



Bargo Waste Management Centre (BWMC)
Notification Procedure for Pollution Incidents

From:

BWMC Pollution Incident Response Management Plan (PIRMP)

Document Control Record

Date	Action
23/1/2018	2018 PIRMP adopted
18/12/2018	2019 Draft PIRMP creation
14/9/2020	Update & extract information from 2019 PIRMP for notification procedure creation
15/1/2025	Reviewed for upload to website
9/6/2026	Reviewed & updated for 2026

Authority to Activate PIRMP

Specific positions have delegated authority and responsibility for activating the PIRMP, notifying relevant authorities and managing the response to a pollution incident.

Delegated Function	Position
Activating PIRMP	Wollondilly Shire Council: Director Shire Services Manager Waste & Environmental Services Waste Team Leader
Notifying relevant authorities	Wollondilly Shire Council: Director Shire Services Manager Waste & Environmental Services Waste Team Leader Emergency Response Coordinator
Managing response to pollution incident	Managing Contactor*: Contractor's Representative Weighbridge Attendant on duty Wollondilly Shire Council: Manager Waste & Environmental Services Waste Team Leader Emergency Response Coordinator Waste Team staff

* NOTE: The Managing Contractor (Weighbridge Attendant and Contractors Representative) have delegation to manage the initial response to a pollution incident until arrival of Council staff with delegated authority, at which time they will assume responsibility.

Appointment of Emergency Response Coordinator

The Manager Waste & Environmental Services shall delegate a Council employee to be the BWMC Emergency Response Coordinator.

What is a pollution incident?

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

The dictionary of the POEO Act defines pollution as either 'water pollution', 'air pollution', 'noise pollution' or 'land pollution'. It provides definitions for each of these types of pollution.

Immediate Action to Mitigate or Control Pollution and Risks to Human Health

In the event of a pollution incident Contractor staff on site are required to engage in spill containment and harm minimisation measures as per their Emergency Management Plan and to immediately notify either the Emergency Response Coordinator, Manager Waste & Environmental Services or Waste Team Leader of the incident and the level of actual or potential pollution in order to determine the response required.

Notification of a Pollution Incident

Upon becoming aware of a pollution incident, the Emergency Response Coordinator, Manager Waste & Environmental Services or Waste Team Leader shall immediately conduct a preliminary assessment either on site or remotely by consulting with contractor staff on site to determine whether the incident requires notification.

Notification is required if a pollution incident causes or threatens to cause 'material harm to the environment'. Material harm is defined in the POEO Act as:

- '(a) (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, 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.'

Notification is required even where 'harm to the environment is caused only in the premises where the pollution incident occurs'.

If it is determined that notification based on the above criteria is not required the Emergency Response Coordinator shall conduct a follow-up assessment no more than 8 hours after initial notification of the pollution incident, to determine whether the requirement for a notification has changed. Records &/or photographs should be retained for future preventative measures.

Contacting Relevant Local Authorities and Contact Information

As Council is the owner of the Bargo WMC, the report of a pollution incident to the Emergency Response Coordinator is deemed to satisfy the requirements of Section 153C (a)(ii) of the POEA Act in respect of notification to the Local Authority in whose Local Government Area the Bargo WMC is located.

Upon being notified of the nature and extent of the pollution incident and after consultation with the Emergency Response Coordinator, the Waste & Environmental Services shall assess whether to notify Council's Executive Leadership Team and Councillors.

Where it has been determined that the pollution incident is a notifiable incident, the below Relevant Authorities are to be contacted in the order as shown:

1: NSW EPA:

Telephone: 131 555

2: Liverpool Public Health Unit:

Telephone: (02) 9794 0855

After hours: (02) 8738 3000 (ask for Public Health Officer on call)

In NSW calling 1300 066 055 will direct you to your local Public Health Unit.

3: SafeWork NSW:

Telephone: 13 10 50

4: Fire and Rescue NSW:

Telephone: **000 if the incident presents an immediate threat to human health or property**

Fire and Rescue NSW: 1300 729 579

FRNSW Picton Fire Station: 02 4677 1336

Note: If the situation warranted calling 000 as a first point of notification, you do not need to ring Fire and Rescue NSW again.

(Water Pollution incident) Sydney Catchment Authority:

Telephone: 1800 353 104

Information to be given to Relevant Authorities

The relevant information to be given about a pollution incident consists of the following:

- The time, date, nature, duration and location of the incident.
- The location of the place where pollution is occurring or is likely to occur.
- The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known.
- The circumstances in which the incident occurred (including the cause of the incident, if known).
- The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known.

Communicating with Neighbours

Communicating with neighbours and the local community is an important element in managing the response to any pollution event. Communications will be tailored to the:

- Nature of the pollution incident
- Phase of response (i.e. initial notification, clean-up, recovery stage)
- Type of neighbours who need to receive information (i.e. residential properties, Crown land)

As appropriate to the circumstances of a pollution incident, communications will take the form of:

- Incident notifications on Council's website (Wollondilly.nsw.gov.au)
- Council's social media channels (Facebook – 'Wollondilly Shire Council')
- Telephone calls to neighbouring properties
- Letterbox drops
- Doorknocking of affected properties (in emergency)

In the event of a notifiable pollution incident, the Emergency Response Coordinator shall:

- Assess the nature and extent of the pollution incident to determine which neighbours in the surrounding area are to be notified. Neighbouring properties & residential properties within a 1km radius of the site are considered the first priority for communication.
- Notify neighbouring residents or those properties with the potential for environmental or health impacts by either telephone, letterbox drops or doorknocking (in emergency – by WSC staff with PPE or FRNSW/SES staff) within 2 hours of the initial incident notification.
- Depending on the nature and extent of the pollution incident advice will be provided about:
 - What has happened
 - The health and safety implications for the resident/s
 - Corrective actions which have been implemented to minimise harm
 - What to expect
 - The practical measures neighbours can take to minimise the risk of harm to their health and property during the incident i.e. instructions to close windows and doors and remain inside to avoid airborne pollutants.
 - Directing them to follow posts made on the Wollondilly Council Facebook page or 'Alerts' section of the Wollondilly Council website.
 - Contact information for any further queries or concerns
- Re-assess the pollution incident at regular intervals to determine whether other neighbours outside of the immediate notification area or the wider community should be alerted (see below).
- Once the pollution incident response is completed notify affected neighbours of completion and close-out of the incident.

Communicating with the Community

In the event of a pollution incident Council's Waste Team in conjunction with Council's Communications & Engagement team will provide updates on Council's website under the 'Alerts' section and also on the Waste Services webpage. The updates will provide specific information to the local community in order to minimise the risk of harm depending on the nature of the incident.

While it will not be solely relied upon, in the event that Fire and Rescue NSW are involved in the response to a pollution incident, their channels of communicating with the community can be used as well.

In the event of a notifiable water pollution incident affecting Dog Trap Creek, adjacent downstream premises will be notified using letterbox drops advising of potential water quality impacts by WSC staff with PPE.

Recreational users of the creek will be advised of potential pollution using temporary signage at public access points directing them to refer to Council's website for more information.

In the event of an air pollution incident, community notifications will consider the:

- Type of pollutant
- Prevailing wind direction
- Height and magnitude of the emission
- Location of any onsite fallout or offsite impacts
- Likelihood of the pollutant reaching ground level
- Possible impacts upon any sensitive receptors

Mechanisms for Early Warning and Regular Updates to Premises in the vicinity

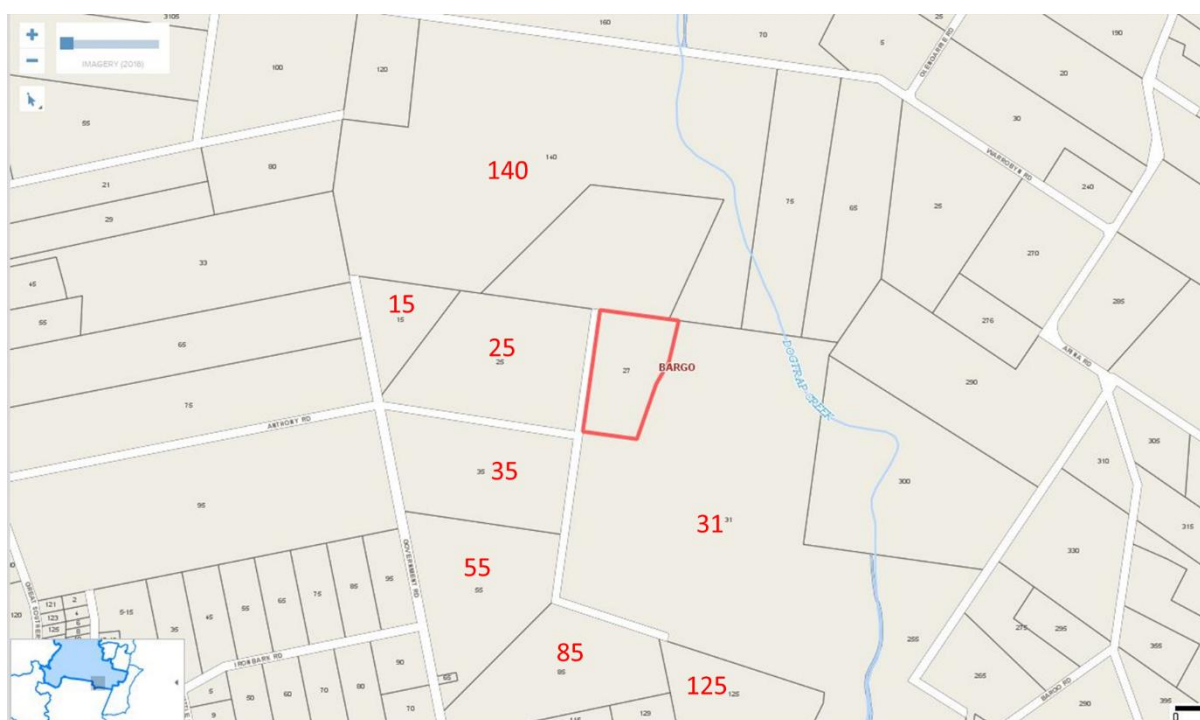
Depending on the nature of the pollution incident early warnings will be provided as quickly as possible (within 2 hours from notification) to neighbouring properties that are likely to be significantly affected through phone calls, door knocking or letterbox drops if the property is not occupied.

Regular updates will be provided to affected neighbours during management of the incident by directing them to follow posts made on the Wollondilly Council Facebook page or 'Alerts' section of the Wollondilly Council website.

Users of the facility will be notified of a pollution incident by a sign placed on the main access gate at the intersection of Ironbark Road & Government Road advising the site is closed until further notice.

Details of neighbouring properties are as follows:

Address	Map Ref *
15 Government Rd	15
25 Government Rd	25
31 Anthony Rd	31
35 Government Rd	35
55 Government Rd	55
85 Government Rd	85
125 Anthony Rd	125
140 Charlies Pt Rd	140



Residential Non Crown Land Properties within 1km radius:

125 Anthony Road, Bargo
85 Government Road, Bargo
70 Government Road, Bargo
65 Government Road, Bargo
95 Ironbark Road, Bargo
90 Ironbark Road, Bargo
85 Ironbark Road, Bargo
80 Ironbark Road, Bargo
75 Ironbark Road, Bargo
75 Warrobyn Road, Bargo
65 Warrobyn Road, Bargo
25 Warrobyn Road, Bargo
290 Arina Road, Bargo
276 Arina Road, Bargo
270 Arina Road, Bargo

