

WARRUMBUNGLE SHIRE COUNCIL

Pollution Incident Response Management Plan for the Coolah Wastewater Treatment System

May 2025

EPA LICENCE NO. 4445

May 2025 – Review required 2026

For policy and technical information regarding this plan please contact:

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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)
4.0	May 2025	Review, updates and amendments

APPROVAL RECORD

Version Number	Approved By (Signature)	Name and Title	Date
4.0			

PIRMP UPDATE DETAILS

Please note that the following updates have been made to this document.						
Date updated	Version Number	Pages	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 format to follow latest guidelines. Inserted the following new sections as indicated by the latest guidelines. Updated contact details. Updated chemical and safety equipment inventories.		Jacinta Green Jacintagreen.com.au
February 2025	4.0			Updated format to follow latest guidelines.		

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				Inserted the following new sections as indicated by the latest guidelines. Updated contact details.		
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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
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. Need for onsite induction process and register for visitors. Drums in shed need labels. Shed needs a clean out and organizing.
March 2022	Yearly	Andrew Milford	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. Need for onsite induction process and register for visitors. Drums in shed need labels. Shed needs a clean out and organizing.
March 2024	Yearly	Andrew Milford	Desktop and Site Audit	Staff Training to be undertaken for all staff by end May
		Karyna Hawkes		Latest PIRMPs to be loaded to Website Updated PIRMP to be placed in site office
May 2025	Yearly		Desktop and test scenario	Staff training completed with scenario. PIRMPS uploaded to website.

NEXT TEST DUE

May 2026

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PURPOSE OF THIS PLAN.

Warrumbungle Shire Council holds an Environment Protection License with the NSW Environment Protection Authority (EPA) for Coolah Wastewater Treatment Works. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection License 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 license 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), Warrumbungle Shire Council will **immediately** implement this plan as required by Part 5.7A of the POEO Act.

A copy of this plan is kept at the licensed premises and can be made available on request by an authorized EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan is also available on Warrumbungle Shire Council website as set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009

NOTE: 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.

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:

- 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, 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.

This plan is intended to inform field staff and provide a concise summary of the requirements for responding to and reporting potential and actual pollution incidents in the Coolah Wastewater Treatment System including the Wastewater 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.

ENVIRONMENT PROTECTION LICENCE (EPL) DETAILS

Name of licensee	Warrumbungle Shire Council
ABN	63 348 671 239
EPL number	1747
Premises name and address	COOLAH SEWERAGE TREATMENT WORKS BOTHEROO ST COOLAH NSW 2843
Contact	Thomas Cleary Manager Warrumbungle Water Business Hours 02 6378 5000 or 02 6849 2000 Thomas.cleary@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

POLLUTION INCIDENT – PERSON/S RESPONSIBLE

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

PIRMP activation	Site Supervisor Coolah Sewerage Treatment Works Business Hours 02 6849 2000 or 02 6378 5000	
Notifying relevant authorities	Technical Officer - Warrumbungle Water Louise Schumacher Business Hours 02 6849 2000 or 02 6378 5000	
Managing response to pollution incident	Site Supervisor, Supervisor Reticulation, Nick Willoughby Supervisor Treatment Plants Andrew Milford Business Hours 02 6849 2000 or 02 6378 5000	

NOTIFICATION OF RELEVANT AUTHORITIES

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). The site supervisor is to then contact the **Manager Warrumbungle Water, 02 6849 2000** who will then notify all other parties below including NSW Fire and Rescue via a local telephone number.

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Emergency - Fire, Police, Ambulance	24 hours	000
Fire and Rescue NSW	Coolah Fire Brigade	02 6377 1193
Environment Protection Authority (EPA)	Emergency Hotline Number (24 hour) Dubbo Regional Office	131 55 02 6883 533
Health NSW	Public Health Officer on Call (24 hours) Dubbo Regional Office	131 55 02 6809 8979
SafeWork NSW		13 10 50
Warrumbungle Shire Council	Warrumbungle Shire Council Environmental Services (24-hour Emergency Hotline Number)	02 6849 2000

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.

NOTIFICATION OF NEIGHBOURS AND THE LOCAL COMMUNITY

Develop any specific information that could be provided to the community, so it can minimize 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 Table 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 Coolahburrugundy 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 Attachment 3 - Map of the Coolah Sewerage System.

LIST OF NEIGHBOURS TO BE NOTIFIED

Contact Name	Property Address	Contact	Comments
**Grant Ingram	Botheroo Street, Coolah	0400 148 942	Tony Staniforth (0429 771 549) running Grant's land
**Georgina Jane Martin	Botheroo Street, Coolah	6377 1150	
Landowners fronting Coolaburrugundy River	Media releases via radio and print media		Only in case of Pollution of Coolaburrugundy River

****non-resident owners**

DESCRIPTION AND LIKELIHOOD OF HAZARDS

TABLE - RISK ASSESSMENT MATRIX

Likelihood	Impacts				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost certain (A)	Significant	Significant	High	High	High
Likely (B)	Moderate	Significant	Significant	High	High
Moderate (c)	Low	Moderate	Significant	High	High
Unlikely (D)	Low	Low	Moderate	Significant	High
Rare (E)	Low	Low	Moderate	Significant	Significant

DESCRIPTION OF INCIDENT	LIKELIHOOD	IMPACT	CONTRIBUTING FACTORS
Overflow in the reticulation system	Moderate	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	High	Lack of maintenance
Mechanical failure at the STP results in discharge of untreated effluent	Low	High	Lack of maintenance or fire damage
Unauthorized 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
Inadequate chemical storage	Low	Moderate	Human error, high winds could spread chemical fire
Pipeline breakage within Sewer Treatment Plant	Low	Low	Human error during excavation, poor maintenance
Exceed Environment Protection License discharge limits	Low	Moderate	Prolonged periods of heavy rain or mechanical failure
Acts of vandalism or target of terrorist activity	Low	Moderate	Increased risk when plant not attended. Increased risk of fire in hot dry weather

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 minimize 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.

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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

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

INVENTORY OF POLLUTANTS

To be updated as part of site audit

Chemical	Quantity	Location
Disinfectant	25 Litres	Sewerage Treatment Plant Storage Shed

SAFETY EQUIPMENT

To be updated as part of site audit

Equipment	Location
Alarms via SCADA when issues with process	Remote monitoring available
Internal and external sampling and testing	Site lab and ALS
Gas monitor	At STP, Coolah Depo
Life jacket, safety buoy, hand railing	At STP
Emergency evacuation plan	At STP
Witches hats, star pickets and bunting	At various locations as appropriate
Long gloves, gumboots, safety eye wear	Site Office, Spill Kit, Truck
Fire extinguisher, fire hose	Site Office
Eyewash	Outside Site office
First aid kit	Site Office
Breathing Apparatus	Workshop
PIRMP on site	Needs updating with this version
Spill kit	At STP

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, create a timeline of events.

- Time and date of incident
- Location
- Record of phone calls made
- Actions taken during and after 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.

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 minimized.

Information to be notified:

Under section 150 of the POEO Act 1997, the information about a pollution incident that must be notified to relevant authorities is:

- The time, date, nature, duration and location of the incident;
- 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 action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known; and
- Other information prescribed by the regulations.

The Water Manager 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 CLASSIFICATIONS, REQUIRED RESPONSES AND NOTIFICATIONS PROTOCOL

Pollution incidents that may occur within the Coolah Wastewater System can be categorized 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 this document summarizes the response to an actual or potential pollution incident.

3.1 MINOR –

No Notification Required.

The tentative 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.

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

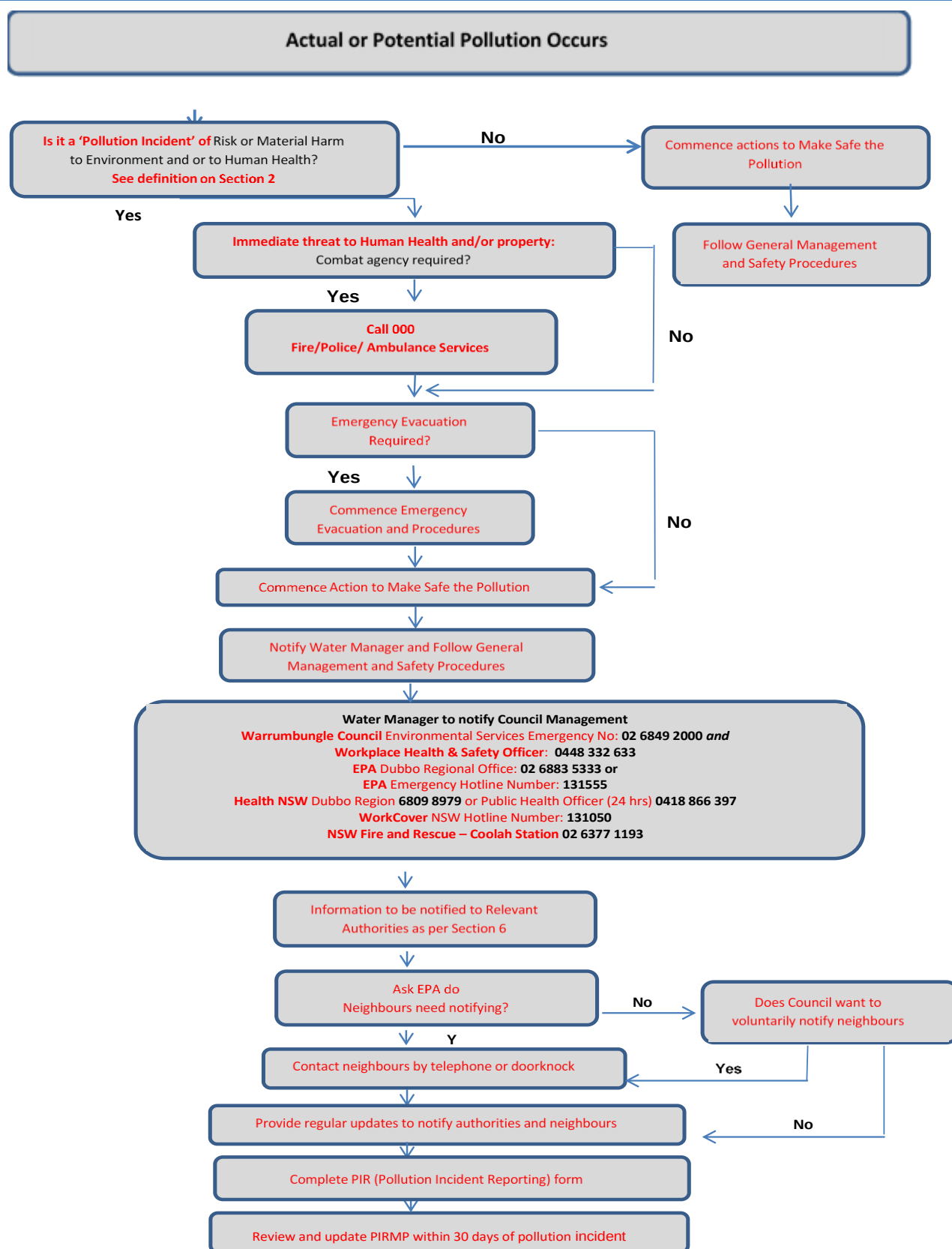
Tentative typical examples include: -

- 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 Coolah Burragundy 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 Coolaburrugundy River.
- 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.

ATTACHMENTS

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ATTACHMENT 1 - POLLUTION INCIDENT DECISION FLOWCHART



ATTACHMENT 2 – POLLUTION INCIDENT REPORT

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):

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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

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
Signature: Date:		

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Site Supervisor, Warrumbungle Shire Council

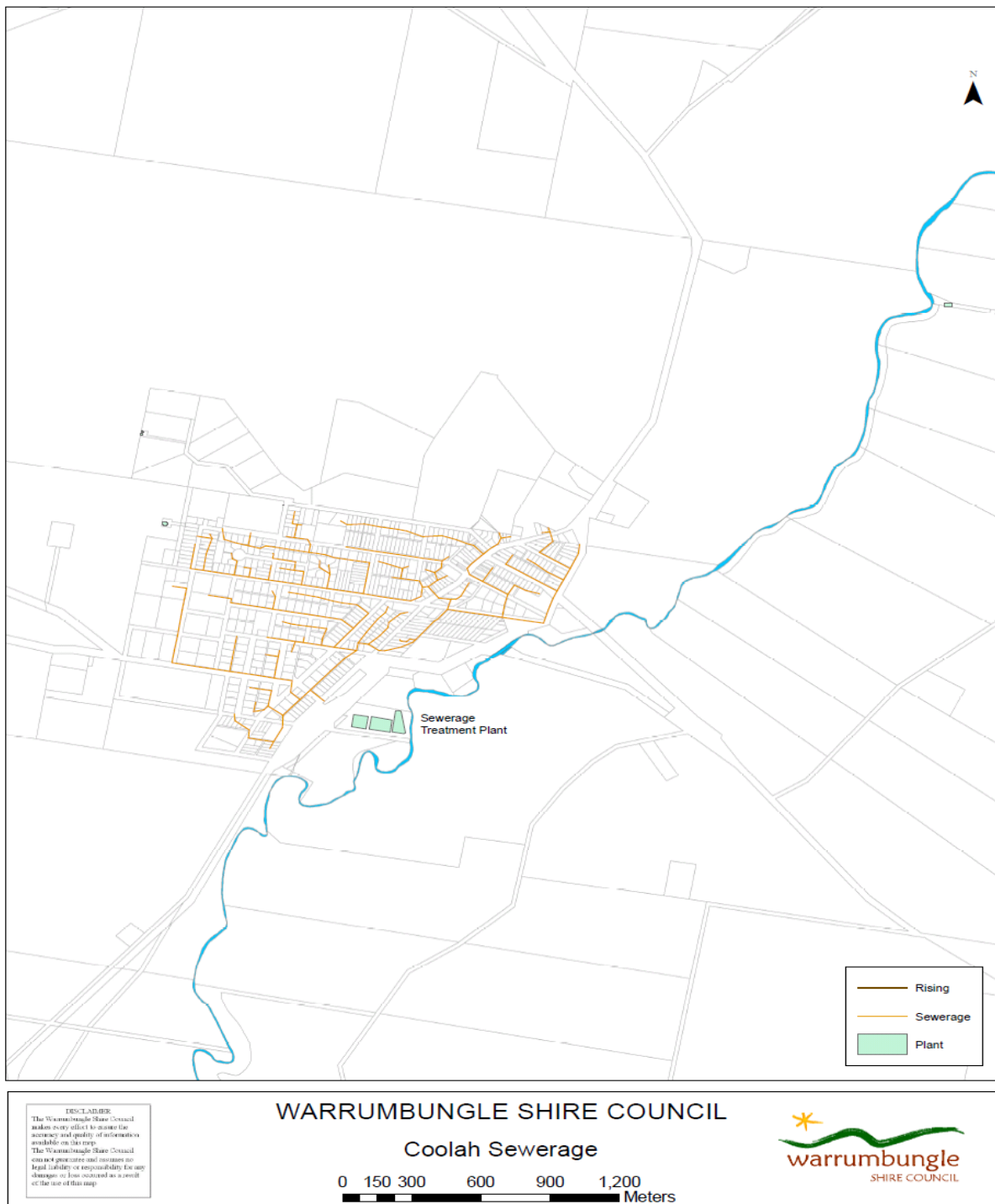
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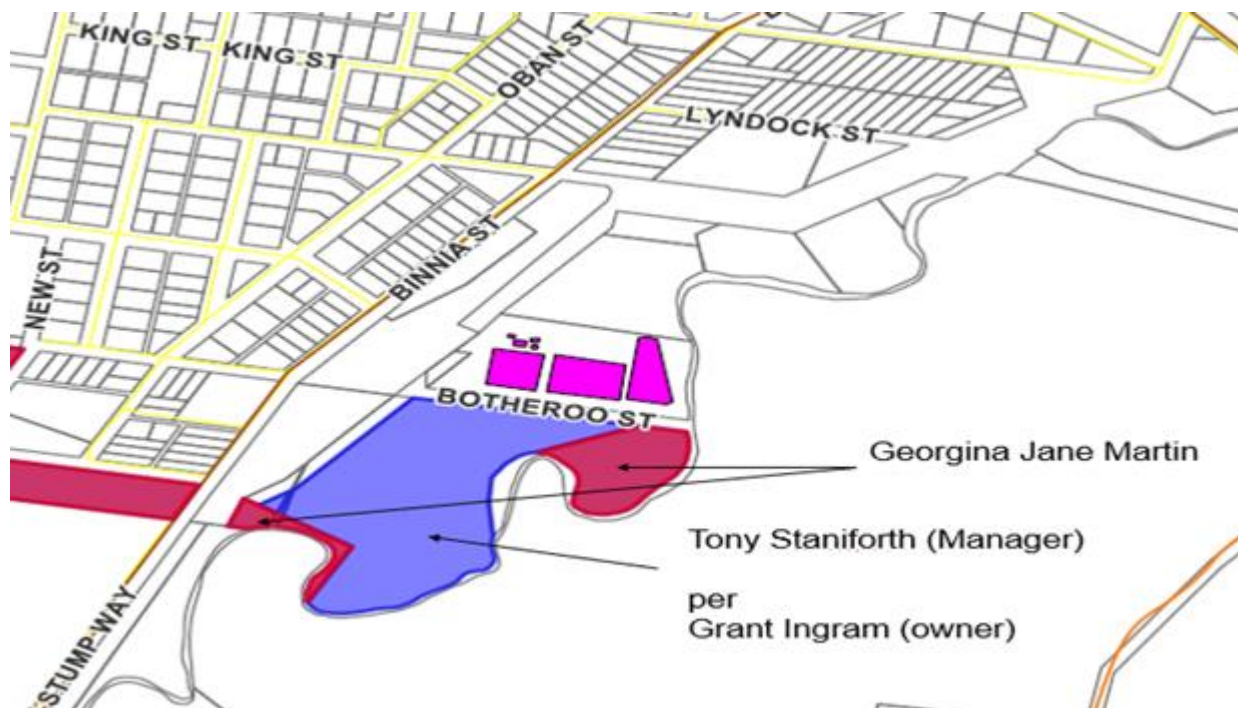
Date:

Manager, Warrumbungle Water

Warrumbungle Shire Council

ATTACHMENT 3 - MAP OF THE COOLAH SEWERAGE SYSTEM





Decommissioned pit and pipeline



DISCLAIMER
The Warrumbungle Shire Council makes every effort to ensure the accuracy and quality of information available on this map.
The Warrumbungle Shire Council can not guarantee and assumes no legal liability or responsibility for any changes or loss occurred as a result of the use of this map.

WARRUMBUNGLE SHIRE COUNCIL

Coolah Water Treatment Plant

0 3.25 6.5 13 19.5 26 Meters



