NAMBUCCA VALLEY COUNCIL

# POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

## MACKSVILLE SEWERAGE TREATMENT PLANT AND RETICULATION SYSTEM

## EPA LICENCE NUMBER 579

| | |
|---|---|
| **Department:** | Engineering Services Department |
| **Document No:** | SF385:32214/2021 supersedes 27945/2012 |
| **Endorsed:** | Manager Water and Sewerage – August 2021 |
| **Revision 1** | June 2022 |
| **Revision 2** | |
| **Revision 3** | |
| **Revision 4** | |
| **Revision 5** | |

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# POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
# MACKSVILLE SEWERAGE TREATMENT PLANT

## 1 INTRODUCTION

This pollution incident management plan has been prepared to fulfill the requirements of the Protection of the Environment Operations Act 1997 (POEO Act) and the Protection of the Environment Operations (General) Regulation 2009 to overcome or minimise the potential hazards to the health and safety of humans and the environment by sewage overflows and chemical spills.

## 2 SCOPE

This PIRMP applies to Macksville Sewerage Treatment Plant and Sewer Reticulation System.

The sewage treatment plant is located in Kelly Close off Gumma Road, Macksville in an isolated area approximately 500m behind the Council Depot. The STP has a design capacity of 5,500 EP. The sewerage system comprises approximately 34 km of reticulation mains and 19 pump stations.
The nearest neighbour from the Macksville STP is approximately 450m away from the plant and any on site incident would causes minimal impact to the neighbours.

A Site Plan of the STP and the reticulation system are contained in Appendix A, B and C.

## 3 ENVIRONMENT PROTECTION LICENCE DETAILS

| | |
|---|---|
| **Name of licensee / ABN:** | Nambucca Valley Council<br>ABN: 71 323 535 981 |
| **EPL number:** | 579 |
| **Premises name and address:** | Macksville Sewage Treatment Plant<br>Kelly Close, Macksville NSW 2447 |
| **Business contact details:** | **Name:** Chris Thompson<br>**Position:** General Manager<br>**Business hours contact number:** 02 6568 0200<br>**After hours contact number:** 0476 789 051<br>**Email:** council@nambucca.nsw.gov.au |
| **Website address:** | nambucca.nsw.gov.au |
| **Scheduled activity on EPL:** | Sewerage Treatment |
| **Fee-based activity on EPL:** | Sewerage treatment processing by small plants |
| **PIRMP Activation/Notification/: Managing** | **Name:** Richard Spain<br>**Position:** Manager Water and Sewerage<br>**Business hours contact number:** 02 6568 0234<br>**After hours contact number:** 0418 468 368<br>**Email:** richard.spain@nambucca.nsw.gov |

## 4 POTENTIAL HAZARDS

Relevant information related to Risk Assessment and Pollution Incident Classification, Contributing Factors and Controls are contained in Appendix D and E respectively.

## 5 INVENTORY OF POTENTIAL POLLUTANTS AT THE PREMISES

An inventory of potential pollutants normally stored on site including the quantity and the location of each pollutant is provided in Appendix F.

## 6 NOTIFICATION OF POTENTIAL POLLUTION INCIDENT AND IMPLEMENTING PIRMP

### *6.1 Notification of pollution incident*

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:

(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* If 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

(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.

### *6.2 Human Health & Safety Issue or Damage to Council property*

If there is an immediate threat to human health and safety and/or Council property contact following appropriate personnel to report the incident:

***Emergency Call Service***
*Dial "000" for ambulance, police, rescue squad or fire brigade and practice Emergency Management Plan.*

***Nambucca Valley Council***

- Water and Sewerage Coordinator – 0437 526 381
- Manager Water and Sewerage – 0418 468 368
- Safety and Risk Officer – 0428 003 917
- Manager Human Resources – 0418 208 212

### *6.3 Environmental Pollution Incident*

If there is a sewage overflow the procedures outlined in Council's Pollution Response Management Plan Sewage Overflows/Surcharge must be followed. The plan and related forms are included in Appendix G and H.

If the pollution incident involves actual or potential harm to human health and/or the environment:

- Inform Water and Sewerage Coordinator and Manager Water and Sewerage
- **The Manager Water and Sewerage is required to assess the situation and must notify relevant government departments and industry groups immediately**

*TABLE 1.0 List of Authorities to be notified*

| INSTITUTION | CONTACT PERSON | TELEPHONE | MOBILE |
|---|---|---|---|
| Environmental Protection Authority(EPA) | 24 Hour Service<br>Grafton office | 131 555<br>6640 2500, 6640 2502 | |
| Nambucca Oyster Growers | Brandon Armstrong | 6559 5527 | 0412 992 320 |
| NSW Food Authority | Anthony Zammit | | 0407 078 269 |
| | Grant Webster | 6539 4809 | 0407 947 730 |
| Forestry Cooperation NSW-Coffs Harbour Office | | 6652 0111 | |
| NSW Ministry of Health<br>*(via Mid North Coast Area Health Service Public Health Unit)* | Office<br>David Basso<br>Tenille Lawrence-Haskew | 6589 2121<br>6589 2144<br>6589 2120 | <br>0417 695 113<br>0418 112 248 |
| | After Hours | 0428 882 805 | |
| NSW Police | Macksville | 6560 7799 or 000 | |
| Ambulance NSW | | 000 | |
| State Emergency Service | | 13 25 00 | |
| NSW Rural Fire Service | | Kempsey - 6562 1964<br>Macksville - 6568 2536 | |
| Work Cover NSW | | 131050 | |

The Pollution Incident Notification Form for the chemical pollution incident is contained in Appendix I.

### *6.3.1 Information to be notified:*

The following information about the pollution incident must be notified to the relevant authorities:

- Date, time, nature, duration and the location of the incident.
- Whether the environment is polluted and any humans affected by the pollution incident.
- Control measures taken to minimise the pollution.
- Any possibility of spreading the contamination beyond the location of the incident.

### *6.3.2 Community notification:*

Depending on the circumstance of the pollution incident the Council will provide notification to community members who are affected or are likely to be affected and provide with information, advice and updates as advised by EPA. Property ownership and contact details are available from Council where required.

The following methods will be used for notification and communication:

- Door knocking
- Telephone
- Letterbox Drops
- Warning Signs
- Media Release
- Council Website

In the event of a chemical or sewage spill into the stormwater or waterway, the Council staff will go to high use areas of the affected waterway to advise users and to erect warning signage. The signs are to warn water users of the contamination and advise them to avoid activities until contamination has cleared.

Regular communication and notification are to be provided until the incident and clean-up of impacted site and affected areas are completed. Nambucca Valley Council will take signs down and advise the public when normal activities can be resumed.

## 7 SAFETY EQUIPMENT

In order to satisfy WHS requirements the following PPE are provided to the plant operating staff and the sewerage emergency crew:

| | |
|---|---|
| • Rubber Gloves | • Gumboots |
| • Steel Capped Boots | • Goggles |
| • Face Masks | • Apron/Disposal Overalls |
| • Hearing Protection | • Gas Detectors |
| • First aid Kit | • Hard Hats |
| • Sunscreen | • Spill Kit |

Hepatitis vaccinations are offered to all staff whose work involves potential contact with raw sewage.

## 8 PRE- EMPTIVE ACTIONS

Council has taken the following pre-emptive measures to minimise any risk of harm to human health or environment arising from the sewage overflows in dry weather.

All pump stations are connected to SCADA/Telemetry system that allows them to be monitored and controlled. Pumping stations have multiple alarm systems to alert the maintenance team of the conditions such as:

- Communication failure
- Power failure
- Pump unavailability
- Pumps- Low start alarm and Low hours alarm
- Wet well level variation

The performance of all connected pumping stations are monitored daily via Telemetry system. A preventative maintenance program is in place for pumping stations. General inspections and cleaning of pumping stations are being carried out weekly to fortnightly and the detailed inspections are scheduled to complete six monthly. Maintenance and repairs to electrical and mechanical equipment at pumping stations are being carried out as required and the replacements will be completed based on the priority list.

Pumping stations are provided with bypass pumping capability utilising a mobile diesel pump based on retention times in wet wells and emergency storage tanks and their upstream catchments. In the event that the above systems fail Council would arrange tankers to pump out sewage from pumping stations to avoid sewage overflows.

Council maintains a record of sewage overflows in its Customer Relationship Management (MERIT) database. Scheduled maintenance program has been prepared based on MERIT records to carryout annual maintenance to the areas in the catchment that have higher number of blockages and overflows. The preventative maintenance works involve CCTV inspection of

sewer mains, pressure cleaning and removal of obstacles, repairs to broken pipes and manholes. Replacement and relining of sewer mains is undertaken as required.

The out of hours staff roster is in place to manage customer inquiries and incidents. The emergency contact numbers are available on Council Website.

The chemical storage areas are provided with adequate bunding. The oil cartons are stored in bunded pallets.

## 9 IMPLEMENTATION, INCIDENT INVESTIGATION AND TRAINING

**The Manager Water and Sewerage is responsible for the implementation of the plan and forming the investigation team.** The following Council officers are responsible for managing the pollution incident:

- Water and Sewerage Coordinator and Reticulation Attendants
- Water and Sewerage Engineer and Treatment Plant Operators

Pollution incident management training must be provided to the staff responsible for managing the incident to ensure that they can effectively implement the plan and the implementation plan must be tested and reviewed annually.

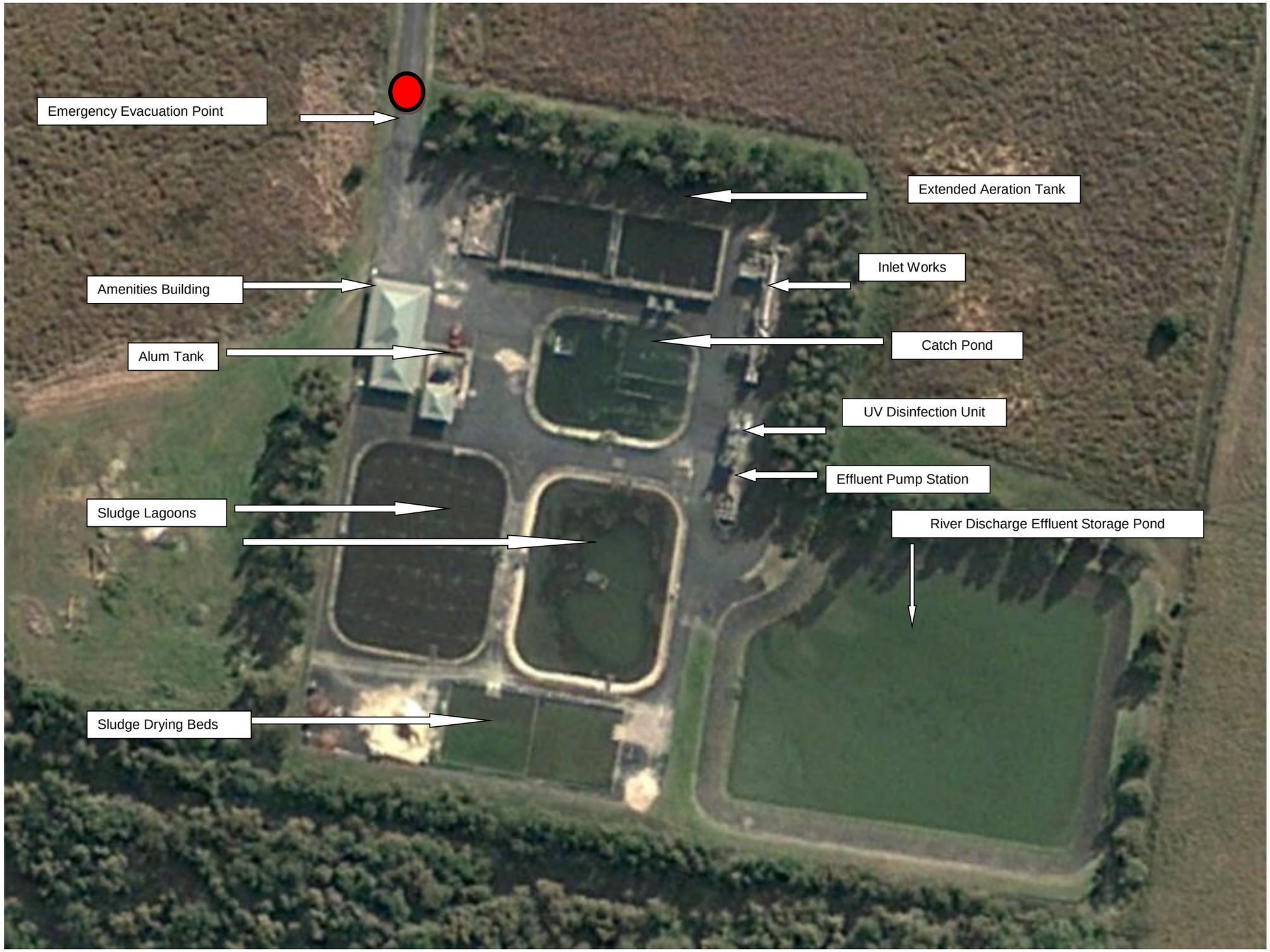
The following methods will be used for the training:

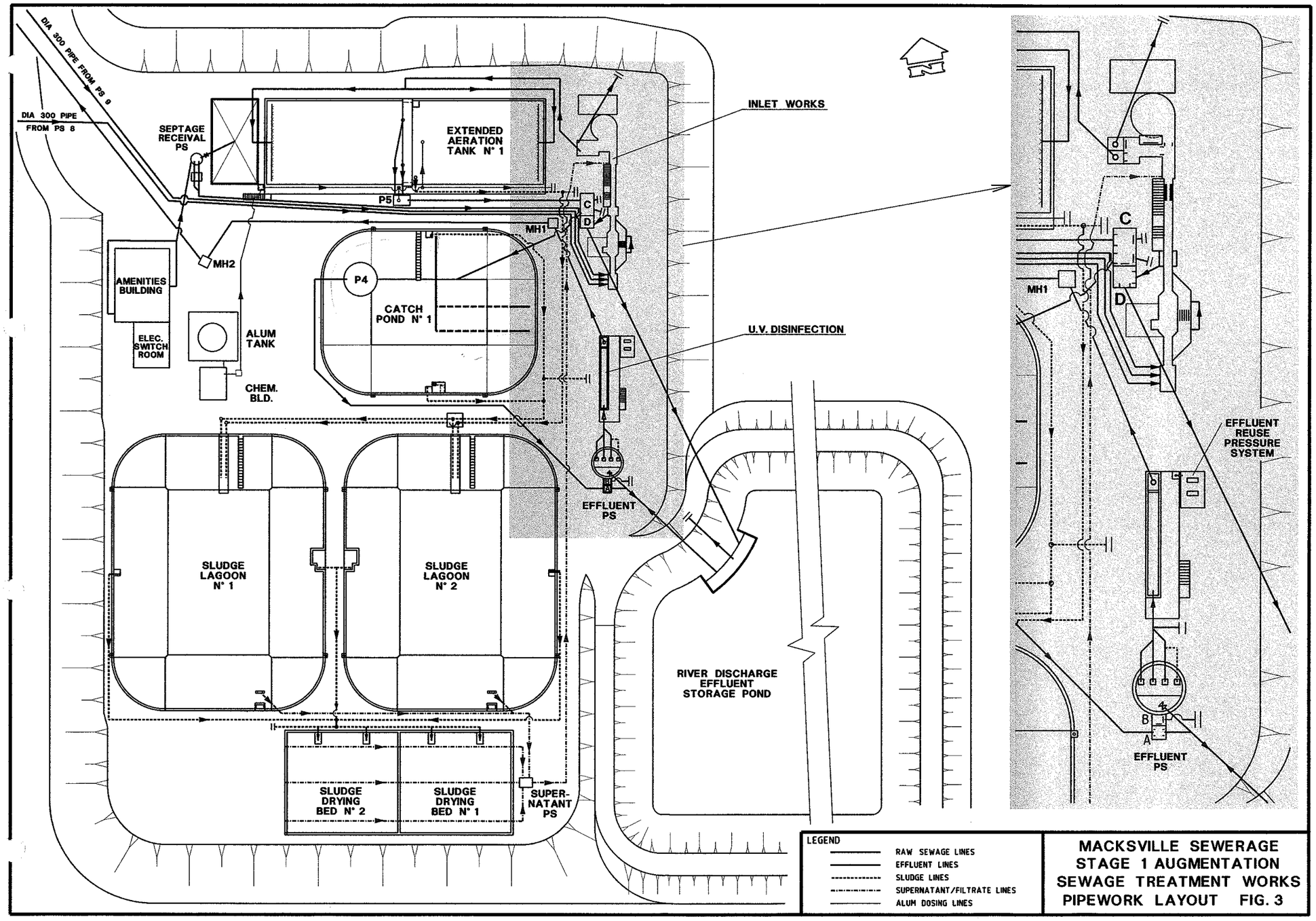
- Toolbox talks
- Formal staff training
- Incident exercise
- Field exercise

The results of all testings of the PIRMP should be recorders as follows.

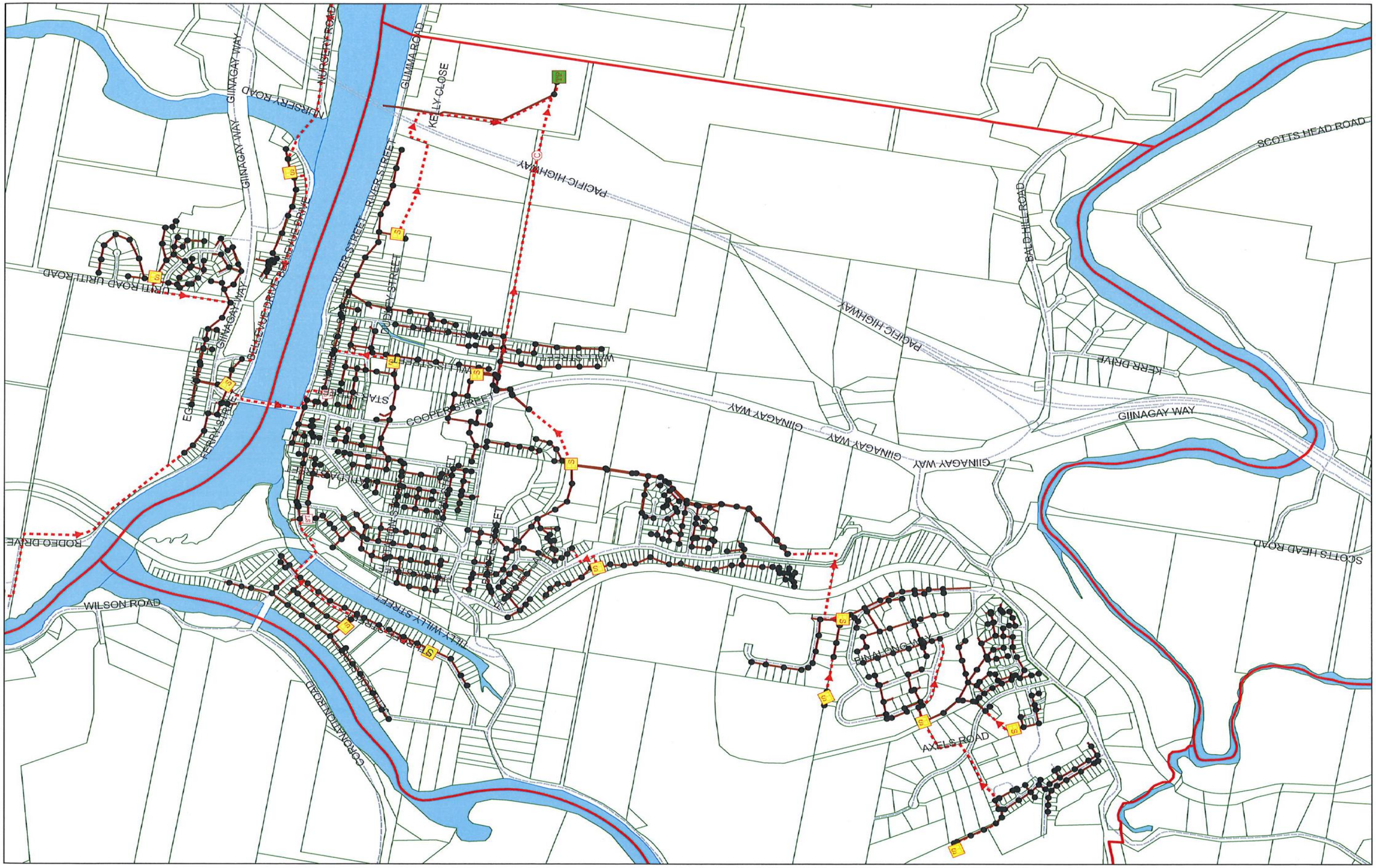
| **Method of Testing** | **Date** | **Name of staff members attended** |
|---|---|---|
| Desktop exercise or scenario, and practical exercise or drill | | |

**APPENDIX A – Macksville Sewerage Treatment Plant General Layout**




DIA 300 PIPE FROM PS 9
DIA 300 PIPE FROM PS 8
SEPTAGE RECEIVAL PS
EXTENDED AERATION TANK N° 1
INLET WORKS
P5
C
D
MH1
MH2
AMENITIES BUILDING
P4
CATCH POND N° 1
U.V. DISINFECTION
ELEC. SWITCH ROOM
ALUM TANK
CHEM. BLD.
EFFLUENT PS
SLUDGE LAGOON N° 1
SLUDGE LAGOON N° 2
RIVER DISCHARGE EFFLUENT STORAGE POND
SLUDGE DRYING BED N° 2
SLUDGE DRYING BED N° 1
SUPER-NATANT PS
EFFLUENT REUSE PRESSURE SYSTEM
A
B
LEGEND
RAW SEWAGE LINES
EFFLUENT LINES
SLUDGE LINES
SUPERNATANT/FILTRATE LINES
ALUM DOSING LINES
MACKSVILLE SEWERAGE
STAGE 1 AUGMENTATION
SEWAGE TREATMENT WORKS
PIPEWORK LAYOUT FIG. 3

**APPENDIX C – Macksville Sewerage Treatment Plant and Sewer Network**



## APPENDIX D – Risk Assessment

### Likelihood Table

### Risk Assessment

| Level | Descriptor | Example description |
|---|---|---|
| A | Almost Certain | Is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur or should occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | May Occur only in exceptional circumstances |

### Consequence Table

| Level | Descriptor | Example description |
|---|---|---|
| 1 | Insignificant | Insignificant impact or minimal level of pollution, little disruption to normal operation, incident dealt with on site, low increase in normal operating cost. |
| 2 | Minor | Limited / Localised impact or pollution, Some manageable operation disruption, the incident dealt with by Council senior management, some increase in operating cost. |
| 3 | Moderate | Significant level of pollution or impact requiring outside assistance, significant modification to normal operation but manageable, operating costs increased, increased monitoring. |
| 4 | Major | Major impact or long term environmental pollution requiring outside assistance, systems significantly compromised and abnormal operation if at all, high level of monitoring required. |
| 5 | Catastrophic | Major impact or serious environmental damage requiring outside assistance, Complete failure of system. |

### Risk Matrix

| Likelihood | Consequences | | | | |
|---|---|---|---|---|---|
| | 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic |
| **A (Almost Certain)** | Moderate | Very High | Extreme | Extreme | Extreme |
| **B (Likely)** | Moderate | High | Very High | Extreme | Extreme |
| **C (Possible)** | Low | Moderate | High | Very High | Extreme |
| **D (Unlikely)** | Low | Low | Moderate | High | Very High |
| **E (Rare)** | Low | Low | Moderate | High | Very High |

*

**Risk Rating = Likelihood x Consequence**

## APPENDIX E – Pollution Incident Classification, Risk Rating, Pre-emptive Actions and Response

| No | Pollution Incident | Risk Rating (Likelihood X Consequence) | Pre-emptive actions | Response to Incident |
|---|---|---|---|---|
| 1 | Dry weather overflow from reticulation system due to choke, blockage or pipe failure | C2=Moderate | Scheduled maintenance program<br><br>Out of hours staff roster<br><br>SCADA/Telemetry system for monitoring and controlling<br><br>Asset renewal where required<br><br>Public awareness to avoid human errors | Maintenance staff to attend the site and clear blockage or repair pipe.<br><br>Follow the steps outlined in Appendix G |
| 2 | Wet weather overflow from reticulation system due to excessive inflow and infiltration | B3=Very High | SCADA/Telemetry system for monitoring and controlling<br><br>Out of hours staff roster<br><br>Preventative maintenance program<br><br>Asset renewal where required | Maintenance staff to attend the site and manage the situation<br><br>Monitor Telemetry system and controls<br><br>Follow the steps outlined in Appendix G |
| 3 | Sewer pump station failure due to power outage | C1=Low | Telemetry system for early warning, monitoring and controlling<br><br>Bypass pumping capability<br><br>Onsite emergency storage<br><br>Out of hours staff roster<br><br>Arrange portable generator where infrastructure has plug in capability | Monitor pump station on Telemetry and control flows from upstream pump stations<br><br>Maintenance staff to attend the site and manage the situation<br><br>Set up by pass pumping<br><br>Arrange tanker to pump down pump station if required |
| 4 | Offensive odour from the pumping station | C1=Low | Install odour controlling equipment as required<br><br>Reduce pumping interval to minimise septicity<br><br>Regular inspections to assess the situation | Maintenance staff to attend the site and assess the condition and manage the situation |

| No | Pollution Incident | Risk Rating<br>(Likelihood X Consequence) | Pre-emptive actions | Response to Incident |
|---|---|---|---|---|
| 5 | Sewer pump station failure due to electrical or mechanical breakdown | D1=Low | Preventative maintenance program for electrical and mechanical equipment<br><br>Out of hours staff roster<br><br>SCADA/Telemetry system for monitoring and controlling<br><br>Onsite emergency storage<br><br>Bypass pumping capability<br><br>Asset renewal where required | Monitor pump station on SCADA and control flows from upstream pump stations<br><br>Isolate the affected pump or the switchboard. All pumping stations are provided with minimum of two pumps where only one pump is required to manage dry weather flow.<br><br>Council staff to attend the site and rectify the issue<br><br>Set up bypass pumping<br><br>Arrange tanker to pump down pump station if required |
| 6 | Sewer pump station failure due to blockage in pumps | D1= Low | SCADA/Telemetry system for monitoring and controlling<br><br>Out of hours staff roster<br><br>Preventative maintenance program | Monitor the pump station on SCADA<br><br>Isolate the affected pump. All pumping stations are provided with minimum of two pumps where only one pump is required to manage dry weather flow.<br><br>Maintenance staff to attend the site and rectify the issue, |
| 7 | Bypass of sewage treatment due to electrical or mechanical failure | E3=Moderate | SCADA/Telemetry system for monitoring and controlling<br><br>Out of hours staff roster<br><br>Preventative maintenance program for electrical and mechanical items<br><br>Adequate spares in stock | Monitor pump stations on SCADA/ Telemetry and control pumping to STP<br><br>Maintenance staff to attend the site and rectify the issue<br><br>Cease reuse pumping |
| 8 | Bypass sewage treatment due to power outage | E3=Moderate | SCADA/Telemetry system for monitoring and controlling<br><br>Adequate storage to divert the inflow<br><br>Out of hours staff roster | Monitor pump stations on SCADA/ Telemetry and control pumping to STP<br><br>Maintenance staff to attend the site and take necessary measures<br><br>Cease reuse pumping |

| No | Pollution Incident | Risk Rating (Likelihood X Consequence) | Pre-emptive actions | Response to Incident |
|---|---|---|---|---|
| 9 | Bypass sewage treatment due to wet weather / floods | C3=High | SCADA/Telemetry system for monitoring and controlling<br><br>Adequate storage to divert inflow<br><br>Infiltration reduction program to manage stormwater intrusion | Monitor STP on SCADA<br><br>Monitor the storage ponds for any overflow incidents<br><br>If sewage overflows to a water body set up warning signs for public awareness<br><br>Testing water quality of the affected water body |
| 10 | Poor effluent quality due to failure of treatment process due to illegal dumping or bad inflow | D2=Low | SCADA/Telemetry system for monitoring and controlling<br><br>Routine monitoring and testing of inflow and effluent quality as required by licence conditions<br><br>Operational monitoring of the treatment process<br><br>Monitor septic disposal to treatment plant | Isolate /containment of contaminant and pump out where practical<br><br>Monitor and restore the treatment process<br><br>Sampling effluent as required by licence conditions<br><br>Cease reuse pumping<br><br>Testing the water quality of the discharging water body and set up warning signs as required |
| 11 | Chemical spill at Treatment Plant | E2=Low | Chemical bunds are provided at all sites with bulk chemical storage<br><br>MSDS provided for all chemicals on site<br><br>Regular inspection of chemical dosing systems | Shut off the chemical dosing system<br><br>Maintenance staff to contain and clean up the spill |
| 12 | Offensive Odour from the treatment plant | C1=Low | Daily monitoring of the treatment process<br><br>Routine testing program | Check for treatment process failures and remedial measures |

# Site Chemical Register- Macksville STP – As at 31 May 2022

| Ref. | Chemical Name | Manufacturer/ supplier | MSDS – Date of Issue | Maximum Volume of Chemicals stored | Location where chemical is stored |
|---|---|---|---|---|---|
| 1 | Aluminium Sulphate | Omega Chemicals | 27 March 2012 | 20,000L | Alum bund |
| 2 | Industrial Gear Oil -Turboil 30 CF4/5G | Gulf Western Oil | November 2013 | 40 L | Bunded pallet in store room |
| 3 | Industrial Gear Oil - 220 | Gulf Western Oil | November 2013 | 40 L | Bunded pallet in store room |
| 4 | Unleaded Petrol | B.P Australia | 26 April 2012 | 60 L | Bunded pallet in store room |
| 5 | Hydrochloric Acid | | | 20 L | Bunded pallet in store room |
| 6 | Red Lith Tak Grease | Gulf Western | February 2014 | 20 x 450g cartridges | Bunded pallet in store room |
| 7 | Compressor Oil - Code 3055-220 | Caltex | - | 20L | Bunded pallet in store room |
| 8 | For Earth Bio Plus( Bacteria product) | For Earth | 03 November 2018 | 200L | Alum Shed |

## APPENDIX G – Pollution Response Management Plan Sewage Overflow / Surcharge

If a sewage overflow or surcharge incident occurs all necessary actions must be taken to minimise any adverse impact of the release.

**Immediate Notifications:**
Legislation requires that a sewage overflow from any point of the Council's sewerage system which has an impact on a waterway or a significant impact on the environment is required to be notified immediately. If the surcharge is affecting a watercourse EPA, NSW Food Authority and Oyster Growers have to be notified.

The relevant authorities are to be informed of the event according to the immediate notification procedure.

**Immediate Notification Procedure:**

**Receipt of complaint / Notification of overflow:**
On receiving the notification of overflow, the reticulation attendants must attend the location of the incident immediately and assess the severity of the situation and determine what actions need to be taken. If it is a pollution incident the Water and Sewerage Coordinator must be notified immediately.

The reticulation attendants are provided with mobile phone for reporting.
(Sewer – 02 6568 0292, Water – 02 6568 0291)

The procedure for reporting incidents during and after hours is as follows:

**During Work Hours:**
Water and Sewerage Coordinator must report any significant overflow incident to Manager Water and Sewerage or Water and Sewerage Engineer. One of these will attend the site to assess the situation and make a decision as to whether the incident is a reportable incident. If it is a pollution incident EPA will be contacted immediately and NSW Food Authority and Oyster Growers also will be notified if the overflow enters a waterway. The Manager or Engineer will prepare a Pollution Incident Notification Report.

**After Hours:**
The reticulation attendants must report any significant overflow incident to Water and Sewerage Coordinator who will assess the situation and determine whether the incident is a reportable incident. If it is considered a reportable incident the Coordinator must contact the EPA Environment Hotline (131 555) and provide the following details of the incident and take photos of the incident for future reference:

- Notifier's name, organisation, position and contact number
- Description of the incident
- The location of overflow
- The date, estimated start time and the duration of the overflow
- The estimated volume of overflow
- The probable cause of overflow
- Action is being taken or proposed to be undertaken to stop the overflow

The Coordinator must contact the Manager Water and Sewerage or Water and Sewerage Engineer and inform them the details of the incident immediately. They will contact other authorities and prepare a Pollution Incident Notification Report.

If any reason the Water and Sewerage Coordinator cannot be contacted and the incident is thought to be serious the staff on call shall contact the EPA Environment Hotline (131 555) and provide the details of the overflow incident.

The Manager Water and Sewerage or the Water and Sewerage Engineer must be informed next and be provided with the relevant details. They will then contact any other relevant authorities and prepare a Pollution Incident Notification Form.

**Current contact numbers are:**

**EPA**

| | | |
|---|---|---|
| All Hours (EPA Environment Hotline) | 131 555 | |
| Grafton Office | 6640 2502<br>6640 2500 | |

**Public Health Unit**

| | | |
|---|---|---|
| Working Hours | 6589 2121<br>6589 2144 | |
| Out of hours and weekends | 0428 882 805 | *(it may be an EHO from either Port Macquarie or Lismore office of North Coast PHU that answer - both can take the report).* |

If there is no response call following mobiles (in order of preference):

| | |
|---|---|
| David Basso | 0417 695 113 |
| Tenille Lawrence-Haskew | 0418 112 248 |

**If overflow enters Nambucca River or tributary contact:**

| | |
|---|---|
| NSW Food Authority | 6539 4809 or 0407 078 269 |
| Nambucca Oyster Growers | 6559 5527 or 0412 992 320 |

**If overflow enters State Forest contact**

| | | |
|---|---|---|
| Forestry Corporation NSW | 6652 0111 | (Coffs Harbour office) |

**Council:**

| | |
|---|---|
| Water and Sewerage Coordinator | 0437 526 381 |
| Manager Water and Sewerage | 6568 0234 or 0418 468 368 |
| Water and Sewerage Engineer | 6568 0268 or 0428 936 707 |

**Immediate Response:**

**Safety:**
In the event of sewage overflow the staff who involve in rectifying the issue onsite shall follow the following steps.
All works are to be carried out in accordance with Council's Workplace Health and Safety procedures.
The crew shall:

- always wear appropriate Personal Protective Equipment e.g. high visibility clothing, safety footwear, gloves, overalls, hats, sunscreen, wet weather gear, safety harness, hard hats, etc.
- carry out site specific Hazards and Risk assessment before commencing work.
- be aware of the locations of other underground services.
- be aware of the Safe Work Method Statements related to the job.

- be aware of “Entry to Confined Spaces” procedures and hold appropriate ticket, if entry to confined space is necessary.
- have all necessary equipment on hand including gas testing equipment, rescue tripod, air supplied breathing apparatus, barricades and warning signs.

**Resources:**
Ensure necessary resources are available to carryout works to rectify the overflow. This shall include:

- Personnel
- Plant – vermeer, water jetter, camera
- Equipment-diesel bypass pumps, hoses, gas detectors, plugs, tools
- Material - sand bags, gibaults, pipes, disinfectant etc.
- Safety signs

**Procedure:**
Rectify the issue in accordance with usual sewage maintenance practices and safe work method statement procedures.
The following measures must be taken to avoid contamination of additional land and water ways and to restore normal sewer flow.

- Install a bund to contain the pollutant to the affected area
- Shut down upstream pump stations as required
- Use vacuum tanker to remove wastewater from nearest upstream manhole where overflow is significant
- Plug upstream manholes if possible
- Plug downstream stormwater pits if possible
- Use bypass pumping where necessary
- Clear the blockage, cleanup and remove any signs of solid matter and paper
- Ensure the area is properly disinfected

If repairs are to be undertaken within a road carriageway only authorised traffic controllers shall be arranged.

**Warning Signs and Testing:**
Warning signs will be installed immediately to restrict public access to the affected water body. The signs will be installed downstream of the polluted area.

**Testing Procedure:**
Test the water samples from the affected water body for Enterococci and Faecal Coliforms. Samples will be collected from;

- The overflow site
- A site 200m downstream of the affected location
- A site 200m upstream of the affected location

The samples will be tested at the Coffs Harbour Laboratory. The laboratory can be contacted on 6648 4460.
Repeat the test until the Enterococci count in the polluted water has returned to levels that are considered to be safe for public usage (40-200 cfu/100ml)

Warning signs must remain in place 3-5 days until there is no potential health risk.

**Incident Reporting –Internal:**
The reticulation attendants must complete a Pollution Incident Notification - Sewage Overflow/ Surcharge Form on WaterOutlook immediately after the clean-up of the affected site is completed. The information could be entered on phone.

**Incident reporting- EPA:**
A pollution incident is required to be notified immediately after the incident is known. Clause 101 (1b) of the Protection of the Environment Operations (General) Regulation 2009 states that a pollution incident that is required to be notified under Section 148 of the Act is to be followed by notification in writing within 7 days of the date on which the incident occurred.

Manager Water and Sewerage or Water and Sewerage Engineer shall complete the "Pollution Incident Notification Form" and submit it to EPA within the specified time period.

## APPENDIX H – Pollution Incident Notification Sewage Overflow / Surcharge


**Contact Details:**
*Postal Address: PO Box 177, Macksville NSW 2447*
*Telephone: (02) 6568 2555*
*Facsimile: (02) 6568 2201*

**Office Location:**
*44 Princess Street, Macksville NSW 2447*

**Website**:
*www.nambucca.nsw.gov.au*

**Email**:
*council@nambucca.nsw.gov.au*


***Updated**: 30/05/2021*

## POLLUTION INCIDENT NOTIFICATION FORM - SEWAGE OVERFLOW / SURCHARGE

In the event of a sewage overflow from any point of Council's sewerage system which has an impact on water way or a significant impact on the environment, **the reticulation attendants must immediately notify the following agencies of the pollution incident**:

**Environmental Protection Authority**

All Hours: **131 555**

Grafton Office **6640 2500**
**6640 2502**

**Public Health Unit**

Office: **6589 2121** or David Basso: **6589 2144**

*After hours and weekends*:
Dial **0428 882 805** and give message. If no response call
SEHO – Port Macquarie **0418 112 248**

**If the overflow affects the Nambucca River or tributary contact:**

**NSW Food Authority:** Office: **6539 4809** Anthony Zammit: 0407 078 269

| | |
|---|---|
| Date of Incident : | Time Council advised: am/pm |
| Name of the caller / witness: | |
| Address or location of incident: | |
| | |
| Distance to nearest residence: | |
| Time discharge stopped: am/pm | Estimated Volume of Discharge: |
| Wet or Dry Weather Event: | |
| Has the overflow been contained at the location of incident? | |
| Has a water course been affected by the overflow? | |
| What is the name of the water course? | |
| Reason for overflow (e.g. sewer choke, pump failure, power failure etc): | |
| | |
| | |
| Actions taken to rectify the issue (e.g. choke cleared, clean up works undertaken, disinfected ): | |
| | |
| | |
| Details of any measures taken or proposed to be taken to prevent or mitigate against a recurrence of such an event: | |
| | |
| Name of person completing form: | Date: |
| Noted by Manager Water and Sewerage : | Date: |

## APPENDIX I – Pollution Incident Notification (Chemical Spill / Fire Leak of Gas / Other)


**Contact Details:**
*Postal Address: PO Box 177, Macksville NSW 2447*
*Telephone: (02) 6568 2555*
*Facsimile: (02) 6568 2201*

**Office Location:**
*44 Princess Street, Macksville NSW 2447*

**Website**:
*www.nambucca.nsw.gov.au*

**Email**:
*council@nambucca.nsw.gov.au*

***Updated**: 30/05/2021*


## POLLUTION INCIDENT NOTIFICATION FORM
## (Chemical Spill / Fire / Leak of Gas / Other)

| | | | | |
|---|---|---|---|---|
| Date of Incident : | | Time Council advised: | | am/pm |
| Address or location of incident: | | | | |
| Name of the pollutant: | | | | |
| Nature of incident ( *chemical spill / fire, leak of gas*): | | | | |
| The circumstances in which the incident occurred and the cause of incident *(if known)*: | | | | |
| Distance to nearest residence: | | | | |
| Weather condition*(dry weather / wet weather)*: | | | | |
| Has the contamination spread beyond the location of incident? Yes / No | | | | |
| Has the water course, environment or humans been affected by the incident? | | | | |
| Corrective actions taken to rectify the issue: | | | | |
| Authorities have been notified *(Circle)* | | | | |
| NSW Health(PHU) | EPA | Fire and Rescue | WorkCover | Other: |
| Has EPA directed Council to notify neighbours? | | | | |
| Has Council voluntarily notified neighbours? | | | | |
| Name of person completing form:_____ *(Please print clearly)* | | | | |
| Signature :_____ Date: _____ | | | | |