

**ENERGY AND WATER ACT 1988**

**NOTICE OF ADOPTION**

**INSTRUMENT NO. 194 OF 1999**

Pursuant to subsections 70 (3), 70 (4) and 74 (1) (a) of the *Energy and Water Act 1988*, I accept and adopt, without alteration, the amended emergency plan prepared by ACTEW Corporation Limited dated 1 July 1999.

Copies of the plan may be inspected or purchased at the Ground Floor, ACTEW House, 221 London Circuit, Canberra ACT 2601. No purchase fee will apply.

***Kate Carnell MLA***

Dated: 3rd day of August 1999

**CORPORATE**  
**QUALITY PROCEDURE NO: COR 7.3.P4**  
**EMERGENCY PLAN**



**1.0 OBJECTIVE**

To detail the procedures to be followed for implementation of the Emergency Plan.

**2.0 SCOPE**

This procedure applies to all potential events that may lead to a declaration of an emergency other than stormwater collection.

**3.0 PROCEDURE**

**3.1 Introduction**

This procedure sets down ACTEW Corporation's requirements regarding the implementation of the Emergency Plan.

This emergency plan has been prepared in accordance with the requirements of the Energy and Water Act 1988 Section 69. The plan sets out the procedures, approved by the Minister, that need to be undertaken in the event of an emergency. It recognises this Emergency Plan may be influenced by other legislation from time to time.

These procedures do not cover stormwater collection facilities which are owned by the ACT Administration or emergency conditions associated with floods which are also the responsibility of the ACT Administration.

**3.2 Declaration of an Emergency**

If, in the opinion of ACTEW Corporation, conditions exist, or are likely to exist, which warrant a declaration of an emergency, the Minister must be requested to declare the emergency by formal process of gazettal, by special edition if necessary.

The submission should set out the reasons for the request and outline the "Directives" that ACTEW Corporation will publish as a result of the declaration.

In accordance with Section 62 of the Energy and Water Act 1988 and provided the Minister believes that there are reasonable grounds, the Minister may, by notice in the Gazette, declare that an emergency exists in relation to the supply of electricity or water or the provision of sewerage services.

Unless revoked or stated otherwise in the declaration, the declaration will remain in force for 28 days from the date of gazettal.

Approved:	Issued By:	Author:	Release Date:	Revision No:	Page:
Chief Executive	GM Energy Networks	D. Weber D. Ramm	1 July 1999	Two	1 of 5

Release Date: 1 July 1999

Revision No: Two

Page 1 of 5

### 3.3 Potential Events Requiring A Declaration

#### 3.3.1 Electricity

The supply of electricity could be threatened or disrupted by **system failure, industrial action or malicious damage.**

In the event of an emergency being declared ACTEW Corporation would be required to:

- contain demand within the amount of available supply, and
- limit demand to levels within the safe capacity of specific elements of the distribution systems.

#### 3.3.2 Water

The supply of water could be threatened or disrupted by **drought, system failure, industrial action or malicious damage.**

In the event of an emergency being declared ACTEW Corporation would be required to:

- contain demand within the amount of available supply,
- limit demand within the capacity of the bulk supply system, and
- protect public health in the case of failing water quality.

#### 3.3.3 Sewerage Collection

The sewerage service could be threatened or disrupted by **treatment plant breakdown, collection system breakdown, industrial action or malicious damage.**

In the event of an emergency being declared ACTEW Corporation would be required to:

- protect Public Health, and
- contain environmental damage.

**Note:** That a declaration of emergency to control a sewerage condition may require the introduction of restrictions on water supplies or an application to the Minister for approval to breach the Water Pollution Act 1984.

### 3.4 Preparation and Registration of Directives by ACTEW

Upon declaration of emergency by the Minister, the Act (Section 63) requires ACTEW Corporation to publish Directives in the Gazette OR in a daily newspaper circulating in the Territory, or both if it wishes, to impose restrictions or other controls. The use of radio is not specified in the Act but is a prime media for quick dissemination of information and should be used in conjunction with other media. Directives shall be prepared by the General Manager Energy Networks for Electricity and the General Manager Water for Water and Sewerage Collection with due regard to the technical requirements, public health and safety issues, the estimated duration of the restrictions and the impact on the community.

The Directives shall receive endorsement from the Chief Executive Officer before submission to ACTEW Corporation for approval.

The Directives will contain the following information:

- area of geographic influence of Directives,
- nature of Restrictions,
- time period for which the restrictions apply and/or the likely period of restrictions,
- procedures for Exemption Applications,
- penalty for breach of Directives, and
- hotline phone numbers for contact with ACTEW.

### **3.5 Standing Orders In The Event Of an Emergency Declaration**

#### **3.5.1 Notification**

The following persons and organisations shall be notified by General Manager Energy Networks or General Manager Water as applicable immediately a situation arises that may lead to a declaration of emergency.

- The CEO of ACTEW.
- The ACTEW Corporation Board.
- All Division Heads of ACTEW.
- Insurance & Risk Manager.
- ACT Police.
- ACT Fire Brigade.
- ACT Emergency Services.
- ACT Emergency Management Committee Chairman.

The CEO, or his delegate, shall arrange to advise and brief the Minister for Urban Services on the situation.

#### **3.5.2 Preparation**

The General Manager Energy Networks or General Manager Water, in conjunction with the other Division Heads, will be responsible for the preparation and transmission of all relevant information necessary to enable:

- the Minister to Gazette a Declaration, and
- ACTEW Corporation to Publish Directives.

### **3.5.3 Duty Officers Familiarity**

All after hours duty officers must possess a copy of this document and remain familiar with its content.

### **3.5.4 Inspection Duties for Enforcement of Restrictions**

Notwithstanding the existence of "Authorised Persons" under Section 53 of the Act, employees undertaking inspection duties pursuant to an emergency declaration are expected to have:

- attended a special instruction course to specifically brief inspectors on their duties, responsibilities and limitations to enforce restrictions, and
- been issued with an identity card in accordance with the provisions of Section 54 of the Energy and Water Act 1988.

It should be noted that charges for offences committed within the first 24 hours of the registration of Directives by ACTEW Corporation may be dismissed under common law on the grounds of "reasonable excuses". (See Section 65).

### **3.6 Reservation Of Right To Act**

ACTEW Corporation may require its members and employees to take whatever actions are reasonably necessary on the basis of perceived urgency to prohibit, ration, control or otherwise regulate the supply of electricity or water, or the provision of sewerage services to protect the public health, ACTEW's assets and the community's assets and the environment.

### **3.7 Review**

ACTEW Corporation shall conduct a review of this document and the Emergency Plan on a frequency of period not exceeding 2 years, or immediately after a Declaration has been rescinded, whichever event occurs first. The purpose of the review shall be to check the currency of procedures and information contained therein.

## **4.0 RESPONSIBILITY AND AUTHORITY**

**Chief Executive Officer** is responsible for:

- requesting the Minister to declare an emergency by formal process of gazettal,
- endorsing directives to be published in the Gazette or relevant news media, and
- advising the Minister of Urban Services on the situation.

**General Manager Energy Networks and General Manager Water** are responsible in their respective areas for:

- preparing the directives for gazette

- the preparation and transmission of all relevant information to enable the Minister to Gazette a Declaration and ACTEW Corporation to Publish Directives, and
- notifying the persons and organisations identified in this procedure.

**Division Heads** are responsible for:

- assisting with the preparation of Directives.

**Out of Hours Duty Officers** are responsible for:

- holding a copy of this document, and
- being familiar with the contents of this document.

## **5.0 DEFINITIONS**

Nil

## **6.0 REFERENCES**

Energy and Water Act 1988.

COR 7.3.P5

Emergency Appraisal and Response

COR 7.3.P9

Corporate Disaster Recovery Plan - Overview

COR 9.4.P9

Media Management in Disaster Situations

**CORPORATE**  
**QUALITY PROCEDURE NO: COR 7.3.P5**  
**EMERGENCY APPRAISAL AND RESPONSE**



**1.0 OBJECTIVE**

To describe ACTEW's model and methods for dealing with specific identified threats.

**2.0 SCOPE**

This procedure applies to all potential events that may lead to a declaration of an emergency other than stormwater collection.

**3.0 PROCEDURE**

**3.1 Introduction**

This procedure describes the model developed by ACTEW to appraise and systematically respond to emergency events, and lists the specific procedures developed by individual ACTEW Branches to cope with expected specific threats.

This procedure should be read in conjunction with the Corporate Procedure COR 7.3P4 (Emergency Plan), which sets out the procedures, approved by the Minister, that need to be undertaken in the event of an emergency.

**3.2 Model to Appraise an Emergency**

Figure 1 shows the model developed to link ACTEW's procedures, when dealing with an emergency, to the higher level management of emergencies by other ACT, and NSW bodies.

**Level 1 -**

**Definition -** This is an event/s or warning of an event/s which may potentially result in a departure from ACTEW Corporation's customer service standards, but which can be managed under normal operational processes.

**Examples -** Where ACTEW receives warning of an impending event that might cause major disruption to its services (ie. major storm warning, bushfire warning etc.), or if ACTEW's infrastructure incurs losses to a localised area. **Response -** Individual ACTEW Branches shall make plans to be ready for such events, or continue to deal with the events, in accordance with their own local procedures.

**Level 2 -**

**Definition -** This is an event which requires a coordinated response from an affected

Approved:	Issued By:	Author:	Release Date:	Revision No:	Page:
Chief Executive	GM Energy Networks	D. Weber D. Ramm	1 July 1999	Two	1 of 5

Division beyond the normal operational processes, with major departures from the customers service standards (greater than 10 % of customers affected experience service levels outside the customer service standard).

**Example** - Where ACTEW has incurred major system disturbances that cover more than one localised area, or limit the capacity of services that can be delivered to the ACT (ie. loss of a Zone Substation, major storm disruption to many feeders across the ACT , or loss of one or multiple reservoirs etc.).

**Response** - Central control and prioritisation of the recovery process is to be undertaken, and is the responsibility of the General Manager Energy Networks or Water as applicable, or his delegate. This situation may also require the interchange of information (and commands) with other ACT emergency bodies such as the Police, Fire Services, Health, and/or ACT's Territory Controller.

Level 3 -

**Definition** - This is an event which requires the whole of corporation resources to combat the situation and / or the use of ACTEW's powers under the ACTEW Emergency Plan.

**Example** - Where demand may have to be limited or contained, or for the purposes of public safety or health, such as drought or system supply failure,

**Response** - Central control and prioritisation of the recovery process is to be undertaken, and is the responsibility of the Chief Executive Officer or his delegate. This situation will require the interchange of information and commands with other ACT emergency bodies such as the Police, Fire Services, Health, and/or ACT's Territory Controller.

### **3.3 Potential Threats and procedures developed**

The following list of procedures, developed by individual Divisions/Branches, shall be updated, expanded as required and referred to when the ACTEW Emergency Plan (refer COR 7.3.P4.) is activated.

#### **Electricity**

- EN 4.9 P.1 Fire Risk Management (Energy Networks)
- ENO 4.9.P2 Emergency Process Control (Energy Networks -Network Operations )
- ENO 4.9.P4 Network Failure Identification and Restoration (Energy Networks -Network Operations )
- ENO 4.9.P2W3 Load Shedding Schedule (Energy Networks -Network Operations )
- ENO 4.9.P2W4 Restoration of 132kV Network Blackout Energy Networks Network Operations )
- ENO 4.9.P2W5 Manual Load Shedding (Energy Networks -Network Operations)

- 
- ENO 4.9.P2W7      Emergency After Hour Contacts (Energy Networks - Network Operations )
  - ENO 4.9.P2W10    Media Contact (Energy Networks -Network Operations )

**Water**

- WQS 8.11.PP80      Loss of / Damage to Bendora Gravity Main
- WQS 8.11.PP2        Contamination of Water Supply Response Plan
- WQS 8.11.PP100    Water Supply Dams - Emergency Response Plan (pending)
- WQS 8.11.PP200    ACT drought Water Restriction Policy
- WQS 8.11.PP210    Peak Demand Water Restrictions
- WQS 8.11.PP220    Emergency Water Restrictions

**Sewerage Collection**

- General Chemical Spills at LMWQCC (draft)
- LM 7.5.P3            Chlorine
- LM 7.5.P22          Ash and Lime Dust
- LM 7.5.P23          Sodium Metabisulphate
- LM 7.5.P29          Dry Polymer Powders
- Lightning Strikes to LMWQCC (draft)
- Loss of Power to LMWQCC (draft under development)

**Information Technology**

- I.T. Disaster Recovery Plan (draft) (Business Systems Division)

**4.0      RESPONSIBILITY AND AUTHORITY****Division Heads are responsible for:**

- Update of this procedure, and approval of all ACTEW local procedures related to Emergency conditions,
- the control of the recovery process and prioritisation of works under these conditions,
- notifying the persons and organisations identified in COR 7.3P4, and

- the identification, preparation and update of emergency procedures to be used within their divisions.

**Out of Hours Duty Officers are responsible for:**

- holding a copy of this document, and
- being familiar with the contents of this document

**5.0 DEFINITIONS**

Nil

**6.0 REFERENCES**

COR 7.3.P4	Emergency Plan
COR 7.3.P9	Corporate Disaster Recovery Plan
COR 9.4.P9	Media Management in Disaster Situations
NEMMCO Crisis Plan	

## ACTEW Corporation Model for Emergency Appraisal and Response

