EMPIRE
MARINA
LAKE MACQUARIE

Pollution Incident Response Management Plan

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
Environmental Protection Licence Number (EPL): 11161
Dangerour Goods Licence Number: 35/002246

Approved by: David Randall
Position/Title: General Manager

Signature:
Date: 14/11/2025

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
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 **Name:** Chris Gardner **Position or title:** Dockmaster **Business hours contact number/s:** 0418 214 274 / 02 4958 3333 **Email:** dockmasterlm@empriremarinas.com.au **Name:** **Position or title:** Dockmaster **Business hours contact number/s:** 0418 214 274 / 02 4958 3333 **Email:** dockmasterlm@empriremarinas.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

Notification of relevant authorities

Emergency Services	000
Police	Water Police Lake Macquarie 02 4902 8230 Local Station Toronto 02 4950 3699 Local Station Assist line 131 444
Fire & Rescue NSW / Rural Fire Service	Toronto 02 4959 1265 Boolaroo 02 4958 1822
EPA	13 15 55
NSW Health	Toronto Doctor 02 4959 1111 John Hunter hospital 02 4921 3000 Belmont Hospital 02 4923 2000
SafeWork NSW	131 050
Authorities are to be contacted by General Manager:	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 Environment Operations Act 1997.

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	• Inhaling toxic fumes • Inhaling dust • Dust or chemicals in eyes • Smoke from fire	*Sanding in the boatyard to maintain vessels. Dust not being encapsulated entering the air, especially in winds.*	*Medium*	• Wear eye protection • Correct PPE • Use tools and equipment that are properly set up for the task i.e., Vacuum sanders • Control situations that have high risk of fire • No Hot Works to be performed on site without a Hot Works Permit • Signage for no smoking • Not working in high wind • Use of encapsulation • Well ventilated areas for chemicals etc. • Training • Rules & Regulations outlined in Marina rules scheduled B and Boatyard slipping agreement to outline the do's and don'ts.
		The use of paints and chemicals for Boatyard maintenance on vessels.	*Low*	
		Risk of fire from vapors and increased risk of smoke inhalation	*Low*	

Water pollution	Fuel spill when refueling Fuel from bilges Debris from contractors or boat owners working on vessels General waste and garbage Weather events causing damage to vessels Wind causing debris to enter the water	*Flooding of the marina may cause land pollution to enter the water.*	*Low*	• The use of absorbent pads and materials • Range of absorbent items for sale in chandlery for bilges • Ensuring all use of tools and equipment are properly set up for the task – such as Vacuum Sanders • Keeping workspaces tidy • Ensuring full bins are removed from the foreshore (lids are closed) and lids to the bins are closed. • Regular vessel maintenance and cleaning of bilges, battery security and quality • Ensuring vessels have all loose items strapped down or correctly fitted especially in the risk of a high wind event. • Training • Spill kits • Rules & Regulations outlined in Marina rules scheduled B and Boatyard slipping agreement to outline the do's and don'ts.
		Fuel and Oil in bilges with risk of entering the water by being pumped overboard	*Medium*	
		Debris entering the water ways from the wind by not being strapped down or secured.	*Low*	
		Fuel spills at the bowsers when refueling.	*Low*	
Noise Pollution	Loss of hearing Use of heavy machinery causing loss of hearing Excessive noise disrupting the surrounding neighborhood	*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*	*Medium*	• Working between operational hours • Use of hearing protection such as ear plugs or muffs • Training • Rules & Regulations outlined in Marina rules scheduled B and Boatyard slipping agreement to outline the do's and don'ts.
Land Pollution	General waste and garbage Boatyard operations – antifoul/painting and general maintenance	*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.*	*Low*	• Spills in the boatyard – fuel or bilges are engaged – having spill kits readily available. • Bunding set up around drains that will lead to water pollution • Ensuring full bins are removed from the foreshore (lids are closed) and lids to the bins are closed. • 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 • Spill kits • Rules & Regulations outlined in Marina rules scheduled B and Boatyard slipping agreement to outline the do's and don'ts.

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	On Point Shipwright Group 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

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.

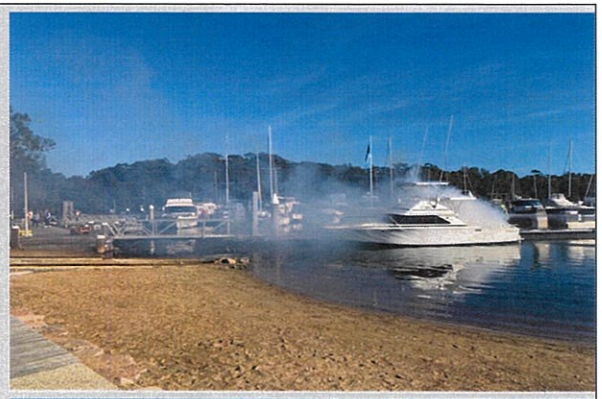
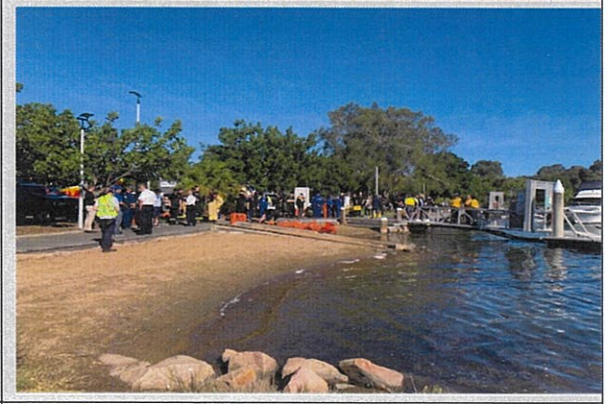
Empire Marinas Lake Macquarie conducts the following:

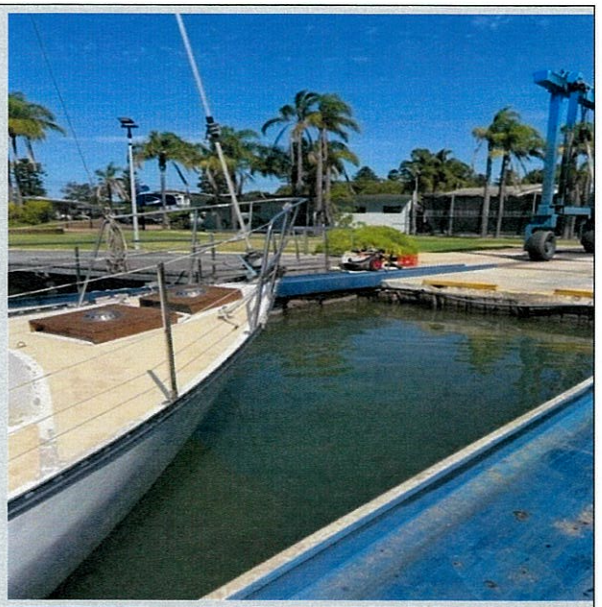
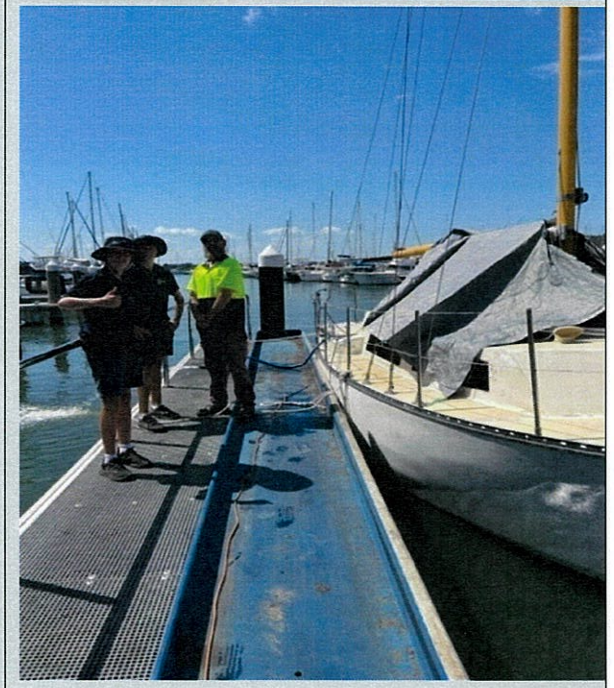
- Testing the PRIMP is Annually conducted and may include pollution or emergency response actions and documented with photographs below.
- Pollution incidents are documented in our incident reports and at the time of the event. These can be found on our shared drive in PDF format or logged in our incident 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 Conor 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	

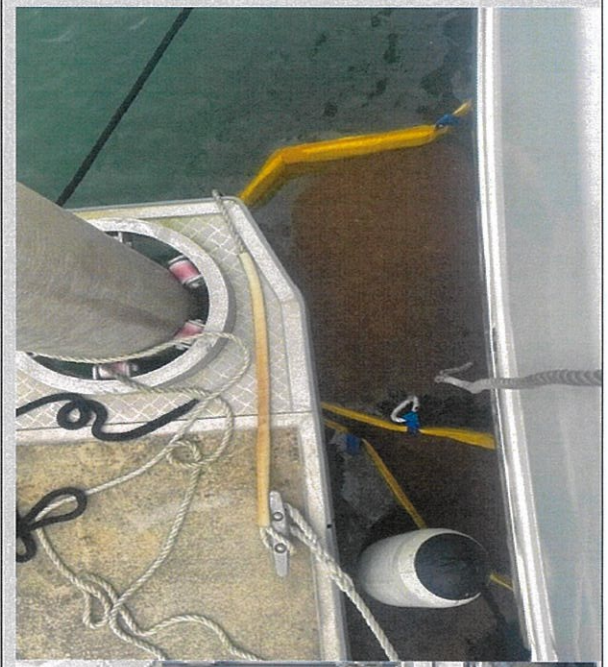
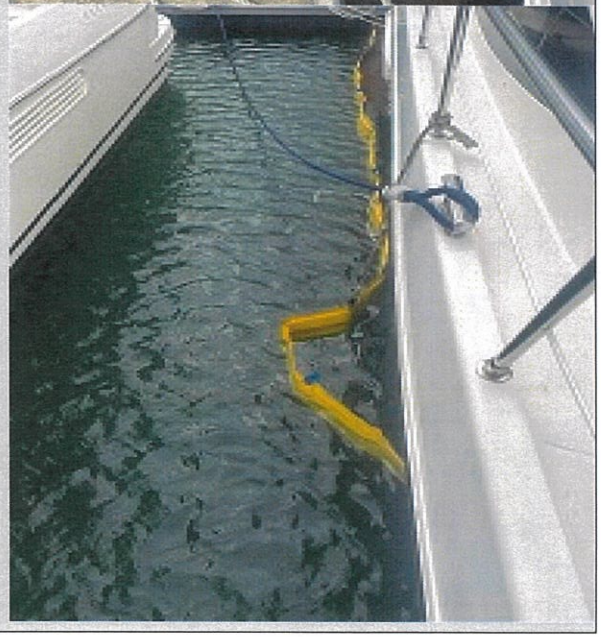
February 2020	Fire and Rescue NSW, Marina Staff, Boatyard Staff	Hot Fire Training	Hot Fire training was conducted by Fire and Rescue NSW	
June 2020	Marina and Boatyard Staff	Pollution Incident protection plan	Oil Absorbent socks are deployed around the circumference of a vessel to trap oil or fuel when 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	 

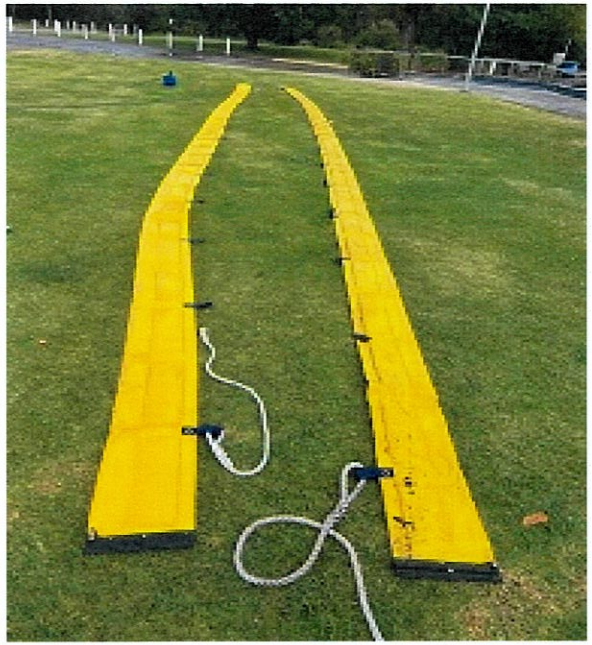
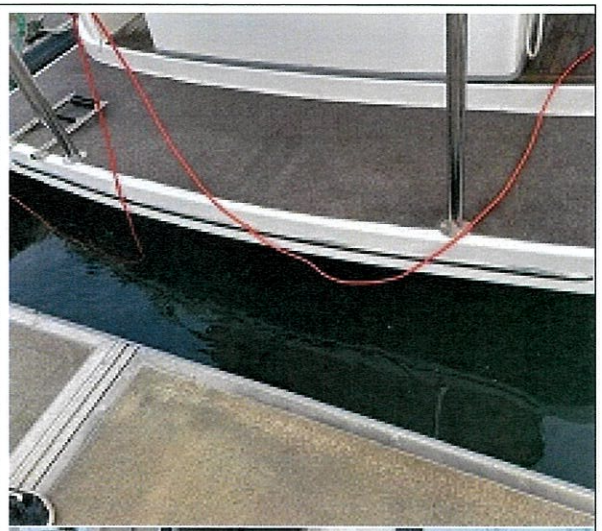
May 2021	Marina & Boatyard Staff. Fire & Rescue NSW, Water Police, Marine Rescue, RFS, Local Marina	Joint Emergency Services Training	A combined emergency services training day was held at MPM to test emergency readiness from multiple agencies.	 
June 2022	Fire and Emergency Evacuation Training including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

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	m   

November 2024	Fire Cart Drill	Training Conducted Internally by David Randall	In attendance all permanent staff	  

November 2025	Responding to fuel spill incident on the vessel DA MOOT	Empire Marina Lake Macquarie Staff	While in the process of doing a dockwalk it was observed that there was fuel floating on the water surface within the marina concentrated around a vessel. Immediately called for assistant to get the spill boom to set up containment. Staff deployed booms around the vessel to contain and prevent any further spread of the fuel spill. This was done from on the vessel and marina by manually pulling boom around the vessel to completely encircle it.Dispersant was sprayed around the outside of the boom to control excess spill area. Sphag Sorb was then spread around the internal containment area of the boom to absorb diesel fuel. Sphag Sorb is a super absorbent organic compound that is used to clean up oil, petrol and diesel fuels. It is hydrophobic so is perfect for clean-up of on water spills. While doing this the bilge pump on the vessel was observed to activate pumping more fuel into the water. Once we were happy that the boom was in place for containment and Sphag sorb spread, we gained access to the vessel bilge to identify cause of spill. It was identified that fuel was collecting in the bilge from a crack in the vessels fuel tank.The owner was immediately contacted and informed of the issue. Absorbent mats were then placed within the bilge to soak up any fuel. Bilge pump was isolated, so no further fuel was pumped into the marina waters. A manual pump was used to remove all fuel from the vessels bilge and tank to stop the leak. Once the fuel leak was stopped and there was no further concerns with the bilge we moved to clean up and remediate the marina waters. The Sphag Sorb had soaked up all excess fuel in the water. This was scooped out and placed in hazardous material bags, which were then disposed of correctly. With all Sphag Sorb removed, booms were left in place overnight as a precaution. The next day upon confirmation of no more spill issues, booms were removed.	 

			The booms were then laid out, and wiped down with absorbent pads and dispersant. Once this was completed, booms are then washed with environmentally friendly detergent to remove all diesel/ fuel/ oil residue. Booms allowed to dry and then repackaged for next use. After the event the Marina Manager discussed and debriefed with all dock staff and agreed the spill was handled very effectively with a positive response and result 	 

PIRMP 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
Nov 2025	Emergency Spill response	Internal training during clean up of fuel spill from vessel bilge on the vessel 'Da Moot'	November 2025	P Hurst