GLEN INNES
SEVERN COUNCIL

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

GLEN INNES WASTE FACILITY

JUNE 2024 – REVISION 2

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REVISION HISTORY

REVISION	DATE	AUTHOR / REVIEWER	DETAILS
VERSION 2 (Draft)	28/06/24	LOGICUS Environmental Management / Zachary Carter (GISC)	'New' version Draft provided to GISC for comments.
VERSION 2 (Final)	29/06/24	LOGICUS Environmental Management / Zachary Carter (GISC)	RELEASED VERSION including styling and comments from GISC

DISTRIBUTION

Controlled copies of this Pollution Incident Response Management Plan, modified from time to time in accordance with the Revision History, have been distributed to the following recipients:

LOCATION / ISSUED TO	COPY IDENTIFIER	DATE
	Master (HARD COPY)	
	Control Copy #1	
	Control Copy #2	
	Control Copy #3 (SITE COPY)	

EXERCISE / TEST HISTORY

The following exercise / tests have been completed by the licencee:

DATE	EXERCISE FACILITATOR	SUMMARY OF EXERCISE / TEST

CONTENTS

1. ADMINISTRATION

1.1 PURPOSE

Pollution Incident Response Management Plans (PIRMPs) are plans all holders of environment protection licences (licensees) are required to prepare in accordance with section 153A of the Protection of the Environment Operations Act 1997 (POEO Act).

By preparing and implementing a PIRMP that meets the requirements specified by legislation and in accordance with specifics detailed in the NSW EPA's 'Guideline: Pollution Incident Response Management Plans" (September 2022), licensees will:

- minimise the risk of a pollution incident occurring as a result of their licensed activities, as they would have identified risks and the actions they propose to take to minimise and manage those risks.
- have established clear and effective notification, action, and communication procedures to ensure the right people are notified, warned, and quickly provided with updates and information they may need to act appropriately, including:
    - people who may need to be involved in incident responses – including staff at the premises; the Environment Protection Authority (EPA); and other relevant authorities (such as Fire and Rescue NSW, NSW Health – as examples); and
    - industrial, commercial and residential neighbours and other members of the community.
- have properly trained staff and up-to-date incident management information available to ensure the potential impact of a pollution incident is minimised.

To this effect, Glen Innes Severn Council (GISC) has prepared this 'Version 2' Pollution Incident Response Management Plan (PIRMP) for the **Glen Innes Waste Facility (Glen Innes Landfill)** which operates under Environment Protection Licence (EPL) **5939**

1.2 OBJECTIVE & SCOPE

It is recognised that pollution incidents are not totally preventable. However, it is **Glen Innes Severn Council's** intent to prevent all foreseeable pollution incidents that might impact on the environment and the safety of employees, facility users & neighbours, through the implementation of standard operational procedures, undertaking routine site activity inspections, regular training of personnel in the implementation of operational procedures and through emphasising & supporting proactive incident prevention reporting.

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

1.3 Legislative Context

Part 5.7A of the POEO Act requires all licensees to prepare, keep, test and implement a PIRMP.

Chapter 4 of the General Regulation sets out the specific information a licensee must include in their PIRMP. In summary, the requirements are:

- All licensees must prepare a PIRMP (section 153A).
- A PIRMP must be in the form required by the regulations and must include the information detailed in the POEO Act (section 153C) and the General Regulation (section 72 and section 73).
- Licensees must keep the PIRMP at the premises the environment protection licence relates to, or where the relevant activity takes place (in the case of trackable waste transporters and mobile plant) (section 153D of the POEO Act) and make certain parts of the PIRMP available on a publicly accessible website of the licensee, or alternatively provide a copy upon written request (section 74 of the General Regulation).
- Licensees must test their PIRMP in accordance with the regulations (section 153E of the POEO Act and section 75 of the General Regulation).
- Licensees must implement their PIRMP immediately if a pollution incident occurs that causes or threatens material harm to the environment (as defined in section 147 of the POEO Act) (section 153F of the POEO Act).

1.4 Key Terms & Meanings

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

1.4.1 Pollution Incident

The definition of a pollution incident is:

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

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 Immediate Reporting Requirement

Industry is required to report pollution incidents 'immediately' to the EPA, NSW Health, Fire & Rescue NSW, SafeWork NSW and the local council. 'Immediately' has its ordinary dictionary meaning of promptly and without delay.

Notification is required even where 'harm to the environment is caused only in the premises where the pollution incident occurs', as specified in section 147(2). Section 148 of the POEO Act sets out additional pollution incident notification requirements.

1.5 FACILITY COVERED BY THIS PIRMP

The **Glen Innes Waste Facility** is covered by this PIRMP which primarily incorporates activities of a **Solid Waste (Putrescible) Landfill** and ancillary waste management related activities (separation, recovery and reprocessing) along with some minor roadworks related material storage with a bituminous spraying equipment wash pad and part of an adjacent former quarry (quarry sedimentation dam).

1.6 PIRMP DISTRIBUTION

A copy of this PIRMP is to be kept at the premises and issued to key staff, so that it is readily available to those responsible for its implementation.

A copy of this PIRMP is also to be retained by the **Waste and Resource Recovery Co-Ordinator (GISC).**

The master copy of this PIRMP is to be maintained by the **Waste and Environmental Management Officer (GISC)** who will be responsible for revisions of the PIRMP and for the distribution of revised copies to the specified persons and locations.

1.7 PIRMP REVIEW

The PIRMP is to be reviewed annually by the **Waste and Environmental Management Officer (GISC)** in conjunction with relevant Council staff including the **Waste and Resource Recovery Co-Ordinator (GISC)**.

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

As part of the revision process, a Notification of Change Form, (**Appendix 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 PIRMP assigned to that party has been updated. This form is to then be retained on file by the **Waste and Resource Recovery Co-Ordinator (GISC).**

1.8 PIRMP TRAINING

To ensure that this PIRMP is properly followed in the event of a pollution incident, training programs shall be provided to relevant **Council Employees**. The objectives of the training program shall be as follows:

a) *To ensure that **Council Employees** are knowledgeable of their roles and responsibilities concerning this PIRMP.*

b) *To ensure that **Council Employees** are knowledgeable of the PIRMP's procedures to affect a safe and appropriate response to pollution incidents.*

Council Employees will receive training in the PIRMP appropriate to the level of their expected involvement. The following is the general training program which is to be implemented in support of this PIRMP:

1.8.1 Training Frequency

Council Employees working at the facility will receive training during initial employment orientation / induction and refresher training at least annually. Additional training will also be provided to employees whenever the PIRMP is changed.

1.8.2 Training Level

All **Council Employees** will receive training in the general PIRMP procedures and Standard Operating Procedures related to the PIRMP.

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 **Waste and Resource Recovery Co-Ordinator (GISC)** will receive additional training, beyond that received by Council employees or other site personnel, dealing with actions that are necessary to provide for the safety of employees, facility users and ancillary site operators, 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** relevant to this PIRMP are provided in **Appendix 2**

1.9 PIRMP Drills & Exercises

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

a) Reaction and accountability of facility personnel; and

b) Adherence to PIRMP procedures.

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

The **Waste and Resource Recovery Co-Ordinator (GISC)** will complete a Pollution Incident Exercise Evaluation Form **(Appendix 3)** and maintain copies for review**.**

1.10 Form of PIRMP

As the purpose of this PIRMP is to mitigate the likelihood and to improve the management of pollution incidents and facilitate better coordination with the relevant response agencies, this PIRMP must be provided in written form, be available at the subject premises, be able to be provided to an authorised EPA officer on request and available to any person who is responsible for implementing the PIRMP.

1.11 Relationship With Other Emergency & Incident Response Plans

This PIRMP can function 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 a likely pollution incident where there is a potential of 'material harm to the environment'.

If other plans, procedures and protocols provide for enhanced, ancillary or complementary actions, then they may and should be implemented concurrently.

2. FACILITY DETAILS

2.1 LOCATION

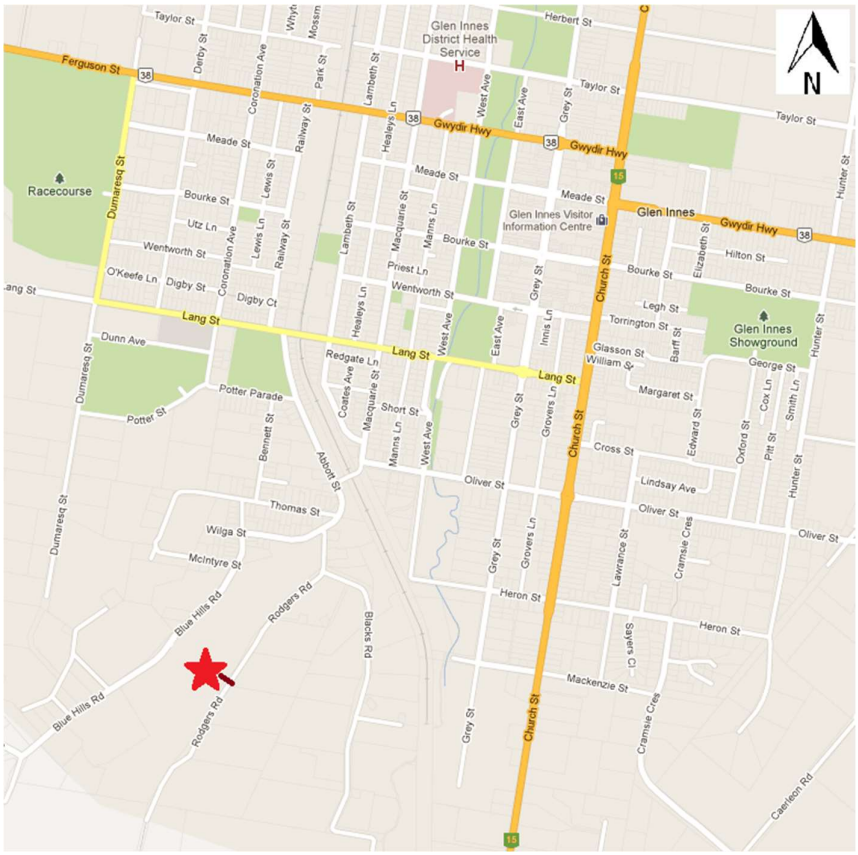
NAME OF THE FACILITY: GLEN INNES WASTE FACILITY
(Glen Innes Landfill)

ADDRESS: RODGERS ROAD, GLEN INNES, NSW 2370

PROPERTY DESCRIPTION: PART LOT 7011 DP 92971, LOT 7014 DP 1028490

THE LICENSED AREA ALSO INCLUDES THE RESIDUE OF CROWN RESERVE 87449 WHICH EXTENDS OVER PART LOT 7014 DP 1028490 AND PART LOT 7011 DP 92971. SEE MAP IN DOC14/302481 RECEIVED BY THE EPA 8/12/2014.

Figure 1 – Location Map:

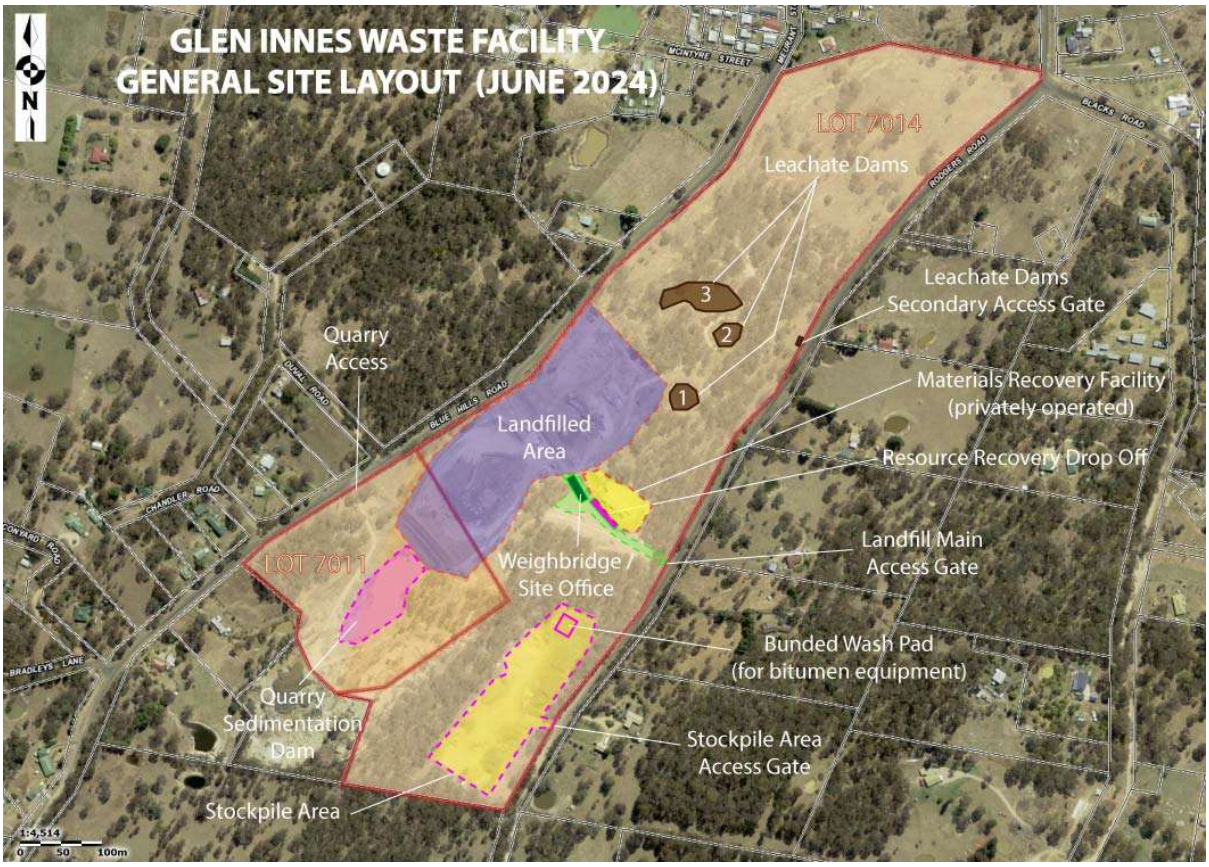


SITE ACCESS: Is via **Rodgers Road** (south of Glen Innes) before turning west through the Landfill Main Access Gate (secured by lock / security fencing). There is **no alternate access to the Landfill from Blue Hills Road**.

- Access to the Leachate Dams is via an internal access track system with secondary access from Rodgers Road (locked gate).
- The Stockpile Area is accessed from Rodgers Road (locked gate).
- Access to the Quarry Sedimentation Dam is via **Blue Hills Road**.

These access points are shown on the Site Services & Infrastructure maps (**Appendix 30)** and on **Figure 2 - General Site Layout**

Figure 2 – General Site Layout:



Note: The entire Lot 7011 is shown above. The site EPL references inclusion of 'PART' of Lot 7011, which is essentially the 'Landfilled Area' shown above. It should be noted that Management of the Quarry Sedimentation Dam is referenced in the site Landfill Environmental Management Plan AND this PIRMP for completeness, despite being understood to not form part of the EPL licenced site specifically.

VEGETATION: The vegetation surrounding the facility is primarily scattered remnant woodland dispersed by cleared grassy pasture (from rural residential development).

A semi continuous strip of woodland exists within the facility which stretches from north eastern to the south western boundary of the facility. These are native species (eucalypts, acacias, melaleucas etc).

TOPOGRAPHY: The original topography has been disrupted by the landfill development. The site drains from the high point in the south, to the north, through former flow paths of an ephemeral creek. There is also a disused quarry directly upgradient of the facility resulting in a surface water flow path restriction. The Quarry Sedimentation Dam is present in this locale. Contents are transferred (solar pumping) to the surface water drainage along Blue Hills Road at the western edge of the facility (i.e. around the elevated landfilled area).

2.2 FACILITY DESCRIPTION

2.2.1 Site Activities

The **Glen Innes Waste Facility** operates under an Environmental Protection Licence (EPL) being **L5939,** issued by the NSW EPA. Note: the EPL references "Glen Innes Waste Management Depot".

Staff are on site during operational hours when the facility is also open to the public. These hours are seasonal being:

SUMMER (1 October – 30 April):	8:30am to 5:00pm Monday – Friday
	10:30 to 4:30pm Weekends & Public Holidays.
WINTER (1 May – 30 September):	8:30am to 4:30pm Monday – Friday
	11:00 to 4:00pm Weekends & Public Holidays.

Site Closures are also in place on Christmas Day, Boxing Day & New Years Day & Good Friday along with a lunch break period generally being 12:20 – 1pm on operating days.

The site is fully fenced, gated and secured and the principle features / activities occurring on the facility include:

1. **WEIGHBRIDGE SITE OFFICE:** is the control point for the site with all vehicles entering and exiting the facility. Incoming vehicles are inspected (and CCTV recordings made) to ensure only approved waste types are accepted (in so far as is practicable). A nearby **STORAGE SHED** houses some ancillary tools, equipment and items recovered from the deposited wastes (suitable for reuse).

2. **LANDFILLED AREA (ACTIVE):** operates for burial of waste up to **4000** tonnes per annum (per site licence) of waste material including General Solid Waste (putrescible and non putrescible) & Tyres - as some examples).

   Previous landfilling has also occurred in other areas of the site upon which waste management related activities now occur. These are generally shown on the Site Services & Infrastructure maps (**Appendix 30)**

3. **LEACHATE DAMS (3) / PIPES & DRAINS:** A leachate (contaminated water) capture and extraction system exists in the Landfilled Area where liquid is pumped from within the buried waste and into the leachate pond system from **LEACHATE SOLAR PUMP WELL / SUMP.**

   Surface leachate / stormwater is also directed to this system in favour of direct offsite discharge. The system includes 3 ponds with an estimated **4ML** system capacity.

In the event of an overflow, the final pond discharges into the ephemeral creek / drainage adjacent to Blue Hills Road before moving offsite. This leachate would be considered as highly diluted, having mixed with significant volumes of stormwater to cause such an overflow.

4. **LEACHATE IRRIGATION UTILISATION AREAS:** The content of the leachate system is pumped to two irrigation / recirculation areas on previously filled areas of the landfill.

5. **RESOURCE RECOVERY AREA 1:** recoverable materials, such as concrete, brick & greenwaste, are separated and stockpiled awaiting reprocessing. Service contracts ensure these materials are processed routinely to ensure stockpiles are maintained at minimum sizes.

   Up to **5,000** tonnes per annum of organic material is managed within this part of the site comprising garden materials & timber (as examples). The materials are shredded before the end product is used for on site purposes such as cover / landscaping / sediment control / revegetation (as examples).

   Recoverable materials, such as tyres, metal waste and refrigerant containing items are stockpiled awaiting collection / reprocessing. Service contracts ensure these materials are removed routinely to ensure stockpiles are maintained at minimum sizes.

   Waste concrete and brick is stockpiled before being crushed and subsequently re-used on the landfill for hardstand and internal road construction. Dust controls and inspections / testing are integral parts of the service contracts for of delivery crushing and screening due to the inherent nature of works and the potential for asbestos to be present / hidden in the stockpiles.

   Leachate that drains from this area flows into the leachate pond & drain system. Site management protocols also require litter controls to be in place for this area and it is surrounded by hardstand and access tracks which serve as fire breaks.

   Note: This area may also be used for temporary storage & appropriate treatment of up to 1,000m^3 of hydrocarbon contaminated soil. Storage area will have impervious clay base and be bunded to minimise the possible leaching and transport of contaminates by surface stormwater. Special approval is obtained from EPA (from time to time when necessary) for this ancillary activity.

   A self bunded, purpose built self bunded **USED MOTOR OIL TANK** and a **DIESEL TANK (not used)** are located directly adjacent to the south eastern side of this area.

6. **RESOURCE RECOVERY DROP OFF (aka. "Community Recycling Centre" or "CRC"):** serves as a drop off area for household hazardous items. Separate receptacles are provided under the roofed structure for:

    - Household dry cell batteries
    - Smoke Detectors
    - Other Oils (non motor / lubricant oils)
    - Oil Based Paints
    - Water Based Paints
    - Wet Cell (vehicle type) batteries
    - Fluorescent tubes and globes
    - Fire Extinguishers
    - Gas Cylinders (Cages)

    'By-catch cabinets' are also provided inside the roofed area for storage of non-target hazardous materials. Five (5) individual cabinets are provided, for specific dangerous goods:

    - Flammable (DG Class 3)
    - Toxic (DG Class 6.1)
    - Corrosive (DG Class 8 – Acids)
    - Corrosive (DG Class 8 – Alkalis)
    - 5. Oxidising (DG Class 5.1)

    The CRC operation occurs in accordance with the NSW EPA grant funding agreement and operations guidelines for CRCs also issued by the NSW EPA servicing partners.

7. **VEHICLE WASHDOWN AREA:** A simple vehicle wheel wash (formed concrete pad) where garbage disposal vehicles / plant items are hosed down. Wash water from the wash bay flows into the leachate pond system.

8. **STOCKPILE AREA:** This area is a storage site for large stockpiles of road base, sands, gravels, fill materials, pipes and headwalls etc. Heavy plant (loaders, trucks etc) frequent the site to carry out loading / material deposition. There is no permanent infrastructure (lunchrooms, toilets, fuel tanks etc).

    Some additional waste concrete and brick is stockpiled before being crushed and subsequently re-used on the landfill for hardstand and internal road construction. Dust controls and inspections / testing are integral parts of the service contracts for of delivery

crushing and screening due to the inherent nature of works and the potential for asbestos to be present / hidden in the stockpiles.

A bunded low permeability clay lined **Bunded Wash Pad** has been constructed to contain the washdown residues from cleaning of bituminous spray equipment. The contained washdown residues are collected into IBC containers for offsite treatment / disposal.

CCTV is provided in the area to monitor appropriate access / use at the locale, being somewhat separated from the operating landfill.

9. **FUTURE Small Vehicle Transfer Station (SVTS)** has yet to be developed formally. It will likely incorporate a series of waste transfer bins / bunkers being placed for general and recoverable wastes. Resource recovery drop offs for used gas cylinders, motor oils, batteries, paints, used tyres, fluorescent tubes (as examples) are likely to be made available. Tyres, metals etc will be taken to larger stockpiles in the Resource Recovery Areas of the site and waste materials to the Landfill Area.

There is an **Ancillary Site Operation** which is entirely independent of the Glen Innes Waste Facility (and not directly run by GISC). This operations has safety, environment & emergency management processes which sit separate to this PIRMP.

The ancillary operator is required to immediately notify GISC should an incident occur on their facility which will or has the potential to create an impact outside of their 'boundaries' at which time the matter would be dealt with under the general response processes defined in this PIRMP.

Likewise, internal communication protocols exist between GISC divisions to ensure incidents which have the potential to impact 'the other' GISC operation on the site are relayed effectively.

The ancillary site operation is further explained as:

10. **MATERIALS RECOVERY FACILITY (aka "MRF"):** processes materials for recycling using mechanised / manual sorting arrangements. Like materials (cardboard, paper, metal, plastics etc) are baled and stored awaiting offsite re-sale / re-use. Large volumes of materials can be present inside and outside of the building. Vehicles access this site from Rodgers Road.

    Triple rinsed (empty) agricultural chemical containers are stored in a fenced compound portion of their site (DrumMuster Yard) prior to collection and processing offsite.

    It is possible that the SVTS planned for the site may be located in this area at a point in the future.

NOTE: This PIRMP does not attempt to specifically address risks or hazards directly emanating from within the separately managed operation. The PIRMP instead includes communication with the operators in the event of a pollution incident / evacuation from the Glen Innes Waste Facility.

2.2.2 Site Plan

The Site Services and Infrastructure Plans shows more detailed site arrangements, activity areas, the locations of first response equipment in the event of a pollution incident together with identification of the sources of potential pollutants. The detailed Site Services and Infrastructure Plans can be located at **Appendix 30** of this document.

3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

GISC is committed to minimising 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. Employees and Contractors are instructed, as part of their site inductions and ongoing training, in the steps to report and respond to facility conditions or issues that might give rise to pollution incidents where these conditions/issues are found to exist.

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 above are provided as follows:

Table 1 – Summary of Pre-emptive Actions:

POTENTIAL HAZARD	PRE-EMPTIVE ACTION
• Leachate storage overflow caused by excessive inflow storm water • Leachate pump, line, dam or tank failure • Leachate spring eruption • Ground water contamination • Fire including: ○ at tip face or exposed waste stockpile, in incoming load or transfer bin, bushfire impingement / outbreak, plant / equipment / building or vehicles • Chemical / Oil / Fuel spills. • Failure of hazardous material containment tanks / bund / storage • Windblown litter • Odour • Dust (including Asbestos / Silica) and Sedimentation • Explosion from gas cylinders • Landfill Gas (Methane / Hydrogen Sulphides) • Ozone depleting gas release (from refrigeration item wastes)	Undertaking routine inspections / mitigations in accordance with the Environmental Checklists (**Appendix 29**) Responding in accordance with Standard Operating Procedures (SOPs) **(Appendices 6 to 27)**

3.2 Register of Potential Pollutants

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

Table 2 – Summary of Potential Pollutants

POLLUTANT TYPE / SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY / CAPACITY	LOCATION (see Site Plans)	TYPE OF CONTAINMENT	SDS
Leachate	Liquid	4,000,000 litres	Leachate Dams Pipes & Drains / Leachate Irrigation Areas	Earthen dams, pumpwell, sump drains & pipes	NA
Used Tyres	Solid	50 tonnes maximum	Resource Recovery Area 1	Hardstand	NA
Green waste / mulch	Solid	2,000m^3 shredded 5,000m^3 unprocessed	Resource Recovery Area 1	Hardstand	NA
Used Motor Oil	Liquid	8000 litre capacity	Used Motor Oil Tank	Self bunded oil storage	Chemwatch
Diesel	Liquid	2000 litre capacity *** NO LONGER USED ***	Diesel Tank	Storage Tank	Chemwatch
Oil / Water based paint	Liquid	Up to 10 litres	Weighbridge Site Office	Domestic Packaging	Chemwatch
Herbicides / Pesticides	Liquid & Solids	Up to 4 litres	Weighbridge Site Office	Domestic Packaging	Chemwatch
LPG	Gas	30kg Cylinder	Weighbridge Site Office	Cylinder	Chemwatch
Household cleaners	Liquid or Powder	< 5 Litres	Weighbridge Site Office	Domestic packaging	Chemwatch
Lead Acid Batteries	Solid	Up to 100 units	Resource Recovery Drop Off / CRC	Self bunded pallets	NA
General Wastes (exposed)	Solid	500 tonnes	Landfilled Area, Stockpile Area & Resource Recovery Area	Landfill Cell Stockpile	N/A
Ozone depleting refrigerant	Gas	20 waste refrigerant units for degassing	Resource Recovery Area 1	Stored 'in vessel' as delivered	NA
Asbestos*	Solid	Recorded amounts	Disposal in Landfill Area (buried daily)	N/A	N/A
		Incidental amounts	Around Site	N/A	N/A

POLLUTANT TYPE / SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY / CAPACITY	LOCATION (see Site Plans)	TYPE OF CONTAINMENT	SDS
Landfill Gas*	Gas	Not quantified	Landfilled Areas	Uncontained	N/A
Kerosene Degreaser	Liquid	~1000 litres	Bunded Wash Pad / IBC temporary storage	In situ + IBC	Chemwatch

*Note: *Asbestos is sometimes identified in areas where it is not permitted to be disposed (i.e. co-mingled with other materials) and landfill gas passively vents from the landfilled areas –locations not shown on maps.*

The **Site Services & Infrastructure Plan** provided in **Appendix 30** shows key pollutant locations

3.3 Nature and Likelihood of Pollution Incidents

Notwithstanding **GISC's** commitment to preventing conditions/issues which might give rise to a pollution incident, it is not possible to negate all situations which might give rise to an incident.

Possible pollution incidents associated with the operation of the Facility are:

- Fires
- Explosion (gas bottles / landfill gas emissions)
- Spill of chemical, fuels, oils or other hazardous materials
- Leachate discharge off site into surface / groundwater
- Litter, odour, dust or sedimentation

Having regard to the nature of the operations of the **Glen Innes Waste 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 has been utilised.

3.3.1 Likelihood

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

Table 3 – Incident Likelihood Descriptions

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

3.3.2 Consequence

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

Table 4 – Incident Consequence Descriptions:

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

3.3.3 Risk Evaluation

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

Figure 3 – Risk Evaluation Matrix:

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

RATING	DEFINITION
LOW	Review consequence and likelihood and manage through routine procedures
MOD	Ensure management system controls risk and managerial responsibility is defined.
HIGH	Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that appropriate management processes can be demonstrated to be in operation.
EXTREME	Risk must be reduced or eliminated. If the risk cannot be reduced from "Extreme", then management must provide continuing assurance that due diligence systems are in place so that appropriate management can be demonstrated.

For the purposes of this PIRMP:

- EXTREME risks and HIGH risks will be eliminated or managed.
- MODERATE risks will be monitored.
- LOW risks will be accepted.

The Residual risk has been shown by measuring the inherent risk against the assessed effectiveness of the controls.

The outcomes of the risk assessment together with the relevant incident control/management action are summarised in **Table 5** following:

Table 5 – Risk Identification & Management Plan

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
1. ENVIRONMENT **(a) Leachate Discharge (Off Site)**	Leachate dam / containment overflow	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections Surface water monitoring of down gradient points	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 6	SOP within the PIRMP
	Leachate pump breakdown or pipeline failure	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections. Scheduled maintenance servicing of pump and pump connections Standby pump and service parts available Surface water monitoring	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 7	SOP within the PIRMP Report in EPL Annual Return
	Leachate contamination of the surface water management system.	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspection to ensure suitable management procedures, including bund separation at active tipping area	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 8 SOP Appendix 9	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Leachate dams, holding tank / structure rupture	Leachate contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections.	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 10	SOP within the PIRMP
	Leachate seepage from landfill operations into water table	Leachate migration and possible contamination of water table	Possible/ Major (HIGH)	Monitoring of ground bores to detect leachate migration	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 11	SOP within the PIRMP Report in EPL Annual Return
	Uncontrolled or undetected leachate springs	Leachate contamination of the surface water management system, adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections.	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 10	SOP within the PIRMP
(b) Combustion	Stockpile of used tyres ignites	Combustion creates smoke and oil residues	Possible/ Moderate (MODERATE)	Maintain buffer zones / Fire Breaks Limit quantity of tyres held on site Routine inspections	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 12	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Green waste stockpile ignites	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Routine inspections to ensure stockpile size and temperature management with maintenance of buffer zones / fire breaks	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 13	SOP within the PIRMP
	Fire in waste transfer bins	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Inspection of all incoming loads / CCTV system	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 14	SOP within the PIRMP
	Fire at landfill active tipping area	Combustion creates smoke and fire hazard. Deep seated fire difficult to extinguish.	Possible/ Moderate (MODERATE)	Inspection of all incoming loads Site secured at close of day Fire Breaks	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 15	SOP within the PIRMP
	Fire in vehicle loads of incoming wastes	Combustion creates smoke and fire hazard. Property damage.	Possible/ Moderate (MODERATE)	Inspection of all incoming loads and tipping area supervision Hot Load Tipping Area (concrete transfer pad)	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 16	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(c) Chemical Spills	Chemical spill from ruptured or leaking storage containers	Soil contamination Creation of volatile fumes Explosion/fire Contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Retain minimum quantities on site and ensure routine servicing collection of temporary storages / stillages Separation areas between stored chemicals Roofed / lidded storages used Use approved chemical safes / lockers for storage of HAZCHEM	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 17	SOP within the PIRMP
	Incompatible or incorrect chemical storage	Explosion / fire	Possible/ Major (HIGH)	Retain minimum quantities on site and ensure routine servicing collection of temporary storages / stillages Separation areas between stored chemicals Roofed / lidded storages used Use approved chemical safes / lockers for storage of HAZCHEM	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 18	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Leakage from incoming loads	Soil contamination Explosion/fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Inspection of all incoming loads CCTV to assist inspections	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 19	SOP within the PIRMP
(d) Oil / Fuel Spills	Failure of fuel / oil / degreaser (kerosene) containers or storage tanks	Soil contamination Explosion/fire Contamination of adjacent land and / or waterways Creation of volatile fumes	Possible/ Major (HIGH)	Retain minimum quantities on site Creation of bunded storage areas Regular removal of Bunded Wash Pad residues (Bituminous cleanup residues / IBC contents)	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 20	SOP within the PIRMP
	Failure of mobile plant hydraulic lines	Soil contamination Fire Contamination of adjacent land and/or waterways	Possible/ Major (HIGH)	Staff or contractor training in waste placement and compaction techniques. Routine plant inspection and servicing.	Staff or Contractor training and recording	Rare / Moderate (MODERATE)	SOP Appendix 20	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(e) Dust / Sediment (Soils & Wastes)	Dust / sediment migrating off site Hazardous dust emitted within site (Asbestos etc)	Human Health impacts. Vegetation distress Complaints to EPA / SafeWork NSW	Possible/ Moderate (MODERATE)	Wet down unsealed trafficable areas Use shredded green waste on exposed areas of cover material Revegetation of completed areas and sedimentation structures in place. Asbestos waste policy and education + tipping handling area Ensure Quarry Sedimentation Dam solar pump is functional through routine inspections.	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Minor (LOW)	SOP Appendix 22 SOP Appendix 26	SOP within the PIRMP
(f) Odour	Offensive odour	Complaints to EPA	Possible/ Moderate (MODERATE)	Provide daily cover to active tipping area	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare / Minor (LOW)	SOP Appendix 23	SOP within the PIRMP
(g) Landfill Gas	Contributor to Global warming	Increase in tCO_2-e emissions / explosion / fire	Likely/Major (HIGH)	Waste diversion strategies and community education Resource recovery enhancements or increases Implement Final capping design approved by EPA	Landfill Environmental Management Plan	Rare/ Moderate (MODERATE)	Pre-emptive actions focus	LEMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(h) Litter	Litter migrating off site	Complaints to EPA	Likely/ Moderate (HIGH)	Provide daily or intermediate cover to waste Erect semi permanent litter fences Provide mobile litter fence units & relocate to match conditions Litter collection activities	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 21 & 24	SOP within the PIRMP
(i) Ozone depleting gas release	Contributor to Global warming	EPA regulatory breach	Likely/Major (HIGH)	Degassing process for fridges implemented	Environmental Inspection Checklist as provided in Appendix 29 of the PIRMP	Rare / Minor (LOW)	SOP Appendix 27	SOP within the PIRMP
(2) COMPLIANCE **(a) Incident Reporting**	Non-compliance with statutory reporting	Cautionary Notice Penalty Infringement Notice	Unlikely/ Moderate (MODERATE)	Prepare reports as required	Reporting protocols included in Environmental Checklist in Appendix 29.	Rare/ Moderate (MODERATE)	Follow up Action	PIRMP / LICENCE

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(3) WORK HEALTH & SAFETY	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Likely/major (HIGH)	Regular tool box meetings with staff and contractors Safe Work Method Statements prepared and implemented Risk assessments undertaken Safety plans developed for major works Staff training Job and site specific orientation for new staff, visitors and contractors Independent audit of all systems of work Emergency and evacuation plans prepared and tested	Established tool box meeting protocols Council's corporate Work Health, Safety & Environment Plan	Unlikely/ Moderate (MODERATE)	SOP Appendix 2 SOP Appendix 25	PIRMP / LICENCE

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

The **Glen Innes Waste Facility** has a number of active and passive pollution control / safety devices as well as response equipment that can be used during a pollution incident.

Relevant details of pollution incident equipment and features are provided as follows:

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION/S	QUANTITY	MAINTENANCE REQUIREMENTS / STANDARDS
Asbestos Kit	Weighbridge Site Office	1	Refer to site Checklists (Appendix 29)
Fire Extinguisher	Weighbridge Site Office Community Recycling Centre / Resource Recovery Drop Off Bunded Oil Shed	1 at each site	
	GISC Vehicle / Plant Item	1 in each Vehicle / item	
Fire Blanket	Weighbridge Site Office	1	
First Aid Kit	Weighbridge Site Office GISC Vehicle / Plant Item	1 1	
Heavy Plant	Compactors	2	
Spill Kit (240L)	Weighbridge Site Office Community Recycling Centre / Resource Recovery Drop Off	1 at each	
Safety Shower	Community Recycling Centre / Resource Recovery Drop Off	1	

Equipment such as portable fire extinguishers should only be used by persons who are suitably trained and it is safe to do so. The maintenance of the systems and equipment is to be undertaken in accordance with the standards nominated in the Table above.

Additionally, site plant items (loader, truck etc) are available for use to construct diversion / containments etc if required. These items will only be permitted to be operated by Council staff or operators approved by the **Waste and Resource Recovery Co-Ordinator (GISC)** or more senior Council Officer.

3.4.2 Communication System

No telephone communication system is presently installed within the **Glen Innes Waste Facility**. Mobile telephones (supplied to site staff) are the principle communication (internal / external) means, which is supported by the GISC two-way system which is installed in site vehicles.

In a pollution incident, the mobile telephone can be used as a means of notifying those individuals / organisations responsible for activating this PIRMP and managing the incident response.

Communication mechanisms for neighbouring properties, issuing media releases and providing information on Council's web site are detailed in the Summary of Community Notification & Communication provided in **Table 9** of **Section 4.3.2**

3.4.3 Security

Access to the **Glen Innes Waste Facility** by unauthorised persons and unauthorised activities occurring on the site is controlled at the **Weighbridge Site Office** by Council personnel.

3.4.4 First Aid Equipment

A suitable fully stocked and easily accessible first aid kit is located at the **Weighbridge Site Office** and its location clearly labelled. Other first aid kits are available within Council vehicles and heavy plant items

3.4.5 Signs & Labels

Suitable signage indicating the location of incident response equipment and features and the first aid kit will be provided and maintained within the facility.

A list of emergency phone numbers will be clearly displayed at a location within the facility that can be seen by Council Employees, contractor staff or facility users.

3.4.6 Funding Arrangements and Support

The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from a company (Council) or individual responsible for the pollution incident.

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

- Funds within Council's Waste Reserve and Operating Budget
- Public liability insurance policies

4. POLLUTION INCIDENT CONTROL & RESPONSE

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

The following is a list of incident response individuals who are responsible for activating the PIRMP together with their notification and communication responsibilities:

Table 7 – PIRMP Contact Personnel:

NAME	POSITION	CONTACT DETAILS (24 Hours)	NOTIFICATION RESPONSIBILITIES	COMMUNICATION RESPONSIBILITIES
CHRIS SHARMAN	Waste and Resource Recovery Co-Ordinator (GISC)	0428692105	Emergency Services Waste and Environmental Management Officer (GISC)	Emergency Services GISC site personnel On-site Contractors Neighbouring property owners
ZACHARY CARTER	Waste and Environmental Management Officer (GISC)	0460297978	EPA, Ministry of Health, SafeWork NSW, F&R NSW and & Council inc. Director of Place and Growth (GISC)	EPA & Lead Agencies
GAYLEEN BURLEY	Director of Place and Growth (GISC)	0422275658	General Manager / Directors / Councillors	EPA, Media & Ministries within delegations + General Manager
ANCILLARY CONTACTS:				
TONY KAMPHORST	Stockpile Area Manager - Infrastructure Delivery (GISC)	6730 2353 0409561082	Respond to pollution incidents (potential / actual) within Stockpile Area	Waste and Environmental Management Officer (GISC)
SYBYLLA MATTHEWS	Communications and Media Officer (GISC)	0267302314	Community / Media	Updating website and arranging media notices
KYLIE HAWKINS	Glen Industries Materials Recovery Facility Manager - Manager	0408564661	Organisation's / operations staff / Management	Waste and Environmental Management Officer (GISC)

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.

Table 8 – PIRMP Emergency Agency Contacts:

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire & Rescue NSW	Duty Officer	1300 729 579
NSW Police Force	Duty Officer	02 6732 9799
Ambulance Service of NSW	Duty Officer	131 233
Glen Innes District Hospital	Reception	02 6739 0200
Environment Protection Authority (EPA)	EPA Environment Line	131 555
	Armidale Office	6773 7000
National Parks & Wildlife	Regional Office	(02) 6739 0700 Glen Innes
SafeWork NSW	Duty Officer	131 050
Department of Primary Industries (Fisheries)	Reception	1300 550 474
POISONS Information Centre	Duty Officer	131 126
NSW Health (Public Health Unit)	Reception	1300 066 055
State Emergency Service (SES)	Duty Officer	132 500
Transport for NSW	Reception	132 213
Bureau of Meteorology	General Information	1300 659 218

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

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

In order to provide for the safety of employees & subcontractors, facility users, ancillary operations personnel and the wider community, along with ensuring appropriate pollution incident response, it is essential that early warning and notification of pollution incidents are made so that incident response procedures can be implemented and incident response organisations notified of the situation.

The prompt notification of an incident can often greatly assist in ensuring that the risk of injury, death, damage or environmental harm is minimized. In this regard the following incident notification procedures are to be implemented:

4.3.1.1 Small Area / Minor Incidents

Incidents such as small chemical spills or individual medical emergencies will generally not require the notification of incident response agencies. It will be the general practice that **ALL** incidents will be notified immediately to the **Waste and Resource Recovery Co-Ordinator (GISC)** so that an assessment of the level of response required can be made.

The mobile telephone contact 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, included as **Appendix 4**, is to be completed and forwarded to the **Waste and Resource Recovery Co-Ordinator (GISC).**

4.3.1.2 Major Incident

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

Where a major incident occurs, the **Waste and Resource Recovery Co-Ordinator (GISC)** is to **immediately** implement the pollution notification protocol included as **Appendix 5.**

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

- EPA **131 555**
- Ministry of Health via the local Public Health Unit **1300 066 055**
- SafeWork NSW **13 10 50**
- Council Rangers (report pollution number) **0417 890 889**
- Fire & Rescue NSW (if not called for initial emergency response) **1300 729 579**

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 **Waste and Environmental Management Officer (GISC).**

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 **Glen Innes Waste Facility**.

The following action plan has been based upon the pollution incident risk assessment included in **Section 3.3** of this PIRMP.

GISC observes the legislative definition of a 'pollution incident' and notification protocols but may choose to implement parts of the Communication Action Plan (for neighbours and agencies) for lesser level incidents if there is merit in doing so (general courtesy, commitments to specific neighbours / complainants etc). There is no obligation to notify and the decision will be made by the **Waste and Environmental Management Officer (GISC)** on a case by case basis.

Table 9 – PIRMP Community Notification & Communications Plan:

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Leachate discharge (off site)	Local impact, ranging from MINOR to SEVERE depending on the severity of discharge	EPA (if pollution incident defined in PIRMP – apply notification protocol in **Appendix 5**)	Waste and Resource Recovery Co-Ordinator (GISC)	Phone call to EPA Environment Line followed by a written report	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 (see **Appendix 28** for Communication Recipients Schedule)	As above	Phone call / door knock to occupiers of impacted neighbouring properties	Refrain from contact / use of water
		Local Community / Media	Waste and Environmental Management Officer (GISC)	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 Occupiers of neighbouring properties (see **Appendix 28** for Communications Recipients Schedule) Local Community / Media	Waste and Resource Recovery Co-Ordinator (GISC) Waste and Environmental Management Officer (GISC)	Phone call to EPA Environment Line followed by a written report Phone call / door knock to occupiers of impacted neighbouring properties Information displayed on Council's web site	Date and time of incident Response actions taken Type of fire Agency responding Close windows / doors Strategy for prevention of recurrence
Chemical / Hazardous materials spill (off site discharge)	Local impact, likely to be MINOR	EPA Occupiers of neighbouring properties (if impacted) (see **Appendix 28** for Communications Recipients Schedule) Local Community / Media	Waste and Resource Recovery Co-Ordinator (GISC) Waste and Environmental Management Officer (GISC)	Phone call to EPA Environment Line followed by a written report Phone call / door knock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Oil / fuel spill (off site discharge)	Local impact, likely to be MINOR	EPA Occupiers of neighbouring properties (if impacted) (see Appendix 28 for Communications Recipients Schedule) Local Community / Media	Waste and Resource Recovery Co-Ordinator (GISC) Waste and Environmental Management Officer (GISC)	Phone call to EPA Environment Line followed by a written report Phone call / door knock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water Strategy for prevention of recurrence
Explosion	Local impact, likely to be MINOR (not a pollution incident if noise only)	**If off site impacts above noise only:** EPA Occupiers of neighbouring properties (see Appendix 28 for Communications Recipients Schedule) Local Community / Media	Waste and Resource Recovery Co-Ordinator (GISC) Waste and Environmental Management Officer (GISC)	Phone call to EPA Environment Line followed by a written report Phone call / door knock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Assessment of severity Agency responding Date and time of incident Damage report Strategy for prevention of recurrence

4.4 FACILITY EVACUATION

4.4.1 General Requirements

Most MINOR pollution incidents will not require the evacuation of all or in most instances even part of the facility. However, it is acknowledged that any MAJOR incident may require the facility to be evacuated.

In the event of a MAJOR incident evacuation of Council Employees, any contractor's & staff, facility users and ancillary co-located operations is of the 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 hazard area.

In this regard the standard operating procedures applicable to Facility Evacuation, refer to **Appendix 25**, 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 anytime during a pollution incident.

The decision to evacuate (in part of full) is to be made by the **Chief Warden** (generally this would be the **Waste and Resource Recovery Co-Ordinator (GISC)** or other **most senior staff member at the site**), and supported by facility personnel OR as directed by a responding Emergency Service.

4.4.2 Stages of Evacuation

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

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

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless instructed to do so by the **Chief Warden** OR as directed by a responding Emergency Service

4.4.3 Priority of Evacuation

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

- Ambulatory
- Semi-ambulant (people requiring some physical assistance)
- Non-ambulant (people who need to be physically moved or carried)
- Aggressive, violent or resistive people.

The above priority for evacuation is for guidance only, the emergency may dictate otherwise.

Where a person refuses to comply with a direction given by the **Chief Warden** the following action is to be initiated:

- Ensure that the person has been clearly advised that they are required to evacuate the facility because of an emergency situation that maybe life threatening.
- Notify the Officer-in-Charge of the attending Emergency Service.

4.4.4 Mobility Impaired Persons

A register is to be maintained of site personnel who may have a permanent or temporary disability that would impeded their ability to self evacuate if required.

A staff member who works with a person with a disability shall be appointed as that person's carer during an emergency. The procedures for assisting mobility-impaired persons should be discreetly discussed with the individual concerned.

All staff should be trained in methods of assisting mobility-impaired persons during an emergency.

4.4.5 Evacuation Assembly Areas

The facility has a designated **primary** evacuation assembly point.

In the event of an incident requiring the evacuation of the facility, all Council Employees, any contractor's / staff and facility users are to immediately leave the facility by the designated route and report to the designated primary evacuation point.

Should the primary evacuation point be in a hazardous area or is unsuitable due to the nature of the threat, employees and facility users will then be directed to proceed to an alternate evacuation point.

On arrival at the designated evacuation assembly point all persons will remain until the **Chief Warden** has determined the status of all personnel and;

- accounted for all, or
- prepared a list of names and / or numbers of missing personnel or facility users and the location last seen

For the purposes of this PIRMP the following evacuation assembly points are applicable;

Primary Evacuation Point is at the main entry to the **Glen Innes Waste Facility on Rodgers Road** where the **"Evacuation Muster Point"** sign is located.

The Site Services and Infrastructure Plan in **Appendix 30** shows the locations of the Primary and Secondary assembly points.

4.4.6 Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or Secondary Evacuation Assembly Point and the presence of personnel and facility users confirmed, arrangements will be made by the **Chief Warden** for Council Employees and contractor's staff to be transported / moved to a Post Evacuation Assembly Point which may, depending on time of day etc, be the **Council Offices in Church Street, Glen Innes**.

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 27 of this PIRMP 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:

- Leachate discharge (off-site)
- Fire
- Chemical spill
- Oil / fuel spill
- Explosion
- 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 **Glen Innes Waste Facility.**

6.1 RECOVERY OPERATIONS

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

The **Waste and Resource Recovery Co-Ordinator (GISC)**, in collaboration with the **Waste and Environmental Management Officer (GISC)** will need to prioritise activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Waste and Environmental Management Officer (GISC)** will develop an operational recovery plan.

6.2 INCIDENT INVESTIGATION (AFTER ACTION REVIEW)

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

The **Waste and Environmental Management Officer (GISC)** 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 **Waste and Resource Recovery Co-Ordinator (GISC)** 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 **Waste and Resource Recovery Co-Ordinator (GISC)** and **Waste and Environmental Management Officer (GISC)** 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 along with testing and amendments to the PRIMP will be retained for future reference in the organisations corporate records Management System **(DataWorks, subject Waste Management : Reporting)**

Following a pollution incident or emergency situation, the **Waste and Resource Recovery Co-Ordinator (GISC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Waste and Resource Recovery Co-Ordinator (GISC)** must prepare a report documenting activities that took place during a major pollution incident.

The report of the **Waste and Resource Recovery Co-Ordinator (GISC)** and all related documentation will be submitted to the **Waste and Environmental Management Officer (GISC)** for review and necessary follow-up actions.

The **Waste and Environmental Management Officer (GISC)** will make any necessary follow up reports to the **EPA or other Agencies.**

6.4 Incident Impact Assessment

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

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

The **Waste and Environmental Management Officer (GISC)** 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 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 After Action Review & PIRMP Update / Amendment

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

The AAR will analyse the actions that took place during the pollution incident (both good and bad) and will seek to identify opportunities to improve the effectiveness of the PIRMP, through Prevention, Preparation, Response and Recovery procedures in place for the facility.

The AAR findings will produce Actions to amend, modify or may determine no change requirements are necessary for the PIRMP.

ENDS

APPENDIX 1: PIRMP AMENDMENT NOTIFICATION FORM

Following a review of the Pollution Incident Response Management Plan that was conducted on:

(Date):_____ the following amendments to the plan have been made. Accordingly these changes are to be incorporated into the PIRMP document which is held by you.

DISTRIBUTION	**DATE SENT / ISSUED:**
• Master copy	
• Site copy	
• **Waste and Environmental Management Officer (GISC)** copy	

PAGE NUMBER	PIRMP SECTION	DESCRIPTION OF CHANGE

MANAGEMENT AUTHORISATION:

DATED:

I acknowledge receipt of the amendments to this PIRMP and have incorporated these into the document for which I am responsible.

SIGNED: **DATED:**

NAME:

APPENDIX 2: STAFF & CONTRACTOR TRAINING
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE:

To ensure the safe and effective management at the **Glen Innes Waste Facility**, it is essential that all relevant staff receive training appropriate to their position, duties and level of responsibility.

The purpose of this procedure is to outline the minimum training requirements which are applicable to staff involved in the operations of the waste management facility and in the provision of waste management services.

PROCEDURE/STANDARD:

Staffing and training requirements shall be adequate to enable proper management and service delivery

Staff will undergo a variety of training to ensure an adequate level of skill and education is possessed to enable all tasks and activities to be carried out successfully. Training will be conducted in house, on the job or by external providers.

The guidance for specific training programs that are integral to the operation of Council's facilities is described below.

PROGRAM A – SITE ENVIRONMENT INDUCTION:

Key points to be covered in this program may include:

- environmental impacts of the landfill
- pollution incident response
- waste identification and rejection procedures
- hours of operation and traffic management
- environmental mitigation measures and controls
- record keeping and reporting
- waste placement, compaction and covering
- evacuation procedures

This training would generally be provided by the **Waste and Resource Recovery Co-Ordinator (GISC)** when new staff / contractors commence at the site. Ongoing "on the job" training will also be necessary.

PROGRAM B – FIRE FIGHTING

Key points to be covered in this program may include:

- Types of fires (e.g. oil, electrical)
- Determining responsibilities in the event of a fire (staff/fire brigade)
- Procedures for extinguishing fires
- Types/location and maintenance of fire fighting equipment
- Prevention of fires
- Procedures for communication in the event of fire

This training would be undertaken in the form of a toolbox talk and may include practical demonstrations. The training would be prepared and delivered by suitably qualified personnel (internal or external). Input may also be provided by officers of the local NSW Fire & Rescue Brigade or NSW Rural Fire Service

PROGRAM C – HAZARDOUS SUBSTANCES & DANGEROUS GOODS HANDLING

Key points to be covered in this program may include:

- Use and interpretation of Safety Data Sheets
- Identification of hazardous materials
- Handling of hazardous materials
- Labelling of containers
- Storage and transport of hazardous substances and dangerous goods
- Spill management and basic first aid procedures
- Compatibility of materials.

This training would be provided by suitable service provider/s. Where required, additional input may be required from external SafeWork NSW accredited WH&S consultants.

TRAINING RECORDS

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

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE:**

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN TRAINING / COMPETENCY SUMMARY			
OPERATIONAL STAFF	**TRAINING / COMPETENCY STREAM**		
	PROGRAM A Environmental & General Safety Induction for Facility	**PROGRAM B** Fire Fighting & Emergency Incident response.	**PROGRAM C** Hazardous Substance & Dangerous Goods Management
NAME & POSITION	**DATE OF TRAINING COMPLETION**		
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE:**		

APPENDIX 3: PIRMP EXERCISE RECORD & EVALUATION FORM

FACILITY: **GLEN INNES WASTE FACILITY**

DATE:

EMERGENCY SEQUENCE:	TIME	
Matters:	Hours	Minutes
Incident uncovered		
Assessment of significance		
Initiation of incident response/notification of incident		
Evacuation alarm sounded (if necessary)		
Incident control/remediation action commenced		
Evacuation commenced (if necessary)		
Warden checks for personnel present		
Evacuation completed (if necessary)		
Pollution contained		
Clean up commenced		
Clean up completed		
All clear given		
Pollution Incident Report Form completed		
Exercise terminated		

COMMENTS:

1. Compliance with Standard Operating Procedures (SOP's)
2. Competency of Employees assessment
3. Time frames for response
4. General Comments/Recommendations for action

OBSERVER

SIGNED:

DATE:

APPENDIX 4: POLLUTION INCIDENT REPORTING & RECORDING Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the pollution incident reporting requirements which are applicable to the operation of the **Glen Innes Waste 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 leak, spill or escape of a substance, or circumstances in which material harm has or 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 conditions (Section R) which obligated, among other matters, notifications to be made by telephoning the Environment Line on 131 555.

Note

Use Attachment A for general pollution incident reporting

Use Attachment B for leachate discharge/overflow reporting

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 etc). Guidance can be found by referring to the SOP within the facility PIRMP.
2. If the incident presents an immediate threat to human health or property, Fire & Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone TRIPLE ZERO ("000").
3. At an appropriate time, during an incident, a staff member 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 an incident staff will notify the **Waste and Resource Recovery Co-Ordinator (GISC)** of the incident and provide an update of the action initiated.
5. The **Waste and Resource Recovery Co-Ordinator (GISC)** is to notify the **Waste and Environmental Management Officer (GISC)** and record the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident commencing The record shall be forwarded to the **Waste and Environmental Management Officer (GISC).**
6. **Waste and Environmental Management Officer (GISC)** is to notify the EPA and other agencies in accordance with the protocols in this PIRMP.

7. 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, the **Waste and Resource Recovery Co-Ordinator (GISC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Waste and Resource Recovery Co-Ordinator (GISC)** must, within 24 hours of being notified of a pollution incident, prepare a report documenting activities that took place during the incident.

The report and all related documentation, will be submitted to Council's **Waste and Environmental Management Officer (GISC),** for review and necessary follow up actions.

Where there is potential for litigation in relation to the incident the **Waste and Environmental Management Officer (GISC)** shall prepare a written report for referral to the Council's legal representative

ATTACHMENTS / ADDITIONAL FORMS

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

POLLUTION INCIDENT REPORT FORM (A)			
DATE OF INCIDENT:		**TIME OF INCIDENT:**	
NAME OF REPORTING PERSON			
LOCATION OF INCIDENT Where did it occur?			
TYPE and **QUANTITY** of **MATERIAL INVOLVED**			
Outline **ACTIONS** initiated **IN RESPONSE TO INCIDENT**			
Was it necessary to initiate the **MAJOR INCIDENT NOTIFICATION PROTOCOL**?			
Was the **COMMUNITY NOTIFICATION & COMMUNICATION PLAN** activated?			
Was **ACTION IN ACCORDANCE WITH SOPS**? If not - why?			
Is there a **NEED TO REVIEW SOP** in response?			
DATE and **TIME** of details provided to: **Waste and Resource Recovery Co-Ordinator (GISC)**			
OTHER MATTERS			
MANAGEMENT ACKNOWLEDGEMENT: **DATED:**			

POLLUTION INCIDENT REPORT FORM (B) Leachate Discharge/Overflow			
DATE OF INCIDENT:		**TIME OF INCIDENT:**	
NAME OF REPORTING PERSON:			
DETAILS of **PERSON WITNESSING THE LEACHATE DISCHARGE** or overflow			
LOCATION of incident Where did it occur?			
DATE and **TIME** of **COMMENCEMENT OF** the **DISCHARGE**			
Assessed **VOLUME OF DISCHARGE** or overflow			
PERIOD OF time the **DISCHARGE** or overflow occurred (Start / finish)			
WEATHER CONDITIONS at the time of the discharge or overflow.			
DAILY RAINFALL (mm) on the **DAY OF THE DISCHARGE**. **RAINFALL** (mm each day) for the **WEEK PRIOR TO THE DISCHARGE**			
SAMPLING OCCURRED? (Yes / No)? Most recent **MONITORING RESULTS** of the chemical composition of the **LEACHATE**.	Attach analytical results		
Explanation **WHY & HOW** the **DISCHARGE OCCURRED**			
PLAN OF ACTION to **PREVENT** a similar **DISCHARGE**			
OTHER MATTERS			
MANAGEMENT ACKNOWLEDGEMENT: **DATED:**			

APPENDIX 5: POLLUTION INCIDENT NOTIFICATION PROTOCOL
Standard Operating Procedure (SOP)

CALL TRIPLE ZERO ("000") IF THE INCIDENT PRESENTS AN IMMEDIATE THREAT

TO HUMAN HEALTH OR PROPERTY...

Fire & Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

THEN...

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

- EPA **131 555**
- Ministry of Health via the local Public Health Unit **1300 066 055**
- SafeWork NSW **13 10 50**
- Council Rangers (report pollution number) **0417 890 889**
- Fire & Rescue NSW (if not called for initial emergency response) **1300 729 579**

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 / SafeWork NSW.

APPENDIX 6: LEACHATE DISCHARGE EMERGENCY RESPONSE Standard Operating Procedure (SOP)

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 a leachate dam/s overflowing at **Glen Innes Waste Facility**.

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 Council staff to determine and initiate appropriate actions.

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

- Confine the source of the discharge and/or sources of inflows to limit the spread of its effects without endangering personnel. Check leachate pump/s are working.
- Construct sand bag barriers or earth berms to contain or divert the flow and/or excavate temporary retention dams to withhold discharges.
- Secure the affected area(s) by using barricades and bunting if necessary.
- Advise the **Waste and Resource Recovery Co-Ordinator (GISC)** of all actions taken or proposed.
- Source a tanker truck / pump to pump out the retained leachate or return to system when holding capacity is available
- Notify neighbours who may be affected by the incident.
- A copy of the Pollution Incident Report Form is to be referred to **Waste and Environmental Management Officer (GISC)**

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: LEACHATE SYSTEM MANAGEMENT & MAINTENANCE Standard Operating Procedure (SOP)

PURPOSE AND SCOPE:

To ensure that the leachate control system is operating effectively with its design objectives to prevent leachate escaping from the landfill into groundwater, surface water and subsoil.

PROCEDURE/STANDARD

1. It is the responsibility of **Waste and Resource Recovery Co-Ordinator (GISC)** to ensure prescribed inspections of, report upon and record the following leachate control measures is undertaken by site staff:
   - Inspect leachate pump and pump lines to ensure they are operating correctly.
   - Examine the level of leachate within collection wells, sumps & dams. Where leachate levels appear excessive immediately determine appropriate method to reduce volume retained.
   - Inspect pump discharge lines and discharge points to ensure their effective operation. Where failures are detected, consideration must be given to deactivating the system so as to determine the scope of repair works.

   Note: In considering the deactivation of the system it will be necessary to ensure that sufficient leachate storage capacity is available to cover the period of deactivation. This should involve an assessment of the likelihood of and extent of rain.

   - Inspect the site for emergence of leachate springs.
2. Where system operational defects are detected immediately contact the **Waste and Environmental Management Officer (GISC)** to discuss and arrange rectification/maintenance works.
3. Details of system inspection & findings / actions are to be recorded on the Site Inspection checklist.

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: SURFACE WATER QUALITY MONITORING
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

Prevention of contamination entering the stormwater management system should be the first priority and the Environmental Checklist in **Appendix 29** of the PIRMP provides for this. The purpose and scope of the surface water quality monitoring program should effectively monitor and report current surface water character and ensure early detection and reporting of possible pollution of surface water quality. Quarterly sampling is an EPL requirement when surface water is present / discharge is occurring. Sampling locations are identified in the EPL.

PROCEDURE/STANDARD

All surface water monitoring at the site occurs in accordance with the requirements of **EPL 5939**.

GISC engages a NATA accredited third party laboratory to sample, analyse and report findings to comply with specific EPL requisites and wider EPA public reporting requirements.

REPORTING

All results received shall be reviewed by the **Waste and Environmental Management Officer (GISC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual landfill licence return.

If any particularly high contaminant levels are received they shall be reported to the EPA within 14 days from receipt of results from the Laboratory.

Results must be **published to the Council Web page** within 14 days following receipt of results from the Laboratory.

BENEFITS OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised
- Operational issues identified
- Demonstrated operational competency

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 9: OPERATION & MAINTENANCE OF SEDIMENT CONTROL SYSTEMS

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To ensure that the surface water control system, including any stormwater retention dam, is operating effectively within its design objectives to control erosion and sediment deposition.

To define the procedure for the operation and maintenance of the water quality control structures.

Definition: "Water quality control structures" are dams / basins designed to intercept sediment laden runoff and retain a significant portion of the sediment thereby protecting downstream waterways from pollution and excessive sedimentation. This retention of sediment is generally achieved by the settling of the suspended sediment from the stormwater flow. Locations of large sediment control basins /detention dams are found the Site Services & Infrastructure Plan.

PROCEDURE/STANDARD

Non vegetated and unsealed areas, new waste disposal stages, recently completed filling areas, stockpile areas and roads have a high potential to release sediments into stormwater, and significant sedimentation and erosion controls have to be constructed to minimise this risk.

Surface water management can be achieved by:

- Control site clearing to minimise exposed areas
- Applying mulch to erodible surfaces
- Revegetation of degraded areas and slopes
- Revegetation of final capping
- Establishing silt barriers to catch drains
- De-silting sedimentation basins and ensuring detention of stormwater inflows
- Limit access to non landfill areas to protect existing vegetation
- Visual inspection of surface water control systems after rain events
- Drainage control by using perimeter banks, bunds, diversion channels and drains to divert silt laden flows into controlled dams and basins

1. INSPECTION AND MAINTENANCE OF STRUCTURES

- Routine inspections are to be carried out to assess the need for maintenance and are primarily concerned with checking the functionality of the stormwater drainage and treatment facilities; items such as drains, drainage pits, box culverts, detention basins and retention systems. Maintenance of these items is most important for the ongoing drainage and treatment of stormwater.
- Water quality basins **(retention dams)** should be inspected following each storm event and after discharge of stormwater to ensure adequate capacity is maintained in the basin at all times.
- Should the inspection reveal that maintenance of any item is required this is to be reported to the **Waste and Resource Recovery Co-Ordinator (GISC)** for action.
- Items that are to be subject to Routine Inspections for Maintenance may comprise, but not be limited to, those listed in the attached inspection sheet. The inspection sheet is to be read in conjunction with the overall Environmental Checklist for the facility.
- Marker pegs are to be used to indicate the capacity of sediment control basins. If sediment has accumulated to a point above the marker pegs, removal of accumulated sediment must occur to return capacity of the sediment basin. Relocate the sediment to an area away from the drainage paths.
- Personnel completing the routine inspections for maintenance should be generally observant of items such as equipment failures, leaking water, scouring and/or signs of blockages of water flow. If such items are observed an immediate inspection for engineering maintenance should be organised.
- Where routine maintenance is repeatedly carried out in one location, the problem should be investigated further during an engineering inspection for maintenance.

2. FREQUENCY OF INSPECTION

- Routine inspections for maintenance shall be carried out over the life of the facility.
- Event heavy rain inspections should be carried out as soon as practicable following an intense period of rainfall (i.e. greater than >25mm event over 48 hours).

3. RECORDS

- Records detailing each of the routine inspections for maintenance should be completed during the inspection and describe in detail any required maintenance.
- The inspection records are to be provided as part of the facility inspection and audit program for the facility.
- Records of any maintenance carried out as a result of the inspection should be completed immediately after the works have been finalised and filed appropriately.

4. PERSONNEL

- Routine inspections for maintenance are required to establish the need for basic maintenance. On this basis such inspections do not require professional engineering knowledge and may be carried out by any responsible person, including site staff and the **Waste and Resource Recovery Co-Ordinator (GISC).**

5. ATTACHMENTS / ADDITIONAL FORMS REQUIRED

A) Water Quality Structure Inspection Requirements

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised
- Operational issues identified
- Demonstrated operational competency
- Meeting environmental goal

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

ATTACHMENT A
WATER QUALITY STRUCTURE INSPECTION REQUIREMENTS

ITEM / AREA	ROUTINE INSPECTIONS FOR MAINTENANCE	FREQUENCY
Drains/pipes/pits	Inspect surface access points to underground culverts, pipes as well as surface in the area of the access points. Particular attention should be paid to damage or blockage	Monthly
	Inspect lining of open drains to determine any scour or damage requiring repair. In particular the connection points into batter drainages outlets to stormwater channels need to be investigated for evidence of scour.	Monthly
	To be visually inspected after heavy rainfall events to ensure they are free of debris and litter.	As required
Batter drains	Inspect batter drains for deterioration and scours. This inspection is required for both lined and unlined batter drains, including where drains cross benches.	Monthly
	Inspect batter drains for debris and overgrown vegetation	Monthly
	To be visually inspected after heavy rainfall events to ensure they are free of debris and litter	As required
Retention / Sedimentation Dams	Inspect dam lining for damage and general condition	Monthly
	Inspect dams for damage or debris collection	Monthly
	Trash screens (if installed) to be visually inspected after heavy rainfall events to remain free of debris and litter	Monthly
	Where automated (e.g.solar) pumps are installed, the functionality shall be regularly confirmed	Weekly
Inlet / Outlets & Gabions	Inspect for signs of deterioration (scouring / undercutting), blockage or damage	Monthly
	Trash screens (if installed) to be visually inspected after heavy rainfall events to remain free of debris and litter	As required
Overflow Weirs / Baffles & Shutters	Inspect for signs of deterioration or damage	Monthly
Inspections of structures / drains etc should also be undertaken after a heavy rainfall event		

APPENDIX 10: LEACHATE DISCHARGE (DAM / SUMP / TANK FAILURE) Standard Operating Procedure (SOP)

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 a leachate dam / sump / tank rupturing or suffering a significant leak at the **Glen Innes Waste Facility**.

Procedure/Standard

- Leachate or contaminated surface water discharge to adjacent waterways

Actions required in response to such events may vary and it will be the role of **Waste and Resource Recovery Co-Ordinator (GISC)** to determine and initiate appropriate actions.

The following notes will form the basis of that decision making.

- Confine the source of the discharge to limit the spread of its effects without endangering personnel.
- Place sand bag barriers at the point of failure if safe to do so or engage suitable plant to replace earth in repairing the defective dam wall.
- Secure the affected area(s) by using barricades and bunting if necessary.
- Advise the **Waste and Environmental Management Officer (GISC)** of all actions taken or proposed.
- Notify neighbours who may be affected by the incident.
- Engage a suitably qualified expert to evaluate the damage and to design the remedial work.
- A copy of the Pollution Incident Report Form is to be referred to **Waste and Environmental Management Officer (GISC)**

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 users, contractors, staff and neighbours is protected

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 11: GROUNDWATER MONITORING
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose and scope of the groundwater monitoring program should be to effectively monitor and report current groundwater character and ensure early detection and reporting of possible pollution of groundwater at the **Glen Innes Waste Facility**.

PROCEDURE/STANDARD

All ground water monitoring wells and leachate monitoring points at the landfill are sampled in accordance with the requirements of **EPL 5939**.

GISC engages a NATA accredited third party laboratory to sample, analyse and report findings to comply with specific EPL requisites and wider EPA public reporting requirements.

REPORTING

All results received shall be reviewed by the **Waste and Environmental Management Officer (GISC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual licence return.

If any particularly high contaminant levels are received they shall be reported to the EPA within 14 days from receipt of results from the Laboratory.

Monitoring Results must also be **published to the Organisation's Web page** within **14 days** following receipt of results from the Laboratory.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal
- Impacts on the natural environment are minimised
- Operational issues identified
- Demonstrated operational competency

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 12: TYRE STOCKPILE MANAGEMENT & MAINTENANCE
Standard Operating Procedure (SOP)

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 requires stockpiles of tyres not to **exceed 50 tonnes**.

PROCEDURE/STANDARD

- Tyres are to be placed on a hardstand area compacted of a depth of at least 500 mm if located above previously placed general waste and are to be removed from site on a routine basis to ensure the stockpile is kept to a minimum.
- A safety exclusion area is to be maintained around the stockpile as a retained buffer zone to prevent the spread of fire and to allow fire suppression activities to be undertaken in the event of fire.
- Fire prevention measures are to be undertaken including signage, servicing of fire fighting equipment and training of personnel in fire fighting techniques.

In the event of a fire:

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a suitable fire extinguisher, hand tools or plant items available on site.
- Report any potentially dangerous fire to Triple Zero ("000") and request the fire brigade, providing all information they require (i.e. your name, fire location, type, size, etc)
- As soon as possible notify the **Waste and Resource Recovery Co-Ordinator (GISC)** 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.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Report the details of the fire on an Incident Notification Report and refer to **Waste and Environmental Management Officer (GISC)**

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:	APPROVED BY:
DATE:	DATE

APPENDIX 13: MULCH / GREENWASTE STOCKPILE MANAGEMENT Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define the procedure for the management of green waste which has been stockpiled and is awaiting shredding or has been shredded and is composting or awaiting transporting offsite so as to minimise the risk of fire and/or odour generation.

PROCEDURE/STANDARD

- A safety exclusion area is to be maintained around stockpiles as a retained buffer zone to prevent the spread of fire and to allow fire suppression activities to be undertaken in the event of fire.
- Fire prevention measures are to be undertaken including signage, servicing of fire fighting equipment and training of personnel in fire fighting techniques.
- Stockpiles and windrows of shredded green waste are to be limited to between 2.5 and 3.0m in height and 5-6m in width.
- Stockpiles and windrows of shredded green waste are to be visually inspected weekly and an assessment of the temperature, odour and moisture conditions within the stockpile made.
- If heating in a stockpile is suspected a temperature probe should be inserted into the stockpile and allowed to remain undisturbed until the temperature reading remains static.
- Stockpiles and windrows of mulch are to be turned when temperatures exceed 55°C (standard process) but must be turned (for safety) whenever temperatures within the stockpile exceed 70°C.

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 14: FIRE IN WASTE TRANSFER BIN
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected in a waste transfer bin.

PROCEDURE/STANDARD

Fire Response:

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a fire hose, water cart, or suitable fire extinguisher or soil. Do not attempt to remove a transfer bin containing the fire.

Note: Be sure to use the proper extinguisher for the fire

- Report any potentially dangerous fire to TRIPLE ZERO ("000") and request the fire service, providing all information they require (i.e. your name, fire location, type, size, etc)
- As soon as possible notify the **Waste and Resource Recovery Co-Ordinator (GISC)** 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.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours where offsite smoke / fire impact is possible.
- Report the details of the fire on an Incident Notification Report and refer to **Waste and Environmental Management Officer (GISC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal.
- Employee's safety protected
- Health and safety of public/facility user protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/death to employee
- Injury/death to public/facility user
- Damage to public property
- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 15: FIRE AT THE WASTE TIPPING FACE
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected at the tipping face or elsewhere on the landfill at the **Glen Innes Waste Facility**.

PROCEDURE/STANDARD

Fire

1. Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This may include the use of a fire hose reel, water cart or isolating the source of the fire and covering with soil by using on-site plant.

   Note: If using a fire extinguisher, be sure to use the correct extinguisher for the fire type.
2. If in any doubt, evacuate area and immediately call TRIPLE ZERO ("000") and request the presence of Fire & Rescue NSW / Rural Fire Service. Provide all information required (i.e. your name, fire location, type, size etc).
3. As soon as possible notify the **Waste and Resource Recovery Co-Ordinator (GISC)** of the incident and provide an update of the action initiated to date.
4. Keep all unauthorised people away from the area where the fire is burning.
5. Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
6. Commence notification of Neighbours where offsite smoke / fire impact is possible.
7. Report the details of the fire on an Incident Notification Report and refer to **Waste and Environmental Management Officer (GISC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal.
- Employee's safety protected
- Health and safety of public / facility user protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/death to employee
- Injury/death to public/facility user
- Damage to public property
- Violations and/or fines from Regulatory Agencies

REVIEWED BY: DATE:	APPROVED BY: DATE

APPENDIX 16: FIRE IN WASTE LOAD
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire which is detected in a load of material brought to the **Glen Innes Waste Facility** for disposal.

PROCEDURE/STANDARD

Fire in load refers to a vehicle load of waste that is either on fire and/or smouldering /smoking prior to discharge at the site or to a waste transfer receptacle. All employees are expected to be familiar with the following procedures for handling such loads:

1. Where suspected hazardous wastes are involved contact the Fire Brigade by telephoning TRIPLE ZERO ("000") and request HAZMAT attendance. Provide all information they require (i.e. your name, fire location, type, size, etc).
2. The driver is to dump the material in a clear area that is away from any building, vegetation and/or debris – preferably on a thick hardstand area or on virgin ground. If NOT possible to dump load - move vehicle to a clear area, isolate and evacuate area
3. If unable to contain, notify the Fire Brigade by telephoning TRIPLE ZERO ("000") providing all information they require (i.e. your name, fire location, type, size, etc)
4. As soon as possible notify the **Waste and Resource Recovery Co-Ordinator (GISC)** of the incident and provide an update of the action initiated to date.
5. Contain the fire, and if possible spread out the load and extinguish the fire with water or soil being mindful of where runoff fire water may be travelling. Contain if practical.
6. Once fire is determined to be completely out, assess the content of the waste to determine if any hazardous wastes are present place the load into an empty waste receptacle for transport to the landfill. No other waste is to be incorporated into the waste receptacle.
7. Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
8. Commence notification of Neighbours where offsite smoke / fire impact is possible.
9. Report the details of the fire on an Incident Notification Report and refer to **Waste and Environmental Management Officer (GISC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal.
- Employee's safety protected
- Health and safety of public/facility user protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/death to employee
- Injury/death to public/facility user
- Damage to public property
- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 17: CHEMICAL SPILL RESPONSE
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of a chemical spill from containers at the **Glen Innes Waste Facility**.

PROCEDURE/STANDARD

Chemical spillage

Actions required in response to such an event may vary and it will be the role of the **Waste and Resource Recovery Co-Ordinator (GISC)** to determine and initiate appropriate actions. The following notes will form the basis of that decision making process.

- Depending on the scale of the spillage, it may be necessary to make first contact with emergency services by dialling TRIPLE ZERO ("000") and advise of the type of emergency and the assistance needed (Fire Brigade – HAZMAT).
- Secure the affected area(s) by using suitable means such as barricades and bunting. Engage measures to restrict vehicles entering the site.
- If necessary, initiate evacuation of staff and others that may be on site, including contractors.
- Where possible, confine the incident and prevent the spread of its effects without endangering personnel. This may include building sand bag bunds, rotating the container or plugging the leak.
- For small spills, use the spill kit kept on site, cover drains and/or place temporary bunding.
- Advise the **Waste and Resource Recovery Co-Ordinator (GISC)** of all actions taken or proposed.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Notify neighbours who may be affected by the incident.
- Report the details of the spill on an Incident Notification Report and refer to **Waste and Environmental Management Officer (GISC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Extended environmental damage
- Injury/death to employee
- Injury/death to public/facility user
- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 18: STORAGE & HANDLING OF CHEMICAL / HAZARDOUS SUBSTANCES

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The use of chemicals and hazardous substances at the **Glen Innes Waste Facility** is generally limited to paints, solvents for maintenance of site equipment /plant and herbicides/pesticides for controlling pests.

The aim of this procedure is to assist in the identification, handling, storage and disposal of hazardous substances. It includes the use of labels and Safety Data Sheets (SDS), provision of information and training to personnel as well as storage and disposal requirements for use of hazardous substances.

The procedure also addresses the management of hazardous substances imported to the site by users of the waste management facility. These substances include paints, household chemicals, herbicides, pesticides & gas bottles etc.

PROCEDURE / STANDARD

1. Purchase of Materials

When a hazardous substance is purchased the supplier must provide sufficient information to ensure that the substance can be handled, stored, transported, used, processed and disposed of safely. Full safety data in the form of a current approved SDS must be provided by the supplier on the first occasion that a hazardous substance is supplied. The manufacturer shall review and revise the SDS every five years as a minimum. Suppliers are required to provide SDS on request.

Whenever possible a non hazardous alternative shall be selected. However where no such alternative is available the most suitable, but least harmful or dangerous, shall be considered.

2. Labelling of Hazardous Substances

Suppliers shall ensure that all containers of hazardous substances for use are appropriately labelled. Where a hazardous substance is decanted and not used or further processed immediately, the container into which the substance is decanted is labelled with the product name and risk and safety information (this does not apply to substances which are decanted and used immediately). Hazardous substance containers shall remain appropriately labelled until they are cleaned and no longer contain any hazardous substance. All containers shall be in suitable condition. Damaged, leaking or corroded containers must not be accepted.

3. Safety Data Sheets

Safety Data Sheets should contain the following information as a minimum:

- State if the product is classified as a hazardous substance
- Safety Equipment to be worn by the operator when using the substance
- Storage requirements including compatibility with other substances
- Requirements for transport and disposal
- Procedures for cleanup and disposal of spilt product and waste containers
- First aid procedures if the substance contacts skin, eyes, is swallowed or ingested

A register of SDSs shall be maintained at the facility and made available for use by all employees at site. All SDS shall be readily accessible to all employees with potential exposure to those substances.

4. Storage

Flammable goods need to be stored away from sources of ignition and spillage containment is required. Dangerous goods legislation requires segregation of different classes of dangerous goods and licensing is required when certain quantities are exceeded.

5. Handling Hazardous Substances and Dangerous Goods

- Hazardous substances bought to the facility shall be segregated and taken to the designated storage areas located within the facility. These substances need to be adequately segregated to prevent fires or other dangerous occurrences.
- Examples of these wastes include paints, household chemicals, herbicides, pesticides & gas bottles.
- These materials and substances will be collected on regular basis under contract and transferred for disposal at an appropriate facility. These substances are not to be disposed of at Council's Landfill.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected
- Health and safety of public/facility user protected
- Impacts on the natural environment are minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/Death to employee
- Injury/Death to public/facility user
- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 19: INSPECTION OF INCOMING LOADS
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To ensure that only Permitted Waste is accepted at the **Glen Innes Waste Facility** through the adoption and implementation of appropriate vehicle inspection procedures.

PROCEDURE/STANDARD

The **Weighbridge Site Office Attendant** shall conduct a vehicle inspection and waste assessment to ensure that only Permitted Wastes are accepted at the facility. The minimum requirements of the inspection are:

1. Exhibit prominent signage at the entrance to the facility defining the types of wastes that will be accepted and those that are excluded.
2. In-coming vehicles are to have the loads uncovered at the designated area prior to entering the control point / weighbridge. All loads shall be subject to a visual inspection to ensure no excluded wastes are contained within the loads.
3. The **Weighbridge Site Office Attendant** shall also enquire to the customer whether hazardous materials, such as lead acid batteries, gas bottles, solvents, paints, asbestos etc, are contained within the load.
4. Empty chemical containers should be checked for triple rinsing before accepting for disposal.
5. Any vehicles suspected of containing excluded wastes shall be refused entry until verified otherwise.
6. The **Weighbridge Site Office Attendant** shall require and collect appropriate evidence from the driver of the incoming vehicle, as necessary, to substantiate that the waste is not an excluded waste e.g. provision of a test certificate.
7. Where wastes are contained in enclosed vehicles, e.g. private waste collection vehicles, the **Weighbridge Site Office Attendant** shall identify the source and nature of the waste by inquiry.
8. At the waste transfer station/tipping face of the waste disposal areas, the discharge of wastes from enclosed vehicles is to be inspected by **site staff.**
9. No sealed containers shall be deposited without substantiation that the contents are acceptable for disposal.
10. All private waste collection and disposal companies servicing commercial and industrial premises and using the facility shall be required to enter into an agreement with the customer regarding disposal of collected wastes. This agreement shall include the identification of excluded wastes and undertakings by the customer not to deposit such wastes in the collection receptacle.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal
- Employee's safety protected
- Health and safety of public/facility user protected
- Impacts on the natural environment minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:	
• Injury/Death to employee • Injury/Death to public/facility user • Violations and/or fines from Regulatory Agencies	
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 20: CLEAN UP OF FUEL OR OIL SPILLS
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define the procedure for the containment, management and cleanup of minor fuel / oil spills at the **Glen Innes Waste Facility**.

PROCEDURE/STANDARD

Definitions

Fuel / oil spills refers to discharges of petroleum compounds, including petrol, diesel, lubricating oils, hydraulic oils, greases and related degreasers / cleaning compounds etc. Spillage of oils and fuels may arise from leaking machinery (e.g. burst hydraulic hoses) and spillage of liquids from containers deposited or 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.

Equipment available to clean up oil spills include oil absorbent pads, "kitty litter", oil absorbent booms and drain blocking pads. Additional materials may be obtained by contacting the Council's Store or Suppliers. This equipment or "spill kit" should be stored close to point of use or in a readily transportable form e.g. on a trailer or in a wheeled bin.

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. Isolate adjacent drainage points.
3. Dam and contain the spill using the contents of the spill kit.
4. Recover and absorb.

Once the source of the leak is established, undertake all efforts to prevent further flow, e.g. 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:

- Protect drains by forming barriers and sealing drainage grates (e.g. using strong plastic bags partially filled with sand or water). The absorbent socks and pillows can be used to block off drains allowing water to go through but trapping the oil. Absorbent material has limited capacity and needs to be replaced regularly.
- 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, e.g. soil, sand).
- All used absorbent material is to be collected for disposal at a suitable landfill.

- 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 21: DEPOSITING OF WASTE AT TIPPING AREA
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the procedure for the depositing of waste from collection vehicles or waste transfer bins at the landfill site.

PROCEDURE/STANDARD

1. All staff and private contractors engaged in the collection and disposal of waste are to be oriented in the proper management of the landfill tipping area.
2. Drivers are to undertake a physical inspection of the disposal site and assess the disposal location for risks, such as uneven/sloping ground, obstacles, hazards, unstable ground, sharp objects, moving plant, other vehicles, etc.
3. The vehicle is to be reversed to the disposal location as directed by the **Council Staff Member**, stopped in the appropriate position and brakes applied
4. The tailgate/tipping body is to be unlatched and/or secured in the open position.
5. The body is to be lifted to the upright position and the waste emptied
6. The vehicle is to move from the disposal site with the tailgate/tipping body secured in the closed position.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee safety is protected
- Vehicle damage is avoided
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Employee safety is put at risk
- Vehicular damage
- Improper use of landfill

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 22: DUST MANAGEMENT
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the means for controlling the creation and distribution of dust at the **Glen Innes Waste Facility**.

PROCEDURE/STANDARD

Dust can arise from a number of sources in the operation of a waste management facility and these include unsealed roads, previously capped and un-vegetated areas, from shredding of green waste, concrete crushing, the movement of stockpiles of dry materials and tipping of wastes.

It is the responsibility of the **Waste and Resource Recovery Co-Ordinator (GISC)** to ensure preventative measures are put in place to control the generation of dust. Such measures include:

- Applying shredded green waste to capped areas within the landfill operations areas.
- Wetting piles of green waste immediately prior to shredding
- Operating mist sprays where concrete or hard rock are being crushed
- Wetting of roadways
- Wetting down of dusty loads or requiring materials to be wet and bagged prior to delivery to site (in the case of asbestos type materials)

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Mitigating the likelihood of a pollution incident
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Complaints from adjoining property owners
- Improper use of landfill

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 23: ODOUR MANAGEMENT
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the means for controlling excessive odours at the **Glen Innes Waste Facility**.

PROCEDURE/STANDARD

Odour can arise from a number of sources in the operation of a waste management facility and these include uncovered waste, composting of organic material that includes food waste, landfill gas, animal carcasses, exposing anaerobic decomposing materials, sewer sludge and disturbed areas of previously placed waste.

It is the responsibility of the **Waste and Resource Recovery Co-Ordinator (GISC)** to ensure preventative measures are put in place to control the generation of odour. Such measures include:

- Examination of incoming loads to ensure only permitted wastes are accepted
- Daily cover (VENM) or suitable inert waste is to be placed over any exposed waste end of the day's operations
- Greenwaste mulch / composting operations to occur strictly in accordance with the approved methodology
- Animal carcasses and odorous loads are deep buried within the waste mass
- Grading and profiling of the site is undertaken to avoid ponding over filled areas or areas of exposed wastes
- Use of odour suppression sprays and masking agents, liming or specialised dosing.
- Routine inspections are undertaken in accordance with the Environmental Checklist (see **Appendix 29**) to ensure there are no areas of exposed waste resulting after storm events or site activities

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Mitigating the likelihood of a pollution incident
- Adherence to landfill protocols

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Complaints from adjoining property owners
- Improper use of landfill

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 24: COVERING OF WASTE / LITTER CONTROL
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for the covering of waste at the **Glen Innes Waste Facility** to ensure waste / litter is controlled in an acceptable manner.

PROCEDURE/STANDARD

Covering of Waste

- The purpose of 'daily cover' is to control litter, flies, rodents, birds, odour and to reduce the risk of fire and improve the visual appearance of the landfill.
- It is important to thoroughly compact the waste prior to the placement of the daily cover. A uniform, even surface will allow the placement of a controlled thickness of soil whereas an uncompacted or uneven surface results in a high percentage of soil being used.
- The waste is to be covered with 150mm of inert waste or soil at the end of each day.
- Cover material previously placed over the underlying layer of waste should be bladed off to expose the waste such that the newly placed waste is in direct contact with the old waste.

Litter Control

These measures shall be implemented to minimise the potential for migration (off site) of litter:

- Waste will be compacted and covered as per the covering frequency indicated above.
- Daily inspection of litter/perimeter fences and clearing as required.
- Signage will be placed at the entry/exit points to advise customers that if they drop or transport waste in a manner that could result in littering they may be liable for prosecution.
- Vehicles transferring rubbish to the site must have the waste material covered at all times.
- Semi permanent litter fencing will be erected in close proximity to the active tipping areas
- If required, mobile litter barricades will be used and relocated around the tipping area as wind direction dictates

Reporting

Non conformances shall be reported in the weekly inspection checklist. Major non conformances shall be reported to the **Waste and Resource Recovery Co-Ordinator (GISC)** before the end of the day which the non conformance occurred or is identified.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting the environmental goal.
- Impacts on the natural environment are 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 25: FACILITY EVACUATION
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for the covering the requirement to implement and Evacuation of the **Glen Innes Waste Facility** in an acceptable manner.

PROCEDURE/STANDARD

Emergency Response

1. Upon notification of incident **Chief Warden** (generally the **Waste and Resource Recovery Co-Ordinator (GISC)** or **most senior staff member at the site**) determines need for evacuation.
2. **Chief Warden** contacts by telephone the emergency services by dialling TRIPLE ZERO ("000") providing all information they require (i.e. your name, incident type, size, etc.).
3. **Chief Warden** sounds the evacuation alarm (if present) or provides 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 an **alternate Evacuation Point**.
6. The **Chief Warden** provides direction to **Primary Evacuation Point**.
7. Prior to leaving the facility the **Chief Warden** with the assistance of any area deputy / area wardens 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 and facility users (as far as practical)
   b) Determine the suitability of the **Primary Evacuation Point**. If necessary initiate movement to an **Alternate 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 **Waste and Environmental Management Officer (GISC)** 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 **Waste and Environmental Management Officer (GISC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting the legislative requirements.
- Improved safety for site staff and users

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Death or injury to site staff / visitors

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 (if available)	Time
Phone relevant Emergency Service on TRIPLE ZERO (“000”)	Time
IF SITE EVACUATION IS NECESSARY:	
Evacuation signal activated / advice issued?	Time
Deputy/ Area Wardens report evacuation is complete:	

AREA	WARDEN	AREA EVACUATED	COMMENTS

ADVISED EMERGENCY SERVICE:	**TIME**

APPENDIX 26: MANAGEMENT OF ASBESTOS
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the activities of acceptance and management of waste materials that contain asbestos at **Glen Innes Waste Facility**.

PROCEDURE/STANDARD

ACCEPTANCE:

*ALL disposals must be pre-arranged by calling the **Waste and Resource Recovery Co-Ordinator (GISC)**.*

Phone / Site Enquiries:

- *Staff will seek to confirm that the Customer / Waste Generator has read and understands the requirements for safe handling, removal & transport of asbestos by specifically requiring the Customer / Waste Generator to confirm that they have read and understand their personal obligations for managing their asbestos containing material.*

  To assist, staff can direct the Customer / Waste Generator to relevant sources of information, including but not limited to:

  1. *Council's Web page*

     https://www.gisc.nsw.gov.au/Environmental-Services/Environmental-Information/All-the-Facts-on-Asbestos-Removal-and-Disposal*; AND*

  2. http://asbestosawareness.com.au *; AND*

  3. *NSW Environment Protection Authority*

     http://www.epa.nsw.gov.au/your-environment/household-building-and-renovation/dealing-with-household-asbestos*; AND*

     http://www.epa.nsw.gov.au/your-environment/waste/transporting-asbestos-waste-tyres/tracking-asbestos-waste-locate*; AND*

  4. *SafeWork NSW*

     http://www.safework.nsw.gov.au/health-and-safety/safety-topics-a-z/asbestos *; AND*

  5. *Other sources of information / regulation as relevant from time to time.*

- *Staff must not accept an asbestos disposal booking request unless the Customer / Waste Generator confirms having obtained and possessing a clear understanding of the information from these sources (at minimum).*

Bookings:

- *Staff will request and record in the ASBESTOS DISPOSAL BOOKING REGISTER, details of the type of Asbestos Waste (Bonded, Friable, Sheeting, Soil, Dust, pipes etc), the volume and / or square meters (if sheeting), number and size of loads, packaging that will be used AND transport / unloading method proposed by the Customer / Waste Generator.*
- *If the Customer / Waste Generator reports:*
    a) *MINOR - LESS than 100 kilograms or <10 square metres of asbestos waste for disposal (i.e. resident / customer* **not** *required to self register /, a booking can be taken by the* ***Weighbridge Site Office Attendant****; who will verbally relay all packaging and handling requirements / conditions.*

    OR

    b) *MORE than 100 kilograms or >10 square metres of asbestos waste for disposal, the request should be managed as follows:*

    - *GENERAL – up to 10 tonnes /single truck load of asbestos containing materials.*

      A ***booking*** *can be taken if the* ***Waste and Resource Recovery Co-Ordinator (GISC)*** *approves the proposed means of unloading the asbestos containing material as verbally stated by the Customer / Waste Generator.*

      The ***Waste and Resource Recovery Co-Ordinator (GISC)*** *must ensure that the Customer / Waste Generator has completed the NSW EPA Integrated Waste Tracking Solution (IWTS)* https://kpmgorigins.com/iwts*) OR has completed the self registration (resident self haul) with tracking requirements for the load/s (refer https://www.epa.nsw.gov.au/your-environment/household-building-and-renovation/dealing-with-household-asbestos/disposing-of-household-asbestos-form)*

    AND the ***Weighbridge Site Office Attendant*** *is advised record at of the incoming load/s (date time etc) and any other specific acceptance conditions.*

    The ***Waste and Resource Recovery Co-Ordinator (GISC)*** *will monitor / control the disposal activities once the material arrives at site and all receival conditions have been met.*

    OR

    - *MAJOR – more than 10 tonnes OR multiple truck load of asbestos containing materials. A booking will only be offered once the* ***Waste and Resource Recovery Co-Ordinator (GISC)****OR* ***most senior staff member at the site*** *receives and approves the proposed means of unloading the asbestos containing material, as stated in a written procedure to be supplied by the Customer / Waste Generator.*

      AND

      The ***Waste and Resource Recovery Co-Ordinator (GISC)*** *has confirmed with GISC Management that the material source / property has all necessary demolition permits / approvals in place AND any agreements, arrangements or conditions that may have been imposed by Council are being met considering the information obtained from the Customer / Waste Generator.*

- *Staff taking the booking will designate a time (between 8am and 4pm) on a suitable day when staffing and equipment is available for the Customer / Waste Generator to deliver the material to the site.*

  Generally, 24 hours (minimum)- 48 hours (preferred) notice will be required.

- *At the time of accepting the booking, Staff will confirm the requirements for packaging and presentation as shown below OR as detailed in the written procedure supplied to Council and accepted by the **Waste and Resource Recovery Co-Ordinator (GISC)***
- *Staff will advise the Customer / Waste Generator to ensure that **contact is made with the landfill on the day of arranged disposal**, prior to arrival, in case conditions are not suitable to accept the load/s (rain etc.).*

  *The decision to proceed with acceptance on the agreed day will be confirmed by the **Waste and Resource Recovery Co-Ordinator (GISC)** OR **most senior staff member at the site** - based on an assessment of site safety, trafficability, weather conditions, equipment / staff become unavailable etc.*

  If conditions are not suitable, a Staff member will contact the customer, at the earliest possible time, to advise that agreed disposal must be changed.

NOTE: *If conditions allow and the requirements for disposal are met (staff /equipment, weather etc.), domestic quantities may be accepted without the required notice / booking, at the discretion of the Waste and Resource Recovery Co-Ordinator (GISC) or most senior staff member at the site.*

Packaging, Presentation, Information and Handling Capacity required for Disposal:

- ***CLASS A (Friable) Asbestos** waste must be presented in two (2) sealed, heavy duty bags made from low density polyethylene (LDPE) at least 0.2mm thick.*

  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 15 kg.

  Each bag must be marked "CAUTION ASBESTOS" in letters of not less than 40 mm in height.

  These sealed bags must be able to be placed on the ground in a manner which prevents their rupture and / or creation of dust.
- ***CLASS B (Non – Friable) Asbestos** waste must be securely packaged at all times and must also be able to be placed, in the specific disposal location nominated by Council's staff, in a manner which prevents packaging ruptures and / or the generation of dust or the stirring up of dust.*
- *For **Asbestos Contaminated Soil,** the customer to provide a report from an occupational hygienist confirming:*

  1. if the asbestos material in the soil is bonded or friable; and
  2. the extent of asbestos contamination.

  If the asbestos is classified as ***CLASS A (friable)***, the customer must supply copies of:

  - *The **CLASS A (Friable)** licence for the person / company undertaking the removal.*
  - *The licensee's safe work method statements, **which must address disposal** (including the means of discharging the waste to the disposal location nominated by the Waste Facility Operator), as well as the removal of the asbestos contaminated soil.*
  - *The current application / permit issued by SafeWork NSW to remove the asbestos contaminated soil*

  ***ALL asbestos contaminated soils** must be wetted down before delivery.*
- *The customer must inform staff on arrival that the waste contains asbestos AND refer to the booking details made previously.*

  Staff may reject any load containing asbestos materials if no prior booking has been made.

- *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 <u>any</u> asbestos waste at the site, the waste must be unloaded in a manner as to prevent the generation of dust or the stirring up of dust.*
- *Large vehicles and any bulk containers / bins used to transport the waste must be cleaned before leaving the waste facility*

Other transport and unloading criteria may be applied by site staff as needed which will be aimed to ensure the safety of site staff / contractors and / or other site users, site visitors and the like.

This may include such requirements relating to (as examples):

1. *Full lining of the transport vehicle or container / bin.*
2. *Provision of lifting / slinging / forking equipment.*
3. *Restricting the style of vehicle / container where there are valid concerns regarding the capacity to discharge asbestos waste without creation of dust or the stirring up of dust.*
4. *Receival scheduling and / or time of day restrictions*
5. *Other requirements as deemed necessary to minimise public health risks.*

LOAD REJECTION:

*Where asbestos waste is not correctly packaged for delivery and disposal, or is not disclosed by the transporter as being asbestos or asbestos containing materials, **Weighbridge Site Office Attendant** <u>may</u>:*

- *Reject the asbestos waste from the facility.*
- *Provide the transporter with educational material such as SafeWork NSW fact sheets on correct methods for packaging, delivery and disposal of asbestos.*
- *Question the transporter about the source of asbestos waste.*

*Where asbestos waste is identified and **rejected** for disposal (for any reason), the **Weighbridge Site Office Attendant** or other staff member shall record relevant details in the **REJECTED LOAD REGISTER**, including the following (if known):*

- *Contact details of the transporter and the waste generator.*
- *Origin of the asbestos or asbestos containing material.*
- *Amount and type of asbestos or asbestos containing material.*
- *Reasons why the asbestos waste was not properly packaged, disclosed or able to be handled and deposited safely at the site.*
- *Development consent details (if applicable).*

*The waste generator (if known) shall be notified by the **Waste and Resource Recovery Co-Ordinator (GISC)** and where possible, issued with a **rejected load certificate**.*

NOTE: If load rejections occur after weighbridge transaction has been recorded, the Waste and Resource Recovery Co-Ordinator (GISC) will amend transaction within the weighbridge software / IWTS data - to reflect the rejection of the load.

DISPOSAL / BURIAL:

*A dedicated Asbestos Disposal Area shall be maintained at the site which shall essentially comprise a separate, dedicated monocell and be managed in accordance with the **NSW EPA Environmental Guidelines: Solid Waste Landfill (2nd Edn 2016) Section 8.4***

Asbestos Disposal Area Features:

1. Be available within the active Stage and the physical location recorded, by survey, for area and height and geo-referenced within the landfill void.
2. Not be openly accessible to site users. Suitable fencing / barricading and prohibition signage will be installed. Access gates / restrictions will remain closed other than when disposal within the area is occurring with the knowledge and under the supervision of site staff.
3. Have 'all weather' access such that small and heavy vehicles are able to manoeuvre and unload at the location.
4. Have water available for dust suppression at all times that unloading is occurring AND a risk of dust emanating from the activities is expected.

   This will be achieved by means such as temporary reticulation piping / hoses to fine misting sprays (removed as filling progresses) or by other suitable means including watercart, tanker trailer and the like, each with a suitable pump and spray/s fitted.
5. The physical set out of the disposal area shall aim to minimise any 'double handling' of asbestos containing materials / loads, by site staff / equipment.

   Special considerations will be needed if deliveries are to be permitted using tipping trucks / bin bodies such that the material can be tipped as close as is practical to the final burial location.

   In such cases, Council will also maintain a vehicle wash down / decontamination location and process which would generally involve the vehicle tipping occurring on a rubble / heavy rock pad which drains into the asbestos disposal area. Wash down would occur after each load with particular attention paid to tailgates, drawbars, body / bin and the wheels and tyres of the vehicle / trailer.

   At completion of the permitted disposal sequence, the tipping pad is decommissioned, and contents pushed into the asbestos disposal area. Machines used to push the clean-up material are to be hosed down / cleaned as close as is practical to the asbestos disposal area AND cover applied to the pushed waste / wash down water.

   Note: Wash down would not normally be undertaken for vehicles / bins used for MINOR or GENERAL loads where asbestos is received correctly wrapped, sealed and in undamaged packaging.
6. Be relocated and resurveyed as needed throughout the filling of the Stage. Selection of a location that is nearer to the central 'spine' of the landfill design should minimise the need for frequent movement over time and should allow the site to be raised progressively as the Stage is filled. (Overtopped roughly in a column through the filling of the Stages).
7. Be supplied with a wind direction indicator such that the supervising staff member can observe wind direction at all times during disposal. This can be as simple as a tape / ribbon or permanent windsock.
8. Be supplied with a sufficient volume of approved cover material to achieve the cover requirements detailed following.

Asbestos Covering / Containment:

Asbestos waste presented to or discovered at the site, must be covered with Virgin Excavated Natural Material (VENM) OR other material as approved in the facility's Environment Protection Licence:

1. *initially (at the time of disposal), to a depth of at least **0.15 metre**, and*
2. *at the end of each day's operation, to a depth of at least **0.5 metre**, and*
3. *finally, to a depth of at least **1 metre** (in the case of bonded asbestos waste or asbestos-contaminated soils) OR **3 metres** (in the case of friable asbestos material) beneath the final land surface of the landfill site.*

Where this is not practicable and the asbestos waste is deposited in the active general solid waste cell, the asbestos deposition area should be as small as possible and located away from areas used by customers bringing in other waste streams AND be identified to staff so as to eliminate the potential for asbestos waste to be disturbed should 'disposal pit' (for dead animals – as an example) be excavated in the deposited general solid waste.

Asbestos Disposal Plant / Equipment Features and Staff actions:

Where possible, the following protocols will apply for staff and for plant / equipment that is selected for use during the disposal of asbestos at the site AND / OR approved for use by Customer / Waste Generator in the case of MAJOR disposal works.

NOTE: Council's requirements for staff handling asbestos (PPE etc) apply where staff contact with asbestos material is likely. Refer to relevant organisational SOP for guidance.

1. *HEPA filtration should be fitted to air-conditioned plant used in the disposal works.*
2. *Plant cabin shall remain closed during disposal works. The ventilation / air-conditioning should be running and 'recirculate' selected such that the cabin becomes positively pressurised.*
3. *Plant operators will remain in vehicles at all times during the disposal works and shall approach and exit the plant item up wind of the disposal location / activities in a contaminant free location.*
4. *A means of contact between the disposal plant operator and disposal vehicle should be available. Two-way radios and the like will eliminate the need for either the delivery vehicle driver OR the plant operator to exit their respective vehicles. GISC may require a working two-way to be available in any delivery vehicle used in MAJOR disposal works and/or may supply a portable handset for use in other disposal instances.*
5. *Delivery vehicles used in MAJOR disposal works must have functional remote-controlled body / tailgate locks to avoid drivers needing to exit the vehicle in / near disposal activities. Manual controls or controls that are operated from outside the vehicle will not be permitted for use in these works.*
6. *Additional / modification of these requirements, including site specific inductions / SOP briefings for may Customer / Waste Generator and their contractors + Council staff, may be a condition of receival for MAJOR disposal works.*

- *The **Waste and Resource Recovery Co-Ordinator (GISC)** will determine the inclusions of an appropriate SOP, formal vehicle requirements, unloading processes and the likes, based on the proposed disposal details supplied to Council (in advance) by the Customer / Waste Generator.*

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 27: MANAGEMENT OF OZONE DEPLETING GASED ITEMS
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the activities of acceptance and management of waste materials that contain ozone depleting gas (refrigerant gas) at **Glen Innes Waste Facility**.

PROCEDURE/STANDARD

Weighbridge Site Office staff to determine if incoming loads contain items which commonly contain ozone depleting gas (including refrigerators, freezers, air-conditioners or similar) are present through the load inspection protocol SOP in this PIRMP.

Items that are identified and are understood to be still containing gas (have no degassing certificate) OR have no obvious signs to suggest gas has been released (missing compressors, cut pipes etc) will be:

- Deposited by the user at a predetermined location on the site where damage / release of gas is minimised Instructions on that location shall be will to provided to the site user by the **Weighbridge Site Office Attendant**.
- Segregated from other waste until such time as a suitably qualified and certified party can be engaged to decant the gas from the units and certify gas has been removed
- Items can then be co-mingled with the metal waste stockpiles at the site (pushed up)

It is considered essential that all **staff** at the site are aware and understand the specific requirements for safe handling of items (not to be crushed or damaged / pushed into stockpiles until advised that degassing has been completed).

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Infringements and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 28: COMMUNICATIONS RECIPIENTS SCHEDULE (NEIGHBOURS)

The Waste and Resource Recovery Co-Ordinator (GISC) will attach a list of neighbouring property primary Contact numbers below on the Glen Innes Waste Facility copy of the PIRMP:

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APPENDIX 29: ENVIRONMENTAL REPORTING CHECKLISTS

The following procedures define the protocol for undertaking site inspection and audits at the **Glen Innes Waste 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
- identifying non-conformance with the **PIRMP** and the implementation of corrective actions

AUDITING AND INSPECTION PROGRAM – OVERVIEW		
TYPE OF AUDIT	**FREQUENCY**	**RESPONSIBILITY**
Site Inspection	Daily, weekly, monthly, quarterly and after a rainfall event that causes significant run-off (>25mm event)	**Waste and Resource Recovery Co-Ordinator (GISC)**
Site Audit	Quarterly, Six monthly	**Waste and Environmental Management Officer (GISC)**
Environmental Audit	Annual	**Waste and Environmental Management Officer (GISC)**

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

LANDFILL(ED) AREAS, LEACHATE POND SYSTEM & RESOURCE RECOVERY AREAS - SITE INSPECTION CHECKLIST GLEN INNES WASTE FACILITY									
DATE:								INSPECTED BY:	
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT						SATISFACTORY Y/N	ACTION TAKEN	COMMENTS:
Perimeter fence line secure and intact	Weekly	Week 1	Week 2	Week 3	Week 4				
Detention basins / dams – empty and de-silted	Monthly/ After rain								
Site re-vegetation areas are in good condition – no exposed faces, erosion	Monthly								
Site vegetation control –slashing, no evidence of weed infestation	Monthly								
Leachate pumps operational. Check records of volumes discharged are retained for each pumping instance	Weekly	Week 1	Week 2	Week 3	Week 4				
Leachate dam/s sound – no erosion, slips or seepage observed	Weekly	Week 1	Week 2	Week 3	Week 4				
Leachate drainage lines and discharge lines in place, intact and secure	Weekly	Week 1	Week 2	Week 3	Week 4				
Intermediate cover applied to filled areas	Weekly	Week 1	Week 2	Week 3	Week 4				
Final capping applied to final landform design.	Monthly								
No evidence of erosion of the intermediate capping	Monthly/ After rain								

LANDFILL(ED) AREAS, LEACHATE POND SYSTEM & RESOURCE RECOVERY AREAS - SITE INSPECTION CHECKLIST GLEN INNES WASTE FACILITY									
DATE:								INSPECTED BY:	
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT						SATISFACTORY Y/N	ACTION TAKEN	COMMENTS:
No evidence of leachate eruption through the capped zone/landfill toe/batters	Weekly /After rain	Week 1	Week 2	Week 3	Week 4				
Tipping face being kept to minimum size and shaped for minimum cover placement	Weekly	Week 1	Week 2	Week 3	Week 4				
Waste placed in 200-300mm layers and the correct compaction pattern applied	Daily	Week 1	Week 2	Week 3	Week 4				
Daily cover placed at the end of the days operation and exposed waste areas completely covered	Daily	Week 1	Week 2	Week 3	Week 4				
Daily cover 'stripped' to expose waste whenever over filling with waste occurs	Daily	Week 1	Week 2	Week 3	Week 4				
Any evidence of litter beyond the active tipping area.	Weekly	Week 1	Week 2	Week 3	Week 4				
Condition and functionality of stormwater infrastructure sound.	Monthly/ After rain								
Any evidence of sedimentation downstream of stormwater basins or detention structures	Monthly/ After rain								
Evidence of soil tracking onto road surfaces	Weekly/ After rain	Week 1	Week 2	Week 3	Week 4				

LANDFILL(ED) AREAS, LEACHATE POND SYSTEM & RESOURCE RECOVERY AREAS - SITE INSPECTION CHECKLIST GLEN INNES WASTE FACILITY									
DATE:								INSPECTED BY:	
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT						SATISFACTORY Y/N	ACTION TAKEN	COMMENTS:
Signs of dust generation around perimeter of site	Weekly	Week 1	Week 2	Week 3	Week 4				
Surface of hardstand areas intact/repairs or rectification required.	Monthly								
Sediment controls maintained around cover stockpiles	Monthly								
Compliance with facility operating times	Weekly	Week 1	Week 2	Week 3	Week 4				
Leachate pump wells, sumps, pipes and storages, inspected and are operational. No evidence of overflows noted or likely ***Includes Quarry Sedimentation Dam Solar Pump System***	Weekly	Week 1	Week 2	Week 3	Week 4				
Evidence of feral animal activity	Monthly								
Record of Incidents or site complaints up to date (entire facility)	Daily	Week 1	Week 2	Week 3	Week 4				

LANDFILL(ED) AREAS, LEACHATE POND SYSTEM & RESOURCE RECOVERY AREAS - SITE INSPECTION CHECKLIST
GLEN INNES WASTE FACILITY

DATE:							INSPECTED BY:	
ISSUE	**INSPECTION FREQUENCY AND ACKNOWLEDGEMENT**					**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS:**
Evidence of bird infestations at tipping face	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**			
Oil Storage levels checked and no evidence of overflow or likely discharge. Servicing arranged?	Daily	**Week 1**	**Week 2**	**Week 3**	**Week 4**			

VERIFIED BY: Waste and Resource Recovery Co-Ordinator (GISC)

☐ Satisfactory ☐ Unsatisfactory

DATE:

FERAL ANIMAL INSPECTION & ACKNOWLEDGEMENT RECORD
GLEN INNES WASTE FACILITY

ANIMAL	JANUARY	APRIL	JULY	OCTOBER	PRESENCE Y/N	ACTION TAKEN	COMMENTS
Feral Cats							
Rats/mice							
Dogs							
Foxes							

VERIFIED BY: Waste and Resource Recovery Co-Ordinator (GISC)

Satisfactory ☐ Unsatisfactory ☐

DATE:

RESOURCE RECOVERY, STOCKPILING AND PROCESSING- SITES INSPECTION CHECKLIST									
GLEN INNES WASTE FACILITY									
DATE:								INSPECTED BY:	
ISSUE:	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT						SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Hardstand areas, roads and unloading zone free of excessive dirt and debris	Weekly/ After rain	Week 1	Week 2	Week 3	Week 4				
Adjacent stormwater infrastructure clear of debris, litter and sediment accumulations	Weekly/ After rain	Week 1	Week 2	Week 3	Week 4				
Evidence of vermin sightings/sound/droppings	Weekly	Week 1	Week 2	Week 3	Week 4				
Surface of hardstand areas intact/repairs or rectification required	Monthly/ After rain								
General housekeeping – site tidy – litter collected, signage in place, mowing etc	Weekly	Week 1	Week 2	Week 3	Week 4				
Record of incidents up to date	Daily	Week 1	Week 2	Week 3	Week 4				
Processing of stockpiled green waste is occurring routinely	Monthly								
Safety exclusion zones in place during mulching and materials loading	When mulching / loading								
Bulk mass of stockpiles being managed to prevent likelihood of spontaneous combustion.	Weekly	Week 1	Week 2	Week 3	Week 4				

RESOURCE RECOVERY, STOCKPILING AND PROCESSING- SITES INSPECTION CHECKLIST								
GLEN INNES WASTE FACILITY								
DATE:							INSPECTED BY:	
ISSUE:	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT					SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Excessive odours not present	Weekly	Week 1	Week 2	Week 3	Week 4			
Excessive dust not occurring during mulching	When mulching							
Leachate Sprinklers connections tested / flushed	Monthly	Week 1	Week 2	Week 3	Week 4			
Contamination being controlled	Weekly	Week 1	Week 2	Week 3	Week 4			
Stockpiling Area Bunded Wash Pad (bitumen equipment) inspected and no evidence of overflow + maintenance completed. Confirm IBC removal arranged if full units observed.	Weekly	Week 1	Week 2	Week 3	Week 4			
VERIFIED BY: Waste and Resource Recovery Co-Ordinator (GISC)								
						Satisfactory	Unsatisfactory	
DATE:								

WEIGHBRIDGE SITE OFFICE & SITE SURROUNDS – SITE INSPECTION CHECKLIST									
GLEN INNES WASTE FACILITY									
DATE:								INSPECTED BY:	
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT						SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Entrance and exit roads free of excessive dirt and debris	Weekly/ After rain	Week 1	Week 2	Week 3	Week 4				
Adjacent stormwater infrastructure clear of debris, litter and sediment accumulations	Weekly/ After rain	Week 1	Week 2	Week 3	Week 4				
Roadways and hardstand areas intact/repairs or rectification required	Monthly/ After rain								
General housekeeping – site tidy – litter collected, signage in place, mowing etc	Weekly	Week 1	Week 2	Week 3	Week 4				
Evidence of fuel / lubricant contamination / spillage	Weekly	Week 1	Week 2	Week 3	Week 4				
Record of Incidents up to date	Daily	Week 1	Week 2	Week 3	Week 4				
All signage and traffic control operating effectively	Daily	Week 1	Week 2	Week 3	Week 4				
Activities confined to operational area	Monthly								
Community Recycling Centre reports and bookings completed	Weekly								

WEIGHBRIDGE SITE OFFICE & SITE SURROUNDS – SITE INSPECTION CHECKLIST									
GLEN INNES WASTE FACILITY									
DATE:								INSPECTED BY:	
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT						SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Fire safety buffer zone maintained around tyre, mulch / timber stockpiles.	Monthly								
Wastewater, septic, leachate tanks inspected and are operational. No evidence of overflows noted or likely	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**				
Emergency spill kit, asbestos kit and sharps kit on site and fully stocked	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**				
Test & re-fill dousing shower (portable unit)	Monthly	**Week 1**	**Week 2**	**Week 3**	**Week 4**				
Fuel containers and fuel storage – secured/not leaking/properly sealed / bunded	Weekly	**Week 1**	**Week 2**	**Week 3**	**Week 4**				
VERIFIED BY: Waste and Resource Recovery Co-Ordinator (GISC) ☐ Satisfactory ☐ Unsatisfactory **DATE:**									

SMALL VEHICLE WASTE TRANSFER STATION (WHEN ADOPTED) - SITE INSPECTION CHECKLIST									
GLEN INNES WASTE FACILITY									
DATE:								INSPECTED BY:	
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT						SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Roads and tipping platform free of dirt and debris	Monthly/ After rain								
Emergency spill kit/s on site and fully stocked	Weekly	Week 1	Week 2	Week 3	Week 4				
Evidence of vermin sightings/sound/droppings	Weekly	Week 1	Week 2	Week 3	Week 4				
Chemicals & hazardous materials removed & properly stored	Daily								
General housekeeping – site tidy – litter collected, signage in place, mowing etc	Daily	Week 1	Week 2	Week 3	Week 4				
Fire extinguisher and hose reel in place and tags current	Weekly	Week 1	Week 2	Week 3	Week 4				
Transfer bin lids closed at end of shift (where lids fitted)	Daily	Week 1	Week 2	Week 3	Week 4				
Test dousing shower	Weekly	Week 1	Week 2	Week 3	Week 4				
Fuel containers & fuel storage – secured/not leaking / properly sealed / bunded	Weekly	Week 1	Week 2	Week 3	Week 4				
Stockpiles of combustible materials minimised	Weekly	Week 1	Week 2	Week 3	Week 4				

SMALL VEHICLE WASTE TRANSFER STATION (WHEN ADOPTED) - SITE INSPECTION CHECKLIST									
GLEN INNES WASTE FACILITY									
DATE:								INSPECTED BY:	
ISSUE	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT						SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Record of incidents up to date & PIRMP review occurred for each incident	Daily	Week 1	Week 2	Week 3	Week 4				
Gas bottles are stored in accordance with SafeWork NSW and EPA requirements.	Daily	Week 1	Week 2	Week 3	Week 4				
Excessive odours not present	Weekly	Week 1	Week 2	Week 3	Week 4				
Waste transfer bins not being overfilled	Daily	Week 1	Week 2	Week 3	Week 4				
Litter controlled around facility	Weekly	Week 1	Week 2	Week 3	Week 4				
Oil Storages levels checked and no evidence of overflow or likely discharge. Servicing arranged?	Daily	Week 1	Week 2	Week 3	Week 4				
All signage and traffic control operating effectively	Daily	Week 1	Week 2	Week 3	Week 4				
VERIFIED BY: Waste and Resource Recovery Co-Ordinator (GISC) ☐ Satisfactory ☐ Unsatisfactory **DATE:**									

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST					
GLEN INNES WASTE FACILITY					
DATE:				CONDUCTED BY:	
ISSUE	ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
EPL Environmental Monitoring (Leachate, Groundwater, Surface water, Gas monitoring etc) undertaken, evaluated and published to webpage within 14 days of receipt from Lab	Quarterly				
Leachate management system intact and operational	Quarterly				
Intermediate cover applied to filled areas	Quarterly				
Final capping applied to final landform.	Quarterly				
Surveys undertaken to confirm final landform design is being achieved	Six Monthly				
Vermin – inspection undertaken	Quarterly				
Fire Safety Certificate inspection undertaken for all essential fire safety equipment onsite. Fire breaks being maintained.	Six Monthly				
Activities confined to appropriate areas	Quarterly				
Conditions of EPA licence for facility being met	Quarterly				
Incident reporting – entries correct and complete	Six Monthly				
Register of weekly site inspections – current and complete	Six Monthly				
Review of on-site procedures against PIRMP undertaken	Six Monthly				

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST					
GLEN INNES WASTE FACILITY					
DATE:				CONDUCTED BY:	
ISSUE	ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
SOPs understood by staff & required training for EPL / PIRMP etc up to date.	Six Monthly				
Inspection of septic infrastructure undertaken (corrective action / servicing initiated if required)	Six Monthly				
Inspection of stormwater infrastructure undertaken (corrective action initiated if required)	Six Monthly				
Review of incident reports and corrective actions	Six Monthly				
Review of dust and sediment control requirements	Quarterly				
Acoustic testing undertaken for licence conformity	Six Monthly				
Weighbridge tested and verified (if installed)	Six Monthly				
Financial transaction activities audited by independent third party	Six Monthly				
Waste Compaction survey undertaken	Quarterly				

VERIFIED BY: Waste and Environmental Management Officer (GISC)

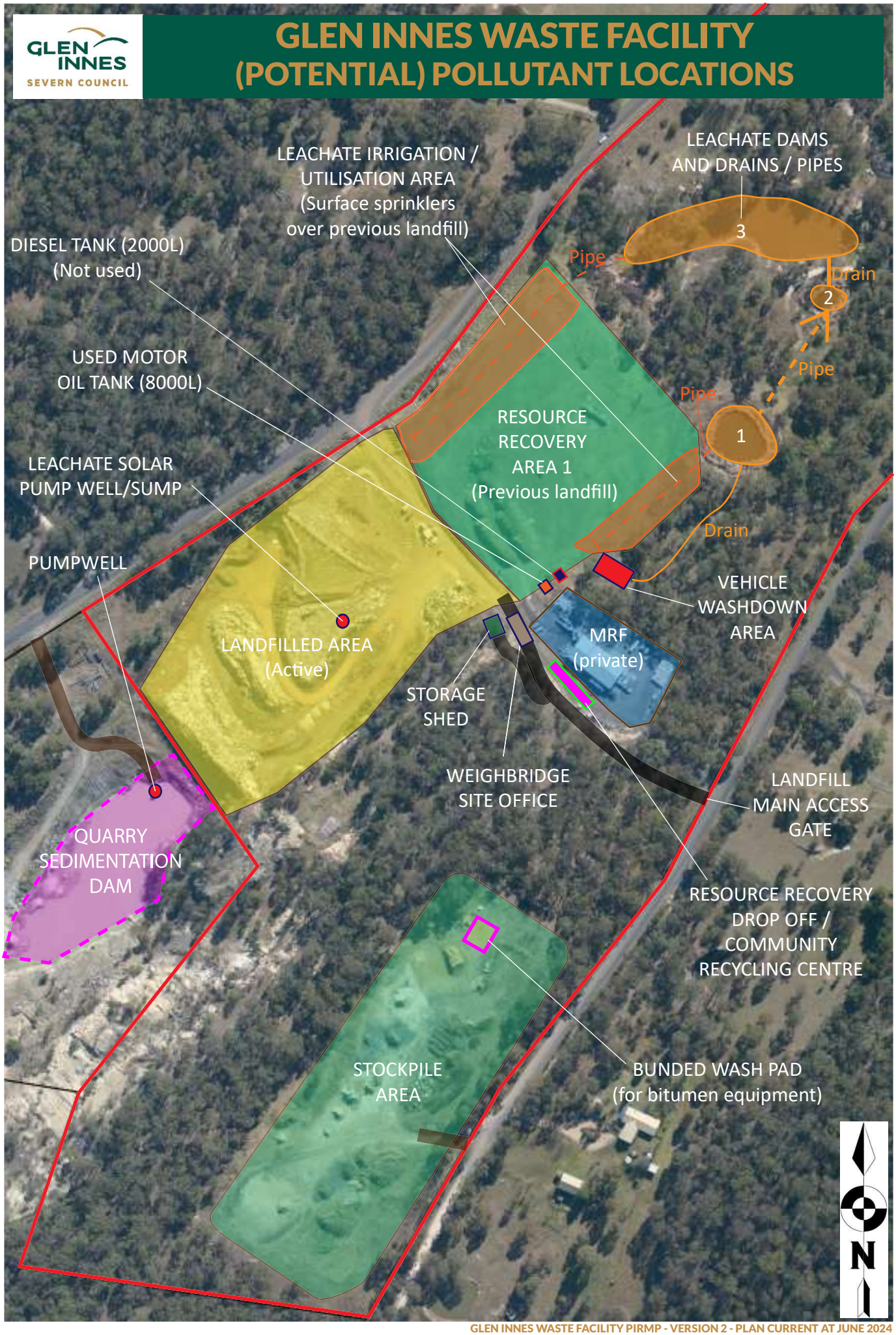
☐ Satisfactory ☐ Unsatisfactory

DATE:

ANNUAL LANDFILL ENVIRONMENTAL MANAGEMENT PLAN & PIRMP AUDIT					
GLEN INNES WASTE FACILITY					
DATE:				CONDUCTED BY:	
ISSUE	ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT		SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Annual volumetric filling survey undertaken	Annual				
Review of environmental monitoring records.	Annual				
Review of environmental management documentation including LEMP, PIRMP, SOPs, registers and reporting	Annual				
Toolbox meeting with site staff and lease/facility operators to ensure an understanding of the PIRMP requirements are satisfactory	Annual				
Review of non-conformance reports, weekly inspection checklist, Quarter & Six monthly audit, Pollution Incident Records and PIRMP reviews (occurred as required)	Annual				
Identification and implementation of any improvements to the operation of the facility	Annual				
Annual water quality (surface water, ground water and leachate) and gas monitoring reports prepared. Trend information prepared & reviewed for LEMP / PIRMP amendments / EPA reports	Annual				
VERIFIED BY: Waste and Environmental Management Officer (GISC) **DATE:**			☐ Satisfactory ☐ Unsatisfactory		

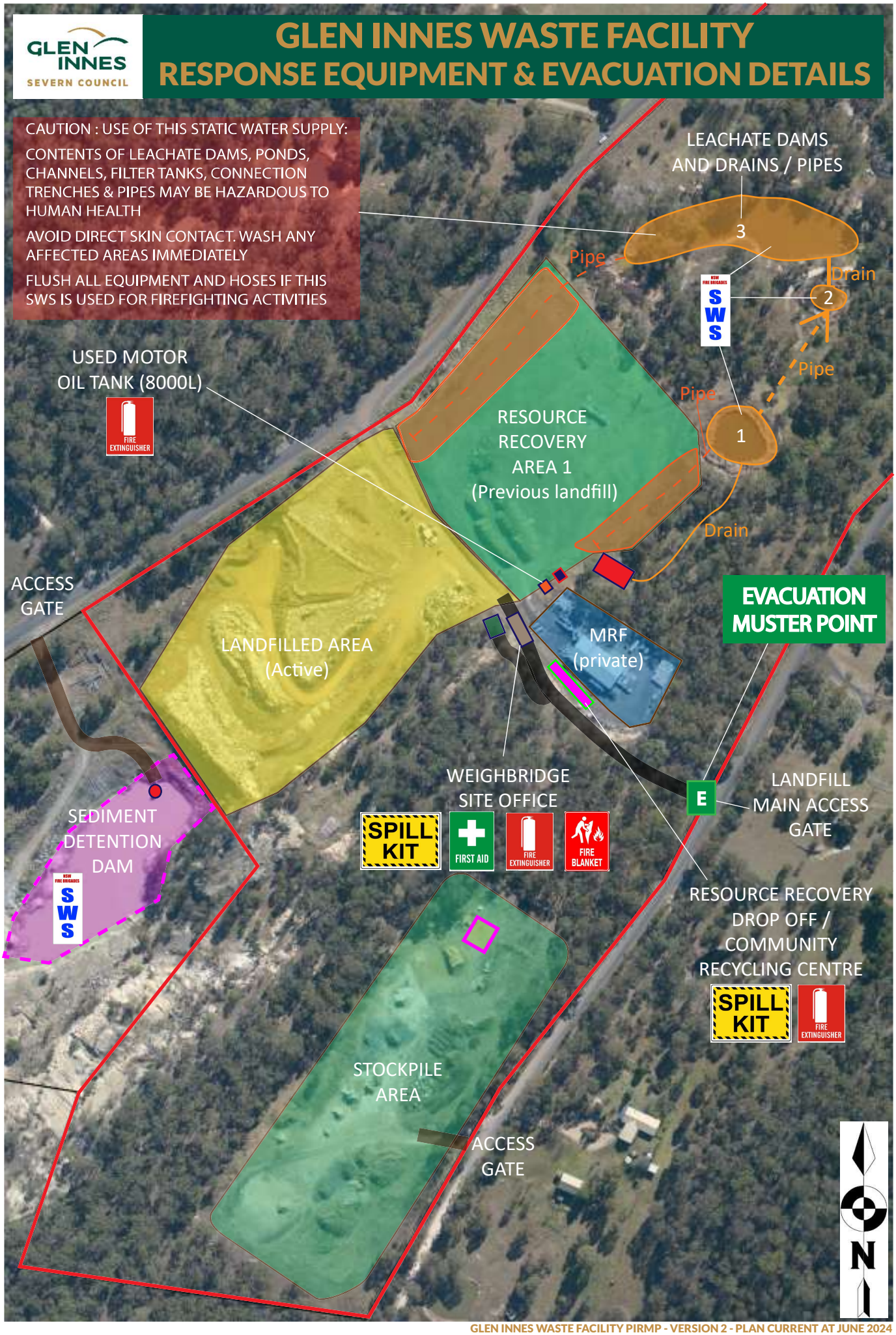
APPENDIX 30: SITE SERVICES & INFRASTRUCTURE PLANS

GLEN INNES WASTE FACILITY (POTENTIAL) POLLUTANT LOCATIONS

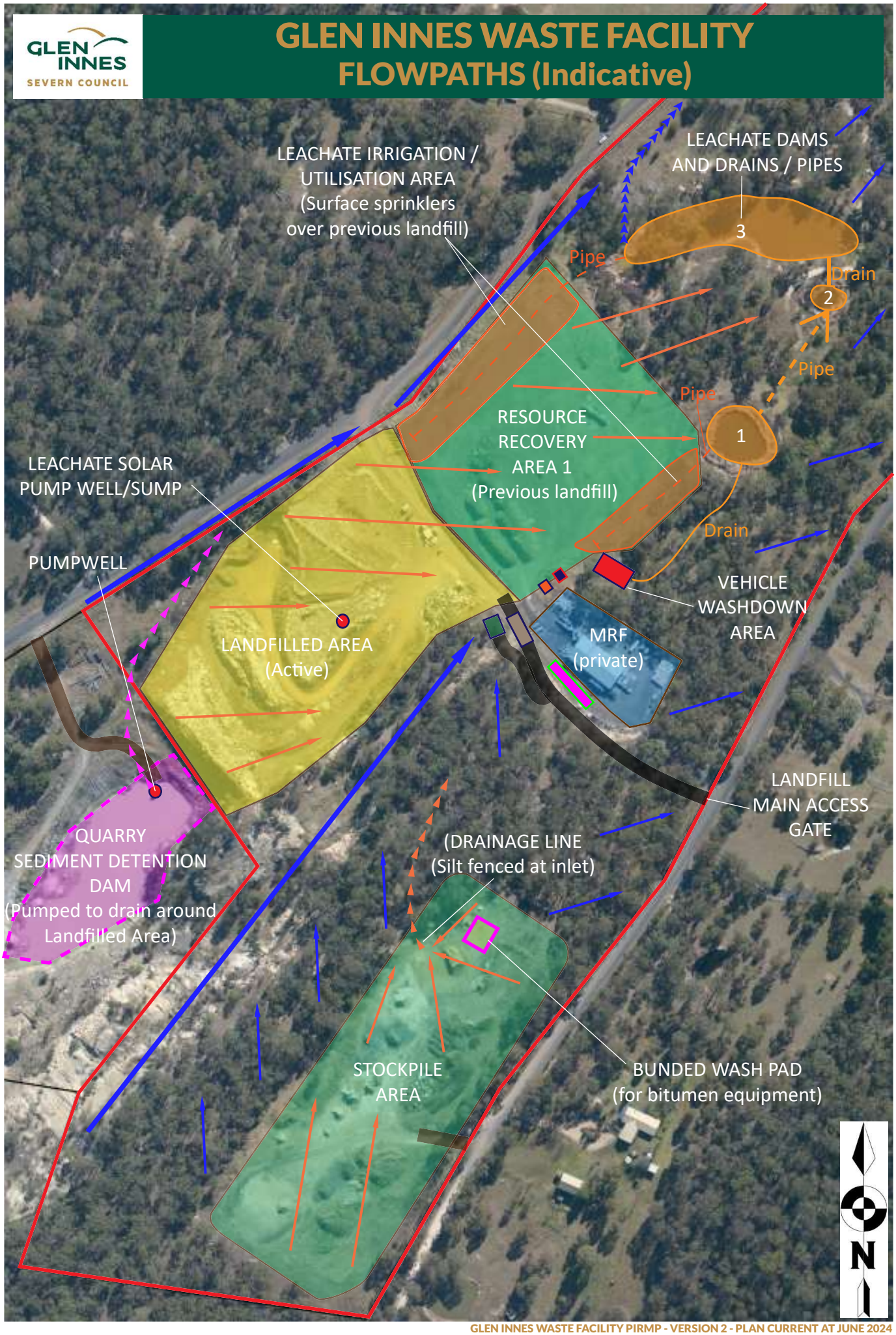


GLEN INNES WASTE FACILITY
RESPONSE EQUIPMENT & EVACUATION DETAILS

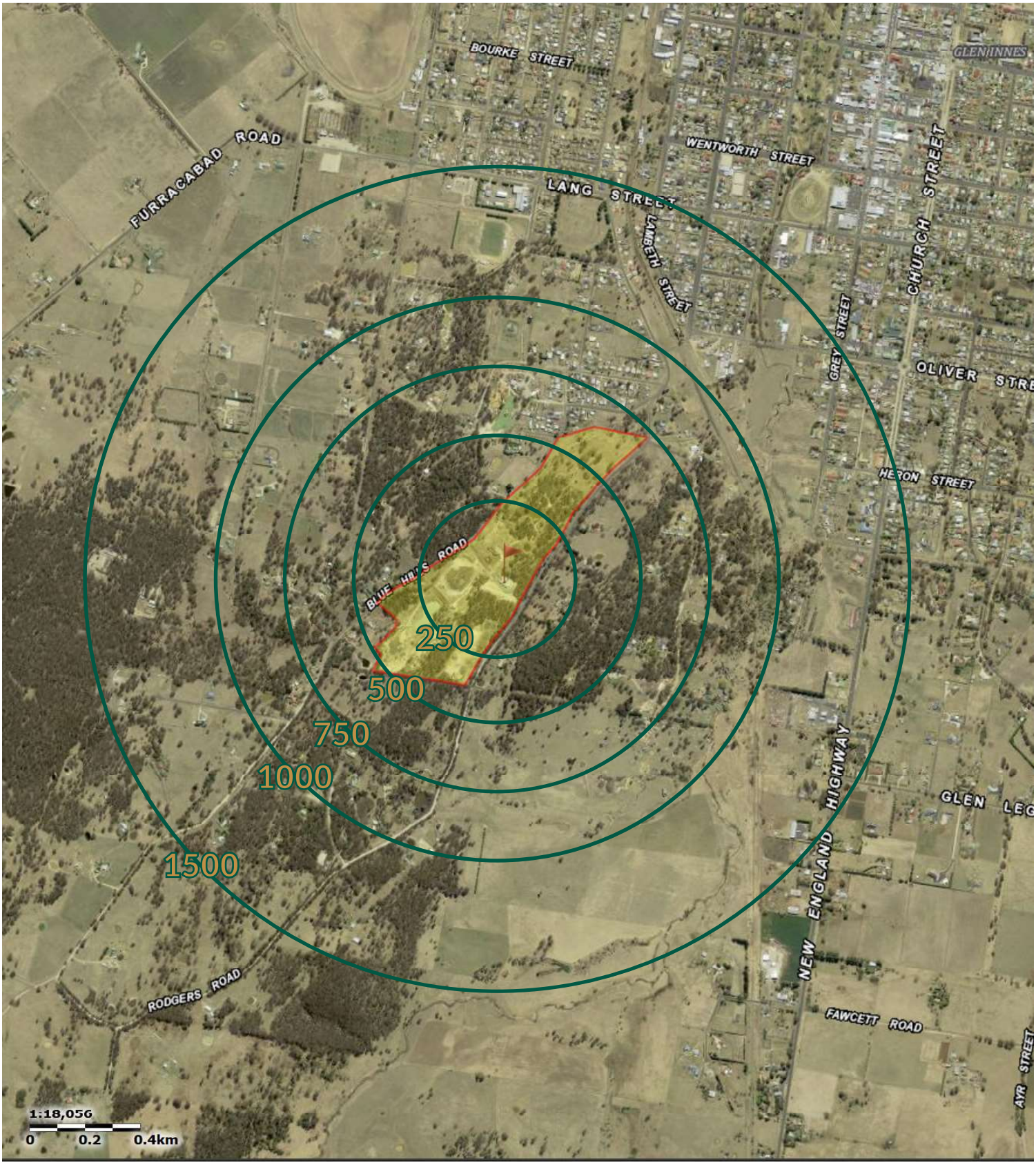
GLEN INNES SEVERN COUNCIL



GLEN INNES WASTE FACILITY
FLOWPATHS (Indicative)



GLEN INNES WASTE FACILITY
POTENTIAL IMPACT AREAS (RADIAL DISTANCE)



Weighbridge Site Office used as centre of indicative impact radials
Radial measurements shown in meters (m)