Waste Management Facility

Emergency Response Plan



WEST DALY
Regional Council

Document Authoring and Version Control

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1. Introduction

1.1 Purpose

This Emergency Response Management Plan (ERMP) has been prepared for West Daly Regional Council (WDRC) to inform operations at the Wadeye Waste Management Facility (WMF).

The purpose of this document is to provide a framework for understanding the nature of an emergency and how to respond to it in an informed manner. This response should minimise negative impacts on human health and the environment, and as such this ERMP primarily addresses environmental emergencies.

All site personnel must make themselves familiar with the ERMP to facilitate safe and effective actions in the case of an active emergency. When an emergency response is required at site it is expected that staff will act in accordance with this ERMP.



1.2 Objective

The aim of the ERMP is to provide personnel at WMF with safe procedures for responding to site specific emergencies or situations that have the potential to cause harm.

The main objectives are as follows:

1.2.1 Identify roles and responsibility during an emergency

1.2.2 Identify evacuation zones

1.2.3 Emergency contact Details

1.2.4 Outline reporting requirements.

1.2.5 Identify the type of emergency

1.2.6 Emergency Procedure Details

It is to be noted that the ERMP focuses on site specific risks for emergencies, but not all risks and emergencies are accounted for in this report.

The Northern Territory (NT) Environmental Protection Authority (NTEPA) requires a site specific ERMP to issue an Environmental Protection License (EPL). This ERMP will become part of the application for an EPL.

This report understands the Northern Territory Emergency Management Act as the legislative basis for emergency management across the Northern Territory.



2.Operations

2.1 Site Overview

The Wadeye WMF is operated by West Daly Regional Council and is located approximately 400km southwest of Darwin. The WMF is a landfill operation that services the waste disposal requirements of about 2000 people at Wadeye township.

The WMF accepts mainly domestic waste but also commercial and building waste. The landfill does not accept asbestos or listed waste for disposal. Burning of waste is not permitted on site. It is intended to stockpile and dispose of listed waste with an appropriately licensed disposal service. Listed waste will be stockpiled in a secure bunded location for repatriation.

Operations on site include collecting, sorting, storing, transporting, and disposing of waste in landfill by burial. The landfill operates under the area method, requires compaction and placement of cover soils. This method is best suited to the gently sloping terrain and high rainfall and high ground water conditions on site.

2.2 Waste Management Facility Operator

Table 2.2 - Facility Operator Details

Organisation	Phone
Company	West Daly Regional Council
Contact	Director of Service Delivery (TH)
Address	1/4 Albatross Street, Winnellie NT 0820
Phone	08 79226406
Web	www.westdalynt.gov.au



2.3 Roles and Responsibilities

This ERMP designates the roles and responsibilities to be carried out by WDRC to maintain the ERMP during normal daily operation. Information regarding roles and responsibilities during an emergency event is detailed in **Section 3 Emergency response.**

The WMF Director is the person designated to have the primary responsibility to review outcomes and reporting of the ERMP. WMF Director will manage the internal and external reporting requirements of the EMRP.

The WMF supervisor is the person delegated to implement the ERMP on site. The WMF supervisor will ensure WDRC personnel are aware of the ERMP, comply with the requirements and report to the WMF Director.

In the event the WMF Director is not available, the WMF Supervisor is to be delegated the responsibility to manage the emergency event.

Table 23 - Operational Roles and Responsibilities

Role	Responsibility
WMF Director	• Oversee implementation of the ERMP • Review compliance records and reporting • Coordinate reviews and update of the ERMP • Manage internal and external reporting and distribution
WMF Supervisor	• Ensure personnel understand their obligations under the EMRP • Maintain compliance records and reporting • Site maintenance and inspections related to EMRP • Report all non-compliances within 24 hours to WMF Director
WMF Staff	• Understand and comply with the EMRP • Undergo a site induction • Be aware of emergency response procedures • Report any incidents or breaches to the WMF supervisor.



2.4 Training and Awareness

All personnel should have an awareness of the ERMP and its procedures. All personnel engaged in work at the WMF are to undergo a site induction to be trained in the emergency response procedures outlined in this plan.

The WMF Supervisor will conduct biannual toolbox meetings regarding preventive measures with all WMF staff. Toolbox meetings are intended to discuss safety and emergency updates and improvements with operational staff. The meeting will be documented and submitted for the record to the Work Health and Safety Officer. This ERMP is to have hard copies available and accessible on site at all times:

1. One copy at the gate office
2. One copy in the lunchroom facility

2.5 Site Security

The site maintains adequate perimeter fencing to restrict unauthorised access to the WMF. The perimeter fencing should preclude animals and persons from entering the drop off area when the facility is closed and prevent access to the authorized areas, including the tip face. The fence shall have a lockable gate to the front entrance that will be closed and secured during non-operating times.

2.6 Signage

WDRC to provide an information sign located at the front gate. By law the site signage at needs to have the following information:

- ✓ Access restrictions
- ✓ Days and hours of operation
- ✓ Accepted waste Types
- ✓ Prohibited Waste Types
- ✓ Recycling materials accepted
- ✓ Approval/Licence number under the WMPC Act
- ✓ Emergency contact number of the facility operator
- ✓ Name of the facility owner.

It is proposed to have 3 separate signs to accommodate the above required information:

Sign 1:

- Name of Facility,
- Owners / manager,
- Emergency contacts,
- Licence number

Sign 2:

- Hours of operation,
- Accepted waste types
- Prohibited waste types,
- Recycling.

Sign 3:

- Emergency evacuation procedure and muster point location

Other Signage within the facility:

- Directional signage to assist smooth traffic flow
- Unloading areas for specific waste types



2.7 Site Induction

All staff and contractors entering the WMF, excluding the general public and users, should be inducted on arrival to site. The induction should cover the following items as a minimum:

- ✓ Site layout
- ✓ Administrative procedures
- ✓ Access and exits
- ✓ Emergency procedures
- ✓ Bushfire Management Plan
- ✓ Environmental protocols
- ✓ Evacuation procedures

In addition to the general items above, if required, all inductees should be informed of any specific activities that are relevant to their purpose on site.

2.8 Task Specific JSA

Job Safety Analyses are undertaken for all site related tasks to identify and manage risks accordingly. Site personnel should be aware of all risks and mitigation strategies before undertaking a task on site.

2.9 Preventative Actions

All people engaged in landfill operations must abide by the General Environmental Duty. A person complies with their General Environmental Duty if they take all reasonable and practicable measures to prevent or minimise environmental harm and reduce the amount of waste when carrying out an activity.

2.10 Fire Control Measures

The following measures should be undertaken by site personnel to limit the risk of fires on site:

- ✓ Separate waste that include gas bottles, batteries and other ignition sources.
- ✓ Separate incompatible waste types.
- ✓ Ensure waste is adequately compacted during operations.
- ✓ Maintain appropriate fire breaks between the waste types and external to the fence
- ✓ Applying daily cover to waste at the working face
- ✓ Ensure all fire-fighting equipment is easily accessible and in service date
- ✓ Regular toolbox meetings with Operational staff regarding early fire hazard recognition.
- ✓ No smoking on the WMF site

2.11 On Site Spills Preventive Measures

- ✓ Minimise quantity of liquids stored on site.
- ✓ Locate stored liquids as far from trafficable areas as practicable.
- ✓ Use the spill kit as appropriate to the spill.
- ✓ Secure received liquids in bunded areas
- ✓ Transfer received liquids to lockable containers

3. Statutory Reporting Requirements

3.1 Environmental

Strict immediate notification requirements apply in all cases of serious environmental incidents.

WDRC must notify the NTEPA within 24 hours of an incident which causes, or threatens to cause, pollution resulting in environmental harm.

The notification form can be found at NT EPA Online

https://ntepa.nt.gov.au/make-a-report/pollution-report-form or by email to waste@nt.gov.au

WDRC will be required to keep records of all non-compliances within the license. The records must be adequate to enable the licensee to comply with the conditions of the license.

A report to NTEPA is required if:

- ✓ There is a spill of containment
- ✓ Waste has entered a waterway, including a drain
- ✓ The spill has spread more than 3 meters from the source
- ✓ The spill has left the premises boundary

The incident reported to NTEPA by the WMF Director should include the following information:

- ✓ The date and time of the non-compliance
- ✓ The actual and potential causes and contributing factors
- ✓ The risk of environmental harm
- ✓ The actions undertaken to mitigate the non-compliance
- ✓ Corrective actions to ensure non-compliance does not recur
- ✓ A date when an incident investigation report will be submitted to NTEPA



3.2 Health and Safety

Immediate communication to NT WorkSafe is required in the case of a notifiable incident involving:

- Death
- Serious injury or illness
- Dangerous incident

Written notification must be provided to NT WorkSafe no less than 48 hours after the incident.

WDRC health and safety process must be addressed following any health and safety incident, please refer to the OHS Policy document for more information.

3.3 Cultural Heritage

Any interference or damage to a sacred site or restricted works area must be reported as soon as practicable to the Aboriginal Areas Protection Authority. As with any cultural heritage incident, please refer to the WDRC Cultural heritage Policy document for more information.

3.4 WMF Event Record

Any event that is listed in *Table 3.1 Types of Emergencies*, is to be recorded in the WMF Event Record.

- ✓ The event record is located inside the gate house.
- ✓ Time and date the event was reported.
- ✓ Description of the event
- ✓ Time and date of when the event started and ceased
- ✓ The location of the event
- ✓ Circumstance which caused the event
- ✓ Prevailing weather conditions at the time of the event
- ✓ Action taken to discontinue the event.
- ✓ Outcome of the event.



3.5 Emergency Response Management Plan Review

This ERMP document shall be reviewed and updated every year. For the purpose of reviewing the procedures and updating the names and contact details of the nominated persons and agencies.

The review shall include:

- ✓ Results of internal audits
- ✓ Evaluation of compliance with the ERMP
- ✓ Complaints or relevant external party correspondence
- ✓ General environmental performance
- ✓ Status of corrective and preventative actions
- ✓ Follow up actions from previous reviews
- ✓ Name and number updates
- ✓ Changing circumstances
- ✓ Recommendations.

4. Emergency Response

The following section details the emergency response procedures required for all incidents at the WMF.

4.1 Evacuation Procedure

4.1.1 In all emergency events any person within the WMF is required to evacuate the assembly point.

4.1.2 In these events the person responsible will advise all people to evacuate the site and congregate at the assembly point

4.1.3 All people will be directed to exit the facility on foot directly to the assembly point.

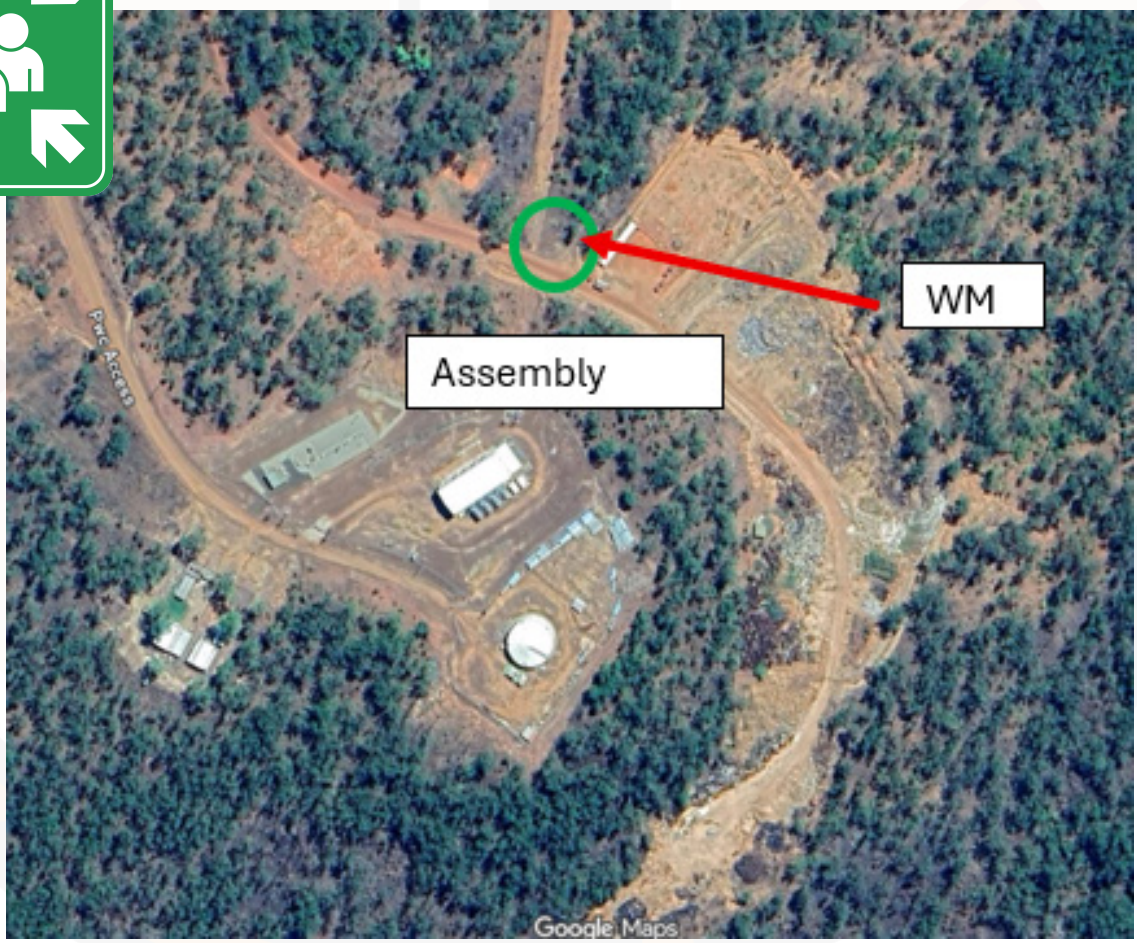
4.1.4 The assembly point is located outside the entry to the landfill site.

4.1.5 The assembly point should only be used if it is deemed safe to do so by the person responsible.

4.1.6 All people are to remain at the assembly point until further instruction from the person responsible.

4.1.7 Under no circumstances are people to leave the assembly point during an evacuation.





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4.2 Emergency Contact Details

A summary of Wadeye township emergency contacts is provided in Table 4 below.

Table 4.2 - Emergency Contact Details

Organisation	Phone	Description
Police / Fire / Ambulance	000 / XXX[VN1]	Primary Emergency Contact
Wadeye Police Station	(08) 8978 2366	Police Station
Wadeye Community Health Center	(08) 8978 2360	Health Centre Service
Care Flight / Royal Flying Doctor's Service	000 / 112	Medical retrieval service
Aboriginal Areas Protection Authority	(08) 8999 4365	Report interference to sacred site https://www.aapant.org.au/services/compliance-and-enforcement/report-damage-to-site
NT EPA Pollution Hotline	1800 064 567	Report environmental incidents https://ntepa.nt.gov.au/make-a-report

4.3 Emergency Response Authority Chain and Delegation

4.3.1 WMF Director is the person designated to have the primary responsibility during an event.

4.3.2 WMF supervisor will notify the WMF Director of an emergency or impending event.

4.3.3 WMF Director will initiate and manage the emergency response for WDRC.

4.3.4 WMF Supervisor is the person delegated to manage the emergency response at the WMF.

4.3.5 WMF Supervisor will receive instructions from the Director and communicate with Staff.

4.3.6 WMF supervisor will manage the evacuation of all personnel.

4.3.7 In the event the WMF Director is not available, the WMF Supervisor is delegated the responsibility to manage the emergency response.

At event closure, the WMF Supervisor will initiate the WMF site-based records and escalate the information to the WMF Director. WMF Director will manage the internal and external reporting and distribution of records as per *Section 3 Statutory Reporting Requirements.*

Table 43 - Types of Emergencies

Item	Emergency Type	Description
1	**Medical Emergency**	Personal danger, injury or fatality
2	**Surface Fire**	Bush fires, machinery fires and battery explosions.
3	**Landfill Fire**	Combustion of landfill
4	**Surface Water Contamination**	Surface water contacting waste mass Leachate runoff impacting water quality
5	**Contamination Spill**	Gaseous (waste gas or landfill gas) Aqueous solutions (water base liquid) Non aqueous (oil and hydrocarbon based liquid) Solid contaminants (asbestos or other contaminants)
6	**Cyclones Storms and Floods**	General Public Safety Risk
7	**Vehicle collision**	Vehicle damage only If personal injury, then refer to item 1

4.4 Medical Emergency

Any injury incurred by any person shall be reported to the WMF Supervisor as soon as possible.

All WDRC vehicles have a first aid kit stored in the vehicle.

The WMF is to have a trained in first aid person on site at all times. All types of injuries including snakebite, cuts, penetration of skin from sharps as well as fire and chemical burns are injuries that may result in serious outcomes. Each occurrence must be reported and seen to by a medical doctor.

4.5 Medical Emergency Response Plan

4.5.1 First aid is to be administered immediately and as appropriate to the type of injury.

4.5.2 The first aid officer is to notify the Community Health Centre of the incident and seek advice.

4.5.3 The injured shall be transported directly to Community Health Centre to be seen by a doctor.

4.5.4 The incident must be reported to the WMF Director through the WDRC work health and safety system.

4.5.5 Communication to NT WorkSafe within 48 hours is required in the event of a notifiable incident



4.6 Vehicular or Equipment Accidents

4.6.1 All vehicle and equipment accidents are to be reported to the WMF Supervisor as soon as practicable.

4.6.2 All incidents are to be reported and investigated as per WDRC health and safety policy.

4.6.3 This will inform the system to introduce appropriate preventive measures to avoid future accidents.

4.7 Fire Emergency



Fires may occur at the following locations:

- Transfer station and bins;
- Landfill area
- Vegetated areas
- External areas to the WMF

4.8 Fire Response Procedure

1. On-site fires are to be treated as a potential emergency.
2. Notify the WMF Supervisor.
3. Evacuate all people in the WMF to the muster point.
4. Don't fight fires, call the people who are trained in fire fighting[VN1] [VN2]
5. Call Wadeye NTFS for advice on fire control.
6. All fires are to be logged in the fire log
7. WMF Supervisor will forward the fire log to the WMF Director.

Need to make a decision what to include here, [VN3]
Can anyone fight fires? Its risky and could result in an injury or worse[VN4]
Do we stand back and notify a professional trained person to fight the fire[VN5]
Adjust this fire response section to suit your policy[VN6]
I think it preferable if we get a trained fire fighter and their professional equipment to extinguish a fire. [VN7]
****

4.9 Landfill fire

Fires within the landfill must be considered as an emergency due to the risk of toxic gases and the formation of large internal voids within the waste mass.
In the case of easily accessible landfill fires, where it is determined safe to do so:

4.9.1 Systematically excavate the area of the fire.

4.9.2 Spread the burning waste or soil over a designated soil base.

4.9.3 Douse the burning material with water (if safe to do so, check with site manager)

4.9.4 Place large volumes of uncontaminated soil over the doused material to limit smoking and absorb excess water.

4.9.5 Work progressively inwards from edges of the fire until whole area is covered.

4.9.6 Compact the burn site and allow it to cool.

4.9.7 Refill the excavated area with the material.

4.10 Equipment Fire

Landfilling plant can catch on fire, and it is typically due to electrical faults or litter being trapped on the exhaust or manifold. Regular inspections, maintenance and cleaning of site equipment is important to reduce the risk of equipment fire.

In the event of an equipment fire, the following process is recommended:

- ✓ Activate the fire suppression system (if available).
- ✓ Extinguish the fire using a dry powder or CO2 extinguisher, which should be readily available in all landfilling plant.
- ✓ Isolate batteries when able to do so.
- ✓ If safe to do so, move the equipment to a safe location away from the active landfill disposal area.
- ✓ It is important to prevent the fire from spreading to the landfill.
- ✓ Monitor the landfilling equipment to check for re-ignition.

4.11 Surface Water Contamination

Surface water contamination includes run-off or clean water infiltration into the waste mass or disturbed land caused by activities on site. The primary objective is to avoid the contamination of clean water, particularly with leachate. All surface water contamination must be reported.

Refer to the Landfill Environmental Management Plan (LEMP) for details of the controls that must be put in place to reduce the risk of surface water contamination, such as stormwater diversion drains upstream of the landfilling area.

If a surface water contamination event occurs the following response is required:

4.11.1 Surface Water Contamination Response

- ✓ Isolate the contamination and ensure that access to the contamination site is restricted
- ✓ Notify NT EPA about the incident as per Section 3 Statutory Reporting Requirement.
- ✓ Record the incident in the WMF Event Log.

4.11.2 Contamination Spill

Contamination spill incidents will vary in nature and intensity therefore actions and responses will be determined on a case-by-case basis. These events may be fuel rupture from a vehicle, leaking hydraulics on plant or liquid waste brought to the WMF for disposal.

Spill kits are essential safety packages designed to contain and clean up hazardous or non-hazardous liquid spills, containing absorbents, PPE, and disposal materials. WDRC will maintain a General Purpose Kit and an Oil and Fuel Spill Kit as necessary for containment of spills.

Generally, the response will be as follows:

- ✓ Secure and contain the problem
- ✓ Confirm the problem
- ✓ Investigate the cause and potential risks
- ✓ Implement corrective actions to stop or minimise the spill
- ✓ Deploy Spill kit if necessary
- ✓ Record the incident in the WMF Event Log.
- ✓ Notify NT EPA about the incident as per Section 3 Statutory Reporting Requirements

4.12 Cyclones, Flooding, Severe Storms and Destructive Winds

The Wadeye township is susceptible to extreme weather events such as cyclones. Cyclone season is November through to April although events can occur outside this time. Destructive winds can be experienced at large distances from the event itself, and while Wadeye township may not be in the direct path of a cyclone, it is important to prepare for a severe weather event.

WDRC has another emergency action plans for disaster events such as flooding, storm surge and fires affecting the township, that will be implemented outside the scope of this EMRP.

There is also a need to prepare the WMF for the likelihood that there will be a high demand for waste disposal as a result of windblown debris and fallen trees and building waste.

Table 4.12 Cyclone categories

Classification	Wind Speed (km/h)	Typical effects
1	Less than 125 km/h Gales	Minimal house damage. Damage to some crops, trees and caravans. Boats may drag moorings.
2	125-164 km/h Destructive winds	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure.
3 Severe	165-224 km/h Very destructive winds	Some roof and structural damage. Some caravans destroyed. Power failure likely.
4 Severe	225-279 km/h Very destructive wins	Significant roofing and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5 Severe	More than 280 km/h Extremely destructive winds	Extremely dangerous with widespread destruction.

4.12.1 5 Stages of Cyclone Preparedness

There are 5 stages of action that need to be undertaken to prepare the WMF for severe weather occurrence. Each stage has a different items to be undertaken once a cyclone watch for the region has been announced.

Stage 1

Code Blue: Cyclone Watch - Gales expected between 24-48 hours

- ✓ Review of cyclone management plan
- ✓ Staff availability identified
- ✓ Prepare laydown areas on site for potential influx of large quantities of debris and vegetation
- ✓ Implement Traffic management plan prepared for the event of a cyclone
- ✓ Secure items that may become airborne debris during a cyclone event.

Stage 2

Code Blue: Cyclone Watch - Gales expected between 12-24 hours

- ✓ Vehicle and equipment checks
- ✓ All vehicles are full of fuel and equipment secured
- ✓ Potable water and food supply for staff sufficient for one week secured

Stage 3

Code Yellow - Gales expected between 6-12 hours

- ✓ Working face and other vulnerable areas are to be compacted and completely covered with clean fill.

Stage 4

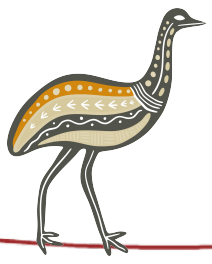
Code Red - Take Shelter - Gales expected in less than 6 hours

- ✓ Ensure all equipment is secured
- ✓ Patrol site to ensure no one is left on site
- ✓ Take shelter

Stage 5

Code Green- All Clear Announced - Cyclone event is over

- ✓ Access roads to the Wadeye Waste Management Facility are identified clear and safe
- ✓ Waste Management Facility declared safe for receipt of waste
- ✓ Traffic management lan implemented
- ✓ Temporary laydown areas opened as required





DARWIN

Address: 1/4 Albatross Street, Winnellie NT 0820
Telephone: (08) 7922 6403
Email: info@westdaly.nt.gov.au

WADEYE

Address: Lot 463 Perdjert Street, Wadeye NT 0822
Postal Address: C/ Wadeye Post Office, Wadeye NT 0822
Telephone: (08) 8977 8702

NGANMARRIYANGA

Address: Lot 108, Nganmarriyanga NT 0822
Postal Address: CMB 30 Palumpa NT 0822
Telephone: (08) 8977 8500

PEPPIMENARTI

Address: Lot 16, Peppimenarti, NT 0822
Postal Address: PMB 56 Peppimenarti NT 0822
Telephone: (08) 8977 8600

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