SITE POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

PineGro Products Pty Ltd

Lot 32 Glenmore Road, Mt. Wallace Victoria.



EPA Licence No. 140618 Amended Licence No. OL000140618

Contents

[Document Control 3](#_Toc67032807)

[Current Revision 3](#_Toc67032808)

[Licensee Details 3](#_Toc67032809)

[Purpose 4](#_Toc67032810)

[Introduction 4](#_Toc67032811)

[Site Operating Hours: 4](#_Toc67032812)

[Definition of a Pollution Incident 5](#_Toc67032813)

[Notification of a Pollution Incident 5](#_Toc67032814)

[Scope 5](#_Toc67032815)

[Pollution Response Team Responsibilities 5](#_Toc67032816)

[Pollution Incident Response Team Roles 6](#_Toc67032817)

[Pollution Response Key Contacts 6](#_Toc67032818)

[Regulatory Contacts 7](#_Toc67032819)

[External Services Contacts 7](#_Toc67032820)

[Neighbour Contacts 7](#_Toc67032821)

[Potential Pollution Incidents Risk Assessment 8](#_Toc67032822)

[Mt Wallace Site Map 12](#_Toc67032823)

[Team Training 13](#_Toc67032824)

[Plan Testing 13](#_Toc67032825)

[Reference Documents 13](#_Toc67032826)

[Hazardous and Dangerous Goods Manifest 14](#_Toc67032828)

[Document Storage 15](#_Toc67032829)

# ****Document Control****

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| **Issue** | **Date** | **Revision Changes** | **By** |
| 1 | 1/02/2020 | Develop PIR Plan | HSEQ |
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# Current Revision

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| --- | --- | --- | --- | --- |
| **Date Reviewed** | **Version** | **Approval Position** | **Test / Schedule** | **Next Review** |
| 1/02/2022 | 1 | General Manager | 1 Year | 1/02/2023 |

# Licensee Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Licensee Name** | **ABN** | **Address** | **Phone** | **Prime Contact Person** |
| PineGro Products Pty Ltd | 72 005 531 546 | Lot 32 Glenmore Road, Mt. Wallace 3342 | 03 5367 3222  0418 369 461 (24hr) | John Van Meel  General Manager |
| **Website** | **EPA Licence No:** | **Scheduled Activity** | **Waste Accepted P.A.** | **Site Manager** |
| pinegro.com.au | OL000140618  140618 | Composting | 15,000t Biosolids 45,000t Garden Organics | Jamie Bigham  Ph: 0418 369 461 |

# Purpose

The purpose of this plan is to outline the site procedure to be followed when responding to a pollution incident to minimise environmental and business impact and to ensure a pollution incident is managed in an effective manner.

This procedure has been developed to outline the actions required by Site Management and Senior Management in the event of a pollution incident. A pollution response procedure is required as part of our Environmental Management Plan and is available to members of the public on the PineGro company website or by written request.

The procedure covers potential pollutant hazards and controls and the sites incident response process should a pollution incident occur. Due to unpredictability of incidents and emergency situations it must be understood that some circumstances may arise that are not covered by this procedure but those identified in our site Emergency Management Plan have been included.

This plan does not replace or supersede the site Emergency Management Plan that may also be operational at the same time to manage other types of emergency situations. Upon activation of the pollution response plan the site management team can request the assistance of Senior Management Team.

# Introduction

PineGro Mt. Wallace Compost Facility is situated in the Western part of Victoria on approx. 80 acres. The site is surrounded by 14,000 acres of farmland within the Yaloak Estate. The site is permitted for composting activities.

The facility consists of a 50,000 square metre hard stand compost pad that is contoured to fall toward an 8 mega litre engineered leachate dam. The facility also includes an employee car park, an administration building and a weighbridge. The site is fully fenced and has a lockable gate for entry/exit. The site is accessible from Glenmore Road Mt Wallace via a 4.5km hardstand road.

# Site Operating Hours

|  |  |
| --- | --- |
| **Composting Activities** |  |
| Monday - Friday | 8.00am to 4.00pm |
| Saturday, Sundays and Public Holidays | None |
| **Construction Activities** |  |
| Monday - Friday | 8.00am to 4.00pm |
| Saturday | None |
| Sundays and Public Holidays | None |

# Definition of a Pollution Incident

*A* ***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 and represents a breach of our EPA license.

# Notification of a Pollution Incident

A pollution incident is required to be notified to the Victorian EPA if there is a breach of our EPA license conditions.

Our EPA license under general condition LI\_G2 requires Pinegro to immediately notify EPA of non-compliance with any condition of this license by calling 1300 EPA VIC (1300 372842), sending an email to [contact@epa.vic.gov.au](mailto:contact@epa.vic.gov.au), or using the EPA Interaction Portal.

# Scope

This PIRMP must be followed by employees, contractors and visitors to PineGro Mt. Wallace in order to assist in the early response and reporting of a pollution incident.

# Pollution Response Team Responsibilities

The Site Manager is responsible for accessing the overall severity of the incident and controlling of any pollution incident until the incident is under control and an initial investigation has been completed.

The Team’s responsibilities include:

* Activating the initial incident response to ensure effective control of the situation.
* Activating the site emergency evacuation procedures to ensure the health and safety of all workers.
* Prevent unauthorised access to the incident area.
* Notifying emergency services and appropriate regulatory authorities of the incident
* Notify direct neighbours / members of the community about the incident.
* Respond to issues as they arise during the incident.
* Obtaining and collating information from internal and external sources.
* Ensuring that appropriate personnel are kept informed of the incident.
* Managing internal and external communications

# Pollution Incident Response Team Roles

|  |  |
| --- | --- |
| **Roles**  **Contact PineGro Head Office (03 5367 3222) for connection with any roles listed below** | **Responsibilities** |
| INCIDENT CONTROLLERS  Site Manager and authorized employees | * Assess the incident situation and activate the site Emergency Response Team if required * Activate the site emergency evacuation procedure. * Manage the site evacuation procedure. * Liaise with emergency services and regulatory authorities upon arrival. * Notify appropriate regulatory authorities of the pollution incident. |
| * Assess the incident scene and manage the clean-up and control process. * During emergency evacuation prevent unauthorised access to the site * Upon request contact emergency services. |
| COMMUNITY LIASON  General Manager & Site Manager | * Notify direct neighbours and members of the community about the incident. |
| INCIDENT NOTIFYER  General Manager | * Assist with Notification of appropriate regulatory authorities of the pollution incident. * Obtain and collate information from internal and external services. * Maintain documentation of evidence provided to authorities. |
| INTERNAL COMMUNICATIONS MANAGER  HSEQ Officer | * Manage internal communications within PineGro |

# Pollution Response Key Contacts

Any pollution incident requiring EPA notification must be immediately reported to relevant statutory authorities by either the Site Manager, General Manager or HSEQ Officer. In cases where material harm level cannot be immediately assessed, or insufficient information is available on the severity of the incident, the general advice is to notify the Relevant Authorities and discuss that the situation could not be fully assessed. The incident notification should be limited to facts known and records of the notification must be documented. The following facts should be provided at the time of notification: Location & time, Type of incident (e.g., fire, spill, escape, explosion) and Initial response taken.

# Regulatory Contacts

|  |  |  |
| --- | --- | --- |
| **Type** | **Contact Details** | **Role Required to Contact** |
| Emergency Services (Police, Fire, Ambulance) | 000 | Site Manager/General Manager / HSEQ Officer |
| EPA Victoria | 1300 372 842 |
| Work Safe Victoria | 1800 136 089 |
| Poisons Information | 13 11 26 |
| Central Highlands Water Catchment | 1800 061 514 |
|  |  |

# External Services Contacts

|  |  |  |
| --- | --- | --- |
| **Type** | **Contact Details** | **Role responsible for identifying local authority and nearest public health units.** |
| Electricity | No external power on site | Site Manager |
| Gas Supplier | No gas on this site | Site Manager |
| Water Supplier – Leon Manly Ballan | 03 5369 2241 | Site Manager |
| Ballan District Health | 03 5368 1100 | Site Manager |

# Neighbour Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Location** | **Contact Details** | **Role Required to Contact** |
| Farmer | Mt. Wallace – Yaloak Estate | Ivan | Farm Manager |
|  |  |  |  |

# Potential Pollution Incidents Risk Assessment

| **Incident Type** | **Hazards** | **Incident Response/Actions** | **Likelihood** |
| --- | --- | --- | --- |
| Waste Fire | * Spontaneous combustion      * Internal fire caused by lightning strike/cigarettes/welding and grinding * External fire, i.e grass fire from surrounding bushland. | * Smother effected area with dirt from surrounding windbreaks * Remove burning material to on site dams * Ensure compost pile heaps remain below 4 mtrs in height * Maintain adequate fire breaks between compost piles and around the hardstand compost pad * Utilise existing firefighting equipment to put out the fire * Maintain a 10 mtr buffer distance between surrounding glass land and the compost pad | MEDIUM |
| Storm Water Off Site Discharge  Contact Water discharge into ground water | * Contamination of surrounding waterways * Contamination of ground water   . | * All contact water discharges are captured in an engineered leachate dam. Leachate dam has total storage capacity of 8 ML which is 2 ML more than required using a 1 in 20-year storm event. * Leachate dam is monitored monthly for free board capacity and odour. * Leachate water from the dam is used in the initial compost phase allowing for control of dam storage levels. * A breach of the leachate dam will flow toward another onsite storm water capture dam. * Minimal likelihood of offsite storm water/ground water discharge based on site hydrology and distance to Spring Creek. * Engineered impermeable hardstand compost pad protects ground water contamination * Main users of ground water are maintenance of eco systems and stock watering. | MEDIUM |
| Noise | * Offsite residential impact | * Significant buffer zone to nearest sensitive receptor >2.6 kms * Operate within designated working hours * Monitoring of machinery noise levels | LOW |
| Release of Odour beyond site boundary | * Receival of waste * Grinding of waste * Stockpiling and blending of waste * Active compost phase * Final product screening | * Highly odourous waste will not be accepted      * Waste material processed upon receival      * No odour generating activity in high winds directed toward sensitive receptors. * Additional turning of compost to improve aerobic composting * Monitor and maintain pre-determined moisture levels in compost * Maintain optimum bulk density of compost piles * Adjust aeration of compost piles through the aeration system * Add biofilter to compost windrows * Conduct weekly/monthly odour observations at site boundary and off site | MEDIUM |
| Dust | * Dust release beyond site boundaries | * Sufficient buffer zone to avoid off site dust emissions * Watering of piles, roadways, and any potential dust creating areas | LOW |
| Waste Management Litter | * Litter escaping beyond site boundaries | * Litter decontamination of incoming waste streams. * Removal of litter offsite to approved landfill * Litter decontamination at site boundaries * Weekly site boundary inspections and observations of litter contamination | LOW |

**\***When Emergency Evacuation is required, for training purposes please review OH&S section 4.2.0.

\*The site incident response plan forms a part of Mt. Wallace Environmental Management Plan.

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# A picture containing text, parking Description automatically generated

# Mt. Wallace Site Map

|  |  |
| --- | --- |
| **Zone** | **Description** |
| **1** | Engineered Impermeable Compost Pad |
| **2** | Engineered Impermeable Leachate Dam |
| **3** | Administration Building/Storage Shed |
| **4** | Entry/Exit Gate |

# Team Training

The pollution response team (all employees) has been trained in the pollution incident response plan and is made aware of any updates to the plan. The plan will be reviewed as part of the Site Emergency Procedure Review.

The Emergency Team has been trained in spill response procedures and are aware of the hazards on site. As part of the Emergency Response Plan, annual evacuation tests are conducted.

# Plan Testing

The plan will be tested as part of the Site Emergency Response Procedure. Specific scenarios may be developed to conduct a trial emergency response.

The plan will be reviewed every 3 years as part of the Site Emergency Response Procedure Review.

# Reference Documents

Mt Wallace Environmental Management Plan

Pinegro EPA License

# Hazardous and Dangerous Goods Manifest

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| --- | --- | --- | --- | --- | --- | --- |
| **Location** | **Proper Shipping Name** | **Class / Division** | **Type** | **Design Capacity** | **Max Store** | **Typical Quantity** |
| Diesel Fuel Tank | Diesel | C1 | Tank | Above ground storage | 6,000L | 4,000L |
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# Document Storage

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| **Copy Type** | **Location** |
| Hard copy | PineGro Mt. Wallace Administration Office |
| Electronic | PineGro Head Office |