



POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

WALGETT MEMORIAL SWIMMING POOL FACILITY

REVISION 1 – 5/09/2023

REVISION HISTORY

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1. ADMINISTRATION

1.1 PURPOSE

This Pollution Incident Response Management Plan (PIRM Plan) has been prepared to comply with the obligations introduced in the *Protection of the Environment Operations Act 1997* (POEO Act) which requires the preparation and implementation of a PIRM Plan for all facilities that hold an Environmental Protection Licence with the NSW Environment Protection Authority (EPA).

The purpose of this PIRM Plan is to assist contractors, employees and management of the **Walgett Memorial Swimming Pool Facility (Walgett Pool)**, to identify the potential risk of a pollution incident occurring, introduce measures to mitigate that risk and to give direction in making quality decisions should a pollution incident occur. This PIRM Plan contains guidance in determining the appropriate pre-emptive actions needed to ‘prevent material harm’ to the environment.

1.2 OBJECTIVE & SCOPE

It is **Walgett Shire Council’s** (WSC) intent to prevent all foreseeable pollution incidents that might impact on the environment and the safety of its employees, its contractors, Swimming Pool facility users and neighbours, through the implementation of standard operational procedures, undertaking routine site activity inspections, regular training of personnel in the implementation of operational procedures and through emphasising and supporting proactive incident prevention reporting.

However, it is recognised that pollution incidents are not totally preventable. Therefore this PIRM Plan has been developed to achieve the following objectives:

- Reduce the likelihood of a pollution incident occurring at the facility through identification of risks and the development of planned actions to minimize and manage those risks.
- Ensure comprehensive and timely communication about a pollution incident to all staff at the premises, the EPA, other relevant authorities specified in the Act (such as NSW Ministry of Health, Safework NSW, and Fire & Rescue NSW) and people outside the facility who may be affected by the impacts of a pollution incident.

- Ensure that this PIRM Plan is properly implemented by trained staff, identifying persons responsible for implementation and ensuring that the PIRM Plan is regularly tested for accuracy, currency and suitability.
- Provide guidance on how to respond to an environmental pollution incident, how to record, and how to report such an event.

This PIRM Plan contains guidance in determining the appropriate actions to take in order to prevent a pollution incident, injury or property damage and how to respond should a pollution incident occur. The PIRM Plan also includes provisions for record keeping, testing, reporting and document revision.

1.3 LEGISLATIVE CONTEXT

The specific requirements for PIRM Plans are set out in Part 5.7A of the Protection of the Environment Operations Act 1997 (POEO Act) and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation 2). In summary, this provision requires the following:

- All holders of Environment Protection Licences must prepare a pollution incident response management plan (section 153A, POEO Act).
- The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 98B).
- Licensees must keep the Plan at the premises to which the Environment Protection Licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act).
- Licensees must test the plan in accordance with the POEO (G) Regulation (clause 98E).
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the Plan (section 153F, POEO Act).

1.4 KEY TERMS & MEANINGS

An understanding and appreciation of the following key terms is considered integral to the successful implementation of this PIRM Plan.

1.4.1 Pollution Incident

The definition of a pollution incident as defined in the POEO Act dictionary is:

‘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’.

1.4.2 Material Harm to the Environment

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 as:

‘(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 (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’.

1.4.3 Immediate Reporting Requirement

Industry is now required to report pollution incidents ‘immediately’ to the EPA, NSW Health, Fire & Rescue NSW, Safework NSW and the local Council.

‘Immediately’ has its ordinary dictionary meaning of ‘promptly and without delay’.

1.5 FACILITY COVERED BY THIS PIRM Plan

The **Walgett Memorial Swimming Pool Facility** is covered by this PIRM Plan which incorporates activities within the property Lot 702 DP 1051575 Montkeila St Walgett NSW and related activities undertaken by WSC and/or by WSC's Contractor/s.

1.6 PIRM Plan DISTRIBUTION

The master copy of this PIRM Plan is to be maintained by the **Urban Manager (WSC)** who will be responsible for revisions of the PIRM Plan and for the distribution of revised copies to the above-mentioned persons and location.

A copy of this PIRM Plan is to be kept at the premises to which the relevant Environmental Protection Licence (EPL) relates, or where the relevant activity takes place, so that it is readily available to those responsible for its implementation and to any Authorised Officer on request.

A copy of this PIRM Plan is also to be retained by the **Urban Manager (WSC)**.

1.7 PIRM Plan REVIEW

The PIRM Plan is to be reviewed annually by the **Urban Manager (WSC)** in conjunction with relevant persons including the **Walgett Swimming Pool Operator** and **relevant WSC staff**.

Note: the term 'Walgett Swimming Pool Operator' is used extensively throughout the document and should be taken to collectively include the Contractor's staff.

When revisions are made to the PIRM Plan, the revised document will be re-distributed and redundant copies collected and discarded. The date of issue and revision number is to be recorded on the title page of the document for future reference.

As part of the revision process, an Amendment Notification Form, (**Appendix 1**), will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the PIRM Plan assigned to that party has been updated. This form is to then be retained on file by the **Urban Manager (WSC)**.

1.8 PIRM Plan TRAINING

To ensure that this PIRM Plan is properly followed in the event of a pollution incident, training programs shall be provided to relevant **Council and Contractor Employees**. The objectives of the training program shall be as follows:

- A) To ensure that Council and Contractor Employees are knowledgeable of their roles and responsibilities concerning this PIRM Plan.
- B) To ensure that Council & Contractor Employees are knowledgeable of the PIRM Plan's procedures in order to achieve a safe and appropriate response to pollution incidents.

Council and Contractor Employees will receive training in the PIRM Plan appropriate to the level of their expected involvement. **Appendix 2** provides the general training program which is to be implemented in support of this PIRM Plan.

1.8.1 Training Frequency

Contractor Employees working at the facility will receive training during initial employment orientation / induction and refresher training at least annually. Additional training will also be provided to employees whenever the PIRM Plan is changed.

1.8.2 Training Level

All **Contractor Employees** will receive training in the general PIRM Plan procedures and Standard Operating Procedures related to the PIRM Plan. Training shall cover routine pre-emptive inspections, incident discovery and management, (standard operating procedures), notifications, incident response and best practice facility management.

1.8.3 Supervisor Training

The **Walgett Swimming Pool Operator and Urban Manager (WSC)** must undertake additional training, beyond that received by other general site staff, dealing with actions that are necessary to provide for the safety of employees, facility users and ancillary site contractors, the protection of facility assets and the management of pollution incidents.

1.8.4 Training Competencies

Details of the training competencies achieved by staff or contractors, relevant to this PIRM Plan, are provided in **Appendix 2**.

1.9 PIRM Plan DRILLS & EXERCISES

To ensure that this PIRM Plan will meet current conditions and that all involved individuals will respond appropriately, the PIRM Plan will be tested on an annual basis. The testing will include at least the following:

- a) Reaction and accountability of facility personnel; and
- b) Adherence to PIRM Plan procedures.

All drills and exercises of the PIRM Plan will be documented, indicating the results of the exercise and any problems that were encountered, along with recommendations for PIRM Plan modifications. See **Appendices 13 and 14**.

The **Urban Manager (WSC)** will complete a Pollution Incident Exercise Evaluation Form (**Appendix 3**) and maintain copies for review.

1.10 FORM OF PIRM Plan

As the purpose of this PIRM Plan is to mitigate the likelihood and to improve the management of pollution incidents and facilitate better coordination with the relevant response agencies, this PIRM Plan must be provided in written form, be available at the subject premises, be able to be provided to an Authorised Officer of the EPA upon request and be available to any person who is responsible for implementing the PIRM Plan.

1.11 RELATIONSHIP WITH OTHER EMERGENCY & INCIDENT RESPONSE PLANS

This PIRM Plan can function as a standalone document, the implementation of which is required to be undertaken to mitigate risk of a pollution incident but also to respond to a likely pollution incident where there is a potential of ‘material harm to the environment’.

If other plans, procedures and protocols provide for enhanced, ancillary or complementary actions, then they may and should be implemented concurrently.

2. FACILITY DETAILS

2.1 LOCATION

NAME OF THE FACILITY:	WALGETT MEMORIAL SWIMMING POOL
ADDRESS:	24 Montkeila St Walgett NSW 2358
PROPERTY DESCRIPTION:	Lot 702 DP 1051575
OWNER:	WALGETT SHIRE COUNCIL

Figure 1 – Location Map:



SITE ACCESS: Site access is via Montkeila Street Walgett, and the property is bounded by Peel St, the Castlereagh Highway and the town levee bank.

Figure 2 – General Site Layout:



VEGETATION: The vegetation within and surrounding the facility is primarily urban grasses, shrubs and medium sized native trees.

TOPOGRAPHY: The topography of the site is essentially floodplain (flat) which drains generally to the perimeters (sheet flow water shedding) rather than more formalised drainage pathways.

2.2 FACILITY DESCRIPTION

2.2.1 Site Activities

The **Walgett Memorial Swimming Pool** operates under an Environmental Protection Licence (EPL) **21760**, issued by the NSW EPA, which relates to the discharge of waters. Day to day supervision and operations of the site occurs under a service contract between WSC and the **Walgett Swimming Pool Operator**.

The **Walgett Swimming Pool Operator** is on site during operational hours when the facility is also open to the general public. These operational hours are:

Monday to Friday - 7:00am to 9:00am and 11:00am to 6:00pm

Saturday & Sunday - 11:00am to 6:00pm

Site closures are in place on Christmas Day, Good Friday, Easter Monday and New Year's Day.

There are a range of activities which occur on site which are similar to most public swimming pools e.g., recreational swimming, swimming club activities, bore water baths etc.

2.2.2 Site Plan

The site is fully fenced, gated and secured. Figure 2 shows the general site layout which includes:

1. The main entrance & canteen
2. Toilet blocks & change rooms
3. Main swimming pool
4. Swimming Club building
5. Pump house & storage
6. Bore baths
7. Managers residence.

3. POLLUTION INCIDENT PREVENTION & PREPAREDNESS

3.1 PREVENTION AS AN INCIDENT RESPONSE

WSC is committed to minimising the circumstances under which pollution incidents may occur. Through the use of regularly scheduled meetings, employee and contractor orientations, training programs, routine inspections of activity areas and the application of standard operational procedures, Council employees and Contractor personnel will be able to identify and respond to conditions that might lead to a pollution incident.

Employees are instructed, as part of their site inductions and ongoing training, in the steps to report and respond to facility conditions or issues that might give rise to pollution incidents where these conditions / issues are found to exist.

Pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the facility in the context of the potential pollution hazards above are provided as follows:

Table 1 – Summary of Pre-emptive Actions:

POTENTIAL HAZARD	PRE-EMPTIVE ACTION
<ul style="list-style-type: none">• Fire• Chemical spill• Oil / fuel spills.• Failure of hazardous material containment tanks / bund / storage• Windblown litter• Explosion	<p>Undertaking routine inspections</p> <p>Responding in accordance with Standard Operating Procedures (SOPs)</p> <p>(Appendices 6 to 9)</p>

3.2 REGISTER OF POTENTIAL POLLUTANTS

Potential pollutants kept on the premises or used in carrying out activities at the premises, including the maximum quantity of any potential pollutant that is likely to be stored or held at the premises together storage locations are summarized as follows:

Table 2 – Summary of Potential Pollutants

POLLUTANT TYPE / SUBSTANCE	SOLID, LIQUID, GAS or POWDER	QUANTITY	LOCATION (Refer Site Plan)	TYPE OF CONTAINMENT	MSDS
Sodium Hypochlorite	Liquid	Up to 200 litres	Chemical Shed	1,000L IBC	Yes
Pool Acid	Liquid	Up to 20 litres	Chemical Shed	20 litre plastic drums	Yes
Soda Ash	Powder	Up to 20 litres	Chemical Shed	20 KG bags	Yes
Petrol	Liquid	Up to 20 litres	Container Shed	Plastic fuel containers	Yes
General Wastes	Solid	Up to 480 litres	Various locations	Rubbish bins	Yes

3.3 NATURE AND LIKELIHOOD OF POLLUTION INCIDENTS

Notwithstanding WSC's commitment to preventing conditions/issues which might give rise to a pollution incident, it is not possible to negate all situations which might give rise to an incident.

Possible pollution incidents associated with the operation of the Facility are:

- Spill of chemicals, fuels, oils or other hazardous materials
- Fire within facility activity areas
- Explosion
- Litter

Having regard to the nature of the operations of the **Walgett Swimming Pool**, the level of risk posed by the possible pollution incidents to the environment and the need and priority for management action is qualified for the facility using the following methodology.

Inherent risk is assessed by combining the *likelihood* and *consequence* of the identified potential risk. In determining the assessment of the likelihood and consequence, the following rating processes has been utilised.

3.3.1 Likelihood

Determination of the probability or likelihood of environmental harm, damage or loss occurring as a result of a pollution incident using the ranking risk factors by probability methodology contained in the following table.

Table 3 – Incident Likelihood Descriptions

RATING	MEASURE	DESCRIPTION
1	Rare	May occur only in exceptional circumstances
2	Unlikely	Could occur at some time
3	Possible	Might occur at some time
4	Likely	Will probably occurs in most circumstances
5	Almost certain	Is expected to occur in most circumstances

3.3.2 Consequence

Determination of the consequence of the potential environmental harm, damage or loss using the ranking risk factors by consequence methodology contained in the following table.

Table 4 – Incident Consequence Descriptions:

RATING	MEASURE	DESCRIPTION
1	Insignificant	Environmental impact is undetectable
2	Minor	Environmental impact is virtually undetectable
3	Moderate	Minor (usually reversible) some potential for low level environmental impacts which can be easily managed
4	Major	Major environmental impact which is reversible
5	Severe	Major environmental impact which may be irreversible

3.3.3 Risk Evaluation

Individual evaluation of the management priority for each potential pollution incident using the risk priority matrix presented in the following figure.

Figure 3 – Risk Evaluation Matrix:

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

RATING	DEFINITION
LOW	Review consequence and likelihood and manage through routine procedures
MOD	Ensure management system controls risk and managerial responsibility is defined.
HIGH	Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that appropriate management processes can be demonstrated to be in operation.
EXTREME	Risk must be reduced or eliminated. If the risk cannot be reduced from “Extreme”, then management must provide continuing assurance that due diligence systems are in place so that appropriate management can be demonstrated.

For the purposes of this PIRM Plan:

- EXTREME risks and HIGH risks will be eliminated or managed.
- MODERATE risks will be monitored.
- LOW risks will be accepted.

The Residual risk has been shown by measuring the inherent risk against the assessed effectiveness of the controls.

The outcomes of the risk assessment together with the relevant incident control/management action are summarised in **Table 5** following:

Table 5 – Risk Identification & Management Plan

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(1) OPERATIONAL								
a. Chlorine spill	Chemical spill from ruptured or leaking storage containers	Creation of toxic fumes Risk of respiratory problems if inhaled. Skin burns	Possible/ Major (HIGH)	Retain minimum quantities on site. Separation areas between stored chemicals Use of PPE when in the vicinity Use approved chemical storage	Environmental Inspection Checklist as provided in Appendix 8 of the PIRM Plan	Unlikely/ Moderate (MODERATE)	SOP Appendix 7	SOP within the PIRM Plan
b. Acid spill	Chemical spill from ruptured or leaking storage containers	Creation of toxic fumes Risk of respiratory problems if inhaled. Skin burns	Possible/ Major (HIGH)	Retain minimum quantities on site. Separation areas between stored chemicals Creation of minor storage area Use approved chemical storage	Environmental Inspection Checklist as provided in Appendix 8 of the PIRM Plan	Unlikely/ Moderate (MODERATE)	SOP Appendix 7	SOP within the PIRM Plan

c. Soda Ash spill	Chemical spill from ruptured or leaking storage containers	<p>Creation of toxic fumes</p> <p>Risk of respiratory problems if inhaled.</p> <p>Skin burns</p>	Possible/ Minor (Low)	<p>Retain minimum quantities on site.</p> <p>Separation areas between stored chemicals</p> <p>Creation of minor storage area</p> <p>Use approved chemical storage</p>	Environmental Inspection Checklist as provided in Appendix 8 of the PIRM Plan	Unlikely/ Minor (MODERATE)	SOP Appendix 7	SOP within the PIRM Plan
d. Petrol spill	<p>Petrol spill while refuelling plant and equipment.</p> <p>Petrol spill from ruptured or leaking storage containers</p>	<p>Risk of fire</p> <p>Creation of toxic fumes</p> <p>Risk of respiratory problems if inhaled.</p> <p>Skin burns</p>	Possible/ Major (HIGH)	<p>Retain minimum quantities on site.</p> <p>Separation areas between stored chemicals</p> <p>Creation of minor storage area</p> <p>Use approved chemical storage.</p>	Environmental Inspection Checklist as provided in Appendix 8 of the PIRM Plan	Unlikely/ Moderate (MODERATE)	SOP Appendix 7	SOP within the PIRM Plan
e. Combustion	Petrol ignites	<p>Risk of damaging infrastructure and equipment</p> <p>Combustion creates smoke</p>	Possible/ Moderate (MODERATE)	<p>Store petrol in approved containers in a locked shed</p> <p>Limit quantity of petrol held on site.</p>	Environmental Inspection Checklist as provided in Appendix 8 of the PIRM Plan	Rare/ Moderate (MODERATE)	SOP Appendix 9	SOP within the PIRM Plan

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
	Fire in waste bins / Storages	Combustion creates smoke and fire hazard	Possible/ Moderate (MODERATE)	Inspection Regular waste collections	Environmental Inspection Checklist as provided in Appendix 8 of the PIRM Plan	Rare/ Moderate (MODERATE)	SOP Appendix 6	SOP within the PIRM Plan
f. Chemical Spills	Chemical spill from ruptured or leaking storage containers	Creation of toxic fumes Risk of respiratory problems if inhaled. Skin burns	Possible/ Major (HIGH)	Retain minimum quantities on site. Separation areas between stored chemicals Use correct PPE. Use approved chemical storage	Environmental Inspection Checklist as provided in Appendix 8 of the PIRM Plan	Unlikely/ Moderate (MODERATE)	SOP Appendix 7	SOP within the PIRM Plan
	Incompatible or incorrect chemical storage	Explosion / fire	Possible/ Major (HIGH)	Retain minimum quantities on site. Separation areas between stored chemicals Creation of minor storage area Use approved chemical safes for storage	Environmental Inspection Checklist as provided in Appendix 8 of the PIRM Plan	Rare/ Moderate (MODERATE)	SOP Appendix 7	SOP within the PIRM Plan

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
g. Litter	Litter into pools or migrating off site	Risk to public health Complaints to EPA	Unlikely/ Minor (MODERATE)	Provide litter bins. Provide educational signage. Provide regular litter bin collections. Undertake manual litter collection	Environmental Inspection Checklist as provided in Appendix 29 of the PIRM Plan	Rare/ Minor (LOW)	Initiate routine litter bins collections. Initiate routine manual litter collections	Urban Manager (WSC) to ensure actions are completed
(2) COMPLIANCE (a) Incident Reporting	Non-compliance with statutory reporting	Cautionary Notice Penalty Infringement Notice	Unlikely/ Moderate (MODERATE)	Prepare reports as required	Reporting protocols included in Environmental Checklist in Appendix 4.	Rare/ Moderate (MODERATE)	Follow up Action	PIRM Plan / LICENCE

POLLUTION HAZARD / HAZARD (OTHER)	RISK FACTORS	OUTCOME	LIKELIHOOD / CONSEQUENCE (RATING)	PRE-EMPTIVE ACTIONS	REFERENCE	LIKELIHOOD / CONSEQUENCE POST CONTROL (RATING)	INCIDENT RESPONSE ACTIONS	REFERENCE
(3) WORK HEALTH & SAFETY	Personal injury to staff, contractors, general public attending the facility	Trauma Lost time Rehabilitation Compensation	Likely/major (HIGH)	Regular toolbox meetings with staff and contractors Safe Work Method Statements prepared and implemented. Risk assessments undertaken Safety plans developed for major works. Staff training Job and site-specific orientation for new staff, visitors and sub-contractors Independent audit of all systems of work Emergency and evacuation plans, PIRM Plan prepared and tested	Established toolbox meeting protocols Council's corporate Work Health, Safety & Environment Plan or Policies	Unlikely/ Moderate (MODERATE)	SOP Appendix 2 SOP Appendix 13	PIRM Plan / LICENCE

3.4 INCIDENT PREPAREDNESS

3.4.1 Response Equipment and Features

The **Walgett Swimming Pool Facility** has a number of active and passive pollution control / safety devices as well as response equipment that can be used during a pollution incident.

Relevant details of pollution incident equipment and features are provided as follows:

Table 6 – Response Equipment Inventory

EQUIPMENT	LOCATION/S	QUANTITY	MAINTENANCE REQUIREMENTS / STANDARDS
Reticulated water	Various locations	>1	Refer to site. Checklists
Spill Kit (Chemical / Fuels / Oils)	Site Office	1	
General Personal Protective Equipment (PPE) supplies	Site Office	Various	
Fire Extinguisher	Site Office	3	
Fire Blanket	Site Office	1	
First Aid Kit	Site Office	>1	

Equipment such as portable fire extinguishers should only be used by persons who are suitably trained and when it is safe to do so. The maintenance of the systems and equipment is to be undertaken in accordance with the standards nominated in the Table above.

Additionally, site plant items shall be available for use to construct diversion / containments etc if required. These items will only be permitted to be operated by persons approved by the **Walgett Pool Contractor**.

3.4.2 Communication System

Mobile telephones (supplied or personal) are the primary communication (internal & external) means at the **Walgett Swimming Pool**.

In a pollution incident, the mobile telephone can be used as a means of notifying those individuals / organisations responsible for activating this PIRM Plan and managing the incident response.

Communication mechanisms for neighbouring properties, issuing media releases and providing information on Council's web site are detailed in the Summary of Community Notification & Communication provided in **Table 9** of **Section 4.3.2**.

3.4.3 Security

Access to the **Walgett Swimming Pool** by unauthorised persons and unauthorised activities occurring on the site is controlled at the **Site Office** by **Walgett Swimming Pool Operator**. A 1.8m secure boundary fence is also in place.

3.4.4 First Aid Equipment

A suitable fully stocked and easily accessible First Aid kit is located at the **Site Office** and its location clearly labelled. Other First Aid Kits are available at various points on the site.

3.4.5 Signs & Labels

Suitable signage indicating the location of incident response equipment and features and the First Aid Kit will be provided and maintained within the facility.

A list of emergency phone numbers will be clearly displayed at a location within the facility that can be seen by Contractor staff and facility users.

3.4.6 Funding Arrangements and Support

The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from a Company / Council or individual / Contractor responsible for the pollution incident.

Having regard to the above the following pollution incident funding arrangements are in place:

- Funds within Council's Operating Budget & Reserves
- Public liability insurance policies.

4. POLLUTION INCIDENT CONTROL & RESPONSE

4.1 KEY FACILITY INCIDENT MANAGEMENT CONTACT DETAILS

The following is a list of incident response individuals who are responsible for activating the PIRM Plan together with their notification and communication responsibilities:

Table 7 – PIRM Plan Contact Personnel:

Name	Position	Contact Details (24 Hours)	Notification / Responsibilities	Communication / Responsibilities
Refer to Urban Manager (WSC)	Walgett Swimming Pool Operator		Emergency Services, Urban Manager (WSC)	Emergency Services Site personnel Other on-site Contractors / Ancillary Operations Neighbouring property owners
David Ryan	Urban Manager (WSC)	0419 995 062	Emergency Services EPA Ministry of Health Safe work Fire and Rescue + Council including. GM	Emergency Services WSC site personnel / Walgett Swimming Pool Operator EPA & Lead Agencies Media & Ministries within delegations
Megan Dixon	General Manager (WSC)	02 6828 6100	Mayor & Councillors	Media, Councillors & wider Community

The above details are to be verified annually and updated whenever a change in personnel or responsibility has occurred.

4.2 KEY INCIDENT CONTACT DETAILS

The following is a list of incident response individuals and organizations that may be needed during a pollution incident.

Table 8 – PIRM Plan Emergency Agency Contacts:

ORGANISATION	CONTACT NAME	CONTACT DETAILS
Fire & Rescue NSW	Duty Officer	000 68281068 1300 729 579
NSW Police	Duty Officer	000 02 68203999
Ambulance Service of NSW	Duty Officer	000 131 233
Walgett Hospital	Reception	02 6828 6100
Environment Protection Authority (EPA)	EPA Environment Line	131 555
	Dubbo Office	02 6883 5333
Office of Environment & Heritage (NPWS)	Parks & Wildlife Regional Office	1300361967 (Narrabri) 02 67927350
Safe work NSW	Duty Officer	131 050
Department of Primary Industries (NSW Fisheries)	Reception	1800 043536
POISONS Information	Duty Officer	131 126
NSW Ministry of Health	Reception	(08) 8080 1499 (Broken Hill) 02 9391 9000
State Emergency Service (SES)	Duty Officer	132 500
Transport for NSW Services	Reception	132 213
Bureau of Meteorology	General Information	1300 659 218

N.B This list is to be verified at least annually and updated whenever a change has occurred.

4.3 INCIDENT NOTIFICATION AND COMMUNICATION

4.3.1 Incident Notification

In order to provide for the safety of employees and subcontractors, facility users, ancillary operations personnel and the wider community, along with ensuring appropriate pollution incident response, it is essential that early warning and notification of pollution incidents are made so that incident response procedures can be implemented, and incident response organisations notified of the situation.

The prompt notification of an incident can often greatly assist in ensuring that the risk of injury, death, damage or environmental harm is minimised. In this regard the following incident notification procedures are to be implemented:

4.3.1.1 Small Area / Minor Incidents

Incidents such as small chemical spills or individual medical emergencies will generally not require the notification of incident response agencies. It will be the general practice that **ALL** incidents will be notified immediately to the **Walgett Swimming Pool Operator** so that an assessment of the level of response required can be made.

The mobile telephone contact will be the preferred initial means of reporting such incidents.

In addition to the immediate notification of any minor incident or event, an incident report notification form, included as **Appendix 4**, is to be completed and forwarded to the **Urban Manager (WSC)**.

4.3.1.2 Major Incident

A MAJOR incident is where material harm to the environment is caused or threatened.

Where a MAJOR incident occurs, the **Walgett Swimming Pool Operator** will **immediately** notify the **Urban Manager (WSC)** who shall implement the pollution notification protocol **Appendix 5**.

Importantly **Appendix 5** requires the immediate notification of:

- EPA **131 555**
- Ministry of Health via the local Public Health Unit **(08) 8080 1499**
- Safework NSW **13 10 50**

- Council (General Manager and relevant staff) **02 6828 6100**
- Fire & Rescue NSW (if not called for initial emergency response) **1300 729 579**

In addition to the immediate notification of any MAJOR pollution incident, an incident report notification form, (refer to **Appendix 4**), is to be completed and forwarded to the **General Manager (WSC)**.

4.3.2 Community Notification and Communication

Communicating with neighbours and the local community is an important element in managing the response to any pollution incident.

In this regard the following notification and communication action plan will be applicable to MAJOR pollution incidents at the **Walgett Swimming Pool**.

The following action plan has been based upon the pollution incident risk assessment included in **Section 3.3** of this PIRM Plan.

WSC observes the legislative definition of a ‘pollution incident’ and notification protocols but may choose to implement parts of the Communication Action Plan (for neighbours and agencies) for lesser level incidents if there is merit in doing so (general courtesy, commitments to specific neighbours / complainants etc).

Where there is no legislative obligation to notify, the decision will be made by the **Urban Manager** on a case-by-case basis.

Table 9 – PIRM Plan Community Notification & Communications Plan:

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Chemical spill	Facility patrons, local impact, likely to be MINOR depending on the severity of spill	<p>EPA – refer to EPL</p> <p>(If pollution incident defined in PIRM Plan – apply notification protocol in Appendix 5)</p> <p>Occupiers of neighbouring downstream properties</p> <p>(See Appendix 11 for Communication Recipients Schedule)</p> <p>Local Community / Media</p>	<p>Urban Manager (WSC)</p> <p>Walgett Swimming Pool Contractor</p> <p>Director Engineering Services (WSC) or other staff member within delegations</p>	<p>Phone call to Agencies (if Pollution Incident)</p> <p>Call to EPA Environment Line followed by a written report to EPA.</p> <p>Phone call / door knock to occupiers of impacted. neighbouring properties</p> <p>Media release / Information displayed on Council’s web site</p>	<p>Assessment of severity</p> <p>Type & quantity of material involved.</p> <p>Explanation of containment status</p> <p>Date and time of incident</p> <p>Response actions taken.</p> <p>Refrain from contact / use of water</p> <p>Strategy for prevention of recurrence</p>

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Fire	Facility patrons, local impact, likely to be MINOR, depending on the severity of the fire	<p>EPA – refer to EPL</p> <p>(If pollution incident defined in PIRM Plan – apply notification protocol in Appendix 5)</p> <p>Occupiers of neighbouring properties</p> <p>(See Appendix 11 for Communications Recipients Schedule)</p> <p>Local Community / Media</p>	<p>Urban Manager (WSC)</p> <p>Walgett Swimming Pool Contractor</p> <p>Director Engineering Services (WSC) or other staff member within delegations</p>	<p>Phone call to Agencies (if Pollution Incident)</p> <p>Call to EPA Environment Line followed by a written report to EPA</p> <p>Phone call / door knock to occupiers of impacted. neighbouring properties</p> <p>Media release / Information displayed on Council’s web site</p>	<p>Date and time of incident</p> <p>Response actions taken.</p> <p>Type of fire</p> <p>Agency responding</p> <p>Close windows / doors, turn heating cooling and ventilation off or to recirculate only.</p> <p>Strategy for prevention of recurrence</p>

NATURE OF INCIDENT	IMPACT ON COMMUNITY	NOTIFICATION REQUIREMENTS	RESPONSIBILITY	NOTIFICATION MECHANISM / TOOLS	KEY MESSAGE
Oil / fuel spill	Local impact, likely to be MINOR	<p>If pollution incident defined in PIRM Plan – apply notification protocol in Appendix 5</p> <p>Occupiers of neighbouring properties (if impacted)</p> <p>(See Appendix 11 for Communications Recipients Schedule)</p> <p>Local Community / Media</p>	<p>Urban Manager (WSC)</p> <p>Walgett Swimming Pool Operator</p> <p>Director Engineering Services (WSC) or other staff member within delegations</p>	<p>Phone call to Agencies (if Pollution Incident)</p> <p>Phone call / door knock to occupiers of impacted neighbouring properties</p> <p>Media release / Information displayed on Council's web site</p>	<p>Date and time of incident</p> <p>Response actions taken.</p> <p>Type of Spill</p> <p>Agency responding</p> <p>Refrain from contact with soil / water</p> <p>Strategy for prevention of recurrence</p>
Explosion	Local impact, possible MAJOR	<p>Fire & Rescue</p> <p>Facility evacuation depending on severity (see Appendix 10)</p> <p>Occupiers of neighbouring properties</p> <p>(See Appendix 11 for Communications Recipients Schedule) EPA</p> <p>Local Community / Media</p>	<p>Urban Manager (WSC)</p> <p>Walgett Swimming Pool Contractor</p> <p>Director Environmental Services (WSC) or other staff member within delegations</p>	<p>Phone call to Agencies (if Pollution Incident)</p> <p>Phone call / door knock to occupiers of impacted neighbouring properties</p> <p>Media release / Information displayed on Council's web site</p>	<p>Assessment of severity</p> <p>Agency responding</p> <p>Date and time of incident</p> <p>Damage report</p> <p>Strategy for prevention of recurrence</p>

4.4 FACILITY EVACUATION

4.4.1 General Requirements

Most MINOR pollution incidents will not require the evacuation of all or in most instances even part of the facility. However, it is acknowledged that any MAJOR incident may require the facility to be evacuated.

In the event of a MAJOR incident evacuation of Council employees, any Contractor/s & staff, facility users and any ancillary co-located operations personnel is of the utmost importance.

In order to achieve a safe and timely evacuation, it is critical that an early warning of the pollution situation be communicated, and action implemented to remove all 'at risk' persons from the hazard area.

In this regard the standard operating procedures applicable to Facility evacuation, refer to **Appendix 10**, must be implemented once a decision is made to evacuate the facility.

Whilst the need for evacuation will be dependent upon the nature and scale of an incident it is of primary importance that personnel or public health is not put at risk at any time during a pollution incident.

The decision to evacuate (in part or full) is to be made by the **Chief Warden** (generally this would be the **Walgett Swimming Pool Operator** or other **most senior staff member at the site**) and supported by facility personnel OR as directed by a responding Emergency Service.

4.4.2 Stages of Evacuation

There are 2 stages of evacuation that are applicable to the facility being.

- Stage One: Immediate Area – The evacuation of persons in immediate danger
- Stage Two: Total Facility – A complete evacuation of the Facility by all people.

In the event of a Total Facility Evacuation, the Facility is not to be re-entered unless an 'all-clear' is issued by the **Chief Warden** OR as directed by a responding Emergency Service.

4.4.3 Priority of Evacuation

The **Chief Warden** is responsible for prioritising the order in which people are evacuated from the site of the incident. Generally, the following priorities apply:

1. Ambulatory
2. Semi-ambulant (people requiring some physical assistance)
3. Non-ambulant (people who need to be physically moved or carried)
4. Aggressive, violent or resistive people.

The above priority for evacuation is for guidance only, the emergency may dictate otherwise.

Where a person refuses to comply with a direction given by the **Chief Warden** the following action is to be initiated:

- Ensure that the person has been clearly advised that they are required to evacuate the facility because of an emergency situation that maybe life threatening
- Notify the Officer-in-Charge of the attending Emergency Service or if not available notify local Police.

4.4.4 Mobility Impaired Persons

A register is to be maintained of site personnel who may have a permanent or temporary disability that would impede their ability to self-evacuate if required.

A site staff member who works with a person with a disability shall be appointed as that person's carer during an emergency. The procedures for assisting mobility impaired persons should be discreetly discussed with the individual concerned.

All staff should be trained in methods of assisting mobility impaired persons during an emergency if mobility impaired employees are reasonably expected to be present at the facility.

4.4.5 Evacuation Assembly Areas

The facility has a designated **primary** evacuation assembly point which is in the car park at the front of the facility in Montkeila Street.

In the event of an incident requiring the evacuation of the facility, all Council Employees, any contractor's / staff and facility users are to immediately report to the designated primary evacuation assembly point.

Should the primary evacuation assembly point be in a hazardous area or is unsuitable due to the nature of the threat, employees and facility users will then be directed to proceed to an alternate evacuation point, determined by the **Chief Warden**.

On arrival at the designated evacuation assembly point all persons will remain until the **Chief Warden** has determined the status of all personnel and.

- accounted for all, or
- prepared a list of names and / or numbers of missing personnel or facility users and the location last seen.

For the purposes of this PIRM Plan the following evacuation assembly point is applicable.

Primary Evacuation Assembly Point is in the north eastern portion of the car park of the **Facility** where the “**Emergency Assembly Point**” sign is located. See Figure 2.

4.4.6 Post Evacuation Assembly Point

Once the facility has been evacuated to the Primary or alternate Evacuation Assembly Point and the presence of personnel and facility users confirmed, arrangements will be made by the **Chief Warden** via the **Urban Manager (WSC)** for any Council Employees and Contractor’s staff to be transported / moved to a **Post Evacuation Assembly Point** which may, depending on time of day etc, be the **Council Offices in Fox Street, Walgett**.

Incident debriefing and incident investigation will be undertaken at the **Post Evacuation Assembly Point**. Further management instructions will also be provided.

5. POLLUTION INCIDENT RESPONSE PROCEDURES

Appendices No 6 to 9 of this PIRM Plan contain instructions, (Standard Operating Procedures – SOP's), for facility employees, contractor's staff and facility users about actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during a pollution incident including:

- Fire
- Chemical spill
- Oil / fuel spill
- Explosion
- Facility Evacuation.

6. POST POLLUTION INCIDENT ACTIVITIES

This section of the PIRM Plan identifies those activities necessary to support Council staff and the **Walgett Swimming Pool Operator** during and following a pollution incident and those activities necessary to restore operations at the **Walgett Swimming Pool**.

6.1 RECOVERY OPERATIONS

The recovery of facility operations and services will depend on the extent of damage suffered by the facility. The **Walgett Swimming Pool Operator**, in collaboration with the **Urban Manager** will need to prioritise activities that can be accomplished with available staff and resources. Immediately following the emergency phase of an incident, the **Urban Manager (WSC)** will develop an operational recovery plan.

6.2 INCIDENT INVESTIGATION (AFTER ACTION REVIEW)

A pollution incident must be investigated as soon as possible following its occurrence. The investigation is designed to determine why the incident occurred and what precautions can be taken to prevent a recurrence.

The **Urban Manager (WSC)** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

6.2.1 *Small Incidents*

For small incidents, the **Walgett Swimming Pool Operator** will normally conduct the investigation and notify the **Urban Manager (WSC)** in writing of the incident and the outcomes.

6.2.2 *Major Incidents*

For MAJOR pollution incidents, where material harm to the environment is caused or threatened, statutory authorities and emergency response agencies will generally be involved in conducting the investigation.

The **Urban Manager (WSC)** will assist the authorities as needed.

6.3 DOCUMENTATION

Documentation of response activities is of critical importance following a pollution incident. All records and forms used during the incident to document activities along with testing and amendments to the PRIM Plan will be retained for future reference in the organisations corporate Records Management System.

Following a pollution incident or emergency situation, the **Urban Manager (WSC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Urban Manager (WSC)** with assistance of the **Walgett Swimming Pool Operator**, must prepare a report documenting activities that took place during a major pollution incident.

The report will be reviewed by the **Urban Manager (WSC)** and other appropriate staff within **WSC** and necessary follow-up actions completed including any follow up reports to the **EPA or other Agencies**.

6.4 INCIDENT IMPACT ASSESSMENT

Following an incident, an assessment of impact that has occurred to the facility, the environment and equipment must be conducted.

The major goal of this assessment will be to determine the extent of damage to facilities and/or the environment resulting from the incident, and identify repairs or restoration that must be initiated to minimise further damage and restore the facility for operational use or to rehabilitate the environment.

The **Urban Manager (WSC)** will have the primary responsibility for co-ordinating the damage assessment following an incident. Assistance will be obtained as needed from outside organisations, such as electricians, engineers and clean up contractors.

6.5 INCIDENT DEBRIEFING

The purpose of incident debriefing is to inform employees about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist.

6.6 AFTER ACTION REVIEW & PIRM Plan UPDATE / AMENDMENT

The **Urban Manager (WSC)** will ensure an After Action Review (AAR) occurs **within 30 days** of any pollution incident (see **Appendix 12** – Post Incident Check List).

The AAR will analyse the actions that took place during the pollution incident (both positive and negative) and will seek to identify opportunities to improve the effectiveness of the PIRM Plan, through Prevention, Preparation, Response and Recovery procedures in place for the facility. The AAR findings will produce Actions to amend, modify or may determine no change requirements are necessary for the PIRM Plan.

END

APPENDIX 1: PIRM Plan AMENDMENT NOTIFICATION FORM

An initial Pollution Incident Response Management Plan was prepared on 5/9/23.

DISTRIBUTION

- Master copy
- Site copy
- **Urban Manager (WSC)** copy

DATE SENT / ISSUED:

5/9/2023

PAGE NUMBER	PIRM Plan SECTION	DESCRIPTION OF CHANGE
All	Entire document	New PIRM Plan prepared

MANAGEMENT AUTHORISATION:

I acknowledge receipt of the amendments to this PIRM Plan and have incorporated these into the document for which I am responsible.

SIGNED:

DATED: /09/2023

POSITION: Urban Manager

APPENDIX 2: STAFF & CONTRACTOR TRAINING

Standard Operating Procedure (SOP) PURPOSE AND SCOPE:

To ensure the safe and effective management at the **Walgett Swimming Pool**, it is essential that all relevant staff receive training appropriate to their position, duties and level of responsibility.

The purpose of this procedure is to outline the minimum training requirements which are applicable to staff involved in the operations of the Swimming Pool facility and in the provision of services.

Primary Environmental Goal – Adequate staffing and training.

PROCEDURE/STANDARD:

Staffing and training requirements shall be adequate to enable proper management and service delivery

Staff will undergo a variety of training to ensure an adequate level of skill and education is possessed to enable all tasks and activities to be carried out successfully. Training will be conducted in house, on the job or by external providers.

The guidance for specific training programs that are integral to the operation of Council's facilities is described below.

PROGRAM A – SITE ENVIRONMENT INDUCTION:

Key points to be covered in this program may include:

- health and safety impacts of chemicals stored and used on site
- pollution incident response
- hours of operation and traffic management
- record keeping and reporting
- evacuation procedures

This training would generally be provided by the **Walgett Swimming Pool Operator** when new staff / contractors commence at the site. Ongoing “on the job” training will also be necessary.

PROGRAM B – FIRE FIGHTING

Key points to be covered in this program may include:

- Types of fires (e.g. petrol, electrical)
- Determining responsibilities in the event of a fire (staff/fire brigade)
- Procedures for extinguishing fires
- Types/location and maintenance of firefighting equipment
- Prevention of fires
- Procedures for communication in the event of fire

This training would be undertaken in the form of a toolbox talk and may include practical demonstrations. The training would be delivered by suitably qualified personnel (internal or external). Input may also be provided by officers of the local NSW Fire & Rescue Brigade or NSW Rural Fire Service

PROGRAM C – HAZARDOUS SUBSTANCES & DANGEROUS GOODS HANDLING

Key points to be covered in this program may include:

- Use and interpretation of Material Safety Data Sheets
- Identification of hazardous materials
- Handling of hazardous materials
- Labelling of containers
- Storage and transport of hazardous substances and dangerous goods
- Spill management and basic first aid procedures
- Compatibility of materials.

This training would be provided by suitable service provider/s. Where required, additional input may be required from external Safework accredited WH&S consultants.

TRAINING RECORDS

A record of all training undertaken will be maintained at the **Council's Offices** and will be made available for inspection by authorised personnel.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Impacts on the natural environment are minimised
- Operational issues identified
- Demonstrated operational competency
- Employees safety protected
- Health and safety of public / facility users / neighbours protected

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues
- Injury/Death to employee
- Injury/Death to public / facility users

REVIEWED BY:

DATE:

APPROVED BY:

DATE:

<p>TRAINING / COMPETENCY MANAGEMENT PLAN</p>	<p>POLLUTION</p>	<p>INCIDENT</p>	<p>RESPONSE</p>
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[illegible]

APPENDIX 3: PIRM Plan EXERCISE RECORD & EVALUATION FORM

FACILITY: **WALGETT SWIMMING POOL**

DATE:

EMERGENCY SEQUENCE:		TIME	
Matters:		Hours	Minutes
Incident uncovered			
Assessment of significance			
Initiation of incident response/notification of incident			
Evacuation alarm sounded (if necessary)			
Incident control/remediation action commenced			
Evacuation commenced (if necessary)			
Warden checks for personnel present			
Evacuation completed (if necessary)			
Pollution contained			
Clean up commenced			
Clean up completed			
All clear given			
Pollution Incident Report Form completed			
Exercise terminated			

COMMENTS:

1. Compliance with Standard Operating Procedures (SOP's)
2. Competency of Employees assessment
3. Time frames for response
4. General Comments/Recommendations for action

OBSERVER

SIGNED:

DATE:

APPENDIX 4: POLLUTION INCIDENT REPORTING & RECORDING

PURPOSE AND SCOPE Standard Operating Procedure (SOP)

The purpose of this procedure is to define the pollution incident reporting requirements which are applicable to the operation of the **Walgett Swimming Pool**. A pollution incident is defined as 'material harm to the environment' as described in section 147 of the Act. Material harm includes on- site harm, as well as harm to the environment beyond the premises where the pollution incident occurred. A 'pollution incident' includes a leak, spill or escape of a substance, or circumstances in which material harm is likely to occur.

Note

There is a duty to report pollution incidents under section 148 of the Protection of the Environment Operations Act 1997 (POEO Act) in addition to EPL condition R2 which reads “The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment as soon as practicable after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act. Notifications must be made by telephoning the Environment Line on 131 555.

Note

Use Attachment A for general pollution incident reporting

Use Attachment B for discharge/overflow reporting

Primary Environmental Goal – Preventing degradation of local amenity.

PROCEDURE/STANDARD

1. If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release as a first response, (sand bagging, application of spill kit, shutting off the source, construction of temporary bunds/dam etc). Guidance can be found by referring to the SOP for the type of incident / activity at facility.
2. If the incident presents an immediate threat to human health or property, Fire & Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone 000.
3. At an appropriate time, during an incident, a **staff member** shall record the following;
 - Type and nature of the incident (what happened)
 - Notification source and details
 - Details of the conversations that may ensue with staff, emergency services and authorities
 - Time events
 - Actions taken to mitigate the incident
 - Details of other actions during the course of the incident management
4. As soon as possible during an incident the **Walgett Swimming Pool Operator** will notify the **Urban Manager (WSC)** of the incident and provide an update of the action initiated.
5. **Urban Manager (WSC)** to notify the EPA and other agencies in accordance with the protocols in this PIRM Plan

6. The **Walgett Swimming Pool Operator** is to record the details of the incident on a Pollution Incident Notification Form within 24 hours of the incident commencing and provide this to the **Urban Manager(WSC)**

7. **Post Incident**

Documentation of incident activities is of critical importance following the incident. All records and forms used during the incident to document activities must be retained for future reference.

Following an incident, the **Urban Manager (WSC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

Where there is potential for litigation in relation to the incident the **Director Engineering Services (WSC)** shall prepare a written report for referral to the Council's legal representative.

ATTACHMENTS / ADDITIONAL FORMS

- A. Pollution Incident Report Form (A) for General Pollution Incidents
- B. Pollution Incident Report Form (B) for Discharge/Overflows

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Details of incident are readily available including information regarding incident response activities
- Demonstrated operational competency
- Meeting environmental goal

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- ☐ Violations and/or fines from Regulatory Agencies

REVIEWED BY:

DATE:

APPROVED BY:

DATE

POLLUTION INCIDENT REPORT FORM (A)

General Pollution Incident

DATE OF INCIDENT:		TIME OF INCIDENT:	
NAME OF REPORTING PERSON			
LOCATION OF INCIDENT Where did it occur?			
TYPE and QUANTITY of MATERIAL INVOLVED			
Outline ACTIONS initiated IN RESPONSE TO INCIDENT			
Was it necessary to initiate the MAJOR POLLUTION INCIDENT NOTIFICATION PROTOCOL?			
Was the COMMUNITY NOTIFICATION & COMMUNICATION PLAN activated?			
Was ACTION IN ACCORDANCE WITH SOPS? If not - why?			
Is there a NEED TO REVIEW SOP in response?			
DATE and TIME of details provided to: Urban Manager (WSC)			
OTHER MATTERS			
MANAGEMENT ACKNOWLEDGEMENT:			
DATED:			

POLLUTION INCIDENT REPORT FORM (B)

Discharge / Overflow

DATE OF INCIDENT:		TIME OF INCIDENT:	
NAME OF REPORTING PERSON:			
DETAILS of PERSON WITNESSING THE DISCHARGE or overflow			
LOCATION of incident Where did it occur?			
DATE and TIME of COMMENCEMENT OF the DISCHARGE			
Assessed VOLUME OF DISCHARGE or overflow			
PERIOD OF time the DISCHARGE or overflow occurred (Start / finish)			
WEATHER CONDITIONS at the time of the discharge or overflow.			
DAILY RAINFALL (mm) on the DAY OF THE DISCHARGE. RAINFALL (mm each day) for the WEEK PRIOR TO THE DISCHARGE			
SAMPLING OCCURRED? Most recent MONITORING RESULTS of the chemical composition of the DISCHARGE.	YES <input type="checkbox"/> (by Whom? _____) NO <input type="checkbox"/> (Why?) _____ Attach analytical results		
Explanation WHY & HOW the DISCHARGE OCCURRED			
PLAN OF ACTION to PREVENT a similar DISCHARGE			
REPORT TO EPA (written) completed? YES <input type="checkbox"/> (by Whom? _____) NO <input type="checkbox"/> (Why?) _____			
MANAGEMENT ACKNOWLEDGEMENT: DATED:			

APPENDIX 5: MAJOR POLLUTION INCIDENT NOTIFICATION PROTOCOL (SOP)

CALL '000' IF THE INCIDENT PRESENTS AN IMMEDIATE THREAT TO HUMAN HEALTH OR PROPERTY...

Fire & Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

THEN...

If the incident *does not* require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

- EPA – phone Environment Line on 131 555
- Ministry of Health via the local Public Health Unit on (08) 8080 1499
- Safework NSW – phone 13 10 50
- Council Engineering Services on 02 6828 6100
- Fire & Rescue NSW (if not called initially) 1300 729 579

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by Safework NSW .

APPENDIX 6: FIRE IN WASTE BIN / STORAGE (SOP)

PURPOSE AND SCOPE

To define a procedure for responding to a fire that is detected in a waste bin / storage.

Primary Environmental Goal – Adequate Fire Fighting Capacity

PROCEDURE/STANDARD

Small Fire Response:

- Attempt to extinguish a small, controlled fire with equipment on site without endangering facility personnel and equipment. This equipment includes a fire hose or suitable fire extinguisher or soil.

Note: **Be sure to use the proper extinguisher for any fire**

- Isolate the transfer bin / storage containing the fire from other combustible items (if safe to do so)
- Report any potentially dangerous fire to “000” and request the fire service, providing all information they require (i.e. your name, fire location, type, size, etc)
- As soon as possible notify the **Urban Manager (WSC)** of the incident and provide an update of the action initiated to date.
- Keep all unauthorised people away from the area on fire whilst protecting personal safety.
- Provide any requested assistance to Emergency Services IF SAFE TO DO SO.
- Commence notification of Neighbours where offsite smoke / fire impact is possible.
- Report the details of the fire on an Incident Notification Report and refer to **Urban Manager (WSC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting environmental goal.
- Employee’s safety protected
- Health and safety of public/facility user protected
- Minimise damage to public property

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/death to employee
- Injury/death to public/facility user
- Damage to public property
- Violations and/or fines from Regulatory Agencies

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION: <ul style="list-style-type: none"> • Injury/death to employee • Injury/death to public/facility user • Damage to public property • Violations and/or fines from Regulatory Agencies 	
REVIEWED BY: DATE:	APPROVED BY: DATE
REVIEWED BY: DATE:	APPROVED BY: DATE

APPENDIX 7: CHEMICAL SPILL RESPONSE (SOP)	
<p>PURPOSE AND SCOPE</p> <p>The purpose of this procedure is to define an incident response in the event of a chemical spill from containers at the Walgett Swimming Pool.</p> <p>Primary Environmental Goal – Preventing Degradation of Local Amenity</p>	
<p>PROCEDURE/STANDARD</p> <p><i>Chemical spillage</i></p> <p>Actions required in response to such an event may vary and it will be the role of the Walgett Swimming Pool Operator to determine and initiate appropriate actions. The following notes will form the basis of that decision making process.</p> <ul style="list-style-type: none"> • For small spills, firstly identify what the chemical is and follow MSDS advice for personal safety. • If appropriate use a spill kit kept on site, cover drains and/or place temporary bunding. • Where possible, confine the incident and prevent the spread of its effects without endangering personnel. This may include building sand bag bunds, rotating the container or plugging the leak. • Depending on the scale of the spillage, it may be necessary to make first contact with emergency services by dialling 000 and advise of the type of emergency and the assistance needed (Fire Brigade – HAZMAT). • Provide any requested assistance to Emergency Services IF SAFE TO DO SO. • Secure the affected area(s) by using suitable means such as barricades and bunting. Engage measures to restrict vehicles entering the site. • If necessary, initiate evacuation of staff and others that may be on site, including contractors. • Advise the Urban Manager(WSC) of all actions taken or proposed. • Notify neighbours who may be affected by the incident. • Report the details of the spill on an Incident Notification Report and refer to Urban Manager(WSC) • Determine site clean-up requirements and arrange 	
<p>BENEFIT OF COMPLIANCE TO PROCEDURE:</p> <ul style="list-style-type: none"> • Limit environmental damage • Health and safety of public/facility user protected 	
<p>CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:</p> <ul style="list-style-type: none"> • Extended environmental damage • Injury/death to employee • Injury/death to public/facility user • Violations and/or fines from Regulatory Agencies 	
<p>REVIEWED BY:</p> <p>DATE:</p>	<p>APPROVED BY:</p> <p>DATE</p>

APPENDIX 8: STORAGE & HANDLING OF CHEMICAL / HAZARDOUS SUBSTANCES (SOP)

PURPOSE AND SCOPE

The use of chemicals and hazardous substances at the **Walgett Swimming Pool** is generally limited to chlorine, paints, petrol, solvents for maintenance of site equipment /plant and herbicides/pesticides for controlling pests.

The aim of this procedure is to assist in the identification, handling, storage and disposal of hazardous substances. It includes the use of labels and Material Safety Data Sheets (MSDS), provision of information and training to personnel as well as storage and disposal requirements for use of hazardous substances.

Primary Environmental Goal – Preventing Degradation of Local Amenity

PROCEDURE / STANDARD

1. Purchase of Materials

When a hazardous substance is purchased the supplier must provide sufficient information to ensure that the substance can be handled, stored, transported, used, processed and disposed of safely. Full safety data in the form of a current approved MSDS must be provided by the supplier on the first occasion that a hazardous substance is supplied. The manufacturer shall review and revise the MSDS every five years as a minimum. Suppliers are required to provide MSDS on request.

Whenever possible a non-hazardous alternative shall be selected. However where no such alternative is available the most suitable, but least harmful or dangerous, shall be considered.

2. Labelling of Hazardous Substances

Suppliers shall ensure that all containers of hazardous substances for use are appropriately labelled. Where a hazardous substance is decanted and not used or further processed immediately, the container into which the substance is decanted is labelled with the product name and risk and safety information (this does not apply to substances which are decanted and used immediately). Hazardous substance containers shall remain appropriately labelled until they are cleaned and no longer contain any hazardous substance. All containers shall be in suitable condition. Damaged, leaking or corroded containers must not be accepted.

3. Material Safety Data Sheets

Material Safety Data Sheets should contain the following information as a minimum:

- State if the product is classified as a hazardous substance
- Safety Equipment to be worn by the operator when using the substance
- Storage requirements including compatibility with other substances
- Requirements for transport and disposal
- Procedures for cleanup and disposal of spilt product and waste containers
- First aid procedures if the substance contacts skin, eyes, is swallowed or ingested

A register of MSDSs shall be maintained at the facility and made available for use by all employees at site. All MSDS shall be readily accessible to all employees with potential exposure to those substances.

4. Storage

Flammable goods need to be stored away from sources of ignition and spillage containment is required. Dangerous goods legislation requires segregation of different classes of dangerous goods and licensing is required when certain quantities are exceeded.

5. Handling Hazardous Substances and Dangerous Goods

- Hazardous substances brought to the facility shall be segregated and taken to the designated storage areas located within the facility. These substances need to be adequately segregated to prevent fires or other dangerous occurrences.
- Examples of these include chlorine, petrol, paints, household chemicals, herbicides, pesticides & gas bottles.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected
- Health and safety of public/facility user protected
- Impacts on the natural environment are minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury/Death to employee
- Injury/Death to public/facility user
- Violations and/or fines from Regulatory Agencies

REVIEWED BY:

DATE:

APPROVED BY:

DATE

APPENDIX 9: CLEAN UP OF FUEL OR OIL SPILLS (SOP)

PURPOSE AND SCOPE

To define the procedure for the containment, management and clean-up of minor fuel / oil spills at the **Walgett Swimming Pool**.

Primary Environmental Goal – Preventing Degradation of Local Amenity

PROCEDURE/STANDARD

Definitions

Fuel / oil spills refers to discharges of petroleum compounds, including petrol, diesel, lubricating oils, greases etc. Spillage of oils and fuels may arise from leaking machinery and spillage of liquids from containers deposited or stored at the site.

Prompt action to clean up any spilt oil or fuel to minimise the risk of accidents occurring and to prevent contamination of local waterways should the spilt fuel / oil enter the site drainage system is needed.

Equipment available to clean up oil spills include oil absorbent pads, “kitty litter”, oil absorbent booms and drain blocking pads. Additional materials may be obtained by contacting established Suppliers. This equipment or “spill kit” should be stored close to point of use or in a readily transportable form e.g. on a trailer or in a wheeled bin.

The steps in this procedure shall be as follows:

1. For mechanical equipment, shut down the item of plant and plug the leak or crimp the hydraulic hose if possible and quickly. For leaking containers, address the source of the leak, but at all times, avoid contact with the material.
2. Isolate adjacent drainage points.
3. Dam and contain the spill using the contents of the spill kit.
4. Recover and absorb.

Once the source of the leak is established, undertake all efforts to prevent further flow, e.g. if leak is from a drum, roll drum so that leak areas is uppermost. If leak is from pipe from oil truck, close valves etc. All attempts should be made to plug the leak.

Stop all human and any vehicular traffic through the spill area. Isolate sources of ignition and advise fire authorities (and licensing authorities). Mobilise fire extinguishers, if suitable.

Contain the spill as follows:

- Protect drains by forming barriers and sealing drainage grates (e.g. using strong plastic bags partially filled with sand or water). The absorbent socks and pillows can be used to block off drains allowing water to go through but trapping the oil. Absorbent material has limited capacity and needs to be replaced regularly.
- If possible stop the spill from spreading by deflecting the liquid into another container.
- Form barriers using absorbent material and place on the edge of the spill. (or use any other suitable and available materials, e.g. soil, sand).
- All used absorbent material is to be collected for disposal at a suitable landfill.
- If sufficient product exists, hand pumps should be used and product transferred to a suitable container (lined drums, skips or tankers).

- Avoid the use of electrical equipment that could be the source of ignition.

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Employee's safety protected
- Health and safety of public / facility user protected
- Impacts on the environment are minimised

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Injury to employee
- Injury to public / facility user
- Environmental pollution
- Violations and / or fines from regulatory agencies

REVIEWED BY:

DATE:

APPROVED BY:

DATE

APPENDIX 10: FACILITY EVACUATION (SOP)

PURPOSE AND SCOPE

To define a procedure to cover the requirement to implement and Evacuate the **Walgett Swimming Pool** in a safe and acceptable manner.

Primary Environmental Goal – N/A (Public / Staff Safety focus)

PROCEDURE/STANDARD

Emergency Response

1. Upon notification of an incident the **Chief Warden** (generally this would be the **Walgett Swimming Pool Operator** or other **most senior staff member at the site**) determines the need for evacuation.
2. **Chief Warden** contacts the emergency services by telephone - dialling '000' and providing all information they require (i.e. caller name, incident type, size, etc.).
3. **Chief Warden** sounds the evacuation alarm (if one present) or provides the evacuation advice to all personnel and facility users on site and initiates measures to restrict vehicles entering the facility.
4. The **Chief Warden** determines safe evacuation routes and directs personnel and facility users to the Evacuation Assembly Point. Where necessary unlock gates on evacuation routes so as to provide for movement to the **Primary Evacuation Point** or an **Alternate Evacuation Point**
5. Prior to leaving the facility the **Chief Warden** with the assistance of any area deputy / area wardens accounts for all personnel including checking of all work areas.
6. Upon arrival at the **Primary Evacuation Point** the **Chief Warden** is to;
 - a) Confirm the presence or otherwise of all personnel/staff and facility users (as far as practical)
 - b) Determine the suitability of the **Primary Evacuation Point**. If necessary initiate movement to an **Alternate Evacuation Point** or **Post Evacuation Assembly Area**.
 - c) Upon their arrival - briefs the Emergency Services including the status of facility personnel.
 - d) Co-ordinate with the **Urban Manager (WSC)** for movement of personnel to the **Post Evacuation Assembly Area**.
 - e) Brief the **Urban Manager (WSC)** on the incident and provide an update of the actions initiated to date.

7. The **Chief Warden** is to report the details of the event on an Incident Notification Report Form and refer to the **Urban Manager (WSC)**

BENEFIT OF COMPLIANCE TO PROCEDURE:

- Meeting the legislative requirements.
- Improved safety for site staff and users

CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:

- Violations and/or fines from Regulatory Agencies
- Death or injury to site staff / visitors

REVIEWED BY:

DATE:

APPROVED BY:

DATE

EMERGENCY CHECKLIST FOR CHIEF WARDEN

Name of Chief Warden:			
Time at which potential emergency was raised:			
Location of potential emergency:			
Description of potential emergency:			
IF EMERGENCY IS DECLARED:			
Emergency declared		Time	
ALERT signal activated (if available)		Time	
Phone relevant Emergency Service on '000'		Time	
IF SITE EVACUATION IS NECESSARY:			
Evacuation signal activated / advice issued?		Time	
Deputy/ Area Wardens report evacuation is complete:			
AREA	WARDEN	AREA EVACUATED	COMMENTS
ADVISED EMERGENCY SERVICE:		TIME	

**APPENDIX 11: COMMUNICATIONS RECIPIENTS SCHEDULE
(NEIGHBOURS)**

Owner	Contact	Phone Number
Crown Land (Dept of Industry)	Dubbo Office	1300 886 235
Walgett Shire Council	Urban Manager	02 6828 6100

APPENDIX 12: POST INCIDENT CHECK LIST

Action	Responsibility	Completed Y/N Comments
Develop an Operations Recovery Plan		
Investigate why the incident occurred and identify what measures can be undertaken to prevent a re-occurrence		
Ensure all records and forms used during the incident have been prepared and collected		
Prepare an incident report (Appendix 4) and present the report to Council's GM		
Conduct a de-briefing with site staff about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist.		
Undertake an assessment of damage that has occurred to the facility, the environment and equipment and arrange for remedial works to be implemented		
Prepare a report documenting activities that took place during the pollution incident.		
Submit the report (above) to the EPA		
Review the incident and make recommendations to improve the effectiveness of the Pollution Incidence Response Management Plan and the facility procedures.		
Evaluate the effectiveness of Council and contractor training plans		
Undertake a review of the PIRM Plan within one month of the incident occurring		
Distribute the updated version of the PIRM Plan and recover all redundant copies		

APPENDIX 13: PIRM Plan TRAINING AGENDA (Template only)

Walgett Shire Council

Training in the Format and Use of a Pollution Incident Response Management Plan (PIRM Plan)

Venue –Walgett Council Offices

1:00 pm – Welcome & Introduction

PIRM Plan - Background

- The importance of having good systems in place
- PIRM Plan – background and key components and responsibilities
- Pollution incident prevention, recognition and preparedness
- Pollution incident control and response
- Pollution incident procedures
- Record keeping and reporting

1:30-2:00 pm

Notification, communications and reporting

- Roles and responsibilities
- PIRM Plan maintenance and revision
- Notification and communications
- Safety of employees and facility users
- The protection of facility assets
- The management of pollution incidents

2:00-2:30 pm - Exercises

Testing the Plan

- Discussion on what constitutes a minor incident and what constitutes a major incident. How to respond to such incidents.
- Training obligations
- How to test and record the required response to a major pollution incident
- Desk top simulation exercises
- The role of the Regulator & EPA Investigations
- Post Incident Checklist

3:00- 3.30 pm

- **Review and Close**

APPENDIX 13 cont.: PIRM Plan TRAINING ATTENDEE LIST

APPENDIX 14: PIRM Plan TRAINING SIMULATION EXERCISES