

# POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)

## PROTOCOL FOR INDUSTRY NOTIFICATION OF POLLUTION INCIDENTS



1 Marina Drive, Coffs Harbour  
NSW, 2450

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

**Date of plan: 26/9/2014**

**Review Date: 03/2024**

**Licence holder: Coffs Harbour International Marina**

**EPA Licence Number: 11266**

**Address: Marina Drive, Coffs Harbour, NSW, 2450**

**Description of site:**

- 168 floating pontoon berths within 2 break walls of inner harbour
- 1 retail building (10 retail/commercial/government tenant mix) with amenities and garage facilities for Customs officials
- 50m fixed wharf adjacent to Co-Op wharf
- Various lawn areas and landscaped gardens within Marina precinct
- 5 arms, 10 pile moorings

**Description of surrounding areas:**

- Public car park
- Fisherman's co-op and associated wharves and buildings
- Public roads
- Government buildings (marine parks, Water Police, DPI)
- Yacht Club
- Accommodation/resorts/restaurants/shopping west of the site
- boat maintenance facility west of the site
- Beaches to the north and south
- Mutton Bird Island to the east (protected)

Map of site and surrounding areas likely to be affected by a pollution incident:





## •DESCRIPTION OF ACTIVITIES PERFORMED ON SITE (Risk to Environment)

ACTIVITY	DESCRIPTION	LOCATION	HAZARD RISK ASSESSMENT	OPERATOR/ RESPONSIBILITY
Berthing and mooring vessels	Tending to incoming vessels, assist with lines by Marina staff	Marina	Low	Coffs Harbour Marina Staff
Fuelling of boats	NA			
Gas Bottles	NA			
Hard Stand	NA			
Canopy and Sail Repairs	Repairs to all canvas and plastic covers and sails	Coffs Harbour Marina	Low	Off Shore Sails
Service of inboard motors	Minor repairs to inboard motors	Coffs Harbour Marina	Low	Thwaites Marine
Service of trailers, boats and outboards	NA			
Restaurants, cafes and retailers	Provide these services for marina tenants and visitors	Coffs Harbour Marina	Low	Individual Retailers
Slipway and associated services	NA			

## •PRE-EMPTIVE ACTIONS TO PREVENT OR MINIMISE RISKS

HAZARD TO HEALTH AND ENVIRONMENT	LIKLIHOOD OF HAZARD OCCURRING	CONDITIONS OR EVENTS THAT MAY INCREASE THE LIKELIHOOD OF HAZARD OCCURRING	PRE-EMPTIVE ACTION TO BE TAKEN TO MINIMISE OR PREVENT THE RISK TO HUMAN HEALTH OR THE ENVIRONMENT
Pollution of waterways within the Marina and Marina surrounds	Low - Med	Non-compliance WH&S practices, accidents, extreme weather conditions, sinking vessel	Adhere to safe work practices, training. Ensure boat owners read and comply with marina operating rules. Maintenance of plant and machinery. Ensure EPA compliant and licence up to date. Have spill kit accessible at all times.
Personal injury, exposure to harmful chemicals, pollutants and materials	Low – Med	Multiple work activities in one area, mismanaged, non-compliance WH&S practices	Organise tasks to not conflict in adjacent areas. Implementation of safe work practices and training
Personal injury – fire/explosion	Low	Extreme weather conditions, non-compliance WH&S practices	Implementation of safe work practices and training. Ensure boat owners read and comply with Marina Operating Rules. Ensure all visiting tradesmen are tool boxed. Promulgation and awareness of Emergency Management Plan.
Personal injury – Falls, slips and general accidents	Low	Non-compliance WH&S practices	Implementation of safe work practices and training. . Ensure boat owners read and comply with Marina Operating Rules. Ensure all onsite individuals receive appropriate induction training.

•INVENTORY OF POTENTIAL POLLUTANTS

<b>Paints</b>	<b>Shipping container</b>	<b>Container is locked and behind cyclone fencing</b>		
<b>Solvents</b>	<b>Shipping container</b>	<b>Container is locked and behind cyclone fencing</b>		
<b>Fuel</b>	<b>Shipping container</b>	<b>Container is locked and behind cyclone fencing</b>		

1. **SAFETY EQUIPMENT** – Spill kit, and spill kit ‘grab bags’ in office, workshop and in marina tender, fire hose reels, portable fire extinguishers, first aid kit, AED heart start
2. **MAPS** – Mustering points in the case of an emergency are on the main building, and on security gates in Marina
3. **COMMUNICATING WITH NEIGHBOURS AND THE COMMUNITY** – Marine radio and tenants contact list
4. **MINIMISING HARM TO PERSONS ON THE PREMISES** – Evacuate and delegate
5. **STAFF TRAINING** – On site training in assess and react, use of spill kit, how to contact relevant authorities and tenants/neighbours. Staff have Marine Blue Card and further accreditations with Marina Industry Association
6. **DETAILED PROCEDURE TO BE FOLLOWED IMMEDIATELY AFTER A POLLUTION INCIDENT OCCURS**
  - a) Oil Spill Transport Nsw Duty Officer to be notified on 02 9962 9074
  - b) E.P.A hotline to be contacted on 131555 and report incident.
  - c) Owners and occupiers of surrounding premises/vessels to be notified
  - c) Other persons and authorities that may need to be notified
  - 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 minimising the risk of harm to any persons on site when a pollution incident occurs – as dictated by nature of incident
  - f) Procedures for co-ordinating with authorities and persons notified of the incident – as dictated by nature of incident
  - g) Person at the licence holders premises responsible for communications about the pollution incident – Craig Deveson – Marina Manager [manager.coffs@starmarinas.com.au](mailto:manager.coffs@starmarinas.com.au) 0400 514 222

Plan last tested October 2023  
Next test due October 2024