



KEMPSEY
Shire Council

Pollution Incident Response Management Plan (PIRMP)

**Kempsey Waste
Management Centre**

Kempsey Shire Council acknowledges the land of the Thunggutti/Dunghutti Nation. We pay respect to Elders past and present. We acknowledge the role of emerging leaders to continue to guide us in the future. We acknowledge the Stolen Generations and the need to change practices to be inclusive. This land always was and always will be Thunggutti/Dunghutti land.





February 2024

Revision 11

KEY EXTERNAL CONTACTS

Kempsey Shire Council acknowledges the land of the Thunggutti/Dunghutti Nation. We pay respect to Elders past and present. We acknowledge the role of emerging leaders to continue to guide us in the future. We acknowledge the Stolen Generations and the need to change practices to be inclusive. This land always was and always will be Thunggutti/Dunghutti land.



Where there is an immediate threat to human health or property...

CALL TRIPLE ZERO ('000')

Fire & Rescue NSW, NSW Police and NSW Ambulance

Service are always the first responders in these situations.

Then apply KSC's formal notification protocols specific to the **potential / actual pollution incident**

as detailed in PIRMP Section 0

AND

Appendix I – KSC Asbestos Receival and Disposal Standard Operating Procedure

ROLE	CONTACT NAME	CONTACT NUMBER
EMERGENCY SERVICES		
Ambulance/ Fire & Rescue/ Police	Operator	000
Rural Fire Service		6563 7100
State Emergency Services (SES) Kempsey Branch		132 500 6563 8811
NSW Police – non-emergency switchboard	Duty Officer	131 444
NSW Police – Kempsey Police Station	Duty Officer	6561 6199
Kempsey District Hospital		6561 2600
Kempsey Medical Centre, Elbow Street		6562 6188
Kempsey Hospital North Coast Public Health Unit		6561 2600 6588 2750
Kempsey Ambulance Station	Duty Officer	6562 0800
POISONS Information	Duty Officer	131 126
FACILITY INCIDENT SUPPORT		
Electricity - Essential Energy		13 20 80
Tony Gordon Septic Pump outs		6568 1752
Port Macquarie Hastings Council Laboratory	Maree Smith	6581 8810

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ROLE	CONTACT NAME	CONTACT NUMBER
Kempsey Families Inc.	Crisis Service	6563 1588
Bureau of Meteorology	Land Weather and Flood Warning NSW	02 9296 1555
KEY AGENCY LIAISON		
Environment Protection Authority (EPA)	Environment Line	131 555
	Port Macquarie Office	5534 3000
NSW Ministry of Health via local Public Health Unit – Port Macquarie (Sydney office 02 9391 9000)	Reception	6588 2750
	After Hours: Public Health Officer on call	149 377
SafeWork NSW Port Macquarie	Scott Allman	6588 7012
SafeWork NSW		13 10 50
WILDLIFE		
National Parks and Wildlife Service - Kempsey		6561 4969 131 555
WIRES Nambucca		1300 094 737
OTHER AGENCIES for potential liaison purposes		
Department of Primary Industries (NSW Fisheries)	Reception	1300 550 474
Department of Families & Community Services	Reception	1800 079 098
Roads & Traffic Authority	Reception	132 213

KEY INTERNAL CONTACTS

ROLE	CONTACT NAME	CONTACT NUMBER
WMC Weighbridge Office phone	Varies	0428 285 039
Waste Manager	Jason Magill	0438444167
Waste Team Leader	Paige Anderton	0417 198 916
Work Health & Safety Manager	Vicky Temple	0427 896 849

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Director of Utilities	Wes Trotter	0437 834 502
KSC Customer Service & Out of Hours	Varies	6566 3200
Health and Safety Representative	Keith Spinks	0438 153 395

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REVISION HISTORY

VERSION	DATE	AUTHOR / REVIEWER	DETAILS
PIRMP DOCUMENT	Aug 2012	KSC	Plan finalised in accordance with section 153A of POEO Act.
REVISION 1 – FINAL	Dec 2012	KSC	Updated of x
REVISION 2 – FINAL	Mar 2013	KSC	Updated Fire & Rescue contact
REVISION 3 – FINAL	May 2013	KSC	Updated Council staff contacts
REVISION 4 – FINAL	Dec 2014	KSC	Updated Council staff contacts and external contacts, body of Plan
REVISION 5 – FINAL	May 2017	KSC	Updated Council staff contacts
REVISION 6 – FINAL	Feb 2018	KSC	Updated Council staff contacts and body of Plan
REVISION 7 – FINAL	Nov 2019	KSC	Updated to include EPA's July 2019 Audit recommendations
REVISION 8 – FINAL	Jun 2020	KSC	Revised after PIRMP test on 1 Jun 2020
REVISION 9 - DRAFT	Aug 2022	JustWASTE Consulting	Provided to KSC for comment
REVISION 9 - FINAL	Sep 2022	KSC	Updated contacts, information added sections 1-6, Appdx G-M.
REVISION 10 - FINAL	Sep 2023	Talis Consultants	Updates to Council staff contacts and body of Plan. Appendix M - KSC WMC Emergency Plan & Response Procedures removed
REVISION 11 - FINAL	Feb 2024	K Spinks	Updates to Council staff contacts and body of Plan. Appendix M - KSC WMC Emergency Plan & Response Procedures removed. Aerials updated

EXERCISE / TESTING HISTORY

DATE	FACILITATED BY	SUMMARY OF EXERCISE OUTCOMES / SECTIONS TESTED
10 Apr 2017	KSC WMC staff and Steve Pellen	Testing of plan due to incident on 9 th April (fire in new cell)
25 Feb 2019	KSC staff: G Hughes, D Micallef, C Meehan, W Crowe, K Spinks, C Brenton. External: Logicus Environmental Mgmt	Practical Exercise and report with recommendations

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1 Jun 2020	KSC staff: G Hughes, C Meehan, L Hoade; KSC Internal Auditor-Matt Bentley	Desktop simulation during CV-19 lockdown period.
May 12, 2023	KSC staff: Jason Magill, Michael Scott, Jayden Blake-May, Cheyne Brenton	Practical Exercise and report with recommendations
May14, 2024	KSC staff: Paige Anderton, Jimahl Toby, Keith Spinks, Jayden Blake-May, Allan Frost, Colin McMeekin, Tom McInerney, Cheyne Brenton.	Practical Exercise smoldering mulch stockpile. Report by Talis Consultants July 2024

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1. INTRODUCTION

This Pollution Incident Response Management Plan (PIRMP) has been developed to describe Kempsey Waste Management Centre (WMC) response to a pollution incident at the WMC.

The PIRMP has been developed in accordance with the requirements of Part 5.7A of the *Protection of the Environment Operations (POEO) Act 1997*, *Protection of the Environment Operations (General) Regulation 2009* (POEO (G) Regulation) and the Protection of the

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Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012.

The PIRMP is tested and revised annually and/or after reported incidents to ensure it remains fit for purpose and effective.

The PIRMP covers the WMC located at 638 Kempsey Road, Kempsey, which includes the two (2) Environmental Protection License's (EPLs) for the facility: the landfill site and the Resource Recovery Centre and surrounding bushland outside the boundary/footprint. The site operates under EPL's 6269 and 13133.

KEY TERMS AND MEANINGS

Pollution Incident

A pollution incident is defined under the Protection of the Environment Legislation Amendment Act 2011:

'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.'



Material Harm to the Environment

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

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

(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment'.

Immediate Reporting Requirement

The designated employee is required to report pollution incidents 'immediately' to the EPA, NSW Health, Fire & Rescue NSW, SafeWork NSW and other internal contacts in the local council, as set out in this PIRMP. 'Immediately' has its ordinary dictionary meaning of promptly and without delay.

SITE COVERED BY THIS PIRMP

The Kempsey Shire Council Waste Management Centre (WMC) contains a Transfer Station, Community Recycling Centre (CRC), Re-Use Shop and Landfill and is located south-east of Kempsey on the New South Wales Mid-North Coast. It is situated on Kempsey Road, Kempsey. The WMC site is on Crown Reserve R210024 and occupies approximately 12 hectares. The reserve land surrounding the WMC site is vegetated with open forest and is surrounded by rural residential and undeveloped land to the north, east and west, and the Maria National Park to the south. Refer to

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Appendix E2 – Map Emergency Response Buffer Zones.

Kempsey WMC Emergency Response Buffer Zones



Proximity Zone	Buffer	Property/Address	Suburb	Lot Section & DP
1	200m	CENTRAL LANDFILL DEPOT 636 CRESCENT HEAD ROAD	SOUTH KEMPSEY	700/DP196205
2	400m			290/DP122071
3	600m	217 SETTLEYS WAY	SOUTH KEMPSEY	13/DP1073015
4	800m	RONALD LYNE DRIVE	SOUTH KEMPSEY	100/DP636362
5	1000m	28 ALLEN LANE	SOUTH KEMPSEY	17/DP1073015
6	1200m	255 SETTLEYS WAY	SOUTH KEMPSEY	14/DP1073015
7	1400m	251 SETTLEYS WAY	SOUTH KEMPSEY	13/DP1073015
8	1600m	65A RONALD LYNE DRIVE	SOUTH KEMPSEY	203/DP123046
9	1800m	735 CRESCENT HEAD ROAD	SOUTH KEMPSEY	354/DP130000
10	2000m	32 ALLEN LANE	SOUTH KEMPSEY	16/DP1073015
11	2200m	86 THE ORANGE ROAD	SOUTH KEMPSEY	394/DP130000
12	2400m	41 RONALD LYNE DRIVE	SOUTH KEMPSEY	8/DP10377
13	2600m	242 SETTLEYS WAY	SOUTH KEMPSEY	11/DP1073015
14	2800m			1/DP103000
15	3000m	905 CRESCENT HEAD ROAD	SOUTH KEMPSEY	280/DP122071
16	3200m	229 SETTLEYS WAY	SOUTH KEMPSEY	12/DP1073015
17	3400m			700/DP196205
18	3600m	CRESCENT HEAD ROAD	SOUTH KEMPSEY	800/DP106201
19	3800m	38 RONALD LYNE DRIVE	SOUTH KEMPSEY	4/DP10377
20	4000m	238 SETTLEYS WAY	SOUTH KEMPSEY	15/DP1073015
21	4200m	32 RONALD LYNE DRIVE	SOUTH KEMPSEY	5/DP10377
22	4400m	CRESCENT HEAD ROAD	SOUTH KEMPSEY	3/DP106208
23	4600m	60 RONALD LYNE DRIVE	SOUTH KEMPSEY	1/DP10377
24	4800m	19 BLACKBERRY LANE	SOUTH KEMPSEY	3/DP106208
25	5000m	105 RONALD LYNE DRIVE	SOUTH KEMPSEY	200/DP123046
26	5200m	50 RONALD LYNE DRIVE	SOUTH KEMPSEY	10/DP10377
27	5400m	48 RONALD LYNE DRIVE	SOUTH KEMPSEY	5/DP10377
28	5600m	44 RONALD LYNE DRIVE	SOUTH KEMPSEY	100/DP636362
29	5800m	39 RONALD LYNE DRIVE	SOUTH KEMPSEY	8/DP10377
30	6000m	CRESCENT HEAD ROAD	SOUTH KEMPSEY	201/DP122071
31	6200m	525 CRESCENT HEAD ROAD	SOUTH KEMPSEY	12/DP106208
32	6400m	28 RUSSELL LANE	SOUTH KEMPSEY	201/DP106208
33	6600m	48 RONALD LYNE DRIVE	SOUTH KEMPSEY	20/DP10377
34	6800m	234 SETTLEYS WAY	SOUTH KEMPSEY	14/DP1073015
35	7000m	525 CRESCENT HEAD ROAD	SOUTH KEMPSEY	20/DP10377
36	7200m	THE ORANGE ROAD	SOUTH KEMPSEY	752/DP106208
37	7400m			280/DP122071
38	7600m	735 CRESCENT HEAD ROAD	SOUTH KEMPSEY	242/DP130000
39	7800m	86 THE ORANGE ROAD	SOUTH KEMPSEY	244/DP130000
40	8000m	27 ALLEN LANE	SOUTH KEMPSEY	16/DP1073015
41	8200m			280/DP122071
42	8400m	512 CRESCENT HEAD ROAD	SOUTH KEMPSEY	11/DP106208
43	8600m			700/DP196205
44	8800m	735 CRESCENT HEAD ROAD	SOUTH KEMPSEY	10/DP106208
45	9000m	314 CRESCENT HEAD ROAD	SOUTH KEMPSEY	11/DP106208
46	9200m	RECREATION SITE 521 CRESCENT HEAD ROAD	SOUTH KEMPSEY	10/DP106208
47	9400m	106 CRESCENT HEAD ROAD	SOUTH KEMPSEY	12/DP106208

Disclaimer: There is no warranty that the data on this map does not contain errors and Kempsey Shire Council shall not be liable for any loss, damage or injury suffered by the user or any other person consequent upon the existence of errors. No guarantee as to the accuracy of the data is given.

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Map Produced: 31/01/2024

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PIRMP DISTRIBUTION

The master-copy of the PIRMP is maintained by the Waste Team Leader (KSC) who is responsible for revisions of the PIRMP and for the distribution of revised copies to the relevant people and locations.

A copy of the PIRMP is to be kept at the premises to which the relevant Environment Protection Licence (EPL) relates (i.e. the Kempsey Waste Management Centre) and must be easily accessible to those responsible for its implementation and to any Authorised Officer on request.

A copy of the PIRMP is also retained by the Waste Manager.

2. POTENTIAL ENVIRONMENTAL HAZARDS

Potential pollution incidents identified in the PIRMP include air pollution, water pollution and land pollution. Noise pollution is not included as a notifiable incident.

A risk assessment was undertaken for the licenced site covered by the PIRMP to:

- Identify hazards
- Identify hazardous events
- Assess the likelihood of the event to occur
- Assess any other factors that may increase the potential for an incident to occur
- Assess the impacts
- Assess the overall risk

3. POLLUTION INCIDENT PREVENTION and PREPARATION

Kempsey Shire Council is committed to minimising circumstances under which pollution incidents may occur. Through the use of regularly scheduled meetings, employee and contractor orientations, training programs including first aid training, routine inspections of activity areas and the application of standard operational procedures, Council employees

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and contractor personnel will be able to identify and respond to conditions that might lead to a pollution incident.

2.1 PRE-EMPTIVE ACTIVITIES FOR INCIDENT PREVENTION

The Kempsey Waste Management Centre has been designed to comply with current environmental regulations and is operated in accordance with the Environmental Protection Licence's and Landfill Environmental Management Plan (LEMP).

Employees, once familiar with the PIRMP, are asked to sign a registry, refer to **Appendix G – KSC Employee PIRMP Acknowledgement Register**.

All contractors are required to participate in a face-to-face induction and in any planned safety or evacuation exercises that may be occurring during their time onsite.

The following section identifies potential hazards and pre-emptive actions that minimise or prevent these hazards and the risk of harm to human health or the environment from activities that occur at the WMC.

Dust Generation:

Significant dust emissions on site should be remedied promptly.

Dust emissions can be controlled by:

- Water spray on unsealed roads
- Wetting down of stockpiles
- Advising vehicles to reduce their speed

Which dust control measures are implemented will depend on the activities occurring on site and will involve:

- Increasing the frequency at which the water cart is wetting down exposed areas and stockpiles
- Increasing the frequency at which the water cart is wetting down unsealed surfaces
- Modifying any site activities that are causing excess dust
- Immediately cleaning up spills of materials that generate dust.

Dust Mitigation

Dust controls include:

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- Sealed entrance road and roads within transfer station.
- Water cart permanently onsite and used for dust suppression as required.
- A road sweeper is engaged to clean entry and exit roadways as required

Fire

Fire controls include:

- Regular removal of stockpiles from the site.
- Clear delineation and separation of stockpiled materials.
- Maintaining the minimum possible landfill face.
- Applying daily cover to the landfill face.
- Maintenance of firefighting equipment
- Water cart permanently on-site
- Training of staff on fire management
- Controlling site access
- Control of materials are accepted at the site

Landfill Gas

Landfill gas controls include:

- A landfill gas collection system and flare has been installed.
- Regular inspection and maintenance of the landfill gas collection system by LMS.
- Routine methane monitoring

Asbestos Management

The site is licensed to accept asbestos waste. Asbestos management controls include:

- Asbestos waste is managed in accordance with the Safe Work Method Statement (SWMS).
- Asbestos that is inadvertently brought to the site is managed in accordance with the SWMS.
- Weighbridge operator ask customers if they have asbestos waste in the load at presentation.
- Signage at site and information provided to the community about correct disposal of asbestos.



Surface Water Management

Surface water management controls include:

- All stormwater runoff on the site is directed to the relevant sediment control dams.

- All fueling of plant and equipment is carried out on site via vehicle operated from the Waste Management Centre in accordance with the SWMS.
- Sediment dam levels are managed to ensure adequate freeboard within the dam. This includes regular inspection by Site Supervisor and the use of water on site for dust suppression when levels increase.

Leachate Management

Leachate controls include:

- Leachate levels are managed to ensure adequate freeboard within the dam through tanker truck pump outs and evaporation sprinkler systems. Regular inspections are undertaken by the Waste Team Leader.
- Additional controls include regular inspections of stormwater drains and runoff pathways surrounding the leachate dam to ensure rainfall runoff does not enter the dam. Civil works are undertaken as required to maintain clear drains and stormwater diversions.

Fuel and Chemical Management

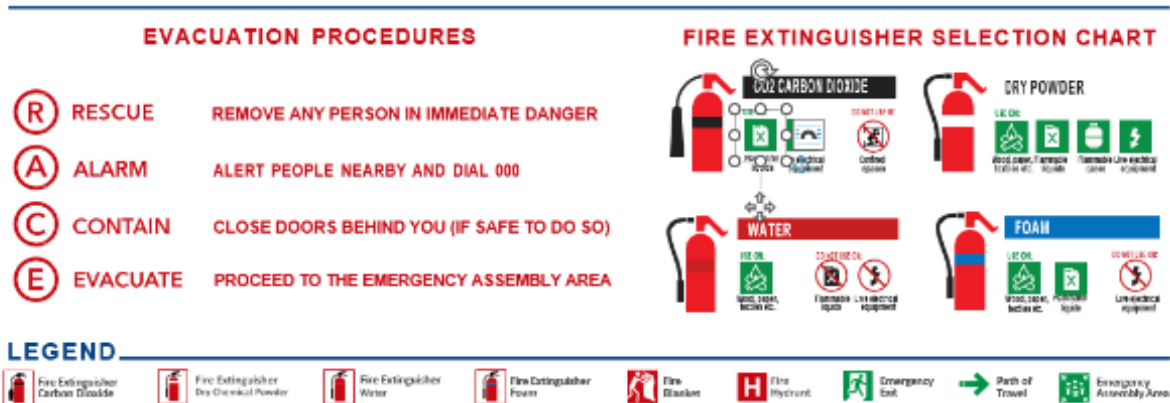
Fuel and chemical management include:

- All fueling of plant and equipment is carried out on site via vehicle operated by Waste Management Centre in accordance with the SWMS for On-site Refueling.
- All chemicals onsite are appropriately stored.
- Waste chemicals are stored in dedicated receptacles in CRC (oils and paints) or in bycatch cabinets. These are removed by a qualified contractor.
- Any oil or chemical spills will be isolated and cleaned up using the spill kits and materials appropriately disposed of.

Fires Location and Type of Fire Extinguishers on the site:

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Be sure to use the correct fire extinguisher for the type of fire.

Building or Structural Fire

1. Remove anyone in immediate vicinity, if it is safe to do so.
2. Try to extinguish the fire with the correct equipment, but do not take unnecessary risks.
3. Notify the Waste Team Leader (Chief Warden).
4. Waste Team Leader (Chief Warden) to assess the situation, and commence evacuation if deemed necessary.
5. Notify Emergency Services via 000 (state the exact location and details of the fire).
6. Notify Council Customer Service Team.
7. Wait for emergency services to arrive and assess the situation.
8. Notify, by telephone, the Waste Team Leader and Waste Manager of the incident and provide an update of the action undertaken.
9. Wait for approval from Emergency Services before re-entering the site.
10. Liaise with Emergency Services whether the site is safe to be re-opened.
11. If site to remain closed but personal belongings are located on the site, re-enter the site and obtain personal belongings after approval from Emergency Services.

Fire in stockpile or active tip-face:

1. Ensure all workers or customers have safely exited the vehicle.
2. Try to extinguish the fire with the extinguisher located on the plant, but do not take

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unnecessary risks.

3. Notify the Waste Team Leader (Chief Warden).

4. Waste Team Leader (Chief Warden) to assess the situation, and commence evacuation of area or site if deemed necessary.

5. Notify Emergency Services via 000 (state the exact location and details of the fire).

6. Keep all unauthorized people away from the area of the fire whilst protecting personal safety.

7. Notify Council Customer Service.

8. Wait for emergency services to arrive and assess the situation.

9. Notify, by telephone, the Waste Team Leader of the incident and provide an update of the action undertaken.

10. Wait for approval from Emergency Services before re-entering the site.

11. Liaise with Emergency Services whether the site is safe to be re-opened.

Vehicle Fire:

1. Ensure all workers or customers have safely exited the vehicle.

2. Try to extinguish the fire with the extinguisher located on the plant, but do not take unnecessary risks.

3. Notify the Waste Team Leader (Chief Warden).

4. Waste Team Leader (Chief Warden) to assess the situation, and commence evacuation if deemed necessary.

5. Notify Emergency Services via 000 if necessary (state the exact location and details of the fire).

6. Keep all unauthorized people away from the area of the fire whilst protecting personal safety.

7. Notify, by telephone, the KSC and Waste Manager of the incident and provide an update of the action undertaken.

Fire in Vehicle loaded:

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This refers to a vehicle loaded with waste which is either on fire, smouldering or smoking prior to unloading the vehicle.

1. Direct the driver to dump the material in a clear area that is away from the landfill face and clear of any vegetation and/or debris.
2. Notify the Team Leader (Chief Warden).
3. Should it not be possible to move the vehicle to a clear space assess the situation and determine if evacuation of the area or site is required.
4. Notify Emergency Services via '000' if necessary (state the exact location and details of the fire).
5. Keep all unauthorized people away from the area of the fire whilst protecting personal safety.
6. If possible spread out the load and extinguish the fire the correct extinguisher, water or soil.
7. Notify, by telephone, the Waste Team Leader of the incident and provide an update of the action undertaken.
8. Once fire is determined to be completely out, TL shall assess the content of the waste to determine if any hazardous wastes are present. Once safe to do so the waste shall be transferred to the Landfill.
9. Where hazardous wastes are involved contact the NSW Fire Brigade by telephoning '000' and request their attendance.

2.2 RISK ASSESSMENT AND MANAGEMENT

Error! Reference source not found.2 reflects a Risk Assessment of potential pollution incidents or events at the WMC. It identifies the likelihood of potential hazards occurring, including details of any conditions or events that could, or would, increase that likelihood, the consequence of the hazard, the associated risk priority rating and the risk management actions.



Table 1: Risk Assessment Potential Pollution Incident

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Potential Hazards Identified Risks	Likelihood	Consequence	Risk	Management of Risk
Illegal dumping of pollutants might cause: Asbestos contamination Mixture of re-active materials or chemicals Breach of EPA License	C Could occur	Moderate	High	<ul style="list-style-type: none"> Secure grounds and gates to control unauthorised entry to WMC. Monitor incoming waste for potentially hazardous/ toxic materials not equipped or licensed to receive, handle or dispose of. Screen customers and loads at weigh bridge using trained personnel. Loads visually screened and customers questioned. Provide informal education about pollutants to customers and informative signage at the entrance to the facility. Separate and appropriately store declared chemicals upon receipt. Manage asbestos in accordance with Council policies, procedures and best practice. Refer Appendix I – KSC Asbestos Receiving and Disposal Standard Operating Procedure and Appendix F – SWMS Receiving Asbestos Materials at KSC WMC. Visually inspect front load waste going straight to face before compaction.



<p>Failure of containment tanks or bunds or incorrect handling practices might cause:</p> <p>Oil spills, chemical spills or a mixture of reactive chemicals that may lead to a release of noxious and or toxic air borne pollutants, fire, explosion or dangerous contact with any persons within the hazardous zone</p>	<p>C</p> <p>Could occur</p>	<p>Minor</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Regularly inspect containers and bunds. • The handling and storage of hazardous substances on site is conducted in accordance with current Material Safety Data Sheets. • Contracts in place to remove and dispose of specific materials to appropriately licensed premises. The waste sump oil recovery system holds 3000 litres and is emptied by a certified contractor. • Use correct signage on chemical storage tanks and containers. Ensure Spill Kit is in place within three metres of storage area. • Maintain the EPA's CRC Register, which lists the hazardous substances, on a weekly basis (every Monday before 12 noon). • Storage of bulk hazardous chemicals (household) will comply with the Dangerous Goods Regulation. Council will accept no more than a 20 litre drum, deemed a domestic quantity. • Prohibit liquid waste disposal.
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Potential Hazards Identified Risks	Likelihood	Consequence	Risk	Management of Risk
Storage of non-compatible materials may lead to: A release of noxious and or toxic air-borne pollutants, fire, explosion or dangerous contact with any persons within the hazardous zone	D Not likely to occur	Moderate	Medium	<ul style="list-style-type: none"> • Separate materials upon receipt and direct to stockpile destinations for appropriate storage, i.e.: <ul style="list-style-type: none"> • Separate tyres • Separate liquid cell and lead acid batteries • Separate chemicals into DrumMUSTER storage • Separate oils (motor) into appropriate storage



Fire on-site	C Known to have occurred	Moderate	High	<ul style="list-style-type: none"> • Separate non-compatible materials, tyres, batteries and empty drums as above • Pre-sort chemicals going to chemical storage bays to prevent reactive combustion. The pit area and active cell are visually and physically inspected by Waste Management staff frequently throughout the day. • Collect litter and control litter levels around WMC site & connecting roads. • Address fire prevention by adequately managing green waste, mulch & wood piles. Ensure well maintained Asset Protection Zone around perimeter of facility. • Provide firefighting equipment and regular training of staff. Locations of fire extinguishers are noted on the Evacuation Diagram in Figure 1. • The buildings, machine sheds and plant are equipped with fire extinguishers. There is access to a small firefighting unit. • Landfill Lids (Alternative Daily Cover) contain automatic fire fighting extinguishers. • On the boundary fence-line the sprinkler system can be left on to soak the ground so that a fire from outside may not spread into the WMC or a fire starting inside the WMC may not spread outside. • There are nine hydrant points located on the perimeter fence line for firefighting hoses. • WMC Fire Action Plan (Code Orange and Code Red) as detailed in KSCWMC Emergency Plan & Response Procedures.
Potential Hazards Identified Risks	Likelihood	Consequence	Risk	Management of Risk



Fire on-site (organic material) Green waste and mulch piles might be large enough to spontaneously combust or dry enough to be set fire to	C Could occur	Insignificant	Low	<ul style="list-style-type: none"> • Monitor and manage green waste, mulch and wood pile(s) within gatehouse site. Visual inspections should be made more frequently during periods of high temperature. Plant can be used to open and spread piles to reduce internal temperatures. • Regularly refer to BOM Fire Hazard rating.
Fire water run-off	C Could occur	Moderate		<ul style="list-style-type: none"> • Where fire water run-off poses a threat to health or the environment, a means to minimise the risk must be implemented. • Secondary and tertiary containment facilities for fire water run-off include: <ul style="list-style-type: none"> • Impermeable bunds – facilities (walls and a base) constructed around an area where potentially flammable, harmful and or polluting materials are handled, processed or stored. • Storage lagoons – excavated areas that are below the level of the surrounding area and able to retain liquids. Lagoons should be provided with an impermeable surface membrane to prevent pollutants soaking into the ground. In circumstances where a bund or lagoon is lined with clay or other 'substantially impermeable. • <i>Note: Bunding of the processing areas may be a containment option.</i> • Pollution control equipment such as stormwater isolation valves, water diversion booms, drain mats, should be provided as necessary for WMC emergency response procedures, and be kept readily accessible for the event of fire. • <i>Note: Failure to contain fire water run-off can result in significant pollution of the environment, which may incur substantial remediation costs and/or fines.</i>



Bushfire in surrounding area (Note WMC site is in a bushfire-prone area)	C Could occur	Moderate	Significant	<ul style="list-style-type: none"> • Collect litter and control litter levels around WMC site and connecting roads. • Ensure well maintained Asset Protection Zone around perimeter of facility. • Provide firefighting equipment and regular training of staff. Locations of fire extinguishers are noted on the Evacuation Diagram in Figure 1. • The buildings, machine sheds and plant are equipped with fire extinguishers. There is access to a small firefighting unit. • WMC Fire Action Plan (Code Orange and Code Red) as detailed in KSC WMC Emergency Plan & Response Procedures. • Quarterly checks to ensure fuel loads within Compensatory Habitat and undeveloped areas of the site in accordance with Bushfire Hazard Management Plan (per Quarterly Checklist) • Restrict vehicular access if fire within vicinity of facility is detected • Fire water run-off containment
Methane gas build ups causing explosion. A mixture of hazardous substances causing fire	D Not likely to occur	Moderate	Medium	<ul style="list-style-type: none"> • The tip face should be inspected for hazardous substances before compacting the area. • Landfill Lids (Alternative Daily Cover) contain automatic fire fighting extinguishers. • Refer to WMC Fire Action Plan (Code Orange and Code Red) as detailed in Error! Reference source not found..
Dust storm	D Not likely to occur	Insignificant	Low	<ul style="list-style-type: none"> • Water truck on site is used on windy or dry days to reduce dust.
The presence of pests, vermin and weeds might cause exposure to disease or allergens, or spread of weeds	D Not likely to occur	Insignificant	Low	<ul style="list-style-type: none"> • Daily Cover of waste. • Baiting program for pests and vermin. • Eliminate noxious weeds before flowering or seeding. • Collect litter and control litter levels around WMC site & connecting roads.



Landslides might cause covered waste to be exposed or engulf staff/equipment	D Not likely to occur	Moderate	Medium	<ul style="list-style-type: none"> • All earth works to be carried out by licensed, trained staff or contractors and to be at the correct batter angle. • All landfill at the tip face to be compacted to Specification. Control surface runoff from daily cover to prevent saturation.
Activities on-site can generate unacceptably high levels of odour or noise that may affect the amenity of neighbours.	D Not likely to occur	Insignificant	Low	<ul style="list-style-type: none"> • Landfill lids have inbuilt fumigation liquid odour sprays and activated charcoal to control odours. • Operation of plant within appropriate hours. • Odour and noise to be controlled within acceptable limits & complaints recorded for annual EPA report.



Potential Hazards Identified Risks	Likelihood	Consequence	Risk	Management of Risk
<p>Excessive rain fall might lead to:</p> <p>Overfilling ponds that might cause Leachate Overflow.</p> <p>An overflow event can lead to unintended breaches of the Environment Protection Act (1997) and to consequences such as a direct threat to public health (by direct contact), an indirect threat to public health (water pollution), or damage to the natural environment (pollution of streams).</p>	<p>B</p> <p>Known to have occurred</p>	<p>Moderate</p>	<p>High</p>	<ul style="list-style-type: none"> • Ensure levels at Leachate Pond kept at low level for sufficient freeboard to allow for rain events by daily monitoring of levels as well as smell and toxicity of waters. • Daily monitoring and recording of rainfall. • A pump station at the leachate pond transfers the leachate to evaporate over the completed capped area through a sprinkler irrigation system and rate of application can be adjusted during dry or wet periods. • When irrigation is not possible, pump to secondary pond area is an option to prevent overflow. • Whenever levels are found to be above sufficient freeboard markings staff will check spillway weir for overflow. • Leachate pond is allowed to overflow in extreme rainfall events. • Monitoring, to ensure surface waters and runoff are not leading to erosion or pollution of surrounds, is increased on high rainfall days or periods. • Monitoring drainage ditches for effective operation i.e. not scouring or exporting pollution. If required, clear sediment build-ups & slow flow rates and erosion with grasses, rocks, hay bales, sediment fencing. • Long term re-shape drain profile from V's to flat U's.

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The following supporting materials and protocols provide further details and information with respect to KSC's WMC pollution incident risk assessment and management.

- Appendix D – Risk Assessment EPA Risk Classifications

2.3 INVENTORY OF POTENTIAL POLLUTANTS KEPT ON PREMISES

The following is a list of CRC hazardous chemicals stored onsite, as well as their permitted maximum quantities. Their exact storage locations onsite are identified on the map: **Appendix E1 – Map Pollutant Storage, Pollution Points & Monitoring Points.**

- Diesel: 750L
- Hydraulic engine oil: 2200L
- Cooking Oils: 2000L
- Paints: 10,000L
- Flammables: 250L
- Used Lead acid batteries: 800 units
- Corrosive Acid 8: 250L
- Toxic 6: 250L
- Corrosive Alkaline: 250L
- Oxidising Agents: 250L
- Standard Gas Bottles: 3 ton
- Long Gas Bottles: 3 ton
- Aerosols: 1000kg

2.4 SECURITY AND SAFETY BUFFER ZONES

Access to the WMC is controlled at the site entry by Council personnel - the Weighbridge Operator and/or site attendant. The entrance has an electronic buzzer to alert staff to incoming traffic, and a traffic light system.

In line with EPA requirements Council has set 'safety buffer zones. Please refer **Appendix E2 – Map Emergency Response Buffer Zones.**



2.5 EMERGENCY RESPONSE PREPARATION

Kempsey Shire Council has a Waste Management Centre Emergency Plan & Response Procedures document which provides instructions for staff to prepare for and quickly and decisively respond to a workplace emergency. The Waste Management Centre Emergency Plan & Response Procedures are to be considered and activated in conjunction with the PIRMP.

Emergencies are classified according to Codes, with the document providing the protocols for emergency identification, notification and response activation. A copy of the document can be found on the KSC website and at the Weighbridge and Management Office.

3. SAFETY EQUIPMENT & TRAINING

3.1 SAFETY EQUIPMENT REGISTER

Kempsey's WMC has a range of safety equipment in regular active use plus additional equipment that can be used in the event of a pollution incident. Relevant details of pollution incident equipment and features are listed in Table 2.

Table 2: KSC WMC Safety Equipment Register

EQUIPMENT	LOCATION/S	QUANTITY
Asbestos Kit	Weighbridge	1
Dousing Shower	Behind the CRC next to the green shed	1
Emergency Response Spill Kit:	CRC under cover area	6
Firefighting equipment	Watercart truck P491 Mobile Fire Fighting 1000L Trailer Unit	1



EQUIPMENT	LOCATION/S	QUANTITY
Fire Extinguishers	Office	2
	Lunchroom/training room	2
	CRC Shed	4
	Weighbridge	3
	Workshop/spare shed	3
	Transfer station/dumping pits	2
	All Light Vehicles	5
	All heavy Vehicles	6
First Aid Kits	Weighbridge Office	1
	All Light Vehicles	5
	All Heavy Plant	6
Personal Protective Equipment (PPE) supplies	Weighbridge Office	
Signage	Variable Message System Board (VMS) & other forms of portable signage for traffic management and exclusion zoning	1
Heavy Plant	Excavator P566	1
	Compactor P172	1
	Front End Loader P394	1
	Forklift P173	1
	Telehandler (Orange Hire)	1
	Watercart truck P491	1
	Tipper Truck P126	1
	Hook Bin Truck P586	
Communications	2-way radios in all vehicles, mobile phones, handheld two way radios located in weighbridge office	7
Back Up Power	Portable generator at the weigh bridge	1
Water Pump	Portable pump(s) to pump water between ponds and back up main pump Located in workshop building	4
Disinfectant	Lemon disinfectant located in weighbridge office	
Barricading & Fencing	Barrier Boards, Mulch bunds, star pickets, sandbags, silt, and erosion control materials located in workshop building	
Material Safety Data Sheets (MSDS's)	CRC lockable area and weigh bridge area	



EQUIPMENT	LOCATION/S	QUANTITY
Other Pollution incident equipment	Water Quality Testing Equipment Sampling containers (weigh bridge)	

3.2 SAFETY EQUIPMENT TRAINING

The WMC staff are trained in the use of the on-site safety equipment and plant. Additionally, all staff at the WMC are trained First Aiders with First Aid and CPR training kept current.

Staff are provided with and required to wear the following PPE:

- Hearing protection
- Rubber boots with steel caps
- Safety boots
- High visibility clothing
- Apron/disposal overalls
- Sun hats and hard hats
- Gloves of various types
- Sunscreen
- Safety glasses/Face shields

Additionally, KSC conducts regular training and drills on its WMC Emergency Plan and Response.

In the event of a significant incident, an investigation and debrief will be conducted, any documentation or training procedures updated if required and staff re-trained or toolboxed on the changes.

4. COMMUNICATION SYSTEMS AND PROTOCOL



4.1 COMMUNICATION SYSTEMS

Telephone and internet access are installed in the Weighbridge Office and Site Office.

Two-way UHF radios are installed in all vehicles, and seven handheld UHF units are available at the Weighbridge. The WMC UHF channel is Channel 13.

Table 3 is a list of the most frequently used contact numbers for the WMC.

If a potential or actual pollution incident is identified, **Table 5** lists names, job titles and contact details, while **Table 7** lists notification and communication responsibilities of KSC staff.

Table 3: WMC Frequent Contacts Telephone List

ROLE	CONTACT NAME	CONTACT NUMBER
WMC Weighbridge Office phone	Varies	0428 285 039
Waste Manager	Jason Magill	0438 444167
Waste Team Leader	Paige Anderton	0417 198 916
Work Health & Safety Manger	Vicky Temple	0427 896 849
Director of Utilities	Wes Trotter	0437 843502
KSC Customer Service & Out of Hours	Varies	6566 3200
Health and Safety Representative	Keith Spinks	0438 153395

4.2 SIGNAGE

Signs are installed to indicate the location of incident response equipment and all stationery first aid kits. Signs are inspected daily as per the Site Inspection Checklist.

A list of emergency phone numbers is clearly displayed at the weighbridge and is accessible to Council Employees, contractor staff or facility users.

4.3 COMMUNITY NOTIFICATION

Impacts on the community due to incidents are variable and depend on multiple factors. Notifying the community of incidents and keeping them informed is a critical element of incident management. **Table 4** outlines WMC's PIRMP communications plan for community notification.



Notification and communication methods for lesser level incidents, where there is no legal requirement to notify but there is merit in doing so (e.g. general courtesy to neighbours, temporary impact on WMC access, commitment to specific neighbour/complainants etc.) will be determined by the Waste Team Leader and reported to the Waste Manager, Director or Communications team on a case-by-case basis. Depending on the circumstances and nature of the incident the following community notification and communication methods may be used:

- Phone calls
- Site visits/door knocking (KSC WMC employees, Rangers, Environmental Health Officers or Police)
- Letterbox drops
- Media releases (radio/television/newspaper/internet/social media as required)
- Warning signs/ VMS board
- Other methods as the situation requires

KSC and/or Emergency Service representatives are to communicate with neighbours, or delegate to an appropriate staff member. In the event of a reportable incident, neighbouring properties will be advised of the situation via phone or in person by door knocking. If unable to be contacted, a voicemail message will be left or information left under the door.

Neighbours will be updated on the situation via phone or door knocking. There are limited rural premises in the area surrounding the Kempsey Waste Management Centre.

A potential pollution incident is unlikely to affect neighbours. The nature of the incident and environmental factors such as wind direction will determine the most appropriate properties to be notified. Notifications could include advice to take the following precautions:

- Air pollution - close windows and doors and do not use air conditioning.
- Water pollution - avoid the use of water downstream from the site for human use or stock.

An up-to-date contact list of residents and owners of properties and businesses within each buffer zone is to be maintained and updated annually by KSC WMC staff. For privacy reasons this list is not published publicly, the blank template for this register is included as



Appendix H – Community Notification Contact List.

KSC will seek the most appropriate way(s) to provide updates during and after an incident to affected residents until the incident and/or clean-up is finalised.



Table 4: PIRMP Community Notification & Communications Plan

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGES
Leachate discharge (off site)	Local impact, ranging from MINOR to SEVERE depending on the severity of discharge	EPA – refer Environmental Protection Licence (EPL) requirements. (If pollution incident defined in PIRMP – apply notification protocol in Section 5)	Waste Compliance and Contracts Officer	Phone call to Agencies (if Pollution Incident) Call to EPA Environment Line (13555) followed by a written report to EPA	Assessment of severity Type & quantity of material involved Explanation of containment status Date and time of incident Response actions taken
		Occupiers of neighbouring downstream properties (Refer Appendix H for Community Notification Contact List)	Waste Team Leader	Phone call / door knock to occupiers of impacted neighbouring properties	Refrain from contact / use of water
		Local Community / Media	Communications and Engagement Manager	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence



NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Fire	Local impact, likely to be MINOR, depending on the severity of the fire	EPA – refer EPL (If pollution incident defined in PIRMP – apply notification protocol in Section 5)	Waste Compliance and Contracts Officer	Phone call to Agencies (if Pollution Incident) Call to EPA Environment Line (13555) followed by a written report to EPA	Date and time of incident Response actions taken Type of fire Agency responding
		Occupiers of neighbouring properties (Refer Appendix H for Community Notification Contact List)	Waste Team Leader	Phone call / door knock to occupiers of impacted neighbouring properties	Close windows / doors, turn heating cooling and ventilation off or to recirculate only.
		Local Community / Media	Communications and Engagement Manager	Media release / information displayed on Council's website	Strategy for prevention of recurrence



NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Chemical / Hazardous material spill (off site discharge)	Local impact, likely to be MINOR	If pollution incident defined in PIRMP – apply notification protocol in Section 5	Waste Compliance and Contracts Officer	Phone call to Agencies (if Pollution Incident)	Date and time of incident Response actions taken Type of Spill Agency responding
		Occupiers of neighbouring properties (if impacted) (Refer Appendix H for Community Notification Contact List)	Waste Team Leader	Phone call / door knock to occupiers of impacted neighbouring properties	Refrain from contact with soil / water. Close windows / doors, turn heating cooling and ventilation off or to recirculate only
		Local Community / Media	Communications and Engagement Manager	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence
Oil / fuel spill (off site discharge)	Local impact, likely to be MINOR	If pollution incident defined in PIRMP – apply notification protocol in Section 5	Waste Compliance and Contracts Officer	Phone call to Agencies (if Pollution Incident)	Date and time of incident Response



NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
					actions taken Type of Spill Agency responding
		Occupiers of neighbouring properties (if impacted) (Refer Appendix H for Community Notification Contact List)	Waste Team Leader	Phone call / door knock to occupiers of impacted neighbouring properties	Refrain from contact with soil / water
		Local Community / Media	Communications and Engagement Manager	Media release / Information displayed on Council's web site	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 beyond noise only: EPA	Waste Compliance and Contracts Officer	Phone call to Agencies (if Pollution Incident)	Assessment of severity Agency responding Date and time of incident
		Occupiers of neighbouring properties (Refer Appendix H for Community Notification Contact List)	Waste Team Leader	Phone call / door knock to occupiers of impacted neighbouring properties	Damage report
		Local Community / Media	Communications and Engagement Manager	Media release / Information displayed on Council's web site	Strategy for prevention of recurrence

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5. POLLUTION INCIDENT CONTROL and RESPONSE

5.1 PIRMP ACTIVATION AND RESPONSE RESPONSIBILITIES

The **Chief Warden** is responsible for the coordination of the response to a pollution incident. For the WMC, this is the Waste Team Leader or the assistant Team Leader should the Team Leader not be on-site.

The Waste Leadership Group can activate the PIRMP with notification to Senior Management.

5.2 KEY INCIDENT CONTACTS – KSC STAFF

Table 5 provides a list of key KSC employees and their contact details. These details are to be verified annually and also updated whenever a change in staff has occurred.

Table 5: Key KSC Staff, Position and Contact Details

NAME	POSITION	CONTACT DETAILS (24 Hours)
Jason Magill (24 HOUR ON-CALL)	Manager Waste	0438 444 167
Paige Anderton	Waste Team Leader	0417 198 916
Wes Trotter	Director of Utilities	0437 843 502
Giles Hardie	Coordinator Communications	0411 221 016

Where there is an immediate threat to human health or property...

CALL TRIPLE ZERO ('000')

Fire & Rescue NSW, NSW Police and NSW Ambulance

Service are always the first responders in these situations.

Then apply KSC's formal notification protocols specific to the **potential / actual pollution incident**

as detailed in PIRMP Section 0

AND

Appendix I – KSC Asbestos Reveal and Disposal Standard Operating Procedure

5.3 KEY INCIDENT CONTACTS – EXTERNAL PARTIES

After the 000 call has been made (if appropriate), **Table 6** lists organisations that may need to be contacted during / after a potential / actual pollution incident to support KSC's response, management and recovery efforts.

The 24-hour hotline is given when available.

Table 6: Details of External Agencies when Activating the Plan and Managing the Response

ROLE	CONTACT NAME	CONTACT NUMBER
EMERGENCY SERVICES		
Ambulance/ Fire & Rescue/ Police	Operator	000
Rural Fire Service		6563 7100
State Emergency Services (SES) Kempsey Branch		132 500 6563 8811
NSW Police – non-emergency switchboard	Duty Officer	131 444
NSW Police – Kempsey Police Station	Duty Officer	6561 6199
Kempsey District Hospital		6561 2600
Kempsey Medical Centre, Elbow Street		6562 6188
Kempsey Hospital North Coast Public Health Unit		6561 2600 6588 2750
Kempsey Ambulance Station	Duty Officer	6562 0800

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ROLE	CONTACT NAME	CONTACT NUMBER
POISONS Information	Duty Officer	131 126
FACILITY INCIDENT SUPPORT		
Electricity - Essential Energy		13 20 80
Tony Gordon Septic Pump outs		6568 1752
Port Macquarie Hastings Council Laboratory	Maree Smith	6581 8810
Kempsey Families Inc.	Crisis Service	6563 1588
Bureau of Meteorology	Land Weather and Flood Warning NSW	02 9296 1555
KEY AGENCY LIAISON		
Environment Protection Authority (EPA)	Environment Line	131 555
	Port Macquarie Office	5534 3000
NSW Ministry of Health via local Public Health Unit – Port Macquarie (Sydney office 02 9391 9000)	Reception	6588 2750
	After Hours: Public Health Officer on call	149 377
SafeWork NSW Port Macquarie	Scott Allman	6588 7012
SafeWork NSW		13 10 50
WILDLIFE		
National Parks and Wildlife Service - Kempsey		6561 4969 131 555
WIRES Nambucca		1300 094 737
OTHER AGENCIES for potential liaison purposes		
Department of Primary Industries (NSW Fisheries)	Reception	1300 550 474
Department of Families & Community Services	Reception	1800 079 098
Transport for NSW	Reception	132 213

5.4 NOTIFICATION AND COMMUNICATION RESPONSIBILITIES

Table 7 outlines KSC employees notification and communication responsibilities. These details are to be verified annually and also updated whenever a change in staff or responsibility has

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Table 7: Notification and Communication Responsibilities of KSC

[illegible]

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POSITION	NOTIFICATION RESPONSIBILITIES	COMMUNICATION RESPONSIBILITIES
Coordinator Communications	NIL	Responsible for completing web page updates, social media monitoring / responses and other community notification support to Waste Management (KSC)

5.3 REPORTING POLLUTION INCIDENTS -PROTOCOL

The Regulation requires immediate notification of pollution incidents where there is a risk of 'material harm to the environment'.

Material harm means:

- 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, 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 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 (refer Table 6 above for contact numbers):

- The EPA Environment Line (131555)
- The Ministry of Health via the local Public Health Unit
- SafeWork NSW (formerly WorkCover) – Local office
- Fire and Rescue NSW

All notifiable pollution incidents are to be reported to the EPA Environment Line immediately. A reference number will be provided. This will be used to provide a written response report to the EPA within following seven days detailing what occurred, how it was treated and what steps can be made to mitigate this issue occurring in the future.

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5.4 ACTIONS TO BE TAKEN IN RESPONSE TO A POLLUTION INCIDENT

The following is the WMC protocol that must be instigated in the initial response to the identification of a potential hazardous pollution incident. **Table 8** details specific responses, in order of priority by potential pollutant type.

Safe Approach

- Position vehicle remote from spillage to avoid contamination.
- Approach from upwind and upgrade where possible
- Identify a safe route of entry for Emergency Services

Secure the Area

- Identify and physically indicate the hazard area to define the area in which proper protection is required
- Evacuate the public and non-essential personnel from the hazard area
- Isolate the hazardous material within the hazard area
- Notify Emergency Services on 000 if necessary
- Attempt to identify any hazardous materials
- Monitor the situation
- Liaise with and assist Emergency Services as required

Note: **Table 8** also references where relevant the Material Safety Data Sheet (MSDS) by pollutant and the WMC Emergency Plan and Response Procedures (incorporating the WMC Fire Action Plan).

Table 8: Pollution Incident Response Procedures - by pollutant

POTENTIAL POLLUTANT	POLLUTION INCIDENT	ACTIONS
Asbestos	Unwrapped or potentially asbestos containing material (ACM) found in general waste	<p>If unwrapped asbestos or suspected ACM is found it should be managed in accordance with Council policies, procedures and best practice. Refer Appendix I – KSC Asbestos and Appendix F – SWMS Receiving Asbestos Materials at KSC WMC.</p> <p>All details of the load rejection need to be recorded as rejected load.</p> <p>Staff must then record the customer's name, vehicle registration, make and model as well as a description of the load.</p> <p>The waste generator needs to be informed to mitigate the waste being illegally dumped.</p>
Mixture of re-active materials or chemicals	Spill, illegal dumping	<p>Clear and barricade area of spill.</p> <p>Refer to relevant MSDS.</p> <p>Staff to utilise spill kit provided to control the spill.</p> <p>Staff can use heavy plant to block drains or construct earth bunds to prevent spill from travelling.</p> <p>If the spill is larger than staff are capable of handling, or there is risk of injury, the site is to be evacuated and the Reporting Protocol followed.</p>
POTENTIAL POLLUTANT	POLLUTION INCIDENT	ACTIONS
Fuels and lubricants	Spill, fire	<p>Clear and barricade area of spill. Refer to MSDS.</p> <p>Staff will utilise spill kit provided to control the spill.</p> <p>Staff can use heavy plant to block drains or construct earth bunds to prevent spill from</p>

		travelling. If the spill is larger than staff are capable of handling, or there is risk of injury, the site is to be evacuated and the Reporting Protocol followed. WMC Fire Action Plan to be followed.
Oil – sump and cooking	Spill, fire	Clear and barricade area of spill. Refer to MSDS. Staff will utilise spill kit provided to control the spill. Staff can use heavy plant to block drains or construct earth bunds to prevent spill from travelling. If the spill is larger than staff are capable of handling, or there is risk of injury, the site is to be evacuated and the Reporting Protocol followed. WMC Fire Action Plan to be followed.
Tyres	Fire	WMC Fire Action Plan to be followed. Reporting Protocol to be followed
Gas cylinders	Fire, explosion	WMC Fire Action Plan to be followed. Reporting Protocol to be followed
Batteries	Acid burn	Apply First Aid and seek further medical assistance if required. Reporting Protocol followed.
POTENTIAL POLLUTANT	POLLUTION INCIDENT	ACTIONS

Rinsed chemical drums	Spill	<p>Clear and barricade area of spill.</p> <p>Refer to MSDS.</p> <p>Staff will utilise spill kit provided to control the spill.</p> <p>Staff can use heavy plant to block drains or construct earth bunds to prevent spill from travelling.</p> <p>If the spill is larger than staff are capable of handling, or there is risk of injury, the site is to be evacuated and the Reporting Protocol followed.</p>
Leachate	<p>Overflow into water course</p> <p>Failure of leachate collection system</p>	<p>If possible, pump leachate back to secondary storage pond until overflow ceases. Reporting Protocol to be followed.</p> <p>In the event of a leachate collection system failure, the system(s) concerned is to be isolated, the leachate collected and removed, and the system emptied and repaired to eliminate the problem. If the leachate pond overflows, or there is a failure of the leachate pond which permits the escape of leachate, the following action should be taken:</p> <ul style="list-style-type: none"> • Isolate the area and ensure there is no access • If possible, stop the leachate from moving off site or entering any watercourse/drainage line • Arrange a tanker to take the excess leachate to a nearby treatment facility approved by DPIE. • Report in accordance with the PIRMP and the Environmental Protection Licence.
Sediment contaminated storm water	Overflow into water course	<p>If possible, pump stormwater back to secondary storage pond until overflow ceases. Monitor pH and TSS levels in accordance with licence conditions.</p>

5.5 FACILITY EVACUATION

5.5.1 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 contractors and their staff, facility users and ancillary co-located operations is of the utmost importance.

In order to achieve a safe and timely evacuation, it is critical that an early warning of the pollution situation is communicated, and action implemented to remove Council employees, contractor's staff and facility users from the hazard area.

In this regard the standard operating procedures applicable to Facility Evacuation, refer to *Solid Waste Management SOP* page 44, must be implemented once a decision is made to evacuate the facility.

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 or full) is to be made by the Manager Waste (KSC) when on site then the **Chief Warden - Waste Team Leader (KSC)** and supported by facility personnel OR as directed by a responding Emergency Service.

5.5.2 Incident Response Actions

There are 2 stages of evacuation that are applicable to the WMC, these 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.

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In the event of a Total Facility evacuation, the facility is not to be re-entered unless an 'all-clear' is issued by the **Chief Warden** OR as directed by a responding Emergency Service.

Each situation will need to be assessed and responded to in a manner which is appropriate for the circumstances of the incident, using the steps outlined below. More detailed information for specific incidents is provided throughout this section.

The pollution events that are most likely to occur are those associated with spills and extraordinary weather events that cause an overflow into surrounding areas or a significant landfill fire that may produce offensive or hazardous fumes.

In the event of a pollution incident the response should be as follows:

- **Step 1:** Emergency Response – Minimising Harm to Persons.
- **Step 2:** Emergency Response – Contain Pollution Source.
- **Step 3:** Notify the Waste Team Leader
- **Step 4:** Waste Team Leader to undertake a risk assessment of the incident / site to determine if there is a risk to people, property and/or environment and initiate the appropriate response.
- **Step 5:** Waste Team Leader to complete the notification procedure required, or delegate to an appropriate staff member.

Additional details are provided below.

Step 1 Emergency Response - Minimising Harm to Persons:

At all times minimising harm to persons shall be a priority.

The Emergency Management Plan will be activated in the event of a significant pollution incident, where there is an appreciable risk to the health and safety of site staff and visitors. Emergency evacuation plans are located within each building at the site.

The primary person at the pollution incident (being the first person at the site of the incident), where safe to do so, will initiate a response to ensure that any immediate threat to human health is reduced. All members of the public in the immediate vicinity should be directed away

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from potential danger and asked to proceed to the Evacuation Assembly Point (front gates).

Step 2 Emergency Response - Contain Pollution Source

The primary person, where safe to do so, will initiate a response to reduce any pollution impact on the environment. This includes, where possible, stopping the pollution source or initiating spill containment measures.

Assessing the Risk:

It is the Waste Team Leader responsibility to assess the risk of each incident and initiate an appropriate response. Incident can be assessed as either low, medium or high risk.

Low risk:

Low risk incidents include those that have a localised impact and present a low risk to human health and minimal long-term impact on the environment if addressed appropriately. Examples include: soil pollution incident, uncontained asbestos in waste stream, and landfill gas levels above guideline levels. Low risk incidents can be managed by the Waste Team Leader assigning appropriately trained staff or contractors to the area to contain the incident/pollution and clean up as appropriate. The localised area is to be cordoned off to prevent access.

Medium Risk Incidents:

Medium risk incidents include those where there is a potential for human health or the environment to be negatively impacted. These include stockpile fires with non-hazardous smoke or a significant fuel or chemical spill in an area frequented by the public. Medium risk incidents require site evacuation procedures to be enacted due to the risk to public safety. The Waste Team Leader is to announce over two-way radio or mobile phone that a site evacuation is in place and all staff and members of the public are to muster at the emergency assembly point.

- All staff on site must go to the emergency assembly point and direct any members of the public on the site to that point also;
- The Waste Team Leader (Chief Warden) is to ensure that no one is left on site and then if it is safe to do so ensure that all members of the public, who care to do so, can safely leave the facility.

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- The facility is to be closed and appropriate signage is to be displayed.

High Risk Incidents:

High risk incidents require site evacuation and potentially consultation with surrounding property owners. These incidents have the potential to severely impact human health and cause environmental harm. An example includes a landfill fire with the generation of toxic smoke.

When faced with a high-risk incident, the Waste Team Leader is to:

- Direct all staff on site to the emergency assembly point and direct any members of the public on the site to that point also;
- The Waste Team Leader (Chief Warden) is to ensure that no one is left on site
- Once at the emergency assembly point, on direction of the Waste Team Leader, the Site supervisor is to contact Emergency Services and if necessary, a staff member or emergency services will contact neighbouring properties
- The facility is to be closed and appropriate signage is to be displayed
- Once emergency services have the situation under control and it is considered safe, the site will be re-opened at the direction of the Waste Team Leader.

5.5.3 Information Required for Notification

When notifying the relevant Authorities, state that the purpose of the call is to advise of a pollution incident and provide the following information (if known):

- The time, date, nature, duration and location of the incident.
- The location of the place where pollution is occurring or is likely to occur.
- The nature, the estimated quantity or volume and the concentration of any pollutants involved.
- The circumstances in which the incident occurred (including the cause of the incident, if known).
- The action taken or proposed to be taken to deal with the incident and any resulting pollution or potential pollution.

- Other information prescribed by the regulations. Any required information that is not known when the incident is notified must be notified to the relevant Authorities immediately once it becomes known.

5.5.4 Record of Notification

When each of the relevant Authorities are notified, the following must be recorded:

- The time of the call
- The date of the call
- Incident/reference numbers given by the relevant Authority
- The name of the operator
- Information provided
- If further notification is required

5.5.5 Evacuation Assembly Areas

The designated **Primary Evacuation Assembly Point** is adjacent to the main site entry and is signposted by a green “**Emergency Assembly Point**” sign. Refer to Figure 1.

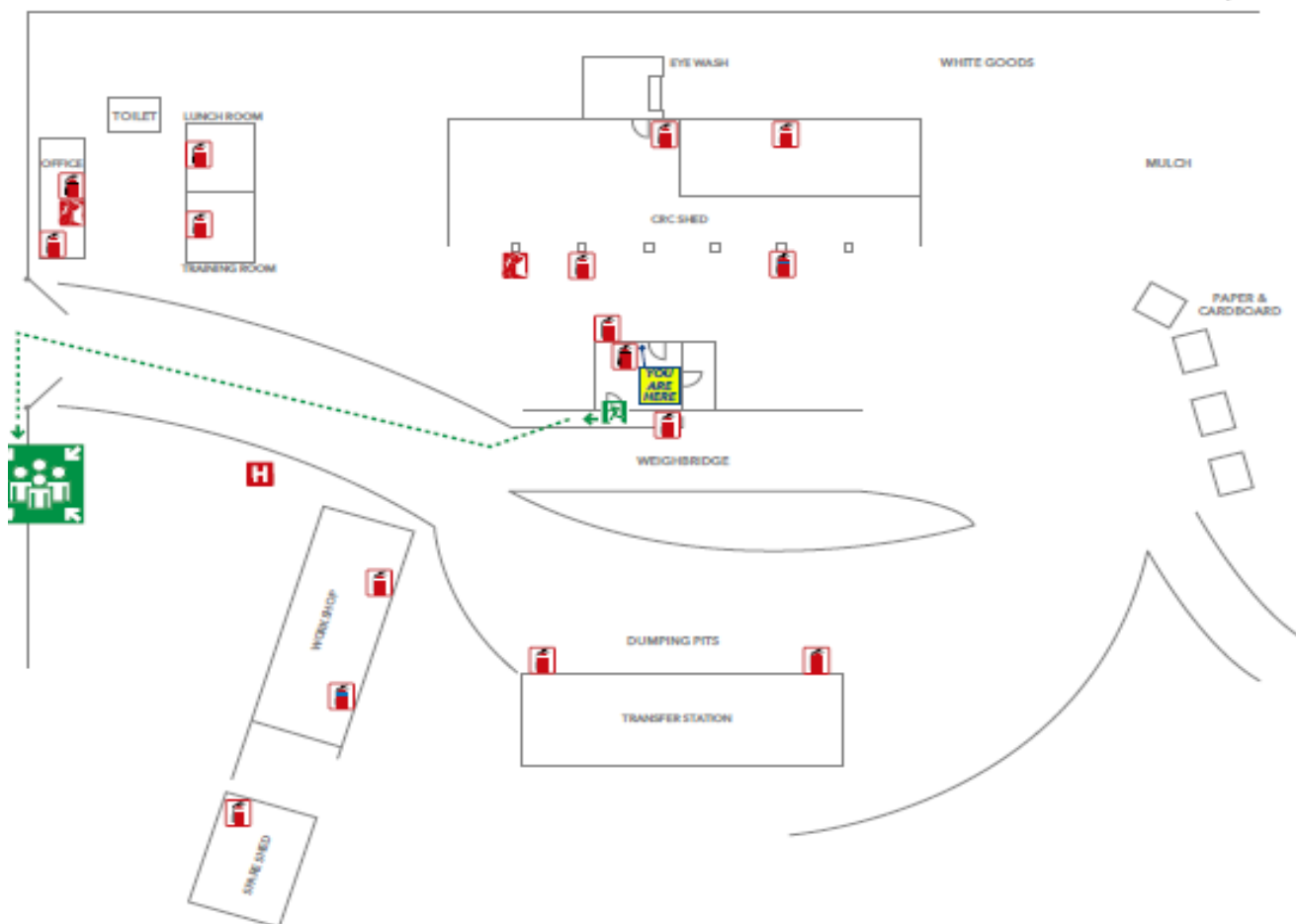
Figure 1 - Evacuation Diagram – Kempsey WMC



EVACUATION DIAGRAM



KEMPSEY WASTE MANAGEMENT FACILITY CRESCENT HEAD RD, KEMPSEY



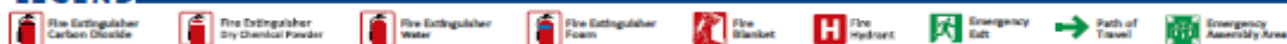
EVACUATION PROCEDURES

- (R) RESCUE** REMOVE ANY PERSON IN IMMEDIATE DANGER
- (A) ALARM** ALERT PEOPLE NEARBY AND DIAL 000
- (C) CONTAIN** CLOSE DOORS BEHIND YOU (IF SAFE TO DO SO)
- (E) EVACUATE** PROCEED TO THE EMERGENCY ASSEMBLY AREA

FIRE EXTINGUISHER SELECTION CHART



LEGEND



ISSUE DATE: MAY 2023 REVIEW DATE: MAY 2028 PLAN NOT TO SCALE

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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 report to the designated primary evacuation assembly point.

5.6 DOCUMENTING THE INCIDENT

KSC uses the following documents for recording an incident:

- Appendix A – Pollution Incident Report
- Appendix B – Advice and Notification of Incident, and if necessary
- Appendix C – Incident Severity Report – Effects on Water Body

KSC's Standard Operating Procedure *SOP-14 Incident (Pollution) Reporting* includes Attachments A and B, which are forms for General Incident and leachate discharge/overflow respectively. These forms are also to be completed following a pollution incident.

The Waste Team Leader is responsible for ensuring the above reports are completed quickly and appropriately, ensuring that the EPA reference numbers are allocated and accurate.

The Waste Engineer is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

As noted throughout the PIRMP, the NSW EPA should be notified immediately of any incident that causes or represents a material harm threat to the environment. Initial contact will be made via the EPA's 24-hour Environment Line and a written notice should follow within 7 days.

Such incidents include:

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- Identifying non-domestic quantities (more than 200 mL/tonne or 200 g/tonne) of hazardous substances among waste
- Fires at the landfill, either surface or sub-surface
- Mixing of leachate and stormwater or waste and stormwater
- Identification of any failure of an environmental protection system
- Identification of significant difference in ground water indicator parameters
- Any other incident or observation that could potentially pose an immediate environmental hazard outside normal operating conditions.

In addition to the EPA, as the appropriate regulatory authority, other relevant authorities to be notified, per the POEO Act, are as follows:

- The local EPA office for the area in which the pollution incident occurs
- The Ministry of Health
- SafeWork NSW as referred to in clause 1 of Schedule 2 to the *Work Health and Safety Act 2011*
- Fire and Rescue NSW

The information that will need to be provided to each relevant authority may include (but not be limited to):

- Time, date, nature, duration and location of the incident
- The location of the place where pollution is occurring or is likely to occur
- The nature, estimated quantity or volume and concentration of any pollutants involved
- Cause and circumstances of the incident
- Action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution.

Any information required that is not known at the time the incident is notified must be provided when it becomes known.

5.7 IMPACT ASSESSMENT

Following an incident, an assessment of impact that has occurred to the facility, the environment and equipment must be conducted to determine the extent of damage to facilities

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and/or the environment resulting from the incident; and to identify repairs or restoration that must be initiated to minimise further damage and restore the facility for operational use and / or to rehabilitate the environment.

The Waste Compliance and Contracts Officer will have the primary responsibility for conducting the impact assessment, assisted as needed by Council employees and outside organisations, e.g. ecologists, engineers and clean-up contractors.

The cost of any clean-up undertaken by emergency response agencies and the EPA will generally be recovered from Council, or the individual responsible for the pollution incident. The following pollution incident funding arrangements are in place:

- Funds within Council's Operating Budget & Reserves
- Public liability insurance policies

5.8 INCIDENT DEBRIEFING

In the event of a significant incident, an investigation and 360-degree feedback debrief will be conducted within 30 days to inform employees about any hazards that may still remain and to outline future mitigation procedures and new operating protocols towards incident prevention and improve preparedness where possible. The PIRMP is to be updated if required and staff re-trained or tool boxed on the changes.

The Waste Team Leader will have the responsibility for coordinating the debrief.

5.9 DOCUMENTATION

All records and forms used during the incident to document activities, along with testing and amendments to the PRIMP, will be retained for future reference in KSC's records management system.

Following a pollution incident or emergency situation, the Waste Engineer 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.

6.0 TRAINING, REVIEW AND TESTING OF PRIMP

6.1 PRIMP TRAINING

All relevant WMC personnel and frequent employee visitors are to be trained to enact the PRIMP, and must be familiar with the content, processes and requirements of PRIMP activation. A record is kept by Council of each employees' acknowledgement of and training in the PRIMP. Refer to **Appendix G – KSC Employee PRIMP Acknowledgement Register**.

Staff will also be trained in the level of risk, likelihood and consequence of incidents at the WMC. **Appendix J – PRIMP Training Register** contains the PRIMP training register, which documents the details of KSC staff that have undertaken PRIMP training.

6.2 ANNUAL AND POST INCIDENT TESTING

The PRIMP must be tested routinely at least once every 12 months or within one month after a pollution incident occurs. The testing is to be carried out in such a manner as to ensure that the information included in the PRIMP is accurate and up-to-date, and that the plan is capable of being implemented in a workable and effective manner. Table notes details of the PRIMP testing.

Key staff are to be involved in annual PRIMP testing with an independent auditor as their reviewer. A record is kept of PRIMP tests by the Waste Team Leader. Refer to **Table 9**.

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The preferred method of testing this plan is via practical exercises and drills. Where a desktop simulation exercise is conducted with key staff there will be a third-party present for scrutiny/oversight.

Table 9: PIRMP Testing Record

TEST DATE	MANNER OF TESTING	STAFF WHO TESTED PLAN	THIRD PARTY
10 April 2017	Testing of plan due to incident on 9 th April (fire in new cell)	WMC staff and Steve Pellen	N/A
25 February 2019	Practical Exercise and report with recommendations	Gavin Hughes, Dennis Micallef, Coby Meehan, Wayne Crowe, Keith Spinks, Cheyne Brenton	Logicus Environmental Management
1 June 2020	Desktop simulation during CV-19 lockdown period	Gavin Hughes, Coby Meehan, Louise Hoade	KSC Internal Auditor Matt Bentley
12 May 2023	Practical Exercise and report with recommendations	Jason Magill, Michael Scott, Jayden Blake-May, Cheyne Brenton	Talis Consultants

6.3 PIRMP REVIEW

As per legislative requirements, the PIRMP is to be reviewed on a regular basis. **Table 10** is a record of revisions to date.

Table 10: PIRMP Revision Record

DESCRIPTION OF REVISIONS	REVIEW PERIOD	DATE REVIEWED
Update body of plan	2 years	
Amend contact details	As required	
Initial Plan		August 2012
Rev 1 – general update of details		December 2012
Rev 2 – change Fire & Rescue contact		March 2013
Rev 3 – change Council staff contacts		May 2013
Rev 4 – update Council staff contacts and external contacts, update body of Plan		December 2014
Rev 5 – change Council staff contacts		May 2017

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DESCRIPTION OF REVISIONS	REVIEW PERIOD	DATE REVIEWED
Rev 6 – change Council staff contacts and update body of Plan		February 2018
Rev 7- Include EPA's July 2019 Audit recommendations		November 2019
Rev 8 - change Council staff contacts and update body of Plan		June 2020
Ref 9 – update body of plan and change Council staff contacts		Aug 2022
Rev 10 – updates to Council staff contacts and body of Plan. Appendix M - KSC WMC Emergency Plan & Response Procedures removed		September 2023
Rev 11 - updates to Council staff contacts and body of Plan.		February 2024

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REFERENCES

- EPA NSW Environmental Guidelines: Preparation of pollution incident response plans
- *Local Government Act 1993*
- [Protection of the Environment Legislation Amendment Act 2011](#)
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Public Health Act 1991*
- *Water Administration Act 1986*
- *Work Health and Safety Act 2011*

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Appendix A – POLLUTION INCIDENT REPORT

Section 1. LOCATION & DURATION OF INCIDENT

Reference: _____

Exact location of incident			
Description of incident and type/s of pollution			
Duration of incident	From	Date:	Time:
	To	Date:	Time:
Duration of any contingent discharge	From	Date:	Time:
	To	Date:	Time:

Section 2. INITIAL RESPONSE

Staff member who responded	Name:		
	Position:		
Response time	Notified	Date:	Time:
	On Site	Date:	Time:
Who notified staff member?	Name:		Phone:
	Address:		
Source of notification	Other council staff: yes / no		alarm: yes / no
	Property owner affected: yes / no		Routine check of plant yes / no
	Member of the public yes / no		Government officer yes / no
Evacuation Sequence if Applicable			
What action was taken during the initial response?	pump started yes / no		Pump cleared yes / no
	Inlet closed yes / no		Upstream pump stations shut down yes / no
	What else was done to limit incident?		
Were these matters attended to during initial response?	Erected any barriers needed for any reason of safety: yes / no		Isolated /contained discharge: yes / no
	SUPERVISOR MUST BE ADVISED Time:		<i>Told any immediately affected persons:</i> yes / no
	Who was told?		

Who Completed this Section of the Report	Name:		Date & Time:	
	Position:		Signature:	

Section 3. ADVICE AND NOTIFICATION OF INCIDENT **Reference:** _____

Have you arranged for action necessary to notify statutory & other agencies? yes / no	If yes, who has this responsibility?	
	Name:	
	Position:	

Section 4. DETAILS OF INCIDENT

Probable cause/s of the incident:		
What has been done to stop the incident?		
What has been done to prevent it happening again?		
WH&S threat to staff attending?	yes / no. If yes, was this dealt with appropriately? yes / no	
Overflow confined to plant?	yes / no. If yes, was there any discharge from ponds? yes / no (If answer is no, terminate report here, and sign off at Section 5.)	
Discharge from pond?	yes / no. If yes, what was done to contain it? (If answer is no, terminate report here, and sign off at Section 5.)	
Effects from discharge of overland flow.	Hazard to pedestrians: yes / no	Hazard to traffic: yes / no
	If yes, what was done to rectify?	If yes, what was done to rectify?
Contamination of adjoining property: yes / no	Backyards: yes / no. Residences: yes / no. Other property? If yes, what was done to rectify?	
Widespread contamination of property:	Backyards: yes / no. Residences: yes / no. Other property?	
	Reserves / Playing fields / Sensitive Natural Habitat / other Public land: yes / no	
	Crops / pastures: yes / no	

yes / no	If yes, what was done to rectify?
Estimate of volume of overland flow discharge	

(If no discharge to drains, watercourses, wetlands or streams terminate report here, and sign off at Section 5)

Section 4. DETAILS OF INCIDENT (continued)

Reference _____

Effects from discharge of flow entering drains, watercourses, or streams.	Was anything else done to confine the discharge to reduce the impact on drains, watercourses or streams? yes / no If yes, what was done?		
	Did discharge enter any of the following?		
	Pipe drainage system: yes / no	Natural watercourse: yes / no	
	Formed drain or channel: yes / no	Dry creek: yes / no	
	Wetland: yes / no	Coastal lagoon: yes / no	
	Flowing creek: yes / no	Major stream or river: yes / no	
	Name(s) of receiving water		
	Observations of effect on water body:		
	Odour	Slight only: yes / no	Strong: yes / no
	Estimate of volume of overland flow discharge (page 2):	Appearance	Solids present: yes / no If yes, how extensive were they?
Colour present: yes / no If yes, how extensive was any change?			
Turbidity present: yes / no If yes, how extensive was any change?			
Estimate of volume of discharge to watercourses etc:			
Estimate of total volume contingent discharge:	Flora & Fauna	Fish kill / dead plants: yes / no If yes to either, describe number & extent.	

Section 5. INCIDENT REPORT

Name:		Date & Time	
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Position:		Signature	
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Appendix B – ADVICE AND NOTIFICATION OF INCIDENT

Location and Assessment		Reference	
Location			
Location & description of land and/or water body		
Assessment of effects of discharge	Notify EPA? yes / no	Notify Authorised Officer? yes / no	Notify Manager? yes / no
	Effects of overland flow: Minor / Moderate / Major		Effects on water body: Minor / Moderate / Major
	Total Volume of Discharge		
	Based on Incident Report Part 1 / Part 2: yes/ no		
	Necessary for further assessment: yes / no		
	Need to keep under review: yes / no		
	Necessary to advise or notify other parties: yes / no		

1. Notification of EPA or Authorised Officer under POEO Act

Initial notification	Officer's name:	Officer's position:
	Date:	Time:
Subsequent notification, if required	Officer's name:	Officer's position:
	Date:	Time:
Follow up from EPA, if this occurred	Officer's name:	Officer's position:
	Date:	Time:
Comments:		

2. Advice to other organisations and agencies

Macleay SQAP Committee.	Advice only: yes / no	For assistance: yes / no
Department of Health	Advice only: yes / no	For assistance: yes / no
Fire Brigade	Advice only: yes / no	For assistance: yes / no
Other	Advice only: yes / no	For assistance: yes / no
Public warning: yes / no Follow up required: yes / no		Media release: yes / no Media conference: yes / no

3. Advice and Notification carried out or authorised

Officer's name:	Officer's position:	Date:	Signature:
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4. Acknowledgment by Director Infrastructure Services or Delegate

Kempsey Shire Council acknowledges the land of the Thunggutti/Dunghutti Nation. We pay respect to Elders past and present. We acknowledge the role of emerging leaders to continue to guide us in the future. We acknowledge the Stolen Generations and the need to change practices to be inclusive. This land always was and always will be Thunggutti/Dunghutti land.

Officer's name:	Officer's position:	Date:	Signature:
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Appendix C – Incident Severity Report – Effects on Water Body

Reference: ____

1. Location of Incident

Plant Number & Name	
Name(s) of Water Body*	
Location & general description	

* Note. If more than one water body is affected separate scoring **must** be carried out and scores added to determine a single classification for the incident

2. Incident Classification

Classification determined by methodology set out below	MINOR	MODERATE	MAJOR
--	--------------	-----------------	--------------

Note: Strike out two (2) of the above

Table 3. Attribute Score from Observed Impacts

Select score from table for each of the observed impacts. Sum all scores selected to determine score 3B	Observed Impact	Score
	plant life dead	80
	fish kill	60
	turbidity	30
	colour	20
	strong odour	20
	slight odour	1
Score 3A

Note. Observations should be obtained from the Incident Report (Part 2).

Table 3C. Attribute Factor for Mixing and Aeration

Select factor from table based on observation or knowledge of the water body.	Flow in Water Body	Factor
	fast flow	1
	slow flow	1.5
	enclosed lagoon	1.8
	stationary	2
Factor 3C

Table 3D. Calculate Probable Impact Score

Sum of Scores 3A and 3B		Multiply by Factor 3C	Probable Impact Score
..... +	=	x	= Score 3D

3. DETERMINE SEVERITY OF INCIDENT.

Score and classify incident from “Probable Impact Score” (Score 3D), and utilising the following tables 4A, 4B, and 4C.

Table 4A. Attribute Initial Severity Score

Probable Impact Score	Creek	River	Wetland	Recreational	Significant habitat	Drinking water
0-50	1	1	1	2	4	12
50-100	1	4	2	4	8	16
100-150	4	8	6	8	15	20
>150	8	16	12	16	20	25
Select score from matrix	Score 3D		Water body type		Initial Severity Score	
 Score 4A	

Table 4B. Attribute Factor for Recovery Time

Estimate recovery time and attribute factor. Subsequent reviews may be required to reassess incident severity	Recovery Time	Factor
	> 1 month	3
	1 week to 1 month	1.5
	3 days to 1 week	1.2
	< 3 days	1
Factor 4B

Table 4C. Calculate Severity Score & Determine Incident Classification

Calculate severity score as indicated then classify incident based on ranges of scores shown	Initial Severity Score 4A	Multiply by Factor 4B	Severity Score
	x'	= Score 4C
	Score 4C = 0 to 5	Score 4C = 5 to 20	Score 4C > 20
	MINOR	MODERATE	MAJOR

Table 5. Incident Severity & Classification determined by

Name		Date	
Position		Signature	

Appendix D – Risk Assessment EPA Risk Classifications

Probability or Likelihood

Level	Classification	Description
A	Almost Certain	The event is expected to occur in most circumstances –common or repeating. For Example: - overflows have occurred numerous times a year, and/or - overflow rate is well above benchmark average
B	Likely	The event will probably occur in most circumstances –known to have occurred.. For example: - overflows have occurred a few times a year, and/or - overflow rate is above benchmark average
C	Moderate	Could occur
D	Unlikely	Not likely to occur
E	Rare	Practically impossible

EPA Public Health

and Environmental

Impacts

Classification

Consequence

Level	Classification	Description
A	Insignificant	The overflow is extremely unlikely to drain to a local sensitive environment and <ul style="list-style-type: none"> where the overflow reaches waters, the volume of leachate likely to enter the waterway is insignificant with regard to the volume and flow of receiving waters, or where the overflow reaches land, it is likely to be contained in an area with little chance of public exposure within the maximum response time
B	Minor	The overflow is extremely unlikely to drain to a local sensitive environment and <ul style="list-style-type: none"> where the overflow reaches waters, the volume of leachate likely to enter the waterway may be significant with regard to the volume and flow of receiving waters, or where the overflow reaches land, it is likely to be contained in an area

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		where public exposure is minimal given the maximum response time.
--	--	---

Level	Classification	Description
C	Moderate	<p>The overflow is unlikely to drain to a local sensitive environment and</p> <ul style="list-style-type: none"> where the overflow reaches waters, the volume of leachate likely to enter the waterway is significant with regard to the volume and flow of receiving waters, or where the overflow reaches land, it may travel to an area where public exposure is low within the maximum response time.
D	Major	<p>The overflow is likely to drain to a local sensitive environment and</p> <ul style="list-style-type: none"> where the overflow reaches waters, the volume of leachate likely to enter the waterway is high with regard to the volume and flow of receiving waters, or where the overflow reaches land the public exposure risk is likely given the maximum response time
E	Catastrophic	<p>The overflow is likely to drain to a local sensitive environment and</p> <ul style="list-style-type: none"> Where the overflow discharges to waters, the volume of leachate likely to enter the waterway is high with regard to the volume and flow of receiving waters; or Where the overflow discharges to land, the public exposure risk is high given the maximum response time.

EPA Risk Assessment Guidelines

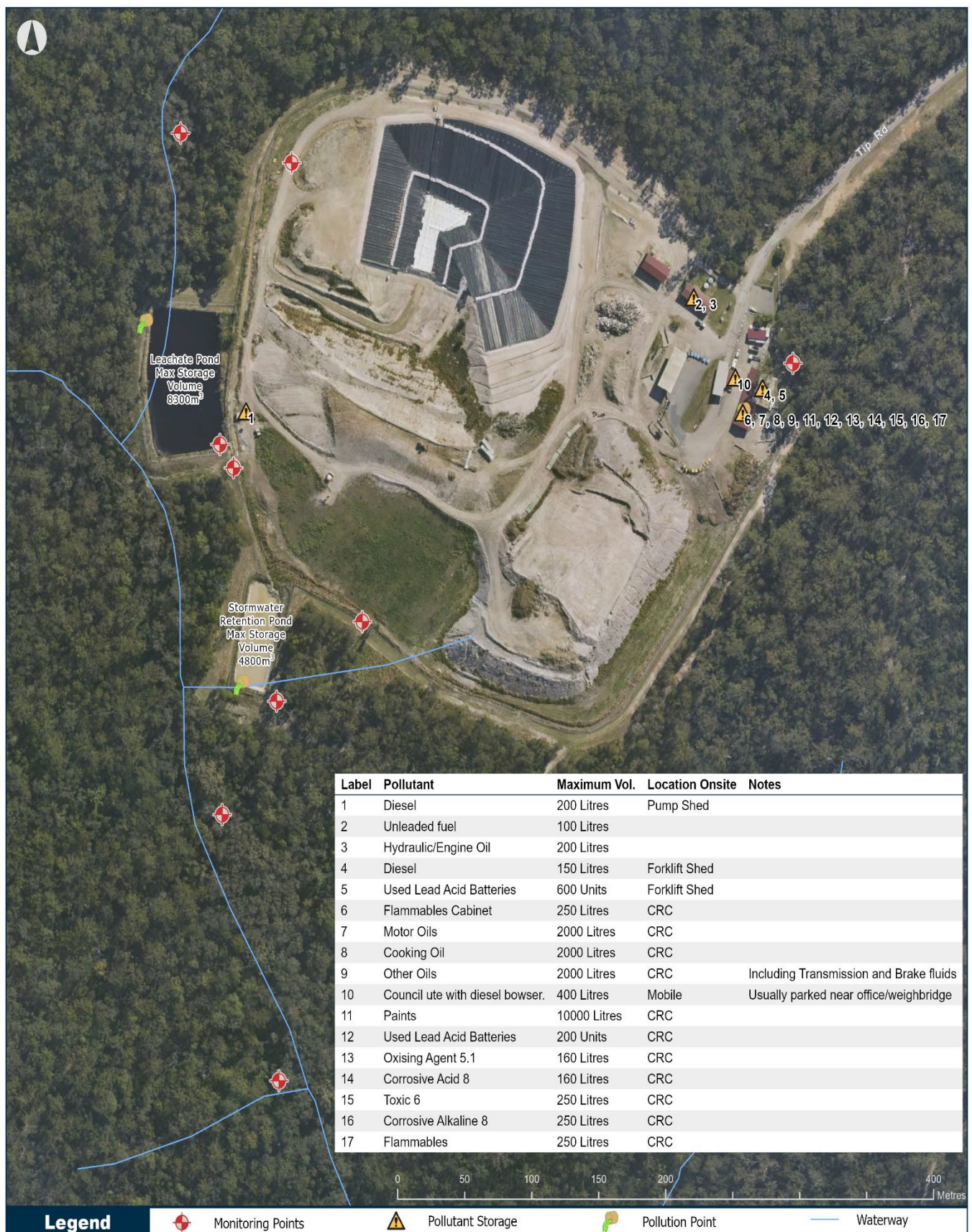
Likelihood	Impacts				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost certain (A)	Significant	Significant	High	High	High
Likely (B)	Moderate	Significant	Significant	High	High
Moderate (C)	Low	Moderate	Significant	High	High
Unlikely (D)	Low	Low	Moderate	Significant	High
Rare (E)	Low	Low	Moderate	Significant	Significant

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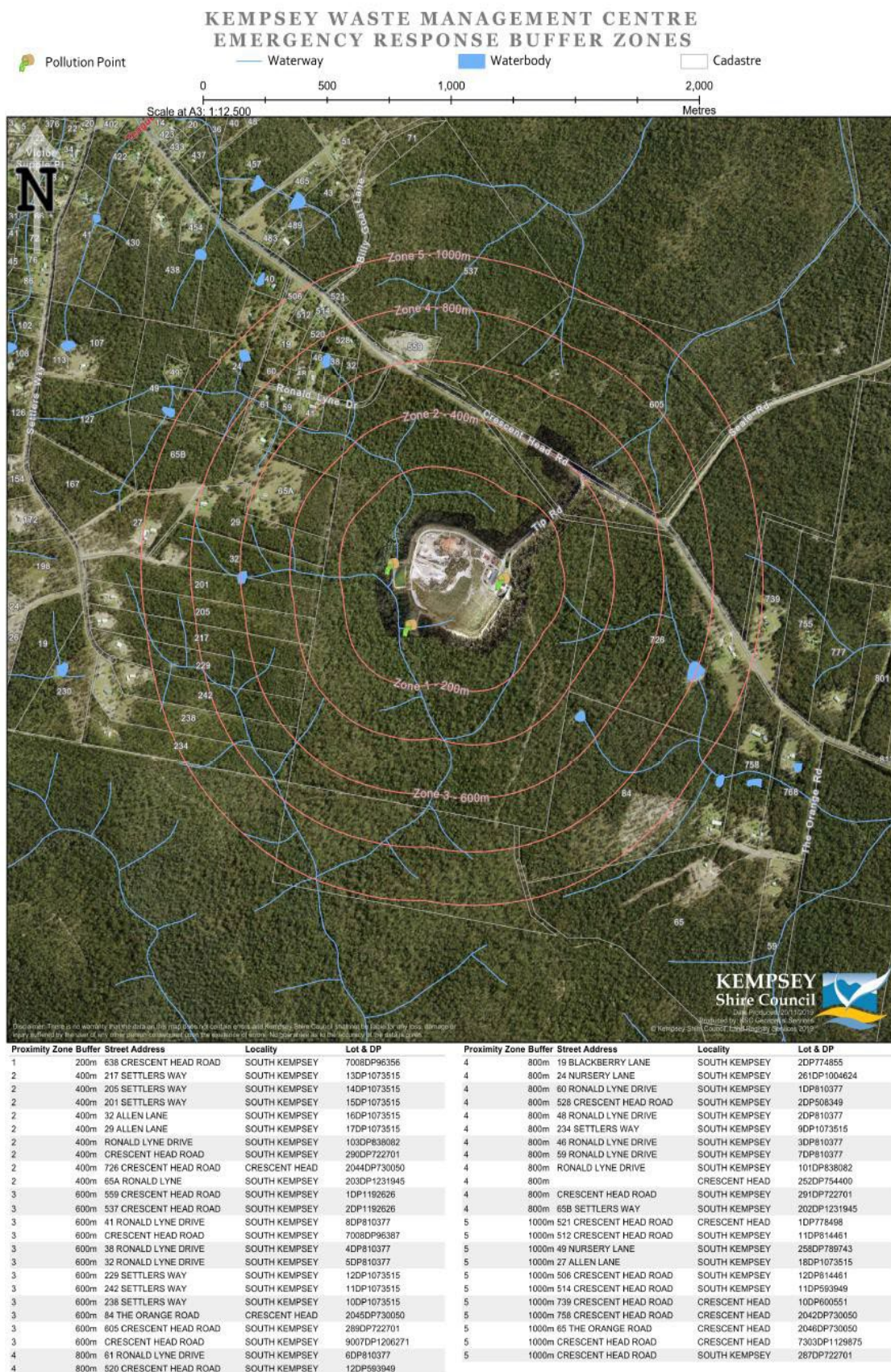
Appendix E1 – Map Pollutant Storage, Pollution Points & Monitoring Points

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Appendix E2 – Map Emergency Response Buffer Zones



Kempsey Shire Council acknowledges the land of the Thunggutti/Dunghutti Nation. We pay respect to Elders past and present. We acknowledge the role of emerging leaders to continue to guide us in the future. We acknowledge the Stolen Generations and the need to change practices to be inclusive. This land always was and always will be Thunggutti/Dunghutti land.



Appendix E3 - Kempsey Waste Management Potential Sources of Pollution

Kempsey Shire Council acknowledges the land of the Thunggutti/Dunghutti Nation. We pay respect to Elders past and present. We acknowledge the role of emerging leaders to continue to guide us in the future. We acknowledge the Stolen Generations and the need to change practices to be inclusive. This land always was and always will be Thunggutti/Dunghutti land.



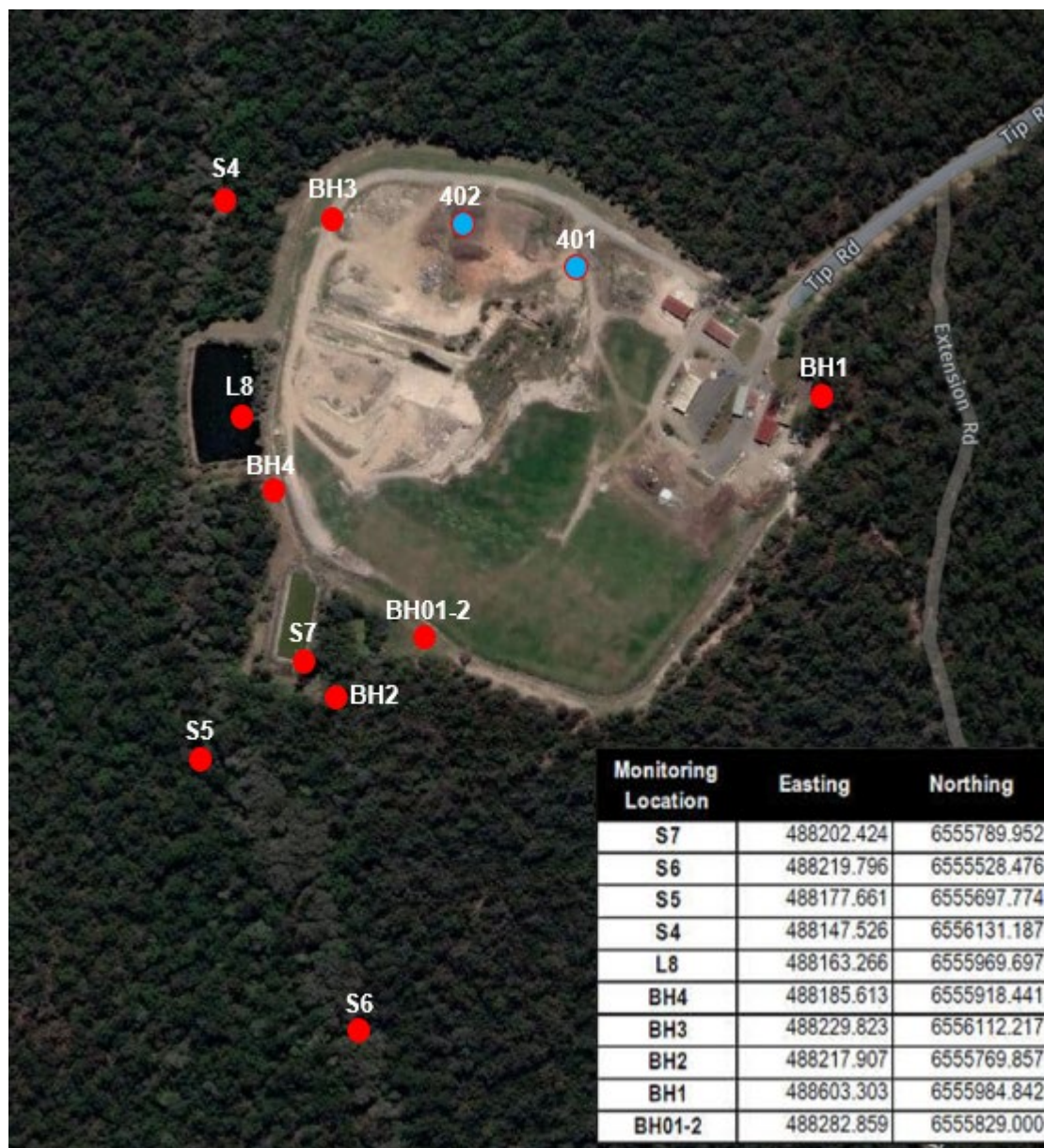
Front Gate

KEY

1. Leachate Dam
2. Storm Water Dam
3. Cell 3
4. Cell 4
5. Mattress Shed
6. Workshop
7. Transfer Station
8. CRC Shed

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Groundwater Monitoring locations are labelled with BH.



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Appendix F – SWMS Receiving Asbestos Materials at KSC WMC

Safe Work Method Statement – Receiving Asbestos Materials Delivered at Kempsey Waste Management

Direct Employer: (PCBU)	Kempsey Shire Council	Contact details:	0428 285 039
Works Manager: Contact details:	Aaron	Date SWMS created:	July 2022
Work activity: Job description	Receiving Asbestos Materials Delivered at Councils Waste Facility 000010	Workplace and/or works location:	Waste Management
Relevant Legislation, Codes of Practice etc.:	Work Health and Safety Act 2011 (NSW), WHS Regulation 2017 (NSW), Code of Practice: Managing the Risks of Plant in the Workplace 2019		
High risk construction work: Check box	<input checked="" type="checkbox"/> Asbestos Material being delivered to UWF Not properly packaged or bonded	<input checked="" type="checkbox"/> Incorrect/ Fail load inspection occurring by gatehouse operator and or 24 hours asbestos requirement	<input checked="" type="checkbox"/> Dumping at the incorrect location at the UWF
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Injury/Death to employee	<input checked="" type="checkbox"/> Unsecured Asbestos Material found in other waste materials
	<input checked="" type="checkbox"/> Asbestos fibers are hazardous when inhaled	<input type="checkbox"/> Violations and or fines from Regulatory Agencies	<input type="checkbox"/> Incorrect wetting down processes
	<input checked="" type="checkbox"/> Acceptance of incorrect packaging and or presentation for disposal at UWF	<input type="checkbox"/> Exposure to asbestos	<input type="checkbox"/> Potential exposure to asbestos
	<input type="checkbox"/> Identification of asbestos containing products	<input checked="" type="checkbox"/> Burial of Asbestos	<input checked="" type="checkbox"/> Incorrect transportation of asbestos
<input type="checkbox"/> Work in or near a trench deeper than 1.5m	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in an area with movement of powered mobile plant	

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PPE	Equipment	Documentation	Training, Qualifications & Licencing
<ul style="list-style-type: none"> • Hi Vis clothing • Safety footwear • Safety glasses and gloves 	<ul style="list-style-type: none"> • Visual load Inspection (Eye's & Questions) at weighbridge • Staff escort • Asbestos Manual Handling Kit • Emergency shower and eyewash 	<ul style="list-style-type: none"> • PRIMP • Asbestos Management Plan • Asbestos Register (PRIMP & EPA Waste Locate register) • Kempsey Shire Council Asbestos Policy • 24hrs Asbestos Booking Requirement 	<ul style="list-style-type: none"> • MWC Employee Induction • WHS General Construction Induction Card • Asbestos Identification Training
Measures to ensure compliance with SWMS:	Leadership Group onsite to conduct Toolbox Induction Talk, all workers sign induction to SWMS & Risk Assessment. Random WHS audits conducted.	Person responsible: <i>Site supervisor/Manager</i>	

Safe Work Method Statement (Part 1)

Specific Task No. /Activity	Potential Hazards	Raw risk level	Control Measures <i>Use the hierarchy of controls to select the highest level of control measure/s available</i>	Current risk level
1. Acceptance of Asbestos before Disposal	<ul style="list-style-type: none"> Unqualified / Untrained Weighbridge operator 		<ul style="list-style-type: none"> Training on visual load inspections Asbestos Identification Training 	
	<ul style="list-style-type: none"> Exposure to airborne asbestos Booking- 24 hours' notice hasn't occurred (Failure to capture of all required customer information and asbestos information) The decision to proceed with acceptance of any asbestos materials is based on all hierarchy- "Control Measures" that all conditions are met contained within this document 		<ul style="list-style-type: none"> The customer must inform staff on arrival that the waste contains asbestos Staff must request and record customer details of the type of asbestos, contact details and complete and enter all customer information with correct information into the booking asbestos register Asbestos bag/s sold to customers must be recorded in the booking asbestos register when sold Record contact details of the transporter Record designated time of delivery Confirm with customers on the day of arranged disposal in case conditions are not suitable to accept the load (rain etc.) The decision to proceed with acceptance on the agreed day of arranged disposal will be confirmed by the waste operations Landfill Operator / Team Leader / Manager, based on an assessment of site safety Staff to contact customer to advise if agreed disposal must be changed for any reason (i.e., weather conditions or no machinery) No acceptance of asbestos is allowed on the following days of operation or before named times <ol style="list-style-type: none"> Saturday or Sunday 8am to 3.30pm 	
			<ul style="list-style-type: none"> Daily weather assessment and access information must be carried out by staff to improve safety for asbestos delivery and unload 	

Safe Work Method Statement (Part 1)

Specific Task No. /Activity	Potential Hazards	Raw risk level	Control Measures <i>Use the hierarchy of controls to select the highest level of control measure/s available</i>	Current risk level
	<ul style="list-style-type: none"> Wet weather conditions Slips, trips, or falls while unloading asbestos 		<ul style="list-style-type: none"> Internal roadways at times may be unsafe for vehicles to unload asbestos While unloading asbestos at times may be of slippery nature 	
2. Presentation and Packaging and refer to specific task (3)	<ul style="list-style-type: none"> Exposure to airborne asbestos 		<ul style="list-style-type: none"> Ensure weighbridge load inspection occurs Ensure all asbestos waste bookings of asbestos waste is crossed referenced and recorded correctly Complete all asbestos register paperwork before acceptance The decision to proceed with acceptance of any asbestos materials is based on all hierarchy- "Control Measures" that all conditions are met contained within this document Dry materials should not be placed in asbestos waste bag without, pre-wetting or applied with PVA solution to suppress dust Asbestos waste – Must be presented in two (2) sealed, heavy duty bags made from low density polyethylene (LDPE) at least 0.2mm thick <ol style="list-style-type: none"> Each bag must be marked "CAUTION ASBESTOS" or "Haz bag" Sealed bags must be placed in a manner which prevents their rupture or Bonded asbestos waste must be securely packaged. Asbestos waste MUST BE presented for disposal and unload in a manner which avoids the creation of dust, i.e. <ol style="list-style-type: none"> Wrapped with two layers of 200-micron thick plastic sheets and sealed with waterproof tape or Coloured PVA glue. "Haz bags" complying with the manufacturer's instructions are acceptable Any wrapping is marked as "asbestos waste" 	

Safe Work Method Statement (Part 1)				
Specific Task No. /Activity	Potential Hazards	Raw risk level	Control Measures <i>Use the hierarchy of controls to select the highest level of control measure/s available</i>	Current risk level
3. Asbestos waste transport and disposal	<ul style="list-style-type: none"> Exposure to airborne asbestos 		<ul style="list-style-type: none"> Asbestos waste weighing or consisting of more than 100kg or >10m² can only be removed by a licensed contractor. NSW Waste Locate recording/ requirements apply with applicable consignment number. Staff must NOT ACCEPT asbestos containing material loads that exceed these thresholds without the consignment number Ensure that wrapped asbestos material that the wrapping is not damaged or torn Only essential personnel should be allowed to be close to the asbestos waste and should, as far as is possible, stand-up wind, while the waste is being deposited <p>Clause 78 of the Waste Regulation 2014 requires that</p> <ol style="list-style-type: none"> Any part of any vehicle in which a person transports asbestos waste is covered, and leak-proof during transportation Bonded asbestos material is securely packaged during transportation Friable asbestos material is kept in a sealed container during transportation Asbestos contaminated soils are wetted down. <ul style="list-style-type: none"> Stabilized asbestos must be presented for disposal and unloaded in a manner which avoid the creation of dust 	

Safe Work Method Statement (Part 1)

Specific Task No. /Activity	Potential Hazards	Raw risk level	Control Measures <i>Use the hierarchy of controls to select the highest level of control measure/s available</i>	Current risk level
4. Burial of Asbestos Waste			<ul style="list-style-type: none"> The asbestos disposal must be placed into the burial location. The disposal area shall consist of an excavation which has been sized to accept the quantity of asbestos waste nominated for disposal Where asbestos disposal has been arranged a designated disposal area is to be prepared on the day of disposal Only Plant operator personnel should be allowed to be close to the asbestos waste while burial occurs and placement of plant/ machinery should be in a up wind position, while covering asbestos waste Initially (at the time of disposal), asbestos waste cover requires the following <ol style="list-style-type: none"> Initially at the time of disposal 0.15 meter, and End of each day's operation, to a depth of at least 0.5 meter, and Final depth of at least 1 meter (in the case of bonded asbestos waste or asbestos-contaminated soils or 3 meters (in the case of friable asbestos material) beneath the final surface of the landfill site. 	
5. Rejection of Asbestos Waste	<ul style="list-style-type: none"> Exposure to airborne asbestos Non-compliance for asbestos waste disposal (The potential health impacts associated with asbestos exposure) 		<ul style="list-style-type: none"> Inappropriate packaging of asbestos waste – In the event that asbestos waste is deemed unable to unloaded without rupturing following the inspection by waste operational staff or leadership group, load will be rejected and recorded as rejected (placed in asbestos register) Where loads of asbestos waste are identified and rejected for disposal (for any reason): <ol style="list-style-type: none"> Details of the waste generator and transporter should be recorded in a rejected load register and or, The waste generator should be notified and, preferably, issued with a rejected load certificate 	

Safe Work Method Statement (Part 1)				
Specific Task No. /Activity	Potential Hazards	Raw risk level	Control Measures <i>Use the hierarchy of controls to select the highest level of control measure/s available</i>	Current risk level
			<ul style="list-style-type: none"> Failure to unload as per requirements, where loads are packaged as required but the method of unloading results in bundles rupturing, details of the vehicle and load will be recorded by the facility and the customer reminded of the facility's requirements <ul style="list-style-type: none"> Should a second load be ruptured when unloading no further asbestos loads will be accepted from that vehicle/customer until it can be demonstrated that an alternative unloading method will be employed WMC will NOT ACCEPT any asbestos without evidence of the required consignment documentation from EPA Waste Locate 	
6. Orphaned Asbestos Wastes Identified	<ul style="list-style-type: none"> Exposure to airborne asbestos 		<p>Where asbestos waste or asbestos containing materials are detected and the person responsible for waste is unknown or cannot identified:</p> <ul style="list-style-type: none"> Isolate the public and other facility occupants and/or users from the area where the asbestos-containing material is located. The area is to be barricaded to restrict access Where the asbestos-containing material is small and can be handled using manual methods then the onsite asbestos-handling kit is to be utilized. All instructions within the kit are to be followed including all requirements for wearing of PPE Where staff are NOT FAMILIAR with the instruction contained within the onsite asbestos-handling kit and have not been trained in their use then they are NOT to attempt to handle the asbestos-containing material/s. As soon as possible notify the Team Leader or Manager by telephone of the incident and provide an update of the action initiated to date Where the large quantities of asbestos bearing materials involve mechanical handling then DO NOT initiate clean-up action other than to secure the area containing the asbestos-bearing material 	



Safe Work Method Statement (Part 1)				
Specific Task No. /Activity	Potential Hazards	Raw risk level	Control Measures <i>Use the hierarchy of controls to select the highest level of control measure/s available</i>	Current risk level
Additional hazards identified on site				
	•		•	
	•		•	
	•		•	

Read & Signed by Supervisors and all Workers undertaking the work:			
Name and Position	Company	Date	Signature

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Risk Assessment Matrix RISK MATRIX This Risk Matrix is to be used to identify and assess risks associated with identified hazards when completing the Safe Work Method Statement.

RISK ASSESSMENT MATRIX RISK MATRIX This risk matrix is to be used to identify and assess risks associated with identified hazards when completing the Safe Work Method Statement.

ELIMINATION - Risk will be eliminated where possible

SUBSTITUTION ISOLATION ENGINEERING - Where risk remains, one combination of controls will be used

ADMINISTRATIVE - Where risk remains, administrative controls will be used.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - Where risk still remains, it will be reduced as far as reasonably practicable with use of PPE.

EXTREME		VERY HIGH		High	MODERATE	Low
Determine the risk score						
	Consequence					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	
Almost certain	5 Moderate	10 High	18 V High	23 Extreme	25 Extreme	
Likely	4 Moderate	9 High	17 V High	20 V High	24 Extreme	
Possible	3 Moderate	8 High	13 High	19 V High	22 V High	
Unlikely	2 Low	7 Moderate	12 High	15 High	21 V High	
Rare	1 Low	6 Low	11 Moderate	14 High	16 High	
Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)						
Score		Action				
E: Extreme		NO WORK IS TO BE DONE UNTIL HAZARD CONTROL MEASURES IMPLEMENTED TO ENSURE TASK IS SAFE				
VH: Very High		DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.				
H: High		Review before commencing work. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.				
M: Moderate		Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.				
L: Low		Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.				

		Consequences				
		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability
Likelihood	Certain to occur Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	Very Likely Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	Possible May occur occasionally	Low	Medium	Medium	High	Extreme
	Unlikely Could happen at some time	Low	Low	Medium	Medium	High
	Rare May happen only in exceptional circumstances	Low	Low	Low	Medium	High

Current Risk Level	Risk Tolerance
Extreme	Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable, using level 1 or 2 controls
High	Activity may proceed if a SWMS or SWI/ SOP is in place, however further risk control measures must be considered for future work, to reduce risks to as low as reasonably practicable
Medium	Further risk control measures should be considered, in order to reduce risk to as low as reasonably practicable
Low	Maintain effectiveness of current controls

Appendix G – KSC Employee PIRMP Acknowledgement Register



Kempsey Council Waste Management PIRMP August 2022

By signing this form, you acknowledge that you have read and understand the latest version of the Pollution Incident Response Management Plan.

[illegible]

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Appendix H – Community Notification Contact List

Please note that due to privacy regulations Council does not publish this list to the public.

NAME	Neighbouring Property / Buffer Zone	CONTACT DETAILS	Type of Property

The above list is to be verified annually and updated whenever a change in business or neighbours has occurred.



Appendix I – KSC Asbestos Receival and Disposal Standard Operating Procedure

A2 Asbestos Receival and Disposal Standard Operating Procedure
<p>Purpose and Scope To provide procedures for the receipt and disposal of asbestos materials at Kempsey Shire Council Waste Management Facility (WMC only) to protect the health of site staff and the public.</p> <p>Minimum Standards Environmental Guidelines: Solid Waste Landfills, 2ndEd 2016 Only authorised wastes will accepted at Kempsey WMC. Any unauthorised wastes delivered to Kempsey Landfill site must be appropriately managed and disposed of lawfully. And Kempsey Shire Council Asbestos Policy is at WMC.</p> <p>Procedure</p> <p>Acceptance All asbestos materials MUST that requires to be transported to the Kempsey Waste Management Facility, where asbestos accepted for disposal.</p> <p>NO asbestos materials is accepted at either Southwest Rocks, Stuarts Point and Bellbrook Waste Transfer Station Management Facilities.</p> <p>The disposal of asbestos wastes requires it to be booked in by contacting the Kempsey Landfill facility on 0428 285 039 at least twenty- four (24) hours prior to the delivery date. Bonded asbestos > 10m² in one load is required to be removed by a licensed contractor. NSW Waste Locate recording / requirements apply for loads of >10m² or 100kg and an applicable consignment number. Staff must NOT ACCEPT asbestos containing material loads that exceed these thresholds without the consignment number.</p> <p>Bookings</p> <ul style="list-style-type: none">• Staff must request and record details of the type of asbestos waste, number and size of load/s, source of the waste, transport /unloading method proposed by customer, the consignment number, and the contact details of the transporter.• Staff will advise the customer of the requirements for packaging and <u>presentation</u>• Council will limit acceptance to an appropriately designated time on a suitable day when staffing and equipment is available. A minimum of 24 hours with a preference of 48 hours' notice is required.• Confirm with customer to contact the landfill on the day of arranged disposal in case conditions to accept the load are not suitable (rain events).• The decision to proceed with acceptance on the agreed day is to be confirmed by the Waste Operations Team Leader or the most senior staff member at the site - based on an assessment of site safety, traffic ability etc.• Staff to contact customer to advise if agreed disposal etc. is to be changed for any reason (e.g., if equipment / staff become unavailable). <p>NOTE: If conditions allow and the requirements for disposal are acceptable (staff <u>/equipment</u>, weather etc.), domestic quantities may be accepted without the required notice / booking, at the discretion of the Waste Operations Team Leader or most senior staff member at the site.</p> <p>Packaging and Presentation for Disposal</p> <ul style="list-style-type: none">• <i>Friable Asbestos waste must be presented in two (2) sealed, heavy duty bags made from low density polyethylene (LDPE) at least 0.2mm thick.</i>



- i. Each bag will have maximum dimensions less than or equal to 1.2 m in height and 0.9 m in width and a maximum weight of 25 kg.
- ii. Each bag must be marked "CAUTION ASBESTOS" in letters of not less than 40 mm in height.
- iii. Sealed bags must be placed in a manner which prevents their rupture.
- **Bonded asbestos waste** is to be securely packaged for acceptance. Asbestos waste **MUST BE-** presented for disposal and unloaded in a manner which avoids the creation of dust, i.e., wrapped with two layers of 200-micron thick plastic sheets and sealed with waterproof tape or coloured PVA glue. "Haz bags" complying with the manufacturer's instructions are acceptable
- For asbestos contaminated soil, the customer must provide a report from an occupational hygienist confirming:
 - 1. if the asbestos material in the soil declared as bonded or friable
 - 2. the extent of asbestos contamination
 - 3. safe work procedures for the remediation of the site
- If the asbestos is classified as friable, then the customer must supply copies of:
 - 1. A licence for the person / company undertaking the removal.
 - 2. The licensee's safe work method statements, which must address disposal as well as the removal of the asbestos contaminated soil.
 - 3. Current application / permit issued by Work Cover to remove the asbestos contaminated soil
- Asbestos contaminated soils must be wetted down before delivery.

Acceptance

Acceptance is based on an assessment of site safety, access to the disposal area, preparation of the disposal area etc.

- Asbestos wastes- not accepted within two (2) hours of landfill closing time
- The customer must inform staff on arrival that the waste contains asbestos.
- The customer must place the waste in the location designated by Council (pre delivery inspection by the customer may be appropriate).
- When unloading and disposing of any asbestos waste at the site, the asbestos waste shall be unloaded to prevent the generation of dust or the stirring up of dust.
- Vehicles and their containers are to be cleaned before leaving the waste facility.

Asbestos waste loads are directed to the asbestos pit. Vehicles delivering asbestos wastes are to be capable of safely traversing the landfill area.

Rejection

Kempsey Landfill Waste Facility will **NOT ACCEPT** any asbestos without evidence of the required Waste Locate consignment number.

If loads of asbestos waste are identified and rejected for disposal (for any reason):

- a. Record details of the waste generator and transporter in a rejected load register.
- b. Notify the waste generator and, preferably, issue a rejected load certificate. (Maintaining a register of rejected loads will ensure a more stringent inspection regime on those waste generators and transporters who repeatedly deliver waste that is rejected).

Burial/Disposal

- 1. Where asbestos disposal has been arranged a designated disposal area is to be prepared on the day of disposal.
- 2. Only essential personnel are allowed to be close to the asbestos waste and should, as far as is possible, stand-up wind, while the waste is being deposited. Personal



- protective equipment required in terms of the Work, Health and Safety Act and the Asbestos Regulations must be always worn.
3. The Asbestos disposal must be placed into the asbestos active cell. The disposal area shall consist of an excavation which has been sized to accept the quantity of asbestos waste nominated for disposal.
 4. Asbestos waste presented to or discovered at the site, must be covered with virgin excavated natural material or other material as approved in the facility's environment protection licence;
 - I. initially (at the time of disposal), to a depth of at least 0.15 metre, and
 - II. at the end of each day's operation, to a depth of at least 0.5 metre, and
 - III. finally, to a depth of
 - at least one (1) metre (in the case of bonded asbestos waste or asbestos-contaminated soils) OR
 - Three (3) metres (in the case of friable asbestos material) beneath the final surface of the landfill site.
 5. It is the responsibility of transporters/customer to deposit waste on the ground at the correct location and with bundles intact, as directed by Council officers.

Where stabilised asbestos wastes are not presented and unloaded in the manner prescribed for asbestos fibre and dust wastes, the following procedure will apply:

- Thoroughly wet asbestos waste at their source
- Wrap bundles of wetted sheets in heavy duty builder's-type plastic and seal individual bundles with heavy duty tape, such as duct tape. (The size of these bundles should be suited to the method of unloading).
- Present loads for inspection Waste Facility operational staff.
- Unload sealed bundles at the area identified by Facility staff in a manner which prevents the rupture of bundles.

Non-Compliance with Required Procedures for Disposal

The potential health impacts associated with asbestos exposure and the clear legislative constraints for landfill operators mean that Council will not tolerate non-compliance with the above procedures for disposal of asbestos wastes.

Inappropriate Packaging

In the event that waste is deemed unable to be unloaded without rupturing following inspection by Kempsey Facility staff, the Waste Operations Team Leader will inspect the load.

Should the Waste Team Leader also determine that the load cannot be unloaded in accordance with requirements, permission will not be granted to dispose of the material and the driver will be directed to leave the site.

Failure to Unload as per Requirements

Where loads are packaged as required but the method of unloading results in bundles rupturing, details of the vehicle and load will be recorded by Council Operational staff and the customer reminded of the EPA & Facilities requirements. Should a second load be ruptured when unloading then no further asbestos loads will be accepted from that vehicle until it can be demonstrated that an alternative unloading method will be employed.

Orphaned Asbestos Wastes

Where asbestos waste/asbestos containing materials are detected and the person responsible for the waste is unknown or cannot be identified:

- Isolate the public and other facility occupants and/or users from the area where the asbestos-containing material is located. The area is to be barricaded so as to restrict access.



<ul style="list-style-type: none"> • Where the quantity of asbestos-containing material is small and can be handled using manual methods then the onsite asbestos-handling kit is to be utilized. Each kit contains procedures for the handling of orphaned asbestos-containing materials. All instructions within the kit are to be followed including all requirements for the wearing of PPE. • As soon as possible notify the Waste Team Leader or Safety Officer/Risk Management Officer by telephone of the incident and provide an update of the action initiated to date. • Where staff are not familiar with the instructions contained within the onsite asbestos-handling kit and have not been trained in there use then they are NOT to attempt to handle the asbestos-containing material/s. As soon as possible after securing the area notify, by telephone, the Waste Team Leader or Safety Officer/Risk Management Officer of the incident and seek further instructions. • Where the quantities of asbestos bearing materials involved require, mechanical handling then DO NOT initiate clean-up action other than to secure the area containing the asbestos-bearing material. As soon as possible notify, by telephone, the Waste Team Leader or Safety Officer/Risk Management Officer of the incident and seek further instructions. • Report the details of the incident on the Incident Report Form and refer to the Waste Team Leader or Safety Officer/Risk Management Officer 	
<u>Benefit of Compliance to Procedure:</u> <ul style="list-style-type: none"> • Employee's safety <u>protected</u> • Health and safety of public/facility user protected 	
<u>Consequence of Non-Compliance to Instruction:</u> <ul style="list-style-type: none"> • Injury/ Death to employee • Injury/ Death to public/facility user • Violations and/or fines from Regulatory Agencies 	
Reviewed by: Date:	Approved by: Date:



Appendix J – PIRMP Training Register

[illegible]

Kempsey Shire Council acknowledges the land of the Thunggutti/Dunghutti Nation. We pay respect to Elders past and present. We acknowledge the role of emerging leaders to continue to guide us in the future. We acknowledge the Stolen Generations and the need to change practices to be inclusive. This land always was and always will be Thunggutti/Dunghutti land.



