



Bogan Shire Council

Pollution Incident Response Management Plan

for the

Nyngan Waste and Resource Management Facility

April 2014

Prepared by:



R.W. CORKERY & CO. PTY. LIMITED

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Bogan Shire Council

Pollution Incident Response Management Plan

for the

Nyngan Waste and Resource Management Facility

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LIST OF ABBREVIATIONS

AHD	Australian Height Datum
EHBS	Environmental Health and Building Surveyor
EPA	Environmental Protection Authority
EPL	Environment Protection Licence
GM	General Manager
MDES	Manager of Development and Environmental Services
MSDS	Material Safety Data Sheet
PIRMP	Pollution Incident Response Management Plan
PIRP	Pollution Incident Response Procedure
POEO Act	<i>Protection of the Environment Operations Act 1997</i>
POEO(G) Reg	<i>Protection of the Environment Operations (General) Regulation 2009</i>
PPE	Personal Protective Equipment

DEFINITIONS

A **hazard** is any source, situation or condition of potential damage, harm or adverse health effects on someone, something or the environment under certain conditions. A **pollution hazard** relates to the source, situation or condition in which spillage, leakage or emission of a hazardous material causes harm or adverse effects (to individuals as health effects, to organisations as property or equipment losses, or to the environment).

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

A pollution incident becomes a **notifiable pollution incident** when there is material harm to the environment.

There is considered to be **material harm to the environment** if:

- a) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or
- b) 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
- c) 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.

A notifiable pollutant incident must be reported **immediately** to the EPA, namely promptly and without delay.

Inert waste is defined as waste which does not undergo environmentally significant physical, chemical or biological transformations and has no potentially hazardous content once landfilled.

Solid waste implies the waste has a degradable content, this would include putrescible waste, garden waste, uncontaminated biosolids and clinical and related waste sterilised to a standard acceptable by the Department of Health.

Hazardous wastes are classed as such due to their flammability, corrosivity, potential to cause infection, reactivity (violently reactive, oxidising or explosive) or toxicity.

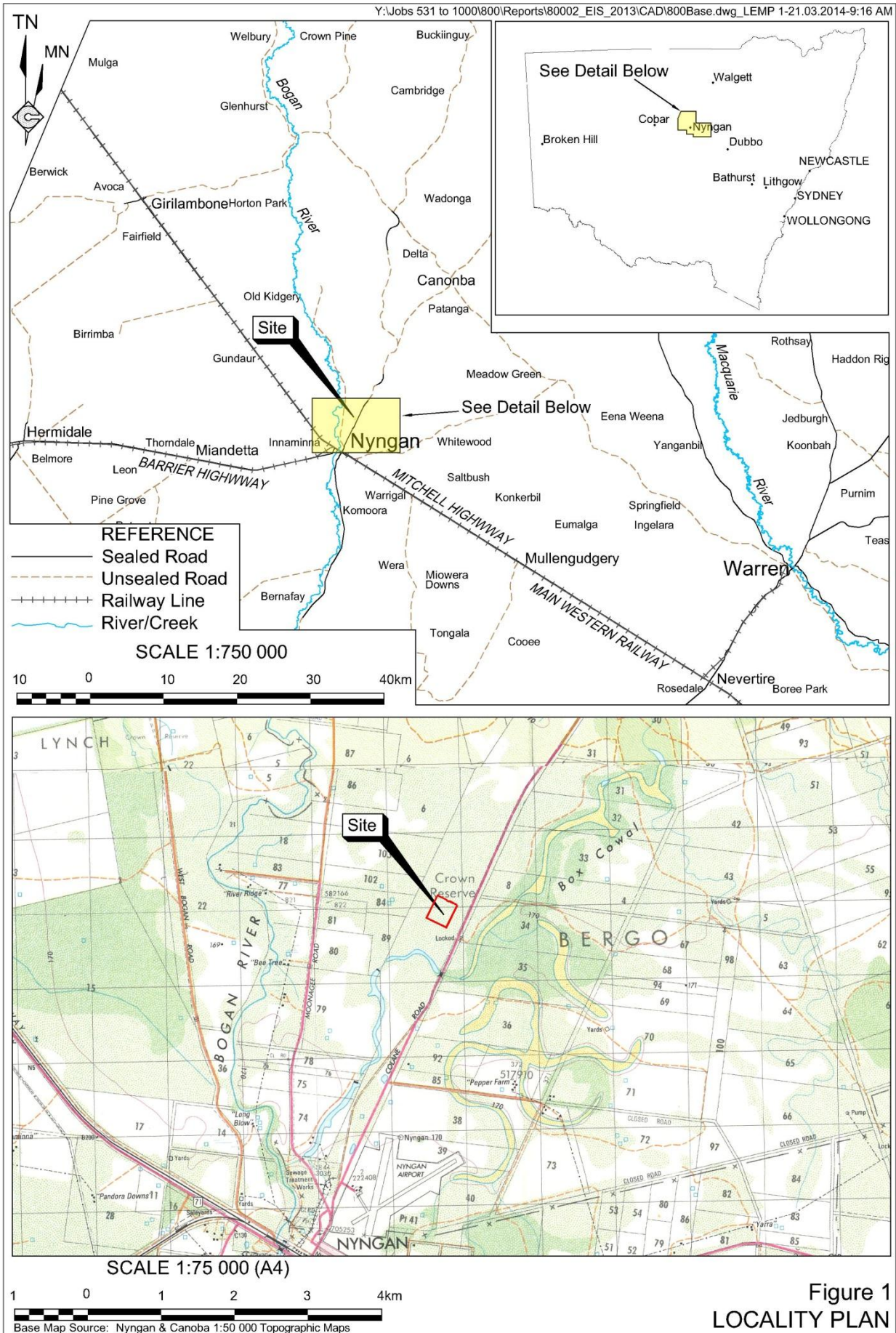
1. INTRODUCTION

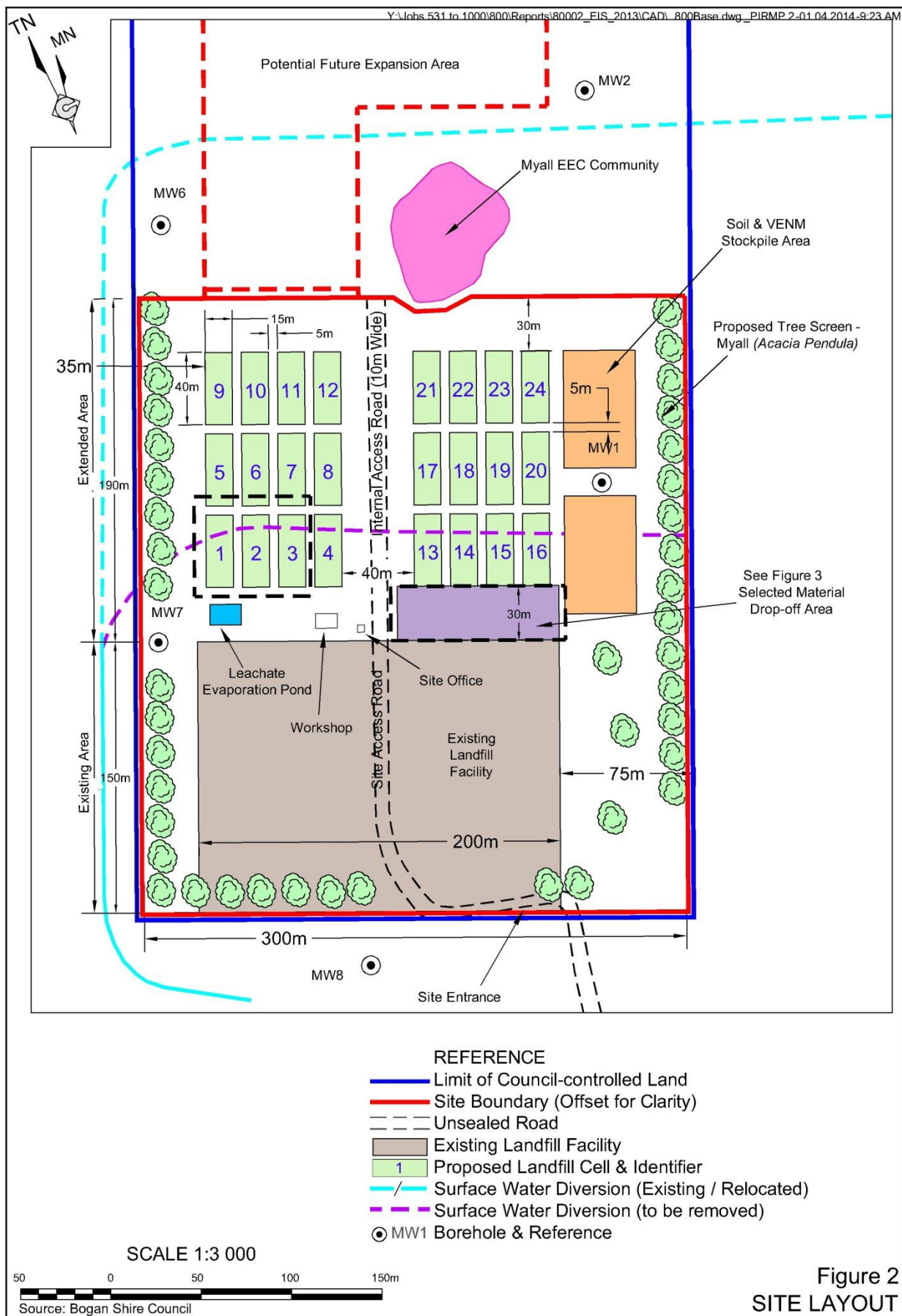
This *Pollution Incident Response Management Plan* (PIRMP) has been prepared by R.W. Corkery & Co Pty Limited, in accordance with Section 153A of the *Protection of the Environment Operations Act 1997* (POEO Act) for the approved Nyngan Waste and Resource Facility (the Facility). The PIRMP was prepared, on behalf of Bogan Shire Council, the Operator of the Facility.

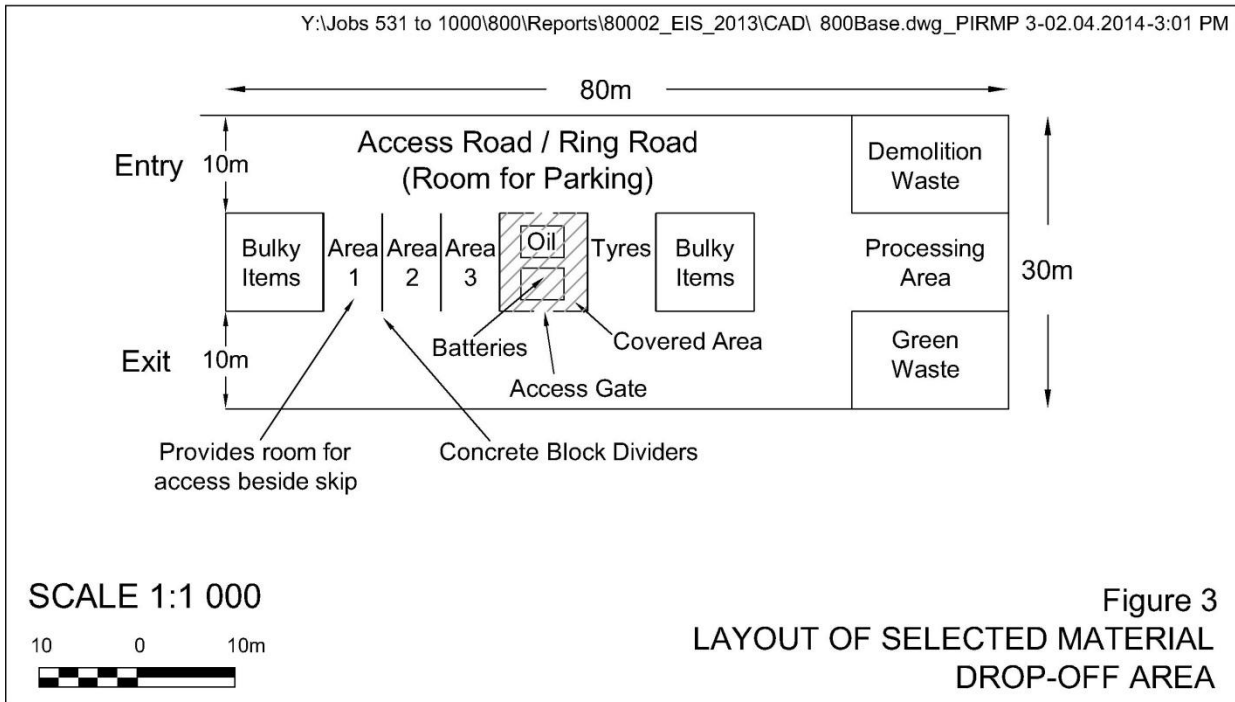
The Facility, located approximately 5km north of Nyngan in Western NSW (**Figure 1**), incorporates:

- landfilling of general putrescible, contaminated and special wastes;
- the collection and recycling of waste oils, metal, glass, paper and cardboard, batteries, used tyres and bulky items;
- the collection and on-site mulching of greenwaste for use by the Operator or provision to the public; and
- the collection and on-site crushing and processing of building and other construction wastes.

Figure 2 illustrates the approved layout of the Facility, and **Figure 3** illustrates the layout of the Selected Material Drop-off Area.







2. LEGAL REQUIREMENTS

The PIRMP has been prepared to satisfy the requirement of Part 5.7A of the POEO Act and the *Protection of the Environment Operations (General) Regulation 2009* (POEO(G) Reg). In summary, Part 5.7A of the POEO Act requires that the following.

- The PIRMP must include the information required by Section 153C of the POEO Act, namely:
 - “(a) the procedures to be followed in notifying a pollution incident to:
 - (i) neighbouring land owners or occupiers, and
 - (ii) the local authority(ies) for the area affected, or potentially affected, by the pollution, and
 - (iii) any other persons or authorities as required by Section 148 (8) of the POEO Act:
 - (b) a detailed description of the action to be taken, immediately after a pollution incident, to reduce or control any pollution,
 - (c) the procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made, and
 - (d) the specific requirements of Clause 98C of the POEO(G) Regs.”
- The PIRMP must be kept at the Facility.
- The Licensee must test the PIRMP in accordance with Clause 98E of the POEO(G) Regs.
- The PIRMP must be immediately implemented should a pollution incident occur in the course of an activity such that material harm to the environment is caused or threatened.

In order that the specific requirements of Clause 98C of the POEO(G) Reg are included in the PIRMP, it has been prepared in accordance with the environmental guidelines *Preparation of Pollution Incident Response Management Plans 2012* issued by the EPA in March 2012 (EPA, 2012).

3. PLAN MANAGEMENT AND KEY CONTACT DETAILS

Table 1 identifies the names, position titles and 24-hour contact details of those key individuals who are responsible for activating the PIRMP, authorising the notification of relevant authorities, and managing the response to a pollution incident.

Table 1
Key Contact Details and Responsibilities

Name	Position	24 Hour Contact	Role / Responsibility
Mr Derek Francis	General Manager	0427 264 261	Responsible for activating emergency plans and contacting relevant authorities.
Mr Timothy Riley	Manager of Development and Environmental Services	0419 607 401	Responsible for activating emergency plans and contacting relevant authorities.
Mr Dean Woods	Environmental Health and Building Surveyor	0428 239 490	Responsible for activating emergency plans and contacting relevant authorities. Ensure employees are competent through training and awareness programs.

Relevant authority under Section 148 of the POEO Act means any of the authorities identified in **Table 2**.

Table 2
Relevant Government Authorities

Authority	Contact Details
Environment Protection Authority	131 555
The Ministry of Health	(02) 9391 9000
The WorkCover Authority	13 10 50
Fire and Rescue NSW	000 or (02) 6832 1014 – Nyngan

4. OBJECTIVES AND OUTCOMES

Table 3 presents the objectives and key performance outcomes nominated by the Operator for the PIRMP.

Table 3
Objectives and Key Performance Outcomes

Objectives	Key Performance Outcomes
(a) Minimise and control the risk of a pollution incident at the Facility by identifying hazards, calculating risks and the developing pre-emptive measures and action plans to minimise and manage those risks.	(i) All identified preventative, management and mitigation measures implemented.
(b) Ensure that the PIRMP is properly implemented by trained staff, identifying persons responsible for implementing it.	(ii) All persons responsible for implementation of the PIRMP have been identified and understand relevant responsibilities.
(c) Ensure that the PIRMP is regularly tested for accuracy, currency and suitability.	(iii) Arrangements for the review, testing, evaluation and maintenance of the PIRMP are developed and implemented.
(d) Ensure comprehensive and timely communication about a pollution incident to staff at the facility, the Environment Protection Authority (EPA), other relevant authorities and people outside the Facility who may be affected by the impacts of the pollution incident.	(iv) All warning systems for people at the Facility, the relevant agencies and the public implemented in the event of a pollution incident identified in the PIRMP as requiring notification.

5. POTENTIAL HAZARDS

5.1 INVENTORY OF POTENTIAL POLLUTANTS

Table 4 provides an inventory of the principal pollutants, chemicals and reagents that may be delivered to the Facility, their HAZCHEM classification, delivery method and storage location. It is noted that the Facility has approval to accept the following materials.

- General solid waste (putrescible).
- Recyclable materials, including, waste oils, metal, glass, paper, cardboard, batteries, used tyres, bulky items, greenwaste and recyclable construction waste.
- Contaminated and special waste, including, asbestos and limited volumes of clinical waste.

Appendix 1 provides the Hazardous Materials Register for Council-purchased products. **Figure 2** identifies the storage locations referenced by **Table 4**.

Table 4
Inventory of Potential Pollutants

Chemical/Product Name	Classification	Delivery Method	Storage Location	Maximum Quantity
Hydraulic Oil	Dangerous Goods	Road – ad hoc	Workshop	1 x 20L drums
Lubricant	Dangerous Goods	Road – ad hoc	Workshop	1 x 20L drums
Grease	Dangerous Goods	Road – ad hoc	Workshop	1 x 20L drums
Motor Oil	Dangerous Goods	Road – ad hoc	Workshop	1 x 20L drums
Waste Oils	Dangerous Goods	Road – ad hoc	Select Material Storage Area	5000L self banded tank(s)
Flammable solid wastes	–	Road – ad hoc	Landfill cells and Select Material Storage Area	Variable
Leachate	–	Generated on-site	Landfill cells and Leachate Management Pond	Variable
Asbestos	Hazardous	Road – ad hoc	Special Waste Landfill cell	Variable
Other non-approved waste (i.e. liquid waste)	Variable	Road – ad hoc	General Waste Drop Off Area Select Material Storage Area	Variable

5.2 DESCRIPTION AND LIKELIHOOD OF HAZARDS

In order to develop and implement pre-emptive actions for pollution hazards, the likelihood of occurrence and any circumstances in which the likelihood may be increased should be identified. **Table 5** provides the definitions used to classify the likelihood of a pollution hazard resulting in a pollution incident.

Table 5
Qualitative Likelihood Rating

Level	Descriptor	Description
A	Almost Certain	Is expected to occur in most circumstances.
B	Likely	Will probably occur in most circumstances.
C	Possible	Could occur.
D	Unlikely	Could occur but not expected.
E	Rare	Occurs only in exceptional circumstances.

Source: HB 203:2006 (Standards Australia, 2006) – Table 4(A).

Table 6 identifies the pollution hazards present at the Facility, the relevant sources, situations or conditions that could result in a pollution incident, the pre-emptive controls that are in place to reduce the likelihood of a pollution incident and any circumstances likely to increase the likelihood of occurrence.

5.3 PRE-EMPTIVE ACTIONS

The pre-emptive mitigation and management measures that have been implemented to prevent the occurrence or minimise the impact of pollution incidents are identified in **Table 6**.

5.4 SAFETY AND CLEAN UP EQUIPMENT

The following identifies the safety and clean up equipment and other management measures that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.

- **Spill kits:** containing spill socks, pads, pillows (for perimeter containment), absorbent material (for soaking up spilt hydrocarbons), coveralls, gloves, safety goggles and glasses (for safe work) and disposable bags (for removing waste). All personnel are provided with training in the correct use of these items.
- **Personal Protective Equipment (PPE):** requirements are enforced and include the following standard PPE.
 - Eyewear (safety glasses).
 - Gloves.
 - Shoes (Steel-capped and sturdy).

Additional PPE for management of asbestos and non-approved wastes include:

- P2 Respirators.
- Disposable overalls, shoe covers and tape.
- Goggles.

Table 6
Identified Pollution Hazards of the Facility

Page 1 of 5

Hazard	Source, Situation or Condition Resulting in Pollution	Potential Impacts	Likelihood	Pre-Emptive Controls	Circumstances that Could Increase Likelihood	Safety Equipment
Hydrocarbon Storage, Use and Transfer.	Spillage of hydrocarbons during transfer.	Spilt hydrocarbons can penetrate and contaminate soil and groundwater.	C	<ul style="list-style-type: none"> • Purchased products stored in original containers, on bunded pallets(s) under cover, in the workshop. • Waste oil stored in a bunded tank(s), under cover in a concrete sealed area with filling point designed in a manner that spillage contained in bunded, sealed area. • Waste oils not permitted to be stored in original containers. Operator staff to transfer contents of small containers to main waste oil tank(s) as required. Empty containers to be resealed and recycled. 	<ul style="list-style-type: none"> • Inappropriate storage of hydrocarbons. • Inappropriate practices for transfer of hydrocarbons. 	<ul style="list-style-type: none"> • Waste oil area well ventilated. • Transfer pumps available. • PPE (gloves, glasses and respirators) provided. • Fire fighting equipment available. • Spill kits available.

Table 6 (Cont'd)
Identified Pollution Hazards of the Facility

Hazard	Source, Situation or Condition Resulting in Pollution	Potential Impacts	Likelihood	Pre-Emptive Controls	Circumstances that Could Increase Likelihood	Safety Equipment
Hydrocarbon Storage, Use and Transfer. (Cont'd)	Drum leak / rupture resulting in spillage.	As above.	D	<ul style="list-style-type: none"> • Purchased products stored in original containers on banded pallet(s) under cover in the workshop. • Waste oil not permitted to be stored in original containers. Operator staff to transfer contents of small containers to main waste oil tank(s) as required. Empty containers to be resealed and recycled. 	<ul style="list-style-type: none"> • Inappropriate storage of hydrocarbon containers. • Inappropriate containers used for storage. 	<ul style="list-style-type: none"> • As above.
	Leakage / spillage of diesel from vehicle.	As above.	D	<ul style="list-style-type: none"> • Regular vehicle inspections. • Refuelling confined to designated locations. 	<ul style="list-style-type: none"> • Vehicles deviating from designated tracks. • Refuelling occurring outside designated locations. 	<ul style="list-style-type: none"> • As above.

Table 6 (Cont'd)
Identified Pollution Hazards of the Facility

Hazard	Source, Situation or Condition Resulting in Pollution	Potential Impacts	Likelihood	Pre-Emptive Controls	Circumstances that Could Increase Likelihood	Safety Equipment
Stockpiling of flammable solid wastes.	Stockpile of solid flammable wastes burns due to ignition onsite.	Discharge of contaminants to the atmosphere.	C	<ul style="list-style-type: none"> Spacing between flammable solid waste stockpiles is at least equal to the height of the stockpile or adequate for safe emergency vehicle access. Signage warning of potential for hazard erected in the Community-accessible areas of the Facility. Restricted public access to the Facility. Sprinklers and reticulated water supply system installed to keep stockpiles damp, when required. 	<ul style="list-style-type: none"> Inappropriate stockpile management. Persistent hot, windy or dry weather. Inadequate security permitting out of hours public access to the facility. 	<ul style="list-style-type: none"> Reticulated water supply system capable of supporting fire fighting operations. Fire extinguishers located in each vehicle and machinery operating onsite, and in the Workshop and Site Office.
	Stockpile of flammable solid wastes burns due to bushfire originating from offsite.	Discharge of contaminants to the atmosphere.	C	<ul style="list-style-type: none"> Fire break (in the form of an unsealed track or road) around the active sections of the Site. 	<ul style="list-style-type: none"> Persistent hot, windy or dry weather. 	<ul style="list-style-type: none"> As above.

Table 6 (Cont'd)
Identified Pollution Hazards of the Facility

Hazard	Source, Situation or Condition Resulting in Pollution	Potential Impacts	Likelihood	Pre-Emptive Controls	Circumstances that Could Increase Likelihood	Safety Equipment
Leachate.	Leachate contaminates to groundwater.	Leachate penetrates landfill cell lining and contaminates groundwater.	E	<ul style="list-style-type: none"> • Diversion of clean water around the Facility to limit leachate generation. • Construction of lining for landfill cells to meet the requirements of the EPA's <i>Environmental Guidelines: Solid Waste Landfills</i> (EPA, 1996). • Progressive covering and rehabilitation of the active landfill cell to limit water infiltration and leachate generation. • Removal of leachate as required to the Leachate Management Pond for evaporation. 	<ul style="list-style-type: none"> • Permeability of landfill cell lining not in accordance with required standard. • Significant rainfall. 	<ul style="list-style-type: none"> • PPE (gloves and glasses) provided.

Table 6 (Cont'd)
Identified Pollution Hazards of the Facility

Page 5 of 5

Hazard	Source, Situation or Condition Resulting in Pollution	Potential Impacts	Likelihood	Pre-Emptive Controls	Circumstances that Could Increase Likelihood	Safety Equipment
Asbestos mixed with general waste or recyclable material.	Illegal dumping of asbestos. Inadequate separation of waste.	Asbestos fibres released to the air.	D	<ul style="list-style-type: none"> • Restricted public access to the Facility. • Screening of wastes delivered to the Facility by the public. 	<ul style="list-style-type: none"> • No screening of wastes. 	<ul style="list-style-type: none"> • PPE (disposable overalls, P2 respirators, goggles, gloves, shoe covers and tape). • Water sprays. • Clean up materials, including plastic sheeting.
Non-approved wastes identified onsite.	Illegal dumping of hazardous waste.	Contaminants pollute soil, groundwater or atmosphere.	E	<ul style="list-style-type: none"> • Screening of wastes delivered to the Site by the public. • Restricted public access to the Facility. 	<ul style="list-style-type: none"> • No screening of wastes. 	<ul style="list-style-type: none"> • As above.

- **Fire Fighting equipment:** including the following:
 - Fire extinguishers.
 - Reticulated water supply system capable of supporting fire fighting operations.

In addition, the following are also provided to facilitate management of potential pollution incidents:

- **Training:** is provided to ensure that all employees receive the education and training required to perform their daily tasks in a safe and productive manner. Training includes pollution incident response management training.
- **Inductions:** are held for new and existing employees and includes instructions as to safe work practices when using or managing hazardous chemicals and potential pollutants.
- **Material Safety Data Sheets (MSDS):** are placed as laminated copies in the vicinity of the relevant storage area. Electronic copies are retained at the office.

6. POLLUTION INCIDENT MANAGEMENT

6.1 POLLUTION INCIDENT RESPONSE (GENERAL MANAGEMENT AND ACCOUNTABILITY)

In the event of a pollution incident, the response will be managed in accordance with the following six stages.

1. **Initial Response Stage:**
Monitor any incident with the potential to result in pollution and prepare to implement the appropriate pollution incident response procedure should the incident escalate and trigger as a notifiable pollution incident.
2. **Control and Containment Stage:**
Activate the relevant pollution response (Section 6.3) and evacuation (Section 6.4) procedures.
3. **Notification Stage:**
Activate the relevant notification (Section 6.2)
4. **Clean Up Stage:**
Clean-up any residual contamination once the area is declared safe.
5. **Reporting Stage:**
Document the details of the incident and responses taken, and undertake further notifications as necessary.
6. **Incident Review and Follow up Stage:**
Incident response completed. Implement a de-briefing and review of the implementation of the notification (Section 6.2), pollution response (Section 6.3) and evacuation (Section 6.4) procedures.

Table 7 presents the responsibilities of the workforce in the implementation of these six stages.

Table 7
Key Management Responsibilities

Page 1 of 3

Position	Stage	Responsibility
General Manager	General	<ul style="list-style-type: none"> • Ensure adequate resources are available to enable implementation of the PIRMP. • In the absence of the MDES and EHBS assume or delegate the relevant responsibilities.
Manager of Development and Environmental Services	Initial Response Stage	<ul style="list-style-type: none"> • As soon as aware, advise the GM of a pollution incident. • Ensure EHBS has available resources to implement the PIRMP. • Maintain communication with EHBS to ensure progression between incident stages is appropriate. • In the absence of the EHBS advise appropriate site personnel of the incident. • Ensure appropriate resources are available for the implementation of the incident response management measures.

Table 7 (Cont'd)
Key Management Responsibilities

Position	Stage	Responsibility
Manager of Development and Environmental Services (Cont'd)	Control and Containment Stage	<ul style="list-style-type: none"> • Approve the activation of the relevant notification, response management and evacuation procedures of the PIRMP. • Ensure that perimeters are established and access to the Site is controlled. • Maintain communication with EHBS and coordinate activities and resources. • Determine the priority of actions of employees until agencies and emergency services arrive. • Approve the implementation of additional or escalated response measures on advisement from EHBS.
	Clean Up Stage	<ul style="list-style-type: none"> • Ensure adequate resources are available to the EHBS to undertake clean-up. • Inspect and provide confirmation that the affected area is safe.
	Incident Review and Follow Up Stage	<ul style="list-style-type: none"> • Give direction for a de-briefing and review of the notification, response management and evacuation procedures of the PIRMP.
	General	<ul style="list-style-type: none"> • In the absence of the EHBS, MDES will assume EHBS responsibilities. • Ensure PIRMP evaluation and continual improvement is implemented. • Ensure appropriate personnel training and awareness programs are implemented. • Ensure that this PIRMP is reviewed and tested every 12 months.
Environmental Health and Building Surveyor	Initial Response Stage	<ul style="list-style-type: none"> • As soon as aware, advise the MDES or in their absence, the GM, of a pollution incident. • Monitor the reported incident. • Advise appropriate site personnel of the incident (or ensure notification is undertaken by delegated personnel). • Prepare appropriate site personnel for the implementation of the relevant notification, response management and evacuation procedures of the PIRMP.
	Control and Containment Stage	<ul style="list-style-type: none"> • In the absence of, or under delegation by the MDES: <ul style="list-style-type: none"> – approve the activation of the relevant notification, response management and evacuation procedures of the PIRMP; – ensure that perimeters are established and access to the site is controlled; – maintain communication with MDES and coordinate activities and resources; and – determine the priority of actions of employees until agencies and emergency services arrive. • Complete the appropriate notification. • Monitor the response to the incident and advise MDES on the escalation of response as required. • In the absence of MDES, approve the implementation of response escalation.

Table 7 (Cont'd)
Key Management Responsibilities

Page 3 of 3

Position	Stage	Responsibility
Environmental Health and Building Surveyor (Cont'd)	Notification Stage	<ul style="list-style-type: none"> Provide owners and occupiers of land updates of any pollution incidents as required.
	Clean Up Stage	<ul style="list-style-type: none"> Direct the clean up of the incident (following advice from MDES) that the site is safe.
	Incident Review and Follow Up Stage	<ul style="list-style-type: none"> Coordinate and manage de-briefing and review as directed by the MDES.
	General	<ul style="list-style-type: none"> In the absence of the MDES, EHBS will assume or delegate MDES responsibilities. Ensure employees are competent in the implementation of the PIRMP through appropriate training and awareness programs. Ensure visitors and contractors are inducted and aware of emergency management procedures. Ensure that all accidents, incidents and potential incidents are appropriately investigated. Ensure a hard copy of the PIRMP is retained on site.
All personnel	General	<ul style="list-style-type: none"> Ensure incident training is undertaken and responsibilities understood. Implement as relevant the appropriate procedures identified in the Incident Response Management Procedures Advise (supervisor, EHBS or MDES) of a pollution incident immediately. In the event none can be contacted, advise the GM. In the absence of the GM, ensure that the notification protocols are followed and implement any instruction provided.
<p>All personnel = all inducted personnel GM = General Manager EHBS = Environmental Health and Building Surveyor MDES = Manager of Development and Environmental Services</p>		

6.2 INCIDENT NOTIFICATION

Table 8 presents the notification protocol, developed with reference to “*Protocol for Industry Notification of Pollution Incidents*”¹, to be followed in the event that a notifiable pollution incident occurs.

¹ <http://www.environment.nsw.gov.au/pollution/notificationprotocol.htm>

Table 8
Government Agency Notification Protocol

Trigger	Agency	Timing	Contact Details
An incident that presents an immediate threat to human health or property.	Fire and Rescue NSW NSW Police NSW Ambulance Service	Immediately	Call 000
An incident that does not initially require emergency services or following initial contact with emergency services.	1. Environment Protection Authority	Immediately (or following emergency service contact)	Environment Line 131 555
	2. Ministry of Health		(02) 9391 9000
	3. WorkCover Authority		13 10 50
Note 1: Section 148(8) of the POEO Act also requires notification of the local Council. However, as Bogan Shire Council is the Operator of the Facility, notification is assumed to have occurred under the procedures identified in Table 7 .			
Note 2: 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.			

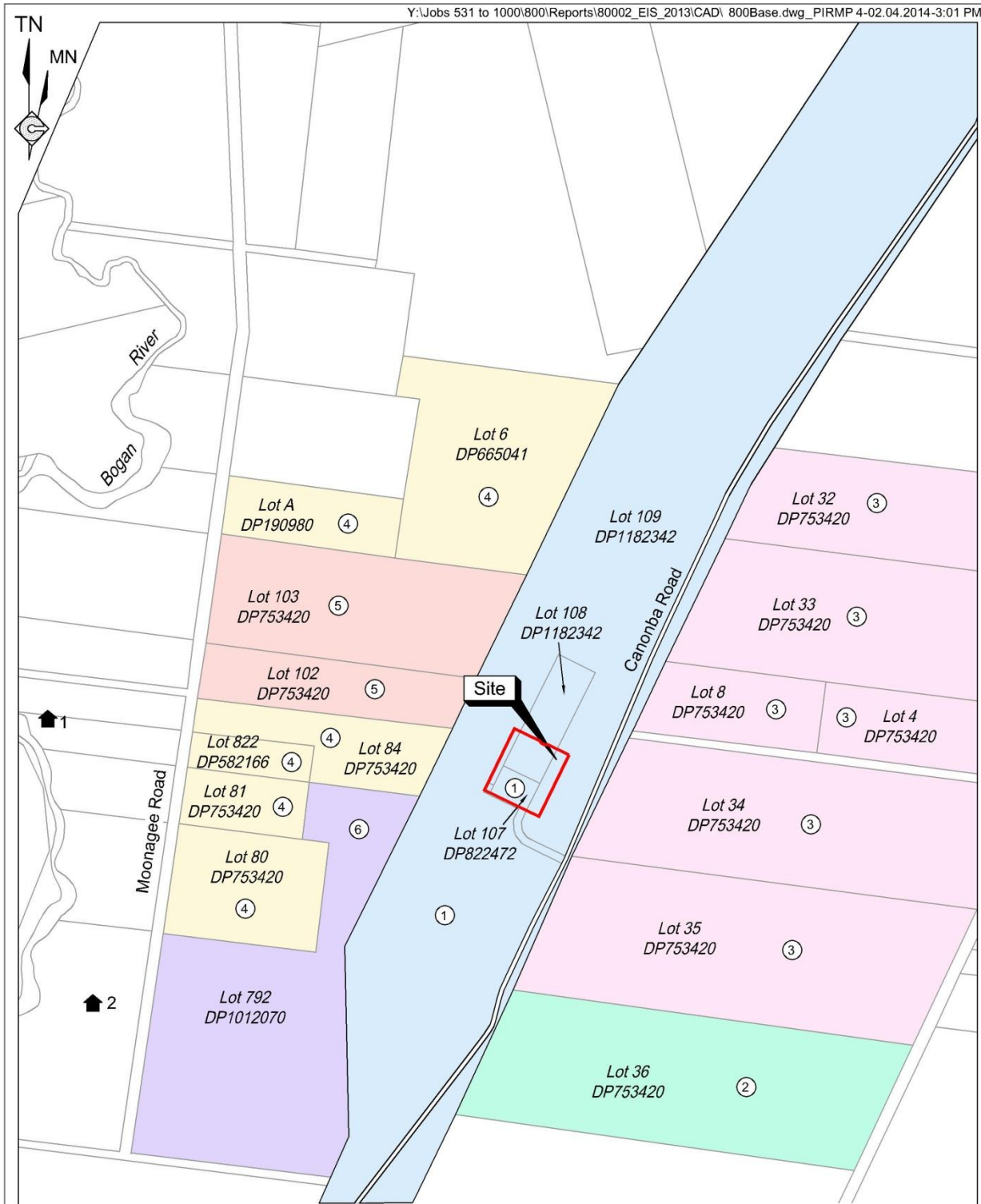
Figure 4 identifies the neighbouring land holders and **Table 9** provides the contact details and notification protocol to be followed in the event that a notifiable pollution incident occurs.

Table 9
Land Owner Notification Protocol

Land Owner	Contact Details	Notification Procedures
State of NSW- Local Land Services (Central West)	1300 795 299	Call to advise of incident and alert as to any potential hazards or impacts on livestock.
B Richards	02 6361 8911	Call to advise if incident has potential to impact on neighbouring residents or land.
D P Smith	02 6832 1354	Call to advise if incident has potential to impact on neighbouring residents or land.
B M Smith	02 6833 9981	Call to advise if incident has potential to impact on neighbouring residents or land.
N W Gilby & T M Heubner	02 6832 2206	Call to advise if incident has potential to impact on neighbouring residents or land.
S A Ellis Nominees Pty Ltd	Pending nomination	

Impacts on the broader community due to incidents are variable and depend on the nature of the incident. Notification and communication methods will be determined on a case by case basis and the following methods of notification may be used.

- Phone calls.
- Media releases (radio/television/newspaper/internet/social media as required).
- Site visits/door knocking.
- Warning signs.
- Other methods as the situation requires.



- REFERENCE**
- Site Boundary
 - Cadastral Boundary
 - ① Landowner Reference
 - 🏠 1 Residence & Identifier

Reference	Landowner
1	State of NSW
2	B Richards
3	D P Smith
4	B M Smith
5	N W Gilby & T M Huebner
6	S A Ellis Nominees Pty Ltd

SCALE 1:30 000 (A4)

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Base Map Source: Department of Lands (Six Viewer) (February 2011)

Figure 4
LAND OWNERSHIP AND RESIDENCES

6.3 POLLUTION INCIDENT RESPONSE PROCEDURES

The Operator maintains pollution incident response procedures (PIRP's) specific to the pollution incidents identified in **Table 3**. Where the practical response to pollution incidents is the same, only one PIRP has been prepared. The following PIRP's have been prepared for the Facility.

- Fire PIRP (**Appendix 2**).
- Hydrocarbon Spill PIRP (**Appendix 3**).
- Contaminated Groundwater PIRP (**Appendix 4**).
- Hazardous Wastes PIRP (**Appendix 5**).

The PIRP's are 'live' documents in that they are subject to continual review and will be updated as required to ensure that response to pollution incidents are continually improved. In order to ensure that the superseded versions of each PIRP are not inadvertently referenced in the event of a pollution incident. Numbered copies of each PIRP will be distributed to the following key personnel.

1. General Manager.
2. Manager of Development and Environmental Services.
3. Environmental Health and Building Surveyor.
4. Site Personnel.

As a PIRP is updated, the Environmental Health and Building Surveyor will replace the superseded version (which will be destroyed).

6.4 EVACUATION PLAN

The Facility evacuation procedure is as follows.

1. In an emergency evacuation situation, the onsite personnel will be advised by two-way radio.
2. The onsite personnel will then proceed to evacuate all members of the public to the Emergency Assembly Point, located at the intersection of Canonba Road and the Site Access Road.
3. All personnel will proceed to the Emergency Assembly Point.

Once mustered at this point, all personnel are to await the instructions of either the Environmental Health and Building Surveyor or Manager of Development and Environmental Services.

7. PIRMP EVALUATION AND REVIEW

7.1 EVALUATION

During the “Incident Review and Follow Up” stage, or within 14 days of the pollution incident response (including testing of the PIRMP), a de-briefing of all relevant personnel will be undertaken to determine the lessons learned from the operation. The de-briefing will include a meeting with the relevant personnel involved in the incident to collate any comments, issues and views on any changes that could be implemented to improve the procedures within the PIRMP.

The Environmental Health and Building Surveyor will be responsible for the co-ordination of any de-briefing following a pollution response incidence.

7.2 CONTINUAL IMPROVEMENT

All information and comments compiled from the debriefing will be assessed and reviewed to determine the areas of improvement and the updating and implementation of new procedures to improve the outcomes of any pollution incident response for the Facility.

- The Environmental Health and Building Surveyor will be responsible for recommending improvement to the Manager of Development and Environmental Services.
- The Manager of Development and Environmental Services will be responsible for the implementation of the recommended improvements.

All personnel will be responsible for implementing the recommended improvement and continual improvement in performance at the Facility.

7.3 TESTING OF POLLUTION INCIDENT RESPONSE

The Pollution Incident Response Procedures referenced in Section 6.2 will be tested at least once every 12 months to determine whether the PIRMP is accurate and up-to-date and is capable of being implemented in a workable and effective manner.

The Environmental Health and Building Surveyor will be responsible for the testing of the PIRMP.

7.4 COMPETENCY TRAINING

All personnel shall undergo pollution incident response management awareness training as part of the site induction program. The following areas will be covered in the induction:

- Awareness of pollutants and hydrocarbons, and how they impact the environment.
- Identification of hazardous and special wastes.
- Correct storage and handling of pollutants and hydrocarbons.

- Refuelling procedures.
- Pollution incident management, including roles and responsibilities when responding to an incident.
- Evacuation procedures.
- Incident reporting requirements.

The Environmental Health and Building Surveyor will be responsible for ensuring the appropriate training is included in the induction and revised every 12 months to ensure skills are updated.

7.5 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN REVIEW

This PIRMP will be reviewed:

- after each test or actual operation;
- in the event that deficiencies are identified;
- as roles and responsibilities of personnel change; and/or
- in the event of legislative changes.

The Environmental Health and Building Surveyor will be responsible for the PIRMP review.

8. REFERENCES

Environment Protection Authority, (EPA) (1996), *Environmental Guidelines: Solid Waste Landfills.*

Environment Protection Authority, (EPA) (2012), *Preparation of Pollution Incident Response Management Plans 2012.*

Appendices

(No of pages including blank pages: 34)

- Appendix 1 Hazardous Materials Register
- Appendix 2 Fire Pollution Incident Response Procedure
- Appendix 3 Hydrocarbon Spill Pollution Incident Response Procedure
- Appendix 4 Contaminated Groundwater Pollution Incident Response Procedure
- Appendix 5 Hazardous Wastes Pollution Incident Response Procedure
- Appendix 6 Incident Notification Response Form and Incident Response Checklist

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Appendix 1

Hazardous Materials Register

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Appendix 2

Fire Pollution Incident Response Procedure

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Introduction

This Fire Pollution Incident Response Procedure (“the Fire Procedure”) has been developed for inclusion in the *Pollution Incident Response Management Plan* (PIRMP) for the Nyngan Waste and Resource Management Facility (“the Facility”) and to satisfy statutory requirements for incident response management identified in Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act).

This Procedure addresses the response to a fire within waste stockpiles or landfill cells located within the Facility.

Objective

The objectives of the Fire Procedure are to:

- ensure efficient, effective and uniform response to a pollution incident at the Facility in the event of a fire within waste stockpiles or landfill cells, and
- ensure notification and management of the incident complies with Part 5.7A of the POEO Act and conditions of the Environmental Protection Licence (EPL).

Incident Response

Incident response is categorised into six separate stages. The six stages are as follows.

1. Initial Response Stage
2. Control and Containment Stage
3. Notification Stage
4. Clean Up Stage
5. Reporting Stage
6. Incident Review and Follow Up Stage

The following tables provide the specific steps to be followed and responsible/accountable personnel for each stage.

**Table A2-1
Initial Response Stage**

Step	Action	Responsible Personnel
1	In the event of an approaching bush/grass fire, activate sprinkler system and evacuate the Facility if there is a risk to personnel or the public, if safe to do so. If it is safe to remain, use water cart (if available) to damp down waste stockpiles and the active landfill cell.	All
2	In the event of an actual waste stockpile or landfill fire, immediately alert onsite personnel of the fire and evacuate the Facility to the Emergency Assembly Point at the intersection of Canonba Road and the Site Access Road.	All
3	Immediately notify the Environmental Health and Building Surveyor, or in their absence/unavailability, the Manager of Development and Environmental Services. Advise them of the: <ul style="list-style-type: none"> • location of the fire; • time of the identification; • source of the fire (if known); • whether the fire can be easily contained; and • occurrence of any other noted hazards. 	All
4	If not already informed, inform the Manager of Development and Environmental Services, and General Manager.	EHBS/MDES
5	Establish, based on the location and extent of the fire, the risk to the workforce and public posed by the incident. <ul style="list-style-type: none"> • If high risk, i.e. fire cannot be easily extinguished, emergency services are to be notified. • If low risk, i.e. fire can be easily extinguished, proceed immediately to the Control and Containment Stage. 	All
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

**Table A2-2
Control and Containment Stage**

Step	Action	Responsible Personnel
1	If safe to do so, contain the fire by creating a break between the lit stockpiles and surrounding potential fuel.	All
2	If safe to do so, extinguish the fire using the sprinkler system, water cart and/or available fire fighting equipment.	All
3	Once the fire is controlled and contained, proceed immediately to the Notification Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

Table A2-3
Notification Stage

Step	Action	Responsible Personnel
1	If unsafe to control or contain the fire or a risk to human health and safety remains or if additional resources are required to extinguish the fire, contact the relevant emergency services on "000" if not already completed as part of the Initial Response. Once emergency services have been contacted, notify the following. <ul style="list-style-type: none"> • Ministry of Health (02 9391 9000). • WorkCover Authority (13 10 50). • Fire and Rescue NSW (000) or Nyngan (02 6832 1014). 	All
2	Immediately following containment and control of the fire, contact the Environmental Protection Agency (EPA) on 131 555 explaining the location and nature of the fire, and containment actions taken.	EHBS or MDES
3	Follow any subsequent instructions provided by the notified agencies.	EHBS or MDES
4	If fire or the resulting smoke has the potential to impact land off the Facility Site, notify the relevant land owner(s) as per Figure 4 and Table 9 .	EHBS or MDES
5	Once Notification Stage is complete, proceed to the Clean Up Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

Table A2-4
Clean Up Stage

Step	Action	Responsible Personnel
1	If burnt remains of waste have potential to have contaminated the soil, or pose a health hazard, seek specialist assistance from a soil scientist, contaminated lands expert or the EPA.	EHBS or MDES
2	Where the material is recyclable and still suitable for receipt by a recycling facility, proceed to stockpile the recyclable and have removed from the Site.	All
3	Where the material is general waste or the recyclable is no longer suitable for receipt by a recycling facility, proceed to landfill the waste as per the procedures in the <i>Landfill Environmental Management Plan</i> .	All
4	Following completion of the Clean Up Stage, proceed to Reporting Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

**Table A2-5
Reporting Stage**

Step	Action	Responsible Personnel
1	Complete Incident Notification Response Form (see Appendix 6) nominating the site, nature, cause and size of the incident, actions taken to control, contain and clean up the incident, and any further actions to be taken.	EHBS or MDES
2	Review and sign-off on the Incident Notification Response Form prepared by the Environmental Health and Building Surveyor or Manager of Development and Environmental Services for despatch to the EPA and other relevant authorities.	GM
3	Send the report to the EPA and other authorities as relevant to the incident. Retain a copy of the Notification Response Form on file for at least four years.	EHBS or MDES
4	Following completion of Reporting Stage proceed to the Incident Review and Follow Up Stage.	
All	= all inducted personnel.	
GM	= General Manager.	
EHBS	= Environmental Health and Building Surveyor.	
MDES	= Manager of Development and Environmental Services.	

**Table A2-6
Incident Review and Follow up Stage**

Step	Action	Responsible Personnel
1	Complete Incident Response Checklist (see Appendix 6).	EHBS
2	Within 14 days of the incident, convene a debriefing of the relevant personnel to identify the root cause of the incident, effectiveness of incident response and improvements required.	EHBS
3	Present the findings of the debriefing to the Manager of Development and Environmental Services for review of recommendations.	EHBS
4	Forward the recommendations of the briefing to the General Manager indicating whether recommendations are supported or not, and request for funds/permission to proceed with implementation of recommendations.	MDES
5	Update the PIRMP and this procedure in accordance with the approved recommendations of the debriefing.	EHBS
All	= all inducted personnel.	
GM	= General Manager.	
EHBS	= Environmental Health and Building Surveyor.	
MDES	= Manager of Development and Environmental Services.	

Appendix 3

Hydrocarbon Spill Pollution Incident Response Procedure

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Introduction

This Hydrocarbon Spill Pollution Incident Response Procedure (“the Spill Procedure”) has been developed for inclusion in the *Pollution Incident Response Management Plan* (PIRMP) for the Nyngan Waste and Resource Management Facility (“the Facility”) and to satisfy statutory requirements for incident response management identified in Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act).

This Procedure addresses the response to a hydrocarbon spill within the Facility.

Objective

The objectives of the Spill Procedure are to:

- ensure efficient, effective and uniform response to a pollution incident at the Facility in the event of a hydrocarbon spill, and
- ensure notification and management of the incident complies with Part 5.7A of the POEO Act and conditions of the Environmental Protection Licence (EPL).

Incident Response

Incident response is categorised into six separate stages. The six stages are as follows.

1. Initial Response Stage
2. Control and Containment Stage
3. Notification Stage
4. Clean Up Stage
5. Reporting Stage
6. Incident Review and Follow Up Stage

The following tables provide the specific steps to be followed and responsible/accountable personnel for each stage.

Table A3-1
Initial Response Stage

Step	Action	Responsible Personnel
1	In the event of a hydrocarbon spill (20L threshold), immediately alert onsite personnel of the spill.	All
2	Immediately notify the Environmental Health and Building Surveyor, or in their absence/unavailability, the Manager of Development and Environmental Services. Advise them of the: <ul style="list-style-type: none"> • site of the spill/leak; • time of the identification; • source of the spill/leak (if known); • volume (approximate) of the spill/leak; • whether the spill/leak has ceased or is ongoing; and • occurrence of any other noted hazards, e.g. fire. 	All
3	If not already informed, inform the MDES, and GM.	EHBS/MDES
4	Establish, based on the material spilt, location and source of the spill/leak, the risk to the workforce and public posed by the incident. <ul style="list-style-type: none"> • If high risk, i.e. occurrence or potential for fire, emergency services are to be notified. • If low risk, proceed immediately to the Control and Containment Stage. 	All
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

Table A3-2
Control and Containment Stage

Step	Action	Responsible Personnel
1	Identify the source of the spill/leak and isolate or stabilise to prevent further spill or leak.	All
2	Construct temporary earthen bunds around the affected area(s) to prevent ingress of runoff and/or egress from the affected area.	All
3	Inspect the source of the spill/leak to confirm the spill is contained and controlled.	EHBS or MDES
4	Once the spill/leak is controlled and contained, proceed immediately to the Notification Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

Table A3-3
Notification Stage

Step	Action	Responsible Personnel
1	Contact the relevant emergency services on "000" if not already completed as part of the Initial Response and a risk to human health and safety remains.	EHBS or MDES
2	Determine whether the spill/leak represents a Notifiable Incident. A Notifiable Incident is one in which "material harm to the environment is caused". "Material harm to the environment" is defined in accordance with Clause 147 of the POEO Act as when: <ul style="list-style-type: none"> • the incident involves actual or potential harm to the health and safety of human beings or 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. 	EHBS or MDES
3	If a Notifiable Incident, contact the Environmental Protection Agency (EPA) on 131 555 explaining the location, source, nature and approximately/estimated volume of the spill, areas affected, and containment actions taken.	EHBS or MDES
4	Contact the relevant emergency services if not already done so. <ul style="list-style-type: none"> • Ministry of Health (02 9391 9000). • WorkCover Authority (13 10 50). • Fire and Rescue NSW (000) or Nyngan (02 6832 1014). 	EHBS or MDES
5	Follow any subsequent instructions provided by the notified agencies.	EHBS or MDES
6	If spill or leaking material has, or has the potential to impact land outside the Facility, notify the relevant land owner(s).	EHBS or MDES
7	Once Notification Stage is complete, proceed to the Clean Up Stage.	
<p>All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.</p>		

**Table A3-4
Clean Up Stage**

Step	Action	Responsible Personnel
1	Excavate the area of spill to a depth of at least 250mm and load to trucks.	EHBS or MDES
2	Manage the excavated material either by: <ul style="list-style-type: none"> • Transfer to the designated contaminated/special waste landfill cell; or • Placement within a 'land farming' zone of the Facility. Land farming zones are to be identified on plans and segregated from local drainage.	EHBS or MDES
3	Following completion of the Clean Up Stage, proceed to Reporting Stage	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

**Table A3-5
Reporting Stage**

Step	Action	Responsible Personnel
1	Complete Incident Notification Response Form (see Appendix 6 of the PIRMP) nominating the location, nature, cause and size of the incident, actions taken to control, contain and clean up the incident, and any further actions to be taken.	EHBS or MDES
2	Review and sign-off on the Incident Notification Response Form prepared by the Environmental Health and Building Surveyor or Manager of Development and Environmental Services for despatch to the EPA and other relevant authorities.	GM
3	Send the report to the EPA and other authorities as relevant to the incident. Retain a copy of the Notification Response Form on file for at least four years.	EHBS or MDES
4	Following completion of Reporting Stage proceed to the Incident Review and Follow Up Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

**Table A3-6
Incident Review and Follow up Stage**

Step	Action	Responsible Personnel
1	Complete Incident Response Checklist (see Appendix 6 of the PIRMP).	EHBS
2	Within 14 days of the incident, convene a debriefing of the relevant personnel to identify the root cause of the incident, effectiveness of incident response and improvements required.	EHBS
3	Present the findings of the debriefing to the General Manager for review of recommendations and request for funds/permission to proceed with implementation of recommendations.	EHBS or MDES
4	Update the PIRMP and this procedure in accordance with the approved recommendations of the debriefing.	EHBS
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

Appendix 4

Contaminated Groundwater Pollution Incident Response Procedure

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Introduction

This Contaminated Groundwater Pollution Incident Response Procedure (“the Groundwater Procedure”) has been developed for inclusion in the *Pollution Incident Response Management Plan* (PIRMP) for the Nyngan Waste and Resource Management Facility (“the Facility”) and to satisfy statutory requirements for incident response management identified in Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act).

This Procedure addresses the response to contamination of groundwater due to leachate from the Facility.

Objective

The objectives of the Groundwater Procedure are to:

- ensure efficient, effective and uniform response to a pollution incident at the Facility in the event of contamination of groundwater from leachate from the facility, and
- ensure notification and management of the incident complies with Part 5.7A of the POEO Act and conditions of the Environmental Protection Licence (EPL).

Incident Response

Incident response is categorised into six separate stages. The six stages are as follows.

1. Initial Response Stage
2. Control and Containment Stage
3. Notification Stage
4. Clean Up Stage
5. Reporting Stage
6. Incident Review and Follow Up Stage

The following tables provide the specific steps to be followed and responsible/accountable personnel for each stage.

Table A4-1
Initial Response Stage

Step	Action	Responsible Personnel
1	In the event monitoring indicates significant divergence from historical results, the affected monitoring boreholes are to be resampled as soon as possible.	All
2	In the event the resampling confirms contaminated groundwater, immediately alert onsite personnel of the contamination.	All
3	Immediately notify the EHBS, or in their absence/unavailability, the MDES. Advise them of the: <ul style="list-style-type: none"> • site of the contamination; • time of the identification; and • source of the contamination (if known). 	All
4	If not already informed, inform the MDES and GM.	EHBS/MDES
5	Identify the extent of contamination by review of monitoring results of bores.	EHBS/MDES
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

No control or containment strategies will be implemented at this stage.

The occurrence of contaminated groundwater will represent a notifiable incident, proceed immediately to the Notification Stage.

Table A4-2
Notification Stage

Step	Action	Responsible Personnel
1	Contact the Environmental Protection Agency (EPA) on 131 555 explaining the location, source, nature and approximate area of contamination.	EHBS or MDES
2	Contact the relevant emergency services (if not already completed as part of the Initial Response and a risk to human health and safety remains). <ul style="list-style-type: none"> • Ministry of Health (02 9391 9000). • WorkCover Authority (13 10 50). • Fire and Rescue NSW (000) or Nyngan (02 6832 1014). • NSW Office of Water (02 8281 7777). 	EHBS or MDES
3	Follow any subsequent instructions provided by the notified agencies.	EHBS or MDES
4	If contamination has, or has the potential to impact land off the Facility Site, notify the relevant land owner(s).	EHBS or MDES
5	Once Notification Stage is complete, proceed to the Clean Up Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

Table A4-3
Clean Up Stage

Step	Action	Responsible Personnel
1	Commission hydrogeological consultant to prepare a Groundwater Assessment Program and implement subsequent recommendations as appropriate in consultation with the EPA.	EHBS or MDES
2	Proceed to Reporting Stage	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

Table A4-4
Reporting Stage

Step	Action	Responsible Personnel
1	Complete Incident Notification Response Form (see Appendix 6 of the PIRMP) nominating the location, nature, cause and size of the incident, actions taken to control, contain and clean up the incident, and any further actions to be taken.	EHBS or MDES
2	Keep the EPA informed re: commissioning of the hydrogeologist, advice provided by the hydrogeologist and schedule for completion of remediation work.	EHBS or MDES
3	Provide the EPA with regular progress reports identifying works undertaken to mitigate contamination and works remaining to be completed.	EHBS or MDES
4	Review and sign-off on the Incident Notification Response Form prepared by the Environmental Health and Building Surveyor or Manager of Development and Environmental Services and follow-up reports from the hydrogeologist for despatch to the EPA and other relevant authorities.	GM
5	Send the documentation to the EPA and other authorities as relevant to the incident. Retain a copy of the Notification Response Form and hydrogeologist reports on file for at least four years.	EHBS or MDES
6	Following completion of Reporting Stage proceed to the Incident Review and Follow Up Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

**Table A4-5
Incident Review and Follow up Stage**

Step	Action	Responsible Personnel
1	Complete Incident Response Checklist (see Appendix 6 of the PIRMP).	EHBS
2	Within 14 days of the incident, convene a debriefing of the relevant personnel to identify the root cause of the incident, effectiveness of incident response and improvements required.	EHBS
3	Present the findings of the debriefing to the General Manager for review of recommendations and request for funds/permission to proceed with implementation of recommendations.	EHBS or MDES
4	Update the PIRMP and this procedure in accordance with the approved recommendations of the debriefing.	EHBS
All	= all inducted personnel.	
GM	= General Manager.	
EHBS	= Environmental Health and Building Surveyor.	
MDES	= Manager of Development and Environmental Services.	

Appendix 5

Hazardous Wastes Pollution Incident Response Procedure

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Introduction

This Hazardous Wastes Pollution Incident Response Procedure (“the Hazardous Wastes Procedure”) has been developed for inclusion in the *Pollution Incident Response Management Plan* (PIRMP) for the Nyngan Waste and Resource Management Facility (“the Facility”) and to satisfy statutory requirements for incident response management identified in Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act).

This Procedure addresses the response to the illegal dumping of hazardous wastes within the Site.

Objective

The objectives of the Hazardous Wastes Procedure are to:

- ensure efficient, effective and uniform response to a pollution incident at the Facility in the event of the illegal dumping of hazardous wastes of the Site, and
- ensure notification and management of the incident complies with Part 5.7A of the POEO Act and conditions of the Environmental Protection Licence (EPL).

Incident Response

Incident response is categorised into six separate stages. The six stages are as follows.

1. Initial Response Stage
2. Control and Containment Stage
3. Notification Stage
4. Clean Up Stage
5. Reporting Stage
6. Incident Review and Follow Up Stage

The following tables provide the specific steps to be followed and responsible/accountable personnel for each stage.

**Table A5-1
Initial Response Stage**

Step	Action	Responsible Personnel
1	In the event of identification of hazardous wastes, immediately alert onsite personnel of the contamination. These wastes are classed as such due to their flammability, corrosivity, potential to cause infection, reactivity (violently reactive, oxidising or explosive) or toxicity.	All
2	Immediately notify the EHBS, or in their absence/unavailability, the MDES. Advise them of the: <ul style="list-style-type: none"> • location of the hazardous waste; • time of the identification; • source of the hazardous waste (if known); • volume of the hazardous waste; and • occurrence of any other noted hazards. 	All
3	If not already informed, inform the Manager of Development and Environmental Services and General Manager.	EHBS/MDES
4	Establish, based on the nature and location of the hazardous waste, the risk to the workforce and public posed by the incident. <ul style="list-style-type: none"> • If high risk, i.e. occurrence or potential for fire or hazardous to health, emergency services are to be notified on "000". • If low risk, proceed immediately to the Control and Containment Stage. 	EHBS/MDES
All	= all inducted personnel.	
GM	= General Manager.	
EHBS	= Environmental Health and Building Surveyor.	
MDES	= Manager of Development and Environmental Services.	

**Table A5-2
Control and Containment Stage**

Step	Action	Responsible Personnel
1	If safe to do so, isolate the hazardous waste or stabilise to prevent further contamination.	All
2	The occurrence of hazardous waste will represent a notifiable incident, proceed immediately to the Notification Stage.	
All	= all inducted personnel.	
GM	= General Manager.	
EHBS	= Environmental Health and Building Surveyor.	
MDES	= Manager of Development and Environmental Services.	

**Table A5-3
Notification Stage**

Step	Action	Responsible Personnel
1	Contact the Environmental Protection Agency (EPA) on 131 555 explaining the location, source, nature and volume of hazardous waste.	EHBS or MDES
2	Contact the relevant emergency services (if not already completed as part of the Initial Response and a risk to human health and safety remains). <ul style="list-style-type: none"> • Ministry of Health (02 9391 9000) • WorkCover Authority (13 10 50) • Fire and Rescue NSW (000) or Nyngan (02 6832 1014) 	EHBS or MDES
3	Follow any subsequent instructions provided by the notified agencies.	EHBS or MDES
4	If hazardous waste has, or has the potential to impact land off the Facility Site, notify the relevant land owner(s).	EHBS or MDES
5	Once Notification Stage is complete, proceed to the Clean Up Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

**Table A5-4
Clean Up Stage**

Step	Action	Responsible Personnel
1	Commission specialist consultant to assess the risk and clean up and implement subsequent recommendations as appropriate in consultation with the EPA..	EHBS or MDES
2	Proceed to Reporting Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

**Table A5-5
Reporting Stage**

Step	Action	Responsible Personnel
1	Complete Incident Notification Response Form (see Appendix 6 of the PIRMP) nominating the location, nature, cause and size of the incident, actions taken to control, contain and clean up the incident, and any further actions to be taken.	EHBS or MDES
2	Keep the EPA informed regularly commissioning of the specialist consultant, advice provided by the specialist consultant and schedule for completion of remediation work.	EHBS or MDES
3	Provide the EPA with regular progress reports identifying works undertaken to mitigate contamination and works remaining to be completed.	EHBS or MDES
4	Review and sign-off on the Incident Notification Response Form prepared by the Environmental Health and Building Surveyor or Manager of Development and Environmental Services and follow-up reports from the specialist consultant for despatch to the EPA and other relevant authorities.	GM
5	Send the documentation to the EPA and other authorities as relevant to the incident. Retain a copy of the Notification Response Form and specialist consultant reports on file for at least four years.	EHBS or MDES
6	Following completion of Reporting Stage proceed to the Incident Review and Follow Up Stage.	
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

**Table A5-6
Incident Review and Follow up Stage**

Step	Action	Responsible Personnel
1	Complete Incident Response Checklist (see Appendix 6 of the PIRMP).	EHBS
2	Within 14 days of the incident, convene a debriefing of the relevant personnel to identify the root cause of the incident, effectiveness of incident response and improvements required.	EHBS
3	Present the findings of the debriefing to the General Manager for review of recommendations and request for funds/permission to proceed with implementation of recommendations.	EHBS or MDES
4	Update the PIRMP and this procedure in accordance with the approved recommendations of the debriefing.	EHBS
All = all inducted personnel. GM = General Manager. EHBS = Environmental Health and Building Surveyor. MDES = Manager of Development and Environmental Services.		

Appendix 6

Incident Notification Response Form and Incident Response Checklist

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Bogan Shire Council



Incident Notification Response Form

General Information	
Your Name:	
Date:	
Time of Incident:	
Duration of Incident:	
Location of Incident: (i.e. workshop, active cell, selected waste drop off area).	
Nature of the Incident: (include type and quantities if applicable)	
Cause of Incident:	
How was the Incident Contained:	
How was the Incident Cleaned Up:	
Follow up Actions Required:	
Actions to Prevent Incident from Occurring Again:	

Incident Response Checklist

Position	Responsibility(ies)	Complete	Comment
All	Immediately alert EHBS, MDES or GM of incident.		
	Record relevant details of the incident and provide to EHBS, MDES or GM of incident.		
	Complete Incident Notification Response Form		
EHBS	Notify the MDES or GM of the incident.		
	Coordinate immediate control and containment actions.		
	Determine whether the incident is a "Notifiable Incident"		
	Coordinate notifications of relevant agencies and land owners.		
	Investigate and identify the source of the incident (if safe to do so),		
	Manage the clean up of the incident.		
	Convene incident debriefing session.		
	Prepare a report with recommendations for improvements.		
	Update this procedure based on approved recommendations.		
	Retain a copy of the incident report for at least 4 years.		
MDES	In the absence of the EHBS, assume EHBS responsibilities.		
	Notify the GM of the incident.		
	Review the EHBS assessment as the whether the incident is "Notifiable".		
	Review recommendations provided by the EHBS and forward to the GM for final approval.		
GM	In the absence of the MDES, assume or delegate the MDES responsibilities.		
Completed by:		Date:	
Approved by:		Date:	
All = all inducted personnel		EHBS = Environmental Health and Building Surveyor	
GM = General Manager		MDES = Manager of Development and Environmental Services	