearly displayed at a location within the facility that can be seen by Council Employees, contractor staff or facility users.

3.4.6 Funding Arrangements and Support

The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from a company (Council) or individual responsible for the pollution incident.

Having regard to the above the following pollution incident funding arrangements are in place:

- Funds within Council's Operating Budget & Reserves
- Public liability insurance policies

4. POLLUTION INCIDENT CONTROL & RESPONSE

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

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

Table 7 – PIRMP Contact Personnel:

NAME	POSITION	CONTACT DETAILS (24 Hours)	NOTIFICATION RESPONSIBILITIES	COMMUNICATION RESPONSIBILITIES
(24 HOUR ON-CALL) AARON FERRELL *or alternately* **JARED POLAIN**	Waste Operations Team Leader (USC) Assistant Waste Operations Team Leader (USC)	**0439 479 152** **6778 3558**	Emergency Services, Manager - Waste, Water and Sewer Services (USC)	Emergency Services USC site personnel On-site Contractors / Ancillary Operations Neighbouring property owners
AIDAN MACQUEEN	Manager - Waste, Water and Sewer Services (USC)	**6778 6316** **0419 329 143**	EPA, Ministry of Health, SafeWork & Council (Environmental Services) AND Director - Infrastructure Services (USC)	EPA & Lead Agencies
TERRY SEYMOUR	Director -Infrastructure Services (USC)	**6778 6309** **0427 215 970**	General Manager / Directors / Councillors	EPA, Media & Ministries (within delegations)
BETHANY WHITE	Co-ordinator of Media / Community Engagement (USC)	**6778 6329** *(Office hours)*	NIL	*Responsible for completing web page updates, social media monitoring / responses and other community notification support to the Manager - Waste, Water and Sewer Services (USC)*
ANCILLARY CONTACTS: (Independent Operations located on the Facility – contact when operating on site)				
CARL GIERTZ	Computer Bank New England	**6778 4918** **0498 104 530**	Organisation's / Operations staff / Management	Waste Operations Team Leader (USC)

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

4.2 KEY INCIDENT CONTACT DETAILS

Where there is an immediate threat to human health or property…

CALL TRIPLE ZERO ('000')

Fire & Rescue NSW, NSW Police and NSW Ambulance Service

are the first responders for these situations.

Then…apply USC's formal notification protocols, specific to any **potential / actual pollution incident**

as detailed in **Section 4.3.1 AND Appendix 5**

After the above notifications have been made as appropriate, the following table represents individuals and organisations that may need to be contacted during / after a potential / actual pollution incident to support USC's response, management and recovery efforts.

Table 8 – PIRMP Agency Contacts:

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire & Rescue NSW	Duty Officer	**1300 729 579**
NSW Police Force	Duty Officer	**02 6778 4400**
Ambulance Service of NSW	Duty Officer	**131 233**
Environment Protection Authority (EPA)	EPA Environment Line	**131 555**
	Armidale Office	**6773 7000**
SafeWork NSW	Duty Officer	**131 050**
NSW Ministry of Health	Reception	**02 6764 8000 (Tamworth)** **02 9391 9000**
CodyHart Environmental *(Environment Protection & Monitoring, clean-up / control advice and support)*	*Barbara Hart*	**07 5520 5532** **0427 775 120**
State Emergency Service (SES)	*Duty Officer*	**132 500**
Armidale District Hospital	*Reception*	**02 6776 9500**
Office of Environment & Heritage (NP&WS)	Parks & Wildlife *Regional Office*	**(02) 6738 9100 (Armidale)** **02 9873 8500**
Department of Primary Industries (NSW Fisheries)	*Reception*	**1300 550 474**

ORGANISATION	CONTACT NAME	CONTACT DETAILS
POISONS Information	Duty Officer	**131 126**
Department of Families & Community Services	Reception	**1800 079 098**
Roads & Traffic Authority	Reception	**132 213**
Bureau of Meteorology	General Information	**1300 659 218**

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

A register of potential equipment and the Suppliers / Hirers that may provide items, during a pollution incident response, is included at **Appendix 31**.

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

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

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

4.3.1.1 Small Area / Minor Incidents

Incidents such as small chemical spills or individual medical emergencies will generally not require the notification of incident response agencies. It will be the general practice that **ALL** incidents will be notified immediately to the **Waste Operations Team Leader (USC)** so that an assessment of the level of response required can be made.

The mobile telephone contact will be the preferred means of reporting such incidents.

In addition to the immediate notification of any minor incident or event, an incident report notification form, included as **Appendix 4**, is to be completed and forwarded to the **Manager - Waste, Water and Sewer Services (USC).**

4.3.1.2 Major Incident

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

Where a MAJOR incident occurs, the **Waste Operations Team Leader (USC)** will **immediately** notify the **Manager - Waste, Water and Sewer Services (USC)** who shall implement the pollution notification protocol **Appendix 5.**

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

- EPA **131 555**
- Ministry of Health via the local Public Health Unit **02 6764 8000**
- SafeWork NSW **13 10 50**
- Council (Environmental Services) **6778 6300**
- Fire & Rescue NSW (if not called for initial emergency response) **1300 729 579**

In addition to the immediate notification of any MAJOR pollution incident, an incident report notification form, (refer to **Appendix 4**), is to be completed and forwarded to the **Manager - Waste, Water and Sewer Services (USC).**

4.3.2 Community Notification and Communication

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

In this regard the following notification and communication action plan will be applicable to MAJOR pollution incidents at the **Uralla Landfill & Recycling Facility**.

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

USC observes the legislative definition of a 'pollution incident' and notification protocols but may choose to implement parts of the Communication Action Plan (for neighbours and agencies) for lesser level incidents if there is merit in doing so (general courtesy, commitments to specific neighbours / complainants etc). Where there is no legislative obligation to notify, the decision will be made by the **Manager - Waste, Water and Sewer Services (USC)** on a case by case basis.

Table 9 – PIRMP Community Notification & Communications Plan:

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Leachate discharge (off site)	Local impact, ranging from MINOR to SEVERE depending on the severity of discharge	EPA – refer EPL (if pollution incident defined in PIRMP – apply notification protocol in **Appendix 5**)	Manager - Waste, Water and Sewer Services (USC)	Phone call to Agencies (if Pollution Incident) Call to EPA Environment Line followed by a written report to EPA	Assessment of severity Type & quantity of material involved Explanation of containment status Date and time of incident Response actions taken
		Occupiers of neighbouring downstream properties (see **Appendix 29** for Communication Recipients Schedule)	Waste Operations Team Leader (USC)	Phone call / door knock to occupiers of impacted neighbouring properties	Refrain from contact / use of water
		Local Community / Media	Director - Infrastructure & Regulation (USC)	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Fire	Local impact, likely to be MINOR, depending on the severity of the fire	EPA – refer EPL (if pollution incident defined in PIRMP – apply notification protocol in **Appendix 5**)	Manager - Waste, Water and Sewer Services (USC)	Phone call to Agencies (if Pollution Incident) Call to EPA Environment Line followed by a written report to EPA	Date and time of incident Response actions taken Type of fire Agency responding
		Occupiers of neighbouring properties (see **Appendix 29** for Communications Recipients Schedule)	Waste Operations Team Leader (USC)	Phone call / door knock to occupiers of impacted neighbouring properties	Close windows / doors, turn heating cooling and ventilation off or to recirculate only.
		Local Community / Media	Director - Infrastructure & Regulation (USC)	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Chemical / Hazardous materials spill (off site discharge)	Local impact, likely to be MINOR	If pollution incident defined in PIRMP – apply notification protocol in **Appendix 5**	Manager - Waste, Water and Sewer Services (USC)	Phone call to Agencies (if Pollution Incident)	Date and time of incident Response actions taken Type of Spill Agency responding
		Occupiers of neighbouring properties (if impacted) (see **Appendix 29** for Communications Recipients Schedule)	Waste Operations Team Leader (USC)	Phone call / door knock to occupiers of impacted neighbouring properties	Refrain from contact with soil / water. Close windows / doors, turn heating cooling and ventilation off or to recirculate only
		Local Community / Media	Director - Engineering Services (USC	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence
Oil / fuel spill (off site discharge)	Local impact, likely to be MINOR	If pollution incident defined in PIRMP – apply notification protocol in **Appendix 5**	Manager - Waste, Water and Sewer Services (USC)	Phone call to Agencies (if Pollution Incident)	Date and time of incident Response actions taken Type of Spill Agency responding
		Occupiers of neighbouring properties (if impacted) (see **Appendix 29** for Communications Recipients Schedule)	Waste Operations Team Leader (USC)	Phone call / door knock to occupiers of impacted neighbouring properties	Refrain from contact with soil / water
		Local Community / Media	Director - Engineering Services (USC	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Explosion	Local impact, likely to be MINOR (not a pollution incident if noise only)	**If off site impacts above noise only:** EPA	Manager - Waste, Water and Sewer Services (USC)	Phone call to Agencies (if Pollution Incident)	Assessment of severity Agency responding Date and time of incident
		Occupiers of neighbouring properties (see **Appendix 29** for Communications Recipients Schedule)	Waste Operations Team Leader (USC)	Phone call / door knock to occupiers of impacted neighbouring properties	Damage report
		Local Community / Media	Director - Infrastructure & Regulation (USC)	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence

4.4 FACILITY EVACUATION

4.4.1 General Requirements

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

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

In order to achieve a safe and timely evacuation, it is critical that an early warning of the pollution situation be communicated and action implemented to remove Council Employees contractor's staff and facility users from the hazard area.

In this regard the standard operating procedures applicable to Facility Evacuation, refer to **Appendix 25**, must be implemented once a decision is made to evacuate the facility.

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

The decision to evacuate (in part of full) is to be made by the **Chief Warden** (generally this would be the **Waste Operations Team Leader (USC)** or other **most senior staff member at the site**) and supported by facility personnel OR as directed by a responding Emergency Service.

4.4.2 Stages of Evacuation

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

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

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless an 'all-clear' is issued by the **Chief Warden** OR as directed by a responding Emergency Service

4.4.3 Priority of Evacuation

The **Chief Warden** is responsible for prioritising the order in which people are evacuated from the site of the incident. Generally, the following priorities apply:

- Ambulatory

- Semi-ambulant (people requiring some physical assistance)
- Non-ambulant (people who need to be physically moved or carried)
- Aggressive, violent or resistive people.

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

Where a person refuses to comply with a direction given by the **Chief Warden** the following action is to be initiated:

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

4.4.4 Mobility Impaired Persons

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

A staff member who works with a person with a disability shall be appointed as that person's carer during an emergency. The procedures for assisting mobility-impaired persons should be discreetly discussed with the individual concerned.

All staff should be trained in methods of assisting mobility-impaired persons during an emergency if such mobility impaired employees are reasonably expected to be present at the facility.

4.4.5 Evacuation Assembly Areas

The facility has a designated **primary** evacuation assembly point which is adjacent to the main site entry.

In the event of an incident requiring the evacuation of the facility, all Council Employees, any contractor's / staff and facility users are to immediately report to the designated primary evacuation assembly point.

Should the primary evacuation assembly point be in a hazardous area or is unsuitable due to the nature of the threat, employees and facility users will then be directed to proceed to an alternate evacuation point, determined by the **Chief Warden**.

On arrival at the designated evacuation assembly point all persons will remain until the **Chief Warden** has determined the status of all personnel and;

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

For the purposes of this PIRMP the following evacuation assembly point is applicable;

Primary Evacuation Assembly Point is in the north eastern portion of the car park of the Materials Recovery (Recycling Centre) at the **Uralla Landfill & Recycling Facility** - where the **"Emergency Assembly Point"** sign is located.

A partial site evacuation point, specific to the Community Recycling Centre, is situated to the south of the CRC building where an **"Emergency Assembly Point"** sign is located. It is likely that persons would be quickly directed to the Primary Evacuation Point for the site in the event of a requirement to evacuate.

The Site Services and Infrastructure Plan in **Appendix 32** shows the location of the Primary Evacuation Point (and CRC 'partial site' Evacuation Point).

4.4.6 Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or alternate Evacuation Assembly Point and the presence of personnel and facility users confirmed, arrangements will be made by the **Chief Warden** for Council Employees and contractor's staff to be transported / moved to a **Post Evacuation Assembly Point** which may, depending on time of day, be the **Council Offices** in **Salisbury Street, Uralla**.

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

5. POLLUTION INCIDENT RESPONSE PROCEDURES

Appendices No 6 to 27 of this PIRMP contain instructions, (Standard Operating Procedures – SOP's), for facility employees, contractor's staff and facility users about actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during a pollution incident such as:

- Leachate discharge (off-site) excluding as a result of flooding (not flood prone land).
- Fire emanating on site or as a result of potential bushfire attack.
- Chemical spill
- Oil / fuel spill
- Explosion
- Facility Evacuation

6. POST POLLUTION INCIDENT ACTIVITIES

This section of the Pollution Incident Response Plan identifies those activities necessary to support Council staff and contractor's staff during and following a pollution incident and those activities necessary to restore operations at the **Uralla Landfill & Recycling Facility.**

6.1 Recovery Operations

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

The **Waste Operations Team Leader (USC)**, in collaboration with the **Manager - Waste, Water and Sewer Services (USC)** will need to prioritise activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Manager - Waste, Water and Sewer Services (USC)** will develop an operational recovery plan.

6.2 Incident Investigation (After Action Review)

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

The **Manager - Waste, Water and Sewer Services (USC)** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

6.2.1 Small Incidents

For small incidents, the **Waste Operations Team Leader (USC)** will normally conduct the investigation.

6.2.2 Major Incidents

For MAJOR pollution incidents, where material harm to the environment is caused or threatened, statutory authorities and emergency response agencies will generally be involved in conducting the investigation.

The **Manager - Waste, Water and Sewer Services (USC)** and **Director - Infrastructure & Regulation (USC)** will assist the authorities as needed.

6.3 DOCUMENTATION

Documentation of response activities is of critical importance following a pollution incident. All records and forms used during the incident to document activities along with testing and amendments to the PRIMP will be retained for future reference in the organisations corporate records Management System **(USC File Reference: U12/155)**

Following a pollution incident or emergency situation, the **Manager - Waste, Water and Sewer Services (USC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Manager - Waste, Water and Sewer Services (USC)** must prepare a report documenting activities that took place during a major pollution incident.

The report of the **Manager - Waste, Water and Sewer Services (USC)** and all related documentation will be submitted to the **Director - Infrastructure & Regulation (USC)** for review and necessary follow-up actions.

The **Director - Infrastructure & Regulation (USC)** will make any necessary follow up reports to the **EPA or other Agencies**

6.4 INCIDENT IMPACT ASSESSMENT

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

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

The **Manager - Waste, Water and Sewer Services (USC)** will have the primary responsibility for conducting the damage assessment following an incident.

Assistance will be obtained as needed from facility employees and outside organizations, such as ecologists, engineers and clean up contractors.

6.5 Incident Debriefing

The purpose of incident debriefing is to inform employees about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist.

6.6 After Action Review & PIRMP Update / Amendment

An After Action Review (AAR) will occur **within 30 days** of any pollution incident.

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

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

ENDS

APPENDIX 1: PIRMP AMENDMENT NOTIFICATION FORM

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

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

DISTRIBUTION • Master copy • Site copy • **Director - Infrastructure & Regulation (USC)** copy	**DATE SENT / ISSUED:**

PAGE NUMBER	**PIRMP SECTION**	**DESCRIPTION OF CHANGE**

MANAGEMENT AUTHORISATION:

DATED:

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

SIGNED: **DATED:**

NAME:

APPENDIX 2: STAFF & CONTRACTOR TRAINING

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE:

To ensure the safe and effective management at the **Uralla Landfill & Recycling Facility**, it is essential that all relevant staff receive training appropriate to their position, duties and level of responsibility.

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

PROCEDURE/STANDARD:

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

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

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

PROGRAM A – SITE ENVIRONMENT INDUCTION:

Key points to be covered in this program may include:

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

This training would generally be provided by the **Waste Operations Team Leader (USC)** when new staff / contractors commence at the site. Ongoing "on the job" training will also be necessary.

PROGRAM B – FIRE FIGHTING

Key points to be covered in this program may include:

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

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

PROGRAM C – HAZARDOUS SUBSTANCES & DANGEROUS GOODS HANDLING

Key points to be covered in this program may include:

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

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

TRAINING RECORDS

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

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

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

APPENDIX 3: PIRMP EXERCISE RECORD & EVALUATION FORM

FACILITY: **URALLA LANDFILL & RECYCLING FACILITY**

DATE:

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

COMMENTS:

1. Compliance with Standard Operating Procedures (SOP's)

2. Competency of Employees assessment

3. Time frames for response

4. General Comments/Recommendations for action

OBSERVER

SIGNED:

DATE:

APPENDIX 4: POLLUTION INCIDENT REPORTING & RECORDING

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

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

Note

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

Note

Use Attachment A for general pollution incident reporting

Use Attachment B for leachate discharge/overflow reporting

PROCEDURE/STANDARD

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

6. The **Waste Operations Team Leader (USC)** is to record the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident commencing and provide this to the **Manager - Waste, Water and Sewer Services (USC)**

7. Post Incident

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

Following an incident, the **Manager - Waste, Water and Sewer Services (USC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Manager - Waste, Water and Sewer Services (USC)** must, within 24 hours of being notified of a pollution incident, prepare a report documenting activities that took place during the incident.

The report and all related documentation, will be submitted to Council's **Director - Infrastructure & Regulation (USC),** for review and necessary follow up actions.

Where there is potential for litigation in relation to the incident the **Director - Infrastructure & Regulation (USC)** shall prepare a written report for referral to the Council's legal representative.

ATTACHMENTS / ADDITIONAL FORMS

A. Pollution Incident Report Form
B. Leachate Discharge/Overflow Reporting Form

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Details of incident are readily available including information regarding incident response activities
- Demonstrated operational competency

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

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

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

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

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

CALL Triple Zero ('000') IF THE INCIDENT PRESENTS AN IMMEDIATE THREAT TO HUMAN HEALTH OR PROPERTY...

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

THEN...

If the incident ***does not*** require an initial combat agency, OR once the Triple Zero ('000') call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given where available:

- EPA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit on 02 6764 8000
- the SafeWork NSW – phone 13 10 50
- Council (Environmental Services) on 02 6778 6300
- Fire & Rescue NSW (if not called initially) 1300 729 579

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

APPENDIX 6: LEACHATE DISCHARGE EMERGENCY RESPONSE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of a leachate discharge being detected or reported from a leachate dam overflow at the **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

- Leachate or leachate contaminated surface water discharge to adjacent waterways

Actions required in response to such events may vary and it will be the role of Council staff to determine and initiate appropriate actions.

The following notes will form the basis of that decision making together with emergency exercises and desktop trials:

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

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

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

APPENDIX 7: LEACHATE SYSTEM MANAGEMENT & MAINTENANCE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE:

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

PROCEDURE/STANDARD

1. It is the responsibility of **Waste Operations Team Leader (USC)** to ensure prescribed inspections of, report upon and record the following leachate control measures is undertaken by site staff:
   - Inspect leachate pump and pump lines to ensure they are operating correctly.
   - Examine the level of leachate within dam/s in consideration of forecast rains. Where leachate levels appear excessive immediately determine appropriate method to reduce volume retained.
   - Inspect pump discharge lines and discharge points to ensure their effective operation. Where failures are detected, consideration must be given to deactivating the system so as to determine the scope of repair works.

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

   - Inspect the site for emergence of leachate springs.
2. Where system operational defects are detected immediately contact the **Manager - Waste, Water and Sewer Services (USC)** to discuss and arrange rectification/maintenance works.
3. Details of system inspection & findings / actions are to be recorded on the Site Inspection checklist.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

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

APPENDIX 8: SURFACE WATER QUALITY MONITORING

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

Prevention of contamination entering the stormwater management system should be the first priority and the Environmental Checklist in **Appendix 30** of the PIRMP provides for this. The purpose and scope of the surface water quality monitoring program should effectively monitor and report current surface water character and ensure early detection and reporting of possible pollution of surface water quality. Sampling is an EPL requirement & Sampling locations are identified in the EPL.

PROCEDURE/STANDARD

All surface water monitoring at the site occurs in accordance with the requirements of **EPL 5899**.

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

REPORTING

All results received shall be reviewed by the **Manager - Waste, Water and Sewer Services (USC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual landfill licence return.

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

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

BENEFITS OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

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

APPENDIX 9: OPERATION & MAINTENANCE OF SEDIMENT CONTROL SYSTEMS

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

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

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

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

PROCEDURE/STANDARD

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

Surface water management can be achieved by:

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

1. INSPECTION AND MAINTENANCE OF STRUCTURES

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

2. FREQUENCY OF INSPECTION

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

3. RECORDS

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

4. PERSONNEL

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

5. ATTACHMENTS / ADDITIONAL FORMS REQUIRED A) Water Quality Structure Inspection Requirements
BENEFIT OF COMPLIANCE TO PROCEDURE: • Impacts on the natural environment minimised • Operational issues identified • Demonstrated operational competency
CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: • Violations and/or fines from Regulatory Agencies • Pollution of the environment • Unresolved operational issues

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

ATTACHMENT A
WATER QUALITY STRUCTURE INSPECTION REQUIREMENTS

ITEM / AREA	ROUTINE INSPECTIONS FOR MAINTENANCE	FREQUENCY
Drains/pipes/pits	Inspect surface access points to underground culverts, pipes as well as surface in the area of the access points. Particular attention should be paid to damage or blockage	Monthly
	Inspect lining of open drains to determine any scour or damage requiring repair. In particular the connection points into batter drainages outlets to stormwater channels need to be investigated for evidence of scour.	Monthly
	To be visually inspected after heavy rainfall events to ensure they are free of debris and litter.	As required
Batter drains	Inspect batter drains for evidence of deterioration and scour. This inspection is required for both lined and unlined batter drains, including where the drain crosses benches.	Monthly
	Inspect batter drains for debris and overgrown vegetation	Monthly
	To be visually inspected after heavy rainfall events to ensure they are free of debris and litter	As required
Retention Dams	Inspect dam lining for damage and general condition	Monthly
	Inspect retention dams for damage or debris collection	Monthly
	Trash screens (if installed) to be visually inspected after heavy rainfall events to ensure they are free of debris and litter	Monthly
Inlet / Outlets & Gabions	Inspect for signs of deterioration (scouring / undercutting), blockage or damage	Monthly
	Trash screens (if installed) to be visually inspected after heavy rainfall events to ensure they are free of debris and litter	As required
Overflow Weirs / Baffles & Shutters	Inspect for signs of deterioration or damage	Monthly
Inspections of structures / drains etc should also be undertaken after each heavy rainfall event		

APPENDIX 10: LEACHATE DISCHARGE (DAM FAILURE)

Standard Operating Procedure (SOP)

Purpose and Scope

The purpose of this procedure is to define an incident response in the event of a leachate discharge being detected or reported from a leachate dam rupturing or suffering a significant leak at the **Uralla Landfill & Recycling Facility**.

Procedure/Standard

- Leachate or contaminated surface water discharge to adjacent waterways

Actions required in response to such events may vary and it will be the role of **Waste Operations Team Leader (USC)** to determine and initiate appropriate actions.

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

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

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

Benefit of Compliance to Procedure:

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

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies

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

APPENDIX 11: GROUNDWATER MONITORING

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose and scope of the groundwater monitoring program should be to effectively monitor and report current groundwater character and ensure early detection and reporting of possible pollution of groundwater at the **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

All ground water monitoring wells and leachate monitoring points at the landfill are sampled in accordance with the requirements of **EPL 5899**.

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

REPORTING

All results received shall be reviewed by the **Manager - Waste, Water and Sewer Services (USC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual licence return.

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

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

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

APPENDIX 12: TYRE STOCKPILE MANAGEMENT & MAINTENANCE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define the procedure for management of used tyres which have been stockpiled and are awaiting removal offsite for recycling or disposal so as to minimise the risk of fire.

The EPA Environmental Protection Licence requires that the total quantity of used, rejected or unwanted (including shredded tyres and tyre pieces) stockpiled at the premises **must not exceed 5 tonnes**

PROCEDURE/STANDARD

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

In the event of a fire:

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a suitable fire extinguisher, hand tools or plant items available on site.
- Report any potentially dangerous fire to Triple Zero (‘000’) and request the fire brigade, providing all information they require (i.e. your name, fire location, type, size, etc)
- As soon as possible notify the **Manager - Waste, Water and Sewer Services (USC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Report the details of the fire on an Incident Notification Report and refer to **Manager - Waste, Water and Sewer Services (USC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

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

APPENDIX 13: MULCH / GREENWASTE STOCKPILE MANAGEMENT

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

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

PROCEDURE/STANDARD

- A safety exclusion area is to be maintained around stockpiles as a retained buffer zone to prevent the spread of fire and to allow fire suppression activities to be undertaken in the event of fire.
- Fire prevention measures are to be undertaken including signage, servicing of firefighting equipment and training of personnel in firefighting techniques.
- Stockpiles and windrows of shredded green waste are to be limited to between 2.5 and 3.0m in height and 5-6m in width.
- Stockpiles and windrows of shredded green waste are to be visually inspected weekly and an assessment of the temperature, odour and moisture conditions within the stockpile made.
- If heating in a stockpile is suspected a temperature probe should be inserted into the stockpile and allowed to remain undisturbed until the temperature reading remains static.
- Stockpiles and windrows of mulch are to be turned when temperatures exceed 55^{o}c (standard process) but must be turned (for safety) whenever temperatures within the stockpile exceed 70ºc.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

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

APPENDIX 14: FIRE IN WASTE TRANSFER BIN

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

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

PROCEDURE/STANDARD

Fire Response:

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

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

- Report any potentially dangerous fire to Triple Zero ('000') and request the fire service, providing all information they require (i.e. your name, site address, fire location, type, size, etc)
- As soon as possible notify the **Manager - Waste, Water and Sewer Services (USC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours where offsite smoke / fire impact is possible.
- Report the details of the fire on an Incident Notification Report and refer to **Manager - Waste, Water and Sewer Services (USC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected
- Health and safety of public/facility user protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/death to employee
- Injury/death to public/facility user
- Damage to public property
- Violations and/or fines from Regulatory Agencies

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

APPENDIX 15: FIRE AT THE WASTE TIPPING FACE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected at the tipping face or elsewhere on the landfill at the **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

Fire

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

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

2. If in any doubt, evacuate area and immediately call Triple Zero ('000') and request the presence of Fire & Rescue NSW / Rural Fire Service. Provide all information required (i.e. your name, fire location, type, size etc).
3. As soon as possible notify the **Manager - Waste, Water and Sewer Services (USC)** of the incident and provide an update of the action initiated to date.
4. Keep all unauthorised people away from the area where the fire is burning.
5. Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
6. Commence notification of Neighbours where offsite smoke / fire impact is possible.
7. Report the details of the fire on an Incident Notification Report and refer to **Manager - Waste, Water and Sewer Services (USC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected
- Health and safety of public / facility user protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/death to employee
- Injury/death to public/facility user
- Damage to public property
- Violations and/or fines from Regulatory Agencies

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

APPENDIX 16: FIRE IN WASTE LOAD

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire which is detected in a load of material brought to the **Uralla Landfill & Recycling Facility** for disposal.

PROCEDURE/STANDARD

Fire in load refers to a vehicle load of waste that is either on fire and/or smouldering or smoking prior to discharge at the tip face or to a waste transfer receptacle. All employees are expected to be familiar with the following procedures for handling such loads:

1. Where suspected hazardous wastes are involved contact the Fire Brigade by telephoning Triple Zero ('000') and request HAZMAT attendance. Provide all information they require (i.e. your name, fire location, type, size, etc).
2. The driver is to dump the material in a clear area that is away from any building, vegetation and/or debris – preferably on a thick hardstand area or on virgin ground
3. Should it not be possible to move the vehicle to a clear space, isolate the vehicle and evacuate the area
4. Contain the fire, and if possible, spread out the load and extinguish the fire with water or soil being mindful of where runoff fire water may be travelling. Contain if practical.
5. If unable to contain, notify the Fire Brigade by telephoning Triple Zero ('000') providing all information they require (i.e. your name, fire location, type, size, etc)
6. Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
7. As soon as possible notify the **Manager - Waste, Water and Sewer Services (USC)** of the incident and provide an update of the action initiated to date.
8. Commence notification of Neighbours where offsite smoke / fire impact is possible.
9. Once fire is determined to be completely out, assess the content of the waste to determine if any hazardous wastes are present place the load into an empty waste receptacle / truck for transport to the landfilling area.
10. Report the details of the fire on an Incident Notification Report and refer to **Manager - Waste, Water and Sewer Services (USC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected
- Health and safety of public/facility user protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/death to employee
- Injury/death to public/facility user
- Damage to public property
- Violations and/or fines from Regulatory Agencies

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

APPENDIX 17: CHEMICAL SPILL RESPONSE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of a chemical spill from containers at the **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

Chemical spillage

Actions required in response to such an event may vary and it will be the role of the **Waste Operations Team Leader (USC)** to determine and initiate appropriate actions. The following notes will form the basis of that decision making process.

- For small spills, use the spill kit kept on site, cover drains and/or place temporary bunding.
- Where possible, confine the incident and prevent the spread of its effects without endangering personnel. This may include building sand bag bunds, rotating the container or plugging the leak.
- Depending on the scale of the spillage, it may be necessary to make first contact with emergency services by dialling Triple Zero ('000') and advise of the type of emergency and the assistance needed (Fire Brigade – HAZMAT).
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Secure the affected area(s) by using suitable means such as barricades and bunting. Engage measures to restrict vehicles entering the site.
- If necessary, initiate evacuation of staff and others that may be on site, including contractors.
- Advise the **Manager - Waste, Water and Sewer Services (USC)** of all actions taken or proposed.
- Notify neighbours who may be affected by the incident.
- Report the details of the spill on an Incident Notification Report and refer to **Manager - Waste, Water and Sewer Services (USC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Extended environmental damage
- Injury/death to employee
- Injury/death to public/facility user
- Violations and/or fines from Regulatory Agencies

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

APPENDIX 18: STORAGE & HANDLING OF CHEMICAL / HAZARDOUS SUBSTANCES

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The use of chemicals and hazardous substances at the **Uralla Landfill & Recycling Facility** is generally limited to paints, solvents for maintenance of site equipment /plant and herbicides/pesticides for controlling pests.

The aim of this procedure is to assist in the identification, handling, storage and disposal of hazardous substances. It includes the use of labels and Safety Data Sheets (SDS), provision of information and training to personnel as well as storage and disposal requirements for use of hazardous substances.

The procedure also addresses the management of hazardous substances imported to the site by users of the waste management facility. These substances include paints, household chemicals, herbicides, pesticides & gas bottles etc.

PROCEDURE / STANDARD

1. Purchase of Materials

When a hazardous substance is purchased the supplier must provide sufficient information to ensure that the substance can be handled, stored, transported, used, processed and disposed of safely. Full safety data in the form of a current approved SDS must be provided by the supplier on the first occasion that a hazardous substance is supplied. The manufacturer shall review and revise the SDS every five years as a minimum. Suppliers are required to provide SDS on request.

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

2. Labelling of Hazardous Substances

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

3. Material Safety Data Sheets

Material Safety Data Sheets should contain the following information as a minimum:

- State if the product is classified as a hazardous substance
- Safety Equipment to be worn by the operator when using the substance
- Storage requirements including compatibility with other substances
- Requirements for transport and disposal
- Procedures for clean-up and disposal of spilt product and waste containers
- First aid procedures if the substance contacts skin, eyes, is swallowed or ingested

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

4. Storage

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

5. Handling Hazardous Substances and Dangerous Goods

- Hazardous substances bought to the facility shall be segregated and taken to the designated storage areas located within the facility. These substances need to be adequately segregated to prevent fires or other dangerous occurrences.
- Examples of these wastes include paints, household chemicals, herbicides, pesticides & gas bottles.
- These materials and substances will be collected on regular basis under contract and transferred for disposal at an appropriate facility. These substances are not to be disposed of at Council's Landfill.

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/Death to employee
- Injury/Death to public/facility user
- Violations and/or fines from Regulatory Agencies

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

APPENDIX 19: INSPECTION OF INCOMING LOADS

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To ensure that only Permitted Waste is accepted at the **Uralla Landfill & Recycling Facility** through the adoption and implementation of appropriate vehicle inspection procedures.

PROCEDURE/STANDARD

The **Waste Operations Team Leader (USC) / Site Staff** shall conduct a vehicle inspection and waste assessment to ensure that only Permitted Wastes are accepted at the facility. The minimum requirements of the inspection are:

1. Exhibit prominent signage at the entrance to the facility defining the types of wastes that will be accepted and those that are excluded.
2. In-coming vehicles are to have the loads uncovered at the designated area prior to entering the inspection point. All loads shall be subject to a visual inspection to ensure no excluded wastes are contained within the loads.
3. The **Waste Operations Team Leader (USC) / Site Staff** shall also enquire to the customer whether hazardous materials, such as lead acid batteries, gas bottles, solvents, paints, asbestos etc, are contained within the load.
4. Empty chemical containers should be checked for triple rinsing before accepting for disposal.
5. Any vehicles suspected of containing excluded wastes shall be refused entry until verified otherwise.
6. The **Waste Operations Team Leader (USC) / Site Staff** shall require and collect appropriate evidence from the driver of the incoming vehicle, as necessary, to substantiate that the waste is not an excluded waste e.g. provision of a test certificate / waste classification report.
7. Where wastes are contained in enclosed vehicles, e.g. private waste collection vehicles, the **Waste Operations Team Leader (USC) / Site Staff** shall identify the source and nature of the waste by inquiry.
8. The discharge of wastes from enclosed vehicles is to be the subject of routine additional inspections by the **Waste Operations Team Leader (USC) / Site Staff** at the waste disposal areas (SVTS / landfill tipping face).
9. No sealed containers shall be deposited without substantiation that the contents are acceptable for disposal.
10. All private waste collection and disposal companies servicing commercial and industrial premises and using the facility shall be required to enter into an agreement with the customer regarding disposal of collected wastes. This agreement shall include the identification of excluded wastes and undertakings by the customer not to deposit such wastes in the collection receptacle.

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

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

APPENDIX 20: CLEAN UP OF FUEL OR OIL SPILLS

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define the procedure for the containment, management and clean-up of minor fuel / oil spills at the **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

Definitions

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

Prompt action to clean up any spilt oil or fuel to minimise the risk of accidents occurring and to prevent contamination of local waterways should the spilt fuel / oil enter the site drainage system is needed.

Equipment available to clean up oil spills include oil absorbent pads, "kitty litter", oil absorbent booms and drain blocking pads. Additional materials may be obtained by contacting the Council's Store or Suppliers. This equipment or "spill kit" should be stored close to point of use or in a readily transportable form e.g. on a trailer or in a wheeled bin.

The steps in this procedure shall be as follows:

1. For mechanical equipment, shut down the item of plant and plug the leak or crimp the hydraulic hose if possible and quickly. For leaking containers, address the source of the leak, but at all times, avoid contact with the material.
2. Isolate adjacent drainage points.
3. Dam and contain the spill using the contents of the spill kit.
4. Recover and absorb.

Once the source of the leak is established, undertake all efforts to prevent further flow, e.g. if leak is from an oil drum, roll drum so that leak areas is uppermost. If leak is from pipe from oil truck, close valves etc. All attempts should be made to plug the leak.

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

Contain the spill as follows:

- Protect drains by forming barriers and sealing drainage grates (e.g. using strong plastic bags partially filled with sand or water). The absorbent socks and pillows can be used to block off drains allowing water to go through but trapping the oil. Absorbent material has limited capacity and needs to be replaced regularly.
- If possible, stop the spill from spreading by deflecting the oil into another container.
- Form barriers using absorbent material and place on the edge of the spill. (or use any other suitable and available materials, e.g. soil, sand).
- All used absorbent material is to be collected for disposal at a suitable landfill.
- If sufficient product exists, hand pumps should be used and product transferred to a suitable container (lined drums, skips or tankers).
- Avoid the use of electrical equipment that could be the source of ignition.

BENEFIT OF COMPLIANCE TO PROCEDURE:

• Employee's safety protected • Health and safety of public / facility user protected • Impacts on the environment are minimised	
CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: • Injury to employee • Injury to public / facility user • Environmental pollution • Violations and / or fines from regulatory agencies	
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 21: DEPOSITING OF WASTE AT TIPPING AREA

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the procedure for the depositing of waste from collection vehicles or waste transfer bins at the landfill site.

PROCEDURE/STANDARD

1. All staff and private contractors engaged in the collection and disposal of waste are to be oriented in the proper management of the landfill tipping area.
2. Drivers are to undertake a physical inspection of the disposal site and assess the disposal location for risks, such as uneven/sloping ground, obstacles, hazards, unstable ground, sharp objects, moving plant, other vehicles, etc.
3. The vehicle is to be reversed to the disposal location as directed by the **Waste Operations Team Leader (USC) / Site Staff**, stopped in the appropriate position and brakes applied.
4. The tailgate/tipping body is to be unlatched and/or secured in the open position.
5. The body is to be lifted to the upright position and the waste emptied.
6. The vehicle is to move from the disposal site with the tailgate/tipping body secured in the closed position.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee safety is protected
- Vehicle damage is avoided
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Employee safety is put at risk
- Vehicular damage
- Improper use of landfill

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

APPENDIX 22: DUST MANAGEMENT

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the means for controlling the creation and distribution of dust at the **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

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

It is the responsibility of the **Waste Operations Team Leader (USC)** to ensure preventative measures are put in place to control the generation of dust. Such measures include:

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Mitigating the likelihood of a pollution incident
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Complaints from adjoining property owners
- Improper use of landfill

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

APPENDIX 23: ODOUR MANAGEMENT

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the means for controlling excessive odours at the **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

Odour can arise from a number of sources in the operation of a waste management facility and these include uncovered waste, composting of organic material that includes food waste, landfill gas, animal carcasses, exposing anaerobic decomposing materials, sewer sludge and disturbed areas of previously placed waste.

It is the responsibility of the **Waste Operations Team Leader (USC)** to ensure preventative measures are put in place to control the generation of odour. Such measures include:

- Examination of incoming loads to ensure only permitted wastes are accepted
- Cover (VENM) or suitable inert waste is to be placed over any exposed waste at frequent intervals.
- Greenwaste mulch / composting operations to occur strictly in accordance with the approved methodology
- Animal carcasses and odorous loads are deep buried within the waste mass
- Grading and profiling of the site is undertaken to avoid ponding over filled areas or areas of exposed wastes
- Use of odour suppression sprays, masking agents, liming or specialised dosing may be applied where considered appropriate.
- Routine inspections are undertaken in accordance with the Environmental Checklist (see **Appendix 30**) to ensure there are no areas of exposed waste resulting after storm events or site activities

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Mitigating the likelihood of a pollution incident
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Complaints from adjoining property owners
- Improper use of landfill

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

APPENDIX 24: COVERING OF WASTE / LITTER CONTROL

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for the covering of waste at the **Uralla Landfill & Recycling Facility** to ensure waste / litter is controlled in an acceptable manner.

PROCEDURE/STANDARD

Covering of Waste

- The purpose of 'daily cover' is to control litter, flies, rodents, birds, odour and to reduce the risk of fire and improve the visual appearance of the landfill.
- It is important to thoroughly compact the waste prior to the placement of the daily cover. A uniform, even surface will allow the placement of a controlled thickness of soil whereas an uncompacted or uneven surface results in a high percentage of soil being used.
- The waste is to be covered with 150mm of inert waste or soil at the end of each day.
- The cover material previously placed over the underlying layer of waste should be bladed off to expose the waste such that the newly placed waste is in direct contact with the old waste.

Litter Control

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

- Waste will be compacted and covered as per the covering frequency indicated above.
- Daily inspection of litter/perimeter fences and clearing as required.
- Signage will be placed at the entry/exit points to advise customers that if they drop or transport waste in a manner that could result in littering, they may be liable for prosecution.
- Vehicles transferring rubbish to the site must have the waste material covered at all times.
- Semi-permanent litter fencing will be erected in close proximity to the active tipping areas
- If required, mobile litter barricades will be used and relocated around the tipping area as wind direction dictates
- Signage and/or traffic control for staff and/or commercial operators dropping waste near the landfill space to ensure waste material is deposited in the desired location

Reporting

Non-conformances shall be reported in the weekly inspection checklist. Major non-conformances shall be reported to the **Manager - Waste, Water and Sewer Services (USC)** before the end of the day which the non-conformance occurred or is identified.

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

APPENDIX 25: FACILITY EVACUATION
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for the covering the requirement to implement and Evacuation of the **Uralla Landfill & Recycling Facility** in an acceptable manner.

PROCEDURE/STANDARD

Emergency Response

1. Upon notification of an incident the **Chief Warden** (generally this would be the **Waste Operations Team Leader (USC)** or other **most senior staff member at the site** determines the need for evacuation.
2. **Chief Warden** contacts by telephone the emergency services by dialling Triple Zero ('000') providing all information they require (i.e. your name, site address, incident type, size, etc.).
3. **Chief Warden** sounds the evacuation alarm (if present) or provides the evacuation advice to all personnel and facility users on site & initiates measures to restrict vehicles entering the facility.
4. The **Chief Warden** determines safe evacuation routes and directs personnel and facility users to the Evacuation Assembly Point. Where necessary unlock gates on evacuation routes so as to provide for movement to the **Primary Evacuation Point** or an **Alternate Evacuation Point**
5. Prior to leaving the facility the **Chief Warden** with the assistance of any area deputy / area wardens accounts for all personnel including checking of all work areas.
6. Upon arrival at the **Primary Evacuation Point** the **Chief Warden** is to;
   a) Confirm the presence or otherwise of all personnel/staff and facility users (as far as practical)
   b) Determine the suitability of the **Primary Evacuation Point**. If necessary initiate movement to an **Alternate Evacuation Point** or **Post Evacuation Assembly Area**.
   c) Upon their arrival - brief the Emergency Services including the status of facility personnel.
   d) Co-ordinate the movement of personnel to the **Post Evacuation Assembly Area**.
   e) Brief the **Manager - Waste, Water and Sewer Services (USC)** on the incident and provide an update of the action initiated to date.
7. The **Chief Warden** is to report the details of the event on an Incident Notification Report Form and refer to **Manager - Waste, Water and Sewer Services (USC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

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

EMERGENCY CHECKLIST FOR CHIEF WARDEN

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

AREA	WARDEN	AREA EVACUATED	COMMENTS

ADVISED EMERGENCY SERVICES:	TIME:

APPENDIX 26: MANAGEMENT OF ASBESTOS

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the activities of acceptance and management of waste materials at **Uralla Landfill & Recycling Facility** that contain, or are suspected to contain, **ASBESTOS**

PROCEDURE/STANDARD

ACCEPTANCE:
*The disposal of Asbestos containing materials must be booked in by contacting the (Uralla Landfill facility) on (**6778 3558**) a minimum of twenty four (24) hours prior to the customer's proposed delivery date.*

***NSW Waste Locate recording / requirements apply for loads of >10m2 or 100kg** and an applicable consignment number. Staff must NOT ACCEPT asbestos containing material loads that exceed these thresholds without evidence of the consignment number.*

Bookings:

- *Staff will request and record details of the type of asbestos waste, number and size of load/s, transport / unloading method proposed by customer and the contact details of the transporter.*
- *Staff will advise the customer of the requirements for packaging and presentation (below)*
- *Council will limit acceptance to an appropriately designated time on a suitable day when staffing and equipment is available. Generally, 24 with a preference of 48 hours notice would be required.*
- *Confirm with customer to contact the landfill on the day of arranged disposal in case conditions to accept the load are not suitable (rain etc).*

  *The decision to proceed with acceptance on the agreed day will be confirmed by the **Waste Operations Team Leader (USC)** or **most senior staff member at the site** - based on an assessment of site safety, traffic ability etc.*
- *Staff to contact customer to advise if agreed disposal must be changed for any reason (e.g. if equipment / staff become unavailable.*

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

Packaging, Presentation for Disposal:

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

  Each bag will have maximum dimensions less than or equal to 1.2 m in height and 0.9 m in width and a maximum weight of 25 kg.

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

  These sealed bags must be placed on the ground in a manner which prevents their rupture.
- ***Bonded Asbestos** waste must be securely packaged at all times*
- *For **Asbestos Contaminated Soil** the customer to provide a report from an occupational hygienist confirming:*

1. if the asbestos material in the soil is bonded or friable
2. the extent of asbestos contamination
3. safe work procedures for the remediation of the site

If the asbestos is classified as friable, the customer must supply copies of:

- *A licence for the person / company undertaking the removal.*
- *The licensee's safe work method statements, which must address disposal as well as the removal of the asbestos contaminated soil.*
- *Current application / permit issued by SafeWork to remove the asbestos contaminated soil*

- ***Asbestos contaminated soils** must be wetted down before delivery.*
- *The customer must inform staff on arrival that the waste contains asbestos.*
- *The customer must place the waste in the location designated by Council (pre delivery inspection by the customer may be appropriate).*
- *When unloading and disposing of any asbestos waste at the site, the waste must be unloaded in a manner as to prevent the generation of dust or the stirring up of dust.*
- *Vehicles and their containers must be cleaned before leaving the waste facility.*

REJECTION:

*Where loads of asbestos waste are identified and **rejected** for disposal (for any reason):*

- *Details of the waste generator and transporter should be recorded in a **rejected load register**.*
- *The waste generator should be notified and, preferably, issued with a **rejected load certificate**.*

(Maintaining a register of rejected loads will ensure a more stringent inspection regime on those waste generators and transporters who repeatedly deliver waste that is rejected).

BURIAL / DISPOSAL:

Asbestos waste presented to or discovered at the site, must be covered with virgin excavated natural material or other material as approved in the facility's environment protection licence:

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Infringements and/or fines from Regulatory Agencies

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

APPENDIX 27: MANAGEMENT OF OZONE DEPLETING GASED ITEMS

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the activities of acceptance and management of waste materials that contain ozone depleting gas (refrigerant gas) at **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

Waste Operations Team Leader (USC) / Site Staff to determine if incoming loads contain items which commonly contain ozone depleting gas (including refrigerators, freezers, air-conditioners or similar) are present through the load inspection protocol SOP in this PIRMP.

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

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

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Infringements and/or fines from Regulatory Agencies

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

APPENDIX 28: OPERATION OF THE COMMUNITY RECYCLING CENTRE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the activities of acceptance and management of waste materials destined for the Community Recycling Centre (CRC) located within the **Uralla Landfill & Recycling Facility**.

PROCEDURE/STANDARD

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

*Upon determination that the customer has materials that are suitable for receival at the CRC, the **landfill staff** will provide the following information to the customer.*

General:

- *Directions to the CRC if open. If not open, the customer to be advised of the standard hours of operation of the CRC; AND*
- *Materials suitable for receival will be verbally confirmed and with initial visit, a prepared handout supplied; AND*
- *Confirm the general safety requirements for entering / using the CRC, including:*
    1. *Be aware of other users and their vehicles and do not exceed 5km/hr inside the CRC shed.*
    2. *Pedestrians have right of way in the CRC building and surrounds*
    3. *Park vehicles clear of other traffic – do not block entry or exits*
    4. *Do not enter if vehicle height is > 2.8m*
    5. *Carefully place items in the labelled containers only.*
    6. *Do not leave other materials in the CRC (like chemicals, furniture, toys, clothes)*
    7. *Immediately notify a council staff member if you spill materials, notice spillages at the CRC OR if you see other dangers.*
    8. *Call Triple Zero ('000') for any life threatening emergency at the CRC.*

SUPERVISION OF THE CRC:
Landfill staff will routinely inspect and supervise the operation of the CRC whilst ever it is operational.

If unsafe, inappropriate activity is observed, the staff member shall notify the most senior staff member (on site) and request their attendance at the CRC.

The landfill staff member will make every effort to record and report full details of the action that is cause for concern and a description of the user/s observed.

The most senior member of staff will attend the CRC and attempt to assist / resolve the matter identified.

MANAGEMENT OF FULL / EMPTY CONTAINERS:

- *Whenever a storage container becomes full, USC staff will exchange the storage for an empty container of the same type. Staff will secure the full storage and prepare to transfer it into the designated area of the CRC in accordance with training provided by Toxfree / NSW EPA.*
- *Only staff that are fully trained and licenced shall operate the forklift provided at the CRC.*
- *Staff shall ensure that northern CRC entry is closed off using bollards or barricading and there are no CRC users inside the facility before operating the forklift under the roofed area of the CRC.*
- *Once storage / CRC maintenance has been completed and the forklift safely parked and secured, the bollards or barricading shall be removed and users allowed to continue accessing the CRC.*
- *Loading of full / empty containers onto the commercial servicing contractor's vehicle shall (where possible) occur outside of operating hours of the CRC (Wednesdays). The collection truck is to be parked so not to obstruct the Materials Recovery Facility / Recycling centre access road.*
- *Suitable traffic controls ('witch's hats', delineator poles etc.) to be placed around the truck loading area in order to minimise potential for customer vehicle interaction during loading / unloading, particularly those seeking to access the resource recovery (greenwaste etc) area.*

RECORDING OF USAGE / RECEIVED MATERIALS:

USC will record all relevant data relating to operation of the CRC in accordance with the NSW EPA requirements, including use of the 'electronic tablet' provided to Council. Refer to EPA instructions for details.

GENERAL COMPLIANCE INSPECTIONS:

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Infringements and/or fines from Regulatory Agencies

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

APPENDIX 29: COMMUNICATIONS RECIPIENTS SCHEDULE (NEIGHBOURS)

NAME	Neighbouring Property	CONTACT DETAILS	Type of Property
ALAN	Neighbour of Alternate Evacuation Assembly Point	**0488520653**	Farm Land use
CHARLIES	Wrench King 58 Rowan Ave, Uralla NSW	**6778 4674** **0400979163**	Car Repairs Business
WAYNE	Neal Howards Electrical Services 129 Bridge Street, Uralla NSW	**0407293853**	Electrical Services Business
MOBIL	Mobil 133 Bridge Street, Uralla NSW	**67783192**	Mobil Fuels Business

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

APPENDIX 30: ENVIRONMENTAL REPORTING CHECKLISTS

The following procedures define the protocol for undertaking site inspection and audits at the **Uralla Landfill & Recycling Facility** with the aim of:

- minimising the likelihood of a pollution incident occurring
- identifying non-conformance with EPA licence conditions and to implement corrective actions where necessary
- identifying non-conformance with the **PIRMP** and the implementation of corrective actions

AUDITING AND INSPECTION PROGRAM – OVERVIEW		
TYPE OF AUDIT	**FREQUENCY**	**RESPONSIBILITY**
Site Inspection	Daily, weekly, monthly, quarterly and after a rainfall event that causes significant run-off (>25mm event)	**Waste Operations Team Leader (USC)**
Site Audit	Quarterly, Six monthly	**Manager - Waste, Water and Sewer Services (USC)**
Environmental Licence and Plan Audit	Annual	**Director - Infrastructure & Regulation (USC)**

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

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL, COMMUNITY RECYCLING & RECOVERY CENTRES) URALLA LANDFILL & RECYCLING FACILITY					
DATE:				**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
GENERAL FACILITY ARRANGEMENTS:					
Security Fencing / Locks and Gates functioning – no evidence of break-in.	Daily				
All signage and traffic controls / barricades operating effectively	Daily				
Debris removed from roads and tipping areas where vehicles travel	Daily				
General housekeeping – site tidy – litter collected, mowing etc	Daily				
Bunded Oil Tank level checked and no evidence of overflow or likely discharge. Servicing arranged?	Daily				
Leachate dam level inspected - No evidence of overflows noted or likely	Daily				
Unwanted chemicals & hazardous materials removed & properly stored	Daily				
Record of incidents up to date & PIRMP review occurred for each incident	Daily				
Compliance with facility operating times in EPL	Daily				
Staff review and disseminate weather forecast for the day	Daily				

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL, COMMUNITY RECYCLING & RECOVERY CENTRES) URALLA LANDFILL & RECYCLING FACILITY								
DATE:							**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**					**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
Gas bottles & Batteries are stored in accordance with SafeWork and EPA requirements.	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Surface of hardstand areas intact/repairs & rectification arranged	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Emergency spill kits, asbestos kits and first kits etc on site and fully stocked	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Stockpiles of combustible materials minimised	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Excessive odours not present (or arrange treatment)	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Litter controlled around perimeter / offsite from the facility	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Test dousing shower (if present)	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Fuels & Oil storage – secured/not leaking / properly sealed / bunded	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL, COMMUNITY RECYCLING & RECOVERY CENTRES) URALLA LANDFILL & RECYCLING FACILITY								
DATE:							**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**					**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
Emergency spill kit/s on site and fully stocked	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Fire extinguishers and hose reels in place / functional and tags current	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Evidence of bird / feral animal activity (refer attached report form)	Quarterly	**JAN**	**APR**	**JUL**	**OCT**			
SEDIMENTATION, EROSION & DUST:								
Condition and functionality of stormwater infrastructure sound. Detention basins / dams – empty and de-silted	Monthly/ After rain							
Any evidence of sedimentation downstream of stormwater basins or detention structures / off site.	Monthly/ After rain							
Intermediate cover applied to filled areas	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
No evidence of erosion of the intermediate capped areas	Monthly/ After rain							

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL, COMMUNITY RECYCLING & RECOVERY CENTRES) URALLA LANDFILL & RECYCLING FACILITY									
DATE:								**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**						**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
Site re-vegetation areas are in good condition – no exposed faces, erosion	Monthly								
Final capping being applied to final landform design.	Monthly								
Site vegetation control - no evidence of weed infestation	Monthly								
Signs of dust generation around perimeter of site	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**				
LEACHATE DAM & SPRINKLER SYSTEM:									
Check leachate pump / sprinklers operational. Check records of irrigation (times / dates) available for all pumping.	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**				
Leachate dam sound – no erosion, slips or seepage observed	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**				
Leachate irrigation lines in place, intact and secure (not leaking / damaged)	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**				
No evidence of leachate eruption through the capped zone/landfill toe/batters	Weekly / After rain	**Week 1**	**Week 2**	**Week 3**	**Week 4**				

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL, COMMUNITY RECYCLING & RECOVERY CENTRES) URALLA LANDFILL & RECYCLING FACILITY								
DATE:							**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**					**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
LANDFILLING OPERATIONS								
Waste placed in 200-300mm layers and the correct compaction pattern applied	Daily							
Daily cover placed at the end of the days operation and exposed waste areas minimised	Daily							
Daily cover 'stripped' to expose waste whenever over filling with waste occurs	Daily							
Sediment controls maintained around any cover stockpiles / soil stockpiles	Daily							
MATERIAL STOCKPILES								
Bulk mass of stockpiles being managed to prevent likelihood of spontaneous combustion.	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Contamination being removed from stockpiles	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Processing of stockpiled green waste / concrete & brick is occurring routinely	Review need Monthly							
Fire safety buffer zone maintained around tyre, mulch / timber stockpiles.	Monthly							

SITE INSPECTION CHECKLIST – WASTE MANAGEMENT FACILITY (LANDFILL, COMMUNITY RECYCLING & RECOVERY CENTRES) URALLA LANDFILL & RECYCLING FACILITY					
DATE:				**INSPECTED BY:**	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
Safety exclusion zones in place during mulching and materials loading	When mulching / loading				
Excessive dust not occurring during mulching / crushing works	When processing				
The 'Pasteurised Garden Organics Order (2016)' requirements are met prior to any off-site movement of shredded organics / material produced at the site.	Monthly				
VERIFIED BY: Waste Operations Team Leader (USC) ☐ Satisfactory ☐ Unsatisfactory **DATE:**					

FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD URALLA LANDFILL & RECYCLING FACILITY							
ANIMAL	**JANUARY**	**APRIL**	**JULY**	**OCTOBER**	**PRESENCE Y/N**	**ACTION TAKEN**	**COMMENTS**
Feral Cats							
Rats/mice							
Dogs							
Foxes							

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST					
URALLA LANDFILL & RECYCLING FACILITY					
DATE:				**CONDUCTED BY:**	
ISSUE	**ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS**
EPL Environmental Monitoring (Leachate, Groundwater, Surface water, Gas monitoring etc) undertaken, evaluated and published to webpage within 14 days of receipt from Lab	Quarterly				
Leachate management system intact and operational	Quarterly				
Intermediate cover applied to filled areas	Quarterly				
Final capping applied to final landform (with EPA approval)	Quarterly				
Surveys undertaken to confirm final landform design is being achieved	Six Monthly				
Vermin – inspection undertaken	Quarterly				
Fire Safety Certificate inspection undertaken for all essential fire safety equipment onsite. Fire breaks being maintained.	Six Monthly				
Activities confined to appropriate areas	Quarterly				
Conditions of EPA licence for facility being met	Quarterly				
Incident reporting – entries correct and complete	Six Monthly				
Register of weekly site inspections – current and complete	Six Monthly				
Review of on-site procedures against PIRMP undertaken	Six Monthly				

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST					
URALLA LANDFILL & RECYCLING FACILITY					
DATE:				**CONDUCTED BY:**	
ISSUE	**ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS**
SOPs understood by staff & required training for EPL / PIRMP etc up to date.	Six Monthly				
Inspection of septic infrastructure undertaken (corrective action / servicing initiated if required)	Six Monthly				
Inspection of stormwater infrastructure undertaken (corrective action initiated if required)	Six Monthly				
Review of incident reports and corrective actions	Six Monthly				
Review of dust and sediment control requirements	Quarterly				
Acoustic testing undertaken for licence conformity	Six Monthly				
Weighbridge tested and verified (when installed)	Six Monthly				
Financial transaction activities audited by independent third party	Six Monthly				
Waste Compaction survey undertaken	Quarterly				
VERIFIED BY: Manager - Waste, Water and Sewer Services (USC) ☐ Satisfactory ☐ Unsatisfactory **DATE:**					

ANNUAL FACILITY COMPLIANCE AUDIT - EPL, PIRMP, LEMP ETC (as applicable)					
URALLA LANDFILL & RECYCLING FACILITY					
DATE:				**CONDUCTED BY:**	
ISSUE	**ACTIVITY FREQUENCY & ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS**
Annual volumetric filling survey undertaken (EPL) & compaction determined.	Annual				
Review of environmental monitoring records (EPL)	Annual				
Review of environmental management documentation including LEMP, PIRMP, SOPs, registers and reporting	Annual				
Toolbox meeting with site staff and lease/facility operators to ensure an understanding of the PIRMP requirements are satisfactory	Annual				
Review of non-conformance reports, weekly inspection checklist, Quarter & Six monthly audit, Pollution Incident Records and PIRMP reviews (occurred as required)	Annual				
Identification and implementation of any improvements to the operation of the facility	Annual				
Annual water quality (surface water, ground water and leachate) and gas monitoring reports prepared. Trend information prepared & reviewed for LEMP / PIRMP amendments / EPA reports	Annual				
VERIFIED BY: Director - Infrastructure & Regulation (USC) ☐ Satisfactory ☐ Unsatisfactory **DATE:**					

APPENDIX 31: REGISTER OF SUPPLIERS / HIRE - EMERGENCY EQUIPMENT

The following is a list of incident response register of suppliers and hire emergency equipment contacts that may be needed during a pollution incident.

Suppliers/ Hire- Emergency Equipment	CONTACT NAME	CONTACT DETAILS
Uralla Shire Council - Works Depot *Plant equipment and consumables supplies*	Tony Swilks	**0427784982**
CodyHart Environmental *Environment Protection & Monitoring, clean-up / control advice and support*	Barbara Hart	**07 5520 5532** **0427 775 120**
Hones Plumbing *24 hour Emergency Service*	Adam	**0429160223**
Neal Howards Electrical Service *24 Hour Emergency Service*	Wayne	**0407293853**
New Locksmiths *24 Hour Emergency Service*	Nick	**0400376846**
Coastal Hire Tamworth *Generators, pumps, hoses*	After Hours	**67658598**
Kennards Hire Tamworth *Generators, pumps, hoses*	After Hours	**57749300**
Northwest Cranes *24 Hour Emergency Service*	Duty Officer	**0429449959**
Lift N Shift Armidale *Heavy Equipment Hire*	Charles	**0434655845**
Oil Collection *24 Hour Emergency Service*	Duty Officer	**0412658219**
Ridley Mini Skip Bins *Bins, servicing, waste transport*	Rick	**0431213373**

This list shall be verified at least annually and updated whenever new contacts change has occurred. A register of potential equipment and the Suppliers / Hirers that may provide such items or services / support during an emergency.

APPENDIX 32: SITE SERVICES & INFRASTRUCTURE PLANS