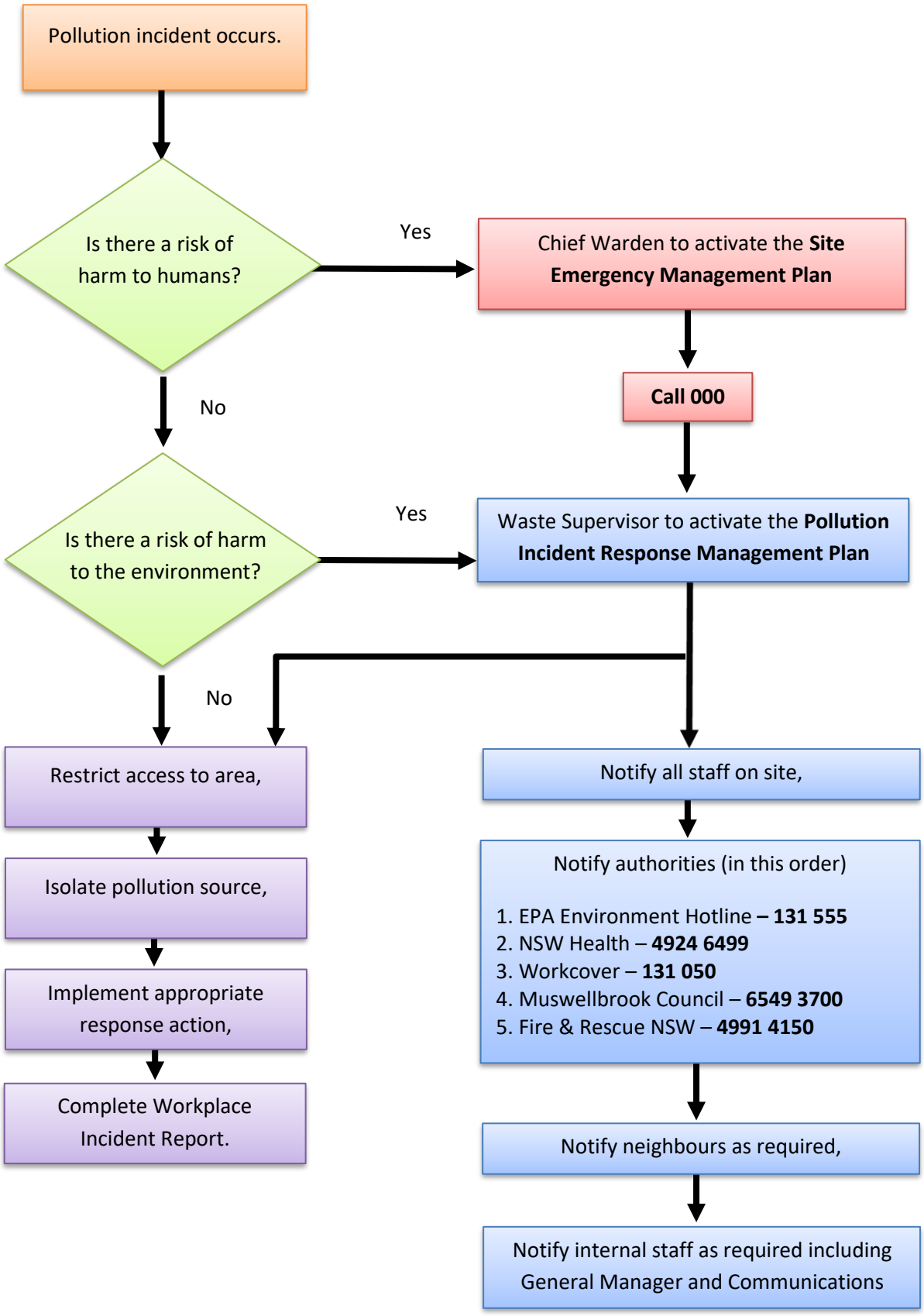
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN.

Muswellbrook Waste & Recycling Facility Environment Protection Licence 5980

Copies of this plan can be obtained from Council's website www.muswellbrook.nsw.gov.au

Table of Contents

Pollution Incident Response Summary



Purpose

PIRMP Approved by: Joann Polsen

Signature:

Position Title: Manager Waste Operations

Date: 25/05/2023

Muswellbrook Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for *Muswellbrook Waste & Recycling Facility.* As per the *Protection of the Environment Operations Act 1997 No 156* (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 during 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 on the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan is kept at *Muswellbrook Waste & Recycling Facility* and will be made available on request by an authorised NSW 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.

Environment Protection Licence (EPL) Details

Site description:	The Muswellbrook Waste & Recycling Facility is situated approximately 3 kilometres from the Muswellbrook CBD. The facility consists of a weighbridge and staff amenities buildings, a sawtooth transfer station for waste and recycling drops off, a landfill and hardstand recycling area which includes e-waste, Drum Muster, tyre storage, organics processing, various resource stockpiles as well as a Community Recycling Centre for household problem wastes.	
Name of licensee:	Muswellbrook Shire Council	
(including ABN)	ABN - 86 864 180 944	
EPL number:	5980	
Premises name and address:	Muswellbrook Waste & Recycling Facility, 252 Coal Road, Muswellbrook NSW 2333	
Company or business contact details	**Name:**	Derek Finnigan
	Position or title:	General Manager
	Business hours contact number/s:	(02) 6549 3750
	After hours contact number/s:	(02) 6549 3750/ 0419 465 572
	Email:	derek.finnigan@muswellbrook.nsw.gov.au
Website address:	www.muswellbrook.nsw.gov.au	
Scheduled activity/activities on EPL:	Waste Disposal (application to land) Waste Storage	
Fee based activity/activities on EPL:	Waste disposal by application to land Waste storage - hazardous, restricted solid, liquid, clinical and related waste, and asbestos waste Waste storage - other types of waste	

Pollution incident – Person/s responsible

Contact details must include the names, position titles and 24-hour contact details. Details are to include alternate person/s should the primary contact be unavailable.

		Primary Contact	***Alternate Contact***
PIRMP activation	**Name of person responsible:**	Joann Polsen	Louise Munn
	Position or title:	Manager Waste Operations	Waste Supervisor
	Business hours contact number/s:	(02) 6549 3849 or 0439 782 995	0428 264 074
	After hours contact number/s:	0439 782 995	0428 264 074
	Email:	Joann.polsen@muswellbrook.nsw.gov.au	Louise.Munn@muswellbrook.nsw.gov.au
Notifying relevant authorities	**Name of person responsible:**	Joann Polsen	Louise Munn
	Position or title:	Manager Waste Operations	Waste Supervisor
	Business hours contact number/s:	(02) 6549 3849 or 0439 782 995	0428 264 074
	After hours contact number/s:	0439 782 995	0428 264 074
	Email:	Joann.polsen@muswellbrook.nsw.gov.au	Louise.Munn@muswellbrook.nsw.gov.au
Managing response to pollution incident	**Name of person responsible:**	Joann Polsen	Louise Munn
	Position or title:	Manager Waste Operations	Waste Supervisor
	Business hours contact number/s:	(02) 6549 3849 or 0439 782 995	0428 264 074
	After hours contact number/s:	0439 782 995	0428 264 074
	Email:	Joann.polsen@muswellbrook.nsw.gov.au	Louise.Munn@muswellbrook.nsw.gov.au

Notification of relevant authorities

Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in case of a pollution incident that causes or threatens to cause material harm to the environment.

Fire & Rescue NSW / Rural Fire Service	**Contact number/s:**	000/ (02) 6541 2846
Environment Protection Authority	**Contact number/s:**	131 555 / (02) 4908 6800
Health NSW	**Relevant Area Health Service:** **Contact number/s:**	Newcastle Public Health Unit (Hunter New England LHD) (02) 4924 6499 (John Hunter Hospital) - ask for Public Health Officer on call
SafeWork NSW	**Contact number/s:**	131 050/ 0413 677 767
Local authority/s *Identify the local authority for the area in which the premises to which the environment protection licence relates, and any area affected, or potentially affected, by the pollution.*		Muswellbrook Shire Council (02) 6549 3700/ council@muswellbrook.nsw.gov.au
Any other identified organisation or agency requiring notification (if applicable) *e.g., Water NSW, Department of Primary Industry, Roads, and Maritime Services*	**Contact number/s:**	Water NSW Emergency reporting - 24 hours (fires, chemical spills) 1800 061 069 / 1300 662 077 Muswellbrook Police (02) 6542 6999

Notification of neighbours and the local community

Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g., schools, preschools, hospitals, nursing homes):	Muswellbrook Common – neighbour on south boundary Wanaruah Local Aboriginal Land Council (02) 6543 1288 ceo@wanaruahlandcouncil.com.au Muswellbrook Coal – neighbour on north & west boundary Idemitsu Australia Resources Pty Ltd (02) 6542 2300/ 1800 600 205 Weeraman Fields – neighbour on east boundary Muswellbrook Shire Council (02) 6549 3700
Details of how the neighbours will be informed of the incident, including early warnings and regular updates (e.g., door knock, phone call, emergency alert):	Phone call in the instance of any off-site risks being identified, with a follow up phone call to advise once incident resolved.

Description and likelihood of hazards

Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates:

Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood:

CONSEQUENCES \ LIKELIHOOD	A	B	C	D	E
I	1	2	4	7	11
II	3	5	8	12	16
III	6	9	13	17	20
IV	10	14	18	21	23
V	15	19	22	24	25

Risk Ranking Score	Risk
16 to 25	High
11 to 15	Medium
1-10	Low

Licenced Activity	Possible Hazards	L	C	Score
Waste disposal by application to land	Fire due to flammable waste delivery	A	IV	10
	Dust due to inappropriate handling	A	III	6
Waste storage - hazardous, restricted solid, liquid, clinical and related waste, and asbestos waste	Spill due to compromised containers	B	II	5
	Dust due to inappropriate handling	B	IV	14
Waste storage - other types of waste	Waste materials not being stored in the appropriate storage area design	A	V	15

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:

LIKELIHOOD	A	B	C	D	E
I	1	2	4	7	11
II	3	5	8	12	16
III	6	9	13	17	20
IV	10	14	18	21	23
V	15	19	22	24	25

CONSEQUENCES

Risk Ranking Score	Risk
16 to 25	High
11 to 15	Medium
1-10	Low

Licenced Activity	Pre-emptive controls	L	C	Score
Waste disposal by application to land	Prohibited wastes clearly listed and screened for at entry	C	III	9
	Site roads maintained and dust suppression undertaken	A	II	3
Waste storage - hazardous, restricted solid, liquid, clinical and related waste, and asbestos waste	Load inspection at entry	B	II	5
	Load inspection at entry Restricted quantities kept on site	C	III	13
Waste storage - other types of waste	Bunded containers	C	III	13

Inventory of pollutants

Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates:

Identify the maximum quantity of any pollutant/s likely to be stored or held at locations (including underground tanks) at or on the premises to which the licence relates.

Location/Tank	Max. quantity	Contents	Comments
Community Recycling Centre	<10 tonnes	Domestic quantities of hazardous, restricted solid, liquid, and flammable wastes.	CRC design ensures 1 metre separation between hazardous waste types.
Compost Production Area	<5000 tonnes	Garden organics, raw and pasteurised mulch, compost products.	May generate runoff of product water to pond.
Organics runoff collection pond	Depth 2m	Water runoff from Compost Production Area	Pond below compost production area
Leachate evaporation pond	Depth 1m	Landfill leachate	Leachate evaporation basin within landfill footprint
Landfill void	<50000 tonnes/per annum	General Solid Waste (non-putrescible) General Solid Waste (putrescible) Asbestos Waste	The total combined tonnage of General Solid Waste (non-putrescible), General Solid Waste (putrescible) and Asbestos Waste disposed of at the premises average is less than 20000 tonnes / per annum.
Tyre yard	<50 tonnes	Waste Tyres	The Tyre Yard restricts capacity for tyre storage to less than 5 tonnes.

Safety equipment

Describe the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident:

Spill response:	5 x pair “Pro.val Hazguard” triple layer disposable coveralls	PPE:
Spill kit	3 x pair vented flexifit goggles.	Ear/hearing protection
	5 x pair disposable boot covers.	Sunscreen, hat, and long clothing
	2 x pair large, 2 x pair medium, nitrile disposable gloves.	Apron/disposal overalls
	2 x “unisafe” ½ mask twin filter masks. 4 x filters	Rubber Gloves
		Safety glasses
Asbestos handling kit:	200-micron thick plastic drop sheets	Gumboots
	Duct tape	Steel capped boots
	Wet wipes or disposable cloths	Respiratory protection
	Water sprayer (hose or bottle with missing attachment)	P2 particulate face mask
	Non-electric tools	
	200-micron thick asbestos waste plastic bags.	
	Signs	
	Barriers to exclude others from the area.	
	Bin or designated waste storage area.	

Communicating with neighbours and the local community

Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on:

Develop any specific information that could be provided to the community, so it can minimise the risk of harm:

In the event of a pollution incident occurring or becoming imminent, Muswellbrook Shire Council will provide early warning to directly affected premises by phone call or site visit. Early warning will include details of the imminent incident, how those affected can prepare and respond, and provide important advice such as avoiding contact. Early warnings will be done by Manager Waste Operations, Technical Officer Waste Operations and/or Waste Supervisor.

Where early warning is not possible, Muswellbrook Shire Council will provide notification and communication during and after an incident to those affected with information, advice, and updates. Notification & communication will be prepared by Manager Waste Operations, Technical Officer Waste Operations and/or Waste Supervisor, with distribution by Council's Communications Team. Notification and communication methods will be determined on a case-by-case basis and the following methods may be used:

- Phone calls
- Media releases (radio/television/newspaper/website/social media)
- Site visits/door knocking.
- Letter drops.
- Warning signs
- Other methods as the situation requires.

Regular communication and notification will be provided of the incident and clean-up of the impacted site to affected parties, continuing until the clean up is complete. Muswellbrook Shire Council is to update the early advice and advise the public that regular activities can be resumed, through the same channels that were used for the initial notification.

There are limited rural premises in the area surrounding the Muswellbrook Waste & Recycling Facility. A potential pollution incident is unlikely to affect neighbours. The nature of the incident and environmental factors such as wind direction will determine the most appropriate properties to be notified.

Communicating with the community affected by a pollution incident from the transportation of waste is an important element in managing the response to any incident.

The community engagement protocol should include details about providing notification to nearby industrial, commercial, and residential properties that a pollution incident has occurred or is imminent. The person(s) responsible for public communications during the incident should be included in the community engagement protocol.

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 on:

At all times minimising harm to persons shall be a priority.

The Emergency Management Plan will be activated in the event of a significant pollution incident, where there is an appreciable risk to the health and safety of site staff and visitors. Emergency evacuation plans are located within each building at the site.

The primary person at the pollution incident (being the first person at the site of the incident), where safe to do so, will initiate a response to ensure that any immediate threat to human health is reduced. All members of the public in the immediate vicinity should be directed away from potential danger and asked to proceed to the weighbridge.

The primary person may also be instructed to cordon off the site to restrict further access to the area and prevent others from entering the area.

Maps

Provide a detailed map (or set of maps) showing the:

- *location of the premises to which the licence relates*
- *surrounding area likely to be affected by a pollution incident*
- *location of potential pollutants on the premises*
- *location of any stormwater drains on the premises.*

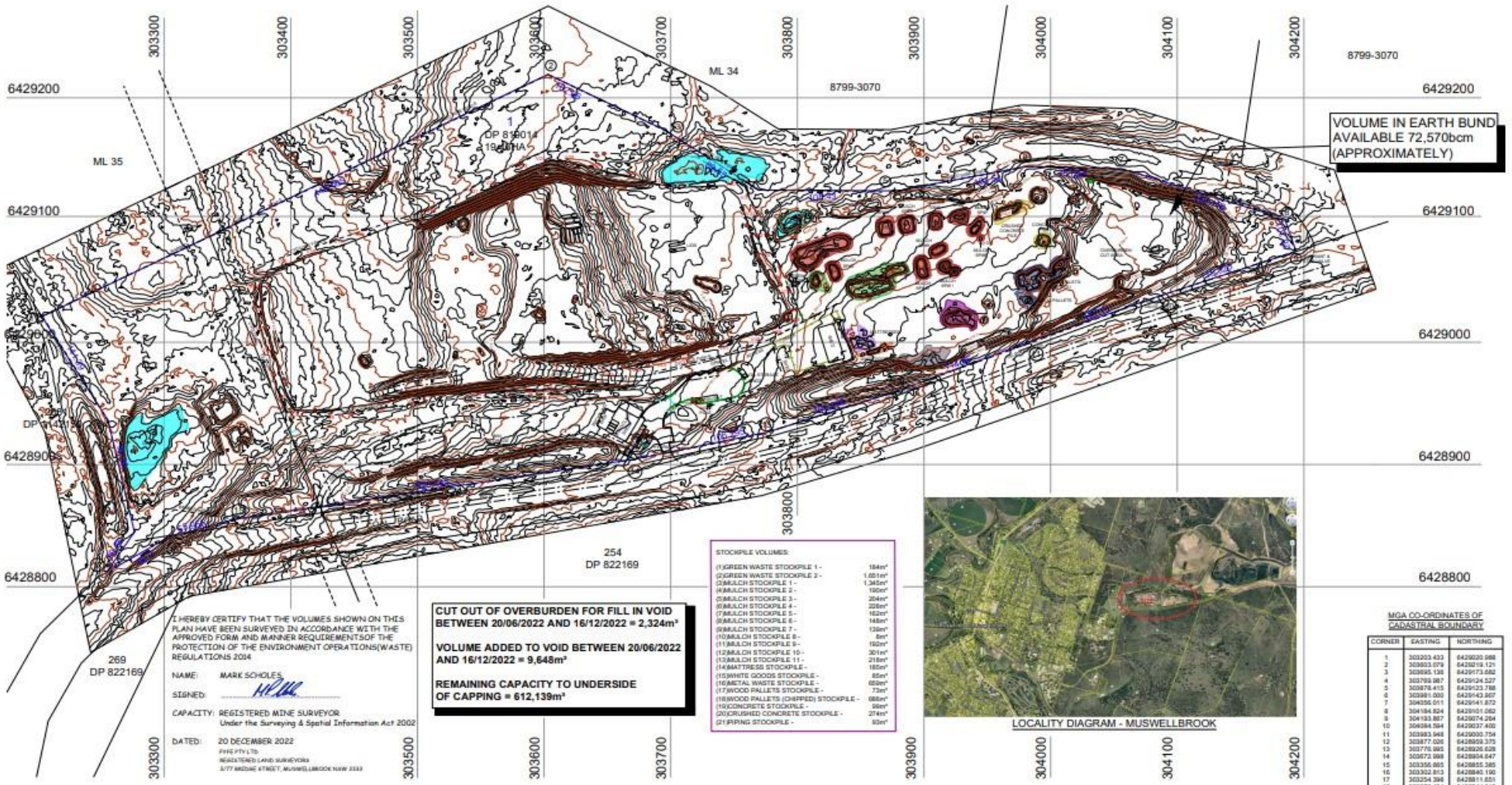
It is also recommended the position of any discharge points, or any other useful information be included on the map/s, and that any important details on the map are labelled (e.g. the nearest water course or water body stormwater drains located on the premises discharge to).

muswellbrook shire council

SITE PLAN AND STOCKPILE SITES AS OF FRIDAY 16th DECEMBER 2022

MGA CO-ORDINATES VOID BOUNDARY (TOP OF BANK)

COR	EASTING	NORTHING	COR	EASTING	NORTHING	COR	EASTING	NORTHING	COR	EASTING	NORTHING
V1	303568.328	6428960.020	V14	303381.656	6429058.704	V27	303665.189	6429135.594	V40	303782.226	6429005.428
V2	303548.238	6428960.043	V15	303399.583	6429084.676	V28	303686.299	6429130.032	V41	303736.851	6428988.642
V3	303493.254	6428955.342	V16	303419.607	6429071.911	V29	303704.557	6429126.520	V42	303706.185	6428989.411
V4	303470.251	6428950.252	V17	303441.991	6429079.829	V30	303742.460	6429128.095	V43	303688.779	6428984.921
V5	303447.223	6428947.102	V18	303458.346	6429086.354	V31	303753.534	6429117.876	V44	303670.429	6428980.639
V6	303432.651	6428944.864	V19	303481.932	6429095.764	V32	303758.367	6429105.376	V45	303648.355	6428976.181
V7	303403.261	6428944.215	V20	303516.259	6429104.952	V33	303764.059	6429087.461	V46	303620.285	6428970.512
V8	303397.408	6428956.294	V21	303548.917	6429121.029	V34	303769.494	6429070.958	V47	303600.681	6428966.554
V9	303391.189	6428974.226	V22	303582.497	6429127.790	V35	303778.771	6429052.313	V48	303583.862	6428963.161
V10	303386.192	6428992.852	V23	303588.665	6429142.851	V36	303786.706	6429040.308			
V11	303380.969	6429010.563	V24	303602.409	6429147.922	V37	303792.974	6429025.662			
V12	303377.844	6429027.705	V25	303616.265	6429148.433	V38	303792.840	6429018.939			
V13	303376.063	6429044.989	V26	303636.871	6429142.724	V39	303778.938	6429010.480			



I HEREBY CERTIFY THAT THE VOLUMES SHOWN ON THIS PLAN HAVE BEEN SURVEYED IN ACCORDANCE WITH THE APPROVED FORM AND MANNER REQUIREMENTSOF THE PROTECTION OF THE ENVIRONMENT OPERATIONS(WASTE) REGULATIONS 2014

NAME: MARK SCHOLES

SIGNED: .....

CAPACITY: REGISTERED MINE SURVEYOR
Under the Surveying & Spatial Information Act 2002

DATED: 20 DECEMBER 2022

FYFE PTY LTD
REGISTERED LAND SURVEYORS
3/77 BRIDGE STREET, MUSWELLBROOK NSW 2333

CUT OUT OF OVERBURDEN FOR FILL IN VOID BETWEEN 20/06/2022 AND 16/12/2022 = 2,324m³

VOLUME ADDED TO VOID BETWEEN 20/06/2022 AND 16/12/2022 = 9,648m³

REMAINING CAPACITY TO UNDERSIDE OF CAPPING = 612,139m³

STOCKPILE VOLUMES:

(1)GREEN WASTE STOCKPILE 1 -	184m³
(2)GREEN WASTE STOCKPILE 2 -	1,651m³
(3)MULCH STOCKPILE 1 -	1,345m³
(4)MULCH STOCKPILE 2 -	190m³
(5)MULCH STOCKPILE 3 -	204m³
(6)MULCH STOCKPILE 4 -	228m³
(7)MULCH STOCKPILE 5 -	162m³
(8)MULCH STOCKPILE 6 -	148m³
(9)MULCH STOCKPILE 7 -	139m³
(10)MULCH STOCKPILE 8 -	6m³
(11)MULCH STOCKPILE 9 -	192m³
(12)MULCH STOCKPILE 10 -	301m³
(13)MULCH STOCKPILE 11 -	218m³
(14)MATTRESS STOCKPILE -	185m³
(15)WHITE GOODS STOCKPILE -	85m³
(16)METAL WASTE STOCKPILE -	659m³
(17)WOOD PALLETS STOCKPILE -	73m³
(18)WOOD PALLETS (CHIPPED) STOCKPILE -	686m³
(19)CONCRETE STOCKPILE -	99m³
(20)CRUSHED CONCRETE STOCKPILE -	274m³
(21)PIPING STOCKPILE -	93m³

LOCALITY DIAGRAM - MUSWELLBROOK

MGA CO-ORDINATES OF CADASTRAL BOUNDARY

CORNER	EASTING	NORTHING
1	303203.433	6429020.988
2	303603.079	6429219.121
3	303695.136	6429173.682
4	303799.887	6429124.527
5	303878.415	6429123.788
6	303981.000	6429143.807
7	304056.011	6429141.872
8	304184.824	6429101.082
9	304183.867	6429074.264
10	304084.594	6429037.400
11	303983.948	6429039.754
12	303877.026	6429059.375
13	303776.995	6429026.628
14	303672.998	6428904.647
15	303356.665	6428855.385
16	303302.813	6428840.190
17	303254.398	6428811.651
18	303276.494	6428844.815
19	303255.783	6428935.880

FYFE
UPPER HUNTER
3/77 BRIDGE STREET
PO Box 404
Muswellbrook, NSW 2333
T 61 2 6543 3600
www.fyfe.com.au

REV	DESCRIPTION	DATE	BY	CHECKED
00	INITIAL SURVEY OF MUSWELLBROOK WASTE DEPOT AS AT 16th DECEMBER 2022	16/12/2022	BSH	MPS1

NOTES:
(1) THIS PLAN IS FOR THE EXCLUSIVE USE OF MUSWELLBROOK SHIRE COUNCIL, ANY REUSE OF THIS PLAN AND ASSOCIATED ELECTRONIC DATA WHETHER IN WHOLE OR IN PART IS NOT THE RESPONSIBILITY OF FYFE Pty Ltd. SHOULD SUCH REUSE CAUSE A LOSS OF ANY SORT TO ANY PERSON, BUSINESS OR OTHER ENTITY, FYFE Pty Ltd HOLD NO RESPONSIBILITY IN ANY CAPACITY.
(2) THIS PLAN REMAINS THE INTELLECTUAL PROPERTY OF FYFE PTY LTD, ANY USE OF THIS PLAN OR ASSOCIATED ELECTRONIC DATA OTHER THAN THE CLIENT SHOWN HEREON, WHETHER IN WHOLE OR PART REQUIRES THE FORMAL CONSENT OF THE AUTHORISED OFFICER AND/OR MANAGER OF FYFE Pty Ltd.

0 30 60 90 120 150
SCALE METRES

MUSWELLBROOK WASTE DEPOT - COMMON ROAD
SITE PLAN AND STOCKPILE SITES
AS OF FRIDAY 16th DECEMBER 2022

muswellbrook shire council

DRAWING FILE: 90002-23_DEC22_2D.DWG
SURVEY FILE: 90002-23_DECEMBER_2022.MJO
SURVEY: MPS1 DESIGNED:
DRAWN: KGH CHECKED: MPS1

DATUM: MGA / AHD
DATUM SOURCE: T.S MUSWELLBROOK RL 232.368
DATE: 16th DECEMBER 2022

Sheet No. 1 of 2 Sheets
Job No. 90002-23
Plot No. 001
SCALES:
1 : 1,500 (A1)
Revision No. 00

Actions to be taken during or immediately after a pollution incident

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum early warnings, updates, and actions to be taken during and after an incident:

Early warnings and notifications	• Notify relevant authorities immediately, this includes Supervisor, Waste Operations Manager, General Manager, local environmental agencies, emergency response teams, or regulatory bodies about the pollution incident. This is done through emergency hotlines or other designated reporting mechanisms e.g. (Phone call, text message or email) • Alert and inform nearby communities, businesses and individuals that may be affected by this incident for ensuring of safety and well-being. This includes Wanaruah Council on the south boundary, Muswellbrook Coal on the north and western boundary and Weeraman Fields on the east boundary.
Incident assessment and response	• Conduct an initial assessment of the pollution incident to determine the date, time, nature, extent, and the potential risks that is associated with the pollution incident. • Activate an incident response team or designated personnel and/(or) people responsible for managing the incident. Ideally this should include everyone from the Waste team. • Implementation of appropriate control measures to help prevent any further spread of pollution. This may involve placing of physical barriers, sandbags, or absorbents to contain the spills and leaks around areas as to where pollution incident has occurred.
Mitigation and clean-up	• Initiation of immediate measures to mitigate the pollution and minimise the impact on the environment and human health. • The use of appropriate equipment, resources, and trained personnel and/(or) people to clean up the impacted areas and removal of any contaminants. Make use of the Spill kits located around site. • Ensure usage of environmentally friendly and approved methodology for clean-up and disposing of hazardous materials and pollutants.
Regular updates and communications	• Maintain and ensure regular communication with relevant stakeholders, this would include government agencies, affected communities, neighbouring businesses and media outlets. • Providing timely updates on progress of the incident responses, clean-up efforts and any other potential risks or safety measures that are required to be taken. This is important for both pre-incident and post-incident.
Investigation and analysis	• Conducting of a thorough investigation to assist with determining the cause of the pollution incident and identifying any parties that are responsible for the incident. • Analysing the impact of the pollution on the environment, public health, and any affected parties.

	• Documenting and collecting any evidence that is related to the incident for regulatory purposes and/(or) any potential legal actions. Photos are a great form of evidence as they include both time and date stamp.
Remediation and preventative measures	• The developing of a comprehensive remediation plan to assist with restoring the affected environment to its pre-incident state. • Implementing any preventative measures in order to minimise the likelihood of any future pollution incidents. This would also include improved safety protocols, regular inspections, as well as maintenance of equipment or infrastructure and enhanced training for personnel and/(or) persons to prevent the incident from re-occurring.

Develop a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates, and the action to be taken during or immediately after a pollution incident to reduce that risk:

Identify any actions to be taken in combating the pollution caused by the incident and how any clean-up and associated funding resulting from an incident will be undertaken:

Early Warnings and Notifications	• Make use of various communication platforms such as emergency broadcasts on the radio, text messages, emails, and social media platforms so information is disseminated quickly to reach the people affected in the area. • Clearly communicate the nature of the risk as this will highlight the recommended precautions and any necessary actions that individuals should take to protect their health.
Risk Assessment and Management	• Conduct a comprehensive risk assessment to evaluate the potential impact on human health, this includes factors like exposure, toxicity, and vulnerability. • Create a risk management plan that effectively outline the important strategies and actions that would require attention for minimizing and eliminating identified risks. • Engage with the team about implementing a risk management plan as everyone is responsible for coordinating and applying the necessary actions. This is should ideally be done at the next toolbox.
Protective Measures and Actions	• Establish safety zones or cordon-off areas to restrict access to contaminated areas and prevent exposure. • Ensure personal protective equipment has been provided to all individuals that are involved in clean-up efforts as this is essential for safety. • Initiate evacuation and relocation plan for people that are in high-risk areas. • Engage with emergency response teams and medical support for any individual that may be affected.

Regular Updates and Communication	• Maintain an open and transparent communication with the public, stakeholders, and other relevant authorities throughout the incident. • Provide a continuous update on the pollution incident status this includes the ongoing mitigation efforts and progress that has been made to reduce health risks. • All information is critical during this time especially around information regarding potential health effects, symptoms and recommended actions that would assist in minimising exposure. • Address any concerns the public may have by clarifying uncertainties and ensuring that updated and accurate information will reach the affected communities.
Health Monitoring and Surveillance	• Seek medical assistance to conduct regular health assessments for individuals that have been affected and assist with identifying or treating any emerging health issues. • Collaborate with medical professionals and public health agencies for monitoring of any long-term effects and encourage the community to seek medical assistance if needed.
Remediation and Recovery	• Use environmental remediation strategies to eliminate or minimize the source of pollution. • Do as much as possible to restore the affected areas to their pre-incident state and to prevent any ongoing exposure. • Implement measures to ensure the safety of food, water and air supplies in the affected region or seek assistance from regulatory bodies to achieve this.
Evaluation and Lessons Learned	• Conduct a post-incident evaluation to assess the effectiveness of risk reduction measures and response actions. This can be done through regular toolbox discussions and re-visiting of the PIRMP. • Identify areas for improvement and revise emergency response plans and risk management strategies accordingly and in line with the rest of the team to achieve effective safety goals. • Share lessons and objectives learned with relevant stakeholders and team members to enhance future preparedness and response capabilities.

Coordinating with persons

Identify the procedures to be followed for coordinating with the authorities or persons who have been notified:	Single point of contact will be maintained. Manager to notify authorities. Manager instructs Communications team for wider community notification if this is determined to be required.
Identify the person/s through whom all communications are to be made:	Derek Finnigan – General Manager, Muswellbrook Shire Council.

Staff training

	Who is to be trained?	*What will the training cover?*	*When and how will training be delivered?*
Identify the nature and objectives of any staff training program in relation to this plan:	Waste Operators Waste & Reuse Plant Operator Waste Supervisor Technical Officer Waste Operations Manager Waste Operations	The content, processes, and requirements of this PIRMP. How and when to implement the PIRMP. Responsibilities under this PIRMP. Annual 'mock incident' to test the plan.	Training will be delivered face-to-face annually following LEMP review process. An annual 'mock incident' will prompt activation of the plan and will be an opportunity to review performance and appropriateness of the plan, with a round-table review conducted post-exercise. In the event of a significant incident, an investigation and debrief will be conducted, documentation updated (if required) and staff will be re-inducted.

Testing and updating of the PIRMP

It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident. Detail the manner in which the plan is to be tested and maintained to ensure the information included in the plan is accurate and up-to-date and the plan is capable of being implemented in a workable and effective manner: Detail how the testing is documented and recorded (this must include the testing dates and the names of all staff members who carried out the testing): Detail the dates on which the plan was updated:

PIRMP testing records:

Date tested	*Tested by*	*Details of test* *(e.g., nature of the test, involvement of other agencies) Note: Testing must cover all components of the plan.*	*Findings of test including issues identified*	*Next scheduled test* *(Must be within 12 months of current test)*
29/8/2017	Kristian Hancock – Waste Coordinator Warren Dalley – Landfill Plant Operator & Fire Warden Joann Polsen – Senior Technical Officer Waste Gillian Warburton – Waste Depot Operator	A 'customer' attending the recycling skip bins had spilled a container of blue liquid (Powerade) labelled as an acid and oxidising agent. The spill began flowing toward the wash down bay and stormwater drainage system.	Positive communication was maintained throughout the incident. Spill kit was to incident location within 10 minutes of alert being made. Operator was stationed at the gate to prevent entry while clean-up was being conducted.	25/7/2018
25/7/2018	John Wisniewski – Manager Waste, Reuse &Environment Operations Joann Polsen – Senior Technical Officer Waste	Desktop drill – scenario of a fire incident in the landfill void was worked through with responsibilities identified and notification requirements worked through.		25/7/2019

	Warren Dalley – Waste Coordinator Louise Munn – Senior Waste Depot Operator		
19/09/2023	Louise Munn – Supervisor Waste Operations Courtney Chetty – Technical Officer Waste Operations	Desktop drill – scenario of a chemical spill in the wash bay drainage was worked through with responsibilities identified and notification requirements worked through. All staff has also fulfilled the requirement of completing a PIRMP quiz.	19/09/2023
29/11/2023	Courtney Chetty – Technical Officer Waste Operations	All staff has fulfilled the requirement of completing a Mock Drill	29/11/2023

PIRMP update details

Date update occurred	*Reason for update* *(e.g., personnel have changed)*	*Details of updates* *(Nature of changes to PIRMP)*	*Date the updated version uploaded to website (if applicable)*	*Date of completion*
TBA	EPA Guideline issued	Formatting to comply with EPA Guideline		TBA

END OF PIRMP

NOTES TO INSERT INTO RELEVANT SECTIONS

Site details: