

Resource Recovery Centre PIRMP – Moss Vale

Last Updated: 09/11/2022

Address: 177 Berrima Rd, Moss Vale NSW 2577

Licence No. 10300

EPA Phone No. 131 555

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1.0 Pollution Incident Response Management Plan

LICENCE NUMBER: 10300

Approved by: Clinton McAlister
Position/Title: Manager Business Services

Signature:



Date: 09/11/2022

PURPOSE:

Wingecarribee Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Moss Vale Resource Recovery Centre.

As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the *Protection of the Environment Operations (General) Regulation 2009*.

NOTE: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (General) Regulation 2009*.

Licensees should also refer to the EPA's *Guideline: Pollution Incident Response Management Plans*.

1.1 Environment Protection Licence (EPL) Details	
Name Of Licensee: (Including ABN)	Wingecarribee Shire Council ABN: 49 546 344 354
EPL Number:	10300
Premises Name and Address:	Moss Vale Resource Recovery Centre – 177 Berrima Road, Moss Vale
Company or Business Contact Details	Name: Clint McAlister Position Or Title: Manager Business Services Business Hours Contact Number/S: 4868 0767 After Hours Contact Number/S: 0428 243 266 Email: clinton.mcalister@wsc.nsw.gov.au
Website Address:	https://www.wsc.nsw.gov.au/Facilities/Resource-Recovery-Centre#section-9
Scheduled Activity/Activities on EPL:	Composting Resource Recovery Waste Storage
Fee-Based Activity/Activities on EPL:	Composting Recovery of General Waste Waste Storage – Hazardous, Restricted Solid, Liquid, Clinical and Related Waste and Asbestos Waste Waste Storage – Other Types of Waste

1.2 Pollution Incident – Person/S Responsible (1-4 Relevant Management)						
Contact Order	Name	Position	Business Hours Contact Number/S	After Hours Contact Number/S	Email	Responsibility
1.	Clinton McAlister	Manager Business Services	4868 0767	0428 243 266	Clinton.mcalister@wsc.nsw.gov.au	-PIRMP Activation
2.	Vacant	Co-ordinator			@wsc.nsw.gov.au	-Manage Incident Response
3.	Adan Davis	Director of Communities and Place	4863 5210	0408 371 759	Adan.davis@wsc.nsw.gov.au	-Notify Relevant Authorities
4.	Lisa Miscamble	General Manager	4868 0714	0416 092 740	lisa.miscamble@wsc.nsw.gov.au	
5.	Shane Gough	Team Leader	0436 801 086	0436 801 086	shane.gough@wsc.nsw.gov.au	
6.	Steve Noller	Team Leader	0450 668 073	0450 668 073	steve.noller@wsc.nsw.gov.au	

1.3 Additional / Backup Staff (If Required)						
Contact Order	Name	Position	Business Hours Contact Number/S	After Hours Contact Number/S	Email	Responsibility
7.	Aiber Sawaqed	Business Services Support Officer	4868 0512	NA	aiber.sawaqed@wsc.nsw.gov.au	-Administrative Support
8.	Alyssa Vilar	Waste Education Officer	4868 0507	0407 545 950	Alyssa.vilar@wsc.nsw.gov.au	
9.	Dave Sommers	Co-ordinator Media & Communications	4868 0863	0419 494 554	david.sommers@wsc.nsw.gov.au	-Media Relations
10.	Ian Vong	Acting Chief Information Officer	4868 0897		ian.vong@wsc.nsw.gov.au	-Customer Enquires
11.	Operator	MVSTP Waste Water Operator	0457 254 191			-Storm Water Discharge

1.4 Other On-site Company Contacts			
Company	Name	Position	Business Hours Contact Number/S:
JR Richards	Corey Fitzgerald	Operations Supervisor	0433 736 745
Reviva Centre	Steve Glendenning	Team Leader	4869 1925
Animal Shelter	Vanessa Montgomery	Team Leader	Ph.4868 1520 Mob. 0437 851 533

2.0 Notification of Relevant Authorities	
Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in the case of a pollution incident that causes or threatens to cause material harm to the environment.	
Authority	Contact Number/S:
Environmental Protection Authority (EPA)	13 15 55
NSW Local Health District: Illawarra Shoalhaven	02 4221 6899
Safe Work NSW	13 10 50
Local Government Authority (WSC)	02 4868 0888
Fire & Rescue NSW / Rural Fire Service Moss Vale	000 4868 1288

2.1 Identification of Neighbours and the Local Community

Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g. schools, preschools, hospitals, nursing homes):

Company	Address	Name Of Person Responsible	Contact Number/S:
Southern Regional Livestock Exchange (SRLX)	205 Berrima Road, Moss Vale	Clint McAuley	0409 399 148
Traquair	2 Bowman Road, Moss Vale	Bill Smiley	Ph: 4868 1372 Mob: 0431 372 002
Concrite	178 Berrima Road, Moss Vale	Site Manager	4868 2900
'Golconda'	146 Oldbury Road, Moss Vale	Elva McPherson	Ph: 4868 1952 Mob: 0439 716 738
'Brookdale'	Berrima Road, Moss Vale	Elva McPherson	Ph: 4868 1952 Mob: 0439 716 738
Gubbins Pulbrook Mitre 10	54 Berrima Road, Moss Vale	Site Manager	4869 7555
Mulreadys	3 Bowman Road, Moss Vale	Nick Gubbins	4868 1240

2.2 Notification Procedure of Neighbours and the Local Community

In the event an incident occurs, neighbours and the local community are to be notified via phone or in person AFTER relevant authorities have notified, and only when practical to do so when responding to an incident.

3.0 Hazard Description & Likelihood

Haz No.	Hazard Description	L	C	RRS	Type of hazard	What could increase likelihood?
1.	Pollution / Chemicals in Stormwater Dams	C	3	Med	Environmental / Human	Excessive rainfall. Plant and equipment failure.
2.	Uncontrolled Dam Discharge	C	3	Med	Environmental	Excessive rainfall / pump failure.
3.	Water Escaping from Site to Local Environment	D	2	Med	Environmental	Failure of pipework.
4.	Excessive Dust being Generated from Processing Activities	C	3	Med	Environmental / Human	Very strong winds. Failure of dust suppression systems.
5.	Fire on Site Resulting in Excessive Smoke	B	3	High	Environmental / Human	Extreme hot weather / high winds. Lack of water.
6.	Rubbish Escaping Site	A	4	Med	Environmental / Human	Very strong winds.

3.1 Pre-Emptive Actions to be Taken

Provide detailed descriptions of the 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 premises:

Pollution / Chemicals in Stormwater Dams

- Analytical testing of dam water as per Environmental Protection Licence (EPL)
- Undertaking water quality testing prior to using water on site or discharging to sewer as per Trade Waste Agreement with Water and Sewer
- Conducting regular visual inspections of dams to identify signs of potential contamination or poor water quality
- Visual inspections of plant and equipment (bundled pallets)

Uncontrolled Dam Discharge

- Monitoring water levels in dams on a regular basis
- Controlling water level in dam by discharging/ evaporating water through the water management system.
- Controlling water level in dam by increasing dust suppression on site and atomising water
- Implement temporary detention basins to restrict water flow to dam
- Maintain low water levels in the rain water tanks

Water Escaping from Site to Local Environment

- Ensuring pumps (behind Transfer Bays) are operational at all times
- Recording details of operational status of pumps and other relevant information on daily inspection sheet

Excessive Dust Being Generated from Processing Activities

- Ensuring adequate water suppression is used on site when undertaking processing/ operational activities
- Regularly checking that water suppression equipment is operating correctly and effectively
- Undertaking visual inspection of processing activities to identify if excessive dust is being generated. Relocate equipment if required
- Regularly checking wind direction and wind strength
- Not undertaking processing activities on high wind days

Fire on Site Resulting in Excessive Smoke

- Undertaking visual inspections of all material brought to site (Weighbridge)
- Conducting ongoing visual inspections of all stockpiles during processing activities
- Conducting regular inspections of stored flammable material for any signs of non-complying storage conditions

Rubbish Escaping Site

- Ongoing vigilance for potential risk of airborne litter and regular litter collection
- Regularly checking of weather forecasts to identify potential higher wind days
- Manage waste in a manner to minimise uncontained waste

4.0 Inventory of Pollutants

Location/Tank	Max. quantity	Contents
Fuel Tank	6,000L (Self Bunded)	Diesel Fuel
Grease Shed	25L Fuel Locker	Petrol
CRC Shed	2 X 1,000L Bunded IBC's	Waste Oil
CRC Shed	80 x 9kg Bottles (Stored in cages provided by EPA)	Gas
CRC Shed	2 X 1,000L Stillage	Non-motor oil
CRC Shed	500L Bunded Stillage	Cooking Oil
CRC Shed	12 X 1,000L Stillage	Paint (Oil & Water)
Asbestos compound	2 X 10,000l steel containers	Asbestos

4.1 Hazard Identification, Risk Assessment and Control (HIRAC)

Please see attached HIRAC documents for all contents of the CRC.

5.0 Safety Equipment

The RRC has developed general site safety rules. RRC staff must comply with the following safety rules.

- Adhere to all Safe System of Work documentation developed for work activities
- Wear Personal Protective Equipment as required
- Undertake general housekeeping
- Present 'fit for work' at all times

Personal Protective Equipment (PPE) shall always be worn by RRC staff to ensure potential contact with stormwater and sediments is minimised when carrying out inspections or routine work of the stormwater dams and drainage systems.

Hazard Description	Safety Equipment & Other Devices Required	Location
Pollution / Chemicals in The Stormwater Dams	<ul style="list-style-type: none"> - Spill Kit - Gloves - Gumboots 	<ul style="list-style-type: none"> - Fuel Tank / CRC / VCU / Bottom Dam - CRC / VCU - CRC / Storeroom - Men's changeroom
Uncontrolled Dam Discharge	<ul style="list-style-type: none"> - Dirt / Clay - Water Cart - Portable Pumps 	<ul style="list-style-type: none"> - RRC Loader - Parked At Filling Point - Shipping Container Behind CRC
Water Escaping from Site to Local Environment	<ul style="list-style-type: none"> - Vacuum Truck (Combo Unit) - Dirt / Clay - Portable Pumps - Water Cart 	<ul style="list-style-type: none"> - Water & Sewer Facility - RRC Loader - Shipping Container Behind CRC - Parked At Filling Point
Excessive Dust Being Generated from Processing Activities	<ul style="list-style-type: none"> - Water Cart - P1 Masks - Gloves - Eye Protection 	<ul style="list-style-type: none"> - Parked At Filling Point - CRC PPE Storage - CRC PPE Storage - CRC PPE Storage
Fire on Site Resulting In Excessive Smoke	<ul style="list-style-type: none"> - Fire-fighting Equipment - Water Outlets 	<p><u>Fire Extinguishers</u></p> <ul style="list-style-type: none"> - Main Office X 1 - Weighbridge X 1 - Designated Smoking Area X 1 - VCU Shed X 2 - Fuel Pod X 1 - Maintenance Shed X 1 - CRC X 4 <p><u>Fire Hose Reels</u></p> <ul style="list-style-type: none"> - Transfer Station X 3 - Fuel Shed X1 - VCU X1 - Main Office X1 - Weighbridge X1 - CRC X 1
Rubbish Escaping Site	<ul style="list-style-type: none"> - Gloves - Nifty Grabbers - Mobile Plant (As Required) 	<ul style="list-style-type: none"> - CRC - All work stations - Onsite

5.1 Other Safety Equipment & Devices on Site	
Equipment	Location
First Aid Kits X 3	- CRC - Main Office - Weighbridge Office
Defibrillator X1	- Main Office (Near Main Entrance)
2-Way Radios X 26	- Main Site Office - Weighbridge - Installed In Front End Loader & Trucks - Plant Operators (Portable Devices)
Mobile Phones	- Where Applicable
Email / Phones/ Fax / Photocopier / Printer	- Main Site Office / Weighbridge / Cash Handling Office
Clean Sweep Absorbent Material	- VCU - Bottom Dam - Fuel Pod - CRC
Traffic Control Signage	- Main Entrance - Around Site - Variable Message Board
HAZMAT Box	- Front Gates

6.0 Communicating with Neighbours and the Local Community	
<p>In the event of a pollution incident at the RRC, impacts on neighbours and the local community depend on a number of critical factors. These factors include:</p> <ul style="list-style-type: none"> - Wind direction and strength - Amount of rainfall prior to the pollution incident - Failure of critical infrastructure (e.g. Pumps or pipework) - Extremely hot / dry weather conditions <p>The potential impacts to neighbours and the local community for each hazard type identified at the RRC will now be discussed in more detail. These impacts have taken the above factors into consideration. It is imperative that neighbours are updated throughout the Pollution incident until resolved. This must be done by phone or personal visit by Business Services Management team.</p>	
Pollution / Chemicals in The Stormwater Dams	This type of incident will not have a direct impact on neighbours or the community as the stormwater dams are located away from public access areas and are fully contained. In the event of dam water contamination, appropriate analytical testing will be conducted to obtain a suitable treatment method.
Uncontrolled Dam Discharge	If the discharge occurred there could be minor impact to the local environment. This would depend however on the volume of water released and amount of water already in the local creek system.
Water Escaping from Site To Local Environment	Excess rain water and site runoff is captured in underground storage tanks behind the Transfer bays. Using pumps and associated pipework this water is pumped to the stormwater storage dams on the other side of the site. It must be noted however that if the pumps fail, emergency pumps can be sourced and installed, to maintain site compliance. As a result, potential impacts are minimal.

6.1 Communicating with Neighbours and the Local Community (Continued)

Excessive Dust Being Generated from Processing Activities	<p>Any process generating uncontrolled amounts of dust is to cease and be assessed. Processes are to not recommence until adequate dust suppression responses have been implemented. Dust particles small enough to be inhaled may cause:</p> <ul style="list-style-type: none">- Eye irritations- Coughs- Asthma attacks- Sneezing- Hay fever <p>For people with respiratory conditions like asthma, Chronic Obstructive Airways Disease (COAD) or emphysema even small increases in dust concentration can make their symptoms worse. If an event occurred that heavily impacted populated areas for extended periods of time consideration must be given as to how communication will be maintained with impacted parties especially those with medical conditions. It is recommended that contact is quickly established with Council's Communication and Media Unit to assist in this area.</p>
Fire at Site That Produces Excessive Smoke	<p>If a large fire that generates excessive smoke occurred on site this could have very significant impact on the local community. Like a dust event this would depend on a number of key factors including:</p> <ul style="list-style-type: none">- Wind strength & direction- Type of fire that generated the smoke

7.0 Minimising Harm to Persons on the Premises

Identify the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried out, to protect staff performing daily operations and ensure safety of customers and contractors onsite.

Council's safe system of work hierarchy includes the following:

- Site Induction
- Take 5
- Safe Work Method Statements (SWMS)
- Hazard Identification Risk Assessment and Control (HIRAC)
- Safe Operating Procedure (SOPs)

The RRC has developed and implemented an emergency evacuation plan in-line with requirements outlined in *AS3745:2010 Planning for Emergencies in Facilities*. The plan is titled *Emergency Evacuation Plan and Procedures for Resource Recovery Centre – Berrima Road, Moss Vale* and was approved in 2020.

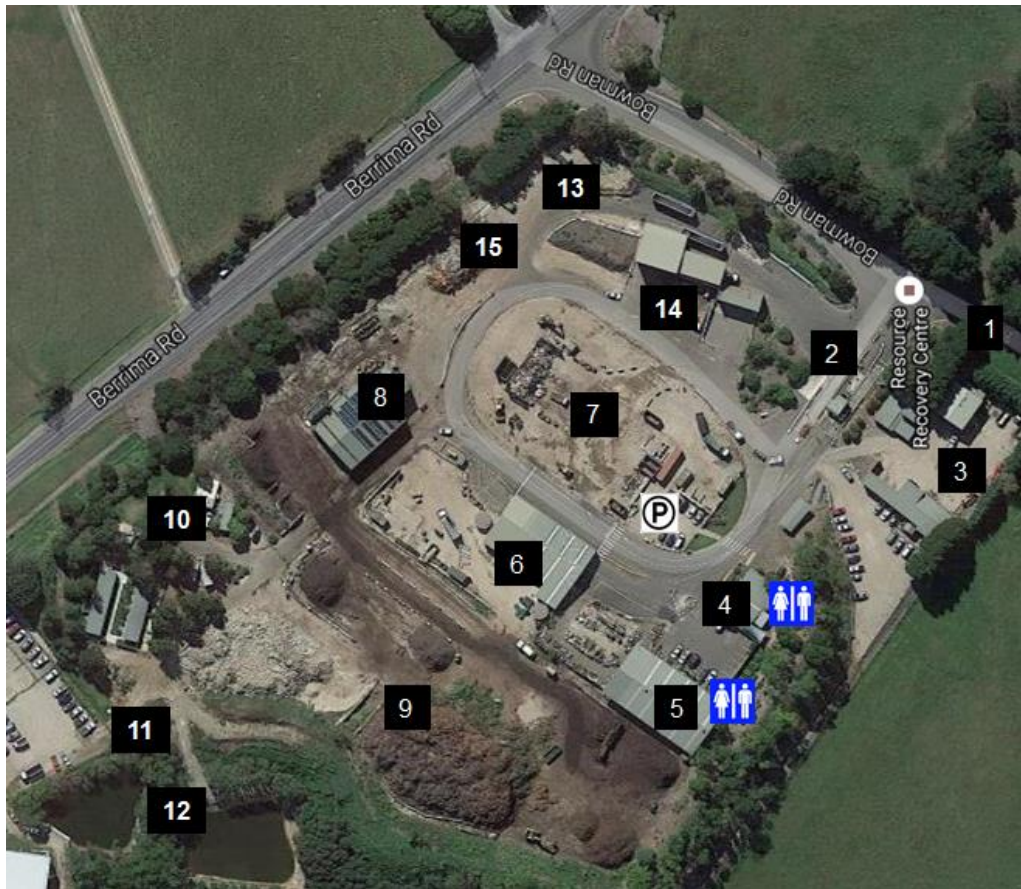
The plan addresses the following key areas associated with an emergency evacuation at the site (including the Animal Shelter):

- Introduction
- Organisational Structure
- Emergency Resources
- Emergency Response Process
- Evacuation Plans
- Contingencies
- Post Incident

Individual responses to a number of emergency situations have been included in the plan. Some examples of these include:

- Building Fire
- Bomb Threat
- Building Evacuation

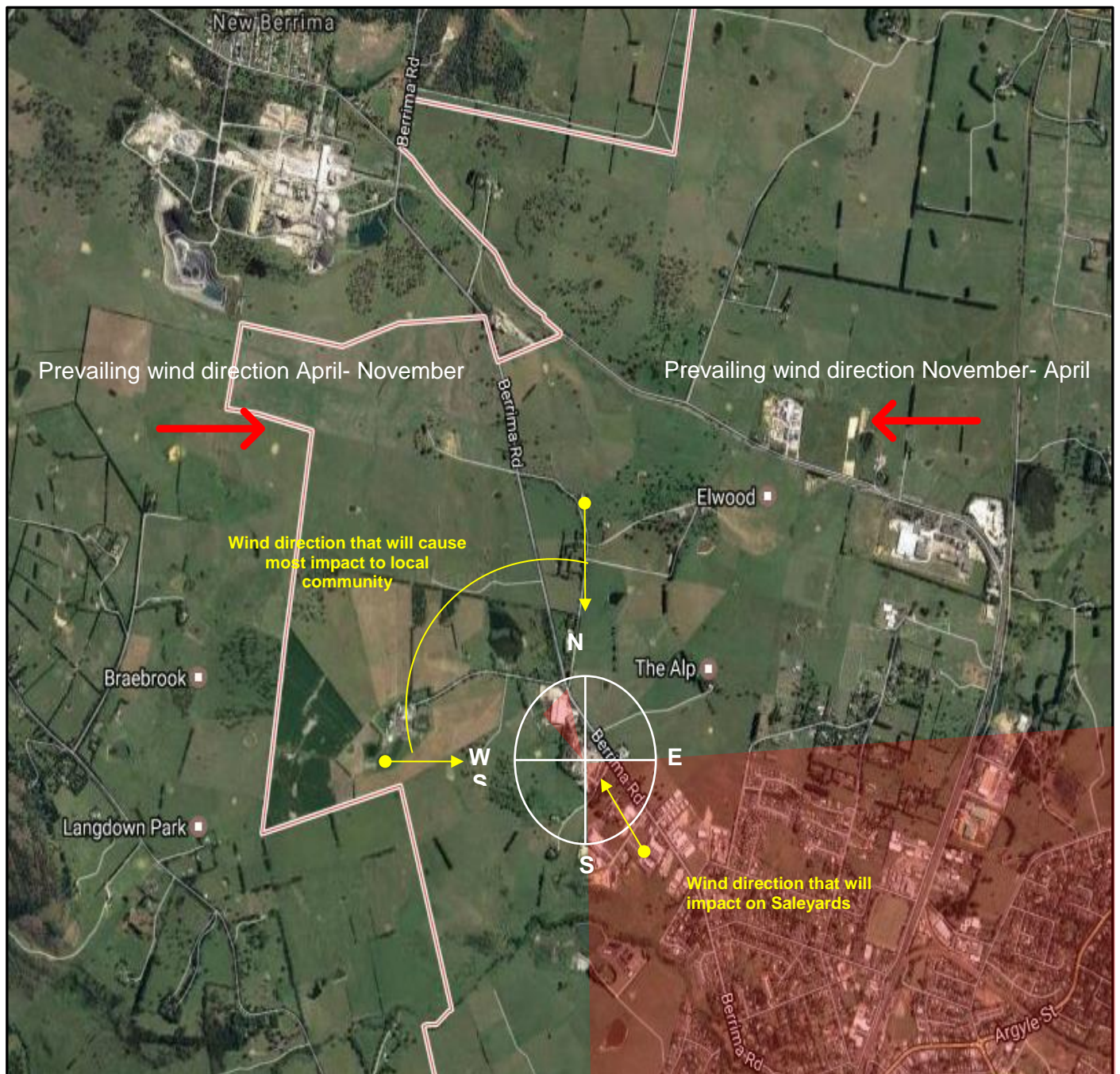
8.1 General Site Layout



Key Locations	
1.	Evacuation Assembly Area 1
2.	Weighbridge
3.	Domestic Contractor
4.	Administration Office and Lunch Room
5.	Reviva (not Council)
6.	CRC (Community Recycling Centre)
7.	Centre Circle
8.	VCU (Vertical Composting Unit)
9.	Green Waste/Mulch
10.	Animal Shelter
11.	Evacuation Assembly Area 2
12.	Leachate Dams
13.	Designated Smoking Area
14.	Transfer Bays
	Administration and Reviva Toilets
	Parking
15.	Hazardous Area

8.2 High Altitude Map

The map below identifies the areas that would be significantly impacted by an excessive dust pollution event at the RRC.



9.0 Actions to be taken During or Immediately After a Pollution Incident

9.1 Pollution/Chemicals in Dams

Hazard Summary:	Contaminant(s) enter on-site water catchment areas, potentially causing stored water to be polluted. Examples of pollutants include: Algae, herbicides, pesticides and chemicals.
Methods Of Identification	<ul style="list-style-type: none"> - Strong pungent odour - Visual signs of water contamination including excessive discolouration and/or scum forming on surface - Oily sheen on surface of dam - Failed quarterly water sampling results - Regular water testing/ sampling
Identified Response Equipment	<ul style="list-style-type: none"> - Pumps - Gloves - Face shield - Mask - Vacuum tanker (external pump out truck) - Chemical treatment - Spill kit & Oil Boom

Incident Responses Required

Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Staff member identifies and reports issues/hazards		
	Investigate the issue to determine scale and risk level (activate PIRMP if required- Manager).	Manager, Coordinator, Team Leader or chosen delegate	
	Identify contaminant if possible locate relevant SDS to inform decision making		
2. Notification	1. Notify relevant authorities		
	2. Notify relevant management		
	3. Notify relevant neighbours and on-site contacts		
	4. Complete internal Incident Notification Form, scan and email to incident.notification@wsc.nsw.gov.au		
3. Develop Action Plan	5. Confirm gates to dams are locked and area is secure		
	6. Undertake water testing of dams ALS Website: https://www.alsglobal.com/en/contact-form ALS Sydney Phone No: 61 2 9437 9978		
	7. Await results of water testing	Consultant	
	8. Hold meeting with key staff, and consultant/Water & Sewer Management to develop action plan. Consideration needs to be given to: <ul style="list-style-type: none"> - Initial actions - Can we use water for processing - Dust suppression - Need to evacuate site - Water / air quality impacts - Water quality improvement strategies - Cost estimates - Timeframes / urgency 	Manager, Coordinator, Team Leader or chosen delegate	
	9. Consultant to provide recommendations based on the analytical reports and finalise action plan	Consultant/Water & Sewer or appropriate licenced liquid treatment facility	

Incident Responses Required (Continued)			
Key Steps	Response Actions	Person(s) Responsible	Comments
4. Implement Action Plan	Action Plan is approved by key stakeholders	Manager, Coordinator, Team Leader or chosen delegate	
	Action Plan is implemented as required	All RRC staff	
5. Review Status	Key stakeholders undertake regular review of outcomes from action plan.	Manager, Coordinator, Team Leader or chosen delegate	
	Revise plan and implement any identified amendments.	All RRC staff	
	Develop final report and inform relevant stakeholders that incident has been resolved.	Manager and/or Coordinator	
6. PIRMP	Review and Update	Manager, Coordinator, Team leader	

9.2 Uncontrolled Dam Discharge

Hazard Summary:	Extreme rain event leads to excessive water in the dams and subsequent discharge or failure of dam structures. Water from the dams can enter the storm water easement.
Methods of Identification	<ul style="list-style-type: none"> - Monitoring of dam levels - Visual inspection of dams for signs of failure - Neighbour complaints / notifications of water escaping
Identified Response Equipment	<p>Excavator: Infrastructure Services Ph. 4868 0560 or Coopers Earthmoving Ph. 4841 1660</p> <ul style="list-style-type: none"> - Aggregate Materials: Highlands Sand & Gravel Ph.4868 2491 <ul style="list-style-type: none"> o Or Boral Concrete Ph. 4868 3666 - Tankers: Clean-A-Way Ph.1800 774 557

Incident Response Table

Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Staff member identifies issues/hazards		
	Investigate the issue to determine scale and risk level (activate PIRMP if required- Manager).	Manager, Coordinator, Team Leader or chosen delegate	
2. Notification	1. Notify relevant authorities		
	2. Notify relevant management		
	3. Notify relevant neighbours and on-site contacts		
	4. Complete internal Incident Notification Form, scan and email to incident.notification@wsc.nsw.gov.au		
	5. Notify Water & Sewer (Trade waste) staffs that pumping to sewer may be required		
3. Incident Response	6. Attempt to stop discharge by pumping to sewer or arrange liquid tankers	Coordinator	
	7. Sample water discharge for quick turnaround time on analytical reports		
4. Engage Consultant Services	8. If adverse water quality results are identified, engage water quality specialist or WSC Sewer & Water Team. Consultant to consider: <ul style="list-style-type: none"> - Ongoing water quality testing - Provide advice on improving water quality or impacts downstream 	Manager, Coordinator, Team Leader or chosen delegate	
	9. Hold meeting with key staff and consultant to develop action plan for remediation		
5. Implement Action Plan	10. Action Plan is approved by key stakeholders	All RRC staff	
	11. Action Plan is implemented as required		

Incident Responses Required (Continued)

Key Steps	Response Actions	Person(s) Responsible	Comments
6. Review Status	12. Key stakeholders undertake regular review of outcomes from action plan.	Manager, Coordinator, Team Leader or chosen delegate	
	13. Impacted neighbours and on-site contacts are to be regularly updated on current status		
	14. Revise plan and implement any identified amendments.	All RRC staff	
	15. If dam has total failure, engage Civil Engineer to assess damage and develop plan for reinstatement of dam	Manager, Coordinator, Team Leader or chosen delegate	
7. PIRMP	Review and Update	Manager, Coordinator, Team leader	

9.3 Water Escapes from Site to the Local Environment			
Hazard Summary:	Failure of pipe work on site		
Methods Of Identification	<ul style="list-style-type: none"> - Visual inspection - Notification from public / neighbours 		
Identified Response Equipment	<ul style="list-style-type: none"> - Council Plumber Ph: 4868 0560 - Combo Unit (Vacuum truck): WSC Sewer & Water Team - Spill kits, front end loader and soil 		
Incident Responses Required			
Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Staff member identifies issues/ hazards		
	Investigate the issue to determine scale and risk level (activate PIRMP if required- Manager)	Manager, Coordinator, Team Leader or chosen delegate	
2. Internal Notification	1. Complete internal Incident Notification Form, scan and email to incident.notification@wsc.nsw.gov.au		
3. Incident Response	2. Shut down affected pipeline pumping system or close appropriate valve		
	3 Initiate clean-up of affected area: <ul style="list-style-type: none"> - Vacuum Truck (Combo Un) - Arrange immediate repairs to affected pipeline 		
4. External Notification	4. Notify Relevant Authorities		
	5. Notify relevant neighbours and onsite contractors		
5 Implement Action Plan	6. Visually inspect and pressure test affect pipeline after repairs to ensure no further potential failures	Plumber	
6. PIRMP	Review and Update	Manager, Coordinator, Team leader	

9.4 Excessive Dust being Generated from Site			
Hazard Summary:	High winds may lead to the generation of excessive dust that leaves site.		
Methods of Identification	<ul style="list-style-type: none"> - Supervisor/employees in operations - Complaints from the public onsite - Visual inspections onsite, with ongoing inspections - Bureau of Meteorology (BOM) website 		
Identified Response Equipment	<ul style="list-style-type: none"> - Water Cart - Cease Operations 		
Incident Responses Required			
Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Council informed of Incident	Manager, Coordinator, Team Leader or chosen delegate	
	Investigate the issue to determine scale and risk level (activate PIRMP if required- Manager)		
2. Notification	1. Notify relevant authorities		
	2. Notify relevant management		
	3. Notify relevant neighbours and on-site contacts (Dependent on the wind direction)		
	4. Complete internal Incident Notification Form, scan and email to incident.notification@wsc.nsw.gov.au		
	5. Inform Council Media & Customer Service staff		
3. Incident Response	6. Check water capacity to ensure sufficient water supply is available for ongoing dust suppression system operations and implement water cart immediately	Manager, Coordinator, Team Leader or chosen delegate	
4. RRC Emergency Evacuation Plan	7. If wind conditions are causing dangerous working conditions (Airborne materials), consider implementing the RRC Emergency Evacuation Plan	Manager, Coordinator, Team Leader or chosen delegate	
5. Ongoing Updates	8. Relevant Senior Management is to be regularly informed of the situation as needed.		
6. PIRMP	Review and Update	Manager, Coordinator, Team leader	

9.5 Fire at Site that Produces Excessive Smoke			
Hazard Summary:	Fire on site that has the potential to adversely impact the local environment or harm human health. Small fires that can be managed on site do not need to activate the PIRMP.		
Methods of Identification	<ul style="list-style-type: none"> - Visual inspection (e.g. Excessive smoke or fire leaving site boundaries) - Multiple complaints from members of the public - Fire Department attends site responding to emergency call 		
Identified Response Equipment	<ul style="list-style-type: none"> - Emergency Services - Fire-fighting Equipment - Water Cart - Front End Loader 		
Incident Responses Required			
Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Staff member identifies issues/hazards		
	Investigate the issue to determine scale and risk level (activate PIRMP when required- Manager)	Manager, Coordinator, Team Leader or chosen delegate (e.g. Wardens)	
2. Notification	1. Notify relevant authorities		
	2. Notify relevant management		
	3. Notify relevant neighbours and on-site contacts (Dependant on wind direction)		
	4. Complete internal Incident Notification Form, scan and email to incident.notification@wsc.nsw.gov.au		
	5. Inform Council Media & Customer Service staff		
3. Initial Incident Response	6. Implement relevant RRC Emergency Evacuation Plan, located in administration building next to PIRMP (if customers or staff are at risk)		
	7. Ensure public access is restricted		
4. Emergency Services	8. Provide assistance to emergency services		
5. Ongoing Updates	9. Provide regular updates to Senior Management		
6. Recovery	10. After fire has been extinguished, assess impacts		
	11. Hold meeting with key staff to develop action plan for remediation		
	12. Action Plan is approved by key stakeholders		
	13. Action Plan is implemented as required		All RRC Staff
7. PIRMP	Review and Update	Manager, Coordinator, Team leader	

9.6 Rubbish Escaping Site			
Hazard Summary:	Excessive amounts of rubbish / waste become airborne leave the site impacting on the local environment.		
Methods of Identification	<ul style="list-style-type: none"> - Visually identify - Customer complaints 		
Identified Response Equipment	<ul style="list-style-type: none"> - Grabbers - PPE – Gloves, safety glasses - Relevant signage for road side - Wheelie bins - Ute 		
Incident Responses Required			
Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Staff or customer reports excessive rubbish outside RRC grounds	Manager, Coordinator, Team Leader or chosen delegate (e.g. Wardens)	
	Investigate the issue to determine scale and risk level (activate PIRMP if required)		
2. Internal Notification	1. Complete internal Incident Notification Form, scan and email to incident.notification@wsc.nsw.gov.au		
	2. Notify relevant management		
	3. Organise staff to remove rubbish from impacted areas		
	4. Restrict light weight rubbish on site by placing heavy items to restrict material becoming airborne		
4. Monitor	6. Continue to monitor the situation and respond appropriately		
5. Activate PIRMP	7. If rubbish becomes excessive and impacting the local environment, activate PIRMP: refer to methods of identification.		
6. Notification	8. Notify relevant authorities		
	9. Notify relevant neighbours and on-site contacts (Dependant on wind direction)		
	11. Inform Council Media & Customer Service staff		
7. Inspections	12. Undertake inspections of impacted areas and perform clean-up as required		
8. Ongoing Updates	13. Provide regular updates to Senior Management		
9. PIRMP	Review and Update	Manager, Coordinator, Team leader	

10.0 Staff Training

Specific training is also provided in the use of this Plan to ensure that all RRC staff is fully aware of their roles and responsibilities, content, processes and requirements in relation to this Plan. Council has also several formal training programs to enhance and improve job knowledge, skills and capabilities of staff.

RRC Training Matrix

Training required	Training Method	Training Frequency	Manager Business Services	Co-ordinator	Team Leader	Plant Operators / Crew members	Weighbridge Operators	Waste Education Officer
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Organised locally by RRC staff

General PIRMP Awareness	Information Sheets	6 monthly	X	X	X	X	X	X
Implementing the PIRMP	Internal	Yearly	X	X	X			X
Scenario Exercises	Desktop / exercises	Yearly	X	X	X			X

Organised by Organisational Development

Incident Management	External	2 yearly	X	X	X			X
Emergency Evacuation	Internal	3 yearly	X	X	X	X	X	X
Provide First Aid	External	2 Yearly			X		X	
First Aid – CPR	External	Yearly			X		X	
Chemical Awareness	External	3 Yearly			X	X		

The details of all completed training must be sent to the Training & Development Officer in Organisational Development. This information will be entered into Council's training management system. All training records must be kept in line with requirements outlined in the State Records Act.

11.0 Testing and Updating of the PIRMP

This plan will be routinely tested at least once every 12 months. Please refer to the Scenario Test Matrix below for actual details of each test.

Scenario Test Matrix

Scenario Details	Type Of Scenario	Date	Persons Involved	Who Will Oversee / Facilitate The Scenario
Stormwater breakout	Desktop	2 March 16	Chris Murphy & Josh Neden	Chris Murphy
Review / update of PIRMP	Desktop	February 17	Ron Smith, Chris Murphy & Katharine Lancaster	Mal Lindsay
Review / update of PIRMP	Desktop	November 2017	Mal Lindsay, Chris Murphy & Katharine Lancaster	Neil Townsend
Failure of pumps leads to flooding behind Transfer Bays	Practical exercise	November 2018	Neil Townsend & Chris Murphy	Chris Murphy
Review / update of PIRMP	Desktop	November 2019	Chris Murphy, Neil Townsend, Andrew Denny & Katharine Lancaster	Chris Murphy
Review / update of PIRMP	Desktop	November 2020	Neil Townsend, Guy Stearn, Andrew Denny, Katharine Lancaster, Brandon Paull	
Review / update of PIRMP	Desktop	November 2021	Neil Townsend, Guy Stearn, Katharine Lancaster	
Large fire in green waste that impacts the local community	Practical exercise	November 2021	Neil Townsend	Guy Stearn
Review / update of PIRMP	Desktop	November 2022	Clinton McAlister	

The Plan must also be tested within 1 month of any pollution incident occurring. This is to ensure 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.

12.0 Implementing Plans

If a pollution incident occurs at the RRC that causes material harm to the environment (within the meaning of section 147), this Plan must be implemented immediately by appropriately trained and competent staff.

Please note: If this plan is not implemented within agreed timeframes the matter may be investigated and internal disciplinary action taken. This could also include separate action taken by regulators against individual persons.

12.1 Appendix 1 – Pollution Incident Decision Flowchart (For Incidents Not in this Plan)

