



BYRON SHIRE COUNCIL

# **Pollution Incident Response Management Plan**

**Byron Resource Recovery Centre  
& Myocum Landfill**



**Byron Shire Council  
August 2018**

**EPL Licence Nos 6057 and 13127**



# Pollution Incident Response Management Plan

Byron Resource Recovery Centre  
Byron Shire Council

August 2018

E2014/65353

## Document Control

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## 1. Introduction

### 1.1 Background

The *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) was introduced to improve the way pollution incidents are reported and managed. As a holder of environment protection licences under the *Protection of the Environment Operations Act 1997* (POEO Act), Council employees and contractors have obligations relating to the notification of pollution incidents. Anyone carrying on an activity or occupying a premises whom becomes aware of a pollution incident are required to report pollution incidents immediately instead of 'as soon as practicable' under section 148 of the POEO Act.

Licensees are required to prepare pollution incident response management plans for each licensed activity, in accordance with the requirements set out in Part 5.7A of the POEO Act and is incorporated into Part 3A of the *Protection of the Environment Operations (General) Regulation 2009* (POEO(G) Regulation). The EPA has prepared guidelines to assist licensees in preparing plans. New associated offences have been introduced for not preparing a plan or keeping it at the premises to which it relates, not testing a plan in accordance with the Regulation, and not implementing a plan when an incident occurs.

Legislation requires a Byron Shire Council (BSC) to improve the way pollution incidents are reported, managed and communicated to the general community. Part 5.7A of the POEO Act requires Council to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP) with the following relevant conditions:

- prepare pollution incident response management plans for each EPL; and
- plans must be in the form required by the regulations.

### 1.2 Statement of Intent

This PIRMP provides a framework to communicate how BSC will respond to pollution incidents and emergencies at the Byron Resource Recovery Centre (BRRC). This PIRMP has been produced to cover activities undertaken at the BRRC under Licence 6057 and 13127. The activities undertaken for these purposes are located in very close proximity, undertaken by the same Council staff and often concurrently by the same action. In addition, no clear landmark boundaries exist between the two areas. This document has been prepared as per the requirements set out in Part 5.7A of the POEO Act and the POEO(G) Regulation.

### 1.3 Purpose

The purpose of this PIRMP is to provide:

- a structure and appropriate response to a pollution incident at the BRRC;
- a guide that ensures all relevant personnel (Council and contractors), emergency services personnel (police, ambulance, fire and rescue), EPA, Ministry of Health (via local Public Health Unit) and WorkSafe understand and adopt a consistent approach in response to a pollution incident situation/s arising at the BRRC;
- actions and procedures for personnel involved in managing an emergency response (at an operational level); and,
- a document for planning, communication and training to be implemented and regularly reviewed.

## 1.4 Objectives

The objectives of this PIRMP are to:

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

## 1.5 Definitions

**Byron Resource Recovery Centre:** Consists of the Myocum Landfill and Myocum Resource Recovery located on Lot 1 DP1052900 and Part Lot 1 DP591441 as per shaded areas of map MYLF02 (Licence 6057) and map MYMRF02 (Licence 13127) (Figures 1 and 2).

**Pollution Incident:** Means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

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

Industry is now required to report pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, WorkSafe NSW and the local council. 'Immediately' has its ordinary dictionary meaning of promptly and without delay. These strengthened provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident in a faster time

Section 55 Protection of the Environment Operations Act 1997

# Environment Protection Licence

Licence - 6057



Environment,  
Climate Change  
& Water

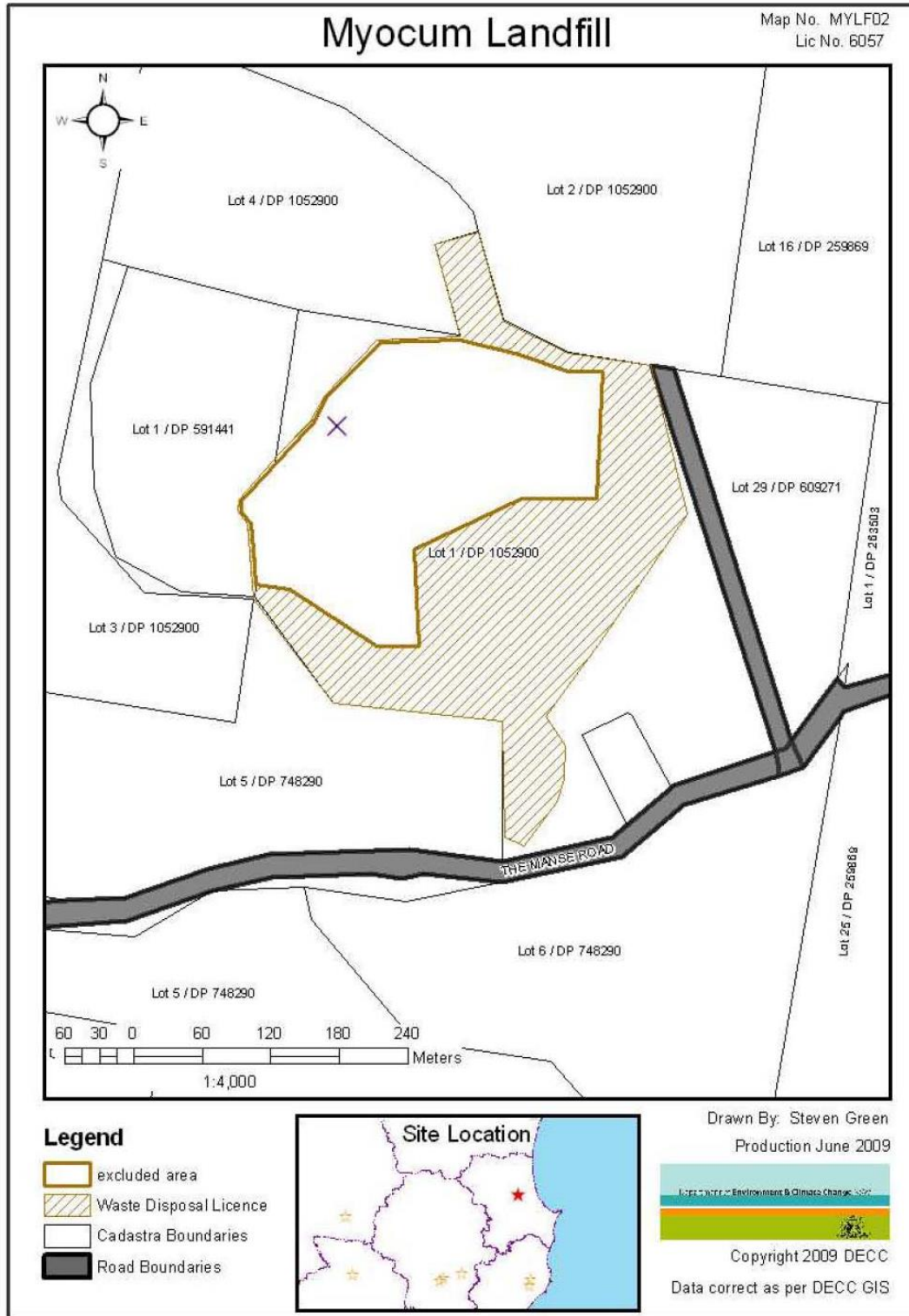


Figure 1-1: Licence map for EPL 6057



Section 55 Protection of the Environment Operations Act 1997

# Environment Protection Licence

Licence - 13127



Environment,  
Climate Change  
& Water

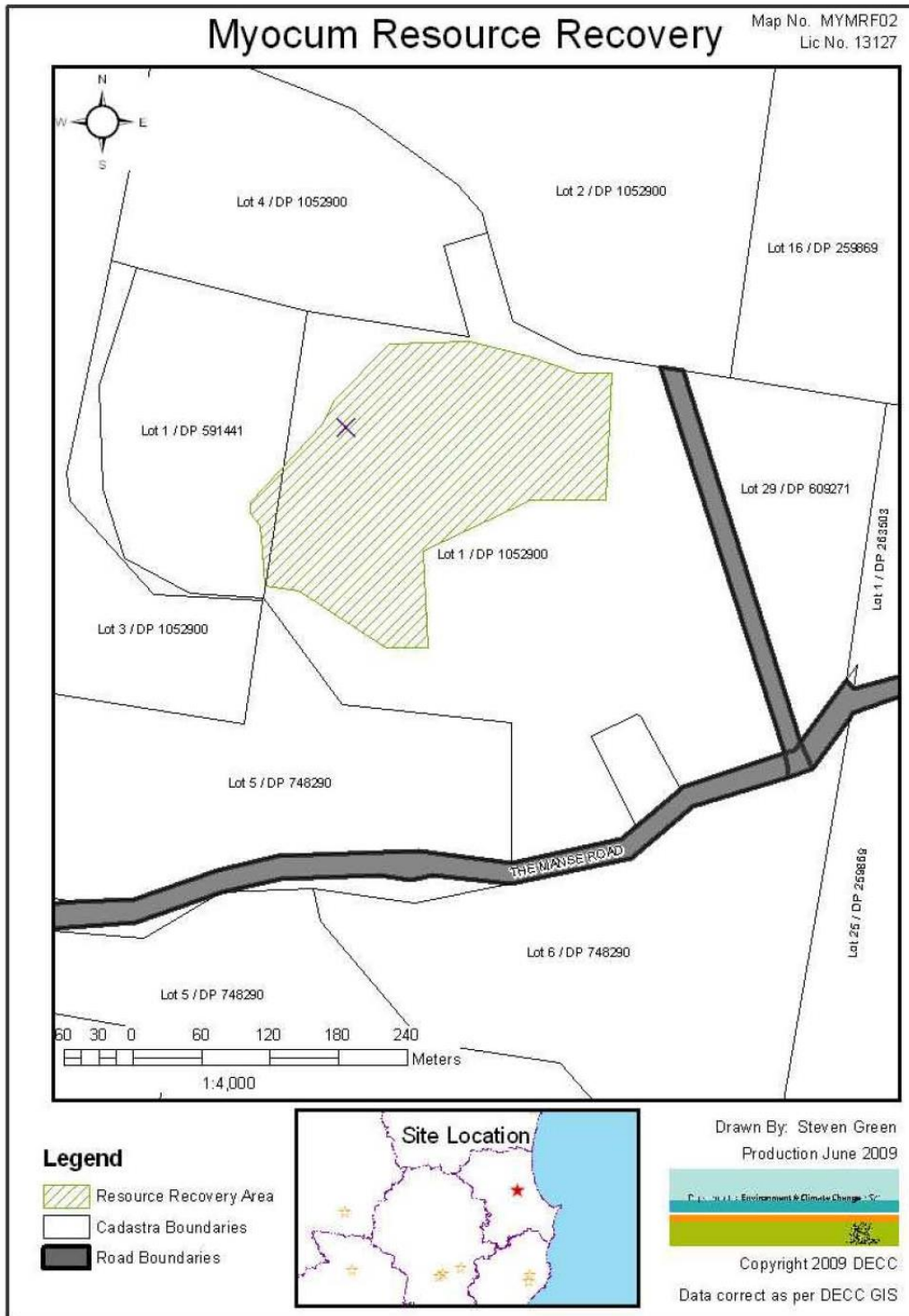


Figure 1-2: Licence map for EPL 13127

## 2. Site Overview

### 2.1 Location

The Byron Resource Recovery Centre is located on The Manse Road, approximately one kilometre east of its intersection with Myocum Road. It is approximately six kilometres south of Mullumbimby and 12 km northwest of Byron Bay.

The site is accessed via Myocum Road that provides access to Mullumbimby, Byron Bay and the Pacific Highway. The majority of the Landfill and Transfer Station is location within Lot 1 DP1052900. A small portion lies within Lot 1 DP591441. Council operates a quarry within the remaining portion of Lot 1 DP591441. A commercial quarry (Leela Quarry) operates immediately to the north of this site and is accessed via Dingo Lane off Myocum Road.

### 2.2 Real Property Description

Real Property Description	Area (m <sup>2</sup> )	Owner
Lot 1 on DP1052900	148,050	Byron Shire Council
Part of Lot 1 DP591441	39,462	Byron Shire Council

### 2.3 Land Use

The Byron Resource Recovery Centre has been developed from a landfill depot, to a facility designed to serve as a recycling and resource recovery centre for Byron Shire. The enhanced resource recovery operations include the bulking up and transfer of solid waste to an external waste disposal facility in south east Queensland.

### 2.4 Zoning

The site is under the jurisdiction of Byron Shire Council. Zoning requirements are contained in the Byron Local Environmental Plan 2014. Zoning relevant to the proposal is:

- SP 2 Infrastructure - covers the land immediately adjacent to The Manse Road.

## 3. Potential Pollution Incidents

### 3.1 Description and likelihood of hazards

An Aspects and Impacts Register (E2013/73789[v2] ) has been developed which identifies all of the activities that occur on the site, the identified hazards and potential impacts from those activities. In addition, the Register details current and proposed control methods and ranks the risk and likelihood of occurrence. This Register includes activities that may result in pollution incidents as well as other general impacts such as Work, Health and Safety (WH&S) risks. Activities within the Register that are likely to result in a pollution incident and thus may result in the implementation of this PIRMP have been highlighted.

The Register is updated on an annual basis in conjunction with this PIRMP to ensure changes in activities and/or control methods are adequately recorded and improvements made. A summary of these activities are provided below:

- Management of Landfill Gas (collection and treatment);
- Waste treatment, recycling and disposal;
- Garden waste processing;
- Leachate treatment and transfer systems; and
- Noise and Dust Management.

## **3.2 Inventory of pollutants**

### **3.2.1 Nature of Wastes Received**

The materials received onsite are strictly limited to materials suitable for Solid Waste Class 1 landfill. None of the following wastes are accepted:

- Liquid wastes (with the exception of Community Recycling Centre (CRC) accepted materials);
- Grease trap wastes;
- Biosolids ;
- Hazardous wastes; and
- Whole tyres.

### **3.2.2 Quantity of Wastes Received**

It is estimated that the site receives about 17,000 tonnes of waste for disposal each year. This includes both Class 1 Solid Waste and Inert Waste. Resource recovery activities are summarised below:

- Putrescibles to Ti-tree Bioreactor (C&I + household kerbside +self haul) – Approx. 8,350 t p.a.
- Dry waste to Wattle Glen landfill (public self haul and C&D) – Approx. 4,500 t p.a.
- Scrap Metal – Approx. 1,000 t p.a. transported offsite to SE Qld under contract with OneSteel (included degassed whitegoods – degassed onsite by licensed contractor).
- Green waste – Approx. 2,500 t p.a. – processed regularly (bimonthly) on-site with mulch product transported off-site for processing and sale by a third party.
- Pasteurised Organics – Approx. 1,500 t p.a. – processed regularly on-site with mulch processed on mobile aeration floors into a product either used by Council or sold to the general public.
- Co-mingled self hauled recyclables – Approx. 500 t p.a. transported to MRF in Lismore by contractor.
- E-waste – Approx. 50 t p.a. - transported offsite to recycling facility by contractor.
- Tyres – Approx. 7 t p.a. transported to recycling facility by contractor.
- Batteries (car/truck) – Approx. 15 t p.a. transported to recycling facility by contractor.
- Oils – Approx. 15 t p.a. – transported offsite to recycling facility by contractor.
- Tip Shop Goods – Approx. 60 t p.a. – sold by Council for reuse by the general public.

### **3.2.3 Chemicals/other pollutants stored at the site**

The Community Recycling Centre (CRC) is a permanent drop-off facility for the safe disposal of paint, gas bottles, household batteries, fluorescent tubes and globes, and smoke detectors. The materials dropped off are temporarily stored onsite in purpose built stillages, and transported offsite by Toxfree to be recycled.

Other 'by-catch' chemicals received at the BRRC and CRC are stored in dangerous goods cabinets in the CRC facility.

Approximate maximum volumes of chemicals held onsite are as follows:

- Water and oil based paints – Approx. 1.5t
- Gas bottles – Approx. 0.7t
- Miscellaneous chemicals – Approx. 0.5t

Other wastes entering the BRRC include Metals and Green waste matter. While these are considered wastes they are also considered resources and are unlikely to cause a pollution incident due to either their respective inert or biodegradable nature.

Other pollutants at the BRRC include:

- Leachate (Maximum storage capacity: 881,000L);
- Gases (stored within the landfill);
- Small quantities of oils and fuels for operation of plant;
- Small quantities of herbicide for weed control practices around buildings.

A general site layout plan is provided in Figure 3. The majority of the afore-mentioned pollutants are contained within the landfill area. The resource recovery area assists with the flow of traffic and dissemination of resource recovery products for beneficial reuse and offsite transfer. A small amount of wastes (e.g. oils, fuels, batteries, e-Waste, steel etc.) are stored within refuse transfer bins or within the transfer station area while waiting sorting and removal from the site.



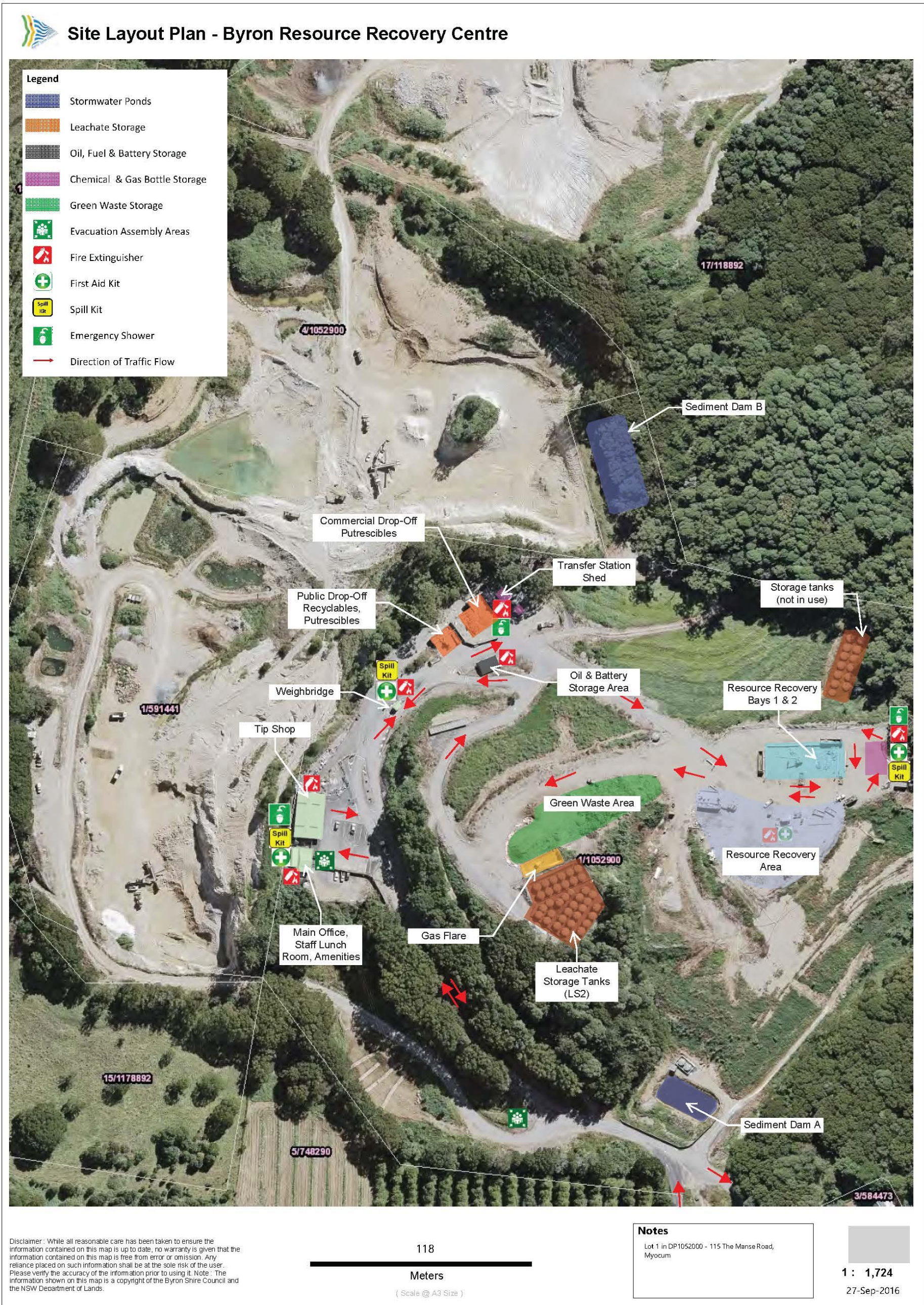


Figure 3-1: BRRC Site layout



## 4. Contact details

### 4.1 Notification protocol

Table 4-1 identifies relevant authorities that must be notified in the event of a pollution incident. Emergency services are also listed.

Firstly, call 000 if the incident presents an **immediate threat** to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order (note the 24-hour hotline for each authority is given when available):

Table 4-1: Emergency notification contacts

Agency	Phone	Address	After hours
EPA	13 15 55	Head Office 59-61 Goulburn St Sydney NSW 2000	13 15 55
NSW Health/Ministry of Health	(02) 6620 7500	Public Health Unit – Lismore Office 31 Uralba Street Lismore NSW 2480	Environmental Health: Dial 1300 555 555 and ask for Pager 149 377  If no answer from page dial 0417 244 966 (Director) or 0407 904 280 (Assistant Director)
WorkSafe NSW	13 10 50	92-100 Donnison St Gosford NSW 2250	13 10 50
Fire and Rescue NSW <sup>1</sup>	000	N/A	000

<sup>1</sup> Note: Fire and Rescue do not need to be contacted again if already contacted due to the incident presenting an immediate threat to human health or property.

#### 4.1.1 Council Contacts

As Council is the Licence holder, it is not included in the above list it is not the appropriate regulatory authority. However, as the site is owned by Council it is most likely able to respond appropriately to a pollution incident. The following protocol is to be followed.

The Site Supervisor is the primary contact point in the event of a pollution incident. In the absence of the Site Supervisor, Environmental Programs Officer or Team Leader Resource Recovery is the secondary contact. These personnel are most likely to be already at the site during standard operating hours and are also the most experienced personnel at the facility to assess the incident and to determine and authorise actions. One of these personnel will be assigned or will assume the role of **Incident Supervisor**.

Table 4-2: Council emergency contacts

Position	Contact details
BRRC Environmental Programs Officer	0477 317 078

BRRC Site Supervisor	0437 402 447
Team Leader Resource Recovery	0427 963 884
Manager Open Spaces & Resource Recovery	0439 575 335

If an incident occurs during standard operating hours, Council staff will have the best opportunity to identify the incident and to report to the Site Supervisor, Environmental Programs Officer and/or Team Leader Resource Recovery. If an event occurs after hours, it is most likely to be reported by a member of the public through Council's Emergency After Hours number (02 6622 7022). The after-hours service provider will ensure the matter is referred to the relevant Council staff for action.

Table 4-3: Additional Byron Shire Council contacts

Contact	Contact details
BRRC Weighbridge direct line	(02) 6684 1870
Council Main Office, business hours	(02) 6626 7000
Emergency After Hours	(02) 6622 7022

#### 4.1.2 External Contacts

In the event that the incident involves an external stakeholder, contact should occur to assist in determining actions. Below is a list of regular visitors to the facility and their contact details to enable contact on an as needs basis:

Table 4-4: External stakeholders

Name	Phone	Address	After hours
Bruce Morhaus Solo Resource Recovery	6674 7656 (head Office) 6687 0455 (Depot)	86-88 Chinderah Bay Drive, Chinderah NSW 2487	0408 186 219
Coughran Electrical	6680 4173	2 Lucky Lane Billinudgel NSW 2483	0439 624 945
Aaron Demuth Run Energy (Gas Flare Manager)	03 9543 4344	Run Energy Pty Ltd. 8/20 Duerdin Street Clayton VIC 3168	0448 519 991
Jason Brooker Plant Hire and Leachate Transport Contractor	0428 847 440	PO Box 17 Byron Bay NSW 2481	0428 847 440
Tobi Spencer Veolia Australia and New Zealand	07 3275 0163	166 Boundary Rd Rocklea QLD 4106	0457 559 995
Ballina Pumping	02 66 834 843	398 Pimlico Rd Pimlico NSW 2478	
Andrew & Kylie Johnston AJ Haulage	0419 544 025	19 Kennedys Lane Ewingsdale NSW 2481	0419 544 025

Toxfree	1300 869 373	650 Southport Nerang Rd Molendinar QLD 4214	1800 429 628
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## 5. Pollution Incident Response Procedures

### 5.1 Introduction

The response actions to a pollution incident at the BRRC are divided into various phases, namely:

- Pre-emptive actions and provision of safety equipment at the site;
- Initial Response Phase;
- Containment or Control Phase;
- Communication; and
- Review and Maintenance.

### 5.2 Pre-emptive actions

An Aspects and Impacts Register has been developed (refer Section 3.1). This register has identified a number of potential pollution events and determined appropriate management tools to reduce risk of occurrence. This document will be reviewed and updated on an annual basis.

#### 5.2.1 Leachate Management

A leachate collection system has been installed at the BRRC. Leachate is collected, pumped and stored in a series of leachate tanks (refer Figure 3, leachate storage areas, LS1 and LS2). A maximum of 881,000L of leachate can be stored on the site in 43 tanks of varying sizes.

Leachate is removed from the site on a regular basis. The rate (quantity and scheduling) at which leachate is removed is determined by the amount of rainfall received at the site and volumes already collected in tanks on the site. This issue is addressed on a daily basis by daily monitoring of the tanks for volumes held.

Leachate removal is programmed once tanks reach approximately 50% capacity. As daily monitoring occurs, knowledge of fill rates allow sufficient notice is given to the transport company for collection. A Memorandum of Understanding (MOU) between the BRRC and the West Byron Sewage Treatment Plant (STP) has been developed to receive leachate. Regular liaison with STP management is undertaken to ensure the acceptance of leachate is in accordance with the West Byron STP EPL licence conditions.

Overflow alarms are located on the leachate wells and sumps. Leachate tanks are inspected on a daily basis not only for volume as described above, but for tank integrity. This enables scheduling of maintenance and/or tank replacement as required. Portable pumps are available on-site to enable pump outs of tank(s) or bund area(s) as required. Regular pump out of tanks occurs to ensure adequate storage capacity is available in the event of high rainfall(s) for leachate storage.

#### 5.2.2 Emergency Equipment

Hazard cones and mesh bunting are available on-site to assist in delineating an incident area. Emergency Assembly signage is erected. The Facility has two sets of gates to assist in controlling traffic flows in the event of a pollution incident or emergency. Emergency Assembly Location No1 is located in the car park adjacent to the office and staff amenities (refer to Figure



3) while Emergency Assembly Location No 2 is situated at the intersection of the entrance and quarry road (refer to Figure 3).

### **5.2.3 Daily Monitoring**

Staff undertake daily monitoring inspections ( E2018/79095). The daily monitoring is undertaken by an appropriately trained staff member and involves traversing the majority of the site while recording various parameters (e.g. odours, water levels, pump checks etc.). This allows staff to pre-empt incidents and introduce appropriate mitigation measures to reduce the likelihood of pollution incidents.

### **5.2.4 Communication**

All staff carry two-way radios while on-site and at the time of writing all current also carry mobile phones (work or personal), thereby ensuring all staff are contactable. After hours, the BRRC On-Call Coordinator, Site Supervisor or Resource Recovery & Quarry Team Leader are to be contacted.

### **5.2.5 Traffic Control**

All traffic entering and leaving the site is controlled via the weighbridge. This entry and departure process allows all vehicles to be recorded using their number plates. In the event of an incident or emergency, a list of vehicles on the site can be generated to allow for crosschecking of individuals on the site and their evacuation (if required). In the event that an incident has caused or occurred during a power failure, the weighbridge operation is backed by a generator that can be powered up to allow the generation of the list of vehicles.

These measures combined with clear signage and the advice of council staff and contractors in accordance with the Traffic Management Plan (E2018/76458 ) will allow for the evacuation of the public in a co-ordinated manner.

### **5.2.6 Emergency Evacuation Procedure**

An Emergency Evacuation Procedure has been developed for the site (DM1249072) requires review and will be followed if evacuation of the site is required.

### **5.2.7 Staff/Contractor Training**

All staff undertake induction training on commencement and appropriate training as required.

## **5.3 Planning for Bushfire Protection**

All staff are to be made aware of the relevant part of Standards for Bush Fire Protection Measures for Special Fire Protection Purpose Developments<sup>1</sup> and AS 3745-2010 Emergency Control Organisation and procedures for buildings, structures and work places.

### 5.3.1 Access – Internal Roads

The internal road system is to be clear and available to provide safe operational access for emergency services personnel in suppressing a bush fire, while staff and customers are accessing or egressing an area.

### 5.3.2 Services – Water, gas and electricity

Adequate water services for the protection of buildings during and after the passage of a bush fire are to be provided and gas and electricity identified so as not to contribute to the risk of fire to buildings.

## 5.4 Safety Equipment

Appropriate Personal Protective Equipment (PPE) is available on-site and is kept in the office and within the lunch room. The lunch room also houses personal lockers for BRRC staff and is the most appropriate place to store PPE for staff to access. Spill kits are also kept on site in the tool shed and near the Gas Bottle Storage Area (see Figure 3). A water truck is kept on site for dust suppression and fires.

Fire extinguishers are kept on-site in high visibility areas (Figure 3) and in appropriate locations (i.e. in earthmoving equipment and in vehicles).

A Materials Safety Data Sheet (MSDS) folder is kept in the weighbridge office and CRC shed.

A summary of the above safety equipment is provided below:

Table 5-1: Summary of Safety Equipment

Type	Use	Location
Personal Protective Equipment (PPE)	Personal protection against fumes, smoke, noise, eye irritations, skin irritations	Office, Lunch Room & CRC shed
First Aid & Snake Kits	Treating injuries	Office, weighbridge, RR shed, BSC ute, Tip shop
Spill Kit	Clean up of liquid spills (e.g. fuels,	Transfer Station Area, Oil storage

<sup>1</sup> NSW Rural Fire Service (2017). Planning for Bush fire Protection, Ch:4 p32-39 (section 4.2.7) website: [https://www.rfs.nsw.gov.au/\\_data/assets/pdf\\_file/0010/54883/DPP1007-Planning-for-Bushfire-Protection-2017-V3.7-NL-280417-PRINT-FINAL.pdf](https://www.rfs.nsw.gov.au/_data/assets/pdf_file/0010/54883/DPP1007-Planning-for-Bushfire-Protection-2017-V3.7-NL-280417-PRINT-FINAL.pdf)

	oils, chemicals)	shed, CRC shed, RR shed
Water Truck	Suppress dust, combating fires (when appropriate)	Within Transfer Station Area
Fire Extinguishers	Combating fires	Office, Weighbridge, Lunch Room, all Plant, Tip shop, Transfer Station Shed/workshop, oil storage shed, CRC shed, RR shed
Emergency showers	Chemical spills, eye irritations, skin irritations	Transfer Station Area, CRC shed, Office, weighbridge & RR area
Materials Safety Data Sheet (MSDS) folder	Reference material for chemical spills	Office & CRC shed

## 5.5 Actions to be taken immediately after a pollution incident

### 5.5.1 Initial Response Phase

Council staff and contractors at the BRRC responding to the incident shall determine the type of incident (refer Figure 5-1 below). Individuals first at the scene are to report the pollution incident to the BRRC Site Supervisor, Environmental Programs Officer or Team Leader Resource Recovery. (For after-hours reports, the Team Leader Resource Recovery and/or Site Supervisor will be contacted as per Section 4.1.)

Either the Team Leader Resource Recovery or Site Supervisor (or, if required, his alternative) will attend the scene to make an immediate initial assessment (after ensuring all personnel are safe at all times putting in any containment actions required to prevent the pollution incident from spreading further) before calling for Emergency Services assistance.

An initial visual assessment of the incident scene will determine the actions to be implemented and be directed to:

- Saving lives;
- Attending to any injured persons;
- Isolating the location;
- Preventing or extinguishing fires;
- Identifying additional hazards;
- Determining the actions necessary to prevent further threat to human life, property or environment;
- Calling for appropriate help (i.e. Emergency services, Council, EPA, NSW Health, WorkSafe, Fire and Rescue) – refer Section 4 for details.

An Incident Assessment Checklist (Appendix B) is to be used to assist in assessing the situation and to record necessary information that is to be provided to the EPA and other authorities (refer Section 4.1) as per the requirements of Section 150 of the POEO Act.

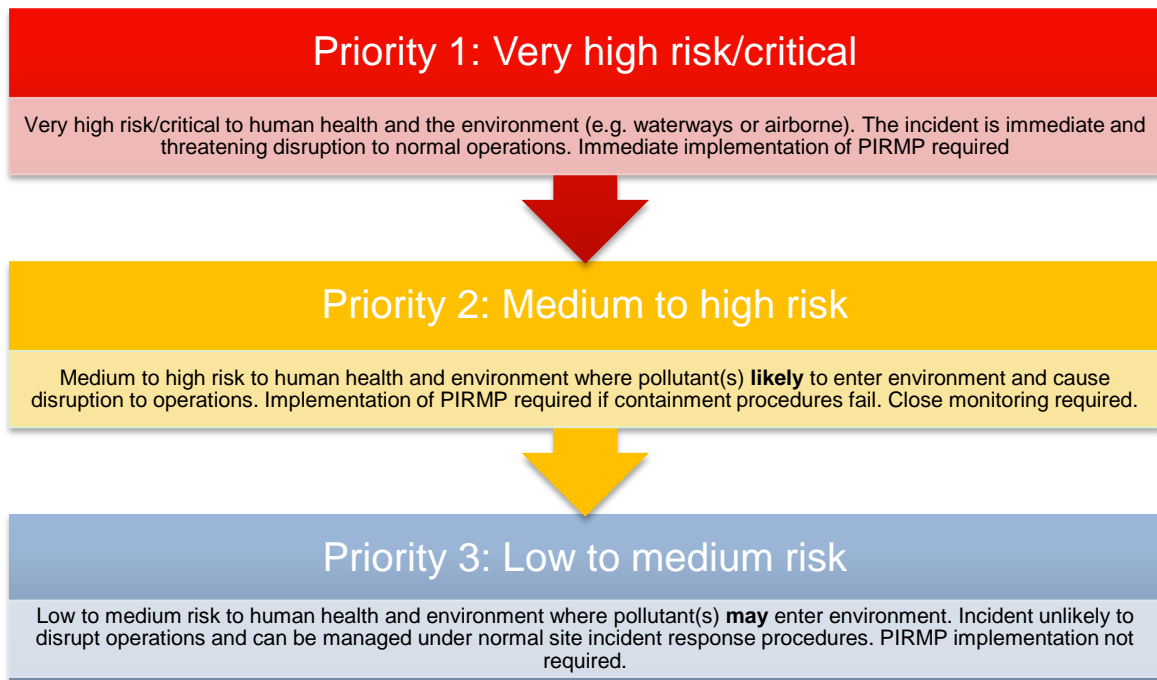


Figure 5-1: Initial Response Phase

**5.5.2 Emergency Services Response Phase**

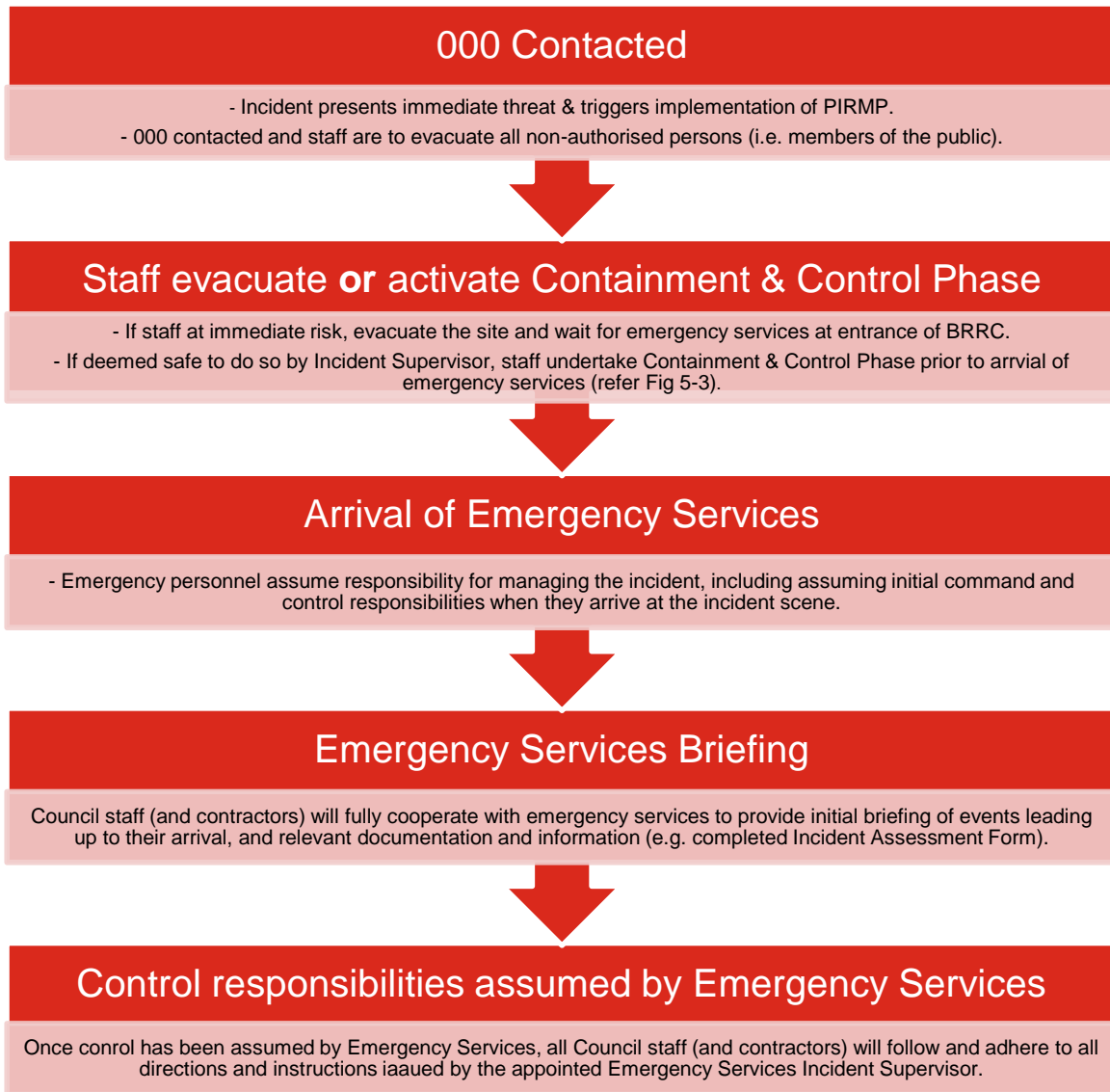


Figure 5-2: Emergency Services Response Phase

### 5.5.3 Containment & Control Phase

Following completion of the initial incident assessment and prior to arrival of Emergency Services (if contacted), additional resources and actions should be directed towards the following:

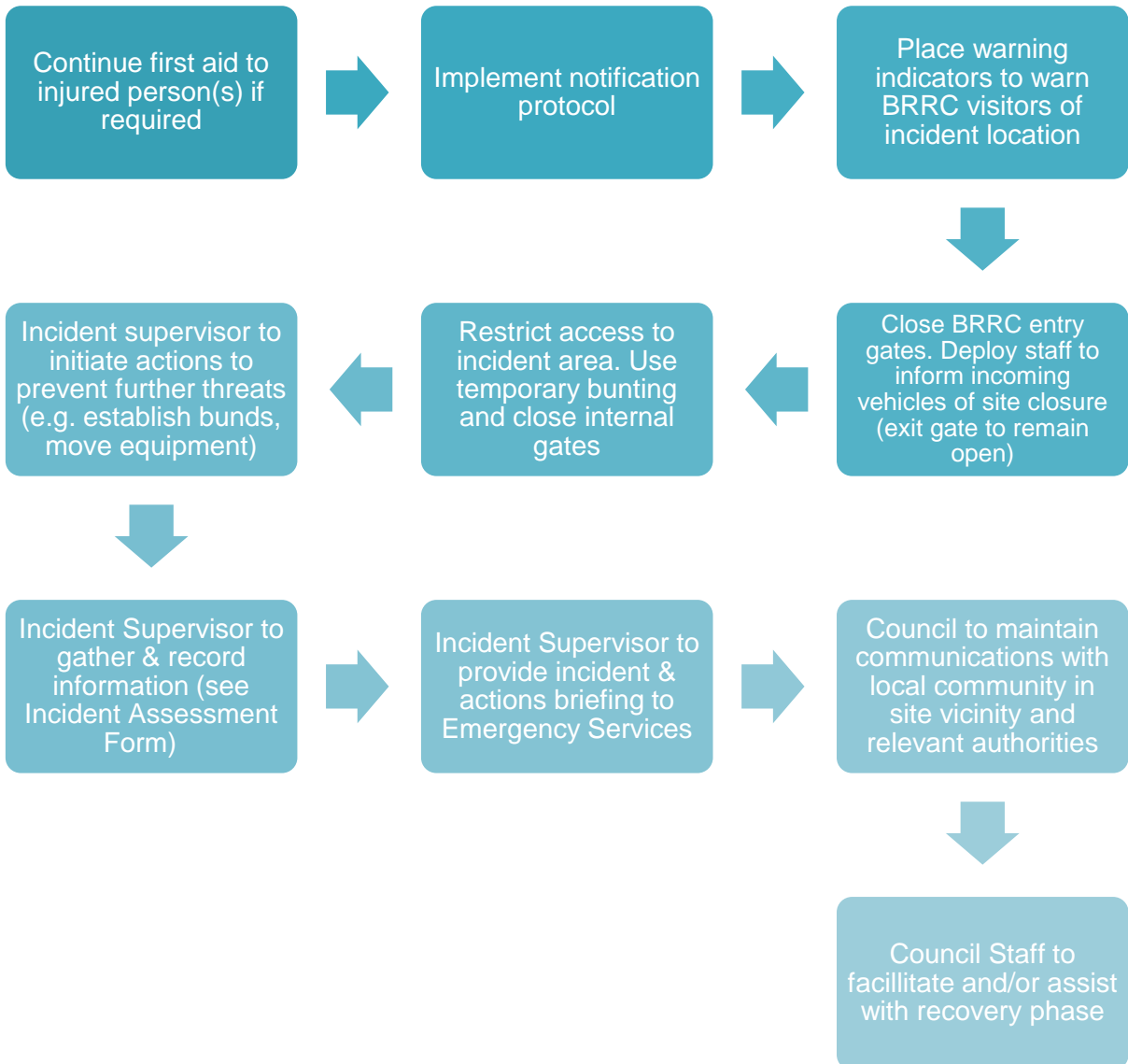


Figure 5-3: Containment & Control Phase

#### 5.5.4 Recovery Phase

The recovery phase will focus on:



Figure 5-4: Recovery Phase

## 5.6 Communication Strategy for Neighbours and the Local Community

Communication with neighbours and the local community will follow procedures outlined in the Council's Community Liaison Strategy Myocum Landfill (Doc. No. 1232995). In the event of a pollution incident, an assessment of the requirement to notify neighbours and/or the local community will occur. **The requirement to communicate is determined on the level of risk, being:**

### Priority 1: Immediate

- Indicating very high risk critical to human health and/or the environment whereby pollutants **will** enter the environment
- Contact neighbours directly as soon as possible
- Implement isolation procedure for the area
- Local community informed by BSC media release

### Priority 2: Medium to high risk

- Indicating medium to high risk to human health and/or environment whereby pollutants **are likely** to enter the environment
- Close monitoring of the incident and containment procedures required
- Action this PIRMP immediately if required
- Precautions such as staying inside is recommended and/or avoiding contact
- Immediate neighbours contacts directly and local community informed by BSC media release

### Priority 3: Low to medium risk

- Indicating low to medium risk to human health and/or the environment whereby pollutants **may** enter the surrounding environment
- Incident is unlikely to disrupt the operation of the BRRRC and can be managed under normal site incident response procedures.
- This PIRMP is unlikely to be implemented.
- Some precautions to avoid contact may be recommended in the short term

Figure 5-5: Communication strategy

## 5.7 Minimising harm to persons on the premises

All staff and contractors at the BRRRC undergo as part of their induction ( E2017/111835 ) a review of all Safety Management System Framework. Information provided to staff and contractors is detailed in BRRRC Integrated Management System.

Staff also receive training in regard to the Myocum Landfill Environmental Management System (MLEMS; Doc. No. 1181839) and the Emergency Preparedness and Response Procedure outlined in the MLEMS.

These documents are currently under review and will be integrated into a single Integrated Management System designed to streamline WHS and Environmental risk management procedures.

In the event of a pollution incident, the Site Manager/Supervisor will assess the situation to determine actions to be taken including the need to evacuate the site if required. Individuals from



the general public may also be at the site at the time of the incident and procedures will be followed to ensure these individuals are evacuated (Doc. No. 1249072) and in compliance with the Emergency Preparedness and Response Procedure in the MLEMS.

## **6. Review and Maintenance of PIRMP**

### **6.1 Staff Training**

The aims and objectives of the training component are as follows:

- Individuals - understand pollution incident procedures, their roles and responsibilities and how to activate them in an pollution incident situation
- Multi-agency teams – response teams have a detailed understanding of their roles, how to support each other, mobilise and work together to resolve the pollution incident
- Council (organisational level) – response procedures are common and understood by Council to ensure a clear understanding of the importance of the pollution incident procedures.

Records of staff training are recorded on the form provided in BRRC Training Register (E2018/4861).

Training will include notification of this PIRMP to contractors with appropriate inclusion of these individuals into on-site training. Not all contractors are anticipated to require training as the majority are only on-site occasionally. Some contractors such as those involved in Leachate Management will be included as they may be on-site during an incident or may be contacted to provide assistance and resources (e.g. removal of leachate from the site).

### **6.2 Testing of the PIRMP**

The PIRMP is tested on an annual basis during the life of Licence 6057 and 13127. Testing is by way of desktop simulations and practical exercises and drills undertaken at the Byron Resource Recovery Centre.

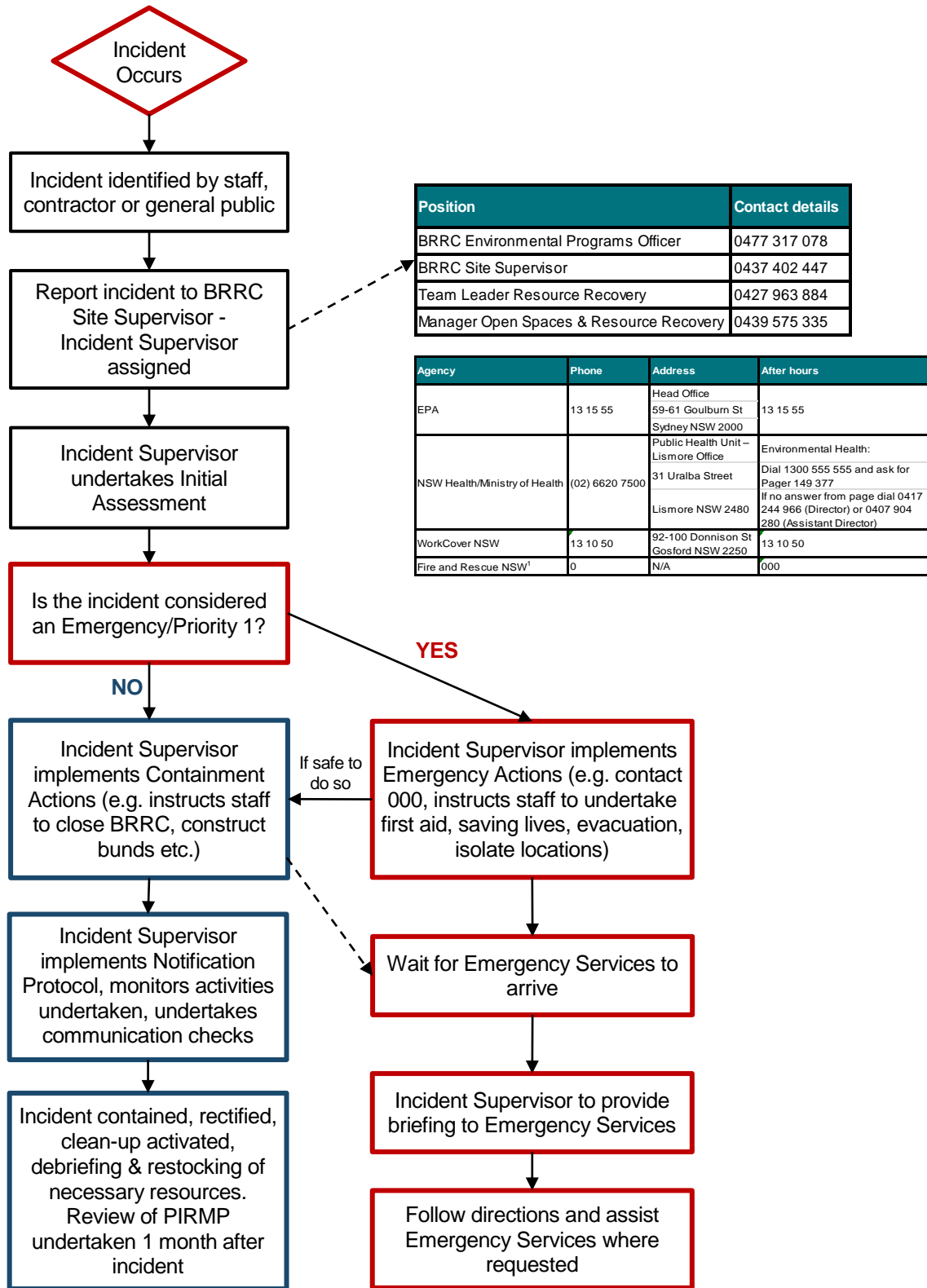
The PIRMP will also be tested within one month following any pollution incident occurring.

Records of testing will be recorded and kept on file.

### **6.3 Review of the PIRMP**

The PIRMP is reviewed by Council every 12 months in conjunction with the aforementioned training and testing components. The PIRMP will be updated as required.

### Appendix A: PIRMP Flowchart



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## **Appendix B: Incident Assessment Form**

**INCIDENT ASSESSMENT FORM**

**IS** = Incident Supervisor (Council), **S** = Staff, **C** = Contractors BM = BRRC Manager, \*Phase: IR =Initial Response, ES = Emergency Services; C = Containment; R = Recovery

Item	Management Issue	Actions Strategy	Reference Document	Phase*	Position Responsible	Verification (name, date and signature)
<b>1. Initial Response Phase</b>						
1.1	Provide short description of Incident - including Nature, and Location. Circle relevant incident: a) Leachate b) Fire c) Stormwater d) Noise e) Dust f) Odour g) Other	<p><b>Location</b> - record of the place where pollution incident is occurring or is likely to occur (i.e. record possible migration path, as best possible)</p> <p><b>Nature</b> - record estimated quantity or volume and concentration of any pollutants involved (if known)</p> <p><b>Location</b> – describe as best possible using Figure 3-1</p>	PIRMP	IR	IS	

Item	Management Issue	Actions Strategy			Reference Document	Phase*	Position Responsible	Verification (name, date and signature)
1.2	Perform Risk Assessment to prioritise incident <b>Actions are guide only</b>	<ul style="list-style-type: none"> <li>List chemicals/materials/pollutants (if possible)</li> </ul>			PIRMP, MSDS	IR	IS, S	
1.3	Determine <b>Quantity of spilled material</b> ( best estimate) in kg or litres				PIRMP	IR	IS, S	
1.4	Assess Hazard/s	<ul style="list-style-type: none"> <li>Consider Hazard to human health, and the environment</li> </ul>			PIRMP, MSDS	IR	IS	
1.5	Consider MSDS's	<ul style="list-style-type: none"> <li>Re-evaluate hazard in terms of MSDS and provide assessment results</li> </ul>			PIRMP, MSDS	IR	IS	
1.6	<p><b>Evaluate the RISK</b> and determine if the pollution incident is <b>very high, medium to high</b> or <b>low to medium</b> pollution risk and whether trivial or not.</p> <p>Circle appropriate risk category:</p>	<p><b>PRIORITY 1</b></p> <p>Implementation of PIRMP required; If incident is</p>	<p><b>PRIORITY 2</b></p> <p>Implementation of PIRMP may be required, monitor</p>	<p><b>PRIORITY 3</b></p> <p>Unlikely PIRMP is to be implemented, Monitor pollution</p>	PIRMP	IR	IS	

Item	Management Issue	Actions Strategy			Reference Document	Phase*	Position Responsible	Verification (name, date and signature)
		immediate and threatening for human health: ▪ Dial 000	pollution incident. If containment efforts fail, implement PIRMP	incident and containment activities				
<b>2. Emergency Services Response Phase</b>								
2.1	Clear affected area of personnel/individuals <b>Circle Yes or No</b>	Yes  No; If no explain why			PIRMP	ES	IS, S, C	
3.2	Determine if evacuation of BRRC is necessary <b>Circle Yes or No</b>  If No, record personnel or individuals remaining on site and for what purpose (e.g. assisting in containment activities)	If Yes Implement Emergency Evacuation Plan.	If No Name:	Purpose:	PIRMP	ES	IS	
3.3	Check individuals for injuries including contamination <b>Circle Yes or No</b>	Yes  No			PIRMP	ES	IS	
3.4	If required: Administer First Aid, Decontaminate individuals (minimum 15 mins in Emergency Shower). Dial 000	Name	Contact Details	Not Applicable	PIRMP	ES	IS	
3.5	Contact EPA and other authorities of incident	Implement Notification Protocol (see section 4.1)			PIRMP	ES	IS, S	
3.6	Record all information regarding incident in preparation for arrival of	Ensure all <b>RELEVANT</b> sections are completed			PIRMP	ES	IS, S	

Item	Management Issue	Actions Strategy		Reference Document	Phase*	Position Responsible	Verification (name, date and signature)
	Emergency Services						
3.7	Provide Incident Report to Emergency Services	Where incident report is incomplete explain status to emergency services and complete report ASAP after incident.		PIRMP	ES	IS, S	
<b>3. Containment or Control Phase</b>							
3.1	Determine appropriate actions to isolate/contain pollutants (if safe to do so)	Describe actions taken 1. 2. 3. 4. 5. 6. 7. 8. 9.		PIRMP	CP	IS, S	
3.2	Contact relevant Council staff/contractor for assistance	<b>Name:</b>	<b>Role:</b>	PIRMP	CP	IS, S	

Item	Management Issue	Actions Strategy			Reference Document	Phase*	Position Responsible	Verification (name, date and signature)
3.3	Monitor containment works	Monitoring Personal	Time and Date	Outcome/ Notes	PIRMP	CP	S, C	
3.4	Establish Secure Zone	Mark up secure zone on Site Plan ( <b>Appendix A</b> ).			PIRMP	CP	S, C	
3.5	Assign tasks to personnel	Tasks	Personnel		PIRMP	CP	IS	
3.6	Specify equipment and tools for clean-up including PPE	Tools Used	Equipment Used		PIRMP	CP	S, C	
3.7	Locate and control spilt material Neutralise and/or adsorb material	Include any relevant notes			PIRMP	CP	S, C	



Item	Management Issue	Actions Strategy		Reference Document	Phase*	Position Responsible	Verification (name, date and signature)
<b>4. Recovery Phase</b>							
4.1	Prepare residue for removal Verify area clear of contaminant Decontaminate reusable equipment	Volume of residual spoil	Location of disposal point	PIRMP	RP	S, C	
4.2	Debrief personnel involved <b>Circle Yes or No</b>	Name	Position	PIRMP	RP	IS	
4.3	Complete Incident Report <b>Circle Yes or No</b>	Yes  No.		PIRMP	RP	IS	