

Pollution Incident Response Management Plan

Newcastle Cruising Yacht Club
New South Wales, Australia

Version 1.6
Updated April 2022

Document location: S:\Marina\Environmental\EPA



Contents

1. INTRODUCTION	3
1.1 Background and Scope.....	3
1.2 Regulatory Requirements	3
2. EPL & PREMISE DETAILS.....	6
2.1 Environmental Protection Licence (EPL).....	6
2.2 Site Details	6
2.3 Major Hazards.....	6
2.4 Likelihood of major hazards occurring.....	7
2.5 Chemicals and Potential Pollutants	8
2.6 Inventory of Safety Equipment.....	8
2.7 Pre-emptive Action to Prevent Incident	8
3. MANAGEMENT AND RESPONSIBILITIES.....	8
3.1 Legal Duty to Notify	8
3.2 PIRMP Management	9
4. INCIDENT MANAGEMENT	10
5. NOTIFICATION PROCEDURES.....	11
5.1 Midcoast Boatyard to NCYC (internal notification if applicable)	11
5.2 NCYC to EPA - Determination of Material harm	12
5.3 Internal and External Notification.....	12
5.4 Notification to Local Landholders and Community	13
6. TRAINING, TESTING AND COMMUNICATION	13
6.1 Training	13
6.2 Testing, Review and Maintenance.....	13
6.3 Availability of the PIRMP.....	14
7. REVIEW REGISTER	14
8. APPENDICES	15
8.1 Appendix 1 - Map	15
8.2 Appendix 2 - Pollutants held on site at NCYC.....	16
8.3 Appendix 3 - Inventory of Safety Equipment.....	17
8.4 Appendix 4 - Notification by Boat Yard to NCYC.....	18
8.5 Appendix 5 – Pollution Incident Decision flowchart	19
9. CONTROL AND REVISION HISTORY	20
9.1 Document Information	20
9.2 Revisions	20

1. INTRODUCTION

1.1 Background and Scope

The *Protection of the Environment Legislation Amendment Act 2011* (PELA) received assent on 16 November 2011 resulting in changes to the Protection of the Environment Operations Act 1997 (POEO Act). The intent of the PELA 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). 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:

- 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 Act (section 153C) and 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 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 within the meaning of Part 5.7 of the POEO Act, licensees must immediately implement the plan (section 153F, POEO Act).

As the holder of EPL #11396, Newcastle Cruising Yacht Club (NCYC) is required to comply with the POEO Act. As such this document has been developed to satisfy the PIRMP requirements documented above.

This document also details the procedures for notification of pollution incidents resulting in or having the potential to cause material harm to the environment. The notification of environmental incidents under the PIRMP is only required for those incidents causing or threatening to result in material environmental harm (a material harm incident) as defined in the POEO Act.

1.2 Regulatory Requirements

Specific detail is required for inclusion in the PIRMP. Table 1.1 lists information mandated under Section 153C of the POEO Act and Clause 98C of the POEO (G) Regulation and details where this information is located in this document.

Table 1.1 Document Directory

Section 153C	Detail required	Location in document
(a)	The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to: (i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, and (ii) The local authority for the area in which the premises to which the EPL relates are located and any area or potentially affected, by the pollution, and (iii) Any persons or authorities to be notified by Part 5.7 (of the POEO Act)	Section 5.2 Section 5.2 Section 5.2
(b)	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,	Section 4.0
(c)	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,	Section 5.2
(d)	Any other matter required by the Protection of the Environment Operations (General) Regulation 2009 (as set out below): 98C (1)(a) A description of the hazards to human health or the environment associated with the activity to which the licence relates (the “ relevant activity ”) 98C (1)(b) The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.	Section 2.3 Section 2.3
	98C (1)(c) 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.	Section 2.6
	98C (1)(d) An inventory of potential pollutants on the premises or used in carrying out the relevant activity.	Section 2.4
	98C (1)(e) 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.	Section 2.4

**Table 1.1 Document
Directory**

Section 153C	Detail required	Location in document
	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 2.5
	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 3.2
	98C (1)(h) The contact details of each relevant authority referred to in section 148 of the POEO Act.	Section 5.3
	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 5.4
	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 6.0
	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 2.1
	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 2.3
	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 6.2
	98C (1)(o) The dates on which the plan is updated.	Section 6.2
	98C (1)(p) The manner in which the plan is to be tested and maintained.	Section 6.2

2. EPL & PREMISE DETAILS

2.1 Environmental Protection Licence (EPL)

NCYC has held an EPL (License# 11396) since 20 April 2004. The EPL relates to NCYC's operations as a boat mooring and storage facility as well as boat construction/maintenance (general). The scheduled activity is "Marina and Boat Repairs".

2.2 Site Details

NCYC is a commercial marina, boat yard and registered Club located on the Hunter River in Newcastle. The street address is 91-95 Hannell Street Wickham NSW 2293. The marina and related precinct has been operating for approximately 28 years.

The surrounding areas which may potentially be impacted by a pollution incident occurring at NCYC, in addition to the premise itself, may include the following:

- Landholders adjacent to the Marina which include the following:
 - Mariner Apartments;
 - Fishing Co-op;
 - Houses/Shops on Southern side of Hannell Street; and
- Upstream and downstream water courses (including inundation areas and adjacent landholders): Throsby Creek and the Hunter River.

A map indicating likely affected neighbours is located at Appendix 1.

2.3 Major Hazards

The potential major environment hazards which have been identified for NCYC include:

- Spills / leaks (eg hydrocarbon, hazardous chemicals, etc) resulting in land pollution;
- Spills / leaks (eg hydrocarbon, hazardous chemicals, saline or sediment laden water, etc) resulting in water pollution;
- Major unlicensed water or sewage discharge (eg out of a boat in the marina); and
- Boat fire; or
- Building fire

The likelihood of environmental hazards occurring at NCYC has been captured through the NCYC Basic Risk Assessment (BRA). The purpose of the BRA is to identify significant aspects and impacts at NCYC and the risk they pose to operations and the controls necessary to effectively manage them. Management of impacts is prioritised according to the level of risk each aspect is assigned.

The systematic identification, assessment and management of foreseeable hazards is undertaken utilising generally accepted risk analysis. This process includes:

- Identifying foreseeable hazards associated with operations at NCYC;
- Assessing health, safety, environment and community (HSEC) risks using recognised analysis and evaluation methodologies; and
- Implementing controls necessary to eliminate or reduce identified risks in accordance with the established hierarchy of controls for environmental management.

2.3 Likelihood of Major Hazards Occurring

POLLUTION INCIDENTS	PRIMARY CONTROLS	LIKELIHOOD
Fire damage and subsequent loss of product from fuels infrastructure	Fire fighting equipment, Emergency Procedures and staff training	Low
Seismic activity resulting in pipeline fracture (Seismic action isndie 3 known to occur in NSW and VIC)	Dual containment systems	Low
Flooding resulting in escape of product from tanks	Fuel tanks sealed systems – all points of water entry inspected regularly and maintained by specialist contractor	Low
Severe weather event resulting in damage to Marina infrastructure and subsequent fracture of pipeline components	Isolation valves and controls available to minimise any spill. Dual containment systems	Low
Acts of vandalism or target of terrorist / environmentalist activity	CCTV and Security around majority of precinct	Low
Corrosion damage to pipeline components resulting in pipeline or fuel tank leakage	Routine Infrastructure inspections	Low
Mechanical failure of pipeline, storage and dispensing components / infrastructure	Routine Infrastructure inspections	Low
Collision of vessel with Marina causing fracture to pipelines and subsequent leakage of fuel	Pipelines constructed of double walled (self-bunded) polyethylene pipe with low susceptibility to fracture. Pipework secured to pontoons below points of contact	Low
Fuel spillage during dispensing of fuel by members of public	Signage and warnings, self-service instructions, overfill controls on fuel dispensing pumps	Low
Fuel spillage from vessel fuel system and bilge pumping system	Contacts and advice provided to tenants and visitors	Low

2.4 Chemicals and Potential Pollutants

NCYC stores Diesel and Premium Unleaded Petrol (underground storage tanks) on site and very limited stocks of chemicals and potential pollutants for cleaning etc in the registered Club.

The facilities that remain to store oils and chemicals have been designed in accordance with Australian Standard. The system has been designed to incorporate:

- Impervious walls and floors;
- Sufficient capacity to maintain 110% of the volume of the tank (or 110% volume of the largest tank where more than one tank is stored in the bund);
- Walls not less than 250mm high;
- Where applicable, have floors bunkered; and
- In the case of a Diesel and PULP contained in dual skin storage vessels.

Potential pollutants created as part of the operations, and thus excluded from registers, include:

- Sediment laden surface water runoff from disturbed areas and the boatyard; and
- Effluent waste

These materials are in a constant state of flux as a result of operations. Risks associated with these potential pollutants are incorporated into the risk register discussed above however specific waste management and pollution strategies have been implemented to manage these risks in accordance with development approvals required for the site.

An inventory of potential pollutants is listed in Appendix 2.

2.5 Inventory of Safety Equipment

An inventory of safety equipment is located in Appendix 3.

2.6 Pre-emptive Action to Prevent Incident

The following tasks are undertaken to prevent an incident occurring:

- Maintenance to water management system including pump maintenance, drainage of siltation tank, clean of filters etc
- Regular cleaning of grease traps
- Testing of diesel and PULP tanks
- Tank volume monitoring and dipping (including water monitoring)
- Groundwater monitoring program conducted by independent experts
- Depository for engine used engine oils in a bunded tank for recycling
- Maintenance to fire equipment and emergency evacuation equipment throughout the precinct
- Maintenance of spill kits in respect to NCYC's fuel / diesel operations

3. MANAGEMENT AND RESPONSIBILITIES

3.1 Legal Duty to Notify

All NCYC employees and contractors are responsible for alerting NCYC management to all non-trivial environmental incidents, or hazards which may result in a non-trivial environmental incident.

Notification responsibilities are detailed in the POEO Act (Section 148), which encompasses all site personnel, including contractors and sub-contractors. These can be categorised broadly as:

- The duty of an employee or any person undertaking an activity: Any person engaged as an employee or undertaking an activity (at NCYC) must, immediately after becoming aware of any potential incident, notify their relevant manager of the incident and all relevant information about it. This is to be undertaken as per **Section 5**; and
- The duty of the employer or occupier of a premise to notify: An employer or occupier of the premises on which the incident occurs, who is notified (or otherwise becomes aware of) a potential pollution incident, must determine whether the incident requires notification to NCYC who will thereafter undertake notification to the appropriate regulatory authority of the “**material harm incident**”, including relevant information. Notification shall be undertaken by NCYC’s Marina & Assets Manager or CEO.

3.2 PIRMP Management

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

Table 3.1 PIRMP Management Responsibilities

Name	Contact details	Position	Responsibility
Paul O’Rourke	(w) 4940 8188 (m) 0413-416521	Chief Executive Officer	Responsible for authorising the PIRMP and all subsequent updates. Responsible for ensuring adequate resourcing for implementation of the PIRMP. Responsible for undertaking notification as defined in this PIRMP.
Matt Williams	(w) 4940 8188 (m) 0408-299512	Marina Coordinator	Responsible for undertaking notification as defined in this PIRMP. Authorised to liaise with the relevant authority. Responsible for co-ordinating and assisting with the response to a pollution incident. Responsible for ensuring notification and training of PIRMP.
Joe De Kock	(w) 4961 4812 (m) 0438-511544	Business Owner of Sub-let Boatyard	Notify NCYC of any pollution incident within the boatyard confines which is non-trivial and requires notification to the NCYC’s Marina & Assets Manager or CEO and to react accordingly on behalf of the Sub-lessor (NCYC) to contain and manage the pollution incident. Appendix 4 provides further detail regarding what is a non-trivial pollution incident which requires notification to NCYC’s Marina & Assets Manager or CEO.

4. 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/likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution 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 5.2**), 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, NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

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.

In compliance, the actions to be implemented at NCYC in the event of an incident include the following:

1. Secure the scene and contain the incident;
2. Gather information (ie environmental monitoring);
3. Determine the investigation level required;
4. Review and classify information and determine actions; and
5. Complete actions.

Arrangements, including description and location of safety equipment, for minimising risk of harm to people and the environment as a result of a pollution incident, and for containing or controlling a pollution incident, are detailed in **Appendix 3**.

This management plan documents the roles and accountabilities of key personnel at the operation in the event of an emergency and the contact details for appropriate emergency services. Designated evacuation points and procedures in the event of an emergency are signed. Any changes to emergency procedures are documented and communicated to all personnel.

Incident management at NCYC focuses on actions to:

- Secure and assign necessary tactical response resources, including equipment and/or personnel, to minimise the environmental impacts associated with an incident;
- Provide that tactical response operations are carried out in a safe, well organised, legal and effective fashion;
- Provide for the safety and welfare of all responders, employees, contractors and visitors;
- Continuously assess the incident to determine the adequacy of tactical response operations and the need for further assistance;
- Manage stakeholders arriving at site;
- Minimise effects on people, the environment, property and company reputation; and

- Implement an environmental monitoring program to quantify impacts as a result of an incident as well as to be used as the basis to notify adjacent landholders and downstream water users as to whether avoidance or remediation measures are required.

All NCYC employees and contractors receive emergency preparedness and response training during their site induction.

NCYC also has a separate flip folder to designate actions to be taken in the event of a number of different and specific emergencies. This folder is available in the NCYC administration office and a copy of the flip chart is also available in the licensed club behind the bar.

5. NOTIFICATION PROCEDURES

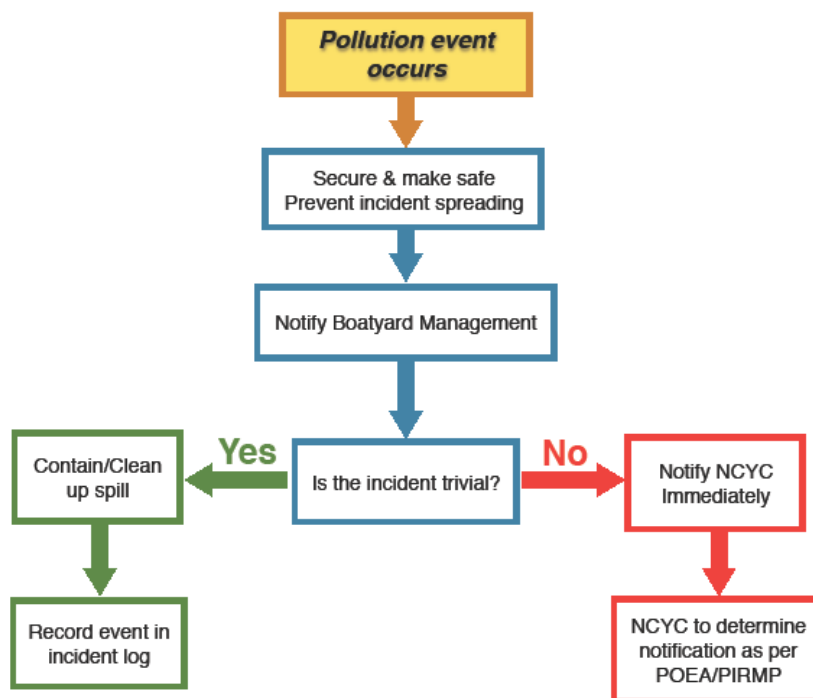
5.1 Midcoast Boatyard to NCYC (internal notification if applicable)

Following identification (and containment if possible) of a pollution incident, Midcoast Boatyard staff need to consider whether NCYC (as licensee) needs to be notified of the pollution incident so as they can determine whether the incident is a material harm incident that needs to be reported to the EPA. Minor and trivial incidents do not need to be reported to NCYC. In determining whether the pollution incident is minor and trivial (ie not reportable to NCYC) or a reportable pollution incident (ie not trivial) the following questions should be asked:

1. Did a pollutant enter the water stream or sewage system without going through NCYC’s first flush water pollution management system?
2. Is the pollution incident of a size or manner which is noticeable to the public (ie can a slick be seen on the water or can a release of unusual dust/smoke into the atmosphere be seen)?

If yes is answered to the either of these questions please report the incident to NCYC. Further guidance regarding what are trivial and non-trivial incidents are provided in Appendix 4.

Flowchart of Boatyard notification process.



5.2 NCYC to EPA - Determination of Material harm

Following containment of the incident, immediate action must be taken to determine if the incident can be classified as a 'material harm' incident, ie 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 that would be 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 the CEO.

5.3 Internal and External Notification

As mentioned in Section 3.1, internal reporting of environmental incidents is the responsibility of all employees and contractors. In the event of a material harm incident, response and notification must be undertaken as per **Table 5.3**, which contains the following important information:

- The local government authority for the area in which the EPL is issued;
- The persons and authorities to be notified by Part 5.7 of the POEO Act; and
- The contact details of each relevant authority referred to in section 148 of the POEO Act.

The agencies listed in Table 5.2 must be contacted in the order outlined on the following page:

Table 5.1 PIRMP Notification Requirements

Agency	Contact details
Fire and Rescue	000 (only to be contacted first if fire or rescue are required)
EPA	131 555 or 9995 5000
Ministry of Health	4924 6477 (ask for Public Health Officer)
Newcastle port emergency line	4929 3890
Work Cover	131 050
Newcastle City Council	4974 2000 (24/7)
Hunter Water Corporation	1300 657 000 (24/7 emergency response)

In the instance of identification of an environmental incident or hazard, the personnel will report the issue immediately to their supervisor, who in turn shall report it to the Marina and Assets Manager or the CEO. Immediately is taken to mean 'promptly and without delay'. 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 so¹.

After initial notification of any material harm incident, it will be the responsibility of the Marina & Assets Manager to liaise with any authority listed in **Table 5.1** that requests additional information, or is providing directions for management of the material harm incident. This may include incident investigation reports and ongoing environmental monitoring results.

¹ EPA, Frequently Asked Questions Regarding the Duty to Notify of a Pollution Incident (March 2012)
<http://www.environment.nsw.gov.au/legislation/poefaqsnotify.htm>

5.4 Notification to Local Landholders and Community

Community notification shall be undertaken at the determination of the CEO. The following notification methodology is proposed to be utilised as required:

- Early warnings: same day telephone notification to landholders whom may be affected by the incident over the subsequent 24 hour period; and
- Updates: follow up phone calls to all landholders and neighbors whom may have been notified by the initial early warning.

Information provided to the community will be relevant to the incident and may include the following details:

- Type of incident that has occurred;
- Potential impacts to local landholders and the community;
- Site contact details; and
- Advice or recommendations based on the incident type and scale.

6. TRAINING, TESTING AND COMMUNICATION

6.1 Training

All personnel affected by the content of this document will receive instruction or explanation on the relevant parts of the document.

General information relating to incident management and emergency response shall be included in NCYC's induction of employees and contractors.

A training exercise designed to test the adequacy of emergency preparedness and response will be undertaken at least once each year. Training exercises may involve the emergency response team responding to a simulated emergency or going through equipment that can be utilised in an emergency.

6.2 Testing, Review and Maintenance

Testing of the PIRMP will be undertaken to check that the information is accurate and current and that the plan is capable of being implemented in a workable and effective manner. Testing shall be undertaken in the following ways:

1. The PIRMP will be tested by assessing and reviewing it and making any necessary changes. Testing is taken to be either a desktop review or an environmental emergency drill or response to an actual incident. Testing will include all components of the plan.
2. A review of the PIRMP will occur every 12 months. Contact details in this document are kept current at all times; and

3. The PIRMP will be reviewed within one month of the date of any material harm 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.

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 updates of or amendment to the plan.

6.3 Availability of the PIRMP

The PIRMP shall be kept in written form at the EPL premises and shall be made available to all personnel responsible for implementing the plan, and to an authorised officer (as defined in the POEO Act) on request.

The PIRMP will be made publicly available on NCYC’s website, in a prominent position and on a publicly available page.

No personal information (within the meaning of the Privacy and Personal Information Protection Act 1998) will be made publicly available as part of the PIRMP.

7. REVIEW REGISTER

Date of Review	Person’s undertaking review	Type of Review undertaken	Notes following review: (any changes required? To which section?)

8. APPENDICES

8.1 Appendix 1 – Map

Fishing Co-op and Mariner Apartments



8.2 Appendix 2 – Pollutants held on site at NCYC

Newcastle Cruising Yacht Club			
<i>Chemicals</i>	<i>Volume</i>	<i>Storage</i>	<i>Risk Mitigation</i>
Diesel	Less than 15,000 litres	Underground tanks	Double bunded tank, regular Groundwater Testing Program (PPI Services), Fuel dispensing by NCYC Staff, Emergency Spill Kit, Fire Extinguishers and Fire Hoses on Standby. Emergency Stop Buttons on wharf and gate and fuel shut off valves at entrance to F dock.
Petrol	Less than 10,000 litres	Underground tank	Per above
Used Engine Oil	Less than 1,000 litres	Above ground tank	Sits in a bunded area. Only accessible with permission of NCYC staff. Only for disposal of engine oil.
Sewage	Less than 8,000 litres	Underground Trade Waste Sump	2 separate pumps into Hunter Water trade waste sewage system. Levels checked weekly and pumps tested. Built to DA standard.
All-purpose cleaning Detergents	2-30 litres	Shelved dry store	Appropriately labelled. Fire extinguisher in close proximity.
Beer Line Detergent	2-20 litres	Shelved dry store	Appropriately labelled. Fire extinguisher in close proximity.
Degreasers	2-6 litres	Shelved dry store	Appropriately labelled. Fire extinguisher in close proximity.
Metho	2-10 litres	Shelved dry store	Appropriately labelled. Fire extinguisher in close proximity.
Bleach	2-10 litres	Shelved dry store	Appropriately labelled. Fire extinguisher in close proximity.

Midcoast Boat Yard			
<i>Chemicals</i>	<i>Volume</i>	<i>Storage</i>	<i>Risk Mitigation</i>
Thinners	Less than 30 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Solvents	Less than 30 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Acetone	Less than 30 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Acid	Less than 20 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Resin	Less than 30 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Adhesives	Less than 20 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Paint	Less than 100 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Antifouling	Less than 100 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Additives	Less than 50 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site
Cleaning Products	Less than 50 litres	Shelved dry store in fire rated area	Stored appropriately / MSDS On site

(MSDS – Material Safety Data Sheet)

8.3 Appendix 3 – Inventory of Safety Equipment

Signage

Description	Number	Location
EPA Signage / Emergency Contact	2	Fuel wharf gangway At Fuel Wharf
Fuel tank signage/Emergency Contact	3	Fuel tank (carpark)

Marina / Fuel

Description	A	B	C	D	E	F	Work
Fire Extinguishers	3	3	3	2	2	2	0
Fire Hoses	4	4	4	3	3	3	1
Life Buoys	2	2	2	2	0	2	2
No Wake Signs	1	1	0	0	0	1	0
Hydrant	1	1	1	1	1	1	1

Fuel Wharf

Description	Number	Location
Fuel Emergency Stop Button	2	Fuel Wharf / Gangway
Spill Kit	1	Bins on wharf

Commercial Centre

Description	Number	Location
Fire Extinguishers	6	Various
Fire Hoses	2	Upstairs / Downstairs Hall
Emergency Evacuation Diagram		Under review & development
Fire Evacuation System	1	Under review & development
Fire Blankets	1	NCYC Office
Emergency Contact Details	1	NCYC Office Door
First Aid Kit	1	NCYC Office
Exit Signs	Various	Under review & development

Midcoast Boat Yard

Description	Number	Location
Emergency drainage shut off valve (spill)	1	SE Boatyard / Signed
Spill Kit / noodles / pads	1	Office
Fire Extinguishers	4	
Fire Hoses	2	
First Aid Kit	1	Noakes Office
Eye Washout Station	1	
Exit Signs	Various	Various
Material Safety Data Sheets	Various	Office

NCYC Licenced Club Building

Description	Number	Location
Fire Extinguishers	7	Various (upstairs / downstairs)
Fire Hoses	4	2 Upstairs & 2 Downstairs Foyer
Fire Blanket	1	Kitchen
Emergency Evacuation Diagrams	2	Foyer and Fire Exit

First Aid Kit	1	Staff Room
Copy of Emergency Incident Response Plan	1	Staff Room

Facilities and Grounds

Description	Number	Location
Emergency Muster Station	2	East and West end of Precinct
Fire Hydrants	6	Throughout car park
Fire Extinguisher	1	Side of CC near Air Conditioners

8.4 Appendix 4 – Notification by Boat Yard to NCYC

The table below provides a guide as to what type of incident needs to be notified to NCYC’s Marina & Assets Manager or CEO and what is type of incident is considered trivial and does not require notification.

Notifiable type incidents	Trivial / Non-notifiable type incidents
<ul style="list-style-type: none"> • Incident where more than 5 litres of dirty water runs into storm water system without running through NCYC’s first flush environmental water quality management system (except in heavy rain where the systems diversion procedure has commenced operation). • Any incident where more than 2 litres of solvent or paint has entered NCYC’s water management system, the storm water system or the Hunter River. • Any incident where solid materials, rubbish or by-products on Midcoast Boatyard’s operations enters the Hunter River. • Any release of pollution into the atmosphere resulting from the burning of any product which is visible or known to be potentially dangerous and harmful to the environment and people. 	<ul style="list-style-type: none"> • Release of fumes into the atmosphere resulting from the ordinary use of boat building products and chemicals. • Dust release to the atmosphere of an ordinary nature. • Small paint and chemical spills which are contained and do not enter the water management system, storm water system or sewage system or Hunter River. • The accidental dropping of tools of trade into the Hunter River while working on a floating vessel.

8.5 Appendix 5 – Pollution Incident Decision Flowchart

INSERT PDF DOCUMENT. (Document to be formatted, input and embedded)



pollution Incident
decision flowchart.p

9. CONTROL AND REVISION HISTORY

9.1 Document Information

Property	Marina & Assets / Corporate
Prepared by	Marina & Asset Manager
Approved by	CEO
Document Owner	Marina & Asset Manager
Effective date	1 April 2022
Keywords	Pollution, emergency, environment, community

9.2 Revisions

Version	Date Reviewed	Review team (consultation)	Nature of the amendment
1.2	Feb 2021	Sandy Hapgood + Paul Booth (Maintenance & Dockmaster)	Review and restock pollution response
1.4	June 2019	Sandy Hapgood + Dockmaster trainees (Ethan Tucker & Matt Williams)	Table top exercise & explanation completed
1.5	March 2021	Paul O'Rourke + Sandy Hapgood	Document & process review
1.6	April 2022	Matt Williams	Review and update safety equipment inventory, update PIRMP management,