



## Pollution Incident Response Management Plan

**POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

Environmental Protection Licence Number (EPL): 11161

Dangerous Goods Licence Number: 35/002246

**Approved by:** David Randall

**Position/Title:** General Manager

**Signature:**

**Date:** 01/11/2024



**PURPOSE:**

Empire Marinas holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Empire Marina Lake Macquarie. As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

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

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

This plan is also publicly available on our website <https://empiremarinalakemacquarie.com.au/> as set out by clause 98D of the Protection of the Environment Operations Regulation 2009.

*NOTE: This plan must be developed in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2009. Licensees should also refer to the EPA's Guideline: Pollution incident response management plans.*

## Environment Protection Licence (EPL) Details

**Name of licensee:**  
(including ABN)

Empire Marinas Bobbin Head Pty Ltd t/a Empire Marina Lake Macquarie  
ABN 33 632 688 991

**EPL number:**

11161

**Premises name and address:**

Empire Marina Lake Macquarie, 1 Nanda Street, Marmong Point NSW 284

**Company or business contact details:**

**Name:** David Randall

**Position or title:** General Manager

**Business hours contact number/s:** 02 4958 3333

**After hours contact number/s:** 0439 556 885

**Email:** [davidr@empiremarinas.com.au](mailto:davidr@empiremarinas.com.au)

**Website address:**

<https://empiremarinalakemacquarie.com.au/>

## Pollution incident – person/s responsible

**Roles and Responsibilities**

**PIRMP activation:** Dockmaster, Boatyard Manager or General Manager

**Notifying relevant Authorities:** General Manager

**Managing response to pollution incident:** General Manager

**Name:** David Randall

**Position or title:** General Manager

**Business hours contact number/s:** 0439 556 885 / 02 4958 3333

**After hours contact number/s:** 0439 556 885

**Email:** [davidr@empiremarinas.com.au](mailto:davidr@empiremarinas.com.au)

**Name:** Chris Gardner

**Position or title:** Dockmaster

**Business hours contact number/s:** 0418 214 274 / 02 4958 3333

**Email:** [dockmasterlm@empiremarinas.com.au](mailto:dockmasterlm@empiremarinas.com.au)

**Name:**

**Position or title:** Dockmaster

**Business hours contact number/s:** 0418 214 274 / 02 4958 3333

**Email:** [dockmasterlm@empiremarinas.com.au](mailto:dockmasterlm@empiremarinas.com.au)

**Name:** Kate Roy

**Position or title:** Boatyard Manager

**Business hours contact number/s:** 0458 756 515 / 02 4958 3333

**Email:** [boatyardlm@empiremarinas.com.au](mailto:boatyardlm@empiremarinas.com.au)

**Notification of relevant authorities**

<b>Emergency Services</b>	000
<b>Police</b>	Water Police Lake Macquarie 4902 8230 Local Station Toronto 4950 3699 Local Station Assist line 131 444
<b>Fire &amp; Rescue NSW / Rural Fire Service</b>	Toronto 4959 1265 Boolaroo 4958 1822
<b>EPA</b>	13 15 55
<b>NSW Health</b>	Toronto Doctor 4959 1111 John Hunter hospital 4921 3000 Belmont Hospital 4923 2000
<b>SafeWork NSW</b>	131 050
<b>Authorities are to be contacted by General Manager:</b>	David Randall 0439 556 885

## Procedure

In the event of a pollution incident:

Step 1	Refer to Empire Marina Lake Macquarie's Emergency Response to Pollution. Ensure all personnel are safe. Assess the situation – can it be contained or removed. Isolate and remove any further risks.
Step 2	Contain or remove the risk of pollution. Proceed in clean up or extraction where necessary.
Step 3	Notify the Emergency Response Controller. Engage local authorities if there is further risk or harm to the public.
Step 4	General Manager to notify authorities as required and if the pollution incident meets the definition as per the Protection of the <u>Environment Operations Act 1997</u> .

**NOTE:** A Pollution incident is defined as an incident or set of circumstances during or as a consequence of, which there is or is likely to be a leak, spill or other escape or deposit of a substance, because of which pollution has occurred, is occurring or likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

A pollution incident is to be reported to authorities if there is a risk of "material harm to the environment". This involves actual or potential harm to the health or safety of human beings or ecosystems that is not trivial, or it results in the actual or potential loss or property damage of an amount exceeding \$10,000.

## Description and likelihood of hazards and pre-emptive actions.

Hazard	Risk	Example Activities	likelihood	Controls
Air Pollution	<ul style="list-style-type: none"> <li>Inhaling toxic fumes</li> <li>Inhaling dust</li> <li>Dust or chemicals in eyes</li> <li>Smoke from fire</li> </ul>	<p>Sanding in the boatyard to maintain vessels. Dust not being encapsulated entering the air, especially in winds.</p> <p>The use of paints and chemicals for Boatyard maintenance on vessels.</p> <p>Risk of fire from vapors and increased risk of smoke inhalation</p>	<p>Medium</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> <li>Wear eye protection</li> <li>Correct PPE</li> <li>Use tools and equipment that are properly set up for the task i.e., Vacuum sanders</li> <li>Control situations that have high risk of fire</li> <li>No Hot Works to be performed on site without a Hot Works Permit</li> <li>Signage for no smoking</li> <li>Not working in high wind</li> <li>Use of encapsulation</li> <li>Well ventilated areas for chemicals etc.</li> <li>Training</li> <li>Rules &amp; Regulations outlined in Marina rules scheduled B and Boatyard slipping agreement to outline the do's and don'ts.</li> </ul>

Water pollution	<p>Fuel spill when refueling</p> <p>Fuel from bilges</p> <p>Debris from contractors or boat owners working on vessels</p> <p>General waste and garbage</p> <p>Weather events causing damage to vessels</p> <p>Wind causing debris to enter the water</p>	<p><i>Flooding of the marina may cause land pollution to enter the water.</i></p> <p><i>Fuel and Oil in bilges with risk of entering the water by being pumped overboard</i></p> <p><i>Debris entering the water ways from the wind by not being strapped down or secured.</i></p> <p><i>Fuel spills at the bowsers when refueling.</i></p>	<p>Low</p> <p>Medium</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> <li>The use of absorbent pads and materials</li> <li>Range of absorbent items for sale in chandlery for bilges</li> <li>Ensuring all use of tools and equipment are properly set up for the task – such as Vacuum Sanders</li> <li>Keeping workspaces tidy</li> <li>Ensuring full bins are removed from the foreshore (lids are closed) and lids to the bins are closed.</li> <li>Regular vessel maintenance and cleaning of bilges, battery security and quality</li> <li>Ensuring vessels have all loose items strapped down or correctly fitted especially in the risk of a high wind event.</li> <li>Training</li> <li>Spill kits</li> <li>Rules &amp; Regulations outlined in Marina rules scheduled B and Boatyard slipping agreement to outline the do's and don'ts.</li> </ul>
Noise Pollution	<p>Loss of hearing</p> <p>Use of heavy machinery causing loss of hearing</p> <p>Excessive noise disrupting the surrounding neighborhood</p>	<p><i>Water blasting in the boatyard produces high noise pollution due to their equipment and the materials they are blasting such as Steel hull boats vs fiberglass</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Working between operational hours</li> <li>Use of hearing protection such as ear plugs or muffs</li> <li>Training</li> <li>Rules &amp; Regulations outlined in Marina rules scheduled B and Boatyard slipping agreement to outline the do's and don'ts.</li> </ul>
Land Pollution	<p>General waste and garbage</p> <p>Boatyard operations – antifoul/painting and general maintenance</p>	<p><i>Spills occurring in the boatyard from paint, fuel or bilges with fuel as vessel owners maintain their vessels on land. Risk then for chemicals being washed down any drains.</i></p>	<p>Low</p>	<ul style="list-style-type: none"> <li>Spills in the boatyard – fuel or bilges are engaged – having spill kits readily available.</li> <li>Bunding set up around drains that will lead to water pollution</li> <li>Ensuring full bins are removed from the foreshore ( lids are closed) and lids to the bins are closed.</li> <li>Scraping and pressure washing of hulls are conducted over a drain to a pit. That the pit is emptied when needed or once a week</li> <li>Spill kits</li> <li>Rules &amp; Regulations outlined in Marina rules scheduled B and Boatyard slipping agreement to outline the do's and don'ts.</li> </ul>

## Inventory of pollutants

Refer to Hazardous Materials Register appendix 2.

Contents	Max. quantity	location	Comments
Premium Unleaded (95)	Safe Fill = 8,400L 8950 L Capacity	Underground fuel tank storage located opposite Fuel wharf. Dip points above water level on land. Fill points located above water in the carpark.	Built 2008. 6month maintenance conducted by external service. Daily, weekly and monthly fuel maintenance and monitoring conducted
Diesel	Safe Fill = 11,400L 11900L Capacity	Underground fuel tank storage located opposite Fuel wharf. Dip points above water level on land. Fill points located above water in the carpark.	Built 2008. 6month maintenance conducted by external service. Daily, weekly and monthly fuel maintenance and monitoring conducted
LPG	444 kg	Located in Boatyard, behind the main marina office building.	
Paints, adhesives, primers, thinners and chemicals such as acetone	as needed in 10L or less tins	Located in chandlery and in boatyard workshop	list of inventories available through chandlery as items are sellable. MSDS' are available both digitally and printed in the marina office or by request. MSDS updated annually or when supplier provides new updated version.
Paints, adhesives, primers, thinners and chemicals such as acetone	as needed in 10L or less tins	Coastal Shipwright Services workshop	Tenant – refer to HazMat register – site location Area 2.
Oils, grease, lubricants	as needed to be sold	In chandlery and workshops	list of inventories available through chandlery as items are sellable. MSDS' are available both digitally and printed in the marina office or by request. MSDS are reviewed and updated every 5 years or when supplier provides new updated version.
Oils, grease and lubricants	as needed for trade use and to be sold	Endeavour Marine Mechanics	Tenant – refer to HazMat register – site location Area 4/5
Sewage	instant removal from site, no holding tank	Vessel pump out station at Fuel wharf and amenities	discharged from site, no holding tanks. Vessel pump out station regularly tested, maintained and monitored to ensure operation. Trade waste agreement in place with Hunter Water.
Cleaning Chemicals	as needed/trade use	TR Marine	Tenant – refer to HazMat register – site location Area 7

Chemicals misc inc Batteries	as needed for resale	Chandlery	on a need bases. Storage/bunding available for used batteries
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**Safety equipment**

Spill Kits			Located on the Marina (C, D, E Arms), Boatyard x2 locations, Fuel Wharf, Work boat and remaining spill equipment including booms and fire cart located in Spill shed.
Fire Cart			Readily available with monthly checks, located in the Spill shed located across from the fuel wharf.
Safety equipment such as cones and signage			Cones available around site when required to mark out hazards. Signage such as no smoking in areas or heavy machinery operating
PPE			Eye protection, hearing protection both earmuffs and buds, skin protection and inhale protection are all available in each spill kit, workshops for yard workers and in the chandlery to either be sold out or for internal use.
Bunding and appropriate battery storage			Bunding fixed around drains in the Boatyard.
Battery storage			Batteries are stored in a well ventilated and designated area. They are collected periodically and removed offsite to be recycled.

## Communicating with neighbours and the local community

- An Afterhours phone number is available externally on the Marina signage located at the Marina Gates, main admin building and fuel wharf.
- General Manager meets with local council periodically through the year.
- Should a major pollution event occur, staff form the marina will conduct a door-to-door evacuation or notice. A high number of neighbours are in the marinas database should the need to be contacted directly.
- Active use of social media platforms will allow another form of communication.

## Minimising harm to persons on the premises

- Emergency response standard operating procedure and flip charts that are available in the marina office, fuel wharf spill kit and boatyard spill kit offer guidance to handle an emergency within the marina or boatyard.
- Muster points are in visible and well accessible locations should there be an evacuation.
- Wardens Grab bag available in the marina office with emergency procedure, loudspeaker and aids to manage an emergency.
- Training and regular revision of SOP's SWMS and policies are in place. Once a month a WHS meeting is conducted with staff to review one of each and a round table discussion.
- The use of cones, flags and signage in high-risk areas, such as heavy machinery operating signage erected in the travelift runway.

## Maps

For Marina Maps see **appendix 3**.

1. Aerial photograph of site.
2. Whole site plan
3. Marina Yard Plan
4. Marina Plan

## **Actions to be taken during or immediately after a pollution incident**

Refer to our Emergency Response SOP

## **Coordinating with persons**

Incidents are reported to our General Manager. The General Manager will co-ordinate communication with relevant government bodies.

## **Staff training**

We conduct monthly WHS meetings that include General Manager, Dockmasters and Boatyard staff. While we review our SOPs, SWMS, and policies we explore training opportunities and address where needed. Training days are documented in the testing and hand in hand.


## **Testing and updating of the PIRMP**



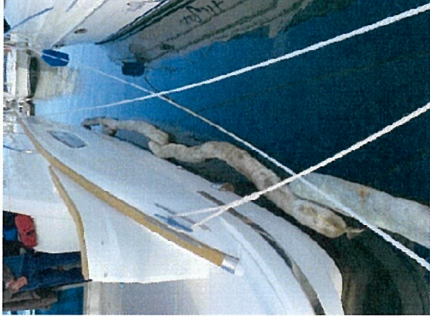
It is a legal requirement to test the plan every 12 months and within one month of any pollution incident.


Empire Marinas Lake Macquarie conducts the following:

- Testing the PRIMP is Annually conducted and may include pollution or emergency response actions and documented with photographs below.
- Pollution incidents are documented in our incident reports and at the time of the event. These can be found on our shared drive in PDF format or logged in our incident report folder. All incidents are reviewed at Operation Meetings and further action is taken if warranted.
- PRIMP document updates are conducted annually. A task is set up recurring annually and assigned to General Manager/Dockmaster to conduct review.

PRIMP Testing/training Register

Date tested	Tested by (to include the names of all people involved in testing)	Details of test (e.g., nature of the test, involvement of other agencies) Note: Testing must cover all components of the plan.	Finding of test, including issues identified	Photos
March 2019	David Randall, Matt Connor and Boatyard Staff	Fire and Evacuation Pump Training	The Fire and evacuation pump was set to work to simulate firefighting from a vessel or land and to also simulate pumping out of a vessel to prevent sinking	
May 2019	Boatyard Staff	Sediment Pit/ Cleaning	Sediment siltation pits cleaned on a regular basis to prevent over pollution thru build up and overflow of marine growth after jet washing	

<p>February 2020</p>	<p>Fire and Rescue NSW, Marina Staff, Boatyard Staff</p>	<p>Hot Fire Training</p>	<p>Hot Fire training was conducted by Fire and Rescue NSW</p>	
<p>June 2020</p>	<p>Marina and Boatyard Staff</p>	<p>Pollution Incident protection plan</p>	<p>Oil Absorbent socks are deployed around the circumference of a vessel to trap oil or fuel when there is a danger of a spill into the sea, these socks are also use to "dam" up corners of the marina pontoons to stop trap the spread inside the marina</p>	 

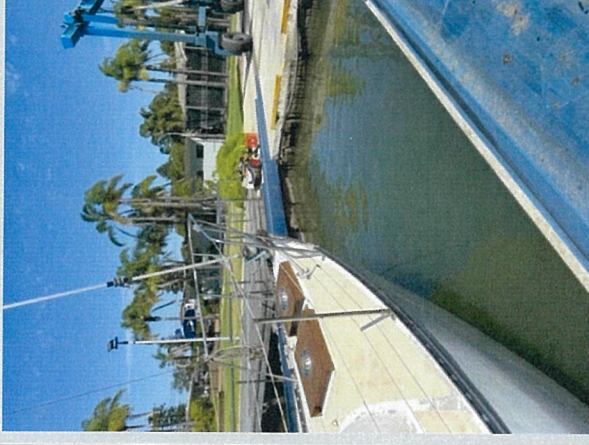
<p>May 2021</p>	<p>Marina &amp; Boatyard Staff. Fire &amp; Rescue NSW, Water Police, Marine Rescue, RFS, Local Marina</p>	<p>Joint Emergency Services Training</p>	<p>A combined emergency services training day was held at MPM to test emergency readiness from multiple agencies.</p>	
<p>June 2022</p>	<p>Fire and Emergency Evacuation Training including Fire Cart Test and Run</p>	<p>Empire Marina Lake Macquarie Staff</p>	<p>Training run without any notables</p>	


Feb 2023

Emergency pump out due to a sinking boat, then turning into a training exercise

Empire Marina Lake Macquarie Staff and Customer, Darren Binkin

Water intake hose in the boat split resulting on the boat taking on water. An opportunity for both casual staff to understand what to look for, how quickly a boat can take on water, location of pumps and what each pump in the spill shed can be used for. Containment boom operation and deployment, Towing the vessel to a location accessible if unable to pump out (shallow) and emergency equipment such as the travelift on standby if source not found. Some photos included



November 2023	Hot Fire Training	Training Conducted by Total Fire Pty Ltd	In attendance all permanent staff	
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November 2024	Fire Cart Drill	Training Conducted Internally by David Randall	In attendance all permanent staff	
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## PIRIMP Revision versions

Date update occurred	Reason for update	Notes	Date the updated version uploaded to website (if applicable)	Modified by;
July 2012	Initial version for PRIMP		July 2012	S Suprain
July 2013	Annual Revision -2		July 2013	S Suprain
July 2014	Annual Revision -3		July 2014	S Suprain
July 2015	Annual Revision -4		July 2015	S Suprain
July 2016	Annual Revision -5		July 2016	S Suprain
July 2017	Annual Revision -6		July 2017	S Suprain
January 2019	Annual Revision -7		January 2019	D Randall
November 2019	Annual Revision – EPA audit -8		November 2019	P Hurst
August 2020	Annual Revision -9		August 2020	D Randall
August 2021	Annual Revision -10		August 2021	D Randall
August 2022	Annual Revision -11	Marina under new management. PRIMP template from EPA to ensure all items covered and completed.	August 2022	C Duroy/D Randall
Feb 2023	Training exercise updated – 12		October 2023	C Duroy
Nov 2023	Formal Hot Fire Training - 13	Training conducted by Total Fire Pty Ltd	November 2023	D Randall
Nov 2024	Fire Cart Drill Training	Internal Training	November 2024	D Randall

