

City of Cockburn

Port Coogee Marina

Safety and Emergency Management Plan



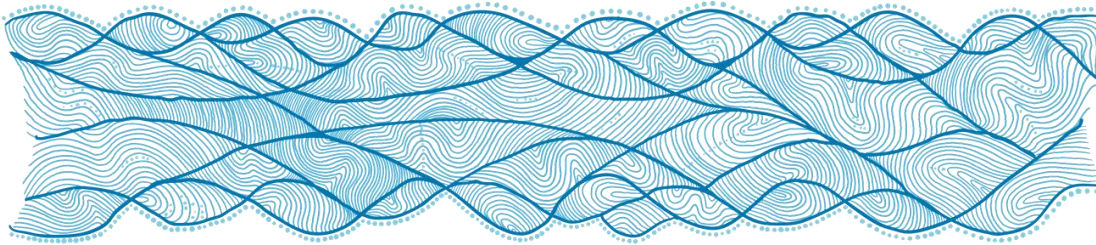
www.cockburn.wa.gov.au/marina

Version: November 2024

Acknowledgement of country

The City of Cockburn acknowledges the Nyungar people of Beeliar Boodjar. Long ago, now and in the future they care for Country.

We acknowledge a continuing connection to Land, Waters and Culture and pay our respects to Elders, past and present.



Document control

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1. Introduction

The Port Coogee Marina Safety and Emergency Management Plan (PCMSEMP) comprises all documents related to the overall operational safety of the Marina and identifies responsibilities of all parties with any involvement associated with the Marina. The document is intended to provide an overview of the Marina safety and emergency procedures.

The PCMSEMP will be identified by the City of Cockburn's Local Emergency Management Arrangements as an individual sub-plan of the Arrangements.

The PCMSEMP incorporates a series of structured documents to guide, inform, respond, educate and maximise the safety of all parties involved in the operations, management and ownership of the Marina. The following documents have been developed and will be refreshed on an ongoing basis as required.

2. Safety Management Plan

The Port Coogee Marina Safety Management Plan provides details of the objectives, responsibilities, identified risks, hazards and procedures relevant to the Port Coogee Marina. It is intended to assist the City of Cockburn (CoC) in providing a safe place of work for its staff, contractors, consultants, pen holders and others at the Marina.


This Port Coogee Marina Safety Management Plan is to be read, followed and enforced by all staff. It is to be relayed by way of site induction training to all other personnel who will visit or work at the Port Coogee Marina, including Pen Holders, Contractors, and other persons who will visit from time to time.


2.1 Safety and emergency planning committee

The Safety and Emergency Planning Committee (SEPC) is responsible for the development, implementation and maintenance of the emergency management plan, emergency response procedures and all emergency related training. The committee must cover all areas / stakeholders within the Marina. A sub-committee will be formed from this larger committee to form the Emergency Control Organisation (ECO).

Members of both committees are listed in the table below. Roles relevant to each committee are listed in the central column. Instructions given by ECO personnel overrule City of Cockburn management structure.

Committee	Role	Personnel
<div></div>	Chief Warden and First Aider	Marina Manger
	Warden and First Aider	Operations Coordinator
	Communications Officer & First Aider	Marina Experience Officer
	Floor / Area Warden & First Aider	Head Community Infrastructure and Safety
	Warden	Head of Community Safety and Ranger Services
	Warden	Workplace Health & Safety Advisor
	Warden	Facilities Officer
	Committee Member	Environmental Health Officer
	Committee Member	Baileys Fuels
	Committee Member	Facilities Manager
	Committee Member	DFES Representative
	Committee Member	Dome Café Representative
	Committee Member	Port Coogee Resident
	Committee Member	Port Coogee Pen Holder
	Committee Member	Communications and Media Officer

 **Committee:** Safety & Emergency Planning Sub-Committee: Emergency Control Organisation (ECO)

 **Committee:** Committee: Safety & Emergency Planning Committee (SEPC)

2.2 Process control

This Management Plan identifies the procedures to be implemented for Process Control for work under the City's control, e.g. Program Planning Safety Reviews, Site Inspections, Risk Assessments, Safety Training, Contractor's Safe Work Method Statements, and adequate Supervision.

A Process may be a specific activity, a task, or a number of activities undertaken by the City and employees, Consultants and/or Contractors in carrying out the work required under a minor works contract, including installations, maintenance, inspections and other ancillary works.

Controlling the process includes controlling any possible emergency situation in accordance with the Emergency Management Plan.

All works will at times have some potential to be hazardous to those involved in the work. To have effective control of the risks involved, there needs to be established frameworks for identifying risks, then assessing the risk, and finally to devise measures to control the risk.

The Marina Manager will ensure any Contractor(s) and or Consultant(s) have read the approved PCMSEMP available for the appropriate areas of responsibility as set out below.

The Marina Manager and the Operations Coordinator will implement the Process Control through the following means:

- Management of Safe Work Practices
- Review of Statements and control of Contractor's and Consultants Safe Work Methods
- Informal monitoring, Marina site inspections and Hazard Control
- The Marina Manager shall keep a record of all safety meetings and incidents.
- Supply a report to the Head of Community Infrastructure and Safety at the monthly safety meetings of the ECO which includes:
 - WorkSafe Visits (include a copy of any notices issued)
 - Environmental Authority Visits (include a copy of any notices issued)
 - Details of any Lost Time Injuries due to injury or illness
 - Details of any Incident Reports (attach a copy of the incident reports)
 - Details of any Safety Improvement Notices issued
 - Copies of WHS inspections completed & by whom
 - List of Hazardous substances brought into the Marina
 - Number of inductions carried out during the month
 - Schedule detailing status of the Pen occupancy
 - A list of any first aid incidents that have occurred during the month

All incidents will be reported to the City of Cockburn's Workplace Health and Safety Advisor.

2.3 Consultants, contractors, pen holder responsibilities

The City must provide and maintain a workplace that is safe and without risk to health for their employees and other persons present at the workplace or affected by the work in relation to those matters over which the contractor has control.

The City, their Consultants, Contractors and the Pen Holders are responsible for complying with Statutory Regulations, the OS&H Act, Hazardous Substances Regulations, Noise Regulations, Environmental Acts and Regulations, Waste Minimisation and Management Act, and to an Australian Standard where applicable.

2.3.1 Consultants and contractors

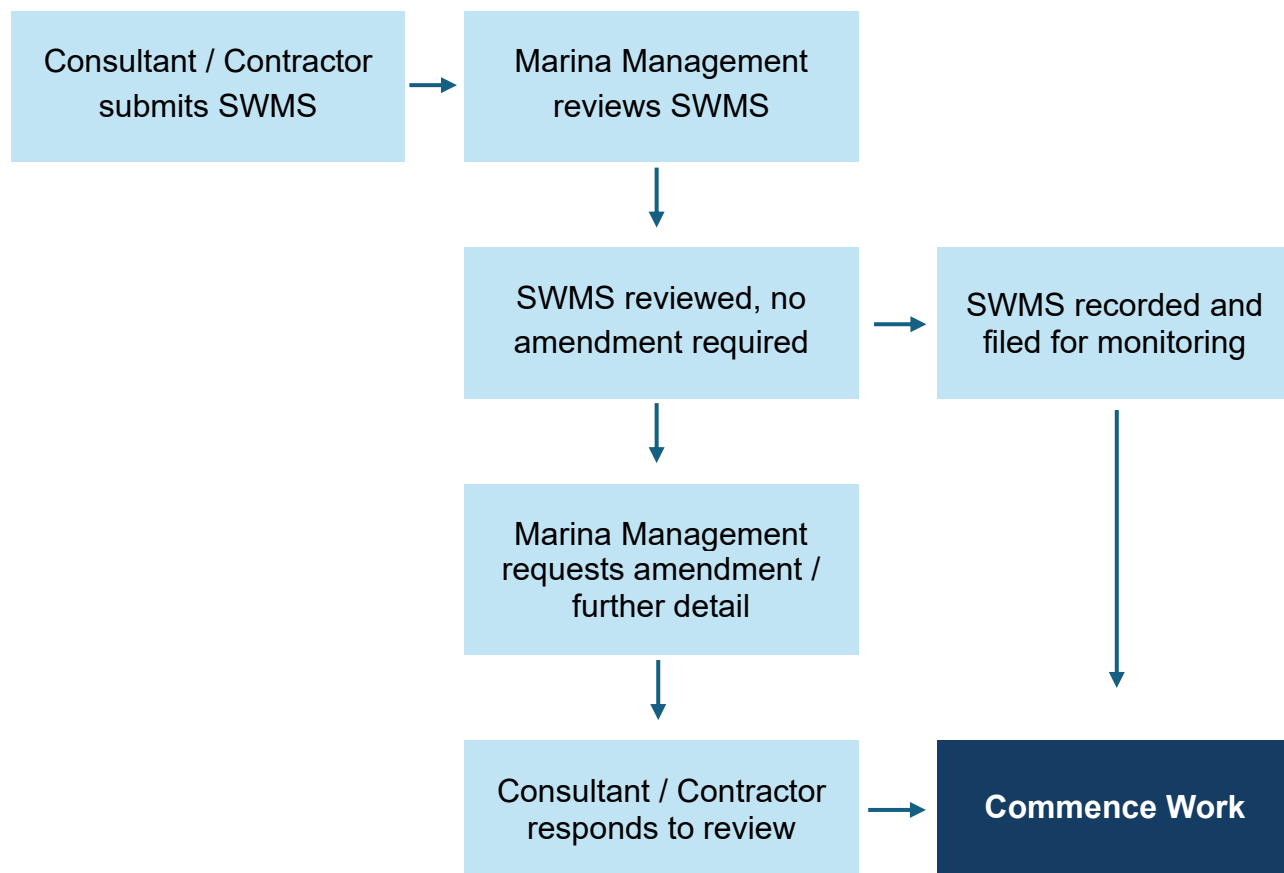
All Consultants and Contractors are required to submit their own Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) relevant to their work at the City. The City may assist by supplying relevant templates to be completed by the Contractors or Consultants prior to the works commencing. The Contractors and Contractors Safety Management System must be compliant with their AS4801 accreditation.

2.3.2 Training responsibilities

The City and its Consultants and Contractors have an obligation under the work health, safety and environment State requirements to provide an induction including hazard risk management and appropriate training and instruction to all persons carrying out work at the Port Coogee Marina.

2.3.3 Review of consultants, contractors SWMS

Review SWMS as per the flow chart below.



2.4 Port Coogee Marina induction and training

Marina Management must ensure Consultants, Contractors and Pen Holders receive a site specific induction to ensure the health and safety of all persons who enter the Port Coogee Marina. The Marina Manager will ensure the following are being carried out at the Port Coogee Marina:

- A general health and safety induction training session.
- Work activity based health, safety induction and environmental training that relates to the particular type of construction work to be carried out.
- Site-specific health and safety induction training that relates to any particular site at the Port Coogee Marina where construction work is being carried out.

All records relating to the Consultants, Contractors and Pen Holder compliance, demonstrating that this has occurred are to be kept at the Port Coogee Marina and accessible, if requested. These records must be kept for seven years then archived.

[Appendix A](#) - Port Coogee Marina Contractor Induction Checklist, [Appendix B](#) - Port Coogee Marina Pen Holder Induction Checklist.

2.4.1 Emergency control organisation training

Members of the Emergency Control Organisation shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures. There shall be sufficient personnel trained in all positions within the ECO to allow for projected absences. To this end, it may be necessary for all members of the SEPC to undergo this training.

Training will include:

- Emergency prevention, mitigation and preparedness
- Liaison with Emergency Services
- Imparting knowledge about the installed fire and safety systems
- Responding to alarms / reports of emergencies
- Communication during emergencies
- Evacuation activities
- Post-evacuation activities
- Occupants with disabilities, including development of personal emergency evacuation plans
- Human behaviour during emergencies
- Procedures for the specific emergencies contained in the emergency management plan
- Use of installed emergency response equipment

Emergency refresher training / drills for the ECO will be conducted regularly. This frequency will be reviewed on an ongoing basis, and frequencies of training and drills may be adjusted accordingly.

2.5 Consultation

2.5.1 Process

The City is committed to the consultation process, and recognises the benefits of meaningful consultation, which involves drawing on the knowledge, experience and ideas of employees and encouraging their participation and input to improve the City's systems for managing health and safety. Effective consultation can result in:

- Improved management decisions through gathering a wider source of ideas about health and safety.
- Higher employee morale and job satisfaction through employee's views valued and taken into account.
- Healthier work environment and increase in productivity.
- Opportunities for learning through sharing of information, concepts and ideas.

2.5.2 Consultation with consultants, contractors and pen holders

Consultation with Consultants, Contractors and Pen Holders shall be via meetings at the Port Coogee Marina, emails, newsletters or noticeboard. The meetings, emails, newsletters or noticeboard shall include matters such as:

- Changes and modifications to the Port Coogee Marina.
- The implementation of control measures, as part of the hazard and risk management process.
- Any other matters which directly affect Consultants, Contractors and their employees, Pen Licensees and/or visitors to the Port Coogee Marina which have the potential to affect their health and safety.

Marina Management shall monitor the Consultants, Contractors and Pen Licensees' compliance with consultation processes as set out below:

- Consult with Consultants, Contractors in regard to the Safe Work Method Statements.
- Attending safety/site meeting relating to Contractors' works at the Marina.
- Receiving appropriate instruction in the safe use of personal protective equipment to be used when working with chemicals.
- Receiving appropriate training before starting a new task.

The City's Consultants and Contractors and their employees must have the opportunity to make comments on all areas that may affect their health and safety prior to commencing any task or work procedure at the Port Coogee Marina.

2.6 PPE and safety equipment

Marina Management will ensure contractors and consultants are aware of the required safety equipment and Personal Protective Equipment (PPE).

Marina Management will ensure that any equipment is of the appropriate type and in good working order.

Marina Management will ensure all Personal Protective Equipment has been identified in the relevant safe work method statements.

2.7 Hazard assessment and risk control measures

2.7.1 Hazard assessment

A Risk Register for the site has been prepared. This is presented in [Appendix C](#). This will be reviewed and updated in the safety meetings or in conjunction with City's WHS team.

2.7.2 Risk control measures

Marina Manager will ensure:

- All Contractors, Consultants are provided with or advised where they may readily view a copy of the Port Coogee Marina Emergency Management Plan and implement the appropriate controls; see Section 0.
- The Port Coogee Marina Pen Licence and Pen Licence Terms and Conditions are completed and updated when required, see [Appendix D](#).
- All Pen Holders are provided with a copy of and sign the Pen Licence which includes the Pen Licence Terms and Conditions
- All Pen Holders implement the appropriate controls, as set out in the Pen Licence Terms and Conditions, and Jetties, Waterways and Marina Local Law 2012.

2.7.3 Hazard minimisation

The approach to all hazards, and work in areas affected by hazards, is to try, where possible, to eliminate or remove the hazard or to minimise the risk to allow works to proceed. All equipment to be used in the Port Coogee Marina will not only conform to the requirements of any statutory regulation but also to prudently practice both as to design and serviceable condition.

Any equipment or person on site at the Port Coogee Marina considered to create any danger on or about the Marina will be immediately removed from the Marina.

All existing parts and areas within the Port Coogee Marina which will be subject to any Works are to be adequately protected at all times during the execution of any Works.

2.7.4 HSE monitoring and reporting

Marina Management will be required to monitor and carry out weekly site inspections, and a site inspection report template to assist with inspections can be found in [Appendix E](#). All site inspections reports are to be supplied to the Head of Recreation Infrastructure and Services upon request and at the safety meetings.

2.7.5 Hazardous substances

Marina Management will be required to have a register of all hazardous substances stored at the Port Coogee Marina, called the Chemical Register. A Safety Data Sheet (SDS) is to be available upon request. SDS can be obtained from the supplier or manufacture of the product.

2.8 Major incident management

All incidents will be reported according to the City of Cockburn's incident response and reporting procedures.

The following steps must be taken:

1. Cease work in the affected area and cordon off the affected area if possible.
2. The Consultant / Contractor/ Minor Works Contractor will notify the Marina Manager immediately upon notification of the incident.
3. The Marina Manager will contact the Head of Community Infrastructure and Safety.
4. The Head of Community Infrastructure and Safety will contact:
 - a. Project Manager Workplace Health and Safety. They will notify the appropriate authorities (WorkSafe, etc.).
 - b. The City's legal representative and arrange for them to attend the site immediately if necessary.

2.8.1 Reporting of incidents

All incidents/accidents are to be reported to the Head of [Community Infrastructure and Safety](#) and the Workplace Health and Safety team. In addition, government authorities may also require notification for particular types of incidents.

All incidents requiring the use of fire extinguisher must be reported to the Department of Fire Emergency Services via calling 000. A fire incident will not be considered stood-down without an inspection carried out by DFES.

An Incident Report form is to be completed in accordance with the City's Workplace Health and Safety Incident and Injury Reporting Procedure and a copy sent to the Workplace Health and Safety team by the end of the shift during which the incident has occurred. This applies regardless of anyone being injured or not.

If an incident/accident at the workplace causes:

- The death of a person
- A serious injury or illness of a person
- A dangerous incident

The Project Manager – Workplace Health and Safety is to notify WorkSafe in accordance with the City's Incident and Injury Reporting Procedure.

All media queries relating to an emergency will be directed to media@cockburn.wa.gov.au or 08 9411 3551 – this number is 24/7. Post media coverage will be managed in consultation with the Marina Manager via the City's Corporate Communications Department in accordance with the Local Emergency Management Arrangements.

2.8.2 Incident investigation

The Marina Manager will notify the Head of Community Infrastructure and Safety, who in turn will notify the appropriate management that an investigation of incidents has commenced. The Marina Manager will be required to assist in the investigating of the incident, including, but not limited to, taking photographs and interviewing the injured person and or co-workers to ensure all relevant facts relating to the incident are recorded.

2.9 All hours contact names and phone numbers

Refer to Port Coogee Marina Emergency Management Plan below.

3. Emergency management plan

The Port Coogee Marina Manager is responsible for the day-to-day operation and management of the marina.

A comprehensive plan of the Port Coogee Marina that identifies the location of all key services and emergency assistance infrastructure is provided in [Appendix F](#), Port Coogee Marina Evacuation Diagram.

3.1 Distribution list

- City of Cockburn Administration
- City of Cockburn Local Emergency Management Committee (LEMC)
- City of Cockburn – Port Coogee Marina Manager
- Baileys Marine Fuels Australia
- City of Cockburn
- Emergency Management
- Co-Safe
- Rangers
- Marine Rescue Cockburn (part of LEMC)
- Department of Water and Environmental Regulation (DWER)
- Department of Fire & Emergency Services (DFES)
- Department of Fisheries
- Maritime Environmental Emergency Response (MEER)
- Dome Coffee – Port Coogee
- Fraser's Property – Port Coogee
- Regis Port Coogee – Aged Care
- The Grind Reaper – Café
- Coogee Boathouse – Eats and Sips
- Fremantle Port Authority
- Fremantle Sea Rescue Group
- Sanctuary Wellness and Medical Centre
- Police
 - Emergency
 - Water Police
 - Cockburn Police (part of LEMC)

3.2 Emergency management plan review

This Emergency Management Plan (EMP) will continue to be developed and reviewed with the assistance of marina users, government agencies and City of Cockburn officers. Input and recommendations to improve the EMP are welcomed. Please forward recommendations to the Marina Manager. This plan is scheduled to be reviewed in November 2025.

The EMP Plan will also be reviewed as part of a post-incident review of any activation of the Emergency Coordination Group.

3.3 Objective of the EMP

The objective of this emergency management plan is to:

- Have a predetermined plan in order to mitigate the risks from different types of emergencies/disasters occurring.
- Ensure compliance with WESTPLAN – Marine Oil Pollution.
- Safeguard people and/or bystanders involved in an emergency.
- Protection of property including boats, pens, jetties and buildings.
- Minimise damage to the marine environment.
- Effectively manage any emergency situation.

3.4 Contacts

In any event of emergency, 000 should be contacted immediately for an initial response. The Marina Manager (or delegate) should be contacted thereafter to support emergency responders.

Please refer to the comprehensive Contact Lists in the table below for additional contacts.

As soon as an assessment of the incident has been made and the extent of the incident is known, depending on the level and type of the emergency, the Marina Manager and the relevant emergency agency (Lead Combat Agency) may appoint an On Scene Coordinator (OSC) to manage the situation. The Marina Manager will work in conjunction with the OSC to resolve the emergency.

Contact title	Contact phone number
ATCO Gas – Faults and Emergencies 24 hours	13 13 52
Ambulance	000
Baileys Marine Fuel: <ul style="list-style-type: none"> • All Hours • Operations Manager • Site Manager 	1300 224 539 0419 925 233 0488 022 630
Border Watch	1800 06 1800
City of Cockburn Marina Manager	0419 944 355
City of Cockburn: <ul style="list-style-type: none"> • Fire and Emergency Management • CoSafe • Rangers 	0455 781 825 1300 267 233 9411 3444
Marine Rescue Cockburn	0409 103 029
Department of Water and Environment Regulation (DWER) - Pollution Watch Hotline	1300 784 782
Department of Fire and Emergency Services (DFES) <ul style="list-style-type: none"> • State Emergency Services (SES) • Emergency Information 	000 132 500 13 3337
Department of Fisheries <ul style="list-style-type: none"> • Fremantle District Office • FishWatch • Shark Smart 	9432 8000 1800 815 507 9442 8600
Department of Transport Maritime Environmental Emergency Response (MEER)	9480 9924
Dome Coffee Port Coogee	9395 7013
The Grind Reaper – Café	
Regis Port Coogee – Aged care	6399 5200
Coogee Boathouse Eats and Sips	9417 9636
Sanctuary Wellness and Medical Centre	9418 6008
Fiona Stanley Hospital	6152 2222
Frasers Property Australia	13 38 38
Fremantle Port Authority – Emergency including oil spills	9335 1300
Fremantle Sea Rescue Group	1800 273 728
Police <ul style="list-style-type: none"> • Emergency • Emergency from mobile phone • Water Police 	000 122 131 444
Water Corporation Emergencies	13 13 75
Western Power	13 13 51

3.5 Port Coogee Marina infrastructure

3.5.1 Fuel store facility

A Fuel Store Facility is located at Lot 1103 Medina Parade Port Coogee. The fuel tanks are located underground on the eastern side of the Dome café and consist of 2 x 15,000L tanks 1 each of Diesel and Premium Unleaded (PULP 95). An oil separator pump is housed in a Colourbond (white) shed adjacent to the tank location to control the 3 underground water separating tanks. The Electrical Board for the Fuel Facility is located to the South of the pump shed in the garden bed.

Emergency Stop buttons are located on the payment terminal at the Service Jetty, on the switchboard cabinet nearby the tank area and within the Marina office.

Baileys Marine Fuels Australia (BMFA), an independent specialist marine fuel distributor, has been appointed to provide the fuel services at the Service Jetty. The fuelling facility has been operational from October 2018. Refer to the Baileys Marine Fuels Emergency Response Plan in [Appendix J](#).

3.5.2 Sullage disposal

A sullage disposal unit is located at the Service Jetty. This Unit enables boat owners to dispose of stored sewage from their sullage tank/s into the Water Corporation sewage system via a suction hose which is controlled by the boat owner. The Sullage Disposal Unit offers boat owners with a Portable Toilet to empty the contents in the Unit which also empties to the sewage system.

Instructions for use of the system are provided on the side of the unit and are communicated with customers during their site induction.

3.5.3 Marina Pens

234 pens have been constructed and contained within floating Jetties C, D, E, F, H, J and K; see [Appendix E](#) - Port Coogee Marina Evacuation Diagram. Future stages will see a further 30+ pens be provided.

3.5.4 Marina services building

The Marina Services Building is located at 5 Maraboo Loop in Port Coogee, adjacent to the Dome Café. The building houses the Port Coogee Marina Office and the Marina Lounge, both offering toilet and shower facilities for pen holders. See [Appendix F](#) - Port Coogee Marina Evacuation Diagram.

3.6 Emergency Muster Point

In the event of an emergency situation requiring the evacuation of the marina, two muster point locations have been identified and signage installed to indicate the location.

The Emergency Muster Points are located on the lawn above the Boardwalk on Chieftain Esplanade and across the street from the Marina Services Building, behind Ngarkal Beach public amenities. See Port Coogee Marina Evacuation Diagram, [Appendix F](#).

3.7 Fire

The Department of Fire and Emergency Services (DFES) is the Lead Combat Agency. Whilst awaiting arrival of the DFES, attempts should be made to extinguish the fire providing there is no risk to human life.

Firefighting facilities provided on the marina jetties include fire extinguishers, fire hose reels and fire hydrants. The location of these facilities are identified on the Port Coogee Marina Evacuation Diagram, refer [Appendix F](#).

The Marina Shed also houses a mobile petrol fire pump which can be deployed and is set up ready for the emergency services to utilise.

3.8 Medical first aid

There is no First Aid Post situated within the confines of the Marina. Limited first aid provisions are located within the Marina Services Building... A defibrillator is located on the outside of the Marina Services Building by the first-floor steps.

First aid should be provided until the arrival of the Police and/or Ambulance.

3.9 Communications

The nearest communications, other than mobile phones, VHF radios on boats, are situated in the Marina Services Building and nearby businesses including the Dome Café The Grind Reaper, Regis North Coogee, Coogee Boathouse Eats and Sips, and Fraiser's Property office.

3.10 Road access

Road access is available to the marina via the main Port Coogee subdivision entry road, Pantheon Avenue from Cockburn Road.

3.11 Evacuation

Aerial Access: There is no helipad; a helicopter could land on one of the undeveloped land sites neighbouring the marina, including the southern peninsular.

Vessel access: Main entrance to Marina, see Port Coogee Marina Aerial at [Appendix G](#).

Marina Personnel: The Marina Office is situated on site at the Marina Services Building, 5 Maraboo Loop, North Coogee.

Marina Vessel: The Emergency Response Vessel is a 4.8m Polycraft with a 70hp outboard engine. It is berthed on a floating pontoon located by F194, the first berth on F Jetty.

Marina Equipment: Oil Spill Response (first level response) and Pollution equipment are available at the marina. Each jetty is equipped with a yellow spill kit and the Service Jetty houses 2 spill boom cabinets. See Port Coogee Marina Evacuation Diagram, [Appendix F](#).

3.12 Emergency risks

The following risks have been identified:

- Vessel(s) on fire
- Fuel fire at Service Jetty
- Fuel/oil spill
- Sewerage and effluent spill
- Vessel collision
- Chemical spill
- Sinking or sunken vessel in pen
- Extreme weather conditions
- Storm surge flooding
- Bomb threat and other hazardous devices
- Medical emergency

3.12.1 Vessel on fire

Each of the jetties has fire hydrants (excluding the Service Jetty) and fire hoses are located throughout all jetties. Each jetty (excluding the Service Jetty) has a fire extinguisher cabinet at each end of the jetty, and a portable fire pump is located in the Marina Service Building shed. See Port Coogee Marina Evacuation Diagram, [Appendix F](#).

- **Call 000 and the Marina Manager.**
- **If there is no personal risk present, evacuate the affected jetty** so as to ensure the area is cleared of all persons not involved with the emergency and that they are removed to the Muster Station or a safe location. The loudhailer, located in the Marina office, can assist with alerting people to evacuate.
- **If the fire is small, hose it or surrounding vessels/jetty from a safe distance** using the fire hose reels or the portable fire pump with foam. Be aware that a vessel fuel tank could ignite explosively without warning.
- **If the fire on the vessel is unapproachable, attempt to clear surrounding vessels.** This may involve leaving a vessel either side or the 2-3 vessels downwind of the vessel on fire.
- **Only set the stricken vessel adrift if certain the vessel will drift to a safe location** and will not affect other vessels or jetties.
- **If standing on the affected jetty assisting with the emergency, keep your escape route in mind** should the situation worsen, remembering land access is to the East.
- **Personal safety should take priority** with due regard to property being a secondary priority.

If people become stranded on the jetty and cannot reach the shore, direct them to muster at the end of the jetty, so that the Marina Vessel or another boat can be used to evacuate them.

Contacts

Contact The Department of Fire and Emergency Services, Marina Manager and Police. Refer to Contacts listings in Section 0 of this document.

3.12.2 Fire at service jetty or fuel tanks

On the Service Jetty, on a boat moored to it or at the fuel tank fill area:

- **Immediately activate the 'EMERGENCY STOP'** by breaking glass or pushing the button. 'EMERGENCY STOP' buttons that cut off fuel to the jetty are located (1) on the Service Jetty (at the payment terminal), (2) at the fuel tank filling point adjacent to the Dome Café (on the switchboard cabinet) and (3) inside the Marina Office; see Port Coogee Marina Emergency Services Information Plan, [Appendix F](#).
- **Call emergency services (000) and notify the Marina Manager.**
- **Evacuate adjacent buildings** including the Marina Services Building and/or Dome Café depending on location of fire.
- **If safe to access the jetty, use the fire hose foam station and/or fire extinguisher** located on the Service Jetty to combat the fire, or wet down areas close to the fire until the emergency services arrive.
- **If the fire is not able to be controlled, keep yourself and bystanders clear** from the fire until the emergency services arrive. Wet down the nearby Marina Services Building to prevent spreading of the fire, if safe to do so.
- **Notify the Bailey's Operations Manager** on 1300 224 539
- **Direct emergency services to the fuel system emergency manifests** located (1) next to the switchboard at the tank filling point, (2) on the wall near the entrance to the Service Jetty once they arrive on site.

The Baileys Marine Fuels Emergency Response Procedures ([Appendix J](#)**Error! Reference source not found.**) will apply to a situation such as this involving the fuel system.

Contacts

Contacts are Baileys Marine Fuels Australia, Department of Fire and Emergency Services (DFES), Marina Manager and Police. Refer to Contacts listings in Section 0 of this document.

3.12.3 Fuel and/or oil spills in waterway

A first level response to fuel and oil spills are provided in the 'Marina Spill Kits' housed in Marine Spill Kits on all jetties. Two large spill booms are in storage boxes on the Service Jetty. A permanent containment boom is in the waters running across the waterway behind the Public Jetty in front of Maraboo Bridge. Refer the Port Coogee Marina Evacuation Diagram, [Appendix F](#).

Immediately on the advice of a fuel/oil spillage, the person responsible for the spill or who received the report of the spill shall:

- **If the spill involves the marina fuel system, shut off the fuel source.** It may be necessary to activate the 'EMERGENCY STOP' by pushing the button (for locations refer Section 0 or see Port Coogee Marina Evacuation Diagram, [Appendix F](#)).
- **Notify the Marina Manager.** Once the Marina Manager has been contacted, they will assume the duties of the On-scene Coordinator.
- **Deploy floating absorbent boom to contain the spill** as provided in the Marine Spill Kits on each jetty or for a larger spill a longer boom is on the Service Jetty. The Marina Vessel may be of assistance.
- **Deploy the absorbent booms to surround the source/vessel causing the spill ensuring the booms form a complete enclosure to stop further spreading of the fuel/oil.**
- **If the spill involves the fuel system, notify Baileys operations manager.** Baileys will need to be consulted with and may be responsible for clean-up and further actions (refer Baileys Marine Fuels Emergency Response Plan [Appendix J](#)).

Depending on the level of spill, if site resources cannot handle the situation, the Marina Manager will contact Maritime Environmental Emergency Response (MEER) for confirmation of appropriate controlling structure and actions at this time.

The Marina Manager will assess the level and severity of the spill and will notify some/all of the following:

- Baileys Marine Fuels Australia
- Department of Transport Marine Environmental Emergency Response (MEER)
- Fremantle Port Authority (Emergency)
- Department of Environmental Protection
- Head of Recreation Infrastructure and Services

If significant fuel or oil reaches Ngarkal Beach, 'Beach Closed' signs (kept in the Beach Wheelchair hire shed)) shall be displayed on Ngarkal Beach until the City's Environmental Health Department is satisfied the area is again safe for swimming.

If the oil spill is onshore the officer receiving the report must ascertain the size of the spill and its location in relation to the drainage system. Onshore spills come under WESTPAN HAZMAT. The Marina should contact DFES for spill management.

Contacts

Refer to Contacts listings in Section 3.4 of this document.

3.12.4 Sewerage or effluent spills

A sewerage/effluent spill from a vessel should be treated similarly to a fuel spill and the first priority is to stop the flow and contain the spill. The Marina Manager should be notified immediately.

The Service Jetty provides a disposal for sullage from vessels. If the unit is leaking during or after pumping sullage from a vessel, immediately switch it off at the switch on the front of the unit. If the pump continues running due to a controller malfunction, the unit can be switched off via the isolation switch inside the cabinet, or at the switchboard next to the fuel tanks.

In the event of a spill the Marina Manager will deploy a floating barrier where appropriate according to the direction of wind. The Marina Manager will arrange for a plumber to attend if necessary. If the leak is severe, the Marina Manager may contact the City's Environmental Health unit and/or the state Department of Health.

Contacts

Refer to Contacts listings in Section 3.4 of this document.

3.12.5 Vessel collisions

The response to a collision between vessels will depend on the extent of the collision.

If the collision is minor, the skippers of each vessel should ensure the safety of their passengers and secure their vessels. A report/statement should then be prepared for the Marina Manager and the Department of Transport.

If the Marina Manager is of the belief a collision occurred to skippers being under the influence of alcohol or illicit drugs, the WA Police will be immediately notified.

If the extent of collision is major and there is a risk to life and the vessel(s) sinking, the Port Coogee Marina Manager should be informed together with the Police, DFES and Cockburn Sea Rescue.

If the collision is major and located at the Port Coogee Marina entrance channel or the Marina basin, the Marina Manager will coordinate a vessel(s) to reach the damaged vessels to offload injured and non-injured passengers. This is likely to be Cockburn Sea Rescue or the Fremantle Sea Rescue Group

In the case of a major incident in the Port Coogee Marina entrance channel or marina basin, Skippers should drop anchor to reduce the risk of vessels floating into the breakwater, until assistance can arrive.

Contacts

Refer to Contacts listings in Section 0 of this document.

3.12.6 Chemical spills

Notify the Lead Combat Agency: DFES and the Marina Manager. Assess the situation, determining:

- The location and number of people in the area, their immediate and future safety.
- Presence of fire, smoke, fumes, wind direction and speed.
- Presence of hazardous materials.
- Drainage and leakage consequences. **Note:** All combat equipment is held by DFES.
- Secure area where possible.

For land based spills the Marina Manager will advise DFES that the hazardous chemical must not be hosed down any drainage (refer [Appendix H](#) for local drainage map). A request must be made that the material be removed.

If the hazardous chemical is a liquid and moving toward a road drainage grate, the Marina Manager will inform DFES immediately. Under no circumstances, except if a life is in danger, should unqualified personnel approach the area of the chemical spill.

Safety of personnel is of paramount importance. Expediency in all actions is of the utmost importance.

Note: all aspects of chemical incidents will be assessed and combatted by the lead combat authority as per Westplan, West Australian Hazardous Materials Emergency Management Plan Jan.1998.

At the conclusion of the emergency the Marina Manager is to instigate a report on the incident(s) in conjunction with the DFES.

Contacts

Refer to Contacts listings in Section 0 of this document.

3.12.7 Sinking or sunken vessel in pen

If a vessel in a pen or attached to the Service Jetty commences taking on water and is at risk of sinking:

- **Contact the Marina Manager and Marine Rescue Cockburn.** The Marina Manager will contact the vessel owner.
- **If safe to do so, commence pumping out of the vessel to slow its rate of sinking. If a sufficient amount of water has been removed and the source of the leak can be identified, fill the hole with material (clothes, pillows, rags) to decrease the flow into the vessel.** The portable fire pump or the portable electric pump located in the Marina Shed can be used for this purpose. If no pump can be accessed, use buckets to maintain or lower the water level if possible.
- **Ensure the vessel mooring lines on the bow are strong and secure.** It may be necessary to attach extra lines.
- **If the vessel cannot be kept afloat, contain the leaking fuel and/or oil.** To fully contain the spill utilise the spill booms in the Marina Spill Kits located on each jetty or Service Jetty to surround the vessel until further clean up methods can be determined. Refer to Section 0 (fuel /oil spill in waterway) procedures.

The Cockburn and Fremantle Sea Rescue Groups have vessel mounted pumps available and can usually attend in a short time. The sea rescue groups also have additional equipment available to help maintain the vessel afloat.

Any floating debris must be collected. If necessary the area of the sunken vessel must be clearly marked to avoid any hazards to other vessels. The Marina Manager will arrange for this.

The cost and responsibility of raising the vessel remain with the vessel owner. Any costs involved by the sinking of the vessel will be charged to the owner.

In the event of a large oil spill the Marina Emergency Management Plan will be activated by the Marina Manager.

Contacts

Refer to Contacts listings in Section 0 of this document.

3.12.8 Severe weather conditions

This is not a Cyclone Contingency Plan. The Plan covers severe winter storms and can be used for severe storms in the summer season.

On initial advice of severe weather approaching the Coogee area the Marina Manager will:

- Log on to the Bureau of Meteorology (BoM) website for a detailed forecast of the approaching weather. Obtain updates as necessary.
- Send out an alert to all penholders, reminding them to check and secure their vessels in advance. Bulk SMS is an ideal communication method for this purpose.
- Check all jetties and pens for vessels that may require additional ropes to be secured or where loose articles/items may be at risk of becoming projectiles. Contact boat owners to attend to their boats where needed.
- Be available for pen holders to make contact to determine the current status of the severe weather. Advise the boat owners to monitor the BoM website.
- Personal safety is paramount, have protective clothing at hand and ensure mobile phone is charged.

During Severe Weather Event:

Take cover in a protected and safe location and monitor the situation where possible.

After Passage of the Severe Weather:

- Be aware of any dangerous situations created by the severe weather i.e. power poles down, structural damage, (pens and jetties, vessels), debris, submerged hazards, etc.
- Take photos of any damaged infrastructure including boats, pens and jetties. Make a visual check of the service conduits located along (underneath) the length of the Boardwalk and Jetty Walkways.
- Check the status of the electricity provision to the pens.
- Carry out initial inspection of boats, pens and jetties and identify situations requiring high priority attention, (e.g. oil pollution, disabled vessels, safety of jetty structures). Initiate remedial actions.
- Contact boat owners if any vessels have been damaged.
- Confirm the navigational lights at the harbour entrance aren't damaged. If they are damaged report the damage to the Department of Transport's Marine Safety Unit.

- Advise Head of Community Infrastructure and Safety of any damage and the proposed remedial action.
- **Follow-up Action:** If severe weather, including high water levels and strong winds, was experienced make arrangements for a jetty maintenance contractor to carry out an inspection of the jetties and pens.

Contacts

Refer to Contacts listings in Section 0 of this document.

3.12.9 Storm surge flooding

In the event that a severe storm is forecast to coincide with a high spring tide, or the weather forecasts warns that storm surge flooding is likely:

Beforehand

- **Notify Pen Holders** of approaching weather and ensure all vessels and loose items are secure where possible.
- **Monitor weather forecasts** (Bureau of Meteorology) and live storm surge measurements (available from the Department of Transport website for Fremantle Fishing Boat Harbour tide gauge) against tide predictions to assess likely water height expected
- **Secure the Marina Services Building against flooding** by closing any flood doors and ensuring flood backflow devices in the 100 year storm barrier wall are free from obstruction
- **Relocate water-sensitive items from the Marina Services Building store** (which is not protected against flood) to a higher location inside or outside the room.

During the flood event

- **Monitor water levels**
- **Turn off electricity to the jetties and gatehouses** if water breaches the boardwalk level, via the main switchboard on Chieftain Esplanade.

3.12.10 Bomb threat and hazardous devices

Bomb Threat

On receipt of advice of the threat, the Marina Manager will use the Bomb Threat Checklist to record as much information as possible from the caller. Refer [Appendix I](#), Telephone Bomb Threat Checklist.

- Following the call, the Marina Manager will immediately notify the Police and then Head of Community Infrastructure and Safety
- Depending on the nature of the bomb threat and any knowledge of its location, the Marina Manager will evacuate pen holders to a safe area.
- The Police will be contacted and take the role of Incident Controller.

Suspicious Device

Should a Pen Holder find or be advised of a suspicious device they must immediately notify the Marina Manager.

- Under no circumstances should the device be touched or removed.
- The Pen Holder or Marina Manager will immediately notify the Police and will evacuate the area to a safe location. The Police will take the role of Incident Controller.
- Collect any information as per a bomb threat above; see [Appendix I](#), Telephone Bomb Threat Checklist.

Contacts

Refer to Contacts listings in Section 0 of this document.

3.12.11 Medical emergency

There is no First Aid Post situated within the confines of the marina. Limited first aid provisions are located within the Marina Services Building. See Port Coogee Marina Evacuation Diagram, [Appendix F](#).

- Designate somebody to call 000
- Alert a first aid officer at the Marina Office (if during business hours)
- First aid should be provided until the arrival of the Police and/or Ambulance

3.13 Major tenants within Port Coogee Marina

Refer Port Coogee Marina Emergency Services Information Plan, [Appendix F](#).

Tenant: Dome Café
Contact: Site Manager
Phone: 9395 7013
Email: d-pcg@Domecoffees.com

Tenant: Regis Aged Care
Contact: Manager
Phone: 6399 5200
Email: coogee@regis.com.au

Tenant: Sanctuary Wellness and Medical Centre
Contact: Practice Manager
Phone: 9418 6008
Email: reception@sanctuarywellnessandmedical.com.au

Tenant: Coogee Boathouse
Contact: Duty Manager
Phone: 9417 9636
Email: info@coogeeboathouse.com

Tenant: The Grind Reaper
Contact: Owner
Phone: 0448 844 805
Email: tom@thegrindreaper.com

Tenant: Fraser's Property Port Coogee
Contact: Project Sales Manager
Phone: 13 38 38
Email: trent.quinnschofield@frasersproperty.com.au

Appendix A - Contractor induction



Appendix B - Pen holder induction



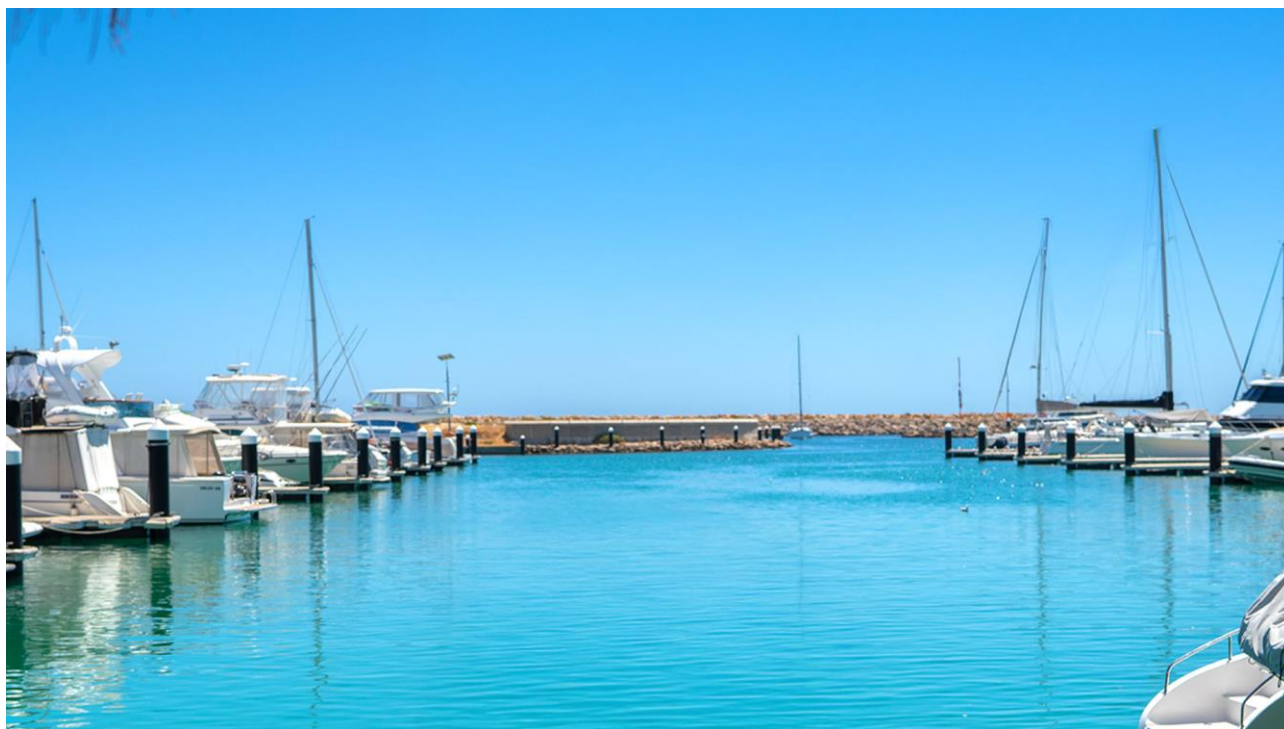
Appendix C - Risk register



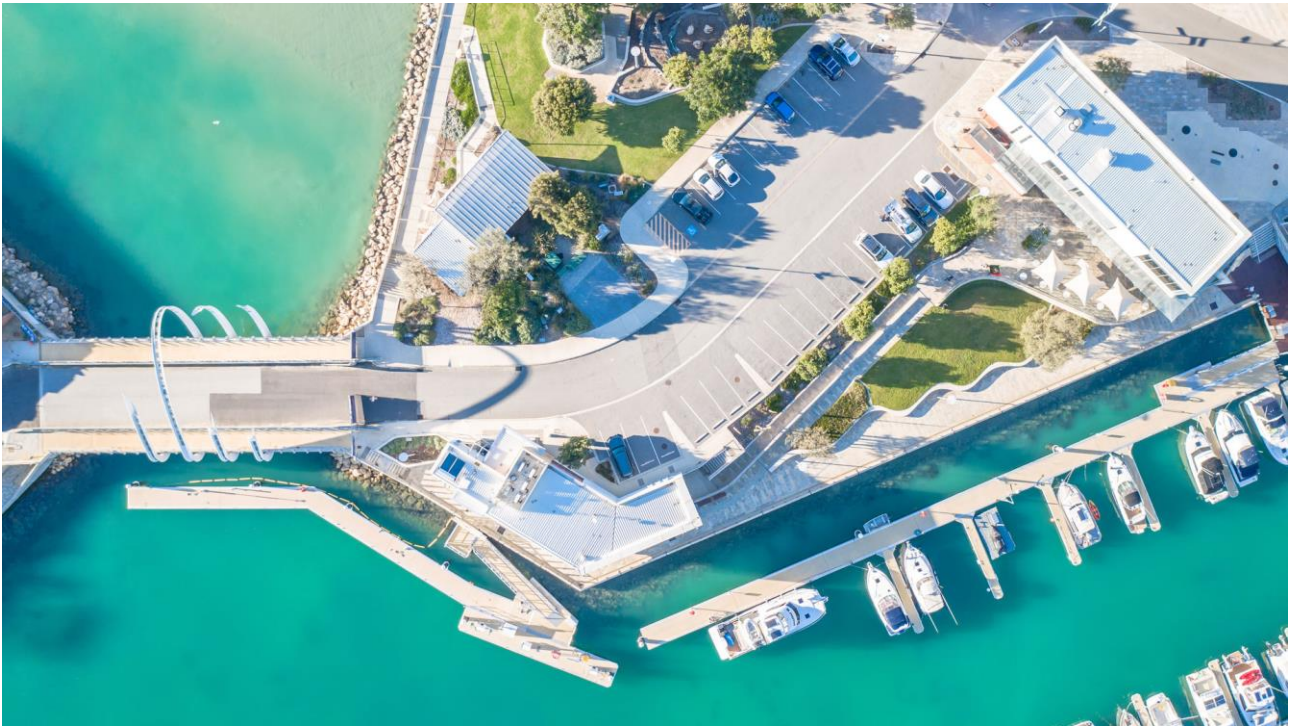
Appendix D - Port Coogee Marina pen licence and terms and conditions



Appendix E - Daily inspection checklist



Appendix F - Port Coogee Marina evacuation diagram



Appendix G - Port Coogee Marina aerial



Appendix H - Drainage plan



Appendix I - Bomb threat checklist



Appendix J - Baileys Marine Fuels emergency response plan





Port Coogee Marina

City of Cockburn

Whadjuk Boodja

9 Coleville Crescent, Spearwood WA 6163

PO Box 1215, Bibra Lake DC WA 6965

Telephone: 08 9411 3444

Email: customer@cockburn.wa.gov.au

City of Cockburn website: www.cockburn.wa.gov.au



City of Cockburn Facebook: www.facebook.com/CityofCockburn



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City of Cockburn Youtube: www.youtube.com/CityofCockburn



City of Cockburn LinkedIn: www.linkedin.com/company/city-of-cockburn