

EXPLANATORY STATEMENT
ENERGY AND WATER ACT 1988

NOTICE OF ADOPTION

NO. 25 OF 1997

Section 69 of the *Energy and Water Act 1988* (“the Act”) requires ACTEW Corporation to prepare an emergency plan

Subsection 70 (1) requires the emergency plan to set out a description of the manner in which it is proposed to prohibit, ration, control or otherwise regulate the supply of electricity or water, or the provision of sewerage services, during the period for which a declared emergency remains in force

Under subsection 70 (3) of the Act the Minister has a discretion to

- (a) accept the plan without alteration or with such alterations as the Minister thinks fit, or
- (b) reject the plan

In accordance with this provision the Minister has accepted the plan

Section 74 enables the Minister to amend or revoke the plan by a notice in the *Gazette*

Pursuant to subsection 70 (4) where an emergency plan has been accepted by the Minister under this section, the Minister shall, by notice published in the *Gazette*, adopt the emergency plan

In accordance with subsection 70 (5) the addresses where copies of the plan may be inspected or purchased are at ACTEW Corporation’s shopfronts at the following addresses

- Ground Floor, ACTEW House, 221 London Circuit, Canberra ACT 2601
- Woden Plaza, Phillip ACT 2605
- Belconnen Mall, Belconnen ACT 2616
- Tuggeranong Town Centre, Greenway ACT 2903

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.

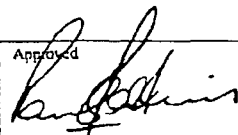
These procedures do not cover stormwater collection facilities which are owned by the ACT Administration or emergency conditions associated with floods which are also the responsibility of the ACT Administration.

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.

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

3.3 Potential Events Requiring A Declaration

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.
- Limit demand to levels within the safe capacity of specific elements of the distribution systems.

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.
- Protect public health in the case of failing water quality.

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
- 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 Operations 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
- Hotline phone numbers for contact with ACTEW

3.5 Standing Orders In The Event Of an Emergency Declaration

Notification

The following persons and organisations shall be notified by General Manager Operations immediately a situation arises that may lead to a declaration of emergency

- The CEO of ACTEW
- The ACTEW Corporation Board
- All General Managers 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.

Preparation

The General Manager Operations, in conjunction with the other General Managers, will be responsible for the preparation and transmission of all relevant information necessary to enable:

- The Minister to Gazette a Declaration
- ACTEW Corporation to Publish Directives

Duty Officers - Familiarity

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

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.
- 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 offenses 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*
- *advising the Minister of Urban Services on the situation*

General Manager Operations is responsible for:

- *preparing the directives for gazettal*
- *the preparation and transmission of all relevant information to enable the Minister to Gazette a Declaration and ACTEW Corporation to Publish Directives*
- *notifying the persons and organisations identified in this procedure*

General Managers are responsible for:

- *assisting with the preparation of Directives*

Out of Hours Duty Officers are responsible for:

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

5.0 REFERENCES

Energy and Water Act 1988.
COR 7.3.P5

Emergency Appraisal and Response

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 network emergency events, and lists the specific procedures developed by individual ACTEW Branches to cope with expected specific threats.

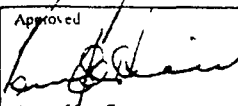
This procedure should be read in conjunction with the Corporate Procedure COR 7.3P4 (Emergency Plan), which sets out the procedures, approved by the Minister, that need to be undertaken in the event of an emergency.

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 bodies.

Level 1 - This is when 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 local to a Region. At this stage, 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 - This is when ACTEW has incurred major system disturbances that cover more than one Region, 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 in both Regions etc.). At this stage, central control and prioritisation of the recovery process is to be undertaken, and is the responsibility of the General Manager Operations or his delegate. This situation may also require the interchange of information (and commands) with other

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ACT emergency bodies such as the Police, Fire Services, Health, and/or ACT's Territory Controller.

Level 3 - This requires the use of ACTEW's powers under the Emergency Plan, and 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

- ENO 8.1.P2 Emergency Process Control (Operations Division)
- ENO 8.1.P4 Network Failure Identification and Restoration (Operations Division)
- ENO 8.1.P2W3 Load Shedding Schedule (Operations Division)
- ENO 8.1.P2W4 Restoration of 132kV Network Blackout (Operations Division)
- ENO 8.1.P2W5 Manual Load Shedding (Operations Division)
- ENO 8.1.P2W7 Emergency After Hour Contacts (Operations Division)
- ENO 8.1.P2W10 Media Contact (Operations Division)

Water

- WQS 8.11.PP80 Loss of / Damage to Bendora Gravity Main (Operations Division)
- WQS 8.11.PP2 Contamination of Water Supply Response Plan (Operations Division)
- WQS 8 11.PP100 Water Supply Dams - Emergency Response Plan (pending) (Operations Division)
- WQS 8 11.PP200 ACT drought Water Restriction Policy (Operations Division)
- WQS 8.11.PP210 Peak Demand Water Restrictions (Operations Division)
- WQS 8.11.PP220 Emergency Water Restrictions (Operations Division)

Sewerage Collection

- General Chemical Spills at LMWQCC (draft) (Operations Division)
- LM 7 5 P3 Chlorine (Operations Division)
- LM 7 5 P22 Ash and Lime Dust (Operations Division)



- LM 7.5.P23 Sodium Metabisulphate (Operations Division)
- LM 7.5.P29 Dry Polymer Powders (Operations Division)
- Lightning Strikes to LMWQCC (draft) (Operations Division)
- Loss of Power to LMWQCC (draft under development) (Operations Division)
- Bushfire (draft) (Operations Division)

Information Technology

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

4.0 RESPONSIBILITY AND AUTHORITY

General Manager Operations is 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*

General Managers are responsible for:

- *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*
- *being familiar with the contents of this document*

5.0 REFERENCES

COR 7 3P4 Emergency Plan

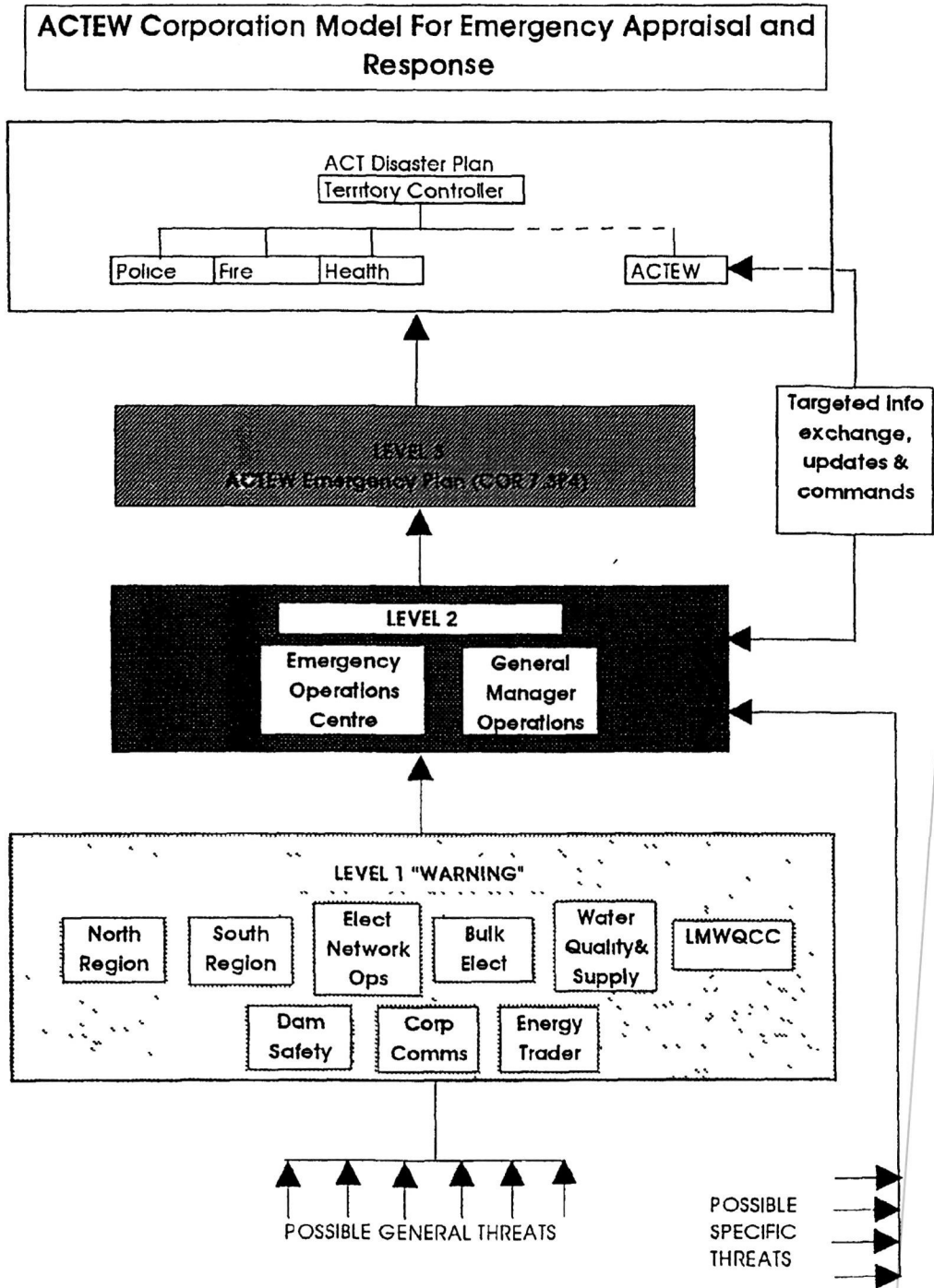


Figure 1