

**Emergency Response Management Plan
Waste Depot**

**Cootamundra- Gundagai
Regional Council**

**EMERGENCY RESPONSE
MANAGEMENT PLAN
Cootamundra Waste Depot**

Emergency Response Management Plan Waste Depot

Original publication date:			
Version number	Issue Date	Person/s	Change
Original	July 2014		
1	September 2015	Madlin Snell	Change date. Changes to 2.4 and 2.5
2	May 2016	Madlin Snell	Change to council name
3	April 2017	Madlin Snell	Review document add
4	November 2018	Madlin Snell	Review document add
This document is to be reviewed every 12 months. Next review date: November 2019			
RESPONSIBLE DIRECTOR		General Manager	

Emergency Response Management Plan

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Emergency Incident Response Plan

1 Purpose & Scope

This Emergency Incident Response Plan (ERP) has been developed to describe Cootamundra Shire Councils response to a potential Emergency incident and to meet the requirements of the Protection of the Environment Operations Act (POEO Act 1997)

The plan covers description of potential hazards, actions to be taken to prevent additional environmental harm and details of communication required in the event of an incident. The plan is based on a risk assessment.

2 Process

In the event of a emergency incident:

Step 1: Emergency Response: Ensure personnel are safe.

Step 2: Emergency Response: Contain the incident where possible.

Step 3: Notify the Facilities Manager.

Step 4: Waste Depot Supervisor to complete the notification required in section 2.6.2 if the Emergency incident meets the definition in section 2.1.

The remainder of this document is set out to meet the requirements of the legislation. Each of the sections below is titled to match the Preparation of Emergency incident response management plans document issued by the EPA.

2.1 Definition of Emergency Incident

A Emergency incident means 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 emergency has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

A emergency 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

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(ii) It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and

(b) Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

2.2 Potential Incidents

Sewage overflow, raw or partially treated, pose a potential threat to the environment. They could be caused by:

- Storms (lightning/heavy rainfall/wind) causing power failure or damage to infrastructure
- Infrastructure failure due to age
- Power outage
- Fire
- Odour
- Liquid runoff

2.3 Pre-emptive actions to be taken

First priority for pre-emptive measures is to eliminate substances that can become potential pollutants. If this is not possible, physical barriers should be installed to prevent pollutants from entering the environment such as bunding and spill drainage containment.

Plant and equipment are available to create additional bunding in the event of significant sediment runoff using material available on site. Any material used for bunding will be assessed in accordance with the Waste Classification Guideline for appropriate disposal.

Cootamundra Shire Council also under takes regular maintenance of it system.

The following is a list of measures undertaken by Council staff and contractors

- Checks to Land fill site on operating days.
- Limited operating hours at the site
- Limited access to the site by the public.

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2.4 Possible Hazards

A small amount of possible pollutants are located on site:

205L of diesel

300L LPG – contained in bulk storage tanks

20L transmission oil

20L Gear oil

Hydraulic oil in plant and equipment ranging from 100L to 1000L

2 x 20L of Engine Coolant

All the above pollutants stored within building and storage sheds adjacent to the main entrance. All chemicals substance has a material safety data sheets (MSDS) which are located within the Council Waste Depot site.

2.5 Responding to illegal dumping

2.5.1. Responding to illegal dumping

Removal of illegally dumped asbestos material or suspected asbestos material by council employees will be undertaken in accordance with section 14.6.1 or section 14.6.2 of **Council's Asbestos Policy** .

Where council commissions the removal of illegally dumped asbestos material or suspected asbestos material, council will ensure this is undertaken in accordance with section 14.6.2. of **Council's Asbestos Policy**

Where council becomes aware of illegally dumped asbestos material outside of council's jurisdiction, council will promptly notify the relevant authority.

2.6 Safety Equipment

Staffs are issued with appropriate PPE gear and monitored for any changes to these requirements.

2.7 Contact Details

2.7.1 Council Personnel responsible for the sites

The following table outlines the council personnel responsible for the site.

The site is manned intermittently with a supervisor depending on requirements.

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Title	Name	Contact Number
Facilities Manager	Greg Ewings	0488402142
Site Operator	Michael Johnson	0447966687
Council Office		1300 459 689

In all situations where there is damage and/or loss to private property or a member of the public is injured or becomes sick due to an emergency incident contact Councils on the above number.

2.7.2 Notification of external parties

The following table outlines the contact details and correct sequence for notification in the event of a notifiable emergency incident.

Emergency Services (if dealing with an emergency)	Police Fire Ambulance	000
EPA	Environment Line	131555
WorkCover		131050
Cootamundra Shire Council	Council Office	6940 2100
Fire and Rescue (if not an emergency)	NSWDB (Town) RFS (Rural)	6942 1411 6942 6222

2.8 Communicating with neighbours and local community

The site has signage indicating the contact details for community feedback.

In the event of a notifiable incident neighbouring properties will be door knocked or phoned to advice of the situation.

The table bellows outlines the local media outlets that will be contacted.

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Organisation	Phone	Fax
ABC Local Radio	69234811	69234899
Cootamundra Herald	69421488	69422821
2WG/93.1 Star FM Radio	69211022	69217193
2LF/93.9 FM Radio	63821133	63824403

Contaminated land is to be disinfected, ponded sewage pumped out and faecal coliforms are to be monitored until back ground levels are reached.

The Land fill site is located on Turners Lane Cootamundra. There are no other private land holders/ or residences adjoining the treatment plant (2.10 Map). The inflow into the plant and the available storage means that the potential for an overflow affecting any neighbours is low. In the event of incident and overflow escaping containment areas or in times of flood, and the there is a potential for it to impact on the community, then the organisations listed above would be notified.

2.9 Minimising harm to persons on the premises

Refer to the emergency response plan for the site. At all times minimising harm to persons shall be a priority.

2.10 Training, Testing and Review.

There is a very low risk of an emergency incident occurring. Council ERP for Land fill site will be reviewed annually in the month of July. Testing the plan will be carried out at the time of review.

All staff will be trained in the PIRP and records maintained in the corporate training system.

A copy of this plan will be uploaded to the Council website and kept within the site folder.

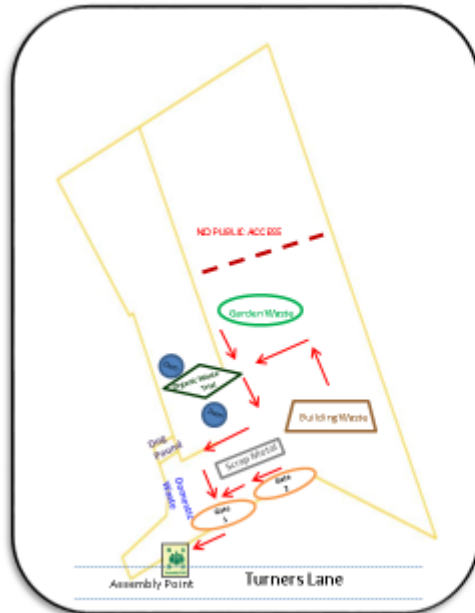
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2.11 Maps



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Evacuation Plan – Cootamundra Waste Depot



Evacuation Procedure

- ❖ WHEN INFORMED OF THE NEED TO EVACUATE THE WASTE DEPOT AREA, LEAVE BY THE NEAREST SAFE EXIT, AS INSTRUCTED BY STAFF OR EMERGENCY PERSONNEL.
- ❖ LEAVE IN AN ORDERLY MANNER, **DO NOT** PANIC.
- ❖ TURN RIGHT FROM WASTE DEPOT DOWN TURNERS LANE. MAKE YOUR WAY 100 METERS ON RIGHT TO **ASSEMBLY POINT** INDICATED NEAR PENCE.
- ❖ STAY AT THE **ASSEMBLY POINT** UNTIL TOLD YOU MAY LEAVE OR RE-ENTER THE WASTE DEPOT.