

Pollution Incident Response Management Plan (Addendum to Emergency Response Plan)

3.3.1 Description and likelihood of hazards (clause 98c (1) (a) and (b))

St George Motor Boat Club operates a 242 berth floating marina in Kogarah Bay (Refer to map). As such we provide fuel in the form of Diesel and Premium Unleaded as part of the service to the Full members of the club. Therefore the main hazard associated with the club would be a fuel spill caused by a leak or failure of the fuel tanks or a spill caused by incorrect dispensation of the fuel.

The only other relevant hazard would be contamination of the water way as a result slipway operation whereby paint and chemical used in the operation of the marina slipway made their way into the waterway.

As we are located on the water the risk of this type of contamination occurring is increased however the threat to the environment is somewhat mitigated by the plans and procedures that are in place to prevent such an incident occurring.

3.3.2 Pre Emptive actions to be taken (clause 98C (1) (d) and (e))

In order to prevent and minimise the risk of a fuel spill or fire the club has a management matrix in place which is shown below.

MARINA MANAGEMENT MATRIX

DUE DATE	OCCURRENCE	ITEM	INSPECTION BY	REPORT TO
January	Annually	Trade Waste Certificate	Geoff Thomas Plumbing	Water Authorities N.S.W
January	Annually	Fuel Pumps	Tegrin (with fuel access)*	Dept. of Fair Trading
January	Annually	Members Fuel Access	Data fuel (with fuel	Dept. of Fair Trading

			pumps)*	
January	Annually	Environmental Protection Licence	Compliance Officer	O.E.H
April	Annually	Rain Gauge	Hydrometric Consulting	Water Authorities N.S.W
May	Annually	Dangerous Goods Notification	Compliance Officer	Work Cover N.S.W
DUE DATE	OCCURRENCE	ITEM	INSPECTION BY	REPORT TO
May	Annually	Marina Rent	C.E.O	Board of Directors
June	Annually	Environmental Protection Plan	Compliance Officer	O.E.H
June	Annually (from 2011)*	Underground Petrol Storage System	Marina Manager	O.E.H
June	Annually	Fire Fighting Equipment	Metro Fire Services	OH&S Committee
June	Annually	Aquatic Power Lease Agreement	C.E.O	Board of Directors
July	Annually	Environmental Management Plan	Simmat & Associates	Dept. of Planning
December	Annually	Fuel	Test Laboratory	C.E.O
DUE DATE	OCCURRENCE	ITEM	INSPECTION BY	REPORT TO
Periodically	Quarterly	Spill Kits	Marina Manager	Global

				(for re-ordering)
Periodically	Quarterly	Fuel Shut-Off Valves	Marina Manager	OH&S Committee
Periodically	Quarterly	Fuel Pump Shut-Off Buttons	Marina Manager	Operations Manager
As Required	At least Annually	Slip-Way	Aquatic Power	C.E.O
Upon Renewal	Annually	Berth Holder's Public Liability	Admin. Manager	C.E.O

The above table clearly shows the timetable whereby annual maintenance and compliance is done and who is responsible for this as well as the reporting structure in place.

Furthermore Spill kits have been placed on all marina arms and the fuel wharf and have been checked and tagged by Marina staff to ensure that they are fully stocked for use in an emergency. These tags are checked regularly by the marina staff to ensure that if they have been used they are re stocked for use again. Aquatic containment booms are also stored on site in order to prevent spreading of pollutants if they do enter the water way.

All staff are familiar with the emergency management plan and their relevant duties as outlined in the plan.

3.3.3 Inventory of Pollutants (clause 98C (1) (d) and (e))

Maximum Inventory of likely pollutants to be stored on the premise at any one time

- 10 000 litres of Diesel Fuel(Class C1) and 10 000 litres of Premium Unleaded (Class PG 11) stored in steel Underground tanks which is covered under a class 3 exemption order number 0385 issued by the Environmental Protection Authority. (A copy of the exemption is attached).
- Not more than 800 litres of oil stored in bunded area of Aquatic Power workshop.
- 150 litres of paint stored inside either workshop in bunded area or in shipping container inside the slipway bunding.

- Wastewater from slipway operations is reused and tested on a quarterly basis by SGS Environmental Services which forward results to the club as well as Sydney Water.
- Sewage Tank which is maintained and pumped out monthly.

3.3.4 Safety Equipment (clause 98C (1) (f))

- Marina specific safety equipment includes spill kits which are located on every Marina arm as well as the Marina office and Re fuelling berth. Spill kit description and instructions below. All kits contain 2 Mini booms 2.4m *100mm, 4 Mini Booms 1.2m *100mm, 50 45*45cm pads to absorb material, 28litre Peat sorb bag, 6 disposable bags 1.4 *0.5m and PVC gloves with protective eyewear stored in marina office.
- 2 * 5m Aquatic booms stored in the Marina work shop for spills that occur on the water.
- Material Safety data sheets are located at the back of this management plan.
- Please see attached map for the relevant positions of underground storage tanks.

Spill Kit Instructions

MINI BOOMS

Use booms to contain absorb or divert the spill

- Overlap boom ends to increase length.
- Surround leaking drums and containers to prevent the spill from spreading.
- Use booms to absorb the spilt liquid.
- Divert the spill away from drains, stock or equipment to an area where the spill can be cleaned up.
- Protect drains by placing booms in front of or around the drain.
- If ground slopes place booms downhill from spill. Place at an angle up to 45° to deflect the spill if spill volume and velocity will push the booms down the slope. Deflect spill to an area where it can be safely contained and absorbed—keep it away from drains, equipment etc.



PILLOWS

Use pillows to contain and absorb the spills

- Use Pillows to absorb spilt liquid.
- Placed behind booms to absorb seepage of contained liquid.
- Place pillows under dripping pipes or leaking valves.
- Plug small drains or holes to prevent the spill spreading under storage pallets.



PADS

Use pads to absorb and clean up the spill

- Use Pillows to absorb spilt liquid.
- Placed behind booms to absorb seepage of contained liquid.
- Place pads under dripping pipes or leaking valves.
- Use pads to wipe down clothing, hands, floor, containers, drums, etc., contaminated by the spill.

GROUND AND FLOOR ABSORBENTS

Floorsorb, Global Peat, Budgetsorb, Prosorb, Multisorb, Particulate
Use the ground and floor absorbent in your kit to absorb the spill

- Spread the absorbent onto and in front of the spill.
- Work the absorbent into the spill with a broom or shovel.
- Use the absorbent to absorb and solidify large volumes of spilt liquid.



DISPOSAL BAGS

For use in the clean up stage

- Place used absorbents into bag.
- Only half fill bag, then tie off with knot for transportation.
- Do not return half used absorbents to spill kit for future use.

PERSONAL SAFETY EQUIPMENT

Use for personal protection

- Dress in appropriate clothing when attending to a spill.
- Use personal protective equipment such as gloves when handling spills.
- Ensure spill kit contains personal protective equipment adequate for the cleanup of liquids you may spill.

TRAINING

Where more detailed information is required on dealing with spills

- Oil, fuel & chemical spill training course—Two hour course — up to 15 people.
- CCC oil and fuel spill training course— Three hour certified—up to 15 people
- Training in house or at you premises.



Dispose of contaminated absorbent only in accordance with Local or State Regulations.

PTO for re-order details

3.3.5 Contact details (clause 98C (1) (g) and (h))

EMERGENCY CONTACTS

NAME	POSITION	TELEPHONE
MARK BURWOOD	MARINA MANAGER	0401 803 670
ADRIAN VERMEULEN	CEO	0418 667 241
MATT FEENING	OPERATIONS MANAGER	0403 200 603

Protocol for industry notification of pollution incidents

Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents. The changes take effect from 6 February 2012 and require the occupier of premises, the employer or any person carrying on the activity which causes a pollution incident to immediately notify each relevant authority (identified below) when material harm to the environment is caused or threatened. The following information and procedures may assist those responsible for reporting a pollution incident.

Firstly, call 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.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit which is

Randwick SESI PHU (South East Sydney/Illawarra AHS)
Locked Bag 88, Randwick 2031
Phone: (02) **9382 8333** Fax: (02) 9382 8314

- the Work Cover Authority – phone 13 10 50
- the local authority is Georges River Council 02 9330 6400

- Fire and Rescue NSW – phone 000.
- Sydney Water Police Direct Line 0418 221 100
- N.S.W Maritime Sans Souci 02 9545 4422 or 0418 460 234
- Department of Primary Industry (fisheries hotline 1800 043 536)

The appropriate contact for the relevant local authority and Public Health Unit will vary. All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified. These contact numbers should also be identified in the Pollution Incident Response Management Plan prepared for the premises.

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by Work Cover.

3.3.6 Communicating with neighbours and the local community (clause 98C (1) (l))

- The most likely type of pollution incident would be a fuel spill or leak in which case an alert would go out on our website and depending on the area and severity of the incident door knocking of neighbours in the immediate area would be at the discretion of the fire warden as detailed in emergency response folder.

Minimising Harm to persons on the premises (clause 98C (1) (j))

- Please refer to the emergency response folder.

3.3.8 Maps (clause 98C (1) (k))

Please see maps at the back of the Pollution Incident Response management Plan.

3.3.9 Actions to be taken during or immediately after a pollution incident (clause 98C (1) (l))

- Please refer to detailed club Emergency response folder done in conjunction with Boating Industry Australia and Safety Corp.

3.3.10 Staff training (clause 98C (1) (m))

- Please refer to the staff training records which are kept in the Main club office for details regarding type, frequency and names of people who have completed training and what the training was in relation to.