



Dungog Waste Disposal Depot
Short Street Dungog

Landfill Pollution Incident Response
Management Plan

Dungog Shire Council
198 Dowling Street
Dungog

January 2019

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1.0 APPROVAL AND RECORD OF AMENDMENTS

Issue	Date	Description	By
#1	February 2013	Prepared by Dungog Shire Council	MES
#2	January 2019	Prepared by Dungog Shire council	MES

SIGNED BY

Paul Minett
Manager of Environmental Services

2.0 Introduction;

2.1 Purpose of Landfill Pollution Incident Response Management Plan;

Dungog Shire Council is located in the Lower Hunter Valley.

Dungog Shire Council has prepared this site-specific Landfill Incident Response Management Plan for its existing landfill located on Short Street Dungog.

This Landfill Incident Response Management Plan contains details on the site specific strategic approach that Dungog Shire Council will and have put in place to improve the way pollution incidents are reported, managed and communicated to the general community. These strategies meet the environmental requirements introduced by the Protection of the Environment Legislation Amendment Act 2011 and the Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plan) Regulation, 2012.

The definition of a pollution incident is:

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.

The Landfill Pollution Incident Response Management Plan aims to ensure there is

- comprehensive and timely communication about a pollution incident to staff at the premises, the Environmental Protection Authority, other relevant authorities specified by the Act, and people outside the facility who may be affected by the impacts of the pollution incident;
- control of risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage these risks;
- a plan properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

2.2 Environment & Workers Health Policy Statement;

Dungog Shire Council strives to conduct all business activities in a manner that protects the environment and the health and safety of all employees, contractors, customers, and the general public.

Training is provided to staff as needed for specific requirements of work areas.

The plan will be evaluated as required) via a desktop review and meeting with landfill staff.

2.2.1 Environment;

The Dungog Waste Management Facility will comply with all the applicable laws and regulations; promote waste reduction, resource and property conservation and environmental protection, and train employees to be knowledgeable about all environmental matters relevant to their work.

2.2.2 Health and Safety;

Dungog Shire Council considers the occupational health and safety of all its employees, contractors and visitors on site to be of the utmost importance.

3.0 Description of Site;

3.1 Introduction

The Dungog Waste Management Facility was established in 1993 and is owned and operated by Dungog Shire Council.

The Waste Facility is located at the extremity of Short Street Dungog. The Landfill occupies 16 ha and surrounded predominantly by rural landholders. A close neighbour is the water treatment plant of the Hunter Water Corporation. The landfill's total design capacity is estimated to be 150,000m³ with approximately 7,500m³ of space used annually. In January 2019, there was 103791m³ of capacity remaining (Volumetric Survey completed by Graeme Ferguson) with some capacity for expansion.

3.2 Existing Site Infrastructure and Operations

The Site facilities include:

- a. Perimeter fencing and lockable entrance gates;
- b. Machinery shed containing ablutions facilities (including disabled WC and Shower), storeroom along with retail second hand shop.
- c. 20m weighbridge
- d. Weighbridge office with associated operating systems, lunchroom and CCTV installation.
- e. Machinery shed for storage of equipment, mattresses and parking of site vehicle.
- f. Specialised machinery shed containing twin chamber baler and storage for baled paper and plastics.
- g. Tank water supply (3 Tanks), septic system, power supply, telephone, and fax;
- h. Stockpile areas for drop-off of tree loppings (for mulching) and scrap metal;
- i. Designated area for collection of recyclables including: paper, mattresses, chemicals (Drummuster), waste motor oil, glass, cans, cardboard, metals, soft plastics and car batteries;
- j. Two sedimentation ponds;
- k. A leachate pond and irrigation area.

3.3 Facility Road Management

A sealed entrance road has been provided for a distance of 20m beyond the front gate however this leads to a gravel road to access the weighbridge/office area the recyclables drop off locations and access to the designated waste disposal area. These roads are signposted as a maximum 10km/hr.

A combination of permanent and temporary signs direct people to the tipping face and stockpile areas.

3.4 Facility Machinery

A Tana landfill compactor

Komatsu front end loader.

8 Tonne excavator

1 Tonne ute

Plant is stored and serviced in the open on-site. Major repairs are undertaken by returning the plant to the workshop at the Council Works Depot at Common Road Dungog.

There is no bulk fuel stored onsite for plant machinery. The facility ute is fitted with a 100l fuel tank which is filled at the council works depot as required and machinery is filled from that tank.

4.0 REGULATORY CONTROL

4.1 EPA Licence Conditions

The Dungog Waste Management Facility is licensed by the EPA as a Class 1 Solid Waste Landfill, capable of accepting all solid waste including putrescible waste and other wastes approved by the EPA.

There is no incineration at the landfill.

From time to time, material is won on site for operational purposes.

The Facility accepts all domestic and commercial waste for the Council area. The Waste Facility provides for a general waste tipping area and recycling sections:

- Recycling Station — Glass, steel and aluminium cans etc;
- Used Motor Oil collection area;
- Used vehicle batteries area;
- Ferrous and non ferrous scrap metal area;
- Mulch / Green waste collection and storage area;
- Gas bottle area (should be de-gassed)

- Building and Demolition waste;
- Paper and plastics for baling
- mattresses.

5.0 Environmental Management Systems;

5.1 Environmental and Occupational Health Job Statements and Reporting;

Co-ordination of environmental and occupational health compliance for the site is administered by the Manager of Environmental Services.

5.2 Environmental Management Co-ordination;

The Manager of Environmental Services provides co-ordination of the environmental program.

5.2.1 Environmental Meetings;

Co-ordination of environmental programs applicable to the landfill will be achieved through meetings of key staff involved in waste management. These staff include-

- Manager Environmental Services.
- Environmental Health Officer,
- Waste Management Supervisor
- Waste Management Officers (2)
- Casual Waste Management Officers.

The meetings review environmental and operational matters such as:

- Overall environmental performance (monitoring results);
- Active non-compliance and follow-up plans;
- Performance changes and procedure development;
- Status with dealings with the relevant statutory authorities.
- WHS matters

Monthly reports regarding the landfill's waste contributions, are provided to the NSW Environment Protection Authority via the Waste and Resource Recovery portal. Manager Environmental Services is responsible for this reporting.

5.2.2 Community Consultation;

Dungog Shire Council is committed to consulting with the community as and when necessary. A complaints procedure has been put into place to record and act on complaints received from the public. The Manager of Environmental Services (or the Environmental

Health Officer) will be responsible for making any corrective measures when responding to complaints.

6.0 Statutory Matters;

6.1 Statutory Requirements;

Relevant environmental legislation, which will be complied with, includes, but is not limited to, the following;

- i. Protection of the Environment Operations Act, 1997;
- ii. Environmentally Hazardous Chemicals Act, 1985;
- i. Waste Avoidance and Resource Recovery Act, 2001;
- ii. Environmental Planning & Assessment Act, 1979;

7.0 Potential Environmental Hazards

- storage of chemical
- leachate escape
- methane gas escape
- leaking from the oil recycling unit
- car batteries for recycling
- asbestos waste
- effluent from office wastewater system
- contaminated stormwater
- Overflow from sediment ponds if contaminated
- oils and lubricants from servicing of plant equipment
- diesel from refuelling plant equipment
- fire on site
- burial waste:
- hazardous wastes:
- Natural event eg earthquake
- Dust
- Windblown litter

8.0 Pre-emptive actions to be taken

8.1 Storage of Chemicals

Chemicals are stored in an appropriate manner so as to prevent them from being punctured or damaged in any way.

8.2 Leachate Escape

Leachate treatment is provided by ponding in the leachate pond. The leachate collection system contains all the leachate generated from waste disposal at the facility.

If leachate is found to be odorous and likely to cause odours outside the site boundaries then this shall be reported to the site supervisor who will supervise treatment of the odorous leachate with lime or an odour masking spray.

In the event of a leachate discharge which has the potential to cause an environmental pollution incident, Council will report the incident to the five nominated authorities. The Landfill Supervisor shall complete a report and notify the Manager of Environmental Services. The Leachate discharge report template is provided in Appendix 1.

The Landfill is subject to six monthly water sampling by a contractor of bores to determine migration of pollutants via groundwater.

8.3 Methane Gas Escape

The site does not currently engage a methane collection system.

8.4 Leaking from the Oil Recycling Unit

Should a leak from the oil recycling unit be detected the area surrounding the unit will be temporarily cordoned off and absorbent materials added as necessary to prevent the spill travelling any further. Spill kits are available on-site from the storeroom or near the recycling area for use throughout the site should they be required.

Contaminated waste from the clean-up will be removed from the area and disposed of appropriately.

8.5 Car Batteries for Recycling

Should a leak from the car batteries collection area be identified, the area surrounding the collection area will be temporarily cordoned off and absorbent materials added as necessary to prevent the spill travelling any further. Spill kits are available on-site from the storeroom or near the recycling area for use throughout the site should they be required.

Contaminated waste from the clean-up will be removed from the area and disposed of appropriately.

8.6 Asbestos Waste

Where asbestos waste is identified in the main landfill area as having been disposed of inappropriately the area will be cordoned off and plant machinery will stop all activity in this area immediately. The asbestos material shall be wetted using the water outlet at the tip face to ensure fibres are not released into the atmosphere.

The asbestos will then be carefully removed by a licenced contractor from the tip face of the landfill and placed in impermeable bags. Each bag will be made of heavy duty low density polyethylene of at least 0.2 mm thickness, and be no more than 1.2 m in height and 0.9 m in width. Each bag will contain no more than 25 kg of waste. Bags will be marked with the words "CAUTION ASBESTOS" to comply with Australian Standard AS 1319 Safety Signs for the Occupational Environment. Once sealed the asbestos will be removed from the tip face to the asbestos disposal area where it will initially be buried to a depth of at least 0.5 m on the day of removal from the landfill face, and finally to a depth of at least 1 m (in the case of stabilised asbestos waste in bonded matrix) or 3 m (in the case of asbestos fibre and dust waste) beneath the planned final land surface of the landfill site.

The waste will not be compacted before it is covered, and will not come into contact with any earthmoving equipment at any time.

8.7 Damage to Ewaste for Recycling

N/A

8.8 Effluent from Office Wastewater System

The office building is connected to an Onsite sewage management system. Where ponding or overflows are detected, the incident is to be immediately reported to the Manager of Environmental Services. The services of a licenced plumber and drainer shall be engaged immediately to repair the onsite sewage management system. Consideration shall be given to engaging temporary ablutions facilities.

8.9 Contaminated Stormwater

Surface water diversion controls are in place to prevent any surface water mixing with waste and leachate thus preventing any sediment or contaminants being carried off site.

Stormwater diversion works are maintained in a serviceable state by slashing excessive vegetation and de-silting as necessary.

Contour barriers have been placed at the top of the landfill embankment to ensure that any surface waters passing through this area are separated from clean stormwater. Potentially contaminated stormwater is diverted to the leachate system.

Surface water is monitored at each of the sedimentation basins (SP1 and SP2) every six months.

8.10 Oils and Lubricants from Servicing of Plant Equipment

Where a spill occurs during the servicing of plant machinery, absorbent materials will be added immediately. Spill kits are available on-site from the storeroom or near the recycling area for use throughout the site should they be required.

Contaminated waste from the clean-up will be removed from the area and disposed of appropriately.

8.11 Diesel from Refuelling Plant Equipment

Where a spill occurs during the refuelling of plant machinery, absorbent materials will be added immediately. Spill kits are available on-site from the storeroom or near the recycling area for use throughout the site should they be required.

Contaminated waste from the clean up will be removed from the area and disposed of appropriately.

8.12 Fire on Site in General

There are a number of circumstances under which a fire may occur. These include but are not limited to:

- ignition of fuel during the filling of plant machinery
- fire within the landfill operations: greenwaste, ignition of the tip face, bushfire effecting the storage of flammable materials

Where fire occurs, the landfill supervisor shall contact the NSW Fire Brigade in the first instance. The Manager of Environmental Services shall be notified and shall be responsible for recording the details of the fire in accordance with Condition M7 of the licence.

8.13 Burial Waste

Wastes designated by Council as requiring separate burial are not accepted onto the site without the prior approval of the Site Supervisor. This waste is limited to asbestos and animal carcasses. This designated waste is not tipped at the normal waste disposal face but is deposited in a separate area.

8.14 Hazardous Wastes

Hazardous waste is not accepted onto the site. If hazardous wastes are inadvertently delivered to site and identified by the site supervisor or Waste management officers, then these wastes are immediately segregated and advice is sought from the Manager of Environmental Services.

8.15 Natural Event eg Earthquake

In the event of a natural disaster the staff and public on site will be immediately notified of the situation and evacuation protocols will be put in place.

8.16 Dust

The Waste Management Facility site is predominantly unsealed and dust generation is unavoidable. Due to the location of the site, dust impacts to adjoining landholdings are generally negligible. There are no in built dust suppression features. Where complaints are received, the Manager Environmental Services shall make an assessment of the impacts of dust and take remedial action where necessary. This may include the use of a contracted water cart to wet roads and the tip face at appropriate intervals.

8.17 Windblown Litter

Windblown litter from the tip face is collected and contained by the shade mesh installed to the landfill area boundary fencing. Windblown material is removed by staff at regular intervals. The Facility Supervisor shall check the site for windblown material at regular intervals during each shift.

9. Inventory of Pollutants

The Hazardous Substances Register is provided as an Appendix.

10. Safety Equipment

Absorbent spill material (spill kits) are available on site. In the case of a spill the contaminated material would be disposed of in an appropriate manner so as not to cause further environmental contamination risks.

An emergency eyewash station is available on site.

Signs and temporary fencing will be placed around pollution incidents where applicable to ensure human contact is prevented until such time as the polluted material can be disposed of appropriately.

11. Contact Details for Activation of the Plan

1. Damien Reeves- Environmental Health Officer Dungog Shire Council, 49957741 during business hours, and 0458210728 after hours
2. Paul Minett - Manager Environmental Services Dungog Shire Council, 49957740 during business hours, and 0407033245 after hours
3. Phillip Mascord – Waste Facility supervisor ph 49921634

12. Relevant Authority Contact Details for Immediate Notification

Under the Protection of the Environment Operations Act 1997 it is a requirement that all pollution incidents are reported to the EPA, NSW Health, Fire and Rescue NSW, Safework NSW and the Local Council when material harm to the environment is caused or threatened.

If the incident presents an immediate threat to human health or property 000 will be called first as 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, notification to the following authorities in the listed order will occur. The 24-hour hotline for each authority is given where available:

- **EPA**- phone Environment Line on 131 555
- **Hunter New England Public Health Unit**- phone 02 4924 6477 during business hours and 4924 6477 (diverts to John Hunter Hospital- ask for Public Health Officer on call) after hours
- **Safework NSW** – phone 131050
- **Dungog Shire Council**- Environmental Services manager 49957777 or 0407033245
- **Fire and Rescue NSW** – phone 000

13. Communicating with Neighbours

Early warning and regular updates to owners and occupiers of premises who may be affected by an incident occurring at the Landfill will be notified as follows:

- Residential properties surrounding the Facility: should the incident, in the opinion of the Manager of Environmental Services be of such concern that notification of nearby residents is appropriate then door knocking of residents affected will be undertaken immediately to ensure that they are aware of the incident and what precautions they need to take. Where a resident is not home at the time of door knocking information will be placed under the front door to ensure they receive the information on their arrival home and are made aware of the pollution incident and the precautionary measures that should be taken.

At the time of door knocking residents will be advised that Council will place a notice on its website and in the local media once the incident is no longer of concern and no longer a risk to human health, animal health or the environment.

Where the incident is likely to impact on the community the following precautions will be advised

* air pollutants: close windows and doors, stay inside and do not use air conditioning units

* water pollution: do not allow human or stock water to be sourced from downstream dams and creeks.

14. Minimising Harm to Persons on the Premises

In the event that staff and users of the Facility are required to evacuate the site, the following procedures should be followed:

1. Ensure no further vehicles are able to enter the site by locking the front gate.
2. Advise staff member/s at tip face of the need to evacuate the site via UHF radio and mobile phones.
3. Staff member at office to escort users of the facility to the front gate and ensure that they leave the site.
4. Should contractors be onsite for any reason, the staff member at the office should advise them of the need to leave the site immediately. This can be done either using mobile or UHF communication. All visitors to the site are required to sign in leaving these details.
5. All staff to muster at the Muster Point outside the front entry gates.

Appendix

Appendix 1: Leachate Discharge Form



Record of Leachate Discharge

Leachate Discharge number:

Date of leachate discharge:

Volume of Leachate Discharged:

Time period the discharge occurred:

Weather conditions at the time of discharge:

Rainfall:

Wind direction:

Wind speed:

Explanation of why the discharge occurred:

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Location of the Discharge:

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Plan of action to prevent a similar discharge in the future:

APPENDIX 2: HAZARDOUS SUBSTANCES REGISTER

NIL

