



Kyogle Landfill Facility

Pollution Incident Response Management Plan

2020



Document owner

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Document revisions

Date	Position	Action
2013	Senior Environmental Health Officer	Initial document
9 May 2016	Graduate Environmental Health Officer	Document reviewed and updated
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15 July 2020	Manager Development and Regulatory Services	Document revised, reformatted and updated

Introduction

Under Part 5.7A of the *Protection of the Environment Operations Act 1997* (the Act), Kyogle Council must prepare a Pollution Incident Response Management Plan (PIRMP) for any activity which requires an Environment Protection Licence (EPL).

Under the Act, waste disposal by application to land is an activity which requires an Environment Protection Licence. The Kyogle Landfill Facility (the Facility) is licenced by the Environmental Protection Agency (EPA) for waste disposal by application to land, and therefore a PIRMP is required for this activity.

The objectives of this PIMRP are to:

- ensure comprehensive and timely communication about a pollution incident to Landfill employees, the EPA, other relevant authorities (such as NSW Ministry of Health, SafeWork NSW and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of a pollution incident
- minimise and control the risk of a pollution incident at the Facility by ensuring risks are identified and actions to minimise and manage those risks are in place.

Council will ensure that the PIRMP is properly implemented by trained staff and regularly test the plan to ensure it remains current and actions to minimise and manage risks are effective.

Site description

This PIMRP relates to the Kyogle Landfill Facility, 64-78 Runnymede Road, Kyogle, NSW 2474. The Facility comprises land identified as Lot 1 DP 8406 and Lot 7002 DP 22699 (Res 47636). The Environment Protection Licence number for the Facility is 12124. This Licence allows for the disposal of up to 5000 tonnes of waste per year.

The Facility is enclosed by land that is zoned RU1 Primary Production. Land uses in the vicinity of the Facility include the following:

- Sydney to Brisbane Railway Line
- Timber processing mill
- Cemetery
- Road reserve
- Rural production
- Rural residential dwellings.



Figure 1: Kyogle Landfill Facility and surrounds

1. Description and likelihood of hazards

The types of hazards which may occur as a result of activities carried out at the Facility are identified in Table 1 below. Maps depicting the onsite locations of these hazards are provided in Attachment 1.

Table 1: Description of hazards		
Site Hazards	Likelihood of Occurring	Mitigating Measures
Landfilling 1. Chemical release 2. Asbestos 3. Gas 4. Odour 5. Fire	1. Low 2. Medium 3. Low 4. Medium 5. Medium	Compliance with the Landfill Environmental Management Plan (LEMP) and continuous monitoring of waste being landfilled
Leachate Collection 1. Overflow of leachate pond 2. Breach of leachate dam wall 3. Failure of containment system	1. Low 2. Low 3. Low	Monitoring and actions in compliance with the EPL, LEMP and Waste Management Plan 2013
Rain Events and Surface Water Runoff 1. Stormwater collection pond failure	1. Low	Monitored and managed in accordance with the EPL, LEMP, Waste Management Plan 2013
Chemical Storage 1. Fuel spill 2. Chemical spill	1. Low 2. Low	Managed in accordance with Work Health and Safety Requirements
Groundwater Contamination 1. Contamination of groundwater	1. Low	Monitored and managed in accordance with the EPL, LEMP

2. Inventory of Pollutants

Table 2 outlines the potential pollutants at the Facility, such as fuels and other materials, in amounts of 20kg or 20L or more.

Table 2: Inventory of pollutants			
Product Name	Nature	Storage Location	Quantity Held
Citra Scrub or Equivalent	Hazardous	Gatehouse	20 kg
Engine Oil		Store Shed	4000 L
Roundup Monsanto's	Hazardous	Chemical Store	40 L
Diesel	Hazardous	Bulk Tank	400 L
Petrol	Hazardous	Store Shed	60 L

The EPL identifies the pollutants to be monitored, limit conditions and trigger levels. Pollutants required to be monitored are identified in Table 3.

Table 3: Pollutants monitored under EPL	
Monitoring Points 1 and 2 <ul style="list-style-type: none"> • Alkalinity (as calcium carbonate) • Ammonia • Arsenic • Calcium • Chloride • Conductivity • Dissolved organic carbon • Iron • Magnesium • Manganese • Nitrate • Nitrite • Nitrogen • Potassium • Sodium • Sulfate 	Monitoring Points 15, 16 and 17 <ul style="list-style-type: none"> • Alkalinity (as calcium carbonate) • Ammonia • Arsenic • Calcium • Chloride • Conductivity • Dissolved organic carbon • Iron • Magnesium • Manganese • Nitrate • Nitrite • Nitrogen • Potassium • Sodium • Total petroleum hydrocarbons • Total suspended solids • pH
Monitoring Points 4, 6, 8, 10, 11, 12, 13, 14, 18 <ul style="list-style-type: none"> • Alkalinity (as calcium carbonate) • Ammonia • Total nitrogen • Total petroleum hydrocarbons • pH 	Monitoring Points 19, 20 and 21 <ul style="list-style-type: none"> • Alkalinity (as calcium carbonate) • Ammonia • Arsenic • Calcium • Chloride • Conductivity • Dissolved organic carbon • Iron • Magnesium • Manganese • Nitrate • Nitrite • Nitrogen • Potassium • Sodium • Sulfate • Total petroleum hydrocarbons • Total suspended solids • pH

3. Pre-emptive actions to be taken

Council's Landfill Environmental Management Plan (LEMP) and Kyogle Waste Management Plan (WMP) identify and outline all necessary pre-emptive actions to prevent, minimise and manage any pollution incidents. The LEMP and WMP includes:

1. Fire management
2. Stormwater management and monitoring
3. Groundwater monitoring program
4. Leachate collection and monitoring
5. Noise management
6. Air pollution management including dust and methane
7. Hazardous waste management including asbestos
8. General waste surveillance and management.

Council also has in place SafeWork NSW compliant methods for the following:

1. Chemical storage
2. Chemical spill management.

4. Safety equipment

Safety equipment and personal protection equipment for management of pollution incidents includes:

- Spill kit (absorbent material)
- SDS register
- Fire extinguishers and hoses
- Emergency showers
- First aid kits
- Chemical gloves
- Disposable overalls
- Dust Masks
- Eye protection
- Rigger gloves.

The location of key safety equipment is identified in Figure 2.

Waste Officers are issued with personal protective equipment (PPE) to ensure that they can undertake duties in a safe manner and protect themselves and others. Other Council staff members that access and work on the site are also issued with PPE.

PPE includes:

- safety boots
- high visibility clothing including safety vests
- broad-brimmed hats
- safety gloves
- sunscreen
- sunglasses
- dust masks.

Safety Data Sheets are kept on the site for all stored chemicals and fuels. A spill containment kit (absorbent material) is also present.



Figure 2: Location of safety equipment on site

5. Incident contact details

Table 4 outlines the key contacts in the event of a pollution incident at the Landfill.

Table 4: Key contacts	
External contacts	
Regional Emergency Management Team	000
Emergency Services	000
Environment Protection Authority	(02) 6659 8298 131 555
Public Health Unit – Lismore	(02) 6620 7500 1300 066 055 0428 882 805 (after hours)
Kyogle Council	(02) 6632 1611 (02) 6626 6800 (after hours)
Essential Energy	13 20 80
Internal contacts	
Director Planning and Environmental Services	(02) 6632 0231 0429 169 231
Manager Development and Regulatory Services	(02) 6632 0246 0428 296 458
Waste and Regulatory Officer	(02) 6632 0251 0459 102 405

6. Communications with adjoining properties and the community

In the event of a pollution incident at the Landfill owners of adjoining properties and/or the community will be contacted to advise of the incident. The extent of the communications with land owners and the community will depend on the:

- the magnitude of the emission or discharge
- type of pollutant
- the potential receiving environment of the pollutant (e.g. water, land, air)
- the potential area of impact
- the potential duration of the impact
- weather conditions.

Communications will also depend on the severity and extent of the incident as determined by the Lead Emergency Agency in control of the event.

Adjoining landowners, occupiers and businesses will be contacted by telephone and door knocking where deemed necessary. Adjoining land owners are listed in Table 5.

Communications with the broader community may occur via local newspapers, radio and television, the Kyogle Council website and/or door knock. Once again, this will depend on the severity and extent of the incident.

Australian Rail Track Corporation (ARTC) General Enquiries	P: (08) 8217 4366 E: enquiries@artc.com.au Mail: PO Box 10343 Gouger Street Adelaide SA 5000
After Hours Emergency Contact Network Control Centre - North (North NSW & QLD) Broadmeadow	(02) 4902 9410
Duncan's Holdings/Boral Timber	P: (02) 6632 2945
Kyogle Council (Cemetery) c/- Manager Urban Services	P: (02) 6632 0220 M: 0418 501 357
Private landholder contact details available in Council records (not published for privacy reasons)	

7. Minimising harm to persons at the Facility

Emergency Management Key Responsibilities

Senior Management

Kyogle Council Senior Management including the Workplace Health and Safety Officer or delegate, is responsible for:

- the effectiveness and accuracy of the emergency plan, procedures and relevant emergency documentation
- staff training in emergency preparedness
- co-ordination of evacuation exercises
- post-emergency/exercise review.

Emergency Management team

Council's Chief Emergency Controllers and workplace health and safety representatives are:

1. Lead Emergency Management Officer – Director Assets and Infrastructure Services - (02) 6632 0215
2. Facility Responsible Officer – Director Planning and Environmental Services - (02) 6632 0231
3. Workplace Health and Safety – Safety and Risk Coordinator – (02) 6632 0302.

Responsibilities include:

- immediately responding to any emergency situation
- ascertaining the nature of the emergency and determining appropriate actions
- ensuring the appropriate emergency services have been notified
- coordinating the deployment of staff and any internal specialist resources
- where safe to do so, taking steps to contain or control the hazard
- ensuring that senior management are kept updated on the situation
- coordinating post-incident recovery strategies
- ensuring staff training, emergency information lists and emergency-related plant and equipment necessary for emergency evacuation compliance is maintained.

Council staff

Council staff responsibilities include:

- attending emergency preparedness training
- following instructions given in the event of an emergency
- cooperating with emergency personnel in the event of an emergency
- when safe to do so, taking steps to contain or control the hazard
- reporting all emergency incidents to senior management, Chief Emergency Controllers and/or Risk Coordinator.

Emergency Management Methods

The emergency assembly point for the Facility is approximately 15m to the west of the main entrance gate, immediately outside of the Facility fence. The emergency assembly point is clearly signposted.

Emergency management actions at the site are to be carried out in accordance with this plan.

Emergency Resources

Emergency Warning and Communications System

UHF Radios are present in all plant and vehicles. Relevant staff members have mobile telephones. The Facility has a landline telephone (02) 6632 3002.

In the event of a failure of radio, landline telephone or emergency warning system, messages may be relayed via mobile phone or runner.

Fire-fighting Equipment

Kyogle Council waste management facilities are equipped with various fire-fighting appliances which are strategically located throughout buildings and in all plant (see Figure 2).

Fire extinguishers are located on all plant and in all offices and sheds (see Figure 2). The equipment shall comply with the relevant Australian Standards and be appropriately signposted.

All employees must be trained in the use of the equipment. This training shall be both by verbal instruction and practical demonstration.

All fire-fighting equipment shall be regularly checked and serviced. This will involve both internal inspections as well as external tests conducted by approved experts.

First Aid Equipment Locations

First Aid Kits are located in the office, plant and vehicles.

Emergency Response and Evacuation Plan

Discovering a dangerous situation

- move persons away from danger if safe to do so
- contact relevant emergency services (i.e. ambulance/fire/police)
- announce evacuation if dangerous situation requires (radio/runner)
- contact Senior Management /Chief Emergency Controller.

Reporting an emergency

When reporting an emergency, the following information should be included:

- name of organisation
- exact nature of emergency (any casualties?)
- exact location (including address, near cross street, building name, postcode)
- name of person reporting emergency
- contact number (where applicable)
- reporting is to be done by the Waste Manager, Waste and Regulatory Officer or other appropriate person.

Evacuation Alert

The evacuation signal for the Facility is by verbally calling “**emergency emergency emergency evacuate**” over the radio system. A verbal directive issued by the appropriate personnel from Senior Management or the Chief Emergency Controller will also constitute an evacuation signal.

Assembly areas

In the event of an evacuation, persons should assemble at the emergency assembly point for the Facility, approximately 15m to the west of the main entrance gate, immediately outside of the Facility fence. The emergency assembly point is clearly signposted (see Figure 2).

First Aid

Waste Officers are trained to administer first aid. First aid kits are available in all plant and vehicles and in both offices onsite (see Figure 2). For serious accidents Emergency Services should be called immediately.

Any injured people who can be moved safely should be taken to the nearest assembly area (whichever is more appropriate) for treatment. Those people who are trapped or unable to be removed immediately must be protected and given first aid on the spot (providing it is safe to do so).

Media Liaison

It is Kyogle Council policy that only the General Manager and Directors can authorise or disclose any information to the media. Any form of contact from the media should be referred to those mentioned above under all circumstances.

Should any staff member be approached by media representatives for comment, the staff member must refer them to the General Manager or the person authorised to speak on their behalf.

Incident and Accident Reporting

Kyogle Council is committed to the provision of a safe and healthy workplace. However, in the event that an injury is sustained to an employee, contractor or visitor, the following contingencies have been put into place:

- Council Waste Officers are trained in first aid
- First aid kits shall also be readily available in the workplace, namely office, plant and vehicles. All injuries shall be reported to the supervisor immediately and recorded on the injury report form as soon as practicable after injury. All injuries will also be investigated immediately and corrective actions instigated in accordance with Council's procedures (refer 'Kyogle Council Health and Safety Induction Training').

9. Actions to be taken during or immediately after pollution incident

During a pollution incident

All actions taken during and after a pollution incident will vary depending on the nature of the properties of the pollutant/s and severity of the incident. Any action taken shall be in accordance with any Work Health and Safety requirements, the LEMP and WMP.

Detailed records/evidence collection shall be carried out provided it is safe to do so and with approval of the person in control of the site. Evidence may include photographs/samples taken and written notes.

All directives given by the person/s in charge are to be followed at all times.

Emergency Termination

Only the Chief Emergency Controller shall deem the emergency terminated. This action shall take place once all emergency services have concluded their involvement. Only the Chief Emergency Controller shall deem the site safe to enter.

Post Incident Reporting

Reporting of the incident to the EPA shall include the following information:

- the time, date, nature, duration and location of the incident
- the location of the place where the pollution is occurring or is likely to occur
- the nature, the estimated quantity or volume and the concentration of any pollutants involved if known
- the circumstances in which the incident occurred (including the cause of the incident if known)
- the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution if known.

10. Staff Training

Kyogle Council aims to ensure that staff members are competent in key functional areas. Ongoing training will be provided and currency of training monitored throughout their period of employment with Kyogle Council.

Records of training currency are maintained by the Council's Human Resources (HR) section. HR tracks expiry dates and arranges appropriate training as necessary. Annual employee reviews are conducted to identify all required training needs.

Specific site related training includes:

- chemical users and handling certificates
- Drummuster inspection training
- Confined spaces
- Plant operation
- Electrical safety
- First aid.

All new staff members carry out health and safety induction training and are trained in Kyogle Council general and site specific Safe Work Method Statements.

Facility employees have regular contact with the Waste and Regulatory Officer regarding onsite matters. Meetings with waste collection contractors are undertaken where possible.

Mock emergency response training events are held. These events are utilised to demonstrate readiness and refine responses to a specific scenario for which an Emergency Scenario Response has been documented. De-briefing after the training event allows for further staff consultation and procedural refinement of the response.

All new staff members working in the waste management team shall be trained in the application of the PIMRP.

11. Testing of Plan

The PIRMP is required to be tested at least once every 12 months. Records of testing are outlined in Table 6.

Table 6: Records of plan testing			
Date	Method of Testing and Scenario	Problems Identified	Improvements
2/9/2014 D. Bell	Desktop simulation relating to a leachate discharge from EPL monitoring Point 1. Multiple external and internal organisations/persons were contacted, as well as multiple landholders. The primary purpose was to confirm correct contact details and effective	No communication problems were identified. Additional contact telephone numbers were provided by the Public Health Unit (external contact), Waste and Regulatory Officer (internal contact) and	The PIRMP was updated to include additional contact telephone numbers.

Table 6: Records of plan testing

Date	Method of Testing and Scenario	Problems Identified	Improvements
	communication.	Duncan's Holdings/Boral Timber (landholder).	
6/1/2015	Desktop simulation relating to a chemical spill at Kyogle Landfill Facility. Multiple external and internal organisations/persons were contacted, as well as multiple landholders. The primary purpose was to confirm correct contact details and effective communication.		
3/3/2016 R. O'Neill	Desktop simulation relating to a pollution incident at the Kyogle Landfill Facility. Multiple internal and external parties were contacted including adjoining landholders within identified buffer. The primary purpose was to confirm correct contact details and effective communication.	Some incorrect phone numbers were identified and changed. New mobile phone numbers and postal addresses were added. Executive Manager Planning and Environment details were outdated.	The plan was updated with correct and additional contact numbers and postal addresses. Roles for Kyogle Council employees updated. Minor grammatical and spelling changes made.
22/11/2016 R. O'Neill	Desktop simulation relating to a pollution incident at the Kyogle Landfill Facility. Adjoining landholders within identified buffer were confirmed through MapInfo and contact details confirmed. The primary purpose was to confirm correct contact details and effective communication.	The volume of hazardous substances has been updated to potentially 4000L Motor Oil (waste oil shed). Minor inconsistencies with the regularity of toolbox talks.	Roles within Council had changed since last review and were duly updated. Contact details for EPA were updated. Formatting updated and minor spelling corrections.
20/6/2018 S. Mackie	Desktop simulation relating to a pollution incident at the Kyogle Landfill Facility. Adjoining landholders within identified buffer were confirmed through MapInfo and contact details confirmed. The primary purpose was to confirm correct contact details and effective communication.	Change of tenure of some properties identified. New owner details, phone numbers and postal addresses were added. Executive Manager Planning and Environment details were outdated.	Roles within Council had changed since last review and were duly updated. Contact details for EPA were updated. Formatting updated & corrected.
24/02/2020 A. Clark	Desktop simulation relating to a pollution incident at the Kyogle Landfill Facility. The primary purpose was to confirm correct contact details and effective	Council roles and some contact information was out of date.	Council roles and contact information updated.

Table 6: Records of plan testing

Date	Method of Testing and Scenario	Problems Identified	Improvements
	communication.		

Attachment 1: Site Maps





