

Council Reference: Stotts Creek Resource & Recovery Centre
Your Reference: EPL 6108 - Environmental Monitoring



5 September 2012

Customer Service | 1300 292 872 | (02) 6670 2400

tsc@tweed.nsw.gov.au
www.tweed.nsw.gov.au

Fax (02) 6670 2429
PO Box 816
Murwillumbah NSW 2484

Please address all communications
to the General Manager

ABN: 90 178 732 496

Ms Helen Mulligan
Unit Head – Waste Operations
Environmental Protection Authority
Locked Bag 914
COFFS HARBOUR NSW 2450

Dear Helen

Pollution Incident Response Management Plan: Quirks Quarry, Eviron Road - EPL 12777

In order to comply with new requirements set out in part 5.7A of the Protection of the Environment Operations Act Council hereby submits an Emergency and Pollution Incident Response Management Plan for Quirks Quarry, Eviron Road (EPL 12777).

Tweed Shire Council contracts South East Excavations to manage operations at the Quirks Quarry. As a result of this contractual arrangement, Council hereby submits South East Excavation's environmental operational procedures for Quirks Quarry. This is deemed to be a temporary arrangement until such time the site is linked to Stotts Creek Resource Recovery Centre, whereby the Pollution Incident Response Management Plan for Stotts Creek will be applied to the Quirks Quarry & Eviron landfill site.

Council anticipates that the attached Emergency & Pollution Incident Response Management Plan is suitable and will await any further guidance or advice from your office. Please contact me directly via email: waste@tweed.nsw.gov.au or telephone (02) 6670 2694 should you require any further information regarding this matter.

Yours faithfully

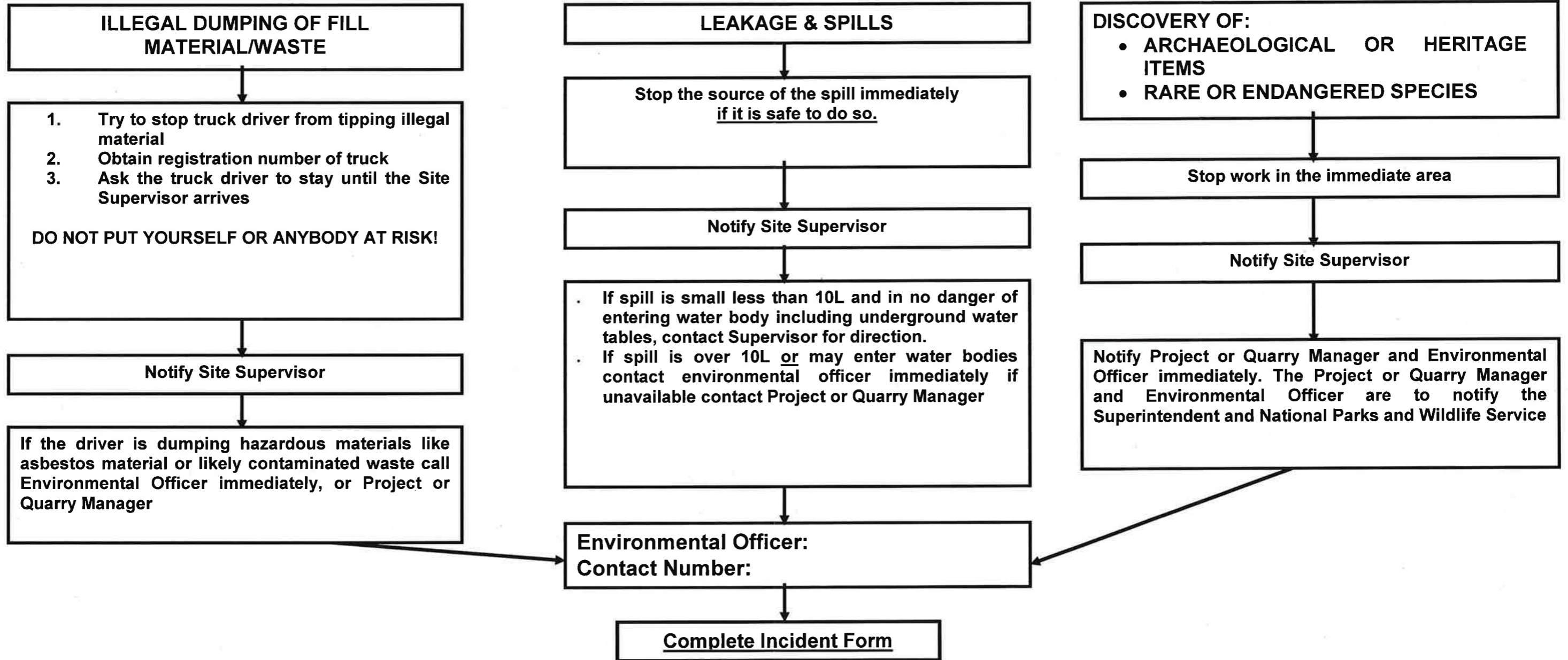
A handwritten signature in blue ink, appearing to read "Adam Faulkner", is written over the "Yours faithfully" text.

Adam Faulkner
Coordinator Waste Management

Attachments:

- Contractor environmental response procedures
- Contractor environmental response flow chart

Environmental Emergency Response Chart



Emergency Contacts

Organisation	Contact person	Contact number
Project or Quarry Manager	Paul Baker	0408 960 340
SEE Civil Pty Ltd Head Office	Ross Smith	0414 630 066
EMERGENCIES (Ambulance, Fire, Police)		000

OPERATIONAL PROCEDURES Level 3

05 Environmental Aspects

Emergency Response Procedures



Emergency Response Procedure

The Environmental Emergency Preparedness and Response Procedures are for Environmental Incidents and Emergency situations which require immediate action.

For each environmental incident that occurs, complete *08-B1-02 Incident Notification Form* and if required *08-B1-03 Investigation of Workplace Incident Form* must also be completed.

After the investigation has been completed the Systems Manager will issue a *16-B1-03 IMS Suspension/Improvement Notice Advice of SIR Received* in order to close out any actions which are required to minimise the potential for reoccurrence.

1. *Illegal Dumping of Fill Procedure:*

1. Try to stop persons from tipping illegal materials
2. Obtain registration number of truck or vehicle
3. Ask offender to stay until Site Supervisor arrives. Do not put yourself or anyone else at risk
4. Notify Site Supervisor
5. If illegal dumping has occurred the Site Supervisor is to ensure the offender cleans up the material dumped
6. If the offender does not do this then the Site Supervisor is to call the Police or EPA
7. Site Supervisor is to notify the Project or Production Manager and Environmental Officer and complete an Incident Form *08-B1-02 Incident Notification Form*
8. Environmental Officer is to complete an investigation form *08-B1-02 Incident Notification Form* and *16-B1-03 IMS Suspension / Improvement Notice / Advice of SIR Received*

Emergency Response Procedure

2. Leakage & Spills Procedure:

1. Identify the source of the problem
2. Stop the source of the spill immediately if it is safe to do so
3. Notify the Site Supervisor
4. Contain the spill and control its flow, using spills kit or sand and bunding where required. (Refer to Safety Data Sheets.) Stop the spill from entering any storm-water drains by blocking the drain inlets
5. Site Supervisor to notify Environmental Officer and Project or Production Manager
6. Remove spilt material and place in sealed container for disposal (if possible) or clean up the spill promptly by following the relevant SDS. All precaution to prevent further cross-contamination of site must be taken
7. Site Supervisor to complete *08-B1-02 Incident Notification Report*
8. Environmental Officer to complete *16-B1-03 IMS Suspension / Improvement Notice / Advice of SIR Received*
 - *If a spill occurs that threatens or harms the environment, contact the EPA or the local Council.*
 - *For large-scale hazardous spills call the Fire Brigade immediately on 000.*
 - *For small scale spills, follow the SDS for the spilled substance.*
 - *If you have any doubts call the Fire Brigade.*

The Site Supervisor is required to have onsite Safety Data Sheets (SDS) for all substances.

Emergency Response Procedure

3. Discovery of Rare or Endangered Species Procedure:

1. Stop work in the immediate area
2. Notify the Site Supervisor. The Site Supervisor notifies the Environmental Officer and Project or Production Manager
3. Site Supervisor to complete an Incident Report
4. If a plant/s is found, mark location/s of the plant/s and prevent any damage occurring to the plant/s
5. If an animal is found, mark location where it was sighted
6. Environmental Officer to identify or arrange for identification of species
7. If confirmed significant, Project or Production Manager / Environmental Officer to liaise with National Parks and Wildlife Service (NPWS)
8. Recommence work when cleared by Project or Production Manager / Environmental Officer
9. *08-B1-02 Incident Notification Report* is to be completed by the Environmental Officer
10. *16-B1-03 IMS Suspension / Improvement Notice / Advice of SIR Received* is to be issued by the Environmental Officer.

Emergency Response Procedure

4. Discovery of Archaeological or Heritage Items Procedure:

1. Stop work in the immediate area
2. Notify the Site Supervisor
3. Site Supervisor to notify Environmental Officer and Project or Production Manager
4. Site Supervisor to complete incident form
5. Project or Production Manager/Environmental Manager to arrange appraisal of find
6. Environmental Officer to complete *08-B1-02 Incident Notification Report*
7. If confirmed significant, Project or Production Manager / Environmental Officer to liaise with NPWS or relevant authority
8. Recommence work when cleared by Project or Production Manager / Environmental Officer
9. Environmental Officer to issue *16-B1-03 IMS Suspension / Improvement Notice / Advice of SIR Received*

Emergency Response Procedure

5. Discovery of Asbestos / Asbestos related Material Procedure:

1. Stop work in the immediate area
2. Notify the site supervisor
3. Cover up any exposed asbestos material with Plastic or other material where possible
4. Create a 30m exclusion zone around the asbestos where possible
5. Site Supervisor to notify Project or Production Manager and Environmental Officer
6. Site Supervisor to complete *08-B1-02 Incident Notification Report*
7. Environmental Officer to complete *08-B1-02 Incident Notification Report*
8. Environmental Officer and Project or Production Manager, to advise on how to deal with Asbestos depending on type, quantity and location. May require external consultation
9. Environmental Officer to complete *16-B1-03 IMS Suspension / Improvement Notice / Advice of SIR Received*

An Environmental Emergency Response procedure will be displayed in the site shed, together with a list of key personnel and emergency services responsible during an environmental emergency.

The table below lists the key personnel and emergency services responsible during an Environmental Emergency. This table is also to be displayed on site in a central location as part of the EMP.

Emergency Response Procedure

Emergency contacts:

Organisation	Contact Person	Contact Number
Project Manager	Paul Baker	0408 960 340
Production Manager	Ross Smith	0414 630 066
Environmental Officer	Brendon Luke	0409 209 827
Site Supervisor	Paul Baker	0408 960 340
TSC – Waste Coordinator	Adam Faulkner	0408 274 321
TSC – Waste Operations	Wes Knight	0449 903 928
TSC – Site Supervisor	Matt Beeston	0437 698 252
EPA		131 555
National Parks and Wildlife service		131 555
Poisons information centre		131 126
Ambulance		000
Fire		000
Police		000
All Emergency Numbers	Using Mobile Phone ONLY	112

