

Welby Landfill PIRMP

Last Updated: 21/11/2023


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 Waste and Resource Recovery | Signature:  Date: 21/11/2023 |
| <p>PURPOSE:</p> <p>Wingecarribee Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Welby Landfill.</p> <p>As per the <i>Protection of the Environment Operations Act 1997</i> (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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>NOTE: This plan must be developed in accordance with the <i>Protection of the Environment Operations Act 1997</i> and the Protection of the Environment Operations (General) Regulation 2009.</p> <p>Licensees should also refer to the EPA's <i>Guideline: Pollution Incident Response Management Plans</i>.</p> | |

| 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 Waste and Resource Recovery 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/Residents/Waste-and-Recycling/resource-recovery-centre |
| 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 |

| 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 Waste and Resource Recovery | 4868 0767 | 0428 243 266 | clinton.mcalister@wsc.nsw.gov.au | -PIRMP Activation |
| 2. | Adan Davis | Director of Communities and Place | 4863 5210 | 0408 371 759 | Adan.davis@wsc.nsw.gov.au | -Manage Incident Response |
| 3. | 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 | Waste Services 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 | -Administrative Support |
| 7. | Ambre Thompson | Operations Co-ordinator | 4863 5356 | 0472 556 203 | Ambre.thompson@wsc.nsw.gov.au | Operational Support |
| 8. | TBA | Co-ordinator Media & Communications | | 0419 494 554 | | -Media Relations |
| 9. | Rhiannon Young | Co-ordinator Customer Experience | 4863 5247 | 0409 026 714 | Rhiannon.young@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 Waste and Resource Management 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.

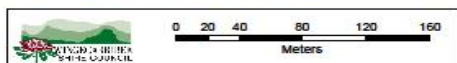
| | |
|--|--|
| Dam Contamination | If contamination occurs there could be minor impact to the local environment or neighbours. |
| Fire onsite Resulting in Excessive Smoke | If a large fire that generates excessive smoke occurred on site this could have an impact on the local community. This would depend 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

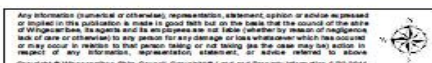
Identify the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried out:

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 | Manager, Coordinator, Team leader or chosen delegate (e.g. Wardens) | |
| | 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. 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 | Occupational Hygienist | |
| | 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 | Coordinator | Team leader | Plant Operators / Crew members | Waste Services 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 Dennelly 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 |
| Review/ update of PIRMP | Desktop | November 2023 | 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.

- *Note- Desktop review as the site is inactive pending capping.*

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.