



LAKE MACQUARIE YACHT CLUB

Pollution Incident Response Management Plan

Revised

JUNE 2025



LAKE MACQUARIE YACHT CLUB

Pollution Incident Response Management Plan.....

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Lake Macquarie Yacht Club

Pollution Incident Response Management Plan

1 Purpose & Scope

This Pollution Incident Response Management Plan (PIRMP) has been developed to describe Lake Macquarie Yacht Clubs (LMYC) response to a potential pollution incident and to meet the requirements of the Protection of the Environment Operations Act (POEO Act 1997).

The PIRMP covers the LMYC Marina, Clubhouse and Car Park with Environmental Protection Licence (EPL) 11339. The plan covers description of potential hazards, actions to be taken to prevent additional harm and details of communication required in the event of an incident.

This plan is to be kept at the Main Bar and is to be provided on request by an authorised EPA Officer.

2 Process

In the event of a pollution incident:

Step 1: Ensure people are safe.

Call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

Step 2: Contain the incident where possible.

The most likely incident will be an effluent spill from the bilge of a boat. IN the event of a spill staff have been trained on the use of spill kits and marine booms to control and contain the spill. Additional spill kits and booms were purchased in 2018 and relevant staff have undertaken training.

Step 3: Notify the CEO

The remainder of this document is set out to meet the requirements of the legislation. Each of the sections below is titled to match the preparation of pollution incident response management plan document issued by the EPA.

2.1 Definition of Pollution Incident

A pollution incident means 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, as a result of which pollution has occurred, is occurring or is 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 required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

(i) it involves actual or potential harm to the health or safety of human beings or to Ecosystems that is not trivial, or

(ii) it results in actual or potential loss or property damage of an amount, or amounts in

aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations),
and

(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

2.2 Description and Likelihood of hazards

Potential pollution incidents identified include:

Water Pollution incident: Escape of oil, sewage or fuel off site into Lake Macquarie.

Land Pollution Incident: Escape of oil, sewage or fuel off site onto to land.

Noise Pollution: Noise only pollution is not included as a notifiable incidents

Boat Fire>

| Risk at LMYC | Water Pollution | Land Pollution |
|-------------------------------|-----------------|----------------|
| Waste Oil Escape | Low Risk Level | Low Risk Level |
| Grease Oil Escape | Low Risk Level | Low Risk Level |
| Fuel Escape (Fuel Storage) | Low Risk Level | Low Risk Level |
| Fuel Escape (Sinking Boat) | Low Risk Level | Low Risk Level |
| Fuel Escape (Boat Bilge Pump) | Low Risk Level | Low Risk Level |
| Sewer Line Breakage | Low Risk Level | Low Risk Level |
| Paint Spill | Low Risk Level | Low Risk Level |
| Boat Fire | Low risk level | Low Risk Level |

2.3 Pre-emptive actions to be taken

The provision of Marine Spill Containment Kits is available for use and is stored at the back of the Main Bar as well as prominent positions around the marina. Signage to the side entry of the LMYC Marina is displayed. See updated map.

Visual inspection of the Marina and Club House is carried out twice daily six days per week.

2.4 Inventory of Pollutants

- New Grease Arrestor contents – 5,000lt maximum
- Fuel Storage Room – 180lt maximum
- Fuel Storage Boats – 2000lt Maximum
- Paint – 100lt
- Diesel fuel and Oil on boats

The majority of pollutants are located on boats located within the marina complex.

2.5 Safety equipment

A number of Marine Spill Kits are available on site – located at the back of the main bar as well as around the marina. Aquatic booms are located in the clubhouse.

2.6 Contact Details

2.6.1 Lake Macquarie Yacht Club Personnel responsible for the sites

The following table outlines LMYC personnel responsible for the site

| Title | Name | Contact Number |
|---------------------|--------------------|----------------|
| CEO | Mark Norden | 0400 120 088 |
| Maintenance Manager | David Morgan | 0400 205 600 |
| Bar/ Reception | Supervisor on Duty | 0249450022 |

2.6.2 Notification of external parties

The following table outlines the contact details and correct sequence for notification in the event of a notifiable pollution incident. The General Manager or in his absence, David Morgan will carry out the notifications required by the table below.

| | | |
|--|--|---|
| Emergency Services (if dealing with an emergency) | Police Fire Ambulance | 000 |
| EPA | Environment Line | 131 555 |
| Ministry of Health | Public Health Unit, Hunter New England Health, Newcastle Office | Ph: 02 4924 6477 (diverts to John Hunter Hospital after hours) - ask for the Public Health Officer on call |
| WorkCover | | 13 10 50 |
| Lake Macquarie City Council | Customer Service Section | 02 4921 0333 |
| Fire and Rescue | (to be notified of an incident that is not an emergency) | 000 |

2.7 Communicating with neighbours and local community

In the event of a notifiable incident neighbouring properties will be door knocked to advise of the situation by the CEO Mark Norden or his appointed representative.

LMYC must consider the types of pollution incidents that are likely to occur at the premises. Examples are discharge of a pollutant to a stormwater system or Lake Macquarie.

In an example of the discharge to the stormwater system, LMYC must notify premises that are adjacent to the stormwater system or Lake and consider the surrounding area.

2.8 Minimising harm to persons on the premises

In the event that the health and safety of any person on the premises of LMYC is at risk, people should be moved out of the immediate danger area in an orderly fashion. This includes patrons, contractors and employees of LMYC.

The decision to evacuate the area can be made initially by any member of staff on discovery of the incident but total evacuation of the Club and Marina to the emergency assembly point should be made by the most senior employee on duty.

2.8.1 Assessing the Situation

The incident should be assessed by the most senior person on duty before the decision to evacuate is made. In doing this consideration should be given to:

1. Location of the incident.
2. The seriousness or extent of the incident.
3. The proximity to flammable materials if applicable.
4. Whether the immediate action taken to control the incident is having the desired effect.
5. The number and condition of patrons in the immediate area.

2.8.2 Stages In Evacuation

Evacuation should be made in three distinct stages depending upon the severity of the emergency.

Stage 1 – Removal of people from the immediate danger area.

Patrons, contractors and staff in the immediate danger area will, in the first instance, need to be assembled outside the affected area.

Stage 2 – Removal to Safe Area

If the severity of the incident warrants further evacuation, Patrons, contractor and staff should be moved through entry/exits to the emergency assembly area.

Stage 3 – Complete Evacuation of the Building

Should the emergency necessitate evacuation of the entire building, the resources of all available staff will be required to assist in the movement of patrons, contractors and staff to a place of safety. Evacuation should be carried out to the emergency assembly area adjacent to the car park entry to the LMYC.

2.8.3 Egress Routes

The nearest exit from the club and marina should be used. Please note club and marina exit locations as follow: -

1. Eastern front entry to club adjacent to the reception area.
2. Northern exit adjacent to the main bar.
3. Western exit leading out to decking area and marina.

Assembly Areas

1. LMYC car park adjacent to the car park entry.

Access should be kept clear for emergency vehicles.

2.3 Training, Testing & Review

There is a very low risk of a pollution incident occurring at LMYC. LMYC will review the PIRMP after 12 months and create a new version at 24 months.

Testing the plan will be carried out at the

time of review. All staff will be made aware of the PIRMP and records maintained. Key employees responsible for the PIRMP and the premises in the absence of the General Manager will be trained in the use of a marina spill kits. A copy of this plan will be uploaded to the LMYC website and kept at the Main Bar.

Staff training in the use of spill kits was carried out in February 2023 after a small spill occurred and the PIRMP was used on 23/02/2023. Further update completed in June 2025. Certificates were issued to the staff who participated and are now in their personnel file. Marina manager David Morgan completed accredited training through peak industry body in 2023/24. Emergency management committee has been formed and meets with an external contractor (Survival Solutions) used.

