

LEETON  
SHIRE COUNCIL

**POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN  
LEETON WASTE DISPOSAL DEPOT**

732 CORBIE HILL ROAD LEETON

March 2025

## DOCUMENT CONTROL

<b>POLICY NUMBER:</b>	N/A				
<b>RESPONSIBLE OFFICER:</b>	Waste & Recycling Coordinator				
<b>REVIEWED BY:</b>	Guy Retallick				
<b>LINK TO CSP/DELIVERY PROGRAM/OPERATIONAL PLAN:</b>					
<b>DATE ADOPTED:</b>	March 2025				
<b>ADOPTED BY:</b>	SMT (Senior Management Team)				
<b>RESOLUTION NO: (IF RELEVANT):</b>					
<b>FOR PUBLICATION:</b>	<input type="checkbox"/> INTRANET <input type="checkbox"/> COUNCIL WEBSITE <input checked="" type="checkbox"/> BOTH				
<b>REVIEW DUE DATE:</b>	March 2026				
<b>REVISION NUMBER:</b>					
<b>PREVIOUS VERSIONS:</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b>	<b>AUTHOR/EDITOR</b>	<b>REVIEW/SIGN OFF</b>	<b>MINUTE NO (IF RELEVANT)</b>
13 previous versions		This plan has been tested and updated annually since 2012	Guy Retallick	Andrew Valenta	

## REVIEW OF THIS POLICY

This Policy will be reviewed every ## years or as required in the event of legislative changes. The Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

# Contents

1. Introduction .....	1
2. Relevance to other plans .....	1
3. Definitions .....	1
4. Required Action in Event of a Pollution Incident Resulting in Material Harm .....	2
5. Description and likelihood of hazards .....	2
6. Pre-emptive actions to be taken .....	3
7. Inventory of pollutants.....	3
8. Safety equipment used on site.....	4
9. Contact Details .....	4
10. Communication.....	4
11. Minimising Harm to Persons on the Premises.....	5
12. Actions to be taken during or immediately after a pollution incident .....	5
13. Staff Training .....	6
14. The Pollution Incident Response Management Plan .....	6
Annexure 1- Site Plan – Leeton Waste Disposal Depot - Site of Pollutants .....	1
Annexure 2 – Site Map.....	2

## 1. Introduction

Leeton Shire Council owns and manages a waste disposal and recycling facility at Lot 4 in DP 833946, Corbie Hill Road Leeton.

This site has an Environment Protection Licence issued by the EPA to operate as a Solid Waste Landfill (Licence Number 11863) taking up to a maximum 20,000 tonnes per annum.

The site is classified as a Solid Waste Class 1 Landfill able to accept inert or solid wastes including putrescible waste, asbestos waste and liquid waste such as grease trap pump out wastes.

The purpose of this document is to meet requirements of the Protection of the Environment Legislation Amendment Act 2011 to prepare and implement a pollution incident response management plan.

This plan will:

- Implement response protocols addressing actions to be undertaken during a pollution event
- Identify pollution risks
- Identify pollution avoidance strategies
- Provide contact and resource information.

Introduce annual review criteria to ensure that the plan is current.

## 2. Relevance to other plans

The Pollution Incidence Response Management Plan will form part of the Leeton Waste Disposal Depot Landfill Environmental Management Plan, dated 2002.

## 3. Definitions

Terms used in this plan have the same meaning as set out in the Protection of the Environment and Operations Act (POEO Act)

Term	Definition
Pollution incident	an incident or set of circumstances during or as a consequence of which there 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 does not include an incident or set of circumstances involving only the emission of any noise.
Material Harm	See S147 POEO Act
Liquid waste	Grease trap pump out waste or rice/water mixtures
Immediately	means promptly and without delay

## 4. Required Action in Event of a Pollution Incident Resulting in Material Harm

**4.1** Upon receiving knowledge that a pollution incident that has a risk of material harm is either occurring or has just occurred the Supervisor of the Leeton Waste Disposal Depot or their delegate shall immediately notify:

1. In the event of an incident involving actual personal harm the NSW Fire and Rescue and NSW Ambulance Service on **000**.
2. Leeton Shire Council Waste & Recycling Coordinator on either **69530924** or **0417041336**.
3. NSW Environmental Protection Authority pollution line service on **131 555**. Jason Price- Griffith EPA Regional Manager **0428 460 247**
4. NSW Rural Fire Service MIA Fire Control in the event of a fire on **69667800**.
5. NSW Workcover on either **131050** or **69628900**.
6. NSW Public Health on either **02 69339182** or **1300 066 055**
7. Leeton District Hospital 69531111

**4.2** All pollution incidents are to be recorded in accordance with the Licence conditions.

## 5. Description and likelihood of hazards

Description and likelihood of hazards		
Description	Likelihood	Risk factors
Hazards resulting from emission of smoke from landfill fire, burning of tyres.	Landfill fire - medium Tyres fire – low Green waste burn	Lack of supervision, failure to adequately cover, inadequate compaction. Stock of tyres too large, lack of supervision. Unsatisfactory weather conditions.
Hazard resulting from illegal asbestos dumping.	Low	Lack of supervision of incoming loads.
Hazards resulting from contamination of ground water from leachate, liquid waste, battery acid, waste oil/water	Low	Poor design and construction, incorrect compaction techniques, poor supervision of site users, incorrect storage and delivery or collection methods.
Hazards resulting from polluted stormwater escaping from the site.	Low	Poor design and construction, poor maintenance of check banks, stormwater drains
Risks to human well being from operation of machinery	Low	Poor supervision of public, lack of signage, lack of suitable training, failure to restrict access to working areas of the site.
Risks to human safety from fire	Low	Lack of training, failure to restrict access to working areas of the site.

Description and likelihood of hazards		
Description	Likelihood	Risk factors
Risks to human well-being from exposure to chemicals	Low	Lack of supervision.

## 6. Pre-emptive actions to be taken

To address the identified hazards to human health and safety the following pre-emptive actions will be taken

Description of Hazard	Pre-emptive action
Hazards resulting from emission of smoke from landfill fire, burning of tyres.	Ensure adequate supervision of incoming waste. Ensure weekly coverage of compacted putrescible waste. Complete daily compaction. Limit stock of tyres to a maximum of 50 tonnes. Ensure adequate supervision.
Hazard resulting from illegal asbestos dumping.	Ensure adequate supervision of incoming waste.
Hazards resulting from contamination of ground water from leachate, liquid waste, battery acid, waste oil/water	Careful and proper use of compactor during compaction activities. Ensure adequate supervision of incoming waste. Maintain in good order storage facilities for batteries and chemicals. Keep to minimum levels of stored batteries and chemicals. Adopt safe work practises for delivery or collection of batteries and chemicals.
Hazards resulting from polluted stormwater escaping from the site.	Regular maintenance of storm water check banks and drains to prevent blockages, potential leakage sites.
Risks to human well being from operation of machinery	Adopt safe work practices, training and licences for the operation of machinery. Ensure adequate supervision of public. Maintain appropriate signage. Ensure public are restricted from working areas of the site.
Risks to human safety from fire	Ensure public are restricted from working areas of the site. Ensure operators have suitable training.
Risks to human well being from exposure to chemicals	Ensure public are restricted from working areas of the site. Ensure operators have suitable training.

## 7. Inventory of pollutants

Details of the pollutant locations as provide in a site map provided at Annexure 1, attached to the rear of this document.

Potential pollutants kept on the premises are:

- Putrescible waste

- Leachate
- Asbestos
- Grease trap liquid waste
- Tyres
- Diesel fuel

## 8. Safety equipment used on site

The following safety equipment are retained onsite to minimise the risks to human health or the environment:

- Portable fire fighting tanker
- 2-way radios and base station
- First aid equipment including fire blanket
- Mobile phones
- Earth moving equipment.
- Portable fire extinguishers.
- Personal Protective Equipment

## 9. Contact Details

The following Contacts are provided for officers responsible for activating this plan in the event of a pollution incident:

Name	Title	Contact
Ian Pitt	Supervisor Leeton Waste Disposal Depot	0428 532 611
Guy Retallick	Waste Recycling Coordinator	0417 041 336
Luke Tedesco	Manager – Environmental Sustainability	0422 154 144

## 10. Communication

In the event of a pollution incident the Supervisor Leeton Waste Disposal Depot or their next in charge shall in the event of a:

1. Fire: contact and advise all adjoining landowners likely to be affected given the prevailing wind direction, of the type, likely duration and action taken in relation to the fire.
2. Stormwater flooding event: contact and advise all adjoining landowners likely to be affected given the prevailing drainage direction, of the type, likely duration and action taken in relation to the fire.

In the event of a pollution incident details of the event shall be placed on Council's internet site.

A map of landholdings within a 2 km radius of the site shall be maintained,

containing relevant contact details of all landowners to be advised in the case of a pollution incident.

This site map is provided at Annexure 2, attached to the rear of this document.

## 11. Minimising Harm to Persons on the Premises

There are four groups of persons likely to access the site: public users, contractors, visitors and council staff.

- Public accessing the site can only do so during supervised times and will receive instructions on where they are to deposit their refuse. They will be restricted within a area under surveillance to ensure that no unsafe practices or illegal dumping can occur. Signage is provided restricting speed limits and traffic flows are controlled to minimise contact with heavy machinery associated with landfill operations.
- Contractors accessing the site may do so outside of times when supervision is undertaken by council staff. Contractors will be provided with suitable induction and training. Access to contractors outside of normal operating times will be restricted to designated areas.
- Visitors to the site will be escorted by Council staff at all times.
- Council landfill staff will be inducted and trained in accordance with Council's Workplace Health and Safety Management Plan

## 12. Actions to be taken during or immediately after a pollution incident

Description of Hazard	Actions taken during or after pollution incident
Hazards resulting from emission of smoke from landfill fire, burning of tyres.	<ol style="list-style-type: none"> <li>1. Inform Rural Fire Service.</li> <li>2. Implement notification protocols under Section 4.0 of this plan</li> <li>3. Contact adjoining landowners down wind.</li> <li>4. Remove if possible and safe to do so any equipment or machinery likely to be affected.</li> <li>5. If possible and safe to do so use the portable fire tanker to control or extinguish fire.</li> <li>6. If possible and safe to do so use machinery to cover fire with soil.</li> <li>7. After fire is extinguished in landfill trench dig out and remove burnt material and store to ensure fire is completely out.</li> </ol>
Hazard resulting from illegal asbestos dumping.	<ol style="list-style-type: none"> <li>1. Immediately cordon of the site</li> <li>2. Implement notification protocols under Section 4.0 of this plan</li> <li>3. Contact approved asbestos contractor to remove and clean site.</li> </ol>
Hazards resulting from contamination of ground water from leachate, liquid waste,	<ol style="list-style-type: none"> <li>1. Implement notification protocols under Section 4.0 of this plan</li> <li>2. Construct bank around site of contamination.</li> <li>3. If possible, pump out or collect liquid waste in safe</li> </ol>



battery acid, waste oil/water	area.
Hazards resulting from polluted stormwater escaping from the site.	<ol style="list-style-type: none"> <li>1. Implement notification protocols under Section 4.0 of this plan.</li> <li>2. Contact adjoining landowners downstream.</li> <li>3. Repair breach in stormwater containment banks as soon as possible.</li> <li>4. Inspect and repair stormwater management system as required.</li> </ol>
Risks to human well-being from operation of machinery	<ol style="list-style-type: none"> <li>1. Implement notification protocols under Section 4.0 of this plan.</li> <li>2. Cordon accident site.</li> <li>3. Remove public if any from site.</li> </ol>
Risks to human well-being from exposure to chemicals	<ol style="list-style-type: none"> <li>1. Implement notification protocols under Section 4.0 of this plan</li> <li>2. Implement Council Workplace health &amp; Safety Plan</li> </ol>

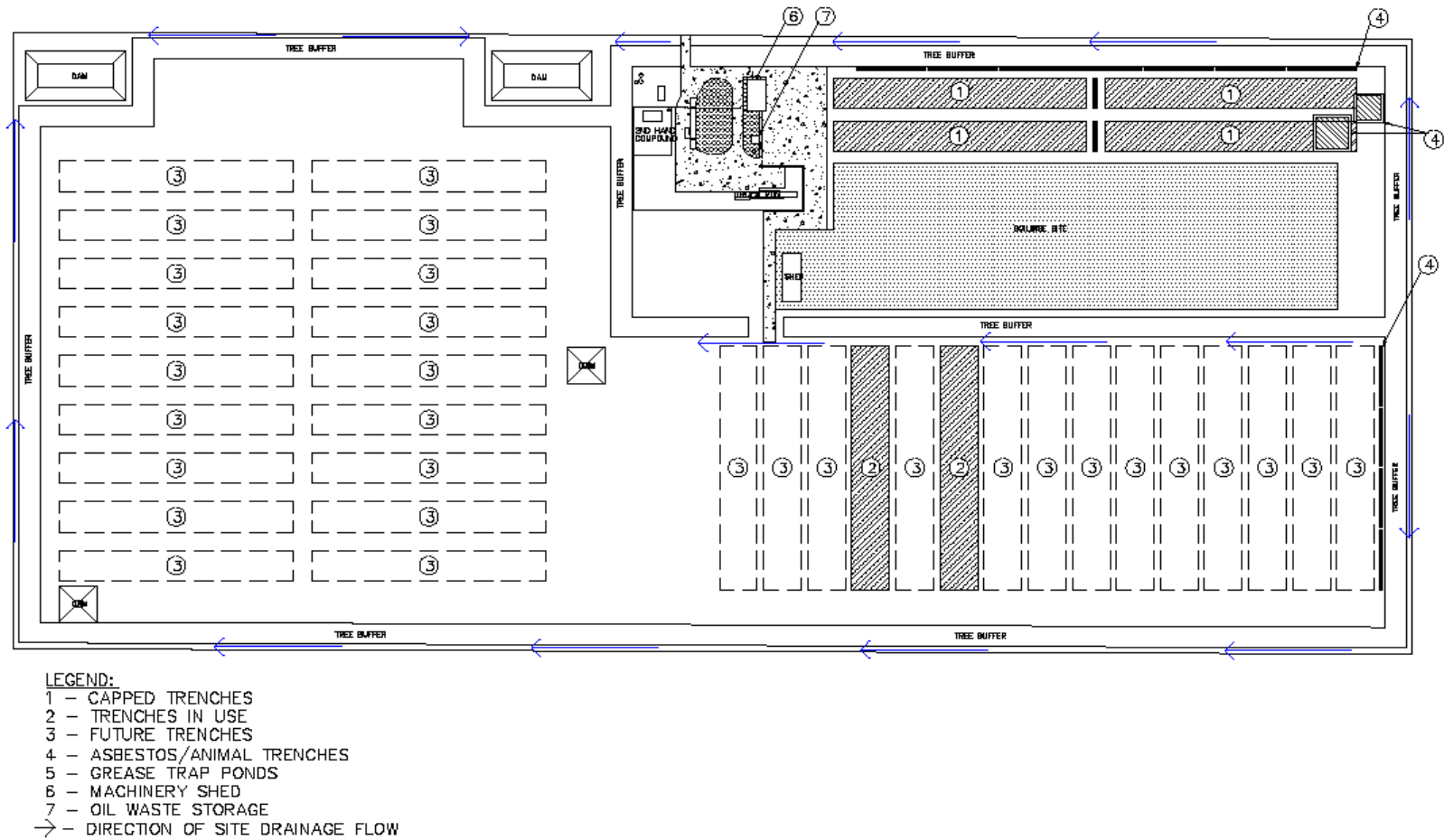
### 13. Staff Training

Council landfill staff will be provided with suitable training in accordance with the Leeton Waste Disposal Depot Landfill Management Plan.

### 14. The Pollution Incident Response Management Plan

The Pollution Incidence Response Management Plan will be reviewed annually to update contact details, pollution risks, site details or any other matter deemed relevant in the management of pollution response management.

Annexure 1- Site Plan – Leeton Waste Disposal Depot - Site of Pollutants



<div><div>LEETON SHIRE COUNCIL</div><div>Planning &amp; Soil, Monitoring &amp; Safety</div><div>25-29 Dalrymple Place, Leeton N.S.W. 2706</div><div>Email: <a href="mailto:leeton@leeton.nsw.gov.au">leeton@leeton.nsw.gov.au</a> Website: <a href="http://www.leeton.nsw.gov.au">www.leeton.nsw.gov.au</a></div><div>Telephone: (06) 9422 1811 Facsimile: (06) 9422 2267</div></div>	DRAWN: CJM	DATE: 1/9/2008	TITLE: LEETON LANDFILL SITE LAYOUT	DATE	DETAILS OF AMENDMENTS	CHECKED	SCALE(S): 1:3000 UNDA
	DESIGNED: TT	DATE: 1/9/2008	DETAILS: CORBIE HILL LANDFILL & RECYCLING DEPOT LEETON SHIRE COUNCIL				SHEET No: 1 OF 1
	APPROVED: TT	DATE: 1/9/2008					DRAWING No: 1004

## Annexure 2 – Site Map



