

City of Cockburn

Port Coogee Marina

Safety and Emergency Management Plan

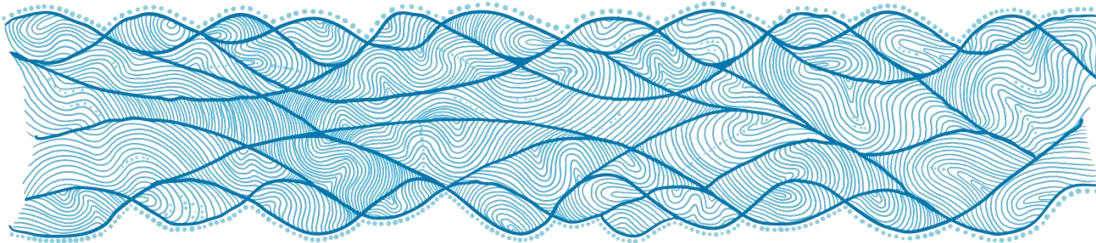


www.cockburn.wa.gov.au/marina

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
		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

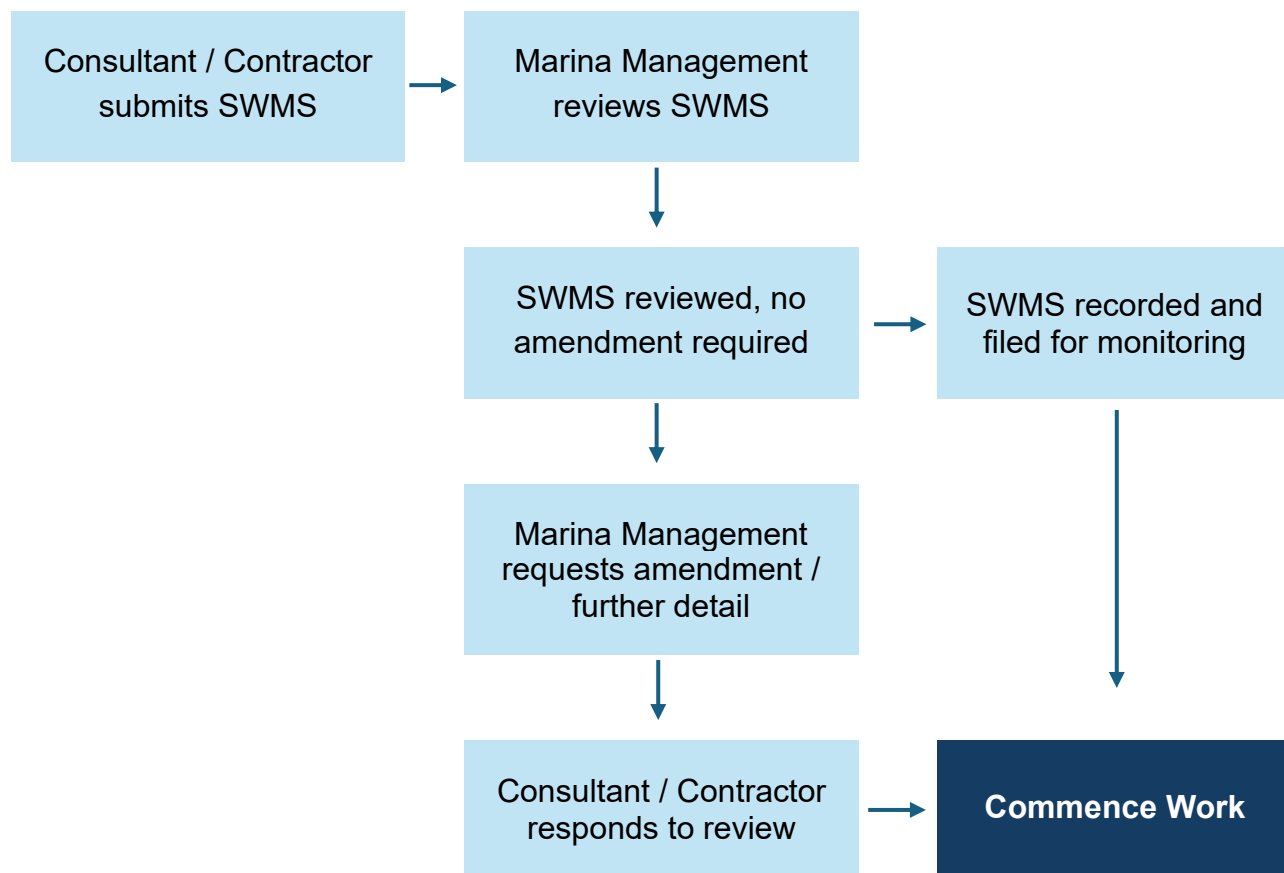
All Consultants and Contractors are required to submit their own Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) relevant to their work at the City. The City may assist by supplying relevant templates to be completed by the Contractors or Consultants prior to the works commencing. The 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: • 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: • 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) • State Emergency Services (SES) • Emergency Information	000 132 500 13 3337
Department of Fisheries • 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 • 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



Business Name:		Work Type:
Owners Name and Position:		
Business Address:		
Business Email:		Phone:
Contractor/s Name:		Mobile:
Business Emergency Contact Details: Name:		Phone:

Contractor Documentation	Notes:
☐ Contractor insurance certificates - Public liability/shipbuilders	
☐ Safe Work Method Statement/JSA	
☐ City of Cockburn Contractor Induction - https://sine.co/wf/5H5mh1Ew	

Induction Details		
Induction Item	✓	Comments
1. Introduce to Marina Staff		- Samantha Standish – Marina Manager - Matthew Coleman - Operations Coordinator - Gemma Roncevich – Marina Experience Officer - Scott Tregenza - Dockmaster - Casual Officers.
2. Insurance Requirements		Contractors must provide current relevant certificates
3. Jetties and Waterways Local Law 2012		https://www.cockburn.wa.gov.au/getattachment/e96da57d-9f17-4cc3-bebf-2ad8306002c7/ECM_4135840_v1_Jetties,-Waterways-and-Marina-Local-Law-2012-pdf.aspx - Fines are applicable - Link sent to contractor.
4. Marina Rules - Contractor		Copy supplied

Induction Item	✓	Comments
5. Port Coogee Marina		- Marina office is open 8.30am to 4.30pm Monday to Friday - Contractor ablutions are located at Ngarkal Beach
6. Car Parking		Parking available on Maraboo Island, on southern end of Chieftain Esplanade, and around Ngarkal Beach
7. Service Jetty		- Vessels should not be left unattended at Service jetty - Sullage pump out, fuel and water available
8. Sullage Facility		Please follow the instructions on sullage unit
9. Fuel Facility		- The fuel facility is available 6am–7pm for Bailey’s cardholders. Contact details available on jetty or on your Bailey’s card - Locate E-stop location
10. Public Jetty		Available for public access between 6am and 7pm daily for a 2 hour maximum
11. Dock Trolleys		- Trolleys stored inside F, K, H&J gatehouses - Trolleys located on the boardwalk near C jetty code is 9411 - Please return and lock after use – not to be left on jetties
12. Safety and Emergency Management		Maps and emergency examples are displayed and each gatehouse noticeboard
13. Emergency Fire Response		- Demonstrate use of fire hose - Fire extinguisher use
14. First Aid		- A comprehensive first aid kit is available in the Marina Office - Defibrillator is located on the entry to the Port Coogee Marina
15. Spill Kits		- If a spill occurs, notify Marina Management - Utilise spill kits if required, notify Marina Management of any spill equipment used - Do not place rubbish in spill kit bins

Induction Item	✓	Comments
16. Utilities		- RCD in power pedestal - Use allocated GPO only - Do not lay water hoses across walkways - trip hazard
17. Electrical Safety		Only qualified electricians shall carry out electrical work where the nature of the work is at a level required by law
18. Working on boats		Contracted works may only be undertaken between 8am and 4.30pm, Monday to Friday unless approved by Marina Management
19. Interruption to Services		Marina Manager will inform pen holders should there be any planned interruption to services
20. Hazardous Substances		- To be handled and stored according to relevant Safety Data Sheet - Spills to be reported immediately to Marina Management - No hazardous substances to be used in Marina and waterways unless prior approval from Marina Management
21. Hot Works		Hot works are not permitted in the Marina – this includes grinding or works involving open flames
22. Dust and Fumes		- Only minor cosmetic work to be carried out in the Marina - No sanding or painting in the marina area, these works are to be carried out in a boat yard
23. Boat Cleaning		Only bio degradable products to be used
24. Marine Life Reporting		Please contact Marina Management if you encounter an unusual species of marine life in or around the Marina, to enable reporting to the relevant authorities including birds
25. Waterway Speed Limit		Keep to the speed limit to ensure wake is kept to a minimum – 5 knots or no wake
26. Hazardous Waste		- Do not dispose of any hazardous waste (see hazardous waste sign at gatehouse) - Marina Management will accept any goods at Office if you are unsure (this includes soiled rags)

Induction Item	✓	Comments
27. Recycling		• Please use bins at gatehouse as per signage • If unsure put all rubbish in the red top bins
28. Behaviour		• Offensive behaviour of any type will not be tolerated and will be addressed by Marina Management • Treat fellow pen holders and contractors as you wish to be treated
29. Illegal Drugs		• Illegal drugs are not to be brought into the Marina • Persons found to be under the influence or consuming illegal drugs will be referred to the Police
30. Emergency Contacts		• CoSafe 1300 26 72 33 (1300 CO SAFE) • Marina Office 08 9411 3390 • Marina Manager 0419 944 355

AUTHORISATION	
City of Cockburn Representative: (Print name)	Contractor: (Print name)
Signature:	Signature:
Date:	Date:



This document is available in an accessible format upon request.

Marina Rules - Contractor

These marina rules are an excerpt from the Pen Holder Licence Terms and Conditions. Contractors to the marina must always comply with the Marina Rules and as well as any directions provided by the Marina Manager from time to time.

Marina Rules

General Use of Licenced and Common Areas

- (a) The City of Cockburn grants the Pen Holder the non-exclusive right to use the Common Area in common with other users of the Marina Area.
- (b) The Pen Holder shall be provided an access key or card as required from time to time to facilitate the Pen Holder access to the Common Area.
- (c) The Pen Holder shall ensure that the Common Area is left in a clean and tidy state after each use.
- (d) The Pen Holder shall immediately report to the City of Cockburn any vandalism, damage or antisocial behavior in or around the Common Area.
- (e) In the event of any misuse of the Common Area by persons utilising that swipe or key e.g. by a failure to maintain cleanliness or through over consumption of water or extended periods of occupancy such as to inconvenience others, then the City of Cockburn reserves the right to withdraw the Pen Holders ongoing use of the Common Area and require the swipe or key to be returned.
- (f) The Pen Holder will not display advertising or 'for sale' signs within the Common Area or Nominated Vessel.
- (g) The Pen Holder will not swim in the waterways except at the provided beach.
- (h) The Pen Holder will not use a Commercial Vessel for commercial activity unless approved by the City of Cockburn via the Commercial Vessel request application or in writing to the Marina Manager.
- (i) The Pen Holder will not fish in the waterways except at the provided fishing jetty(s).
- (j) The Pen Holder will not install a Floating dock prior to the Marina Manager's approval.
- (k) The Pen Holder will not use skateboards, skates, bicycles, scooters or other related items within the Common Area.
- (l) The Pen Holder will not store Dinghies and tenders in the Licenced Area, they are to be stowed aboard the vessel.
- (m) The Pen Holder covenants and agrees to repair and make good any damage to the Licenced Area caused by or arising out of or in relation to or incidental to the use of the Licenced Area by the Pen Holder or any employee, agent or invitee of the Pen Holder or resulting from an act or omission of the Pen Holder or any employee, agent or invitee of the Pen Holder and where such repairs are undertaken by the City of Cockburn pay the cost of any repairs or making good of damage within seven (7) days of receipt of a written demand for such payment being made by the City of Cockburn.
- (n) The Pen Holder agrees not to use or permit the Licenced Area to be used for any illegal purpose or so as to create a public or private nuisance to the owners or occupiers of any land, structure or boat pen adjoining or neighboring the Licenced Area;
 - i. do or permit to be done any act or thing which might result in excessive stress or floor loading to any part of the Marina Area;
 - i. moor the Nominated Vessel within the Licenced Area unless it is completely within the Licenced Area;
 - ii. display, hang or drape any towel, wearing apparel or similar article from the Licenced Areas or from the Nominated Vessel while moored in the Licenced Area;
 - iii. park or drive any vehicle on the jetty within the Marina Area, without the consent of the City of Cockburn and Department of Transport (which consent may be withheld for any reason); or
 - iv. obstruct the City of Cockburn, Department of Transport or any person or member of the public from free and unrestricted access to and across the jetty or to another Licenced Area within the Marina Area.
 - v. Mooring Lines are to be in accord with the Mooring Configuration and Rope Size Guidelines.
 - vi. Fix any fixings to the jetty structure unless by prior approval of the Marina Manager.

Environmental Rules

- (a) Pen Holders will not allow any waste or contaminant of any sort to enter the waterways.
- (b) The Pen Holder will not leave any rubbish or waste outside the confines of the Nominated Vessel, other than in the bins provided in the gatehouses.
- (c) The Pen Holder agrees to always maintain and at the Pen Holders expense, the Licenced Area in a clean and tidy state, unobstructed and free from dirt and rubbish.
- (d) The Pen Holder will not pump out contaminated bilge water or sillage within the marina or waterways.
- (e) The Pen Holder acknowledges that no vessel painted with Tributyltin (TBT) is allowed to enter the marina or waterways.
- (f) The Pen Holder will always compact any recyclable waste before placing it in the provided bins.
- (g) The Pen Holder agrees to do all things necessary to prevent Pollution or Contamination of the Licenced Area and the Common Area and to immediately report to the City of Cockburn any Pollution or Contamination howsoever caused in or around the Licenced, Marina or Common Areas.
- (h) The Pen Holder will not undertake any external sanding, grinding, painting or cutting within the marina.
- (i) No removal of marine growth is permitted within the marina, including diving to clean marine growth from hulls or boat equipment.
- (j) No oils are to be disposed of within the marina or placed in the marina's bins unless bins are specifically marked for this purpose.
- (k) Only cosmetic cleaning of vessels is permitted within the marina.
- (l) Biodegradable cleaners and detergents should be used if they will be ending up in the waterways
- (m) The Pen Holder will not dispense fuel from or over the jetty within the Marina Area.
- (n) The Pen Holder will not use or store any chemical or inflammable substance within the Licenced Area, except for in reasonable quantities for normal applications in connection with cleaning of the Licenced Area or the Nominated Vessel;

Respect the property and amenity of others

- (a) Do not board, enter or interfere with any other vessel than your own without the express consent of the vessel owner.
- (b) Do not behave in an intoxicated, antisocial, or disorderly manner.
- (c) Always ensure the quiet enjoyment and free movement of other users in the marina and common areas.
- (d) Always proceed with caution within the marina waterways.
- (e) The waterway speed limit is 5 knots or no wake, whichever is the lesser of the two.

- (f) Do not exceed the following noise limits within the marina as measured 15m from you/your vessel:
 - i. 9am to 7pm, 44db L(A10), 54db L(a1) and 79db L(max).
 - ii. 7pm to 10pm, 44db L(A10), 54db L(a1) and 69db L(max).
 - iii. 10pm to 9am, 39db L(A10), 49db L(a1) and 69db L(max).

Safety, Access & Security

- (a) Safety and security is everyone's responsibility.
- (b) The Pen Holder can not block or restrict access on any walkway or finger jetty in any way.
- (c) Vessels are not to overhang the walkway(s).
- (d) Pen Holders must always ensure that the security gates are closed after you pass through them.
- (e) Visitors and invitees must be always accompanied by the Pen Holder within the secured area of the boat pens.
- (f) Whilst the City of Cockburn will provide security of the Marina Area in the form of but not limited to CCTV, security lighting and nightly patrols, the City of Cockburn takes no responsibility for the security of individual Pen Holder vessels. Pen Holders are to be vigilant with vessels and equipment at all times.
- (g) The City of Cockburn will not be held responsible for any accident or injury caused to a Pen Holder or Pen Holder's guest for misuse of any equipment or fixtures in the Marina, Common or Licenced Areas.
- (h) The Marina Manager reserves the right to board any vessel at any time for inspections, securing items or for safety or security reasons. The Marina Manager may in the event of an emergency move or tow a vessel at their absolute discretion.
- (i) The Pen Holder will notify the Marina Manager:
 - i. if the Nominated Vessel requires works for any reason
 - ii. the details of any tradespersons or company that will undertake works on the Nominated Vessel; and
 - iii. the expected timeframe for completion of the works.
- (j) The Pen Holder agrees that it will not have works done to the Nominated Vessel in the Licenced Area which may cause nuisance, damage, hazard or safety risk to person or property of other users to the Marina Area or the Marina Area itself.
- (k) Contractors undertaking works on vessels are required to comply with the Marina Rules, possess written authorisation from the Pen Holder and utilise an authorised swipe and notify the City of Cockburn when onsite.
- (l) The Pen Holder agrees to record and report any suspicious activities to the Marina Manager.
- (m) The Pen Holder will immediately report any lost or stolen security access keys, device or codes to the Marina Manager.

Services

Electrical and Gas

- (a) Pen Holders must ensure they maintain safe electrical, fire prevention, fire control and gas systems within the vessel and always operate these in a safe manner.
- (b) In the event of a non-compliance to any of the mandatory electrical and gas rules contained in this section the Marina Manager will, after appropriate notice dependent on the circumstances, disconnect the vessel from the marina power supply until such time as compliance is achieved.
- (c) Only one power lead is to be connected to any socket outlet and use of double adaptors or power boards at the jetty connection point is prohibited.
- (d) Precautions need to be taken to prevent the lead from sagging or falling into the water both when connected and when being disconnected.
- (e) Leads should not be used coiled as coiled leads can generate heat and can damage the supply lead.
- (f) The Pen Holder must ensure Electrical Leads from the pedestal to the vessel are inspected, certified and tagged at a minimum, every one (1) year by a suitably qualified competent electrician.
- (g) Gas Cylinders are not to be stowed aboard the Nominated Vessel or stored on the deck unless in a compliant and approved compartment.

Electrical and Gas Certification

The Pen Holder will lodge with the City of Cockburn before the commencement of this Licence, and make available to the City of Cockburn thereafter on request, a certificate from a suitably qualified competent person certifying that the Nominated Vessel's electrical and gas fittings have been inspected, are safe, and meet Australian Standards: AS 3000:2007, AS 3004:2014 and AS 5601:2013 (or any replacement Australian Standard). The Certificate must not be more than five (5) years old.

If Pen Holder is unable to provide a Certificate of Compliance at any time, or if the City of Cockburn considers that any electrical or gas fittings on the Nominated Vessel may be unsafe, the City of Cockburn may take any action necessary to ensure the safety of the Licenced Area or the Marina Area, and its users, including disconnecting the electricity and/or gas supply until such time as a Certificate of Compliance is provided by the Pen Holder.

Electricity and Gas Connection

- (a) The Pen Holder must ensure that any electrical cords used to connect the Nominated Vessel to the Jetty power supply adhere to the following;
- (b) The Pen Holder acknowledges and agrees that it may not make any claim against the City of Cockburn, the Head Licensor or the Minister for Lands for any

loss or expense because electricity is disconnected, is interrupted, not supplied, fails for any reason or is affected in any way because the City of Cockburn's plant or equipment breaks down.

- (c) The electrical system and the supply connection to the shore-based power supply of each vessel berthed in the marina must comply with Australian Standard AS3000 and AS3004.2 and have a valid current Certificate of Compliance not more than five (5) years old provided by the vessel manufacturer or a licenced electrical contractor stating compliance with these standards.
- (d) Any alterations or additions to the vessel's electrics must be undertaken by a licenced electrical contractor and a Certificate of Compliance provided to the vessel owner.
- (e) All electrical work greater than 50 volts AC or 115 volts DC carried out on recreational vessels is to comply with the WA Electricity Act 1945; Electricity Regulations 1947 & Electricity (Licensing) Regulations 1991.
- (f) Connection to the 240 volt jetty power supply point must be via a 15 amp heavy duty flexible lead of not greater than 25m length, be fitted with a three pin IP56 rated (dust and weather proof) plug with locking ring, and be fitted with an inspection and compliance tag fitted by a qualified electrical contractor within one (1) meter of the jetty connection plug end.
- (g) The Pen Holder must examine leads and plugs before connecting to the marina power supply and repairs to leads and plugs used for the power supply to vessels should only be undertaken by qualified electrical tradespersons.
- (h) The electrical supply lead should be disconnected from the power supply point first and then from the vessel's power supply or appliance connection.
- (i) Potential vessel corrosion activity caused by connecting a vessel's earth to the marina power supply can be reduced by fitting an isolating transformer on board, and/or fitting galvanic isolators complying with AS/NZS3004.2 clause 6.4.4 or alternatively sacrificial anodes may also assist to reduce the effects of galvanic corrosion.
- (j) Onboard gas fittings must comply with the:
 - i. Gas Standards Act 1972.
 - ii. Gas Standards (Gas fitting and Consumer Gas Installations) Regulations 1999.
 - iii. Australian Standards relating to gas installation: AS 5601-2004.



This document is available in an accessible format upon request.

Appendix B - Pen holder induction





Pen	
Swipe Card Numbers:	Sea Rescue Number:

Pen Holder Name:	
Address:	
Phone:	Email:
Boat Partner/s Name:	
Emergency Contact:	

Pen Condition Inspection		
Completed by:		Date:
	Item	Comment
☐	Pen is vacant / no vessel or floating dock / transfer of Licence	
☐	No other equipment and accessories (Ropes, hose stand, fenders)	
☐	Cleats in place (min 5 typically)	
☐	Check service pedestal condition	
	Manual Power Meter Reading	

Induction Details and Topics		
Induction Item	✓	Comments
1. Introduce to Marina Staff		- Samantha Standish – Marina Manager - Matthew Coleman – Operations Coordinator - Gemma Rocenvich – Marina Experience Officer - Scott Tregenza - Dockmaster
2. Vessel documentation		- Insurance and registration documents received - Electrical and gas compliance certificates provided - Send insurance and registration certificates when renewing
3. Jetties and Waterways Local Law		- Available on the Port Coogee Marina webpage - Particularly observe No Fishing and No Swimming signs around the Marina
4. Pen Licence Terms and Conditions		Penholders responsibility to comply to the Terms and Conditions. Failure to comply could result in determination of your licence
5. Port Coogee Marina		- Pen holder ablutions are located upstairs and downstairs - available 24hrs - Marina office is open 8.30am to 4.30pm Monday to Friday - Kitchen facilities, lounge area and toilets located in Marina Lounge below office - available 24hrs
6. Marina WiFi		- Free WIFI available for marina customers on Cockburn Free WiFi - Discuss Whitelist availability
7. Car parking		Parking available on Maraboo island, on southern end of Chieftain Esplanade and around Ngarkal Beach
8. Service Jetty		Sullage pump out, fuel and water available
9. Sullage Facility		Please follow the instructions on sullage unit
10. Fuel Facility		The fuel facility is available from 6am to 7pm for Bailey's cardholders. Contact details available on jetty or on your Bailey's card
11. Public Jetty		Available for public access between 6am and 7pm daily for a 2 hours maximum
12. Dock Trolleys		- Trolleys stored inside F, K, H&J gatehouses - Trolleys located on the boardwalk near C jetty code is 9411 - Please return and lock after use – not to be left on jetties
13. Site Security and Patrols		- Ensure no one follows behind you when entering and exiting gatehouse - Call CoSafe or Marina Managment to report suspicious activity

Induction Item	✓	Comments
14. Safety and Emergency Management		- Maps and emergency examples are displayed on each gatehouse noticeboard - CoSafe monitor site nightly and CCTV covers site
15. Fire Response		- Demonstrate use of fire hose - Fire extinguisher use
16. First Aid		- A comprehensive first aid kit is available in the Marina Office - Defibrillator is located on the entry to the MSB
17. Spill Kits		- If a spill occurs, notify Marina Management - Utilise spill kits if required, notify Marina Management of any spill equipment used - Do not place rubbish in spill kit bins
18. Utilities		- Charged on consumption on a 6 month basis - No charge for water usage - RCD in power pedestal - Use allocated GPO only
19. Electrical and Gas Compliance		- Electrical and/or gas compliance certification required every five years if applicable - Power cords and plugs must be IP56 rated and tested and tagged every year
20. Electrical Safety		Only qualified electricians shall carry out electrical work where the nature of the work is at a level required by law
21. Water Hoses		- Hoses are not to be stored on jetty but aboard vessel so as not to pose a trip hazard - Hose stands are available to buy from Marina Office
22. Working on boats		Contracted works may only be undertaken between 8am to 4.30pm, Monday to Friday unless approved by Marina Management
23. Interruption to Services		Marina Manager will inform pen holders should there be any planned interruption to services
24. Hazardous Substances		- To be handled and stored according to relevant Safety Data Sheet - Spills to be reported immediately to Marina Management - No hazardous substances to be used in Marina and waterways unless prior approval from Marina Management
25. Hot Works		Hot works are not permitted in the Marina. This includes grinding or works involving open flames
26. Dust and Fumes		Only minor cosmetic work to be carried out in the Marina
27. Boat Cleaning		- Only bio degradable products to be used - No sanding or painting in the marina area, these works are to be carried out in a boat yard

Induction Item	✓	Comments
28. Hull Cleaning		- Strictly prohibited within the Marina including boat docking equipment - Contact Marina Management if further information required
29. Construction Area		We recommend frequent wash down of your vessel to limit the build-up of dust particles as Port Coogee is a construction area
30. Marine Life Reporting		Please contact Marina Management if you encounter an unusual species of marine life in or around the Marina, to enable reporting to the relevant authorities including birds
31. Waterway Speed Limit		Keep to the speed limit to ensure wake is kept to a minimum – 5 knots or no wake
32. Hazardous Waste		- Do not dispose of any hazardous waste (see hazardous waste sign at gatehouse) - Marina Management will accept any goods at Office if you are unsure (this includes soiled rags)
33. Recycling		- Please use bins at gatehouse as per signage - If unsure put all rubbish in the red top bins
34. Behaviour		- Offensive behaviour of any type will not be tolerated and will be addressed by Marina Management - Treat fellow pen holders as you wish to be treated
35. Illegal Drugs		Illegal drugs are not to be brought into the Marina. Persons found to be under the influence or consuming illegal drugs will be referred to the Police
36. Emergency Contacts		CoSafe 1300 26 72 33 (1300 CO SAFE) Marina Office 08 9411 3390 Marina Manager 0419 944 355

Authorisation	
City of Cockburn Representative:	Boat Pen Licensees:
Signature:	Signature:
Date:	Date:



This document is available in an accessible format upon request.

5 Maraboo Loop, North Coogee WA 6163

08 9411 3390 | marina@cockburn.wa.gov.au | www.cockburn.wa.gov.au/marina

Appendix C - Risk register



Risk ID No.	Category (Activity, Equipment etc)	Risk / Hazard	Risk Owner	Inherent			Current Controls	Residual			Additional Controls	Actioned by	Actioned by When?
				Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating			
1	Pen holders accessing pens	Damage to vessels through collision with other vessels and/or the jetty, capsized and/or sinking	Marina Manager	Class 1	Possible	1	Port Coogee Marina Induction Process Supervision (limited) Port Coogee Marina Pen Licence Port Coogee Marina Terms and Conditions Port Coogee Marina Terms and Conditions - 11. Marina Rules	Class 1			Induction records to confirm skippers are licenced and competent Signed and recorded confirmation that the Port Coogee Marina Rules and Regulation document has been received and understood Develop a response and recovery procedure for damaged/sinking vessels which includes: - Emergency trailer and/or pump - Exclude non essential people from the area etc.	Marina Manager	Ongoing
2	Pen holders accessing pens	Crush injury to limbs	Marina Manager	Class 3	Possible	3	Port Coogee Marina Induction process Pen Licence Terms and Conditions	Class 3	Possible	3	First aid training for Port Coogee Marina Manager and Operations Coordinator	Marina Manager	
3	Pen holders accessing pens	Drowning/fatality	Marina Manager	Class 1	Unlikely	2	Call 000 Port Coogee Marina Pen Licence Terms and Condition - 11. Marina Rules (g) The Pen Holder will not swim in the waterways except at the provided beach Vessel swimming platforms, life rings and ladder equipment to retrieve personnel.	Class 1	Unlikely	2	First aid training for Port Coogee Marina Manager and Operations Coordinator Person in water retrieval procedure to be developed including: - availability of a Marina Vessel - equipment, first aid kits, defibrillator, oxygen bottle - exclude non-essential persons from the area - Cordon off the area as required	Marina Manager	
4	Slip off vessel/slip on jetty	Injury to personnel	Marina Manager	Class 3	Possible	3	Port Coogee Marina Pen Licence Terms and Conditions Adequate lighting at night Cleanliness of thoroughfares Floor surface is of a non-slip nature Workplace Inspection (WPI) program Procedure to put out warning signs when cleaning in progress	Class 2			No run' Policy, include in Induction Process Safety signage First aid training for Port Coogee Marina Manager and Operations Coordinator	Marina Manager	Ongoing
5	Vessels	Damage to vessels through poor maintenance or inclement weather	Pen Holders	Class 2	Possible	2	Maintenance log of jetties, pens from consultant Security patrols Induction for pen holders Assistance available during poor weather conditions Port Coogee Emergency Management Plan Warning given by staff Marina walks/inspection Port Coogee Marina Pen Licence Terms and Conditions - Maintain vessel, pen and moored appropriately.				No additional Control	Marina Manager	Ongoing
6	Vessels	Fire on vessels	Marina Manager	Class 1	Unlikely	2	Port Coogee Marina Emergency Management Plan which includes communication with all relevant emergency service departments including the local volunteer service. Adequate fire fighting equipment available inspected every 6 months Call 000				Training in the use of emergency equipment	Marina Manager	
7	Pen holders powering vessels	Electric shock from shore power cables	Pen Holders	Class 1	Possible	1	Cords are compliant to the Australian Standards (eg IF56 plugs) Equipment inspection prior to use. Never using equipment that is frayed or damaged. Qualified electricians only undertake work on electrical equipment on the Marina. Annual electrical audit on power cords undertaken by a qualified electrician. RCD annual inspection on power pillars. Register to be provided by electrician. Port Coogee Marina Pen Licence Terms and Conditions - Section 12. Services, Electrical and Gas, Electrical and Gas Certification	Class 3	Unlikely	3	All included in Induction Process, to be signed off after induction by pen holder.	Marina Manager	Ongoing
8	Damage to Marina through severe weather	Damage to Marina	Marina Manager	Class 1	Possible	1	Maintenance contract in place for post severe weather inspection. Port Coogee Marina Emergency Management Plan	Class 2	Unlikely	3	No additional Control	Marina Manager	Ongoing
9	Liability	Liability exposure from uninsured contractors	Pen Holders	Class 1	Unlikely	2	Port Coogee Marina Pen Licence Terms and Conditions - Section 6. Insurance and Indemnity.	Class 3	Unlikely	3	No additional Control	Marina Manager	
10	Maintenance	Failure of facilities/wear and tear	Marina Manager	Class 2	Possible	2	Contract with maintenance company Daily inspections, which are recorded in diary and reported in the monthly report with actions taken WPI and quarterly audit tool	Class 2	Unlikely	3	Walcon provide JSA for Maintenance Program works.	Marina Manager	
11	Injury	Injury at marina	Marina Manager	Class 1	Possible	1	All Worker Induction Public Liability insurance certificate of currency lodged by all contractors who work at Marina Port Coogee Marina - Rules and Regulations Licence of Boat Pen - Port Coogee Marina agreement Safety signage Supervision (limited)	Class 1	Unlikely	2	Apply Contractor Management Procedure. Marina noticeboards to contain copy of marina rules and regulations. Included in Induction Process. Evacuation Plan to be developed as part of the EMP.	Marina Manager	Ongoing
12	Crime	Loss due to theft		Class 3	Possible	3	CoSafe security. Security patrols noting vessels moored. CCTV cameras Electronic swipe keys issued and recorded Administration office secured Reports of incidents to Police and City of Cockburn CoSafe	Class 3	Unlikely	3	City of Cockburn reserves the right to adjust Security Patrol hours without notice to Boat Pen Holders.	Marina Manager	Ongoing
13	Emergency procedures	Loss due to fire / explosion	Marina Manager	Class 2	Possible	2	Port Coogee Marina Emergency Management Plan	Class 2	Unlikely	3	First Response Training for staff	Marina Manager	
14	Personnel & Infrastructure	Bomb threat	Marina Manager	Class 1	Unlikely	2	Port Coogee Marina Emergency Management Plan					Marina Manager	Ongoing
15	Environmental	Fuel oil pollution / sewage spill	Marina Manager	Class 3	Possible	3	Port Coogee Marina Emergency Management Plan. First level oil spill response bins on each jetty set.	Class 3	Possible	3	Oil boom system can be deployed in front of the bridge to protect beach from pollution incident	Marina Manager	Ongoing
16	Personnel Safety	Solar radiation / working in extreme temperatures	Marina Manager	Class 2	Possible	2	Light Coloured clothing Hat Sunglasses Sunscreens Provide shade if working outside for extended periods of time Available drinking water Regular breaks Skin checks for workers who work outside on a regular basis	Class 3	Unlikely	3	No additional Control	Marina Manager	Ongoing
17	Power failure	Gatehouse doors open Bilge pumps fail	Marina Manager Pen Holders	Class 2	Possible	2	UPS, Gate house doors switched to manual operation Advise penholders if power likely to be off for extended period of time	Class 3	Possible	1	No additional Control	Marina Manager	Ongoing

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



Terms and Conditions

Pen Holders and their visitors to the marina must always comply with the Terms and Conditions as well as any directions provided by the Marina Manager from time to time.

1. Background

The City of Cockburn holds a licence for the Port Coogee Marina under the terms of a Head Licence between the Department of Transport as Head Licensor and the City of Cockburn as Licensee.

The Department of Transport and the City of Cockburn have agreed that the City of Cockburn may sublicense to Pen Holders on the terms and conditions contained in the Licence, without the express consent of the Department of Transport to this individual Licence.

The City of Cockburn has agreed to licence that portion of the Licenced Area described in **Item 4** of Schedule A (**Licenced Area**) to the Pen Holder.

The Parties enter into this Licence for the purpose of creating the terms and conditions that are to apply to the Licence.

2. Definitions and Interpretations

Amounts Payable means any sum of money payable by the Pen Holder pursuant to the Terms & Conditions including but not limited to the Licence Fee, electricity fee, damages, outgoings, any costs because of the Pen Holder's default and any other sum payable including Interest calculated on outstanding amounts.

Common Area means the common areas of the Marina Services Building, boardwalks and waterways for use by the Pen Holder together with other tenants, agents, invitees or employees of the City of Cockburn.

Contamination has the meaning set out in the *Contaminated Sites Act 2003*.

Debt Collection Agency – means the agency the City uses to recover any outstanding debt from 1 month after the due date.

Environmental Harm has the meaning given to that term in the *Environmental Protection Act 1986*.

Environmental Rules means the environmental rules set out in these Terms & Conditions as varied or added from time to time by the City of Cockburn.

GST means a tax under the *A New Tax System (Goods and Services Tax) Act 1999* (Commonwealth) and any legislation substituted for, replacing or amending that Act, levied on a supply under this Licence, including but not limited to the Licence Fee.

Head Licence means Jetty Licence **No. 4097** or such other Jetty Licence as may be issued for the Marina Area from time to time between the Department of Transport as Head Licensor and the City of Cockburn as Licensee.

Head Licensor means the Department of Transport.

Interest means any interest on any Amounts Payable calculated at the interest rate at the time the payment falls due, being 2% greater than the cash rate set by the Reserve Bank of Australia.

Local Laws means all local laws made and amended by the City of Cockburn from time to time.

Licence means this Pen Licence;

Licenced Area means the boat pen described in **Item 4** of Schedule A to this Licence.

Licence Term means the term of this Licence as specified in **Item 7** of Schedule A.

Live on Board means a Pen Holder living aboard their Nominated Vessel for an approved period.

Marina Area means that portion of Port Coogee Marina described in **Item 1** of the Head Licence Schedule and more particularly shown on the plan at **Annexure A**.

Marina Manager means the person authorised by the City of Cockburn to perform the duties of the City of Cockburn under this Licence.

Nominated Vessel means the Pen Holder's Nominated Vessel specified at **Item 3** of Schedule A before the commencement of this Licence, and any replacement vessel that the Marina Manager has consented to under the Terms and Conditions.

Pen Holder means the individual(s) entering into this Licence for the purpose of Licencing a Licenced Area

Pollution has the meaning contained in the *Environmental Protection Act 1986*.

Public Liability Insurance Policy means an insurance policy with an insurer approved by the City of Cockburn that:

- (a) protects the insured and the City of Cockburn based on what is commonly known as public liability or public risk insurance for all claims by any person arising from the Licenced Area or the use of the Marina during the Licenced Term which could cause damages against the insured or the City of Cockburn by any third party; and
- (b) is for an amount of not less than ten million dollars (\$10,000,000) for any one claim.

Schedule A means the schedule to this Licence.

Short Stay Application means the application to reside on a Nominated Vessel for a period in accordance with the Terms and Conditions and the City of Cockburn's processes as may apply from time to time.

Terms and Conditions means the conditions and rules outlined in this document.

Transferee means the proposed purchaser of the Pen Holder's Nominated Vessel moored in the Licenced Area.

In these Terms and Conditions unless the contrary intention appears:

- (a) reference to a person includes a reference to that person's personal representatives, successors and assigns;
- (b) reference to a person includes a natural person, partnership, trust, association and company;

- (c) a word importing the singular number includes the plural number and a word importing the plural number includes the singular number;
- (d) a word importing a gender includes each other gender;
- (e) reference to a company includes any incorporated body of any description;
- (f) reference to any statute, regulation, proclamation, ordinance, by-law or local law includes all statutes, regulations, proclamations, ordinances, by-laws or local laws varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances, by-laws and local laws issued under that statute; and
- (g) reference to the provisions of a document or part of a document includes a reference to all the terms, covenants, conditions, stipulations, acknowledgments and reservations contained or implied in that document or in that part of a document.

3. Conditional Licence

This Licence is conditional upon:

- (a) the continuation of the Head Licence; and
- (b) the Head Licensor's ongoing consent to the City of Cockburn subletting the Licenced Area.

4. Grant of Licence

Subject to the continuation of the Head Licence, the City of Cockburn grants the Pen Holder for the Licence Term and subject to the Terms and Conditions of this Licence:

- (a) a licence to use the Licenced Area for the purpose of mooring 1 Nominated Vessel in the Licenced Area; and
- (b) a non-exclusive Licence to walk over the Common Area, as reasonably required by the Pen Holder to access the Licenced Area, in common with other persons lawfully using the Common Area, and subject to directions and restrictions imposed by the City of Cockburn from time to time.

5. Amounts Payable

Licence Fee

The Pen Holder agrees to pay to the City of Cockburn:

- (a) the Licence Fee referred to in **Item 6** of Schedule A from the commencement of the Licence Term without any abatement or deduction whatsoever;
- (b) any GST payable on the Licence Fee and on any other supply made by the City of Cockburn to the Pen Holder under this Licence;
- (c) the Licence Fee set by the City of Cockburn according to the size of the Licenced Area and amended from time to time by the City of Cockburn's Annual Schedule of Fees and Charges, available on the City of Cockburn's website;
- (d) if the Licenced Area is larger than that required for the size of the Nominated Vessel due to availability of suitable pens, the City of Cockburn may, acting reasonably, charge a lesser Licence Fee in accordance with the size of the Licenced Area that the Nominated Vessel actually requires;
- (e) any account remaining unpaid after 30 days of the invoice due date may be referred to the City of Cockburn's Debt Collection Agency and the Pen Holder agrees to pay any debt collection fees and costs incurred.

Electricity

- (a) The Pen Holder agrees to pay to the City of Cockburn all electricity charges and related administrative fees plus GST incurred in respect of the Pen Holder's use of the Licenced Area, within 14 days of receipt of invoice from the City of Cockburn.
- (b) If the Pen Holder does not comply with the above and the electricity remains unpaid after notice is given demanding payment, then in addition to those remedies available under Mutual Covenants, the Marina Manager may disconnect the electricity supply to the Licenced Area until the Amounts Payable are paid.

Bond

- (a) The Pen Holder agrees to pay the Bond specified in **Item 5** of Schedule A prior to the commencement of this Licence, to be held by the City of Cockburn and drawn upon for any Amounts Payable which remain unpaid for 14 days;
- (b) If the City of Cockburn is required to use the Bond for payment of any Amounts Payable during the Licence Term, the Pen Holder shall on demand from the City of Cockburn, replenish the Bond reserve to the original Bond amount specified in **Item 5** of Schedule A;
- (c) At the determination of this Licence, the Pen Holder may elect for the balance of the Bond to be:
 - i. applied to the Bond under a new Licence (if applicable); or
 - ii. refunded to the Pen Holder within 30 days of the determination of this Licence.

6. Insurance and Indemnity

The Pen Holder shall:

- (a) provide a valid Certificate of Currency or similar for the Nominated Vessel to the City of Cockburn ensuring it references the name of the Pen Holder and shows not less than ten million dollars (\$10,000,000) in Public Liability;
- (b) provide valid Department of Transport vessel registration and other valid compliance documentation for the vessel, including Electrical Compliance and Gas Compliance;
- (c) insure and keep insured with an insurer approved by the City of Cockburn a Public Liability Insurance Policy for the duration of the Licence term; (c) insure and keep insured such other insurances that a prudent owner of a vessel similar to the Nominated Vessel would take out and maintain; and
- (d) produce such policy or policies of insurance to the City of Cockburn and receipts for the payment of the premiums on such policy or policies.

The Pen Holder covenants and agrees to (notwithstanding the existence of any policy of insurance in the name of any person) indemnify and keep indemnified the City of Cockburn, the Head Licensor and the Minister for Lands from and against all actions, claims, demands, losses, damages and expenses for which the City of Cockburn becomes liable as a result of, or caused or contributed by:

- (a) the Pen Holder's use or occupation of the Licenced Area and Marina except to the extent that the same is caused, or contributed to, by the negligence or default of the City of Cockburn; or
- (b) the negligence of the Pen Holder or any employees, members, contractors, agents, and invitees of the Pen Holder and including, but without limitation, by reason of the negligent or careless use or misuse waste or abuse of water, gas or electricity or faulty fittings or fixtures by the Pen Holder.

7. Services

7.1 Electrical and Gas Certification

- (a) The Pen Holder will lodge with the Marina Manager before the commencement of this Licence, a certificate from a suitably qualified contractor certifying that the Nominated Vessel's electrical and gas fittings have been inspected, are safe, and meet Australian Standards: AS 3000:2007, AS 3004:2014 and AS 5601:2013 (or any replacement Australian Standard). The Certificate must not be more than 5 years old. **(Valid Safety Certificate)**
- (b) If the Pen Holder is unable to provide a Valid Safety Certificate at any time, or if the Marina Manager considers that any electrical or gas fittings on the Nominated Vessel may be unsafe, the Marina Manager may take any action necessary to ensure the safety of the Licenced Area or Marina Area, and its users, including disconnecting the electricity or gas supply until such time as a further Valid Safety Certificate is provided by the Pen Holder.

7.2 Electricity Connection

The Pen Holder must ensure that any electrical cords used to connect the Nominated Vessel to the jetty power supply:

- (i) have a three pin plug with a rating of IP56 or greater;
- (ii) have a minimum current rating of 15 amps;
- (iii) do not exceed 25 metres in length;
- (iv) meet Australian Standard AS 3004:2007 (or any replacement Australian Standard); and
- (v) are inspected, certified and tagged at a minimum, every 1 year by a suitably qualified competent electrician.

The Pen Holder acknowledges and agrees that it may not make any claim against the City of Cockburn, the Head Licensor or the Minister for Lands for any loss or expense because electricity is disconnected, is interrupted, not supplied, fails for any reason or is affected in any way because the City of Cockburn's plant or equipment breaks down.

8. Marina Manager

The Pen Holder shall permit the City of Cockburn and the Department of Transport, including their servants and agents, to enter the Licenced Area at any reasonable time for the following purposes:

- (a) to inspect and view the Licenced Area;
- (b) to do or cause to be done all such matters and things as are necessary to rectify any breach by the Pen Holder of the Licence;
- (c) to execute any works or improvements to the Licenced Area or any neighbouring property but so as not to interfere unreasonably with the Pen Holder in the ordinary course of its activities;
- (d) to rope and rerope the Licenced Area and to do all things necessary to secure the Nominated Vessel if the Pen Holder has failed to do so;
- (e) to move the Nominated Vessel to a different Licenced Area in the Marina Area, if necessary, in which case the City of Cockburn will use all reasonable endeavours to notify the Pen Holder before moving the Nominated Vessel; and
- (f) to do all things necessary to ensure the safety of persons and property in the Licenced, Common and Marina Areas and surrounding areas including evacuating the Licenced Area, Common Area and surrounding areas.

9. Termination

Termination of Licence

- (a) This Licence terminates at the earlier of the conclusion of the Licence Term, the termination of the Head Licence or the termination of the Licence following a breach in accordance with the Terms and Conditions.
- (b) The City of Cockburn may in its absolute discretion decide to offer a further Licence at the conclusion of the Licence Term.
- (c) If the City of Cockburn does not intend to offer a further Licence, the City of Cockburn will give reasonable notice to the Pen Holder.
- (d) At the termination of this Licence:
 - (i) The Pen Holder shall remove the Nominated Vessel and any equipment, fixtures and fittings belonging to the Pen Holder from the Marina Area and make good any damage caused by such removal, and remove or restore (as appropriate) any sign or other type of advertising material that was painted or placed on or in the Marina Area with the consent of the City of Cockburn; and
 - (ii) deliver up possession of the Licenced Area to the City of Cockburn in good condition and repair.
- (e) It is agreed that these obligations will survive the termination of this Licence.

Surrender

- (a) The Pen Holder must provide notice in writing to the City of Cockburn no less than 1 month prior to the date of proposed surrender of the Pen Licence. Should the Pen Holder give less than 1 months' notice, the surrender date will be 1 month after written notice is received;
- (b) The City of Cockburn may, acting in its absolute discretion, refund any Licence Fee previously paid by the Pen Holder for the portion of the Licence Term that is beyond the proposed surrender date.

10. Subletting, Assignment and Transfer of Licence

No Mortgage

The Pen Holder agrees with the City of Cockburn not to mortgage, charge, encumber, sublet, assign, transfer or part with the possession of the Licenced Area or any part of the Licenced Area or any estate or interest in the Licenced Area to any person.

Sections 80 and 82 of the *Property Law Act 1969* are expressly excluded.

Transfer

The Pen Holder may transfer possession of the whole of the Licenced Area only in circumstances where the Pen Holder transfers ownership of the Nominated Vessel moored in the Licenced Area together with this Licence, and on the following conditions:

- (a) The Pen Holder must notify the Marina Manager in writing at least 1 month prior to the proposed transfer of ownership of the Nominated Vessel and this Licence;
- (b) The Pen Holder must satisfy the Marina Manager that the Transferee will purchase the Nominated Vessel moored in the Licenced Area by producing evidence of the transfer;
- (c) The Transferee signing a new Pen Licence upon transfer.

Sub Licence

- (a) The Pen Holder may sub licence the Licenced Area for a period of no more than 6 months in a 12 month period provided the sub licence is managed by the Marina Manager.
- (b) The Pen Holder may present an eligible sub licensor to the Marina Manager for consideration, or the Marina Manager may elect the sub licensor for the nominated time.
- (c) Should the Pen Holder return earlier than the specified time of absence, the sub licence takes priority over the Pen Holder returning to their Licenced Area.
- (d) An Amount Payable may be charged by the City of Cockburn to the Pen Holder for the management and administration of the sub licence process and the City of Cockburn may, in their absolute discretion, refund such portion of the Amounts Payable to the Pen Holder as the City of Cockburn sees fit.
- (e) The Marina Manager may, in their absolute discretion, following a written request from the Pen Holder:
 - (i) permit the sub licensing of the Licenced Area; or
 - (ii) suspend the Pen Holder's obligations under this Licence for an agreed period on conditions acceptance to the Marina Manager.

11. Mutual Covenants

Default

The City of Cockburn and Pen Holder agree as follows:

- (a) If any moneys payable under the Licence are unpaid 14 days after written demand has been made; or
- (b) If the Pen Holder breaches any other covenant and fails to remedy the breach or pay compensation as follows:
 - (i) the City of Cockburn may give the Pen Holder a notice specifying the breach and requiring the Pen Holder to remedy the breach or make a reasonable compensation payment to the City of Cockburn.

The Pen Holder must remedy the breach or pay the amount specified in compensation for the breach within 28 days after service of the notice; or

- (c) If any person is in occupation or possession of the Licenced Area or receives rent or profits other than the Pen Holder or an approved Transferee of the Pen Holder; or
- (d) If the interest of the Pen Holder in this Licence is taken in execution,

THEN the City of Cockburn may at any time give notice in writing to the Pen Holder terminating this Licence or without notice re-enter the Licenced Area and this Licence will terminate without releasing the Pen Holder from liability for any Amounts Payable accrued or for breaches of covenant.

Notice to Pen Holder

Any notice required to be given to the Pen Holder under this Licence may be given by the City of Cockburn or its solicitors and may be sent to the Pen Holder at its email address in the Schedule or, on the Nominated Vessel in the Licenced Area or by post to the address in the Schedule, and a notice sent by post shall be deemed to have been served on the day after it was posted notwithstanding actual non receipt.

Notice to City of Cockburn

The Pen Holder may pay any Amount Payable or serve any document to the City of Cockburn at 9 Coleville Crescent, Spearwood, or as directed by the City of Cockburn in writing.

Dispute Resolution

The parties agree that any dispute between the Pen Holder and the City of Cockburn in regard to anything arising from this Licence shall:

- (b) Be addressed in the first instance by a meeting between the Pen Holder and the Marina Manager; and
- (c) If the dispute cannot be resolved, in a manner that is satisfactory to both parties through such a meeting, the Pen Holder agrees that the CEO of the City of Cockburn will make a final determination in resolution of the dispute and give written reasons for the decision.

12. Marina Rules

General Use of Licenced and Common Areas

- (a) The City of Cockburn grants the Pen Holder the non-exclusive right to use the Common Area together with other users of the Marina Area.
- (b) The Pen Holder shall be provided a swipe card as required from time to time to facilitate the Pen Holder access to the Common Area.
- (c) The Pen Holder shall ensure that the Common Area is left in a clean and tidy state after each use.
- (d) The Pen Holder shall immediately report to the City of Cockburn any vandalism, damage or antisocial behaviour in or around the Common Area.
- (e) In the event of any misuse of the Common Area by persons using the swipe card, including by a failure to maintain cleanliness or through over consumption of water or extended periods of occupancy such as to inconvenience others, then the City of Cockburn reserves the right to withdraw the Pen Holders ongoing use of the Common Area.
- (f) The Pen Holder will not display advertising or 'for sale' signs within the Common Area or Nominated Vessel.
- (g) The Pen Holder will not swim in the Marina Area.
- (h) The Pen Holder will not use a Commercial Vessel for commercial activity unless approved by the City of Cockburn via the Commercial Vessel request application or in writing to the Marina Manager.
- (i) The Pen Holder will not fish in the Marina Area.
- (j) The Pen Holder covenants and agrees not to install a floating dock prior to the Marina Manager's approval. The Pen Holder covenants and agrees to maintain any floating dock in a seaworthy condition. The Pen Holder covenants and agrees to remove any floating dock within 7 days of receiving a written request from the Marina manager.
- (k) The Pen Holder will not use skateboards, skates, bicycles, scooters or other related items within the Common Area.
- (l) The Pen Holder will not store any other vessel or craft in the Licenced Area other than on the Nominated Vessel. The Pen Holder covenants and agrees to remove any other vessel or craft within 7 days of receiving a written request from the Marina manager.
- (m) The Pen Holder covenants and agrees to repair and make good any damage within the Marina Area caused by the Pen Holder or any employee, agent or invitee of the

Pen Holder or resulting from an act or omission of the Pen Holder or any employee, agent or invitee of the Pen Holder and where such repairs are undertaken by the City of Cockburn pay the cost of any repairs or making good of damage within 7 days a written demand for payment being made by the City of Cockburn.

- (n) The Pen Holder covenants and agrees not to use or permit the Licenced Area to be used for any illegal purpose.
- (o) The Pen Holder covenants and agrees not
 - i) to create a public or private nuisance to the owners or occupiers of any land, structure or boat pen adjoining or neighbouring the Licenced Area;
 - (ii) do or permit to be done any act or thing which might result in excessive loading to any part of the Marina Area;
 - (iii) moor the Nominated Vessel within the Licenced Area unless it is completely within the Licenced Area;
 - (iv) display, hang or drape any towel, wearing apparel or similar article from the Licenced Areas or from the Nominated Vessel while moored in the Licenced Area;
 - (v) park or drive any vehicle on the jetty within the Marina Area, without the consent of the City of Cockburn and Department of Transport (which consent may be withheld for any reason); or
 - (vi) obstruct the City of Cockburn, Department of Transport or any person or member of the public from free and unrestricted access to and across the jetty or to another Licenced Area within the Marina Area; or
 - (vii) fix any fixings to the jetty structure unless by prior approval of the Marina Manager.

Environmental Rules

- (a) The Pen Holder must not:
 - i) allow any waste, hydrocarbon, contaminated bilge water, sullage or contaminant of any sort to enter the water; or be placed within the marina;
 - ii) leave any rubbish or waste outside the confines of the Nominated Vessel, other than in the bins provided in the gatehouses.
- (b) The Pen Holder agrees to maintain the Licenced Area in a clean and tidy state, unobstructed and free from dirt and rubbish.
- (c) The Pen Holder agrees that no vessel painted with Tributyltin (TBT) is allowed to enter the marina or waterways.
- (d) The Pen Holder must compact any recyclable waste before placing it in the provided bins.
- (e) The Pen Holder agrees to do all things necessary to prevent Pollution or Contamination of the Licenced Area and the Common Area and to immediately report to the City of Cockburn any Pollution or Contamination howsoever caused in or around the Licenced, Marina or Common Areas.
- (f) The Pen Holder must not undertake any external sanding, grinding, painting or cutting within the marina.
- (g) The Pen Holder must not remove marine growth within the marina, including diving to clean marine growth from the hull or boat equipment.
- (h) The Pen Holder must not clean the vessel in the Marina, other than cosmetic cleaning with biodegradable cleaners and detergents.

- (i) The Pen Holder will not dispense fuel from or over the jetty within the Marina Area, unless at the designated fuel jetty.
- (j) The Pen Holder will not use or store any chemical or flammable substance within the Licenced Area, except for in reasonable quantities for normal applications in connection with maintenance of the Nominated Vessel, or fuelling a dingy or tender.

Respect the property and amenity of others

- (a) Do not board, enter or interfere with any other vessel than your own without the express consent of the vessel owner.
- (b) Do not behave in an intoxicated, antisocial, or disorderly manner.
- (c) Always ensure the quiet enjoyment and free movement of other users in the Marina Area.
- (d) Always proceed with caution within the marina waterways.
- (e) The waterway speed limit is 5 knots or no wake, whichever is the lesser of the two.
- (f) Do not exceed the following noise limits within the marina as measured 15m from you/your vessel:
 - (i) 9am to 7pm, 44db L(A10), 54db L(a1) and 79db L(max).
 - (ii) 7pm to 10pm, 44db L(A10), 54db L(a1) and 69db L(max).
 - (iii) 10pm to 9am, 39db L(A10), 49db L(a1) and 69db L(max).

Safety, Access and Security

- (a) The Pen Holder must not block or restrict access in the Marina Area.
- (b) Vessels must not overhang the walkway(s).
- (c) Pen Holders must ensure that the security gates are closed after use.
- (d) Visitors and invitees must always be accompanied by the Pen Holder within the Marina Area.
- (e) Whilst the City of Cockburn will provide security of the Marina Area including CCTV, security lighting and nightly patrols, the City of Cockburn takes no responsibility for the security of individual Pen Holder vessels. Pen Holders are to be vigilant with vessels and equipment always.
- (f) The City of Cockburn will not be held responsible for any accident or injury caused to a Pen Holder or Pen Holder's guest for misuse of any equipment or fixtures in the Marina Area or Common Area.
- (g) The Marina Manager reserves the right to board any vessel at any time for inspections, securing items or for safety or security reasons. The Marina Manager may in the event of an emergency move or tow a vessel at their absolute discretion.

The Pen Holder will notify the Marina Manager:

- (i) if the Nominated Vessel requires works for any reason;
 - (ii) the details of any tradespersons or company that will undertake works on the Nominated Vessel; and
 - (iii) the expected timeframe for completion of the works.
- (h) The Pen Holder agrees that it will not have works done to the Nominated Vessel in the Licenced Area which may cause nuisance, damage, hazard or safety risk to person or property of other users to the Marina Area or the Marina Area itself.

- (i) Contractors undertaking works on vessels are required to comply with the Marina Rules, possess written authorisation from the Pen Holder, use a swipe card and notify the Marina Manager when onsite.
- (j) The Pen Holder will immediately report any lost or stolen swipe cards or codes to the Marina Manager.
- (k) Pen Holders must comply with the Mooring Configuration and Rope Size Guidelines to berth their Nominated Vessel.

Breach of the Marina Rules

The Pen Holder agrees and covenants that it will comply with the Marina Rules and cease any activity or do anything reasonably required to comply with the Marina Rules, within 7 days of receiving a written notice from the Marina Manager.

Short Stay Application

The City of Cockburn may approve, or approve subject to conditions a Short Stay Application:

- (a) for the Pen Holder together with a maximum of three other persons staying overnight on the Nominated Vessel in the Licenced Area;
- (b) for periods not exceeding 3 nights in any 7 day period; and
- (c) to a maximum of 20 nights per annum.

Live on Boards

- (a) The Marina Manager may approve up to 5 Live on Board applications each year for up to 1 year within the Marina Area.
- (b) An approved Live on Board must comply with any conditions of the Live on Board approval.
- (c) The Pen Holder acknowledges and agrees that any approved Live on Board application will be subject to the Marina Manager's approval, and fees and charges as published in the City of Cockburn's Annual Schedule of Fees and Charges as amended from time to time.
- (d) The City of Cockburn can revoke its approval for the Short Stay or Live on Board Application at any time if the Pen Holder or their guests using the Marina Area breach the terms and conditions of this Licence, including the Marina Rules.
- (e) If the Short Stay or Live on Board Application is revoked for any reason, the Pen Holder and other parties using the Licenced Area will be expected to vacate the Licenced Area and the whole of the Marina Area and not return before the following day.

Pets and Other Animals

The Pen Holder must not allow domestic pets or other animals to enter the Marina Area without the Marina Manager's prior written consent. If the City of Cockburn grants consent;

- (a) the animal must be under the effective control of the Pen Holder including the use of a leash or harness as required at all times;
- (b) the animal must not obstruct, interfere with or be a nuisance to any other user of the Marina Area; and
- (c) any animal faeces must be disposed of immediately in appropriate waste receptacles and not be allowed to enter the Marina Area or waterways.

13. Nominated Vessel

Registration of Nominated Vessel

If this Licence is issued without details of the Nominated Vessel specified at **Item 3**, the Pen Holder shall not moor any vessel within the Licenced Area without first notifying the Marina Manager.

If the Pen Holder wishes to make an application to change the vessel in the Licenced Area, the Pen Holder must:

- (a) make an application in writing to the Marina Manager requesting a change of Nominated Vessel, specifying the dimensions of the proposed vessel and evidencing that the proposed vessel will fit in the Licenced Area; and
- (b) provide copies of those insurances required under this Licence for the proposed vessel.

The Marina Manager may approve a Pen Holder's application to change the Nominated Vessel to be moored in the Licenced Area in their absolute discretion.

14. City of Cockburn's Rights

Reallocation of Licenced Area

The Marina Manager reserves the right to, in their absolute discretion, reallocate the Licenced Area to another boat pen of a suitable size. Upon receiving written notice of reallocation from the Marina Manager, the Pen Holder shall move their Nominated Vessel to the new Licenced Area within 7 days, or such longer period as may be agreed with the Marina Manager.

The Pen Holder may request in writing that the Marina Manager move their Nominated Vessel to an alternative vacant boat pen of a suitable size. The Marina Manager may subject to availability and in their absolute discretion, agree to the Pen Holder moving the Nominated Vessel to another boat pen for the unexpired residue of the term of this Licence.

The Pen Holder acknowledges that Licence Fee adjustments and administrative charges may apply.

Abandoned Vessels

The Pen Holder covenants and agrees that if the Pen Holder leaves the Nominated Vessel or any other vessel in the Licenced Area without a valid Licence (**Abandoned Vessel**), then if the Abandoned Vessel has not been removed from the Licenced Area within 7 days after notice has been served in accordance with this Licence, the City of Cockburn may treat the vessel as Abandoned.

The City may remove and/or deal with an Abandoned Vessel as it sees fit, including:

- (a) removing the vessel from the Licenced Area and/or the Marina Area;
- (b) selling or otherwise disposing of the vessel;
- (c) charging the Pen Holder on a pro rata basis for the time that the Abandoned Vessel was moored in the Licenced Area which are an Amounts Payable; and
- (d) recovering the cost of any disposal, sale or other fees or charges incurred in respect of the Abandoned Vessel from the Pen Holder.

The City of Cockburn, Department of Transport and the Minister for Lands are not responsible for any loss or damage arising as a result of the Pen Holder's failure to remove the Abandoned Vessel from the Licenced Area in accordance with the Abandoned Vessel clause.

15. Severance

If any part of this Licence is or becomes void or unenforceable, then that part is or will be severed from this Licence so that all parts not void or unenforceable remain in full force and effect and unaffected by that severance.

16. No Fetter

Notwithstanding any provision of this Licence, the Pen Holder acknowledges that the City of Cockburn is a Local Government established by the Local Government Act 1995 (WA).

The City of Cockburn may be obliged to determine applications for approvals having regard to legislation, legislated processes and other matters required to be taken into consideration.

The City of Cockburn shall not be in default under this Licence by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this licence fetter the City of Cockburn in performing its statutory obligations or exercising any discretion.

17. Exclusion of Warranty

The Pen Holder acknowledges that no promise, representation, warranty or undertaking has been given by or on behalf of the City of Cockburn in respect to the suitability of the Licenced Area for any use proposed or undertaken by the Pen Holder.

18. Termination of Head Licence

Upon termination of the Head Licence, whether by expiry of the Term or sooner termination, this Licence shall automatically terminate without any compensation being payable to the Pen Holder by either the City of Cockburn or the Department of Transport.

19. Rights Rest in Contract Only

The Pen Holder agrees that the rights hereby conferred rest in contract only and nothing expressed or implied shall be construed as granting or shall be deemed to grant to the Pen Holder any estate or interest in the Licenced Area.

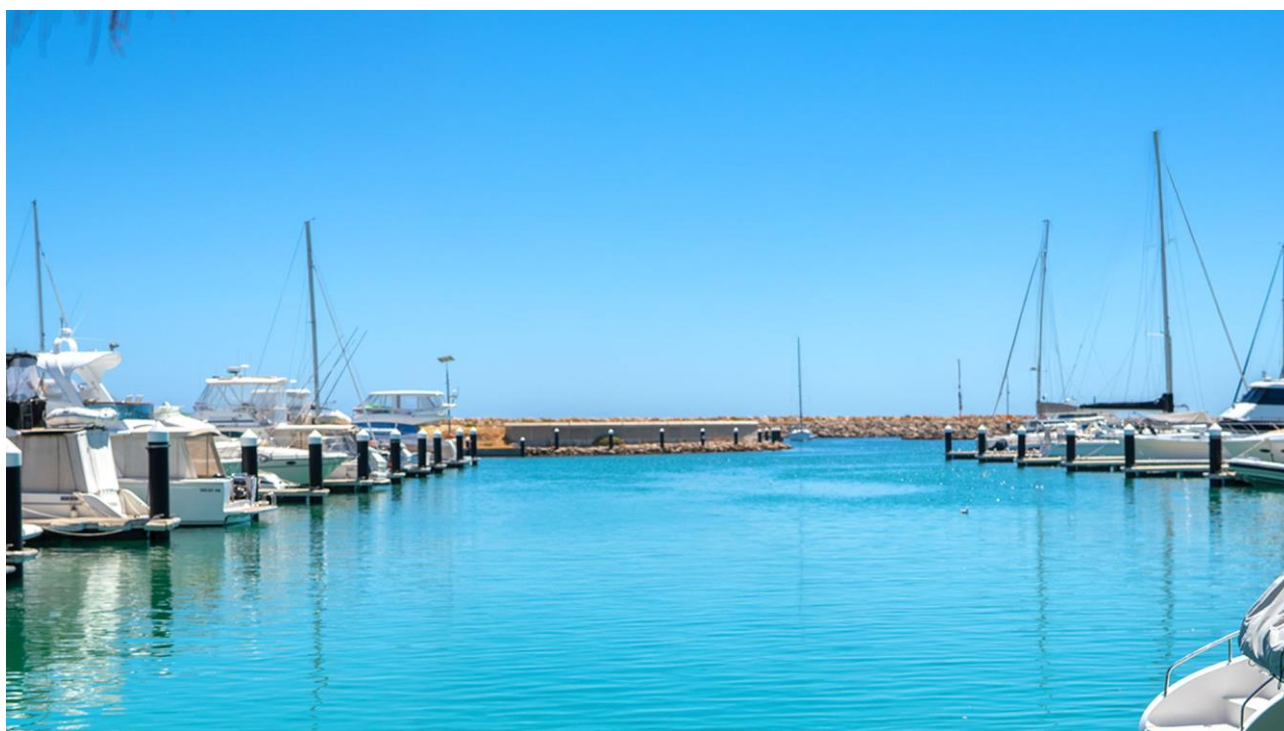
20. No Right of Exclusive Possession

The Pen Holder acknowledges that this Licence does not convey any proprietary right of exclusive possession over the Licenced Area to the Pen Holder and the Pen Holder agrees that it shall not interfere with the use of the Licenced Area by any other person authorised by the City of Cockburn or otherwise entitled at law to access or use the Licenced Area.



This document is available in an accessible format upon request.

Appendix E - Daily inspection checklist





Port Coogee Marina

Daily Marina Inspection Checklist

Date:			
Person Conducting Inspection:			
Safety and Electrical	✓	×	Comments
Extinguishers and fire hoses in order	☐		
Evacuation plans and emergency procedures visible	☐		
Oil spill response bins secure			
Powerpoints free of overloading and damage			
Water free from electrical cords			
General			
Bin stations free from build-up of rubbish			
Water free of debris and/or pollution			
Security gates working			
Jetties, pens, CCTV cameras, boardwalk, etc free from damage or vandalism			
Service and Public Jetty			
Fuel dispensers, sullage unit and card reader have power			
Public Jetty pedestal GPOs locked and taps off			
Permanent containment boom floating freely and secured with ropes			
Pens and Vessels	✓	×	
No unauthorised vessels in pens			
Vessels appropriately moored to prevent damage & obstructions			
Mooring lines on vessels compliant			
Vessels free of tampering/damage/break-in			
Jetties clear of hoses, ropes, etc that may present an obstruction or trip hazard			

General comments	Actions Required

Signature:

Date:	
Name/s:	

Task	Instructions	✓	×
Scrub tide boards (Loading and Service Jetties)	Scrub to remove marine growth. Use a pool brush or similar. Notify Operations Co-ordinator if painting is required.		
Wash sullage unit (Service Jetty)	Wash down with fresh water inside and out and coat with Lanotec. The key located in key cabinet.		
Check & clean water fountain/dog bowls (Boardwalk by H/J and D/E gatehouses)	Make sure fountains are working correctly, clean algae from dog bowl.		
Check & lubricate Backflow Valves (D/E cabinet, C cabinet, and Maraboo near ramp)	Spray valves with Lanotec and open/close a few times to loosen.		
Run portable fire pumps - Marina shed pump - Marina RIB mounted pump	Run up for 10 minutes then flush with fresh water and spray with Lanotec. Identify any maintenance required. Check fuel level.		
Test portable de-watering pumps x3 (Marina Shed)	Run pumps to make sure they function, and flow is adequate. Make sure kits have extension lead and discharge hoses.		
Check & clean flow pit (Below MSB)	Empty of water with a bailer or pump, located in shed or sweep out if dry.		
Check & clean lift (Marina Services Building)	Ensure lift is operating correctly, and clean Clean from leaves and dust, including cleaning glass.		
Check jetty deck screws (WALCON Jetties)	Walk all jetties tightening any loose screws with impact driver, taking care not to overtighten.		
Clean cobwebs and bird poo (Gatehouses and pedestals)	Brush webs off with a soft broom (careful not to turn boat power off) wash/scrub bird poo from gatehouse landings and heavily soiled areas on jetties.		
Clean Seabin Bob (F Jetty)	High pressure clean entire bin and bracket & remove barnacles. (This is a two-person job)		
Run & wash RIB and Sinker. (F Jetty)	Take for a run. Wash, check safety equipment and arrange maintenance items.		
Audit spill kits (All jetties)	Carry out monthly audit on each jetty and replace/order items as necessary.		
Lubricate gatehouse doors and gangways. (All jetties)	Spray Lanotec on all gate and gangway moving parts, wipe excess oil with rag. Include the rollers on the low end of the gangway.		
Lubricate fire hose valves. (All jetties)	Spray Lanotec on all fire hose handles, wipe excess oil with rag.		
Jetski dock maintenance (All Jetties)	Lubricate Jetski dock winches, check anodes for condition		
Test site communication devices - PA System (H/J/K Jetties) - VHF units (MSB)	Check that the PA system and all speakers are operational. Test office VHF and handheld VHF's. Charge handheld units if required.		
Clean Marina Laundry	Clear all debris from the floor (under machines too) and clean the sink.		

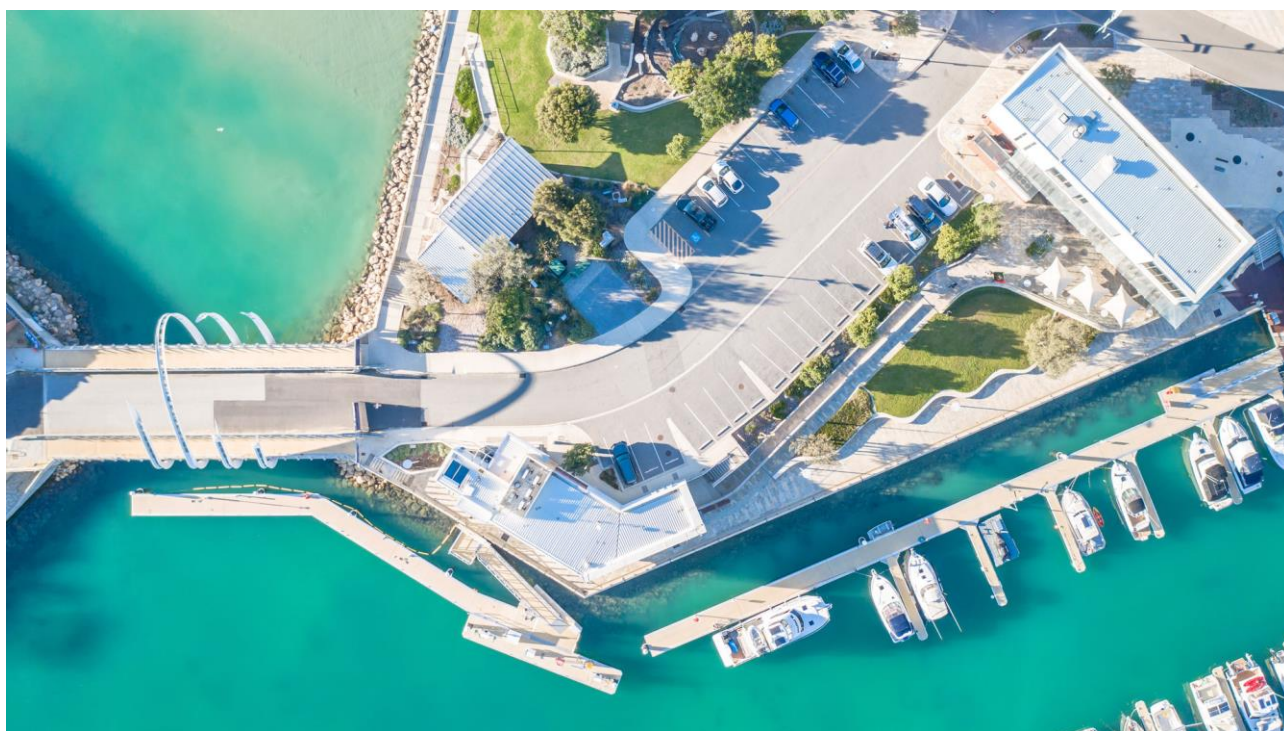


Port Coogee Marina

Marina Monthly Checklist

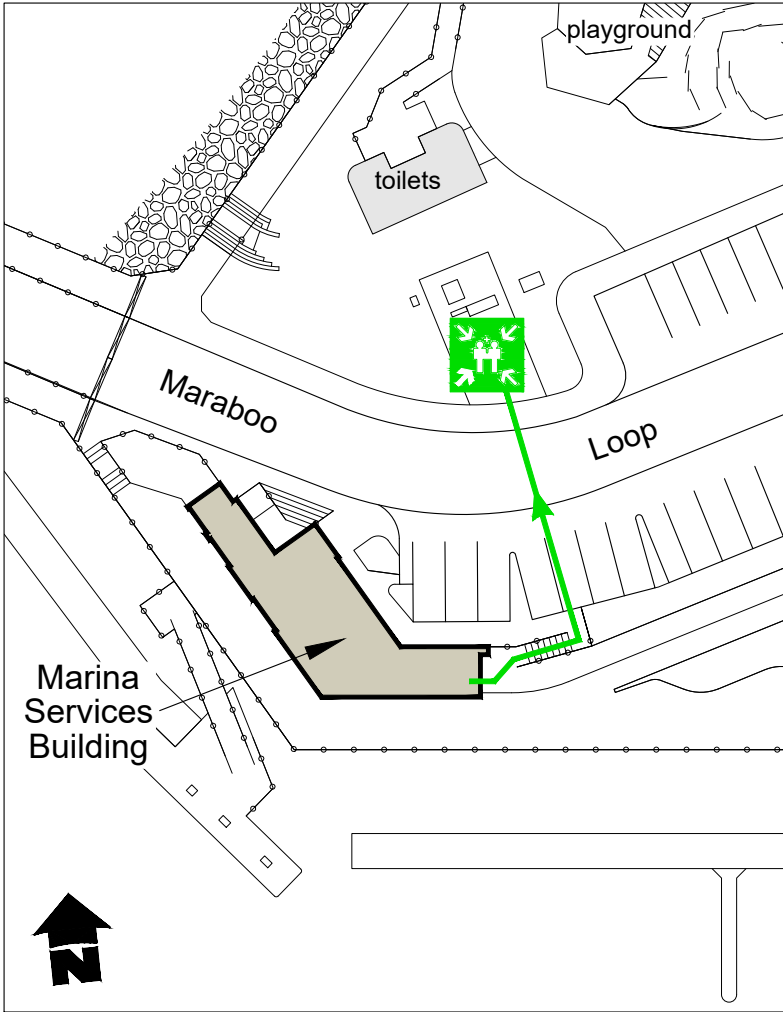
General Comments	Actions Required
Signature/s:	

Appendix F - Port Coogee Marina evacuation diagram

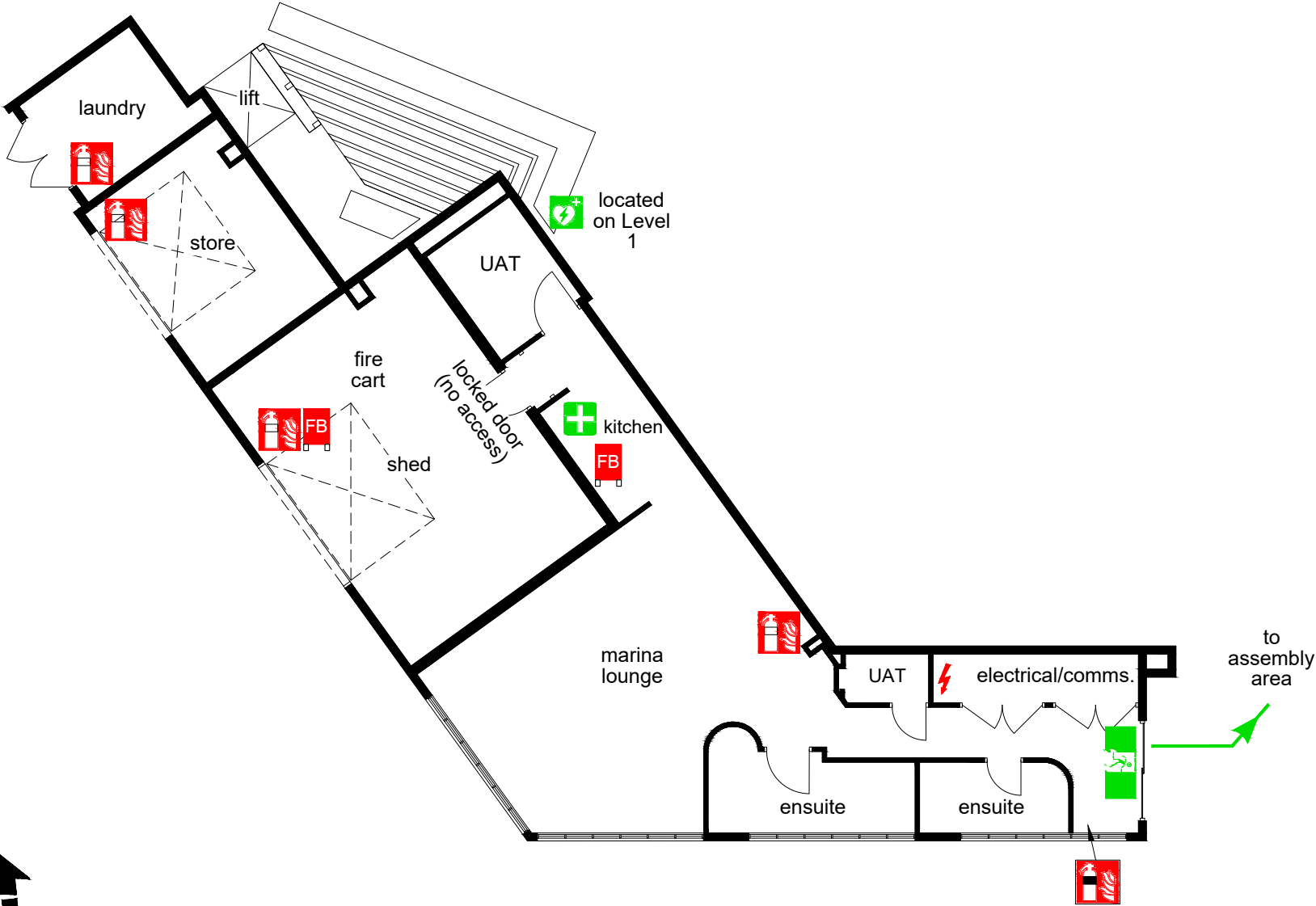


EVACUATION DIAGRAM

Marina Services Building
5 Maraboo Loop, North Coogee



SITE PLAN



Lower Ground Floor

IN THE EVENT OF AN EMERGENCY:

- Remain calm
- Assist visitors and customers
- Follow directions from staff members



CO2 fire extinguisher



ABE dry chemical
powder fire
extinguisher



fire blanket



switchboard



emergency exit



first aid kit



defibrillator (located on Level 1)



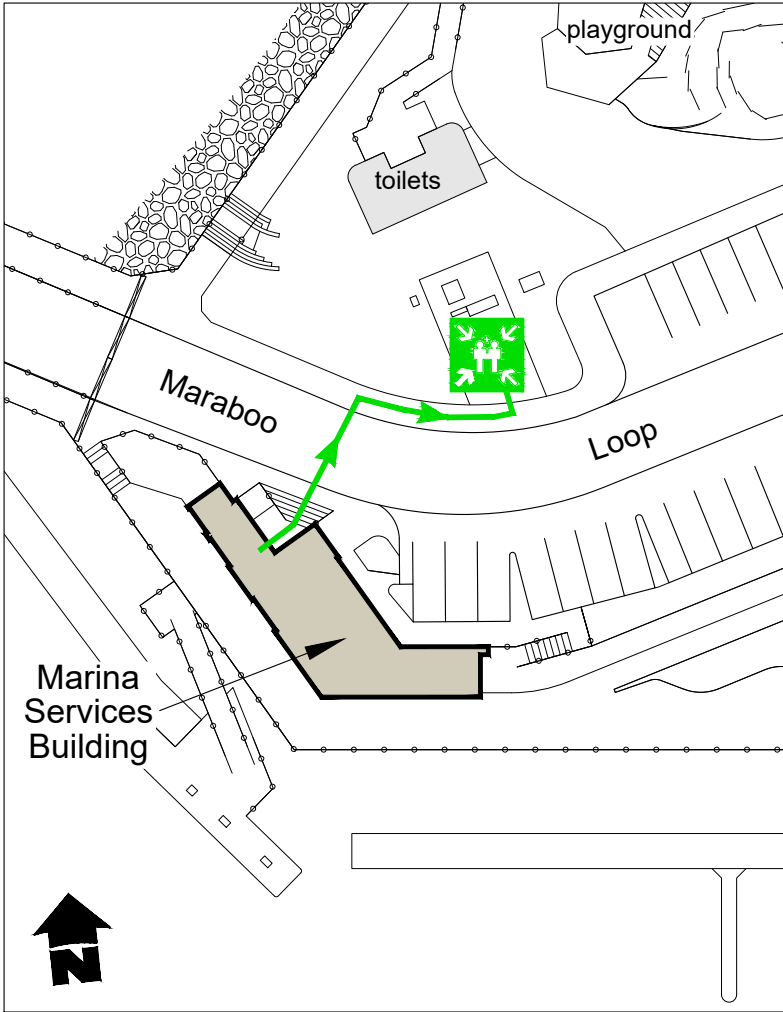
evacuation route



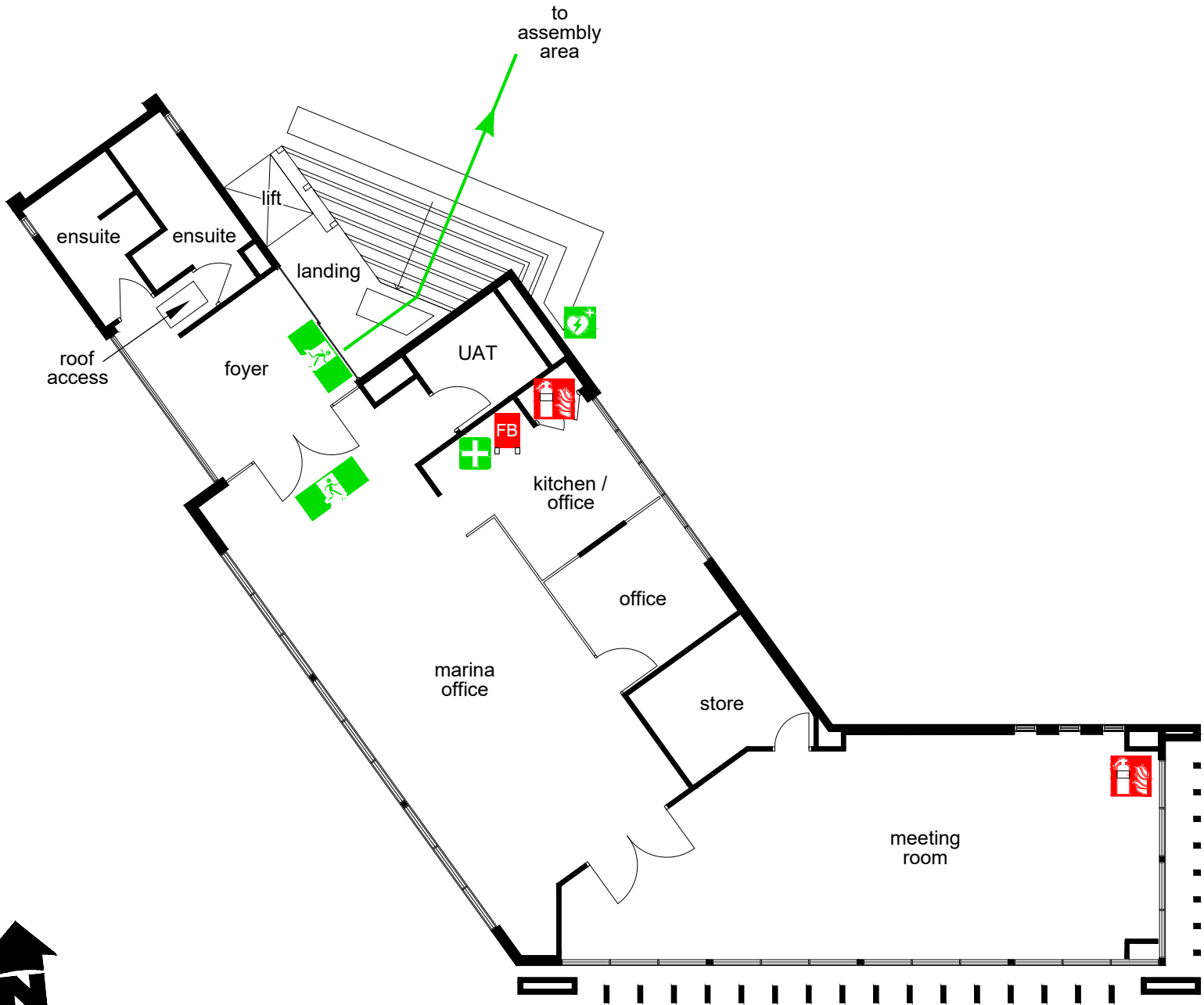
assembly area

EVACUATION DIAGRAM

Marina Services Building
5 Maraboo Loop, North Coogee



SITE PLAN



Upper Floor

IN THE EVENT OF AN EMERGENCY:

- Remain calm
- Assist visitors and customers
- Follow directions from staff members

CO2 fire extinguisher	switchboard	defibrillator (located on Level 1)
ABE dry chemical powder fire extinguisher	emergency exit	evacuation route
fire blanket	first aid kit	assembly area

EVACUATION DIAGRAM

Port Coogee Marina
5 Maraboo Loop, North Coogee



Emergency Contact Numbers

City of Cockburn: Port Coogee Marina 9411 3390 CoSafe 1300 267 233 Rangers 9411 3444 Marina Manager 0419 944 355	Medical: Ambulance 000 Dialling from mobile 112 Fiona Stanley Hospital 6152 2222	Fuel or Oil Spill: Baileys Marine Fuel - All Hours 1300 224 539 Department of Transport - Maritime Environmental Emergency Response (MEER) 9480 9924 Fremantle Port Authority - Emergency 9335 1300	Australian Customs and Border Protection Service 1300 558 287
Police: Emergency 000 Dialling from mobile 112 Water Police 9442 8600 Crime Stoppers 1800 333 000	Department of Fire & Emergency Services: Emergency 000 Dialling from mobile 112 SES Emergency Assistance 13 2500 Emergency Information 13 3337	Sea Rescue: Cockburn Sea Rescue Group 0409 103 029 Fremantle Sea Rescue Group 24 Hours Marine Assistance 9335 1332	Department of Water and Environmental Regulation (DER/EPA) - Pollution Watch Hotline 24 Hours 1300 784 782
		Other: Alinta Energy - Emergencies/Faults 13 1351	Department of Fisheries: 9482 7333 Fremantle District Office Fishwatch 9432 8000 1800 815 507 Water Corporation Emergencies 13 1375 Western Power 13 1351

Assembly area	Fire hose	Defibrillator	Fuel distribution board	Spill boom housing
Communications	Fire hydrant	Fuel bowser	Lifebuoy ring	Spill kit
Emergency fuel stop	Manual call point	Distribution board	Ladder	Underground fuel storage
Fire blanket	Emergency information	Main distribution board	Sullage	Water stop valve (under jetty/service pit)
Fire extinguisher - A:B(E) dry chemical powder	First aid station			

Appendix G - Port Coogee Marina aerial





Swimmer area

Marina entrance

No fishing zone



- | | | | | |
|---|--|---|---|--|
|  Marina Entrance |  Fuel Jetty |  Loading Berth |  No Fishing Zone |  Boat Pen C |
|  Boat Pen D |  Boat Pen E |  Boat Pen F |  Boat Pen J |  Boat Pen H |
| | | | |  Boat Pen K |

25m 100m

Appendix H - Drainage plan





Legend

- Cadastral
- Coogee Maritime Trail
- Marina Boundary
- RSPEC Roads
- Road Items
- OSPEC Fences
- DSPEC Stormwater Pipes
- DSPEC Stormwater Sumps

DSPEC Stormwater Pit Type

- EP
- GGP
- GP
- GPT
- JP
- SEPG
- OUTB
- SEP
- DSEP
- HW
- JUNC
- SOAK
- GSOAK
- Other

Port Coogee Marina



Appendix I - Bomb threat checklist



TELEPHONE BOMB THREAT CHECKLIST



**Port Coogee
Marina**

Report call immediately to:	Name	Telephone No.
	Emergency Services	000
	Marina Manager	0419 944 355

Bomb Threat Name:	Date:
Received By:	Contact Number:
Position:	

QUESTIONS TO ASK

Questions	Exact Wording of Threat
1. When is the bomb going to explode?	
2. Where is it right now?	
3. What does it look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why?	
8. What is your address?	
9. What is your name?	

ORIGIN OF CALL (✓)

Caller ID Shown?		
Local	International	STD
Mobile	Public Phone	

TELEPHONE BOMB THREAT CHECKLIST



Port Coogee Marina

VOICE IMPRESSIONS

Give very first impressions

Information requires opinions, preceptions and judgements

Place ✓ in box if appropriate

Caller was:	Estimated Age:
-------------	----------------

Male	Female	Pre-teen	40 - 50	Over 50
Adult	Child	Teenage	20 - 40	

Caller's Speech	Accent	Heavy	Slight
-----------------	--------	-------	--------

Australian	French	Irish / Scottish	Italian
English	Asian	German	American
Russian	African	Portuguese / Spanish	Middle Eastern

Caller's voice

Calm	Angry	Soft	Deep	Excited
Normal	Loud	Slurred	Clear	Rapid
Slow	Distinct	Crackling	Crying	Lisp
Ragged	Nasal	Laughing	Raspy	Stutter
Disguised	Familiar (<i>if so, who does it sound like?</i>)			

Background Sounds

Street noises	House noises	Clear	Aeroplane
Crockery	Motor	Static	Train
Office Machinery	Voices	Bus	Tram
Factory Machinery	Animal noises	Music	Other

Threat Language

Well spoken (<i>educated</i>)	Foul	Incoherent	Irrational
Taped	Message read by threat maker		

Remarks

--

Appendix J - Baileys Marine Fuels emergency response plan



QUICK REFERENCE RESPONSE GUIDE

AND

INSTRUCTIONS FOR PORT COOGEE

EMERGENCY INFORMATION
1 - SPILLS OVER WATER
2 - SITE SPILLS
3 - EXTERNAL SPILLS
4 - FIRE
5 - MEDIA
6 - CONTAMINATION
7 - NATURAL DISASTERS
8 - NEIGHBOURS
9 - PRODUCT SOAKED CLOTHING
10 - MEDICAL

EMERGENCY RESPONSE PLAN

Part A

System PLAN

PLN-0316

Revision 02

EMERGENCY INFORMATION

Site	Port Coogee
Site Address	Maraboo Wharf, North Coogee WA 6163
Access Information (FOR EMERGENCY SERVICES)	Access of Medina parade outside Dome Cafe
Port Coogee Marina Manager – Sam Standish	Marina Management 9411 3390 / 0419 944 355
Baileys Marine Fuels Australia all hours	1300 224 539
BMFA Site Manager Frank Bergmann	0488 022 630 / 9335 7822
BMFA Operations Manager Michael Coumbe	0419 925 233 / 9335 7822

NAME / ORGANISATION	TELEPHONE
Fire Brigade	000
Police	000 or 131 444
Water Police	9442 8600
Ambulance	000
Hospital	9431 3333
City of Cockburn Port Coogee Marina	9411 3390
City of Cockburn Marina Manager	Sam Standish 0419 944 355
City of Cockburn Emergency response	9411 3444
State Emergency Service	132 500
Poison's Information Centre	13 11 26
Electricity Authority	Western Power – 13 13 51
Water Authority	Water Corporation – 13 13 75
Environmental Protection Authority	Marine Emergencies – 1300 784 782
Department of Transport Maritime Environmental Emergency Response	9480 9924
Shire/Town contact	Cockburn Shire – 9411 3390
Spill Equipment	Global Spill 1300 774 557
Electrician	WSP Services – 0499 800 680
Petroleum fitter	NQPetro – 0488239111/ 94344449

EMERGENCY RESPONSE PLAN

Part A

System PLAN

PLN-0316

Revision 02

Petroleum fitter	Weldaid – 0409 122 330
Fuel Management System	Fuelquip – 0477 029 661
Security	
Waste Oil removal	Western Resources – 9351 1300
NEIGHBOURS	TELEPHONE
Dome	08 9395 7013
Frasers Property Group	08 9214 7900

EMERGENCY RESPONSE PLAN

Part A

System PLAN

PLN-0316

Revision 02

EMERGENCY INFORMATION

Site Description	
Type of fuel	Diesel / Premium Unleaded 95
Number of tanks	2
Tanks above ground / below ground	2 Below
Type of tanks	DTE Fibreglass/Steel
Size of tanks	15k x 2
Type of pipework	DC UPP
Number of cabinets	2 Dual
Spill kit available?	Marine Spill Kit on Service jetty
First Aid Kit available?	In Marina Office

SPILLS OVER WATER

Emergency Response for Site Personnel

Push emergency **STOP** button

If safe, stop or control product flow

Call Baileys Marine Fuels

1300 224 539

and Marina Management

9411 3390

CONTROL IGNITION SOURCES

If safe to do so, attempt to:

- Eliminate all ignition sources
- Do not allow vehicles to be started
- Isolate mains power
- Evacuate people and clear the area

CONTAIN SPILT PRODUCT

- Marina Management will coordinate the spill containment
- Contain product using absorbent material (e.g. floating bunds, absorbent pads)
located in Marine Spill Kits on jetties
- Assess wave, current and wind action and deploy spill equipment
- Run large containment boom accross waterway behind fuel jetty, in front of
Maraboo Bridge, to prevent spreading to nearby Ngarkal Beach
- Redeploy or reposition spill equipment if necessary

CLEAN UP

- Dispose of materials to licenced facility

1 - SPILLS OVER WATER

EMERGENCY RESPONSE PLAN

Part A

System PLAN

PLN-0316

Revision 02

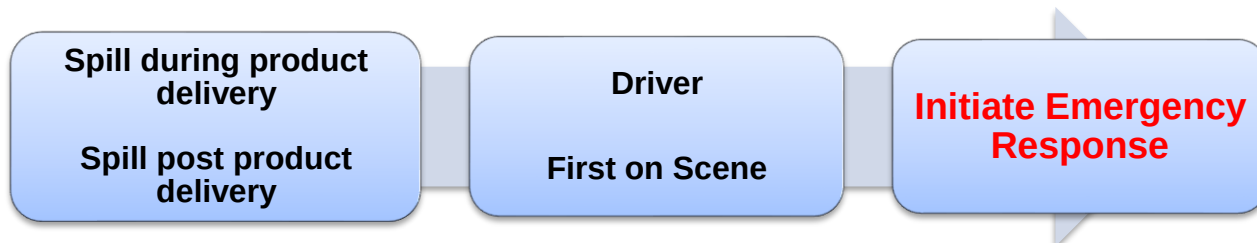
SPILLS OVER WATER

Staff to Consider • Spill equipment available • Current/tide, wind & wave action • Prevention of spreading to environmentally sensitive areas (particularly the Marina (Ngarkal) Beach or outside Port Coogee) • Impact on Neighbours	Communicate Responsibilities • Contact the Site Manager • Contact the Operations Manager • Contact Marina Management • If required contact Fire Brigade, Department of Transport and/or Water Police
--	---

1 - SPILLS OVER WATER

SITE SPILLS

Emergency Response



Push emergency **STOP button**

If safe, stop or control product flow

Call Baileys Marine Fuels

1300 224 539

CONTROL IGNITION SOURCES

If safe to do so, attempt to:

- Eliminate all ignition sources
- Do not allow vehicles to be started
- Isolate mains power
- Evacuate people and clear the area

CONTAIN SPILT PRODUCT

- Contain product using absorbent material (e.g. soil, sand, spill kit)
- Build dams using soil, sand etc. to protect drains
- Direct spilt product to strip drain next to fill point (this drains to containment tanks)
- Check interceptor and close outlet valves
- Check that bund valves are closed

CLEAN UP

- Dispose of contaminated materials to licenced facility

SITE SPILLS

Vulnerable Neighbours and Properties

IMMEDIATELY ASSESS SPILT PRODUCT RUN OFF OR GAS VAPOUR CLOUDS

Flow direction - flowing into underground drainage, populated areas or into a waterway?

Wind direction - can flammable vapour be ignited by neighbouring activities? If so, advise them to eliminate ignition sources.

Inform Fire Brigade of actual or potential impacts on neighbours

Fire Brigade will assess if neighbours require evacuation

Notify Port Coogee Marina Management

SUSPECTED MAJOR UNDERGROUND LEAKAGE OF FUEL

**Contact Operations Manager
IMMEDIATELY**

1300 224 539

PRODUCT SPILLS EXTERNAL TO SITE

Response Procedures for Baileys Marine Fuels Staff

LOCATION INFORMATION

Record the following in DoT Pol Rep Form

- Obtain the name and contact telephone number of the person reporting the spill
- Obtain an address or description of the location

SPILL INFORMATION

- What *product* has been spilt?
- What quantity has been spilt?
- Is the product contained or is it escaping into the environment? How?

ASK OR DIRECT THE SPILL REPORTER TO:

- [Call the Marina Management - 9411 3390](#)
- Call the the Fire Brigade - 000 if needed
- Control ignition sources e.g. naked flames, sparking equipment
- Evacuate the area of persons not involved in clean up
- Control the spill, push the emergency stop button or close a valve
- Build a dam using a boom, absorbant materials or soil
- Use absorbent materials to prevent fuel entering drains or waterways
- If the spill has escaped to a waterway
 - Marina Management will coordinate the spill containment
 - Deploy floating spill equipment contained in Marine Spill Kit on jetty, as directed by Marina Management
- If the spill has affected roadways - control traffic and call Police

Response Procedures for Site Personnel

Follow previously outlined framework for Spill and Emergency Procedures

1. CONTROL
2. CONTAIN
3. CLEANUP & COMMUNICATE

In addition, more specific information (for emergencies outside a depot) may be required to ensure an appropriate Baileys Marine Fuels Australia response

PRODUCT SPILLS EXTERNAL TO SITE

STAFF TO CONSIDER:

- Despatch spill and recovery equipment
- Sand or absorbent materials contractor
- Contractor Cleaning Company
- Traffic management
- Public relations
- Media

COMMUNICATION RESPONSIBILITIES:

- Contact the Operations Manager
- Notify the Marina Manager
- If required contact Fire Brigade and/or Police

SITE FIRES

Response Procedures for Site Personnel

Assess the situation
Push Emergency STOP Button
Call 000
Ask for Fire Brigade
** If safe to do so - extinguish fire **
Evacuate people to safety if necessary
If safe, clear vehicles from affected area
If safe, stop all product flow/leaks
Control access to site, keep clear for Fire Brigade
Assist Emergency Services

4 - FIRE

EMERGENCY RESPONSE PLAN

Part A

System PLAN

PLN-0316

Revision 02

SITE FIRES

Response Procedures for Site Personnel

4 - FIRE

STAFF TO CONSIDER:

- Account for Staff, Contractors & Visitors
- Neighbours – advise them, restrict ignition sources, do they need to evacuate?
- Wind direction?
- Provide dangerous goods manifest and emergency services location drawing to the Fire Brigade
- Provide clear access to Fire Brigade
- Assist all Emergency Services
- Control access by public and media

COMMUNICATION RESPONSIBILITIES:

Raise the Alarm

- Contact Emergency Services
- Contact Marina Management
- Contact Operations Manager
- Consider calling Dangerous Goods and Environmental Authorities

MEDIA

Response Procedures for Site Personnel

**All media enquiries are to be directed to the
Caltex Media Officer**

STAFF TO CONSIDER:

- The safety of staff, visitors and media are of utmost importance
- Beware of ignition sources e.g. cameras, flashes, phones
- BMFA personnel are not authorised to make comments to the media, if approached take a name and contact details and inform them Caltex Media will respond to them soon
- Assist authorities
- Keep record of events and contacts

COMMUNICATION RESPONSIBILITIES:

- Contact the Operations Manager
- Contact Caltex Media Advisor

PRODUCT CONTAMINATION

Response Procedures for Site Personnel

Customer Identifies Product Contamination

- Obtain details of the product and suspected contamination
- Any injuries or equipment damage
- Obtain customer details
- Advise customer not to use product until notified otherwise
- Contact the Operations Manager

Product Contamination found on Site or tanker

- Determine the extent of the contamination
- Isolate tanks, pipelines and compartments
- Contact the Operations Manager

CONTAMINATION CONTROL

- Stop all deliveries
- Determine the extent of contamination i.e. when, how, with what, degree of contamination
- What product has been delivered, how much and to whom
- Isolate tanks, pipelines and compartments
- Contact Operations Manager and get further instructions
- Develop an immediate action plan

CONTACT

- Operations Manager
- Customers and advise them of the situation and remedial action

NATURAL DISASTERS

Response Procedures for Site Personnel

ELECTRICAL BLACKOUT

- Do not set up emergency generator within hazardous area
- Call Power Authority for status
- Advise customers of situation

SEVERE STORMS

- Listen to local radio station for updates
- Comply with Emergency Services
- Be prepared to follow related procedures for flooding etc

BUSHFIRES

- If a bushfire is approaching – stop all operations, shut down site
- Listen to local radio station for updates
- Comply with Emergency Services
- Evacuate personnel as directed by Emergency Services
- Follow site specific bushfire plan below

FLOODING

- If a flood warning is in place – stop all operations
- Shut all valves, tanks, pipeline and bund
- If time permits, interceptors are to be cleaned of fuel and sludge and the interceptor valves left open
- If above ground storage tanks have less than 10,000 litres of product in them, contact the Operations Manager
- Tie down or remove all loose objects e.g. trailers, caravan, drums. If time is available move records, equipment etc. to a safe place
- Listen to local radio station for updates
- Comply with Emergency Services

EMERGENCY RESPONSE PLAN

Part A

System PLAN

PLN-0316

Revision 02

7 - NATURAL DISASTERS

EARTHQUAKE

- Stop all operations
- Inspect site for any damage
- Contact Operations Manager for instructions before recommencing operations

CYCLONE

- Stop all operations
- Shut all valves, tanks, pipeline and bund
- If time permits, interceptors are to be cleaned of fuel and sludge and the interceptor valves left open
- If above ground storage tanks have less than 10,000 litres of product in them contact the Operations Manager
- Tie down or remove all loose objects e.g. trailers, caravan, drums
- Listen to the local radio station for updates
- Comply with Emergency Services directions

CYCLONE PLAN FOR THIS SITE

RED ALERT

- Ensure each tank has at least 10,000 litres of diesel.
- Do download to Perth Fuel Management System.
- Ensure all power is isolated and pipes to wharf are closed.
- Carry out visual check of tank compound and fuel dispensing equipment on wharf and close and lock cabinet shutters.
- The area is to be tidied up, with loose material and rubbish being removed from the site.

ALL CLEAR

Prior to reopening the facility an inspection is to be carried out:

- Inspect electrical and pumping system
- Check cabinet for moisture before turning on
- Ensure all valves and pipelines are in good condition before any fueling is resumed

If damage to the facility is observed, then rectification will occur as and when appropriate.

IMPACT ON OR FROM NEIGHBOURS

Any emergency at a Site may have an impact on neighbours and adjacent properties. Conversely, our neighbours may have an emergency that impacts on the Site. It is, therefore, appropriate that all Sites individually consider the following:

- Identify the types of neighbours and possible hazards e.g. ignition sources, boiler makers and welders, overgrown vegetation, excessive vehicle movements
- Identify the effects of a Site emergency on the neighbours.
- Consider benefits of establishing mutual aid agreements or cooperation with neighbouring oil companies.
- Keep a telephone contact list of all neighbours (document names and numbers in the contact list provided in **Emergency Information**).

PRODUCT SOAKED CLOTHING

Response Procedures for Site Personnel

In the event of clothing being soaked with product, the following actions apply:

- Keep ignition sources away (e.g. heaters, cars, smoking)
- Saturate clothing with water and remove it slowly from the person to avoid generating a static charge
- Wash skin thoroughly with soap and water
- Seek medical advice
- Report incident to Supervisor
- Affected clothing shall be allowed to dry (i.e. fuel to evaporate) in an area void of ignition sources

SITE MEDICAL EMERGENCIES

Response Procedures for Site Personnel

Assess the situation

Ensure the area is safe for yourself, others and the patient

Commence DRS ABCD Action Plan/Resuscitation

D - Danger

R - Response

S - Send for help - Call 000

A - Airways

B - Breathing

**C - CPR - 30 chest compressions
2 breaths**

D - Defibrillation

Contact Operations Manager or National Manager

SITE MEDICAL EMERGENCIES

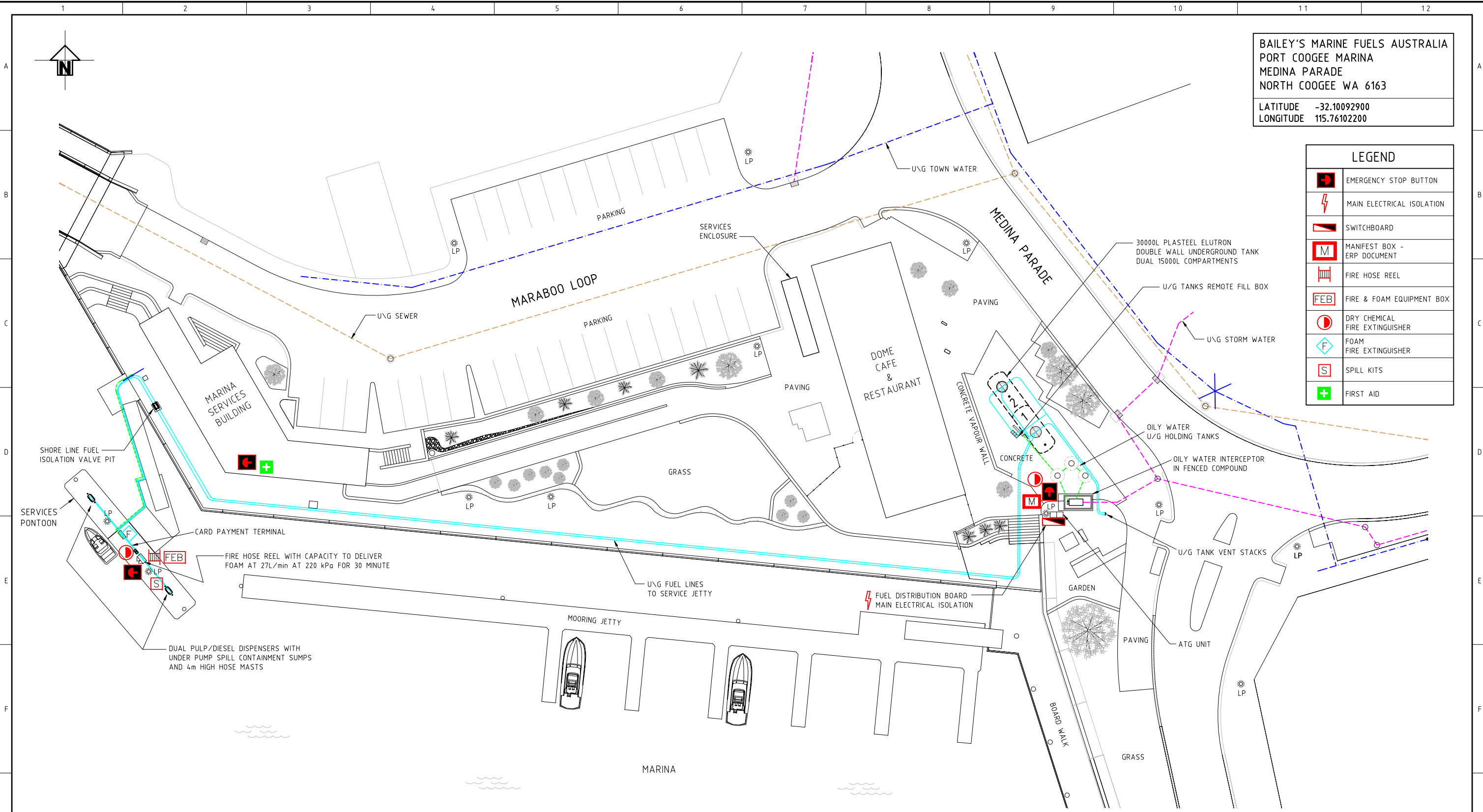
Response Procedures for Site Personnel

STAFF TO CONSIDER:

- If in doubt, call an Ambulance.
- Provide CPR or other emergency first aid if safe to do so.
- Stay with the casualty until medical assistance arrives.
- Clear the area for ambulance access.
- Protect yourself from the casualty's blood.
- Are Material Safety Data Sheets available if required?

COMMUNICATION RESPONSIBILITIES:

- Contact the Operations Manager or National Manager.
- For a serious accident: Contact Work Safe Authority and Police.



BAILEY'S MARINE FUELS AUSTRALIA
PORT COOGEE MARINA
MEDINA PARADE
NORTH COOGEE WA 6163

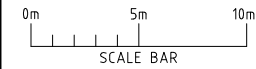
LATITUDE -32.10092900
LONGITUDE 115.76102200

LEGEND	
	EMERGENCY STOP BUTTON
	MAIN ELECTRICAL ISOLATION
	SWITCHBOARD
	MANIFEST BOX - ERP DOCUMENT
	FIRE HOSE REEL
	FIRE & FOAM EQUIPMENT BOX
	DRY CHEMICAL FIRE EXTINGUISHER
	FOAM FIRE EXTINGUISHER
	SPILL KITS
	FIRST AID

DANGEROUS GOODS PLAN
SCALE 1:200

BULK STORAGE							
DANGEROUS GOODS							
TANK No.	PRODUCT	QHS HAZARD CLASS FLAMMABLE LIQUIDS	ADG CLASS	UN No.	HAZCHEM	TYPE	CAPACITY
1	DIESEL	CATEGORY 4	C1	3802	3Z	U/G	15000 L
2	PULP	CATEGORY 1	3	1203	3YE	U/G	15000 L

GENERAL USE
ISSUE



50055-86558-0 PORT COOGEE MARINA - HAZARDOUS AREA DRAWING		0	ISSUED FOR GENERAL USE		16-11-20	GLY	PAM	JT	MC	MC		
CES-CP-1101 PORT COOGEE MARINA - OVERALL SITE LAYOUT		A	PRELIMINARY		25-9-20	GLY						
REFERENCE DRAWINGS		SPECIFICATIONS		REVISION DESCRIPTION		DATE	DRN	CHK	①	②	⑥	⑪
1		2		3		4		5		6		7

BAILEY'S MARINE FUELS AUSTRALIA
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WA PORT COOGEE MARINE REFUELLING FACILITY

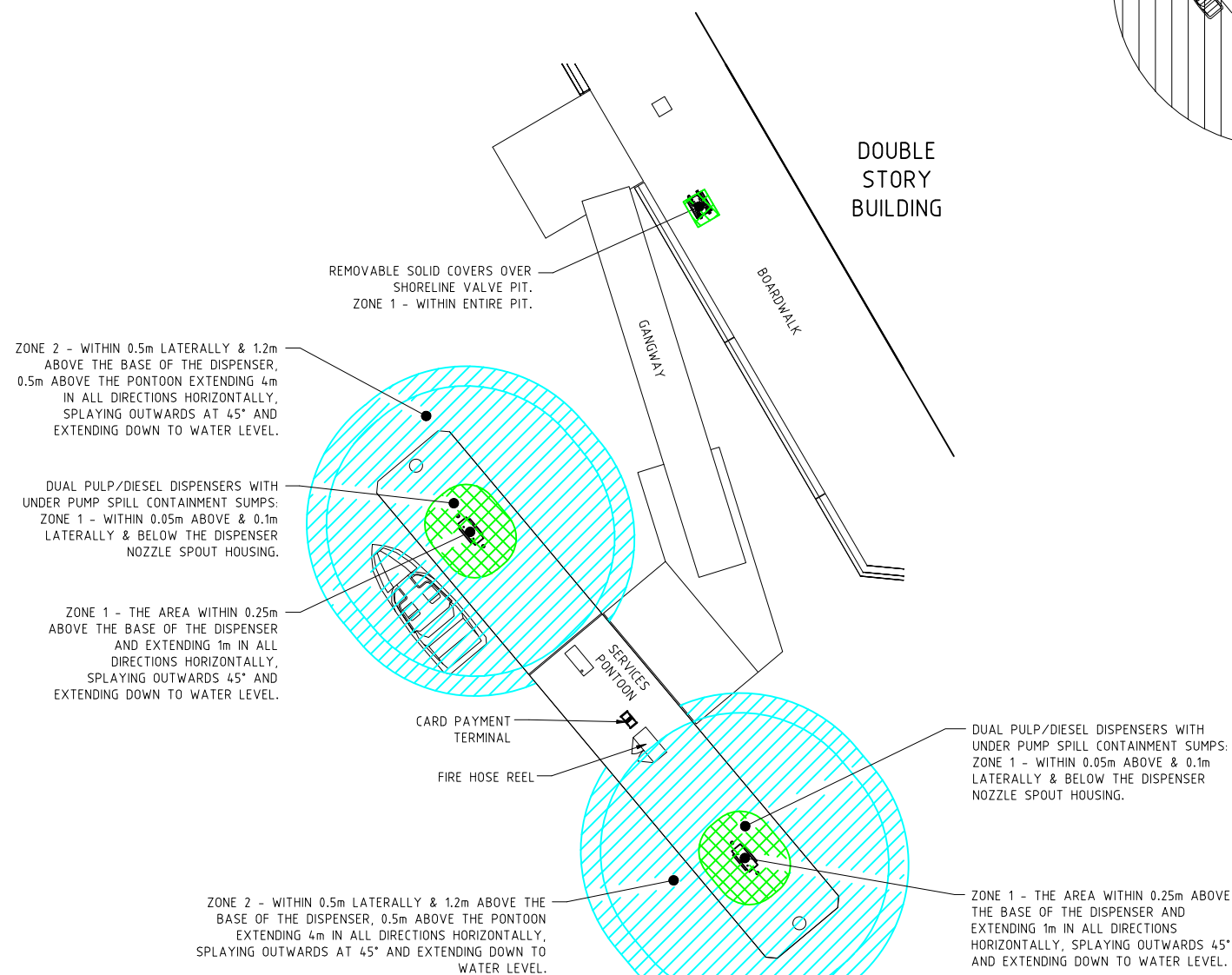
PORT COOGEE MARINA
MARABOO LANE
DANGEROUS GOODS PLAN

MO. No.	PROJECT No.	EQUIPMENT No.	INDEX.	SIZE.	SITE SAP No.	DRAWING No.	SHEET.	REV.
			A	A1	50055	86508	0	0

1. AREA CLASSIFICATION IN ACCORDANCE WITH AS/NZS 60079.10.1.2009
2. GAS GROUP IIA, TEMP CLASS T3 (MINIMUM), SHALL BE ASSUMED UNLESS NOTED OTHERWISE.
3. AREA CLASSIFICATION HAS BEEN INCLUDED FOR EXISTING EQUIPMENT ONLY AND SHOULD BE REVIEWED IF EQUIPMENT IS RELOCATED, NEW EQUIPMENT IS INSTALLED OR PROCESS CONDITIONS ARE ALTERED.
4. CLASSIFICATIONS SHOWN ARE DEPENDENT ON ALL EQUIPMENT BEING PROPERLY MAINTAINED.
5. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
6. AREA CLASSIFICATION AT UNLOADING AREA ALLOWS FOR VARIABLE LIQUID CONNECTIONS AND HOSE POSITIONS.
7. VEHICLE UNLOADING HAZARDOUS ZONES ARE DEEMED TO EXIST DURING THE CARGO TRANSFER PERIOD & FOR 5 MINUTES THEREAFTER.
8. THIS DRAWING IS NOT APPLICABLE FOR ANY OTHER BAILEYS MARINE SITE.

TANK	PRODUCT	TYPE	CAPACITY
1	PULP	UNDERGROUND	15,000 L
2	DIESEL	UNDERGROUND	15,000 L

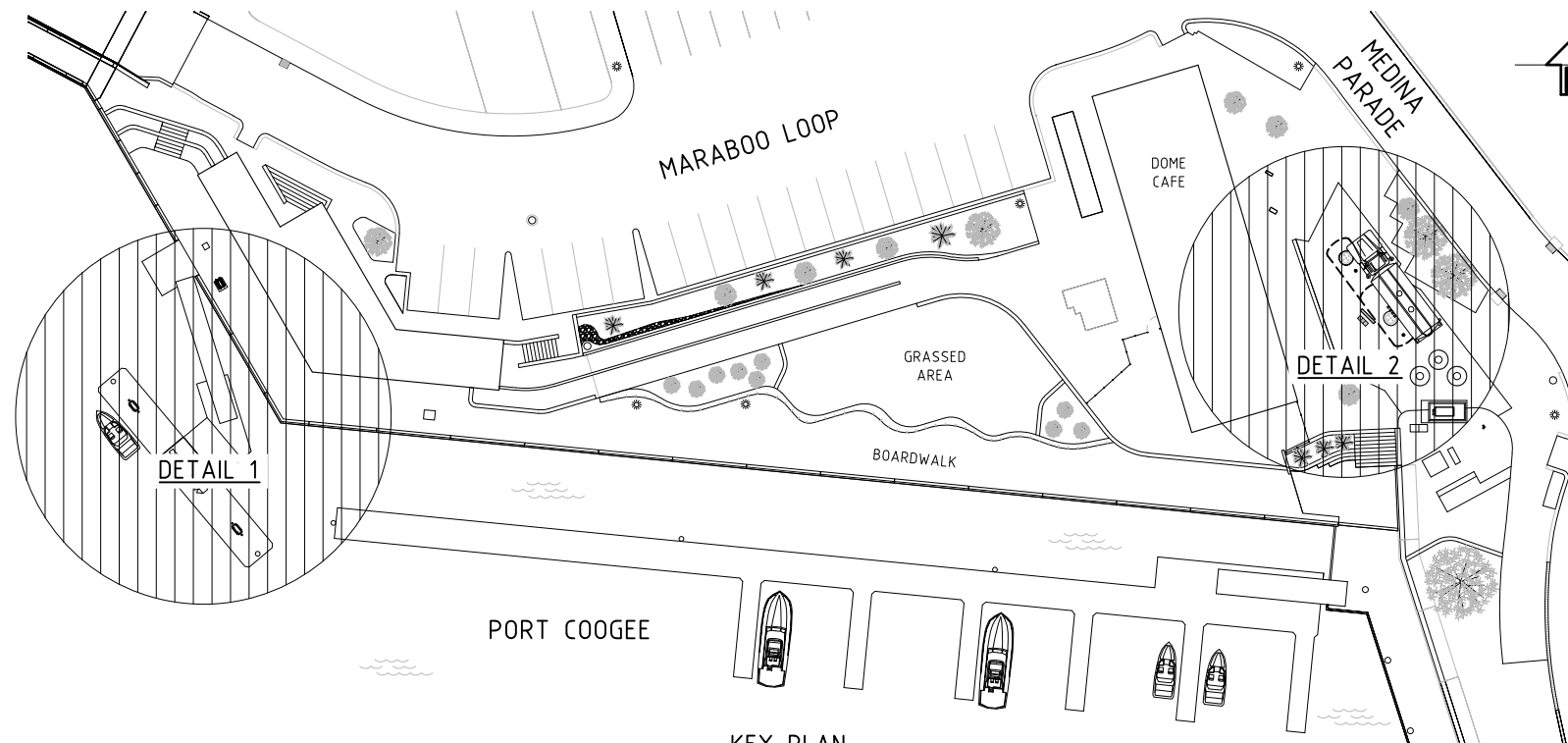
ZONE 0
ZONE 1
ZONE 2



THIS DRAWING IS BEST
PRINTED IN COLOUR

**USE THIS DRAWING ONLY FOR THE
SELECTION OF ELECTRICAL EQUIPMENT**

POSITIONS SHOWN ARE DIAGRAMMATIC ONLY
EXACT LOCATION TO BE DETERMINED ON SITE
DO NOT SCALE - IF IN DOUBT ASK



MEDINA PARADE

DOME CAFE
DOUBLE STORY BUILDING

ROAD TANKER DISCHARGE:
ZONE 1 - 1m RADIUS FROM CONNECTION TO GROUND LEVEL.
1.5m RADIUS AROUND WET END OF HOSES DOWN TO GRADE.
ZONE 2 - 4m RADIUS BEYOND ZONE 1 AT 1m ABOVE GRADE
& 1m RADIUS AROUND VAPOUR CONNECTION.
(CLASSIFICATION DEEMED TO EXIST DURING THE CARGO
TRANSFER AND FOR 5 MINUTES THEREAFTER.)

VAPOUR BARRIER (HEIGHT 0.6m)

FORECOURT OPEN DRAIN:
ZONE 1 - WITHIN DRAIN.
ZONE 2 - 0.5m LATERALLY
& 0.3m ABOVE GRADE.

FENCE

ELECTRICAL SWITCHBOARD

T-1, GASOLINE UNDERGROUND STORAGE TANK:
ZONE 0 - VAPOUR SPACE ABOVE LIQUID LEVEL
ZONE 1 - WITHIN TANK TURRET/LID.
ZONE 2 - 4m LATERALLY & 1m ABOVE DIP HATCH.

T-2, DIESEL UNDERGROUND STORAGE TANK:
ZONE 1 - VAPOUR SPACE ABOVE LIQUID LEVEL
ZONE 2 - 0.5m FROM IN ALL DIRECTIONS FROM
DIP HATCH.

SEPARATOR HOLDING & COLLECTION TANKS :
ZONE 1 - WITHIN STORAGE VESSEL
ZONE 2 - 0.5m LATERALLY & 0.3m ABOVE
DRAINAGE VESSEL OPENINGS.

OILY WATER INTERCEPTOR:
ZONE 1 - WITHIN ULLAGE SPACE WITHIN UNIT
ZONE 2 - 0.5m IN ALL DIRECTIONS TO GRADE

UNDERGROUND TANK VENT TO ATMOS. EL. 5m.
ZONE 1 - 1.5m RADIUS FROM VENT OUTLET
ZONE 2 - CYLINDRICAL VOLUME BELOW ZONE

0 5 10 15 20 25 30
SCALE BAR 1:300

0 1 2 3 4 5 10

SCALE BAR 1:100

ISSUED FOR
GENERAL USE

[illegible]



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



City of Cockburn Instagram: www.instagram.com/cityofcockburn



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



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