



November 2023

**PIRMP**

---

**Pollution Incident Report Management Plan**

**Wyangala Sewage Treatment Plant (WYSTP)**

**EPL 20972**

# Table of Contents

Document History .....	3
Review History .....	3
PIRMP Testing and Update Register .....	3
1. Background .....	4
1.1 Water and Sewer Operations .....	4
1.1.1 Wyangala Sewerage Treatment Plant (WYSTP) .....	4
1.2 PIRMP Purpose.....	4
2. Pollution Incident Response Planning.....	5
2.1 Risk Assessment .....	5
2.2 Potential Pollutants and Safety Equipment .....	5
2.3 Maps.....	5
2.4 Notifiable Incidents.....	6
2.4.1 POEO Act Definitions.....	6
3. Incident Response.....	6
3.1 Immediate Notification Incident.....	6
3.1.1 Incident Response and Notification.....	6
3.1.2 Responsibilities .....	8
3.1.3 Notification of External Authorities .....	9
4. Training and Review.....	9
4.1 Training .....	9
4.2 PIRMP Review .....	10
Schedule of Appendices.....	10
Appendix A (Map Overview of Sites – Wyangala Layout).....	11
Appendix B – Wyangala STP Site Overview .....	12
Appendix C – PIRMP/Pollution Incident Report Form .....	13
Appendix D – Memorandum to Staff (Update of PIRMP).....	14
Appendix E - EPL 20972 – Wyangala STP Inspection Points .....	15
Appendix F – Wyangala STP Process Overview .....	16

## Document History

### Review History

Rev No	Author	Reviewer	Approved for Issue	
			Approver	Date
0	S Hayes	P Ford	P Ford	11/03/2019
1	S Hayes	P Ford	P Ford	09/09/2020
2	S Hayes	P Ford	P Ford	26/11/2020
3	S Hayes	P Ford	P Ford	28/09/2021
4	G Williams	M Tedeschi P Ford	M Tedeschi	26/09/2022
5	G Williams	P Ford P Gregg	J Chinomona	09/11/2023

### PIRMP Testing and Update Register

Date	Routine Testing	Routine Update	Copies Distributed
11/03/2019	March 2020		Yes
09/09/2020		September 2020	Yes
25/11/2020		November 2020	Yes
29/09/2021	Tested revised PIRMP prior to approval	Updates	Yes
Sept 2022		Updated	Yes
09/11/2023	Tested revised PIRMP prior to approval	Review and updated annually.	Yes

# 1. Background

## 1.1 Water and Sewer Operations

### 1.1.1 Wyangala Sewerage Treatment Plant (WYSTP)

Wyangala's Sewage Treatment Plant (WYSTP) was commissioned in 2019. The new plant operates on a process of intermittently decanted extended aeration (IDEA) with UV disinfection.

The WYSTP was designed to accommodate for the large fluctuation of visitors to Wyangala Dam. The off-peak load is designed to accommodate for the Wyangala Village at 157 EP (210 L/EP/day), while the peak season load is designed for 5,525 EP for WWSP (at 41 L/EP/day, or L/visitor/day).

Effluent from this plant is able to be reused or discharged directly to Greens Creek under licence from the NSW Environmental Protection Authority (EPA).

## 1.2 PIRMP Purpose

The licensed properties operate under the following Environment Protection Licences (EPL):

- EPL 20972 Wyangala Sewage Treatment Plant

These EPLs are issued under Section 55 of the *Protection of the Environment Operations Act 1997* (POEO Act) by the NSW Office of Environment and Heritage (OEH). The EPLs contain requirements to report pollution incidents as outlined in condition R2:

*Note: The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the POEO Act.*

*R2.1 Notifications must be made by telephoning the Environment Line service on 131 555.*

*R2.2 The licensee must provide written details of the notification to the EPA within seven (7) days of the date on which the incident occurred.*

The introduction of the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) in February 2012 requires that holders of EPLs maintain a Pollution Incident Response Management Plan (PIRMP).

The PIRMP is held by the Infrastructure and Operations Directorate and is applicable to Council's sewerage operations at the Wyangala STP. Council maintains separate PIRMPs for landfill, water treatment and sewage operations (Wyangala STP).

## 2. Pollution Incident Response Planning

### 2.1 Risk Assessment

The main hazards which were identified for the licensed facilities are detailed in Table 1 along with control measures to minimise the occurrence and consequences (people and environment) of the identified risks.

Table 1 - Hazards

Location	Hazard	Control Measure/s	Consequence	Likelihood of material harm	Escalating Factors
STP	Insufficient sewage treatment – overflow of STP	Any overflow throughout the plant is directed to Greens Creek.  Catch Balancing Tank monitored and alarmed.  STP connected to SCADA with alarms to STP Manager.  Training of STP operators	Pollution of downstream waterbody	<b>Low</b>	Nil

### 2.2 Potential Pollutants and Safety Equipment

Details of potential pollutants and safety equipment are provided in Table 2.

Table 2 - Inventory of Pollutants and Safety Equipment

Potential Pollutant	Location	Maximum Quantity	Safety Equipment & Devices	Alarms
Caustic	STP	100L	Fire fighting equipment Glasses, safety boots and high vis vests Goggles and gloves Respirators	SCADA
Alum		13,000L		
Sewage		30KL-100KL (Variable)		

### 2.3 Maps

Pollution incident response maps have been prepared to facilitate planning for incident response and provide readily accessible and accurate information to support the assessment of an incident and assist in the implementation of incident response procedures and clean up.

The following maps are provided within the enclosed Appendices:

- Wyangala Locality Map; and
- Features Map (Wyangala STP).

## 2.4 Notifiable Incidents

### 2.4.1 POEO Act Definitions

The following definitions are provided in accordance with the POEO Act:

**Pollution  
incident**  
(Dictionary)

*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 a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.*

*(1) For the purposes of this Part—*

*(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*

**Material  
Harm**  
(s. 147(1))

*(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) For the purposes of this Part, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.*

## 3. Incident Response

### 3.1 Immediate Notification Incident

#### 3.1.1 Incident Response and Notification

As per the definition of an immediate notification incident in Section 2.4.1 and resulting from the risk assessment in Table 1, Council have identified the following incident related to their, sewer operations that requires immediate notification:

Council's procedures for responding to an immediate notification incident are outlined Image 1.

All internal and external contacts to be notified in the event of an incident are provided in Tables 3-4.

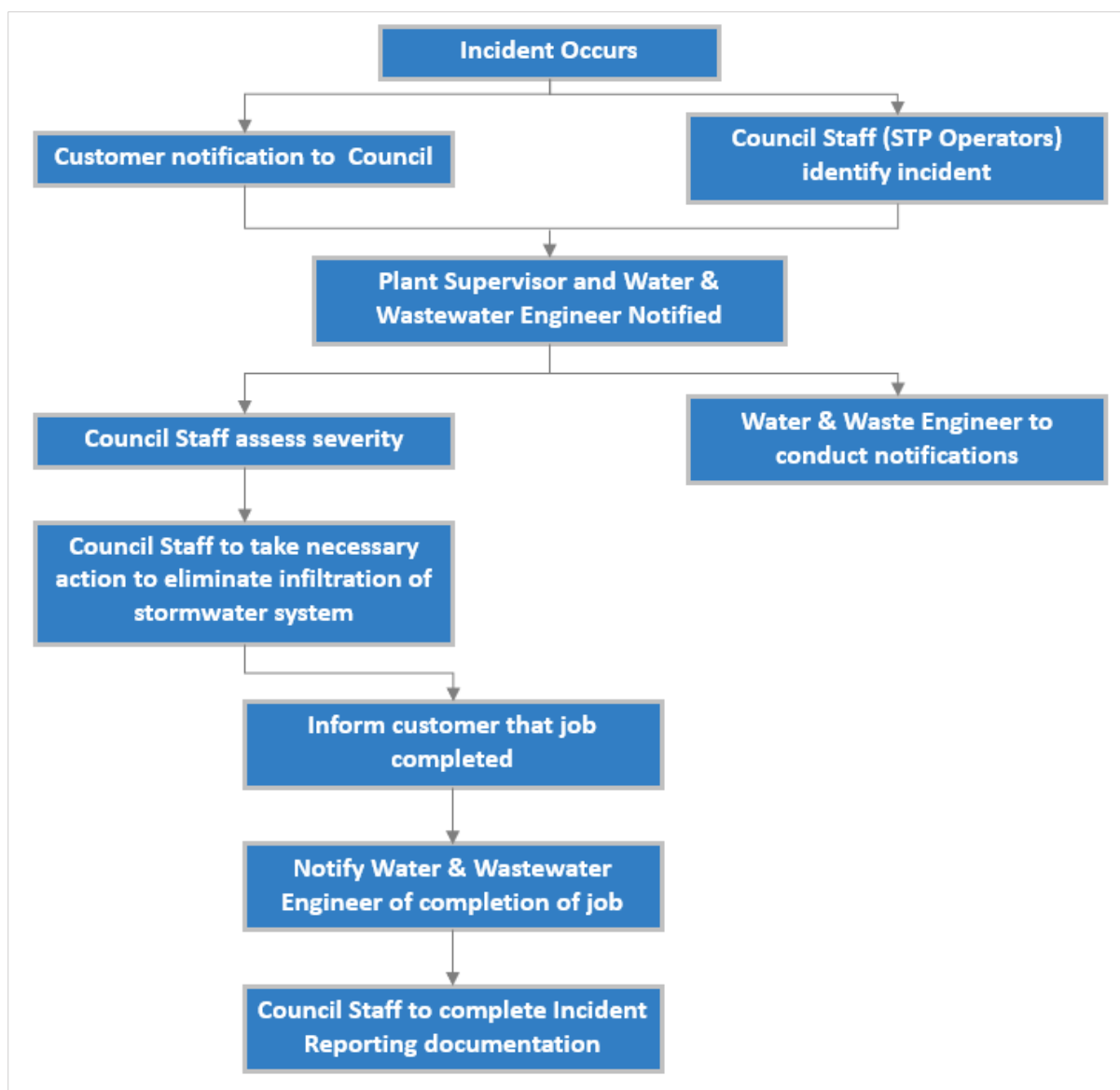


Image 1 - Incident Response Notification Process

Table 3 - Incident Contact Details (Internal)

Name	Role	Contact Number
Peter Ford	Water & Wastewater Engineer	6340 2104 0428 863 084
Jonathan Chinomona	Manager- Cowra Works	6340 2080 0427 083 843
Paul Gregg	Plant Supervisor	6340 2160 0428 674 238
Dirk Wymer	Director Infrastructure and Operations	0418 457 401
Paul Devery	General Manager	6340 2013
Council Emergency/Afterhours Contact		6340 2000 0419 219 231
Council Enquires and Complaints		6340 2000

Table 4 - Incident Contact Details (External)

Organisation	Contact Number
Emergency Services (Police, Ambulance, Fire & Rescue*)	000
<b>EPA</b> Bathurst Regional Office	131 555 6333 3800
<b>NSW Public Health</b> On Call Public Health Officer Bathurst Regional Office	0428 400 526 6339 5601
SafeWork NSW	131 050
Fire & Rescue NSW* (Cowra)	1300 729 579
Rural Fire Service (Cowra)	6363 6666
<b>NSW Department of Planning Industry and Environment</b> Bathurst	0428 443 790

### 3.1.2 Responsibilities

In the event of an immediate notification incident responsibilities for incident management are as follows:

- On-Call STP Officer is responsible for actioning response to the incident.
- Water & Wastewater Engineer is responsible for notifying external authorities, potentially affected community and ensuring adequate resources are available for incident response.
- General Manager is responsible for liaising with the media.

The Water & Wastewater Engineer shall determine the most appropriate means of contacting potentially affected community including:

- Door knocking
- Letterbox drops
- Phone
- Local media
- Signage

Information provided to the community would depend on the incident but could include:

- Description of the incident
- Status of incident
- Response actions
- Actions to minimise harm
- Likely duration.

As per the EPLs, the licensee must provide written details of the notification to the EPA within seven (7) days of the date on which the incident occurred.



### 3.1.3 Notification of External Authorities

EPL 3648 requires details of sewage incidents be recorded. Where sewage or partially treated sewage is discharged from the premises as a result of a bypass of the sewage treatment plant, or an observed or reported overflow has occurred from the reticulation system, and overflow or a bypass may pose a risk to public health, the licensee is to promptly give appropriate notification to any parties that are likely to be affected, including:

- the potentially affected community;
- the NSW Health; and
- other parties as appropriate.

When the licensee notifies the NSW Health of a bypass or overflow incident, the licensee must also notify the EPA. Notifications are to be given as soon as practicable after the licensee or one of the licensee's employees or agents becomes aware of the incident, and must include all relevant information including the information required under the EPL.

## 4. Training and Review

### 4.1 Training

Personnel involved in sewer operations undertake a range of training to assist in the response to potential incidents and to test the adequacy of incident response procedures and plans.

Details of the PIRMP training and testing requirements is outlined in Table 5.

Table 5 - PIRMP Training

Type of Training	Personnel Involved	Frequency	Records
NSW Office of Water Part 1 – Waste Water Treatment Operations	STP Operators	Once	Human Resources
NSW Office of Water Part 2 – Advanced Treatment	STP Operators	Once	Human Resources
NSW Office of Water Waste Water Update Seminar	STP Operators	Tri- annually	Human Resources
Water Quality Analysis	WTP and STP Operators	On-the- job/DPI training	Human Resources
Confined Space	WTP, STP and Reticulation Operators	As required by training provider	Human Resources
Toolbox Meetings	Site staff	Weekly	Minutes
Overflow Clean Up	All Sewer Staff	On-the-job	Nil
Site Induction	New Staff	Once	Records
Emergency Simulation	All Water/ Sewer Staff	Annual	Minutes

## 4.2 PIRMP Review

The PIRMP will be reviewed when there is a material change to operations including but not limited to:

- Modification of EPL 20972;
- Changes in standard operating procedures referred to in this PIRMP;
- Change in legislative requirements; and
- Recommendations arising from an incident debrief, emergency drill or emergency simulation exercise.

The responsibility for reviewing the PIRMP is the Manager Cowra Works.

An update of the PIRMP would trigger all staff to undergo refresher training as part of the relevant weekly toolbox meeting as per Table 5.

## Schedule of Appendices

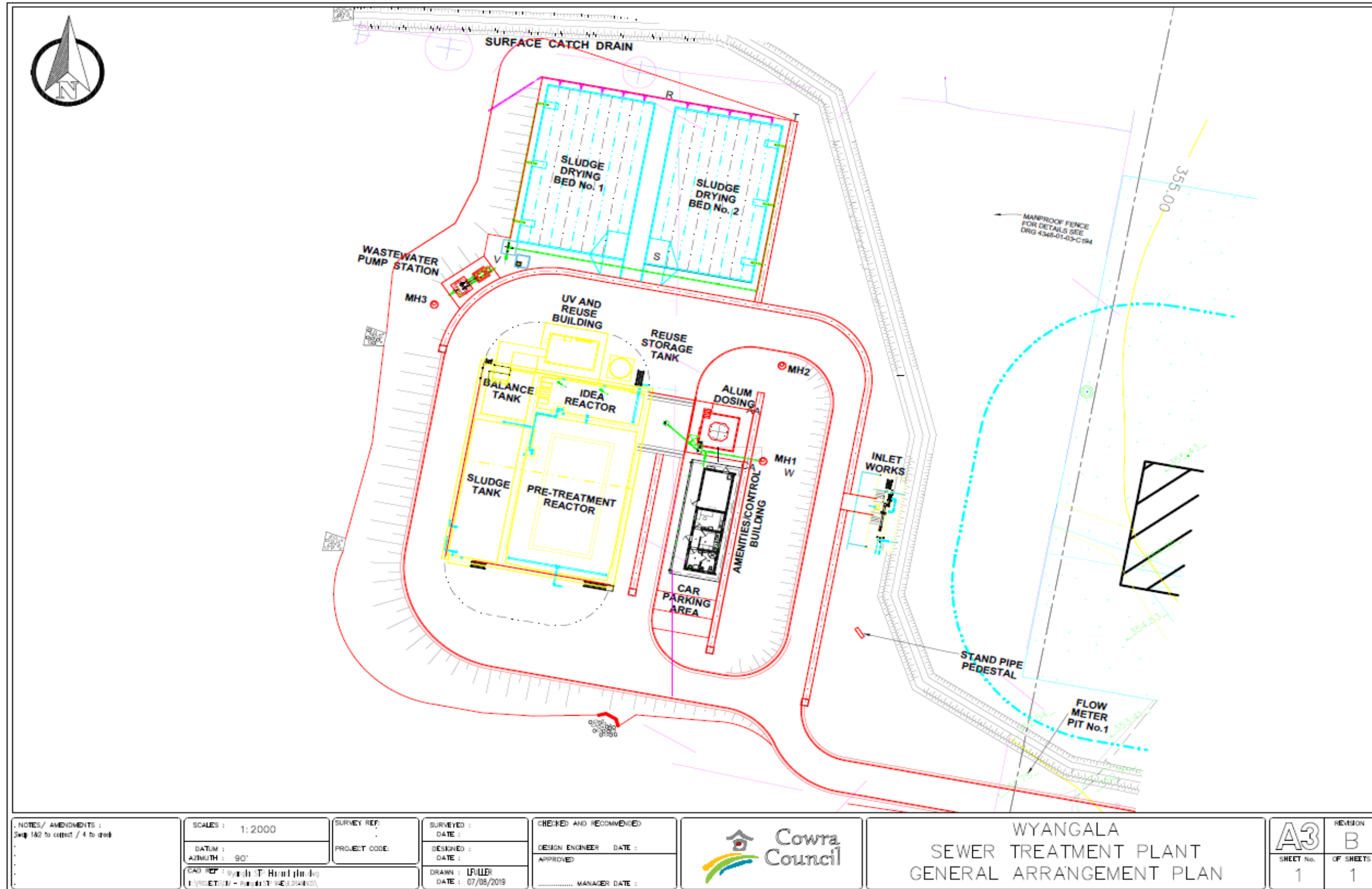
Appendix Reference	Description	Page
A	Map Overview of Sites – Wyangala Layout	11
B	Wyangala STP Site Overview	12
C	PIRMP/Pollution Incident Report Form	13
D	Memorandum to Staff (Summary of PIRMP Changes Wyangala STP)	14
E	EPL 20972 – Wyangala STP Inspection Points	15
F	Wyangala STP Process Overview	16

Appendix A (Map Overview of Sites – Wyangala Layout)





## Appendix B – Wyangala STP Site Overview



# Appendix C – PIRMP/Pollution Incident Report Form



Pollution Incident Management Plan

Sewage Treatment Plant

## PIRMP / POLLUTION INCIDENT REPORTING FORM

INCIDENT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

DURATION OF INCIDENT: \_\_\_\_\_

NATURE OF INCIDENT: \_\_\_\_\_

TEMPERATURE: \_\_\_\_\_

WIND DIRECTION & SPEED: \_\_\_\_\_

RELATIVE HUMIDITY: \_\_\_\_\_

RAINFALL SINCE 9AM: \_\_\_\_\_

FIRE DANGER RATING: \_\_\_\_\_

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 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

HAS EPA DIRECTED COUNCIL TO NOTIFY NEIGHBOURS? YES / NO

IF NOT, HAS COUNCIL VOLUNTARILY NOTIFIED NEIGHBOURS? YES / NO

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D – Memorandum to Staff (Update of PIRMP)



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Phone: 02 6340 2000  
Fax: 02 6340 2011  
[council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  
[www.cowraregion.com.au](http://www.cowraregion.com.au)

# Memorandum

From: Water & Waste Water Engineer

Department: Operations and  
Infrastructure

Date: 09/11/2023

Re: Summary of changes made to PIRMP – Wyangala Sewage Treatment Plant

<input type="checkbox"/> Urgent	<input type="checkbox"/> For Review	<input type="checkbox"/> Please Comment	<input checked="" type="checkbox"/> For Information	<input type="checkbox"/> Please Recycle
---------------------------------	-------------------------------------	---	---	---

With regards to the changes made to this PIRMP document to meet the EPA compliance requirements for EPL 20972 changes are as follows:

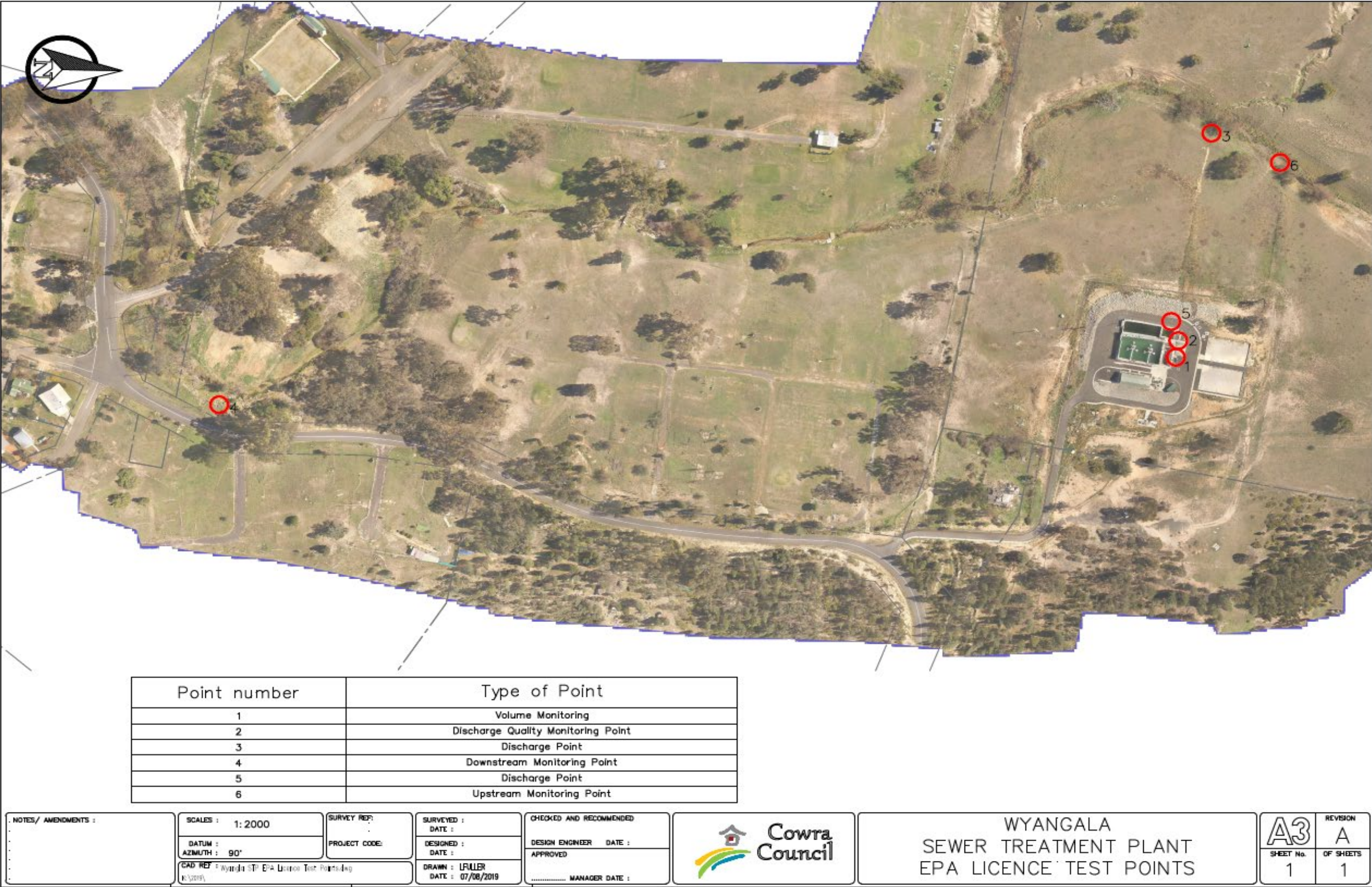
- General administrative changes/updates to the PIRMP

Jonathan Chinomona  
(Manager Cowra Works)

*Prepared by: Grace Williams (Project Manager -Cowra Works)*



Appendix E - EPL 20972 – Wyangala STP Inspection Points





## Appendix F – Wyangala STP Process Overview

