Port Stephens Council

Salamander Bay Waste Transfer Station

Pollution Incident Response Management Plan

External Web-based Version

August 2016

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1. Background

1.1 Title

This document is titled Pollution Incident Response Management Plan (PIRMP) for Salamander Bay Waste Transfer Station.

1.2 External web-based version

This external web-based version of the PIRMP has been prepared in accordance with the Environment Protection Authority's (EPA) requirements that only the following sections of the plan be made publically available:

- procedures for contacting the "relevant authorities".
- procedures for communicating with the community.
- excluding any personal information within the meaning of the *Privacy and Personal Information protection Act 1998.*

A copy of the full PIRMP is maintained at the premises to which the relevant licence relates and is readily available to the persons responsible for implementing the plan and to an authorised officer of the EPA on request.

1.3 Salamander Bay Waste Transfer Station

Port Stephens Council (Council) holds an Environment Protection Licence (EPL) for the operation of the Salamander Bay Waste Transfer Station (the Transfer Station), located at 4 Tarrant Road, Salamander Bay, NSW (the licenced premise).

The Site operates under EPL 13267 which is issued under Section 55 of the *Protection of the Environment Operations Act 1997* by the NSW Environment Protection Authority (EPA) for the scheduled activity of Waste Storage.

Licence holders have a duty to prepare, test, implement and keep pollution incident response management plans (PIRMP) in accordance with Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation).

This PIRMP takes into consideration the Site's proximity to (and potential impact on) the Port Stephens Marine Park Sanctuary Zone (located approximately 250 metres to the west) in the Port Stephens-Great Lakes Marine Park Zoning Plan 2007 and adjacent land zoned as Environmental Conservation (E2) in the Port Stephens Local Environmental Plan 2013.

1.4 PIRMP Purpose

This PIRMP sets out the requirements for the notification, response and management of pollution incidents as defined in the Protection of the Environment Operations Act 1997 (POEO Act) and the Protection of the Environment Operations (General) Regulation (2009) for the Salamander Bay Waste Transfer Station.

The PIRMP has been developed to meet the requirements the POEO legislation and nominates the appropriate responsibilities and actions assigned to Council staff.

1.5 Scope

This PIRMP shall be applicable to ALL Council staff, visitors and contractors to the site.

The PIRMP sets out the responsibilities and specific requirements in relation to notifying, responding to and managing pollution incidents as defined in the POEO Act.

A pollution incident is required to be notified to the Environment Protection Authority (EPA) and other regulatory agencies as detailed in the Act where there is a risk of actual or potential 'material harm' to the environment. Material harm is defined in Section 2.4 of the PIRMP.

This PIRMP shall specifically list the Council staff designated as responsible for ensuring that actions and requirements nominated in this PIRMP are carried out as specified.

2. Pollution Incident Response Planning

2.1 Notifiable Pollution Incidents

A pollution incident is defined by the POEO Act as:

'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:

(1) For the purposes of this Part:

(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.

(2) For the purposes of this Part, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.

2.2 Pre-emptive Actions

The following general pre-emptive actions are undertaken by Council in order to minimise risks to human health and/or the environment arising from the activities undertaken at the waste transfer station.

- Provision, training and use of spill containment kits;
- Installation of alarms on key infrastructure;
- Bunding of bulk chemical, fuel, oil and lubricant storage containers;
- Isolation valves on bunded storage areas;
- Installation and use of fire-containment infrastructure and water tanks;
- Regular and routine condition assessments of key infrastructure;
- Regular and routine environmental inspections across the sites;
- Training of staff in the safe handling and use of chemicals, fuels, oils and lubricants.

3. Incident Response

3.1 General

3.1.1 Initial response

In the event of a pollution incident, the initial response is as follows:

1. Depending on the type of incident, the relevant staff member or contractor takes immediate action to contain or isolate the incident.
2. The incident is immediately telephoned through to Council's 24 hour customer service number 02 4980 0255.
3. The Strategy & Environment Section Manager and the Relevant Operational Manager are to be notified (as is the WHS Manager if relevant) and they will consult to determine the degree of pollution and/or contamination and whether it needs to be reported to the EPA and other relevant authorities (refer to Section 3.1.4). Contact details are presented in Table 3-1 and Table 3-2 below (in Section 3.1.2).

   The Manner and form of notification is to comply with Section 149 of the Protection of the Environment Operations Act 1997.

   Relevant information is to be given in accordance with Section 150 of the Protection of the Environment Operations Act 1997.

   In the case where the Strategy & Environment Section Manager and Operational Manager cannot be contacted and a suitable delegate is not available, the employee or contractor is required to report the incident to the EPA immediately if the incident causes material harm to the environment. See Part 5.7 Section 148 (3) and (6) Protection of the Environment Operations Act 1997.
4. The Strategy & Environment Section Manager and the relevant Operational Manager will agree to the necessary tasks deemed necessary to respond to the incident (including the investigation phase). This may involve agreement on the decision as to whether a technical specialist needs to be engaged.

Specific procedures for dealing with fire, illegal disposal and stormwater releases are included in Council's Fire & Emergency Procedures Manual (ADAIR, 2010).

3.1.2 Contact details

Table 3-1 Incident Contact Details – Council

Name	Role	Contact Number
Aaron Malloy	Operational Manager (Site Manager)	0429 466 046
Paul Gallagher	Operational Manager (Site Coordinator)	0419 626 760
David Rowland	Strategy & Environment Section Manager	0407 726 461
Nicole Le Grange	WHS Manager	0407 870 785
Council Emergency contact number (after hours)		02 4980 0255

Table 3-2 Incident Contact Details – External

Organisation	Contact Number
Emergency Services	000
EPA Newcastle Office	131 555 02 4908 6810
NSW Ministry of Health	02 9391 9000
WorkCover	131 050
Fire & Rescue NSW	1300 729 579

3.1.3 Responsibilities

In the event of an incident, responsibilities for management are as follows:

Table 3-3 Responsibilities

Position	Responsibilities, Authorities & Accountabilities
Strategy & Environment Section Manager	Responsible for reporting to the EPA and other relevant authorities under Part 5.7 of the Protection of the Environment Operations Act 1997. Responsible for assisting the Relevant Operational Manager in deciding on an appropriate response to the incident including whether an investigation is warranted.
Operational Manager	Responsible for implementing any necessary actions or responses to the pollution incident in liaison with the Strategy & Environment Section Manager.
WHS Manager	Responsible for liaison with WorkCover where applicable.
Relevant staff and contractors	Staff or contractors involved in responding to a pollution incident will do so under direction from the Operational Manager / Coordinator. The only exception is where the Strategy & Environment Section Manager and Operational Manager cannot be contacted. In that case an employee or contractor is required to report the incident to the EPA immediately if the incident causes material harm to the environment. See Part 5.7 Section 148 (3) and (6) Protection of the Environment Operations Act 1997.

3.1.4 Immediate Notification Incident

Council is required to report pollution incidents 'immediately' to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the Local Council. 'Immediately' has its ordinary dictionary meaning of promptly and without delay (EPA 2012). As per the definition of an immediate notification incident in Section 1.2, Council have identified the following incidents that require immediate notification:

- Release of water/liquid into drainage channel (and subsequently Port Stephens) that does not comply with EPL conditions.
- Fire.
- Illegal disposal of dangerous goods (e.g. explosives or hazardous materials).

3.1.5 Community Contact

The Site Manager shall determine the most appropriate means of contacting potentially affected community including:

- Door knocking;
- Letterbox drops;
- Phone;
- Local media; and
- Signage.

Information provided to the community would depend on the incident but could include:

- Description of the incident;
- Status of incident;
- Response actions;
- Actions to minimise harm; and
- Likely duration.

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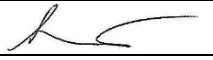
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