

Welby Landfill PIRMP

Last Updated: 9/11/2022

Address: Colo Street, Welby NSW 2575

Licence No. 20194

EPA Phone No. 131 555


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1.0 Pollution Incident Response Management Plan

LICENCE NUMBER: 20194

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

Signature: 
Date: 9/11/2022

PURPOSE:

Wingecarribee Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Welby Landfill.

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:	20194	
Premises Name And Address:	Welby Landfill – Colo Street, Welby, NSW 2575	
Company Or Business Contact Details	Name:	Clinton 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/uploads/3175/welby-pirmp-version-9.pdf	
Scheduled Activity/Activities On EPL:	<ul style="list-style-type: none">- Composting- Waste Processing (Non-thermal Treatment)- Waste Storage	
Fee-Based Activity/Activities On EPL:	<ul style="list-style-type: none">- Composting- Non-thermal Treatment Of General Waste- Waste Storage – Other Types Of Waste	

Document Name: Welby Pollution Incident Response Management Plan **Version:** 9

Updated: November 2022

Next Review: November 2023

1.2 Pollution Incident – Person/S Responsible						
Contact Order	Name	Position	Business Hours Contact Number/S	After Hours Contact Number/S	Email	Responsibility
1.	Clint McAlister	Manager Business Services	4868 0767 -	0428 243 266 -	clinton.mcalister@wsc.nsw.gov.au -	-PIRMP Activation
3.	Adan Davis	Director of Communities and Place	4863 5210	0408 371 759	Adan.davis@wsc.nsw.gov.au	-Manage Incident Response
4.	Lisa Miscamble	General Manager	4868 0714	0416 092 740	lisa.miscamble@wsc.nsw.gov.au	-Notify Relevant Authorities

1.3 Additional / Backup Staff (If Required)						
Contact Order	Name	Position	Business Hours Contact Number/S	After Hours Contact Number/S	Email	Responsibility
5.	Aiber Sawaqed	Business Services Support Officer	4868 0505	NA	aiber.sawaqed@wsc.nsw.gov.au	-Administrative Support
6.	Alyssa Vilar	Waste Education Officer	4868 0507	0407 545 950	alyssa.vilar@wsc.nsw.gov.au	
7.	Vacant	Operations Co-ordinator				
8.	Dave Sommers	Co-ordinator Media & Communications	4868 0863	0419 494 554	david.sommers@wsc.nsw.gov.au	-Media Relations
9.	Ian Vong	Acting Chief Information Officer	4868 0897		ian.vong@wsc.nsw.gov.au	-Customer Enquires

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 Or 4868 1288
Department Of Crown Lands	4920 5039

2.1 Identification Of Neighbours And The Local Community
There are no immediate neighbours. All surrounding land is owned by Crown Lands managed by Wingecarribee Shire Council.

3.0 Hazard Description & Likelihood						
Haz No.	Hazard Description	L	C	RRS	Type of hazard	What could increase likelihood?
1.	Dam Contamination	C	3	Med	Environmental	Illegal Dumping
2.	Fire On Site Resulting In Excessive Smoke	B	3	High	Environmental / Human	Extreme hot weather.
3.	Illegal Dumping Onsite including Asbestos	D	3	High	Environmental / Human	Lack of regular site auditing

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:
Dam Contamination - Review analytical results in line with the EPL for any potential hazard
Fire on Site Resulting in Excessive Smoke - Site inspections to assess the site fire risk when first fire ban of the season is declared
Illegal Dumping Onsite including Asbestos - Reports of illegal dumping on site provided by rangers or site inspection

4.0 Inventory Of Chemicals
No chemicals are stored onsite.

5.0 Safety Equipment

The Business Services Branch has developed general site safety rules. WSC 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 be worn at all times by WSC staff to ensure potential contact with leachate and sediments is minimised when carrying out inspections or routine work of the leachate and drainage systems.

Hazard Description	Safety Equipment & Other Devices Required	Location
Dam Contamination	- Tankers	- Cleanaway – 1800 774 557
Fire Onsite Resulting In Excess Smoke	- Firefighting Equipment provided by the RFS or local fire service	- Local Rural Fire Service Ph. 000
Illegal Dumping Onsite including Asbestos	- Mask (P1) - Gloves - Hazibags - Coveralls - Gum boots - Mobile plant (as required) - Water cart / water - Fibrelock	- RRC Moss Vale (To be transported to site)

6.0 Communicating with Neighbours and the Local Community

In the event of a pollution incident at Welby Landfill, impacts on neighbours and the local community depend on a number of critical factors. These factors include:

- Wind direction and strength
- Amount of rainfall prior to the pollution incident
- Failure of critical infrastructure
- Extremely hot / dry weather conditions

The potential impacts to the local community for each hazard type identified at the Welby Landfill will now be discussed in more detail. These impacts have taken the above factors into consideration.

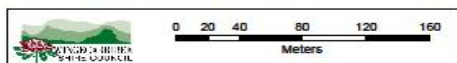
Dam Contamination	If contamination occurs there could be minor impact to the local environment or neighbours.
Fire onsite Resulting in Excessive Smoke	If a large fire that generates excessive smoke occurred on site this could have an impact on the local community. This would depend on a number of key factors including: <ul style="list-style-type: none"> - Wind strength & direction - Type of fire that generated the smoke
Illegal Dumping including Asbestos on Site	Illegal dumping including asbestos at the Welby Landfill is possible. If the asbestos was identified as being friable the risk to human health would be higher. If friable asbestos is present, WSC staffs are not to remove; they are to engage a suitably licenced contractor.

7.0 Minimising Harm to Persons on the Premises

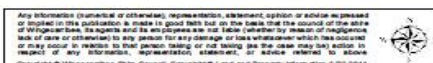
Identify the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried out:

Welby Landfill is a closed site and thus does not carry out any scheduled or fee based activities.

8.0 Maps



Wingecarribee Shire Council



9.0 Actions to be Taken During or Immediately after a Pollution Incident

9.1 Dam Contamination

Hazard Summary:	Dam identified as being contaminated.
Methods Of Identification	Analytical reports/visual observation.
Identified Response Equipment	Contractors if required to drain dam.

Incident Responses Required

Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Issues/hazards are identified.		
	Investigate the issue to determine scale and risk level. Activate PIRMP if required.	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		
3. Develop Action Plan	1. Confirm gates to site are locked and area is secure		
	2. Undertake water testing of dams ALS Website: https://www.alsglobal.com/en/contact-form ALS Sydney Phone No: 61 2 9437 9978		
	3. Await results of water testing	Consultant	
	4. Hold meeting with key staff and consultant to develop action plan. Consideration needs to be given to: <ul style="list-style-type: none"> - Access to affected area - Water quality impacts - Water quality improvement strategies - Cost estimates - Timeframes / urgency 	Manager, Coordinator, Team leader or chosen delegate	
	5. Consultant to provide recommendations based on the analytical reports and finalise action plan	Consultant	

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	Council staff or contractors	
5. Review Status	Key stakeholders undertake regular review of outcomes from action plan.	Manager, Coordinator, Team leader or chosen delegate	
	Implement any identified amendments.	Council staff or contractors	
	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 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.		
Methods Of Identification	<ul style="list-style-type: none"> - Visual inspection (e.g. Excessive smoke or heat generation) - Multiple complaints from members of the public - Fire Department attends site 		
Identified Response Equipment	<ul style="list-style-type: none"> - Emergency Services 		
Incident Responses Required			
Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Issues/hazards identified		
	Investigate the issue to determine scale and risk level and activate PIRMP if required	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 Media & Customer Service staff		
3. Initial Incident Response	Ensure public access is restricted		
4. Emergency Services	Provide assistance to emergency services		
5. Ongoing Updates	Provide regular updates to Senior Management		
6. Recovery	1. After fire has been extinguished, assess impacts		
	2. Hold meeting with key staff to develop action plan for remediation		
	3. Action Plan is approved by key stakeholders		
	4. Action Plan is implemented as required		
7. PIRMP	Review and Update	Manager, Coordinator, Team leader	

9.3 Illegal Dumping including Asbestos Onsite			
Hazard Summary:	Illegal dumping is discovered. It must be noted that the amount of waste and if asbestos is identified would need to be considered before activating the PIRMP.		
Methods Of Identification	<ul style="list-style-type: none"> - Illegal Dumping (Patrols by Council Rangers) - Regular site checks - Suitably trained staff identify asbestos. If in doubt engage an industrial hygienist or treat as is asbestos. 		
Identified Response Equipment	<ul style="list-style-type: none"> - Hazibags and Personal Protection Equipment (PPE) from the Resource Recovery Centre - Trained Personnel ONLY - Friable or over 10m² of non-friable asbestos requires licenced contractor and hygienist 		
Incident Responses Required			
Key Steps	Response Actions	Person(s) Responsible	Comments
1. Incident Occurs	Staff member identifies issues/hazards	Manager, Coordinator, Team leader or chosen delegate	
	Investigate the issue to determine scale and risk level and activate PIRMP if required.		
2. Notification	1. Notify relevant authorities		
	2. Notify relevant management		
	3. Complete internal Incident Notification Form, scan and email to incident.notification@wsc.nsw.gov.au		
	4. Inform Council Media and Customer Service Staff		
3. Occupational Hygienist	1. Seek advice from occupational hygienist. This could include: <ul style="list-style-type: none"> - Type of asbestos - Need for air monitoring - Removal / remediation options - Testing / sampling programs - Timeframe for works - Impact to local community if airborne fibres - Suitable asbestos removal contractors 		
4. Management Plan	1. Occupational Hygienist develops treatment options		
	2. Remove asbestos contamination under advice from hygienist	Manager, Coordinator, Team leader or chosen delegate	
	3. Provide final results and a clearance certificate to regulators.		
	4. Provide regular updates to Senior Management		
5. 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 MOSS VALE staff are 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.

Welby Landfill Training Matrix

Training required	Training Method	Training Frequency	Manager Business Services	Coordinator	Team leader	Plant Operators / Crew members	Business Support Officer	Waste Education Officer
Organised locally by RRC staff								
General PIRMP Awareness	Information Sheets	Yearly	X	X	X	X	X	
Implementing the PIRMP	Internal	Yearly	X	X	X		X	X
Scenario Exercises	Desktop / exercises	Yearly	X	X	X		X	X
Organised by Organisational Development								
Incident Management	External	2 yearly	X	X	X		X	X
Non-Friable Asbestos Removal	External	2 yearly		X	X	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. Matrix below for actual details of each test.

Welby Scenario Matrix

Scenario Details	Type of Scenario	Date	Persons Involved	Who Will Oversee / Facilitate the Scenario
Review / update of PIRMP	Desktop	February 17	Ron Smith, Chris Murphy, Brett Dodd & Katharine Lancaster	Mal Lindsay
Fire at Site Scenario (Appendix 1)	Desktop	21 February 2018	Brett Dodd, Craig Thomas and Katharine Lancaster	Chris Murphy
Review / update of PIRMP	Desktop	November 2018	Chris Murphy & Katharine Lancaster	Chris Murphy
Review / update of PIRMP	Desktop	November 2019	Neil Townsend, Chris Murphy, Andrew Denny and Katharine Lancaster	Chris Murphy
Large fire on site	Practical exercise	November 2020	Neil Townsend, Guy Stearn	Guy Stearn
Review / update of PIRMP	Desktop	November 2020	Neil Townsend, Guy Stearn	Guy Stearn
Review/ update of PIRMP	Desktop	November 2021	Katharine Lancaster and Guy Stearn	Neil Townsend
Review/ update of PIRMP	Desktop	November 2022	Clint McAlister	Clint 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 Welby 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.