

**POLLUTION INCIDENT RESPONSE  
MANAGEMENT PLAN**

JOHN GILBERT WATER TREATMENT PLANT AND  
RETICULATION SYSTEM

PREPARED FOR:

**DUBBO REGIONAL COUNCIL**

JUNE 2024

<b>Report Title:</b>	<i>Pollution Incident Response Management Plan</i>
<b>Project:</b>	<i>John Gilbert Water Treatment Plant and Reticulation System</i>
<b>Client:</b>	<i>Dubbo Regional Council</i>
<b>Report Ref.:</b>	<i>PIRMP Dubbo</i>
<b>Status:</b>	<i>Final</i>
<b>Issued:</b>	<i>8 June 2022</i>

### Change History

<b>Date</b>	<b>Details of Changes</b>	<b>Version</b>
25/06/2024	Contact Details and Information Testing Session Updated	2.1
08/06/2022	Document Reviewed and Formatting Updated	2.0
16/06/2021	Document Reviewed	1.7
20/05/2020	Document Reviewed	1.6
30/04/2019	Document Reviewed	1.5
12/02/2019	Document Reviewed – Contact Details Updated	1.4
16/03/2018	Document updated to address EPA audit findings	1.3
29/08/2017	Document Reviewed – Dubbo Regional Council	1.2
19/05/2016	Document Reviewed – Western Plains Regional Council	1.1
20/08/2012	Original Document	1.0

## **TABLE OF CONTENTS**

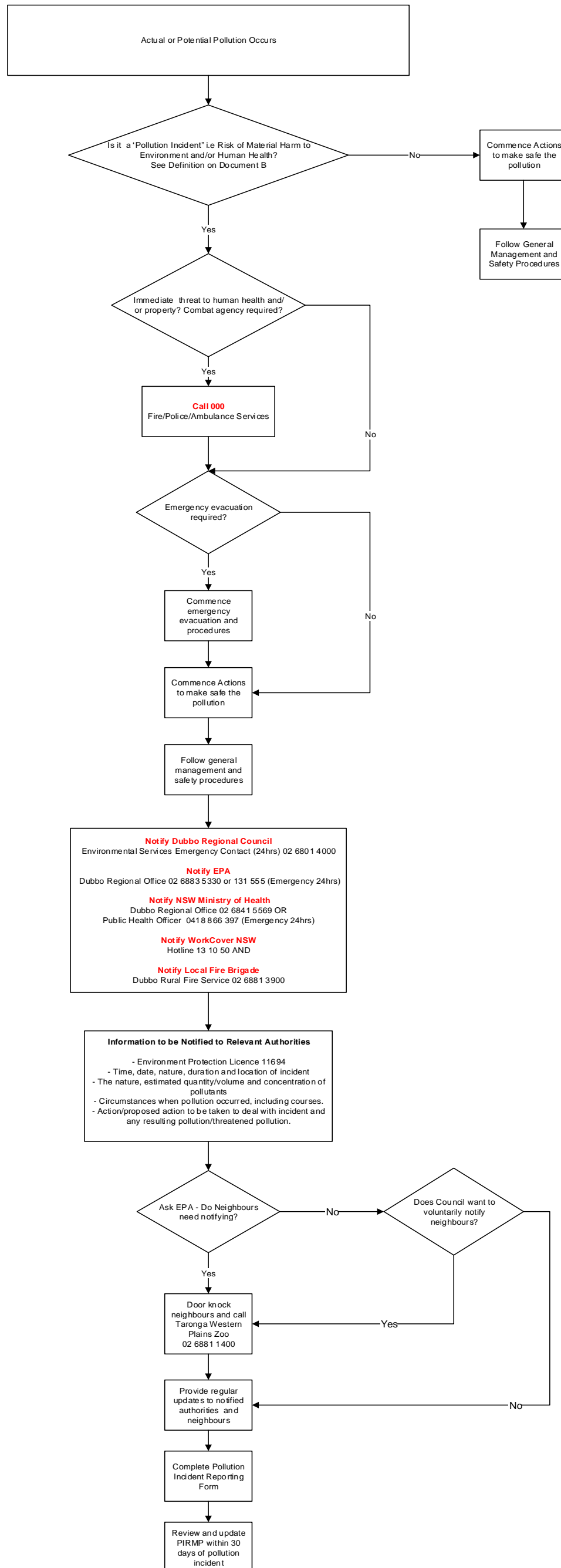
<b>1.0 POLLUTION INCIDENT CLASSIFICATION, RISK ASSESSMENT AND CONTRIBUTING FACTORS .....</b>	<b>3</b>
<b>2.0 DOCUMENT A - POLLUTION INCIDENT DECISION FLOW CHART .....</b>	<b>4</b>
<b>3.0 DOCUMENT B – POLLUTION INCIDENT EMERGENCY CONTACT DETAILS</b>	<b>5</b>
3.1 DEFINITION OF POLLUTION INCIDENT .....	5
3.2 NOTIFICATION OF POLLUTION INCIDENT .....	5
3.2.1 NOTIFICATION SPEED OF RESPONSE .....	5
3.2.2 NOTIFICATION OF RELEVANT AUTHORITIES.....	5
3.2.3 INFORMATION TO BE NOTIFIED.....	6
3.2.4 EPA POWERS OF DIRECTION & NOTIFICATION OF NEIGHBOURS .....	6
3.2.5 WTP COUNCIL CONTACT DETAILS.....	7
<b>4.0 POLLUTION INCIDENT REPORTING FORM.....</b>	<b>8</b>
<b>5.0 PIRMP TESTING &amp; UPDATE REGISTER.....</b>	<b>10</b>
<b>6.0 STAFF TRAINING REGISTER.....</b>	<b>11</b>
<b>TABLES</b>	
Table 1.1 – Pollution Incident Classification, Risk Assessment and Contributing Factors .....	3
Table 2.1 – List of Neighbours to be Notified .....	6

## 1.0 POLLUTION INCIDENT CLASSIFICATION, RISK ASSESSMENT AND CONTRIBUTING FACTORS

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

<b>Description of Pollution Incident</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Contributing Factors</b>
Chemical leak or spillage	Low  Refer to Emergency Response Plan for the John Gilbert Water Treatment Plant Chlorination System, November 2010	High  Refer to 'Potential Danger to Personnel' on page 2 of Emergency Response Plan for the John Gilbert 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 John Gilbert 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:

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#### Notification of Relevant Authorities

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##### 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)

##### 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

- Dubbo Rural Fire Service 02 6881 3900\*\*

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.

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### 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 'door knocking' every neighbouring property identified on enclosed Site Plan **01A\_EV02**. The only exception to this being the neighbouring property of Taronga Western Plains Zoo who would be notified by a telephone call as detailed in **Table 2.1** below. A summary of the neighbour notification procedure is provided in **Document A** – Pollution Incident Decision Flow Chart in **Appendix A**.

**Table 2.1 – List of Neighbours to be Notified**

Contact Name	Contact Name	Contact Name	Contact Name
General Enquiries	Taronga Western Plains Zoo Obley Road Dubbo NSW 2830	Tel: 02 6881 1400	Contact by telephone.
n/a	Various residential properties	n/a	Door Knock – see drawing <b>01B_EV02</b> for details.

### **3.2.5 Dubbo Regional 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:

#### John Gilbert Water Treatment Plant

- Bec Eade, Manager Operations Water Supply and Sewerage 0418 121 512
- Ashley Quinn, Water and Sewer Technical Officer – Operations 0474 909 115
- Srini Yeepi, Water and Sewer Treatment Engineer 0436 618 227
- On Call Technician 02 6801 4598

#### Dubbo Reticulation System

- Bec Eade, Manager Operations Water Supply and Sewerage 0418 121 512
- Hendrik Gouws, Water Operations Specialist Reticulation 0436 608 918
- Jason Naveau, Reticulation Coordinator – West 0428 401 151



## 4.0 POLLUTION INCIDENT REPORTING FORM

INCIDENT No:	TIME:
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DATE:	DURATION OF INCIDENT:
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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

<b>HAS EPA DIRECTED COUNCIL TO NOTIFY NEIGHBOURS?</b>	YES	NO
<b>IF NOT, HAS COUNCIL VOLUNTARILY NOTIFIED NEIGHBOURS?</b>	YES	NO

<b>Signature:.....</b> <b>Site Supervisor, Dubbo Regional Council</b>	<b>Date:.....</b>
<b>Signature:.....</b> <b>Manager Water Supply and Sewerage, Dubbo Regional Council</b>	<b>Date:.....</b>

## 5.0 PIRMP TESTING & UPDATE REGISTER

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



## Pollution Incident Response Management Plan

Of Dubbo Sewer Treatment Plant.

On 18 June 2024.



<b>Purpose:</b>	To Familiarise staff with the PIRMP procedure and to test the process.
<b>Overview:</b>	<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 the Technical Officer and manager for EPA report.</p>
<b>Desk Top Testing - Scenario:</b>	<p>A Treatment Technician is supervising the refill.</p> <p>While refilling the Sodium Hydroxide bulk storage tank at the STP the driver has accidentally spilt the chemical (roughly 3000L) inside the bund and onto the adjoining road next to the truck.</p>

### Staff's Response on Scenario:

- 1) Tell truck driver to stop and once stopped turn off the feeder valve. If he is covered in the chemical use safety shower and/or eyewash.
- 2) Tell truck driver to leave the scene and wait at the main office.
- 3) Don PPE (including respirator gear) and take photos of the spill.
- 4) Make sure any drains/waterways are covered to prevent chemical entering waterways outside the bund.
- 5) Dilute Sodium Hydroxide with reuse water on road. Bund is handled and will drain on its own in a controlled environment.
  - o Use fire extinguisher if chemical reacts with metal and combusts. If it does combust, follow emergency evac plan and contact 000.
- 6) Clean up of the spill on the road as best you can.
- 7) Take photos of after the clean-up.
- 8) Notify Site Supervisor (if unaware of the situation thus far).
- 9) Site supervisor to inspect the area to ensure no further spill or issues have occurred.
- 10) Site supervisor to deem the site as 'safe'.
- 11) Send Truck driver back down to collect the truck.
- 12) EPA to be notified and an EPA incident report form is completed and sent to Water and Sewer Treatment Engineer.
- 13) Complete and send Council incident report to Water and Sewer Treatment Engineer and Chemical company.

Information and Testing Session of

## **Pollution Incident Response Management Plan**

Of Dubbo Sewer Treatment Plant.

On 18 June 2024.



### **Comments and observations**

Participants were familiar with the PIRMP in order to respond to the pollution incident scenario presented. The discussion exercise was successful in testing the PIRMP. Participants discussed and confirmed their roles in relation to the scenario and pollution incident response.

Casual employees/labourers were well inducted on site procedures and understood the evacuation/safety plans.

Attendee list attached separately.

# ATTENDANCE LIST



<b>Training/Testing:</b>	Pollution Incident Response Management Plan - 2024
<b>Date:</b>	18 June 2024
<b>Venue:</b>	Dubbo Sewer Treatment Plant
<b>Time:</b>	1:30 PM
<b>Provider:</b>	DRC

Name	Position	Signature
Mark Gilbert	Waste Water Treatment Coordinator – Operations	
Chris Dooley	Waste Water Treatment Technician	
Nicole Jolliffe	Programmed Skilled Workforce Casual	
Clint Woods	Spinifex Casual	
Warwick Burke	Spinifex Casual	