Pollution Incident Response Management Plan

Narrabri Waste Management Facility
73 Dump Road, Narrabri

NARRABRI SHIRE
DISCOVER THE POTENTIAL

Revision History

Revision	Date	Author / Reviewer	Details
Draft 1	2/10/2012	LOGICUS Environmental Management	Initial document provided to Council for comment
Final 1	29/10/2012	LOGICUS Environmental Management	Amended per Council instructions
Revision 2	4/01/2018	Manager of Environmental Services	Contact details
Revision 3	01/06/2019	Manager of Environmental Services	Short version prepared EPA notification form modified Notification protocol modified Document Layout
Revision 4	24/01/2020	Waste Manager	Update contacts – Waste Coordinator and Waste Manager
Revision 5	13/02/2020	Centium	Update sections consistent with final Narrabri Landfill SOPs, ESOPs and tools. General update to language and terminology.
Revision 6	01/06/2020	Waste Manager	Update contact details
Revision 7	12/08/2020	Waste Manager	Amended following rebranding and amended to PIRMP

Revision 8	29/9/2021	Waste Manager	Amended; Summary of Potential Pollutants, Response Equipment Inventory
Revision 9	07/09/2022	Waste Manager	PIRMP tested 10 Aug 2022 PIRMP Reviewed 07/09/2022
Revision 10	14/08/2023	Waste Manager	PIRMP tested 9 Aug 20232 PIRMP reviewed 14 Aug 2023
Revision 11	08/08/2024	Waste Manager	PIRMP tested 8 Aug 2024 PIRMP reviewed 15 Aug 2024

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1. Administration

1.1. Purpose

Narrabri Shire Council (NSC) is required to report certain pollution incidents immediately to the EPA, NSW Health, Fire & Rescue NSW, SafeWork NSW and the local Council (known as 'material environmental harm').

This Pollution Incident Response Management Plan (PIRMP) has been prepared to comply with s.153A of the NSW *Protection of the Environment Operations Act 1997* (POEO Act) that requires holders of an Environment Protection Licence (EPL) to prepare and implement a PIRMP.

The purpose of this PIRMP is to assist employees and management of the **Narrabri Waste Management Facility** 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 and Scope

It is **Narrabri 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, WorkCover 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.

2. Pollution Incident Definition

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

2.1. 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'.

2.1.1. 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:

- *Harm to the environment is material if:*
  - *It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or*
  - *It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding* ***$10,000*** *(or such other amount as is prescribed by the Regulations); and*
- *Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment'.*

2.1.2. Immediate Reporting Requirement

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

IMMEDIATELY HAS ITS ORDINARY DICTONARY MEANING OF PROMPTLY AND WITHOUT DELAY.

3. Pollution Incident Prevention and Preparedness

3.1. Prevention as an Incident Response

NSC is committed to minimising the circumstances under which pollution incidents may occur. Through the use of regularly scheduled meetings, employee and contractor's inductions, training programs, routine inspections of activity areas and the application of standard operating procedures (SOPs), Council employees and contractor 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. All the staff members fill out an RUSafe pre-task risk assessment form prior to starting a task. In this form, the employees report if they are suitable for work and, the potential hazards of the activity and how to control them.

Pre-emptive actions to be taken to eliminate or minimise hazards 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 storage overflow caused by excessive inflow storm water; • Leachate pump, line, dam or tank failure; • Leachate spring eruption; • Ground water contamination; • Fire at tip face; • Fire in incoming load or transfer bin; • Fire in green waste, mulch, tyre or other material stockpile; • Chemical spill; • Oil/fuel spills failure of hazardous material containment tanks/bund; • Windblown litter; • Odour; • Dust (including Asbestos); • Explosion of gas cylinders; • Landfill Gas; • Ozone depleting gas release (from refrigeration item wastes).	Undertaking routine inspections using customised checklists (FRM-10, FRM-11) * Managing operations in accordance with relevant SOPs* Completing the task-based RUSafe risk assessment. Maintenance of emergency response equipment.

**The environmental inspection checklists and the Standard Operational Procedures are detailed in the Operational Procedure Book.*

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 Type	Form	Quantity	Location	Type of Containment	MSDS
Leachate	Liquid	5,000,000 litres (approximate capacity of all parts of sump / dam)	Temporary leachate pond and Cell Pump Bore (sump)	Earth formed synthetic lined dam / sump and poly pipes	NA
Used tyres	Solid	50 tonnes max	Stockpile Area	Hardstand	NA
Green waste	Solid	1,000 cubic metres (shredded) 2,000 cubic meters (unprocessed)	Stockpile Area	Hardstand	NA
Used Motor Oil	Liquid	Up to 3000 litres	Chem Shed	Dedicated Oil Storage Unit	MSDS register at vehicle checking Station, CRC and gate house.
Diesel	Liquid	Up to 20 litres	Compound Shed	Jerry Can	
Petrol	Liquid	Up to 20 litres	Compound Storage Shed / Vehicle Checking Station	Jerry Can	
Oil / Water based paint	Liquid	Up to 50 litres	Community Recycling Centre	Ferrous iron	NA
Chemicals	Liquid	Up to 20 litres	Community Recycling Centre	Chemical components	NA
Gas cylinders	Solid	Up to 50 units	Community Recycling Centre	Hardstand	NA
Lead Acid Batteries	Solid	Up to 100 units	Community Recycling Centre	Lead	NA
	Solid	Up to 500 units	Community Recycling Centre	Mercure	NA
General Wastes	Solid	12000 tonnes	Stage according to the filling plan	Landfill Cell	N/A
Ozone depleting refrigerants	Gas	Up to 50 waste fridge / freezer & air-con units storage before degassing	White goods area	Stored 'in vessel' as delivered	N/A
Asbestos	Solid	Incidental amounts	Around site	Asbestos	N/A
Metals	Solid	Up to 1000 tonnes	Stockpile	Ferrous metals	N/A

Pollutant Type	Form	Quantity	Location	Type of Containment	MSDS
Landfill Gas**	Gas	Not quantified	Landfilling area	Uncontained	N/A

**Note: Refers to asbestos that is identified in areas where it is not permitted to be disposed (i.e. co-mingled with other materials) – therefore locations not shown on maps).*

***Note: Refers to landfill gas passive venting from landfill – therefore locations not shown on maps.*

The **Service & Infrastructure Map** provided in **Attachment 1** shows key pollutant locations.

3.3. Nature and Likelihood of Pollution Incidents

Notwithstanding **NSC'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;
- Explosion of gas bottles / landfill gas emissions;
- Spill of chemical, fuels, oils or other hazardous materials;
- Leachate dam overflow, pipe leakage, discharge off site or into groundwater;
- Litter, odour, dust or sedimentation/erosion;
- Asbestos contamination;
- Hazardous waste illegally dumped.

Having regard to the nature of the operations of the **Narrabri Waste Management 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 qualitative risk assessment methodology, consistent with NSC requirements.

Inherent risk will be 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 using the ranking risk factors by probability methodology contained in the following table.

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 and/or managed through standard operating practices;
- LOW risks will be accepted and managed through standard operations.

The residual risk has been calculated by comparing 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 the **Risk Identification Management Plan**, Attachment 2.

3.4. Incident Preparedness

3.4.1. Response Equipment and Feature

The **Narrabri Waste Management Facility** has a number of active and passive pollution control/safety devices and equipment that can be used during a pollution incident.
Relevant details of pollution incident equipment and features are provided as follows:

Table 5 – Response Equipment Inventory

Equipment	Location	Quantity	Maintenance Requirements / Standards
PPE for asbestos contingency	HSE Shed	Suitable stock levels	Routine inspections using customised checklists (FRM-10, FRM-11)
Chemical Spill Kit	HSE Shed, Work Shed, Community Recycling Centre	1 at each location	
Fire Extinguisher (various sizes)	Gatehouse All NSC Plant & Vehicles Work Shed Community Recycling Centre	Min 1 at each location and in each vehicle / plant item	

Equipment	Location	Quantity	Maintenance Requirements / Standards
Fire Tanker Trailer (1300L)	Normally located at the Work Shed and kept full	1	
First Aid Kit	Gatehouse All NSC Plant & Vehicles HSE Shed	1 at each location 1 in each vehicle / plant item	
Dousing Shower / Eyewash	Gatehouse Work Shed Community Recycling Centre	1 at each location	
Mobile Litter Vacuum	Storage Shed	1	
Water tanks for firebreaks	Behind Work Shed	15.000 litres each	
MSDS register	HSE Shed Community Recycling Centre	1 at each location	

Equipment such as portable fire extinguishers and fire trailers etc 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 (crawler loader, skid steer, etc) are available for use to construct diversion / containments etc if required. These items will only be permitted to be operated by persons trained by Council.

3.5. Communication System

The waste facility has a fixed phone line (02 6792 5475). A mobile phone is provided to the **Waste Operators** for use at the **Narrabri Waste Management Facility** for communication both internally (mobiles etc) and externally. Additionally, a two-way radio system is also available for each staff member.

In a pollution incident, two-way radios can be used as a means of notifying those individuals/organisations responsible for activating this PIRMP and managing the incident response. In addition to the telephone system and mobile phones will be the accepted means of communications.

Communication mechanisms for neighbouring properties, issuing media releases and providing information on Council's web site are detailed in the **Notification and Communications Management Plan**, Attachment 3.

3.5.1. Security

Access to the **Narrabri Waste Management Facility** by unauthorised persons and unauthorised activities occurring on the site are controlled at the Gatehouse by Council personnel, and via permitter fencing.

3.5.2. Signs & Labels

Suitable signage, indicating the location of incident response, first aid and emergency equipment will be provided and maintained within the facility.
A list of emergency phone numbers is clearly displayed at the Gatehouse to be seen by Council employees, contractor staff and facility users.

3.5.3. Funding Arrangements and Support

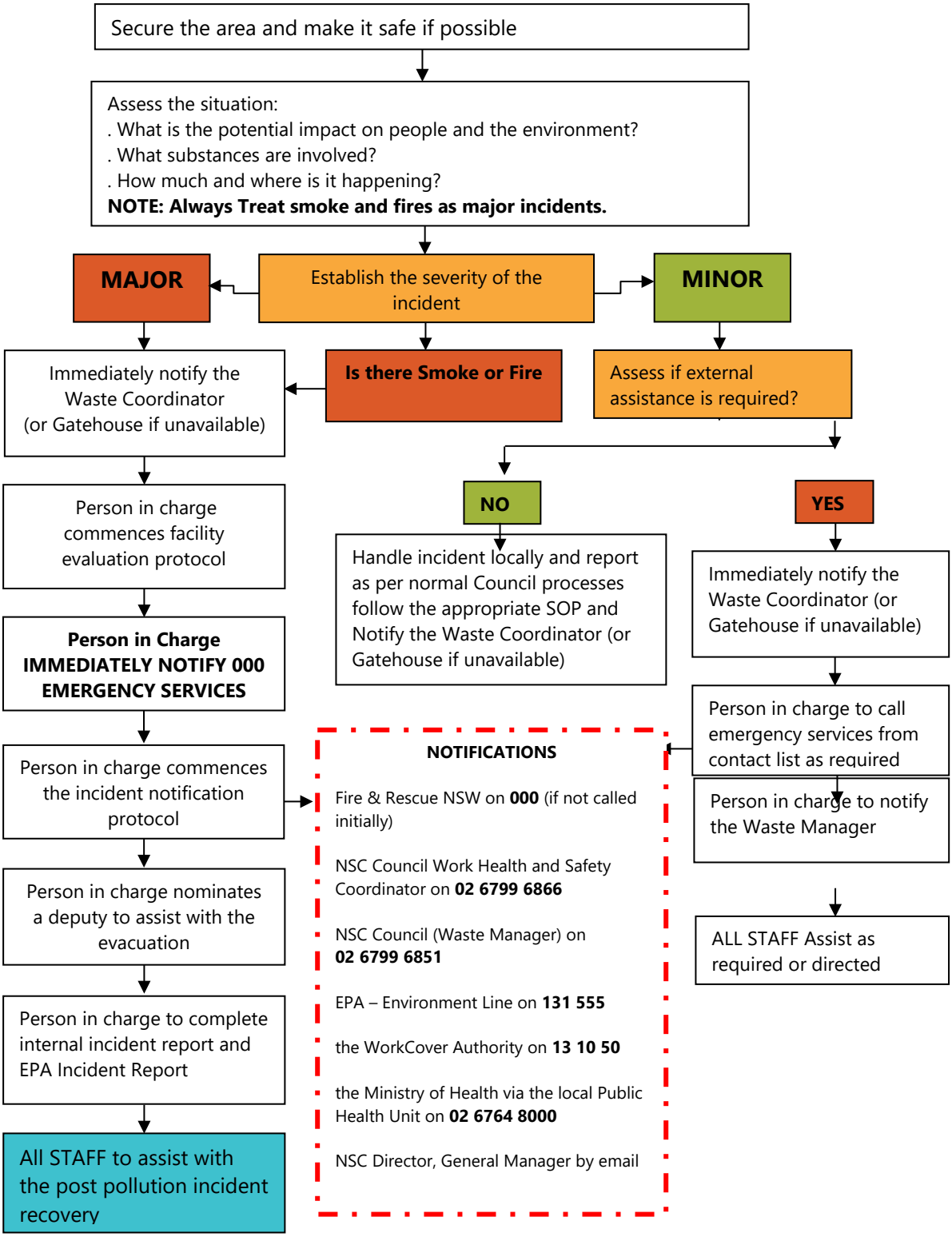
The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from a company (e.g. Council, contractor) or the individual responsible for the pollution incident.
Having regard to the above the following pollution incident funding arrangements are in place:

- Public liability insurance policies.

4. Pollution Incident Response Actions

4.1. Actions to be Taken

Actions to be taken if you become aware of an incident:



**Standard procedures, protocols, report forms are in the emergency package.*

4.2. Notifications

4.2.1. Incident Notifications

In order to provide for the safety of employees, 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 minimised.

In this regard the following incident notification procedures are to be implemented:

4.2.1.1 Small Area / Minor Incidents

Incidents such as small chemical spills or individual medical emergencies will generally not require the notification of incident response agencies.

However, it will be the general practice that **ALL** incidents will be notified immediately to the **Waste Coordinator (or Gatehouse if unavailable)** so that an assessment of the level of response required can be made. The two-way radio or mobile telephone 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 on Council's Vault online system, is to be completed by the employee that first become aware of the incident.

If the incident is first discovered by a member of the public or a contractor, the Waste Coordinator is to complete the incident notification.

4.2.1.2. Major Incidents

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

The **Waste Coordinator (or Weighbridge Operator in their absence)** is the nominated Chief Warden for the purposes of emergency response and alignment with Australian standard *AS/NZS 3745 Emergency planning for emergencies in facilities* – this person is referred to **"the person in charge"** when referring to emergency response and structure in this PIRMP. If an incident occurs, whoever becomes aware of the incident is to notify the **Person in Charge** immediately. Incident notification to personnel on site is the responsibility of the **Person in Charge** and will be via face-to-face communication, two-way radio or mobile phone as appropriate. All personnel on site are to follow the directions of the **Person in Charge** during emergency situations, unless they reasonably believe their personal safety is at risk.

Where a major incident occurs, the **Person in Charge** is to immediately implement the pollution notification protocol as following.

CALL 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.
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 when available:

- Fire & Rescue NSW on **000** (if not called initially);
- NSC Council Work Health and Safety Coordinator on **02 6799 6866**;
- NSC Council (Waste Manager) on **02 6799 6851**;
- EPA – Environment Line on **131 555**;
- The WorkCover Authority on **13 10 50**;
- The Ministry of Health via the local Public Health Unit on **02 6764 8000**;
- NSC Director, General Manager by email.

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 WorkCover.

When notifying of an emergency incident, you will need to advise:

- Your identity and contact number;
- The nature and location of the incident;
- The urgency and help needed - Ambulance, Fire Brigade, Police;
- Details of immediate threats or hazards;
- The site environmental Licence Number, which is 12193.

In addition to the immediate notification of any major pollution incident, an incident report on the Council Vault system is to be completed and Waste Coordinator to contact **Waste Manager (NSC)**.

4.2.2. Community Notification

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

In this regard the **Community Notification and Communication Plan** in Attachment 3 will be applicable to a major pollution incident at the **Narrabri Waste Management Facility**.

4.3. Key Incident Contact Details

The following is a list of incident response individuals and organizations that may be needed during a pollution incident.

Table 6 – PIRMP Emergency Agency Contacts:

Organisation	Contact Name	Contact Details
Fire & Rescue NSW	Duty Officer	**000** **133 473**
Police Force NSW	Duty Officer	**000** **6768 2999**
Ambulance Service of NSW	Duty Officer	**000** **131 233**
Narrabri Local Hospital	Reception	**6799 2800**
Environment Protection Authority (EPA)	EPA Environment Line	**131 555**
Office of Environment & Heritage (NP&WS)	Parks & Wildlife Regional Office	**6792 7300 (Narrabri)** **02 9873 8500**
WorkCover Authority	Duty Officer	**131 050**
Department of Primary Industries (NSW Fisheries)	Reception	**1300 550 474**
POISONS Information	Duty Officer	**131 126**
NSW Ministry of Health	Reception	**02 6764 8000** **02 9391 9000**
Department of Families & Community Services	Reception	**1800 079 098**
State Emergency Service (SES)	Duty Officer	**132 500**
Roads & Traffic Authority	Reception	**132 213**
Bureau of Meteorology	General Information	**1300 659 218**

This list is to be verified at least annually and updated whenever an organization advises that a change has occurred.

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 highest 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.

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 **Person in Charge** 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 instructed to do so by the **Person in Charge** OR as directed by a responding Emergency Service.

4.4.3. Priority of Evacuation

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

- Ambulatory (people that do not require mobility assistance);
- 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 **Person in Charge**, 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 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 impeded 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.

4.4.5. Evacuation Assembly Areas

The facility has a designated **primary** evacuation muster point. The **Primary Evacuation Point** is at the main entry to the **Narrabri Waste Management Facility** where the "Emergency Assembly" sign is located.
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 leave the facility by the designated route and report to the designated primary evacuation point.

Should the primary evacuation 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 a designated secondary evacuation point determined by the **Person in Charge**.

On arrival at the designated evacuation assembly point all persons will remain until the **Person in Charge** has determined the status of all personnel and:

- Accounted for all employees, contractors and visitors;
- Prepare a list of names and contact details of the people at the evacuation point;
- Prepared a list of names and / or numbers of missing personnel or facility users and the location last seen.

The Evacuation List Template in Attachment

The **Service and Infrastructure Plan** in Attachment 1 shows the locations of the Primary Evacuation Muster Point.

The **Person in Charge** is responsible for nominating and communicating alternative emergency assembly point should the primary point be unavailable or unsafe.

4.4.6. Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or alternative evacuation assembly point and the presence of personnel and facility users confirmed, arrangements will be made by the **Person in Charge** for Council Employees and contractor's staff to be transported / moved to a Post

Evacuation Assembly Point which may, depending on time of day etc, be the **Council Depot at the intersection of the Newell and Kamilaroi Highways, Narrabri**.

Incident debriefing and incident investigation will be undertaken at the Post Evacuation Assembly Point.

Further management instructions will also be provided.

4.5. Facility Procedures

The following Emergency Standard Operating Procedures (SOPs) inform users about actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during certain pollution incidents. The ESOPs are:

- ESOP-01 Asbestos Contingency Management;
- ESOP-02 Leachate Discharges;
- ESOP-03 Sedimentation Dams Overflow Event;
- ESOP-04 Fuel, Oil and Chemical Spills;
- ESOP-05 Fire Response;
- ESOP-06 Emergency Evacuation.

5. Post Pollution Incident Recovery

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 **Narrabri Waste Management Facility**.

5.1. Recovery Operations

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

The **Waste Coordinator (NSC)**, in collaboration with the **Waste Manager (NSC)** will need to prioritise activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Waste Manager (NSC)** will develop an **Operational Recovery Plan** using the template in Attachment 6.

5.2. 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 **Waste Manager (NSC)** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

5.2.1. Small Incidents

For small incidents, the Waste Coordinator (NSC) will normally conduct the investigation.

5.2.2. 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 **Waste Coordinator (NSC)** and **Waste Manager (NSC)** will assist the authorities as needed.

5.3. Documentation

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

Following a pollution incident or emergency, the **Waste Coordinator (NSC)** 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 **Waste Coordinator (NSC)** must prepare a report documenting activities that took place during a major pollution incident using the relevant Incident Report Form (attachment 7 for fires, attachment 8 for non-fire emergencies/incidents).

The report of the **Waste Coordinator (NSC)** and all related documentation will be submitted to the **Waste Manager (NSC)** for review and necessary follow-up actions.

The **Waste Manager (NSC)** will make any necessary follow up reports to the **EPA or other Agencies.**

5.4. 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 **Pollution Incident Impact Assessment** is in Attachment 9.

The **Waste Manager (NSC)** will have the primary responsibility for conducting the impact assessment following an incident. Assistance will be obtained as needed from facility employees and outside organizations, such as ecologists, engineers and clean up contractors. An incident investigation will be conducted using Council's standard Vault reporting process (see Attachment 11 for details of what will need to be completed in Vault).

5.5. 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. The debrief will be documented using the **Pre-Start Form** in Attachment 10.

5.6. After Action Review & PIRMP Update / Amendment

This will occur **within 30 days** of any pollution incident.

The After Action Review (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 is to be completed using the **After Action Review Form** in Attachment 13.

The AAR findings will produce actions to amend, modify or may determine no change requirements are necessary for the PIRMP. Any revisions to the PIRMP must be recorded in the revision history at the front of the plan.

6. Staff Training & PIRMP Testing

6.1. PIRMP Distribution

A copy of this PIRMP is to be kept at the **Narrabri Waste Management Facility** 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 **Waste Manager (NSC).**

The master copy of this PIRMP is to be maintained by the **Waste Coordinator (NSC)** who will be responsible for revisions of the PIRMP and for the distribution of revised copies to the above-mentioned persons and locations.

6.2. PIRMP Review

The PIRMP is to be reviewed annually by the **Waste Coordinator (NSC)** in conjunction with relevant Council staff including the **Waste Manager (NSC).**

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 **PIRMP Amendment Notification Form**, Attachment 13 must be completed and 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 **Waste Coordinator (NSC).**

6.3. PIRMP Training

To ensure that this PRIMP 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:

- *To ensure that **Council Employees** are knowledgeable of their roles and responsibilities concerning this PIRMP;*
- *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:

6.3.1. Training Frequency

Council employees working at the facility will receive site induction training and Environmental Awareness training during initial employment orientation / induction. Refresher training for Environmental Awareness is conducted at least annually.

Additional training or instruction as appropriate will also be provided to employees whenever the PRIMP is changed.

6.3.4. Training Competencies

Details of the training competencies achieved by **Council Employees** relevant to this PIRMP are provided in attachments 14 and 15.

6.4. PIRMP Drills & 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:

- Reaction and accountability of facility personnel; and
- Adherence to PIRMP procedures.

All drills and 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 **Waste Coordinator** (NSC) will complete a **PIRMP Exercise Record & Evaluation** (attachment 16) and maintain copies for review**.**

6.5. 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.

6.5.1. Emergency Package

Emergency packages have been developed to assist staff to manage pollution incident. The packages contain the key flow charts, protocols and ESOPs that apply if an incident shall occur. The **Waste Coordinator (NSC)** shall ensure the emergency package is updated after each revision of the PIRMP.

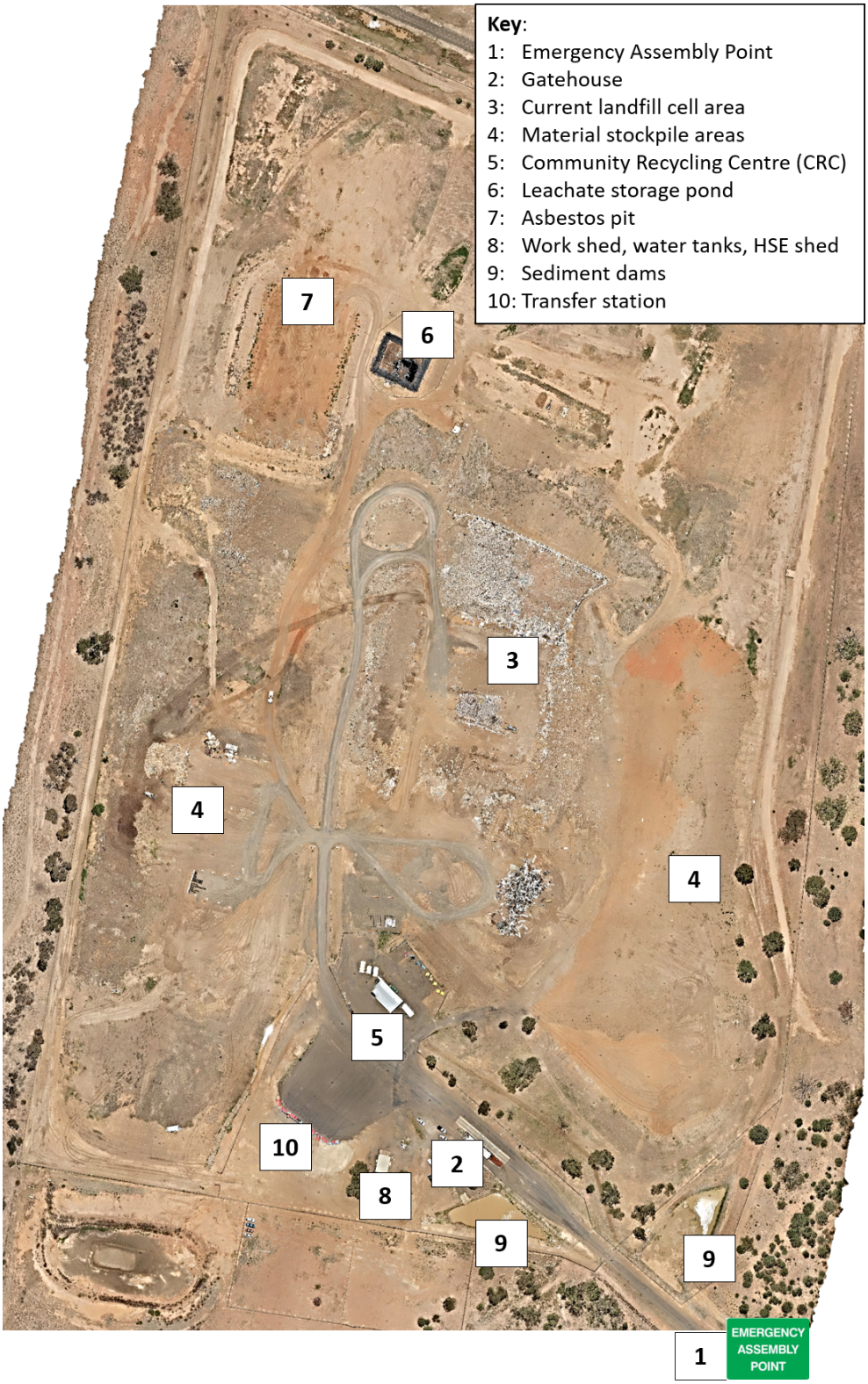
6.6. Relationship with Other Emergency & Incident Response Plans

This PIRMP can function as a stand-alone 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 or ancillary complementary actions, then they may and should be implemented concurrently.

Attachments

1. Attachment – Service and Infrastructure Map



2. Attachment – 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
1. ENVIRONMENTAL (a) Leachate Discharge (Off Site)	Leachate dam / sump overflow	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections & Weather forecast monitoring (BOM) Collection of leachate by a contractor for lawful disposal.	Inspection Checklist as provided in Operations Manual	Rare/ Major (MODERATE)	ESOP-02 Leachate Discharges
	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	Inspection Checklist as provided in Operations Manual	Rare/ Major (MODERATE)	
	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	Inspection Checklist as provided in Operations Manual	Rare/ Major (MODERATE)	
	Leachate dam or holding structure rupture	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections	Inspection Checklist as provided in Operations Manual	Rare/ Major (MODERATE)	

Pollution Hazard / Hazard (Other)	Risk Factors	Outcome	Likelihood / Consequence (Rating)	Pre-Emptive Actions	Reference	Likelihood / Consequence Post Control (Rating)	Incident Response Actions
	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	Inspection Checklist as provided in Operations Manual	Rare/ Major (MODERATE)	
	Uncontrolled or undetected leachate springs	Leachate contamination of the surface water management system, adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	
(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	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	ESOP-05 Fire Response
	Green waste stockpile ignites	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Routine inspections to ensure stockpile size management and maintenance of buffer zones	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	

Pollution Hazard / Hazard (Other)	Risk Factors	Outcome	Likelihood / Consequence (Rating)	Pre-Emptive Actions	Reference	Likelihood / Consequence Post Control (Rating)	Incident Response Actions
	Fire in waste transfer bins	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Inspection of all incoming loads	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	
	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 Maintain a minimal working area. Use cover material daily.	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	
	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	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	
(c) Chemical Spills	Chemical spill from ruptured or leaking storage containers	Soil contamination Creation of volatile fumes Explosion/fire Contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Retain minimum quantities on site Separation areas between stored chemicals Creation of bunded storage areas Use approved chemical store Double pack the containers if a spill is suspected.	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	ESOP-04 Fuel, Oil and Chemical Spills

Pollution Hazard / Hazard (Other)	Risk Factors	Outcome	Likelihood / Consequence (Rating)	Pre-Emptive Actions	Reference	Likelihood / Consequence Post Control (Rating)	Incident Response Actions
	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	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	
	Leakage from incoming loads	Soil contamination Explosion/fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Inspection of all incoming loads	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	
(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	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	ESOP-04 Fuel, Oil and Chemical Spills

Pollution Hazard / Hazard (Other)	Risk Factors	Outcome	Likelihood / Consequence (Rating)	Pre-Emptive Actions	Reference	Likelihood / Consequence Post Control (Rating)	Incident Response Actions
	Failure of mobile plant hydraulic lines.	Soil contamination Fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Staff training in waste placement and compaction techniques. Routine daily plant inspection and servicing.	Staff training and recording	Rare/Moderate (MODERATE)	
(e) Dust (Soils & Wastes)	Dust migrating off site	Complaints to EPA / WorkCover	Possible/ Moderate (HIGH)	Wet down unsealed trafficable areas Use shredded green waste on exposed areas of cover material Re-vegetation of completed areas and sedimentation structures in place. Reuse of captured waters in green waste stockpiles / site irrigation to reduce content of dams / ponds Asbestos waste policy and education + tipping handling area	Inspection Checklist as provided in Operations Manual	Rare/ Minor (MODERATE)	SOP-22 Dust Management

Pollution Hazard / Hazard (Other)	Risk Factors	Outcome	Likelihood / Consequence (Rating)	Pre-Emptive Actions	Reference	Likelihood / Consequence Post Control (Rating)	Incident Response Actions
(f) Odour	Offensive odour	Complaints to EPA	Possible/ Moderate (MODERATE)	Provide daily cover to active tipping area	Inspection Checklist as provided in Operations Manual	Rare/Minor (LOW)	SOP-15 Odour Management
(g) Landfill Gas	Contributor to Global warming	Increase in tCO_2-e emissions	Likely/Major (HIGH)	Waste Diversion Strategies & Community Education Resource Recovery enhancement / increases Implement final capping design approved by EPA	Regional Waste Management Strategy / LEMP	Rare/ Moderate (MODERATE)	SOP-13 Landfill Gas Monitoring
(h) Litter	Litter migrating off site	Complaints to EPA	Likely/ Moderate (HIGH)	Provide daily or intermediate cover to waste Erect semi-permanent litter fences Provide mobile litter fence units & relocate to match conditions Litter collection by staff / labour hire	Inspection Checklist as provided in Operations Manual	Rare/ Moderate (MODERATE)	SOP-06 Litter Control
(i) Ozone depleting gas release	Contributor to Global warming	EPA regulatory breach	Likely/Major (HIGH)	Degassing process for fridges implemented	Inspection Checklist as provided in Operations Manual	Rare / Minor (LOW)	SOP-19 Management of Refrigerants

Pollution Hazard / Hazard (Other)	Risk Factors	Outcome	Likelihood / Consequence (Rating)	Pre-Emptive Actions	Reference	Likelihood / Consequence Post Control (Rating)	Incident Response Actions
(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 Operations Manual	Rare/ Moderate (MODERATE)	SOP-21 Environmental Reporting /PIRMP

Pollution Hazard / Hazard (Other)	Risk Factors	Outcome	Likelihood / Consequence (Rating)	Pre-Emptive Actions	Reference	Likelihood / Consequence Post Control (Rating)	Incident Response Actions
(3) WORK HEALTH & SAFETY	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Likely/major (HIGH)	Regular tool box meetings with staff and contractors Safe Work Method Statements prepared and implemented Risk assessments undertaken Safety plans developed for major works Are you safe? safety system 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 tool box meeting protocols Council's corporate Work Health, Safety & Environment Plan	Unlikely/ Moderate (MODERATE)	SOP-21 Environmental Reporting /PIRMP

Pollution Hazard / Hazard (Other)	Risk Factors	Outcome	Likelihood / Consequence (Rating)	Pre-Emptive Actions	Reference	Likelihood / Consequence Post Control (Rating)	Incident Response Actions

3. Attachment – Notification and Communication Management Plan

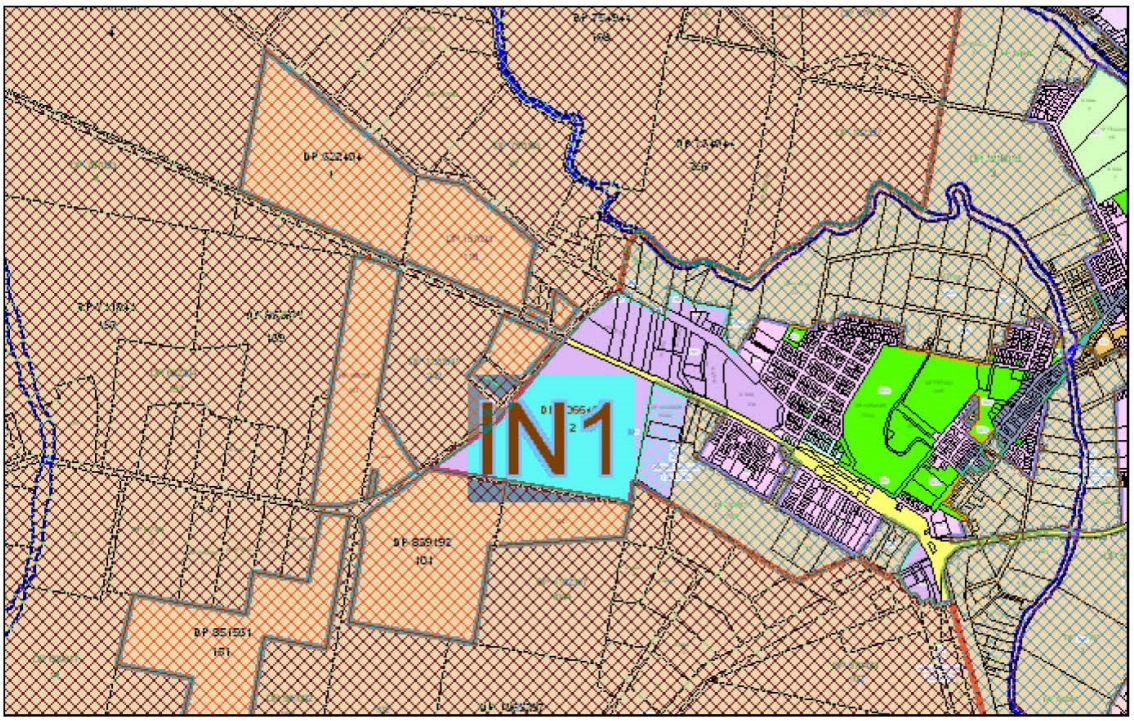
Nature of Incident	Impact on Community	Notification Requirements	Responsibility	Notification Mechanism / Tools	Key Message
Leachate discharge (off site)	Local impact, ranging from MINOR to SEVERE	EPA Occupiers of neighbouring properties (see Communication Recipients Schedule) Local Community / Media	Waste Coordinator (NSC) Waste Manager (NSC)	Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Information displayed on Council's web site	Assessment of severity Type & quantity of material involved Explanation of what happened Date and time of incident Response actions taken Refrain from contact / use of water Strategy for prevention of recurrence
Fire	Local impact, likely to be MINOR, depending on the severity of the fire	EPA Occupiers of neighbouring properties (see communications recipients schedule) Fire and Rescue Local Community / Media	Waste Coordinator (NSC) Waste Manager (NSC)	Phone 000 Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Information displayed on Council's web site	Date and time of incident Response actions taken Type of fire Agency responding Close windows / doors 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	EPA Occupiers of neighbouring properties (if impacted) (see Communications Recipients Schedule) Local community / Media	Waste Coordinator (NSC) Waste Manager (NSC)	Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water Strategy for prevention of recurrence
Oil/fuel spill (off site discharge)	Local impact, likely to be MINOR	EPA Occupiers of neighbouring properties (if impacted) (see Communications Recipients Schedule) Local community / Media	Waste Coordinator (NSC) Waste Manager (NSC)	Phone call to EPA Environment Line followed by a written report Phone call to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water 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 Occupiers of neighbouring properties (see Communications Recipients Schedule) Local community / Media	Waste Coordinator (NSC) Waste Manager (NSC)	Phone call to EPA Environment Line followed by a written report (if off site impact) Phone call to occupiers of neighbouring properties Media release / Information displayed on Council's web site	Assessment of severity Agency responding Date and time of incident Damage report Strategy for prevention of recurrence

4. Attachment – Communications Recipients Schedule

Feature Report of



Map Scale: 1:45,900 Map Zoom: 8021 m

Info Results

Property Info (12)(Property)

LOT	SEC	PLAN_NO	PROP_ADD_1	PROP_ADD_2	PROP_ADD_3	PROP_ADD_4	PROP_ADD_PCODE	PROP_NAME	PROP_AREA
118		DP757093	'.'	72 CULGOORA ROAD	NARRABRI NSW		2390	29 DERAN STREET	55.580000 ha
1041		DP1024663	'LYNDHURST'	76 BOUNDARY STREET	NARRABRI NSW		2390	'LYNDHURST'	31.960000 ha
2		DP506645	'.'	74 BOUNDARY STREET	NARRABRI NSW		2390	49 GOULD STREET	102.400000 ha
151		DP851561	'CORGLEN'	461 YARRIE LAKE ROAD	NARRABRI NSW		2390	'CORGLEN'	115.300000 ha
153		DP588798	'JALDERBAH'	434 YARRIE LAKE ROAD	NARRABRI NSW		2390	PO BOX 3108	61.040000 ha
1		DP622404	'BOHENA'	120 CULGOORA ROAD	NARRABRI NSW		2390	PO BOX 3089	100.500000 ha
2		DP832612	'DROMORE'	432 YARRIE LAKE ROAD	NARRABRI NSW		2390	"DROMORE"	12.020000 ha
23		DP1036154	'.'	268 YARRIE LAKE ROAD	NARRABRI NSW		2390	PO BOX 522	13.370000 ha
101		DP839192	'FAWLTY ACRES'	391 YARRIE LAKE ROAD	NARRABRI NSW		2390	"RON-LIN"	100.100000 ha
241		DP1120041	'SANTOS NARRABRI OPERATIONS	300 YARRIE LAKE ROAD	NARRABRI NSW		2390	PO BOX 859	6.303000 ha

NORTH

5. Attachment – Evacuation List Template

Evacuation List Template		
Reason for evacuation: _____		
DISTRUBUTION • Tech One copy • Site copy		**DATE SENT / ISSUED:**
People and Employees at the Evacuation Point		
Number	**Name**	**Contact Number**

MISSING PERSONS		
Number	**Name**	**Contact Number/Last Place Seen**
Management Authorisation: **Dated:**		
I included all people located at the evacuation point including, contractors, staff members and customers. **Signed:** **Name:** **Dated:**		

6. Attachment – Operational Recovery Plan

The Operational Recovery Plan is to support Narrabri Landfill in the ability to remain operational after an adverse event. The goal is to limit risk and get an organization running as close to normal as possible after an unexpected interruption.

Operational Recovery Plan

Incident: _____

DISTRIBUTION	**DATE SENT / ISSUED:**
• Tech One copy • Site copy	

1. Assess physical damage of the facility.

- Can the facility fully or partially be opened to the public? Is it safe to do so?

- Are all landfill areas safe for the staff and the public?

- Is there any area that need to be restricted from public access?

- Describe the damage occurred, calculate time of repairs and possible cost (estimates).

- Can the recovery be done by staff or does Council need to engage a qualify consultant to quantify the damage and develop a remediation plan?

2. Assess what resources are needed to restrict access to the site.

- What resources are needed to isolate the area? Example: Extra signage, barricades, temporary fence, more personal…

- Are the resources in installed/ in place?

3. Assess what type of communication is required. Internal or external.

- Do you need to advertise partial closure of the landfill?

- Do you need to further notify landfill disruptions to other staff members?

4. Assess if any response equipment has been used.

- What response equipment was used?

- Has the response equipment been replaced or ordered?

5. Complete The impact assessment attachment 7 to identify all the potential risk.

Management Authorisation:
Dated:

Signed: **Name:** **Dated:**

7. Attachment – Pollution Incident Report Form A

Pollution Incident Report Form (A) Fires Only	
Incident: _____	
DISTRIBUTION • Tech One copy • Site copy	**DATE SENT / ISSUED:**
Name of Chief Warden:	
Time and date at which potential emergency started. (R4.1.a)	
Was the fire authorised by the licensee, and, if not, the circumstances which ignited the fire. (R4.1.b)	
Location of the fire (R4.1.d)	
Time and date that the burnt out or was extinguished (R4.1.c)	
Prevailing weather conditions (R4.1.e)	
Observations made in regard to smoke direction and dispersion (R4.1.f)	
Quantity of Material burned (R4.1.g)	
Action taken to extinguish the fire (R4.1.h)	
Action taken to prevent a reoccurrence (R4.1.i)	
the type, volume and concentration of every pollutant discharged as a result of the event. (R.3.3.b)	
the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event (R.3.3.c)	
the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort (R.3.3.d)	
action taken by the licensee in relation to the event, including any follow-up contact with any complainants (R.3.3.e)	

Phone relevant Emergency Service?	
If Site Evacuation is Neccessary	
Evacuation signal activated / advice issued?	
Deputy/ Area Wardens report evacuation is complete:	
Other Actions taken	
EPA Reference NUmber	**Council Reference Number**

8. Attachment – Pollution Incident Report Form B

Pollution Incident Report Form (B) (Incidents Other Than Fires)	
Incident: _____	
DISTRIBUTION • Tech One copy • Site copy	**DATE SENT / ISSUED:**
Name of Chief Warden:	
Time and date at which potential emergency started. (R4.1.a)	
Prevailing weather conditions (R4.1.e)	
Action taken to prevent a reoccurrence (R4.1.i)	
the type, volume and concentration of every pollutant discharged as a result of the event. (R.3.3.b)	
the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event (R.3.3.c)	
the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort (R.3.3.d)	
action taken by the licensee in relation to the event, including any follow-up contact with any complainants (R.3.3.e)	
Phone relevant Emergency Service?	
If Site Evacuation is Necessary	
Evacuation signal activated / advice issued?	
Deputy/ Area Wardens report evacuation is complete:	
Other Actions taken	
Reference Number	**Council Reference Number**

9. Attachment – Pollution Incident Impact Assessment

Pollution Incident Impact Assessment

Incident: _____

DISTRIBUTION Tech One copy Site copy	**DATE SENT / ISSUED:**

Identified Risk	Description of the impact	Likelihood Rating	Consequence Rating	Risk Classification	Mitigation control	Responsibility for Managing	Revised Classification	Status Update
Example:								
Installation (container delivery and final fit out on site)	*Public access to site prior to completion of installation presents slips, trips, falls, cutting or crushing hazards* *Vehicles on site for delivery hazard*	*Possible (C)*	*Moderate (3)*	***Significant***	*Secure work area – only authorised personnel on site* *Supervision of container transport and placement* *Barricades* *Signage* *Foreman or security on site at all times during installation*	*Adrian Snelling / 3D Designer / Stephen Hain*	***Low***	
Environmental risk:								

Pollution Incident Impact Assessment

Incident: _____

DISTRIBUTION Tech One copy Site copy	**DATE SENT / ISSUED:**

Identified Risk	Description of the impact	Likelihood Rating	Consequence Rating	Risk Classification	Mitigation control	Responsibility for Managing	Revised Classification	Status Update
Social risk:								
Economic risk:								

Pollution Incident Impact Assessment

Incident: _____

DISTRIBUTION Tech One copy Site copy	**DATE SENT / ISSUED:**

Identified Risk	Description of the impact	Likelihood Rating	Consequence Rating	Risk Classification	Mitigation control	Responsibility for Managing	Revised Classification	Status Update

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.

10. Attachment – Prestart Meeting Form

NARRABRI SHIRE DISCOVER THE POTENTIAL	Pre-Start Meeting Record
Form Description: To record conversations & up skilling topics from all Pre-Start meetings.	

Location:		**Section:**
Date conducted:	**Time:** am/pm	**Time Taken:**
Shift Completed On:	☐ Day Shift ☐ Afternoon ☐ Night	

Who Conducted Meeting (Print Name)	*Position/Role*

SUBJECT OF TALK / TOPICS DISCUSSED	Notes Provided (attach copy)
1.	☐
2.	☐
3.	☐
4.	☐
5.	☐
6.	☐

Sign Off for Attendance			
Name	Signature	Name	Signature

CONCERNS RAISED BY WORKERS This section MUST be completed. Workers MUST be asked of their concerns or hazards	Action	By Who	Action Date	Action Completed (Sign)
1.	☐		...../...../20.....	
2.	☐		...../...../20.....	
3.	☐		...../...../20.....	
4.	☐		...../...../20.....	
5.	☐		...../...../20.....	

FUTURE PS TOPICS SUGGESTED:	
1.	3.
2.	4.

Please check with your Supervisor to ensure this is the current version				
Department: Health and Safety	**Role Responsible:**	**Date of Release:**	**Version** 1	**Page:** 1 / 2

NARRABRI SHIRE DISCOVER THE POTENTIAL	Pre-Start Meeting Record

Form Description: To record conversations & up skilling topics from all Pre-Start meetings.

GENERAL COMMENTS FOR THE FORTHNIGHT

MONTH ACTIONS

REQUIRED ACTION

11. Attachment – Vault Incident Investigation Form

Complete the incident investigation form by logging into the Vault Notification portal. The following information is required:

Vault Incident Investigation Form	
Incident: _____	
DISTRIBUTION • Tech One copy • Site copy	**DATE SENT / ISSUED:**
Item	**Comments**
Person Reporting *	
Person Reporting Name *	
Person Involved *	
Person Involved Name *	
Sensitive Event	
Event happened offsite	
Accountable Site *	
Location of Event *	
Event Date *	
Event Time *	
Subject *	
What Happened *	Magnitude of impact? Possible Causes? Why did the incident occur?
Who Else Was Involved *	
What Initial Actions / Corrections Were Taken *	
Attach Photo	

12. Attachment – After Action Review (AAR) Form

After Action Review Form		
Incident: _____		
DISTRIBUTION • Tech One copy • Site copy	**DATE SENT / ISSUED:**	
Step	**Possitive Actions**	**What can we Improve**
Prevention		
Preparation		
Response		
Recovery		

Document Set ID: 1500617
Version: 21, Version Date: 28/10/2024

13. Attachment – PIRMP Amendment Notification Form

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 • Tech One copy • Site copy • **Waste Manager (NSC)** 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:**		

14. Attachment – Training Competencies

Training Competences for Staff & Contractor Training
PURPOSE AND SCOPE: To ensure the safe and effective management at the **Narrabri Waste Management 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. **Primary Environmental Goal** – Adequate staffing and training. EPA Benchmark Technique 39.
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 – ENVIRONMENTRAL AWARENESS
PROGRAM B – SITE ENVIRONMENT INDUCTION:
PROGRAM C – 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 prepared and 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 D – 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 WorkCover 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
- Meeting environmental goal

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:**

15. Attachment – Pollution Incident Response Management Plan Training / Competency Summary

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:**	

16. Attachment – PIRMP Exercise Record & Evaluation

PIRMP Exercise Record & Evaluation Form		
Facility: **Narrabri Waste Management 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:**		

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