



ECM20481443*

Wollongong City Council

Pollution Incident Response Management Plan (PIRMP)

For

Wollongong Waste & Resource Recovery Park WWARRP

EPL 5862

Reddalls Road, Kembla Grange
(Nearest Cross Street – Keevers Place)

Adoption Date	26/11/2025	Version	14
Document Owner	Waste + Resource Recovery Manager	Issue & Currency Date	26/11/2025
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APPROVAL TO PROCEED

This Pollution Incident Response Management Plan (PIRMP) has been prepared for Wollongong Waste & Resource Recovery Park (Whytes Gully).

As the holder of Environment Protection Licence (EPL) 5862, Wollongong City Council is required to comply with the *Protection of Environment Operations Act, 1997 (POEO Act)*. As such this procedure has been developed to satisfy the requirements for a Pollution Incident Response Management Plan (PIRMP).

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Date: 26/11/2025

Date: 26/11/2025

Authorised By: David Low

Title of position: Waste & Resource Recovery Manager



Date: 26/11/2025

Adoption Date	26/11/2025	Version	14
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OVERVIEW

As the holder of Environment Protection Licence (EPL) 5862, Wollongong City Council is required to comply with the *Protection of Environment Operations Act, 1997 (POEO Act)*. As such this procedure has been developed to satisfy the requirements for a Pollution Incident Response Management Plan (PIRMP).

Under the legislation referred to above, the EPL also requires a PIRMP to clearly document pollution risks, communication procedures with authorities and the community regarding pollution incidents as well as testing and training for pollution response. In the event there is a pollution incident involving material harm or threatening material harm to human health or the environment, the PIRMP will be implemented.

1.0 INTRODUCTION

Wollongong Waste and Resource Recovery Park (WWARRP) is covered by an Environment Protection Licence (EPL) number 5862 for the scheduled activities – Waste Disposal (application to land)

This site has an overarching environmental management system supported by the WWARRP Landfill Environmental Management Plan.

1.1 Purpose

The purpose of this PIRMP is to:

- Ensure comprehensive and timely communication about a pollution incident to Wollongong City Council's WHS System of Work, staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act such as NSW Ministry of Health, SafeWork NSW, Fire and Rescue NSW (FRNSW); and people outside the facility who may be affected by the impacts of the pollution incident.
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure the plan is properly implemented by trained staff, identifying persons responsible for implementing it and ensuring that the plan is regularly tested for accuracy, currency and suitability.

1.2 Scope

This PIRMP is for the use of all Wollongong Waste and Resource Recovery Park (WWARRP) staff and Wollongong City Council contractors undertaking works on the site. The PIRMP will be implemented if an incident occurs on site and if material harm to human health or the environment occurs; or threatens to occur.

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Environmental management at the site is subject to improvements in processes and practices from time to time. To accommodate these ongoing changes and to also accommodate improvements to site specific environmental assessment and management, the plan will be progressively reviewed.

This Plan is to clearly define the requirements of Wollongong Waste and Resource Recovery Park to prepare a PIRMP in accordance with Section 153A of the Protection of the Environment Operations Act 1997 (POEO Act).

1.3 Background

In September 2022, the Environment Protection Authority (EPA) made several updates to the framework that governs PIRMPs, namely:

- An update to the ‘Guideline: Pollution Incident Response Management Plan’.
- An update to the *Protection of the Environment Operations Act 1997* (POEO Act).
- A new *Protection of the Environment Operations (General) Regulation 2022* was introduced.
- An update to the EPA’s PIRMP template.

Provisions include a requirement under Part 5.7A of the POEO Act, for holders of Environmental Protection Licences (EPL’s) to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP).

This Pollution Incident Response Management Plan (PIRMP or Plan) has been written to comply with the legislative requirements under the *Protection of the Environment Operations Act, 1997* (POEO Act) and the *Protection of the Environment Operations (General) Regulation, 2022*.

1.4 Associated Plans and Approvals

- WWARRP Emergency Response Procedures and Plans (ECM208481443)
- Landfill Environmental Management Plan (ECM27019130)
- Wollongong Council Systems of Work - Safety Management Plan (SMP) (ECM11068421)
- NSW Department of Planning MP11_ 0094 (Post Approval Conditions)

2.0 LEGISLATIVE REQUIREMENTS

2.1 Definitions

A pollution incident is defined by the EPA as:

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.

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Further, a pollution incident is required to be notified immediately to the EPA, NSW Health, Fire and Rescue NSW, SafeWork NSW and the local Council (under s.148 of the POEO Act) if there is a risk of 'material harm to the environment'. Section 147 of the POEO Act states that harm to environment is material if:

- a) *It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or*
- b) *It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations). In this regard, loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measure to prevent, mitigate or make good harm to the environment.*

The determination of a material harm incident will be made by the Waste + Resource Recovery Manager under delegated authority.

2.2 The specific requirements for PIRMPs

The specific requirements for the PIRMPs are set out in Part 5.7A of the POEO Act and the *Protection of the Environment Operations (General) Regulation, 2022 (The General Regulation)*.

In summary, this legislation requires the following:

- a) All holders of EPLs must prepare a pollution incident response management plan (PIRMP) (section 153A, POEO Act);
- b) The 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 (clause 72);
- c) EPL Licensees must keep the PIRMP at the premises to which the EPL relates (section 153D, 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 (clause 74);
- d) Holders of EPLs must test the plan in accordance with the POEO(G) (at least every 12 months and after a pollution incident) in accordance with the POEO(G) Regulation (clause 75); and
- e) If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, the EPL holder must immediately implement the plan (section 153F, POEO Act).

3.0 RESPONSIBILITIES

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All employees and contractors have a legal duty to notify management to all environmental incidents, or hazards which may result in an environmental incident, regardless of the nature or scale.

Notification responsibilities can be found in the POEO Act (Section 148) which includes all site personnel, including contractors and sub-contractors. All employees including any persons undertaking activities within the site must immediately, once aware of a potential incident, notify the delegated authority of the incident and all the relevant information.

Employers who are notified or otherwise become aware of a potential pollution incident must notify the appropriate regulatory body of any 'material harm incidents' (section 2.1), Notification procedures and appropriate contact numbers can be found in section 6.0 & 7.0.

The specific responsibilities associated with the management and implementation of the PIRMP is outlined below:

3.1 Specific responsibilities associated with the management and implementation of the PIRMP

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Table 1.0 Responsibilities associated with the PIRMP

Position	Contact Details	Responsibility
Waste + Resource Recovery Manager David Low	4227 7131 0420 575 464	<ul style="list-style-type: none"> • Responsible for the provision of a PIRMP at the premises. Responsible for the authorisation of current and subsequent plans. • Delegation to activate PIRMP. • Responsible for external communications including statutory reporting requirements.
Operations Coordinator Mig Arellano (Acting) Mike McKeon (Part Time)	4227 7263 0409 395 081 0418 420 915	<ul style="list-style-type: none"> • Responsible for managing the Pollution Incident Response. • Responsibility to follow PIRMP procedures and ensuring that all Operational Staff are trained in PIRMP procedures. • Delegation to activate the PIRMP. • Responsibility to follow PIRMP procedures.
Senior Environmental Officer – Nicole Diatloff WHS Quality and Environmental Officer - Della Kutzner	4227 8282 0407 739 699 0439 426 151 4227 7678	<ul style="list-style-type: none"> • Responsibility to follow PIRMP Procedures • Responsible for the maintenance and review of the PIRMP; including mandatory testing and review of the PIRMP. • Responsible for the facilitation of training and provision of documents related to, and/or including the PIRMP to Operational Staff. • Responsible for giving specialist safety or environmental advice to Waste + Resource Recovery Manager, and Waste + Resource Recovery Coordinator to support the operational response to pollution incidents.
Controller of Premises Operations Coordinator Leading Hand	4227 7263 0418 420 915 0407 213 744	<ul style="list-style-type: none"> • If the Waste + Resource Recovery Coordinator is not on site a delegated officer e.g. Leading Hand is appointed as the controller of premises.

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4.0 HAZARD LIKELIHOOD & PRE-EMPTIVE ACTIONS TO PREVENT POLLUTION INCIDENT RISKS (Clauses 72)

4.1 Overview

This section deals with the *POEO (General) Regulation, 2022 Section 72*. This Section deals with the hazard, likelihood and pre-emptive actions which are similar processes to undertaking a risk assessment and providing appropriate control measure to eliminate or minimise risk.

The likelihood of environmental hazards occurring at WWARRP have been assessed via consultation with key stakeholders. Significant impacts and the risks they pose to the environment and personnel are assessed and controls implemented to mitigate possible impacts to human health and the environment.

The risk assessment process at WWARRP includes:

- Identifying possible hazards associated with day to day procedures;
- Assessing the risks to human health or the environment associated with procedures, taking into account other conditions or events that may increase its likelihood; and
- Implementing safety controls to minimise or prevent risk of harm to human health or the environment.

Hazards and required actions are identified in Section 5.3. Note that in case of emergency such as fire, release of chemical fumes or explosion, all staff are to assemble at Assembly area or as instructed by an emergency warden/emergency services.

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4.2 Hazards and Actions

Table 2:0 Identified Pollution Hazards and Actions

Hazard	Likelihood	Pre-Emptive Action	Measures to Minimise Harm to Persons	Actions to be taken during or immediately after pollution incident
Significant spillage of fluids on site, including but not limited to vehicle fuels	Low	<ul style="list-style-type: none"> Do not store large quantities of potentially hazardous liquids on site. Ensure plant refuelling under controlled conditions. Minimise storage of plant fuels and oils on site. Maintain Site vehicles All chemicals stored on site are accompanied by relevant Safety Data Sheets (SDS). 	<ul style="list-style-type: none"> Isolate the source of the spill. Contain the spill (spills kit provided) from spreading or reaching drainage systems Clean up attempts for identified substances to be made with appropriate personal protective equipment (PPE) Plant maintenance schedule Plant daily inspections conducted. 	<ul style="list-style-type: none"> Identify source of spill and prevent further spillage as far as is practical. Apply absorbent material or catch tray as appropriate (spill containment measures). Notify controller of premises. If incident represents an immediate threat to the environment or human health or property call Fire and Rescue service on 000 and call the EPA on 131555 to give details of the incident. Where appropriate notify other relevant authorities.
Discovery of asbestos material on site	Medium	<ul style="list-style-type: none"> Inspect all loads for visible Contaminants. Signage at front gate prohibiting tipping of contaminated material. 	<ul style="list-style-type: none"> Clean up attempts for identified substances to be made with appropriate PPE 	<ul style="list-style-type: none"> Notify controller of premises cordon off area to prevent accidental access and to minimise disturbance.

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Hazard	Likelihood	Pre-Emptive Action	Measures to Minimise Harm to Persons	Actions to be taken during or immediately after pollution incident
		<ul style="list-style-type: none"> Refer to SOP Asbestos Detection & treatment (ECM23791984) 		<ul style="list-style-type: none"> Refer to SOP Asbestos Detection & treatment (ECM23791984)
Leachate dams	Low	<ul style="list-style-type: none"> High standard of design and construction of the leachate dams and make unlikely that these storages will fail Restricted access Monitoring of pond levels Automated pumping and recirculation cycles 	<ul style="list-style-type: none"> Leachate pond area restricted, fenced and locked No unauthorised access Specific leachate pond area inductions Signage in place Automated machinery on site 	<ul style="list-style-type: none"> Notify controller of premises and Councils environmental representative. Call the EPA on 13155 to give details of the incident. Where appropriate notify other relevant authorities. (Contacts below) Sampling
Stormwater Ponds	Low	<ul style="list-style-type: none"> High standard of design and construction of stormwater ponds make unlikely that these storages will fail Regular inspections Regular sampling and release of compliant stormwater to maximise storage capacity on site 	<ul style="list-style-type: none"> No unauthorised access Specific inductions and training in working in close proximity to water 	<ul style="list-style-type: none"> Notify controller of premises and Councils environmental representative. Call the EPA on 13155 to give details of the incident. Where appropriate notify other relevant authorities. (Contacts below) Sampling
Uncontrolled release of leachate collected from the site Leachate Dams	Low	<ul style="list-style-type: none"> Maintain water level and remote notification infrastructure Inspect leachate dams and infrastructure. Undertake routine maintenance. 	<ul style="list-style-type: none"> Ensure release is stopped as soon as possible to minimise harm to the environment – construct temporary berms 	<ul style="list-style-type: none"> Notify controller of premises. Call the EPA on 131555 to give details of the incident.

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Hazard	Likelihood	Pre-Emptive Action	Measures to Minimise Harm to Persons	Actions to be taken during or immediately after pollution incident
		<ul style="list-style-type: none"> Back up dams available to store leachate during large storm events. High standard of design and construction of the leachate dams and stormwater make unlikely that the dams and ponds will fail 	<p>and trenches if necessary, to contain on site.</p> <ul style="list-style-type: none"> Ensure any contaminated stormwater is kept on site and treatment options explored 	<ul style="list-style-type: none"> Where appropriate notify other relevant authorities. Additional sampling to monitoring potential impacts
Leachate Treatment Plant and potential untreated leachate exposure	Low	<ul style="list-style-type: none"> Plant constructed above the 100-year flood level. Electrical equipment has been installed above the level of bund wall around the site and will not be adversely affected by local flooding on the site Plant designed to take storms up to 1 in 25 year and 24-hour duration Leachate Plant is operated under mains power and for outages it is supported by a generator Total volume of tanks can be contained in the bunded area 	<ul style="list-style-type: none"> Supply of leachate is automatically stopped in the event of equipment failure Wear PPE as required Inductions for persons entering the site. Emergency shower on site 	<ul style="list-style-type: none"> Notify Site Manager or controller of premises. Implement PIRMP. Notify JPG Engineering. Contracted specialist in leachate water treatment facilities. <p>JPG Engineering John Gray 0408 210474 jpg@jpgeng.com</p> <ul style="list-style-type: none"> Notify relevant authorities

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Hazard	Likelihood	Pre-Emptive Action	Measures to Minimise Harm to Persons	Actions to be taken during or immediately after pollution incident
		<ul style="list-style-type: none"> Plant is monitored 24 hours per day with the capacity to operate the plant remotely by the Contractor (JPG Engineering) Secure site 		
Dust exiting the site	Low	<ul style="list-style-type: none"> Maintain routine dust control measures including water cart spraying, and additional spraying during dry weather. Stockpiles and exposed earth on site – vegetation planted/scheduled hydro mulching to stabilise Dust monitoring conducted (deposited dust and high volume sampling conducted monthly) 	<ul style="list-style-type: none"> Additional dust suppression spraying to be undertaken in dusty conditions. Implement waste depot closure due to dangerous conditions procedure 	<ul style="list-style-type: none"> Cease any mechanical operations which may be generating the dust until dust issue is resolved. Additional dust suppression spraying to be undertaken Notify site Manager or controller of premises.
Fires in waste	Medium	<ul style="list-style-type: none"> Emergency Response Management Plan current and wardens trained in current procedures Fire extinguishers are located at all buildings Water Cart is on site and available for immediate use 	<ul style="list-style-type: none"> Assess situation and if fire is larger than a garbage bin, commence Evacuation procedures. Contact Fire & Rescue 000 Extinguish flames with fire-fighting equipment, water cart where possible 	<ul style="list-style-type: none"> Call Fire and Rescue Service on 000 and call the EPA on 131555 to give details of the incident. Notify site Manager or controller of premises Implement the PIRMP Where appropriate notify other relevant authorities

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Hazard	Likelihood	Pre-Emptive Action	Measures to Minimise Harm to Persons	Actions to be taken during or immediately after pollution incident
		<ul style="list-style-type: none"> NSW Fire and Rescue reviewed Emergency Response Management Plan and have 24-hour access to the site 	<ul style="list-style-type: none"> Isolate the source of fuel using mobile plant if safe to do so. Shut off power supply to affected areas as appropriate. Cover material as appropriate 	
Gas Emission from landfill	Low	<ul style="list-style-type: none"> Methane flare & infrastructure in place Conduct regular inspection and maintenance of methane infrastructure. Monthly air monitoring sampling conducted at the site 	<ul style="list-style-type: none"> Open space/ well ventilated site If monthly surface monitoring results detects methane above 1.0%(v/v), increase the frequency of monitoring to daily, until the EPA determines otherwise 	<ul style="list-style-type: none"> Notify site Manager or controller of premises If incident represents an immediate threat to the environment or human health or property call Fire and Rescue service on 000 and call the EPA on 131555 to give details of the incident Where appropriate notify other relevant authorities

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4.3 Inventory of Pollutants [clause 72C]

Collected leachate as tabulated below, refers to seepage water collected. The flow of this water is ongoing. It is held in storage leachate dams. The leachate is treated on site before being discharged to sewer.

Table 3.0 Potential Pollutant Locations & Quantities

Potential Pollutant	Location	Quantity
Collected leachate	Leachate dams	Unknown -ongoing
Caustic Soda Solution	Leachate Treatment Plant above ground storage tank	<3000 litres
Vehicle fluids	In vehicles and small amounts in storage containers	Various amounts in vehicle tanks plus nominal reserve amount in storage container.
Dust particulates	Landfill and unvegetated areas	Airborne particles (controlled as required)
Gas Emissions	On site and in buildings	Monthly monitoring
Chemicals on site	Storage Container – north of waste operative staff amenities	Z10/113573- Refer to Substance Register WWARRP
Storm water sediment	Surface water	Controlled on rain events
Odour	Commercial Tip Face	Various (controlled as necessary)

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5.0 CONTACT DETAILS [clause 72G]

Table 4.0 Wollongong City Council – Waste Services

Name	Position	Contact Number
David Low	Waste + Resource Recovery Manager	0420 575 464
Mig Arellano	Operations Coordinator (Acting)	0418 420 915

Table 5.0 Wollongong City Council – Contractors

Name	Company	Contact Number
Leachate Treatment Plant	JPG Engineering John Gray jpg@jpgeng.com	0408 210474
Methane flare & infrastructure Gas extraction & management system	LMS Energy Pty Ltd 79 King William Road Unley SA 5061 Installations Manager: Dane Dempsey Dane.dempsey@lms.com.au	Office: 07 5665 7811 Arundel, Queensland Mobile:0437 813 420

Table 6.0 Specific Authority/Combat Agency Contact details relative to Incident

Incident Type	Authority	Number
Human Injury	Ambulance	000
Environmental Harm	EPA	131 555
Fire or explosion	Fire & Rescue NSW	000
Hazardous Spill	Fire and Rescue NSW	000
Potential danger to surrounding sites	Police	000

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the below relevant authorities as required:-

1. The NSW EPA	131 555
2. The Ministry of Health via the local public Health Unit - Wollongong	02 4222 5000

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3. SafeWork NSW	13 10 50
4. Department of Planning, Industry and Environment	02 4224 9450

Table 7.0 Authority/Combat Agency Contact details

Name of Service	Contact Number
NSW Police	000
NSW Ambulance	000
NSW Fire Brigade	000
Local Police Station – Dapto 72 Byamee Street, DAPTO 2530	4262 9499
Local Area Command , 6 Pioneer Drive,OAK FLATS 2529	4232 5599
Local Ambulance Station – Dapto , Beltana Avenue, DAPTO 2530	13 12 33
Local Fire Brigade Station – Unanderra , 80 Central Road, UNANDERRA 2526	4272 1125
State Emergency Services (SES – 24hour)	13 25 00 (flood/storm) 42516 111 (other)
Environment Protect Authority (24hour)	13 15 55
Endeavour Energy (24hour)	13 10 03
Gas Emergency Response Centre (24hour)	13 19 09
Poisons Information Centre (24hour)	13 11 26
Sydney Water (24 hour)	13 20 90
Telstra	13 22 03
SafeWork NSW (24 Hour)	13 10 50

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Wollongong City Council After Hours Duty Officer	4227 7111, 1300 557 980
Wollongong City Council – WHS Incident HOTLINE	4227 7700

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6.0 NOTIFICATION PROCEDURES

The internal reporting of environmental incidents is the responsibility of all employees and contractors. In the event of a material harm incident, response and notification must be undertaken as outlined below

When an environmental incident or hazard is identified the initial observer must report the issue immediately to the Waste + Resource Recovery Coordinator or person on duty (controller of premises).

Immediately is taken to mean 'promptly and without delay' as stated in the POEO Act. If the pollution incident presents an immediate threat to human health or property notify:

- NSW Police: 000
- NSW Ambulance: 000
- NSW Fire and Rescue: 000
- EPA 131555

As per guidance provided by the EPA, the decision on whether to notify the incident in accordance with Part 5.7 of the POEO Act should not delay immediate actions to provide for the safety of people or contain a pollution incident. However, incident notification will be made as soon as it is safe to do so.

After the initial response to any events that may cause immediate harm to human health or property the acting supervisor will determine if the event constitutes an '**actual or potential material harm incident**' (Section 2.0). In the event of a 'material harm incident' the following authorities need to be contacted in order:

Table 8.0 Essential Agency Contact List

NSW Fire and Rescue	000
EPA	131 555
Ministry of Health via local public health unit	02 4222 5000
SafeWork NSW	131 050
Wollongong City Council	02 4227 7111
WHS Incident report - HOTLINE	4227 7700
NSW Fire and Rescue (if not contacted)	1300 729 579
The following contacts are Incident dependent	
Sydney Water NSW	132090
Department of Planning (Project Approval condition)	02 4224 9450

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If the event does not fulfil the criteria of a 'material harm incident' continue with the pollution incident response procedure until the situation is under control. Record on paper and photographic evidence all relevant information detailed below and report this to supervisors for future preventative measures.

In the case of a 'material harm incident' the following information must be noted and forwarded to the authorities when they are notified of the incident.

- Time and date
- Nature and location of the incident
- Duration of the incident
- Location of area that may be affected by the pollution incident
- Pollutant involved and the estimated quantity/volume and concentration.
- Circumstances in which the incident occurred
- The proposed action to be taken in dealing with the pollutant and any further incidents that may result.

A detailed record should be kept of all steps involved in dealing with each incident and kept on site in case additional information is required. After the initial notification of a material harm incident, it will be the responsibility of the Waste + Resource Recovery Manager and Waste + Resource Recovery Coordinator to coordinate with any authority that is contacted.

6.1 COMMUNICATION WITH SURROUNDING LAND HOLDERS AND THE COMMUNITY [Clause 72(i)]

Mechanisms that will be used for providing early warnings and information regarding incidents to owners and occupiers of surrounding premises are summarised in the table below.

In the event of a determined material harm incident, community notification will be undertaken by the Waste & Resource Recovery Manager (or delegated authority).

When contacting local land holders or the surrounding community the following notification process is to be used:

Table 9.0 Communication with surrounding Premises

Surrounding Land User	Communication Method	Possible Advice/Instructions
Residents e.g. rural properties	In the event of an incident same day notification will be employed to update affected landholders.	Updated information will be provided to all landholders who were notified in the initial warning, if and when it becomes available and necessary to be passed on.

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	Letterbox drop, doorknock in case of emergency.	Updates will be provided to the community via community consultation meetings, local media outlet updates and updates on Wollongong City Council websites.
Neighbouring businesses (i.e. Car storage, and properties east of site)	Letterbox drop, doorknock in case of emergency	Information regarding the incident will be provided.

When notifying landholders and the community the information provided will be relevant to the incident and should include the following information:

- Type of incident that has occurred
- Potential impact to the landholder or community
- Advice and precautions to take based on the incident
- Contact details for relevant person on site.

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6.2 Whytes Gully on Site Contractor(s)

Table 10 Contractor Contact Details

Revolve Centre - AAA Recycling	Paul Nietner 0400 215 003
Whytes Gully - Revolve Shop	0421 068 614
Scrap Steel- Infrabuild	Soto Chen 0405 01 2012
Green waste processing - Soilco	Mark Emery 0428 122 994
Leachate Treatment Plant - JPG Engineering	John Gray 0408 210474 jpg@jpgeng.com
Materials Recycling Facility (MRF)-Visy	Jake Luschwitz 0499 986 272
LMS Energy Corporate Head Office: 79 King William Road Unley 5061, SA South Australia 199 Churchill Road Prospect 5082, SA Queensland: 1/132 Ross Court Cleveland 4163, QLD 2/26 Newheath Drive Arundel 4214, QLD	08 8291 9000 07 3821 7687 Installations Manager: Dane Dempsey 07 5665 7811 0437 813 420 Dane.dempsey@alm.com.au

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6.3 Incident Notification Record Sheet

FORM ENVIRONMENTAL INCIDENT REPORT - (1)			
<p>Complete this form for all environmental incidents that occur at or on Wollongong City Council work sites.</p> <p>MATERIAL HARM INCIDENTS MUST BE REPORTED TO 5 ESSENTIAL AGENCIES IMMEDIATELY</p> <p>I It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or</p> <p>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</p> <p>III 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</p> <p>The purpose of this form (1) is to alert Waste Service to potential environmental incidents. It does not represent Wollongong City Council's final position for any incident reported on this form.</p>			
REMEMBER		Complete all fields prior to submitting form Be succinct, stick to the facts and do not make assumptions Only record information you know to be correct	
INCIDENT DETAILS			
Date	Time	<input type="checkbox"/> am <input type="checkbox"/> pm	Duration HPRM: OneCouncil:
DESCRIPTION: Provide a brief description of what happened during the incident (MATERIAL HARM INCIDENT – 5 ESSENTIAL AGENCIES MUST BE NOTIFIED IMMEDIATELY) FIRE on site - See page 3 of this form for additional data collection (LEMP R4.1)			
EXACT location of the incident (include chainage, landmarks, features, nearest cross street – provide a sketch if appropriate)			
Quantity or volume of material discharged or affected by incident (provide estimate if quantity is unknown)			
Estimated distance to nearest waterway. This can include stormwater drains and dry watercourses (where relevant)			
Type of activity that caused incident (what works were in progress at the time of the incident?)			
How was the incident identified? (eg employee, Contractor, community, complaint)			
Name and contact details of complainant (where relevant)			
Address of complainant			
Odour intensity			
<input type="checkbox"/> 0 No odour <input type="checkbox"/> 1 Very faint odour <input type="checkbox"/> 2 Faint odour <input type="checkbox"/> 3 Distinct odour <input type="checkbox"/> 4 Strong odour <input type="checkbox"/> 5 Very strong odour			
If Odour, describe complainant's description of odour. What does it smell like?			
Describe weather conditions at the time Temperature (very warm, warm, mild, cold) Wind Strength (none, light, steady, strong, gusting) Wind Direction (eg from NE)			
Describe weather conditions during recent weeks Temperature (very warm, warm, mild, cold) Wind Strength (none, light, steady, strong, gusting) Wind Direction (eg from NE)			
Any other details of the incident (including any information which did not fit in spaces above, as well as any special circumstances of the day or the location)			
What immediate actions/control measures were taken to rectify or contain the incident?			
What corrective action has been taken to prevent similar incidents recurring?			

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ENVIRONMENTAL INCIDENT REPORT - (1)

FORM

INCIDENT CATEGORY

Potential Category 1: Incident (may involve one or more of the following (tick incident type))

<input type="checkbox"/> Material, odour or noise that travels beyond site boundary causing or potentially causing adverse impact to the environment or community	<input type="checkbox"/> Unauthorised harm or damage to threatened species, endangered populations, endangered ecological communities or critical habitat.
<input type="checkbox"/> Discharge of waters from site not in accordance with any applicable REF determination/approval/environment protection licence condition	<input type="checkbox"/> Unauthorised harm or damage to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.
<input type="checkbox"/> A fire that travels beyond site boundary	<input type="checkbox"/> Unauthorised damage or destruction to any State or locally significant relic or Heritage item
<input type="checkbox"/> Unauthorised harm or desecration to Aboriginal objects and Aboriginal places	<input type="checkbox"/> Material harm to the environment or persons as per Part 5.7 of POEO Act (including harm on site)
<input type="checkbox"/> Failure to comply with a REF determination / approval / environment protection licence condition.	<input type="checkbox"/> Works undertaken without required approval or environmental assessment.

Potential Category 2: Incident (may involve one or more of the following (tick incident type))

<input type="checkbox"/> Failure to implement component of Environment Management Plan that does not result in a Category 1 Incident	<input type="checkbox"/> Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.
<input type="checkbox"/> A fire contained on site without causing impact to the environment	

SIGN-OFF (Person Making Report)

Print Name		Position	
Signature		Date	

NOTIFICATION TO THE 5 ESSENTIAL AGENCIES (Where material harm identified notify immediately)

To be completed by the relevant Manager or delegated authority. Were relevant authorities notified under part 5.7 of POEO Act?

Authority	Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date and Time Notified
Fire and Rescue	000	<input type="checkbox"/>	<input type="checkbox"/>	
Wollongong City Council	4227 7111	<input type="checkbox"/>	<input type="checkbox"/>	
EPA NSW	131 555	<input type="checkbox"/>	<input type="checkbox"/>	
The Ministry of Health	4222 5000	<input type="checkbox"/>	<input type="checkbox"/>	
SafeWork NSW	13 10 50	<input type="checkbox"/>	<input type="checkbox"/>	
Fire and Rescue	1300 729 579	<input type="checkbox"/>	<input type="checkbox"/>	
Department of Planning	4224 9450	<input type="checkbox"/>	<input type="checkbox"/>	
Surrounding Land Holders (if necessary)	Refer to Pollution Incident Response Management Plan (PIRMP) for contacts	<input type="checkbox"/>	<input type="checkbox"/>	

Who notified the EPA?

Name		Position	
Notification Method	<input type="checkbox"/> Phone	<input type="checkbox"/> Onsite	
Date		Time	
Has there been an EPA Environmental Line Complaint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	EPA Complaint N°
Authorities notified and why: (eg Essential Agencies and Neighbouring properties)			

Sign off (Manager / delegated authority officer)

Print Name		Position	
Signature		Date	

Please submit all completed forms to relevant Area Manager

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OTHER REPORTING CONDITIONS	
R4.1 The licensee must maintain a daily log and record the following data of <u>fires</u> at the site:	
a) Time and date when the fire was deliberately started or reported	
b) Whether the fire was authorised by the licensee, and, if not, the circumstances which ignited the fire	
c) The time and date that the fire ceased and whether it burnt out or was extinguished	
d) The location of the fire (eg clean timber stockpile, putrescible garbage cell etc)	
e) Prevailing weather conditions	
f) Observations made in regard to smoke direction and dispersion	
g) The amount of waste that was combusted by the fire	
h) Action taken to extinguish the fire	

7.0 MINIMISING HARM TO PERSONS ON THE PREMISES [clause 73(1)]

Wollongong Waste and Resource Recovery Park have the following documents in place to minimise the risk of harm to any persons on the premises or who are likely to be on the premises:

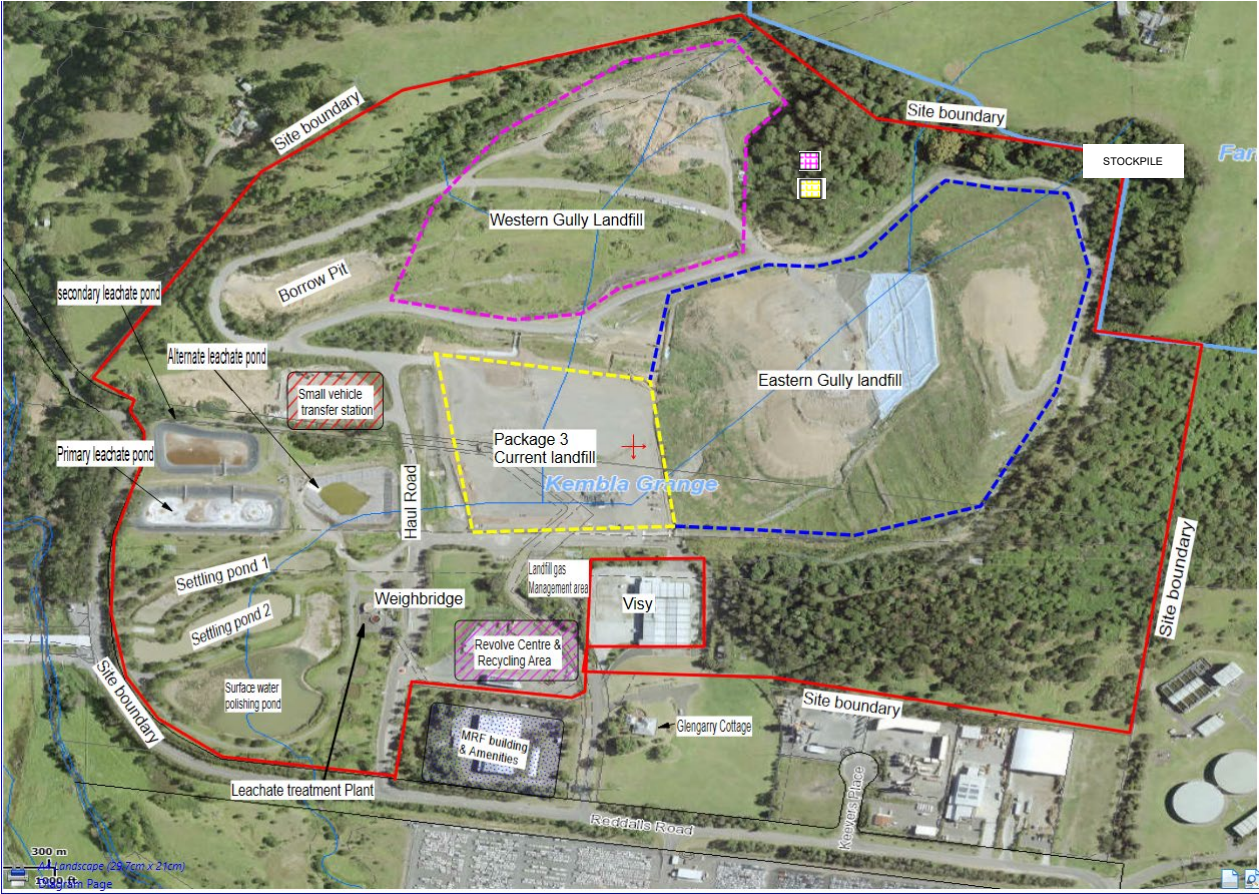
- Emergency Response Procedures & Plans
- Safety Management Plan

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8.0 MAPS [Clause 72k)]

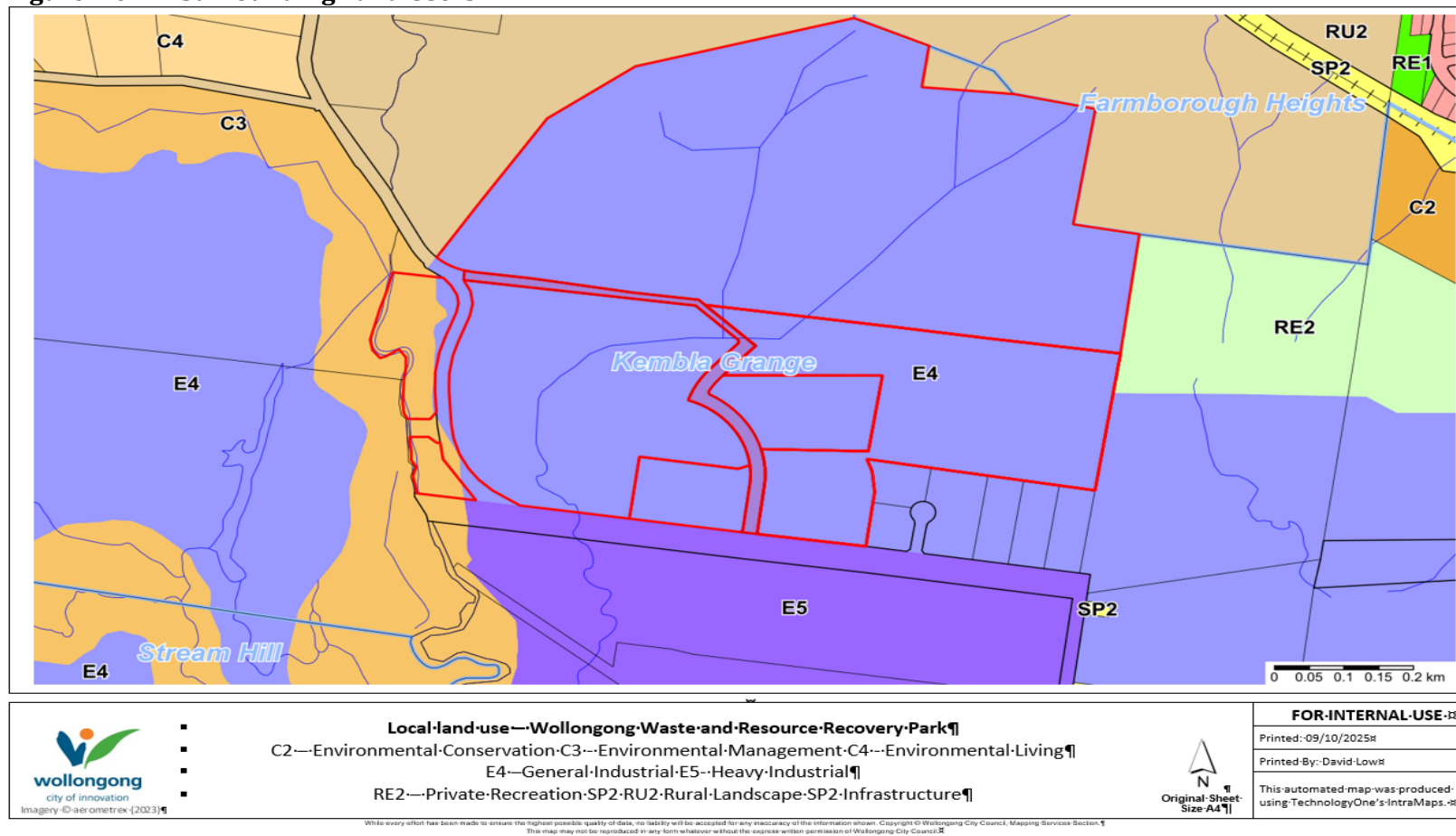
Figure 1.0 Site Map [clause 72(k)]

Figure 1 below shows the site, surrounding land uses and land users.



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Figure 2.0 Surrounding Land Users



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ACTINS TO BE TAKEN DURING OR IMMEDIATELY AFTER A POLLUTION INCIDENT [Clause 73d]

9.1 Pollution Incident Response Procedures

A pollution incident is defined in the POEO Act as 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 circumstance in which a substance has been placed or disposed of on premises.

In the case of a material harm incident prior to any other action the site must contact 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, NSW Police and NSW Ambulance Service are the first responders; they are responsible for controlling and containing incidents.

Simultaneously all evacuation procedures should be implemented for guests and non-essential staff. These should include:

- Directing visitors to the emergency assembly points – front entry gates – WWARRP
- Check weighbridge database to account for all vehicles
- All visitors to the site have been directed to immediately leave the site.

If the material harm incident does not pose any threat to human health or property, concurrently with contacting emergency services (000) all possible actions should be taken to control the pollution incident and minimise health, safety and environmental consequences. These actions must be employed to the maximum extent possible to:

- Provide for the safety of people at and within the vicinity of the site; and
- Contain the pollution incident

Actions to be taken in the event of a pollution incident, including description and location of safety equipment, for minimising risk of harm to people and the environment as result of a pollution incident and for containing or controlling pollution incident are detailed in Section 4.2.

This management plan documents the roles and accountabilities of key personnel in the event of an emergency and the contact details for appropriate emergency services. The plan also provides designated evacuation points and procedures in the event of an emergency.

All employees receive emergency preparedness and response training during their site induction. All staff undergoes regular training and operational drill.

In the event of a pollution incident please follow procedures listed in section 8.0 and keep on file for improvement of incident management protocols.

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9.2 Fires in Waste

- **CONTACT 000**
- **SHUT WEIGHBRIDGE**
- **CONTACT ESSENTIAL AGENCIES**

In the event of a fire, trained staff can use available firefighting equipment to subdue the fire if they are confident to do so. Firefighting equipment is located in the following locations:

- extinguishers are located at all buildings
- Water cart on site and available for immediate use

If fire can be extinguished notify the Waste + Resource Recovery Manager of the incident and follow protocols. Fire Brigade should be called to site to check that area is safe.

If a fire cannot be extinguished call 000 and evacuate all staff and visitors from buildings and the site following WWARRP evacuation procedures.

The person identifying the fire should (if feasible and safe) attempt to extinguish it immediately. If it is not feasible or not successful, the Chief Warden must immediately be notified.

The Chief Warden (or person in control of premises) notifies the fire brigade and the takes control of the firefighting effort until the fire brigade arrives. Measures taken may include the following:

1. Extinguishes all flames with the water cart or firefighting equipment.
2. Isolating the source of fuel using mobile plant if it is safe to do so.
3. Shut off power supply to affected areas as appropriate.
4. Using portable fire extinguishers and cover material as appropriate.

If the fire is serious enough that emergency services have to be called (police, rescue, fire brigade, ambulance or SES) the Chief Warden hands control over to the officer in charge and briefs him as to the following:

- injured or trapped persons needing their help
- highly flammable materials in close proximity to the fire

All fire affected waste will remain isolated until inspected by the Waste + Resource Recovery Coordinator and approved for reburial.

Waste + Resource Recovery Manager - to report incident to the EPA immediately as per the requirements of the site Environmental Protection License.

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9.3 Spill of Hazardous Material

- **IMPLEMENT EXCLUSION ZONE AND EVACUATE**
- **SHUT WEIGHBRIDGE**
- **CONTACT ESSENTIAL AGENCIES**

For spills of materials that are clearly identified as a low hazard material and where it is clearly within the capability of the person discovering it, immediate action will be taken by this person to ensure that the following steps are taken;

1. In a safe manner, isolate the source of the spill.
2. Contain spills (kits provided) from spreading or reaching drainage systems.
3. Identify the spilled material and contact the Waste + Resource Recovery Coordinator for instructions regarding handling of the spill and clean up procedures

After this initial containment the Waste + Resource Recovery Coordinator will immediately be contacted to review containment and clean up procedures or where it is beyond the capacity of the person discovering the spill to contain it so that the responsible person can allocate appropriate resources or obtain expert technical advice on how to appropriately contain and clean up the material so that there is no risk to health, safety or the environment.

All chemicals that are stored on site are accompanied by the relevant Safety Data Sheet as required by Work Health and Safety Regulations. These documents can be found in WWARRP Safety Management Plan and/or where the chemicals are stored.

Waste + Resource Recovery Manager to report incident to the EPA immediately as per the requirements of the site Environmental Protection License.

9.4 Escape of Leachate into local environment.

- **CALL WASTE & RESOURCE RECOVERY MANAGER**
- **CONTACT EPA**
- **CONTACT ESSENTIAL AGENCIES**

Provide effective response to emergency situations involving the discharge of waste or leachate.

As with any emergency response, these procedures must be implemented in a timely fashion to minimise the impact of the incident. This response must be undertaken by qualified individuals, experienced in emergency response for spills to flowing water.

Although unlikely, it is possible through human error, an accident or force of nature, that leachate or waste could enter the stormwater system. This may include situations involving:

- damage to the leachate collector;
- a large storm event

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The following procedures should be followed when an accident occurs that has caused, or is likely to cause, leachate or waste to enter the stormwater. As with any emergency response these procedures must be implemented in a timely fashion to minimise the impact of the incident. This response must be undertaken by qualified individuals, experienced in emergency response for spills to flowing water.

Containment

When safe to do so, stop or contain the source of the discharge. This may involve the construction of temporary bund and/or trenches.

1. The groundwater monitoring program is designed to detect changes in the groundwater regime which could be attributed to the operations of the site. Given the nature of the groundwater movement, it is unlikely that such a situation would develop without considerable forewarning.
2. In the event that the monitoring results indicate that there is leakage of material from the site, suitable qualified personnel will be engaged to devise appropriate response strategies which will be implemented after approval by the Waste + Resource Recovery Manager. Details of staff responsibilities and responses will be determined at that time.

The Waste + Resource Recovery Manager is to ensure that the incident is reported to the EPA as per the requirements of the site Environmental Protection License.

9.5 Emission of Gas from the Landfill -

- **IMPLEMENT EXCLUSION ZONE**
- **NOTIFY EPA**

There is a risk of the build-up of hazardous landfill gas which contains methane and which may ignite and explode under certain circumstances. A response will be required in the event of:

- Elevated levels of gas being detected by presence of gas odour;
- Elevated levels of gas being detected by the Automatic Monitoring System;
- Fire or explosion.

The landfill gas monitoring program is designed to detect any gasses which could be attributed to the operations of the depot. Tests are conducted monthly and reports submitted to Council and published on our website as required.

Gas emissions from the landfill would most likely be gradual and unlikely to reach dangerous levels. However, if gas is detected, the Waste + Resource Recovery Coordinator will ensure that personnel are kept clear until investigation and remediation works is completed.

Where there is a need to work in proximity to the area under investigation, air fed respiratory equipment shall be used - if there is a gas build-up, it may cause oxygen depletion.

In the event that gas is detected being emitted from the landfill, the Waste + Resource Recovery Coordinator shall:

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1. Evacuate all personnel not directly involved in the operation
2. Prepare to control any fire that may result
3. Ensure that any person needing to enter the proximity is suitably qualified and wearing air-fed respiratory equipment.

The Waste + Resource Recovery Manager is to ensure that the incident is reported to the EPA as per the requirements of the site Environmental Protection License.

9.6 Leachate Treatment Plant

- **CONTACT WASTE & RESOURCE RECOVERY MANAGER**
- **CONTACT JPG ENGINEERING**

The Leachate Treatment Plant has been designed to improve the environmental performance of the WWARRP and even in the event of failure of the plant the situation is no worse than it was before the plant. The plant receives treated leachate from the leachate storage dams and operates on a batch process of 50kL batches, rather than on a continuous cycle.

- **Excessive Rainfall:** The plant has been constructed above the 1 in 100-year flood level and should not be affected by flooding. The electrical equipment has been installed above the level of bund wall around the site and will not be adversely affected by local flooding on the site. The generation of leachate will be increased in the event of heavy rainfall but as the leachate storages have been designed to take storms up to 1 in 25 years and 24 hours duration, excessive rainfall is not expected to affect the operation of the plant.
- **Power Failure:** The Leachate Treatment Plant is operated under mains power and power failure will simply stop the processing and supply of leachate. Leachate is pumped to the plant and treated water is then pumped to sewer. The leachate storages are designed to allow for a short-term failure in power supply. In the event of outages longer than a few days the plant can be operated by generator.
- **Pump & Equipment Failure:** Fail safe mechanisms have been built into the plant so that one failure will lead to the whole supply of leachate to the plant and processing being stopped automatically.
- **Accidental Spills:** Accidental spills are limited to the volumes of leachate in the plant at any one time and the total volume of the tanks can be held within the bunded area.
- **Odours:** the ammonia removal process is an aerated process and was selected because of the absence of odours in similar plants. Should the treatment process stop for any reason, the leachate held in the tanks can either be discharged to sewer or returned to the leachate storage dams in order to eliminate the possibility of odours.

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- **Earthquakes:** Although earthquakes are possible in the Illawarra, the plant is a low risk structure because of its limited height of 3 metres and its mild steel welded construction. The foundations are deep and uniform, with a small footprint. The pipework leading into and away from the plant are HDPE plastic, which have good fracture resistance. The most likely effect of an earthquake would be the loss of power, and that event is addressed (above).

Environmental Effects: the only significant environmental concern with the plant is the escape of leachate from the site and the pollution of the downstream water ways. The amounts of leachate associated with the plant are relatively small and the safeguards are considered to be adequate to make such an event unlikely.

Operation of the Plant – Emergency Response: The operation of the plant has been contracted to JPG. The plant is monitored 24 hours per day with the capacity to operate the plant remotely by the Contractor.

The monitoring of the plant includes a comprehensive alarm mechanism to alert the officer on duty of any malfunction. In any case fail-safe mechanism is designed into the controls so that processing and the supply of leachate are automatically stopped in the event of equipment failure.

The Waste + Resource Recovery Manager is to ensure the incident is reported to the EPA.

9.7 Leachate Dams- Breach of Licence conditions.

- **CONTACT WASTE & RESOURCE RECOVERY MANAGER**
- **CONTACT ESSENTIAL AGENCIES**

The leachate dams and stormwater ponds have been designed to improve the environmental performance of the WWARRP.

- **Excessive Rainfall:** The leachate dams have been constructed above the 1 in 100-year flood level and should not be affected by flooding. However, the generation of leachate will increase significantly in heavy rain, but the dams have been designed to accommodate storms up to 1 in 25 years and 24 hours duration. The stormwater ponds have also been designed to improve the water quality during excessive rainfall by ensuring a longer flow path for water through the reed beds and increasing the volume of stormwater held on site.
- **Power Failure:** The stormwater ponds are gravity fed and will be unaffected in periods of power failure. However, the leachate dams rely on power for aeration and for supplying the ammonia to the treatment plant. The dams can accommodate a short-term loss of power supply but can be operated by portable generator in power outages of several days.
- **Pump and Equipment Failure:** Standby pumps will be available for the pumping applications in the event of pump failure. In the event of the failure of an aerator, there is adequate spare capacity in the aeration system to allow for one unit to fail.

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- **Accidental Spills:** Leachate will be delivered to the primary leachate dam by a gravity line and spills are unlikely to occur, unless there is excessive rainfall, as addressed above.
- **Odours:** The leachate is treated with bacteria, as well as aeration to ensure odours are controlled. As noted above aeration can be continued with generators if necessary, so that odours associated with the treatment of leachate are unlikely. The stormwater ponds are not expected to have odours as the planted Microphyte sections of the ponds will ensure a healthy environment, and the ponds are designed to ensure stormwater which leaves the site is not contaminated.
- **Earthquakes:** Although earthquakes are possible in the Illawarra, the leachate dams and stormwater ponds are relatively low earth structures and have been constructed to the highest standards of construction. Failure of the dams and ponds even in a severe earthquake by Australian standards is unlikely. The most likely effect of an earthquake would be the loss of power and that event is addressed above.

Environmental Effects

The only significant environmental concern with the dams and stormwater ponds is the escape of leachate from the site and pollution of the downstream waterways. The loss of leachate from the plant would increase the risk of algal blooms in the downstream waterways, especially Lake Illawarra. The pollutants in the leachate are an organic load, and a significant amount of ammonia. No impact has been identified on community health in such an event. Due to a high standard of design and construction failure of the leachate dams and stormwater ponds is unlikely, and the most likely cause of leachate flows off site is excessive rainfall.

In the event of leachate flows during rainfall the leachate will be diluted considerably in the stormwater dams prior to flowing into the adjoining waterways. As flows decrease after rainfall, the stormwater ponds have the capacity to remove some of the organic, suspended solids, and ammonia pollutants.

Operation of the Leachate Dams and Stormwater Ponds – Emergency Response
Waste + Resource Recovery Manager -to report incident to the EPA

9.8 Gas Extraction & Management Infrastructure

- **CONTACT WASTE & RESOURCE RECOVERY MANAGER**
- **CONTACT LMS ENERGY PTY LTD**
- **REPORT TO EPA IF REQUIRED**

The operation of the flare has been contracted to LMS Energy Pty Ltd. The plant is monitored 24 hours per day with the capacity to operate the plant remotely by the Contractor.

LMS Energy Pty Ltd Contacts

ACN: 059 428 474
79 King William Road, Unley, SA 5061

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Installations Manager: Dane Dempsey 07 5665 7811 Mobile: 0437 813 420
Arundel, QLD. Dane.dempsey@lms.com.au

Wollongong City Council – Waste Services Contacts

(to be contacted in the following order)

1.	David Low	Waste + Resource Recovery Manager	0420 575 464
2.	Mig Arellano	Operations Coordinator (Acting)	0409 395 081
3.	Lionel Kerney	Leading Hand (Acting)	0407 213 744

9.9 Chemicals on Site

All chemicals that are stored on site are accompanied by the relevant SDS as required by Work Health and Safety Regulations. These documents can be found at the appropriate chemical storage areas. This chemical register for the site is located in the Site Safety Management Plan. This documents the location of chemical at the site and quantity to be stored on the premises.

10.0 STAFF TRAINING

Training of staff with regard to this plan will include:

- Introductory briefing of all site staff on contents of plan by Council's Waste + Resource Recovery Coordinator or their representative.
- Periodic updates to staff during site meetings on any changes of the plan;
- Annual refresher to all site staff;
- Recording training sessions in Council record management system

All new staff and contractors undergo a site induction upon entering the site. This will include all relevant systems of work and general information relating to emergency response procedures. As part of the site induction procedure staff are provided with information relating to routine EPA requirements, including this document.

Current staff undertake training programs and toolbox talks to maintain awareness of possible risk and possible actions to minimise the likelihood of a pollution incident. These include a comprehensive site induction focusing on safety issues related to day to day activities on site, along with all existing protocols relating to chemical handling. Certain staff are trained in the appropriate use of firefighting equipment. Permanent staff at the site (waste operatives) have CABA training and are qualified to use the Breathing Apparatus located at the site.

Team Brief meetings are held on a monthly basis, with discussions regarding potential emergencies at the site. A training exercise designed to test the adequacy of emergency preparedness and response will be conducted at least once per year.

Emergency Management Training

Emergency Warden training conducted twice per year. Emergency Exercise/Drill conducted at a minimum annually.

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Staff are trained in the appropriate use of firefighting equipment. Targeted waste operatives are trained in the use of self-contained breathing apparatus (SCBA). SCBA will be supplied by and under the supervision/direction of NSW Fire And Rescue if our assistance is required.

11.0 MAKING PLANS AVAILABLE [Clause 74(2)]

The PIRMP will be accessible in a written form on site for all personnel responsible for implementing the plan, and to an authorised officer (as defined in the POEO Act) on request. This information will also be made available on the Wollongong City Council website as required by the POEO (General) Amendment 2022.

The information made available to public must include:

- Procedures for contacting the relevant authority including the EPA, local Council, NSW Ministry of health, SafeWork NSW and Fire and Rescue NSW
- Procedures for communicating with the community
- Exclusive of personal information within the meaning of the Privacy and Personal Information Protection Act 1998.

12.0 TESTING, REVIEW AND MAINTENANCE

Testing of the PIRMP will be carried out to check the information is accurate and up to date and that the plan is capable of being implemented in an effective manner. Testing of this plan will be carried out in the following ways:

- The PIRMP will be tested by assessing and reviewing it and making any necessary changes. Testing is taken to be either a desktop review by the Waste + Resource Recovery Manager or an environmental emergency drill. Testing will include all components of the plan and an evacuation drill and will occur every 12 months; and
- The PIRMP will be reviewed within one month of the date of any pollution incident that occurs in the course of an activity to which the EPL relates. This review will be undertaken in light of an incident, to determine if the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner as required by the Protection of the Environment Operations (General) Amendment 2012 (POEO(G) Amendment).

Records will be kept in accordance with the POEO (General) Amendment 2022. Information to be retained regarding the PIRMP testing includes:

- The manner in which the test was undertaken
- Dates when the plan was tested
- The person who carried out testing and
- The date and description of any update or amendment to the plan.

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12.1 Document Testing and Updates

In the event of a pollution incident test or desktop based test all appropriate information should be included in the below table and used to update the PIRMP.

Table 11 Document Register

Date of Test	Personnel undertaking Test	Testing Method	Summary of Changes
19/5/2015	B.Strahan, I.Trimevac	Drill	No changes required
18/5/2016	B.Heycott, D.Kutzner	Drill	No changes required
25/1/2017	D.Kutzner, B.Heycott	Drill	No changes required
17/1/2018	D.Kutzner, B.Heycott	Drill	No changes required
19/7/2018	I.Trimevac,	Drill	No changes required
29/8/2019	Trimevac	Drill	Emergency Contacts updated
9/2/2020	O Gallagher, G Brown	Incident	Minor amendments
6/3/2020	D.Kutzner, D. Tierney	Incident Review	Minor amendments
10/3/2020	Trimevac O Gallagher	Drill	No changes required
8/10/20	M Hale, D Kutzner, G Brown, Christopher Brown	Desktop Drill	Minor amendments
14/4/2021	Trimevac (Gary Martin), D Kutzner, G Brown, W Bartrop	Drill	No changes required
19/10/2021	Trimevac (Gary Martin) G Brown, McKeon	Drill	No changes required
7/4/2022	Trimevac (Gary Martin) M Chaplin, P Ryan Wayne Bartrop, David Coopes. Vincent Kenny , Della Kutzner, Mike McKeon, Richard Halilovic	Drill	No changes required
1/12/2022	M McKeon, V Cockburn, P Ryan	Drill	No changes required
31/8/2023	Trimevac (Gary Martin) R Mitchell, P Ryan, V Kenny, J Crinnion, W Murphy	Drill	No Changes Required

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16/5/2024	Trimevac (Gary Martin) S Aidulis, R Mitchell, V Kenny, J Crinnion, W Murphy, M McKeon	Drill	No changes required
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13.0 IMPLEMENTING PLANS

If a pollution incident occurs in the course of an activity at the premises so that material harm to the environment (with the meaning of section 147) is caused or threatened, the person carrying out the activity must immediately implement any pollution incident management response that was developed to meet the requirements of the POEO Act.

14.0 PUBLISHING PLAN

This PIRMP is published on Wollongong City Council website in accordance with legislative requirements.

[Waste Site Reports | City of Wollongong](#)

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WWARRP Emergency Response Management Plan – Excerpt

Site evacuation Procedures

- Excerpt from WWARRP Emergency Response Plan document

4 Evacuation – Code **Orange**

Evacuation is the orderly movement of people from a place of danger.

The evacuation of WWARRP is to occur once an emergency has been identified and there is a potential risk to the health and safety of any persons.

Within this facility the stages of evacuation are:

Stage 1: Remove any person/s away from the immediate vicinity of the danger, if safe to do so. This movement can be to another room, into a hallway or corridor.

Stage 2: Full evacuation of all persons from Whytes Gully Waste Facility.
This requires all persons to follow the directions of the Chief Warden or the Deputy Chief Warden or the Emergency Warden. Persons/vehicles are to exit the site as directed by the emergency Warden(s).

Emergency should be announced via two way radio and to Operations HUB/Operations HUB/Staff Amenities (old MRF) via radio/ landline

In some instances, the Chief Warden will be required to select an alternate assembly area to that which is previously nominated. Should such set of circumstances occur, the Chief Warden will inform all persons at the time of the evacuation or, if possible, prior to the evacuation.

The Chief Warden will contact Council staff (Weighbridge, Public drop off area, Tip Face & Amenities) and contractors (Revolve Centre, Scrap Steel, Green Waste, Leachate Treatment Plant and Visy transfer station) via two way radio and/or 'drive through' the waste site and instruct staff to gather. An explanation of the emergency will be given to the staff and instructions given to evacuate to the assembly area. Staff to take their personal belongings and keys only if safe to do so. Staff and Visitors to follow the direction of the Chief Warden who will direct them to one of the 2 designated exits.

The Emergency Warden/s to act as a directional monitor to guide visitors, staff and contractors to the correct exit. The Wardens to carry out sweep of entire site if safe to do so.

Chief Emergency Warden ensures that a physical presence (Waste Services staff/AAA Recycling representative) is located at the roundabout (south of the Whytes Gully weighbridge) during emergency event and/or evacuation of the Whytes Gully site. Emergency vehicles (ie Fire & Rescue, Police, Ambulance) will be verbally advised of location(s) of emergency event and access directions. All

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other non authorised vehicles will be turned away via the roundabout and directed to exit the Whytes Gully site.

Revolve Centre/Recycle Area - AAA Auction Recycler Contractor will:

- control the Revolve/Recycle area within the Whytes Gully site.
- advise the Chief Warden of any emergency situation that occur within their area of control.
- maintain radio contact with Whytes Gully Chief Warden (or representative) and report status update of the immediate area.
- comply with directions from the Chief Warden (or representative) and ensure patrons do not exit the revolve site until advised it is safe to do so.
- Assist with emergency management as directed by the Chief Emergency Warden

If the order to evacuate is issued by the Chief Warden (or representative) AAA Auction Recyclers must control the revolve/recycle area and direct patrons to evacuate from the site to the designated exit gate.

AAA Auction Recyclers will state to the Chief Warden via two way radio communication that their area is “clear” or outline why the area is not clear.

AAA Auction Recyclers must control their area of responsibility until they have verification from the Chief Warden that the Whytes Gully site is clear if safe to do so. This is to ensure that no one re-enters the revolve/recycle area.

AAA Auction Recyclers will advise Chief Warden they are leaving the site.

AAA Auction Recyclers will evacuate and assemble at the designated emergency assembly point.

The Deputy Chief Warden shall ensure that all occupants have been evacuated. The Emergency Warden/s should be the last to evacuate their designated area. Prior to evacuating the Emergency Warden is to contact the Chief Warden and state that their area is “clear” or outline why the area is not clear. Stating that the area is clear means that there are no persons left.

No person, worker or otherwise, is permitted to re-enter the facility once they have exited. Persons can only re-enter the facility once the direction has been given to do so by the Chief Warden or by the officer-in-charge of the Emergency Service in attendance.

Where possible Emergency Warden/s shall conduct a roll call/head count and report the results of this roll call to the Chief Warden verbally or via mobile phone.

First Aid Officer/s are to make available first aid provisions and provide first aid treatment where required by way of a mobile first aid kit.

Chief Warden to meet emergency authority or combat agency to advise of situation.

The Chief Warden shall undertake a documented debrief following all emergency events. The debrief shall occur as soon as practically possible after the **all clear** has been given and the emergency has been controlled.

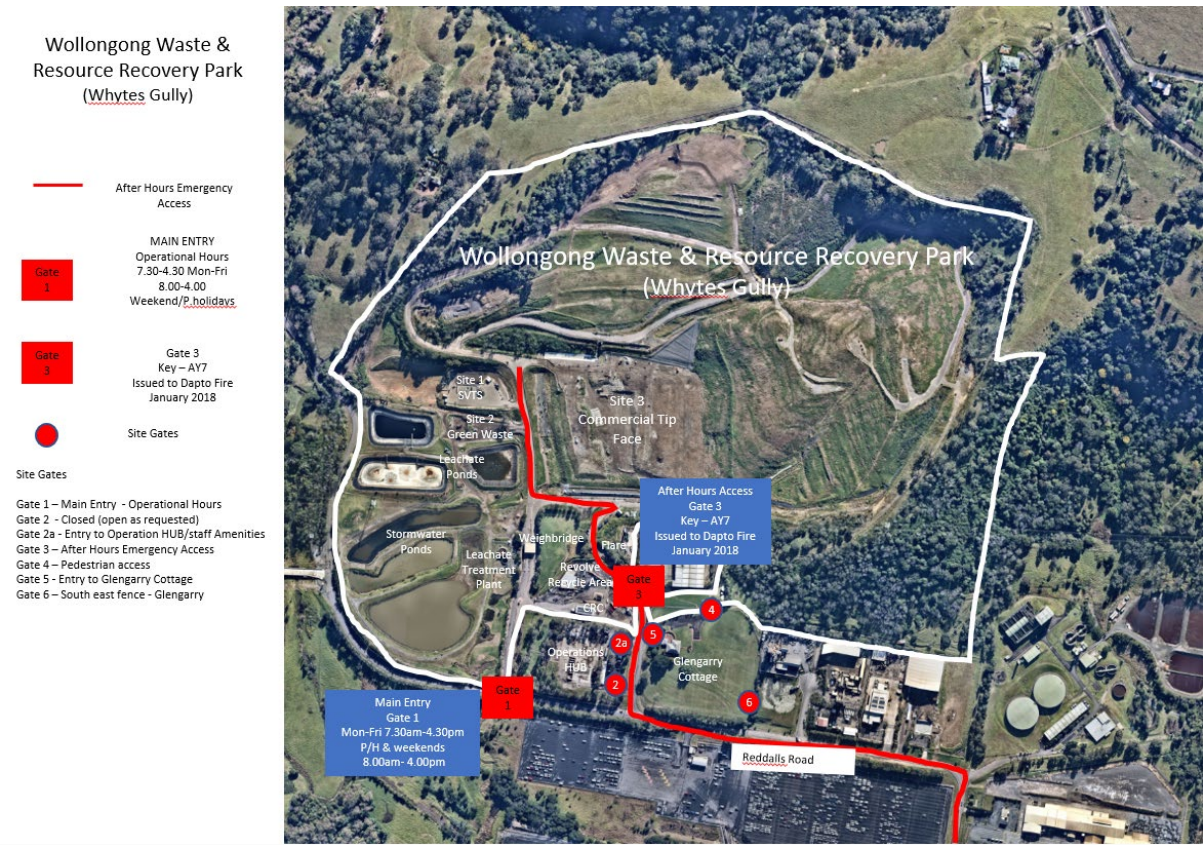
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NOTE: In an emergency event the intent is to evacuate occupants as ***quickly*** as you can via any available exits.

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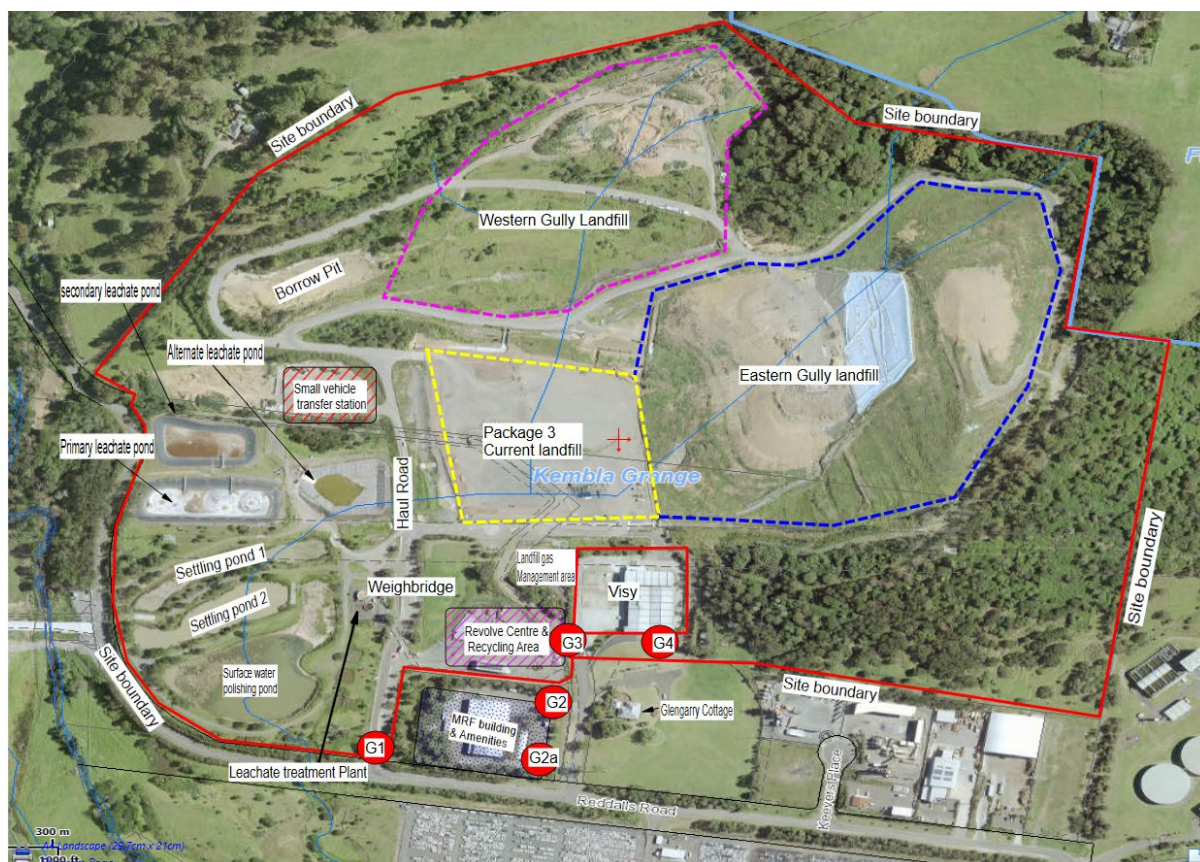
Emergency Information

Figure 4.0 Whytes Gully - Access, Gates & Key References



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Figure 5.0 WWARRP Map



Entry /Exit Gates to the Facility

- Gate 1 –** Main Entry to WWARRP off Reddalls Road
- Gate 2 –** Operations HUB (old MRF)
- Gate 2A –** Operations HUB (old MRF)
- Gate 3 –** Double gates near Visy entry
- Gate 4 –** Pedestrian Access Gate (south side of Visy transfer station)

Access to the facility is through main entry gate off Reddalls Road. **(Gate 1)**

There is also a smaller foot access only Gate 4 which can be used for exiting in an emergency. This gate is located south side of Visy MRF and leads to Glengarry car park which is the Glengarry emergency assembly point.

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Authority to Evacuate

The initial decision for full evacuation of this facility is to be made by the Chief Warden or the Deputy Chief Warden. In their absence, the nominated Emergency Warden can make this determination.

In the absence of any nominated emergency wardens and no automated emergency warning systems the decision for a total evacuation (stage 2) of **WWARRP** can be made by the attending Emergency Services.

The Chief Warden, Deputy Chief Warden and Emergency Wardens will act upon any directions issued to them by the attending Emergency Service.

The Deputy Warden to ensure that a roll call is undertaken at the Assembly Area.

The Chief Warden to nominate where the control point is going to be, if it is not going to be the WWARRP weighbridge.

If unable to return to WWARRP after the Evacuation, staff and visitors to be instructed to leave the assembly area and if possible take their cars out of the car park and go home.

The Deputy Chief Warden to record time staff and visitors left the premises and their contact details for further notification or update on the emergency if required, and to advise when they can return to the premises.

All Clear

Under no circumstances are evacuated persons allowed to re-enter the facility until given the **“All Clear”**.

The **“All Clear”** can only be given by the Officer in Charge of the attending Emergency Service.

The **“All Clear”** will then be given to the Chief Warden who will then advise the Emergency Wardens to direct workers (and any other persons) back into **WWARRP**.

The Chief Warden must directly advise each individual Emergency Warden of the **“All Clear”**.

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