

FENWICKS MARINA

MARINA MANAGEMENT PLAN

Report by Andrew Fenwick

September 2016

HAWKESBURY RIVER HOLDINGS PTY LIMITED

Trading as Fenwicks Marina

ABN 30 000 722 387

ACN 000 722 387

ENVIRONMENTAL PLAN OF MANAGEMENT

MISSION STATEMENT

Fenwicks Marina strives to exceed the expectations of all our customers in the provision of quality marine services. Our organisation works as a partner with the wider boating community and the general public to continually improve the health of Australia's premier waterway, ensuring current policies and protocols regarding pollution are clearly stated and stringently followed. Fenwicks Marina is committed to enhancing the environment in which we work for the overall enjoyment and benefit of all stakeholders and community groups.

The purpose: to make a positive difference in the community and encourage all staff to achieve their highest potential

The business: providing the best quality services to our customers and the wider boating community and maintain the working environment in pristine condition

The values: employees who are confident, competent, and caring of the environment and customers; leadership and standards of excellence in the community

The management plan of Hawkesbury River Holdings Pty Limited¹, trading as Fenwicks Marina, uses the word 'the company' in reference to all issues, policies and regulations.

This management plan has been prepared for Planning NSW and for the exclusive use of the company in setting strategic direction policies. It will assist the company in adopting best practice in all operations and be a pro-active partner in the maintenance and provision of quality boating services on the Hawkesbury River.

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1. Introduction

Fenwicks Marina is situated at Nos 31 – 33 Brooklyn Road Brooklyn being a total of 7700 square metres. The southern boundary of the property fronts to with Brooklyn Road and the northern water frontage to Sandbrook Inlet. The site has minimal fall and drains from Brooklyn Road into Sandbrook Inlet.

Two cottages are situated on the land close to Brooklyn Road, one being occupied the other is not. There is car parking and working hardstand between the cottages and the Marina building, this office complex standing approximately 26 metres back from the water's edge. The Marina building of 470 square metres provides workshops and amenities for all the boating operations undertaken and they are manned every day of the year except Christmas day.

A lease, currently in holdover from DPI Lands is held for the area of 4200 square metres over the water where the floating marina is situated. The whole site was developed in the mid-1980s by Doug and Andrew Fenwick and is still managed and operated by the Fenwick family. (See Appendix 1 for the site plan and Appendix 2 for a copy of the lease from the Department of Land and Water Conservation.)

This document has been prepared by Andrew Fenwick with the aim of providing a holistic plan of management for the site. The report takes into consideration the whole environmental and statutory requirements and demonstrates the company's intention of minimising and managing potential impacts in the most efficient and effective manner. Planning New South Wales requires a commitment to these policies as a condition of their consent to regularise the company's repair and maintenance operations.

The following publications have been used in the preparation of this document: Environmental Impact Statement (EIS) Regularisation of Repair and Maintenance Operations at Fenwicks Marina; Planning Consultants Design Collaboration; Environmental Action For Marinas, Boatsheds and Slipways EPA 2007; Marina Association of New South Wales, Model for Marinas Environmental Guidelines for Marinas, Boat Servicing and Boat Owners Code of Practice; Australian Government Department of the Environment and Water Resources 2009, and ANZECC Strategy to protect the marine environment

(code of practice for antifouling and in-water hull cleaning and maintenance)
1997.

This plan also recognises the assistance of other members of the Boating Industry Association of New South Wales in networking to continually develop environmental policies and best practice principles.

2. MARINA OPERATIONS

2.1 Berthing of vessels

- On a Pacific marina (Bellingham Marine) fully floating pontoon systems which is anchored by Koppes double treated marine piles
- Cruisers and yachts to approximately 19 metres
- Refer to berth management plan page 28

2.2 Fuelling boats

- From three 10,000 litre in-ground tanks
- Diesel, unleaded and PULP fuels are available.

2.3 Lifting equipment and hardstand

- Lifting carried out by a 45 ton Crib Point travel lift, accommodating vessels to 20 metres in length
- There is a 10 spot hardstand and wash-down bay covering 1400 square metres
- A mobile boat cover is used to mitigate effects associated with repair and maintenance activities
- A fork lift is used to support the setting up of vessels on the hardstand and for movement of gear around the marina
- Telehandler TH414 with fork and person cage, used to support hardstand operations and power hydraulic boat trailer.
- Roodberg 30 ton hydraulic boat trailer, used to move vessel around the yard.

2.4 Repair and maintenance provided

- Defouling and recoating of antifouling
- Detailing and painting services
- Mechanical and engineering (tenant Callaghans Marina Services)

- Shipwright services for repair, maintenance and refurbishment of vessels (tenant Andelane Pty Limited Trading as Andrew Botting Shipwrights)
- Cover makers and marine trimming (tenant Bayside Marine)
- Electrical, electronic services (Water Watts, Marty McInness)
- Contractors who provide services such as metal fabrication, and painting and paint removal

2.5 Loading and unloading of vessels on road transport

- Power and sail
- Ranging from runabouts to 16 metres in length

2.6 Brokerage – Boat sales

- Occupying office space in the marina building complex
- We provide a work boat berth for their customer service craft

2.7 Amenities for customers and visitors

- Fully equipped bathrooms with showers for both men and women
- Seating and access to barbeque unit
- LP gas refill facility
- Vending machines for snacks and drinks
- Stocks of paints and materials
- Viewing platform/deck 60 square metres north western corner of property

2.8 Car parking

- Sealed and drained for use by employees, tenants, customers and visitors

2.9 Provision of boating information and educational material to customers, tenants and contractors

- Signage
- A regular newsletter
- Business Website

3. Relevant Statutory Requirements that apply to these operations

3.1 Fire Department (Building Code of Australia C1 E1)

Firefighting equipment

- Fire hose reels on floating marina
- Fire extinguishers in all workshops, storage containers and fuel wharf
- Mobile 50ltr pressure foam system

3.2 Department of Environment and Climate Change (DECC) formally the Environmental Protection Authority

(Protection of Environment Operations Act 1997 [as amended])

Scheduled activity as defined by the Environmental Planning and Assessment Regulation 2000 requiring a licence. This licence No. 10894 was granted in January 2001.

- Dust and odours. These are maintained within the perimeters of the property
- Noise. New South Wales EPA Industrial Noise Policy 2000. Within the approval for operating repair and maintenance on No. 33 Brooklyn Road we have 49.5 decibel reading (L_{Aeq}) which is 54.5 decibel tonally adjusted at the nearest receiver. The nearest receiver will be the proposed housing development on No.35 Brooklyn Road.²
- Waste water and first flush. The EPA licence has Pollution Reduction Program requirements which are noted on the licence. These have been

² See VIPAC report dated November 2009.

addressed under the WWMA report by GBA, being part of the Design Collaborative Environmental Impact Statement July 2002

3.3 Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008

Fenwicks Marina fuel storage systems environment protection plan includes:

- (a) a loss monitoring procedure;
- (b) an incident management procedure (see Pollution Incident Response Management Plan (PIRMP));
- (c) a maintenance schedule which includes cathodic protection for tanks and pipe work, all inspected annually;
- (d) adequate safety for spillage from the system should such an event occur,
- (e) a plan of the storage site that includes the locations of each of the following:
 - (i) the storage system,
 - (ii) all buildings and associated infrastructure,
 - (iii) all fences and gates,
 - (iv) all pumps, bunding and emergency electrical switching.

3.4 Protocol for industry notification of pollution incidents

Pollution incidents causing or threatening material harm to be notified as per the *Protection of the Environment Operations Act 1997*, Part 5.7 and are clearly shown in Fenwicks Marina PIRMP.

Section 148 requires pollution incidents causing or threatening material harm to be notified.

- a) these require that verbal notification be followed by written notification, and
- b) that notification to a designated person or authority is taken to be notification to the relevant person or authority under section 148

3.5 Work Cover New South Wales

(Occupational Health and Safety Act 2000, and the Occupational Health and Safety Regulation 2001.)

- Three fuel tanks with capacity each of 10,000 litres. Dangerous Goods licence (No.35/025839)
- Employee working conditions
- Employee workers' compensation insurance (Allianz policy No. MWO 0720784 033 33)
- Safety
- BIA Marine card
- Contractor package
- Induction
- Licences to operate equipment
 - Travel lift (no longer required)
 - Fork lift (All hydraulic to 5 tons)
 - Non slewing crane to 10 tons

3.6 Waterways

- Sewerage and waste water guidelines (Blue paper 2002)
- Two commercial moorings (Nos. CL54641/1 and CL5464/2) serviced yearly as per conditions by Hawkesbury Maritime Services

3.7 Trade Practices

Trade Practices Act 1974.

- Business operations

3.8 New South Wales Office of Fair Trading

Registration under the Business Names Act 1962.

- Certificate of registration of business name No. J8064545

3.9 Sydney Water

The protection of the water supply

- Water supply to the property is protected by an R.P.Z.D. valve (backflow prevention device),
- Serviced annually (BAC Plumbing)

4. Set Standards and Performance Measures

(For each of the environmental issues)

4.1 Fire

- Fire response plan is posted in emergency response folder available 24/7 on the wall beside the stairs ground floor.
- Employees and tenants to understand the response plan and participate in regular training and drills
- Fire reels that cover all areas of the floating wharves
- Suitable extinguishers are provided at fuel wharf and in the workshops of the marina complex (see the site plan in the Appendix)
- Supply and maintain 50ltr pressurised foam fire trolley

4.2 Liquid Waste

- Oil or hydrocarbon thinners waste is stored in secured bunded store and disposed of by a licensed waste oil contractor, evidenced by tracking documents
- Jet washing is generally carried out on the concrete wash-down bay area. All waste is drained firstly through a solid settlement pit before being pumped to a balance tank. The water is then cleaned through our waste water treatment plant and is available for re-use. Any excess treated water can be used on site for general garden maintenance and similar tasks. Set up discharge to 10,000 litre underground tank at No.31 and associated plumbing to irrigate No.29 and No.33 properties.
- The Department of Environment and Climate Change waste management focus provides a clear and consistent regulatory and policy framework that minimises harm to the environment and delivers greater

waste avoidance and resource recovery. To meet the requirements of this legislation as set out in the Protection of the Environmental Operations Act 1997 the company undertook most of the recommendations of Gary Blumberg and Associates Pty Limited in the HWWMA report and any remaining tasks will be completed. (Refer to Section 10 for detailed comments.)

- Solvents. Minimisation of solvent waste is carried out by use of a gun and brush washing tub. This is designed to reuse solvents and is regularly maintained by a service agreement with Transpacific.

4.3 Solid Waste

- Solid settlement pits are pumped out as required, using an authorised licensed waste contractor. The tracking dockets are filed
- Solid waste is stored in suitable sealed and marked containers for removal by authorised licensed contractors
- The recycling of metals, paper, glass, plastic and timber is diligently carried out
- There is adequate storage and removal of recycled garbage
- Employee training with regards to re-use of materials is encouraged and on-going

4.4 Boat sewerage and bilge water

- The marina will alert customers, visitors, tenants and employees to the POEO legislation that makes it an offence to discharge bilge water or sewerage into the Sandbrook Inlet
- Where possible the company will mitigate against contamination of the waters by boat owners and users of this marina facility in order to maintain, if not improve, water quality within Sandbrook Inlet.
- Boat owner/tenants of marina are referred to the sewerage and pump out facility at Kangaroo Point for their disposal of sewerage and grey water.

4.5 Hardstand runoff. Designated work area.

- Implement the recommendations of the HWWMA report by GBA as regards to staging and time frames of implementation. (Refer to section 10 for details of implementation of these items.)
- Regular maintenance and clean-up is scheduled and documented.
- Best practice principles are employed in line with Fenwicks Marina's Level 3 Accreditation under the Clean Marina program of the Marina Industries Association (MIA).

4.6 Fuel storage and dispensing

- This area is subject to strict environmental conditions that prevent contamination of the surrounding soil and water and meets the requirements of the EPA Pollution Reduction Program 4(b). This requirement has been met.
- The company maintains a Dangerous Goods licence
- The company does meet its legal obligations for the storage and dispensing of fuel.
- UPSS 2008
 - Company has an EPP for the UPSS as required by the Regulation and it is kept for constant referral in Fenwicks on-site office
 - The company has a Class 4 exemption - Order number 324 – currently in force until notification of new requirements by EPA

4.7 Notification of pollution incidents

(1) The relevant information about a pollution incident required under section 148 consists of the following:

- (a) the time, date, nature, duration and location of the incident,
- (b) the location of the place where pollution is occurring or is likely to occur,
- (c) the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
- (d) the circumstances in which the incident occurred (including the cause of the incident, if known),

- (e) the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
- (f) other information prescribed by the regulations.

(2) The information required by this section is the information known to the person notifying the incident when the notification is required to be given.

(3) If the information required to be included in a notice of a pollution incident by subsection (1) (c), (d) or (e) is not known to that person when the initial notification is made but becomes known afterwards, that information must be notified in accordance with section 148 immediately after it becomes known.

(4) The Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans (PIRMP)) Regulation 2012 requires the holder of an Environment Protection License to have a printed PIRMP available onsite. This PIRMP is available on site and also on the Fenwicks Marina website.

4.8 Noise dust and air emissions

- Implement the recommendations of VIPAC Engineers and Scientists Pty Limited report dated 6 June 2002
 - Erect a 3 metre fence running parallel to and with 1 metre separation from the currently specified 2.4 metre boundary fence – This recommendation is currently subject to specific performance as per the Deed of Agreement with adjoining property owner.
 - Using an angled configuration for the boats, which would be lowered to the hardstand to give acoustic shielding over much of the operation – is part of our overall Hardstand Management Plan
 - Regular operational maintenance and quiet tool selection strategies are implemented at the site wherever possible
 - A wind sock has been installed to show the wind direction
 - Uncontrolled dust generating activities are performed only during favourable wind directions and screens are used to help mitigate dust and water spray dispersal

- The company uses an enclosure during unfavourable wind directions for dust generating activities, which can be fitted with an extraction system as required
- Spray painting is performed in an enclosure and only during favourable wind directions – in order to spray paint during unfavourable wind conditions, the enclosure would need improved sealing and an extraction system fitted with a carbon filter. The company does not spray paint during unfavourable wind conditions.
- Cease minor spray painting activities in the open unless during favourable wind directions
- Increase the use of vacuum sanding equipment
- Observe in-water maintenance restrictions
- Use of mobile cover on the hardstand
- Ensure all rules and regulations published by the company are adhered to by all users.

5. Actions and measures to mitigate environmental damage

Overview

This section describes the actions and measures implemented to mitigate any potential detrimental impacts of the marina's operations on the environment and to ensure these operations meet the relevant standards and/or performance measures. Further information is noted in section C of the PIRMP.

5.1 Fire measures and procedures

- The company maintains fire response plan notices in appropriate locations around the marina and review these regularly. (See Appendix 3 for the fire plan.)
- On-going training is provided for employees and the company works with local volunteer fire brigades in developing appropriate responses.
- Maintain in good working order the fire reels on the marina. Ensure these reels are tested twice every year and inspected by staff every week.

- All fire reels are clearly marked “Fire use only”.
- There are three fire hose reels on the marina. There are three x 9 kg dry powder extinguishers located in the ground floor workshops. One x 9kg foam extinguisher and one x 9kg powder extinguisher are stored in the waste water treatment plant. The container store 1 has one x 9kg powder extinguisher. There is one x 9 kg foam extinguisher stored in the fire box at the fuel dock and another in the power tool container 2. These are inspected every six months.
- Signage on the fuel dock to include the words: “No Smoking”; “No Naked Flames”; and “Stop Engines Prior to Refuelling”.
- Staff test weekly the operation of emergency power shut-off at the fuel dock.
- Emergency spill kit on the fuel dock is kept available during operating hours and the contents of the kit checked daily.
- Fuel hoses and bund under the bowsers are checked every week.
- Testing and inspection of 50ltr pressurised foam fire trolley is included on the yearly maintenance chart.

5.2 Liquid waste

- The company will implement a first flush system as per the recommendations of the HWWMA carried out by GBA.
- Oil and hydrocarbon waste is the responsibility of the company’s workshop lessee Callaghans Marine Services (CMS), carrying out the mechanical repairs and maintenance at the complex. Several 205 litre waste drums are set up in a secured area with all-weather cover and bunding. This facility is made available for tenants and other marina customers. The workshop lessee has an arrangement with Coast & Valley Oil Recyclers for the collection of oil and hydrocarbons on a regular basis. CMS is to keep receipts from the contractor covering removal of this waste and to make these available if required by any relevant authority.
- The company has implement the recommendations of the WWMA report by GBA and the company endeavours to comply with the POEO legislation in regards to preventing pollution of the waters from activities

undertaken on the hardstand area and as stated in PRP2 of the company's licence. (Refer to Section 10 and detailed comments.)

- Regular cleaning of settlement pits by licensed contractor. The company files documentary evidence of disposal and makes this available for audit by the authorities as and when required.
- The company minimises the use of solvents for cleaning by educating employees and continuing the use of a spray gun and brush cleaning machine which reuses solvents. This is recognised as the most efficient and effective cleaning method. A licensed contractor services the unit regularly. (Cleanaway Operations P/L, Environmental Recovery Services division).)
- Any used solvents are stored in sealed drums and disposed of by the licensed contractor, Oceanic Enviro.

5.3 Solid waste

- Solid waste is contained in bins with lids on the hardstand and these are checked regularly.
- The 3 by 1.1 cubic metre bins are emptied weekly by the local council contractor.
- Every effort is made to remove metals, paper, cardboard, glass, plastic and timber, all of which are recycled.
- Educate employees on re-use of disposable items such as:
 - paint brushes, roller sleeves and trays
 - anodes that still have sufficient life
 - the use of drop sheets rather than plastic and paper
 - lightly soiled rags
- Signage is placed at relevant areas and all employees and tenants are educated on the benefits of recycling through the regular company newsletters. Signage requests that all recycled items are removed from plastic bags.
- Contractors collect old batteries and metals.
- Council provides for the removal of paper, plastic, metals and glass.

- Timber wood shavings, where practical, are used as mulch on the marina complex gardens.
- Solid settlement pits are pumped out regularly by authorised licensed contractors (Coopers Environmental Waste Recycling Pty Ltd) and tracking dockets are retained by the company in the EPA folder and made available for audit by the relevant authorities.
- Solid waste that is deemed to be hazardous is kept in a sealed and secure storage container and removed by a licensed authorised contractor.
- Solid uncontaminated waste is disposed of with the general garbage, and removed by the council contractor.

5.4 Boat sewerage and bilge water

- The discharge of sewerage from boat holding tanks can be carried out at Kangaroo Point public pump-out station. This facility also has a receptacle to accept waste from portable toilets.
- Marina staff inspects all moored vessels every morning and afternoon to ensure their safety and security. This includes a visual inspection for any sign of pollution in the water in or around the marina.
- In the event of any inadvertent spillage, staff are trained in quick containment responses (see PIRMP section M).
- The company maintains three emergency spill kits, one being permanently affixed to the fuel wharf. These kits contain absorbent wipes and a 20 metre retaining boom. The Eurotech mobile kit contains: bilge ropes and mini booms; floor sweep; containment socks; and absorbent pillows and wipes. The company also stores a 20 metre boom kit at the marina. Contractors/tradespersons dispose of bilge water into the hardstand waste water system or to a licenced waste contractor.
- Prior to occupying a berth all marina customers sign a BIA agreement which states in part that the licensee agrees that:
 - (i) during the term of this agreement and while the Craft is moored, stored or berthed at the Facilities, it shall not carry out or have carried out repairs and/or maintenance on the craft without the prior implied or express authority of the Licensor or its authorised agent*
 - (j) the Licensor shall note that under the Pollution of the Environment Act (1997), and in addition, all subsequent and relevant legislation, all forms of*

pollution are prohibited. Any person or Licensor contravening this legislation leaves themselves open to action by Council or the EPA.

(l) it shall promptly comply with the requirements of all statutes, regulations and by-laws relating to the use and occupation of the Property. Without limiting the generality of the foregoing, the Licensee shall comply with and cause all of its employees, agents, contractors and invitees to comply with the provisions of any legislation and regulations made thereunder relating to pollution affecting any part of the environment and however caused including but not being limited to the Pollution and Environment Act (1997) and Environmental Protection Act, State Pollution Control Commission Act 1970 and under the Maritime Services Act 1935. The Licensee shall indemnify and keep indemnified the Licensor from and against all actions, claims, demands, losses, damages, costs and expenses for which the Licensor shall or may become liable in respect or arising from any act, omission, neglect, breach or default by the Licensee, its employees, agents, contractors or invitees under this clause.

5.5 Hardstand run-off and maintenance procedures

The company has implemented a first flush system prescribed by GBA in the recommendations of the HWWMA dated May 2002.

- The hardstand is sited above high water.
- The scraping and jet washing is carried out on a specially designed bay area where waste generated can be treated in the waste water treatment plant and disposed of correctly.
- The vessels on the hardstand are placed in a neatly organised plan that allows easy access and efficient workflow ensuring that at all times any operational effects are mitigated.
- A ride-on vacuum sweeper is employed to maximise the cleaning of surfaces thus keeping the work area tidy.
- Housekeeping practices ensure all areas of the hardstand are kept in good condition, tidy and clean.
- Large drip trays are employed for all work with the potential to leak oil onto the hardstand.
- The use of tarpaulins or drop sheets can provide extra protection in certain circumstances.
- Signs indicate the working hardstand area and discourage unauthorised entry
- Sacrificial anodes do not need to be removed or covered now as all water and waste from jet washing of vessels goes through the waste water treatment plant.

- All jet wash operators are trained to work efficiently in order to minimise water use and ensure that untreated waste does not pollute the waters of the inlet.
- Jet washing is limited to the removal of mud, weed and general marine growth. It is not be used to remove topside paints and finishes, as this operation is carried out in a controlled area away from the waterfront, and using appropriate measures of containment.
- Perimeter drains and kerb entry baskets are cleaned out at least every week.

5.6 Fuel storage, service and maintenance procedures

- As per the company's EPA license under the PRP 4(b) a bund under the fuel bowzers has been installed with a water resistant cover.
- Included within the bowser bund is an area designated for refuelling jerry cans and hand held fuel tanks.
- The bowser bund is checked weekly and the cleaning and replacement of hydrocarbon socks replaced as and when required.
- The refuelling of vessels must be carried out only at the fuel wharf and only from the marina pumps. No vessel within the limits of the marina is permitted to refuel other than at the designated area.
- Fuelling is to be stopped immediately if the vessel's tanks have insufficient venting which results in continuous blow-back. The owner or operator of the vessel is to be informed that refuelling will not be carried out until the problem is rectified.
- Security and integrity of pumps and lines are to be ascertained by staff at the start and close of each day's operations.
- The emergency spill kit must be readily available at all times when fuelling is being carried out.
- Signage on the fuel wharf to include: "No Smoking"; "No Naked Flames"; "Engines must be switched off before refuelling".
- The company maintains a current Dangerous Goods licence.
- Inspection and preventative maintenance is included on yearly maintenance chart.

- Fuel is delivered and unloaded by a registered and trained fuel supplier who carries a fuel spill kit in accordance with Work Cover requirements.
- Unloading is supervised by a senior member of the marina management.
- In the event of a spillage or fuel line rupture marina staff are trained to:
 - a. Isolate power by depressing the emergency button on the fuel wharf.
 - b. Initiate action to clean up the fuel spillage with the use of the spill kit equipment.
 - c. Notify senior management and/follow procedures under 4.7 Notification of pollution incidents (as per the PIRMP).
 - d. File an incident report

5.7 Noise, dust and air emission measures and procedures

5.7A Noise

- All users of the hardstand are made aware of the company's maximum L_{Aeq} noise level.
- Signage must notify users that noise restrictions apply to this facility as follows:
 - Monday to Friday: 7.30am to 5.00pm
 - Saturday: 7.30am to 1.30pm
 - Sunday and Public holidays: No noise related work
- Boat owners and users of the hardstand facility are required to have read and accepted the rules and regulations that apply to the hardstand area. (See Appendix 4 for confirmation regulations.)
- Vessels on the hardstand are set up as low as practical, as this will assist in the mitigation of noise.
- Whenever practical, noise can be shielded by other vessels to assist in meeting noise reduction objectives.
- Abrasive blasting must be restricted to underwater and topside areas of vessels and is of limited duration in order to reduce to a minimum any annoying or offensive noise from the operation.
- The mobile boat cover is used where practical to assist with the mitigation of noise.

- Regular operational maintenance and strategies for the selection of quiet tools is a policy of the company.
- Boat transportation companies and their drivers are made aware of the noise and size limitations prior to their arrival at the site.
- Only minor repairs are sprayed in the open and only during favourable wind conditions.
- Excessive running of engines/generators while on the hardstand is not permitted.
- The marina business is manned every day except Christmas day. This allows constant monitoring of visitors and users at the marina and assists in protecting of the amenity of the surrounding area.
- Where practical, tarpaulins and screens are employed to reduce dust emissions.

5.7B Dust and air emission

- Management must consider the direction of wind and weather when undertaking work with the potential for dust or emissions to carry to neighbouring properties
- Vacuum extraction sanders are used wherever possible
- Employ wet sanding if practical
- Tarpaulins and/or screens, if necessary, are used to assist in containment
- Brush and rollers are used for applications of antifouling paint. The use of airless application is only carried out where finish is an issue, and then only during favourable weather conditions.
- Vessels are placed on the hardstand to best manage possible effects of dust and/or odour.
- Consideration is given to all other issues as documented in section 4.7.³

³ It should be noted that the company has a yearly maintenance wall chart used to promote and record action on many of the items listed above. A copy of Regulations for Marina usage (see Appendix 5) and Weekend Job List (see Appendix 6) covers much of these requirements and is given to all new berthing customers/tenants and is also displayed on the company's notice board.

6. Measures and Procedures to deal with Complaints

Overview

The following measures and procedures are designed to register, report and respond to complaints made during marina operations.

6.1 Pollution complaints

The following issues as per the EPA licence must be addressed when recording any complaint:

- 1 - The company keeps a legible record of all complaints made to the company or agent of the company in relation to pollution arising from any activity to which this licence applies.
- 2 - The records include details of the following:
 - The date and time of the complaint;
 - The method by which the complaint was made;
 - Any personal details of the complaint which were provided by the complainant or, if no such details were provided, a note to that effect;
 - The nature of the complaint;
 - The action taken by the company in relation to the complaint, including any follow-up contact with the complainant; and
 - If no action was taken by the company, the reasons why no action was taken.
- 3 - The record of a complaint must be kept for at least four years after the complaint was made.

6.2 Personnel

- The company will comply with WorkCover regulations and their recommendations at all times.
- Emergency telephone number is displayed ground floor near the stairs and also available from the complex reception. Educational instructions on safety are given to all employees.

- A senior member of staff is always available, either on site or via telephone, to advise on matters that may be of concern.

7. Roles, responsibilities, authority and accountability

Overview

The company is owned by a Holding Company⁴ of the Fenwick family. Andrew Fenwick CMM, his father Doug Fenwick and son Mark Fenwick are directors of the Holding Company. Andrew Fenwick is the General Manager of the Operating Company⁵ trading as Fenwicks Marina. His son Tim Fenwick is a director and Property Manager. Figure 7.1 sets out the organisational chart for the company. Details of responsibility, authority and accountability for all key personnel involved in the marina operations are set out below and relate to the numbers captioned on the organisational chart.

1. The Managing Director (Andrew Fenwick) has overall responsibility for all facets of the day-to-day operations at the marina. In particular, the following responsibilities are covered by this position:
 - Development of processes and procedures for overall marina operations
 - Overall supervision of office administration and marina operations
 - Liaise with tenants in regards to administration and operational procedures.
 - Assists both the Administration Manager and Shipyard Manager to liaise with customers and marina clients and also with scheduling of the day-to-day work flow.
 - Provide human resource services for employees for all employment related issues.
 - Is responsible for the marketing functions and outside investments of the company
2. Both executive directors of Fenwicks Marina are responsible for:
 - Working on strategic planning and continuing development

⁴ Kanna Holdings Pty Ltd

⁵ Hawkesbury River Holdings Pty Ltd

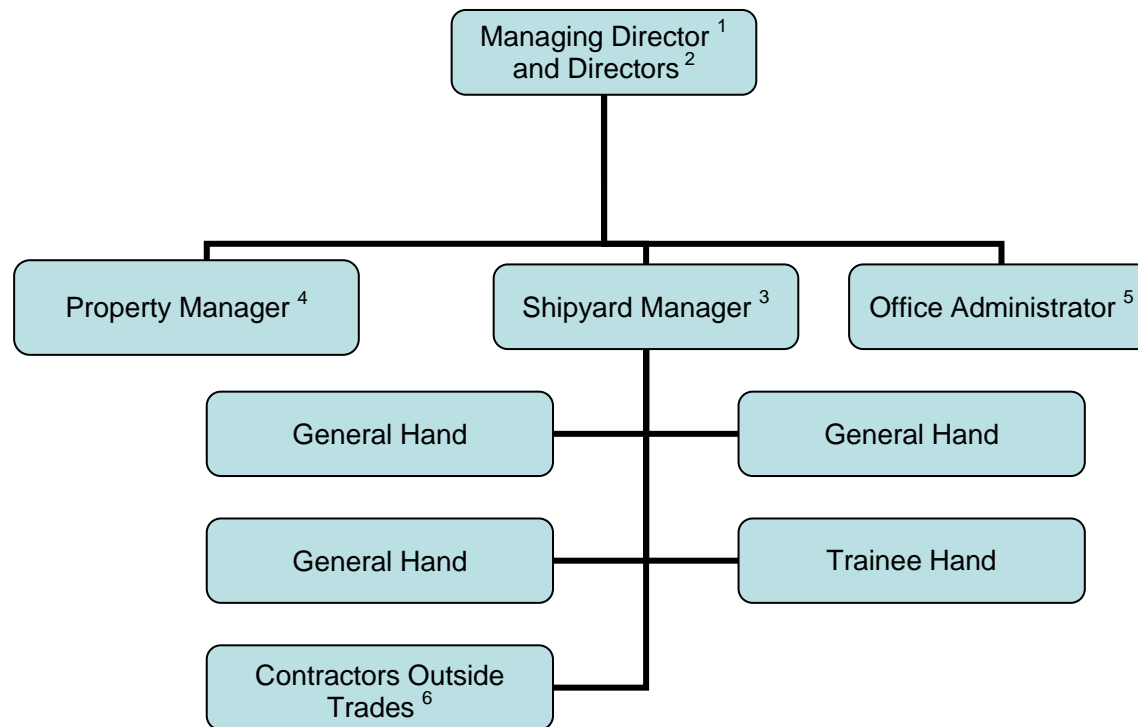
- Responsible for financial planning and budgeting
 - Managing the computerised booking slips and client confirmation sheets
3. The Shipyard Manager is responsible for:
- The day-to-day flow of work within the yard
 - Liaising with the both the Managing Director and the Administration Manager
 - Ordering and inventory control
 - Ensuring all forms are updated and printed and available for daily use
 - Liaising with customers and marina clients
 - Assist in the evaluation of systems and processes
 - Liaising with property maintenance personnel to ensure that the yearly maintenance schedule is completed as planned and updated accordingly
 - Provide training and induction of employees
 - Assist in the assessment and performance appraisal of employees
4. The Property Manager is responsible for:
- the maintenance of all gardens, lawns and the general yard
 - the completion and update of yearly maintenance scheduled items and/or the organising of staff or contractors to perform tasks required
 - Assist the company to meet objective for waste minimisation
 - Liaising with Shipyard Manager and Managing Director to develop and improve maintenance processes and procedures
 - Assisting in training staff for emergency response procedures
 - Maintaining and repairing all equipment
 - Monitoring and maintaining the waste water treatment process.
5. Office Administrator is responsible for:
- Maintaining control of debtors and creditors
 - Producing monthly accounts and monitor the timely collection of all outstanding amounts

- Liaising with Operations Manager to assist in inventory control and the preparation of preferred supplier lists
- Assist with human resource issues, payroll and all remuneration for leave
- Sort and direct all mail received for the company and tenants in the complex

6. Contractors and outside trades

- All contractors are asked to register with the main office when arriving on site, then sign off when leaving. While on the property they will be under the immediate supervision of the tenant if so organised, or the Operations Manager if organised by the company or a marina client.
- They are required to provide evidence of public liability insurance, workers compensation or accident and sickness for sole traders. They must demonstrate an understanding of work health and safety (WHS) by having either a marine card or building industry white card.
- Contractors are required to provide work method statements to ensure adequate risk assessments for specific tasks have been carried out.

Figure 7.1 Fenwicks Marina Organisational Chart



8. Berthing management plan

Overview

The aim of the company is to provide quality berthing facilities, which assist our customers to maximise use and enjoyment of their boats. The company will maintain and improve these facilities in line with customer expectations and statutory requirements. There are 58 serviced floating berths and two swing moorings. All aspects of the company's operations aim to achieve these goals.

8.1 Berthing regulations

- The company ensures that all berths are clearly marked to allow identification
- Accurate records are kept of berth holders and essential details for ease of contact
- All berth holders have a copy of the company's 'Regulations for Marina Usage' (see Appendix 5) and management does its best to ensure that these customers abide by these rules.
- Visual inspection of the floating marina and vessels moored at the marina is carried out at the start and close of each day of operation.
- The company encourages berthing clients to leave a spare key at the complex for emergency access to craft moored on the marina. A register is kept to keep account of time and date when keys are used.
- The company provides marina supervision every day of the year except Christmas day.
- All customers are required to sign a BIA Berthing/Mooring Agreement.
- Clear and unobstructed access is provided to the marina.
- Garbage and recycling facilities are provided for all berthing clients.
- Adequate signage is placed to assist in the efficient and effective operations of the marina and protect the environment.
- The company ensures that only minor repairs and maintenance are carried out on the water, and then only in the appropriate area.

- All contractors wishing entry to the floating marina must be made aware of the Regulations for Marina Use and have the appropriate public liability and workers' compensation insurance.
- Excessive running of engines or generators at the marina is not permitted.

9. Noise management plan

- Employees, tenants, boat owners and contractors are made aware of noise restrictions
 - Operating hours
 - Restrictions on weekends and public holidays
 - Maximum L_{Aeq} (15 minutes) at the boundary of No.35
 - The users of the hardstand must sign a hardstand confirmation
- The company has reconfigured the hardstand layout to allow shielding of noise-related work through the positioning of other vessels
- Vessels are placed as low as practical to assist in mitigating noise
- When purchasing new tools or equipment, company policy requires prior investigation of all practical quieter tool performance
- To remind users of the hardstand of noise policy and restrictions, clear signage is maintained
- Complaints, verbal or written in regards to noise, are dealt with as per section 6.1
- On completion and occupation of proposed houses at No. 35 Brooklyn Road, the company will erect a three metre lap and cap timer fence to further mitigate noise from operations. The developers of that site have agreed to undertake this as part of their development plan.
- Management and/or staff attend relevant industry training or seminars to expand their knowledge and skill base and introduce them to innovative procedures and best practice with regards to noise minimisation

10. Water Quality Management Plan

- Implement the recommendations from the GBA HWWMA report described as an eight-point plan:
 - Completion of hardstand sealing - DONE
 - Bunding improvement - DONE
 - Staged installation of first flush storage and waste water treatment system, including water recycling - DONE
 - Interim disposal of treated waste water to waterway – No longer required
 - Trade waste disposal of treated effluent to sewer immediately this facility becomes available. – Negotiations to be carried out with DECC to remove the requirement for disposal of excess waste to sewer by increasing on-site storage and re-use.
 - Water quality monitoring – DONE annually by Marine Pollution Research
 - Implementation of solid waste management measures in accordance with EPA (1999) - DONE
 - Environmental management education and awareness – Carried out regularly
- Kerb entry filter baskets and settlement pits are cleaned regularly and pumped out by the licensed operator (Coopers Environmental Waste Recycling Pty Ltd). Tracking documentary evidence on a Waste Data Form is filed for audit purposes.)
- Employees and customers are instructed in ways of minimising the use of biodegradable detergents for washing and cleaning of boats
- The company ensures that the users of the marina abide by the Regulations for Marina Usage (see Appendix 5)
- The EPA is notified of any notable spills occurring in the waters and the company responds by containing and cleaning up
- Complaints whether verbal or written, in regards to water quality are dealt with as per section 6.1

11. Air quality management plan

- Implement the recommendations made in section 5.5, Fenwicks Marina Noise and Air Quality Impact Statement (VIPAC) dated 6 June 2002
 - Install a wind sock to show the wind direction - DONE
 - Perform uncontrolled dust generating activities only during favourable wind directions – POLICY adhered to
 - Use an enclosure during unfavourable wind directions for dust generating activities, preferably fitted with an extraction system - DONE
 - Spray painting to be performed in an enclosure and only during favourable wind directions – in order to spray paint during unfavourable wind conditions, the enclosure would need improved sealing and an extraction system fitted with filters - DONE
 - Cease minor spray painting activities in the open unless during favourable wind directions – POLICY adhered to
 - Increase the use of vacuum sanding equipment - DONE
- Employ tarpaulins and screens to assist in mitigating the effects of dust – POLICY adhered to
- Complaints whether verbal or written in regards to air quality are dealt with as per section 6.1

12. Waste Management Plan

- Promote, educate and expand recycling and re-use of solid waste streams as described in section 5.3
- Provide processes and procedures to deal with liquid and solid waste removal (see notes in sections 5.2, 5.3, 5.4, 5.5)
- Minimise cross contamination of general waste with hazardous waste
- Ensure contractors employed by the company are approved to deal with the relevant waste being removed
- Provide appropriate containment and storage of waste prior to removal

13. Emergency Management Plan

13.1 Fire

- Ensure provision of adequate access for fire services within the marina
- Display fire plan throughout the marina (see Appendix 3)
- Annually review plans and procedures for fire control
- Staff and tenants must know where the response equipment is located and be trained to use this equipment and take preventative measures to limit damage

13.2 Water contaminated by fuel (or oil) (see PIRMP)

In the event of a major spillage or a fuel line rupture, marina staff are trained to:

1. Press the emergency power isolation switch
2. Deploy the fuel containment boom
3. Initiate action to clean up the fuel spillage with the use of the spill kit
4. Follow procedures as listed in 4.7 Notification of pollution incidents.
5. Complete an incident report

13.3 Water contaminated by oil (or fuel) (see PIRMP)

Oil or fuel detected in the waters around the marina, staff are trained to:

1. Try and identify the source and if possible reduce the potential for further escape of oil
2. Deploy spill containment boom to prevent the spread of oil
3. Initiate action to clean up the spillage with the use of the spill kit
4. Follow procedures as listed in 4.7 Notification of pollution incidents.
5. Complete an incident report

13.4 Land contaminated by fuel or oil (see PIRMP)

For any spills on land staff are trained to:

1. Reduce the potential for further loss of fuel or oil by stopping losses at the source
2. Deploy spillage socks and mops to prevent material travelling across a larger area or into drains

3. Initiate action to clean up the spillage with the use of an Enretech floor sweep and containment socks
4. If the incident is considered to be of environmental harm, the company or employee must follow procedures as listed in 4.7 Notification of pollution incidents
5. Complete an incident report⁶
6. Review content annually to accurately reflect the marina operations.

Note: All materials used in the process of cleaning up after any spillages are to be disposed of by a licensed contractor in an appropriate manner.

13.5 Disaster Management Plan

Fenwicks Marina has a comprehensive Emergency Management Folder, kept in a weatherproof sleeve and available 24 hours a day. It is situated on the ground floor wall at the base of the stairs. The folder covers in detail disaster procedures for the following:

- (i) Man overboard
- (ii) Vessel collision
- (iii) Sinking vessel
- (iv) Vessel fire
- (v) High winds / storm
- (vi) Marina fuel / oil spill
- (vii) Hazardous substance spill
- (viii) Marina evacuation procedure, and
- (ix) Emergency control organisation.

⁶ The EPA Pollution telephone service is 131 555

13.6 Emergency Incident Reporting

Firstly, 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.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

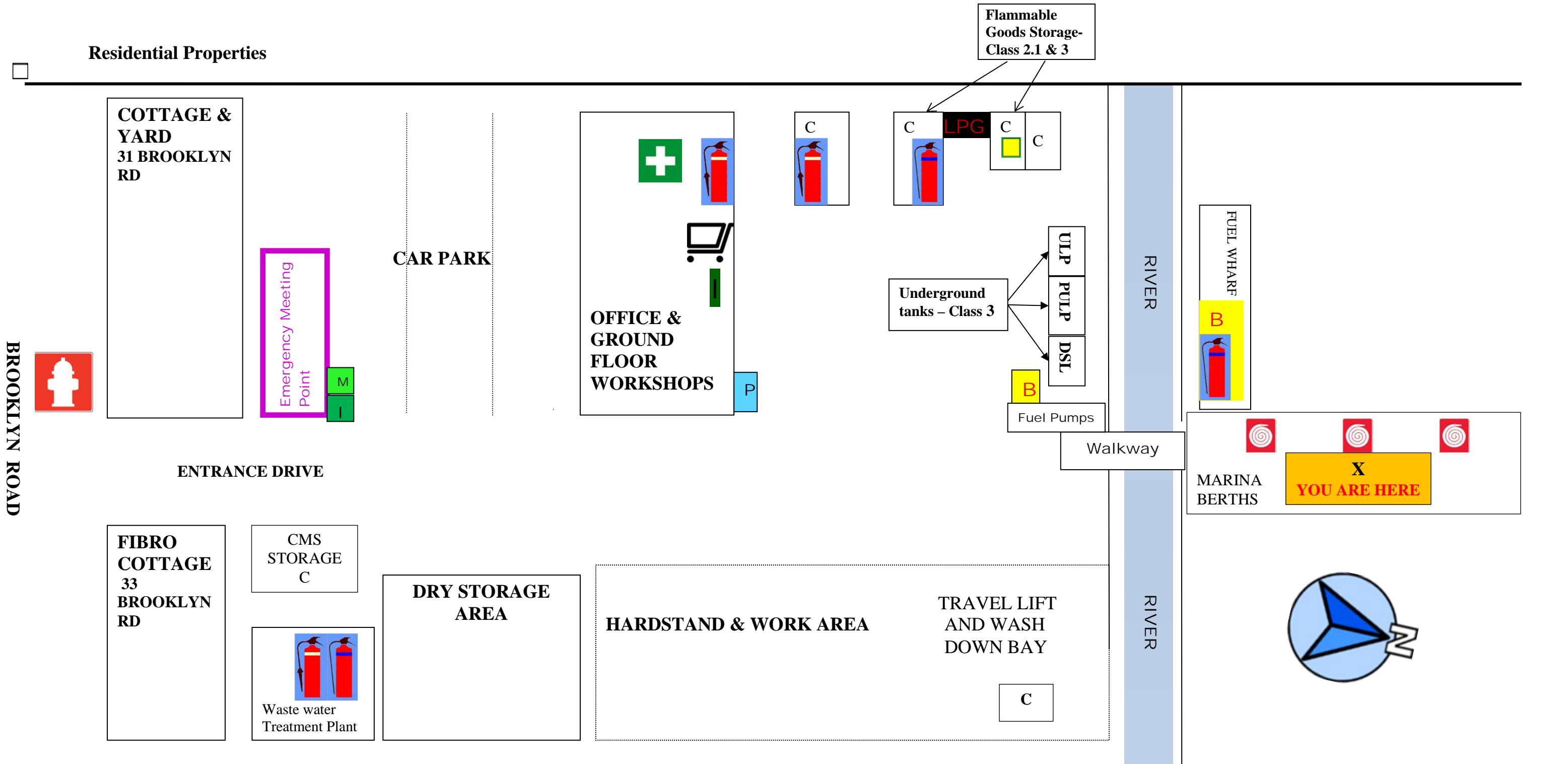
- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), for Hawkesbury River this is Hornsby Council; telephone 02-9847 6666
- the EPA (if it is not the ARA) – telephone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit – see www.health.nsw.gov.au/publichealth/infectious/phus.asp
- the WorkCover Authority – phone 131 050
- the local authority if this is not the ARA
- Fire and Rescue NSW – phone 1300 729 579

Note: If the situation warranted calling 000 as a first point of notification, you do not need to ring Fire and Rescue NSW again.

14. Review Plan

Review the Planning document annually and complete the self-assessment checklist to assist in evaluating our environmental performance.

Section P of the PIRMP sets out the manner in which the PIRMP plan is to be reviewed, tested and maintained.



Residential Properties

NOT TO SCALE

FENWICKS MARINA- SITE PLAN
EVACUATION DIAGRAM
31 BROOKLYN ROAD, BROOKLYN.

This evacuation diagram was last updated on 28/04/2017.

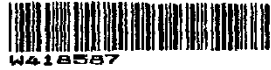
Legend			
	Fire Extinguisher		Fire Cart
	190kg LPG cylinder		Power Isolation Switch – 003 padlock
	Fire Hydrant		Spill Kit
	Fire Hose		Emergency Information Cabinet
	Fire Blanket		Hazmat Information Cabinet
	Container / Workshops		First Aid

Appendix 2

Appendix Two

Lease

MA 02



W418587

APPLICATION FOR RECORDING
OF PARTICULARS RELATING
TO A LEASE OF CROWN LAND

MA ☒ 1 of 1 211
\$ No Fee

Section 130 Real Property Act, 1900

Torrens Title Reference	Nature of Lease	Number of Lease	Land District
Envol 16 Re X 461/720794	Special Lease	1985/5	Metropolitan

LESSOR

THE STATE OF NEW SOUTH WALES

LESSEE

Kanna Holdings Pty Limited
P.O. Box 55, Brooklyn

OFFICE USE ONLY

OVER

as joint tenants/tenants in common

The Registrar General is requested to make such recordings in the abovementioned folio(s) of the register to give effect to the undermentioned action as notified in the Government Gazette, dated 13/6/86, folio(s) 2759 a true copy whereof is attached hereto.

1. Lease to the abovementioned lessee ~~in perpetuity~~ for a term of 25 years commencing on 14/6/86 and expiring on 31/12/2011 SUBJECT to the provisions of the Crown Lands Consolidation Act, 1913, and regulations thereunder, and to conditions 4, 5, 8, 10, 13, 22, 23, 28, 31, 33, 37, 44, 45, regulation 106, see Memorandum No. 792000 and to the special conditions, provisions, exceptions, covenants and reservations set out in the abovementioned Gazette notification, and in particular to, (i) restrictions on dealings, see Section 75(A)/clause 12 regulation 106 (ii) restrictions on subdivision, see Section 257.
2. The term of the abovementioned lease has been extended until the 31/12/2011 and is SUBJECT to the special conditions, provisions, exceptions, covenants and reservations set out in the abovementioned Gazette notification.
3. The purpose, conditions, covenants, reservations, provisions of the abovementioned lease have been altered, modified, revoked, added as set out in the abovementioned Gazette notification.
4. The term of the abovementioned lease has been extended to a lease in perpetuity and is subject to the provisions as set out in the abovementioned Gazette notification.
5. The whole/part of the land in the abovementioned lease being Lot Deposited Plan No. has been withdrawn as set out in the abovementioned Gazette notification.

Registrar General's Office



Address correspondence to
Registrar General's Office
Prince Albert Road
Sydney, N.S.W. 2000

NOTIFICATION OF REGISTRATION

The above dealing has been registered. Please amend your records accordingly. Date of registration 31/7/1986

Dealing Number
Land District
Nature of Holding
Number of Holding
Land Description

S. J. NIXON
B. R. DAVIES,
Registrar General.

Register for
South Wales.

TS

94

(1157)

THE Special Lease of the lands specified in the annexed Schedule have been granted to the undermentioned persons.

The leases are subject to the provisions of the Crown Lands Consolidation Act 1913, and the Regulations thereunder, and to the special conditions, provisions, exceptions, covenants, and reservations set out at the foot of the Schedule.

NOTIFICATION OF GRANTING OF SPECIAL LEASES

Any amounts which have been paid in excess will be refunded upon application to the Secretary, Department of Lands. If not claimed, the amounts will be appropriated to future charges as they fall due.

Any amounts payable by the lessees must be paid to the Secretary, Department of Lands. A notice calling for payment will shortly be issued by the Secretary, Department of Lands.

Sydney, 13th June, 1986.

Non-payment will render the lease liable to forfeiture, and should forfeiture be declared all moneys lodged with the application will become forfeited to the Crown.

Notices calling for payment of amounts falling due in the future will be issued prior to the date upon which such amounts become due and payable.

JOHN AQUILINA, Minister for Natural Resources.

SCHEDULE

Reg. No. of papers	No. of lease	Name and address of lessee	Situation and area of land	Purpose of lease	Term of lease (From-to)	Annual rent	(1) Stamp duty (2) Balance of deposits	Rent for use and occupation prior to commencement of lease (if applicable)	Subsidary amounts			City, Shire, etc.
									(1) Survey fee (2) Crown land improvement (3) Road construction costs	No. of instalments	First instalment due on	
SP115 H 559.	1985-4, Narrandera.	Gregory Richard Parsons, "Edmond", Riddings Springs 2600.	Part of Cossington, County Cooper, portion 102 of 12.75 hectares.	Grassing.	1 Jan. 1986 to 31 Dec. 2005.	\$ 75.00	\$					Cornish.
SP115 H 365.	1985-4, Hay.	Neville Brian Burns, Rodlands Park, Carruthers 3711.	Part of Murrumbidgee, County Boyd, portion 61 of 103.5 hectares.	Grassing.	1 Jan. 1986 to 31 Dec. 2021.	210.00	(1) 3.00 (2) 13.00					Cornish.
SP123 H 423.	Special Lease 1985-4.	Kane Holdings Pty Limited, P.O. Box 57, Wreathby, 2253.	Lot 461, D.P. 720794, Parish of Cossington, County Cumberland, 1.215 sq. metres.	Waterfront Business (Recreation and Marinas).	14 June 1986 to 31 Dec. 2011.		(1) 5.00 (2) 129.84					Horsham.

a This is limited to the surface and to a depth of 13.24 metres below the surface.
b \$4,000 p.a. to apply until 13th June, 1989; then \$2,000 until 13th June, 1991.

SPECIAL CONDITIONS, PROVISIONS, EXCEPTIONS, COVENANTS AND RESERVATIONS

Special Lease 1985-4, Narrandera, by Gregory Richard Parsons.—The lease shall be subject to conditions 1, 4, 5, 7, 8, 10 to 12, 14, 15, 17, 18, 19, 24, 44, 59 and 63 of Regulation 106 and to the following special conditions:

- The rent shall be paid in advance to the Crown Land Agent at the Lands Office, Hay, or to the Secretary for Lands, on or before 28th July each year.
- For the purpose of apportionment of rent the term of the lease shall be divided into four (4) periods of five (5) years each. The rent for each of the second and third periods may be apportioned either upon reference by the Minister or at the request of the lessee made during the first six months of the affected period.

Special Lease 1985-4, Hay, by Neville Brian Burns.—The lease shall be subject to conditions 1, 3 to 5, 7, 8, 10, 11, 12, 14, 15, 16, 18, 19, 24, 44, 50 and 63 of Regulation 106 and to the following special conditions:

- The rent shall be paid in advance to the Crown Land Agent at the Lands Office, Hay, or to the Secretary for Lands, on or before 11th July each year.
- Notwithstanding any other condition attached to the lease, the lessee shall not, except with the permission of the Forestry Commission, ringbark, cut down, fell or destroy or cause to be or allow to be ringbarked, cut down, felled or destroyed any trees, saplings, scrub or shrub (excepting noxious plants) within or within 1 chain of the bed or bank of the Murrumbidgee River.

Signature of Authorised Officer

Appendix 3

FIRE EMERGENCY

Fenwicks Marina
31 Brooklyn Road Brooklyn 2083

Telephone Numbers:

Fire, Police, Ambulance Emergency	000
Volunteer Fire Brigade, Brooklyn	9985 7053
Metropolitan Fire Brigade, Berowra	9456 3536
Police Station, Hornsby	9476 9799
Ambulance Station, Mooney Mooney	9985 9756
RMS Waterways Authority, Hornsby Office	9477 6600
RMS Waterways Boating Services Officer, Dave Lyons	0427 976 161

Priority should be given to personal safety and the safety of others.

The first person to arrive at the fire should:

- Assess the situation and if considered necessary call the relative emergency services, or direct a responsible person to do so.
- Ensure that all persons are off the vessel and the adjacent vessels.
- Ensure that emergency services have access to the fire area.
- Identify, if possible, additional hazards on board, eg LP gas & 240 power supply.
- Attempt to extinguish the fire if appropriate, using a fire hose or the relevant extinguisher.
- Assist emergency services in moving boats in risk of damage.
- Advise Marina management of the situation.
- In cases of emergency, instruct all people on site to immediately go to the designated meeting area.

Marina Fire Emergency Plan

Fenwicks Marina

31 Brooklyn Road Brooklyn NSW 2083

Priorities for Action by Marina Staff

Remember: Personal safety and the safety of others is of paramount importance.

In case of emergency people should meet at the designated area.

Contact Fire Brigade (FB)

It is important that the FB is contacted immediately. Any delay in making contact means time lost in the FB arriving on the scene.

Let the FB know the address of the Marina and a contact phone number and also the type of fire we have: e.g. fiberglass, timber, petrol, etc.

Safety Line:

Assess the fire and ensure that all persons are off the burning vessel and adjoining vessels.

Direct everyone to the emergency meeting place (to the rear of the car park).

Once everyone is safe, appoint a person to ensure that the emergency vehicles have clear access to the fire area.

Try to extinguish or contain the fire or the burning boat, if it is reasonably safe to do so.

Try to prevent the fire spreading to adjoining vessels by concentrating firefighting efforts to these boats or by towing them out of the immediate area. Remember that the larger the fire, the quicker it will spread and the harder it will be to control.

On arrival of the Fire Brigade let them take control, assisting them where necessary, making available any equipment such as work boats etc. Advise them as to the type of fuel on board the boat and if there are any LPG bottles on board, and the whereabouts of these if known.

Cut off Power:

Power to both the Marina and the fuel pumps should be cut off if possible.

Contact Marina management and the Waterways Authority so arrangements can be made to contain pollution such as fuel spills in the event of the vessel sinking. Booms held at the Marina can be used, however, it might be necessary to obtain outside help.

Persons not involved in these emergency operations must be kept out of the area and any traffic kept out of the Marina property. This will enable safe passage of the emergency vehicles.

Public comment to the media etc. should **ONLY BE GIVEN BY ONE PERSON AT MANAGERIAL LEVEL**. It is imperative that any information, as to the cause of the fire, given to or printed by the media is factually correct, and does not cause later embarrassment to the company.

Appendix 4 - Fenwicks Marina Phone: 02 9985 7633 Fax: 02 9985 7635
Hard Stand and Services Confirmation

Joe Smith		Vessel Name	
Glenbower		Length	
20 Bower Avenue		26'	
Westbrook NSW 2125		Type	
		Sonata 8	
		Draft at Keel	
		1.5m	
		Yachts keel	
		fin	
Date to Phone to confirm lift out.	18/11/2016	Start date	19/11/2016
Previous client	YES NO	End date	23/11/2016
If 'YES' what date prior job?		Hull material/construction	Fibreglass/sail drive
		Services required	Hardstand Lift
ETA / Lift Time:		Telephone:	0405 060 708
Marina Berth No.		Facsimile:	
Job Description: Lift & jetwash. Owner to antifoul and perform general maintenance.			
Will you be using a sub-contractor? YES NO (If yes please note item 7 below)			
No power tools or noise related work is permitted after 1pm Sat or on Sun or Public Holidays.			

Dear Mr Smith

Please check that the information above is correct. Note the confirmation date, please contact us on the day nominated. We thank you for your booking and look forward to being of service to you. We would like to bring your attention to some points which will assist in the protection of the environment. Other points relate to conditions of our consent to operate the hardstand.

1. Trading hours: 8 am to 5 pm Monday to Friday, 9 am to 4 pm Saturday and Sundays and Public holidays. Working hours: as above. **NO ALCOHOL IS PERMITTED ON THE HARDSTAND AREA DURING WORKING HOURS.**
2. The use of any power tools or noise related work is NOT PERMITTED AFTER 1PM SATURDAY OR ON SUNDAYS OR PUBLIC HOLIDAYS.
3. Clients using the hardstand are to be aware of the maximum noise limit of 49.5dB (A) L_{Aeq} 15 minutes.
4. **Do not put waste liquid, i.e. chemicals, paint, turps, dirty water etc. down drains.** We are trying to protect our beautiful river.
5. Please refrain from dry sanding anti fouling and topcoat finishes. These should be wet sanded for your protection and others.
6. There is no on-site disposal facility for waste oil and petroleum products. Please take them with you. Dispose of them, in a responsible and correct manner.
7. Do not remove any props under your vessel. See the Marina yard staff. The decanting of inflammable and dangerous goods within the marina is prohibited.
8. If you are considering using a contractor on your job, you must contact the Marina management first. Proof of insurance and Marine Blue Card will be required.
9. Please remove all surplus gear and rubbish from around your vessel on completion of work. This will allow us safe access when relaunching your vessel.
10. We do not allow the respraying of vessels in the open yard.
11. Do not discharge bilge water onto the hardstand area. All liquid waste must be disposed of to a licensed contractor.
12. If you have children with you while working on your vessel, please supervise them closely as it is a potentially dangerous area with a moderate volume of traffic.
13. The owners(s) and invited guests must abide by WH&S legislation while working on the vessel on the hardstand and within the confines of the marina.
14. Please view our Environmental Policy on our website. A copy is also available from the office. This policy is strictly enforced.

We do not lend or hire planks or scaffolding. This gear is for the use of our employees only. Note: We do not lend tools, so please don't embarrass staff by asking.

Persons using Fenwicks Marina, and or Hardstand area, do so at their own risk, as to person or property. For further information or enquires please contact our office. Our address is 31 Brooklyn Road Brooklyn, just one kilometre on the left, after the turn-off at the Pacific Highway and Brooklyn Road.

I acknowledge reading and understanding the above.

Signature:.....Date:.....

Please return signed copy via fax, post or hand to Fenwicks Marina. ABN 30 000 722 387.

Appendix 5

REGULATIONS FOR MARINA USAGE

1. SAFETY AND SAFETY RESTRICTIONS

- a) Refuelling of any boat or engine within the marina shall not be permitted other than at the fuel pontoon and from the marina pumps.
- b) All refuelling of vessels will be undertaken by marina staff. No refuelling will be permitted to be carried out by owners or crew.
- c) Marina users shall not store fuel, oil, goods of any inflammable nature or similar dangerous goods on any part of the marina structure nor shall they bring or carry through the marina any such products.
- d) When securing vessels at berth, no part of the vessel will be permitted to overhang the marina walkways.
- e) Swimming, diving and underwater activities within the marina are not permitted.
- f) Among other things children must not run, ride in the trolleys or play on the fingers on the western side of the marina.

2. HAZARDS AND FIRE CONTROL

- a) Fire hose reels on the marina are not to be used for any purpose other than the fighting of fires.
- b) Please do not risk injury to yourself or others by leaving objects on the marina walkway. This includes flotsam and jetsam which may have been cleared from your berth.
- c) Do not leave battery charges running on your vessel while it is unattended, and if your vessel is to be left on the marina for an extended period, ensure that all electrical appliances are switched off.

3 MARINA EQUIPMENT

- a) All defects in, all malfunctions of, marina equipment must to be reported immediately to marina management.
- b) As virtually all the tools and equipment belong to our employees or contractors we request that you not cause embarrassment by asking to borrow same.

4. VESSEL REPAIRS

- a) Excepting for boat owners and crew, no outside labour may be employed on the marina without the consent of management, who must be consulted prior to work commencing.
- b) Where quotes or estimates are in excess of \$1,500 we reserve the right to collect a deposit before work commences. The final account is due for payment within seven days of presentation. Our contract of supply of goods and services should be signed before work commences.
- c) As we are an EPA Licensed Marina only minor maintenance or non-waste generating maintenance can be carried out whilst berthed in the pen.

5 GARBAGE AND WASTE DISPOSAL

- a) Garbage facilities are provided near the amenities building and all garbage shall be disposed of in the containers provided.
- b) Recycle glass, pep plastic bottles, aluminium cans and paper by separating the various recyclables into the plastic bins behind our main garbage hopper. The blue wheely bin is for newspapers only.
- c) The cleaning of fish within the marina and the marina fingers and walkways is not permitted.

6. NOISE AND GENERAL AMENITY

- a) No persons shall be permitted to consume alcoholic beverages within the marina except on private vessels.
- b) Repairs and maintenance shall not be carried out on the marina walkway.
- c) When loading or unloading gear your car must be parked within the lines provided (stem in gives better access to your boot). Ensure that all vehicles are removed to the car-park as soon as possible and that trolleys are promptly returned.

7. SHORE POWER

- d) Earth leakage circuit breakers (ELCB) have been fitted to the service units on the marina. They are designed to trip if faulty electrical equipment is used on board a vessel connected to shore power. We ask that prior to finally leaving your vessel you check this device to ensure it is in the "ON" position.
- e) All shore power leads must have a 15 amp plug and current safety tag fitted. Leads must be tested and tagged annually.

8. WATER QUALITY

The bottom scraping of vessels within the marina is not permitted.

9. SIGNPOSTING

- a) The notices prohibiting the following should strictly be observed;

NO SMOKING

NO SWIMMING

NO FISHING

NO DOGS ALLOWED ON THE MARINA

- b) Owners may take dogs aboard their boat providing they are taken on a leash directly to and from the car.

Other signs that appear throughout the property should be observed.

10. ENVIRONMENT

- a) Fenwicks is committed to protecting our environment. Our Environmental Plan of Management is posted on our website and we ask you to read it in order to assist us to protect our environment.
- b) Owners must clean up after their pets. Marina staff will provide bags for this purpose.
- c) Plastic bags are a hazard to the environment and waterways. We urge you limit the use of plastic bags to collection of pet waste.
- d) Fenwicks has a facility for the disposal of oil waste, oil filters and batteries. Please contact the office if you need to dispose of the above items.
- e) Anti-pollution laws apply within the marina and marina users shall not pollute nor permit the pollution of the marina or discharge into the marina or its waterways any poisonous, noxious, dangerous or offensive substances.
- f) The use of vessel toilets, sinks and showers, which discharge through the hull are strictly prohibited within the marina. The marina is equipped with toilets and showers and these are located in the marina complex.
- g) There is a free pump out facility at Kangaroo Point.

Appendix 6

FENWICK'S MARINA – EXAMPLE WEEKEND ROSTER JOB LIST

DATE: 12th & 13th April 2016

NAME: Andrew

JOBS:
completed

Tick when

Open up, (ie., office, containers, shops, ice, gas, fuel. Check toilets and restock paper.) Take phone off divert. Raise flags (Australian flag must be on north-west flagpole). Lower flags at the end of the day. Tidy tables and chairs on deck, if necessary wipe down.	
Place float in the till Sat morning. Remove float and takings Sun arvo.	
Check marina twice daily (ie.,ELCB's, ropes, water lines and security of vessels covers.)	
Tidy fuel hoses. Inspect bund under fuel bowsers. Replace hydrocarbon sock as required.	
Grease steering on travel lift and generally check over machine, eg tyres, winches. Put plastic on travel lift slings.	
Clean buffing pads and wash polish cloths.	
Clean out drains along wash down bay and hard stand.	
Clean wash down bay area.	
Clean out paint tins, soak stirrers, rollers and paint brushes and rotate in 20L bucket of thinners under Greg Fry's bench.	
Clean paint bench and tidy shelves and stock.	
Pick up rubbish in car park.	
Check luggage trolleys, including tyre inflation and cleanliness of trays.	
Restack blocks along fence line and place ply packing at water and power stations & tidy area	
Wash travel lift.	
Sweep out between containers and tidy.	
Sweep out both containers.	
Tidy up recycling bins and compact main garbage hopper. Wash bin exterior.	
Pick up rubbish on handstand. Empty bins along boundary fence.	

Sweep along driveway and handstand.	
Sweep along verandah and stairs.	
Clean all signage around Hardstand and Marina.	
Remove cobwebs from around main building.	
Sunday afternoon: Bring fence line bins down for Monday emptying.	
At close put phone on divert.	

COMMENTS:

Available berths – Inner & outer moorings E01 E16
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Day	ULP Dips at end of day	ULP closing Tote reading	PULP Dips at end of day	PULP closing tote reading	DIESEL Dips at end of day	DIESEL closing tote reading
Sat						
Sun						

Spot	Name	Launch Mon ? Y/N	Comments	Worked Sat ? Y/ N	Worked Sun ? Y/N
2	Paul Savage – 5m Runabout	Y			
5	Greg Rowe – 15m Cruiser	N			

1. 41' Riviera – to be dropped off for Water Watts to E16 Sunday afternoon / evening. May call on approach?
2. Wayne Cooper departing around 6am Saturday morning from E16, which should then be free. Accounts paid.
3. If new client Steve Coffey arrives over weekend direct him to W07. He will need assistance berthing.
4. Keep an eye on the DIYers

Glossary

ANZECC – The Australian and New Zealand Environment and Conservation Council (Guidelines for Fresh and Marine Water Quality)

ERS – Environmental Recovery Services

POEO - Protection of the Environment Operations Act 1997 (licence No.10894)

EIS - Environmental Impact Statement

EPA - Environmental Protection Agency

DLAWC - Department of Land and Water Conservation

PlanningNSW – Planning New South Wales

WWMA – Waste Water Management Assessment by GBA, June 2002.

HWWMA - Hardstand Waste Water Management Assessment, by Gary Blumberg and Associates Pty Limited, May 2002

PRP1 – Condition of licence under the Pollution Reduction Program

PRP2 – Condition of licence under Pollution Reduction Program

BIA – Boating Industry of Australia

GBA – Gary Blumberg and Associates Pty Limited

L_{Aeq} – The equivalent continuous noise level for the measurement period, weighted for duration and intensity.

R.P.Z.D. – Reduce pressure zone device.