



Department of
Primary Industries

Pollution Incident Response Management Plan

Gaden Trout Hatchery

Updated on the 20th May 2023

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1.1 Background

The *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) was recently introduced resulting in changes to the *Protection of the Environment Operations Act 1997* (POEO Act). The intent of the POELA Act is to improve the way pollution incidents are reported and managed. Provisions include a requirement for holders of Environmental Protection Licences (EPLs) to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP).

This PIRMP has been developed for the Gaden Trout Hatchery (Hatchery) to satisfy pollution reporting obligations under the POEO Act. This plan outlines the classification, testing, reporting, and management requirements of an environmental pollution incident. The objectives of this plan is to ensure an environmental pollution incident is communicated to all relevant groups and individuals, to prevent, minimise and control the risk of an environmental pollution incident, and also, appropriately establish and maintain the plan.

This plan is a mandatory document on all NSW projects issued with an EPL.

1.2 Regulatory Requirements

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

- All holders of EPLs 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 the POEO(G) Regulation (clause 98C) and be in the form required by the POEO(G) Regulation (clause 98B);
- Licensees must keep the plan at the premises to which the EPL relates (section 153D, POEO Act);
- Licensees must test the plan in accordance with the POEO(G) (at least every 12 months and after a pollution incident) in accordance with the POEO(G) Regulation (clause 98E); and
- 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).

Table 1.1 Information required under section 153C of the POEO Act and clause 98C of the POEO(G) Regulation and where this information is located within this document.

Section	Detail required	Locality in document
153C (a)	<p>The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to:</p> <p>(i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, and</p> <p>(ii) The local authority for the area in which the premises to which the EPL relates are located and any area affected, or potentially affected, by the pollution, and</p> <p>(iii) Any persons or authorities required to be notified by Part 5.7 (of the POEO Act).</p>	<p>Section 5.3</p> <p>Section 5.2</p> <p>Section 5.3</p>
153C (b)	<p>A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant EPL to reduce or control any pollution.</p>	<p>Section 2.3</p> <p>Section 4.0</p>
153C (c)	<p>The procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made.</p>	<p>Section 2.3</p> <p>Section 5.2</p>
153C (d)	<p>Any other matter required by the regulations.</p> <p>The matters required under section 153C (d) of the Act to be included in a plan are found in POEO(G) section 98C.</p>	
98C (1) (a)	<p>A description of the hazards to human health or the environment associated with the activity to which the licence relates (the relevant activity).</p>	<p>Section 2.1</p>
98C (1) (b)	<p>The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.</p>	<p>Section 2.1</p>
98C (1) (c)	<p>Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity.</p>	<p>Section 2.1</p>
98C (1) (d)	<p>An inventory of potential pollutants on the premises or used in carrying out the relevant activity,</p>	<p>Section 2.4</p>
98C (1) (e)	<p>The maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.</p>	<p>Section 2.4</p>

98C (1) (f)	A description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.	Section 4.0 Section 2.3
98C (1) (g)	The names, positions and 24-hour contact details of those key individuals who: (i) Are responsible for activating the plan, and (ii) Are authorised to notify relevant authorities under section 148 of the POEO Act, and (iii) Are responsible for managing the response to a pollution incident.	Section 3.0 Section 3.0 Section 3.0
98C (1) (h)	The contact details of each relevant authority referred to in section 148 of the POEO Act.	Section 5.2
98C (1) (i)	Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on.	Section 5.3
98C (1) (j)	The arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on.	Section 2.1 Section 4.0
98C (1) (k)	A detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises.	Section 2.4
98C (1) (l)	A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk.	Section 2.1 Section 4.0
98C (1) (m)	The nature and objectives of any staff training program in relation to the plan.	Section 6.1
98C (1) (n)	The dates on which the plan has been tested and the name of the person who carried out the test.	Section 7.0
98C (1) (o)	The dates on which the plan is updated.	Section 7.0
98C (1) (p)	The manner in which the plan is to be tested and maintained.	Section 6.2

2.0 Hazard Assessment and Management

The likelihood of environmental hazards occurring at the Hatchery has been assessed via Safe Work Method statements (SWMS). Through the use of SWMS assessments, significant impacts and the risks they pose to the environment and personnel can be assessed and controls implemented to mitigate possible impacts to human health and the environment.

The risk assessment process at the Hatchery includes:

- Identifying possible hazards associated with day to day procedures;
- Assessing the risks to human health or the environment associated with procedures taking into account other conditions or events that may increase its likelihood; and
- Implementing safety controls to minimise or prevent risk of harm to human health or the environment.

2.1 Risk Identification and Control

Hazard Assessment of Gaden Trout Hatchery

Table 2.1: Assessment of potential risks, their possible hazards associated, risk levels and implemented safety controls.

R1 Risk without controls, **R2** Risk with controls

Identified Risk	Situation	Possible hazard(s) to the environment	Possible hazard(s) to the human health	R1	Safety control(s)	R2
Hydrocarbon spill	Spill of fuel from bowsers/canister, incorrect storage of hydrocarbons onsite.	<ul style="list-style-type: none"> Fuel may enter nearby water course after spill. Spilt fuel may ignite fire onsite. 	<ul style="list-style-type: none"> Spilt hydrocarbons may ignite fire onsite. Burns, skin irritation and respiratory anomalies from coming into contact with spilt hydrocarbons. 	S	<ul style="list-style-type: none"> Hydrocarbons are stored in a secure fully bunded fuel store. SWMS have been implemented to minimise accidents from use of hydrocarbons onsite (please refer to these documents before undertaking any work) and MSDS information sheets which are located at/near storage point. Staff perform routine daily inspections of the facility and its infrastructure. Annual maintenance and services and periodic (quarterly) inspections of all fuel and chemical areas are completed. 	L
Chemical spill	Incorrect storage of chemicals onsite. Accidental spill while using chemicals.	<ul style="list-style-type: none"> Chemicals may enter nearby water course after spill. Spilt chemicals may ignite fire onsite. 	<ul style="list-style-type: none"> Spilt chemicals may ignite fire onsite. Burns, skin irritation and respiratory anomalies from coming into contact with spilt chemicals. 	S	<ul style="list-style-type: none"> All chemicals are stored in a secure fully bunded fuel store. SWMS have been implemented to minimise accidents from use of chemicals onsite (please refer to these documents before undertaking any work) and MSDS information sheets which are located at/near storage point. Staff perform routine daily inspections of the facility and its 	L

					<p>infrastructure.</p> <ul style="list-style-type: none"> Annual maintenance and services and periodic (quarterly) inspections of all fuel and chemical areas are completed. 	
Fish kill	Fish kills may occur from disease, fuel/chemical spill and/or unfavourable environmental conditions in ponds and tanks (e.g. low dissolved oxygen levels or extreme water temperatures).	<ul style="list-style-type: none"> If fish kill is due to disease this may spread to wild fish stocks. 	<ul style="list-style-type: none"> N/A 	L	<ul style="list-style-type: none"> If a disease is detected, tanks/ponds of fish are treated with formalin (as per incident response procedure for fish kills) to prevent further spread. Deceased fish are removed for burial. Dead fish are removed and transported to local tip for burial. 	L
Fire	Fires may either ignite on site or enter the site from surrounding bushland.	<ul style="list-style-type: none"> Fires may burn surrounding bushland. 	<ul style="list-style-type: none"> Burns, skin irritation and respiratory anomalies from coming into contact with fire and smoke. 	S	<ul style="list-style-type: none"> Protocols in place for the safe use of fuels and chemicals to minimise chance of fire igniting on site. Fire fighting equipment including blankets, extinguishers and water pumps located around the property. 	L
Unplanned water release	Water release due to flooding in dams from excessive rains.	<ul style="list-style-type: none"> Increased nutrient and suspended solids entering nearby waters. 	<ul style="list-style-type: none"> N/A 	L	<ul style="list-style-type: none"> Shut off valve can be activated to limit inflow into ponds in periods of heavy rain to limit overflow. 	L

2.2 Risk Rating Guide

Table 2.2: Calculation table for risks involved in hazard assessment.

		Extreme	Major	Moderate	Minor
Likelihood	Almost certain Occurred before/expected	H	H	S	S
	Likely Probably will occur	H	S	S	S
	Moderate May occur at some time	H	S	L	L
	Unlikely Unusual or rare situation	S	L	L	L
		High (H) – cease exposure immediately until protection, approved at senior management level, implemented.			
		Significant (S) – procedures alone may not be enough, senior management attention required.			
		Low (L) – may be managed by routine procedures, some risks in this category may be acceptable.			

2.3 Pollution Incident Response Procedures

Hydrocarbon or Chemical spill

1. Where possible, and safe to do so, isolate the source of the spillage and turn off the water supply to nearby ponds that may be affected by run off to limit spread.
2. Move any public from the scene to a safe muster point.
3. Access the Spill Response Kit located next to the storage unit and appropriate Personal Protective Equipment (PPE) located in personal lockers in the staff room or PPE locker in the Workshop.
4. Block inlets to any nearby surface water drains and sewers with a physical barrier such as:
 - spill sorb/spill pack from the Spill Kit;
 - absorbent boom from Spill Kit; or
 - a mound of dirt (diesel spills)
5. Notify the Hatchery Manager Mitchel Elkins (Ph. 0428786644), Assistant Hatchery Manager Matt Caldwell (Ph.0439441048) or Patrick Martin Guide Attendant (ph: 0411112729) of the spill.
6. If spill is too large or dangerous for localised clean up call New South Wales Fire Service (HAZMAT).
7. If the spill has made its way to a waterway contact relevant organisations and neighbours to inform them of potential problems with water quality.
8. Working on the windward side of the spill and wearing PPE (consult MSDS for correct PPE for the substance), scoop or pump as much pooled substance as possible into a container for either re-use or appropriate disposal, label container as containing hazardous waste.
9. Upon removal of the majority of the spill, apply the spill absorbent product from the spill kit or other absorbent material (sawdust) onto the contaminated area.
10. With a stiff-bristled broom, mix the absorbent material into the spill until all spillage is absorbed.
11. Once all hydrocarbon/chemical spillage has been absorbed, immediately scoop or shovel the saturated absorbent material into a weather proof container and label as contaminated waste.
12. Dispose of contaminated waste appropriately for substance (consult MSDS).

13. Dose the spill area with a 50/50 mixture of bleach and water or washing soda but don't hose down contaminants into drains.
14. On completion of cleanup operation remove and wash all PPE and return to nominated location.
15. Record the spill and clean up procedures and notify the authorities as required.

Fish Kill

1. Turn off the water supply to the specific area of the site, to reduce discharge.
2. Add a PVC elbow, PVC end cap or extend the pond stand pipe to stop discharge from affected pond or discharge point. Alternatively terminate entire site water supply by turning off main water supply valve upstream of the hatchery. This may increase mortality in other ponds however will be required if the incident is deemed 'significant' enough. Where possible provide additional aeration for surviving fish to reduce mortality.
3. Notify the Hatchery Manager Mitchel Elkins (Ph. 0428786644), Assistant Hatchery Manager Matt Caldwell (Ph.0439441048) or Patrick Martin Guide Attendant (ph: 0411112729) of the fish kill.
4. Deploy booms into Thredbo River below discharge point if water from affected pond has been released (located in old hatching room).
5. If disease is suspected as cause of death contact NSW DPI Aquatic Biosecurity (Ph. 02 4982 1232) to report the fish kill. Collect samples of fish in case required for testing.
6. Collect and remove deceased fish from affected pond and monitor surrounding ponds for similar issues.
7. Organise the removal and disposal of fish through Jindabyne Landscaping Pty Ltd. (Andrew Downing, 0412 633 259) and Jindabyne Rubbish tip (02 6457 1064).
8. If disease was confirmed as cause of death treat the affected pond with formalin (if suitable for the identified disease) following the appropriate SWMS.

Fire

1. If an existing fire is approaching the hatchery follow directions from State fire brigades.
2. In the event of a fire, trained staff can use available fire fighting equipment to subdue the fire if they are confident to do so. Fire fighting equipment is located in the following locations:
 - water pumps and carriers are located in the Fire fighting shed;
 - powder extinguishers in the visitors centre;
 - powder extinguishers in the work shop;
 - powder extinguishers in the storage shed; and
 - powder, CO2 and foam extinguishers adjacent to each chemical storage area;
3. If a fire can be extinguished, notify the Hatchery Manager Mitchel Elkins (Ph. 0428786644), Assistant Hatchery Manager Matt Caldwell (Ph.0439441048) or Patrick Martin Guide Attendant (ph: 0411112729) and follow protocols if a hydrocarbon or chemical spill was responsible or resulted from the incident.
4. If a fire cannot be extinguished call 000 and evacuate all staff and visitors from the site following evacuation procedures.

Unplanned Water Release

1. In the event of an unplanned water release due to heavy rains shut off valve leading to the over flowing pond if safe to do so to limit incoming water.
2. Conduct an assessment of the weather conditions, taking into consideration predicted rainfall.
3. If damage is noted to the pond from the river, notify the Hatchery Manager Mitchel Elkins (Ph. 0428786644), Assistant Hatchery Manager Matt Caldwell (Ph.0439441048) or Patrick Martin Guide Attendant (ph: 0411112729)

2.4 Chemical and Potential Pollutants.

The Hatchery possesses various chemicals on site used in the day to day running of the hatchery. All fuels and chemicals that are stored on site are done so in facilities that comply with the Australian Standard 1940-1993 for the storage and handling of flammable and combustible liquids. These systems are designed to be lockable, fully bunded, have sufficient capacity to maintain 110% of the volume of the largest tank that is stored within and have floors that are graded to a collection sump. There are currently five storage locations on site; the fuel lock up, flammable storage area located in the workshop, corrosive storage area located in the pond enclosure, corrosive storage area located in the in the hatching room and the hazardous chemical storage area located in the bunk house (figure 2.1). Additionally the hatchery stores up to approximately 5.0971 megalitres of water in dams/ponds containing livestock (i.e. fish); however, this volume is in a constant state of flux. If this water was released it may be seen as a pollution incident due to increased sediment loads and possible effluent waste being washed into the nearby river. Therefore this event has been incorporated into the risk register above. These areas have also been included into figure 2.1 of potential pollutants.

All chemicals that are stored on site are accompanied by the relevant MSDS as required by work health and safety regulations. These documents can be found in the main office (visitors centre), workshop and at the appropriate chemical storage unit along with the current volume of all chemicals on site. Listed below are the current chemical registry for the site, its location and the maximum quantity to be stored on the premises.

Table 2.3: Current register of chemicals stored on site and maximum quantity.

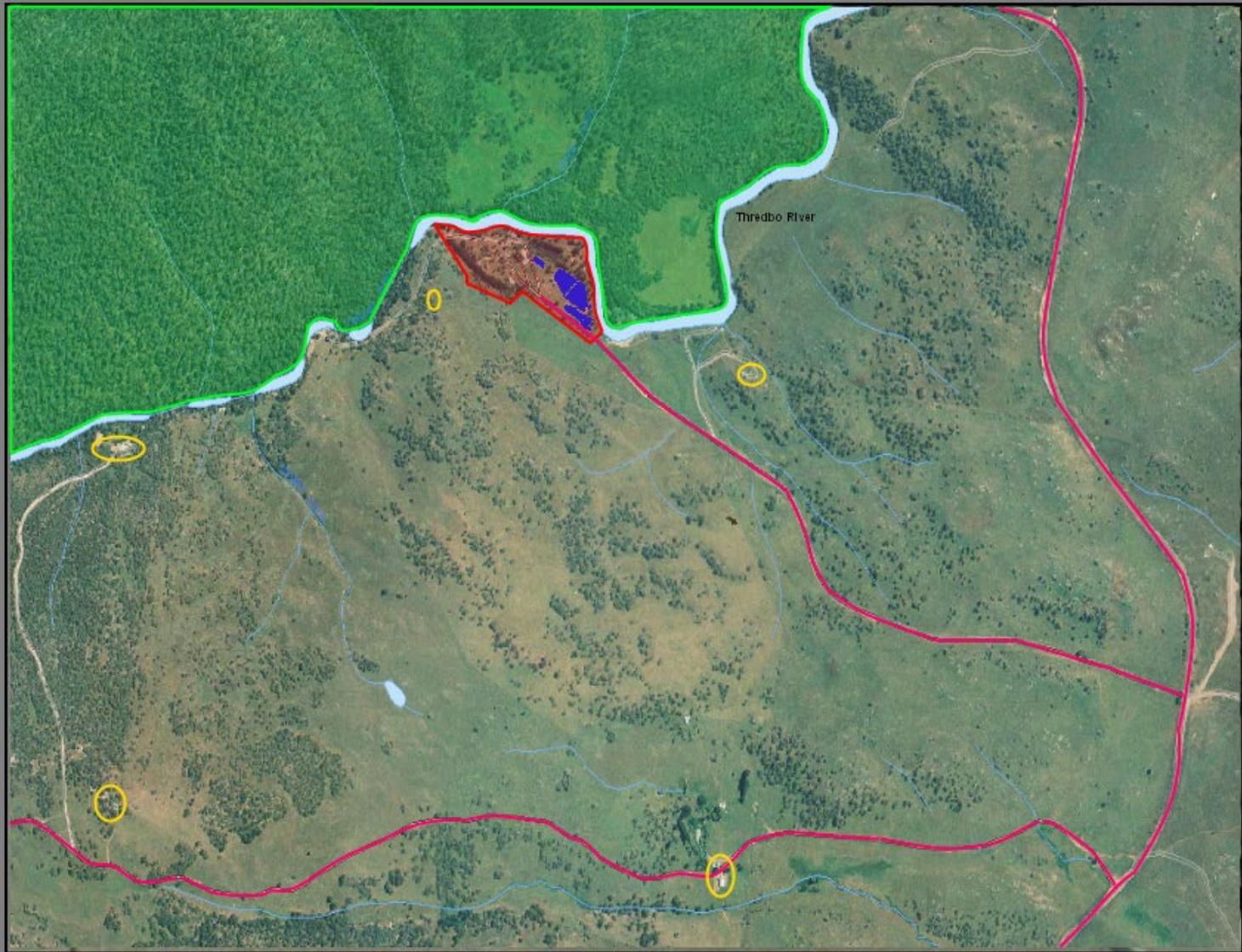
Chemical	Storage location	Maximum quantity
Acetone	Flammables store –workshop	1 L
Ammonium (disinfectant)	Chemical Store – bunkhouse	5L
Benzocaine (Ethyl P Amino Benzoate)	Chemical store – hatching room	1 kg
Benzocaine (100ml/200L mix)	Flammable store – workshop	1 kg
Chlorine	Corrosive store – cage	200 L
Chlorine (sodium hypochlorite)	Corrosive store – cage	50 L
Diesel Bulk	Fuel store	1200 L
Dimothate	Flammable store – workshop	3 L
Ethanol absolute	Flammable store – workshop	5 L
Ethanol denatures (93%)	Flammable store – workshop	20 L
Ethanol (Methylated spirits)	Flammable store – workshop	5 L
Formaldehyde (Formalin)	Corrosive store – cage	60 L
Formaldehyde (Formalin)	Chemical store – hatching room	50 L
Fuel – firelighter	Fuel store	200 L
Glycerine	Chemical store – hatching room	1 kg
Glyphosate (roundup)	Chemical store – bunk house	6 L
Iodine (Betadine)	Chemical store – hatching room	2 L

Isoeugenol (AQUI-S®)	Chemical store – hatching room	2 L
Methol ethol 9.9% (Catalyst hardener)	Flammable store – workshop	1 L
Metsulfuron Methyl	Chemical store - bunkhouse	1 kg
Multi purpose oils	Fuel store	60 L
Paint – Enamel aerosol	Flammable store – workshop	4 kg
Paint – Enamel	Flammable store – workshop	30 L
Petrol Bulk	Fuel store	1000 L
Sodium Hydroxide (surface cleaner)	Chemical store – bunkhouse	3 L
Styrene 33% (Polester Resin)	Flammables Store – workshop	4 L
Tris (hydroxymethyl) aminomethane	Chemical store – hatching room	1 kg
Turpentine (mineral)	Flammables Store – workshop	5 L
Turpentine (paint thinner)	Flammables Store – workshop	5 L

Surrounding Properties & Watercourses

Legend

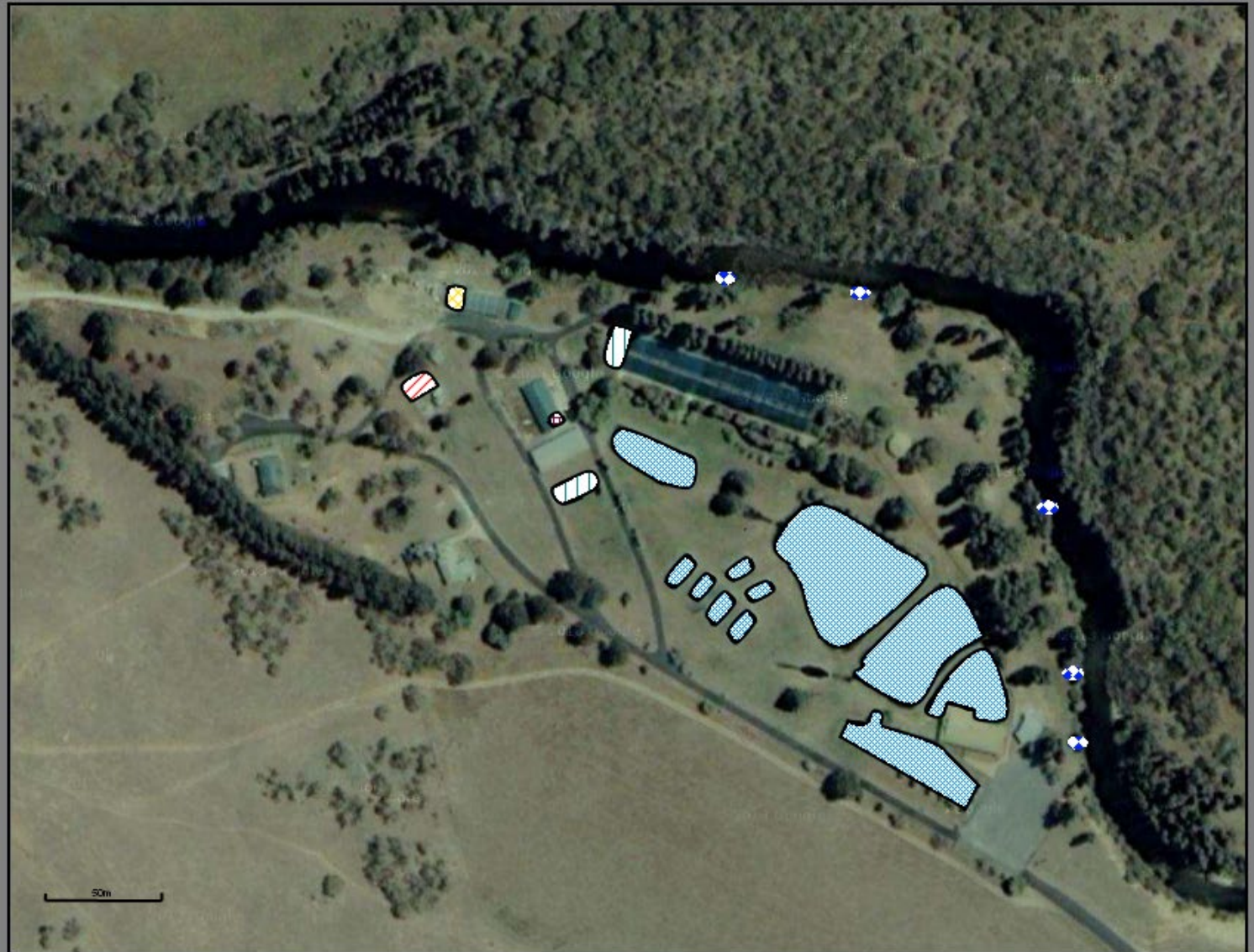
- Gaden Trout Hatchery
- Dams
- Creeks and Watercourses
- National Park
- Neighbouring Properties
- Roads



Location of Potential Pollutants & Discharge Points

Legend

- Hydrocarbon storage area
- Flammable storage area
- Corrosive storage area
- Hazardous storage area
- Dams
- Discharge point



3.0 Management and Responsibilities

All Hatchery employees and contractors have a legal duty to notify management personal to all environmental incidents, or hazards which may result in an environmental incident, regardless of the nature or scale.

Notification responsibilities can be found in the POEO Act (Section 148), which includes all site personnel, including contractors and sub-contractors. Summarised all employees including any persons undertaking activities within the site must immediately, once aware of a potential incident, notify the below mentioned managers of the incident and all the relevant information. Employers who are notified or otherwise become aware of a potential pollution incident must notify the appropriate regulatory body of any “Material harm incidents” (section 5.1). Notification procedures and appropriate contact numbers can be found in section 5.2.

The specific responsibilities associated with the management and implementation of this PIRMP is outlined in **Table 3.1** below.

Table 3.1: PIRMP Management staff and Responsibilities

Name	Contact details	Position	Responsibility
Mitchel Elkins	(w) 02 6451 3401 (m) 0428786644	Hatchery Manager	<ul style="list-style-type: none"> • Responsible for authorising the PIRMP and all future updates. • Responsible for notifying authorities in the event of an incident. • Responsible for coordinating the response to a pollution incident.
Matthew Caldwell	(w) 02 6451 3400 (m) 0439441048	Assistant hatchery manager	<ul style="list-style-type: none"> • Responsible for notifying authorities in the event of an incident. • Responsible for coordinating the response to a pollution incident. • Responsible for arranging testing and updating of the PIRMP. • Communication of the PIRMP to all site personnel. • Facilitate site personnel in implementing the PIRMP.

4.0 Incident Management

A pollution incident is defined in the POEO Act as 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

In the case of a material harm incident (refer to **Section 5.1**), prior to any other action, the site must contact 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

Simultaneously all evacuation procedures should be implemented for guests and non essential staff. These should include:

- Directing visitors to the emergency assembly points located in the car park and near the fuel store/workshop (if safe to do so) (figure 4.1); and
- Checking names of current sign in guests in the sign in book (located at the reception area and staff meal room) as per NSW DPI OH&S policy and procedure.

If the material harm incident does not pose any threat to human health or property, concurrently with contacting emergency services (000), all possible actions should be taken to control the pollution incident and minimise health, safety and environmental consequences. These actions must be employed to the maximum extent possible to:

- Provide for the safety of people at and within the vicinity of the site; and
- Contain the pollution incident.

Actions to be taken in the event of a pollution incident, including description and location of safety equipment, for minimising risk of harm to people and the environment as result of a pollution incident, and for containing or controlling a pollution incident, are detailed in section 2.3.

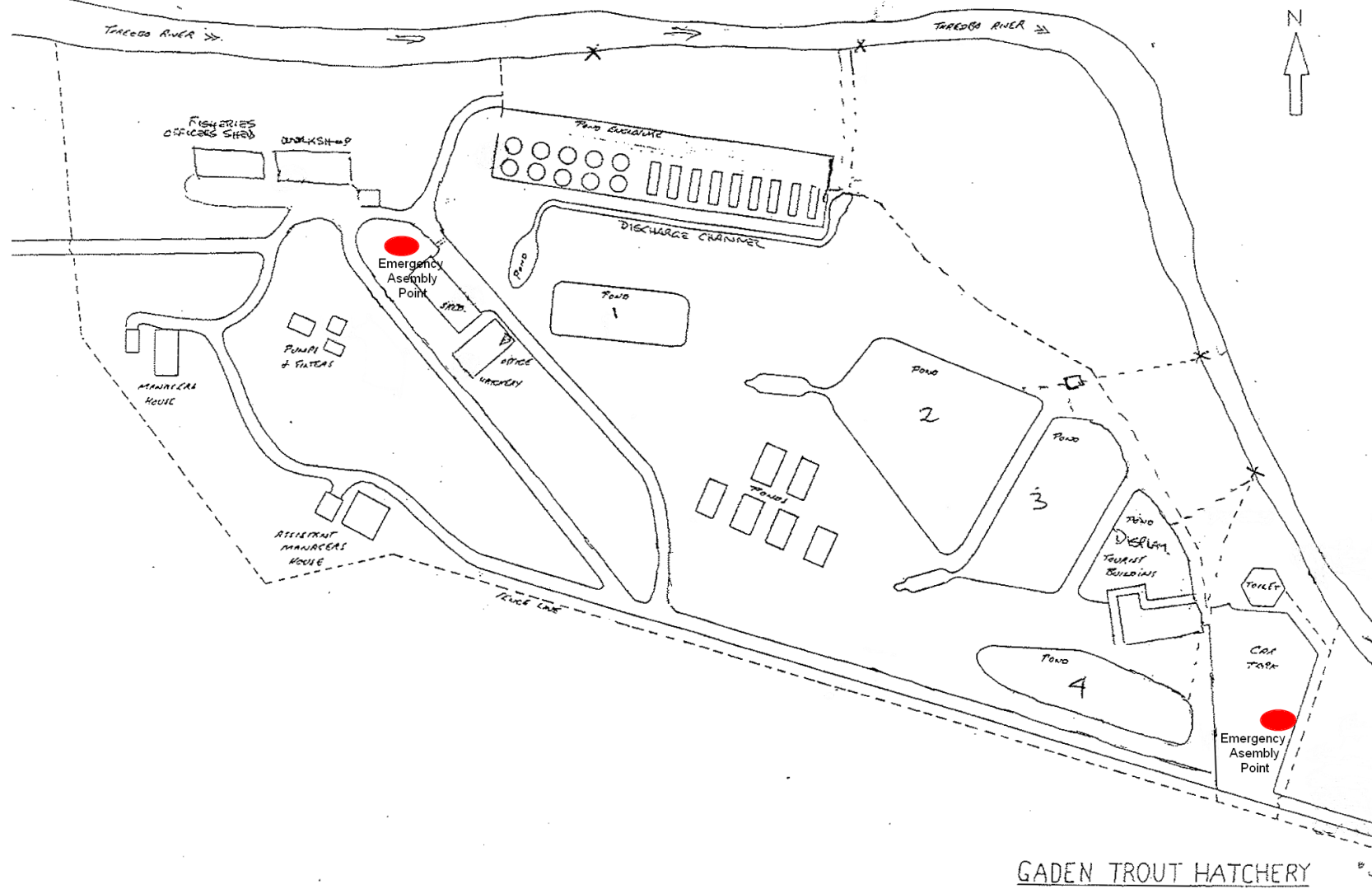
This management plan documents the roles and accountabilities of key personnel in the event of an emergency and the contact details for appropriate emergency services. The plan also provides designated evacuation points and procedures in the event of an emergency.

All hatchery employees receive emergency preparedness and response training during their site induction. All staff undergo regular training and operational drills. Locations for personal protective equipment and incident containment and control equipment are detailed in the risk assessment documents listed in Section 2.1, this includes but is not necessarily limited to:

- Emergency spill kits;
- Portable pumping infrastructure; and
- Floating booms;

In the event of a pollution incident please follow recording procedures listed in section 8.0 and keep on file for improvement of incident management protocols.

Figure 4.1: Evacuation plan for Gaden Trout Hatchery showing evacuation routes and Emergency Assembly Points.



5.0 Notification Procedure

5.1 Definition of a Material Harm Incident

Following containment of an incident, immediate action must be taken to determine if the incident can be classified as a 'material harm incident', i.e. considered to be causing or threatening material harm. As defined by Section 147 of the POEO Act, a material harm incident has occurred if the incident:

- Involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or
- Results in actual or potential loss (including all reasonable costs and expenses incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment) or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations).

The determination of a material harm incident will be made by either the Hatchery Manager or the Assistant Hatchery Manager.

5.2 Notification Procedures

As previously mentioned the internal reporting of environmental incidents is the responsibility of all employees and contractors (section 3.0). In the event of a material harm incident, response and notification must be undertaken as outlined below.

When an environmental incident or hazard is identified the initial observer must report the issue immediately to the Hatchery Manager/Assistant Hatchery manager whom ever is on duty. Immediately is taken to mean 'promptly and without delay' as stated in the POEA Act. If the pollution incident presents an immediate threat to human health or property notify:

- NSW Police: 000 or 02 6456 2244
- NSW Ambulance: 000
- NSW Fire and Rescue: 000 or 02 6456 2476

As per guidance provided by the EPA, the decision on whether to notify the incident in accordance with Part 5.7 of the POEO Act should not delay immediate actions to provide for the safety of people or contain a pollution incident. However, incident notification will be made as soon as it is safe to do so.

After the initial response to any events that may cause immediate harm to human health or property the acting supervisor will determine if the event constitutes an 'actual or potential material harm incident' (section 5.1). In the event of a 'material harm incident' the following authorities need to be contacted:

- EPA – 13 15 55 or 02 6202 5408
- Snowy River Shire Council – 02 6451 1550
- NSW Ministry of Health Queanbeyan – 02 6128 9777
- Work Cover Authority – 13 10 50
- NSW Fire and Rescue – 1300 729 579
- Water NSW Cooma – 02 6452 1455

If the event does not fulfil the criteria of a ‘material harm incident’ continue with the pollution incident response procedure (Section 2.3) until the situation is under control. Record all relevant information detailed below and report this to supervisors for future preventative measures.

In the case of a ‘material harm incident’ the following information must be noted and forwarded to the authorities when they are notified of the incident.

- Time and date.
- Nature and location of the incident.
- Duration of the incident.
- Location of areas that may be affected by the pollution incident.
- Pollutant involved and the estimated quantity/volume and concentration.
- Circumstances in which the incident occurred.
- The proposed action to be taken in dealing with the pollutant and any further incidents that may result.

A detailed record should be kept of all steps involved in dealing with each incident and keep on site in case additional information is required. After the initial notification of a material harm incident, it will be the responsibility of the Hatcher Manager/Assistant Hatcher Manager to coordinate with any authority that is contacted.

5.3 Notifying Local Landholders and the Community

In the event of a determined material harm incident, community notification will be undertaken by the Hatcher Manager/Assistant Hatchery Manager (relevant on duty authority). The names and contact details for all surrounding land holders are provided below. Please see property location map for locality of nearby neighbours (figure 2.1).

- Rex Weston – Forest View – 02 6456 2356 SSE of hatchery
- Ben Golby – 02 6457 1117 W of hatchery
- Bruce Marshall – 02 6456 2932 Upstream of hatchery
- June Weston - Glengarry – 02 6456 2356 Downstream of hatchery
- National Parks – 02 6450 5600 Opposite hatchery

When contacting local land holders or the surrounding community the following notification process is to be used:

- Warnings: in the event of an incident same day telephone notification will be employed to update affected landholders.
- Updates: follow up phone calls will be made to all landholders who were notified in the initial warning. Updated information will be provided if and when it becomes available and necessary to be passed on. Updates will be provided to the community via community consultation meeting, local media outlet updates and updates on department websites.

When notifying landholders and the community the information provided will be relevant to the incident and should include the following information.

- Type of incident that has occurred.
- Potential impact to the landholder or community.
- Advice and precautions to take based on the incident.
- Contact details for relevant persons on site.

6.0 Training, Testing and Communication

6.1 Training

All new staff and contractors under go a full sight induction upon entering the site. This will include viewing of the Hatchery Operations manual, all SWMS relevant to the work to be undertaken and general information relating to emergency response procedures. As part of the site orientation procedure staff are provided with information relating to routine EPA requirements, including, this document, discharge points and sampling requirements and informed of requirements regarding chemical use.

Current staff under go numerous training programs and certificates to minimise the likelihood of pollution incident. These include a comprehensive site induction focusing on safety issues related to day to day activities on site, along with all existing protocols relating to chemical handling. All current staff have undertaken a Chemical application AQF3 accreditation courses, this accreditation is updated every 5 years as required by legislation. Certain staff are trained in the appropriate use of fire fighting equipment.

Toolbox talks are held on a monthly basis, with discussions regarding chemical application and control measures in the case of a spill. A training exercise designed to test the adequacy of emergency preparedness and response will be conducted at least once each year.

6.2 Testing, Review and Maintenance

Testing of the PIRMP will be carried out to check the information is accurate and up to date and that the plan is capable of being implemented in an effective manner. Testing of this plan will be carried out in the following ways:

- The PIRMP will be tested by assessing and reviewing it and making any necessary changes. Testing is taken to be either a desktop review by the Hatchery Manager/Assistant Hatchery Manager or an environmental emergency drill. Testing will include all components of the plan and an evacuation drill and will occur every 12 months; and
- The PIRMP will be reviewed within one month of the date of any pollution incident that occurs in the course of an activity to which the EPL relates. This review will be undertaken in light of the incident, to determine if the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner as required by the *Protection of the Environment Operations (General) Amendment 2012* (POEO(G) Amendment).

Records will be kept in accordance with the POEO(G) Amendment. Information to be retained regarding PIRMP testing includes:

- The manner in which the test was undertaken;
- Dates when the plan has been tested;
- The person who carried out the testing; and
- The date and description of any update of or amendment to the plan.

6.3 PIRMP Availability

The PIRMP will be accessible in a written form on site for all personal responsible for implementing the plan, and to an authorised officer (as defined in the POEO Act) on request. This information will also be made available on the Departmental website as required by the POEO(G) Amendment.

7.0 Document Testing and Updates

In the event of a pollution incident test or desktop based test all appropriate information should be included in the below table and used to update the PIRMP.

Date of Test	Personnel undertaking Test	Testing Method	Summary of Changes
12/3/13	All staff.	Simulation fish kill in pond 1.	Nil. All information was still seen to be correct as of this date.
19/12/2013	Garry Green & Trent Alexander	Desktop Review	Nil. All information was still seen to be correct as of this date.
17/3/2014	All Staff.	Desktop simulation of chemical spill in pond 3	Nil. All information was still seen to be correct as of this date.
17/2/2015	Garry Green & Trent Alexander	Desktop review conducted.	Update fish removal contactor details.
24/8/2015	Gary Green, Mark Duffy, Mark Jefcoate and Garry Caldwell	Chemical spill/fire – storage area	Nil. All information was still seen to be correct as of this date.
19/10/2015	Kevin Byrne & Meg Williams	Chemical spill/fire – storage area	Nil. All information was still seen to be correct as of this date.
18/2/2016	Garry Green Mitchel Elkins	Chemical Spill/ Pond 1	Update Assistant Hatchery Manager details as new staff employed.
16/8/2016	Garry Green, Mitchel Elkins, Meg Williams, Garry Caldwell and Mark Jefcoat.	Desktop drill for fish kill in pond 2.	Nil. All information was still seen to be correct as of this date.
30/11/2016	Garry Green Mitchel Elkins	Desktop drill for fish kill in Circular Ponds.	Nil. All information was still seen to be correct as of this date.
20/3/2017	Garry Caldwell, Mitchell Elkins, Meg Williams and Mark Duffy	Effluent leak into Bridge Pond	Nil. All information was still seen to be correct as of this date.
27/11/2017	Mitchel Elkins, Meg Williams and Mathew Caldwell	Fuel store fuel spill	Nil. All information was still seen to be correct as of this date.

Date of Test	Personnel undertaking Test	Testing Method	Summary of Changes
30/4/2018	Mitchel Elkins, Meg Williams and Mathew Caldwell	Fuel store, fuel/oil spill	Nil. All information was still seen to be correct as of this date.
27/9/2018	Mitch Elkins, Garry Caldwell, Mark Duffy and Meg Williams	Chemical Spill - Workshop	Nil. All information was still seen to be correct as of this date.
20/06/19	Mitch Elkins, Taylor McKinney, Clint Symons	Fuel store, fuel/oil spill	Nil. All information was still seen to be correct as of this date.
4/02/20	Mathew Cadwell, Mark Duffy, Garry Caldwell, Jamin Barrett	Hatching Room, Chemical Spill	Nil. All information was still seen to be correct as of this date.
03/05/2021	Mitchel Elkins, Matthew Caldwell	Formalin treatment- spill hatching shed/river	Nil. All information was still seen to be correct as of this date.
15/05/2022	Matt Caldwell, Mark Duffy, James McKinnon, Patrick Martin	Fuel store, Diesel Spill	Nil. All information was still seen to be correct as of this date.
16/05/2022	Matt Caldwell, Mark Duffy, James McKinnon, Patrick Martin	Workshop Oil spill	Nil. All information was still seen to be correct as of this date.
01/03/2023	Matthew Caldwell, Patrick Martin, Jimmy McKinnon, Bryce Butler	Oil Spill/ Fuel Spill	Nil. All information was still seen to be correct as of this date
22/05/2023	Mitchel Elkins, Matt Caldwell, Patrick Martin, Mark Duffy, Jimmy McKinnon, Bradie Gebethner	Fish kill pond 1	Nil. All information was still seen to be correct as of this date

8.0 Incident Notification Record Sheet

Incident Notification Record Sheet

This document is to be used in the event of a material harm incident

Date:

Time:

Name of Person Notifying:

Incident Details – Record what information you report to the EPA

Location of incident:

Nature of the incident (Include estimated quantities and concentrations):

Circumstances that led to the incident:

Actions being taken or proposed to be taken:

All other relevant information:

Authorities notified:

EPA – 13 15 55 or 02 6202 5408
Snowy River Shire Council – 02 6451 1550
NSW Ministry of Health Queanbeyan – 02 6128 9777
Work Cover Authority – 13 10 50
NSW Fire and Rescue – 1300 729 579
Water NSW Cooma – 02 6452 1455

Time notified:

Information provided by authorities