

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN



ARMIDALE REGIONAL COUNCIL

**Armidale Livestock Selling Facility
(Bundarra Road - Armidale)**

July 2021 – REVISION

REVISION HISTORY

REVISION	DATE	AUTHOR / REVIEWER	DETAILS
Revision 1	07/2021	Andrew Strudwick	Complete rewrite V1

CONTENTS

REVISION HISTORY.....	2
CONTENTS	3
1. ADMINISTRATION	5
1.1 PURPOSE	5
1.2 OBJECTIVE & SCOPE	5
1.3 LEGISLATIVE CONTEXT.....	6
1.4 KEY TERMS & MEANINGS.....	6
1.4.1 <i>Pollution Incident</i>	6
1.4.2 <i>Material Harm to the Environment</i>	7
1.4.3 <i>Immediate Reporting Requirement</i>	7
1.5 FACILITY COVERED BY THIS PIRMP.....	7
1.6 PIRMP DISTRIBUTION	7
1.7 PIRMP REVIEW.....	8
1.8 PIRMP TRAINING	8
1.8.1 <i>Training Frequency</i>	8
1.8.2 <i>Training Level</i>	9
1.8.3 <i>Supervisor Training</i>	9
1.8.4 <i>Training Competencies</i>	9
1.9 PIRMP DRILLS & EXERCISES.....	9
1.10 FORM OF PIRMP.....	9
1.11 RELATIONSHIP WITH OTHER EMERGENCY & INCIDENT RESPONSE PLANS	10
2. FACILITY DETAILS	10
2.1 LOCATION.....	10
2.2 FACILITY DESCRIPTION	12
2.2.1 <i>Site Activities</i>	12
2.2.2 <i>Site Plan</i>	12
3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS	13
3.1 PREVENTION AS AN INCIDENT RESPONSE.....	13
3.2 REGISTER OF POTENTIAL POLLUTANTS	14
3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS.....	14
3.4 INCIDENT PREPAREDNESS	20
3.4.1 <i>Response Equipment and Features</i>	20
3.4.2 <i>Communication System</i>	20
3.4.3 <i>Security</i>	21
3.4.4 <i>First Aid Equipment</i>	21
3.4.5 <i>Signs & Labels</i>	21
3.4.6 <i>Funding Arrangements and Support</i>	21
4. POLLUTION INCIDENT CONTROL & RESPONSE.....	21
4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS	21
4.2 KEY INCIDENT CONTACT DETAILS	23
4.3 INCIDENT NOTIFICATION AND COMMUNICATION	24
4.3.1 <i>Incident Notification</i>	24
4.3.2 <i>Community Notification and Communication</i>	25
4.4 FACILITY EVACUATION	28
4.4.1 <i>General Requirements</i>	28
4.4.2 <i>Stages of Evacuation</i>	28
4.4.3 <i>Priority of Evacuation</i>	28
4.4.4 <i>Mobility Impaired Persons</i>	29

4.4.5	Evacuation Assembly Areas	29
4.4.6	Post Evacuation Assembly Point	30
5.	POLLUTION INCIDENT RESPONSE PROCEDURES	31
6.	POST POLLUTION INCIDENT ACTIVITIES	31
6.1	RECOVERY OPERATIONS	31
6.2	INCIDENT INVESTIGATION (AFTER ACTION REVIEW)	31
6.2.1	<i>Small Incidents</i>	32
6.2.2	<i>Major Incidents</i>	32
6.3	DOCUMENTATION	32
6.4	INCIDENT IMPACT ASSESSMENT	32
6.5	INCIDENT DEBRIEFING	33
6.6	AFTER ACTION REVIEW & PIRMP UPDATE / AMENDMENT	33
APPENDIX 1:	PIRMP AMENDMENT NOTIFICATION FORM	34
APPENDIX 2:	STAFF & CONTRACTOR TRAINING	35
APPENDIX 3:	PIRMP EXERCISE RECORD & EVALUATION FORM	38
APPENDIX 4:	POLLUTION INCIDENT REPORTING & RECORDING	39
APPENDIX 5:	POLLUTION INCIDENT NOTIFICATION PROTOCOL	42
APPENDIX 6:	DETENTION BASIN OVERFLOW RESPONSE	43
APPENDIX 7:	CHEMICAL SPILL RESPONSE	44
APPENDIX 8:	STORAGE & HANDLING OF CHEMICAL / HAZARDOUS SUBSTANCES	45
APPENDIX 9:	CLEAN UP OF FUEL OR OIL SPILLS	47
APPENDIX 10:	FIRE AT THE FACILITY	49
APPENDIX 11:	FACILITY EVACUATION	50
APPENDIX 12:	COMMUNICATIONS RECIPIENTS SCHEDULE (NEIGHBOURS)	53
APPENDIX 13:	OPERATIONAL CHECKLISTS	54
APPENDIX 14:	DUST CONTROL	59
APPENDIX 15:	ODOUR CONTROL	60
APPENDIX 16:	SITE SERVICES & INFRASTRUCTURE PLAN	61

1. ADMINISTRATION

1.1 PURPOSE

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

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

The purpose of this PIRMP is to assist council staff and management and the Livestock Agents Management Committee as Lessors of the **Armidale Livestock Selling Facility** 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 **Armidale Regional Council's** intent to prevent all foreseeable pollution incidents that might impact on the environment and the safety of employees, visitors & 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 now required to report pollution incidents ‘immediately’ to the EPA **13 15 55**, NSW Health, Fire & Rescue NSW **000**, Safe Work NSW **13 10 50** and the Armidale Regional Council **1300 136 833**.

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

1.5 FACILITY COVERED BY THIS PIRMP

The **Armidale Livestock Selling Facility (Bundarra Road – Armidale)** is covered by this PIRMP which incorporates activities of Environment Protection Licence (EPL) **10811**, as issued by the NSW Environment Protection Authority.

1.6 PIRMP DISTRIBUTION

A copy of this PIRMP is to be kept at the premises to which the relevant Environmental Protection Licences (EPLs) relate, 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.

A copy of this PIRMP is also to be retained by the **Team Leader – Facilities (ARC) & Caretakers – Facilities (ARC)**.

The master copy of this PIRMP is to be maintained by the **Team Leader Facilities (ARC)** who will be responsible for revisions of the PIRMP and for the distribution of revised copies to the above mentioned persons and location.

1.7 PIRMP REVIEW

The PIRMP is to be reviewed annually by the **Team Leader Facilities (ARC) and Manager Plant and Facilities (ARC)** in conjunction with relevant Council staff including the **Livestock Selling Agents Committee (leasee)**

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 **Team Leader Facilities (ARC)**.

1.8 PIRMP TRAINING

To ensure that this PIRMP 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 PIRMP is changed.

1.8.2 Training Level

All relevant **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 **Team Leader Facilities (ARC)** 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, visitors, the protection of facility assets and the management of pollution incidents generally.

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 **Team Leader Facilities (ARC)** will complete a Pollution Incident Exercise Evaluation Form (**Appendix 3**) and maintain copies for review.

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'.

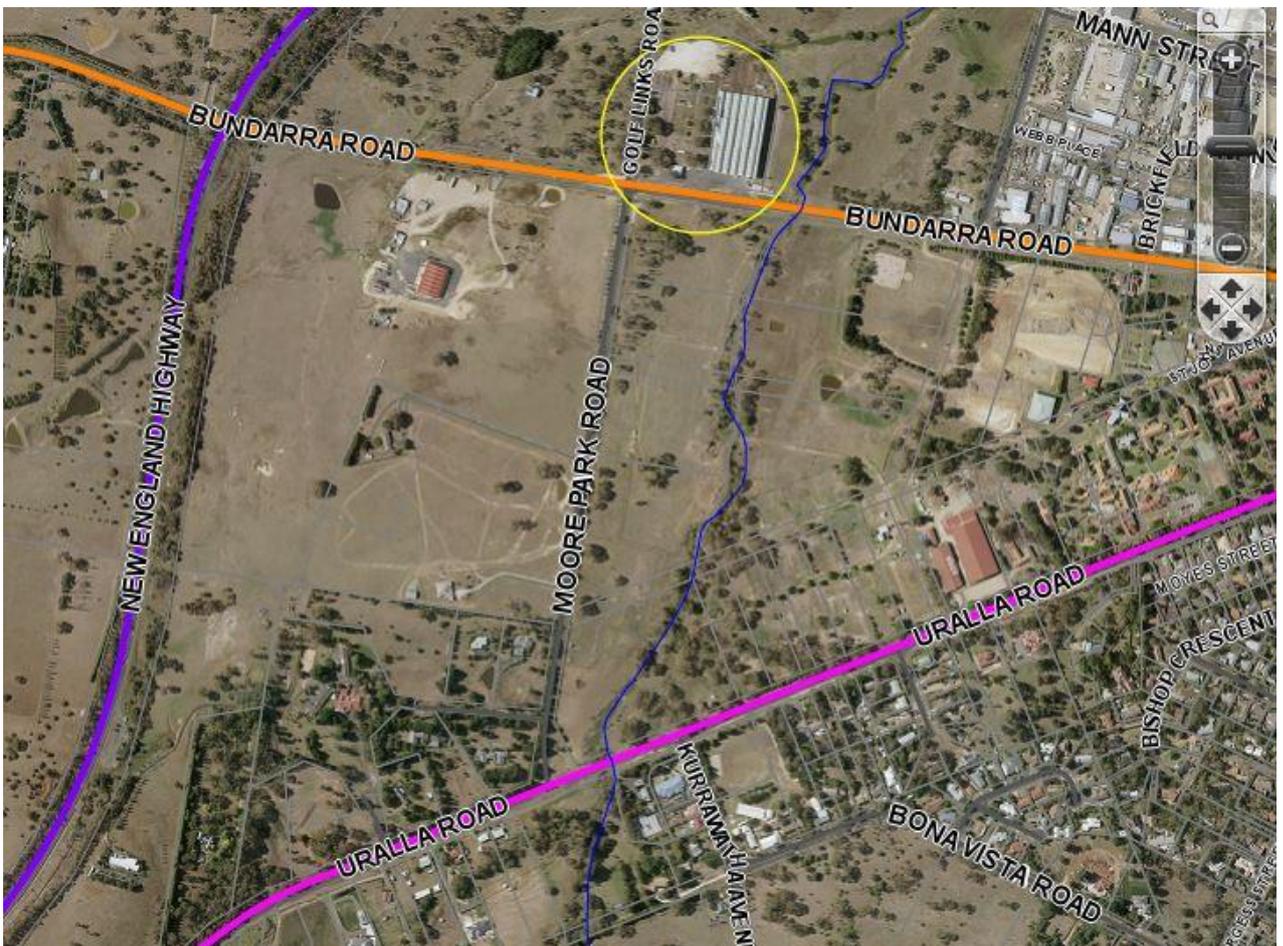
If other plans, procedures and protocols provide for enhanced, ancillary or complementary actions, then they may and should be implemented concurrently.

2. FACILITY DETAILS

2.1 LOCATION

NAME OF THE FACILITY:	Armidale Livestock Selling Complex
ADDRESS:	121 Bundarra Road ARMIDALE, NSW 2350
PROPERTY DESCRIPTION:	LOT 1060 DP 755808
OWNER:	ARMIDALE REGIONAL COUNCIL

Figure 1 – Location Map:



SITE ACCESS: Is via **Bundarra Road** to the Office/amenities building. There is open and clear access to the site.

Figure 2 – General Site Layout:



VEGETATION: The vegetation surrounding the facility is primarily pasture grassland with scattered native trees.

TOPOGRAPHY: The surrounding topography of the site is open natural pastures on the southern and northern boundaries with the formed roadways Bundarra Road and Golf Links Road to the western and southern boundaries. Martins Gully is located just off the southern boundary with an un-named watercourse forming the northern boundary.

2.2 FACILITY DESCRIPTION

2.2.1 Site Activities

The **Armidale Livestock Selling Facility** operates under an Environmental Protection Licence (EPL) being **10811**, issued by the NSW EPA, which relates to ‘Livestock intensive activities – Animal accommodation’ – essentially this is a facility to hold stock in large numbers for the purpose of sale. There are regular sales of stock each Thursday with associated delivery, unloading and loading activities Wednesdays and Fridays. Special Sales can also be scheduled in.

The facility is not open to the public generally apart from the regular advertised stock sale times although the Livestock Selling Agents may have staff on site outside these times weekdays and limited hours over the weekends. The site is not fenced however internal gates are locked and secured outside selling times.

Operational areas within the site include:

1. **Car Park and Delivery:** This is the public car park area, the delivery “in” for stock and contains the Office/amenities.
2. **Yards:** This is the area where stock are housed, drafted, put up for sale and weighed in logical sequence and mobs.
3. **Receival Area:** This is where the cattle are moved through for loading onto transport after sale.
4. **Truck wash and Effluent canal:** This is used by the transport industry for washing out of stock transport vehicles generally although it can be used for vehicle washing by other truck industries such as general freight and earthworks and the like.

2.2.2 Site Plan

The Site Services and Infrastructure Plan shows the overall site arrangement, activity areas, the locations of first response equipment in the event of a pollution incident together with identification of the sources of potential pollutants.

The detailed Site Services and Infrastructure Plan can be located in **Appendix 17** of this document.

3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

ARC is committed to minimising 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
<ul style="list-style-type: none">• Truck wash bay effluent retention canal overflow• Diesel oil spill from trucks using the facilities• Offensive Odours (Livestock Effluent)• Dust	<p>Undertaking routine inspections in accordance with the Operational Checklists (Appendix 13)</p> <p>Responding in accordance with Standard Operating Procedures (SOPs) (Appendices 6 to 11)</p>

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 (see Site Plan)	TYPE OF CONTAINMENT	MSDS
Livestock Effluent	Liquid	Unknown	Effluent Retention Canal	Earthworks	No
Truck Diesel/Petrol	Liquid	Unknown	Truck Wash	Spill Kits provided	No
Odours Livestock Refuse	Solid	Unknown	Yards	Regular Yard Mechanical Cleaning	No
Dust	Powder	Unknown	Yards	Water Sprinkler System	No
Cattle marking paint	Liquid	10 Litres (Max)	Weight Station Chemical Shed	Spill kits provided	Y
Lawn Mower petrol	Liquid	5 litres (Max)			Y

*

The **Site Services & Infrastructure Plan** provided in **Appendix 17** shows key pollutant locations.

3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS

Notwithstanding **ARC'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:

- Truck wash bay detention basin overflow
- Diesel/oil spill from trucks using the facilities
- Odours (Livestock Refuse)
- Dust

Having regard to the nature of the operations of the **Armidale Livestock Selling Facility**, 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	Minor (usually reversible) some potential for low level environmental impacts 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 / 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) Truck wash bay	Effluent Retention Canal overflow	Contamination of adjacent land and / or waterways	Possible (Moderate)	ARC. Retention canal has an automatic float level activated pump with associated telemetry for monitoring pump health. Weekly inspections carried out on retention canal and overflow.	Operational Checklist as provided in Appendix 16 of the PIRMP	Minor (Moderate)	SOP Appendix 6	SOP within the PIRMP & Licence
(b) Diesel/oil spill from trucks using the facilities	Mechanical equipment failure or damage	Diesel /oil contamination of adjacent land and / or waterways	Rare (Low)	ARC. Spill kits provided within Truck Wash Pump shed. Emergency contact numbers displayed onsite. Weekly inspections of truck wash facility.	Operational Checklist as provided in Appendix 7 of the PIRMP	Insignificant (Low)	SOP Appendix 7 Appendix 9	SOP within the PIRMP
(c) Odours Livestock Refuse	Build-up of animal faecal matter within the operating yards	Offensive odours and unhygienic animal housing conditions	Rare (Moderate)	Agents. Waste is removed regularly from pens and lanes and more frequently when stock numbers are high.	Operational Checklist as provided in Appendix 15 of the PIRMP	Moderate (Moderate)	SOP Appendix 16	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
(d) Dust	Increased level of dust caused by stock movements	Complaints from the public. Discomfort for users and adjacent land owners	Rare (Moderate)	Agents. In times of dry weather and heavy stock numbers water sprinklers are utilised to minimise dust	Staff training and recording	Moderate (Moderate)	SOP Appendix 14	SOP within the PIRMP
(e) Chemical storage	Leakage of fuel or paint	Explosion/fire Creation of volatile / hazardous fumes	Rare (Low)	Agents. Retain minimum quantities on site. Presence of retained storage Restricted access Safety equipment including PPE Australian Standards storage areas / containments	Operational Checklist as provided in Appendix 8 of the PIRMP	Insignificant (Low)	SOP Appendix 8	SOP within the PIRMP
(2) COMPLIANCE (a) Incident Reporting	Non-compliance with statutory reporting	Cautionary Notice Penalty Infringement Notice	Unlikely (Minor)	ARC. Prepare reports as required	Operational Checklist as provided in Appendix 4 of the PIRMP	Insignificant (Low)	SOP Appendix 4 Appendix 5	PIRMP / LICENCE

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(3) WORK HEALTH & SAFETY	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Possible (Low)	<p>ARC and Agents.</p> <p>Regular tool box meetings with staff and contractors</p> <p>Safe Work Method Statements prepared and implemented</p> <p>Risk assessments undertaken Safety plans developed for works</p> <p>Staff training</p> <p>Job and site specific orientation for new staff, visitors and contractors</p> <p>Independent audit of all systems of work</p> <p>Emergency and evacuation plans prepared and tested</p>	<p>Established tool box meeting protocols</p> <p>Council's Corporate Work Health, Safety & Environment Plan</p> <p>ALSA Work Health and Safety Plan</p>	Insignificant (Low)	SOP Appendix 2	PIRMP / LICENCE

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

The **Armidale Livestock Selling Facility** 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 emergency features are provided as follows:

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION/S	QUANTITY	MAINTENANCE REQUIREMENTS/STANDARDS
Fuel / Oil Spill Kit	Truck Wash Facility	1	Weekly Inspection
Automatic activated pumps	Truck Wash Facility	1	Weekly Check. Maintenance as required
Telemetry Devices	Truck Wash Facility	1	Weekly Test. Maintenance as required
First Aid Kits	Office	1	Monthly Inspection and replenishment
Access to Emergency Pump Equipment	Armidale Sewer Treatment Plant	1	N/A
Access to Emergency Pump Equipment	Walcha Shire Council	1	N/A
Essential Service (Fire)	Throughout the Facility	N/A	Per Building Code of Australia

Equipment such as portable fire extinguishers, fire blankets, hose reels 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.

3.4.2 Communication System

In a pollution incident there is a mobile telephone system that 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 mobile telephone system, landline telephones will be the accepted means of communications.

Communication mechanisms for neighbouring properties, issuing media releases and providing information on 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 **Armidale Livestock Selling Facility** by unauthorised persons and unauthorised activities occurring on the site are controlled by Armidale Livestock Selling Agents site personnel and the presence of security cameras.

3.4.4 First Aid Equipment

Suitably stocked and easily accessible first aid kits are provided at the facility with locations being clearly marked.

3.4.5 Signs & Labels

Suitable signage indicating the location of incident response equipment & features and the first aid kits is provided and maintained within the facility.

A list of emergency phone numbers is also clearly displayed at locations within the facility that can be seen by Armidale Livestock Selling Agents, contractor staff and facility visitors.

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 ALSA) or an individual responsible for the pollution incident.

Having regard to the above the following pollution incident funding arrangements are in place:

- Funds within Council's Restricted Reserve/s
- 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 (24 Hours)	NOTIFICATION RESPONSIBILITIES	COMMUNICATION RESPONSIBILITIES
ANDREW STRUDWICK	Team Leader Facilities (ARC)	0412 406 030 or 02 6770 3600	Emergency Services EPA HNEH	Emergency Services ARC site personnel On-site Contractors

NAME	POSITION	CONTACT DETAILS (24 Hours)	NOTIFICATION RESPONSIBILITIES	COMMUNICATION RESPONSIBILITIES
			Safe Work NSW Council	Neighbouring property owners
(VARIOUS)	Facilities Caretakers Operational Staff	02-6770 3600 (facility telephone - during staffed hours)	Facility Caretaker Operator in Charge (ARC)	<i>As required to support Operator in Charge (NELC) or Operations Engineer - Water & Sewer (ARC)</i>
SAM SEWELL	President of the New England Live Stock Selling Agents	0447255100 Or 67721125	President (NELSA)	Emergency Services ARC site personnel On-site Contractors Neighbouring property owners
ANDREW LEVINGSTON	Manager – Plant & Facilities (ARC)	0412757821 or 67703926	Director – Businesses & Services (ARC)	Media releases Web updates
ALEXANDER MANNERS	Chief Officer Assets and Services (ARC)	0475 968 744 or 67703987	General Manager (ARC)	<i>As required to support Response Actions / Community Notifications</i>

The above details are 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 – PIRMP Emergency Agency Contacts:

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire & Rescue NSW	Duty Officer	000 02 6771 5076
NSW Police Force	Duty Officer	000 02 6771 0699
Ambulance Service of NSW	Duty Officer	000 131 233
Armidale Base Hospital	Reception	02 6776 9500
Environment Protection Authority (EPA)	EPA Environment Line	131 555
	Armidale Office	6773 7000
Office of Environment & Heritage (NP&WS)	Parks & Wildlife Regional Office	1300 361 967 02 6776 0000
WorkCover Authority	Duty Officer	131 050
Department of Primary Industries (NSW Fisheries)	Reception	02 6770 3100
POISONS Information	Duty Officer	131 126
NSW Ministry of Health	Reception	02 6764 8000 02 9391 9000
Department of Families & Community Services	Reception	02 67763 0200
State Emergency Service (SES)	Duty Officer	132 500
Roads & Traffic Authority	Reception	132 213
Bureau of Meteorology	General Information	02 9296 1555

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

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

In order to provide for the safety of employees, visitors 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 minimized.

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 **Team Leader Facilities (ARC)** so that an assessment of the level of response required can be made.

The mobile telephone contact will be the preferred means of reporting such incidents.

In addition to the immediate notification of any minor incident or event, an incident report notification form, included as **Appendix 4**, is to be completed and forwarded to the **Team Leader Facilities (ARC)**.

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 **Team Leader Facilities Supervisor or Nominated Delegate (ARC)** is to **immediately** implement the pollution notification protocol included as **Appendix 5**.

Importantly after an Emergency Services (000) call, **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) **6770 3600**
- Fire & Rescue NSW (**000 or 6771 5076**) if not called for initial emergency response.

In addition to the immediate notification of any major pollution incident, an incident report notification form, refer to **Appendix 4**, is to be completed and forwarded to the **Manager Plant and Facilities (ARC)**.

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.

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

In this regard the following notification and communication action plan will be applicable to a **MAJOR** pollution incident at the **Armidale Live Stock Selling Facility**.

ARC observes the legislative definition of a 'pollution incident' and notification protocols but may choose to implement parts of the Communication Action Plan (for neighbours and agencies) 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 **Manager Plant and Facilities (ARC)** on a case by case basis.

Table 9 – PIRMP Community Notification & Communications Plan:

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Effluent Retention Canal Overflow	Local impact, likely to be MINOR	<p><i>If above MINOR impact:</i></p> <p>EPA</p> <p>Occupiers of neighbouring downstream properties</p> <p>(see Appendix 15 for Communication Recipients Schedule)</p> <p>Local Community / Media</p>	<p>Team Leader</p> <p>Facilities or Delegate (ARC) & Manager Plant and Facilities</p>	<p>Phone call to EPA Environment Line followed by a written report</p> <p>Phone call to occupiers of impacted neighbouring downstream properties or doorknock / leaflet drop</p> <p>Signage on recreational waters if human health risk likely</p> <p>Information displayed on Council's web site</p>	<p>Assessment of severity</p> <p>Type & quantity of material involved</p> <p>Explanation of what happened</p> <p>Date and time of incident</p> <p>Response actions taken</p> <p>Refrain from contact / use of water</p> <p>Strategy for prevention of recurrence</p>
Fire	Local impact, ranging from MINOR to SEVERE depending on the severity of the fire	<p><i>If above MINOR impact:</i></p> <p>EPA</p> <p>Occupiers of neighbouring properties</p> <p>(see Appendix 15 for Communications Recipients Schedule)</p> <p>Local Community / Media</p>	<p>New England Livestock Selling Agents Operator in Charge (NELSA) & Team Leader</p> <p>Facilities (ARC)</p> <p>Manager Plant and Facilities (ARC)</p>	<p>Phone call to EPA Environment Line followed by a written report</p> <p>Phone call to occupiers of impacted neighbouring properties or doorknock / leaflet drop</p> <p>Information displayed on Council's web site</p>	<p>Date and time of incident</p> <p>Response actions taken</p> <p>Type of fire</p> <p>Agency responding</p> <p>Close windows / doors</p> <p>Strategy for prevention of recurrence</p>

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
<p>Oil / fuel spill (off site discharge)</p> <p>Dust</p> <p>Offensive Odours</p>	<p>Local impact, likely to be MINOR</p>	<p><i>If above MINOR impact:</i></p> <p>EPA</p> <p>Occupiers of neighbouring properties (if impacted)</p> <p>(see Appendix 12 for Communications Recipients Schedule)</p> <p>Local Community / Media</p>	<p>(NELSA) agent on site.</p> <p>Team Leader Facilities (ARC)</p> <p>Manager Plant and Facilities (ARC)</p>	<p>Phone call to EPA Environment Line followed by a written report</p> <p>Phone call to occupiers of impacted neighbouring properties</p> <p>Media release / Information displayed on Council's web site</p>	<p>Date and time of incident</p> <p>Response actions taken</p> <p>Type of Spill</p> <p>Agency responding</p> <p>Refrain from contact with soil / water</p> <p>Strategy for prevention of recurrence</p>

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 Armidale Livestock Selling Facility ALSA staff, any contractors and staff and visitors and clients 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 Council Employees contractor's staff and visitors from the hazard area.

In this regard the standard operating procedures applicable to Facility Evacuation, refer to **Appendix 11**, 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 or full) is to be made by the **ALSA Representative** 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 a responding Emergency Service

4.4.3 Priority of Evacuation

The **Emergency Services** 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 **ALSA Representative** 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.

4.4.4 Mobility Impaired Persons

A register is to be maintained of 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.

All 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 **primary evacuation assembly point**. This is located in the carpark adjacent to the Septic Tank.

In the event of an incident requiring the evacuation of the facility, all Employees, any contractor's / staff and visitors are to immediately leave the facility by the designated route and report to the **primary evacuation assembly point**.

Should the **primary evacuation assembly point** be in a hazardous area or is unsuitable due to the nature of the threat, employees and visitors will then be directed to proceed to an **alternate evacuation assembly point**. The alternate evacuation assembly point is in the bottom Receivals car park and loading area.

On arrival at an evacuation assembly point, all persons will remain until the **ALSA Representative** has determined the status of all personnel and;

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

For the purposes of this PIRMP the following evacuation assembly points are applicable;

Primary Evacuation Point is in the facility car parking area adjacent to the Septic Tank where an “**Assembly Area**” or similarly worded sign is located.

An **alternate evacuation assembly point** may be selected for egress from the site via a path to be determined by the **ALSA Representatives** as the situation permits.

The Site Services and Infrastructure Plan in **Appendix 17** shows the location of the **primary evacuation assembly point**.

4.4.6 Post Evacuation Assembly Point

Once the facility has been evacuated to an assembly point and the presence of personnel and visitors confirmed, arrangements will be made by the **ALSA Representative** for Council Employees and contractor’s staff to be transported / moved to a **Post Evacuation Assembly Point** which may, depending on time of day etc, be the **Council Offices in Rusden Street Armidale**.

Incident debriefing and incident investigation will be undertaken at the Post Evacuation Assembly Point. Further management instructions will also be provided.

5. POLLUTION INCIDENT RESPONSE PROCEDURES

Appendices No 4 to 10 of this PIRMP contain instructions, (Standard Operating Procedures – SOP's), for facility employees, contractor's staff and visitors 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 Retention Canal Overflow
- Fire
- Oil / fuel spill

6. POST POLLUTION INCIDENT ACTIVITIES

This section of the Pollution Incident Response Plan identifies those activities necessary to support Council staff and contractor's staff during and following a pollution incident and those activities necessary to restore operations at the **Armidale Livestock Selling Facility**.

6.1 RECOVERY OPERATIONS

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

The **Armidale Livestock Selling agents (NELSA)**, in collaboration with the **Manager Plant and Facilities and Team Leader Facilities (ARC)** will need to prioritise activities that can be accomplished with available staff and resources.

Immediately following the emergency phase of an incident, the **Team Leader Facilities and Manager Plant and Facilities (ARC)** 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 **Manager Plant and Facilities (ARC)** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

6.2.1 Small Incidents

For small incidents the **Team Leader Facilities or Delegate (ARC)** 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 **Armidale Livestock Selling Agents (NELSA) and Team Leader Facilities / Manager Plant and Facilities (ARC)** 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 **Team Leader Facilities or Delegate (ARC)** 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 **Team Leader Facilities or Delegate (ARC)** must prepare a report documenting activities that took place during a major pollution incident.

The report of the **Team Leader Facilities or Delegate (ARC)** and all related documentation will be submitted to the **Manager Plant and Facilities (ARC)** for review and necessary follow-up actions.

The **Manager Plant and Facilities (ARC)** 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 Team Leader **Facilities (ARC)** 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.

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 and 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.

ENDS

APPENDIX 2: STAFF & CONTRACTOR TRAINING

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE:

To ensure the safe and effective management at the **Armidale Livestock Selling Facility**, 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.

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

PROGRAM A – SITE ENVIRONMENT INDUCTION:

Key points to be covered in this program may include:

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

This training would generally be provided by the **Team Leader Facilities (ARC)** when new staff / contractors 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

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 Material Safety Data Sheets
- Identification of hazardous materials
- Handling of hazardous materials
- Labelling of containers
- Storage and transport of hazardous substances and dangerous goods
- Spill / leak 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 WorkCover accredited WH&S consultants.

TRAINING RECORDS

Training records will be held by **ARC Records** 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 / visitors / 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 / visitors

REVIEWED BY:

DATE:

APPROVED BY:

DATE:

**POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
TRAINING / COMPETENCY SUMMARY**

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

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 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 **Team Leader Facilities (ARC)** of the incident and provide an update of the action initiated.
5. **Team Leader Facilities (ARC)** to notify the EPA and other agencies in accordance with the protocols in this PIRMP

6. The **Team Leader Facilities (ARC)** is to record the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident commencing and advise the **Manager Plant and Facilities (ARC)**

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 **Team Leader (ARC)** 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 **Team Leader (ARC)** 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 **Manager – Plant Facilities (ARC)**, for review and necessary follow up actions.

Where there is potential for litigation in relation to the incident the **Manager – Plant and Facilities (ARC)** shall prepare a written report for referral to the Council's legal representative

ATTACHMENTS / ADDITIONAL FORMS

- A. Pollution Incident Report form

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY:

DATE:

APPROVED BY:

DATE

POLLUTION INCIDENT REPORT FORM (A)

General Pollution Incident

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 SOPS? If not - why?			
Is there a NEED TO REVIEW SOP in response?			
DATE and TIME of details provided to: Water Treatment Plant Operator in Charge (ARC)			
OTHER MATTERS			
MANAGEMENT ACKNOWLEDGEMENT:			
DATED:			

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

CALL '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.

THEN...

If the incident **does not** require an initial combat agency, or once the 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 WorkCover Authority – phone 13 10 50
- ARC Council (Environmental Services) on 02 6770 3600
- Fire & Rescue NSW – phone 000 or 6771 5076

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 or legislation administered by WorkCover.

APPENDIX 6: EFFLUENT RETENTION CANAL OVERFLOW RESPONSE

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of an overflow of the containment detention basin at **Armidale Livestock Selling Facility**.

Discharge may result from overflow or rupture of the basin

PROCEDURE/STANDARD

Basin discharge to adjacent waterways

Actions required in response to such events may vary and it will be the role of Council staff to determine and initiate appropriate actions.

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

- Incidental / permitted under EPL – NIL substantial addition actions
OR
- Confine sources of inflows to limit the spread of its effects without endangering personnel. Check process pumps are working / bypasses operational as appropriate.
- Consider construction of sand bag barriers or earth berms to contain or divert the flow and/or excavate temporary retention dams to withhold discharge if other contamination involved.
- Secure the affected area(s) by using barricades, barrier mesh or similar – if necessary.
- Source a tanker truck to pump out the retained fluid or return to system when holding capacity is available
- Notify neighbours who may be affected by the incident (where human health risk likely).
- A copy of the Pollution Incident Report Form is to be referred to **Manager Plant & Facilities (ARC)**

It is considered essential that all operators using the site are aware and understand the specific emergency and incident response requirements.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Limit environmental damage
- Health and safety of public/visitors protected

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY:

DATE:

APPROVED BY:

DATE

APPENDIX 7: CHEMICAL 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 at the **Armidale Livestock Selling Facility**

PROCEDURE/STANDARD

Chemical spillage

Actions required in response to such an event may vary and it will be the role of the **Facilities Supervisor or Delegate (ARC)** to determine and initiate appropriate actions. The following notes will form the basis of that decision making process.

- Depending on the scale of the spillage, it may be necessary to make first contact with emergency services by dialling 000 and advise of the type of emergency and the assistance needed (Fire Brigade – HAZMAT)
- Secure the affected area(s) by using barricades, barrier mesh or similar – if necessary. Engage measures to restrict vehicles entering the site
- If necessary, initiate evacuation of staff and others that may be on site, including contractors
- Where possible, confine the incident and prevent the spread of its effects without endangering personnel. This may include building sand bag bunds, rotating the container or plugging the leak.
- For small spills, use the spill kit kept on site, cover drains and/or place temporary bunding
- 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 **Facilities Supervisor (ARC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Limit environmental damage
- Health and safety of public/visitors protected

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY:

DATE:

APPROVED BY:

DATE

APPENDIX 8: STORAGE & HANDLING OF CHEMICAL / HAZARDOUS SUBSTANCES

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The use of chemicals and hazardous / dangerous good and substances at the **Armidale Livestock Selling Facility** such as paints, solvents etc for maintenance of site equipment / plant and herbicides / pesticides for controlling pests

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 Material Safety Data Sheets (MSDS), 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 MSDS must be provided by the supplier on the first occasion that a hazardous substance is supplied. The manufacturer shall review and revise the MSDS every five years as a minimum. Suppliers are required to provide MSDS 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.

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 allowed to remain at the site.

3. Material Safety Data Sheets

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

- State if the product is classified as a hazardous substance
- 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 the substance contacts skin, eyes, is swallowed or ingested

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

5. Handling Hazardous Substances and Dangerous Goods

- Hazardous substances delivered to the facility shall be immediately placed into designated storage areas located within the facility.
- PPE listed in the MSDS shall be used by staff whenever handling materials

BENEFIT OF COMPLIANCE TO PROCEDURE:

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

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY:

DATE:

APPROVED BY:

DATE

APPENDIX 9: 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 **Armidale Livestock Selling Facility**.

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 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’s Store 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 wheeled 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 if safe to do so.

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 oil 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 disposal at 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 / visitors protected
- Impacts on the environment are minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury to employee
- Injury to public / visitors
- Environmental pollution
- Violations and / or fines from regulatory agencies

REVIEWED BY:

APPROVED BY:

DATE:

DATE

APPENDIX 10: FIRE AT THE FACILITY

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected at the **Armidale Livestock Selling Facility**.

PROCEDURE/STANDARD

Fire

1. Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This may include the use of a fire hose reel, extinguisher , or isolating the source of the fire and smothering with suitable material or fire blanket
Note: If using a fire extinguisher, be sure to use the correct extinguisher for the fire type.
2. If in any doubt, evacuate area and immediately call '000' and request the presence of Fire & Rescue NSW. Provide all information required (i.e. your name, fire location, type, size etc).
3. As soon as possible notify the **Team Leader Facilities (ARC)** of the incident and provide an update of the action initiated to date.
4. Keep all unauthorised people away from the area where the fire is burning.
5. Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
6. Commence notification of Neighbours where offsite smoke / fire impact is possible.
7. Report the details of the fire on an Incident Notification Report and refer to **Manager – Plant and Facilities (ARC)**.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal.
- Employee's safety protected
- Health and safety of public / visitors protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

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

REVIEWED BY:

DATE:

APPROVED BY:

DATE

APPENDIX 11: FACILITY EVACUATION

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

To define a procedure for the covering the requirement to implement an Evacuation of the **Armidale Livestock Selling Facility** in an acceptable manner.

Primary Environmental Goal – N/A (Public / Staff Safety focus)

PROCEDURE/STANDARD

Emergency Response

1. Upon notification of an incident the **ALSA Officer** or other **most senior staff member at the site** determines the need for evacuation.
2. **ALSA Officer** contacts by telephone the emergency services by dialling '000' providing all information they require (i.e. your name, incident type, size, etc.).
3. **ALSA Officer** Sounds the evacuation alarm (if present) or provides evacuation advice to all personnel and visitors on site.
4. The **ALSA Officer** initiates measures to restrict vehicles entering the facility.
5. The **ALSA Officer** determines safe evacuation routes and directs personnel and visitors to the **primary evacuation assembly point**. Where necessary unlock gates on evacuation routes so as to provide for movement to the **evacuation assembly point**.
6. Prior to leaving the facility the **ALSA Officer** with the assistance of any area deputy / area wardens accounts for all personnel including checking of all work areas.
7. Upon arrival at the **primary evacuation assembly point** the **ALSA Officer** is to;
 - a) Confirm the presence or otherwise of all personnel/staff and visitors (as far as practical)
 - b) Determine the suitability of the **primary evacuation assembly point**. If necessary initiate movement to an **alternate evacuation assembly 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 **Facilities Supervisor (ARC)** on the incident and provide an update of the action initiated to date.
8. The **ALSA Officer** is to report the details of the event on an Incident Notification Report Form and refer to **Facilities Supervisor (ARC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting the 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:

DATE:

APPROVED BY:

DATE

EMERGENCY CHECKLIST FOR ALSA Officer

Name of ALSA Officer:			
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 000	Time		
IF SITE EVACUATION IS NECESSARY:			
Evacuation signal activated / advice issued?	Time		
Deputy/ Area Officers report evacuation is complete:			
AREA	WARDEN	AREA EVACUATED	COMMENTS
ADVISED EMERGENCY SERVICE:		TIME	

APPENDIX 12: COMMUNICATIONS RECIPIENTS SCHEDULE (NEIGHBOURS)

Owner of Land	Address
NEGS	13-83 Uralla Road
LLS	Taylor Street Armidale
Kelly's Transport	134 Bundarra Road
Mr Kim Chui Sue	133 Bundarra Road

APPENDIX 13: OPERATIONAL CHECKLISTS

ARC has prepared an Armidale Livestock Selling Facility Works Program which incorporates general operational functions for staff from Daily through to Annual actions. This document is a 'living' operations guide and is not reproduced in the PIRMP.

The following Operational Checklists define the protocols for undertaking site inspection and audits at the **Armidale Livestock Selling Facility** 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

AUDITING AND INSPECTION PROGRAM – OVERVIEW		
TYPE OF AUDIT	FREQUENCY	RESPONSIBILITY
Site Inspection / General Works Program	Daily, weekly, monthly etc	Armidale Livestock Selling Agents and Facility Staff (ARC)
Site Audit	Quarterly, six monthly	Team Leader (ARC)
Environmental Audit	Annual	Manager – Plant and Facilities or Delegate (ARC)

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

WEEKLY SITE INSPECTION CHECKLIST

ARMIDALE LIVE STOCK SELLING FACILITY

DATE:						INSPECTED BY:		
ISSUE:	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT					SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Hardstand areas, roads and chemical unloading zone free of obstructions	Weekly	Week 1	Week 2	Week 3	Week 4			
Stormwater infrastructure clear of debris, litter or sediment accumulations AND structurally sound	Weekly / After rain	Week 1	Week 2	Week 3	Week 4			
Effluent Retention Canal inspection – No cracking, slumps or erosion. Deep rooted vegetation treated / removed.	Weekly / After rain	Week 1	Week 2	Week 3	Week 4			
Emergency Spill Kits (Chemical & Fuels / Oils) and First Aid Kits on site and fully stocked	Weekly	Week 1	Week 2	Week 3	Week 4			
Evidence of fuel / lubricant contamination / spillage	Weekly	Week 1	Week 2	Week 3	Week 4			
Effluent Retention Canal - No evidence of overflows noted or likely	Weekly	Week 1	Week 2	Week 3	Week 4			
Fuel containers and chemical storages – secured/not leaking/properly sealed / bunded	Weekly	Week 1	Week 2	Week 3	Week 4			
Perimeter fence line secure and intact	Weekly	Week 1	Week 2	Week 3	Week 4			

WEEKLY SITE INSPECTION CHECKLIST

ARMIDALE LIVE STOCK SELLING FACILITY

DATE:						INSPECTED BY:		
ISSUE:	INSPECTION FREQUENCY AND ACKNOWLEDGEMENT					SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
		Week 1	Week 2	Week 3	Week 4			
Record of Incidents or site complaints up to date	Weekly							

VERIFIED BY: Facilities Supervisor or Delegate (ARC)

Satisfactory

Unsatisfactory

DATE:

QUARTERLY & SIX MONTHLY SITE AUDIT CHECKLIST

ARMIDALE LIVESTOCK SELLING FACILITY

DATE:			CONDUCTED BY:	
ISSUE	ACTIVITY FREQUENCY AND ACKNOWLEDGEMENT	SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Fire Safety Certificate inspection undertaken for all essential fire safety equipment onsite.	Six Monthly			
Conditions of EPA licence for facility being met	Six Monthly			
Incident reporting –entries correct and complete	Six Monthly			
Register of weekly site inspections – current and complete	Six Monthly			
Pump Operation test	Six Monthly			
Review of on-site emergency procedures against PIRMP undertaken	Six Monthly			

VERIFIED BY: Team Leader Facilities or delegate (ARC)

Satisfactory

Unsatisfactory

DATE:

ANNUAL EPL & PIRMP COMPLIANCE AUDIT

ARMIDALE LIVESTOCK SELLING FACILITY

DATE: _____ **CONDUCTED BY:** _____

ISSUE	ACTIVITY FREQUENCY & ACKNOWLEDGEMENT	SATISFACTORY Y/N	ACTION TAKEN	COMMENTS
Review of operational management documentation including PIRMP, SOPs, Risk registers	Annual			
Toolbox meeting with site staff to ensure an understanding of the PIRMP / EPL requirements are satisfactory	Annual			
Review of non-conformance reports, weekly inspection checklist, Quarter & Six monthly audits, Pollution Incident Records and PIRMP review (occurred as required)	Annual			
Identification and implementation of any improvements to the operation of the facility	Annual			
Annual monitoring reports prepared and submitted to EPA (annual return)	Annual			

VERIFIED BY: Manager – Plant and Facilities (ARC) Satisfactory Unsatisfactory

DATE: _____

APPENDIX 14: Dust (Excessive)

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of the creation of excessive dust due to stock and truck movements at the **Armidale Livestock Selling Facility**.

PROCEDURE/STANDARD

Health and safety for operators and clients and animal welfare.

Actions required in response to such events may vary and it will be the role of Council staff to determine and initiate appropriate actions.

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

- Incidental / permitted under EPL – NIL substantial addition actions
- OR
- Source a water tanker truck to water down gravel truck movement areas.
- Activate internal water sprinkler system
- Notify neighbours who may be affected by the incident (where human health risk likely).
- A copy of the Pollution Incident Report Form is to be referred to **Manager Plant & Facilities (ARC)**

It is considered essential that all operators using the site are aware and understand the specific emergency and incident response requirements.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Limit environmental damage
- Health and safety of public/visitors protected

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY:

DATE:

APPROVED BY:

DATE

APPENDIX 15: Offensive Odours (Excessive)

Standard Operating Procedure (SOP)

PURPOSE AND SCOPE

The purpose of this procedure is to define an incident response in the event of offensive odours due to the build up of excessive stock faecal matter within the yard complex at the **Armidale Livestock Selling Facility**.

PROCEDURE/STANDARD

Health and safety for operators and clients and animal welfare.

Actions required in response to such events may vary and it will be the role of Council staff to determine and initiate appropriate actions.

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

- Incidental / permitted under EPL – NIL substantial addition actions
OR
- Mechanical cleaning and sweeping of stock pens and the like.
- Flushing of internal waste water pits and lines if required.
- Notify neighbours who may be affected by the incident (where human health risk likely).
- A copy of the Pollution Incident Report Form is to be referred to **Manager Plant & Facilities (ARC)**

It is considered essential that all operators using the site are aware and understand the specific emergency and incident response requirements.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Limit environmental damage
- Health and safety of public/visitors protected

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies

REVIEWED BY:

DATE:

APPROVED BY:

DATE

APPENDIX 14: SITE SERVICES & INFRASTRUCTURE PLAN

