Moama Waste Management Facility (91 Centre Road) Pollution Incident Response Management Plan

February 2025





Associated with EPA Licence: 7395

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

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SITE PLAN - MOAMA WASTE MANAGEMENT FACILITY



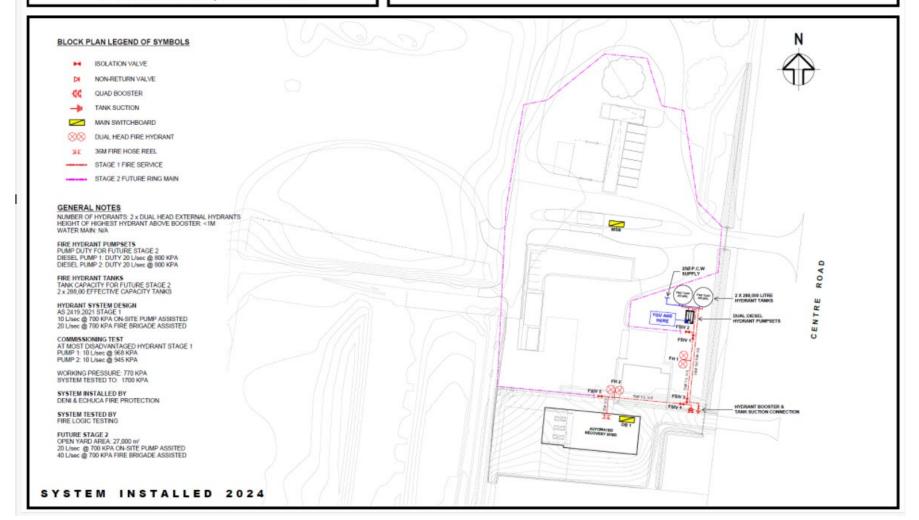
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SHED 6, NEIL STREET, MOAMA NSW PH. 03 5482 3747 E. INFO@DEFPGROUP.COM.AU

WASTE MANAGEMENT FACILTY 91 CENTRE ROAD, MOAMA NSW

HYDRANT BLOCK PLAN





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1. INTRODUCTION

Murray River Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the 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, Safework 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 and ensuring that the plan is regularly tested for accuracy, currency and suitability.

murray river

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

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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

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(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.



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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 if required.
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 if required.
Unusual odours.	Evacuate area. Contact 000 - Fire brigade.	Implement Emergency Management Plan if required. Coordinator Waste Management who will notify EPA if required.
Persons or wildlife incapacitated.	Contact 000 - Fire brigade, ambulance, police / wildlife officer.	Evacuate. Contact Coordinator Waste Management or Manager who will notify EPA, Safework NSW and Department of Primary Industry. Coordinator Waste Management may need to contact neighbours if required.
Expected strong winds (50 km/hr).	Secure site and prepare for closure if necessary, following a risk assessment.	Contact Coordinator Waste Management who will contact relevant stakeholders.
		Water application to dusty areas if available (e.g. tracks).
Dust.	Secure site and prepare for closure if necessary.	Contact Coordinator Waste Management who relevant stakeholders.
		Water application to dusty areas if available (e.g. tracks).



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2.2. EMERGENCY AND OTHER CONTACTS

Fire Brigade - Ambulance	000
Police (Moama 5482 0099)	
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	0408 222 642
Engineering	0457 512 640
Water & Sewer Treatment Plant Operator	0417 774 911
Ranger	0477 406 438
Campaspe Shire	5481 2200 (Diverts AH to on-call person)
Electricity (Essential Energy)	132 080
Environment Protection Authority (EPA)	131 555
NSW Public Health Line	1300 066 055
Transport for NSW	131 700
State Emergency Service (NSW)	132 500
SafeWork NSW	131 050
Other contacts	
Closter's Group (Pump outs)	(03) 5480 1469
Local Land Services	1300 795 299 (Emergency Animal Disease 24 hrs)
Environmental Impact Advice (local) AES	5482 5882 or 0412 151 225
P/L	
Moama Veterinary Clinic	(03) 5483 5999
NSW DPI Water	1800 675 623
Pesticides, herbicides, chemical spills (24	131 555
hrs - EPA)	
Radiation hazard (Advice and support)	(02) 9995 5959 (State Radiation Safety EPA) or
	(AH) 131 555
RSPCA (Albury 10 am - 2pm)	1300 094 737
Toxicology and poisons advice (24 hrs)	13 11 26
WIRES (NSW Wildlife Information Rescue &	1300 094 737
Education Service)	



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2.3. WASTE HAZARDS

2.3.1 Hazards to Human Health

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

Waste type or material on site	Threat	Human or Other Impact	Consequence	Likelihood	Risk Rating (L x C)	Events increasing risk	Action
Hazardous waste	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. Refer to 2.4 Chain of Communication and reporting.
Agricultural and industrial waste	Chemical and radioactive hazards.	Exposure leading to poisoning and diseases.	Catastrophic (5)	Occasional (C)	Extreme (5C)	Wind and fire.	Fire -contact fire brigade. Refer to 2.4 Chain of Communication and reporting.
Waste treatment and disposal sites	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.
Dust / Odour	Health hazard arising from airborne 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 - Refer to 2.4 Chain of Communication and reporting. Daily cover and dust suppression.
Smoke	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. Refer to 2.4 Chain of Communication and reporting.
Recycling (e.g. batteries, metal)	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. Refer to 2.4 Chain of Communication and reporting.
Gas cylinders	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 and evacuate. Refer to 2.4 Chain of Communication and reporting. Screening of waste and daily cover.



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(continued from previous)

Waste type or material on site	Threat	Human or Other Impact	Consequence	Likelihood	Risk Rating (L x C)	Events increasing risk	Action
Methane	Substantial leak / Explosion	Toxic exposure to waste gases / Injury.	Catastrophic (5)	Remote (B)	Very High (5B)	Atmospheric conditions and depth of landfill cover.	Contact fire brigade, consider evacuation. Refer to 2.4 Chain of Communication and reporting.
Fuel and oil storage	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. Refer to 2.4 Chain of Communication and reporting.
Plastics	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. Refer to 2.4 Chain of Communication and reporting.
Leachate	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)	Malfunction of the leachate system.	Contact fire brigade, secure site. Refer to 2.4 Chain of Communication and reporting.
Compost	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. Refer to 2.4 Chain of Communication and reporting.

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2.3.2 Hazards to The Environment

Waste type	Threat	Environmental or Other Impact	Consequence	Likelihood	Risk Rating (L x C)	Events increasing risk	Action
Hazardous waste Agricultural and industrial waste Asbestos Plastics Tyres Leachate	Leakage or escape of contaminants -dioxins, polychlorinated biphenyls (PCBs) and furans heavy metals mercury, copper, lead, chromium, cobalt, selenium and cadmium.	Impact on wildlife. Contamination of the soil, watertable / aquifers.	Insignificant (1) Moderate (3)	Improbable (A) Remote (B)	Low (1A) Low (3B)	Wind and fire. Extreme rainfall, site flooded, retaining structures leak or breached.	Suppression of dust and fire (Contact Engineering for Water truck). Contain, repair leak or breach. Contact fire brigade, secure site, contact Coordinator Waste to notify EPA.
Dust and litter	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 Coordinator Waste to notify EPA.
Smoke	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 Coordinator Waste to notify EPA.
Methane	Explosion.	Atmospheric pollution. Traffic hazard (smoke).	Minor (2)	Minor (C)	Medium (2C)	Fire / storms / machinery.	Contact Fire brigade, contact Coordinator Waste to notify EPA.

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2.4. CHAIN OF COMMUNICATION AND REPORTING

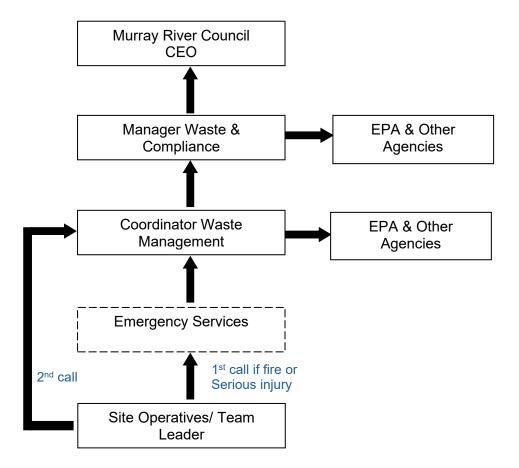


Figure 1. Chain of communication and reporting of pollution incidents

2.5. PRE-EMPTIVE ACTION 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.

Standard operating procedures for materials and separation distances are in place to minimise risk of combustibles catching fire or contamination.



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Fire

- 1. Telephone facilities are available for contact with the Murray River Council / Emergency Services
- 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 gas bottles and place in CRC shed)
- 3. Green waste piles to be no larger than 6m wide x 50m long and 3m high and are to be segregated by minimum 10m separation distance.
- 4. Mulch waste piles to be no larger than 4m wide x 40m long and 3m height and are to be segregated by minimum 6m separation distance.
- 5. A portable 1000L firefighting tank is mounted on a trailer for the site to use prior to emergency services arriving for small incidents. The Posi Shell landfill spray cover trailer is also able to be utilised for fire suppression.
- 6. Portable fire extinguishers are available for use during emergencies.
- 7. Extinguishers are to be fitted on all Council service and contractor vehicles.
- 8. 2x 288,000L fire tanks and hydrants are located on a ring main around the front of the site for Authorities to pull water from when dealing with emergencies.
- 9. A 6m fire break will be maintained in the fire danger period.
- 10. A map of fire services is available on 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 accidently 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 to prevent windborne litter.

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

Adopted: Feb 2025

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

Site Drainage

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 drains should be free from litter and any foreign objects and regularly maintained.



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Site clean-up and remediation

Site cleanup and any required remediation will follow the actions outlined in Tables 2.1, 2.3.1, 2.3.2 and 2.3.3. 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 Waste & WHS Team - notification of pollution incidents

The Murray River Council Waste & WHS 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	5,000L
Oil	1,000L
Paint	Up to 1000L at any one time
LPG GAS	Up to 40 9kg bottles at any one time
Hazardous household chemicals	Up to 50L at any one time

Adopted: Feb 2025

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;
- Goggles / safety glasses.
- Eyewash station



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A spill containment kit will be maintained on site in the event of hazardous substances or liquids being accidently 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 solution is also provided in the First Aid kit located in the site office. A shower is also located in the weighbridge site office building.

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 if required.
- 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, management 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 at the front of this document.
- 4. It is the responsibility of the state emergency response agencies with radiation protection guidance from <u>State Radiation Safety Officers</u> to respond to a radiation emergency within their jurisdiction.



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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 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

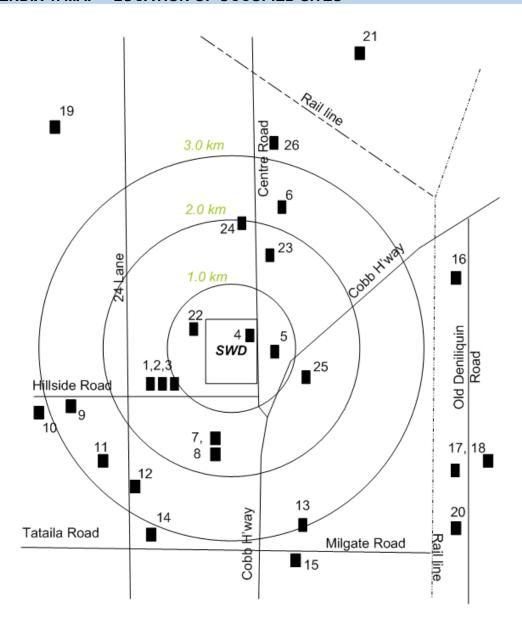
- > Evaluate situations and determine appropriate actions.
- ldentify relevant pollution warning and control actions and use of equipment for incidents.
- > Awareness of potential health threats.

Attitude

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

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3. 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.



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4. APPENDIX 2. EVENT NOTIFICATION FORM

Incident Report Form (F506-001) Associated with Incident Reporting & Investigation Procedure (P506-001) murray river council

INCIDENT REPORT FORM

PART A - To be completed by worker	
Incident Details :	
Tick a: ☐ Near Miss ☐ Injury ☐ Hazard ☐ In	eident 🗆 Preparty Pamaga
	cident Property Damage
Short description of incident:	
Location / Department of incident:	
Rego (if applicable)	
Supervisor / Managers name:	
Date of incident:	Time of incident:
Date incident reported:	
Name of person who reported incident:	
Reporters position:	Contact Details:
Reported to:	Contact details:
Witness details (if applicable):	Contact details:
Injury Details (if applicable)	
Name of injured person:	
Contact details:	
Nature of injury - include injury type (e.g. burn, mus lower back, R hand):	cle strain, laceration) and body part affected (e.g.
Testerological District	North Common Back College and Admitted
Treatment provided: First Aid GP GP/ Hospital Contact details (if applicable):	Hospital – Emergency Dept Hospital- Admitted
Treatment details:	

Incident Report Form (F506-001) V#4

Adopted: 16 December 2024

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5. 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



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Department			
Activity	Example Opening Custor	mer Service Moa	ama HQ
Undertaken by:		Date:	

	HIGH RISK	Immediate application of controls or cease operation until it can be appropriately controlled
ı	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	Identified Risks	(Using Ris	Inherent Risk k Matrix below without any co	w what is	1.1.1.2 Risk Control Measures (list all control measures)		Residual F Rating Matrix below with controplace)	ing elow what	
	hazards)		How Severe?	How Likely?	Risk		How Severe?	How Likely?	Risk	
Example – Serving customers/public at counter at Moama HQ	COVID-19 pandemic	■ Infection – transference ■ Bodily harm	Major	Likely	16	 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	
		•								



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Name	Signature	Date	Name	Signature	Date

Additional Comments

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

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

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	Severity					
Risk Assessment Matrix	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	



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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,	Minor disruption to functions or minimal period of disruption. Minor loss or	Temporary disruption to critical function/s due to loss, damage or unauthorised	Cessation or severe disruption to critical function/s for a limited period due to loss,	Cessation or severe disruption to critical function/s for a considerable
Security	assets, records or information	damage to property, assets, records or information	access to property, assets, records or information	damage or unauthorised access to property, assets, records or information	period due to loss, damage or unauthorised access to property, assets records or information
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	Failure to meet/submit a number of critical priorities and deadlines. Increasing and broadening adverse publicity at a local level, loss	Failure to meet/submit a significant number of priorities and deadlines. Sustained adverse publicity and media reporting. Considerable loss	Failure to meet/submit critical priorities and deadlines. Sustained adverse national or NSW wide publicity and media
Leadership & Management		normal customer complaints	of community confidence, escalating customer complaints	of public confidence, loss of reputation. Significant number of customer complaints	reporting. Significant loss of public confidence, loss of reputation. Major number of customer complaints
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



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(continued from previous)

Risk Type	Insignificant	Minor	Moderate	Major	EXTREME
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 planning and response measures	Long-term effect on the environment. Environment will only recover through external assistance /intervention	Permanent effect on the environment or is unlikely to recover
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		Major financial mismanagement esulting in creditors not being paid within terms More than 10% over budget Loss of considerable grant unding or substantial financial udgement 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	temporary suspension for	Legal judgement, claim or non- compliance with legislation esulting 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



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6. APPENDIX 4. STAFF ACKNOWLEDGEMENT REGISTER

Name	Signature	Date