

Pollution Incident Response Management Plan

Port Macquarie Marina

Reference: Section 153C Protection of the Environment Operations Act 1997

1) Date of plan

Effective: 17/12/22

Review Date: 15/12/22

2) Licence holder

Name: Port Macquarie Marina

Number: 21200

Address: Port Macquarie Marina

18 Park Street

Port Macquarie NSW 2444

3) Description of site

*80 Floating Pontoon Berths within River Estuary

*9 Mooring Berths within River Estuary

*1 Retail Building (13 leased shops to Retail / Commercial tenants)

*1 Commercial Building (Leased to 6 Commercial tenants & Storage)

*Rail operated Slipway Adjacent Marina Berths (leased to Tenant)

*Hardstand Yard for Boat Maintenance, Repairs & Trailer storage

*Fuel Wharf with Diesel & PULP 24hr Self Service Fueling Facility

*1 x 30,000lts 1 x 10,000lts Aboveground Petroleum Storage

Systems (1 disused)

*3 designated Car Parks (all sealed)

*Various lawn area's & landscaped gardens within Marina precinct

4) Description of surrounding areas

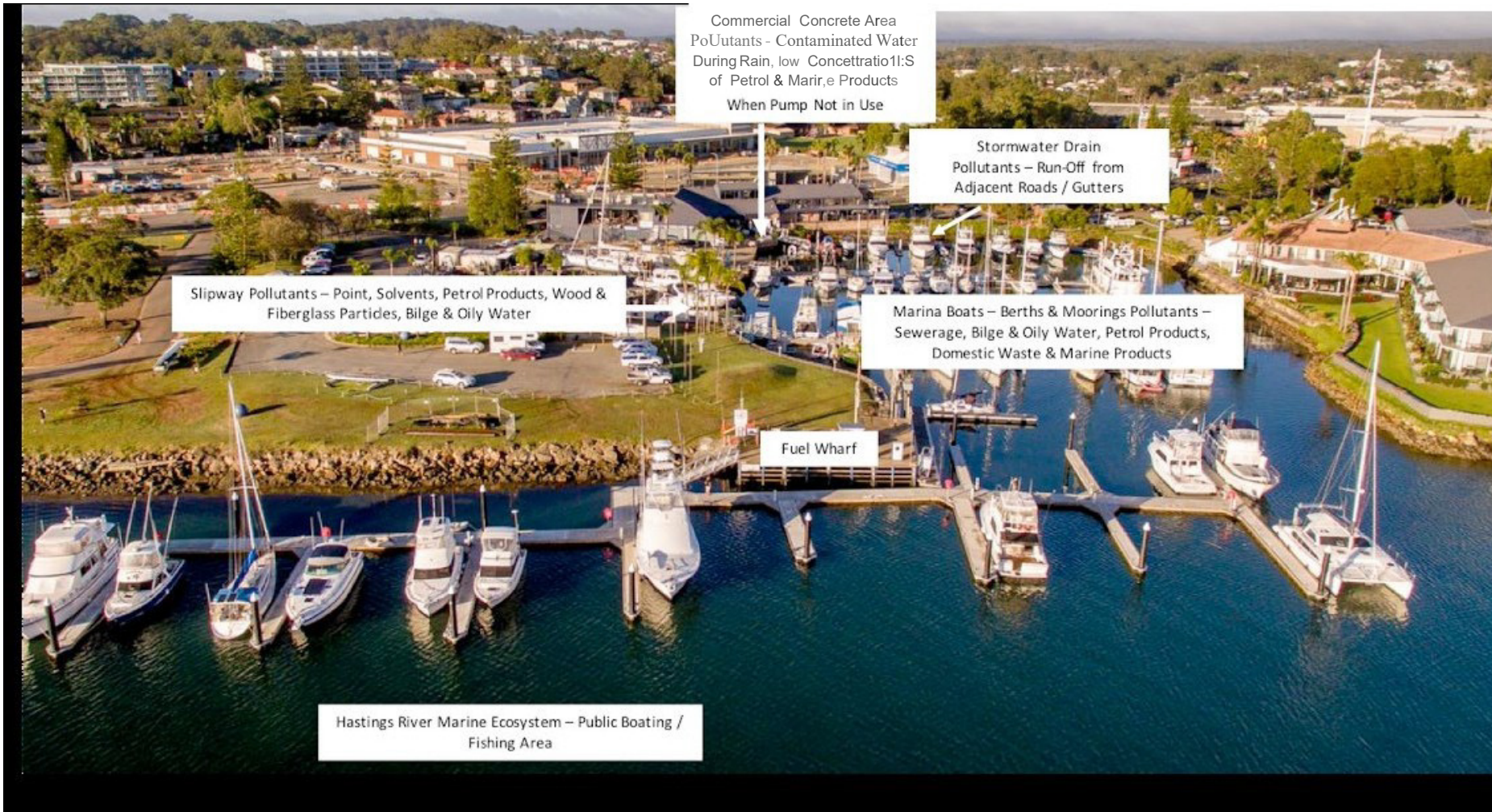
Public car park, parklands & boating ramp east of site.

Public road & Kmart Shopping Centre south west of site

Accommodation resort north of site

River estuary, mangrove wetlands and protected island east of site

5) Map of site & surrounding areas likely to be affected by a pollution incident, including the location of potential pollutants on site and any stormwater drains on site.



Commercial Concrete Area
PoUtants - Contaminated Water
During Rain, low Concentratio11:S
of Petrol & Marir,e Products
When Pump Not in Use

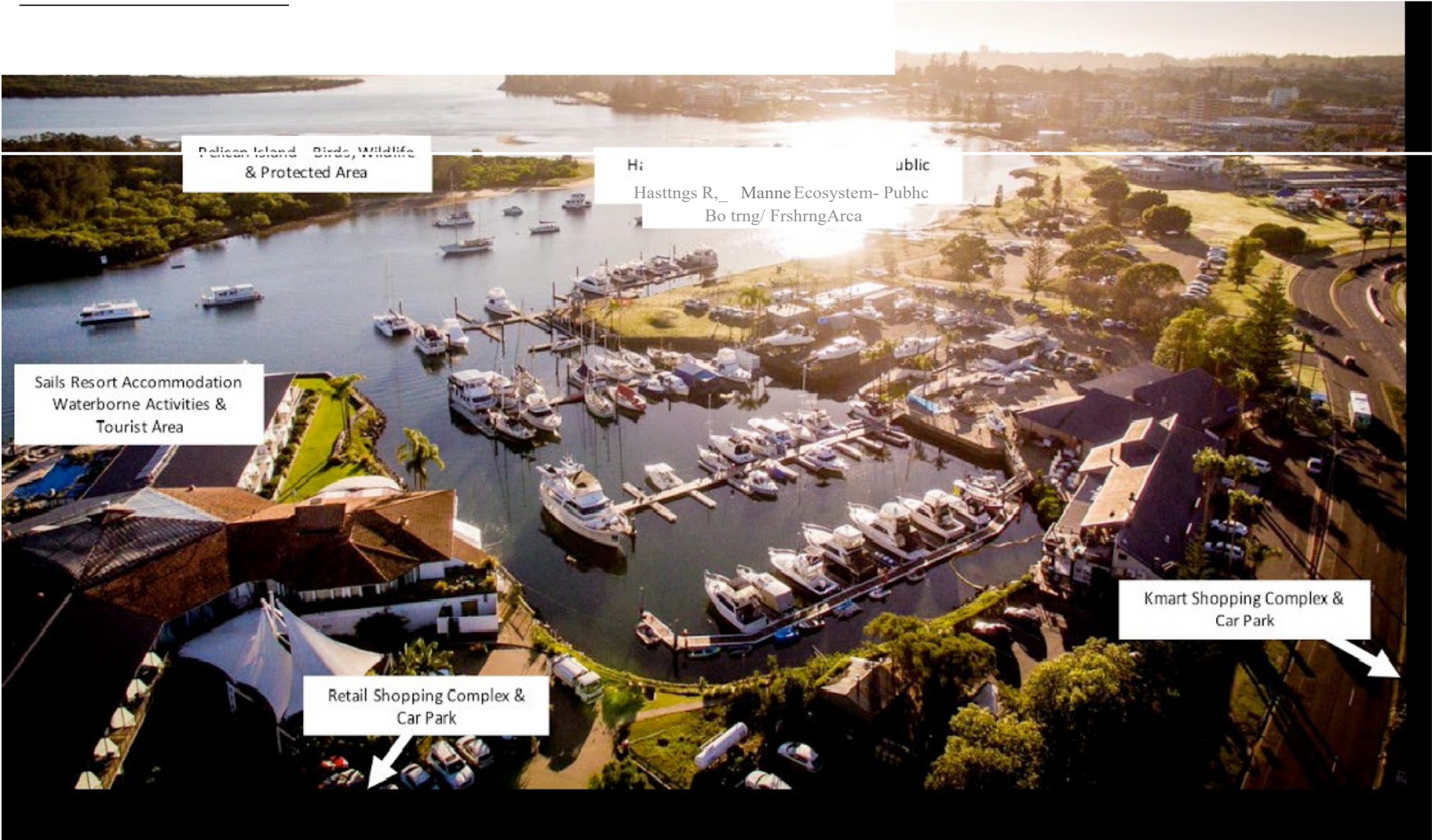
Stormwater Drain
Pollutants - Run-Off from
Adjacent Roads / Gutters

Slipway Pollutants - Point, Solvents, Petrol Products, Wood &
Fiberglass Partides, Bilge & Oily Water

Marina Boats - Berths & Moorings Pollutants -
Sewerage, Bilge & Oily Water, Petrol Products,
Domestic Waste & Marine Products

Fuel Wharf

Hastings River Marine Ecosystem - Public Boating /
Fishing Area



Pelican Island - Birds, Wildlife & Protected Area

Hastings R. - Manne Ecosystem- Public Boatring/ Frshrng Area

Sails Resort Accommodation Waterborne Activities & Tourist Area

Retail Shopping Complex & Car Park

Kmart Shopping Complex & Car Park

6) Description of activities performed on site (Risk to Environment)

Activity	Description	Location	Hazard Risk Assessment	Operator / Responsibility
Berthing / Mooring Boats	Tending to lines & assist with Berthing / Mooring of Boats by Marina Staff	Marina / Hastings River	Low	Port Macquarie Marina staff
Fueling of Boats	Fueling of Boats (Diesel & PULP) by Marina Staff & vessel owner operator	Marina / Hastings River	Med	Port Macquarie Marina staff, Vessel owner operator
Service of Trailer Boats, Marina Boats & Outboards	Service of Trailer Boats, Marina Boats & Outboards in Commercial Concrete Area	Port Marina Slipways	Low	Morgan Thompson Port Marina Slipways
Provision of Marine Electrical Services	Provide Trailer Boats & Marina boats onsite electrical services	Commercial Concrete Area / Retail Building	Low	Shotgun Marine Services Terry Nocelli
Restaurant & Café	Provide Restaurant & Café service to Marina	Retail Building	Low	Café – Sea Salt Restaurants–Hidden Gem Hello Sailor, Little Turkey
Slipway & Shipwright Service	Provide slipway service to boats, maintenance and shipwright service	Slipway / Hardstand Yard	Med	Port Marina Slipways Morgan Thompson
Retail Shopfronts	Various Retail Services	Retail Building	Low	Each Lessee/Licensee of each retail outlet
Storage of Dragon Boats and Outrigger Canoes	Lifting of Canoes / Boats from storage area to local boat ramp	Car park / Hardstand Area	Low	Maroro Club Flamin Dragons Club Port Pacific Resort

7) Outline of the hazards to human health and the environment associated with the activities performed on site and pre-emptive action to minimize or prevent risks

Number	Hazard to health & environment	Likelihood of hazard occurring	Conditions or events that may increase the likelihood of hazard occurring	Pre-emptive action to be taken to minimize or prevent the risk to human health or the environment
1	Pollution of Waterways	Low – Med	Extreme weather, Non-Compliance WH & S Practices	<ul style="list-style-type: none"> - Implementation of Safe Work Practices & Training - Ensure Boat Owners read & comply with Marina Operating Rules - Regular Maintenance of Plant & Machinery - Ensure EPA requirements are met - Ensure tenants comply with WH & S and EPA Regulations
2	Personal Injury – Exposure harmful chemicals, pollutants and materials	Low - Med	Multiple work activities in same area, Non-Compliance WH & S Practices	<ul style="list-style-type: none"> - Weekly meetings to de-conflict activities in adjacent areas. (i.e. Hardstand / Slipway) - Implementation of Safe Work Practices & Training
3	Personal Injury – Fire / Explosion	Low	Extreme weather, Non-Compliance WH & S Practices	<ul style="list-style-type: none"> - Implementation of Safe Work Practices & Training - Ensure Boat Owners read & comply with Marina Operating Rules - Ensure all onsite individuals receive appropriate induction training - Promulgation & Awareness of Emergency Management Plan

4	Personal Injury – Falls, Slips, & General accidents	Low	Non-Compliance WH & S Practices	<ul style="list-style-type: none"> - Implementation of Safe Work Practices & Training - Ensure Boat Owners read & comply with Marina Operating Rules - Ensure all onsite individuals receive appropriate induction training
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8) Inventory of potential pollutants on site and potential pollutants used in carrying out the activities described in paragraph 6.

Trade name / Substance	Solid / Liquid / Gas	Max Quantity on site	Location on site	Relevant Potential Health & Environmental Impact
Paint & Solvents	Liquid	150 Lts	Retail & Commercial Building	<ul style="list-style-type: none"> - Inhalation (i.e. potentially carcinogenic), digestion and prolonged contact (i.e. eyes) can lead to serious illness - Flammable Fire Hazard - Toxic to Marine Life
Diesel	Liquid	30,000 Lts	UPSS – Fuel Wharf Area	<ul style="list-style-type: none"> - Flammable / Fire Hazard - Toxic to Marine Life
Premium Unleaded Petroleum	Liquid	10,000 Lts only 5,000 lts held at any time	UPSS – Fuel Wharf Area	<ul style="list-style-type: none"> - Flammable / Fire Hazard - Toxic to Marine Life
Grey Water	Liquid	500 Lts	Boats	<ul style="list-style-type: none"> - potentially toxic to Marine Life
Bilge & Oily Water	Liquid	1000 Lts	Boats Slipway	<ul style="list-style-type: none"> - Toxic to Marine Life - Prolonged exposure i.e. inhalation can cause illness & develop into fatal H₂S Gases if not removed regularly from boats.
Commercial Grease, Fats & Oil	Liquid / Solid	500 Lts	Retail Building	<ul style="list-style-type: none"> - Toxic to Marine Life - If not removed regularly can cause hygiene problems with pest and vermin activity
Marine Products	Liquid / Solid	100 Lts	Boats & Commercial Building	<ul style="list-style-type: none"> - 90% products safe to environment in most cases, little impact on environment, i.e. boat polish

9) Inventory of pollution and safety equipment used to minimize the risks to human health or the environment and contain or control a pollution incident

Type	Location	Quantity	Staff Contact	Instructions
Fuel Spill Kit	Fuel Wharf Fuel Delivery Point Shotgun Marine	2	Natalie Welsh Port Marina	Distribute soaker pads around effected area, and spray with breaking agent. Attach boom around the boat / effected area and begin clean-up. Call Emergency services if spill unable to be contained or if large volume of fuel spilled.
Fuel Spill Kit	Port Marina Slipway	1	Morgan Thompson Port Marina Slipways	Distribute soaker pads around effected area, and spray with breaking agent. Attach boom around the boat / effected area and begin clean-up. Call Emergency services if spill unable to be contained or if large volume of fuel spilled.
Containment Booms	Port Marina Slipway	1	Morgan Thompson Port Marina Slipways	Ensure Containment Boom is around rock wall prior to working on any vessel on slipway. Use additional Containment Boom if spill occurs or for containment of other pollutants in and around Marina.
Pump Filtration System	Commercial Concrete Area	1	Natalie Welsh Port Marina	Ensure power made to Pump when work being carried out on Slipway
Pump Filtration System	Slipway	1	Morgan Thompson Port Marina Slipways	When cleaning and working on boats on slipway ensure Pump is turned on
Storage Sump (Oil & Grease)	Slipway	1	Morgan Thompson	Ensure removal when nearing capacity via waste removal truck offsite.
Fire Hose Reel Systems	Marina	11	Natalie Welsh	Available for use in Fire
Portable Dry Chemical Extinguishers	Marina	4	Natalie Welsh	Available for use in Fire
Portable AFFF Extinguisher	Marina	1	Natalie Welsh	Available for use in Fire
Portable CO2 Extinguisher	Marina	1	Natalie Welsh	Available for use in Fire

10) Details of persons at the licence holder who are responsible for:

- (a) Activating this plan**
- (b) Notifying the relevant authorities**
- (c) Managing the response to the pollution incident**

Name	Position	24 hour contact details	Responsibilities
Natalie Welsh	Marina Manager	0448 096 395	All
Morgan Thompson	Tenant	0416 217045	C only
Terry Nocelli	Tenant	0418 810 022	C only

11) Contact details of relevant authorities

Name of authority	24 hour contact details
Hastings Council (Local Authority)	02 65818111
EPA Environment Line	131 555
Ministry of Health	1800 020 103
NSW Workcover Authority	131 050
Fire & Rescue NSW	000

12) Dates plan was tested (Annual)

Date	Emergency Tested
30 august 2022	Fuel Spill
31 August 2022	Fire

13) Person who tested plan

Name	Natalie Welsh
Position	Marina Manager
Contact Details	0447 322489

14) Procedure for testing plan

- 1) Gain approval from Marprop Australia through Marina Operations Manager to conduct PIRMP training
- 2) Ensure Marina Staff, tenants and boat owners (where practicable and appropriate) are informed of testing date and plan.
- 3) Liaise with Local Authority's (Council, Fire Services etc.) in identifying a suitable time and scenario in testing the plan.
- 4) Prior to executing training run, ensure that local authorities have no current real-time incidents in progress.

15) Dates plan is to be updated

- 1) 31 May 2013
- 2) 31 May 2014
- 3) 31 May 2015
- 4) 31 May 2016
- 5) 31 May 2017
- 6) 31 May 2018

- 7) 31 May 2019
- 8) **31 May 2020**
- 9) **17 Dec 2020**
- 10) **17 Dec 2021**
- 11) **17 Dec 2022**
- 12) **17 Dec 2023**

16) Procedure for updating plan

Contact EPA in the first instance when updating plan and liaise directly regarding any further updates in EPA policy and procedures. Incorporate these changes and lessons learnt in previous training emergencies. Liaise with the Marina Operations Manager (Port Macquarie Marina) for any additional input or guidance.

17) Details of staff training plans in relation to this plan

Name of Staff Training Program	Aims and objectives of staff training program regarding this plan	Person responsible for program	Frequency of staff training programs
Senior First Aid	Apply first aid and reduce risk to human health in an incident	Natalie Welsh	Annual
Dangerous Goods License	Compliance with NSW Workcover	Natalie Welsh	Annual No longer required
Workplace Emergency Management Training – Marine Industry Course	Provides participants with the necessary knowledge to maintain a safe working environment onboard vessel and on their facilities, and to use the appropriate firefighting equipment safely and effectively when extinguishing a fire.	Natalie Welsh	Every 2 years

18) Details of mechanisms for providing early warnings and regular updates regarding pollution incident to owners and occupiers in the surrounding area

1	VHF Radio – transmit messages to local authorities and boats on VHF 16
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19) Detailed procedure to be followed immediately after a pollution incident occurs, including:

- a) The local authority to be notified of the pollution incident

Local Authority Name	Emma Coombs – Environmental Officer
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Contact Details

Port Macquarie Hastings Council
Jack Grant Environmental Officer
PO Box 84
Port Macquarie NSW 2444
Ph: 0265 81 8111

- b) The owners and occupiers of premises in the surrounding area to be notified of the pollution incident

Name of Occupier/Owner	Address	Contact Details
Sails Resort	20 Park Street Port Macquarie NSW 2444	02 6589 5100
Crown Lands – Catchments & Lands (Dept Primary Industries)	437 Hunter Street Newcastle NSW 2300	1300 052 637
Hastings Council	PO Box 84 Port Macquarie NSW 2444	02 6581 8111

- c) Other persons and authorities required to be notified of the pollution incident

Name	Position	Contact Details
James Marshall	Director	0416 060 500

- d) Actions to be taken to reduce and control any pollution during and immediately after the incident, including early warnings and updates

As dictated by Nature of Incident

- e) Arrangements for minimizing the risk of harm to any persons on site when a pollution incident occurs

As dictated by Nature of Incident

- f) Procedures for coordinating with authorities and persons notified of the incident

As dictated by Nature of Incident

- g) Person at the license holder's premises responsible for communications about the pollution incident

Natalie Welsh – Marina Manager Email: nataliew@marprop.com.au or mobile 0488 743 717