POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

SCONE REGIONAL LIVESTOCK SELLING CENTRE (SRLSC or 'Scone Saleyards')

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DOCUMENT REVISION HISTORY

REVISION	DATE	AUTHOR / REVIEWER	DETAILS
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EXERCISE / TESTING HISTORY

DATE	FACILITATED BY	SUMMARY OF EXERCISE OUTCOMES

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1. ADMINISTRATION

1.1 PURPOSE

Industry is required to report pollution incidents immediately to the EPA, NSW Health, Fire & Rescue NSW, SafeWork NSW and the local council.

This Pollution Incident Response Management Plan (PIRMP) has been prepared to comply with the obligations introduced by the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) that require the preparation and implementation of a PIRMP.

The purpose of this PIRMP is to assist employees and management of the **Scone RLSC** to identify the potential risk of a pollution incident occurring, introduce measures to mitigate that risk AND to give direction in making quality decisions should a pollution incident occur. This PIRMP contains guidance in determining the appropriate pre-emptive actions needed to 'prevent material harm' to the environment.

1.2 OBJECTIVE & SCOPE

It is **Upper Hunter Shire Council's** (UHSC) intent to prevent all foreseeable pollution incidents that might impact on the environment and the safety of employees, site tenants, facility users & neighbours, through the implementation of standard operational procedures, undertaking routine site activity inspections, regular training of personnel in the implementation of operational procedures and through emphasising & supporting proactive incident prevention reporting.

However, it is recognised that pollution incidents are not totally preventable. Therefore, this PIRMP has been developed to achieve the following objectives:

- reduce the likelihood of a pollution incident occurring at the facility through identification of risks and the development of planned actions to minimize and manage those risks.
- ensure comprehensive and timely communication about a pollution incident to all staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as NSW Ministry of Health, WorkCover NSW, and Fire & Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident.
- ensure that the PIRMP is properly implemented by trained staff, identifying persons responsible for implementation and ensuring that the PIRMP is regularly tested for accuracy, currency and suitability.
- provide guidance on how to respond to an environmental pollution incident and how to record and report such an event.

This PIRMP contains guidance in determining the appropriate actions to take to prevent a pollution incident, injury or property damage and how to respond should a pollution incident occur. The PIRMP also includes provisions for record keeping, testing, reporting and document revision.

1.3 LEGISLATIVE CONTEXT

The specific requirements for PIRMPs are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation 2). In summary, this provision requires the following:

- All holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act).
- The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 98B).
- Licensees must keep the Plan at the premises to which the Environment Protection Licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act).
- Licensees must test the plan in accordance with the POEO (G) Regulation (clause 98E).
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the Plan (section 153F, POEO Act).

1.4 KEY TERMS & MEANINGS

An understanding and appreciation of the following key terms is considered integral to the successful implementation of this PIRMP.

1.4.1 Pollution Incident

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**'.*

1.4.2 Material Harm to the Environment

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'.

1.4.3 Immediate Reporting Requirement

Industry is required to report pollution incidents 'immediately' to the EPA, NSW Health, Fire & Rescue NSW, SafeWork NSW and the local council.

'Immediately' has its ordinary dictionary meaning of promptly and without delay.

1.5 FACILITY COVERED BY THIS PIRMP

The operations of the **Scone RLSC** (EPA Licence **20595**) are covered by this PIRMP.

1.6 PIRMP DISTRIBUTION

A copy of this PIRMP is to be kept at the premises to which the relevant Environmental Protection Licence (EPL) relates, or where the relevant activity takes place, so that it is readily available to those responsible for its implementation and to any Authorised Officer on request.

The master copy of this PIRMP is to be maintained by the **Saleyards Supervisor (UHSC)** who will be responsible for revisions of the PIRMP and for the distribution of revised copies to the above mentioned location.

1.7 PIRMP REVIEW

The PIRMP is to be reviewed annually by the **Saleyards Supervisor (UHSC)** in conjunction with relevant Council staff including the **Manger Business Services (UHSC).**

When revisions are made to the PIRMP, the revised document will be re-distributed and redundant copies collected and discarded. The date of issue and revision number is to be recorded on the title page of the document for future reference.

As part of the revision process, a Notification of Change Form, (**Appendix 1**), will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the PIRMP assigned to that party has been updated. This form is to then be retained on file by the **Saleyards Supervisor (UHSC)** within the **UHSC** Electronic Document Management System.

1.8 PIRMP TRAINING

To ensure that this PRIMP is properly followed in the event of a pollution incident, training programs shall be provided to relevant **Council Employees**. The objectives of the training program shall be as follows:

a) *To ensure that **Council Employees** are knowledgeable of their roles and responsibilities concerning this PIRMP.*

b) *To ensure that **Council Employees** are knowledgeable of the PIRMP's procedures to affect a safe and appropriate response to pollution incidents.*

Council Employees will receive training in the PIRMP appropriate to the level of their expected involvement. The following is the general training program which is to be implemented in support of this PIRMP:

1.8.1 Training Frequency

Council employees working at the facility will receive training during initial employment orientation / induction and refresher training at least annually.

Additional training will also be provided to employees whenever the PRIMP is changed.

1.8.2 Training Level

All **Council employees** will receive training in the general PIRMP procedures and Standard Operating Procedures related to the PIRMP.

Training shall cover routine pre-emptive inspections, incident discovery and management, (standard operating procedures), notifications, incident response and best practice facility management.

1.8.3 Supervisor Training

The **Saleyards Supervisor (UHSC)** will receive additional training, beyond that received by Council employees or other site personnel, dealing with actions that are necessary to provide for the safety of employees, facility users, ancillary site tenants and the protection of facility assets & the management of pollution incidents.

1.8.4 Training Competencies

Details of the training competencies achieved by **Council employees** relevant to this PIRMP are provided in **Appendix 2**

1.9 PIRMP Drills & Exercises

To ensure that this PIRMP will meet current conditions and that all involved individuals will respond appropriately, the PIRMP will be tested on an annual basis. The testing will include at least the following:

a) Reaction and accountability of facility personnel; and

b) Adherence to PIRMP procedures.

All drills and exercises of the PIRMP will be documented, indicating the results of the exercise and any problems that were encountered, along with recommendations for PIRMP modifications.

The **Saleyards Supervisor (UHSC)** will complete a PIRMP Exercise Record & Evaluation Form **(Appendix 3)** and maintain copies for review or a copy of any exercise report provided by an external facilitator (if used).

1.10 Form of PIRMP

As the purpose of this PIRMP is to mitigate the likelihood and to improve the management of pollution incidents and facilitate better coordination with the relevant response agencies, this PIRMP must be provided in written form, be available at the subject premises, be able to be provided to an authorised EPA officer on request and available to any person who is responsible for implementing the PIRMP.

1.11 Relationship With Other Emergency & Incident Response Plans

This PIRMP can function as a standalone document, the implementation of which is required to be undertaken to mitigate risk of a pollution incident but also to respond to a likely pollution incident where there is a potential of 'material harm to the environment'.

If other plans, procedures and protocols provide for enhanced or ancillary complementary actions then they may and should be implemented concurrently.

2. FACILITY DETAILS

2.1 LOCATION

NAME OF THE FACILITY: SCONE REGIONAL LIVESTOCK SELLING CENTRE (Scone RLSC)

ADDRESS: Muffett Street, SCONE

PROPERTY DESCRIPTION: LOT 22, DP 565139

OWNER: UPPER HUNTER SHIRE COUNCIL

Figure 1 – Location Map:

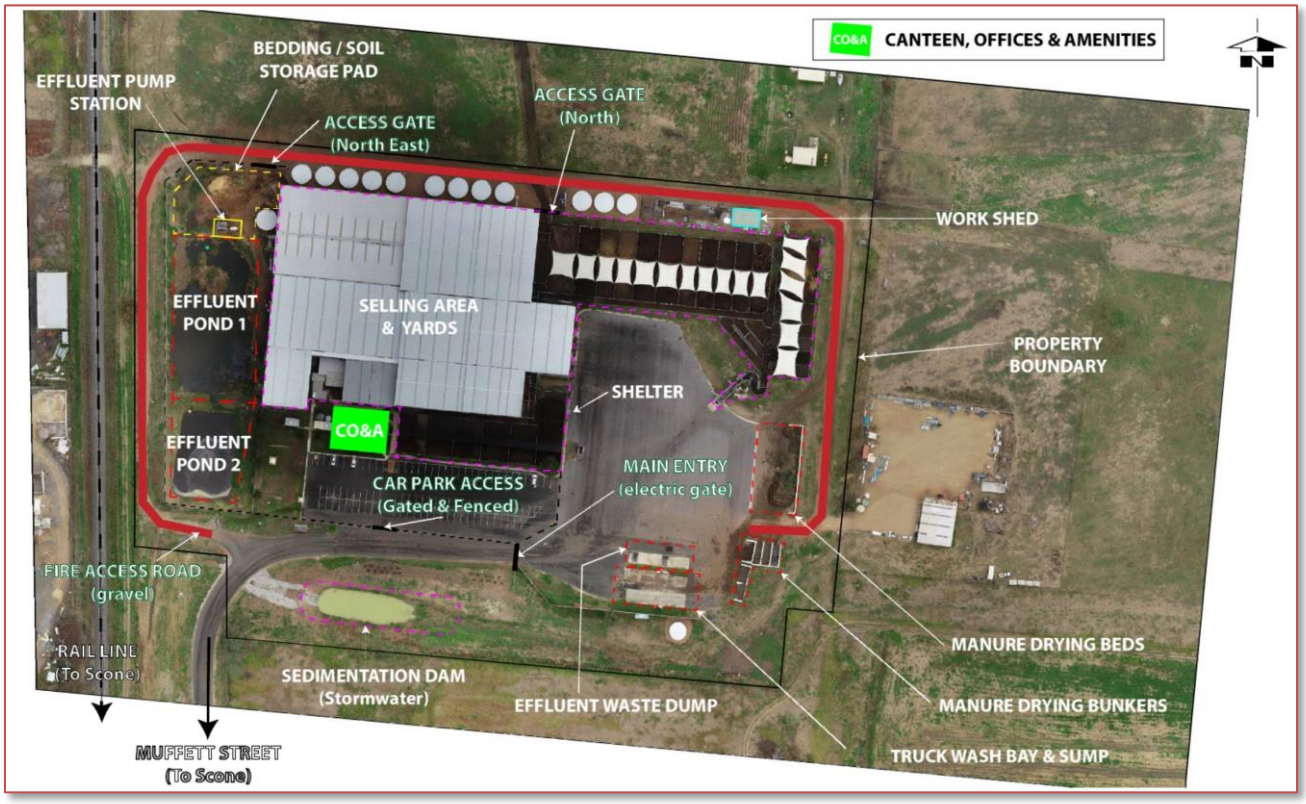
SITE ACCESS: Vehicle access to the licensed site is made from Kelly Street Scone, turning north on to Muffett Street and following that for ~1.3km. Muffett Street terminates at the facility. The **MAIN ENTRY** is via an electric security controlled gate system which enables tracked 24/7 access to the site.

Alternate access can be made through the **CAR PARK ACCESS** (gated / fenced area)which is generally only open during public sales and when staff / agents are on site.

A **FIRE ACCESS ROAD** (gravel) passes along the perimeter of the facility (east, north and west) with entry available via **ACCESS GATE (North east)** and / or **ACCESS GATE (North)**.

Refer to **Figure 2 - General Site Layout** for further detail. These locations are also shown on the **Site Services & Infrastructure Plan** (**Appendix 18)**

Figure 2 – General Site Layout:



VEGETATION: The vegetation surrounding the facility is grassy pasture land (North, East and South). A Rail Corridor separates the site from industrial developed land to the West.

TOPOGRAPHY: The site slopes gently from the higher sections along the northeast / eastern boundary to the lower western boundary (Rail corridor).

Slope continues (offsite) generally toward the river flats of 'Parsons Gully' which flows south for ~9.5km before joining the Kingdon Ponds and beyond that to Dart Brook which finally joins the Hunter River southwest of Aberdeen (Kayuga) approximately 18.5km (line of site) from the licenced premises.

2.2 FACILITY DESCRIPTION

2.2.1 Site Activities

The **Scone RLSC** operates under **EPL 20595** being described as 'Livestock Intensive Activity (animal accommodation >60000T)'. Essentially the facility is a livestock selling centre (Saleyards), where animals are brought to the facility, stored temporarily to enable their sale, before being transported offsite.

Infrastructure & areas of importance at the facility are described as:

1. **Selling Area and Yards:** Collective areas where stock are held awaiting sale. There are water supplies to all pens / yards with a dust suppression system in place which features sprays along with a fire hydrant ring main which surrounds the area. Manure build up in these is removed as needed using a skid-steer loader (or similar) with materials directed to the **Manure Drying Beds** (a bunded external storage area).

   Surface water run-on is diverted around the facility to mitigate potential surface water flow through the areas. Should diversions fail and / or reticulated water supplies create localised 'flooding' of the area, site drainage it captured within two Effluent Ponds on the western site boundary. Overtopping of the Effluent ponds during rainfall is considered unlikely due to significant roofed area catchment being directed to a rainwater tank farm along the northern boundary.

2. **Canteen, Office & Amenities:** Consolidated building from which administrative functions (Office) and ancillary support (Canteen & Amenities) are undertaken.

3. **Work Shed:** General equipment, plant / fuels & oils & chemical storage area. Minor maintenance and fabrication / repairs occur along with other ancillary works. Two hazardous materials cabinets and an emergency shower are located on the southern external wall. The area is monitored by a number of surveillance cameras to reduce likelihood of break-in / theft.

4. **Effluent Pond (1&2) AND Effluent Pump Station:** Effluent (liquid portion) collected from various activity areas of the site are moved within the facility via subsurface reticulation which ultimately connects to the Effluent Pump Station. Collected effluent is stored in the Effluent Pond 1 (5.04ML capacity) which flows in to Effluent Pond 2 (3.02ML capacity). Effluent is subjected to biological treatment / aeration / evaporation in these Ponds and excess treated effluent can be directed from Effluent Pond 2 to the Scone Wastewater Treatment Plant under a liquid trade waste agreement.

5. **Bedding / Soil Storage Pad:** Hardstand area where bedding (wood shavings / straw or similar) and soil is stored while awaiting use within the Selling Area & Yard and / or some soiled bedding materials (containing manure) are temporarily stored before being moved to the Manure Drying Beds. This area is bunded to prevent surface water run-on and direct any direct runoff to Effluent Pond 1.

6. **Effluent Waste Dump AND Truck Wash Bay & Sump:** Stock / Cattle trucks arriving at the facility are able to discharge effluent, contained during transport of animals to the site, using the Effluent Waste Dump AND / OR wash out manure / wash down the truck body using the Truck Wash. All effluent / wash waters are contained in a maintained Sump.

   Solids are separated from washdown waters and directed to the Manure Drying Bunkers. Washdown effluent (liquid) is pumped to the Effluent Pond system.

7. **Manure Drying Bunkers:** provides for storage spadeable solids. The Manure Drying Bunkers are designed so as to facilitate dewatering of the solids. The liquid portion gravity feeds through a drain system to the Track Wash Bay Sump. When sufficiently dewaters, solids are transferred to the Manure Drying Beds.

8. **Manure Drying Beds:** provides for storage of solids cleared from the Yards / Pens and dewatered solids from the Manure Drying Bunkers. Dry solids from this area are removed off-site for appropriate agricultural re-use in accordance with the Resource Recovery Order issued under Part 9, Clause 93 of the Protection of the Environment Operations (Waste) Regulation 2014 known as 'The Manure Order 2014', as amended from time to time.

9. **Sedimentation Dam:** A small dam located along the southern boundary has been constructed to aid in the detention of natural over land surface water flows that have been diverted around the site. There are no specific EPL obligations attached to the monitoring or maintenance / functioning of the dam. UHSC has provided this dam as a general due diligence measure. Contents would / could be utilised to irrigate vegetation or as a supplemental fire-fighting water supply if needed.

The facility operations occur such that livestock Agents 'lease' the facility from Council through the **Scone Associated Agents ('SAA')** who then control selling activities on the site for a set period. Ultimately, UHSC maintains the infrastructure and retains site control for the purposes of pollution incident response.

Animals are delivered / taken from to the site in vehicles ranging from car / trailers through to stock trucks and semi-trailers. UHSC does not control or monitor these vehicles which may contain unknown goods in transit. This PIRMP does not attempt to specifically address risks or hazards emanating from the activities of the lessees or from vehicle operators / cargo (other than stock / animals).

The PIRMP does include communication with the SAA (referred to in the PIRMP as Selling Agents / Agents) who in turn communicate with their site visitors (sellers / buyers) in the event of a pollution incident / evacuation from the Scone RLSC.

2.2.2 Site Plan

A **Site Services and Infrastructure Plan** set includes a number of maps and imagery showing the overall site arrangement, activity areas, the locations of incident response equipment together with identification of the sources of potential pollutants and surface water flow paths through the site.

The detailed **Site Services and Infrastructure Plans** set along with relevant support maps (potential areas of impact as an example), can be located as **Appendix 18** of this document.

3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

UHSC is committed to minimizing the circumstances under which pollution incidents may occur. Through the use of regularly scheduled meetings, employee and contractor's orientations, training programs, routine inspections of activity areas and the application of standard operational procedures, Council employees and contractor's personnel will be able to identify and respond to conditions that might lead to a pollution incident.

Council employees are instructed, as part of their site inductions and ongoing training, in the steps to report and respond to facility conditions or issues that might give rise to pollution incidents where these conditions/issues are found to exist.

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 facility in the context of the potential pollution hazards above are provided as follows:

Table 1 – Summary of Pre-emptive Actions:

POTENTIAL HAZARD	PRE-EMPTIVE ACTION
• Effluent ponds / storage overflow caused by excessive stormwater inflows • Effluent pump station, pipe line or drainage failure • Effluent overflow caused by overland flows • Fire within the facility (feed, stored fuels, vehicles etc) • Chemical spill • Oil/fuel spills. • Dust from yards /pens, cleanout activities and roadway traffic • Sedimentation dam failure / overflow / sediment laden discharges ***Note: Sedimentation Dam detains 'run-on' water that has been diverted around operations at the site.*** ***The are no monitoring obligations stated in EPL.*** ***General due diligence approach to provide and maintain a detention dam only. Not further considered in PIRMP***	Undertaking routine inspections in accordance with the Site Routine Inspection & Maintenance Sheets (**Appendix 17**) Acting / responding in accordance with Standard Operating Procedures (SOPs) **(Appendices 6 to 16)**

3.2 REGISTER OF POTENTIAL POLLUTANTS

Potential pollutants kept on the premises or used in carrying out activities at the premises, including the maximum quantity of any potential pollutant that is likely to be stored or held at the premises together storage locations are summarized as follows:

Table 2 – Summary of Potential Pollutants

POLLUTANT TYPE/ SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY	LOCATION *(refer Potential Pollutant Locations Plan Appendix 18)*	TYPE OF CONTAINMENT	SDS
Effluent *(manure based)*	Liquid with Solids	~8.1Ml (primarily in ponds) but may increase in heavy rainfall / wet weather	EFFLUENT PONDS (1 & 2) EFFLUENT PUMP STATION EFFLUENT WASTE DUMP TRUCK WASH BAY & SUMP	VARIOUS Concrete Sump / Solids Traps Pipes / Reticulation Systems Clay lined Ponds	N/A
Manure	Solid	~100m^3 ~200m^3 (Incidental amounts only)	MANURE DRYING BEDS MANURE DRYING BUNKERS BEDDING / SOIL STORAGE PAD	Concrete Bund with subsurface drainage Concrete Bund / Gravel drained Hardstand	N/A
Manure	Solids	Not quantified*	SELLING AREA & YARDS	Hardstand	N/A
Diesel	Liquid	NIL stored on site	WORK SHED *including contents of Chemical Storage Cabinets (1 x Class 6 Pesticides AND 1 x Class 3 Flammables) located externally adjacent to the southern wall between Work Shed and Pens*	N/A	Manifest with SDS in Work Shed
Unleaded Petrol	Liquid	Up to 20 litres		Jerry Cans	
Motor / Hydraulic Oils	Liquid	Up to 500 litres		2x 205L Drums / Minor domestic Packaging	
Oil / Water based paint	Liquid	Up to 50 litres		<20L Domestic Packaging	
Herbicides Glyphosate & Starane	Liquid & Solids	Up to 20 litres of each		Domestic Packaging	
Carcasses*	Solid	N/A	N/A	N/A	N/A

**Note: May be present within the facility. Would be removed to a licenced landfill within 24 hours of discovery - therefore locations not shown on maps.*

A **site plan** showing **Potential Pollutant Locations** is provided in **Appendix 18**

3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS

Notwithstanding **UHSC's** commitment to preventing conditions/issues which might give rise to a pollution incident, it is not possible to negate all situations which might give rise to an incident.

Possible ***pollution incidents associated with the operation of the Facility*** are:

- Effluent discharge off site (surface flow);
- Spill of chemical, fuels or oils etc.;
- Fire within facility generally;
- Dust generated from activities at the site.

Having regard to the nature of the operations of the **Scone RLSC**, the level of risk, posed by the possible pollution incidents to the environment, and the need and priority for management action is qualified for the facility using the following methodology.

Inherent risk will be assessed by combining the ***likelihood*** and ***consequence*** of the identified potential risk. In determining the assessment of the likelihood and consequence, the following rating processes has been utilised.

3.3.1 Likelihood

Determination of the probability or likelihood of environmental harm, damage or loss occurring as a result of a pollution incident using the ranking risk factors by probability methodology contained in the following table.

Table 3 – Incident Likelihood Descriptions

RATING	MEASURE	DESCRIPTION
1	Rare	May occur only in exceptional circumstances.
2	Unlikely	Could occur at some time.
3	Possible	Might occur at some time.
4	Likely	Will probably occur in most circumstances.
5	Almost certain	Is expected to occur in most circumstances.

3.3.2 Consequence

Determination of the consequence of the potential environmental harm, damage or loss using the ranking risk factors by consequence methodology contained in the following table.

Table 4 – Incident Consequence Descriptions:

RATING	MEASURE	DESCRIPTION
1	Insignificant	Environmental impact is undetectable
2	Minor	Environmental impact is virtually undetectable.
3	Moderate	Some low level environmental impacts (usually reversible) which can be easily managed
4	Major	Major environmental impact which is reversible
5	Severe	Major environmental impact which may be irreversible

3.3.3 Risk Evaluation

Individual evaluation of the management priority for each potential pollution incident using the risk priority matrix presented in the following figure.

Figure 3 – Risk Evaluation Matrix:

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

RATING	DEFINITION
LOW	Review consequence and likelihood and manage through routine procedures
MOD	Ensure management system controls risk and managerial responsibility is defined.
HIGH	Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that appropriate management processes can be demonstrated to be in operation.
EXTREME	Risk must be reduced or eliminated. If the risk cannot be reduced from "Extreme", then management must provide continuing assurance that due diligence systems are in place so that appropriate management can be demonstrated.

For the purposes of this PIRMP:

- EXTREME risks and HIGH risks will be eliminated or managed.
- MODERATE risks will be monitored.
- LOW risks will be accepted.

The Residual risk has been shown by measuring the inherent risk against the assessed effectiveness of the controls.

The outcomes of the risk assessment together with the relevant incident control/management action are summarised in Table 5 following:

Table 5 – Risk Identification & Management Plan

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
1. ENVIRONMENTAL **(a) Effluent Discharge (Off Site)**	Effluent containment overflow.	Effluent contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Design for site ensures surface water run-on is diverted around site. Design for site ensures majority of pens / yards are roofed and site drains to Effluent Pond (1&2) Routine inspections of system for contained volumes and functioning of automated pumping / level controls. Inspection / maintenance regime for Effluent reticulation system components. Solids removed to Effluent Drying Beds / Effluent Drying Bunkers to ensure design capacity is retained. Sludge Levels within Effluent Ponds (1&2) monitored and sludge removal completed when excess levels noted. Provision of 'spare' Effluent Pump at site.	Effluent Management Plan (Refer Appendix 6) Site Routine Inspection & Maintenance Sheets (Refer Appendix 17)	Rare / Moderate (MODERATE)	SOPS Appendix 6 Appendix 7 Appendix 8	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Effluent Pump Station breakdown or pipeline failure	Effluent contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine inspections. Scheduled inspection & maintenance of pump connections Standby pump and service parts available	Effluent Management Plan (Refer Appendix 6) Site Routine Inspection & Maintenance Sheets (Refer Appendix 17)	Rare/ Moderate (MODERATE)	SOP Appendix 6 Appendix 7 Appendix 8	SOP within the PIRMP
	Effluent pond or solids trap / structure rupture / break	Effluent contamination of adjacent land and / or waterways	Unlikely/ Major (HIGH)	Design and construction robust. (Natural earth excavation design in favour of compacted earthen embankment style ponds) SUMP design uses prefabricated concrete tank (in ground) Routine inspections & maintenance	Effluent Management Plan (Refer Appendix 6) Site Routine Inspection & Maintenance Sheets (Refer Appendix 17)	Rare/ Moderate (MODERATE)	SOP Appendix 7 Appendix 8	SOP within the PIRMP
	Effluent seepage from operations into water table	Possible contamination of water table	Possible/ Major (HIGH)	Presence of natural low permeability clay barrier layer below pens Selling Yards / Pen cleaning program, hardstand over solids storage and regular removal reduces potential	Site Routine Inspection & Maintenance Sheet as provided in Appendix 17 of the PIRMP	Rare/ Major (MODERATE)	SOP Appendix 6 Appendix 9	SOP within the PIRMP Report in EPL Annual Return

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(b) Combustion	Stored materials / electrical / chemical fires.	Combustion creates smoke and residues	Possible/ Moderate (MODERATE)	FIRE ACCESS ROAD and sealed / paved areas provide fire break (grass fire impingement). Limited combustible materials / chemicals kept on site or only small amount spread through facility. Fire extinguishers in key locations with 150mm RING MAIN (reticulated supply) with Hydrants and Pump Station supplied.	SOP Appendix 11 Site Routine Inspection & Maintenance Sheet as provided in Appendix 17 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 10	SOP within the PIRMP
(c) Chemical Spills	Chemical spill from ruptured or leaking storage containers.	Explosion/fire Contamination of adjacent land and / or waterways Creation of noxious fumes	Possible/ Major (HIGH)	Retain minimum quantities on site Separation areas between stored chemicals Chemical Storage Cabinet provided.	SOP Appendix 11 Site Routine Inspection & Maintenance Sheet as provided in Appendix 17 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 12	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Incompatible or incorrect chemical storage	Explosion/fire Contamination of adjacent land and / or waterways Creation of noxious fumes	Possible/ Major (HIGH)	Retain minimum quantities on site Separation areas between stored chemicals Chemical Storage Cabinet provided.	SOP Appendix 11 Site Routine Inspection & Maintenance Sheet as provided in Appendix 17 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 10	SOP within the PIRMP
(d) Oil / Fuel Spills	Failure of fuel containers or oil storages	Explosion/fire Contamination of adjacent land and / or waterways Creation of noxious fumes	Possible/ Major (HIGH)	Retain minimum quantities on site. (Unleaded, Motor oils etc) Air controlled gates replacing hydraulics – hydraulic oil storage reduced to 2 x 205L drums. Bunded pallet provided for oil drums stored in WORK SHED **No Diesel Storage** on site – fuel cart visits to supply Plant item/s (e.g. Skid Steer)	SOP Appendix 11 Site Routine Inspection & Maintenance Sheet as provided in Appendix 17 of the PIRMP	Rare/ Moderate (MODERATE)	SOP Appendix 10 Appendix 13	SOP within the PIRMP
	Failure of mobile plant hydraulic lines	Contamination of adjacent land and / or waterways	Possible/ Major (HIGH)	Routine plant inspection and servicing.	Staff training and recording	Rare/Moderate (MODERATE)	SOP Appendix 13	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(e) Dust (Soils & Manure)	Dust migrating off site	Complaints to EPA / SafeWork NSW	Possible/ Moderate (MODERATE)	***Complaint / Visual Inspection driven actions:*** Wet down unsealed trafficable areas where wind conditions direct dust toward neighbouring residences / commercial businesses. Dust Suppression system activated in Selling Area & Yards Dry Manure removed from Manure Drying Beds, Manure Drying Bunkers and temporary storages: (a) while sufficient moisture remains to avoid dust; AND / OR (b) when there is low dust generation / impact potential.	Effluent Management Plan (Appendix 6) Site Routine Inspection & Maintenance Sheet as provided in Appendix 17 of the PIRMP	Rare/ Minor (LOW)	SOP Appendix 14	SOP within the PIRMP

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(2) COMPLIANCE **(a) Incident Reporting**	Non-compliance with statutory reporting	Cautionary Notice Penalty Infringement Notice	Unlikely/ Moderate (MODERATE)	Prepare reports as required	Reporting protocols included in Site Routine Inspection & Maintenance Sheet in Appendix 17 EPL 11651	Rare/ Moderate (MODERATE)	SOP Appendix 4 Appendix 5	PIRMP / LICENCE
3) WORK HEALTH & SAFETY	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Likely/major (HIGH)	Regular tool box meetings with staff, site contractors **& Agents** Risk assessments undertaken with Safe Work Method Statements prepared and implemented AND supported by Staff training. Job and site specific orientation for new staff, contractors **& Agents** Independent audit of all systems of work. PIRMP prepared and tested / exercised at least annually	Established tool box meeting protocols and training plans for staff Council's corporate Health, Safety & Environment Plan	Unlikely/ Moderate (MODERATE)	SOP Appendix 2 SOP Appendix 15	PIRMP / LICENCE

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

The **Scone RLSC** has a number of active and passive pollution control/safety devices and equipment that can be used during a pollution incident.

Relevant details of pollution incident equipment and features are provided as follows:

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION	QUANTITY	MAINTENANCE REQUIREMENTS / STANDARDS
Spill Kit (general purpose)	Work Shed	1	Refer to the Site Routine Inspection & Maintenance Sheet (**Appendix 17**)
Emergency Shower / Eye Wash	Work Shed	1	
First Aid Kit	Work Shed	1	
	Canteen & Office	1 each site	
	Shelter	1 (trauma kit)	
Fire Extinguisher / Blanket	Work Shed	1 / 0	
	Canteen Offices	1 / 1 1 / 1	
	Selling Area & Yards	5 / 0	
	Truck Wash & Sump	1 / 0	
Automated External Defibrillator (AED)	Shelter	1	
Dust Suppression Sprays	Selling Area & Yards within reticulated Ring Main	Coverage for most areas	
Fire hydrants on 150mm Ring Main (reticulated supply) **& Pump Station**	Selling Area & Yards within reticulated Ring Main. Pump Station on Muffett Street	Multiple 1	

Equipment such as portable fire extinguishers and fire hydrants should only be used by persons who are suitably trained and it is safe to do so. The maintenance of the systems and equipment is to be undertaken in accordance with the standards nominated in the Table above.

Additionally, site plant items (**skid steer loader**) is available for use to construct diversion / containments, move materials if required. These items will only be permitted to be operated by Council staff or operators approved by the **Saleyards Supervisor (UHSC)** or **more senior Council Officer**

3.4.2 Communication System

Mobile telephone is the primary communication means within the site.

Am internet / telephone system (NBN based) is installed within the **Scone RLSC** (Office) with this system providing for additional communication both internally and externally if required.

In a pollution incident mobile telephones supplied to staff can be used as a means of notifying those individuals / organisations responsible for activating this PIRMP and managing the incident response. In addition to the NBN telephone / mobile telephones a UHF radio system is available as a backup means of communications within the site.

Communication mechanisms for neighbouring properties, issuing media releases and providing information of Council's web site are detailed in the Summary of Community Notification & Communication provided in **Table 9** of **Section 4.3.2**

3.4.3 Security

Access to the **Scone RLSC** by unauthorised persons and for authorised activities occurring on the site, are controlled through the security gate system. Site access is available 24/7 with appropriate tag / code.

3.4.4 First Aid Equipment

A number of suitable fully stocked and easily accessible first aid kits are located on the site and locations are clearly labelled. A 24/7 accessible Trauma Level Kit is available in the site 'Shelter'. Other first aid kits are available within some Council vehicles if on site.

3.4.5 Signs & Labels

Signs and labels provide key information to facility personnel and users. Suitable signage indicating the location of incident response equipment and features will be provided and maintained within the facility.

A list of emergency phone numbers will be clearly displayed at a location within the facility that can be seen by Council employees, site tenants, contractor staff and facility users.

3.4.6 Funding Arrangements and Support

The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from a company (Council) or individual responsible for the pollution incident. Having regard to the above the following pollution incident funding arrangements are in place:

- Public liability insurance policies

4. POLLUTION INCIDENT CONTROL & RESPONSE

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

The following is a list of incident response individuals who are responsible for activating the PIRMP together with their notification and communication responsibilities:

Table 7 – PIRMP Contact Personnel:

NAME	POSITION	CONTACT DETAILS	NOTIFICATION RESPONSIBILITIES	COMMUNICATION RESPONSIBILITIES
BRETT PEEL	Saleyards Supervisor (UHSC)	0419 423 138	Emergency Services	Emergency Services UHSC site personnel On-site Contractors Agents (& their visitors) Neighbouring property occupiers
VARIOUS SUPPORTS (ROSTER ROTATION)	Saleyard Assistants (UHSC)	0438 499 533	Saleyards Supervisor (UHSC)	***(As required to support Saleyards Supervisor (UHSC))***
DAVID GATWOOD	Manger Business Services (UHSC)	0428 659 705	Director – Corporate Services (UHSC)	EPA Ministry of Health SafeWork NSW Council (UHSC Environmental Services)
KRISTIAN ENEVOLDSON	Director – Corporate Services (UHSC)	0425 388 736	Council Executive	Media releases & Briefings
AGENTS / SITE TENANTS				
TRACEY SWAIN	Secretary Scone Associated Agents	0429 471 331	Agents leasing facility & in turn their visitors (buyers / sellers)	Saleyards Supervisor (UHSC)

Details to be verified annually and updated whenever a change in personnel or responsibility has occurred.

4.2 KEY INCIDENT CONTACT DETAILS

The following is a list of incident response individuals and organizations that may be needed during a pollution incident.

Table 8(a) – PIRMP Emergency Agency Contacts:

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire & Rescue NSW	Duty Officer	**Triple Zero ('000')** **1300 729 579**
NSW Police Force	Duty Officer (Scone Police Station)	**Triple Zero ('000')** **6544 0199**
Ambulance Service of NSW	Duty Officer	**Triple Zero ('000')** **131 233**
Scone Hospital	Reception	**6540 2100**
Environment Protection Authority (EPA)	EPA Environment Line	**131 555**
	Newcastle Office	**02 4908 6800**
Office of Environment & Heritage **(National Parks & Wildlife Service)**	Local Office (Scone)	**02 6540 2300**
SafeWork NSW	Duty Officer	**131 050**
Department of Primary Industries **(NSW Fisheries)**	Reception	**1300 550 474**
POISONS Information	Duty Officer	**131 126**
NSW Ministry of Health **(Public Health Unit)**	Reception (Newcastle) Reception (Sydney)	**(02) 4924 6477** **(02) 9391 9000**
Department of Families & Community Services	Reception	**1800 079 098**
State Emergency Service (SES)	Duty Officer	**132 500**
Roads & Traffic Authority	Reception	**132 213**
Bureau of Meteorology	General Information	**1300 659 218**

This ***list is to be verified at least annually*** and updated whenever an organisation advises that a change has occurred.

Table 8(b) – PIRMP Support Supplier Contacts:

The following is a list of individuals and organisations that may be needed to support incident responses:

NAME	EQUIPMENT	CONTACT NAME	PHONE NUMBER
UHSC Depot	Diesel Tyre Repairs	John Reijn	**0428 401 101**
Upper Hunter Fire Protection	Fire Safety Services	Rob	**02 6541 0911**
Coates Hire	Plant & Equipment Hire	Various	**02 6541 7300**
UHSC (IT Services)	Internet / NBN	David O'Brien	**0417 436 56**
Environment Protection Authority (NSW)	Environmental Consultants / Advice	Clare McGarity	**0499 466 659**
UHSC - Scone Waste Management Facility	Waste Management / Contaminant Disposal	Weighbridge / Office	**02 6540 1100**
BRIKEN Group	Hydraulic Hoses	Shannon	**02 65103478**
MCL Locksmiths	Locks / Padlocks / Security Services	Mark	**02 4023 1733**
Guilfoyle Electrical	Electrician	Richard	**0409 459 642**
Local Land Services (NSW)	Veterinary Services / Bio Security Advice	Jane Bennett	**0427 322 311**

This list is to be verified at least annually and updated whenever an organisation advises that a change has occurred OR new service / supply contract commences.

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

In order to provide for the safety of employees, facility users, ancillary operations personnel and the wider community, along with ensuring appropriate pollution incident response, it is essential that early warning and notification of pollution incidents are made so that incident response procedures can be implemented and incident response organisations notified of the situation.

The prompt notification of an incident can often greatly assist in ensuring that the risk of injury, death, damage or environmental harm is minimised.

In this regard the following incident notification procedures are to be implemented:

4.3.1.1 Small Area / Minor Incidents

Incidents such as small chemical spills or individual medical emergencies will generally not require the notification of incident response agencies.

However, it will be the general practice that **ALL** incidents will be notified immediately to the **Saleyards Supervisor (UHSC)** so that an assessment of the level of response required can be made.

Mobile telephone contact will be the preferred means of reporting such incidents within facility management.

In addition to the notification of any MINOR incident to facility management, an incident report notification form, included as **Appendix 4**, is to be completed by the **Saleyards Supervisor (UHSC)** and forwarded to the **Manger Business Services (UHSC).**

4.3.1.2 Major Incident

A major incident is *where material harm to the environment is caused or threatened.*

Where a MAJOR incident occurs, the **Saleyards Supervisor (UHSC)** is to **immediately** implement the pollution notification protocol included as **Appendix 5.**

Importantly **Appendix 5** requires the immediate notification of:

- EPA 131 555
- Ministry of Health via the local Public Health Unit 02 **6764 8000**
- WorkCover 13 10 50
- Council (Environmental Services – 24hr line) 02 **6540 1199**
- Fire & Rescue NSW (if not called for initial emergency response) 1300 729 579

In addition to the immediate notification of any MAJOR pollution incident, an incident report notification form, (**Appendix 4)**, is to be completed by the **Saleyards Supervisor (UHSC)** and forwarded to the **Manger Business Services (UHSC).**

4.3.2 Community Notification and Communication

Communicating with neighbours and the local community is an important element in managing the response to any pollution incident.

In this regard the following notification and communication action plan will be applicable to a **MAJOR** pollution incident at the **Scone RLSC**.

The following action plan has been based upon the pollution incident risk assessment included in **Section 3.3** of this PIRMP.

UHSC observes the legislative definition of a 'pollution incident' and notification protocols BUT may choose to implement parts of the Communication Action Plan (for neighbours) for lesser level incidents if there is merit in doing so (general courtesy, commitments to specific neighbours / complainants etc).

There is no obligation to notify and the decision will be made by the ***Saleyards Supervisor (UHSC) OR more Senior Council Officer,*** *on a case by case basis.*

Table 9 – PIRMP Community Notification & Communications Plan:

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS (>MAJOR)	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Effluent discharge (uncontrolled - off site)	Local impact, ranging from MINOR to SEVERE	EPA Occupiers of neighbouring downgradient properties. (see **Appendix 16** for Communication Recipients Schedule) Local Community / Media	Saleyards Supervisor (UHSC) Manger Business Services (UHSC)	Phone call to EPA Environment Line followed by a written report Phone call or doorknock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Assessment of severity Type & quantity of material involved Explanation of what happened Date and time of incident Response actions taken Refrain from contact / use of water Strategy for prevention of recurrence
Fire	Local impact, likely to be MINOR, depending on the severity of the fire	EPA Occupiers of neighbouring properties (see **Appendix 16** for Communications Recipients Schedule) Local community / Media	Saleyards Supervisor (UHSC) Manger Business Services (UHSC)	Phone call to EPA Environment Line followed by a written report Phone call or doorknock (IF SAFE) to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of fire Agency responding Close windows / doors Strategy for prevention of recurrence

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS (>MAJOR)	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Chemical / Hazardous materials spill (off site discharge)	Local impact, likely to be MINOR	EPA Occupiers of neighbouring properties (if impacted) (see Appendix 16 for Communications Recipients Schedule) Local community / Media	Saleyards Supervisor (UHSC) Manger Business Services (UHSC)	Phone call to EPA Environment Line followed by a written report Phone call or doorknock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water or close off air circulation (if relevant) Strategy for prevention of recurrence
Oil / fuel spill (off site discharge)	Local impact, likely to be MINOR	EPA Occupiers of neighbouring properties (if impacted) (see Appendix 16 for Communications Recipients Schedule) Local community/ Media	Saleyards Supervisor (UHSC) Manger Business Services (UHSC)	Phone call to EPA Environment Line followed by a written report Phone call or doorknock to occupiers of impacted neighbouring properties Media release / Information displayed on Council's web site	Date and time of incident Response actions taken Type of Spill Agency responding Refrain from contact with soil / water Strategy for prevention of recurrence
Dust	Local impact may reach MINOR only	Complaint driven– NO notification expected to be REQUIRED as impacted site likely to be the complainant.	Saleyards Supervisor (UHSC)	Follow-up phone call to complainant post dust suppression action/s to ensure matter resolved.	Response actions taken; AND Strategy for prevention of recurrence.

NOTE: Noise control / mitigation is a core focus of a number of the site EPL conditions. For the purposes of this PIRMP, unaccompanied noise is not considered to be a pollution incident / require implementation of the PIRMP

4.4 FACILITY EVACUATION

4.4.1 General Requirements

Most MINOR pollution incidents will not require the evacuation of all or in most instances even part of the facility. However, it is acknowledged that any MAJOR incident may require the facility to be evacuated.

In the event of a MAJOR incident evacuation of Council employees, any contractor's & staff, facility users and ancillary co-located operations is of the utmost importance.

In order to achieve a safe and timely evacuation, it is critical that an early warning of the pollution situation be communicated and action implemented to remove all persons from the hazard area.

In this regard the standard operating procedures applicable to Facility Evacuation, refer to **Appendix 15**, must be implemented once a decision is made to evacuate the facility.

Whilst the need for evacuation will be dependent upon the nature and scale of an incident it is of primary importance that personnel or public health is not put at risk at any time during a pollution incident.

The decision to evacuate (in part of full) is to be made by the Chief Warden (generally this would be the **Saleyards Supervisor (UHSC)** or **most Senior Council Staff member on site)**, and supported by facility personnel OR as directed by a responding Emergency Service.

4.4.2 Stages of Evacuation

There are 2 stages of evacuation that are applicable to the facility being;

- Stage One: Immediate Area – The evacuation of persons in immediate danger.
- Stage Two: Total Facility – A complete evacuation of the Facility by all people.

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless instructed to do so by the **Chief Warden** OR as directed by a responding Emergency Service

4.4.3 Priority of Evacuation

The **Chief Warden** is responsible for prioritising the order in which people are evacuated from the site of the incident. Generally, the following priorities apply:

- Ambulatory

- Semi-ambulant (people requiring some physical assistance)
- Non-ambulant (people who need to be physically moved or carried)
- Aggressive, violent or resistive people.

The above priority for evacuation is for guidance only, the emergency may dictate otherwise.

Where a person refuses to comply with a direction given by the **Chief Warden** the following action is to be initiated:

- Ensure that the person has been clearly advised that they are required to evacuate the facility because of an emergency situation that maybe life threatening.
- Notify the Officer-in-Charge of the attending Emergency Service primary combat agency.

4.4.4 Mobility Impaired Persons

A register is to be maintained for any site personnel who may have a permanent or temporary disability that would impede their ability to self-evacuate if required.

A staff member who works with a person with a disability shall be appointed as that person's carer during an emergency. The procedures for assisting mobility-impaired persons should be discreetly discussed with the individual concerned.

Such staff should be trained in methods of assisting mobility-impaired persons during an emergency.

4.4.5 Evacuation Assembly Areas

The facility has a designated **EVACUATION MUSTER POINT**.

In the event of an incident requiring the evacuation of the facility, all Council employees, any contractor / staff, site tenants and facility users will be directed by the **Chief Warden** to immediately report to the closest EVACUATION MUSTER POINT.

Selling Agents are responsible for assisting with the notification of their staff and their facility users (buyers / sellers).

Should the EVACUATION MUSTER POINT be in a hazardous area or is unsuitable due to the nature of the incident, all persons will then be directed to proceed to an **alternate** EVACUATION MUSTER POINT.

On arrival at the designated EVACUATION MUSTER POINT all persons will remain until the **Chief Warden** has determined the status of all personnel / facility users and;

- accounted for all, or
- prepared a list of names and / or numbers of missing personnel or facility users and the location last seen

EVACUATION MUSTER POINT is identified on the site by the presence of the **"Emergency Assembly Area"** sign (located in the **CAR PARK** at the southern side of the facility) and upon an **Emergency Evacuation Plan** signboard, erected adjacent to the Car Par / walkway entry point at the **Canteen , Offices, Amenities Building.**

The Site Services and Infrastructure Plan in **Appendix 18** shows the locations of the EVACUATION MUSTER POINT.

4.4.6 Post Evacuation Assembly Point

Once the facility has been evacuated to an EVACUATION MUSTER POINT and the presence of personnel and facility users confirmed, arrangements may be made by the **Chief Warden** for Council employees, site tenants and users, to be transported / moved to a Post Evacuation Assembly Point which may, depending on time of day etc, be the **Council Offices in Liverpool Street, Scone**.

5. POLLUTION INCIDENT RESPONSE PROCEDURES

Appendices No 6 to 16 of this PIRMP contain instructions, (Standard Operating Procedures – SOP's), for facility employees / contractor's staff about actions to be taken for personal safety and the procedures that are to be implemented to help guide management efforts during a pollution incident, such as:

- Effluent discharge
- Fire
- Chemical spill
- Oil / fuel spill
- Dust mitigation and management.

6. POST POLLUTION INCIDENT ACTIVITIES

This section of the Pollution Incident Response Plan identifies those activities necessary to support Council staff, site tenant / agents, contractor/s' staff during and following a pollution incident AND those activities necessary to restore operations at the **Scone RLSC.**

6.1 Recovery Operations

The recovery of facility operations and services will depend on the extent of damage suffered by the facility.

The **Saleyards Supervisor (UHSC)**, in collaboration with the **Manger Business Services (UHSC)** will need to prioritise activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Manger Business Services (UHSC)** will develop an operational recovery plan.

6.2 Incident Investigation (After Action Review)

A pollution incident must be investigated as soon as possible following its occurrence. The investigation is designed to determine why the incident occurred and what precautions can be taken to prevent a recurrence.

The **Manger Business Services (UHSC)** is responsible for ensuring that an incident investigation is conducted following all known pollution incidents that occur at the facility.

6.2.1 Small Incidents

For small incidents, the **Saleyards Supervisor (UHSC)** will normally conduct the investigation.

6.2.2 Major Incidents

For major pollution incidents where material harm to the environment is caused or threatened statutory authorities and emergency response agencies will generally be involved in conducting the investigation.

The **Saleyards Supervisor (UHSC)** and **Manger Business Services (UHSC)** will assist the authorities as needed.

6.3 DOCUMENTATION

Documentation of response activities is of critical importance following a pollution incident. All records and forms used during the incident to document activities must be retained for future reference.

Following a pollution incident or emergency situation, the **Saleyards Supervisor (UHSC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Saleyards Supervisor (UHSC)** must prepare a report documenting activities that took place during a major pollution incident.

The report of the **Saleyards Supervisor (UHSC)** and all related documentation will be submitted to the **Manger Business Services (UHSC)** for review and necessary follow-up actions.

The **Manger Business Services (UHSC)** will make any necessary follow up reports to the **EPA or other Agencies**

6.4 INCIDENT IMPACT ASSESSMENT

Following an incident, an assessment of impact that has occurred to the facility, the environment and equipment must be conducted.

The major goal of this assessment will be to determine the extent of damage to facilities and/or the environment resulting from the incident, and identify repairs or restoration that must be initiated to minimise further damage and restore the facility for operational use or to rehabilitate the environment.

The **Manger Business Services (UHSC)** will have the primary responsibility for conducting the damage assessment following an incident.

Assistance will be obtained, as needed, from facility employees and outside organisations, such as ecologists, engineers and clean up contractors. External support will be drawn from Council's existing supplier arrangements which are current at the time of any incident.

6.5 INCIDENT DEBRIEFING

The purpose of incident debriefing is to inform employees about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist.

6.6 AFTER ACTION REVIEW & PIRMP UPDATE / AMENDMENT

This will occur **within 30 days** of any pollution incident.

The AAR will analyse the actions that took place during the pollution incident (both good & bad) and will seek to identify opportunities to improve the effectiveness of the PIRMP, through Prevention, Preparation, Response and Recovery procedures in place for the facility.

The AAR findings will produce Actions to amend, modify or may determine no change requirements are necessary for the PIRMP.

Summary details will be recorded in the **DOCUMENT REVISION HISTORY** and/or **EXERCISE / TESTING HISTORY** tables at the commencement of this document.

ENDS

APPENDIX 1: PIRMP AMENDMENT NOTIFICATION FORM

Following a review of the Pollution Incident Response Management Plan that was conducted on:

(Date):_____ the following amendments to the plan have been made. Accordingly, these changes are to be incorporated into the PIRMP document which is held by you.

DISTRIBUTION • Master copy • Site copy • **Manger Business Services (UHSC)** copy	**DATE SENT / ISSUED:**

PAGE NUMBER	**PIRMP SECTION**	**DESCRIPTION OF CHANGE**

MANAGEMENT AUTHORISATION:

DATED:

I acknowledge receipt of the amendments to this PIRMP and have incorporated these into the document for which I am responsible.

SIGNED: **DATED:**

NAME:

APPENDIX 2: STAFF & CONTRACTOR TRAINING

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE:

To ensure the safe and effective management at the **Scone RLSC**, it is essential that all relevant staff receive training appropriate to their position, duties and level of responsibility.

The purpose of this procedure is to outline the minimum training requirements which are applicable to staff involved in the operations of the facility.

PROCEDURE/STANDARD:

Staffing and training requirements shall be adequate to enable proper management and service delivery.

Staff will undergo a variety of training to ensure an adequate level of skill and education is possessed to enable all tasks and activities to be carried out successfully. Training will be conducted in house, on the job or by external providers as appropriate.

The guidance for specific training programs that are integral to the operation of Council's facilities is described below.

PROGRAM A – SITE ENVIRONMENTAL INDUCTION:

Key points to be covered in this program may include:

- environmental impacts of the facility
- pollution mitigation measures and controls
- pollution incident response
- hours of operation and general site management
- record keeping and reporting
- evacuation procedures

This training would generally be provided by the **Saleyards Supervisor (UHSC)** when new staff / contractors or site tenants commence at the site.

Ongoing "on the job" training will also be necessary.

PROGRAM B – FIRE FIGHTING

Key points to be covered in this program may include:

- Types of fires (e.g. oil, electrical)
- Determining responsibilities in the event of a fire (staff/fire brigade)
- Procedures for extinguishing fires
- Types/location and maintenance of firefighting equipment
- Prevention of fires
- Procedures for communication in the event of fire

This training would be undertaken in the form of a toolbox talk and may include practical demonstrations. The training would be prepared and delivered by suitably qualified personnel (internal or external).

Input may also be provided by officers of the local NSW Fire & Rescue Brigade or NSW Rural Fire Service

PROGRAM C – HAZARDOUS SUBSTANCES & DANGEROUS GOODS HANDLING

Key points to be covered in this program may include:

- Use and interpretation of Safety Data Sheets
- Identification of hazardous materials
- Handling of hazardous materials
- Labelling of containers
- Storage and transport of hazardous substances and dangerous goods
- Spill management and basic first aid procedures
- Compatibility of materials.

This training would be provided by suitable service provider/s.

Where required, additional input may be required from external SafeWork NSW accredited consultants.

TRAINING RECORDS

A record of all training undertaken will be maintained at the **Council's Offices** and will be made available for inspection by authorised personnel.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment are minimised
- Operational issues identified
- Demonstrated operational competency
- Employees safety protected
- Health and safety of public / facility users / neighbours protected

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues
- Injury/Death to employee
- Injury/Death to public / facility users

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE:**

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN TRAINING / COMPETENCY SUMMARY			
OPERATIONAL STAFF	**TRAINING / COMPETENCY STREAM**		
	PROGRAM A Environmental & General Safety Induction for Facility	**PROGRAM B** Fire Fighting & Emergency Incident response.	**PROGRAM C** Hazardous Substance & Dangerous Goods Management
NAME & POSITION	**DATE OF TRAINING COMPLETION**		
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE:**		

APPENDIX 3: PIRMP EXERCISE RECORD & EVALUATION FORM

FACILITY: **SCONE RLSC**		
DATE:		
EMERGENCY SEQUENCE:	**TIME**	
Matters:	**Hours**	**Minutes**
Incident uncovered		
Assessment of significance		
Initiation of incident response/notification of incident		
Evacuation alarm sounded (if necessary)		
Incident control/remediation action commenced		
Evacuation commenced (if necessary)		
Warden checks for personnel present		
Evacuation completed (if necessary)		
Pollution contained		
Clean up commenced		
Clean up completed		
All clear given		
Pollution Incident Report Form completed		
Exercise terminated		

COMMENTS:

1. Compliance with Standard Operating Procedures (SOP's)
2. Competency of Employees assessment
3. Time frames for response
4. General Comments/Recommendations for action

OBSERVER

SIGNED:

DATE:

APPENDIX 4: POLLUTION INCIDENT REPORTING & RECORDING

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the pollution incident reporting requirements which are applicable to the operation of the **Scone RLSC.** A pollution incident is defined as 'material harm to the environment' as described in section 147 of the Act.

Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred. A 'pollution incident' includes a leak, spill or escape of a substance, or circumstances in which material harm is likely to occur.

Note

There is a duty to report pollution incidents under section 148 of the Protection of the Environment Operations Act 1997 (POEO Act) in addition to EPL condition R2 which reads "The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment as soon as practicable after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act. Notifications must be made by telephoning the Environment Line on 131 555.

Note

Use Attachment A for general pollution incident reporting

Use Attachment B for Effluent discharge/overflow reporting

PROCEDURE/STANDARD

1. If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release as a first response, (sand bagging, application of spill kit, shutting off the source, construction of temporary bunds/dam etc). Guidance can be found by referring to the SOP within the facility PIRMP.
2. If the incident presents an immediate threat to human health or property, Fire & Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone Triple Zero ('000').
3. At an appropriate time, during an incident, a staff member shall record the following;
    - Type and nature of the incident (what happened)
    - Notification source and details
    - Details of the conversations that may ensue with staff, emergency services and authorities
    - Time events
    - Actions taken to mitigate the incident
    - Details of other actions during the course of the incident management
4. As soon as possible during an incident staff will notify the **Saleyards Supervisor (UHSC)** of the incident and provide an update of the action initiated.
5. **Saleyards Supervisor (UHSC)** / **Manger Business Services (UHSC)** to notify the EPA and other agencies in accordance with the protocols in this PIRMP

6. The **Saleyards Supervisor (UHSC)** is to record the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident commencing and advise the **Manger Business Services (UHSC)**

7. Post Incident

Documentation of incident activities is of critical importance following the incident. All records and forms used during the incident to document activities must be retained for future reference.

Following an incident, the **Saleyards Supervisor (UHSC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Saleyards Supervisor (UHSC)** must, within 24 hours of being notified of a pollution incident, prepare a report documenting activities that took place during the incident.

The report and all related documentation will be submitted to Council's **Manger Business Services (UHSC),** for review and necessary follow up actions (including any EPL obligated reporting to the EPA).

Where there is potential for litigation in relation to the incident the **Manger Business Services (UHSC)** shall prepare a written report for referral to the Council's legal representative.

ATTACHMENTS / ADDITIONAL FORMS

A. Pollution Incident Report Form
B. Effluent discharge/overflow Reporting Form

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Details of incident are readily available including information regarding incident response activities
- Demonstrated operational competency

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

POLLUTION INCIDENT REPORT FORM (A)			
DATE OF INCIDENT:		**TIME OF INCIDENT:**	
NAME OF REPORTING PERSON			
LOCATION OF INCIDENT Where did it occur?			
TYPE and **QUANTITY** of **MATERIAL INVOLVED**			
Outline **ACTIONS** initiated **IN RESPONSE TO INCIDENT**			
Was it necessary to initiate the **MAJOR INCIDENT NOTIFICATION PROTOCOL**?			
Was the **COMMUNITY NOTIFICATION & COMMUNICATION PLAN** activated?			
Was **ACTION IN ACCORDANCE WITH ANY SOP(s)**? If not - why?			
Is there a **NEED TO REVIEW SOP(s)** in response?			
DATE and **TIME** of details provided to: **Saleyards Supervisor (UHSC)**			
OTHER MATTERS			
MANAGEMENT ACKNOWLEDGEMENT: **DATED:**			

POLLUTION INCIDENT REPORT FORM (B) Effluent Discharge / Overflow			
DATE OF INCIDENT:		**TIME OF INCIDENT:**	
NAME OF REPORTING PERSON:			
DETAILS of **PERSON WITNESSING THE EFFLUENT DISCHARGE** or overflow			
LOCATION of incident Where did it occur?			
DATE and **TIME** of **COMMENCEMENT OF** the **DISCHARGE**			
Assessed **VOLUME OF DISCHARGE** or overflow			
PERIOD OF time the **DISCHARGE** or overflow occurred (Start / finish)			
WEATHER CONDITIONS at the time of the discharge or overflow.			
DAILY RAINFALL (mm) on the **DAY OF THE DISCHARGE**. **RAINFALL** (mm each day) for the **WEEK PRIOR TO THE DISCHARGE**			
SAMPLING OCCURRED? (Yes / No)? Most recent **MONITORING RESULTS** of the chemical composition of the **EFFLUENT**.	Attach analytical results		
Explanation **WHY & HOW** the **DISCHARGE OCCURRED**			
PLAN OF ACTION to **PREVENT** a similar **DISCHARGE**			
OTHER MATTERS			
MANAGEMENT ACKNOWLEDGEMENT: **DATED:**			

APPENDIX 5: POLLUTION INCIDENT NOTIFICATION PROTOCOL
Standard Operating Procedure (SOP)

CALL Triple Zero ('000') IF THE INCIDENT PRESENTS AN IMMEDIATE THREAT TO HUMAN HEALTH OR PROPERTY.

Fire & 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 Triple Zero ('000') call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

- EPA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit on 02 6764 8000
- the SafeWork NSW 13 10 50
- UHSC Council (Environmental Services) 02 6540 1199
- Fire & Rescue NSW (if not called in initial Triple Zero ('000') emergency response) 1300 729 579

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation (EPL reporting obligations) and / or legislation administered by SafeWork NSW.

APPENDIX 6: SALEYARDS EFFLUENT MANAGEMENT PLAN

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define the general procedure / actions for effective management of effluent (and manure) within the **Scone RLSC**.

PROCEDURE/STANDARD

SELLING AREA & YARDS CLEANING

Cleaning of the Scone RLSC will be carried out in normal times to stop pooling of water and leave lane ways / pens with an even graded surface. The surface will be cleaned back to hardstand and bedding material provided as appropriate for stock comfort.

Any material taken off the SELLING AREA & YARDS floor will be moved, initially to the bunded area identified as BEDDING / SOIL STORAGE PAD, OR, directly to the MANURE DRYING BEDS.

Any repairs to gravel surface will be carried on an as required basis with damaged areas (holes etc) cleaned out of all effluent, before soil / gravel applied and compacted to fill back to level.

TRUCK WASH BAY AND SUMP / EFFLUENT WASTE DUMP

Stock / Cattle trucks arriving at the facility are able to discharge effluent, contained during transport of animals to the site, using the Effluent Waste Dump AND / OR wash out manure / wash down the truck body using the Truck Wash Bay. All effluent / wash waters from these two locations are contained in the maintained Sump.

Solids are separated from washdown waters / dumped effluent and transferred to the Manure Drying Bunkers for dewatering (liquid portion drains back to the SUMP). Once dewatered. Solids are transferred to the Manure Drying Beds.

Washdown effluent (liquid) is pumped from the SUMP, to the Effluent Pond system through the automated pumping system.

Automation (including washout sprays in the Effluent Waste Dump) and effluent pump float switching / sump levels etc can be remotely monitored with error / fail warning notifications issued to mobile phones / email for site maintenance staff (**Saleyards Supervisor (UHSC) and Saleyards Assistants (UHSC)**)

The functionality of the automated systems is checked by site staff in accordance with suppliers' recommendations and / or no less than weekly.

SEDIMENTATION DAM / SURFACE WATER DIVERSION DRAIN

The upgradient surface water diversion drain serves to minimise potential for surcharges of surface water entering the SELLING AREA & YARDS. As such, routine inspection of the drain / sedimentation dam will occur after rainfall events <25mm) and vegetation within the drain maintained (slashing / mowing), to ensure flows are not impeded. Heavy debris / soil deposits within the Drain / Dam shall also be removed if expected to create flow / detention impacts.

All cleanings from this area will be moved to the Manure Drying Bunkers.

MANURE DRYING BEDS – REMOVAL OF MATERIALS

Sufficiently dried solids within the Manure Drying Beds will be visually inspected for contaminants (plastics and non organic materials) and where necessary, contaminant items removed before transferring off-site. Contaminants shall be directed to a licenced landfill.

Where possible, dry solids shall be removed off-site for appropriate agricultural re-use in accordance with the Resource Recovery Order issued under Part 9, Clause 93 of the Protection of the Environment Operations (Waste) Regulation 2014 known as 'The Manure Order 2014' (as amended from time to time).

If materials are not suited to beneficial re-use and/or additional processing to meet obligations of The Manure Order 2014 is non-viable, disposal of the materials shall occur at a licenced landfill as the least preferred option.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment minimised
- Demonstrated operational competency

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 7: EFFLUENT COLLECTION SYSTEM OPERATION & MAINTENANCE Standard Operating Procedure (SOP)

PURPOSE AND SCOPE:

To ensure that the Effluent control system is operating effectively with its design objectives to prevent Effluent escaping from the Facility into groundwater, surface water or soils.

PROCEDURE/STANDARD

1. It is the responsibility of **Saleyards Supervisor (UHSC)** to ensure prescribed inspections and recording / reporting upon the functionality of the Effluent collection system is undertaken by site staff:

   - Inspect Effluent pump/s to ensure they are / can be operated correctly (automatically and manually overridden by staff if needed).
   - Ensure backup / spare pump is available at the site AND one or more suitable fuel powered transfer pump/s are available at short notice should an extended power outage be experienced.
   - Examine the level of effluent / solids within Effluent Management System components:
     i. Effluent Pond (1&2)
     ii. Effluent Pump Station
     iii. Effluent Waste Dump
     iv. Truck Wash Bay & Sump
     v. Manure Drying Bunkers
     vi. Manure Drying Beds

     Where Effluent / Solids levels appear excessive immediately determine appropriate method to reduce volumes retained.

   - Inspect pump discharge lines and discharge points to ensure their effective operation. Where failures are detected, consideration must be given to deactivating the system so as to determine the scope of repair works.

     Note: ***In considering the deactivation of the system it will be necessary to ensure that sufficient effluent storage capacity is available to cover the period of deactivation. This should involve an assessment of the likelihood of and extent of rain and the delivery / installation of backup pump/s.***

   - Inspect the site for emergence of Effluent leakage / overflows from Effluent Ponds, pipes, sumps, beds and bunkers and affect repairs in a timely manner.
   - Inspect operation of aeration system within **Effluent Pond 2**, air pumps and air stones along with dosing of Probiotic liquid (if used), in accordance with design / operations requirements.

2. Where significant system operational defects are detected - immediately contact the **Manger Business Services (UHSC)** to discuss and arrange rectification/maintenance works.	
BENEFIT OF COMPLIANCE TO PROCEDURE: • Limit environmental damage • Health and safety of public/facility user protected	
CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: • Violations and/or fines from Regulatory Agencies • Pollution of the environment	
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 8: EFFLUENT DISCHARGE EMERGENCY RESPONSE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of an unplanned or non permitted effluent discharge being detected from the Effluent Collection System at the **Scone RLSC**.

PROCEDURE/STANDARD

EFFLUENT OR EFFLUENT CONTAMINATED SURFACE WATER DISCHARGE TO ADJACENT WATERWAYS

Actions required in response to such events may vary and it will initially be the role of **Saleyards Supervisor (UHSC)** to determine and initiate appropriate actions.

The following notes will form the basis of that decision making together with emergency exercises and desktop trials:

Notification received by **Saleyards Supervisor (UHSC):**

- Confine the source of the discharge and/or sources of inflows within site and attempt to limit cumulative effects / the spread of effects without endangering personnel.
- Check Effluent Pump Station is working and valves are correctly positioned if effluent surcharge is from a system component other than the Effluent Pond (1&2)
- If Effluent Pond 2 is / is likely to surcharge - commence off-site disposal in accordance with the approved Trade Waste arrangements OR seek approval for emergency arrangements with Trade Waste operations manager.

If discharge is downgradient of the of **FIRE ACCESS ROAD (likely to / has resulted in an offsite discharge):**

- Advise the **Manger Business Services (UHSC)** of all actions taken and or proposed and commence activation of PIRMP response / agency notification protocols.
- Construct sand bag barriers or earth berms to contain the flow and/or redirect back into effluent collection and treatment system (to Effluent Pond 1 and 2) OR excavate / construct temporary retention dams to withhold discharge in so far as is practical.
- Secure the affected area(s) using barricades and bunting where necessary to keep persons from contacting effluent.
- Source a tanker truck to pump out the retained Effluent (to be directed to a Wastewater Treatment facility) OR return to system when holding capacity is available.
- Notify neighbours who may be affected by the incident.
- Prepare a copy of the Pollution Incident Report Form is to be referred to **Manger Business Services (UHSC)**

It is considered essential that all site staff, site tenants, agents and contractor/s operating at the site are aware and understand the specific emergency and incident response requirements should conditions which may contribute to an effluent discharge be encountered.

BENEFIT OF COMPLIANCE TO PROCEDURE: • Limit environmental damage • Health and safety of public/facility user protected	
CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: • Violations and/or fines from Regulatory Agencies • Pollution of the environment	
REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 9: ENVIRONMENTAL MONITORING

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose and scope of the environmental monitoring program should be to enable early detection and reporting of possible pollution incident from the **Scone RLSC**.

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**'.*

PROCEDURE/STANDARD

There are no specific environmental monitoring obligations pertaining to and potential pollution mitigation / limit condition contained within **Section L3** of **EPL 20595**

(Noise conditions stated in L3 are not considered)

IF Environmental Monitoring obligations such as Ground / Surface water, Effluent monitoring & Dust monitoring be added to the EPL in future (as examples), this section of the PIRMP will be reviewed and updated accordingly.

REPORTING

All results received from the laboratory or collected directly by UHSC shall be reviewed by the **Saleyards Supervisor (UHSC)** and reported to the NSW Environment Protection Authority (EPA) on an annual basis with the EPA annual licence return.

Monitoring Results specifically required in the EPL (**including those in L3 for Noise**) must also be **published to the Organisation's Web page** within **14 days** following receipt of results from the Laboratory / Consultant.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the environment are minimised
- Demonstrated operational competency

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 10: FIRE WITHIN THE FACILITY

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected within the **Scone RLSC**.

PROCEDURE/STANDARD

Fire Response:

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment might include use of a suitable fire extinguisher, fire blanket, fire hose, water cart or soil (as examples)

  Note: Be sure to use the proper extinguisher for the fire

- Report any potentially dangerous fire to Triple Zero ('000') and request the fire brigade attend, providing all information they require (i.e. your name, fire location, type, size, etc).
- As soon as possible notify the **Saleyards Supervisor (UHSC)** of the incident and provide an update of the action initiated to date.
- Ensure Main Entry gate / Car Park Access gate and any other necessary gate is fully retracted to allow timely entry to site by Emergency Services. These gates are to be 'manned' where there is a likelihood of non-essential persons entering the site and potentially impeding the emergency response.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours where significant offsite smoke / fire impact is possible.
- Report the details of the fire on an Incident Notification Report and refer to **Saleyards Supervisor (UHSC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected
- Health and safety of public / facility user protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/death to employee
- Injury/death to public/facility user
- Damage to public property
- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 11: STORAGE & HANDLING OF CHEMICAL / HAZARDOUS SUBSTANCES

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The use of chemicals and hazardous substances at the **Scone RLSC** is generally limited to fuels and oils along with herbicides, paints & solvents.

Dangerous Goods legislation requires licensing of premises when storage exceeds specified quantities of dangerous goods. The aim of this procedure is to assist in the identification, handling, storage and disposal of hazardous substances.

It includes the use of labels and Safety Data Sheets (SDS), provision of information and training to personnel as well as storage and disposal requirements for use of hazardous substances.

PROCEDURE / STANDARD

1. Purchase of Materials

When a hazardous substance is purchased the supplier must provide sufficient information to ensure that the substance can be handled, stored, transported, used, processed and disposed of safely.

Full safety data in the form of a current approved SDS must be provided by the supplier on the first occasion that a hazardous substance is supplied. The manufacturer shall review and revise the SDS every five years as a minimum. Suppliers are required to provide SDSs on request.

Whenever possible a non-hazardous alternative shall be selected. However, where no such alternative is available the most suitable, but least harmful or dangerous, shall be considered AND minimum amounts stored at the site at any time.

2. Labelling of Hazardous Substances

Suppliers shall ensure that all containers of hazardous substances for use are appropriately labelled. Where a hazardous substance is decanted and not used or further processed immediately, the container into which the substance is decanted is labelled with the product name and risk and safety information (this does not apply to substances which are decanted and used immediately).

Hazardous substance containers shall remain appropriately labelled until they are cleaned and no longer contain any hazardous substance. All containers shall be in suitable condition. Damaged, leaking or corroded containers must not be accepted.

3. Safety Data Sheets

Safety Data Sheets should contain the following information as a minimum:

- State if the product is classified as a hazardous substance as a minimum
- Safety Equipment to be worn by the operator when using the substance
- Storage requirements including compatibility with other substances
- Requirements for transport and disposal
- Procedures for clean-up and disposal of spilt product and waste containers
- First aid procedures if substance contacts skin, eyes, is swallowed or ingested.

A register of SDSs shall be maintained at the facility and made available for use by all employees at site.

All SDS shall be readily accessible to all employees with potential exposure to those substances.

4. Storage

Flammable goods need to be stored away from sources of ignition and spillage containment is required. Dangerous goods legislation requires segregation of different classes of dangerous goods and licensing is required when certain quantities are exceeded.

Ensure volumes of materials stored within the 2 X HAZARDOUS MATERIALS CABINETS supplied at the site WORK SHED are not exceeded AND separation distances between those cabinets are observed.

5. Handling Hazardous Substances and Dangerous Goods

These substances need to be adequately segregated to prevent fires or other dangerous occurrences. As such, Hazardous substances shall be segregated in a designated storage area within the facility.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected
- Health and safety of public/facility user protected
- Impacts on the natural environment are minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/Death to employee
- Injury/Death to public/facility user
- Violations and/or fines from Regulatory Agencies

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

APPENDIX 12: CHEMICAL / HAZARDOUS SUBSTANCE SPILL RESPONSE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of a chemical spill from containers at the **Scone RLSC**.

PROCEDURE/STANDARD

Response actions needed may vary. It will be the role of the **Saleyards Supervisor (UHSC)** to determine and initiate appropriate actions. The following is the basis of the decision making process.

Depending on the scale of the spillage, it may be necessary to make first contact with emergency services by dialling Triple Zero ('000') and advise of the type of emergency and the assistance needed (Fire Brigade – Hazmat).

For small spills:

- Confine the incident and prevent the spread of its effects without endangering personnel.
- Use a spill kit to contain spill and isolate drains. This may also include building sand bag bunds, rotating a container and/or plugging container leaks.
- Secure the affected area(s) by using suitable means such as barricades and bunting.
- Advise the **Saleyards Supervisor (UHSC)** of all actions taken or proposed.

If Emergency Services are called:

- Ensure Main Entry gate / Car Park Access gate and any other necessary gate is fully retracted to allow timely entry to site by Emergency Services. These gates are to be 'manned' where there is a likelihood of non-essential persons entering the site / impeding the emergency response.
- If necessary, initiate evacuation persons that may be on site, including contractors, site tenants, agents and site users.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Notify neighbours who may be affected by the incident.
- Report the details of the spill on an Incident Notification Report and refer to **Manger Business Services (UHSC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Limit environmental damage.
- Health and safety of staff / facility users protected.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Extended environmental damage
- Injury/death to employee, public/facility users
- Violations and/or fines from Regulatory Agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 13: CLEAN UP OF FUEL OR OIL SPILLS

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define the procedure for the containment, management and clean up of minor fuel / oil spills at the **Scone RLSC**.

PROCEDURE/STANDARD

Definitions

Fuel / oil spills refers to discharges of petroleum compounds, including petrol, diesel, lubricating oils, hydraulic oils, greases etc. Spillage of oils and fuels may arise from leaking machinery (e.g. burst hydraulic hoses) and spillage of liquids from containers deposited or stored at the site.

It is important to take prompt action to clean up any spilt oil or fuel to minimise the risk of accidents occurring and to prevent contamination of local waterways should the spilt fuel / oil enter the site drainage system.

Equipment available to clean up oil spills include oil absorbent pads, "kitty litter", oil absorbent booms and drain blocking pads. Additional materials may be obtained by contacting the Council stores or suppliers.

This equipment or "spill kit" should be stored close to point of use or in a readily transportable form e.g. on a trailer or in a wheelie bin.

The steps in this procedure shall be as follows:

1. For mechanical equipment, shut down the item of plant and plug the leak or crimp the hydraulic hose if possible and quickly. For leaking containers, address the source of the leak, but at all times, avoid contact with the material.
2. Isolate adjacent drainage points.
3. Dam and contain the spill using the contents of the spill kit.
4. Recover and absorb.

Once the source of the leak is established, undertake all efforts to prevent further flow, e.g. if leak is from an oil drum, roll drum so that leak areas is uppermost. If leak is from pipe from oil truck, close valves etc. All attempts should be made to plug the leak.

Stop all human and vehicular traffic through the spill area. Isolate sources of ignition and advise fire authorities (and licensing authorities). Mobilise fire extinguishers if suitable.

Contain the spill as follows:

- Protect drains by forming barriers and sealing drainage grates (e.g. using strong plastic bags partially filled with sand or water). The absorbent socks and pillows can be used to block off drains allowing water to go through but trapping the oil. Absorbent material has limited capacity and needs to be replaced regularly.
- If possible, stop the spill from spreading by deflecting the material into another container.
- Form barriers using absorbent material and place on the edge of the spill (or use any other suitable and available materials, e.g. soil, sand).
- All used absorbent material is to be collected for transport and disposal to a suitable landfill.

• If sufficient product exists, hand pumps should be used and product transferred to a suitable container (lined drums, skips or tankers). • Avoid the use of electrical equipment that could be the source of ignition.
BENEFIT OF COMPLIANCE TO PROCEDURE: • Employee's safety protected • Health and safety of public/facility user protected • Impacts on the environment are minimised
CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: • Injury to employee • Injury to public/facility user • Environmental pollution • Violations and/or fines from regulatory agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 14: DUST MANAGEMENT

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define the means for controlling the creation and distribution of dust at the **Scone RLSC**.

The actions detailed shall collectively aid in preventing the generation of airborne particulates and in turn ensure that dust is only discharged beyond the boundary of the site on rare / limited occasions.

PROCEDURE/STANDARD

OVERVIEW:

Dust can arise from a number of sources in the operation of the facility and these include (as examples):

1. traffic movements over unsealed roads and or/ sealed roads where mud / sediments manures have been deposited or tracked;
2. movement of stockpiles of dried manure / effluent solids
3. pen / yard cleaning
4. Animal movements generally.

Excessive dust has the potential to cause adverse health effects for workers within the site.

As such, staff will have access to appropriate dust masks for use if / when required – particularly when undertaking activities that have the potential for staff to be exposed to higher levels of dust such as pen / yard cleaning and load shifting of dried manures / effluent solids stockpiles.

The magnitude of any off site dust impact will depend on the size of the source, local topography, adjacent land use, prevailing wind speed/direction, and distance to the nearest sensitive receptor/s.

Sensitive Receptors:

Moderate distance generally exists from the Facility to the nearest residence / dwelling / commercial building. The nearest sensitive receptors are located as follows:

1.	North	~1200	Rural residential dwelling
2.	Northeast	~900	Rural residential dwelling
3.	East	~580m	Landfill Weighbridge / Offices
4.	Southeast	~820m	Industrial Operation – Meat Processor
5.	South	~550	Light Industrial Estate
6.	Southwest	~320m	Rural residential dwelling
7.	West	~85m	Industrial Operation
8.	North West	~620m	Rural residential dwelling

Note: For the purposes of this SOP, a sensitive receptor can also be an affected site tenant, affected site user / visitor or affected passer-by / driver on an adjacent road.

Complaints History:

Nil recent complaints have been received relating to dust emissions from the licenced premises.

RESPONSIBILITY:

It is the responsibility of the **Saleyards Supervisor (UHSC)** to ensure preventative measures are put in place to control the generation of dust. Such measures include:

DUST MANAGEMENT ACTIONS:

Dust Monitoring:

Day to day monitoring of dust will be conducted by visual means and will generally be sighted, by staff, before dust begins reaching the premises boundary.

The appropriate actions (drawn from those following) may commence prior, but more specifically as a result of a dust complaint being received, to limit further generation of dust from the premises and mitigate actual or perceived impacts to sensitive receptors and / or staff, Agents, contractors and site visitors.

Dust Management Measures:

- Maintaining / operation of a reticulated water supply / rain water storage at the site to facilitate dust suppression and aid in establishment / maintenance of vegetation areas.
- Operating misting sprays within the SELLING AREA & YARDS
- Where possible, without creating significant operational imposts, activities that have a high potential for dust generation (pen cleaning / load shift of manure material etc.) shall be halted during adverse weather conditions where strong winds are blowing towards a nearby sensitive receptor AND significant dust is sighted moving off site.
- Trafficable areas will be constrained by way of mounds, barricades, signage, bollards and the like to ensure traffic remains within defined areas only. This will limit damage to grass cover and vegetated surfaces by excluding movements on these areas.
- Regularly watering down unsealed trafficable areas to minimise actual dust impacts to a sensitive receptor.
- Limiting the speed on internal roads to <20 km/h.
- Trucks entering and leaving the premises that are carrying loads of dust generating materials must have their loads covered at all times, except during loading and unloading.
- Vacuum sweeping or similar means applied to remove excessive tracked mud / spilled effluent / manure from the internal sealed roadways.

Staff / Contractor Training:

Instruction / training will be given to all employees and site personnel to ensure all plant and equipment usage is completed so as to minimise dust creation. This includes reduced trafficking speeds, moving only through defined trafficable areas, avoiding screwing turns, dust sighting and reporting (as examples).

Additionally, Staff will be trained in the effective use and maintenance of the dust suppression system within the SELLING AREA & YARDS.

DUST COMPLAINTS MANAGEMENT

Complaints Recording:

All complaints will be recorded using UHSC's standard complaints recording protocols.

Complaints Investigation:

All complaints will be investigated by the **Saleyards Supervisor (UHSC)** and corrective actions implemented where impacts are confirmed.

Investigation will consider and record the following:

- The prevailing weather conditions (i.e. Wind direction, speed and atmospheric temperature at the time of the complaint - where possible).
- Ensuring the Complaint has been correctly registered and recorded in Councils Complaints Management System.
- Evaluate the complaint by conducting a visual inspection at the earliest opportunity. Record locations from which the problem was likely to or had arisen.
- Upon assessing the nature of compliant to be valid, undertake necessary action to identify the source of dust generation affecting the complainant.
- Select appropriate Dust Management Measure/s as stated in this SOP, to address the issue.
- Record the action undertaken to address the issue and state the reason for occurrence of dust generation, actions to avoid reoccurrence and / or additional resources required to address the issue.
- Contact the complainant and inform the findings and agree on an outcome (where possible).
- Refer the Complaint and Actions details to the **Manger Business Services (UHSC)**.

Complaints Reporting:

Manger Business Services (UHSC) will ensure all dust complaints received are reported in the **Annual Return** for the Facility.

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Complaints from adjoining property owners
- Complaints from Agents / Sellers / Buyers
- Penalties / Infringements from regulatory agencies

REVIEWED BY: **DATE:**	**APPROVED BY:** **DATE**

APPENDIX 15: FACILITY EVACUATION
Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for the covering the requirement to implement an Evacuation (part / full) of the **Scone RLSC** in an acceptable manner.

PROCEDURE/STANDARD

Emergency Response

1. Upon notification of an incident the **Chief Warden** (generally this would be the **Saleyards Supervisor (UHSC)** OR **most senior UHSC staff member at the site**), determines the need for evacuation.
2. **Chief Warden** contacts the emergency services by dialling Triple Zero ('000') providing all information they require (i.e. your name, incident type, size, etc.).
3. **Chief Warden** sounds the evacuation alarm (if present) or provides evacuation advice to all personnel and facility users on site.
4. The **Chief Warden** ensures access gates are fully retracted to allow entry to site by Emergency Services and initiates measures to restrict other vehicles entering the facility.
5. **Chief Warden** determines evacuation route and directs persons to the **Evacuation Muster Point**.
6. Prior to leaving an area of facility the **Chief Warden** with the assistance of any area deputy / area wardens accounts for all personnel including checking of all work areas.
7. Upon arrival at the **Evacuation Muster Point** the **Chief Warden** is to:
   a) Confirm the presence or otherwise of all personnel/staff and facility users (as far as practical)
   b) Determine the suitability of the **Evacuation Muster Point**. If necessary, initiate movement to an **Alternate Evacuation Muster Point** or **Post Evacuation Assembly Area**.
   c) Upon their arrival brief the emergency services including the status of facility personnel.
   d) Co-ordinate the movement of personnel to the Post Evacuation Assembly Area.
   e) Brief the **Manger Business Services (UHSC)** on the incident and provide an update of the actions initiated to date.
8. The **Chief Warden** is to report the details of the event on an Incident Notification Report Form and refer this to the **Manger Business Services (UHSC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting legislative requirements.
- Improved safety for site staff and users

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Death or injury to site staff / visitors

REVIEWED BY:	**APPROVED BY:**
DATE:	**DATE**

EMERGENCY CHECKLIST FOR CHIEF WARDEN

Name of Chief Warden:	
Time at which potential emergency was raised:	
Location of potential emergency:	
Description of potential emergency:	
IF EMERGENCY IS DECLARED:	
Emergency declared	Time
ALERT signal activated (if available)	Time
Phone relevant Emergency Service on Triple Zero ('000').	Time
IF SITE EVACUATION IS NECESSARY:	
Evacuation signal activated / advice issued?	Time
Deputy/ Area Wardens report evacuation is complete:	

AREA	DEPUTY / WARDEN	AREA EVACUATED	COMMENTS

ADVISED EMERGENCY SERVICE:	TIME

APPENDIX 16: COMMUNICATIONS RECIPIENTS SCHEDULE (NEIGHBOURS)

APPENDIX 17: SITE ROUTINE INSPECTION & MAINTENANCE SHEET

The following document defines the routine site inspections and audits at the **Scone RLSC** with the aim of:

- minimising the likelihood of a pollution incident occurring
- identifying non-conformance with EPA licence conditions and to implement corrective actions where necessary
- identifying non-conformance with the **PIRMP** and the implementation of corrective actions

ROUTINE INSPECTION & AUDITING– OVERVIEW		
TYPE OF AUDIT	**FREQUENCY**	**RESPONSIBILITY**
Site Inspection	Various	**Saleyards Supervisor (UHSC)**
General Site Regulatory Compliance Audit	Annual	**Manger Business Services (UHSC)**

The inspections and auditing functions are to be undertaken in accordance with the following requirements:

SITE ROUTINE INSPECTION & MAINTENANCE SHEET - SCONE RLSC	OCCURS
Check for any evidence of effluent leakage / surcharge / malfunction (Effluent System Components).	After rain event / Weekly
Confirm Effluent pumps operational and pumping volume is recording during an active pumping occurrence. Error reporting check (messages / alarms etc being activated and received).	Weekly
Signs of dust generation around perimeter of site. Record actions to mitigate.	Weekly
Chemical / Fuels & Oils stored appropriately AND Dousing Shower / Eyewash tested.	Weekly
Effluent / Solids removal / transfer between Effluent System Components AND Offsite disposal records up to date.	Weekly
Record of Pollution Incidents reviewed to ensure up to date.	Weekly
EPL Environmental Monitoring (NOISE) undertaken published to webpage within 14 days of receipt of results.	14 Days post monitoring
Confirm maintenance and testing of FIRE PUMP STATION and 150mm RING MAIN pressure testing completed.	Monthly
Check First Aid and Spill Kits (replenished).	Monthly
Incident reporting entries correct / documentation completed & filed AND After Action Review occurred if required.	Monthly
Review one PIRMP SOP during a tool box meeting with staff, to enhance SOP content and updated to provide a more accurately reflection of operations / address changes to work practices / develop NEW SOP.	Monthly
Effluent management system functionality critically reviewed and availability of off-site backup pump/s confirmed.	Quarterly
Fire Safety Certificate inspections undertaken for all fire safety equipment onsite. (Extinguishers, Hydrants, Pump Station, etc).	Six Monthly
Confirm SOP reviewed completed in period AND demonstrated understanding by staff (Meeting Minutes / Records) reported to Manager	Six Monthly
Report all PIRMP related staff training completed during period (to Manager). Summary by training type, date & outcome.	Six Monthly
Review of incident reports and corrective actions (with Manager)	Six Monthly

VERIFIED BY: Saleyards Supervisor (UHSC) ☐ Satisfactory ☐ Unsatisfactory

DATE:

ANNUAL PIRMP / EPL GENERAL COMPLIANCE AUDIT - SCONE RLSC					
DATE:				**CONDUCTED BY:**	
ISSUE	**ACTIVITY FREQUENCY & ACKNOWLEDGEMENT**		**SATISFACTORY Y/N**	**ACTION TAKEN**	**COMMENTS**
Review of EPL environmental monitoring records and confirm data published to web (current).	Annual				
Review of environmental management documentation including PIRMP, SOPs, Risk Registers and Records storage / archiving.	Annual				
Toolbox meeting with site staff / meeting with SAA to ensure an understanding of the PIRMP requirements are satisfactory.	Annual				
Review of non-conformance reports, weekly inspection checklist, Quarter & Six monthly audit, Pollution Incident Records and PIRMP reviews / test (all occurred as required).	Annual				
Identification and implementation of any improvements to the operation of the facility and document updates.	Annual				
Annual Return prepared and submitted on time.	Annual				
VERIFIED BY: Manger Business Services (UHSC) **DATE:**		Satisfactory	Unsatisfactory		

APPENDIX 18: SITE SERVICES & INFRASTRUCTURE PLANS

- GENERAL SITE ARRANGEMENTS PLAN
- POTENTIAL POLLUTANT LOCATIONS PLAN
- EVACUATION AND EMERGENCY EQUIPMENT LOCATIONS PLAN
- SURFACE WATER FLOW PATHS PLAN
- POTENTIAL AREAS OF IMPACT MAP

ORIGINAL SIZE A3

HEAD OFFICE
Level 1, 124 South Terrace
Adelaide SA 5000
GPO Box 2450
Adelaide SA 5001
www.fyfe.com.au

PROJECT OFFICE
54 Brook Street
Muswellbrook, NSW 2333
PO Box 404
Telephone 61 2 6543 3600

0 30 60 90 120 150

SCALE 1: 1500

LEVEL DATUM : AHD	SURVEYOR: CZN
LEVEL AUTHORITY :	COUNCIL : MSC
CO-ORD DATUM :	CT REF :

UPPER HUNTER SHIRE COUNCIL

DRAWING:

INSTRUCTION: 90003-18-7

DATE

SHEET 1 OF 1

REV.

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DRAWING:

INSTRUCTION: 90003-18-7

DATE

SHEET 1 OF 1

REV.

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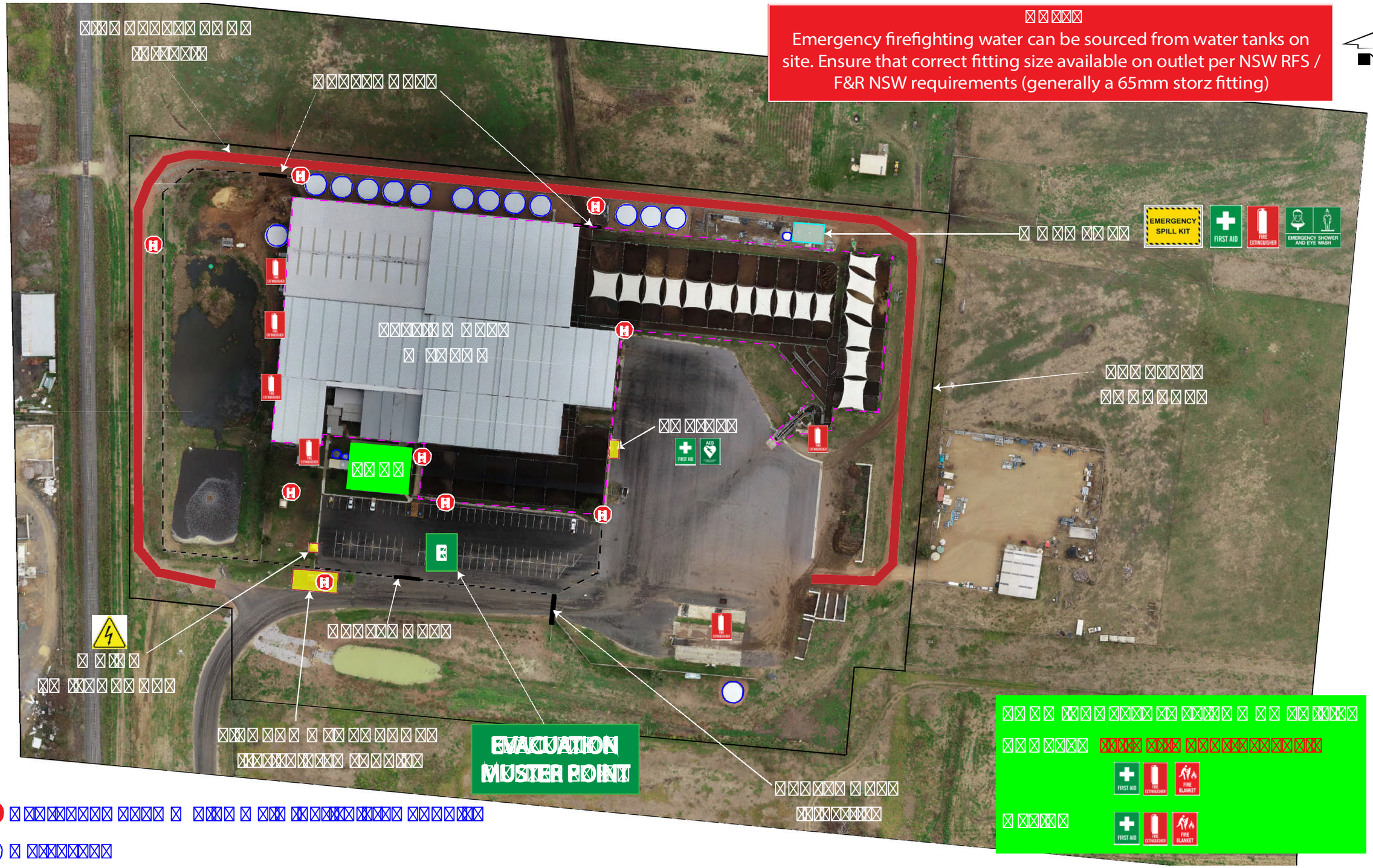
Emergency firefighting water can be sourced from water tanks on site. Ensure that correct fitting size available on outlet per NSW RFS / F&R NSW requirements (generally a 65mm storz fitting)



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DRAWING: [illegible]

INSTRUCTION: 90003-18-7

DATE [illegible]

SHEET 1 OF 1

REV. [illegible]

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DRAWING:

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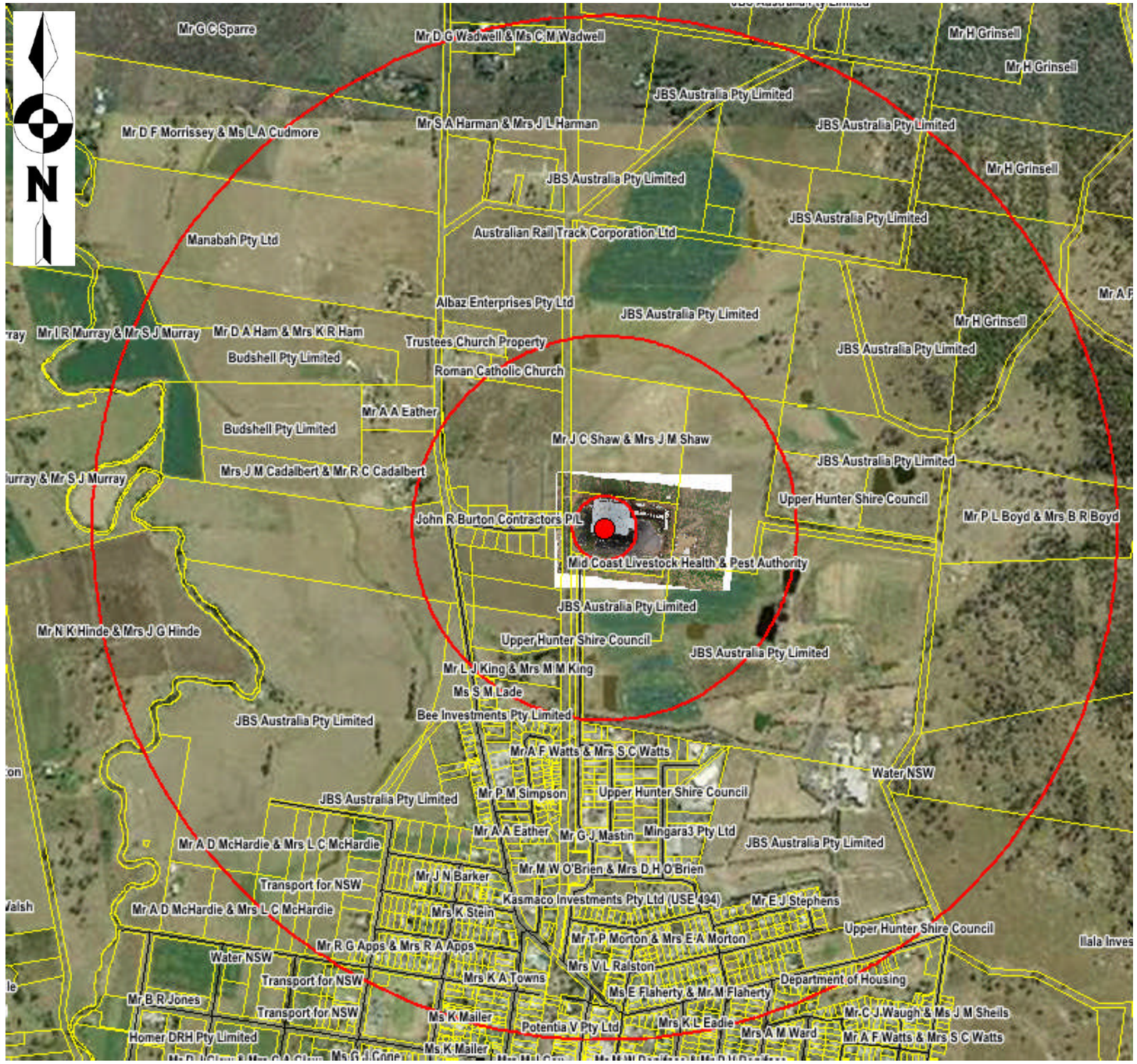
SHEET 1 OF 1

REV.



~1000 meter radius from site

100 meter radius from Selling Area

500 meter radius from Selling Area

UPPER HUNTER SHIRE COUNCIL

INSTRUCTION: 90003-18-7

DATE **24/ 08 / 20**

SHEET 1 OF 1

REV. **Initial Release**

DRAWING: **POTENTIAL AREAS OF IMPACT**