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Pollution Incident Response Management Plan (PIRMP)



Tumut Wastewater Treatment Plant and Reticulation 2025

SNOWY VALLEYS COUNCIL

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)

LICENCE NUMBER: 210

Approved by: Quentin Adams

Position/Title: Manager Utilities & Waste Business Signature: _____

Date: 23/05/2025

PURPOSE:

Snowy Valleys Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Tumut Wastewater Treatment Plant. 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.

The objectives of the plan are to:

- communicate in a timely manner and with sufficient detail about a pollution incident to relevant authorities and people outside the facilities who may be affected by the impacts of the pollution incident;
- minimise and control the risk of any pollution incident occurring at the facilities by requiring identification of risks and the development of planned actions to minimise and manage those risks; and
- ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

A copy of this plan will 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 will also be made available on Council's publicly accessible website <http://www.snowyvalleys.nsw.gov.au>

This management plan is to be continually updated and reviewed by Laxmi Pandey, Water/Wastewater Engineer, Snowy Valleys Council.

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1.Introduction

The town of Tumut is serviced by approximately 82km of gravity wastewater mains and 3 km of rising wastewater mains. There are 5 pump stations which transfer wastewater to the Tumut Wastewater Treatment Plant (WWTP).

Tumut WWTP is located at the northern perimeter of the town and is bounded by Little Gilmore Creek to the north, the Tumut River to the east and Main Road 279(Gocup Road) to the west and south. The plant can cater for a total wastewater load of 12,000 equivalent persons (EP) and the plant is currently loaded at about 7,500 EP. The final effluent is discharged into open concrete lined effluent catch-balance pond. In the warmer months it is necessary to dose decanted IDEA effluent with sodium hypochlorite on entry to the Catch pond to inhibit algal growths. Treated effluent receives ultra violet disinfection prior to being discharged to the Tumut River. Disinfected effluent is utilized at the plant for washing down and grounds beautification.

Treated effluent is also recycled to the Tumut Golf course to irrigate fairways and greens. Any effluent surplus to reuse needs is treated with UV disinfection and discharged to Tumut River via gravity main. The average dry weather intake to the Tumut WWTP is 1.5ML and up to 6 times this during peak wet weather flows.

1.1 EPL Details

This Pollution Incident Response Management Plan applies to Adelong WWTP and Reticulation.

Environment Protection Licence (EPL) Details	
Name of licensee:	SNOWY VALLEYS COUNCIL ABN 53 558 891 887
EPL number:	210
Premises name and address:	TUMUT SEWAGE TREATMENT WORKS, GOCUP ROAD, TUMUT NSW 2720
Company or business contact details	Name: Jessica Quilty Position or title: Acting General Manager Business hours contact number/s: 02 6941 2530 After hours contact number/s: 0400 367 890 Email: jqulity@svc.nsw.gov.au
Website address:	http://www.snowyvalleys.nsw.gov.au/
Scheduled activity/activities on EPL:	Sewage treatment
Fee-based activity/activities on EPL:	Sewage treatment processing by small plants > 219-1000 ML annual maximum volume of discharge

For site plans, refer to Section 7.1 Appendix 1 - .

2. Pollution Incident Response Management Plan

Pollution incident response management plans (PIRMPs) are plans all holders of environment protection licences (licensees) are required to prepare in accordance with section 153A of the Protection of the Environment Operations Act 1997 (POEO Act). By preparing and implementing a PIRMP that meets the requirements specified under the legislation, Council will:

- minimise the risk of a pollution incident occurring as a result of their licensed activities, as they would have identified risks and the actions they propose to take to minimise and manage those risks
- have established clear and effective notification, action and communication procedures to ensure the right people are notified, warned and quickly provided with updates and information they may need to act appropriately, including
 - people who may need to be involved in incident responses – including staff at the premises; the Environment Protection Authority (EPA); and other relevant authorities (such as Fire and Rescue NSW, NSW Health and local councils)
 - industrial, commercial and residential neighbours and other members of the community
- have properly trained staff and up-to-date incident management information available to ensure the potential impact of a pollution incident is minimised.

The WWTP and its collection system operate under Environmental Protection Licence (EPL) No. 210 granted by the NSW Environment Protection Authority (EPA). The licence is renewed annually on 1 June.

2.1 Potential Hazards

During wastewater treatment, chemicals and by-products are produced which, if spilt or incorrectly managed, may contaminate the environment or threaten human health. A register of the chemicals is contained in Section Description and likelihood of hazards.

The potential hazards to the environment include;

- Wastewater overflow (raw or partially treated) – potentially caused by:
 - Storms (lightning/heavy rainfall/wind) causing power failure or infrastructure damage
 - Reticulation blockages
 - Damage to reticulation (contractors or other damage during excavations etc)
 - Infrastructure failure due to age
 - SCADA/Communications failure
 - Excessive flows
 - Mechanical break down
 - Power outage
 - Treatment plant process failure
- Chemical spill – potentially caused by:
 - Tank/storage failure
 - Delivery incident
 - Damage to chemical reticulation
 - Vandalism
 - Inappropriate chemical use
 - Bund failure

A detailed assessment of risks is provided in Section 7.4 Appendix 4

2.2 Incident Response and Contact details

This section details the response requirements in the event of an incident. In all situations:

Pollution incident – person/s responsible

<p>PIRMP activation</p>	<p>Name of person responsible: Quentin Adams Position or title: Manager Utilities & Waste Business Business hours contact number/s: 02 6941 2589 After hours contact number/s: 0417 645 862 Email: qadams@svc.nsw.gov.au</p> <p>OR</p> <p>Name of person responsible: Edward Greig Position or title: Water & Wastewater Engineer Business hours contact number/s: 02 6941 2526 After hours contact number/s: 0437 951 365 Email: egreig@svc.nsw.gov.au</p>
<p>Notifying relevant authorities</p> <p>Notification should be made by a person with an appropriate level of authority within the company</p>	<p>Name of person responsible: Edward Greig Position or title: Water & Wastewater Engineer Business hours contact number/s: 02 6941 2526 After hours contact number/s: 0437 951 365 Email: egreig@svc.nsw.gov.au</p>
<p>Managing response to pollution incident</p>	<p>Name of person responsible: David Sam Position or title: Coordinator Utilities - Works Business hours contact number/s: 02 6941 2430 After hours contact number/s: 0436 279 959 Email: dsam@svc.nsw.gov.au</p> <p>Or Steven Signor, Senior Team Member Tumut W&WW</p> <p>Contact Number BAH: 0409 329 514</p> <p>Water / Wastewater On-Call Team 0419 478 335</p>

The 24-hour emergency number for Snowy Valleys Council is 0427 470 555

During working hours, these calls are taken by staff on the Snowy Valleys Council Switch. If the call is after hours, the call is redirected to Snowy Valleys Council Duty Officer, who informs appropriate personnel of issues and incidents.

2.2.1 Human health or Safety Incident

If there is immediate threat to Human health or Safety, call triple zero “000” and implement the following process:

1. Implement the ***Emergency Work Instruction***

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2. If required, evacuate the site. Move to Emergency Evacuation Area
3. Office hour contacts for Council are

Contact	Phone	Mobile
Council administration	02 6941 2555	0427 470 555 (After Hours)
After hours, water & wastewater emergencies		0427 470 555
Director Infrastructure & Works	02 6941 2402	0409 815 603
Manager Utilities & Waste Business	02 6941 2589	0417 645 862
Coordinator Growth and Development (For Environmental Health)	02 6941 2711	0427 683 396
Coordinator People & Culture (HR)	02 6941 2574	0437 620 028
Public Health Unit Murrumbidgee and Southern Local Health Districts (NSW Health)	02 5943 2044	0428 693 374
Department of Climate Change, Energy, the Environment and Water (DCCEEW)	02 6024 8854	0427 324 893
NSW Department of Primary Industries, Fisheries	02 6042 4213	0484 907 343

2.2.2 Pollution incident

Pollution incidents posing material harm to the environment should be notified to each 'relevant authority' as defined in section 148(8) of the POEO Act. 'Relevant authority' means:

1. the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the (Local Government Act, 1993)), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
2. the EPA, if it is not the ARA – phone Environment Line on 131 555
3. the Ministry of Health via the local Public Health Unit –see www.health.nsw.gov.au/publichealth/infectious/phus.asp (Public Health Act, 1993)
4. the WorkCover Authority – phone 13 10 50
5. the local authority if this is not the ARA
6. Fire and Rescue NSW – phone 000

For details of other contacts that might be required see Section 7.6 Appendix 6 - Additional Emergency Contacts.

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In all situations where there is damage and/or loss to private property or a member of the public due to an incident related to this plan contact:

Council's Manager Risk & Safety **P: 02 6941 2410 | M: 0427 814 411**
Work Health & Safety Officer **P: 02 6941 2576 | M: 0428 092 188**

The incident response required depends on the type of incident that has occurred. The following is a list of safe work method statements to be implemented in the event of a related incident:

TSC - Chemical Spill Response (MMS code/Reporting Units-115- SWS-AS-03-SPILL)

2.3 Communicating with neighbours and the local community

Impacts on the community due to wastewater distribution and treatment incidents are variable and depend on location, volumes of spills or other factors. Communication methods will be used on a case by case basis and in all situations Snowy Valleys Council will attempt to provide early warning to directly affected premises by phone call or site visit. Early warning is to include details of what the imminent incident is how those affected can prepare and respond, and provide important advice such as avoiding contact and use of affected waterways.

Where early warning is not possible Snowy Valleys Council will provide notification and communication during and after an incident to advise those affected with information, advice and updates. Notification and communication methods will be determined on a case by case basis and the following methods may be used:

- Phone calls
- Media releases (radio/television/newspaper/internet/social media as required)
- Site visits/door knocking
- Letter drops
- Warning signs
- Other methods as the situation requires

In the event of a chemical or wastewater spill into stormwater or waterway, Snowy Valleys Council staff is to go to prominent and/or high use areas of the affected waterway and erect signage. The signs are to warn water users of the contamination and advise them to avoid activities such as swimming, fishing, shell fish collection and boating until contamination has cleared. Additionally, if the event occurred or was occurring during dry weather, Snowy Valleys Council staff is to attend popular sites and advise users directly.

Contaminated land is to be disinfected, ponded wastewater pumped out and faecal coliforms are to be monitored until background levels are reached.

Regular communication and notification (see Appendix 7) is to be provided until the incident and clean-up of impacted site and affected areas has been complete (e.g. faecal coliforms have returned to background levels). Snowy Valleys Council is to take signs down and advise the public that regular activities can be resumed by (as required):

- Phone calls
- Media releases (radio/television/newspaper/internet/social media as required)
- Letter drops
- Other methods as the situation requires

2.4 Incidents at the Tumut Wastewater Treatment Plant

The township of Tumut is approximately 1 km away from the Tumut WWTP. There is nothing onsite that would create an emergency for any neighbours. Additionally, the inflow into this plant and the available storage means that even at peak wet weather flow the potential of an overflow from this plant is low as the plant has emergency storage in the storm pond, which in turn is connected to the old effluent ponds that are maintained at a low level. The estimated emergency storage capacity is 20 ML. However, if an incident did occur and any community members or neighbours were affected then the processes listed in Section 2.3 above would be implemented as required.

2.5 Incident Investigation

All emergencies must be investigated. For all other incidents, the manager (with guidance from review personnel) will decide whether an incident investigation will be conducted. When an incident investigation is required, the relevant manager is responsible for:

- Forming the investigation team
- Co-ordinating the investigation

Note: The *Investigation Guideline (SWS-SOP-04)* and Accident and Incidents Document can be used when conducting the investigation.

A de-brief is to be conducted for all emergency incidents. However, the responsible manager may also initiate de-briefs for other incidents where they feel it is appropriate. The **SVC Incident / Accident Report Form - SVC-RM-F-007-02** can be used to assist this process.

2.6 Pre-emptive actions to be taken

2.6.1 Physical and preventative measures

First priority for pre-emptive measures is to eliminate substances that can become potential pollutants. If this is not possible, physical barriers should be installed to prevent pollutants from entering the environment such as bunding and spill drainage containment. At Tumut WWTP, all chemical storages are bunded to ensure that if the storage fails the pollutant is contained and treatment process bypasses are installed to prevent partially treated wastewater spills due to reticulation issues. Additionally, the reticulation, pump stations, and Tumut WWTP have multiple alarm systems to alert operators of conditions that may result in incidents, which include:

- High level alarms
- Communication failure
- Chemical bund alarms
- Motor issue alarm
- No flow/high flow alarms

In the event that these systems fail, Snowy Valleys Council has portable bypass pumps available.

2.6.2 Preventative monitoring and maintenance

Snowy Valleys Council uses monitoring and preventative maintenance to reduce the potential for incidents at both the WWTP and for the reticulation and pump stations. These separated in the following timeframes:

- Daily
- Weekly
- Monthly to Annually

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- Longer term (capital works and maintenance programs)

Daily

The WWTP is to be attended daily and the following inspected:

- Maintenance requirements
- Chemical quantities
- Plant performance data
- Housekeeping issues that requiring attention
- Vandalism and/or thefts
- Issues with bunds
- Check bund valves are closed
- Alarms workings

Weekly

- For the reticulation and associated pump stations staff are to conduct weekly pump station checks using the Snowy Works and Services - Sewer Activity Spec - Operate and Maintain Wells (SWELO).

Monthly to Annually

The following is to be checked monthly for the reticulation and pump stations:

- Alarm testing – power fail, critical float
- Rain gauges – Electricians

The following is to be checked or conducted every three months:

- All valve operations - exercising, maintenance
- Inlet Valves - exercising, maintenance
- Isolation Valves - exercising, maintenance
- Spray locks with silicone spray and operate locks

The following is to be checked or conducted every six months:

- Backup Batteries - (December)
- Fire Extinguishers
- Odour Beds and Sprinkler System - inspection
- Overflow Plugs - inspection
- Remove grit with suction truck - Vacuum Truck
- Vent Pipes - cartridges and whirly bird - inspection
- Sump Pumps - Dry Well PS's
- Vermin/Insect Protection

The following is to be checked or conducted annually:

- Lopping and pruning of trees surrounding PS's
- Painting
- Prune trees around odour beds
- Pump Performance Testing (SCX6 and Draw-down tests)
- RPZ Testing
- Team Training - New Technologies and Upgrades
- CCTV and Jetting for repeat chokes
- Inspection of pipeline easements
- Condition assessment of above ground rising mains
- Bund integrity (WWTP)

Other checks include manhole inspection, maintenance, repair and resealing (as required) safety net checks (bi-annually), renewing woodchips and gravel (as required) and inspecting and exercising Overflow Flaps (after heavy rainfall).

2.6.3 Pre-emptive documentation

Reticulation blockages, breaks or distribution issues can result in spills if not acted upon. Therefore the following AS are to be used to address issues before overflows occur:

Sewer Activity Spec – Unblocking Sewer Chokes v6 (SCHKE)
Sewer Activity Spec – Manhole Repairs (MANHOLE)
Sewer Activity Spec – Sewer Dig Up (SEWDG)
Sewer Activity Spec – Replace Sewer Lines (SEWGRAV)
Sewer Activity Spec – Replace Pressure Sewer Line v2 (SEWPRES)
Sewer Activity Spec – Operate and Maintain Wells (SWELO)

2.7 Staff training

All staff required to implement this plan and associated documents must have training in its use and be inducted into it. This is to ensure they are aware of the content, processes and requirements of this plan and can competently implement it if necessary. Additionally, relevant staff will be involved in an annual exercise/drill to test the implementation of the plan. In the event of a significant incident, an investigation and debrief will be conducted, documentation updated (if required) and staff will be re-inducted.

All, desktop exercises, drills and incidents are to be registered into Council's Data Works, and training records will be sent to Human Resources and Organisational Development for filing.

2.8 Making Plans available

A copy of each plan will be maintained at the premises to which the relevant licence relates, or where the relevant activity takes place, so that it is readily available to those responsible for its implementation and to an authorised officer on request.

Some sections of the plans must be made publicly available within 14 days after they have been prepared by:

- placing them in a prominent position on a publicly accessible website of the licensee
- providing copies of them, without charge, to any person who makes a written request for a copy if the licensee does not have a website.

A publicly accessible website could include a website established to promote the licensee's activities or products.

The information to be made available to the public:

- must include the procedures for contacting the relevant authorities including the EPA, local council, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW
- must include the procedures for communicating with the community described in Sections 3.3.6 and 3.4.2 above
- may be exclusive of any personal information within the meaning of the Privacy and Personal Information Protection Act 1998.

2.9 Testing plans

The plan will be tested routinely at least once every 12 months. The testing is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner. This is also applicable to plans prepared by waste transporters. The two usual methods of testing are undertaking

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desktop simulations and practical exercises or drills. Testing must cover all components of the plan, including the

- effectiveness of training.
- Environmental guidelines
- Preparation of pollution incident response management plans

Plans must include details such as:

- the manner in which they are to be tested and maintained
- the dates on which they have been tested and the name of the staff members who carried out the testing
- the dates on they are updated.

Plans must also be tested within one month of any pollution incident occurring in the course of an activity to which a licence relates to assess, in the light of that incident, whether the information included in the plan is accurate and up to date, and the plan is still capable of being implemented in a workable and effective manner.

2.10 Implementing plans

If a pollution incident occurs in the course of an activity at the premises so that material harm to the environment (within the meaning of section 147) is caused or threatened, the person carrying out the activity will immediately implement any pollution incident management response that was developed to meet the requirements of the POEO Act.

3. Responsibility

Acting General Manager of Snowy Valleys Council is responsible for the implementation of this Plan.

4. Bibliography

Environment Protection Authority, 2012. *NSW Environmental Guidelines: Preparation of pollution incident response plans*. [Online]
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Office of Environment and Heritage, 2012. *Home – Reporting pollution, Protocol for industry notification of pollution incidents*. [Online]
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[Accessed 18 September 2012].

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[Accessed 18 September 2012].

Water Administration Act, 1986. *Legislation*. [Online]
Available at: <http://www.legislation.nsw.gov.au/fullhtml/inforce/act+10+1991+cd+0+N>
[Accessed 18 September 2012].

5.Dictionary

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 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 (see the POEO Act 1997).

Harm to the environment:

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

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.

6. Table of Amendments

Amendment	Authorised by	Approval reference	Date
Version 1	Vincent Ridley	436899	16/10/2014
Version 2	Vincent Ridley	259046	24/11/2015
Version 3	E Greig		29/07/2017
Version 4	E Greig		11/09/2017
Version 5	E Greig		22/10/2018
Version 6	E Greig		28/05/2019
Version 7	Q Adams		10/06/2020
Version 8	Q Adams		3/06/2021
Version 9	Q Adams		30/05/2022
Version 9 RB	Q Adams		9/12/2022
Version 10	Q Adams		19/04/2023
Version 11	Q Adams		20/05/2024
Version 12	Q Adams		23/05/2025

Annual PIRMP Test History

Revision	Test Date	Conducted By
Version 4	16.08.2017	Edward Greig
Version 4	11.07.2018	Edward Greig / David Sam / Steve Signor
Version 6	24.06.2019	David Sam, Steve Signor, Edward Greig
Version 7	30.06.2020	David Sam /Steve Signor
Version 8	18.06.2021	David Sam /Steve Signor
Version 9	11.07.2022	David Sam /Steve Signor
Version 10	19.06.2023	David Sam /Steve Signor
Version 11	23.05.2024	Steve Signor/ Mathew Peachey
Version 12	30.05.2025	Steve Signor/ Mathew Peachey

7. Appendices

- Appendix 1 – Site Plans
- Appendix 2 – Site Chemical Register
- Appendix 3 – Personal Protective Equipment (PPE)
- Appendix 4 – Risk Assessment and actions
- Appendix 5 – Action Plans to minimize harm
- Appendix 6 – Additional Emergency Contacts
- Appendix 7 – Notification Letter Template
- Appendix 8 – Pollution Incident Actions

7.1 Appendix 1 - Maps

The plans include a detailed map (or set of maps) showing the location of the premises, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises, the location of any stormwater drains on the premises, and the discharge locations of the stormwater drains to the nearest watercourse or water body.

Figure 1: Tumut Wastewater Treatment Plant





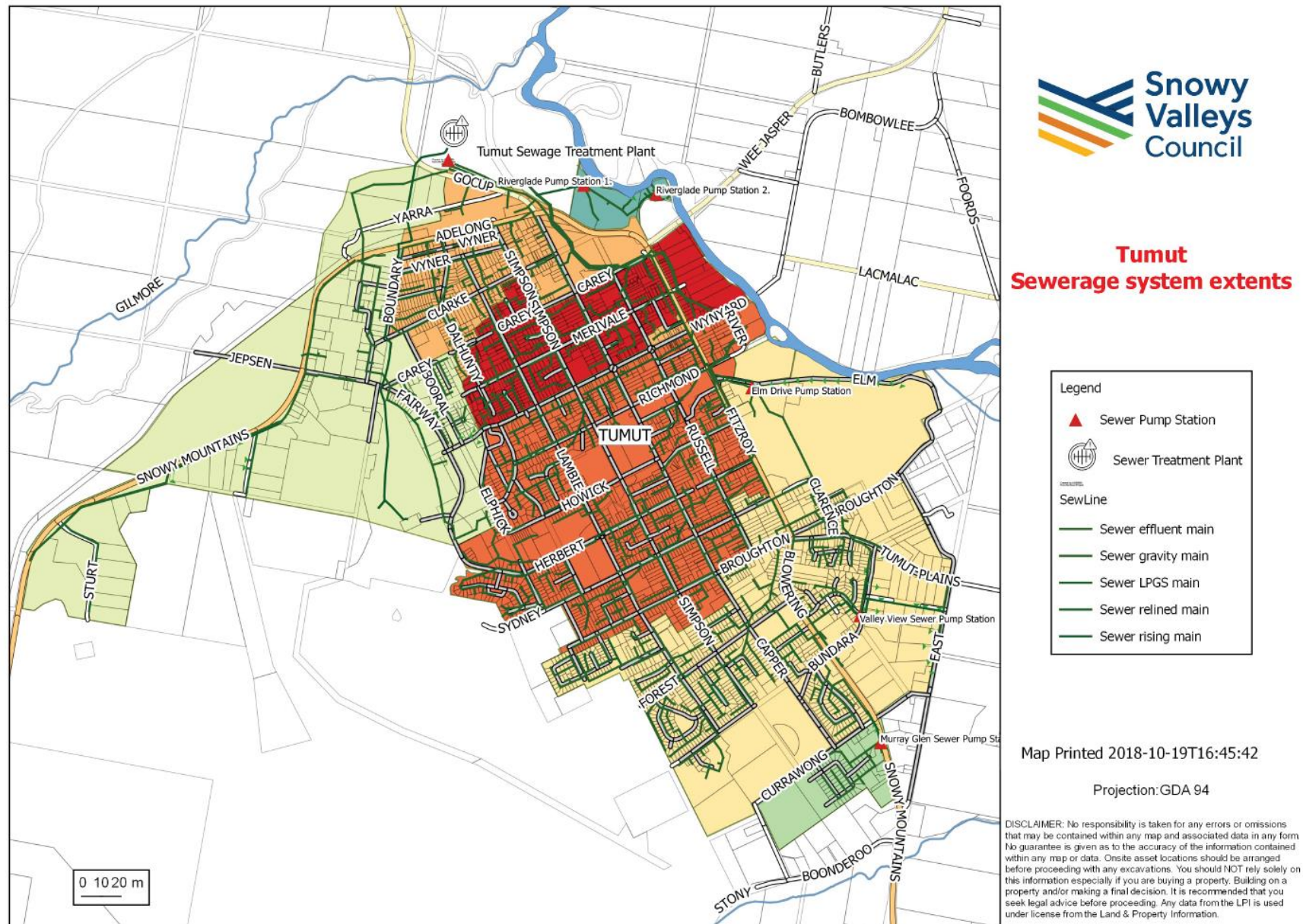
 <p>Snowy Valleys Council 76 Copper Street TUMUT NSW 2720 Ph (02) 6541 2555 Corner Bridge and Winton Streets, TUMBARUMBA NSW 2653 Ph (02) 6548 9100 Web www.snowyvalleys.nsw.gov.au</p>	<p>© Snowy Valleys Council and © LPI Department of Finance and Services, Panorama Avenue, Bathurst, 2795 www.lpi.nsw.gov.au While every care is taken to ensure the accuracy of this product, Council and the Local / State / Federal Government departments and Non-Government organisations whom supply datasets, make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and declines all responsibility and all liability.</p>	<p>Created by: Greig, Edward Projection: GDA94 / MGA zone 55 Scale: 1:2500 Date: 9/10/2018 2:35 PM</p>	<p>Tumut STP Overview</p> 
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Figure 2: Wastewater Network



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7.2 Appendix 2 - Site chemical Register

Inventory of pollutants

Date of register: 30/05/2025

Folder Reference	Chemical Name	Manufacturer	Volume in store	Location
1	Aluminium chlorohydrate (Alchlor gold)	hardmans chemicals	30000L	bunded tank
2	Sodium Hypochlorite	Redox	7000L	bunded tank
3	Calcium Hypochlorite Tablets	redox	80kg	Chlorine shed
4	Qlight Polymer	Redox	1000L	dehydrator shed
5	9304 Industrial deoderiser	Air solutions	5 x 20L	WWTP storage shed
6	multifloc LT 20	BASF	6 x 25kgs	WWTP storage shed
7	441 acid cleaner	Camlen	20L	WWTP storage shed
8	Gadus grease	shell	12 x 450gm	WWTP storage shed
9	Parafin oil		20L	WWTP storage shed
10	wire rope grease	Rocol	20L	WWTP storage shed
11	Unleaded Petrol		2 x 10L	WWTP storage shed
12	diesel		20L	WWTP storage shed
13	APX 1 grease	Castrol	8 cartridges	store room
14	Hand Wash	Dermasoft	10L	store room
15	Tomcat Blox Rat Bait	tomcat	1.8kgs	store room
16	2 stroke oil	ECHO	100ml	store room
17	Gesatop herbicide	Syngenta	5L	store room
18	Ken-zon herbicide	Kenso	4L	store room
19	Superwet 1000 wetting agent	SST australia	4L	store room
20	Penatra wetting agent	Gulf Ag	4L	store room
21	metsulfuron 600	cheminova		store room
22	Roundup	ConQuest	20L	store room
23	Pool Algaecide	Baracuda	5L	store room
24	Cuttlash M Herbicide	Farmoz	5L	store room
25	Paints	Weather sheild	4L	store room

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26	Cold Gal	Dy mark	400gms	store room
27	Fiberglass resin and hardner	Diggers	500mls	store room
28	Fiberglass Catalyst	Diggers	50ml	store room
29	Paint for submersible pumps	Jotamatic 87 A	3L	store room
30	Paint for submersible pumps	Jotamatic 87 B	500mls	store room
31	Primer P 70	Weldon	1L	store room
32	724 pipe glue	Weldon	1L	
33	sulfuric acid standard 5,25N	Hach	1L	Lab
34	nitraver 5	Hach	400 sachets	lab
35	phosver 3	Hach	300 sachets	lab
36	FerroVer Iron Reagent	Hach	100 sachets	lab
37	DPD Chlorine free	Hach	400 sachets	lab
38	DPD Chlorine total	Hach	500 sachets	lab
39	nessler reagent	Hach	500 mls	lab
40	Polyvinyl alcohol	Hach	500mls	lab
41	mineral stablizer	Hach	500mls	lab
42	bromcresol green-methyl red indicator	Hach	300mls	lab
43	ECR reagent powder pillows	Hach	50	lab
44	Hexamethylenetetramine buffer reagent	Hach	50	lab
45	Buffers solution 4	Hach	1000mls	lab
46	Buffers solution 7	Hach	1000mls	lab
47	Electrode cleaning solution	Hach	500mls	lab
48	Electrode storage solution	Hach	1000mls	lab
49	Potassium chloride electrolyte	Royce	200mls	lab
50	Mercury UV lamps	Wedeco	500mls	UV system and switch room

7.3 Appendix 3 – Safety equipment

This section list the standard Personal Protective Equipment (PPE) items required:

Wastewater Treatment Plant

The following items are to be kept at the Tumut Wastewater Treatment Plant:

- Ear/hearing protection
- Sun screen
- Apron/disposal overalls
- Rubber Gloves
- Safety glasses
- Gumboots
- Steel capped Boots
- First aid kit

Wastewater reticulation response

The following items are to be kept on the wastewater reticulation maintenance vehicle:

- Asbestos kit
- Goggles/eye protection
- Hearing protection
- Apron/disposable overalls
- Rubber gloves
- Gumboots
- Confined space entry equipment
- First aid kit

7.4 Appendix 4 –Risk assessment and incident actions

Actions to be taken during or immediately after a pollution incident

Likelihood	Consequences	Rating						
A IMPROBABLE - May occur only in exceptional circumstances	1. INSIGNIFICANT - No injuries, minimal level of pollution, Employee grievances dealt with on site, Loss <5% of job cost, service, business failure resulting in delay < 1 week and costs, plant/equipment loss < \$1,000 2. MINOR - First aid treatment, limited/localised impact, Employee grievances dealt with by senior management, loss 5-10% of job cost, business failure resulting in delay < 1 month and costs, plant/equipment loss < \$10,000 3. MODERATE - Medical treatment & several days off work, significant pollution requiring outside assistance, Employee grievances taken to the union, loss 10-20% of job cost, non-compliance with legislation/Licence conditions, business failure resulting in delay < 3 months and costs, plant/equipment loss < \$50,000 4. MAJOR - long term illness/serious injury, significant pollution requiring outside assistance & long term environ damage, threatened industrial action, loss 20-70% of job cost, loss of production capability, order placed on Council by Authorities, business failure resulting in delay < 6 months and costs, plant/equipment loss < \$100,000 5. CATASTROPHIC - Death or permanent disability/illness, serious permanent environmental damage, Actual industrial action, loss >70% of job cost, potential prosecution by Authorities, business failure resulting in delay > 6 months and costs, plant/equipment loss > \$100,000	L = Low M = Medium H = High V = Very High X = Extreme	Likelihood					
B REMOTE - Could occur at some time		Consequence	A	B	C	D	E	
C OCCASIONAL - Might occur at some time		1	L	L	L	M	H	
D FREQUENT - Will probably occur in most circumstances		2	L	L	M	H	V	
E CONTINUOUS - Is expected to occur in most circumstances		3	M	M	H	V	X	
		4	H	H	V	X	X	
Refer also to Councils Hazards, Risks and Controls Guidelines			5	V	V	X	X	X

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
Tumut Reticulation				
TUMRE1	Wastewater overflow due to heavy rainfall	Land contamination, possibly enter a waterway	C2 = M	<ul style="list-style-type: none"> ▪ Reticulation maintenance and rehabilitation to reduce infiltration and inflows ▪ Spare capacity in pump wells ▪ Monitoring and maintenance ▪ Pre-emptive measures see- Section 2.4 Pre-emptive Measures. ▪ See also 7.5 Appendix 5 - Action plans to minimise harm ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors
TUMRE2	Wastewater overflow due to power failure	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ Lightning protection ▪ Back up generators ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors
TUMRE3	Wastewater overflow due to storm damaging infrastructure	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ Lightning protection ▪ Site vegetation management to prevent damage to infrastructure ▪ Portable pumps ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
TUMRE4	Wastewater overflow due to Reticulation blockages or damage	Land contamination, possibly enter a waterway	C2 = M	<ul style="list-style-type: none"> ▪ Reticulation maintenance ▪ Wastewater Jetting program (high pressure cleaning of mains for repeat chokes) ▪ Spare capacity in pump wells ▪ Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures.
TUMRE5	Wastewater overflow due to an external persons excavation hitting the wastewater reticulation	Land contamination, possibly enter a waterway	C2 = M	<ul style="list-style-type: none"> ▪ Provide underground service locations to external persons ▪ Telemetry designed to pick up a change in inflows ▪ Vacuum trucks (for clean up) ▪ Portable pumps (for clean up)
TUMRE6	Wastewater overflow due to SCADA/Communications failure	Land contamination, possibly enter a waterway	A2 = L	<ul style="list-style-type: none"> ▪ SCADA testing and alarming ▪ Monitoring of SCADA signal issues ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors
TUMRE7	Wastewater overflow due to Infrastructure failure (e.g. due to age)	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ Maintenance and renewal programs ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
TUMRE8	Wastewater overflow due to Mechanical break down/dual pump failure	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ Telemetry monitoring ▪ Maintenance and inspection programs ▪ Spare capacity in pump wells ▪ Portable pump to bypass site and vacuum truck to maintain flows ▪ Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors
TUMRE9	Wastewater overflow from manhole due to blockage / damage / rainfall	Land/water contamination due to wastewater entering watercourse then into tributary of Tumut River	B3 = M	<ul style="list-style-type: none"> ▪ Reticulation maintenance and rehabilitation to reduce infiltration and inflows ▪ Spare capacity in pump wells and reticulation ▪ Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also See also 7.5 Appendix 5 - Action plans to minimise harm ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
TUMRE10	Wastewater overflow from Elm Dr SPS) due to blockage / damage / rainfall	Land/water contamination due to wastewater entering Council Reserve adjacent to tributary of Tumut river	A2 = L	<ul style="list-style-type: none"> ▪ Reticulation maintenance and rehabilitation to reduce infiltration and inflows ▪ Spare capacity in pump wells and reticulation ▪ Pump station Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also See also 7.5 Appendix 5 - Action plans to minimise harm ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors
TUMRE11	Wastewater overflow Murray Glen SPS due to blockage / damage / rainfall	Land/water contamination due to wastewater overflow	A2 = L	<ul style="list-style-type: none"> ▪ Reticulation maintenance and rehabilitation to reduce infiltration and inflows ▪ Spare capacity in pump wells and reticulation ▪ Pump station Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also See also 7.5 Appendix 5 - Action plans to minimise harm ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
TUMRE12	Wastewater overflow Valley View SPS due to blockage / damage / rainfall	Land/water contamination due to wastewater overflow	A2 = L	<ul style="list-style-type: none"> ▪ Reticulation maintenance and rehabilitation to reduce infiltration and inflows ▪ Spare capacity in pump wells and reticulation ▪ Pump station Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also See also 7.5 Appendix 5 - Action plans to minimise harm ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors
TUMRE13	Wastewater overflow Caravan Park SPS due to blockage / damage / rainfall	Land/water contamination due to wastewater entering a tributary of Tumut River	A2 = L	<ul style="list-style-type: none"> ▪ Reticulation maintenance and rehabilitation to reduce infiltration and inflows ▪ Spare capacity in pump wells and reticulation ▪ Pump station Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures. ▪ See also See also 7.5 Appendix 5 - Action plans to minimise harm ▪ See also 7.6 Emergency Contractors – Wastewater pump station – pump out Contractors

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
Wastewater Treatment Plant				
				<ul style="list-style-type: none"> ▪
TumSTP1	Wastewater overflow (raw) due to heavy rainfall	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ Reticulation maintenance to reduce infiltration and inflows ▪ Spare capacity in pump wells ▪ Overflow storage at the WWTP ▪ Bypass systems to overflow storm pond ▪ Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures.
TUMSTP2	Wastewater overflow (raw) due to storm (lightning/wind) causing power failure	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ Lightning protection ▪ Bypass systems to overflow storage pond ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures.
TUMSTP3	Wastewater overflow (raw) due to storm (lightning/wind) causing infrastructure damage	Land contamination, possibly enter a waterway	A2 = L	<ul style="list-style-type: none"> ▪ Lightning protection ▪ Site vegetation management to prevent damage to infrastructure ▪ Pre-emptive measures see Section 2.5 Pre-emptive Measures.

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
TUMSTP4	Wastewater overflow (raw) due to Reticulation blockages	Land contamination, possibly enter a waterway	A2 = L	<ul style="list-style-type: none"> ▪ Reticulation maintenance ▪ Spare capacity in pump wells ▪ Overflow storage at the WRP ▪ Bypass systems to overflow storage pond ▪ Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures.
TUMSTP5	Wastewater overflow (raw) due to damage to onsite reticulation (e.g. during excavations etc)	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ Locate services prior to excavations ▪ Appropriate supervision of contractors ▪ Bypass systems
TUMSTP6	Wastewater overflow (raw) due to SCADA/Communications failure	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ SCADA testing and alarming ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures.
TUMSTP7	Wastewater overflow (raw) due to Infrastructure failure (e.g. due to age)	Land contamination, possibly enter a waterway	B2 = L	<ul style="list-style-type: none"> ▪ Maintenance and renewal programs ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures.
TUMSTP8	Wastewater overflow (raw) due to excessive flows	Land contamination, possibly enter a waterway	A2 = L	<ul style="list-style-type: none"> ▪ Reticulation maintenance to reduce infiltration and inflows ▪ Spare capacity in pump wells ▪ Overflow storage at the WRP ▪ Bypass systems to overflow storage pond ▪ Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures.

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
TUMSTP9	Wastewater overflow (raw) due to Mechanical break down	Land contamination, possibly enter a waterway	A2 = L	<ul style="list-style-type: none"> ▪ Maintenance and inspection programs ▪ Spare capacity in pump wells ▪ Overflow storage at the WRP ▪ Bypass systems to overflow storage pond ▪ Monitoring and maintenance ▪ Pre-emptive measures see Section 2.4 Pre-emptive Measures.
TUMSTP10	Wastewater overflow (raw) due to Treatment plant blockage	Land contamination, possibly enter a waterway	A2 = L	<ul style="list-style-type: none"> ▪ Bypass systems ▪ Gross solid screening
TUMSTP11	Chemical spill due to Tank/storage failure	Land contamination, possibly enter a waterway	B2 = M	<ul style="list-style-type: none"> ▪ Bunding ▪ Alarms ▪ Inspection and maintenance of tanks
TUMSTP12	Chemical spill During delivery	Land contamination, possibly enter a waterway	B2 = M	<ul style="list-style-type: none"> ▪ SWMS ▪ Supervision during delivery ▪ PPE
TUMSTP13	Chemical spill due to Damage to chemical reticulation	Land contamination, possibly enter a waterway	A3 = M	<ul style="list-style-type: none"> ▪ Locate services prior to excavations ▪ Appropriate supervision of contractors ▪ Bypass systems ▪ Shut off valves for chemicals

SNOWY VALLEYS COUNCIL

No	Risk	Impact	Risk LxC = Rating	Controls
TUMSTP14	Chemical spill due to Vandalism	Land contamination, possibly enter a waterway	A3 = M	<ul style="list-style-type: none">Site security fences
				<ul style="list-style-type: none">Bund inspections
TUMSTP15	Chemical spill due to Bund failure	Land contamination, possibly enter a waterway	B3 = M	<ul style="list-style-type: none">Annual bunding testsMaintenance and renewal
				<ul style="list-style-type: none">Only use transport companies with evidence of driver licensing and training
TUMSTP16	Chemical truck incident outside of bunded area	Land contamination, possibly enter a waterway	B3 = M	<ul style="list-style-type: none">Operator onsite during deliveries (or at minimum direct contact with deliver in exceptional circumstances)Spill Kit

7.5 Appendix 5 - Minimising harm to persons on the premises

To address the risk of wastewater overflows, Snowy Valleys Council has a number of management actions comprising of one or more of the following:

- Further detailed Investigations of very high and extreme risks
- Augmentation of Wastewater Assets to Increase Capacity
- Planned Maintenance of Existing Assets
- Planned Renewal of Existing Assets
- Telemetry Monitoring of Wastewater Pumping Stations
- Continuous Improvement of Wastewater System Operations
- Emergency Response Procedure to Power Failures
- Incident Response Protocol

7.6 Appendix 6 - Additional Emergency Contacts

SNOWY VALLEYS COUNCIL (SVC)	
ACTING GENERAL MANAGER	6948 9101 / 6941 2567
JESSICA QUILTY	0400 367 890
DIRECTOR INFRASTRUCTURE & WORKS	02 6941 2402
DUNCAN MITCHELL	0409 815 603
MANAGER TECHNICAL SERVICES	02 6948 9135
GLEN MCGRATH	0458 223 002
MANAGER UTILITIES & WASTE BUSINESS	
QUENTIN ADAMS	0417 645 862
WATER & WASTEWATER ENGINEER	02 6941 2526
EDWARD GREIG	0437 951 365
MANAGER UTILITIES, OPEN SPACE & FACILITIES	02 6941 2429
BRAD BEED	0427 955 876
COORDINATOR UTILITIES - WORKS	02 6941 2430
DAVID SAM	0436 279 959
WORKSHOP	02 6941 2412
	0408 467 128
WASTEWATER PLANT OPERATOR	02 6947 2868
STEVEN SIGNOR	0409 329 514
ELECTRICIAN	0418 979 173
IT DEPARTMENT ON CALL CONTACT 1	0428 424 493
IT DEPARTMENT ON CALL CONTACT 2	0488 030 843
WASTEWATER PUMPOUT CONTRACTORS	
TOXFREE	1800 429 628
SOUTHEAST WASTE RECOVERY	0428 409 669
CLEANAWAY	1800 774 557
CLEANAWAY OFFICE (ORANGE)	02 96 042 611
A MURRAY & SONS	02 6947 1973
BENNETTS PLUMBING	02 6947 1143
HANDYBIN	
BELLETES	02 6947 2223

SNOWY VALLEYS COUNCIL

AMBULANCE	000
	131 233
FIRE BRIGADES - TUMUT	02 6947 1202
POLICE STATIONS - TUMUT	02 6947 7199
RURAL FIRE SERVICE	02 6981 4222
DISTRICT MANAGER	0419 460 880
STATE EMERGENCY SERVICES (SES)	132 500
HOSPITALS - TUMUT	02 6947 0800
SERVICE NSW – (ROADS & MARITIME SERVICES - RMS)	132 701
DPE WATER	02 9338 6600
Mark Bradshaw (DCCEEW)	0427 324 893
WaterNSW	1800 061 069
TELSTRA EMERGENCY (SERVICE ENQUIRIES)	1300 835 787
TRANSGRID	1800 027 253
Regional Office Wagga Wagga	02 6922 0222
ELECTRICITY (ESSENTIAL ENERGY)	132 080
NATIONAL PARKS AND WILDLIFE SERVICE	02 69 477 000
NSW Environment Protection Authority (EPA)	131 555
NSW HEALTH	02 5943 2044
Tony Burns	0428 693 374
FISHERIES (Dept. Primary Industries)	69 479 028
FORESTRY NSW	69 473 911
RSPCA	66 513311
	0411 785 242
WIRES	02 69 495 999
Snowy Mountains animal rescue Team (SMART)	02 69 491 491
COUNCIL INCIDENTS, HAZARDS & ACCIDENTS	0417 470 555
SafeWork NSW	131 050
Waste Recycling Centre (Valmar)	02 6947 4150

7.7 Appendix 7 – Notification Letter and Incident Reporting Template



CHEMICAL SPILL IN VICINITY OF PROPERTY

Dear Resident,

This notice is to inform you that there has been a chemical spill in the vicinity of your property.

The cause of this event is being rectified and any contaminated area will be cleaned and disinfected as soon as possible. In the meantime you are requested to avoid any area that may have been contaminated with chemicals.

For further information regarding this matter please contact Snowy Valleys Council on (02) 69 412 555 or for after hours on 0427 470 555.

Yours faithfully,

Jessica Quilty
Acting General Manager

Leading, engaging and supporting strong and vibrant communities

Tumbarumba Office: Bridge St (PO Box 61), Tumbarumba NSW 2653 • P 02 6948 9100 • tumbaadmin@snowyvalleys.nsw.gov.au
Tumut Office: 76 Capper St, Tumut NSW 2720 • P 02 6941 2555 • tumutadmin@snowyvalleys.nsw.gov.au



SEWAGE SURCHARGE/SPILL IN VICINITY OF PROPERTY

Dear Resident,

This notice is to inform you that there has been a sewage surcharge/spill in the vicinity of your property.

The cause of this event is being rectified and any contaminated area will be cleaned and disinfected as soon as possible. In the meantime you are requested to avoid any area that may have been contaminated with sewage.

For further information regarding this matter please contact Snowy Valleys Council on (02) 69 412 555 or for after hours on 0427 470 555.

Yours faithfully,

Jessica Quilty
Acting General Manager

Leading, engaging and supporting strong and vibrant communities

Tumbarumba Office: Bridge St (PO Box 61), Tumbarumba NSW 2653 • P 02 6948 9100 • tumbaadmin@snowyvalleys.nsw.gov.au
Tumut Office: 76 Capper St, Tumut NSW 2720 • P 02 6941 2555 • tumutadmin@snowyvalleys.nsw.gov.au

PART A**Report to Environmental Incident Hotline**
LOCATION OF INCIDENT

Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents. For more information go to the **EPA website** (www.epa.nsw.gov.au/pollution/notificationprotocol.html)

<input type="checkbox"/> Project	<input type="checkbox"/> Facility	<input type="checkbox"/> Activity	<input type="checkbox"/> Location/Name: <input type="text"/>
STREET NUMBER <input type="text"/>		STREET NAME <input type="text"/>	
SUBURB <input type="text"/>		NEAREST CROSS STREET <input type="text"/>	
WHERE DID THE INCIDENT OCCUR <input type="text"/>			
SECTION/UNIT RESPONSIBLE FOR THE SITE <input type="text"/>			

☐ **Sewage**

- ☐ break in mains
- ☐ pumping station (sewage or chemical)
- ☐ sewage treatment plant
- ☐ other (ponds etc)

☐ **Waste**

- ☐ waste from Council project/facility/activity
- ☐ dumped waste
- ☐ asbestos only

☐ **General**

- ☐ spill/overflow (chemical, fuel, substance etc)
- additional detail required below
- ☐ vegetation – disturbance / damage
- ☐ general – (heritage, water, wildlife etc)
- ☐ other

Cause

- ☐ blockage
- ☐ mechanical failure
- ☐ electrical failure or power outage
- ☐ rainfall inundation
- ☐ trade waste incident
- ☐ break in main
- ☐ other

DESCRIPTION OF INCIDENT ACTION TAKEN TO CONTAIN / MANAGE THE INCIDENT Were photos taken: YES ☐NO ☐Were samples taken: YES ☐NO ☐**DETAILS OF PERSON REPORTING THE INCIDENT**NAME

DATE

PHONE

MOBILE

DEPARTMENT SECTION

SNOWY VALLEYS COUNCIL

OTHER NOTIFICATIONS TO CONSIDER INCLUDE:

- ☐ Internal contacts eg Environmental Health Officer
- ☐ Media
- ☐ NSW Food Authority
- ☐ Shellfish programs
- ☐ River users eg boat hiring companies
- ☐ Marine education centres
- ☐ Other

PRELIMINARY INVESTIGATION

Notes from discussions with relevant operational staff

Any further observations or comments by Supervisor / Manager

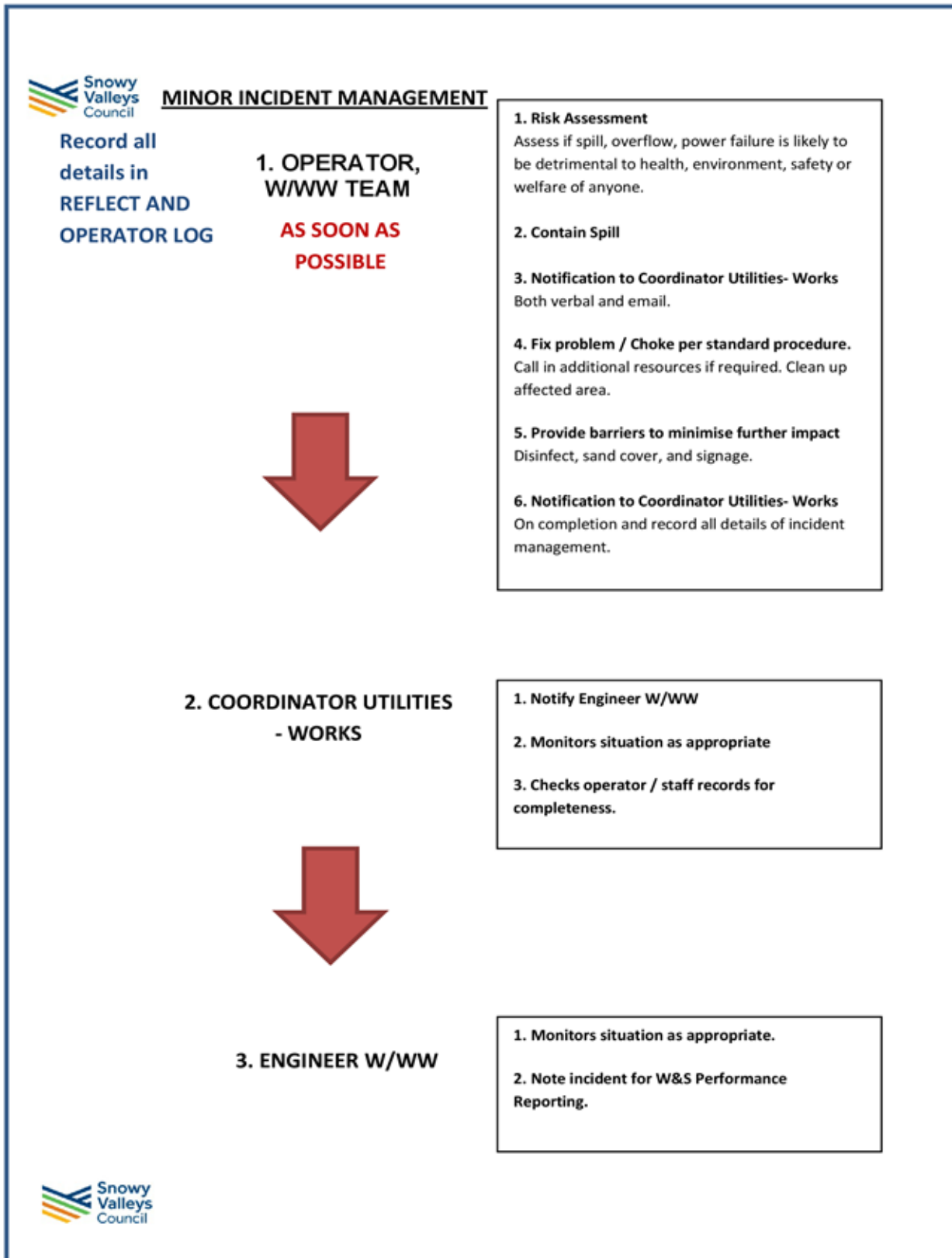
CATEGORISATION BY AUTHORISED OFFICER

- ☐ **Minor**
No notification required
 - Incident affects small area only (eg single property) AND
 - Incident is easy to clean up without additional assistance, AND
 - There is no risk of material harm to humans or the environment.
- ☐ **Moderate**
Notify EPA and Local PHU only
 - Incident affects more than one property OR
 - There is a risk of pollution or material harm to the environment BUT
 - Cleanup can be completed without assistance AND
 - There is no danger to humans.
- ☐ **Major**
Notification required - Notify EPA, Local PHU, Workcover and Fire & Rescue
 - Potential or actual harm to humans and the environment AND/OR
 - Assistance is required with cleanup from other agencies.
- ☐ **Council Responsible**
Incident occurred as a direct result of Council activity or function.
- ☐ **Response by Council**
Incident occurred on Council land, or land under Council care and control BUT Council did not cause the incident.
- ☐ **Technical Licence Breach**
Relating to technical compliance such as exceedence of permissible discharge volume or environmental monitoring limits.

DETAILS OF APPROPRIATE SECTION SUPERVISOR/MANAGER REPORTING THE INCIDENT

NAME		DATE	
<input type="text"/>		<input type="text"/>	
PHONE	MOBILE		
<input type="text"/>	<input type="text"/>		
DEPARTMENT SECTION			
<input type="text"/>			

7.8 Appendix 8 – Pollution Incident Actions





MODERATE INCIDENT MANAGEMENT

Record all
details in
**REFLECT AND
OPERATOR LOG**

1. OPERATOR, W/WW TEAM **AS SOON AS POSSIBLE**



2. COORDINATOR UTILITIES - WORKS



3. ENGINEER W/WW



4. MANAGER UTILITIES & WASTE BUSINESS

1. Immediately notify Coordinator Utilities- Works Both verbal and email (if nearby).

2. Risk Assessment

Assess if spill, overflow, power failure is likely to be detrimental to health, environment, safety or welfare of anyone.

3. Contain Spill

Arrange for waste tankers, bypass pumps.

4. Fix problem / Choke per standard procedure.

Call in additional resources if required.
Notify neighbours by door knock if overflow likely to impact on health, safety or welfare of anyone.
Clean up affected area.

5. Provide barriers to minimise further impact

Disinfect, sand cover, and signage.

6. Notification to Coordinator Utilities- Works

On completion and record all details of incident management.

1. Immediately notify Engineer W/WW Both verbal and email (if nearby).

2. Attend Site

Coordinate actions with operator and others.
Arrange sampling if necessary.

3. Checks operator / staff records for completeness.

1. Immediately notify Manager Utilities & Waste Business and Director Infrastructure & Works.

2. Immediately notify NSW EPA and NSW Health

Monitor situation as appropriate, attend site if necessary. Coordinate with Works Officer - Utilities. Obtain details for records.

3. Final Notification to Manager Utilities & Waste Business, Director Infrastructure & Works, NSW Health, DCCEW and NSW EPA.

4. Prepare Incident Response details for EPA Annual Return.

1. Notify SafeWork NSW as appropriate.

2. Notify Acting General Manager as appropriate.

3. Liaise with Director Infrastructure & Works and Engineer W/WW as appropriate.

MAJOR INCIDENT MANAGEMENT

Record all
details in
**REFLECT AND
OPERATOR LOG**

1. OPERATOR, W/WW TEAM **AS SOON AS POSSIBLE**



2. COORDINATOR UTILITIES - WORKS



3. ENGINEER W/WW



4. MANAGER UTILITIES & WASTE BUSINESS

1. Notify SafeWork NSW
2. Liaise with Director Infrastructure & Works and Acting General Manager (who will liaise with Mayor and Council)
3. Organise media releases as appropriate.

1. Immediately notify Coordinator Utilities- Works and Engineer Water & Wastewater.
Both verbal and email (if nearby).

2. Risk Assessment
Assess if spill, overflow, power failure is likely to be detrimental to health, environment, safety or welfare of anyone.

3. Contain Spill
Arrange for waste tankers, bypass pumps.

4. Fix problem / Choke per standard procedure.
Call in additional resources if required.
Notify neighbours by door knock if overflow likely to impact on health, safety or welfare of anyone.
Clean up affected area.

5. Provide barriers to minimise further impact
Disinfect, sand cover, and signage.

6. Notification to Coordinator Utilities- Works
On completion and record all details of incident management.

1. Immediately notify Engineer W/WW
Both verbal and email (if nearby).

2. Immediately notify Emergency Services
Verbal

2. Attend Site
Coordinate actions with operator and others.
Arrange sampling if necessary. Immediately notify and downstream water users.

3. Checks operator / staff records for completeness.

1. Immediately notify Manager Utilities & Waste Business and Director Infrastructure & Works.

2. Immediately notify NSW EPA and NSW Health, DPIE Water
Monitor situation as appropriate, attend site if necessary. Coordinate with Works Officer - Utilities. Obtain details for records.

3. Final Notification to, Director Infrastructure & Works, NSW Health, NSW EPA and DCCEEW

4. Prepare Incident Response details for EPA Annual Return.