

**POLLUTION INCIDENT RESPONSE
MANAGEMENT PLAN**
WELLINGTON WATER TREATMENT PLANT

PREPARED FOR:
DUBBO REGIONAL COUNCIL

JUNE 2023

Report Title:	<i>Pollution Incident Response Management Plan</i>
Project:	<i>Wellington Water Treatment Plant</i>
Client:	<i>Dubbo Regional Council</i>
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Change History

Date	Details of Changes	Version
29/06/2023	Updated contact details	2.2
16/03/2018	Document updated to address EPA audit findings	2.1
20/11/2017	Document Reviewed – Dubbo Regional Council	2.0
01/04/2015	Original Document	1.0

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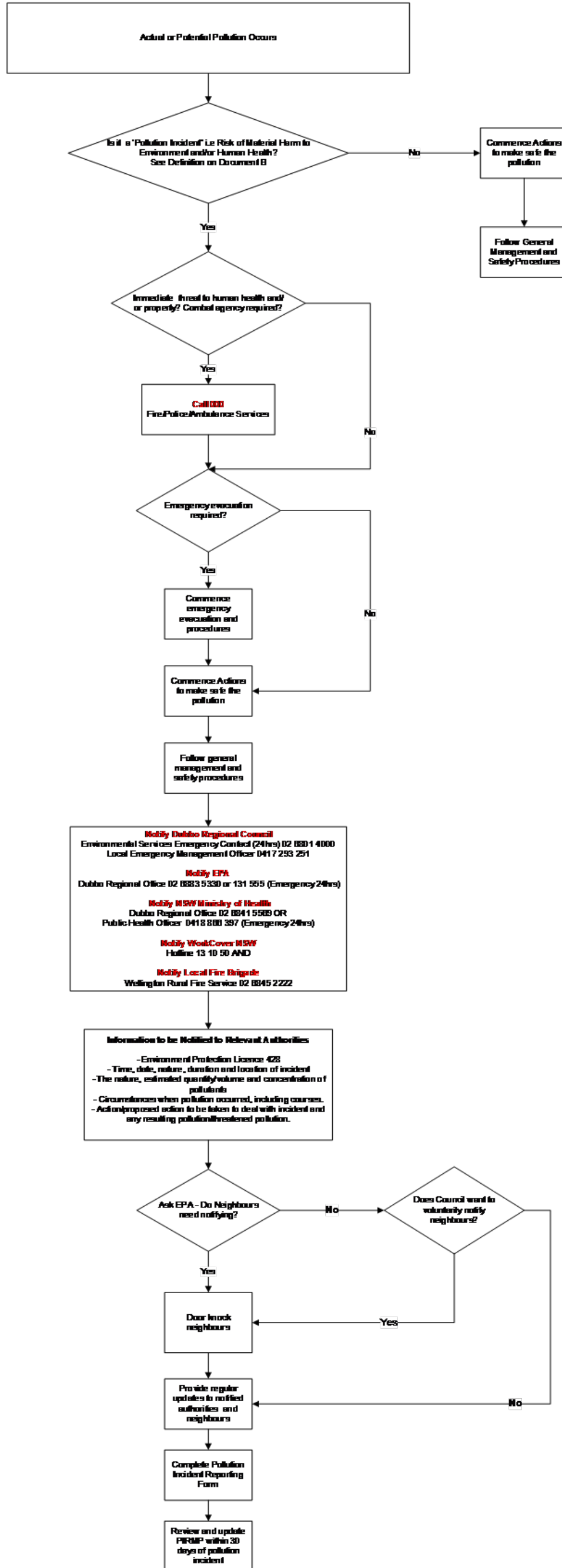
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1.0 POLLUTION INCIDENT CLASSIFICATION, RISK ASSESSMENT AND CONTRIBUTING FACTORS

Table 1.1 – Pollution Incident Classification, Risk Assessment and Contributing Factors

Description of Pollution Incident	Likelihood	Impact	Contributing Factors
Chemical leak or spillage	Low Refer to Emergency Response Plan for the Wellington Water Treatment Plant Chlorination System, November 2010	High Refer to 'Potential Danger to Personnel' on page 2 of Emergency Response Plan for the Wellington Water Treatment Plant Chlorination System, November 2010	Human error, lack of site maintenance and/or a mechanical failure of plant and equipment. Chemical fire accelerated by high winds, dry weather, prolonged periods of high temperatures and low humidity. Refer to 'Hazards and Incidents' on page 3 of Emergency Response Plan for the Wellington Water Treatment Plant Chlorination System, November 2010
Rupture of process vessels	Low	Low	Lack of site maintenance and/or a mechanical failure of plant and equipment.
Failure of sludge drying pond results in discharge to environment	Low	Low	Lack of pond maintenance
Failure of backwash pond results in discharge of backwash to environment	Low	Low	Lack of pond maintenance
Malfunction of plant and machinery results in discharge to environment	Low	Low	Fire damage or poor maintenance of plant and equipment.
Acts of vandalism or target of terrorist activity at the WTP	Low	Medium	Increased risk during hours of closure. Increased fire risk during sustained periods of hot and dry weather.

2.0 DOCUMENT A - POLLUTION INCIDENT DECISION FLOW CHART



3.0 DOCUMENT B – POLLUTION INCIDENT EMERGENCY CONTACT DETAILS

3.1 DEFINITION 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) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000, 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.”*

3.2 NOTIFICATION OF POLLUTION INCIDENT

3.2.1 Notification Speed of Response

The requirement for notification of a pollution incident has changed from ‘as soon as practicable’ to ‘immediately’. In short, ‘immediately’ means ‘promptly without delay’, but it does not mean undertaking notification ahead of doing what is necessary to make safe.

3.2.2 Notification of Relevant Authorities

Where the pollution incident causes or threatens material harm to the environment or human health, all the following authorities must be notified by the Site Supervisor:

Notification of Relevant Authorities

1. Emergency Call Services

- **Emergency Hotline Number (24 hours)** **000***

*The Site Supervisor should call 000 if the incident presents an immediate threat to human health and/or property and a combat agency is required (i.e. NSW Fire and Rescue, NSW Ambulance Service, NSW Police Force) and then notify all other parties below including NSW Fire and Rescue via a local telephone number.

2. Dubbo Regional Council

- Dubbo Regional Council Environmental Services 02 6801 4000
(24 hour Emergency Hotline Number)
- Local Emergency Management Officer 0417 293 251

3. The Environment Protection Authority (EPA)

- Dubbo Regional Office 02 6883 5330
- Emergency Hotline Number (24 hours) 131 555

4. NSW Ministry of Health (via Public Health Units)

- Dubbo Regional Office 02 6841 5569
- Public Health Officer on Call (24 hours) 0418 866 397

5. WorkCover NSW

- Hotline Number 13 10 50

6. Fire and Rescue NSW

- Wellington Rural Fire Service 02 6845 2222

**If there is no immediate threat to human health and/or property i.e. a combat agency is not required, then the Site Supervisor is still required to follow that outlined above except for dialling 000.

3.2.3 Information to be Notified

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

- The time, date, nature, duration and location of the incident;
- The location of the place where pollution is occurring or is likely to occur;
- The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known;
- The circumstances in which the incident occurred, including the cause of the incident, if known;
- The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known; and
- Other information prescribed by the regulations.

Notification is required by the Site Supervisor immediately after a pollution incident becomes known. Any information required that is not known at the time the incident is notified must be provided when it becomes known.

3.2.4 EPA Powers of Direction & Notification of Neighbours

Where the pollution incident causes or threatens material harm to the environment or human health, the EPA is notified in accordance with **Section 3.2.2**.

Once the EPA is notified, it is then for the EPA to determine whether commercial, industrial and residential neighbours of the site need to be contacted by Council and informed of the circumstances of the incident and what action is being taken in response to it. If deemed necessary, the EPA then has powers to formally direct Council to notify the neighbours of the site.

Irrespective of whether the EPA directs Council to notify neighbours and depending on the circumstances of the particular pollution incident, Council may at their own discretion voluntarily choose to notify neighbours.

Council would notify neighbours by making a telephone call to every neighbouring property of the WTP as detailed in **Table 2.1** below. A summary of the neighbour notification procedure is provided in **Document A – Pollution Incident Decision Flow Chart**.

Table 2.1 – List of Neighbours to be Notified

Contact Name	Contact Name	Contact Name	Contact Name
Mr D.C Brennan	130 Brennans Way Wellington	Tel: 02 6845 1212 Tel: 0407 296 684	Direct neighbour
Mr S.J Maroulis	30 Brennans Way Wellington	Tel: 0428 584 580	Direct neighbour
Mr I.J Giffin	66 Bushrangers Creek Rd Wellington	Tel: 02 6845 2161 Tel: 0458 452 611	Direct neighbour

3.2.5 WTP Council Contact Details

The following Council officers are directly responsible for the overall management of the WTP and, if considered necessary, can be contacted by relevant authorities in the event of a pollution incident:

- Bec Eade, Manager Water Supply and Sewerage 0429 443 657
- Frank Sciamanna , Acting Water and Sewer Coordinator East 0474 893 723
- Scott Francis, Water and Sewer Maintenance Supervisor, 0419 614 723

4.0 POLLUTION INCIDENT REPORTING FORM

INCIDENT No:

TIME:

DATE:

DURATION OF INCIDENT:

NATURE OF INCIDENT:

WEATHER CONDITIONS:

THE LOCATION OF THE PLACE WHERE POLLUTION IS OCCURRING OR IS LIKELY TO OCCUR:

THE NATURE, THE ESTIMATED QUANTITY OR VOLUME AND THE CONCENTRATION OF ANY POLLUTANTS INVOLVED (IF KNOWN):

THE CIRCUMSTANCES IN WHICH THE INCIDENT OCCURRED, INCLUDING THE CAUSE OF THE INCIDENT (IF KNOWN):

THE CORRECTIVE ACTION TAKEN OR PROPOSED TO BE TAKEN TO DEAL WITH THE INCIDENT AND ANY RESULTING POLLUTION OR THREATENED POLLUTION (IF KNOWN):

HAS 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

Signature:..... Site Supervisor, Dubbo Regional Council	Date:.....
Signature:..... Water Operations Engineer, Dubbo Regional Council	Date:.....

5.0 PIRMP TESTING & UPDATE REGISTER

Date	Routine Testing	Routine Update	Post Incident Updates	7 New Copies Distributed?

Pollution Incident Response Management Plan

Of Wellington Water Treatment Plant.

On 29 June 2022.

Purpose:	To Familiarise staff with the PIRMP procedure and to test the process.
Overview:	<p>Discussed the PIRMP and the procedures to follow in the event of a pollution incident with all staff present.</p> <p>The notification speed of the incident were discussed, as per PIRMP and Management Staff on site will make sure of SAFTY FIRST and that include to stop the overflow. Once that is done, notify the EPA of incident and the clean-up procedure /plan.</p> <p>Follow procedure of notifications as outlined in PIRMP. Make sure to complete relevant documents and submit to management for EPA report.</p>
Desk Top Testing - Scenario:	PACL discharge pipe leak creates 5000 L spillage into the chemical bund, the bund overflows.

Staff's Response on Scenario:

- 1) Stop and isolate the dosing pump then shut all valves at the tank.
- 2) Once PACL is contained.
- 3) Check the surrounded area for any additional chemical leak / spillage, contain spill with sandbags and in future use spill kits once implemented.
- 4) Shut down the Water Treatment Plant.
- 5) Report to supervisor, supervisor to report to DRC chain of command.
- 6) Locate the leak. Check other parts of the delivery system.
- 7) Coordinator to Notify EPA and complete PIRMP form, the form is then forwarded to Technical Officer and Engineer/Specialist to escalate to EPA.
- 8) Barricade / Signs / People as required.
- 9) By following all Safety Procedures, start pumping the chemical back into the holding tank.
- 10) Check for any leakage from the tank.
- 11) By following all Procedures, repair pipework.
- 12) Do test run, check all equipment working properly.
- 13) No leak detected - start the plant.

Notes:

- It was noted that the Wellington team did not have chemical spill kits on site, it is recommended that chemical spill kits be sourced and implemented as soon as possible.

Comments and observations

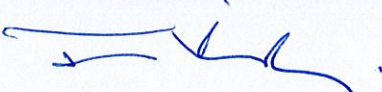
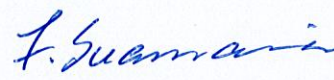
Participants discussed and confirmed their roles in relation to the scenario and pollution incident response.

Attendee list attached separately.

ATTENDANCE LIST



Training/Testing:	Pollution Incident Response Management Plan - 2023
Date:	29 June 2023
Venue:	Wellington Water Treatment Plant
Time:	2:30PM
Provider:	DRC

Name	Position	Signature
Jason Kirk	Treatment Operations Coordinator	
Frank Sciamanna	Treatment Operations Team Leader	
Scott Stanley	Water Treatment Technician	
Cameron Holmes	Water Treatment Technician	