



PIRMP

POLLUTION INCIDENT

RESPONSE MANAGEMENT

PLAN

**Copies of this Plan is located
Shellharbour Marina Main Office, Emergency Services Box.**

SHELLHARBOUR MARINA

Approved by: Ben Schooley, General Manager

Date: June 2023 Review May 2024

Version: 2

SHM-6-003

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SECTION 1 Pollution Incident Response Plan

1.1 Purpose & Scope

This Pollution Incident Response Plan (PIRP) has been developed to describe Shellharbour Marina's response to a potential pollution incident and to meet the requirements of the Protection of the Environment Operations Act (POEO Act 1997)

**The PIRP covers the Marina facility which has an Environmental Protection
Licence No.12426..... and**

The plan covers description of potential hazards, actions to be taken to prevent additional environmental harm and details of communication required in the event of an incident.

1.1.1 Process

In the event of a pollution incident:

Step 1: Emergency Response: Ensure personnel are safe.

Step 2: Emergency Response: Contain the incident where possible.

Step 3: Notify the Emergency Response Controller.

Step 4: Emergency Response Controller and Marina Management to complete the notification required in section 2.6.2 if the pollution incident meets the definition in section 2.1.

The remainder of this document is set out to meet the requirements of the legislation. Each of the sections below is titled to match the *Preparation of pollution incident response management plans* document issued by the EPA.

1.1.2 Definition of Pollution Incident

A *pollution incident* means 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.

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:

- harm to the environment is material if:
- it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- 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
- 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.

1.2. Description and Likelihood of hazards

Potential pollution incidents identified include:

Air Pollution Incident: Escape of significant dust or smoke to atmosphere.

Water pollution incident: Escape of significant fuel from fuel operations or effluent from Pump out off site to a watercourse.

Noise Pollution Incident: Noise pollution from yard operations and vessel movements.

Land Pollution Incident: Escape of significant leachate or fuel off site to land.

Fire: Vessel, machinery or facility.

Fuel Storage Explosion: Underground storage facility or fuel line damage.

Sinking Vessel: Escaping fuel from vessel tanks & navigational hazard.

The sites covered by this plan were assessed in individual risk assessments. The controlled nature and permitted operation under the licence at the sites includes storage of fuel (PULP and Diesel) in reportable quantities. No other chemicals are currently stored in reportable quantities. This currently presents low risk. Possible risks are tabulated below.

Site/ Residual Risk	Marina Waters	Foreshore	Marina Yard
Air Pollution Incident	Very Low	Very Low	Very Low
Water Pollution Incident	Low	Low	Very Low
Noise Pollution	Very Low	Very Low	Low
Land Pollution Incident	Very Low	Low	Very Low
Fire	Low	Very Low	Medium
Fuel Storage Explosion	Very Low	Very Low	Very Low
Vessel Sinking	Low	NA	NA

1.3. Pre-emptive actions to be taken

The most likely form of pollution incident would result from a fire, or fuel or effluent leakage from the site.

All storm water runoff is directed to the relevant designed water treatment catchment for the site. These include bio swales at the foreshore carpark and foreshore. These control any run off and are regularly checked. All drains are checked monthly. No Isolation valves for Storm water run off. The marina personnel regularly carry out forshore patrols by boat collecting objects that have entered the harbour area via the foreshore and stormwater catchments.

All fuelling of vessels, plant and equipment is carried out on site in accordance with the relevant safe work method statement. The fuel system operates in accordance with the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008. The Fuel Management Plan is available at the Marina office.

Fire is also a potential to environmental hazard. In the event of a vessel fire it must be handled as per the marina fire plan. Protection of the environment needs to be assessed and all vessels following a fire must be bunded off using the floating fuel absorbent booms. Any fuel product on the surface must be absorbed via the Hydrochemical absorbent pads. This equipment is located in the Marina Spill Kits (Yellow Bins) located at the Marina Office and Fuel Wharf Office.

Effluent leakage could be caused by the rupture of the Pump out system to main sewer line. In the event of a leakage the waterside pump unit must be turned off.

All handling of pollutants must be only carried out using correct PPE. This includes Safety eyewear, gloves, PFD (on water situations), covered footwear.

In the event of Fuel or Effluent spill, floating booms are located in the Fuel Office and Marina Office. In the event of fire, fire hose reels and fire extinguishers are located on the marina. Fire hydrant outlets are also located on the marina for the use by the fire department.

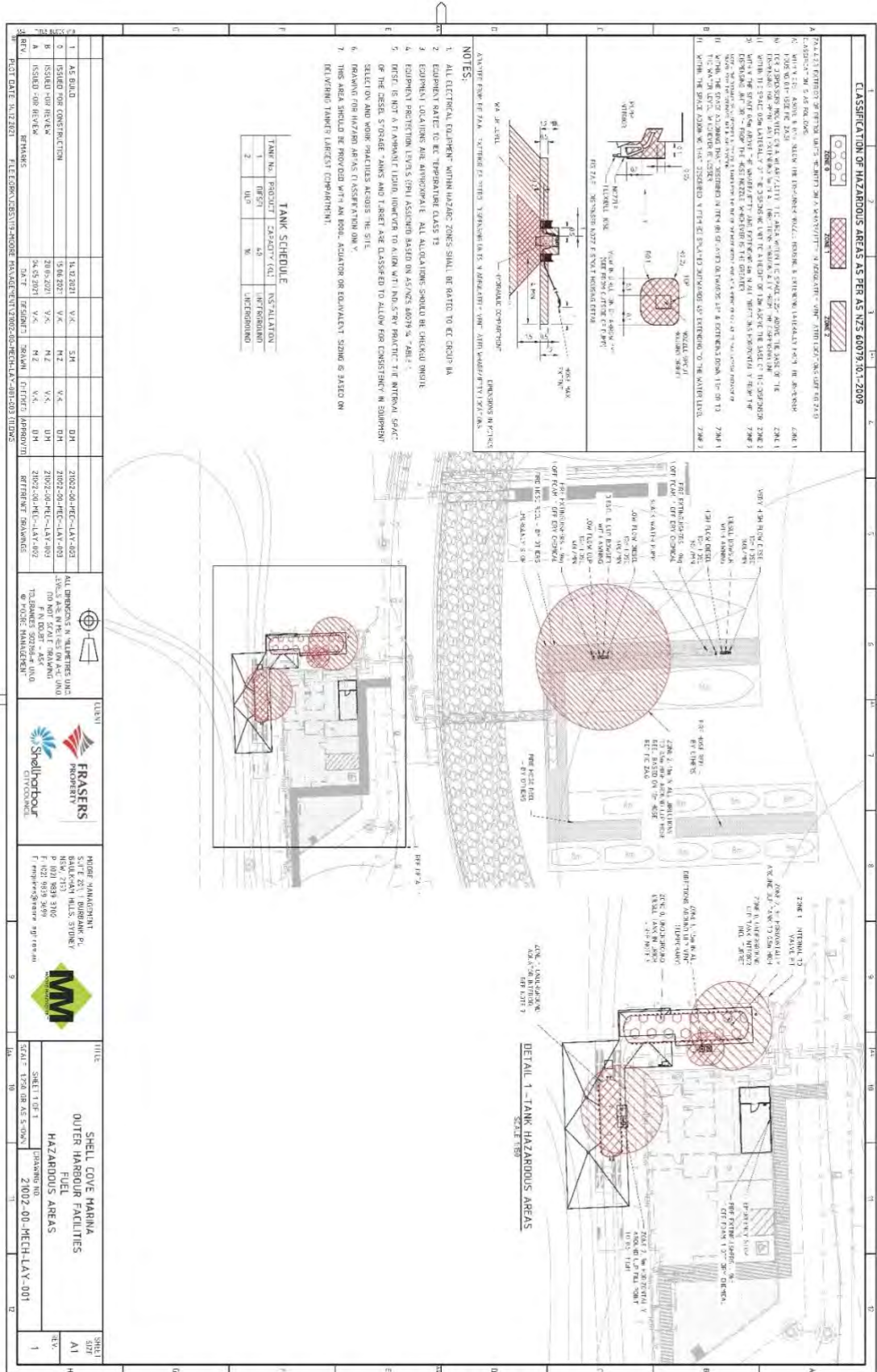
Actions for emergency response is outlined in marina Emergency Response Manual.

In the event of a Pollution Incident:

Step 1	Refer to the Shellharbour Marina Emergency Response Plan. Ensure all personnel are safe. Assess the situation - can it be contained or removed. Isolate any further risk.
Step 2	Contain or remove the risk of pollution. Proceed in clean up or extraction where necessary.
Step 3	Notify the Emergency Response Controller. Engage local authorities if there is further or harm to the public
Step 4	General Manager to notify authorities as required and if the pollution meets the definition as per the Protection of the Environment Operations Act 1997

1.4. Inventory of Pollutants

The currently significant source of reportable “Dangerous Chemicals” on site is the fuel stored in underground tanks on the foreshore. The underground tanks commissioned in 2021 holds 40,000 litres of diesel and 15,000 litres of PULP. A small amount of LPG (TBC on completion of BMF) is stored near the admin building (not a reportable quantity). The Chandlery and workshops in future will also store other chemicals. These are itemized in the Hazmat Register which is located attached to the Hydrant Booster surround at the trailer boat launch carpark. Fuel Wharf and Tank area Hazardous Areas diagram attached:



1.5. Safety Equipment

Spill kits and containment materials including containment water deployable booms are available at various strategic points around the site. Emergency response and fire equipment is readily available and training in emergency response and fire incidents is carried out annually.

Plant and equipment are available to create additional bunding in the event of any significant spill using materials available on site. Any material used for bunding will be assessed in accordance with the Waste Classification Guideline for appropriate disposal.

Appropriate PPE: Gloves, Glasses must be worn whilst handling any used absorbent material and placed in provided chemical waste bags.

Potential air pollutants are controlled by the rules and regulations in the Marina Slipping Agreement. Additional screening deployed depending on activity.

1.6. Contact Details

Personnel responsible for the sites

The following table outlines the personnel responsible for the site and responsible for the activation of the PIRMP, Authorisation to notify relevant authorities and responsible for managing the response to an environmental incident

Title	Name	Contact number
General Manager	Ben Schooley	0477 099 600

The site is manned with a supervisor from 8.30am – 5.00pm daily (except Xmas Day).

Out of hours contact is Ben Schooley.

1.7. Notification of external parties

The following table outlines the contact details and correct sequence for notification in the event of a notifiable pollution incident. The Incident Controller will notify Management of the event who will carry out the notifications required by the table below.

Emergency Services (if dealing with an emergency)	Police Fire Ambulance	000
EPA	Environment Line	131 555
NSW Ministry for Health		02 9391 9000
WorkCover		13 10 50
Shellharbour Council	Customer Service Section	02 4211 6111
Fire and Rescue	Shellharbour Fire Station	02 4224 2098

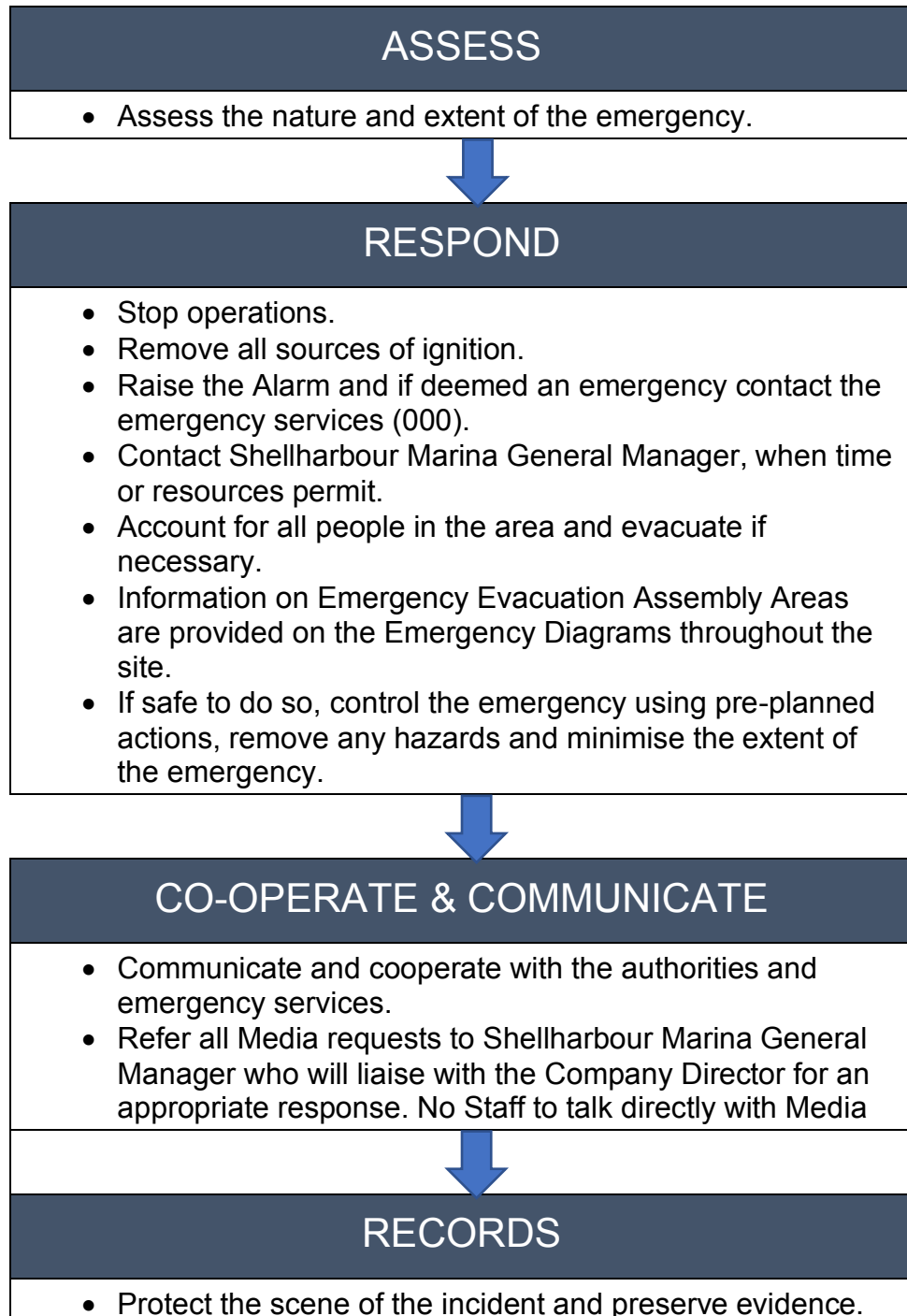
NOTE: Phone numbers are current as at the date of this document.

1.8. Communicating with neighbours and local community

The Marina has signage at the marina gates indicating the contact details for community feedback.

In the event of a notifiable incident neighbouring properties will be door knocked to be advised of the situation.

1.9. Minimising harm to persons on the premises



- Complete Shellharbour Marina Emergency Response Form

Refer to the emergency response plan for the site. At all times minimising harm to persons shall be a priority. Appendix 1 Emergency Response Plan.

1.10. Training, Testing and Review.

There is a very low risk of a pollution incident occurring. SHM will review the PIRMP after 12 months and create a new version at 24months. Testing the plan will be carried out at the time of review and may include pollution or emergency response actions and documented. The Site staff are trained in Emergency Response and Fire Response at least annually. Staff will be trained in the PIRMP and records maintained in the corporate training system. A copy of this plan will be available for viewing at the Marina Services Building.



Warden & First Attack Firefighting Training 24th Feb 2023



**Fire Warden Staff Exercise 11th March 2023
Emergency Response procedures.**

Marina Training Institute - Marina Industries Association Environmental Incident Training

Date:	Course
10/11/2021	Oil Spill Response
30/05/2022	Environmental Best Practice
20/07/2022	Oil Spill Response

It is a legal requirement to test the plan every 12mth and within one month of any pollution incident. Shellharbour Marina conducts the following:

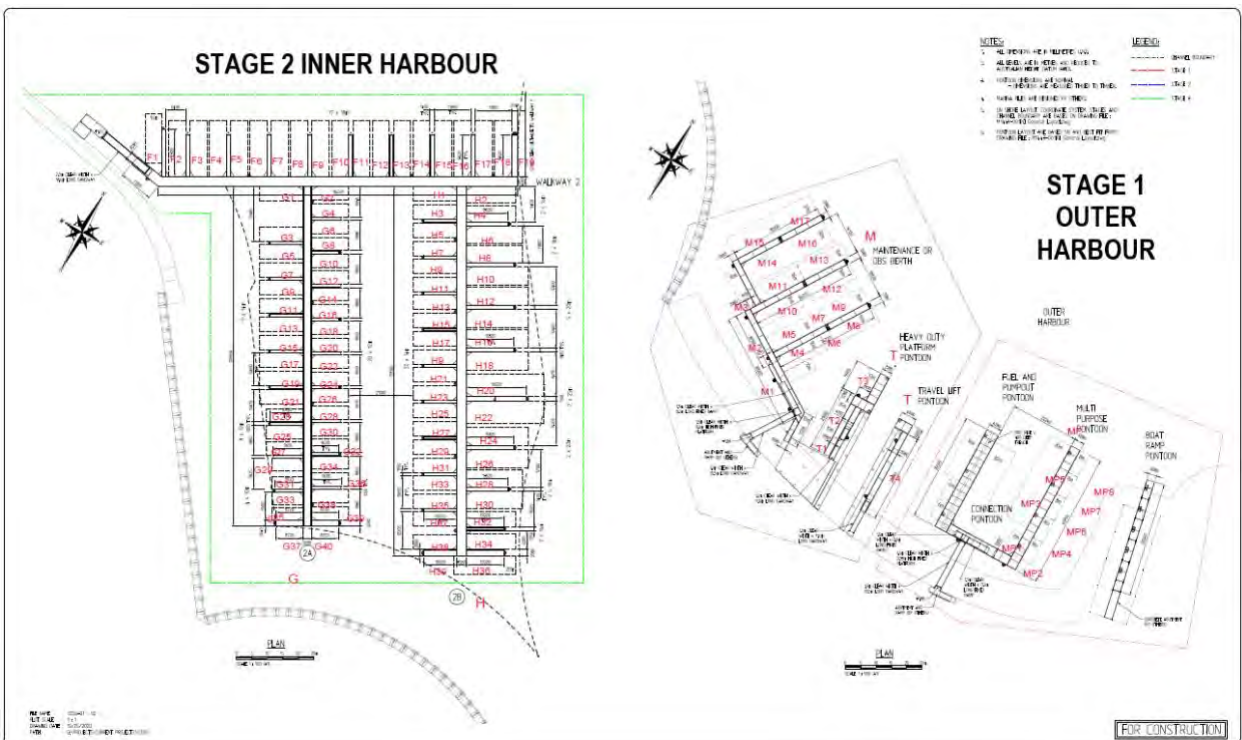
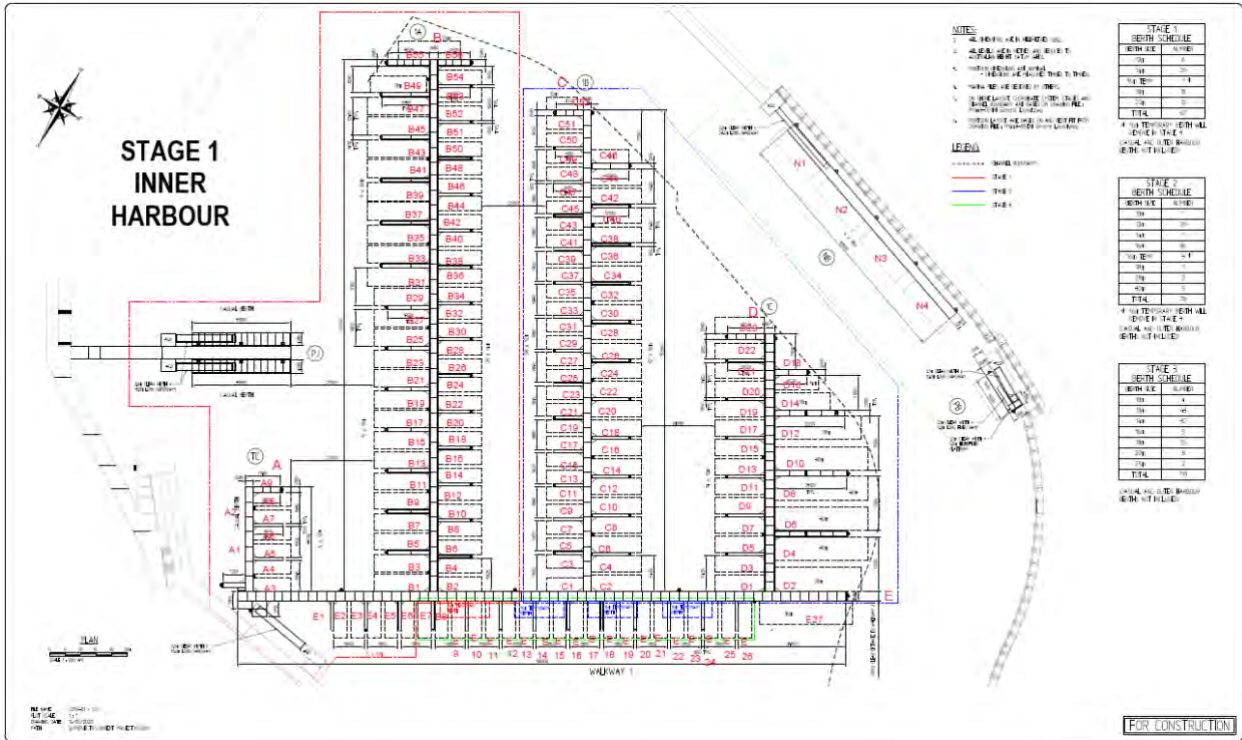
- Testing the PIRMP is annually conducted and may include pollution or emergency response actions and documented with photos.
- Pollution Incidents are documented in our Incident Report files and at the time of the event. These can be found on our shared drive in PDF format or logged in the incident report folder. All incidents are reviewed at Operations Meetings after an incident and further action taken if warranted.
- PRIMP documents are updated annually. A task is set up recurring annually and assigned to the General Manager to conduct review.

Section 2 Maps & Plans

2.1 Shellharbour Marina, aerial photograph from 2021



2.2 Whole of Site Plan





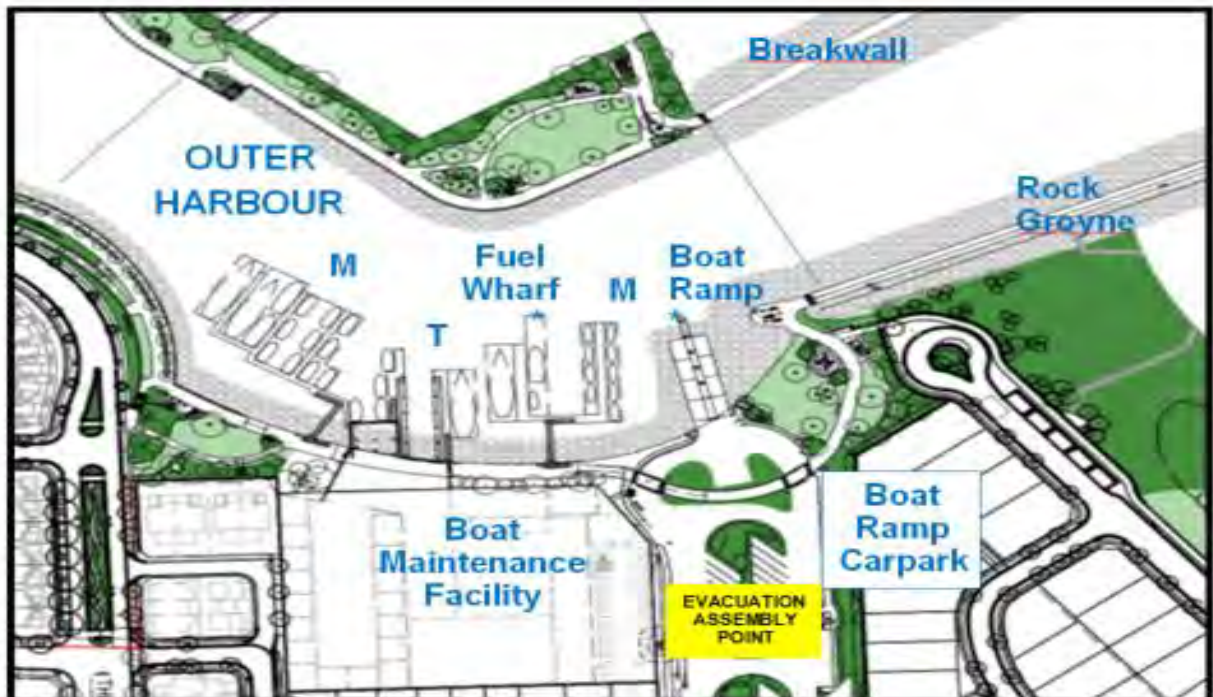
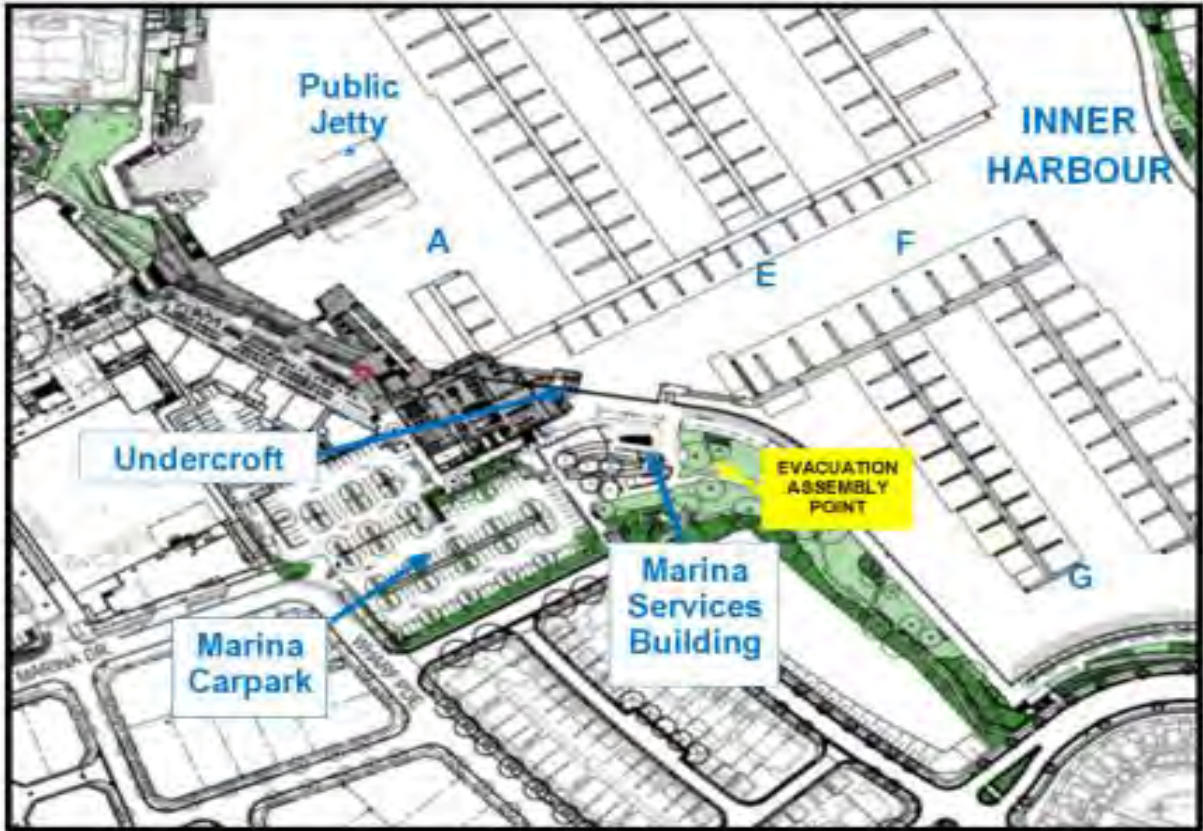
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Site Plan
Shellharbour Marina

Scale:
1:5,000

Date:
14/02/2022

2.3 SHM EVACUATION ASSEMBLY POINT



2.4 SHM Plan Modifications Register and Definitions

Definitions

Term / Abbreviation	Definition
EPA	Environmental Protection Authority
POEO	Protection of the Environment Operations Act 1997
EPL	Environment Protection Licence issued by the EPA

Version History

Version No	Date Changed	Modified By	Details and Comments
1	12/1/2022	Ben Schooley	Original Document
2	28/3/2022	Ben Schooley	Additional Hazards included.
3	10/2/2023	Ben Schooley	Annual Review and update.
4	06/06/2023	Ben Schooley	Updated and inclusion of Hydraulic Diagram
5			
6			
7			
8			
9			

Section 3 – Hazardous Materials Register

CONTACTS General Manager Ben Schooley 0477 099 600

BULK STORAGE

(see SITE PLAN for locations)

Site ID	Dangerous Goods					Tank	
	Name	Class	Sub-Risk	UN No.	PG	Type	Capacity
PULP	Gasoline	3	n/a	1203	II	*UPSS GRP	15,000ltr
DIESEL	Diesel	C1	COMBUSTIBLE LIQUID			*UPSS GRP	40,000
LPG	Petroleum Gases, Liquefied	2.1	n/a	1075	n/a	LP Gas Cylinder	TBC

*UPSS GRP - Underground Petroleum Storage System Glass Fibre Reinforced Plastic

I acknowledge the above quantities are correct.

DATED: 10/02/2023 *Ben Schooley*

Shellharbour Marina per:

Hazmat Manifest locations



plied on the understanding that Council will not be responsible for any loss or damage which may n any use made of such information as a result of errors or omissions contained in the map.
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Site Plan	Scale:	Date:
Shellharbour Marina	1:5,000	14/02/2022



Red Mark indicating 'Marina & Hazmat Information'. Located on side of Fire Booster Enclosure.

