



THE ROYAL PRINCE ALFRED YACHT CLUB

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Last Updated: 18 July 2025
Last Tested: 18 July 2025

The 'Public Version' contains extracts from RPAYC PIRMP a copy of this full plan is available on request to General Manager.

Purpose and Scope

A Pollution Incident Response Management Plan (PIRMP) is a document that addresses statutory requirements in regard to best practice. The objective of this plan is to: effectively communicate information about a pollution incident to members, visitors, staff, tenants and contractors at the premises, the Environmental Protection Authority (EPA), other relevant authorities and neighbours to the Club. The purpose of the PIRMP is to provide clear and comprehensive information on the scope, role and content of the Pollution Incident Response Management Plan, to maximise controls and minimise risk of a pollution incident at the Club by identifying those risks.

Royal Prince Alfred Yacht Club holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for **Royal Prince Alfred Yacht Club**. In accordance with the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept at **Royal Prince Alfred Yacht Club** and be made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009.

Environment Protection Licence (EPL)

Name of licensee:	JON HARKNESS ABN: 50 506 904 724
EPL number:	11202
Premises name and address:	Royal Prince Alfred Yacht Club 16 Mitala Street Newport 2106
Person Responsible Contact Details	Jon Harkness, General Manager Telephone: (02) 9998 3700 After-hours 0414 500 224 Email jon.harkness@rpayc.com.au
Website	www.rpayc.com.au
Scheduled activity/activities on EPL:	Marinas and boat repairs
Fee based activity/activities on EPL:	Boat construction/maintenance (general), annual handling capacity

Testing of the PIRMP

RPAYC's Pollution Incident Response Management Plan (PIRMP) will be tested and maintained to ensure that the information in the plan is accurate and up to date and the plan can be implemented in a workable and effective manner. Contact details in the PIRMP document must be kept current at all times.

Under the Regulation, this plan will be routinely tested at least once **every 12 months**. PIRMP must be reviewed **immediately after an incident and finalised within one month** of any pollution incident occurring, addressing issues with effectiveness of the plan.

The PIRMP will be tested by regular assessment and review, making any necessary changes as identified.

Testing is to be undertaken by desktop review *or* an environmental emergency drill procedure. Testing will include all components of the plan, will record the persons who carried out the testing and may include but is not limited to training requirements, risk assessments and risk mitigation steps.

Duty to Notify Authorities & Notification Check List

The Protection of the Environment Operations Act 1997 (Section 148) specifies the duty of **all persons to notify** in the event of a pollution incident causing or threatening material harm. Occupier of premises, the employer or any person carrying on the activity that causes a pollution incident must immediately notify each relevant authority (identified below) when material harm to the environment is caused or threatened. The information contained within the Club's PIRMP will assist those responsible for reporting a pollution incident. The Club will contact the relevant emergency organisations and the local public in the event of a major pollution incident.

<input type="checkbox"/> Emergency Services	000
<input type="checkbox"/> NSW EPA	131 555
<input type="checkbox"/> Ministry Health Hornsby Public Health Unit	(02) 9477 9400 After-hours (02) 9477 9123
<input type="checkbox"/> SafeWork NSW	13 10 50
<input type="checkbox"/> Northern Beaches Council	1300 434 434
<input type="checkbox"/> Community & Sensitive Premises Notification	{refer below Community Notification}
<input type="checkbox"/> Club Tenants	Telephone, loud speaker
<input type="checkbox"/> Members, Club Guests & Onsite Contractors	Telephone, loud speaker

In determining the extent of community notification for potential air emissions, the Club will also consider aspects such as the type of pollutant, prevailing winds, height and magnitude of emission, as well as the location of any on-site fallout or off-site impacts, the likelihood of the pollutant reaching ground level, and possible impacts on sensitive premises.

In the event of an incident: persons are advised where necessary to close windows/doors and remain inside or to avoid using waterways where an incident has occurred etc. In determining the extend of community notification for potential air emissions, the licensee will consider such aspects such as the type of pollutant, prevailing winds, height and magnitude of emission, as well as the location of any on-site fallout or off-site impacts, the likelihood of the pollutant reaching ground level, and possible impacts on sensitive receptions.

PIRMP Last Tested 18/7/25 and Reviewed Date: 16/7/25 – Management Approved - (Annual review; July 2026)

Reporting Pollution Incidents

If you observe pollution

Document as many details of the incident as possible, including possible cause, time, date, location, descriptions of the person/s involved, boat name, registration number, vehicles and number plates and anything else noticed.

For major pollution incidents

If the incident presents an **immediate threat to human health or property, such as toxic fumes or a large chemical spill, call 000** to report it immediately to emergency services. As first responders, Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are responsible for controlling and containing incidents.

Notify the Authorities {refer above}

Notify RPAYC General Manager – Jon Harkness 0414 500 224

Major pollution incident, notify General Manager after notifying the emergency services 000.

If the pollution incident is not an emergency, you should immediately report any pollution incidents or risk of to RPAYC's General Manager. Internal stakeholders (Tenants) are required to report pollution incidents immediately to Club management.

Report a pollution incident to the EPA

Telephone: 131 555

Email (non-urgent) info@environment.nsw.gov.au

For more information EPA's Incident Reporting; www.epa.nsw.gov.au/reporting-and-incidents/report-pollution

Pollution Response Procedure

If you observe a major pollution incident that presents an immediate threat to human health or property, such as toxic fumes or a large chemical spill, call 000 to report it to emergency services.

Step 1: Dial 000

Step 2. Raise the Alarm and Notify General Manager Jon Harkness 0414 500 224, Staff or Club (02) 9998 3700

Chief Warden will commence (where required) emergency evacuation procedures and will raise general alarm

General Manager will assess incident and activate PIRMP where required including; Notify Authorities and Community

Step 3. Evacuation; staff, members, visitors minimising the risk of harm to any persons on premises

Step 4: Pollution Containment; where safe to do so contain, isolate and secure area

Step 5: Incident Reports; incident reports are required from the person/s reporting and or involved.

Step 6: Post Incident Clean Up; including engagement of specialist contractors

Step 7: Debrief and Review; Incident and PIRMP, effectiveness, controls with Management, Staff and Risk Committee

Step 8: Update; PIRMP, Emergency Procedures and any other relevant documentation is reviewed and updated.

Pollution Containment, Safety and Response Equipment

Including; Spill Kits, (red arrows), Fire Reels, Emergency Evacuation Point, First Aid and Mains including Water and Electricity.



Emergency Evacuation Diagram

