



Public Pollution Incident Response Management Plan

**For Kincumber Landfill EPL 6052 and Woy
Woy Landfill EPL 6053: Waste disposal by
application to land**

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Version History

Version Number	Date	Description of Amendments	Authorisation
1	31/08/12	Development of PIRMP	Colin Stalker
2	14/03/2013	New contact no. for Fire and Rescue	Mairin Watts
3	14/08/2013	Addition of new sections: Description and likelihood of hazards, pre-emptive actions to be taken, inventory of pollutants, safety equipment, contact details, maps, and actions to be taken during or immediately after a pollution incident.	Mairin Watts
4	24/05/2016	New contact no. NSW Public Health Unit	Colleen Birch
5.	7/05/2018	Updated amalgamated Council details	Sanchaya Parajuli
6	9/07/2018	Updated internal incident reporting details, added Pollution Incident Management Flowchart	Sanchaya Parajuli

Terms and Definitions

Term	Definition
EPA	Environment Protection Authority
EPL	Environment Protection Licence
Immediately	Promptly and without delay
Notifiable Incident	A pollution incident causing or threatening material harm (actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or results in actual or potential loss or property damage of an amount, exceeding \$10,000).
PIRMP	Pollution Incident Response Management Plan
PELA Act	<i>Protection of the Environment Legislation Amendment Act 2011</i>
POEO Act	<i>Protection of the Environment Operations Act 1997</i>
POEO (G) Reg	<i>Protection of the Environment Operations (General) Regulation 2009</i>
Pollution Incident	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.
Relevant Authority	Environment Protection Authority, NSW Health (Public Health Unit), Safework NSW, Central Coast Council and Fire and Rescue NSW
SDS	Safety Data Sheet

Introduction

This Pollution Incident Response Management Plan (PIRMP) outlines the procedures to be followed at Central Coast Council's Woy Woy and Kincumber Landfills when communicating with the relevant authorities and potentially affected residents regarding pollution incidents that cause or threaten material harm to the environment.

This PIRMP has been prepared and made publicly available in accordance with the requirements of the *Protection of the Environment Legislation Amendment Act 2011* (PELA Act), The Protection of the Environment Operations Act 1997 (POEO Act) and the *Environmental Guidelines: Preparation of Pollution Incident Response Management Plans* (EPA, 2012).

If a member of the public suspects that a pollution incident has occurred as a result of a Council activity, Council should be contacted immediately on (02) 4325 8222 or 4350 5555

Reference documents

- Woy Woy Landfill Environmental Management Plan (LEMP)
- Kincumber Landfill Environmental Management Plan (LEMP)

Objectives

The objectives of this PIRMP are to:

- Provide a useful tool for site management by documenting procedures that will ensure efficient site operation and will control environmental impacts.
- Ensure that the risks associated with these activities are mitigated, to ensure the protection of workers, the community and the environment.
- Ensure a comprehensive and timely response to all pollution incidents occurs, including the effective communication of the incident to the relevant authorities and those who may be affected by the impacts of the incident.
- Ensure compliance with all legislative requirements.

Notifiable Incidents

If a pollution incident poses an immediate threat to human health or property, all possible actions should be taken to control the pollution incident and minimise health, safety and environmental consequences. These actions must be employed to the maximum extent possible to provide for the safety of people at and within the vicinity of the site, and to contain the pollution incident.

Concurrently or following containment of the incident, staff /contractors who are involved in or witness the incident are required to immediately assess whether the incident causes or threatens material harm to the environment. Section 147 of the POEO Act specifies that harm to the environment is material if:

- it involves actual or potential harm to the health and safety of human beings or to ecosystems that is not trivial,
- or it results in actual or potential loss of property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as 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.

If staff/contractors are unsure of whether an incident is notifiable, consult with the relevant Site Supervisor **IMMEDIATELY**. If the incident occurs outside of standard operating hours, staff will contact one of the contact persons listed in the Appendix 1: Pollution Incident Management Flowchart.

If no one is available for consultation, **IMMEDIATELY** contact the relevant Authorities identified below.

If notifiable incident poses an immediate threat to human health or property	
Relevant Authority	Phone Number
Police / Fire / Ambulance	000
Central Coast Council – Occurrence Hotline	(02) 4350 5789 (24 hours)
<i>Council Occurrence Hotline staff will assess the risk and notify the relevant authorities below.</i>	
NSW Environment Protection Authority	131 555 (24 hours)
NSW Ministry of Health (Gosford District Public Health Unit)	(02) 4320 9370, 0412 014 430 Or 0414 193 976 (business hours) (02) 4320 2111 (after hours)
Safework NSW	131 050 (24 hours)

NOTE: In the event that the Occurrence Hotline is unattended, staff will need to report pollution incidents directly to the authorities detailed above.

If notifiable incident DOES NOT pose an immediate threat to human health or property	
Central Coast Council – Occurrence Hotline	(02) 4350 5789 (24 hours)
<i>Council Occurrence Hotline staff will assess the risk and notify the relevant authorities as detailed above.</i>	

NOTE: In the event that the Occurrence Hotline is unattended, staff will need to report pollution incidents directly to the authorities detailed above.

The following information will be provided to the relevant Authorities when reporting material harm incidents:

- The time, date, nature, duration and location of the incident,
- The location of the place where the pollution is occurring or is likely to occur,
- The nature, estimated quantity or volume and the concentration of any pollutants involved,
- The circumstances in which the incident occurred,
- The action(s) taken or proposed to deal with the incident and any resulting pollution or threatened pollution and
- Any other information requested by the Authority.

Any required information that is not known at the time of reporting must be provided to the relevant Authorities once it becomes clear and a follow up written report is required by the EPA within 7 days of incident.

A Pollution Incident Management Flowchart (see Appendix 1) has been created to assist staff as a quick reference guide in the event of an incident and is located in each licensed facility.

Internal incident reporting

All incidents and near misses must be reported to the Council Occurrence Hotline (02 4350 5789) within 24 hours of the incident occurring.

An investigation will be undertaken with the relevant staff and/or Manager to determine the cause of the incident. Corrective/preventive actions will be implemented in-line with the PIRMP to ensure that the incident does not re-occur.

All corrective/preventive actions will be reviewed within 3 months of the implementation of corrective/preventive actions to determine their effectiveness. Where the action is determined to be ineffective, additional corrective/preventive actions will be identified and implemented.

Communicating with stakeholders

The communication mechanisms used and the information provided to stakeholders will depend on the circumstances of the incident. Community notification shall be undertaken at the determination of the Section Manager or Unit Manager. An assessment of who should be notified will be undertaken by the Council's Occurrence Hotline in consultation with the Manager and the Community Engagement Team as necessary. Priority will be granted to notification of sensitive premises in close proximity such as schools, pre-schools, nursing homes and hospitals.

The following notification methodology is proposed to be utilised as required:

- Early warnings in the form of same day telephone notification to residents who may be affected by the incident.
- Updates and follow-up phone calls to residents who may have been notified by the initial early warning.
- Media releases via newspaper, social media, Council website and radio.
- Community Consultative Committee meetings.
- Letterbox drops/door knocking.

Information provided to the community will be relevant to the incident and may include the following details:

- type of incident that has occurred;
- potential impacts on local landholders and the community;
- site contact details;
- advice or recommendations based on the incident type and scale; and
- Corrective actions implemented by Council.

The EPA is also able to issue a direction to notify any other person of the incident that the EPA considers necessary therefore directions given by the EPA must also be complied with.

Description and likelihood of hazards

- Section 9.1.1 of Woy Woy Landfill Environmental Management Plan
- Section 9.1.1 of Kincumber Landfill Environmental Management Plan

Pre-emptive actions to be taken

From Woy Woy Landfill Environmental Management Plan:

- Section 7: Water Pollution Management
- Section 8: Air Pollution Management
- Section 9.4: Litter Control
- Section 9.6: Dust Control
- Section 9.8: Odour Control
- Section 9.9: Noise Control
- Section 9.11: Fire fighting capacity
- Appendix L: AGL Emergency Plan

From Kincumber Landfill Environmental Management Plan:

- Section 7: Water Pollution Management
- Section 8: Air Pollution Management
- Section 9.1.1: Likelihood of potential hazards
- Section 9.4: Litter Control
- Section 9.5: Dust Control
- Section 9.7: Odour Control
- Section 9.10: Fire fighting capacity
- Appendix N: Landfill Gas Monitoring Procedures & AGL Emergency Plan

Inventory of pollutants

From Woy Woy Landfill Environmental Management Plan:

- Section 9.2: Inventory of pollutants
- Appendix L: AGL Emergency Plan

From Kincumber Landfill Environmental Management Plan:

- Section 9.2: Inventory of pollutants
- Appendix N: AGL Emergency Plan

Safety equipment

From Woy Woy Landfill Environmental Management Plan:

- Section 4.5: Personal Protective Equipment
- Appendix L: AGL Emergency Plan

From Kincumber Landfill Environmental Management Plan:

- Section 4.5: Personal Protective Equipment
- Appendix N: AGL Emergency Plan

Contact details

From Woy Woy Landfill Environmental Management Plan:

- Section 4.2: Staffing and responsibilities
- Appendix L: AGL Emergency Plan

From Kincumber Landfill Environmental Management Plan:

- Section 4.3: Staffing and Responsibilities
- Appendix N: AGL Emergency Plan

Minimising harm to persons on the premises

From Woy Woy Environmental Management Plan:

- Appendix M: Emergency Response Procedure for Landfills- Fire Procedures

From Kincumber Environmental Management Plan:

- Appendix M: Emergency Response Procedure for Landfills- Fire Procedures

Actions to be taken during or immediately after a pollution incident

From Woy Woy Environmental Management Plan:

- Appendix L: AGL Emergency Plan
- Appendix M: Emergency Response Procedure for Landfills- Fire Procedures

From Kincumber Environmental Management Plan:

- Appendix N: AGL Emergency Plan
- Appendix M: Emergency Response Procedure for Landfills- Fire Procedures

Staff training

From Woy Woy Landfill Environmental Management Plan:

- Section 4.4: Training

From Kincumber Landfill Environmental Management Plan:

- Section 4.4: Training

Testing and making plans available

Plans will be reviewed within one month after a pollution incident and tested at least once every 12 months to ensure the information included is accurate and up to date. Testing will involve a desktop assessment and meeting minutes of the assessment will be documented in Council's corporate record keeping system.

This PIRMP will be made publically available on the Central Coast Council website. A copy of the plan will be available at all licensed site offices.

Maps

From Woy Woy Environmental Management Plan:

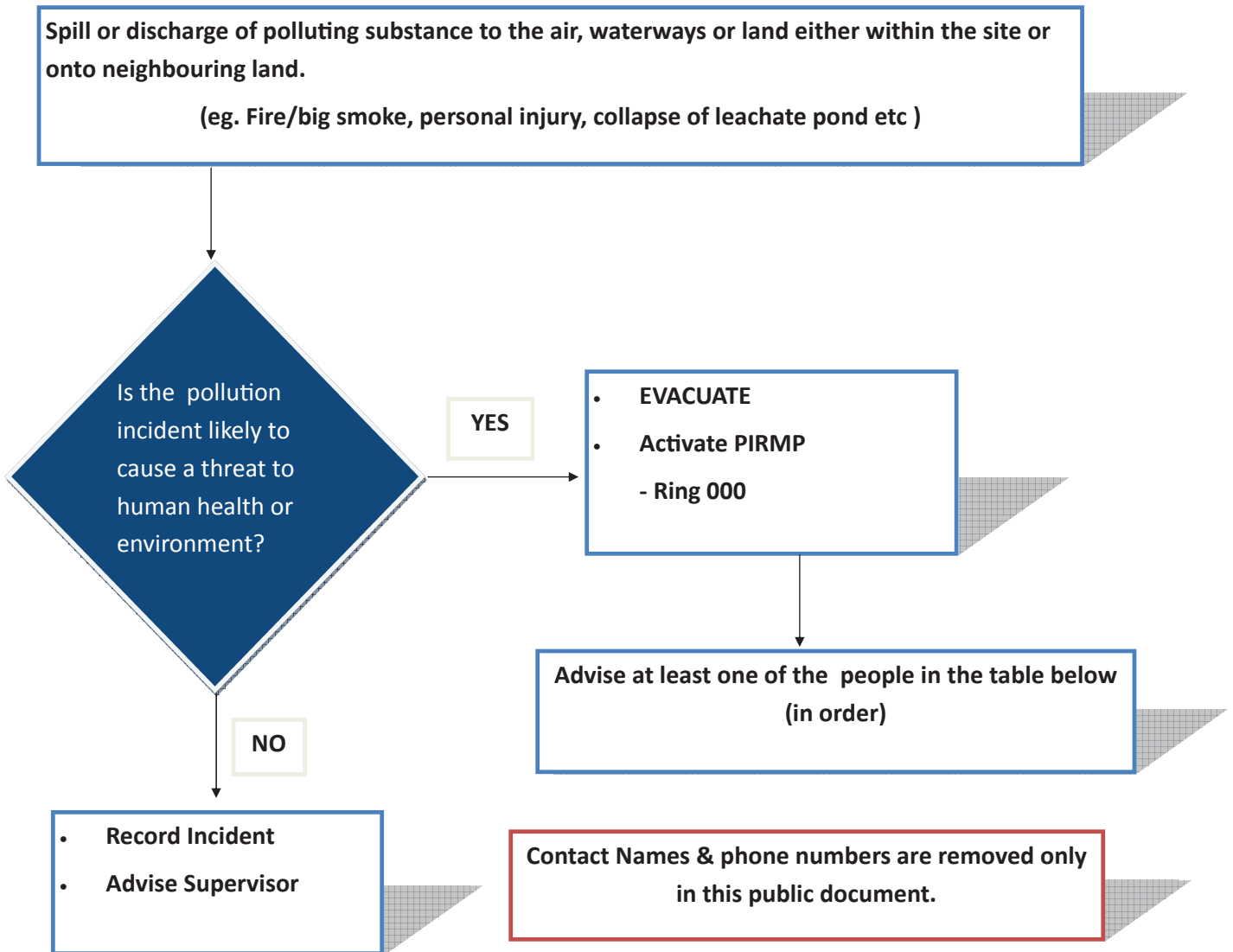
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From Kincumber Environmental Management Plan:

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Pollution Incident Management Flowchart (for staff onsite)



Crew Leader (Kincumber/Woy Woy)	
Team Leader (Kincumber/Woy Woy)	
Environment Coordinator	
Waste Coordinator	
Section Manager	
Unit Manager	
Occurrence Hotline	4350 5789 (Only contact if none of the people above are contactable)