

**POLLUTION INCIDENT RESPONSE
MANAGEMENT PLAN**

WELLINGTON WATER TREATMENT PLANT AND
RETICULATION SYSTEM

PREPARED FOR:

DUBBO REGIONAL COUNCIL

JUNE 2024

Report Title:	<i>Pollution Incident Response Management Plan</i>
Project:	<i>Wellington Water Treatment Plant and Reticulation System</i>
Client:	<i>Dubbo Regional Council</i>
Report Ref.:	<i>PIRMP Wellington WTP and Reticulation System</i>
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Change History

Date	Details of Changes	Version
26/06/2024	Contact Details and Information Testing Session Updated	1.7
16/06/2021	Document Reviewed	1.6
01/06/2020	Document Reviewed – Contact Details Updated	1.5
30/04/2019	Document Reviewed	1.4
12/02/2019	Document Reviewed – Contact Details Updated	1.3
16/03/2018	Document updated to address EPA audit findings	1.2
20/11/2017	Document Reviewed – Dubbo Regional Council	1.1
01/04/2015	Original Document	1.0

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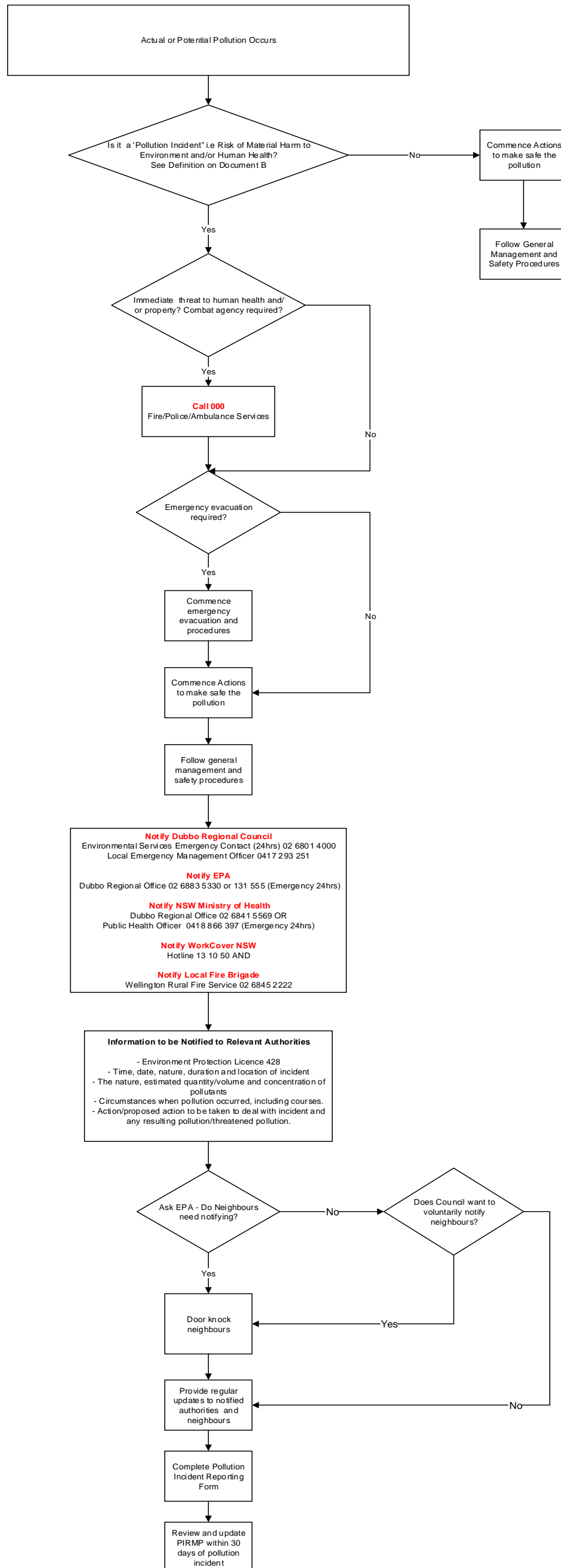
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1.0 POLLUTION INCIDENT CLASSIFICATION, RISK ASSESSMENT AND CONTRIBUTING FACTORS

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 (24 hour Emergency Hotline Number)	02 6801 4000
• 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	Comments
Mr Douglas Ney	61 Falls Road Wellington NSW 2820	Tel: 02 6845 1545	Contact by telephone
Emergency Services Wellington Fire and Rescue Training Facility	47 Falls Road Wellington NSW 2820	Tel: 02 6845 2222	Contact by telephone
Roger Keirie	140 Maxwell Street Wellington NSW 2820	Tel: 02 6845 1287	Contact by telephone

3.2.5 Dubbo Regional Council Contact Details

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

Wellington 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
- Frank Sciamanna, Treatment Operations Coordinator 0474 893 723
- After Hour On – Call Technician 02 6840 6468

Wellington Reticulation System

- Bec Eade, Manager Operations Water Supply and Sewerage 0418 121 512
- Hendirk Gouws, Water Operations Specialist Reticulation 0436 608 918
- Scott Francis, Water and Sewer Coordinator East 0419 614 723

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

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:..... Manager Water Supply and Sewerage, 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 26 June 2024.



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:	<p>During a chlorine drum delivery at the WWTP, the forklift driver has accidentally dropped a drum on Falls Road. The drum now has a slow leak.</p> <p>There are external contractors conducting works in the main office building. A Spinifex Casual labourer is mowing on site directly in line with the wind direction (Northerly towards the river)</p>

Staff's Response on Scenario:

- 1) Review windsock to determine wind direction.
- 2) Notify all staff and contractors to evacuate/move to side gate near fire brigade. Evac site is in line with Chlorine drum leak site. Evacuate the IXOM truck driver.
- 3) 000 notify the fire brigade. Talk to fire brigade. Hand over the site to Fire Brigade.
- 4) Staff to note and take photos of situation for incident investigation from a safe distance. Gather as much information as possible.
- 5) Notify Manager and supervisor of situation (chain of command). Give details of situation to Srimi.
- 6) Srimi to complete EPA/PIRMP form and notify EPA
- 7) Coordinator to complete a Council Incident report.
- 8) Once the fire brigade gives back control of the site and is deemed safe, contactors and staff may continue working.
- 9) Notify IXOM of the situation and discuss process moving forward with damaged drum.

Comments and observations

Participant discussed and confirmed his team's roles in relation to the scenario and pollution incident response.

Attendee list attached separately.

ATTENDANCE LIST



Training/Testing:	Pollution Incident Response Management Plan - 2024
Date:	26 June 2024
Venue:	Wellington Water Treatment Plant
Time:	10:30 AM
Provider:	DRC

Name	Position	Signature
Frank Sciamanna	Treatment Operations Coordinator	<i>F. Sciamanna</i>
Scott Stanley	Treatment Operations Team Leader	Annual Leave
Cameron Holmes	Water Treatment Technician	Bereavement Leave
	Water Treatment Technician	