

Pollution Incidence Response Management Plan



Arthursleigh Lane Waste Tyre Facility

POLLUTION INCIDENCE RESPONSE MANAGEMENT PLAN

Arthursleigh Lane Waste Tyre Facility

Gilgandra Shire Council

Revision History				
No	Issue Date	Revision Notes	Prepared By	Approved By
1	12 th Feb 2015	Annual Review	RBB & LM	LM
Reviewed	21 April 2016	Annual Review	RBB & LM	LM

September 2013

Contents

Arthursleigh Lane Waste Tyre Facility	1
Gilgandra Shire Council	1
1. Administration	1
1.1 PURPOSE	1
1.2 OBJECTIVE AND SCOPE OF PLAN	1
1.3 LEGISLATIVE CONTEXT.....	2
1.4 KEY TERMS AND MEANINGS.....	2
1.5 FACILITY COVERED BY THIS PLAN	3
1.6 PLAN DISTRIBUTION.....	3
1.7 PLAN REVIEW	3
1.8 PLAN DRILLS AND EXERCISES.....	5
1.9 FORM OF PLAN	5
1.10 RELATIONSHIP WITH OTHER EMERGENCY AND INCIDENT RESPONSE PLANS	5
2. Facility Description.....	5
2.1 LOCATION.....	5
3. Pollution Incident Prevention, Recognition And Preparedness.....	7
3.1 PREVENTION AS AN INCIDENT RESPONSE	7
3.2 INVENTORY OF POTENTIAL POLLUTANTS.....	8
3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS	8
3.4 INCIDENT PREPAREDNESS	13
3.4.1 Response Equipment and Features.....	13
3.4.1 Communication System	13
3.4.2 Security.....	13
3.4.3 Signs and Labels.....	13
3.4.4 Funding Arrangements and Support.....	14
4. Pollution Incident Control and Response	14
4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS	14
Lindsay Mathieson	14
4.2 KEY INCIDENT CONTACT DETAILS	15
4.3 INCIDENT NOTIFICATION AND COMMUNICATION	16
4.4 FACILITY EVACUATION.....	20
5. Pollution Incident Response Procedures	21
6. Post Pollution Incident Activities	21
6.1 RECOVERY OPERATIONS	21
6.2 INCIDENT INVESTIGATION	21
6.3 DOCUMENTATION.....	22
6.4 INCIDENT DAMAGE ASSESSMENT	22
6.5 INCIDENT DEBRIEFING	23
6.6 INCIDENT CRITIQUE	23
6.7 MEDIA MANAGEMENT	23
Environmental Monitoring Plan.....	22

List of Appendices

Appendix 1 – Notification of Change Form

Appendix 2 – Staff Training/Competency Summary and SOP

Appendix 3 – Pollution Incident Exercise Evaluation Form

Appendix 4 – Incident Notification Report Form

Appendix 5 – EPA Notification Protocol

Appendix 6 – Leachate Discharge SOP

Appendix 7 – Waste Tyre Stockpile Management SOP

Appendix 8 – Clean up of Oil/Fuel Spills SOP

Appendix 9 – Dust Management SOP

Appendix 10 – Facility Evacuation SOP

Appendix 11 – Incident Reporting SOP

Appendix 12 – EMP Checklist

Appendix 13 – Communications Recipient Schedule

1. ADMINISTRATION

1.1 PURPOSE

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

This Pollution Incident Response Management Plan has been prepared to comply with the new requirements introduced by the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) that requires the preparation and implementation of a Pollution Incident Response Management Plan.

The purpose of this Pollution Incident Response Management Plan is to assist Council staff and contractors at the Arthursleigh Lane Waste Tyre facility to identify the potential risk of a pollution incident occurring, introduce measures to mitigate that risk and to give direction in making quality decisions should a pollution incident occur. This plan contains guidance in determining the appropriate actions to take to 'prevent material harm' to the environment.

1.2 OBJECTIVE AND SCOPE OF PLAN

It is intent to prevent all foreseeable pollution incidents that might impact on the environment and the safety of employees, contractors and facility users through the implementation of standard operational procedures, undertaking routine site activity inspections, regular training of personnel in the implementation of operational procedures and through emphasizing and supporting proactive incident prevention reporting.

However, it is recognized that pollution incidents are not totally preventable. Therefore this plan has been developed to achieve the following objectives:

The objectives of this plan are to:

- reduce the likelihood of a pollution incident occurring at the facility through identification of risks and the development of planned actions to minimize and manage those risks
- ensure comprehensive and timely communication about a pollution incident to all staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident
- ensure that the Plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability
- provide guidance on how to respond to an environmental pollution incident and how to record and report such an event

This Plan contains guidance in determining the appropriate actions to take to prevent a pollution incident, injury or property damage and how to respond should a pollution incident occur. The Plan also includes provisions for record keeping, testing, reporting and document revision.

1.3 LEGISLATIVE CONTEXT

The specific requirements for pollution incident response management plans are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation 2). In summary, this provision requires the following:

- All holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act).
- The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 98B).
- Licensees must keep the Plan at the premises to which the Environment Protection Licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act).
- Licensees must test the Plan in accordance with the POEO (G) Regulation (clause 98E).
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the Plan (section 153F, POEO Act).

1.4 KEY TERMS AND MEANINGS

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

1.4.1 Pollution Incident

The definition of a pollution incident is:

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

1.4.2 Material Harm to the Environment

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

(a) harm to the environment is material if:

(i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or

(ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and

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

1.4.3 Immediately

Industry is now required to report pollution incidents *immediately* to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the local council. 'Immediately' has its ordinary dictionary meaning of promptly and without delay. These strengthened provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident in a faster time.

1.5 FACILITY COVERED BY THIS PLAN

The operation of the Arthursleigh Lane Waste Tyre facility is covered by this plan.

1.6 PLAN DISTRIBUTION

A copy of this Plan is to be kept at the premises to which the relevant Environmental Protection Licence (EPL) relates, or where the relevant activity takes place, so that it is readily available to those responsible for its implementation and to an authorised officer on request.

In addition to Gilgandra Shire Council receiving the master copy, a duplicate copy of this Plan will be retained on site at the Arthursleigh Lane Waste Tyre facility.

The master copy of this plan is to be maintained by the **Director Environmental Services** at Gilgandra Shire Council who will be responsible for revisions of the Plan and for the distribution of revised copies.

1.7 PLAN REVIEW

The Pollution Incident Response Management Plan is to be reviewed annually by the **Director Environmental Services** in conjunction with relevant Council staff.

When revisions are made to the Plan, the revised document will be re-distributed and redundant copies collected and discarded. The date of issue and revision number is to be recorded on the title page of the document for future reference.

As part of the revision process, a Notification of Change Form, refer to **Appendix No 1**, will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the Plan assigned to that party has been updated. This form is to then be retained on file by the **Director Environmental Services**.

PLAN TRAINING

To ensure that this plan is properly followed in the event of a pollution incident, training programs shall be provided to relevant Council employees and relevant personnel engaged by contractor (name of contractor).

The objectives of the training program shall be as follows:

- a) *To ensure that **Council employees** and any contractors or contractor's personnel that may be engaged by Council are knowledgeable of their roles and responsibilities concerning this Plan.*
- b) *To ensure that **Council employees** and any contractors or contractor's personnel that may be engaged by Council are knowledgeable of the Plan's procedures to affect a safe and appropriate response to pollution incidents.*

Council employees and any contractors or contractor's personnel that may be engaged by Council will receive training in the plan appropriate to the level of their expected involvement.

The following is the general training program which is to be implemented:

1.8.1 Training Frequency

Council employees and any contractors or contractor's personnel that may be engaged by Council will receive training during initial employment orientation and refresher training at least annually. When employees change areas in which they work or responsibilities for the work they undertake, they will receive from Council appropriate training in their responsibilities and actions as required by the Plan for their new work area/new responsibilities.

Additional training will also be provided to employees whenever the Plan is changed.

1.8.2 Training Level

All **Council employees** and any contractors or contractor's personnel that may be engaged by Council will receive training in the general Plan procedures and specific procedures related to the Plan.

Training shall cover routine pre-emptive inspections, incident discovery and management, (standard operating procedures), notifications, incident response and best practice facility management.

1.8.3 Supervisor Training

The **Director Environmental Services** will receive additional training, beyond that received by Council employees and site personnel, dealing with actions that are necessary to provide for the safety of employees and facility users, the protection of facility assets and the management of pollution incidents.

1.8.4 Training Competencies

Details of the training competencies achieved by Council employees and contractor's staff relevant to this Plan are provided in **Appendix 2** of this Plan.

1.8 PLAN DRILLS AND EXERCISES

To ensure that this Plan will meet current conditions and that all involved individuals will respond appropriately, the Plan will be tested on an annual basis. The testing will include at least the following;

- a) Reaction and accountability of facility personnel; and
- b) Adherence to plan procedures.

All drills and exercises of the Plan will be documented, indicating the results of the exercise and any issues that were encountered, along with recommendations for Plan modifications.

The **Director Environmental Services** will complete a Pollution Incident Action Plan Exercise Evaluation Form, refer to **Appendix No 3**, and maintain copies for review.

1.9 FORM OF PLAN

As the purpose of this Plan is to mitigate the likelihood and to improve the management of pollution incidents and facilitate better coordination with the relevant response agencies, this Plan must be provided in written form, and be available at the subject premises and able to be provided to an authorised EPA officer on request. While this Plan can be prepared and stored in other forms, a printed copy must be available to an authorised EPA officer and to any person who is responsible for implementing the plan.

1.10 RELATIONSHIP WITH OTHER EMERGENCY AND INCIDENT RESPONSE PLANS

This Plan is meant as a standalone document, the implementation of which is required to be undertaken to mitigate risk of a pollution incident but also to respond to any pollution incident where there is a potential of 'material harm to the environment'.

2. FACILITY DESCRIPTION

2.1 LOCATION

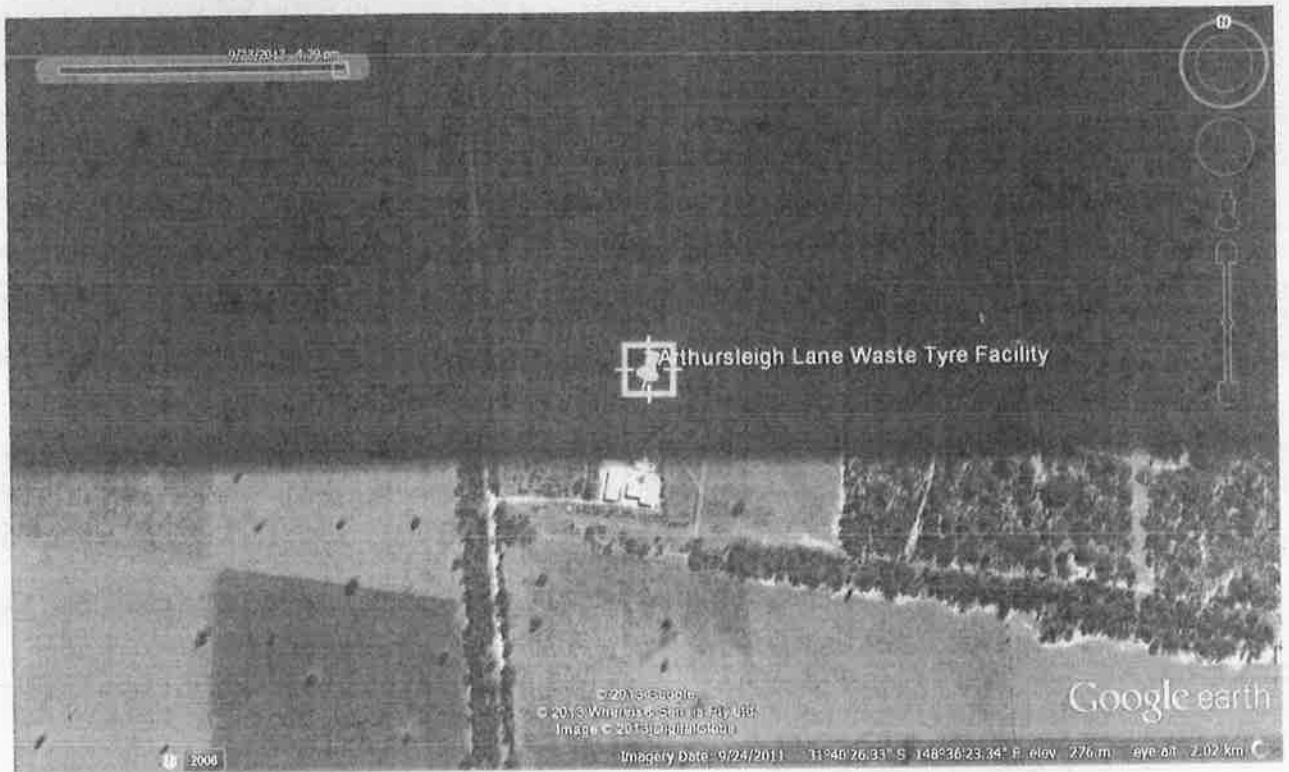
Name of the Facility – Arthersleigh Lane Waste Tyre facility

Address – 370 Arthersleigh Lane Gilgandra

Property Description – Lots 90 and 91 DP 862538 Parish of Bobarah

Location Map

Figure 1 – Location Map



Owner – Gilgandra Shire Council

Area – the site occupies an area of approximately 5 hectares

Site access – site access is directly off Arthursleigh Lane. The facility is not open to the public.

Facility Description – licensed by the EPA as a Waste Storage Facility

Site Activities - The site operates under EPL 12069 as a Waste Storage facility where up to 3050 tonnes of waste tyres can be stored and processed (non thermal treatment). This storage facility is a legacy of past practices where Council has assumed responsibility of a failed commercial endeavour by private enterprise. Investigations are ongoing as to a means of

economically processing or removing tyres from the site. Any activity resulting in the removal of significant quantities of tyres from the site will require reporting to the EPA.

The tyres are being stored in rows with separation distances regulated at 10 metres, with total number of tyres conditioned at 50 units (tyres less than 1.2 metres in diameter) and a fire break of not less than 6 metres wide being maintained about the perimeter of the site. The tyres are distributed in regulated piles over the entire site.

There are no buildings or structures contained within the site. An electricity supply line transverses the southern boundary.

3. POLLUTION INCIDENT PREVENTION, RECOGNITION AND PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

Gilgandra Shire Council is committed to minimizing the circumstances under which pollution incidents may occur. Through the use of regularly scheduled meetings, employee and contractor's orientations, training programs, routine inspections of activity areas and the application of standard operational procedures, Council employees and contractor's personnel will be able to identify and respond to conditions that might lead to a pollution incident.

Council employees and contractors are to be instructed, as part of their training and orientation, in the steps to report and respond to facility conditions or issues that might give rise to pollution incidents where these conditions/issues are found to exist.

Pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the facility in the context of the potential pollution hazards identified in Section 2.2 above are provided as follows;

Table 1 – Summary of Pre-emptive Actions

POTENTIAL HAZARD	PRE-EMPTIVE ACTION
<ul style="list-style-type: none">• Fire in the waste tyre stockpiles• Surface water contamination resulting from a fire suppression operation• Smoke resulting from a fire in the waste stockpile tyres	Undertaking routine inspections in accordance with the EMP checklist (see Appendix 12) and responding in accordance with Standard Operating Procedures (SOPs) as contained in Appendices 6 to 9

3.2 INVENTORY OF POTENTIAL POLLUTANTS

Potential pollutants kept on the premises or used in carrying out activities at the premises, including the maximum quantity of any potential pollutant that is likely to be stored or held at the premises together storage locations are summarized as follows;

Table 2 – Summary of Potential Pollutants

POLLUTANT TYPE/ SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY	LOCATION (see site plan)	TYPE OF CONTAINMENT	MSDS
Used tyres	Solid	Up to 3050 tonnes	Distributed in stockpiles throughout the site	Fire separation and fire breaks	NA

The tyres are the only potential pollutants retained on site and are distributed in regulated piles over the entire area of the site. A map showing the location of pollutant locations is not provided but the distribution of the tyres can be seen on the location map. (see figure 1)

3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS

Notwithstanding Gilgandra Shire Council's commitment to preventing conditions/issues which might give rise to a pollution incident, it is not possible to negate all situations whereby a pollution incident may occur. Possible pollution incidents associated with the operation of the Facility are:

- Fire within facility activity areas
- Smoke and leachate generated from a fire event and fire suppression activity

Having regard to the nature of the operation of the Arthursleigh Lane Waste Tyre facility, the level of risk posed by the possible pollution incidents to the environment and the need and priority for management action is qualified for the facility using the following methodology.

Inherent risk will be assessed by combining the likelihood and consequence of the identified potential risk. In determining the assessment of the likelihood and consequence, the following rating processes was utilised.

3.3.1 Likelihood

Determination of the probability or likelihood of environmental harm, damage or loss occurring as a result of a pollution incident using the ranking risk factors by probability methodology contained in the following table.

Table 3 - Likelihood of a risk occurring.

Rating	Measure	Description
1	Rare	May occur only in exceptional circumstances.
2	Unlikely	Could occur at some time.
3	Possible	Might occur at some time.
4	Likely	Will probably occur in most circumstances.
5	Almost certain	Is expected to occur in most circumstances.

3.3.2 Consequence

Determination of the consequence of the potential environmental harm, damage or loss using the ranking risk factors by consequence methodology contained in the following table.

Table 4 – Consequence of a risk occurring

Rating	Measure	Description
1	Insignificant	Environmental impact is undetectable
2	Minor	Environmental impact is virtually undetectable.
3	Moderate	Minor (usually reversible) some potential for low level environmental impacts which can be easily managed
4	Major	Major environmental impact which is reversible
5	Catastrophic	Major environmental impact which may be irreversible

3.3.3 Risk Evaluation

Individual evaluation of the management priority for each potential pollution incident using the risk priority matrix presented in the following figure.

Definitions – Report Key

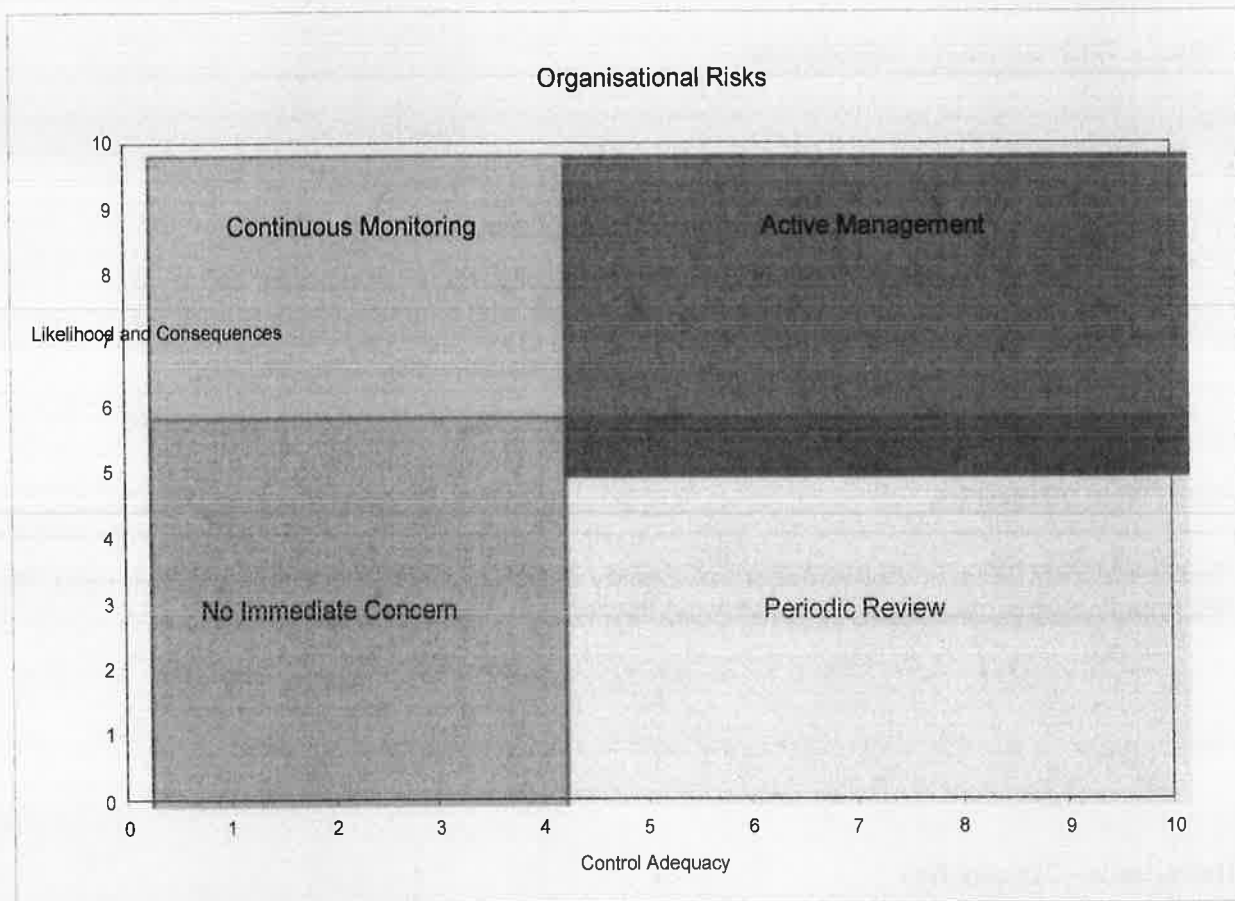
Rating	Definition
Low 1 – 2	Acceptable Risk – Review consequence and likelihood and manage through routine procedures
Moderate 3 – 5	Ensure management system controls risk and managerial responsibility is defined.
Significant 6 – 8	Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that

	appropriate management processes can be demonstrated to be in operation.
High 9 – 10	Risk must be assessed and reduced or eliminated. If the risk cannot be reduced from "High", then management must provide continuing assurance that due diligence systems are in place so that appropriate management processes can be demonstrated as being in operation.

The residual risk has been shown by measuring the inherent risk against the assessed effectiveness of the controls. High risks will be eliminated by change of scope or schedule.

For the purposes of this Plan high risks and significant risks will be eliminated or managed. Moderate risks will be monitored. Low risks will be accepted.

Figure 3 – Risk Priority Matrix



The outcomes of the risk assessment together with the relevant incident control/management action are summarized in Table 5 below -

Table 5 – Risk Management Plan

Issue	Risk Factors	Outcome	Likelihood/Consequence (Rating)	Pre-emptive Actions	Reference	Likelihood/Consequence post control (Rating)	Incidence Response Actions	Reference
(a) Combustion	Stockpile of used tyres ignites	Combustion creates smoke and oil residues	Possible/moderate (Moderate)	Maintain fire separation zones Limit quantity of tyres held on in separate stockpiles Maintain fire breaks about the perimeter of the site	Environmental Inspection checklist as provided in Appendix 12 of the PIRMP	Rare/Moderate (Low)	See SOP 7	EPL
(b) Incident Reporting	Non-compliance with statutory reporting	Cautionary Notice PIN	Unlikely/Moderate	Prepare reports as required	EPL.	Rare/Moderate (Low)	See SOP 4	EPL
(c) Complying with EPL Conditions	Failure to meet EPL conditions	Cautionary Notice PIN	Cautionary Notice PIN	Undertake compliance audit of EPL conditions annually	EPL	Rare/Moderate (Low)	See Appendix 12	EPL

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

The Arthursleigh Lane Waste Tyre facility has only passive pollution control measures in place that can reduce the likelihood of a pollution incident occurring. There is no equipment or services on site to respond to the threat or occurrence of a pollution incident.

Relevant details of pollution control measures and features are provided as follows;

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION	QUANTITY	MAINTAINANCE REQUIREMENTS/STANDARDS
Fire separation zones	Between stockpiles of waste tyres		Quarterly inspection
Fire breaks	About the perimeter of the site		Quarterly inspection

The maintenance of the fire protection zones and fire breaks are to be undertaken in accordance with the standards nominated in the Table above.

3.4.1 Communication System

Council has an obligation to inform members of the local community should a pollution incident occur that could affect their property or safety. Communication mechanisms include phoning occupiers of neighbouring properties, issuing media releases and providing information on Council's web site.

A summary of community notification and communication is provided in table 9 of Section 4.3.2

3.4.2 Security

Access to the Arthursleigh Lane Waste Tyre facility by unauthorised persons and unauthorised activities occurring on the site will be controlled by the **Director Environmental Services** who is required to provide access to authorized persons only.

3.4.3 Signs and Labels

Signs and labels provide key information to facility personnel and users. The location of signs is important.

A list of emergency phone numbers will be clearly displayed at the entrance to the facility that can be seen by Council employees, contractors and facility users.

3.4.4 Funding Arrangements and Support

As the costs associated with the cleanup of an incident can be significant – in past cases these have been in excess of \$1 million – consideration must also be given to funding arrangements, such as taking out appropriate insurance or having contingency funds available. The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from the company or individual responsible for the pollution incident.

Having regard to the above the following pollution incident funding arrangements are in place;

- Reserves within Council's Waste Fund
- Public liability insurance policies

4. POLLUTION INCIDENT CONTROL AND RESPONSE

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

The following is a list of incident response individuals who are responsible for activating this Plan together with their notification and communication responsibilities.

Table 7 - Plan Activation Contact Details

NAME	POSITION	CONTACT DETAILS (24 Hours)	NOTIFICATION RESPONSIBILITIES	COMMUNICATION RESPONSIBILITIES
Lindsay Mathieson	Director Environmental Services	0408266749	Emergency Services EPA and other agencies General Manager	Contractors Neighbouring property owners Media releases Web update
Brian Irwin	Building Surveyor	0409781620		As delegated by the Director Environmental Services

The above details are to be verified annually and updated whenever a change in personnel or responsibility has occurred.

4.2 KEY INCIDENT CONTACT DETAILS

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

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

Table 8 - Incident Contact Details

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire and Rescue NSW	Duty Officer	1300729579 000
Gilgandra Rural Fire Service	Duty Officer	68471298
Police Force NSW	Duty Officer	68478999 (local) 000
Ambulance Service of NSW	Duty Officer	1312333 000
Local Hospital	Reception	68472366 000
Department of Environment and Conservation (EPA)	EPA Environment Line	131 555
	Dubbo Regional Office	68835330
Department of Environment Conservation (NP&WS)	NSW Parks and Wildlife Service Dubbo	68410900
Workcover Authority	Duty Officer	131050
Department of Primary Industries (NSW Fisheries)	Reception	1300550474
Poisons Information	Duty Officer	131126 000
NSW Ministry of Health – Public Health Unit	Reception	93919000
Department of	Reception	92480900

Families and Community Services		
State Emergency Service	Duty Officer	132500 000
Roads and Traffic Authority	Reception	132213
Bureau of Meteorology	Land weather and flood warnings	1300 659 218

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

In order to provide for the safety of facility users and to ensure appropriate pollution incident response, it is essential that early warning and notification of pollution incidents are made so that incident response procedures can be implemented and incident response organizations notified of the situation.

The prompt notification of an incident can often greatly assist in ensuring that the risk of injury, death, damage or environmental harm is minimized.

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

4.3.1 Small Area/Minor Incidents

Incidents such as small hydraulic fuel spills, dust generation whilst slashing fire breaks etc will generally not require the notification of incident response agencies.

However, it will be the general practice that **all** incidents will be notified immediately to the **Director Environmental Services** so that an assessment of the level of response required can be made.

The mobile telephone will be the preferred means of reporting such incidents.

In addition to the immediate notification of any minor incident or event, an incident report notification form, refer to **Appendix 4**, is to be completed and forwarded to the **Director Environmental Services**

4.3.2 Major Incident

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

Where a major incident occurs, the **Director Environmental Services** is to **immediately** implement the pollution notification protocol included as **Appendix 5**.

In addition to the immediate notification of any major pollution incident, an incident report notification form, refer to **Appendix 4**, is to be completed and forwarded to the **Director Environmental Services**

Importantly Appendix 5 requires the **immediate notification** of;

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit see www.health.nsw.gov.au/publichealth/infectious/phus.asp
- the WorkCover Authority – phone 13 10 50
- the local authority if this is not the ARA
- Fire and Rescue NSW – phone 1300729579 (phone 000 if an emergency).

The above organisations must be notified immediately of a major pollution incident.

4.3.2 Community Notification and Communication

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

In this regard the following notification and communication action plan will be applicable to a major pollution incident at the Arthursleigh Lane Waste Tyre facility. The following action plan has been based upon the pollution incident risk assessment included in Section 3.3 of this Plan.

Table 9 - Community Notification and Communications Plan

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM/TOOLS	KEY MESSAGE
Fire	Local impact, likely to be major, depending on the severity of the fire	EPA, Ministry of Health, Workcover, Fire and Rescue NSW Occupiers of neighbouring properties Local community	Director Environmental Services	Phone call to EPA Environment Line, then Ministry of Health, then WorkCover, then Fire and Rescue NSW Followed by a written report.(EPL) Phone call to occupiers of neighbouring properties Media release	Date and time of incident Response actions taken Type of fire Agency responding
Oil/fuel spill	Local impact, likely to be minor	EPA, Ministry of Health, Workcover, Fire and Rescue NSW Occupiers of neighbouring properties Local community	Director Environmental Services	Phone call to EPA Environment Line, then Ministry of Health, then WorkCover, then Fire and Rescue NSW Followed by a written report.(EPL) Phone call to occupiers of neighbouring properties Media release	Date and time of incident Response actions taken Type of oil/fuel Agency responding
Dust	Local impact, likely to be minor	EPA, Ministry of Health, Workcover, Fire and Rescue NSW Occupiers of neighbouring properties Local community	Director Environmental Services	Phone call to EPA Environment Line, then Ministry of Health, then WorkCover, then Fire and Rescue NSW Followed by a written report.(EPL)	Date and time of incident Response actions taken

4.4 FACILITY EVACUATION

4.4.1 General Requirements

Most minor pollution incidents will not require the evacuation of all or part of the facility however it is acknowledged that any major incident may require the facility to be evacuated.

Evacuation of Council employees, contractors and facility users in the event of a major incident 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 be communicated and action implemented to remove Council employees contractor's staff and facility users from the hazardous area.

In this regard the standard operating procedures applicable to facility evacuation, refer to **Appendix No 10**, must be implemented once a decision is made to evacuate the facility.

The decision to evacuate the facility is to be taken by the **Director Environmental Services**

4.4.2 Stages of Evacuation

There are 2 stages of evacuation that are applicable to the facility being;

- Stage one: Immediate Area – The evacuation of persons in immediate danger.
- Stage two: Total Facility – A complete evacuation of the Facility by all people.

It will be the responsibility of the **Director Environmental Services** to determine the need for and the extent of facility evacuation in the event of a major pollution incident.

Whilst the need for evacuation will be based upon the nature and scale of an incident, it is of primary importance that personal and public health is not put at risk at anytime during a pollution incident. In this regard a precautionary approach to facility evacuation is to be taken. *In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless permitted to do so by the **Director Environmental Services**.*

4.4.3 Evacuation Assembly Areas

Given the relatively small size of the site, low usage with the likelihood of few personnel present at any one time and the but the sizable quantities of potential pollutants retained on the site that would be harmful to human health, the primary role of the **Director Environmental Services** in the evacuation of the site will be to ensure all contractors, council staff and facility users that may be on site vacate the site as directed, the facility entry gates are closed and to wait for emergency services to arrive.

4.6.4 Post Evacuation Assembly Point

Once the facility has been evacuated and the presence of personnel confirmed, arrangements will be made for any Council employees and contractors to be moved to the Post Evacuation Assembly Point which for the purposes of this Plan is the **Gilgandra Shire Council Offices Warren Road, Gilgandra**

Incident debriefing and incident investigation will be undertaken at the Post Evacuation Assembly Point. Further management instructions will also be provided.

5. POLLUTION INCIDENT RESPONSE PROCEDURES

Appendices No 6 to 9 of this Pollution Incident Response Management Plan contain instructions, (Standard Operating Procedures – SOP's), for facility employees, contractor's staff and facility users about actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during a pollution incident such as;

- Fire
- Oil/fuel spill
- Facility Evacuation

6. POST POLLUTION INCIDENT ACTIVITIES

This section of the Pollution Incident Response Plan identifies those activities necessary to support Council staff and contractor's staff during and following a pollution incident and those activities necessary to restore operations at the Arthursleigh Lane Waste Tyre facility.

6.1 RECOVERY OPERATIONS

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

The Director Environmental Services in collaboration with the site contractors, staff or others engaged in the recovery operations will need to prioritize activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Director Environmental Services** will develop an operational recovery plan.

6.2 INCIDENT INVESTIGATION

A pollution incident must be investigated as soon as possible following its occurrence. The investigation is designed to determine why the incident occurred and what precautions can be taken to prevent a recurrence.

The **Director Environmental Services** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

6.2.1 Small Incidents

For small incidents, the **Maintenance Officer** will normally conduct the investigation.

6.2.2 Major Incidents

For major pollution incidents where material harm to the environment is caused or threatened statutory authorities and emergency response agencies will generally be involved in conducting the investigation.

The **Director Environmental Services** will assist the authorities as needed.

6.3 DOCUMENTATION

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

Following a pollution incident or emergency situation, the **Director Environmental Services** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Director Environmental Services** must prepare a report documenting activities that took place during a major pollution incident.

The report of the **Director Environmental Services** and all related documentation will be submitted to the **EPA** in accordance with the EPL requirements and to the **General Manager Gilgandra Shire Council** to review and to take all necessary follow-up actions.

6.4 INCIDENT DAMAGE ASSESSMENT

Following an incident, an assessment of damage that has occurred to the facility, the environment and equipment must be conducted.

The major goal of this assessment will be to determine the extent of damage to facilities and/or the environment resulting from the incident, and identify repairs or restoration that must be initiated to minimize further damage and restore the facility for operational use or to rehabilitate the environment.

The **Director Environmental Services** will have the primary responsibility for conducting the damage assessment following an incident.

Assistance will be obtained as needed from facility employees and outside organizations, such as ecologists, engineers and clean up contractors.

6.5 INCIDENT DEBRIEFING

The purpose of incident debriefing is to inform contractors and employees about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist.

6.6 INCIDENT CRITIQUE

The critique of the incident is a review of what actions took place during the pollution incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the effectiveness of the Pollution Incidence Response Management Plan and the facility procedures.

6.7 MEDIA MANAGEMENT

Under no circumstance is any member of Council's staff or the staff of any contractor engaged on the site to provide information or statement to the media unless authorized by the **General Manager Gilgandra Shire Council**

APPENDIX 1

APPENDIX 2

Training Standard Operating Procedure	
Purpose and Scope	<p>To ensure the safe and effective management at the Arthursleigh Lane Waste Tyre facility, it is essential that all relevant staff receive training appropriate to their position, duties and level of responsibility.</p> <p>The purpose of this procedure is to outline the minimum training requirements which are applicable to staff involved in the operations of the waste management facility and in the provision of waste management services.</p> <p>Primary Environmental Goal – Adequate staffing and training. Benchmark Technique 39.</p>
Procedure/Standard	<p>Staffing and training requirements shall be adequate to enable responsible management and capable service delivery</p> <p>Staff will undergo a variety of training to ensure an adequate level of skill and education is possessed to enable all tasks and activities to be carried out successfully. Training will be conducted in house, on the job or by external providers.</p> <p>The guidance for specific training programs that are integral to the operation of Council's facilities is described below.</p>
Program A – Site Environment Induction	<p>Key points to be covered in this program may include:</p> <ul style="list-style-type: none">• environmental impacts of the waste tyre facility• pollution incident response• environmental mitigation measures and controls• record keeping and reporting• maintenance of fire separation zones and fire breaks <p>This training would be in-house, and would be provided by the Council's relevant officers or by suitable consultants. Training would be provided when new staff or contractors commence at the site.</p>
1.1.1.1 Program B – Fire Fighting	<p>Key points to be covered in this program may include:</p> <ul style="list-style-type: none">• Types of fires (eg oil, electrical)• Determining responsibilities in the event of a fire (staff/fire brigade)• Procedures for extinguishing fires• Types/location and maintenance of fire fighting equipment• Prevention of fires• Procedures for communication in the event of fire <p>This training would be undertaken at the site and may include practical demonstrations by</p>

external service providers. The training would be prepared and delivered by suitably qualified personnel, including by officers of the local NSW Fire and Rescue.

1.1.1.2 Program C – Hazardous Substance and Dangerous Goods Management

Key points to be covered in this program may include:

- Use and interpretation of material safety data sheets
- Identification of hazardous materials
- Handling of hazardous materials
- Labelling of containers
- Storage and transport of hazardous substances and dangerous goods
- Spill management and basic first aid procedures
- Compatibility of materials.

This training would be provided by a suitable service provider. Where required, additional input may be required from external Workcover Accredited OH&S Consultants.

Training Records

A record of all training undertaken will be maintained at the Council's and the company's offices and will be made available for inspection by authorised personnel.

Benefit of Compliance to Procedure:

- Impacts on the natural environment are minimised
- Operational issues identified
- Demonstrated operational competency
- Employees safety protected
- Health and safety of public/facility user protected
- Meeting environmental goal

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues
- Injury/Death to employee
- Injury/Death to public/facility users
- Violations and/or fines from Regulatory Agencies

Reviewed by:

Date:

Approved by:

Date

APPENDIX 3

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN EXERCISE EVALUATION FORM		
Facility: Arthursleigh Lane Waste Tyre facility		
Date:		
EMERGENCY SEQUENCE:	TIME	
	Hours	Minutes
Incident uncovered		
Assessment of significance		
Initiation of incident response/notification of incident		
Evacuation decision (if necessary)		
Incident control/remediation action commenced		
Evacuation commenced (if necessary)		
Warden checks for personnel present		
Evacuation completed (if necessary)		
Pollution contained		
Clean up commenced		
Clean up completed		
All clear given		
Pollution Incident Report Form completed		
Exercise terminated		
COMMENTS		
1. Compliance with Standard Operating Procedures (SOP's)		
2. Competency of Employees assessment		
3. Time frames for response		
4. General Comments/Recommendations for action		
Observer		
Signed		
Date		

APPENDIX 4

POLLUTION INCIDENT REPORT FORM (A)	
Date of Incident:	Time of Incident:
Nature of incident Eg: Fire, Chemical spill.	
Location of incident Where did it occur?	
Type and quantity of material involved	
Outline action initiated in response to incident	
Was it necessary to initiate the major incident notification protocol?	
Was the Community Notification and Communications Plan activated?	
Was action in accordance with SOP? If not - why?	
Is there a need to review SOP in response?	
Date and time of details provided to Team Leader, Waste - GTCC	
Name of Reporting Person	
Management Authorization.....	
Dated.....	

POLLUTION INCIDENT REPORT FORM (B)

Leachate Discharge/Overflow

Date of Incident:	Time of Incident:
Nature of incident Eg: leachate generated from fire suppression	
Details of person reporting or witnessing the incident	
Location of incident Where did it occur?	
Date and time of commencement of the discharge	
Assessed volume and concentration of discharge or overflow	
Period of time the discharge or overflow occurred	
Weather conditions at the time of the discharge or overflow.	
Daily rainfall in mm on the day of the discharge. Rainfall for the week prior to the discharge	
Most recent monitoring results of the chemical composition of the leachate.	Attach analytical results
Explanation as to why and how the discharge occurred	
Plan of Action to prevent a similar discharge	
Name of Reporting Person	
Management Authorization.....	
Dated.....	

APPENDIX 5

EPA NOTIFICATION PROTOCOL

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit see www.health.nsw.gov.au/publichealth/infectious/phus.asp
- the WorkCover Authority – phone 13 10 50
- the local authority if this is not the ARA
- Fire and Rescue NSW – 1300729579 (phone 000 if an emergency, or local Fire Brigade).

The appropriate contact for the relevant local authority and Public Health Unit will vary.

All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified. These contact numbers should also be identified in the Pollution Incident Response Management Plan prepared for the premises.

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkCover.

APPENDIX 6

Leachate Discharge Emergency Response Standard Operating Procedure

Purpose and Scope

The purpose of this procedure is to define an incident response in the event of a leachate discharge being detected or reported from any fire suppression operations.

Procedure/Standard

- Leachate or leachate contaminated surface water discharge to adjacent waterways

Actions required in response to such events may vary and it will be the role of the **Director Environmental Services** to determine and initiate appropriate actions.

The following notes will form the basis of that decision making together with emergency exercises and desktop trials:

- Immediately report the incident and actions taken to the Director Environmental Services
- Confine the source of the discharge and/or sources of inflows to limit the spread of its effects without endangering personnel.
- Construct sand bag barriers or earth berms to contain the flow and/or excavate temporary retention dams to withhold discharges.
- Secure the affected area(s) by using barricades and bunting if necessary.
- Source a tanker truck to pump out the retained leachate
- Notify neighbours who may be affected by the incident.
- A copy of the Pollution Incident Report Form is to be referred to the council

It is considered essential that all operators using the site are aware and understand the specific emergency and incident response requirements.

Benefit of Compliance to Procedure:

- Limit environmental damage
- Health and safety of public/facility user protected

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies

Reviewed by:

Date:

Approved by:

Date

APPENDIX 7

Waste Tyre Stockpile Management and Maintenance

Standard Operating Procedure

Purpose and Scope

To define the procedure for management of used tyres which have been stockpiled and are awaiting removal offsite for recycling or disposal so as to minimise the risk of fire. The EPA **Environmental Protection Licence limits the quantity of waste tyres retained on site to 3050 tonnes, requires separation distances between stockpiles of 10 metres, stockpiles to contain no more than 50 tyres and a fire break around the site of 6 metres in width.**

Procedure/Standard

- A safety exclusion area is to be maintained around the stockpiles as a retained buffer zone as required in the EPL to prevent the spread of fire and to allow fire suppression activities to be undertaken in the event of fire.
- Tyres stockpiles are to be kept to the minimum size as stipulated in the EPL.
- Fire prevention measures are to be undertaken including the maintenance of fire breaks and training of personnel in fire fighting techniques.

In the event of a fire –

- Attempt to extinguish a small, controlled fire with available equipment without endangering facility personnel and equipment. When in doubt, evacuate the area and call 1300729579 or 000 and request the presence of the Fire Brigade.
- Report any potentially dangerous fire to “000” and request the fire brigade, providing all information they require (ie your name, fire location, type, size, etc)
- As soon as possible notify the **Director Environmental Services** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Report the details of the fire on an Incident Notification Report and refer to the **(Name/position of Council Officer.**

Benefit of Compliance to Procedure:

- Impacts on the natural environment minimised

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment

Reviewed by: Date:	Approved by: Date
-------------------------------------	------------------------------------

APPENDIX 8

Clean Up of Fuel/Oil Spills

Standard Operating Procedure

Purpose and Scope

To define the procedure for the containment, management and cleanup of minor fuel/oil spills at the **Arthursleigh Lane Waste Tyre facility**

Procedure/Standard

1.1.1.3 Definitions

Fuel/oil spills refers to discharges of petroleum compounds, including petrol, diesel, lubricating oils, hydraulic oils, greases etc. Spillage of oils and fuels may arise from leaking machinery (eg burst hydraulic hoses) and spillage of liquids from containers temporarily stored at the site.

It is important to take prompt action to clean up any spilt oil or fuel to minimise the risk of accidents occurring and to prevent contamination of local waterways should the spilt fuel/oil enter the site drainage system.

The steps in this procedure shall be as follows:

1. For mechanical equipment, shut down the item of plant and plug the leak or crimp the hydraulic hose if possible and quickly. For leaking containers, address the source of the leak, but at all times, avoid contact with the material.
2. Dam and contain the spill using earth bunds
3. Recover and absorb.

Once the source of the leak is established, undertake all efforts to prevent further flow, eg if leak is from an oil drum, roll drum so that leak areas is uppermost. If leak is from pipe from oil truck, close valves etc. All attempts should be made to plug the leak.

Stop all human and vehicular traffic through the spill area. Isolate sources of ignition and advise fire authorities (and licensing authorities). Mobilise fire extinguishers, if suitable.

Contain the spill as follows:

- If possible stop the spill from spreading by deflecting the oil into another container.
- Form barriers using absorbent material and place on the edge of the spill. (or use any other suitable and available materials, eg soil, sand).
- All used absorbent material is to be placed in drums or skips for transport and disposal to the Gilgandra landfill. Soil contaminated by oil is to be stockpiled on plastic sheeting in a bunded area.
- If sufficient product exists, hand pumps should be used and product transferred to a suitable container (lined drums, skips or tankers). Avoid the use of electrical equipment that could be the source of ignition.

Benefit of Compliance to Procedure:

- Employee's safety protected
- Health and safety of public/facility user protected

- Impacts on the environment are minimised

Consequence of Non-Compliance to Instruction:

- Injury to employee
- Injury to public/facility user
- Environmental pollution
- Violations and/or fines from regulatory agencies

Reviewed by:

Date:

Approved by:

Date

APPENDIX 9

Dust Management Standard Operating Procedure	
Purpose and Scope The purpose of this procedure is to define the means for controlling the creation and distribution of dust at the Arthursleigh Lane Waste Tyre facility .	
Procedure/Standard Dust can arise from a number of sources in the operation of a facility and these include vehicle movements over unsealed roads, plant operating on site and the slashing of fire breaks. It is the responsibility of Council's staff to ensure preventative measures are put in place to control the generation of dust. Such measures include – <ul style="list-style-type: none">• Wetting unsealed roads during prolonged or heavy traffic movement• Operating slashing machinery to avoid dust generation	
Benefit of Compliance to Procedure: <ul style="list-style-type: none">• Mitigating the likelihood of a pollution incident• Adherence to landfill protocols	
Consequence of Non-Compliance to Instruction: <ul style="list-style-type: none">• Complaints from adjoining property owners• Improper use of landfill	
Reviewed by:	Approved by:
Date:	Date

APPENDIX 10

Facility Evacuation Standard Operating Procedure

Emergency Response

1. Upon notification of an incident the **Director Environmental Services** (Chief Warden) determines the need for evacuation.
2. Chief Warden contacts by telephone the emergency services by dialing '000' providing all information they require (i.e., name, incident type, size, etc.).
3. Chief Warden delivers evacuation advice to all personnel and facility users on site.
4. The Chief Warden initiates measures to restrict vehicles entering the facility.
5. The Chief Warden determines safe evacuation routes and direct personnel and facility users to the Primary Evacuation area. Where necessary unlock gates on evacuation routes so as to provide for movement to the Primary Evacuation Point or the Secondary Evacuation Point.
6. The Chief Warden provides direction to Primary Evacuation Point.
7. Prior to leaving the facility the Chief Warden accounts for all personnel including checking of all work areas.
8. Upon arrival at the Primary Evacuation Point the Chief Warden is to;
 - (a) Confirm the presence or otherwise of all personnel/staff.
 - (b) Determine the suitability of the Primary Evacuation Area. If necessary initiate movement to Secondary Evacuation Point or Post Evacuation Assembly Area.
 - (c) Upon their arrival, brief the emergency services including the status of facility personnel.
 - (d) Co-ordinate the movement of personnel to the Post Evacuation Assembly Area.
 - (e) Brief the **General Manager Gilgandra Shire Council** on the incident and provide an update of the action initiated to date.
9. The Chief Warden is to report the details of the event on an Incident Notification Report Form and refer to the **General Manager Gilgandra Shire Council**

Reviewed by:
Approved by:

Date:
Date:

Emergency Checklist for Chief Warden

Name of Chief Warden:				
Time at which potential emergency was raised:				
Location of potential emergency:				
Description of potential emergency:				
If Emergency is declared:				
Emergency declared			Time	
ALERT signal activated			Time	
If fire exists phone fire brigade on 000				
If other emergency exists phone relevant emergency authority on 000				
ambulance				
police				
If site evacuation is necessary:				
Evacuation signal activated			Time	
Deputy/ Area Wardens report evacuation is complete:				
Area	Warden	Area Evacuated	Comments	
* Made contact with emergency service				Time

Pollution Incident Reporting Standard Operating Procedure

Purpose and Scope

The purpose of this procedure is to define the pollution incident reporting requirements which are applicable to the operation of the **Arthursleigh Lane Waste Tyre facility**. A pollution incident is defined as 'material harm to the environment' as described in section 147 of the Act. Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred. A 'pollution incident' includes a fire, leak, spill or escape of a substance, or circumstances in which material harm is likely to occur.

Note

There is a duty to report pollution incidents under section 148 of the Protection of the Environment Operations Act 1997 (POEO Act) in addition to EPL condition R2 which reads "The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment as soon as practicable after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act. Notifications must be made by telephoning the Environment Line service on 131 555.

Note

Use Attachment A for general pollution incident reporting

Use Attachment B for leachate discharge/overflow reporting

Primary Environmental Goal – Preventing degradation of local amenity. Benchmark technique 36.

Procedure/Standard

1. If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release as a first response. (sand bagging, application of spill kit, shutting off the source, construction of temporary bunds/dam) Guidance can be found by referring to the SOP within the facility's Pollution Incident Response Management Plan.
2. If the incident presents an immediate threat to human health or property, Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone 000.
3. At an appropriate time, either during or after an incident, the company staff member, supervisor or Council officer shall record the following;
 - Type and nature of the incident (what happened)
 - Notification source and details
 - Details of the conversations that may ensue with staff, emergency services and authorities
 - Time events

- Actions taken to mitigate the incident
 - Details of other actions during the course of the incident management
4. As soon as possible during or immediately following an incident notify the **Director Environmental Services** of the incident and provide an update of the action initiated. Council to notify the EPA by telephoning the Environment Line service on 131 555
 5. The **Director Environmental Services** is to report the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident occurring and the report is to be recorded and reporting to the EPA.

1.1.1.4 Post Incident

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

Following an incident **Director Environmental Services** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The Director Environmental Services must, within 24 hours of being notified of a pollution incident, prepare a report documenting activities that took place during the incident.

This report, and all related documentation, will be submitted to the **General Manager Gilgandra Shire Council** for review and necessary follow up actions.

Where there is potential for litigation in relation to the incident the **Director Environmental Services** shall prepare a written report for referral to the Council's legal representative

Attachment:

- A Pollution Incident Report form
- B Leachate discharge/overflow Reporting Form

Benefit of Compliance to Procedure:

- Details of incident are readily available including information regarding incident response activities
- Demonstrated operational competency
- Meeting environmental goal

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies

POLLUTION INCIDENT REPORT FORM (A)

Date of Incident:		Time of Incident:	
Nature of incident Eg: Fire, Chemical spill.			
Location of incident Where did it occur?			
Type and quantity of material involved			
Outline action initiated in response to incident			
Was it necessary to initiate the major incident notification protocol?			
Was the Community Notification and Communications Plan activated?			
Was action in accordance with SOP? If not - why?			
Is there a need to review SOP in response?			
Date and time of details provided to Team Leader, Waste - GTCC			
Name of Reporting Person			
Management Authorization.....			
Dated.....			

POLLUTION INCIDENT REPORT FORM (B)

Leachate Discharge/Overflow

Date of Incident:	Time of Incident:
Nature of incident Eg: leachate discharge resulting from fire suppression operations	
Details of person reporting or witnessing the event	
Location of incident Where did it occur?	
Date and time of commencement of the discharge	
Assessed volume and concentration of discharge or overflow	
Period of time the discharge or overflow occurred	
Weather conditions at the time of the discharge or overflow.	
Daily rainfall in mm on the day of the discharge. Rainfall for the week prior to the discharge	
Most recent monitoring results of the chemical composition of the leachate.	Attach analytical results
Explanation as to why and how the discharge occurred	
Plan of Action to prevent a similar discharge	
Name of Reporting Person	
Management Authorization.....	
Dated.....	

APPENDIX 12

Environmental Reporting Checklist

Environmental Monitoring Plan

The following procedures define the protocol for undertaking site inspection and audits at the Arthursleigh Lane Waste Tyre facility with the aim of:

- minimising the likelihood of a pollution incident occurring
- identifying non-conformance with EPA licence conditions and to implement corrective actions where necessary

Auditing and Inspection Program – Overview		
Type of Audit	Frequency	Responsibility
Site Inspection	Quarterly and after a rainfall event that causes significant run-off (>25mm event)	Director Environmental Services
Site Audit	Annually	Director Environmental Services
EMP Audit Review	Annually	Director Environmental Services

The inspection and auditing functions are to be undertaken in accordance with the following requirements:

Waste Tyre Stockpiles

Arthursleigh Lane Waste Tyre facility
 Site Inspection Checklist – Tyre Stockpiles

Date:

Inspected by:

Issue	Inspection Frequency and Acknowledgement	Satisfactory Y/N	Action Taken	Comments
Perimeter fence secure and intact Gates locked and secure	Quarterly			
Fire break maintained about the perimeter of the site and a minimum of 6 metres wide	Quarterly			
Waste tyre stockpiles contain no more than 50 tyres of a diameter of less than 1.2 metres	Quarterly			
Separation distances of a minimum of 10 metres being maintained between waste tyre stockpiles	Quarterly			
Copy of EPL and PIRMP retained on site	Quarterly			
Incidents register and complaints register up to date	Quarterly			

Confirmed by Council's
 Maintenance Officer

Date:

Satisfactory

Unsatisfactory

Verified by the Director Environmental Services

Date:

Satisfactory

Unsatisfactory

Six Monthly Site Audit

Arthursleigh Lane Waste Tyre facility
Six Monthly Audit Checklist

Date:

Conducted by:

Issue

Activity Frequency and
Acknowledgement

Satisfactory
Y/N

Action Taken

Comments

Quarterly inspections undertaken and
any required actions completed
satisfactorily

Six Monthly

Verified by the Director Environmental Services

Satisfactory

Unsatisfactory

Date:

Annual Environmental Management Performance Audit

Arthursleigh Lane Waste Tyre facility
Annual audit of EMP

Date:

Conducted by:

Issue	Activity Frequency and Acknowledgement	Satisfactory Y/N	Action Taken	Comments
Review of environmental management documentation including EMP and PIRMP	Annual			
PIRMP tested and any revisions recorded	Annual			
EPL annual return completed and submitted to the EPA with the prescribed fee	Annual			
Date:	<input type="checkbox"/>	<input type="checkbox"/>		
Verified by the Director Environmental Services	Satisfactory	Unsatisfactory		

Appendix 13

Communications Recipient Schedule

Affected Property	Name of Contact	Contact Details	Notes

