

PIRMP

**Stott's Creek Resource Recovery  
Landfill Facility**

**Emergency & Pollution Incident Response  
Management Plan**

Version 1

Adopted by Director Community and Natural Resources

Division:  
Section:

Community and Natural Resources  
Waste Management

File Reference:  
Historical Reference:

Council Policies/Procedures/Protocols  
see Version Control

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## Stott's Creek Resource Recovery &amp; Landfill Pollution Incident Response Management Plan

## POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

LICENCE NUMBER: 6108 - 12181

**Approved by:** Rod Dawson**Position/Title:** Coordinator Resource Recovery**Signature:****Date: December 2023****PURPOSE:**

The Tweed Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the Tweed Shire Resource Recovery and Landfill facility. 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.

| Environment Protection Licence (EPL) Details   |   |
|--|---|
| <b>Name of licensee:</b><br>(including ABN)  | TWEED SHIRE COUNCIL<br>90 178 732 496   |
|  | Environmental Protection Licences<br>6108 & 12181   |
| <b>Premises name and address:</b>  | LEDDAY'S CREEK ROAD STOTT'S CREEK   |
| <b>Company or business contact details</b>   | <b>Name:</b> TWEED SHIRE COUNCIL<br><b>Position or title:</b> Waste Management<br><b>Business hours contact number/s:</b> (02) 66702400<br><b>After hours contact number/s:</b> 1800 818 326<br><b>Email:</b> waste@tweed.nsw.gov.au                                      |
| <b>Website address:</b>  | www.tweed.nsw.gov.au  |
| <b>Scheduled activity/activities on EPL:</b>   | EPL 6108 - RESOURCE RECOVERY (recovery of general waste)<br>EPL 12181 - WASTE DISPOSAL (application to land)  |
| <b>Fee-based activity/activities on EPL:</b>   | Recovery of general waste<br>Waste disposal (application to land)   |
| Pollution incident – person/s responsible  |   |
| Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s, should the primary contact be unavailable. |   |
| <b>PIRMP activation</b>  | <b>Name of person responsible:</b> Colin Arnold<br><b>Position or title:</b> Resource Recovery & Landfill Supervisor<br><b>Business hours contact number/s:</b> 0402926396<br><b>After hours contact number/s:</b> 1800 818 326<br><b>Email:</b> carnold@tweed.nsw.gov.au |

| Pollution incident – person/s responsible, continued  |   |  |
|---|---|--|
| <b>Notifying relevant authorities</b>   | <b>Name of person responsible:</b> Rodney Dawson<br><b>Position or title:</b> Waste Coordinator<br><b>Business hours contact number/s:</b> (02) 66702659<br><b>After hours contact number/s:</b> 1800 818 326<br><b>Email:</b> <a href="mailto:rdawson@tweed.nsw.gov.au">rdawson@tweed.nsw.gov.au</a> |  |
| <b>Managing response to pollution incident</b>  | <b>Name of person responsible:</b> Rodney Dawson<br><b>Position or title:</b> Waste Coordinator<br><b>Business hours contact number/s:</b> (02) 66702659<br><b>After hours contact number/s:</b> 1800 818 326<br><b>Email:</b> <a href="mailto:rdawson@tweed.nsw.gov.au">rdawson@tweed.nsw.gov.au</a> |  |
| Notification of relevant authorities  |   |  |
| Relevant authorities include: <ol style="list-style-type: none"> <li>1. Fire &amp; Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification)</li> <li>2. EPA – 131 555</li> <li>3. NSW Public Health Unit Lismore (02) 6620 7585 - AH 0428882805</li> <li>4. SafeWork NSW – 131 050</li> <li>5. Local authority (usually the local council) in which the pollution has occurred.</li> </ol> Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit. |   |  |
| <b>Fire &amp; Rescue NSW / Rural Fire Service</b>   | <b>Contact number/s:</b>  | 000  |
| <b>EPA</b>  | <b>Contact number/s:</b>  | 131555   |
| <b>NSW Health</b>   | <b>Relevant Area Health Service:<br/>Contact number/s:</b>  | Northern NSW Health<br>(02) 6620 7585<br>AH 0428882805 |

|   |                          |                |
|---|--------------------------|----------------|
| <b>SafeWork NSW</b>                               | <b>Contact number/s:</b> | 131050         |
| <b>Tweed Shire Council – Environmental Health</b> | <b>Contact number/s:</b> | (02) 6670 7403 |
| <b>Landfill Gas Management Contractors</b>        | <b>Contact number/s:</b> | (08) 8291 9032 |

### Notification of neighbours and the local community

In case of a notifiable incident or emergency at the Stott's Creek Facility, The Waste Coordinator will delegate a contact person to notify the following neighbours of the incident at the facility.

| <b>Contact</b>  | <b>Phone / Mobile #</b>    | <b>Property details</b> |
|-----------------|----------------------------|-------------------------|
| KJ & RM         | 0407007909 or 66766121     | Lot 8 / /564356         |
| GR & KD O'Keefe | 0409 763 573               | Lot 2 / /590220         |
| KC & DK Dunn    | 0412 292 055               | Lot 1 / /705781         |
| PM Flanagan     | 0434 355 625               | Lot 2 / /705781         |
| N & N Bushnell  | 0423 547 723               | Lot 3 / /705781         |
| RH & SL Hawkins | 0458 483 365 or 0755902710 | Lot 19 / /12676         |

### Description and likelihood of hazards

A site hazard & risk assessment has been conducted on site which has resulted in the development of site specific safe work method statements, standard operating procedures and emergency response procedures. All dangerous and hazardous materials are stored in the hazardous waste shed (Image 1). A manifest and register will be provided in case of an emergency. An MSDS folder is located in the site office for all hazardous and dangerous goods used on site.

**Hazard from discharge**

- Sedimentation dam breach
- Chemical storage shed
- Leachate dam breach

**Other Hazard**

- Fire (stockpile or landfill)
- Power failure
- Uncontrolled release of landfill gas
- Landfill gas flare facility

**Hazard from discharge**

Potential breach or uncontrolled release of stormwater or leachate of dams during extreme rainfall event can cause pollution to the environments surface waters and ground waters.

Release of chemicals due to incorrect storage can cause corrosion, fire, explosion and poisoning which may affect the surrounding environment or impact human health

**Other Hazards**

Potential fire at a stockpile or landfill from self-combustion or unauthorised waste and salvaging operations can lead to hazardous air emissions or surface and groundwater pollution due to firefighting response

The site contains two confined spaces that have the potential to cause asphyxiation if entered due to methane present. These wells have metal coverings and no unauthorised personal have access to these areas. Only specialised trained staff are authorised to conduct works within or near these wells. There is no public access to these areas.

The landfill gas flare facility is managed by an external contractor with no staff or public area. The contractor is immediately contacted in case of an emergency

**Pre-emptive actions to be taken**

The following pre-emptive actions are 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:

- All activities at the site are to be in accordance with EPL’s 6108, 12181 and the Landfill Environmental Management Plan
- All chemicals to be contained in appropriate storage containers within the chemical storage shed
- Waste management officers to be appropriately trained in the use of safe operating procedures for the activity they are carrying out
- Safe operating procedures to be reviewed and maintained
- Dam levels to be checked daily to ensure necessary freeboard is available.
- Leachate pumping equipment to be check daily and maintained regularly
- High level alarms operational on all leachate wells
- Daily site inspections will be conducted each morning
- Transporting leachate off site to Banora WWTP

**Inventory of pollutants**

| Location/Tank               | Max. quantity     | Contents                          | Comments |
|-----------------------------|-------------------|-----------------------------------|----------|
| Diesel mobile tank Workshop | 400kg             | Diesel                            |          |
| Chemical Storage Shed       | 251m <sup>2</sup> | Hazardous and flammable materials |          |



|   |                       |                   |
|---|-----------------------|-------------------|
| Mulch and Green Garden waste  | up to 5,000t          |                   |
| Waste Stockpile   | <100t at any one time |                   |
| Ferrous metal Scrap Metal stockpile   | up to 450t            |                   |
| Leachate dams   | <4.2mL                | Leachate          |
| Sedimentation dams  | <2.1mL                | Stormwater runoff |
| <b>Safety equipment</b>   |                       |                   |
| <p><b>Chemical Spills –</b></p> <ul style="list-style-type: none"> <li>• Chemical resistant gloves, apron and footwear</li> <li>• Eye protection</li> <li>• Fire extinguishers easily accessible</li> <li>• Eye wash station – Chemical shed, Community Recycling Centre &amp; Leachate pump shed</li> <li>• MSDS station – main office</li> <li>• Spill kit – storage areas</li> <li>• Bunded storage shed</li> </ul> <p><b>Leachate breach –</b></p> <ul style="list-style-type: none"> <li>• Emergency backup pumps</li> <li>• General PPE</li> <li>• Dam level gauge</li> </ul> |                       |                   |

- Clay earthen materials accessible in case of breach of dam wall to provide containment
- High level alarms on leachate collection wells

**Onsite fire -**

- Water cart with firefighting capabilities
- Clay earthen material accessible to provide water containment to prevent pollution to the environment

**Communicating with neighbours and the local community**

In the event of an incident at the site the affected neighbouring properties must be communicated with as soon as practical detailing:

- Type of incident and pollutant
- Current phase of response operation
- Likelihood of impact to the downstream properties (water pollution)
- Likelihood of pollutant reaching ground level (airborne pollution)
- Potential impacts

The type of pollution event will determine the level of communication required. The Council's communication team will be advised of the incident and provide the most appropriate communication strategy delivered to the community. No site employee is to communicate with any member of the public or media unless authorised to do so. External requests for information must be directed to the communications team.

The communications team will be responsible for the dissemination of information to the neighbouring properties and public as required.

### Minimising harm to persons on the premises

In the event of an emergency all person on site must follow instructions as given by the site supervisor. Remaining staff are to gather at the emergency evacuation area and await further instructions.

- Staff employed onsite must immediately proceed to the emergency evacuation area if told to do so. (image 3)
- Site supervisor to implement emergency evacuation plan and prevent further access to the affected area or site if applicable
- Main gate is to be manned during incident to provide information and direct emergency services and prevent further public access
- Site supervisor to direct site utility to be available to lead emergency services to area if the incident is in isolated part of the site
- Delegated person to conduct a visual sweep of area to ensure all persons have been notified and have safely evacuated the area

Risk reduction and emergency preparedness procedures are critical for reducing the effects of an emergency to all persons on site during an incident. All persons employed onsite must be aware of their role in the event of a PIRMP activation or emergency. Being prepared can help mitigate the impact of an event or harm to persons on site.

Maps



Image 1: Site Detail Locations



Image 2: Water Flows & Shut Off Valves

# Evacuation Diagram

Stotts Creek Resource Recovery Centre  
Leddays Creek Road Stotts Creek NSW



## LEGEND

- FIRE CO<sub>2</sub> EXTINGUISHER
- FIRE DRY POWDER EXTINGUISHER
- FIRE FOAM EXTINGUISHER
- FIRE HOSE REEL
- MAIN SWITCHBOARD
- AUTOMATED EXTERNAL DEFIBRILLATOR
- SPILL KIT
- FIRST AID KIT
- EMERGENCY SHOWER
- EMERGENCY EYE WASH
- ASSEMBLY AREA

## SITE MAP / ASSEMBLY AREA



TO BARTLETTS RD

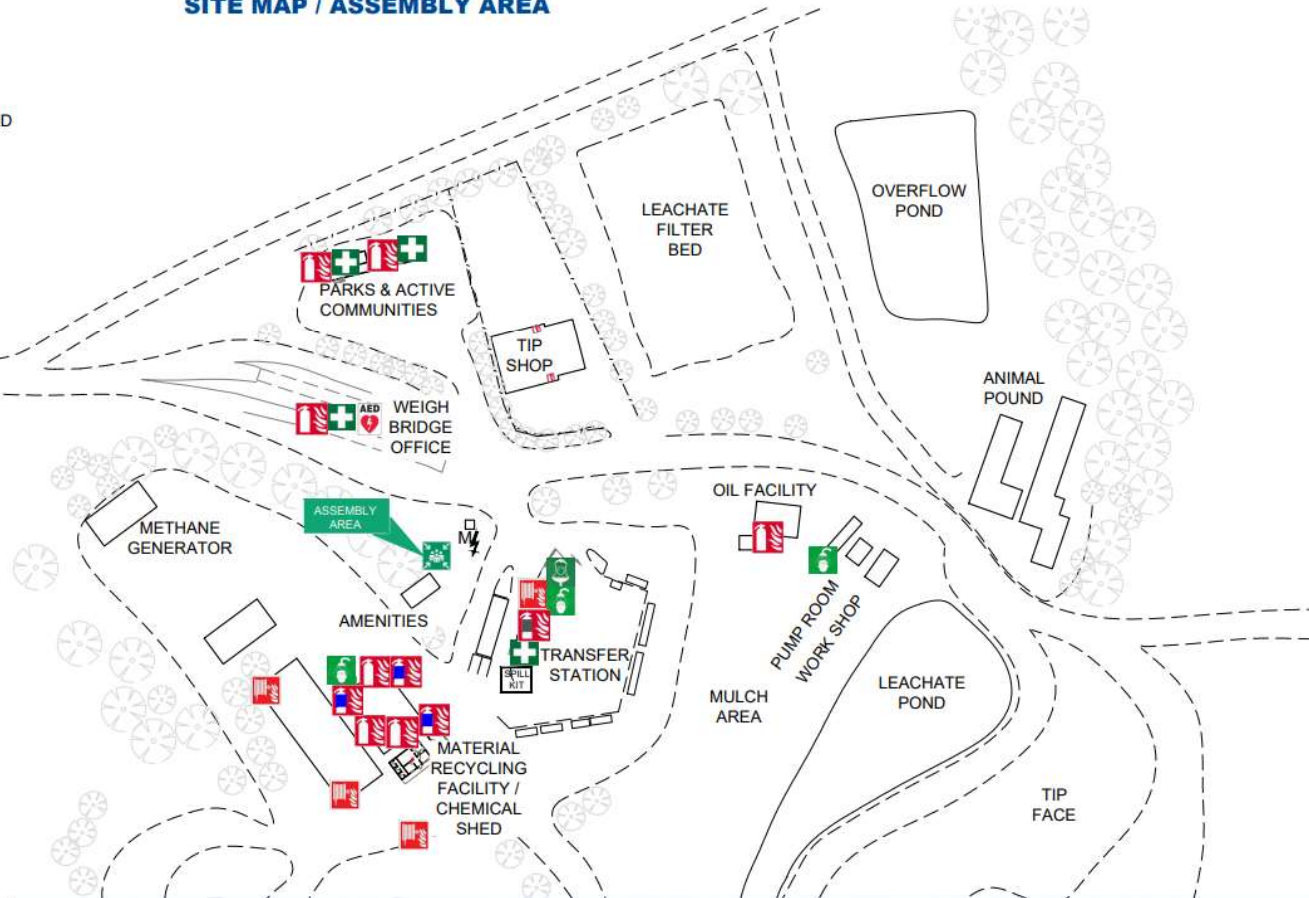


Image 3: Emergency Assembly Area



**Actions to be taken during or immediately after a pollution incident**

Any person discovering an emergency incident must immediately contact the site supervisor with location of incident, numbers of persons injured, type of incident or any other relevant information on UHF 32.

**Leak / Ignition / explosion from methane gas**

- Stop work and report incident immediately UHF 32
- If possible and safe to do so control the leak or fire
- Evacuate all personnel to emergency assembly area
- Site supervisor to contact LMS (*Landfill gas management contractors* 08 8291 9032)
- In the event of injury or unable to contain fire Dial 000

**Fire – chemical or uncontrolled Fire or Explosion**

- Stop work and report incident immediately UHF 32
- If safe to do so contain fire with fire extinguishers or water cart
- Evacuate to emergency assembly area when told to do so
- Weighbridge advised to restrict entry to the area
- Dial 000 if onsite assets are unable to contain the fire
- Site supervisor to delegate a vehicle to front gate to direct emergency services to the incident and provide briefing
- Ensure clear emergency service access to incident
- Clean up area and prevent pollution to the environment

**Landfill gas management infrastructure damage (methane)**

- Stop work immediately
- DO NOT attempt to repair or modify damage to the landfill gas extraction infrastructure.
- Remove all possible sources of ignition from the immediate area if safe to do so
- Cease operation of plant and equipment and evacuate personnel from the immediate area
- Site supervisor to contact LMS (*Landfill gas management contractors* 08 8291 9032)



**Pollution Incident (Environmental breach/spill)**

- Stop work and report incident immediately UHF 32
- Contain breach and manage leachate to a safe level using site shut-off valves, tankers or means necessary.
- Remove any affected plant from area immediately.
- Coordinator waste management to report incident immediately to the EPA, NSW Health, neighbours etc.
- Clean up area and prevent pollution to the environment

**Activation of the PIRMP**

In the event of an activation of the PIRMP and dependent of the severity of the incident, all personal are to gather at the evacuation area immediately being advised by UHF channel 32. The site supervisor will delegate a staff member to drive around the site ensuring the incident area is clear of all public, contractors and non-essential staff. Regular updates to be radioed to site supervisor on UHF.

**Firefighting equipment** is located are positioned at strategic areas at the site and all plant working at the facility have access to small initial first response fire extinguishers. The sites water cart is the most appropriate first response firefighting appliance. Water supply is available at primary and secondary sediment dam locations. (identified in image 1) All firefighting equipment is clearly sign posted and demarcated to establish clearance areas to enable effective access to equipment if necessary.

**Spill Kits** are located at designated areas and include dry sorb socks, loose absorbent material, PPE appropriate to the storage area (oil, chemical)

Site personal must be trained in the effective use of these pollution containment materials and of their locations.

Considerations and actions must be taken to ensure the capture of any uncontrolled pollutant from spill or fire. Site supervisor is to ensure that all affected stormwater drains are contained and any pollutant cleaned up as soon as possible.

## Coordinating with persons

The site supervisor is to assess the severity of the emergency and determine the appropriate response and what emergency services are required. Consideration must be given to:

- Level of evacuation required. (Partial / full)
- Which adequate trained staff are to respond to the incident
- Does the emergency require the PIRMP to be activated
- What emergency services are required
- Clear and concise communication to UHF channel 32 of updates to the situation
- Are all non-essential staff and members of the public evacuated from area

The site supervisor will brief arriving emergency services on the type of incident, risks and casualties if applicable. Emergency services personal will assume responsibility of managing the incident.

Site supervisor is to ensure all relevant information is provided to responding emergency services on arrival and assist if required to do so.

Site supervisor is to assume control of the incident until emergency agency has taken command of the incident.

## Staff training

To ensure all staff are familiar with what is expected of them during an emergency, continual education, exercises and training of emergency procedures will be conducted periodically. It is essential that the all employees and contractors engaged at the site have demonstrated a retained knowledge in what their responsibility and duties are during an emergency or PIRMP activation.

Prior to the commencement of employment at the site all staff and contractors are to be inducted into the sites operations and must sign off on the sites hazard registry and understand their role. The induction shall include toolbox talks, (site familiarisation, SWMS, SPO's etc.), first response requirements (spill kits, fire and eye wash locations). Council employees are required to be trained in first aid and CPR on commencement of employment and updated as required.

### Testing and updating of the PIRMP

PIRMP plans are to be tested at least every 12 months and within one month of any pollution incident. The testing plans require the following information:

| Date tested       | Tested by<br>(to include the names of all people involved in testing) | Details of test<br>(e.g. nature of the test, involvement of other agencies)<br>Note: Testing must cover all components of the plan. | Finding of test, including issues identified  | Next scheduled testing date<br>(must be within 12 months from current test) |
|-------------------|---|---|---|---|
| 17 September 2019 | Lorraine Dawson<br>Alex Nash<br>Colin Arnold                          | Full Site Evacuation Drill  | Nil   | September 2020  |
| 23 August 2020    | Alex Nash<br>Jamie Stoddard<br>Colin Arnold                           | Toolbox walk through due to COVID 19<br>Checks on phone numbers to relevant neighbours and authorities.                             | No office staff available to inform neighbours due to COVID<br>Site supervisor to take on this role | September 2021  |
| 22 September 2021 | Jamie Stoddard<br>Colin Arnold<br>Josh Alcorn                         | Full Site Evacuation Drill<br>(including Synergy and public)  | Nil   | September 2022  |
| 29 September 2022 | Jamie Stoddard<br>Mick Dobbs<br>Josh Alcorn<br>Rod Dawson             | Full Site Evacuation Drill  | Nil   | September 2023  |

| 27 September 2023           | Jamie Stoddard<br>Colin Arnold<br>Josh Alcorn<br>Rod Dawson   | Full Site Evacuation Drill                            | Nil  | September 2024     |
|-----------------------------|---|---|--|--------------------|
| <b>PIRMP update details</b> |   |   |  |                    |
| Date update occurred        | Reason for update (e.g. address issues identified in testing, contact details/personnel have changed) | Details of updates (nature of changes to PIRMP)       | Date the updated version uploaded to website (if applicable) | Date of completion |
| 7 May 2020                  | PIRMP Obligations   | New   | On review 1 June 2020  | 7 May 2020         |
| 9 September 2021            | Update contact details  | Mick Dobbs replaced by Colin Arnold as contact person |  |                    |
| 1 December 2022             | Emergency evacuation Plan Updated   | New assembly area                                     |  |                    |
|                             |   |   |  |                    |
|                             |   |   |  |                    |

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