

Pollution Incident Response Management Plan

Englands Road Waste Management Facility

Landfill
Environment Protection Licence #6267

Englands Rd, Boambee

Web Version Only

Prepared by Coffs Harbour City Council's
Waste Management Branch



Web Version Only

v1.7
June 2019

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1. Introduction

1.1 Background

This Pollution Incident Response Management Plan (PIRMP) has been prepared by Coffs Harbour City Council for the Englands Road Waste Management Facility – Solid Waste Landfill.

Council holds Environment Protection Licence #6267 for the landfill facility, issued by the NSW Environment Protection Authority (EPA).

This PIRMP has been prepared in response to the requirements in the *Protection of the Environment Operations Act 1997* (POEO Act) and *POEO (General) Regulation 2009* (POEO (Gen) Regulation).

This PIRMP details the proposed response management procedures to be implemented in the event of a 'pollution incident' and as required under Part 5.7 and 5.7A POEO Act and Part 3A POEO (General) Regulation.

1.2 Objectives

The objectives of this plan are to:

- **Ensure appropriate and timely response to any incident at the facility** by providing staff with clear and up to date response actions.
- **Ensure the comprehensive and timely communication about a pollution incident** to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident;
- **Minimise and control the risk of a pollution incident** at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks;
- **Ensure that the plan is properly implemented** by training staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

1.3 Definitions of 'pollution incident' and notification requirement

The definition of a 'pollution incident' is:

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

A pollution incident is required to be notified if:

there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

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

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(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 Legislative requirements

The specific requirements for Pollution Incident Response Management Plans are set out in Chapter 5 Part 5.7A of the POEO Act and Chapter 7 Part 3A of the POEO (Gen) Regulation 2009.

In summary, this provision requires the following:

- The plan must include the information detailed in the POEO Act (section 153C) and POEO (Gen) Regulation (section 98C)
- Licensees must keep the plan at the premises to which the Environment Protection Licence relates (section 153D, POEO Act) and be available as per (98D POEO (Gen) Regulation).
- Licensees must test the plan in accordance with the POEO Act (clause 153E) and POEO (Gen) Regulation (clause 98E).
- Licensees must implement plan as per POEO Act (clause 153F).
- Availability of Plan (98D POEO (Gen) Regulation).

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2. Incident Notification Procedures

2.1 Protocol for notification of pollution incidents (98C(1)h)

Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specifies requirements relating to the notification of pollution incidents. The requirements are that the Council or any person carrying on the landfilling and associated activities which causes a pollution incident shall immediately notify each relevant authority (identified below) when 'material harm to the environment is caused or threatened'.

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given:

- NSW Environment Protection Authority (EPA) – EPA Environment Line phone 131 555
- NSW Ministry of Health via the Regional Public Health Unit – phone 02 6588 2750 (After Hours Environmental Health 0428 882 805)
- Safework NSW – phone 13 10 50
- Coffs Harbour City Council – phone 6648 4000
- Fire and Rescue NSW – phone 1300 729 579
(**Note:** If the situation warranted calling 000 as a first point of notification, you do not need to ring Fire and Rescue NSW again. According to the Legislation even if the Fire and Rescue is not required, protocol states that you still ring but advise that at present they are not required.)

(See www.epa.nsw.gov.au/pollution/notificationprotocol.htm as at 25/6/19 for specific detail on the legislatively required notification protocol.)

2.2 Council Contact Details (98C(1)g)

Below are the position titles, names and 24-hour contact details of those key individuals who are responsible for:

- activating the Plan and managing the response; and
- (authorised) to notify relevant authorities, including all five relevant authorities under section 148 of the POEO Act; and
- managing the response to a pollution incident.

Strategic Asset Management – Group Leader

Mr. Glenn O'Grady
Business Hours: 6648 4454

Landfill Coordinator

Mr. Dave Yarnold
Business Hours: 6648 4580

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Team Leader Waste Services

Mr. Paul Shepherd
Business Hours: 6648 4674

The 24 hour emergency number for Coffs Council is (02) 6648 4000

During working hours, these calls are taken by Customer Resolution Staff at Coffs Harbour City Council. If the call is after hours it is directed to 'SNP Security' who informs appropriate on-call personnel of issues and incidents.

Contact details for other organisations or agencies which may need to be advised of an incident, or whom may assist in the event of an incident, are included below in Table 1 below.

Table 1: Other Agency Contact Details

	ORGANISATION	ROLE	EQUIPMENT	CONTACT PERSON	PHONE NO.
Environmental impact and human safety	Coffs Council	First Response	Booms, Pumps Sand Heavy Machinery Absorbents Laboratory	Security Regulation Coordinator Waste Services - Coordinator Works Overseer	6648 4000
	Coffs Council – Environmental Health Officers	Pollution Chemical info Public Health Environmental health	Impacts on waterways, soils, public health risks	Environmental Health Officers	6648 4000
Environmental impact	Environment Protection Authority (EPA)	Pollution Chemical Info	Laboratory Facilities Limited Staffing	Waste Unit	24 hour hotline 131 555 Coffs Harbour 6651 5946
	DPI - Office of Water	Protection of non-tidal waters	Nil		Coffs 6653 0100 Grafton 6641 6500
	Department of Primary Industries	Fish kills Threats to habitats	Wollongbar Laboratory	Biologist Fisheries Inspector	1800 043 536 24 hour service
	WIRES	Native wildlife rescue	Native fauna handling and rescue	Marina Drive	1300 094 737
	Coffs Harbour Environmental Laboratory	Sample receipt and testing		Laboratory Manager	6648 4460
	Coffs Harbour Water – treatment plants	Sewerage treatment plant – system issues		Sample Receipt	6648 4463 6648 4410 0428 574 261
Human safety	Fire and Rescue NSW	First Response	Booms Hazmat Trailer Access to Datachem	Station Officer	Emergency - 000 Non-emergency Coffs Harbour 6651 6891 Toormina 6653 1422

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NSW Ambulance	Human injury First response	Life saving equipment First aid		Emergency - 000 Non-emergency Coffs Harbour Administration Office 5622 8100
NSW Police				Emergency - 000 Non-emergency Coffs Harbour 6691 0799 Non-emergency general 131 444
Roads and Maritime Services	Protection of Ocean waters	Responsibility only Reporting water pollution		131 236 or 131 256
	Traffic	Report traffic incidents and road conditions		131 700
SES	Major Emergencies	Sand bagging Related Operations Coordinator	Hotline	132 500
NSW Health Ministry of Health	Public Health advice	Laboratory facilities		Port Macquarie 6588 2946
		Coffs Harbour Health Campus (CHHC)		CHHC 6656 7000
NSW Rural Fire Service	Bush fire	Fire fighting	Mid North Coast Fire Control Centre, Aviation Drive	6651 6133 (1800 679 737)
NSW Poisons Information Centre	Advice concerning human poisoning		Hotline	131 126
Coffs Harbour Airport			Airport Manager Supervisor Operations - Airport	6648 4737 6648 4042
Electricity Supplier – Essential Energy			Hotline	132 080

2.3 Communicating with Neighbours and the Local Community

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

Included below are details of the mechanisms that will be used for providing early warnings and regular updates to the owners and occupiers of premises who may be affected by an incident occurring on the premises.

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2.3.1 Community Notification (98C(1)i)

Impacts on the community due to pollution incidents are variable and depend on type, location, volumes of spills or other factors. Communication methods will be used on a case by case basis. In all situations Council will attempt to provide early warning to directly affected premises by phone call or site visit. Early warning is to include details of what the imminent incident is, how those affected can prepare and respond and provide important advice such as avoiding contact and use of affected waterways, remain indoors (dust, fumes, smoke), etc.

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

- Phone calls
- Site visits/door knocking
- Letter drops
- Media releases (radio/television/newspaper/internet/social media as required)
- Warning signs, for example on Street entrance and exit points, along waterways, other high use areas as required
- Other methods as the situation requires

In the event of a substantial chemical or leachate spill into stormwater or waterway Council staff are to go to prominent and/or high use public areas of the affected waterway and erect signage. The signs are to warn water users of the contamination and advise them to avoid activities such as swimming, fishing, shellfish collection and boating until contamination has cleared. Additionally, if the event occurred or was occurring during dry weather, Council staff may attend popular sites and advise users directly.

Regular communication and notification is to be provided until the incident and clean-up of impact site and affected areas has been complete at which time Council will advise that regular activities can be resumed by any of the methods identified above.

2.3.2 Incident Investigation (98C(1)l) (Appendix 1)

All Priority 1 and 2 emergencies must be investigated. For all other incidents, the Waste Services Team Leader (with guidance from review personnel) will decide whether an incident investigation will be conducted. When an incident investigation is required, the Waste Services Team Leader is responsible for:

- Forming the investigation team
- Co-ordinating the investigation

Note: Council's *IMS Investigation Guideline (GL-021)* and *Investigation Report (FRM-053)* can be used when conducting the investigation.

A de-brief is to be conducted for all Priority 1 and 2 incidents. However, the responsible manager may also initiate de-briefs for other incidents where they feel it is appropriate. The *Incident and Emergency Debrief Form (FRM-121)* can be used to assist this process.

2.4 Minimising Harm to Persons on the Premises (98C(1)j)

All staff and contractors at the Englands Road Landfill undergo as part of their induction a review of all Safety procedures. Staff also receive training in regard to the Englands Rd *Landfill Environmental*

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Management System and the Emergency Preparedness and Response Procedure outlined in that document.

In the event of a pollution incident, the Waste Services Team Leader / Landfill Supervisor will assess the situation to determine actions to be taken including the need to evacuate the site of general public / contractors if required.

The main 'evacuation muster point' for staff and remaining contractors on-site is the road verge adjoining the truck wash bay immediately north of the weighbridge office.

Secondary evacuation point is outside the Landfill site gates on Englands Road.

In the event of an incident, the following consultants may be called upon to provide specific advice in their area of expertise: their contact details are included in Section 2 above:

- environmental impact: Council's Environmental Officers
- toxicology: Council's Environmental Laboratory
- medical: Hospital, local GP's, Poisons Information Line

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3. Review and Maintenance of PIRMP

3.1 Staff Training (98C(1)m)

The aims and objectives of the training component are as follows:

- **Individuals** - understand pollution incident procedures, their roles and responsibilities and how to activate them in a pollution incident situation,
- **Multi-agency teams** – response teams have a detailed understanding of their roles, how to support each other, mobilise and work together to resolve the pollution incident,
- **Council** (organisational level) – response procedures are common and understood by Council to ensure a clear understanding of the importance of the pollution incident procedures.

Records of staff training will be maintained on-site and in ECM.

Training for the implementation of this PIRMP will be combined with other necessary training by Landfill staff as detailed in the Englands Rd Landfill EMS. Training will also include notification of this PIRMP to contractors with appropriate inclusion of these individuals into on-site training. Not all contractors are anticipated to require training as the majority are only on-site occasionally.

Some contactors such as those involved in Leachate Management will be included as they may be on-site during an incident or may be contacted to provide assistance and resources (e.g. removal of leachate from the site).

Training is anticipated to be undertaken by a number of formats throughout a 12 month period including a formal training session (including a simulated mock incident), in-field training for clean-up procedures and tool box sessions. Training will incorporate requirements for testing and reviewing the PIRMP.

3.2 Testing of the PIRMP (98C(1) n and p)

The PIRMP will be initially tested and thereafter on an annual basis during the life of Licence 6267. Testing will be by way of desktop simulations and/or practical exercises and drills undertaken at the Landfill site. The PIRMP will also be tested within one month of any pollution incident occurring following incident debrief. Records of testing will be recorded.

3.3 Review of PIRMP (98C(1) o and p)

The PIRMP will be reviewed by Council every 12 months in conjunction with the aforementioned training and testing components. The PIRMP will be updated as required from the outcomes from these activities. Records of PIRMP revisions will be recorded.

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4. Site Map and Stormwater Drainage

The following map extract from a local flood study, identifies the landfill premises, just north of the 'Pacific Highway' label.

All stormwater flows to the north - through the adjoining property at 55 Englands Rd, under Englands Rd through a culvert (point 16 in map below), eastward through the Isles Drive Industrial Area (point 17 in map below), under the Pacific Highway via a culvert (point 18 in map below), eastward through the Stadium Drive sports fields, through a culvert under Hogbin Drive (just north of the CH Education Campus) (point 15 in map below) into Newports Creek (point 14 in map below).



Source: Draft Boambee Creek and Newports Creek Flood Study, WMAwater 2009.

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Appendix 1 Pollution Incident Investigation Form (150(1) and 98C(1)p)

Coffs Harbour
City Council
Locked Bag 155
Coffs Harbour, NSW 2450
ABN 79 126 214 487

Coffs Harbour City Council Pollution Incident Investigation Form



Priority (circle)	1. 000 required critical / very high risk to people / the environment	2. Notifiable high / medium risk to people / the environment	3. medium/low risk to people / the environment
Date of incident:		Estimated time: incident started	
Time Staff notified: or noticed incident		Time Staff on site:	
Duration of incident:			
Description of the incident - including photos and detailed reports if relevant			
Exact site / location of incident:			
Property / land / receiving waters affected:			
Nature of incident:	<input type="checkbox"/> Leachate spill/release	<input type="checkbox"/> Air pollution	<input type="checkbox"/> Fire
<input type="checkbox"/> Chemical / oil release	<input type="checkbox"/> Waterway affected	<input type="checkbox"/> Other	
Estimated volume / quantity:		Estimated Concentration:	
<input type="checkbox"/> Photos (location)		<input type="checkbox"/> Samples taken (detail including Lab tests requested)	

Details of incident - [inc. probable cause; actions taken to; stop incident, cleanup, prevent happening again, resulting / threatened pollution and notification of the public (if required)].

Council Operational Incident External Incident

Cause _____

Action taken _____

Clean-up _____

Prevention _____

Notification _____

Weather conditions: Dry / Fine Wet / Rain Wind BOM details for previous hours
(Tick all that apply) Other detail: eg Power Outage

Notifier of incident: Owner / Council Staff / Supervisor / Community Member
Other:

Who attended? Name: _____ Position: _____

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NSW Environment Protection Authority (EPA) Notification 131 555 (by Waste Services Team Leader / Landfill Supervisor OR Environmental Services)

Date notified: _____ **Time notified:** _____
Office notified: _____ **Officer notified:** _____
Follow up call required to EPA Yes / No **Date:** _____ **Time:** _____
By: _____ **To:** _____
Follow-up made by EPA to CHCC: Yes / No **Date:** _____ **Time:** _____
Office: _____ **Officer:** _____
Notes:

Safework NSW (by Waste Services Team Leader / Landfill Supervisor OR Environmental Services)

Date notified: _____ **Time notified:** _____
Office notified: _____ **Officer notified:** _____
Follow up call required to Safework Yes / No **Date:** _____ **Time:** _____
By: _____ **To:** _____
Follow-up made by Safework to CHCC: Yes / No **Date:** _____ **Time:** _____
Office: _____ **Officer:** _____
Notes:

Department of Health Notification (by Waste Services Team Leader / Landfill Supervisor OR Environmental Services)

Date notified: _____ **Time notified:** _____
Office notified: _____ **Officer notified:** _____
Follow up call required to Dept of Health Yes / No **Date:** _____ **Time:** _____
By: _____ **To:** _____
Follow-up made by Dept of Health to CHCC: Yes / No **Date:** _____ **Time:** _____
Office: _____ **Officer:** _____
Notes:

Fire and Rescue NSW (by Waste Services Team Leader / Landfill Supervisor OR Environmental Services)

Date notified: _____ **Time notified:** _____

Office notified: _____ **Officer notified:** _____

Follow up call required to Fire and Rescue Yes / No **Date:** _____ **Time:** _____

By: _____ **To:** _____

Follow-up made by Fire and Rescue to CHCC: Yes / No **Date:** _____ **Time:** _____

Office: _____ **Officer:** _____

Notes:

Other authorities notified / contacted

- Safework NSW
- Police
- Fire & Rescue
- Ambulance
- SES
- Fisheries
- ARTC (Rail)
- Other (please list): _____
- Airport
- Adjoining waste processing facilities (HWS OR CCRRF)
- Coffs Harbour Health Campus (Hospital)
- Roads and Maritime Services (RMS)
- CHCC Environmental Health Officer
- Affected neighbours (EPA direction OR voluntary) LIST WHO

Notes:

Provision of information to the public

Method(s) used (please tick all that apply):

- Phone calls
- Letter drops
- Site visits/door knocking
- Media releases (radio / television / newspaper / internet / social media)
- Warning signs
- Other (please detail): _____

Details of information:

Comments: _____

Signed: _____ **Date:** _____
Name: _____ **Position:** _____

Recovery Actions undertaken

Quantity material clean-up / disposed of

Damaged equipment.....

Consumables used (PPE/spill kit).....

restocked on date:..... by whom:.....

other detail.....

Acknowledgement by Waste Services Team Leader, _____

Comments:

Signed: _____ **Date:** _____
Name: _____

Debrief by Emergency Services / CHCC

Date:

Attendees:

PIRMP review completed

Date:

By Whom:

Updated PIRMP – distributed to: date:

Updated on web page: Date:

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