



murray river council

Moama Waste Management Facility

(91 Centre Road)

Pollution Incident

Response Management Plan

February 2022

PROPERTY LOCATION DETAILS

Address:	91 Centre Road Moama NSW 2731
Email	waste@murrayriver.nsw.gov.au
Phone Number:	1300 087 004
EPA Licence Number:	7395

CLIENT DETAILS

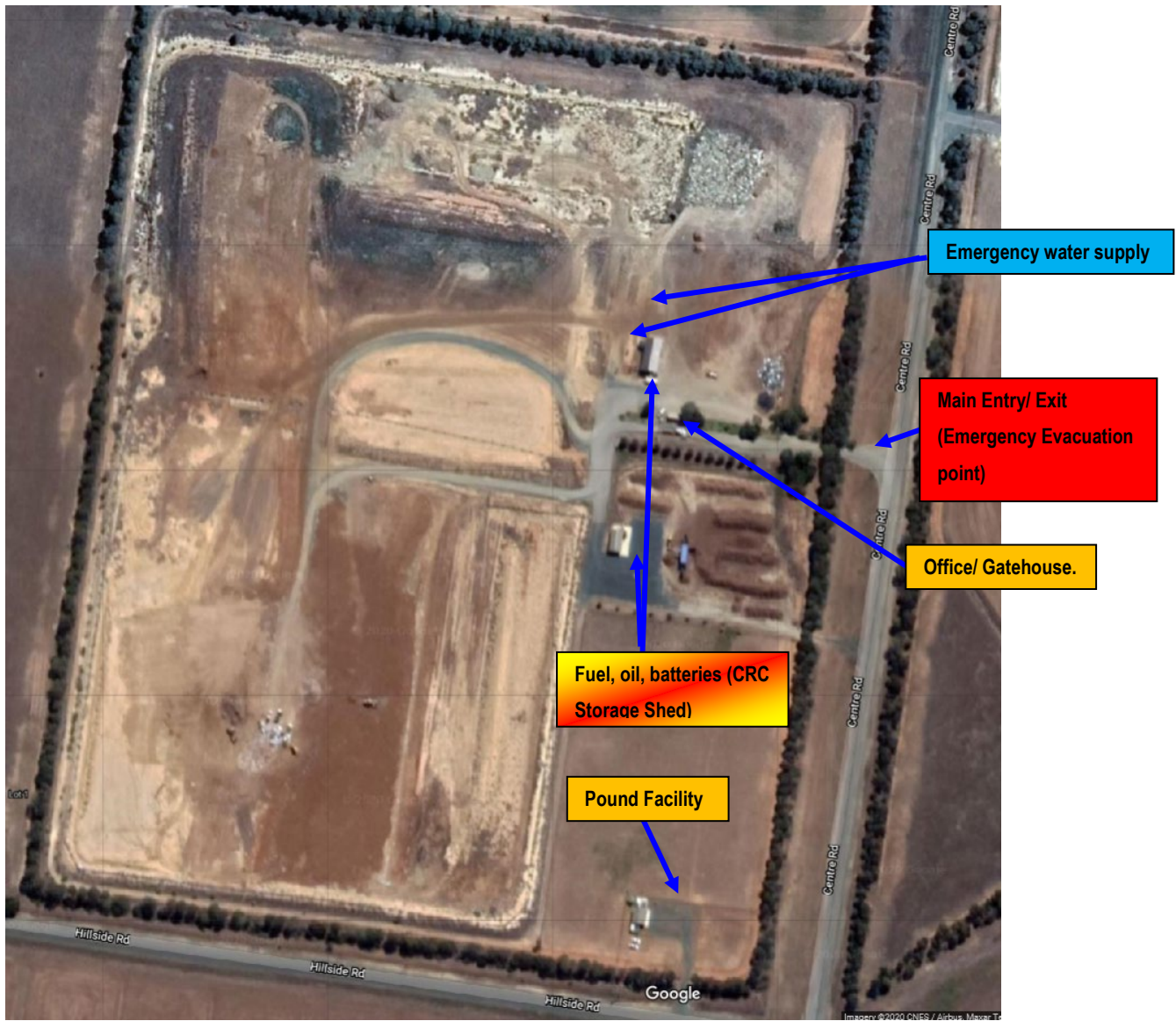
Business Name:	Murray River Council
Nominated Individual:	Mr Luke Sciotto
Address:	52 Perricoota road, Moama
Email	waste@murrayriver.nsw.gov.au
Phone Number:	1300 087 004

**Moama Waste Management Facility
Pollution Incident
Response Management Plan**

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Site Plan – Moama Waste Management Facility



Moama Waste Management Facility

Pollution Incident

Response Management Plan

1. Introduction

Murray River Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Moama Waste Management Facility. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009.

NOTE: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (General) Regulation 2009*.

The objectives of these plans are to:

- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as local councils, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident.
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

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. It includes an incident or set of circumstances in which there are unwanted hazards to human health or a threat to the environment has been placed or disposed of on premises, but it does not include the emission of any noise.

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

- (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 (or such other amount as is prescribed by the regulations), 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.

2. Action Plan

2.1 Triggers for action

Trigger	Immediate Action	Follow-up Actions
Smoke and fire.	Contact 000 - Fire brigade.	Attempt suppression, if safe to do so. Contact Coordinator Waste Management who will notify EPA and may need to contact neighbours.
Chemical / fuel / oil spill.	Contact 000 - Fire brigade.	Attempt containment and clean-up, if safe to do so. Contact Coordinator Waste Management who will notify EPA.
Unusual odours.	Evacuate area. Contact 000 - Fire brigade.	Senior staff to implement Displan if required. Coordinator Waste Management who will notify EPA.
Persons or wildlife incapacitated.	Contact 000 - Fire brigade, ambulance, police / wildlife officer.	Evacuate. Contact Environmental Manager who will notify EPA, Safework NSW and Department of Primary Industry. Coordinator Waste Management may need to contact neighbours.
Expected strong winds (>40 km/hr).	Secure site and prepare for closure if necessary.	Contact Coordinator Waste Management who will contact relevant stakeholders Water application to dusty areas (e.g. tracks).
Dust.	Secure site and prepare for closure if necessary.	Contact Coordinator Waste Management who will contact stakeholders Water application to dusty areas (e.g. tracks).

2.2 Emergency and other contacts

Property Location: 91 Centre Road Moama NSW 2731

Fire Brigade - Ambulance Police (Moama 5482 0099)	000
Murray River Council	
Murray River Council offices-----	1300 087 004
Moama Waste Management Facility-----	1300 087 004
Coordinator Waste Management-----	0436 527 835
Manager Waste & Compliance-----	0457 497 575
Engineering-----	0427 344 739
Water & Sewer Treatment Plant Operator-----	0417 747 911
Ranger-----	0448 190 613
Campaspe Shire	5481 2200 (Diverts AH to on-call person)
Electricity (Essential Energy)	132 080
Environment Protection Authority (EPA)	131 555 or Albury (02) 6022 0608
NSW Public Health Line	(02) 6080 8900 (press 2 for Public Health officer)
NSW Roads & Maritime Services	(03) 5482 1300
State Emergency Service (NSW)	132 500
SafeWork NSW	131 050 Albury (02) 6042 4600
Other contacts	
Closter's Group (Pump outs)	(03) 5480 1469
Department of Planning and Environment	(02) 9228 6111
Department of Primary Industry (24 hrs)	1800 675 888 (Emergency Animal Disease 24 hrs)
Environmental Impact Advice (local) AES P/L	5482 5882 or 0412 151 225
Moama Veterinary Clinic	(03) 5483 5959
NSW DPI Water	(02) 8281 7777
Pesticides, herbicides, chemical spills (24 hrs - EPA)	131 555
Radiation hazard (Advice and support)	(02) 9995 5959 (State Radiation Safety EPA) or (AH) 131 555
RSPCA (Albury 10 am - 2pm)	(02) 6021 5220
Toxicology and poisons advice (24 hrs)	13 11 26
WIRES (NSW Wildlife Information Rescue & Education Service)	0407 600 755

2.3 Waste hazards

The system used to assess the Risk Rating is detailed in Appendix 1.

2.3.1 Hazards to human health

Waste type or material on site	Threat	Human or Other Impact	Consequence	Likelihood	Risk Rating (L x C)	Events increasing risk	Action
<i>Hazardous waste</i>	Chemicals and fibrous material, such as asbestos.	Chemical exposure leading to poisoning and diseases, cancer.	Catastrophic (5)	Occasional (C)	Extreme (5C)	Wind and fire.	Screen waste at entry point. Fire - contact fire brigade and Environmental Manager.
<i>Agricultural and industrial waste</i>	Chemical and radioactive hazards.	Exposure leading to poisoning and diseases.	Catastrophic (5)	Occasional (C)	Extreme (5C)	Wind and fire.	Fire -contact fire brigade and Environmental Manager. Screen waste at entry point.
<i>Waste treatment and disposal sites</i>	Health hazards for the neighbourhood - spread by vectors, such as birds, rodents and insects.	Exposure leading to diseases in livestock and humans.	Catastrophic (5)	Remote (B)	Very High (5B)	Landfill not covered/leak age.	Maintain vermin control. Daily cover.
<i>Dust / Odour</i>	Health hazard arising from air born pathogens.	Eye and respiratory infections, cancers resulting from exposure to organisms / chemicals on dust.	Catastrophic (5)	Occasional (C)	Extreme (5C)	Summer / Dry periods, fire, excess site traffic/Wind.	Odours - Contact fire brigade, evacuation, contact Waste Manager. Daily cover and dust suppression.
<i>Smoke</i>	Chemical and radioactive hazards.	Risk of chronic respiratory diseases, including cancers.	Catastrophic (5)	Occasional (C)	Extreme (5C)	Fire.	Contact fire brigade, consider evacuation, Extinguish fire if safe to do so, contact Waste Manager.
<i>Recycling (e.g. batteries, metal)</i>	Chemical and physical hazard.	Lacerations, injury/toxic exposure to waste containing chemicals and heavy metals.	Catastrophic (5)	Occasional (C)	Extreme (5C)	Wind, fire direct contact or exposure.	Management only by trained staff wearing personal protective equipment and apparel. Contact Environmental Manager.
<i>Gas cylinders</i>	Explosion.	Major injury /fatality / Lacerations, inhalation skin exposure to toxic or hazardous substances in smoke.	Catastrophic (5)	Occasional (C)	Extreme (5C)	Fire - direct contact.	Contact fire brigade, evacuation, contact Environmental Manager. Screening of waste and daily cover.

2.3.2 Hazards to human health (continued)

Waste type or material on site	Threat	Human or Other Impact	Consequence	Likelihood	Risk Rating (L x C)	Events increasing risk	Action
<i>Methane</i>	Substantial leak / Explosion	Toxic exposure to waste gases / Injury.	Catastrophic (5)	Remote (B)	Very High (5B)	Fire / storms / machinery.	Contact fire brigade, consider evacuation, contact Environmental Manager, monitor.
<i>Fuel and oil storage</i>	Spill and fire.	Exposure leading to poisoning and possible cancers.	Moderate (3)	Occasional (C)	High (3C)	Fire / storms / Handling practices.	Contact fire brigade, secure the area, consider evacuation prevent further spillage if feasible, utilise spill kit, attempt containment, clean - up if small , contact Environmental Manager.
<i>Plastics</i>	Dioxins, polychlorinated biphenyls (PCBs), dioxins and furans heavy metals mercury, copper, lead, chromium, cobalt, selenium and cadmium.	Exposure leading to poisoning and diseases.	Catastrophic (5)	Remote (B)	Very High (5B)	Fire.	Contact fire brigade, secure site, consider evacuation, contact Environmental Manager.
<i>Leachate</i>	Leakage of heavy metals copper, lead, chromium, cobalt, selenium and cadmium, chemical and health hazard arising from pathogens.	Exposure leading to poisoning and diseases.	Catastrophic (5)	Remote (B)	Very High (5B)	Wind.	Contact fire brigade, secure site, contact Environmental Manager.
<i>Compost</i>	Fire and smoke.	Risk of chronic respiratory diseases, including cancers.	Moderate (3)	Occasional (C)	High (3C)	Hot weather, dry material.	Contact fire brigade & Engineering for water truck, secure site, and contact Environmental Manager to notify EPA.

2.3.3 Hazards to the environment

Waste type	Threat	Environmental or Other Impact	Consequence	Likelihood	Risk Rating (L x C)	Events increasing risk	Action
<i>Hazardous waste</i> <i>Agricultural and industrial waste</i> <i>Asbestos</i> <i>Plastics</i> <i>Tyres</i> <i>Leachate</i>	Leakage or escape of contaminants - dioxins, polychlorinated biphenyls (PCBs) and furans heavy metals mercury, copper, lead, chromium, cobalt, selenium and cadmium.	Impact on wildlife.	Insignificant (1)	Improbable (A)	Low (1A)	Wind and fire. Extreme rainfall, site flooded, retaining structures leak or breached.	Suppression of dust and fire (Contact Engineering for Water truck).
		Contamination of the soil, watertable / aquifers.	Moderate (3)	Remote (B)	Low (3B)		Contact fire brigade, secure site, contact Environmental Manager to notify EPA.
<i>Dust and litter</i>	Airborne chemicals and fibrous material, such as asbestos, loose paper and plastic.	Low level contamination.	Insignificant (1)	Occasional (C)	Low (1C)	Summer / Dry periods, excess site traffic/Wind and fire.	Suppression using water tanker. Contact Engineering for water truck, secure site, contact Environmental Manager to notify EPA.
<i>Smoke</i>	Chemical and particulate hazard.	Atmospheric pollution. Traffic hazard.	Minor (2)	Minor (C)	Medium (2C)	Fire / storms / machinery operations on hot days. Spontaneous combustion of compost or waste material.	Contact fire brigade, Extinguish if safe to do so. Secure site, contact Environmental Manager to notify EPA.
<i>Methane</i>	Explosion.	Atmospheric pollution. Traffic hazard (smoke).	Minor (2)	Minor (C)	Medium (2C)	Fire / storms / machinery.	Contact Fire brigade, contact Environmental Manager to notify EPA.

2.4 Chain of communication and reporting

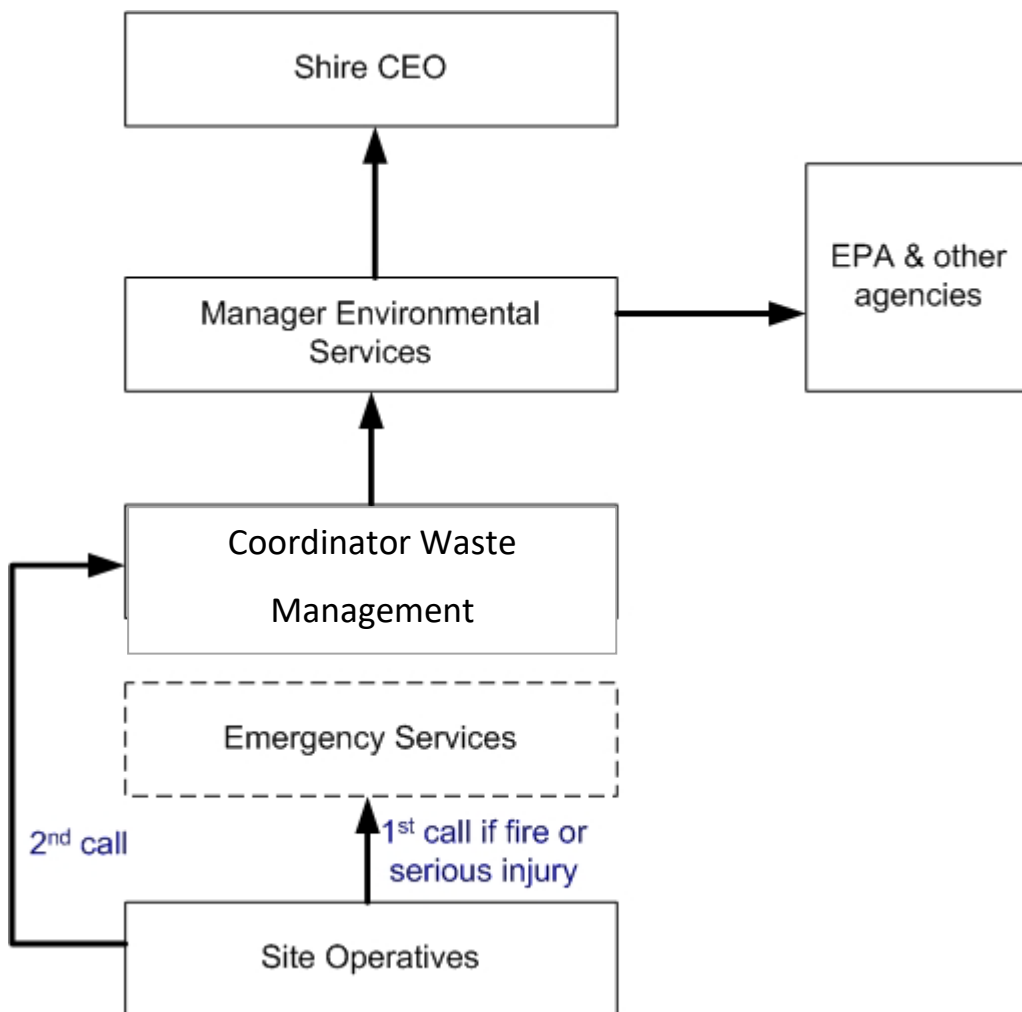


Figure 1. Chain of communication and reporting of pollution incidents

2.5 Pre-emptive actions to be taken

The following pre-emptive actions will be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises.

Personal protective equipment and response

The appropriate personal protective equipment is to be worn at all times and operators are to be trained in appropriate levels of pollution response, depending on the nature of the incident.

Fire

1. Telephone facilities are available for contact with the Murray River Council / Moama Bushfire Brigade Network.
2. Domestic deposits are to be screened for asbestos, liquids gas cylinders and any incinerator waste is to be excluded from the site unless contained and wet down. (Empty in safe location and remove valve from gas cylinder and puncture after valve removed)

3. Compost & Greenwaste piles to be no larger than 6 m wide x 20 m long and 3 m height and are to be segregated by minimum 5 m spacing.
4. Portable fire extinguishers (2 x 9 kg Dry chemical, 1 x 2.5 kg Dry chemical).
5. Extinguishers are to be fitted on all Council service and contractor vehicles.
6. A freshwater standpipe is located on the intersection of Martin Rd & McCulloch Dr, Moama (Approximately 3 kilometres from the site). Engineering can provide access to this.
7. A 25,000L water tank is located on site behind the Maintenance shed pointed out on the map and water can be drawn out via pressure valve fittings.
8. A 6m fire break will be maintained in the fire danger period. Surrounding grassland will be slashed (10 m width).
9. High pressure reticulated raw water will be supplied to a central location at the facility.
10. A map of water locations at the front of this Plan.

Chemical and fuel / oil spills

A spill containment kit will be maintained on-site in the event of hazardous substances or liquids being accidentally released before entering the disposal cell. Battery, fuel and oil storages are to be bunded.

Leachate tests

Leachate testing is to be conducted annually.

Vermin control

Refuse and waste to be covered daily as per licence requirements.

Dust and litter

When wind speeds exceed 20 km/hr (~40 days/year) all waste deposits should be carefully monitored and if necessary covered.

The facility may be closed when wind speed exceeds 50 km/hr (~7 days/year) if a risk assessment deems the site unsafe for operation.

Regular (daily) litter rounds should be conducted to capture loose material.

2.6 Actions to be taken during or immediately after a pollution incident

A plan indicating the location of surrounding residences (and contacts -confidential) is provided in Appendix 1.

Site Drainage

The site drainage is generally to the west, along Hillside Road to 24 Lane. The site is remote and largely contained in relation to water courses and natural drainage lines that might readily convey pollutants to a waterway.

Site clean-up and remediation

Site cleanup and any required remediation will follow the actions outlined in Tables 2.1, 2.3.1 and 2.3.2. Disposal will depend on the nature and quantity of the material involved. Where required, consultation will be sought with the relevant authorities (e.g. EPA, NSW Health)

Protocol for the Murray River Council Site Waste Manager - notification of pollution incidents

The Murray River Council Waste leadership team will be responsible for notifying each relevant authority (identified below) when material harm to the environment is caused or threatened.

1. Call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.
2. If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:
 - EPA – phone Environment Line on 131 555
 - NSW Health via the local Public Health Unit – (02) 6080 8900
(www.health.nsw.gov.au/publichealth/infectious/phus.asp)
 - SafeWork NSW – phone 13 10 50

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by SafeWork.

2.7 Inventory of pollutants

Potential pollutants kept on the premises or used in carrying out activities at the premises.

Substance	Quantity
Vehicle batteries/ acid/heavy metals	Up to 200 at any one time
Diesel fuel	4,000 L
Oil	1,000 L
Paint	Up to 1000L at any one time
LPG GAS	Up to 60 9kg bottles at any one time
Hazardous household chemicals	Up to 50L at any one time

2.8 Safety equipment

Specific personal protective equipment required for the handling of materials will include:

- Safety high visibility vest
- Heavy duty gloves;
- Chemical proof gloves;
- Respirator mask;
- Steel capped boots;
- Waterproof chemical resistant gum boots;
- Goggles / safety glasses.
- Eyewash station

A spill containment kit will be maintained on site in the event of hazardous substances or liquids being accidentally released before entering the disposal cell.

Personnel wash down shower and eye wash facilities are present on site currently located at the CRC shed. Eye wash is also provided in the First Aid kit located in the site office.

2.9 Communicating with neighbours and the community

1. A plan indicating neighbouring residences is provided in Appendix 1.
2. Neighbours will be notified in the event of an emergency.
3. If an incident has occurred that may affect the safety of neighbours or an event at Hartland Speedway. Police are the primary contact in this case.
4. In determining the extent of community notification for potential air emissions, the site Landfill Supervisor will consider aspects such as the type of pollutant, prevailing winds, height and magnitude of an emission, as well as the location of any on-site fallout or off-site impacts, the likelihood of the pollutant reaching ground level, and possible impacts on sensitive receptors such as nearby farm land and water tanks.

2.10 Minimising harm to persons on the premises

1. An emergency evacuation point is clearly signed located at the site for personnel and visitors.
2. Contractors attending the site will be briefed about site evacuation and other requirements relating to this Plan
3. All contact details for contractors and a list of suitable consultants to provide expert medical, toxicology or environmental impact advice are found on page 4 of this document.
4. It is the responsibility of the state emergency response agencies with radiation protection guidance from State Radiation Safety Officers to respond to a radiation emergency within their jurisdiction. Contact: Manager Hazardous Materials, Chemicals and Radiation Environment Protection Authority (refer list).

2.11 Staff training

Objective

To ensure the health and safety of operators, contractors and visitors and to minimise pollution hazards as well as impact on life forms and the environment.

Training

All site employees and contractors will be provided with an induction course relating to site hazards, emergency and other procedures.

Plan Testing, Emergency Response Exercises and Records

The frequency of testing (desktop simulation or practical exercise) will be once per year, or if a substantial change occurs in response arrangements or facility management; for example, when new staff or contractors are appointed. Simulated incident exercises, including with emergency services will be conducted at a level suitable for the level of risk and likelihood of incidents at the premises.

Records must be kept of:

- (i) How the plan was tested; and
- (ii) Who was involved with the testing.

Knowledge

- Site operatives need to demonstrate a knowledge of potential site pollution hazards in relation to humans and the environment.
- Describe the nature and characteristics and required action for different types of pollutants or site hazard situations.
- Understand the fundamental aspects of applying dry and wet techniques for fire suppression and removal of pollutants.

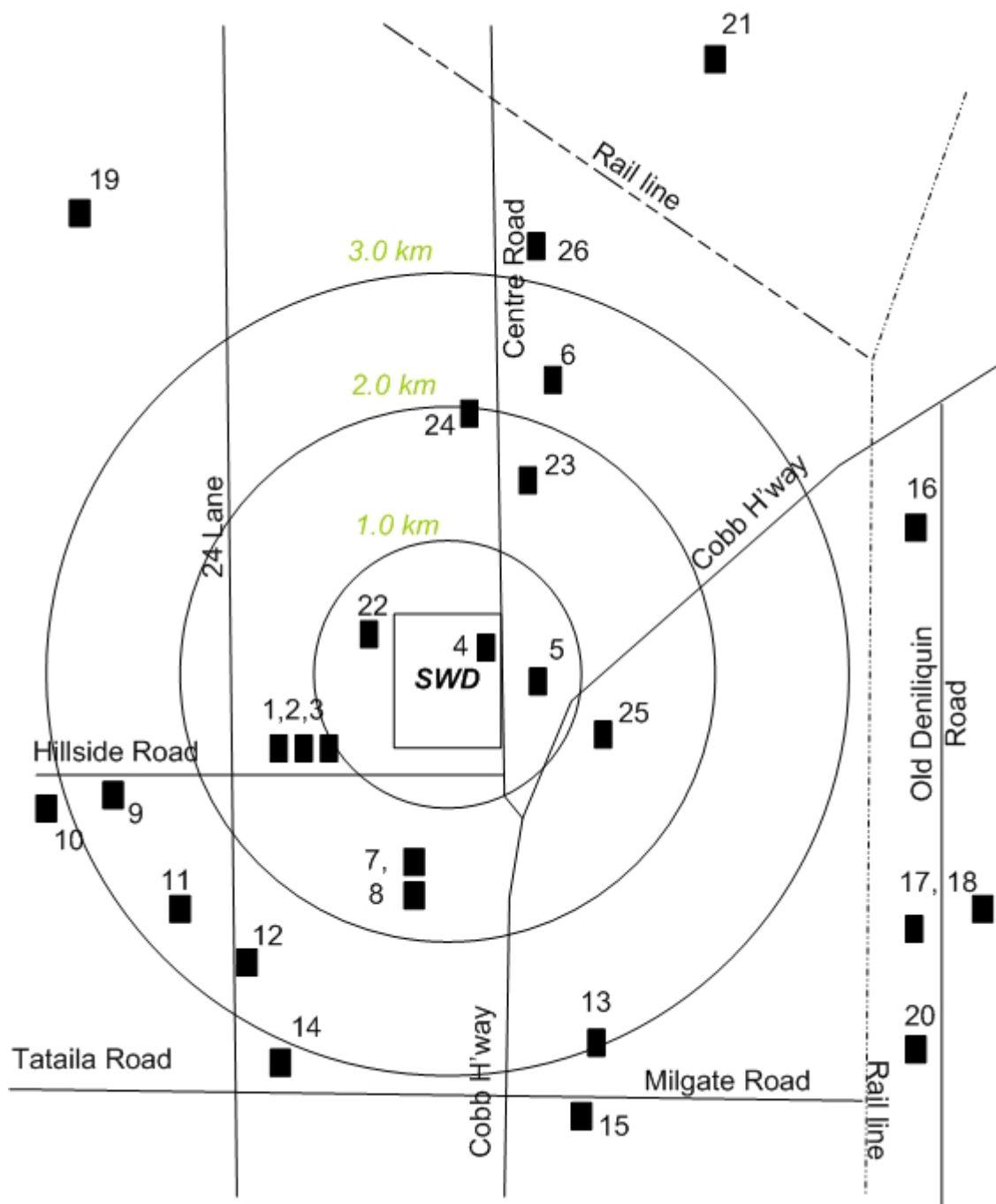
Staff Skills

- Evaluate situations and determine appropriate actions.
- Identify relevant pollution warning and control actions and use of equipment for incidents.
- Awareness of potential health threats.

Attitude

- Consistently strive to reduce the risk of pollution through prevention and control of the site and material entering the site.

Appendix 1. Map - Location of Occupied Sites



Where the pollution incident causes or threatens material harm to the environment or human health, the EPA is notified. Once the EPA is notified, it is then for the EPA to determine whether commercial or residential neighbours of the site need to be contacted by Council and informed of the circumstances of the incident and what action is being taken in response to it.

If deemed necessary, the EPA then has powers to formally direct Council to notify the neighbours of the site.

Irrespective of whether the EPA directs Council to notify neighbours and depending on the circumstances of the particular pollution incident, Council may at their own discretion voluntarily choose to notify neighbours. In terms of advising residents, this will be accomplished by a door knock action at the discretion of the combat authority or Waste Manager.

Appendix 2. Event Notification Form

Murray River Council

Event Notification Form

Please email completed form within 24 hours to risk@murrayriver.nsw.gov.au.

PERSON'S DETAILS			
Person involved:			
Position:		Phone:	
<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Third party/Visitor			
If a contractor/third party/visitor please provide name and contact details of your organisation:			
DETAILS OF THE EVENT			
Type of Event:	<input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Incident <input type="checkbox"/> Near Miss <input type="checkbox"/> Hazard		
Date of event:		Time:	
			am/pm
Location of event:			
For Incidents and Near Misses – record Plant No and Rego:			
Reported to:		Date/Time:	
Description of event – what happened? (Take photos or draw a map/diagram on the back page to explain the event)			
Outcome of Event:	<input type="checkbox"/> Injury/illness – employee <input type="checkbox"/> Injury/illness – third party <input type="checkbox"/> Property Damage/Loss - Council <input type="checkbox"/> Property Damage/Loss – third party <input type="checkbox"/> Environmental damage <input type="checkbox"/> Other - specify: Provide details:		
Who else was involved?			
Name:		Phone:	
Name:		Phone:	
What initial actions /corrections were taken? (if reporting an injury to a Council employee – please include details – eg went home for the rest of the day, went to doctors, will be off for 2 weeks)			
Signature of Person reporting event:		Date:	

Supervisor – Please notify your Manager of this event, by phone, as soon as possible. Also ensure that you forward this form to risk@murrayriver.nsw.gov.au (Phone 0488552944 for further information)

Appendix 3. System for Assessing Risk Rating

Risk Assessment Template

Below is a step by step process to follow in completing a risk assessment

1. **Tasks**
Is a piece of **work to be done or undertaken**, by Council's staff, volunteers or engaged contractors
2. **Identified Hazards**
A hazard is any "agent" that can cause harm or damage to humans, property, or the environment
3. **Identified Risks**
Risk is defined as the **probability that exposure to a hazard will lead to and in this case a negative consequence i.e. infection**
4. **Risk Rating .**
For each of the risks listed from the Identification process, the likelihood of the risk occurring and its consequence can be plotted using the criteria matrices
Likelihood (how likely) - chance of something happening.
Consequence (how severe) - outcome of an event affecting objectives
Matrix (Risk) – formalising the two above steps to come up with a rating
5. **Risk Control Measures**
Identifying the most appropriate responses to reducing the risk level to an acceptable level within Council's risk appetite (tolerance). Both controls and treatments are designed to mitigate the risk by reducing the likelihood of negative outcomes from occurring and/or reducing the impact should they occur.
6. **Risk Rating**
Inherent risk: the "raw" or untreated risk, the worst-case scenario. Residual risk: risk remaining after risk treatment or controls have been put in place
7. **Actions**
Any controls that not readily available and may require purchasing, a workaround requires procedure to be written etc. this may be delegated to a worker with a time frame to obtain

Department			
Activity	Example Opening Customer Service Moama HQ		
Undertaken by:		Date:	

HIGH RISK	Immediate application of controls or cease operation until it can be appropriately controlled
MODERATE RISK	To be appropriately mitigated within the working day and permanent control within 3 months or an agreed period
LOW RISK	When an appropriate alternative can be sourced

Tasks	Identified Hazards (List all known hazards)	Identified Risks	2.11.1.1 Inherent Risk Rating. (Using Risk Matrix below what is the risk without any controls)			2.11.1.2 Risk Control Measures (list all control measures)	2.11.1.3 Residual Risk Rating (Using Risk Matrix below what is the risk with controls in place)		
			How Severe?	How Likely?	Risk		How Severe?	How Likely?	Risk
Example – Serving customers/public at counter at Moama HQ	COVID-19 pandemic	<ul style="list-style-type: none"> ▪ Infection – transference ▪ Bodily harm 	Major	Likely	16	<ul style="list-style-type: none"> ▪ Social distancing ▪ Available hand sanitiser upon entry ▪ Security screens ▪ Regular cleaning schedule ▪ 2 person entry only at a time ▪ PPE – for employees 	Major	Unlikely	8
		▪				▪			
		▪				▪			
		▪				▪			
		▪				▪			

2.11.1.3.1.1 Name	Signature:	Date:	2.11.1.3.1.2 Name	2.11.1.3.1.3 Signature:	2.11.1.3.1.4 Date:

2.11.1.3.1.4.1 Additional Comments

Actions required: Purchase security screens. All other risk controls are available

2.12 Council Use Only			
Directors Name		Date Received	
Risk Controls checked for suitability for identified Hazards		Referred for further Investigation / Action	

Risk Assessment Matrix	Severity				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Likelihood	Probability	Frequency
Almost Certain	>95% to 100%	Several times a week
Likely	>70% to 95%	Monthly or several times a year
Possible	>30% to 70%	Once every 1 -2 years
Unlikely	>5% to 30%	Once every 2 – 5 years
Rare	<5%	Greater than once each 5 years

Risk Type	Insignificant	Minor	Moderate	Major	Extreme
ASSETS	Failure of an asset causing minimal disruption or inconvenience	Partial failure of an asset causing a minimal period of disruption	Failure of an asset causing temporary disruption or requiring a work around for important functions	Major failure of an asset causing disruption for a limited period to critical functions – particularly roads bridges, water supply or offices	Severe failure of an asset causing disruption for a considerable period to critical functions – particularly roads, bridges, water supply or offices
COMMUNICATION & INFORMATION	Minimal effect on services. No loss or damage to property, assets, records or information	Minor disruption to functions or minimal period of disruption. Minor loss or damage to property, assets, records or information	Temporary disruption to critical function/s due to loss, damage or unauthorised access to property, assets, records or information	Cessation or severe disruption to critical function/s for a limited period due to loss, damage or unauthorised access to property, assets, records or information	Cessation or severe disruption to critical function/s for a considerable period due to loss, damage or unauthorised access to property, assets records or information
SECURITY					
COMMUNITY EXPECTATIONS	Minimal reports and/or deadlines missed. Occasional adverse local publicity	Failure to meet one or more deadlines or submission of reports. Periodic loss of public support. Higher than normal customer complaints	Failure to meet/submit a number of critical priorities and deadlines. Increasing and broadening adverse publicity at a local level, loss of community confidence, escalating customer complaints	Failure to meet/submit a significant number of priorities and deadlines. Sustained adverse publicity and media reporting. Considerable loss of public confidence, loss of reputation. Significant number of customer complaints	Failure to meet/submit critical priorities and deadlines. Sustained adverse national or NSW wide publicity and media reporting. Significant loss of public confidence, loss of reputation. Major number of customer complaints
LEADERSHIP & MANAGEMENT					
EMERGENCY MANAGEMENT	Minimal effect on service delivery	Some disruption at a particular location but manageable by temporary changes to work practises	Disruption to a number of services or work teams. Limited relocation of staff and/or functions	Disaster or situation resulting in functions being shutdown in parts of the Council area. Temporary relocation of staff and/or functions	Council-wide disaster or situation resulting in total shutdown for a period of time
ENVIRONMENTAL	No lasting effect on the environment	Minor effect on the environment. Environment to make a full recovery by routine measures	Short-term effect on the environment. Environment likely to make a full recovery through local	Long-term effect on the environment. Environment will only recover through external assistance	Permanent effect on the environment or is unlikely to recover

			planning and response measures	/intervention	
FINANCE	Temporary loss of income or unplanned expenditure related to a particular project <\$100k recurrent reduction in operating budget, one off loss of <\$250k	Financial mismanagement resulting in significant adjustments to budgets and a resulting impact on upcoming financial year \$100k-\$250k recurrent reduction in operating budget, one off loss of \$250k -\$500k	Financial mismanagement resulting in being more than 5% over budget Loss of grant funding or a financial judgement or fraud event \$250k-\$500k recurrent reduction in operating budget, one off loss of \$500k -\$1m	Major financial mismanagement resulting in creditors not being paid within terms More than 10% over budget Loss of considerable grant funding or substantial financial judgement or significant fraud event \$500k-\$1m recurrent reduction in operating budget, one off loss of \$1m - \$2m	Extreme financial mismanagement resulting in creditors and staff are unable to be paid More than 20% over budget Loss of major grant funding, major financial judgement or fraud event >\$1m recurrent reduction in operating budget, one off loss of > \$2m
LEGAL	Legal judgement, claim or legislative change but no impact on service delivery	Legal judgement, claim or non-compliance with legislation resulting in short term disruption to service delivery	Legal judgement, claim or non-compliance with legislation resulting in temporary suspension for service delivery or fine	Legal judgement, claim or non-compliance with legislation resulting in medium term suspension for service delivery or considerable fine	Legal judgement, claim or non-compliance with legislation resulting in prolonged suspension for service delivery or major fine
WORKFORCE	Minimal effect on service delivery. Staff turnover within industry benchmark	Harm, injury or illness not requiring immediate medical treatment	Unplanned restrictions to function/s due to workforce shortages. Staff turnover slightly above industry benchmark	Unplanned cessation of function/s that may flow on to other directorates or work teams. Staff turnover well above industry benchmark	Unplanned cessation of critical function/s that effect whole of Council. Lose key staff
WORK HEALTH & SAFETY	Harm, injury or illness not requiring immediate medical treatment	Minor to major harm, injury or illness to staff/public where treatment of First Aid is required	Serious harm, injury or illness causing hospitalisation or multiple medical treatment cases	Death or life threatening injury to illness causing hospitalisation of staff/public	Multiple deaths or life threatening injuries or illness to staff/public

