



Warrumbungle Shire Council

**Pollution Incident Response Management Plan for the
Coolah Sewerage Treatment System**

EPA LICENCE NO. 4445

April 2014

(Revised May 2020)



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VERSION	ISSUE DATE	DESCRIPTION
1.0	April 2014	Final version
2.0	February 2015	Amendments
3.0	March 2020	Major review, updates and amendments (Jacinta Green) Doc ID: 113061
3.1	May 2020	Minor amendments

Approval record

Version Number	Approved By (Signature)	Name and Title	Date
3.0			

PIRMP update details

Please note that the following updates have been made to this document.						
Date updated	Version Number	Page/s	Reason for update	Description	Date updates loaded to website	Updated by
February 2015	2.0	18		Attachment 5: Operational Procedure checklist		
March 2020	3.0		Major plan review	Updated with notes from 2018 Testing and training. Updated format to follow latest guidelines. Inserted the following new sections as indicated by the latest guidelines.		Jacinta Green Jacintagreen.com.au

				Updated contact details. Updated chemical and safety equipment inventories.		
May 2020	3.1		Amendments post incident followup	Updating neighbour contacts. Updated flow chart.		Jacinta Green

Testing record

It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident.

Date Tested	Test type (Yearly/Post Incident)	Tested by	Details of Test	Findings of test
23 April 2020	Post Incident	Jacinta Green	Desktop and Site Audit	Staff Training to be undertaken for all staff by end May
				Latest PIRMP to be loaded to Website
				Updated PIRMP to be placed in site office
				Need for onsite induction process and register for visitors has been discussed with WHS Officer.
				PIRMP needs updating with leaseholder of Botheroo St (Done)
16 March 2020	Yearly	Jacinta Green	Desktop and Site Audit	Staff Training to be undertaken for all staff by end May
				Latest PIRMPs to be loaded to Website
				Updated PIRMP to be placed in site office
				Fire Extinguisher needs compliance check – Treatment Supervisor has been informed.

				Need for onsite induction process and register for visitors has been discussed with WHS Officer.
				Drums in shed need labels – Treatment supervisor has been informed.
				Shed needs a clean out and organizing. Treatment supervisor has been informed
18 April 2018	Yearly	Cornelia Wiebels	Desktop and scenario	Updates to plan flagged
				Need for additional generator to be sized and purchased
				Need for contact numbers to be laminated and located in utes.

Next test due

April 2021

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1 Purpose of this plan.

Warrumbungle Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Coolah Sewerage Treatment Works. 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 causing or threatening material harm to the environment (within the meaning of section 147 of the POEO Act), the person carrying on the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept at Coolah Sewage Treatment System Plant and be made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

The plan is also available for download from www.warrumbungle.nsw.gov.au

This plan has been developed in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2009.

This plan is intended to inform field staff and provides a concise summary of the requirements for responding to and reporting potential and actual pollution incidents in the Coolah Sewerage Treatment System including the Sewage Treatment Plant, Pump Station and Reticulation Pipework.

Council will provide regular training to ensure staff are familiar with how to respond to pollution incidents. Management staff are to refer to the Pollution Incident Response Management Plan Supporting Statement for further detail in relation to Pollution Incidents

2 Environment Protection Licence (EPL) Details

Name of licensee	Warrumbungle Shire Council
ABN	63 348 671 239
EPL number	1747
Premises name and address	COOLAH SEWAGE TREATMENT WORKS BOOTHEROO ST COOLAH NSW 2843
Contact	Cornelia Wiebels Manager, Warrumbungle Water Business Hours 02 6378 5000 After Hours 02 6378 2000 Cornelia.Wiebels@warrumbungle.nsw.gov.au www.warrumbungle.nsw.gov.au
Scheduled activity/activities on EPL:	Sewage Treatment
Fee based activity/activities on EPL:	Sewage treatment processing by small plants > 20-100 ML discharged

3 Pollution incident – Person/s responsible

Identify the person/s through whom all communications are to be made:

PIRMP activation	Operational staff Business Hours 02 6378 5000 After Hours 02 6378 2000
Notifying relevant authorities	Technical Officer Warrumbungle Water Business Hours 02 6378 5000 Scott.Stanley@warrumbungle.nsw.gov.au
Managing response to pollution incident	Supervisor Reticulation, 0408 472 247 Supervisor Treatment Plants, 0428 464 152 After Hours 02 6378 2000 – Follow escalation/on-call roster

4 Notification of relevant authorities

Operational Staff should call 000 if the incident presents an immediate threat to human health and/or property and a combat agency is required (i.e. NSW Fire and Rescue, NSW Ambulance Service, NSW Police Force). Operational staff are to follow the escalation/on-call process, whereby the respondee (Appropriate Site-Supervisor, Manager Warrumbungle Water, or Director of Environment and Development Services), will then notify all other parties below including NSW Fire and Rescue via a local telephone number.

EPA **131 555** should be contacted as soon as possible, as depending on the severity of the pollution event may want to be on-site, or will issue directions about notification to neighbours.

Health NSW (Public Health Officer on Call (24 hours) **0418 866 397**) should also be contacted immediately if there is a risk to human health.

Emergency Hotline Number - Fire, Police, Ambulance (24 hours) 000

Fire and Rescue NSW

- Fire and Rescue NSW Coolah Fire Brigade **02 6377 1193**

Environment Protection Authority (EPA)

- Emergency Hotline Number (24 hour) **131 555**
- Dubbo Regional Office **02 6883 533**

Health NSW

- Public Health Officer on Call (24 hours) **0418 866 397**
- Dubbo Regional Office **02 6809 8979**

SafeWork NSW

- Hotline Number **13 10 50**

Warrumbungle Shire Council

- The Manager Warrumbungle Water will notify the Director of Environment and Development Services who will determine the need for further reporting to the General Manager and Council. Depending on the severity of the pollution event Council Management will determine if press releases and/or radio announcements are required.

5 Notification of neighbours and the local community

Develop any specific information that could be provided to the community, so it can minimise the risk of harm where the pollution incident causes or threatens material harm to the environment or human health, the EPA is notified in accordance with Section 3.2.2.

Once the EPA is notified, it is then for the EPA to determine whether commercial, industrial and 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.

Council would notify neighbours by making a telephone call to every neighbouring property of the STP as detailed in Attachment 2 below. If neighbours are unable to be contacted by telephone a door knock will be carried out.

If appropriate a media release will be issued for publication via radio and social media channels.

In the particular case of discharge into the Coolaburragundy River especially in times of low flow in the river, it may be decided to contact landowners and other parties that may be impacted. See Maps in Attachment 1.

6 Description and likelihood of hazards

DESCRIPTION OF INCIDENT	LIKELIHOOD	IMPACT	CONTRIBUTING FACTORS
Overflow in the reticulation system	Medium	High	Prolonged heavy rain, lack of maintenance, mechanical failure
Wet weather bypass at the STP	Low	High	Prolonged heavy rain, lack of maintenance, mechanical failure
Dry weather bypass at the STP	Low	High	Lack of maintenance, mechanical failure
Pond failure at Sewer Treatment Plant	Low	Medium	Lack of maintenance
Mechanical failure at the STP results in discharge of untreated effluent	Low	High	Lack of maintenance or fire damage
Unauthorised chemicals entering plant causing shutdown of process	Low	High	Criminal acts, leaking chemicals in urban area
Mechanical failure at the STP results in offensive odours	Low	Low	Lack of maintenance or fire damage
Chemical fire	Low	Medium	Human error, high winds, inadequate chemical storage
Pipeline breakage within Sewer Treatment Plant	Low	Low	Human error during excavation, poor maintenance
Exceed Environment Protection Licence discharge limits	Low	Medium	Prolonged periods of heavy rain or mechanical failure
Acts of vandalism or target of terrorist activity	Low	Medium	Increased risk when plant not attended.
Fire	Low	Low	Drought, Hot Dry weather
Flooding	Low	Medium	Prolonged rain
Loss of Power	Low	High	Fires/Blackouts

7 Pre-emptive actions to be taken and minimising harm to persons on the premises

It is a requirement of the legislation that all steps be taken to minimise the risk of pollution incidents. All staff must ensure that work is carried out in a safe manner in accordance with the WHS legislation and Council's safe work procedures.

All on site chemicals will be safely stored, and where necessary, in a bunded area.

All safety equipment including personnel protective equipment, fire extinguishers, hazmat kits etc are to be kept up to date and ready for any emergency.

All staff are, to ensure that any observed maintenance issues are reported to their supervisor for action.

It is management's responsibility to ensure all staff are fully trained in safety procedures and emergency responses including this Pollution Incident Response Management Plan. Training in relation to this Plan will be registered in the Training Register-Attachment 2.

Any persons entering the site must be wearing the appropriate PPE and inducted by a trained staff member.

Signage should be installed where appropriate.

There is a need for an additional appropriately sized generator, with more automated control, at either the STP or the bores/WTP. During The Sir Ivan fires staff ran short of power supply for water and sewer and had to cart a generator from Coonabarabran.

Phone numbers should be laminated and available in the utes.

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

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum early warnings, updates and actions to be taken during and after an incident

Identify any actions to be taken in combating the pollution caused by the incident and how any clean-up and associated funding resulting from an incident will be undertaken:

9 Staff training

An online training course has been developed to test relevant staff knowledge of the Pollution Incident Response Management Plan (PIRMP).

Relevant staff are required to complete the training course at least once a year. Completion of the training course by relevant staff is checked annually as part of the PIRMP testing procedures.

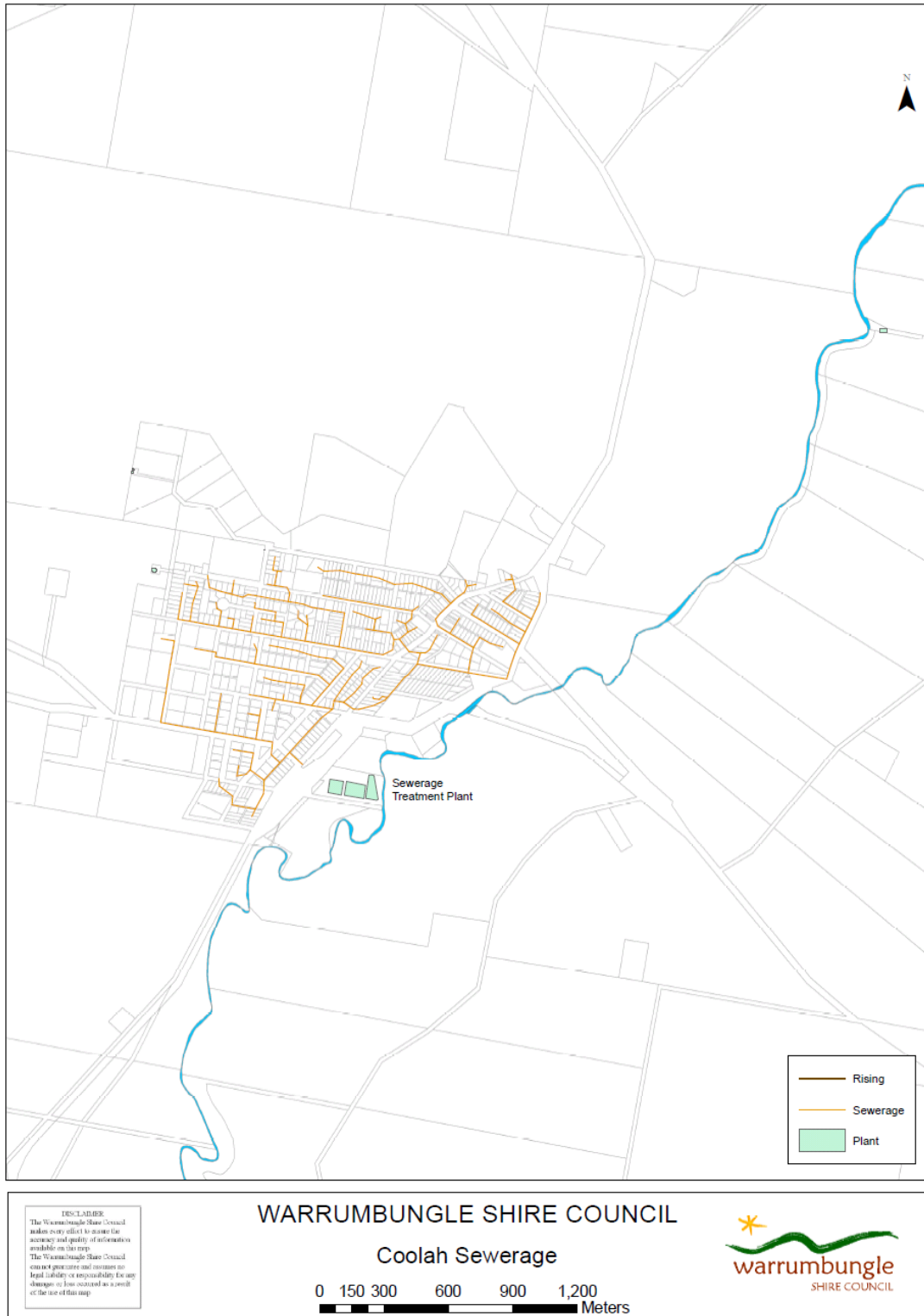
Access to the training course is through the council's on-line training program managed by the Human Resources Department of Warrumbungle Shire Council.

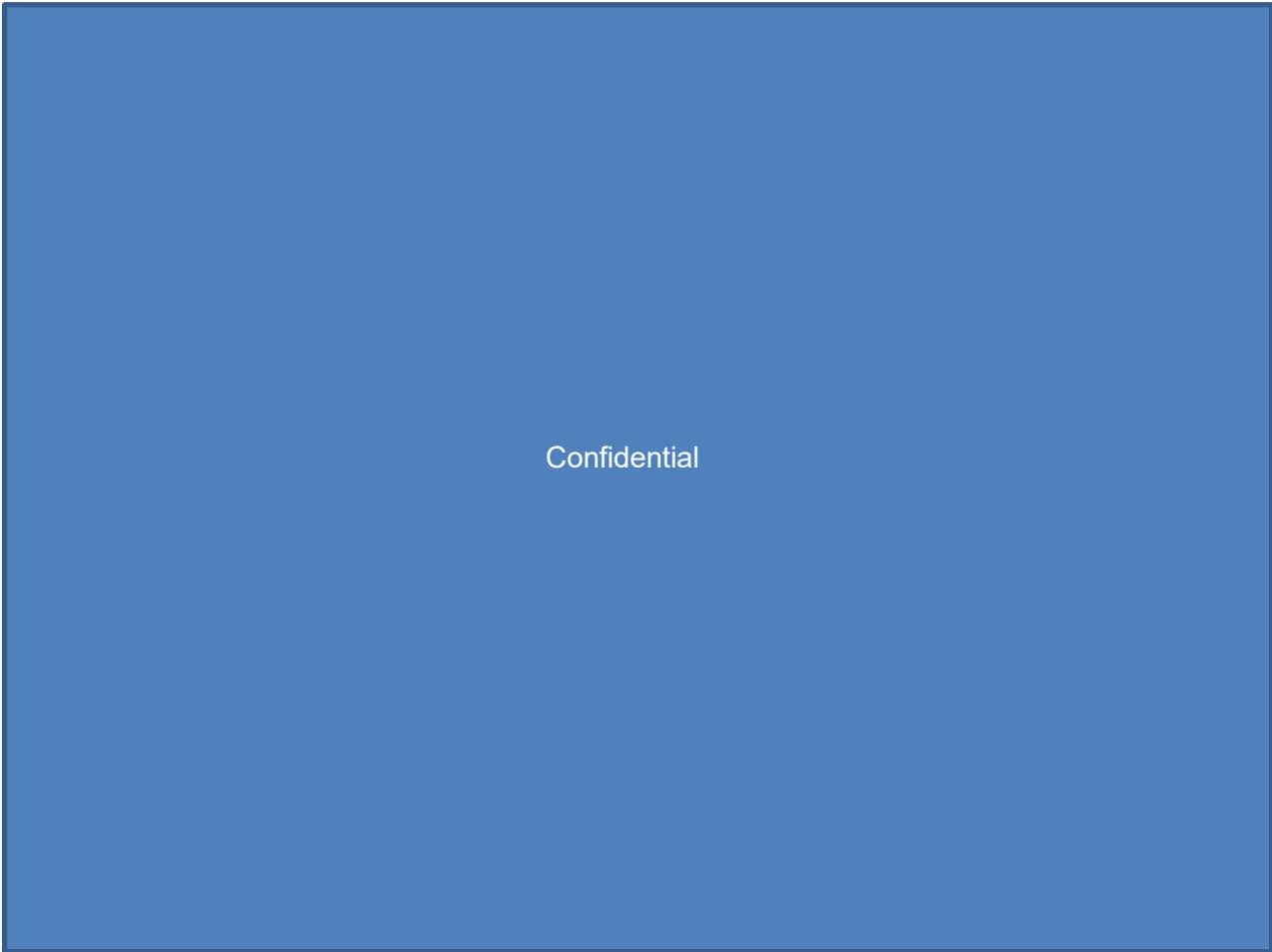
The objectives of the training program are to:

- Ensure staff are aware of whether a pollution event is considered minor or major.
- Ensure that staff know who to call when a pollution event occurs.
- Ensure Warrumbungle Shire Council meets its regulatory obligations.
- Ensure chances of pollution events impacting human health or the environment are minimised.

ATTACHMENTS

Attachment 1 - Map of the Coolah Sewerage System





Decommissioned pit
and pipeline



Coolah Sewerage Treatment Plant

Attachment 2 - List of Neighbours to be Notified



Attachment 3 - Information to be notified

Under section 150 of the POEO Act 1997 the Site Supervisor is to immediately provide the information initially by phone and later by filling out the "Pollution Incident Reporting Form" in Attachment 1 of this plan.

Any information required that is not known at the time the incident is notified must be provided when it becomes known.

Pollution Incident Reporting form

Incident No:

Time:

Date:

Duration of Incident:

Nature of Incident:

Weather Conditions:

The Location of the Place Where Pollution is Occurring or is Likely to Occur:

The nature, the estimated quantity or volume and the concentration of any pollutants involved (if known):

The Circumstances in which the Incident Occurred, Including the Cause of the Incident (if known):

The Corrective Action Taken or Proposed to be Taken to Deal with the Incident and Any Resulting Pollution or Threatened Pollution (if known):		

Has EPA Directed Council to Notify Neighbours?	Yes	No
If not, has Council Voluntarily Notified Neighbours?	Yes	No

Signature:		Date:	
Site Supervisor, Warrumbungle Shire Council			
 Signature:		 Date:	
Manager, Warrumbungle Water Warrumbungle Shire Council			
Has Council Been Notified?	Yes	No	
Has Environment Protection Authority (EPA) Been Notified?	Yes	No	
Has NSW Ministry of Health (via Public Health Units) Been Notified?	Yes	No	
Has WorkCover NSW Been Notified?	Yes	No	
Has Local Fire and Rescue NSW Been Notified?	Yes	No	

Attachment 4 - Inventory of pollutants

To be updated as part of site audit

Chemical	Quantity	Location
Sodium Carbonate	25 X 25 Kg Bags	Sewerage Treatment Plant Storage Shed
Pump Oil	1 drum	Sewerage Treatment Plant Storage Shed
Bioplus	25 Litres	Sewerage Treatment Plant Storage Shed
Disinfectant	25 Litres	Sewerage Treatment Plant Storage Shed

Attachment 5 - Safety equipment

To be updated as part of site audit

Equipment	Location
Long gloves	Site Office, Spill Kit
Fire extinguisher	Site Office
safety eye wear	Truck
Gumboots	Truck
Eyewash	Outside Site office
First aid kit	Site Office

Attachment 6 - Staff Training Register

Staff Training Register		
Date	Staff Member	Brief Description of Training Task
14/2/2014	Cornelia Wiebels	Explained PIRMP and requested feedback.
14/2/2014	Philip Paul	Explained PIRMP and requested feedback.
14/2/2014	Tracey Bennetts	Explained PIRMP and requested feedback.
14/2/2014	Sam Dunn	Explained PIRMP and requested feedback.
14/2/2014	Kelly Williams	Explained PIRMP and requested feedback.
18/04/2018	Cornelia Wiebels	Reviewed the plan for updates. Tested the plan and ran a scenario. Staff attending: Kelvin Williams, Scott Stanley, Karyna Hawkes, Matthew Gilbert, Dean Lewin

Attachment 7 - Operational Procedures

COOLAH SEWERAGE TREATMENT WORKS OPERATIONAL PROCEDURES	
A DAILY PROCEDURE	
Prior to any work have a current risk assessment completed and check controls for hazards, PPE, procedures etc.	
Basic Daily Clean	Details
i) Take Readings	<ul style="list-style-type: none"> • Rainfall • Temperature • Flow meter • Record readings in the Sewerage Log Book
ii) Pump Well	<ul style="list-style-type: none"> • Use Green Hazmat gloves • Pull up water level Sensor Probe • Lay it across railing and hose it off. • Rotate the Probe and clean both sides • Lower it back into the well • Hose down the sides of the well and pumps
iii) Grit Box	<ul style="list-style-type: none"> • Use Green Hazmat gloves • Remove the two screens • Take them to the hose down area behind the Digester Tank and hose the screenings off • Go back to Grit Box • When the pumps are not pumping water to the Grit Box and it has emptied, scrape up the black grit and put it in the bucket. • Take the bucket down to the hose down area and, using the shovel, put the screenings in it • Replace screens to Grit Box

iv) Sedimentation Tank (Sed Tank)	<ul style="list-style-type: none"> Put expanded metal screen into Sludge Valve Pit Slowly open Sludge Valve until fully open Shut the Sludge Valve 6 turns Wait until the sludge coming out of the valve is fairly watery (this may take 5-10 minutes) Then close the Sludge Valve When the water in the Sludge Valve Pit has drained away, remove the screen and hose off the screenings in the hose down area Scrape up the screenings and put them in the bucket Empty the bucket into the Screenings Pit and cover the screenings with earth Wash out the bucket and put it back next to the Grit Box.
v) Hose Down	<ul style="list-style-type: none"> Hose down the rafting sludge floating on the Sed Tank, the V-weirs, channels, top of Sed Tank, Grit Box and paths
vi) Finish	Congratulations, you have completed a Basic Daily Clean

B THOROUGH CLEAN – ONCE OR TWICE WEEKLY	
	Details
i) Do a Basic Clean then:	<ul style="list-style-type: none"> Open the top Supernatant Valve on the Digester Tank about 4-5 turns The water that comes out will be a brown colour Let it run for about 15-30 minutes, then turn off
ii) Squeegee the sides of the Sed Tank	<p>Whilst above is running:</p> <ul style="list-style-type: none"> Squeegee the sides of the Sed Tank – the squeegee is leaning against the Grit Box. Using the Red Hazmat gloves, lower it into the tank by the rope. By pulling it up and lowering it, the Sed Tank sides are cleaned. Move around the tank, starting and finishing at the Grit Box.
iii) Scrub down the channels and V-Weirs	<ul style="list-style-type: none"> Using the scrubbing brush on the stick, start at a point on the Sed Tank channel and go around and scrub the inside and outside of it, and the top part of the sides of the Sed Tank. Scrub the channel that leads to the flume and the effluent sump on the other side of the flume.

	<ul style="list-style-type: none"> • This is to remove the excess algae and bacterial growth.
iv) Open the Flow meter Drainage Valve	<ul style="list-style-type: none"> • Open the flow meter drainage valve. • Give the flow meter box a good hose out. • Close the valve.
v) Hose Down	<ul style="list-style-type: none"> • Give everything a good hose down. • All the areas that you just did, as well as the Supernatant pit.
vi) If something looks like it needs cleaning	<ul style="list-style-type: none"> • CLEAN IT
vii) Finish	<p>Congratulations, you have completed a Thorough Clean of the Coolah Sewerage Treatment Works.</p>

Attachment 8 - Definition of pollution incidents

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 1997:

Harm to the environment is material if:

It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000, and

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.

POLLUTION INCIDENT CLASSIFICATIONS, REQUIRED RESPONSES AND NOTIFICATIONS PROTOCOL

Pollution incidents that may occur within the Coolah Sewerage System can be categorised into two major areas in determining the type of response and notification requirements. If there is any doubt as to the level of notification required it is always best to err on the side of caution and immediately notify all authorities as well as any affected residents.

It is the responsibility of the person on site to first call 000 in dangerous situations requiring immediate emergency services assistance, advise other staff and members of the public in immediate danger (by carrying out a door knock and/or telephoning) and if safe to do so take immediate steps to reduce the impact of the incident. When able, the person on site is to notify the Manager Warrumbungle Water as soon as possible who will immediately notify the relevant authorities and relevant Council managers.

When attending to pollution incidents it is important to assess the tasks required and ensure that work is carried out in a safe manner in accordance with the WHS legislation and Council's safe work procedures. The Pollution Incident Decision Flow Chart in Section 4 of this document summarises the response to an actual or potential pollution incident.

3.1 Minor –

No Notification Required

The type of incident requiring no notification to external authorities is one that is of no danger to human health and no impact on the environment.

Typical examples include:-

- Sewer choke causing surcharge affecting a single domestic premise that can be easily cleaned up by Council (fill out Sewer Choke report after incident is cleaned up).
- Small, local spill of sewage or chemical within the Sewage Treatment Plant that is easily cleaned up by Council Staff.
- Offensive odours discharged from the STP or a pump station.

3.2 Major –

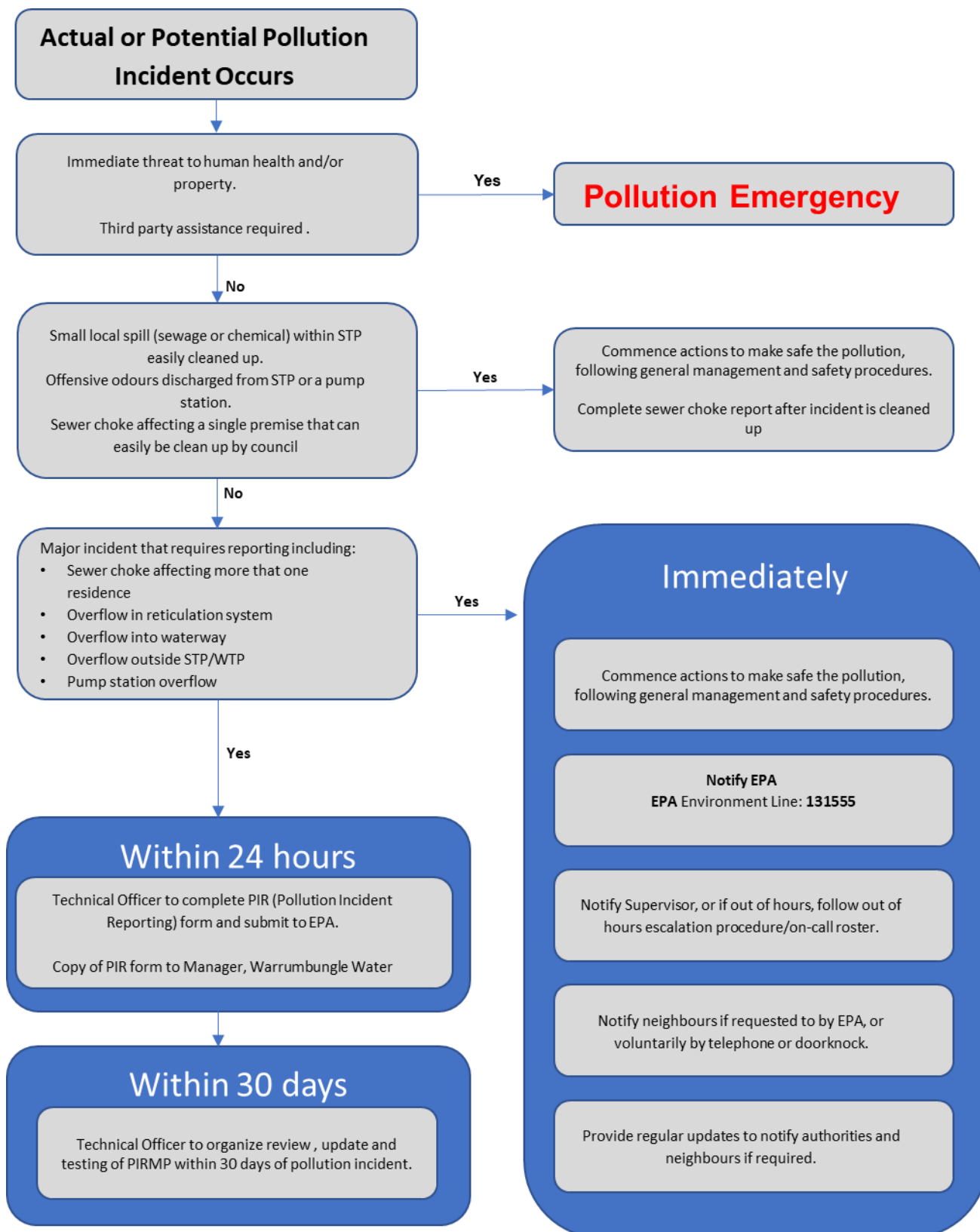
Notify EPA, Dubbo Public Health Unit, Workcover and Coolah Fire Brigade, Council Management.

The type of incident classified as Major typically has the potential to, or causes actual harm to, humans and/or the environment.

Typical examples include:-

- Sewer Choke affecting more than one residence.
- Minor overflow in the reticulation system that is easily contained and can be readily isolated from the public.
- Overflow from the reticulation system into the Coolaburrugundy River during a wet weather event.
- Sewage overflow in or near a school, public park, aged care facility or hospital where humans may be impacted.
- Sewage overflow during dry weather that enters the storm water system and could discharge into the a
- Pump Station overflow.
- Sewage Treatment Plant bypass or mechanical failure event that results in discharge of untreated or partially treated sewage from the STP site.
- Fire or Chemical spill requiring Emergency Services Assistance.
- Dangerous trade waste discharges (e.g. petrol from a Service Station)
- Vandalism that has or could have caused a pollution incident.

Attachment 9 - Pollution incident decision flowchart



The Manager Warrumbungle Water will notify the Director of Environment and Development Services who will determine the need for further reporting to the General Manager and Council. Depending on the severity of the pollution event Council Management will determine if press releases and/or radio announcements are required.

