

# 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 Services Branch



**V2.1 Oct 2023**

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

Uncontrolled when printed    Page 1 of 20

## • 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) Reg).

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 Chapter 7 Part 3A POEO (Gen) Reg.

This document does not address all emergency scenarios that may be encountered at the Council facility, e.g. bomb threat, civil disorder, robbery, etc as these do not constitute a Pollution Incident Response. General Emergency procedures are addressed in the Englands Road EMS documentation and attached as Appendix to this document where relevant.

### • 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, SafeWork 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 the plan, 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.

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

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 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) Reg 2009.

In summary, this provision requires the following:

- The plan must include the information detailed in the POEO Act (section 153C) and POEO (Gen) Reg (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) Reg).
- 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 (clause 153F).
- Availability of Plan (98D POEO (Gen) Reg).

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

## 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 out 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 and responsible for controlling and containing incidents.

**Information to be provided to emergency services** (refer also to Appendix 10)

- *Call 000*
- *State which emergency service you require:* Police, Ambulance, Fire
- *Address:* 31A Englands Road, North Boambee Valley
- *Coffs Harbour Waste Management Facility – Landfill*
- *Nearest cross street:* Isles Drive (Englands Road is the western exit off the Pacific Highway roundabout servicing Englands Road / Stadium Drive)
- *Turn left off Englands Road into the SITE, drive through the gates and up to the Weighbridge*
- *Depending on the nature of the emergency you may need to relay the following;*
- *There are hazardous materials stored on-site – including oils, gas cylinders, paints, chemicals of unknown origin, fuels.*
- *There are two other Facilities in the vicinity – organics and general waste processing and a recyclables sorting facility.*
- **Don't hang up** until the Operator advises they have all the information they need.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the following 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 131 050**
- **Coffs Harbour City Council – phone 6648 4000  
(Environmental Health Officers, Coastal Works, Risk Coordinator)**
- **Fire and Rescue NSW – phone 1300 729 579**

(**Note:** Fire and Rescue do not need to be contacted again if already contacted due to the incident presenting an immediate threat to human health or property resulting in 000 call. 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.)

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

(See [www.epa.nsw.gov.au/pollution/notificationprotocol.htm](http://www.epa.nsw.gov.au/pollution/notificationprotocol.htm) as at 16/6/18 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.

### **Director City Infrastructure**

Authority to provide additional Council resources to assist:

Mr. Andrew Beswick  
Business Hours: 6648 4401

### **Group Leader Water and Waste Services**

Mr. Adam Wilson  
Business Hours: 6648 4425

### **Section Leader Waste Services**

Mr. Glenn Greetham  
Business Hours: 6648 4000

### **Team Leader Waste Services**

- activate PRIMP, notify NSW EPA

Mr. Paul Shepherd  
Business Hours: 6648 4674

### **Landfill Coordinator**

- manage immediate response as per PIRMP

Mr. Kurt Mansfield  
Business Hours: 6648 4580

### **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 who may assist in the event of an incident, are included below in Table 1 following.

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

## • 2.3 Actions to Be Taken During / Immediately After a Pollution Incident (98C(1)I)

### • 2.3.1 Initial Response Phase

Council staff and contractors at the Englands Road Landfill Facility responding to the incident need to determine the type of incident.

***Any injuries or serious threat to human life warrant a call to 000 in the first instance.***

Where no injury or serious threat to human life exists, individuals first at the scene are to report the pollution incident to the Landfill Coordinator (or if unavailable the Waste Services Team Leader or if unavailable the Waste Officer)

For after-hours reports, the Landfill Coordinator and/or Waste Services Team Leader and/or the Waste Officer will be contacted (as per Section 2.2.) At least one of these individuals will attend the scene to make an immediate initial assessment (after ensuring all personnel are safe at all times putting in any containment actions required to prevent the pollution incident from spreading further) before initiating Notification Protocol. This Officer assumes the role of Incident Supervisor until such time as Emergency Services Personnel are engaged.

An initial visual assessment of the incident scene will determine the actions to be implemented and be directed to:

- Evacuate and isolate the area if unsafe to remain
- Check for any life threatening situation and remove or control if safe to do so
- Attending to any injured persons;
- Preventing or extinguishing fires;
- Identifying additional hazards;
- Determining the actions necessary to prevent further threat to human life, property or environment;
- Calling for appropriate help (i.e. Emergency services, Council, EPA, NSW Health, SafeWork, Fire and Rescue) – refer Section 2 for details.

A Pollution Incident Investigation Form (FRM-150) (**Appendix 1**) is to be used to assist in assessing the situation and to record necessary information that is to be provided to the EPA and other authorities. An initial assessment of a pollution incident by a suitably trained staff member using the Pollution Incident Investigation Form will allow the incident to be classified and appropriate actions implemented. Incidents can be classified into 3 stages, namely:

### **PRIORITY 1: Immediate very high risk/critical to human health and the environment**

whereby pollutants will enter the environment (e.g. via waterways or airborne such as fire). The incident is immediately threatening, and disruption of normal operations of the landfill and adjacent contractor operations will occur. This PIRMP is to be actioned immediately;

### **PRIORITY 2: medium to high risk to human health and the environment**

whereby pollutant(s) are likely to enter the environment (e.g. via waterways or airborne). The incident is likely to cause disruption to the operations at the landfill, but not to adjacent contractor operations. Implementation of this PIRMP may be required if containment procedures fail. Close monitoring of the incident and containment procedures required and actioning of this PIRMP immediately, if required.

### **PRIORITY 3: low to medium risk to human health and the environment**

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

whereby pollutant(s) may enter the surrounding environment (e.g. via waterways or airborne). Incident is unlikely to disrupt the operation of the landfill and can be managed under normal facility incident response procedures. This PIRMP is unlikely to be implemented.

### • 2.3.2 Emergency Services Response Phase

If the incident has triggered the implementation of this PIRMP and if the incident presents an immediate threat to human health or property and 000 has been contacted, staff are to evacuate the facility of all non-authorised persons (i.e. members of the public). All staff are to evacuate the facility and await emergency services at the entrance of the Landfill (Englands Rd) or if deemed safe by the Incident Supervisor undertake activities to protect life or property or the environment (e.g. continue first aid, move equipment to safe location).

On the arrival of emergency services personnel, they will assume responsibility for managing the incident (and hence become the Incident Supervisor. This would include assuming the initial command and control responsibilities when they arrive at the incident scene. In some instances, the capability of local emergency services to handle an incident at the landfill may be limited and additional resources may be brought in (e.g. HAZMAT team).

Council staff (and contractors) will fully cooperate with emergency services and provide:

- An initial briefing of the events up to their arrival
- Relevant documentation and information (e.g. completed Pollution Incident Investigation Form)

This would assist emergency services to:

- Assess the situation;
- Identify hazard(s) that exist at the incident site;
- Formulate a response plan to the incident by identifying what resources and/or specialised assistance is required; and
- Contact and coordinate additional resources (if necessary) to respond to the incident.

Once control responsibilities have been assumed by the Emergency Services, all Council staff (and contractors) will follow and adhere to all directions and instructions issued by the appointed emergency services Incident Supervisor.

### • 2.3.3 Containment or Control Phase

Having completed the initial assessment of the incident, the Incident Supervisor may instruct Council staff to undertake a variety of actions that will assist in containment of a pollution incident.

1. Continue to provide first aid assistance to injured person(s);
2. The Incident Supervisor is to implement (either personally or by delegation) the notification protocol (ref 2.1);
3. Where possible or practicable, place warning indicators (e.g. flashing lights, breakdown triangles etc) to warn visitors to the Landfill of an incident. It is envisaged, members of the public will be evacuated from the site as soon as practical to do safely, however, Council staff, relevant contractors and/or emergency services may still arrive at the site to provide assistance;
4. Close the Landfill Facility. This is undertaken by way of closing the entry gates (at Englands Road) and stationing a staff member to inform incoming vehicles of the site's closure and requirement to depart the area and return at a later date. The exit gates are to remain open and clear of vehicles to allow evacuation of staff and individuals from the site and to allow authorised vehicles (e.g. emergency

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

services) to enter the site. The staff member stationed at the entry gates will carry both a two-way radio and mobile phone to ensure communication with the Incident Supervisor is possible at all times.

5. Restrict access to the incident area. This can be achieved with the use of temporary bunting and closure of internal gates. Most importantly this will be achieved by way of clear communication between the Incident Supervisor and Landfill Staff (and contractors). All staff will carry two-way radios and/or mobiles. The Incident Supervisor is to conduct regular communication checks throughout the incident to ensure staff (and relevant contractors) safety and that instructions have been completed.
6. If required and safe to do so, the Incident Supervisor is to initiate action(s) to prevent further threat to human life, property or the environment. Actions can include (but are not limited to), use of earthmoving plant to establish bunds and smother fires, implement the use of the water truck for extinguishing fires and suppressing dust, allow removal of valuable plant and equipment (e.g. vehicles) to a safe place, use of plant to move materials that may result in the deterioration of the incident (e.g. spreading of fire due to presence of flammable material).
7. The Incident Supervisor is to collect details of person(s) involved, timeline logging of incident details and other related information (e.g. Pollution Incident Investigation Form **Appendix 1**).
8. Incident Supervisor to provide full briefing of incident, actions to date to emergency services.
9. Council is to maintain effective communications with:
  - The local community in the vicinity of the incident site (ref 2.4.1); and
  - Relevant authorities as required.
10. Facilitate or assist with the recovery phase.

Note: If Emergency Services are deemed not necessary as the incident is not presenting an immediate threat to human health or property (refer section 2.1) the above actions should be carried out from Point 2 onwards and excluding Point 8 – with Incident Supervisor being CHCC staff member as listed in 2.2.

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023



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	Waste Services Coordinator Works Overseer	0417 226 985  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 Office 6651 8298
	DPI – District Office Agriculture	Biological hazards pathogens			Coffs 6650 3111
	DPI – Fisheries Office	Fish kills Threats to habitats		Biologist Fisheries Inspector	6691 0600 0419 185 536
	DPI – Solitary Islands Marine Park	Marine Park pollution risk			6691 0600
	WIRES	Native wildlife rescue	Native fauna handling and rescue	Marina Drive	1300 094 737

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

	ORGANISATION	ROLE	EQUIPMENT	CONTACT PERSON	PHONE NO.
	<b>Coffs Harbour Environmental Laboratory</b>	Sample receival and testing			6648 4000
	<b>Coffs Harbour Water – treatment plants</b>	Sewerage treatment plant – system issues			6648 4000
<b>Human safety</b>	<b>Fire and Rescue NSW</b>	First Response	Booms Hazmat Trailer Access to Datachem	Station Officer	<b>Emergency - 000</b>  Non-emergency Coffs Harbour 6651 6891  Toormina 6653 1422
	<b>NSW Ambulance</b>	Human injury First response	Lifesaving equipment First aid		<b>Emergency - 000</b>
	<b>NSW Police</b>				<b>Emergency - 000</b>  Non-emergency Coffs Harbour 6691 0799  Non-emergency 13 14 44
	<b>Roads and Maritime Services</b>	Protection of Ocean waters	Responsibility only Reporting water pollution		13 12 36
		Traffic	Report traffic incidents and road conditions		13 27 01
	<b>SES</b>	Major Emergencies	Sand bagging Related Operations Coordinator	Hotline	13 25 00
	<b>NSW Health Ministry of Health</b>	Public Health advice	Coffs Harbour Health Campus (CHHC)		Port Macquarie 6589 2120  CHHC 6656 7000
	<b>NSW Rural Fire Service</b>	Bush fire	Fire fighting	Mid North Coast Fire Control Centre, Aviation Drive	6651 6133 (1800 679 737)
	<b>NSW Poisons Information Centre</b>	Advice concerning human poisoning		Hotline	13 11 26
	<b>Coffs Harbour Airport</b>			Duty Officer Safety Officer Airport Manager	0418 869 285 0427 211 345 0417 694 489
	<b>Electricity Supplier – Essential Energy</b>			Hotline	13 20 80

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

## • 2.4 Communicating with Neighbours and the Local Community

### • 2.4.1 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 used will be determined on a case by case basis. Council's Media Officer will be engaged to assist as required. Council will attempt to provide early warning to directly affected premises. 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 provide those affected with information, advice and updates. Notification and communication methods could include any of the following:

- Phone calls
- Site visits / door knocking
- Letter drops
- Media releases (radio / television / newspaper / web pages / social media)
- Warning signs, for example on Street entrance and exit points, along waterways, other high use areas, as required
- Other methods as the situation requires – for example, NSW Police resources, Local Emergency Management Committee resources

In the event of a substantial chemical or leachate spill into stormwater or waterway, The most effective method of warning may be to erect signage at prominent and/or high use public areas of the affected waterway. Signs may be used to warn water users of the contamination and advise which activities are to be avoided, such as swimming, fishing, shellfish collection, boating, until contamination has cleared. An event may necessitate Council staff attending popular Sites in person to 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.

### • 2.5.1 Incident Investigation (98C(1)(l))

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 *Pollution Incident Investigation Form* (Appendix 5) is to be used to assist in assessing the situation and to record necessary information that is to be provided to the EPA and other authorities.)

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. Council's *Incident and Emergency Debrief Form (FRM-121)* can be used to assist this process.

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

## • 2.6 Minimising Harm to Persons on the Premises (98C(1j))

All staff and contractors at the Englands Road Landfill undergo as part of their induction a review of all Safety procedures. Staff receive training in the Pollution Incident Response Management Plan and associated procedures.

In the event of a pollution incident, the Waste Services Team Leader / Landfill Coordinator will assess the situation to determine actions to be taken including the need to evacuate the facility of general public and 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.

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 2.3.3 Table 1 above:

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

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

### 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 required by WHS legislation. Training will also include notification of this PIRMP to adjacent Facilities with appropriate inclusion into on-site training. Not all Contractors are anticipated to require training as the many are only on-site occasionally.

Some Contractors such as those involved in the Leachate Management System 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, such as a formal training sessions (which may include a simulated mock incident), in-field training for clean-up procedures and toolbox 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 may 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. The PIRMP will be updated as required from the outcomes from the above activities. Records of PIRMP revisions will be recorded.

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023



## 4. SITE Map and Stormwater Drainage (98C(1)k)

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).

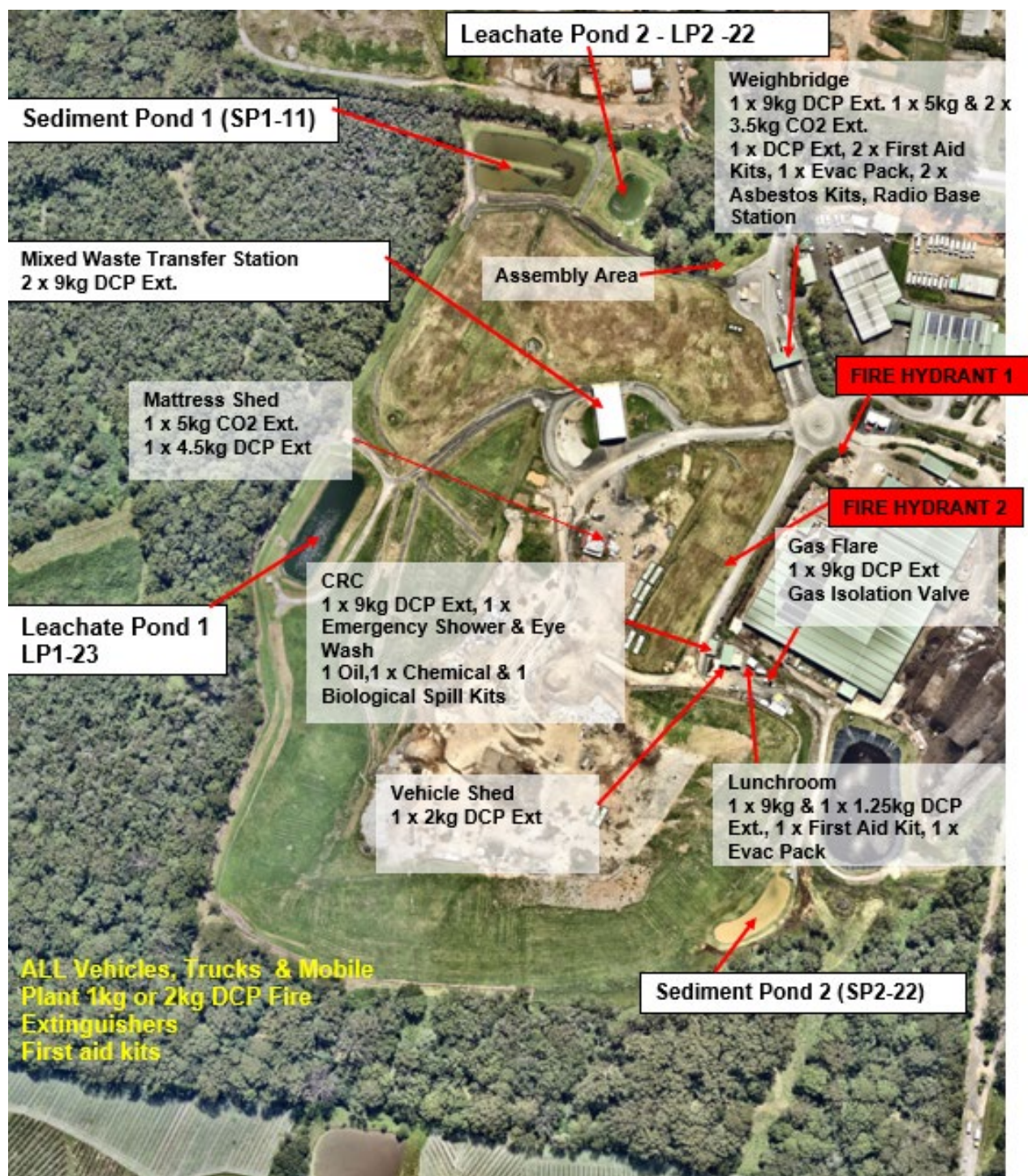


Source: Draft Boambee Creek and Newports Creek Flood Study, WMAwater 2009.

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023
Uncontrolled when printed			Page 14 of 20			



## SITE Map, Safety Equipment Locations



Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023
Uncontrolled when printed			Page 15 of 20			

# • 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



<b>Priority (circle)</b>	<b>1. 000 required critical / very high risk</b> to people / the environment	<b>2. Notifiable high / medium risk</b> to people / the environment	<b>3. medium/low risk</b> to people / the environment
<b>Date of incident:</b>		<b>Estimated time: incident started</b>	
<b>Time Staff notified: or noticed incident</b>		<b>Time Staff on SITE:</b>	
<b>Duration of incident:</b>			
<b>Description of the incident</b> - including photos and detailed reports if relevant			
<b>Exact SITE / location of incident:</b>			
<b>Property / land / receiving waters affected:</b>			
<b>Nature of incident:</b>	<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 ..... .....	
<b>Estimated volume / quantity:</b>		<b>Estimated Concentration:</b>	
<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, clean-up, 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: e.g. Power Outage .....

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

**Who attended?** Name: \_\_\_\_\_ Position: \_\_\_\_\_

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023



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

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

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

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

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

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

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

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

<b>Date notified:</b> _____	<b>Time notified:</b> _____
<b>Office notified:</b> _____	<b>Officer notified:</b> _____
<b>Follow up call required to Fire and Rescue</b> Yes / No	<b>Date:</b> _____ <b>Time:</b> _____
<b>By:</b> _____	<b>To:</b> _____
<b>Follow-up made by Fire and Rescue to CHCC:</b> Yes / No	<b>Date:</b> _____ <b>Time:</b> _____
<b>Office:</b> _____	<b>Officer:</b> _____
<b>Notes:</b> _____	

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**Other authorities notified / contacted**

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

**Notes:** \_\_\_\_\_

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**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

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

☐ Other (please detail):

**Details of  
information:**

**Comments:**

**Signed:**

**Date:**

**Name:**

**Position:**

#### Recovery Actions undertaken

Quantity material clean-up 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:

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023

**PIRMP review completed**

Date:

By Whom:

Updated PIRMP – distributed to:    date:

Updated on web page:    Date:

Title	Doc No	Version	Author	Reviewer	Approver	Approval Date
Pollution Incident Response Management Plan Englands Rd Landfill, Licence 6267	PIRMP001	2.1	Paul Shepherd	Damien Eggeling	Paul Shepherd	Oct 2023
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