



# Awaba Waste Management Facility

## Pollution Incident Response Management Plan

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## Appendices

Appendix	Document Title	Author	Date
Appendix A	Maps	N/A	N/A
Appendix B	Bushfire Response Plan	Newcastle Bushfire Consulting	January 2025
Appendix C	Pollution incident checklist	Lake Macquarie City Council	December 2024

## Definitions

Term	Description
AWMF	Awaba Waste Management Facility
AH	After hours
BH	Business hours
Council	Lake Macquarie City Council
CRC	Community Recycling Centre

Term	Description
DPHI	Department of Planning, Housing and Industry
DPI	Department of Primary Industries
EPA	Environment Protection Authority
EPL 5873	Environment Protection Licence 5873
L	Litres
LGA	Local government area
LMORRF	Lake Macquarie Organics Resource Recovery Facility
ML	Mega Litres
PIRMP	Pollution Incident Response Management Plan
POEO Act	<i>Protection of the Environment Operations Act 1997</i>
RTO	Registered training organisation
WHS	Work, Health and Safety

## 2. Environment Protection Licence

### 1. Purpose

Lake Macquarie City Council (Council) holds an Environment Protection Licence (EPL) with the NSW Environment Protection Authority (EPA) for the Awaba Waste Management Facility (AWMF). As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a Pollution Incident & Emergency Response Management Plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this plan once aware of material harm occurring in relation to the activity required by Part 5.7A of the POEO Act.

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in section 74 of the Protection of the Environment Operations (General) Regulation 2022.

#### 1.1 Definition of a pollution incident

The POEO Act defines a pollution incident as:

*'an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.'*

Operator's working under an EPL have a duty to notify pollution incidents where there is a risk of material harm to the environment. Under the POEO Act, 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.*

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

For the purposes of this PIRMP, Council defines a 'non-trivial' event as one which:

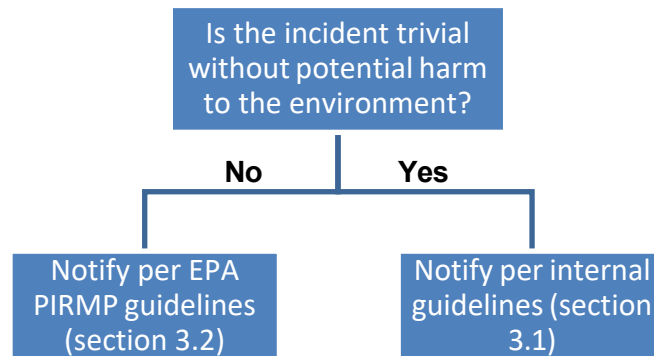
- Requires third party assistance e.g. Fire and Rescue,
- Enters an area outside the site boundary e.g. leachate discharge to waterway,
- Negatively impacts the environment/community outside the site boundary e.g. large plumes of smoke,
- Causes injury or harm to persons or native fauna and/or flora.

The reporting process in section 3 delineates the process for trivial and non-trivial reporting.

## 2. Environment Protection Licence

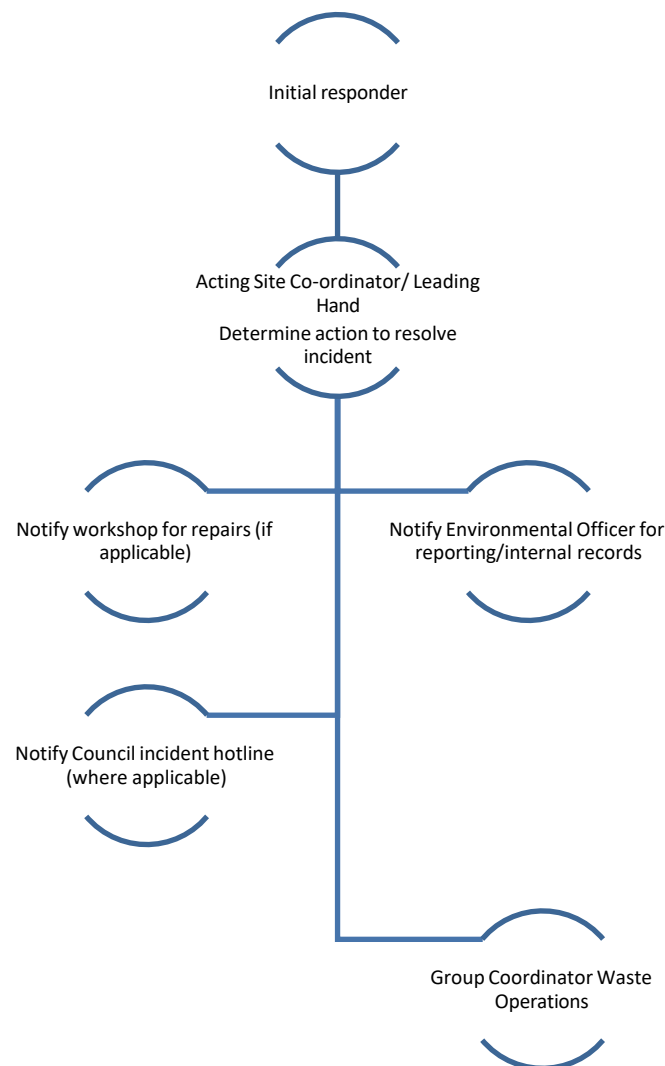
Environment Protection Licence (EPL) details	
<b>Name of Licensee</b>	Lake Macquarie City Council ABN 81065027868
<b>EPL number</b>	EPL 5873
<b>Premises name and address</b>	Awaba Waste Management Facility 367 Wilton Road, Awaba 2283
<b>Contact details</b>	Steven Merrett AWMF Site Coordinator BH: 0408 485 407 AH: 0408 485 407/ AH Council hotline 02 4921 0333 Email: smerrett@lakemac.nsw.gov.au
<b>Website address</b>	<u><b>Awaba Waste Management Facility - Lake Macquarie City Council</b></u>
<b>Scheduled activities on EPL</b>	Waste disposal (application to land) Composting
<b>Fee based activities on EPL</b>	Waste disposal by application to land Composting

## 3. Notification Protocol



### 3.1 Notification of incident (trivial without potential harm to the environment)

The following flowchart is to be followed for communication once site staff become aware of trivial incidents/hazards:



## 3.2 Notification of incident (non-trivial with potential harm to the environment)

The following section details the authorities/stakeholders to be notified once site staff become aware of a pollution incident with risk of environmental harm, as well as the actions to be undertaken during/immediately following a pollution incident.

Pollution incident chain of reporting		
PIRMP activation	<b>Primary contact</b>	<b>Secondary contact</b>
	Steven Merrett AWMF Site Coordinator BH: 0408 485 407 AH: 0408 485 407 / AH Council hotline 02 4921 0333 smerrett@lakemac.nsw.gov.au	Michael O’Hearn AWMF Leading Hand BH: 0418 831 118 AH: 0418 831 118 / AH Council hotline 02 4921 0333 mohearn@lakemac.nsw.gov.au
Notifying relevant authorities	1. AWMF Site Coordinator 2. AWMF Leading Hand 3. AWMF Environmental Officer	
Managing response to pollution incident	As above.	
Immediate notification		
Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in the case of a pollution incident that causes or threatens to cause material harm to the environment. Relevant authorities include: 1. Fire and Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification) 2. EPA – 131 555 3. NSW Health (nearest public health unit). See <a href="http://www.health.nsw.gov.au/Infectious/Pages/phus.aspx">www.health.nsw.gov.au/Infectious/Pages/phus.aspx</a> for local contact details. 4. SafeWork NSW – 131 050 5. Local authority (usually the local council) in which the pollution has occurred. <b>DPHI has requested notification in addition to the authorities listed above</b> – report uploaded to the Major Projects portal. If unable to access, email <a href="mailto:compliance@planning.nsw.gov.au">compliance@planning.nsw.gov.au</a>		
Fire and Rescue NSW	000/ 02 4927 2564	
Rural Fire Service	Lake Macquarie LGA (Central Coast office) 1300 060 807	
NSW Health	Newcastle Public Health Unit 1300 066 055 (AH 02 4924 6477)	
SafeWork NSW	131 050	
EPA	131 555. Written details <a href="mailto:info@epa.nsw.gov.au">info@epa.nsw.gov.au</a> within 7 days	
Local authority	Council incident hotline 0249 210 650	



Notification of other relevant authorities where required	
<b>DPI</b>	Animal biosecurity (1800 675 888) Plant biosecurity (1800 084 881)
Notification of LMCC Waste Services Management	
<b>Group Coordinator Waste Services</b>	Ben Fairfull – 02 4921 0766
<b>Manager Waste Services (where required)</b>	Paul Collins – 02 4921 0545
Notification of local community where required	
<b>LMORRF (Remondis)</b>	LMORRF Operations Manager 0419 895 402
<b>Landfill gas contractor (LMS)</b>	Control Centre 08 8291 9090
<b>Nearby businesses (within 1.5km)</b>	Awabawac Park (0423 170 259) Newcastle Lake Macquarie Clay Target Club (02 4950 5111) Centennial Coal Awaba Colliery service facility (1800 247 662) Toronto Golf Club (02 4950 3785) Toronto Adventist School (02 4959 5647) Leisure Life Village (0408 288 644)
<b>Local businesses/residents</b>	Council customer service team would make contact with businesses/residents identified as requiring notification through phone calls to provide practical information i.e. stay indoors, close windows/doors. Where required, an emergency alert may be published on Council's website and social media pages.  Where a potentially harmful discharge occurred to the stormwater system/watercourse, Council would assess if notification was required to premises adjacent to the waterway between the AWMF and where it enters Lake Macquarie via Kilaben Creek, noting the waterway flows through bushland before reaching the Leisure Life Village in Toronto.



## 4. Hazards

### Description and likelihood of hazards

The AWMF is operated in accordance with Risk Assessments as follows:

1. Operation of Awaba Waste Management Facility
2. Awaba Waste Management Facility Community Recycling Centre
3. Awaba Waste Management Facility Transfer Station
4. Awaba Waste Management Facility Spray Truck

Potential environmental risks identified are listed below and actions required.

#### Fire

1. Initial responder to notify on site Emergency warden via radio/phone. Emergency Warden to make radio contact with site operators to notify of incident.
2. Emergency Warden to assess if there is a need for first aid or medical assistance - first aid officer to administer first aid as required.
3. **If there is an immediate threat to human health or the environment** contact Fire and Rescue first, as well as Ambulance NSW/ Police on 000 as needed. Follow instructions from emergency services.
4. **If evacuation is required** Emergency Warden to decide whether or not customers are to weigh out and complete transactions, based upon the location and severity of the incident and the number of customers on site. If it is decided not to complete transactions, customers will receive free tipping and waste tonnages based on vehicle type adopted for waste reporting purposes. Evacuate site including contractors and public at the closest safe evacuation point (refer to map Appendix A). All site personnel to remain at the evacuation point until instructed otherwise by Emergency warden/ Emergency Services.
5. **Tip face fire:** Emergency warden to delegate tasks to site personnel and deploy firefighting machinery/equipment and earth moving equipment to smother, or isolate fire from other flammable materials if practicable. Staff to utilise breathing apparatus where required.
6. **CRC fire:** Emergency warden to delegate staff to take appropriate action depending on cause of fire:
  - Chemical fire (e.g. paint, oil) Use appropriate fire extinguisher where safe to do so to extinguish fire.
  - Battery fire (e.g. lithium, household) Smother with lid of stillage if safe to do so. Use appropriate fire extinguisher if safe to do so.
  - Cardboard, plastic fire. Use appropriate fire extinguisher where safe to do so
7. **If there is no immediate threat to human health or the environment** notify authorities once site made safe as required by this PIRMP (EPA first) if deemed a pollution incident under this PIRMP.

Further details regarding fire management are provided in the Awaba Waste Management Facility Fire Management Plan.

#### Leachate dam failure/overflow

1. Initial responder to notify on site Emergency Warden via radio/phone. Emergency Warden to make radio contact with site operators to notify of incident.
2. Emergency Warden to assess if there is a need for first aid or medical assistance - first aid officer to administer first aid as required.
3. **If there is an immediate threat to human health or the environment** contact Fire and Rescue first, as well as Ambulance NSW/ Police on 000 as needed. Follow instructions from emergency services.
4. Isolate the area.

5. **If evacuation is required** Emergency Warden to decide whether or not customers are to weigh out and complete transactions, based upon the location and severity of the incident and the number of customers on site. If it is decided not to complete transactions, customers will receive free tipping and waste tonnages based on vehicle type adopted for waste reporting purposes. Evacuate site including contractors and public at the closest safe evacuation point (refer to Appendix A). All site personnel to remain at the evacuation point until instructed otherwise by Emergency warden/ Emergency Services
6. Emergency warden to delegate tasks to site personnel to deploy earthmoving equipment/machinery to contain leachate through bunding/ponding if practicable.
7. Notify Hunter Water of situation – open pumps to draw down leachate.
8. **If there is no immediate threat to human health or the environment** notify authorities once site made safe as required by this PIRMP (EPA first) if deemed a pollution incident under this PIRMP

#### Dumping of hazardous material/biosecurity hazard

1. Initial responder to notify on site Emergency warden via radio/phone. Emergency Warden to make radio contact with site operators to notify of incident.
2. Emergency Warden to assess if there is a need for first aid or medical assistance - first aid officer to administer first aid as required.
3. **If there is an immediate threat to human health or the environment** contact Fire and Rescue first, as well as Ambulance NSW/ Police on 000 as needed. Follow instructions from emergency services.
4. Affected area to be isolated
9. **If evacuation is required** Emergency Warden to decide whether or not customers are to weigh out and complete transactions, based upon the location and severity of the incident and the number of customers on site. If it is decided not to complete transactions, customers will receive free tipping and waste tonnages based on vehicle type adopted for waste reporting purposes. Evacuate site including contractors and public at the closest safe evacuation point (refer to Appendix A). All site personnel to remain at the evacuation point until instructed otherwise by Emergency warden/ Emergency Services
5. If staff are to handle hazardous material, appropriate PPE to be worn.
6. Assessment of appropriate disposal of the waste to be undertaken (e.g. able to be disposed on site, required to be transported to another facility).
7. **If there is no immediate threat to human health or the environment** notify authorities once site made safe as required by this PIRMP (EPA first) if deemed a pollution incident under this PIRMP. If a biosecurity hazard, contact Department of Primary Industries (DPI).

#### Significant spill of chemicals/ fuels/ oils etc.

1. Initial responder to notify on site Emergency warden via radio/phone. Emergency Warden to make radio contact with site operators to notify of incident.
2. Emergency Warden to assess if there is a need for first aid or medical assistance - first aid officer to administer first aid as required.
3. **If there is an immediate threat to human health or the environment** contact Fire and Rescue first, as well as Ambulance NSW/ Police on 000 as needed. Follow instructions from emergency services.
4. Affected area to be isolated.
5. **If evacuation is required** Emergency Warden to decide whether or not customers are to weigh out and complete transactions, based upon the location and severity of the incident and the number of customers on site. If it is decided not to complete transactions, customers will receive free tipping and waste tonnages based on vehicle type adopted for waste reporting purposes. Evacuate site including contractors and public at the closest safe evacuation point (refer to Appendix A). All site personnel to remain at the evacuation point until instructed otherwise by Emergency warden/ Emergency Services
6. Deploy onsite spill kit if <50L of chemical spilled. Additional spill kits or sandbags to be utilised as required.

7. For large spills Emergency warden to deploy moving equipment to contain spill through bunding or through use of absorbent material.
8. **If there is no immediate threat to human health or the environment** notify authorities once site made safe as required by this PIRMP (EPA first) if deemed a pollution incident under this PIRMP. If a biosecurity hazard, contact Department of Primary Industries (DPI).

#### Gas leak

1. Emergency warden to be notified, and radio contact with site operators to notify of incident.
2. Locate location of gas leak where practicable.
3. Where gas leak is attributed to LMS infrastructure, Emergency Warden to contact LMS.
4. Where gas leak is not attributed to LMS infrastructure, Emergency Warden to deploy machinery/equipment to cap with landfill material/intermediate cover.
5. Site Coordinator to assess the leak and organise for repair.

#### Hazard likelihood and pre-emptive actions undertaken

Hazard	Likelihood and consequence	Preemptive actions
Fire	Fire: Possible/Moderate	Chemicals are stored in nominated, bunded areas.  Firefighting equipment kept on tip face – designated firefighting watercart.  Staff trained in use of firefighting equipment e.g. fire extinguishers, breathing apparatus.  Bushfire management plan attached to this PIRMP.
Explosion	Explosion: Unlikely/Major	Gas extraction system in place and monitored by third party operator.  Monthly monitoring of surface gas/ building accumulation.  Waste screening and acceptance procedure in place at the AWMF.
Leachate dam failure/overflow	Unlikely/Major	Leachate management procedure for inclement weather in place for AWMF (D11465316)  Telemetry system monitors dam levels and pump levels.  Leachate dam connected to sewer pipeline which could be opened for continuous flow in an emergency with approval from Hunter Water.

Dumping of hazardous waste/biosecurity waste	Possible/Minor	<p>Waste screening and acceptance procedure in place for AWMF (D11159444).</p> <p>Asbestos disposal requires pre-booking with specific procedures in place including disposal in a designated, separate area.</p>
Significant chemical/fuel/oil spills	Unlikely/Moderate	<p>Chemicals/fuels stored in designated/bunded areas.</p> <p>Spill kit on site located at the CRC.</p> <p>CRC supervised during operating hours to monitor storage/placement of liquids/batteries by the public.</p> <p>Fueling of machinery/equipment undertaken in designated areas.</p>
Gas leak	Unlikely/Moderate	<p>Gas extraction system in place and monitored/ operated by third party operator.</p> <p>Monthly monitoring of surface gas/ building accumulation.</p>

## 4.1 Other hazards

Council has Emergency Response Plans in place for all permanent workplaces within Council. This includes the Awaba Waste Management Facility. Hazards which are not identified as environmental hazards are covered within the Emergency Response Plan.

## 5. Inventory of pollutants

Pollutant	Location	Limit on site	ADG Class code
Leachate	Two leachate ponds	Lower pond – 11 ML Upper pond – 4.63 ML	N/A
Sediment water	Three sediment ponds	Eastern pond – 4.4 ML Lower pond – 3.1 ML Upper pond – 4.6 ML	N/A
Waste paint	Dedicated storage at CRC	Water based – no limit* Oil based – 1,250L*	N/A Class 3
Waste oil	Dedicated storage at CRC	Heating – 1,000L* Motor and cooking – no limit*	Class 3 N/A
Waste batteries (household)	Dedicated storage at CRC	No limit*	N/A
Waste batteries (lead acid)	Dedicated storage at CRC	250kg or L*	Class 8
Waste batteries (lithium)	Dedicated storage at CRC	No limit*	Class 9
Fluorescent tubes/light fittings	Dedicated storage at CRC	250kg*	Class 6.1
Gas cylinders	Dedicated storage at CRC	200L*	Class 2.1
Fire extinguishers	Dedicated storage at CRC	1,000L*	Class 2.2
General solid waste (non-putrescible)	AWMF cells	Up to 150,000 tonnes/annum of all waste types.	N/A
General solid waste (putrescible)	AWMF cells	Up to 150,000 tonnes/annum of all waste types.	N/A
Asbestos waste	AWMF cells	Up to 150,000 tonnes/annum of all waste types.	N/A
Green waste stockpiles	Designated stockpile per maps in Appendix A	Up to 50,000 tonnes/annum received	N/A
Waste tyres	Stockpiled per maps in Appendix A	Up to 150,000 tonnes/annum of all waste types (cannot stockpile	N/A
Pollutant	Location	Limit on site	ADG Class code

		more than 50 tonnes of tyres at any one time).	
Mattress stockpiles	Stockpiled per map in Appendix A	Up to 150,000 tonnes/annum of all waste types.	N/A
Diesel fuel	Stored in plant and designated storage areas on site.	Up to 200 L	Class 3
Unleaded fuel	Stored in plant and designated storage areas on site.	Up to 100L	Class 3
Hydraulic/engine oil	Stored in plant and designated storage areas on site.	Up to 100L	Class 3
Cleaning chemicals	Stored in cleaning storeroom in Administration building.	Up to 50 L	Degreaser Class 8 Others N/A
Water monitoring equipment chemicals (some sample containers contain acid)	Stored in lab storeroom in Administration building.	Up to 1L	Class 8
Daily cover (posi-shell)	Stored in shipping container adjacent to scrap metal shed	Up to 1 x shipping container	Deemed not relevant in MSDS.
Aluminum sulphate	Stored in shipping container in scrap metal shed	Up to 2000kgs	N/A

*\*Limits as provided in the Community Recycling Centres Operations and management handbook – 2<sup>nd</sup> ed (placard quantities). The CRC is restricted to 5 tonnes of “hazardous waste, restricted solid waste, liquid waste, clinical or related waste, or asbestos”.*

## 6. Safety equipment

Safety equipment	Location
Personal Protective Equipment (gloves, eye protection, dust masks)	Administration building
Fire extinguishers	Administration building, CRC, Transfer station, nominated site vehicles
Fire hose reels	CRC
Water carts	One dedicated for tip face, other for dust suppression or firefighting if required.
First aid kits	Administration building, Transfer station, in all site vehicles
Emergency showers	Main pump station, Waste Transfer Station, CRC
Emergency ladders	Leachate ponds
Flotation devices	Leachate ponds
Spill Kit	CRC

### 6.1 Minimising harm to persons on the premises

Safety Measure
All staff are issued with PPE to undertake daily operations.
New staff are inducted to the site, as well as contractors/visitors if applicable.
Safety equipment is located appropriately around the premises per the table above.
Signage is installed around the site to advise of 'danger areas'.
Nominated evacuation points are known to staff.
Pollution incident training is provided to staff annually and following an incident. Regular toolboxes are undertaken with staff where topical safety messages are communicated.
Risk assessments implemented for higher risk activities.



## 7. Evacuation procedure

Evacuation of the site is determined by the Emergency Warden.

The AWMF has two trained wardens:

1. Chief Warden – Site Coordinator, Steven Merrett
2. Deputy Warden – Leading Hand, Michael O'Hearn

Should an incident occur onsite, the Chief Warden is responsible for leading the incident response. If they are not available, the Deputy Warden takes lead on the incident response.

The evacuation is to follow the Evacuation Checklist provided below. Assembly/evacuation points are listed below and shown in the maps in Appendix A

Building muster point – Boardroom (Administration building) for shelter

Site muster point – Administration carpark

Site evacuation – Toronto Golf Club

## 7.1 Evacuation Checklist

If required to evacuate, the Chief Warden is to follow the following steps for evacuation.

Step	Check														
1. Once notified of emergency/alarm Chief Warden to check fire panel for alarm location. If not already activated, activate alarm. Collect warden kit including evacuation folder and vest (located on a hook under the office window), visitors register, daily diary and two-way radio.															
2. Notify Emergency Services. Choose the closest <b>SAFE</b> evacuation point to direct personnel to. Identify this site to emergency services so they can meet you.															
3. Notify staff on two-way radio of evacuation and designated evacuation point. Staff are to direct the public to the exit if safe to do so. Close the front gate and assign a staff member to stop the public from entering.															
4. Chief Warden appoints a communication officer at each location of the site e.g. CRC, Transfer Station, Tip face who is to report to Chief Warden when their area is clear of staff, visitors and public. <table border="1"> <thead> <tr> <th>Area</th><th>Clear (yes/no/NA)</th></tr> </thead> <tbody> <tr> <td>Administration building</td><td></td></tr> <tr> <td>Transfer Station</td><td></td></tr> <tr> <td>CRC</td><td></td></tr> <tr> <td>Weighbridge</td><td></td></tr> <tr> <td>Tip face</td><td></td></tr> <tr> <td>Scrap Metal Shed</td><td></td></tr> </tbody> </table>	Area	Clear (yes/no/NA)	Administration building		Transfer Station		CRC		Weighbridge		Tip face		Scrap Metal Shed		
Area	Clear (yes/no/NA)														
Administration building															
Transfer Station															
CRC															
Weighbridge															
Tip face															
Scrap Metal Shed															
5. Staff, visitors and contractors are to make their way to the designated evacuation point and Chief Warden to mark their name off the role. Any labour hire staff will be named in the daily diary. Add their name to the personnel checklist and mark them off. Any visitors on site (including contractors) will be listed on the visitor register. Add their name to the personnel checklist and mark them off.															
6. If staff/visitors are not accounted for <b>DO NOT</b> re-enter the site. When attending Emergency Services arrive advise the following: <ul style="list-style-type: none"> <li>• Location of alarm/emergency</li> <li>• Actions taken so far</li> <li>• Names of people missing and their anticipated locations e.g. they were working at the Transfer station, driving the watercart etc.</li> </ul>															
7. Follow instructions from emergency services. Notify the Site Coordinator, Group Coordinator Waste Operations and the Council Incident Hotline if not already undertaken.															
8. Obtain all clear from Emergency Services and arrange for reoccupation of site.															

## 8. Staff training and testing of the PIRMP

### Warden training

The two wardens on site have undergone internal warden training provided by an accredited training organisation.

### Fire extinguisher training

All AWMF field staff members undergo RTO fire extinguisher training every two years as required.

### Breathing apparatus training

All AWMF field staff undergo RTO breathing apparatus training every two years as required.

### First aid training

The AWMF has three RTO trained first aid officers who undertake renewal training as required.

### Visitors/contractors

The site induction includes training in incident management, emergency events and visitor responsibilities.

### Emergency response exercises

Pollution incident training is provided to staff annually and following an incident. Regular toolboxes are undertaken with staff where topical safety and environmental messages are communicated.

## 8.1 PIRMP testing

PIRMP Version	Date tested	Details of test	TRIM reference	Tested by
AWMF PIRMP V 9.1	31/07/2019	Post Incident Review/Debrief		B.Hornery, M.Cannon
AWMF PIRMP V 9.4	30/07/2020	Fire Desktop Simulation		All AWMF staff
AWMF PRIMP V10	15/12/2021	Post Incident Review and Incident Desktop Simulation		All AWMF staff
AWMF PRIMP V11	09/08/2022	Post Incident Review/Debrief		All AWMF staff
AWMF PIRMP V12	15/12/2022	Annual Test		All AWMF staff
AWMF PIRMP V12	07/02/2023	Post Incident Review/Debrief		All AWMF staff
AWMF PIRMP V16	21/09/2023	Annual Test (desktop) – Bomb threat	D11242371	All AWMF staff
AWMF PIRMP V16	19/10/2023	Post Incident Review/Debrief	D11270927	All AWMF staff
AWMF PIRMP V16	08/08/2024	Annual Test (desktop) – leachate dam failure (D11661356)	D11661356	All AWMF staff
AWMF PIRMP V16	19/11/2024	Post Incident Review/Debrief – lithium battery fire	D11796058	All AWMF staff

## Controlled Document Information

Authorisation details			
Folder No:	F2019/00068	TRIM Record No:	D11876210
Audience:	Awaba Waste Management Facility site staff		
Department:	Waste Services		
Officer:	AWMF Environmental Officer - Ainslee Roser		
Review Timeframe: Max < 4 years	3 years	Next Scheduled Revision Date:	March 2028 (or following completion of next IEA).
Authorisation:	Manager Waste Services - Paul Collins - 7 March 2025		
Date authorised:	7 March 2025		

Related Document Information, Standards & References		
Related Legislation:	<i>Protection of the Environment Operations Act 1997</i> Protection of the Environment Operations (General) Regulation 2022 (the General Regulation).	Part 5.7A  Chapter 4
Related Policies (Council & Internal):	WHS Policy	Council Policy
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Environmental Guidelines; Solid Waste Landfills 2016 Critical Incident Management Process Control Document V4 AWMF Induction V5 Emergency Management Process Control Document V8 First Aid Process Control Document V6 WHS Module 01 – WHS Responsibilities WHS Module 04 – Document Control WHS Module 06 – Risk Management WHS Module 10 – Records WHS Module 11 – Auditing WHS Module 12 - Training	Reference Document for landfill operations
Standards COP's & Other References	EPL Licence 5873	Environment Protection Licence for the Awaba Waste Management Facility (EPL 5873)

### Consultation (update for each version created)

<b>Key Departments, Teams, Positions, Meetings:</b>	Paul Collins - Manager Waste Services Ben Fairfull - Group Coordinator Waste Operations Steven Merrett - Waste Site Coordinator Ainslee Roser - Awaba Waste Management Facility Environmental Officer
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## Version History

Document version	Date	Prepared by	Reason for update
1			New document
2	9 Oct 2013	Rick Brindley	Document reviewed. Changes Greenwaste Contractor details
3	29 July 2014	Rick Brindley	Document reviewed as per EPA requirements. In emergencies 1,2,3,4,5,6,7,8 &9 “ Emergency Warden to decide whether or not customers are to weigh out and complete transactions, based upon the nature of the emergency and the number of customers on site. If decided not to complete transactions, customers will receive free tipping and waste tonnages based on vehicle type adopted for waste reporting purposes.” Under the heading “ Plant available on site “ only 1 x 2 tonne tipper on site Appendix B included- “Bomb Threat Checklist”
4	June 2015	Rick Brindley	Document reviewed as per EPA requirements. Training now includes online training module.
5	June 2016	Rick Brindley	Document reviewed as per EPA requirements. Contact names and phone numbers checked and changed where required
6	June 2017	Rick Brindley	Document reviewed as per EPA requirements.
7	April 2018	David Brake	Document reviewed as per EPA requirements. Updated to include landfill extension infrastructure Inclusion of Odour Management Strategy Updated Appendix A – Site Map Included Appendix C – Awaba Landfill Odour Incident Report
8	May 2019	Bay Hornery	Document reviewed as per EPA requirements. Document reformatted into Council's new controlled document template Contact names and phone numbers checked and changed where required Included Appendix D – Remondis ORRF PIRMP Included Appendix E – LMS ERP
9	June 2019	Phillip Couch	Document updated for compliance with the NSW Rural Fire Service document Guide for Developing a Bush Fire Emergency Evacuation Plan.

Document version	Date	Prepared by	Reason for update
9	July 2019	Bay Hornery	Post Incident Debrief - Review
9	December 2019	Bay Hornery	Document Updated According to NSW EPA Audit Report Action Items
	March 2020		Inclusion of Appendix D – Awaba Waste Management Facility Risk Assessment
			Inclusion of Appendix E – Inventory of Potential Pollutants
			Inclusion of PIRMP Test Date and Records Table
			Inclusion of Appendix F - AWMF Leachate and Surface Water Reference Map
			Inclusion of Appendix G - LMS Landfill Gas Infrastructure Map
9	May 2020	Bay Hornery	Document reviewed as per EPA requirements Updated emergency contact details
10	November 2020	Bay Hornery	Document updated noting date of PIRMP Test
12	August 2022	Bay Hornery	Document updated noting date of PIRMP Test, contact details, added appendix I – Fire Management Plan & Bushfire Evacuation Plan
13	December 2022	Bay Hornery	General document review to comply with EPA requirements – Added Section on prevention and management of leachate dam overflow + General Update
14	February 2023	Bay Hornery	Document updated noting date of PIRMP Test, minor adjustments to fire response + contact details
14	February 2023	HEC	Document reviewed and updated following 2022 independent audit. The document has been updated/reformatted to address legislative, approval and licence compliance obligations.
14	July 2023	Ainslee Roser (AWMF Environmental Officer) Kieran Peter (Group Coordinator Waste Operations) Steven Merrett (AWMF Site Coordinator)	Document reviewed and minor updates following feedback from the DPE and update of appendices order. DPE approved October 2023.
14	March 2025	Ainslee Roser Ben Fairfull	Updated to LMCC template Bushfire Emergency Plan updated


## Appendix A - Maps



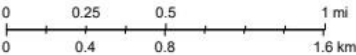
# Regional Location



23/12/2024, 11:46:50 am

 Lot Boundary

1:25,078



Esri, TomTom, Garmin, Foursquare, METI/NASA, USGS, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

A. Roser  
Lake Macquarie City Council



# Potential Pollution Sources

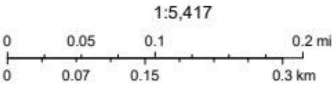


23/12/2024, 11:43:44 am

## Potential Pollution Sources

- Sediment pond
- Leachate pond
- Active tip face
- Administration building - chemicals

- Asbestos Disposal
- CRC
- Fuel & Chemical Storage
- Green waste stockpiles
- Hydrocarbons for Fleet and Plant
- Mattress stockpiles
- Other
- Lot Boundary



A.Roser  
Lake Macquarie City Council



## Evacuation and Safety

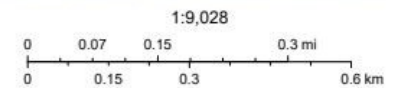


03/02/2025, 10:21:40 am

Emergency Evacuation Points, First Aid and Safety Equipment

- Emergency Shower
- Evacuation Point
- ⊕ First Aid Kit
- Firefighting Water Tank

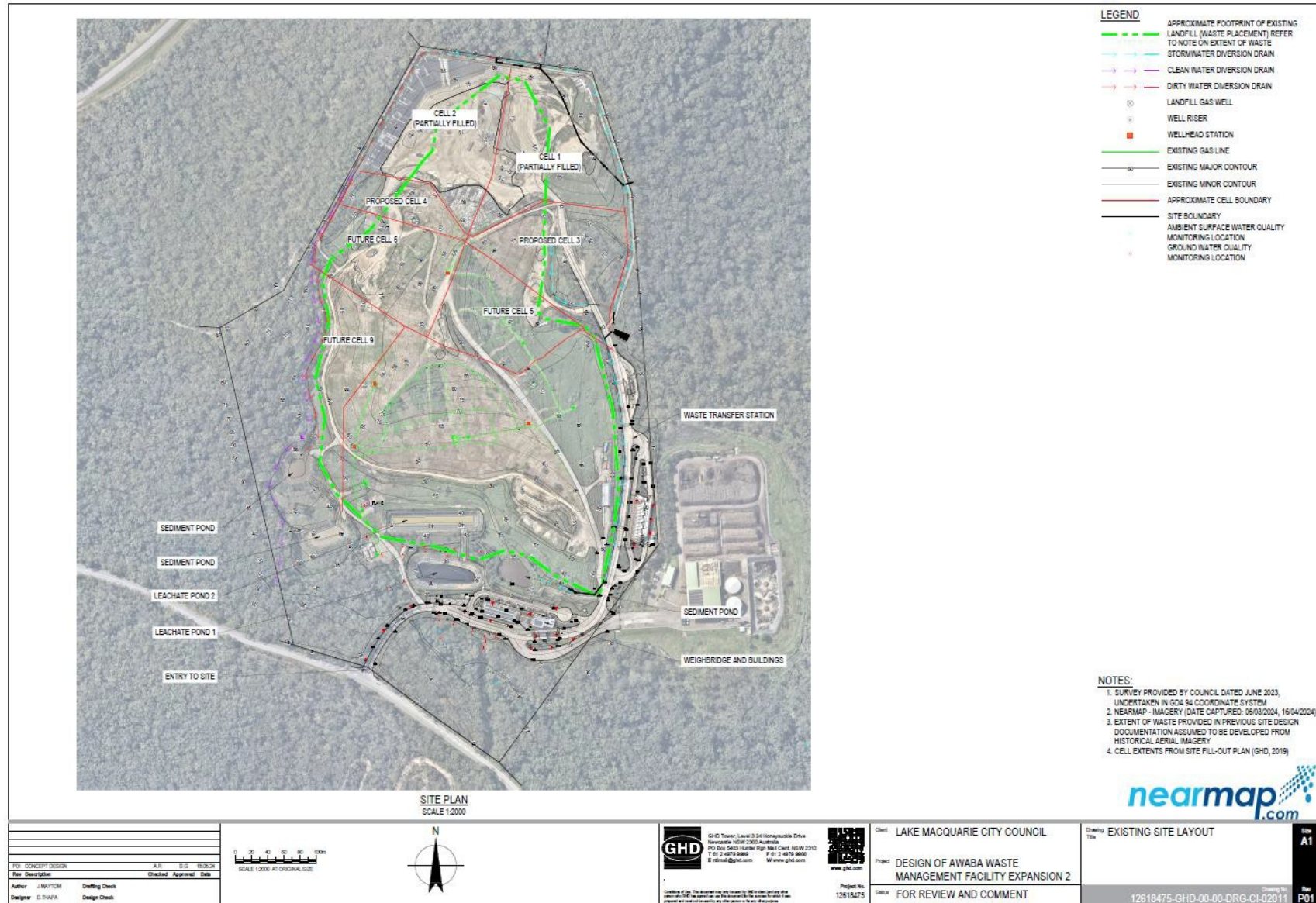
- Defibrillator
- Ladders and floatation devices
- Spill kit - CRC
- Lot Boundary



A. Roser  
Lake Macquarie City Council



## Drainage



## Appendix B - Bushfire Emergency Plan



# BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility:

Awaba Waste Management Facility

Address

367 Wilton Road, Awaba

Prepared by:

Phillip Couch - Newcastle Bushfire Consulting

Authorised by:

Date: 22/01/2025

TO BE REVIEWED ANNUALLY

## Facility Details

This plan is for: Waste Management Facility  
Name of facility

and has been designed to assist management to protect life and property in the event of a bush fire.

This Plan outlines procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance the protection of occupants from the threat of a bush fire. The Primary Action North of administration building.

to follow under normal bush fire conditions is to:

**Shelter**

☐

**Evacuate**

☒

Contact person: Steve Marrett

Position / role: Site Manager

Phone number (BH): 0408485407 Phone number (AH): 0249210794

Type of facility: Waste Management Number of buildings: 4

Number of employees: 19 Number of occupants: 20 (max)

Number of occupants with support needs: 5 (max)

Provide description of support needs:

There is not expected to be a large volume of site users with support needs. The maximum number of site users is expected to be 300 people per day. The total number of employees is 15 including 5 contractors for waste facility and reuse.  
The figure of a maximum 5 people with support needs is deemed conservative and non-staff site users may have a person to assist them.



## Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Position	Name or person	Building / area of responsibility	Mobile phone number
Site Manager	Steve Merrett	Chief Warden	0418979748
Leading Hand	Michel O'Hearn	Deputy Warden	0418831118
Group Coordinator	Ben Fairfull	Deputy Warden	0417841201

## Emergency Contacts

Name of organisation	Office / contact	Phone Number
NSW Rural Fire Service	Local Fire Control Centre	1300 060 807
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
NSW Police Force	Toronto Station	(02) 4088 1099
NSW Ambulance		131 233
Local Hospital	John Hunter Hospital	(02) 49213000
NSW Fire Brigade		000



# SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

## Designated refuges

- a. Wt in the administrati n building/wa te transfer tation
- b. Nort of administrat n building.
- c. West of waste Tra sfer Station for tr nsfer station workers until site users have e n evacuated.
- d. Toronto Country Club

## Procedure for sheltering during a bush fire emergency

Trigger	Action
a. Bush fire in the surrounding area	a. Consult the NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources for fire situation and updates. Call 000 and notify them of the fire if it is not visible.
b. Bush fire in the surrounding area	b. Designated Fire Warden will take control of the situation. Remain calm and request site users to leave the site if it is safe to do so. Close the gates to the facility so no new people enter the site. Doors and windows to be closed.
c. Bush fire in the surrounding area	c. Ensure all persons are accounted for (use listing of employee and contractor register). The Fire Warden is to advise the local emergency service (02 4015 0000) that the centre is sheltering in-place and advise of number of guest
d. Bush fire in the local area	d. Relocate people onsite to the alternate refuge if it is safe to do so.

## After the bush fire emergency

- a. The Fire Warden sha look throughout the site and extinguish any landscape fire , if it is safe.
- b. Info m the police/emergency service of the return of guests to the function and that the fire has passed.
- c. The Fire Warde s all arrange th mpo ement of oc upants back o the functio , i it is safe.
- d.

# EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

## Designated assembly points

1. Within administration building
2. Carpark adjacent administration building prior to evacuation
3. Toronto Country Club
- 4.

## Refuge (primary)

Name of venue (primary): 367 Wilton Road, Awaba (Within administration building)  
Address of venue: 367 Wilton Road, Awaba (Within administration building)  
Nearest cross-street: Wangi Road  
Map reference: Not applicable  
Phone number: (02) 4921 0333

## Transportation arrangements

Number of vehicles required: Site users will have own vehicles  
Name of organisation providing transportation: Not applicable  
Contact phone number: Not applicable  
Time required to have transportation available: Not applicable  
Estimated travelling time to destination: Unknown

## Refuge (alternate)

Name of venue (alternate): Toronto Country Club  
Address of venue: Wangi Road, Toronto NSW 2283  
Nearest cross-street: Wilton Road, Toronto NSW 2283  
Map reference: Not applicable

## Transportation arrangements

Number of vehicles required: Site users will have own vehicles  
Name of organisation providing transportation:  
Contact phone number: (02) 4950 3785  
Time required to have transportation available: Not applicable  
Estimated travelling time to destination: 5 minutes

Before and at the commencement of the Bush Fire Danger Period, we will:

- a. Ensure that all staff are prepared in accordance with this plan and can direct site users.
- b. Ensure buildings and areas around buildings are prepared and maintained.
- c. Ensure firefighting equipment (hoses etc.) is serviceable and available.
- d. ....

Procedures for evacuation in the event of a bush fire

Trigger	Action
a. Bushfire in local area	a. Check fires near the app and visual smoke signs. Evacuation of the site could lead to a more dangerous situation if site users are trapped on Wilton Road within bushland. Close front gates to new site users.
b. Landscape fire on site	b. Attempt to extinguish fire if it is safe. Shelter inside building if it is not safe until the initial fire intensity reduces.
c. Building is burning.	c. Move to northern side of building and attempt to extinguish building if it is safe to do so.
d. Building is burning and bushfire in local area.	d. The Fire Warden is to advise the local emergency service (000) that the centre is being evacuated (include how many people and where they are being evacuated too).

After the bush fire event

- a. The Fire Warden shall look throughout the site and extinguish any landscape fires, if it is safe.
- b. The Fire Warden shall arrange the movement of occupants back to the function, if it is safe.
- c. ....
- d. ....



## Attachments

- Occupant/employee listing
- Contact details for parents/guardians Site Layout of Premises

## APPENDIX 1

### Example Bush Fire Action Statements and triggers

The following are examples of some actions statements and when they should occur (triggers). You may identify additional statements and triggers relevant to your situation.

Before and at the commencement of the Bush Fire Danger Period:

- Ensure that the staff are prepared in accordance with the Bush Fire Emergency Management and Evacuation Plan.
- Ensure that all persons are informed of the evacuation/shelter-in-place procedures.
- Ensure building and areas around buildings are prepared and maintained.
- Ensure any firefighting equipment (hoses etc.) is serviceable and available.
- Update contact details of staff and occupants.
  - Contact and update emergency services with the premises' contact details.
- Contact refuges for potential use during a bush fire emergency.
- Contact transport suppliers for potential use during a bush fire emergency.
- 

In the event of a bush fire in the surrounding area, occupants of the premises shall follow the procedure outlined below:

When aware of the bush fire in the local area:

- Consult the NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources for fire situation and updates.
- Inform staff and occupants of the fire situation.
- Ensure that the person in charge, ie. Chief Warden, has a mobile phone and is contactable.

- Advise the local emergency services that the centre is operating, and that it will need to be advised early in the event of an evacuation being necessary.
- Make arrangement for transportation (for evacuation).

In the event of an approaching bush fire threatening the premises within 1+ hours, the primary action to evacuate will take place, staff and occupants of the premises shall follow the procedure outlined below:

- Designated Fire Warden will take control of the situation.
- Remain calm and explain to the occupants what is happening.
- Staff to ensure all doors and windows closed within the premises. Sheltering
- Move all persons to the designated refuge.
- Ensure all persons are accounted for (use listing of occupants and visitors register).
- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is sheltering- in-place (include how many people and which building on site).
- After all the occupants have been relocated to refuge, nominated staff will commence contacting relevant families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
- Two persons to make regular exterior visual inspection (wearing appropriate protection from bush fire) of the refuge for embers and extinguish where possible or call 000 for assistance.

#### Evacuation

- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is being evacuated (include how many people and where they are going).



- Arrange for vehicles to meet at designated assembly point for pick up of persons.
- Contact refuge and inform them of pending arrival.
- Move all persons to the assembly point for evacuation.
- Ensure all persons are accounted for prior to departure (use listing of occupants).
- Ensure all site buildings have all doors and windows closed prior to leaving site.
- At refuge, move all persons inside and ensure all persons are accounted for and safe.
- The Fire Warden (or person responsible) to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the designated refuge.
- After all the occupants are accounted for and safe at the designated refuge nominated staff will commence contacting families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

Forced evacuation – as a result of bush fire in the surrounding area and due to its severity, fire authorities require occupants to be evacuated to a refuge.

- Fire Warden (or person responsible) to liaise with the police/emergency service giving evacuation orders and provide them with the number of persons and any support needs that are to be considered for transportation (if no on-site transportation is available).
- Arrange for vehicles to meet at designated assembly point for pick up of persons.

- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is evacuating due to police direction (include how many people and where they are going).
- Move all persons to the assembly point for evacuation
- Ensure all persons are accounted for prior to departure (use listing of occupants).
- At refuge, move all persons inside and ensure all persons are accounted for and safe.
- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the refuge.
- After all the occupants are accounted for and safe at the refuge, nominated staff will commence contacting relevant families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

When the bush fire threat has passed and the area is deemed safe by emergency services:

- No person should re-enter any evacuated building until advised by the emergency service.
- The Fire Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation.
- All occupants are to be accounted for on their return.
- Inform the police/emergency service of the return of persons to the premises.






**Newcastle  
Bushfire  
Consulting**

Date Produced :

22/01/2025

Legend

 Subject Site

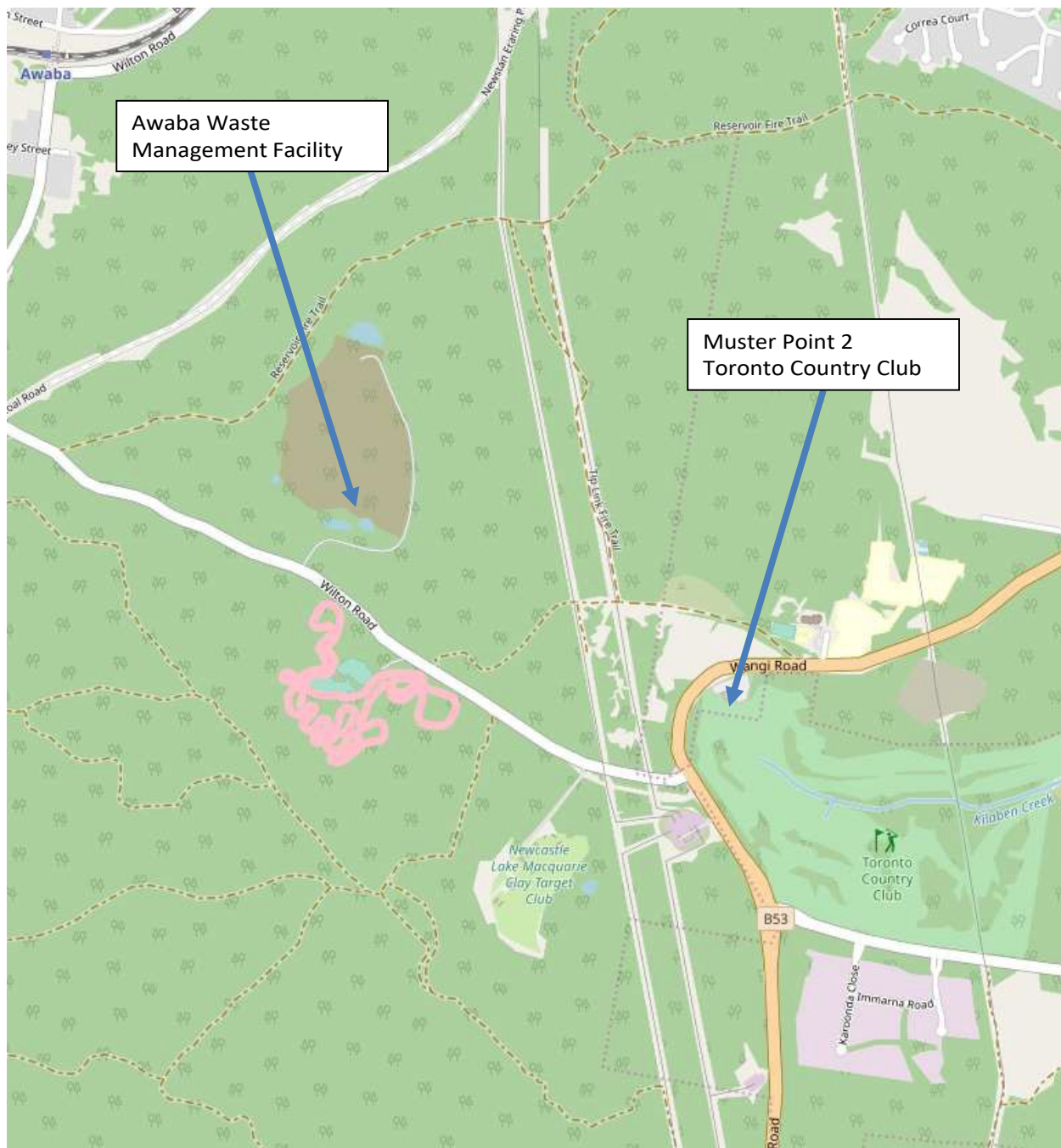
Scale :

1 : 3,000

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Copyright :  
Land & Property Management  
Authority (LPMA) 2019  
Aerial Photography provided  
by Nearmaps Photomaps





## Evacuation Checklist

Step	Check														
1. Once notified of emergency/alarm Chief Warden to check fire panel for alarm location. If not already activated, activate alarm. Collect warden kit including evacuation folder and vest (located on a hook under the office window), visitors register, daily diary and two-way radio.															
2. Notify Emergency Services. Choose the closest <b>SAFE</b> evacuation point to direct personnel to. Identify this site to emergency services so they can meet you.															
3. Notify staf on two-way radio of evacuation and designated evacuation point. Staf are to direct the public and visitors to the exit if safe to do so. Close the front gate and assign a staf member to stop the public from entering.															
<p>4. Chief Warden appoints a communication oficer at each location of the site e.g. CRC, Transfer Station, Tip face who is to report to Chief Warden when their area is clear of staf, visitors and public.</p> <table border="1"> <thead> <tr> <th>Area</th><th>Clear (yes/no/NA)</th></tr> </thead> <tbody> <tr> <td>Administration building</td><td></td></tr> <tr> <td>Transfer Station</td><td></td></tr> <tr> <td>CRC</td><td></td></tr> <tr> <td>Weighbridge</td><td></td></tr> <tr> <td>Tip face</td><td></td></tr> <tr> <td>Scrap Metal Shed</td><td></td></tr> </tbody> </table>	Area	Clear (yes/no/NA)	Administration building		Transfer Station		CRC		Weighbridge		Tip face		Scrap Metal Shed		
Area	Clear (yes/no/NA)														
Administration building															
Transfer Station															
CRC															
Weighbridge															
Tip face															
Scrap Metal Shed															
5. Staf, visitors and contractors are to make their way to the designated evacuation point and Chief Warden to mark their name of the role. Any labour hire staf will be named in the daily diary. Add their name to the personnel checklist and mark them of. Any visitors on site (including contractors) will be listed on the visitor															

register. Add their name to the personnel checklist and mark them of.	
<p><b>6.</b> If staf/visitors are not accounted for <b>DO NOT</b> re-enter the site.</p> <p>When attending Emergency Services arrive advise the following:</p> <ul style="list-style-type: none"> <li>• Location of alarm/emergency</li> <li>• Actions taken so far</li> <li>• Names of people missing and their anticipated locations e.g. they were working at the Transfer station, driving the watercart etc.</li> </ul>	
<p><b>7.</b> Follow instructions from emergency services. Notify the Site Coordinator, Group Coordinator Waste Operations and the Council Incident Hotline if not already undertaken.</p>	
<p><b>8.</b> Obtain all clear from Emergency Services and arrange for reoccupation of site.</p>	



## Appendix C - Pollution Incident Checklist

### Incident overview

Item	Applicable details
Name and position of person completing the form.	
Date and time of incident.	
Location of incident.	
Incident details (brief).	
Was the incident reportable to the EPA? If so, report reference number.	
Actions put in place to mitigate incident	
Is further action needed post incident? If so, what actions?	
Future improvements for incident response.	

### Third party notification (emergency response) if required

Party to be notified	Details of notification (person, position, time, date etc)
NSW Police (000/112)	
NSW Fire and Rescue (000/112)	
NSW Ambulance (000/112)	

Party to be notified	Details of notification (person, position, time, date etc)
<b>NSW Rural Fire Service (1800 679 737)</b>	

### Third party notification (potential harm response)

Party to be notified (required)	Details of notification (person, position, time, date etc)
<b>NSW EPA (131 555)</b> <b>Written report within 7 days</b> <b>(info@epa.nsw.gov.au)</b>	
<b>LMCC incident hotline (02 4921 0650)</b>	
<b>Ministry of Health (Local Health Unit) (4924 6477)</b> <b>NSW Unit (02 9391 9000)</b>	
<b>Safe Work NSW (131 050)</b>	
<b>Fire &amp; Rescue NSW (02 9469 3111 or 02 265 2999)</b>	
<b>DPHI (compliance@planning.nsw.gov.au)</b>	
Party to be notified (as needed)	Details of notification (person, position, time, date etc)
<b>Mine Subsidence Newcastle &amp; Lake Macquarie (02 4908 4300)</b>	
<b>State Emergency Services (132 500)</b>	
<b>LMS Operations (if applicable)</b> <b>Andrew Shepherd (Operations Manager 0419 895 402)</b>	
<b>Remondis (if applicable)</b> <b>Andrew Yeomans (0408 167 538)</b>	
<b>LMCC Group Coordinator Waste Operations</b> <b>Ben Fairfull (02 4921 0766)</b>	