



FENWICKS MARINA

ENVIRONMENT PLAN of MANAGEMENT

Incorporating
Pollution Incident Response Management Plan
and Underground Petroleum Storage Systems

Report by Andrew Fenwick

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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 No. 395145 from New South Wales Department of Industry; Crown Lands and Water, is currently 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 #395145 from the NSW Department of Industry, Crown Lands and Water.)

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 20 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 50 ton Crib Point travel lift, accommodating vessels to 20 metres in length
- There is a 13 spot hardstand and wash-down bay covering 1500 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 Shipwrights and fabricators – E B Marine Michael Elmes)
- Electrical, electronic services (tenant Bird Electrical)
- Boat Covers & Trimming Services (tenant Offshore Marine Trimming – Peter Harlum)
- Contractors who provide services such as metal fabrication, 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
- Captain Lounge – an area for clients and tenants to use to get out of the weather, use for meetings or while waiting for their ride.

2.8 Car parking

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

2.9 Security Services

- Live camera services by ICU Security Cameras Pty Ltd on both the hardstand and marina

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

- Signage
- A regular newsletter
- Business Website

2.10 Hot Works Container 2019

- A dedicated container for carrying out special fabrication tasks and assist in ensuring safety of fire, noise and sparks.

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 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 (See 13)

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.

² See VIPAC report dated November 2009.

- 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 ("ICARE" Insurance and Care NSW policy No. 106640101)
- 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 2017
 - 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 September 2014 Interim Guidance was adopted into the legislation in 2017 and forms part of the UPSS, to which our Company adheres.

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 as does the Hot Works Container. 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 implemented 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).
- 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 generic 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 bowsers 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 1.00pm
 - 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

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.

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.

6.2 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 and his 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 Timothy Fenwick is also a director and has responsibility for Operations Management. 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.

⁴ Kanna Holdings Pty Ltd

⁵ Hawkesbury River Holdings Pty Ltd

- 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 directors of Fenwicks Marina are responsible for:
- Working on strategic planning and continuing development
 - Responsible for financial planning and budgeting
 - Managing the computerised booking slips and client confirmation sheets
3. The Operations Manager (Timothy Fenwick) is responsible for:
- Liaising with customers and marina clients
 - 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
 - Liaising with property maintenance personnel to ensure that the yearly maintenance schedule is completed as planned and updated accordingly
 - Assist in the evaluation of systems and processes
 - Assist the company to meet objectives for waste minimisation
 - Liaising with Shipyard Manager to ensure efficient hardstand operations
 - Assist the Managing Director to develop and improve maintenance processes and procedures
 - Provide training staff for emergency response procedures
 - Oversee maintenance and repairs of all equipment
 - Monitoring and maintaining the waste water treatment process.
4. 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 Operations Manager
 - Ordering and inventory control

- Ensuring all forms are updated and printed and available for daily use
- Assist in training and induction of employees
- Assist in the assessment and performance appraisal of employees

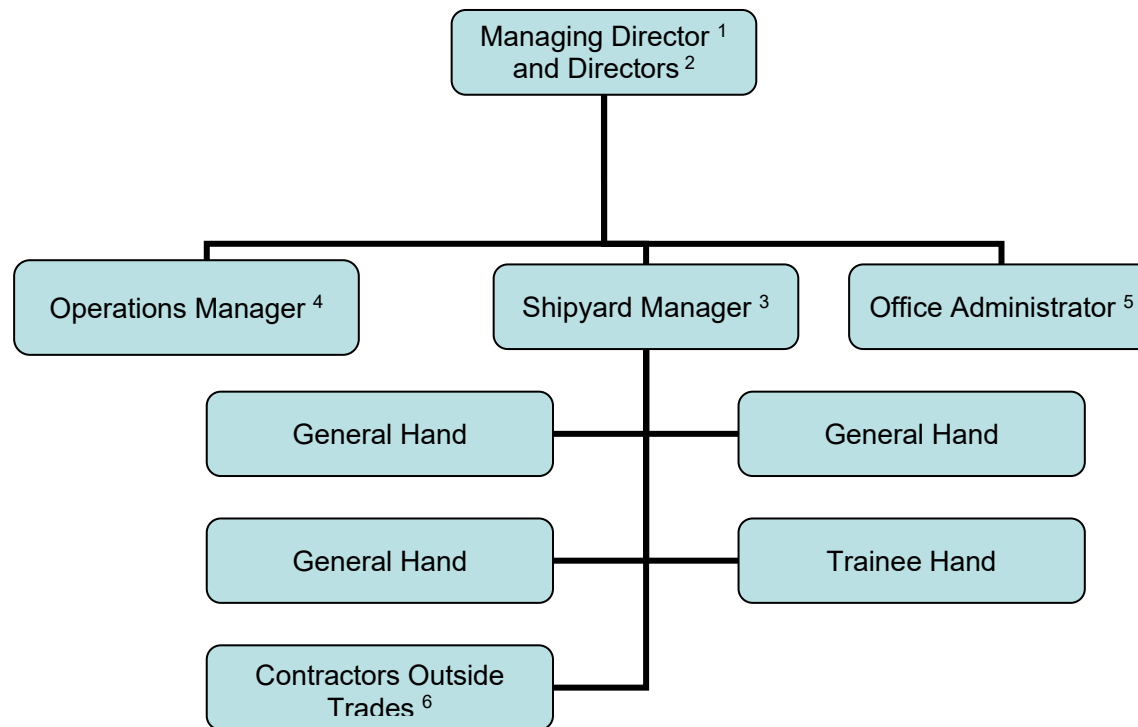
5. Office Administrator is responsible for:

- Maintaining control of debtors and creditors
- Producing monthly accounts and monitor the timely collection of all outstanding amounts
- Liaising with Operations Manager and Shipyard 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. UNDERGROUND PETROLEUM STORAGE SYSTEMS (UPSS)

INSERT USS PDF here

14. Pollution Incident Response Management Plan

Overview

Protection of the Environment Legislation Amendment Act 2011 (POELA Act) introduced several changes to improve the way pollution incidents are reported, managed and communicated to the general community. The Act included a new requirement under Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act) to prepare, keep, test and implement a pollution incident response management plan.

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. It was a requirement for all holders of Environment Protection License to have a PIRMP in place by 1 September 2012.

Changes to legislation relating to the 'duty to notify' were enacted on 6 February 2012 in accordance with s.148 of the Act such that 'if there is a risk of **material harm** to the environment, pollution incidents are to be notified immediately to the EPA, NSW Health, Fire & Rescue NSW, WorkCover NSW and the local council.' The provisions came into effect on 29 February 2012.

14.1 Objectives of this PIRMP

This PIRMP section has been prepared in accordance with the requirements of Part 5.7A of the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012.

The objectives of this plan are to:

- Ensure timely and comprehensive communication about a pollution event to the Appropriate Regulatory Authority and other agencies, and to other people who may be affected by the event
- Minimise and control the risk of a pollution incident by identifying risks and developing suitable control measures
- Ensure the plan is properly implemented by trained staff, identify persons responsible for implementing it, and ensuring the plan is regularly tested for accuracy, currency and suitability

14.2 Information included in this PIRMP

Section 2 of this PIRMP (Plan Components) includes the information specified by s153C of the Protection of the Environment Legislation Amendment Act 2011 and the additional details prescribed by the Protection of the Environment Operations (General) Regulation 2009.

14.3 Definitions

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 a set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident involving only the emission of any noise.

Material Harm means:

- i. it involves actual or potential harm to the health or safety of people 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
- iii. 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.

Relevant authority means any of the following:

- a) the appropriate regulatory authority,
- b) if the EPA is not the appropriate regulatory authority—the EPA,
- c) if the EPA is the appropriate regulatory authority—the local authority for the area in which the pollution incident occurs,
- d) the Ministry of Health,
- e) the WorkCover Authority,
- f) Fire and Rescue NSW

14.4 Legislation and Guidance Material

This plan has been prepared with reference to the following legislation and guidance material:

- Protection of the Environment Operations **Act** 1997 Number 156

- Contaminated Land Management **Act** 1997 Number 140
- Contaminated Land Management **Regulation** 2013
- Protection of the Environment Operations (General) **Regulation** 2009
- Protection of the Environment Operations (UPSS) **Regulation** 2008
- Protection of the Environment Legislation Amendment Bill 2011
- Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012
- Environment Protection Licenses (various – site specific)
- Environmental Guidelines: Preparation of Pollution Incident Response Management Plans (PIRMPs) NSW Environment Protection Agency
- Guidelines for Implementing the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008

14.5 Duty to report a Pollution Incident -- Requirements of an EPA License:

R2 Notification of environmental harm

R2.1 Notifications must be made by telephoning the Environment Line service on 131 555.

R2.2 The licensee must provide written details of the notification to the EPA within seven days of the date on which the incident occurred.

Note: The licensee or its employees must notify all relevant authorities of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act.

14.6 Failure to report a Pollution Incident

Maximum Penalties under the Act:

- a) in the case of a corporation—\$2,000,000 and, in the case of a continuing offence, a further penalty of \$240,000 for each day the offence continues, or
- b) in the case of an individual—\$500,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues

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

15. Review Plan

Review the Planning document annually and complete the self-assessment checklist to assist in evaluating our environmental performance. (See Table 1 listing safety tests and procedures carried out regularly.)

Plan Components

15.1 Relevant Activity

There are many types of potential hazards to human health or the environment associated with the activity of operating a marina. The primary hazards associated with the site are:

Chemical product spill - hazard to the environment and health.

- Hydrocarbon spill into waterway (Diesel or Petrol) – hazard to environment
- Fire risk of Diesel, Fire and explosion risk of Petrol – hazard to health

A collection of most likely events that could lead to a ‘Pollution Incident’ are list below in Table B---1.

15.2. Likelihood of any such hazards occurring

The following Table B-1 details conditions or events that could, or would increase the likelihood of a pollution event occurring.

Table B---1 – Pollution Incident hazards and likelihood of occurrenceⁱ

| POLLUTION INCIDENTS | PRIMARY CONTROLS | LIKELIHOOD |
|--|---|------------|
| Fire damage and subsequent loss of product from fuels infrastructure | Firefighting equipment, Emergency Procedures and staff training | Low |
| Seismic activity resulting in pipeline fracture | All pipe work contained within a close distance of tanks. Tanks and dispensing units all on land. | Low |
| Flooding resulting in product escapement from tanks | Fuel tanks sealed systems – all points of water entry inspected regularly and maintained by specialist contractor | Low |

| | | |
|--|---|-----|
| Severe weather event resulting in damage to Marina infrastructure and subsequent fracture of pipeline components | Isolation switch on controls to minimize any spills. | Low |
| Acts of vandalism or target for terrorist/environmental activity | CCTV at Marina. Daily monitoring of tanks and equipment | Low |
| Corrosion damage to pipeline or fuel tank leakage | Routine infrastructure inspections and regular maintenance conducted by staff and specialist contractors. Medium and long-term planning for upgrading and replacement of components. Cathodic protection fitted | Low |
| Mechanical failure of pipeline, storage and dispensing components/infrastructure | Routine infrastructure inspections and regular maintenance conducted by staff and specialist contractors. Medium and long-term planning for upgrading and replacement of components. | Low |
| Internal leaks at dispensing equipment | Dispensing equipment has bunding below, which is inspected daily | Low |
| Fuel spillage during dispensing of fuel | Staff always on hand during dispensing of fuel. Spill kit at fuel dock - the only area fueling is allowed. | Low |
| Fuel spillage from vessel fuel system and bilge pump system | Staff and tenants trained in monitoring our surrounds. Marina dock walks performed morning and afternoon. | Low |

| | | |
|--|---|-----|
| Spill of fuel or chemical from vessel on hardstand | Area is sealed, drained and banded. Can be isolated for appropriate clean up | Low |
| Chemical leak from onsite land storage | All paints and chemicals are stored in banded hazardous goods locker | Low |

15.3. Details of pre-emptive actionⁱⁱ

The marina ensures that every effort is taken to minimise or prevent any risk of harm to human health or the environment arising out of any relevant pollution incident.

Fenwicks Marina regularly engages specialist contractors and advisors for the following services:

- Inspection and routine maintenance of fuel systems
- Environmental operations manuals and procedures
- Staff training in Emergency Incident response
- Risk assessments and infrastructure assessments
- Compliance auditing

The purpose of engaging specialist contractors is partly preventative, and partly planning to respond to unplanned events.

In the event of a fuel spill, leak, or other harmful incident, the Operations Manager and employees of Fenwicks Marina will follow the company's EMERGENCY RESPONSE PROCEDURES and POLLUTION INCIDENT DECISION flowcharts, both of which have been designed to assist in responding to incidents of this nature.

15.4. Inventory of potential pollutants

This segment details the type of potential pollutants stored on the site and where they can be found within the marina. Details are in the following documents:

- Environmental Protection License number 10894
- Hazardous Chemicals (and Substances) Register
- Dangerous Goods Licence and Manifests
- UPSS Management Plan

15.5. Maximum quantity of pollutants stored

The quantity of potential pollutants stored or held at particular locations is set out in the following documents:

- UPSS Management Plan
- Dangerous Goods Manifest

15.6. Description of Safety Equipment

This part is a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.

- Spill response kits located at Fuel Dock (contents include absorbent pads and 30metre boom & fire extinguisher)
- Fire fighting equipment including fire reels
- Isolation switches for fuel system at building and fuel dock
- Personal Protective Equipment
- 50 ltr High Pressure Foam firefighting unit

15.7. Contact details for activation, notification and response

Table G – 1 contains the names, positions and 24-hour contact details of those key individuals who: (i) are responsible for activating the plan, (ii) are authorised to notify relevant authorities under section 148 of the Act, and (iii) are responsible for managing the response to a pollution incident, (h) the contact details of each relevant authority referred to in section 148 of the Act).

Table G – 1 Notification and response details

| Details | Name of authorised person | Position | Contact 24-hour |
|------------------------------------|---------------------------|---|-----------------|
| Plan activation | | | |
| | Timothy Fenwick | Executive Director Operations Manager | 0402 991 743 |
| Notification to authorities | | | |
| | Andrew Fenwick CMM | Managing Director | 0427 923 457 |
| Pollution response | | | |

**Relevant authorities
contact details**

**EPA (or the
Appropriate
Regulatory Authority
(ARA)** Environmental line Take note of EPA
reference number 131 555

**NSW Health Local
Public Health Line
(see www for local
unit)** 1300 066 055

Work Cover Option 2 EPA reference
number required 13 10 50

Local authority Hornsby Shire Council 9847 6666

Fire and Rescue 000

| Details | Name of authorised person | Position | Contact 24-hour |
|---|---------------------------------------|-----------------|---|
| Adjoining businesses /tenants/others at risk | Callaghans Marine Engineering | | 0425 307 320 Steve |
| | Elmes Brothers Shipwright Services | | 0422 733 731 Michael 0432 648 534 Ben |
| | Bird Electrical | | 0426 267 300 Peter |
| | Offshore Marine Trimming | | 0404 057 947 Peter |

15.8 Contact details of relevant authorities

Refer to Table 15.8 – 1 for the contact details of each relevant authority referred to in section 148 of the Act. The NSW Environment Protection Authority (EPA) was established in February 2012 as a statutory authority with an independent governing Board. This website found at <http://www.epa.nsw.gov.au/> contains information about environmental regulation and protection managed by the EPA.

15.9 Warnings and Updates

This section of the PIRMP contains details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of Fenwicks Marina, in particular notices about testing using simulated incidents. This ensures that the scheduled test activity does not unduly concern the community.

Communicating with owners and occupiers of local premises / the communityⁱⁱⁱ

The Operations Manager, or nominated representative of **Fenwicks Marina**, upon becoming aware of a notifiable pollution incident or event shall assess the severity of the incident with regards to impact on:

- Owners, tenants and occupiers of local premises
- The community

The following should be considered:

- Does the pollution incident have the potential to affect a business, household or operation?
- How will it affect them (short and long term)?
- What actions need to be taken by the properties to protect them from harm?

Subject to approval by the Operations Manager (or other delegated person), contact will be made with affected properties/premises through SMS where neighbour telephone numbers are available or a door knock and/or letter drop to provide the following information relevant to the pollution incident:

- What has happened
- The environmental and, or safety implications for them
- Actions taken or being taken to minimise harm or risk
- What to expect
- Contact details for further queries or concerns

In addition, and where deemed necessary, information may be published on the **Fenwicks Marina** website, Facebook page, or communicated via other social media channels. This is subject to approval.

15.10 Arrangements for minimising the risk of harm^{iv}

These arrangements are necessary to ensure any persons who are on the premises or who are present when an incident occurs, can be quickly evacuated to a safe area when activation of emergency procedures is in process. Fenwicks Marina has available at short notice, suitable consultants to provide expert medical, toxicology or environmental impact advice should that be required.

If a pollution incident provides an immediate risk of harm to persons within, or beyond the site boundary, the evacuation procedures shall be followed. Evacuation procedures are contained within the Marina Emergency Procedures document, stored on the ground floor beside stairs.

15.11 Detailed maps

Should a pollution incident occur in the area surrounding Fenwicks Marina, detailed site maps and diagrams, showing the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any storm water drains on the premises, are provided within the following sections:

- Environment Management Plan
- Site location plan
- Site Plan (Marina and Buildings)
- UPSS Management Plan
- Dangerous Goods Licence

Map 1 The wider picture

The Following map 1 shows a yellow rectangle [inset] consisting of FENWICKS MARINA and gives its position in relation to the Hawkesbury River Road Bridge M1 (top left), Long Island (centre) and Sandbrook Inlet (leading away to the right of Fenwicks) which is blocked by the Hawkesbury River Rail causeway. See the next map 2 for detail.

Map 1



Map 2 Fenwicks Marina and surrounding waterways, mangroves and the hardstand work area

Red lines are boundaries of possible LARGE pollution incident.
Yellow lines represent the closest mangrove communities.
Black rectangle represents the bundled hardstand area

Blue hatching represents the whole of the area that may be impacted by a large pollution incident.



15.12 Detailed description of how any identified risk of harm to human health will be reduced

Pollution incidents have the potential to escalate quickly, and a rapid response will help to reduce the risk, or effects of such harm. Employees of Fenwicks Marina, will do everything possible, including adequate resourcing to limit the effects of any leak or spill.

The following considerations have been made:

Raising the alarm – the marina Emergency Procedures provide the method and means of raising the alarm and responding to an incident

Limiting the extent of pollution – isolation switches are provided at the building and fuel dock and shall be operated immediately upon notification of a leak or spill to river.

Containing pollution – the spill kit contents shall be deployed to contain any spill in accordance with training provided

Disposal of contaminated waste – any contaminated spill equipment shall be disposed of as contaminated/hazardous waste, depending on the product or fuel contained. A specialist waste contractor with experience and facilities to dispose of such waste will be engaged when necessary

15.13 The nature and objectives of any staff training program

Section 153D [clause 98C(1)(m)] of the Act specifies the requirements for adequately training staff on all procedures necessary for them to safely and efficiently tackle pollution incidents. This includes both informal and formal staff training and at times simulated exercises that may be held in conjunction with local emergency services.

All employees of Fenwicks Marina are provided with training on response to a pollution incident, this being part of the integrated Environment, Health & Safety Management System (EHSMS).

Specific details of training provided to workers and Marina Managers can be found within the following pages of the system:

- Training and Induction
- New Employee Induction Checklist

15.14 Dates on which this plan is to be tested

This Pollution Incident Response Management Plan is to be tested at least 12 monthly and records of such testing shall be noted in yearly audit reports and recorded with staff HWS and training records.

The testing is carried out in such a manner as to ensure that the information included in this plan is accurate and up to date, and that the plan is capable of being implemented in a workable and effective manner. Fenwicks Marina uses testing days as ways to enhance the quality of services provided to customers as well as an opportunity to reinforce health and safety procedures for staff who can then effectively and efficiently deal with any pollution incident should such a one occur.

The two usual methods of testing are undertaking desktop simulations and practical exercises or drills. Testing covers all components of the plan, including the effectiveness of training.

15.15 Updates and revisions to the PIRMP

This Pollution Incident Response Management Plan shall be revised:

- At least every 12 months or,
- When there are legislative changes that require updates to PIRMPs or,
- Where a significant pollution incident has occurred that has resulted in material harm or,
- Where a pollution incident has occurred and an internal report has specified the revision of this PIRMP

15.16 The manner in which the plan is to be tested and maintained^v

Under Section 153E testing is carried out to ensure the information within this plan is accurate and up to date, and capable of being implemented in a workable and effective manner.

15.17 Public Information

On the Fenwicks Marina Facebook page and Website is a link to the EPA Website: <http://www.epa.nsw.gov.au> that includes procedures required to be followed if a pollution incident does occur, the names of relevant authorities with contact details.

A copy of the public EMP: incorporating the PIRMP and UPSS is provided, on

request to the Operations Manager. This 'public' version of the EMP contains procedures for contacting the relevant authorities, and procedures for communicating with the community. A current copy can be viewed on Fenwicks Marina website under Marina/Environmental.

16 – REPORTING

All pollution events and spills, excluding small spills, are to be reported through the Marina office.

An Underground Petroleum Storage System (UPSS) Leak Report is to be completed when there is, or has been, a fuel leak within the system.

These strengthened provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident in a faster time.

Pollution incidents that cause or threaten material harm to the environment must be notified to each of the following authorities:

- the appropriate regulatory authority (ARA)
- the Environment Protection Authority (EPA) if they are not the ARA
- the Ministry of Health
- the WorkCover Authority
- the local authority, e.g. the local council, if this is not the ARA
- Fire and Rescue NSW.

The [notification protocol](#) provides guidance and contact numbers to assist in notifying these pollution incidents.

Water pollution can threaten both human health and the health of our waterways. Our water resources are of major environmental, social and economic value to New South Wales and when water is polluted the value of the resource can be reduced.

There is a broad allocation of responsibilities under the POEO Act between the EPA, local councils and other public authorities. The EPA is the appropriate regulatory authority for:

- activities listed in Schedule 1 of the POEO Act and the premises where they

are carried out

- activities carried out by a State or public authority
- other activities in relation to which a licence regulating water pollution is issued.

In nearly all other cases, the regulatory authority in this district is the Hornsby Shire Council.

¹ The specific requirements for pollution incident response management plans are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009.

¹ Section 153D clause 98C (1)(a) and (b)

¹ Section 153D clause 98C(1)(c)

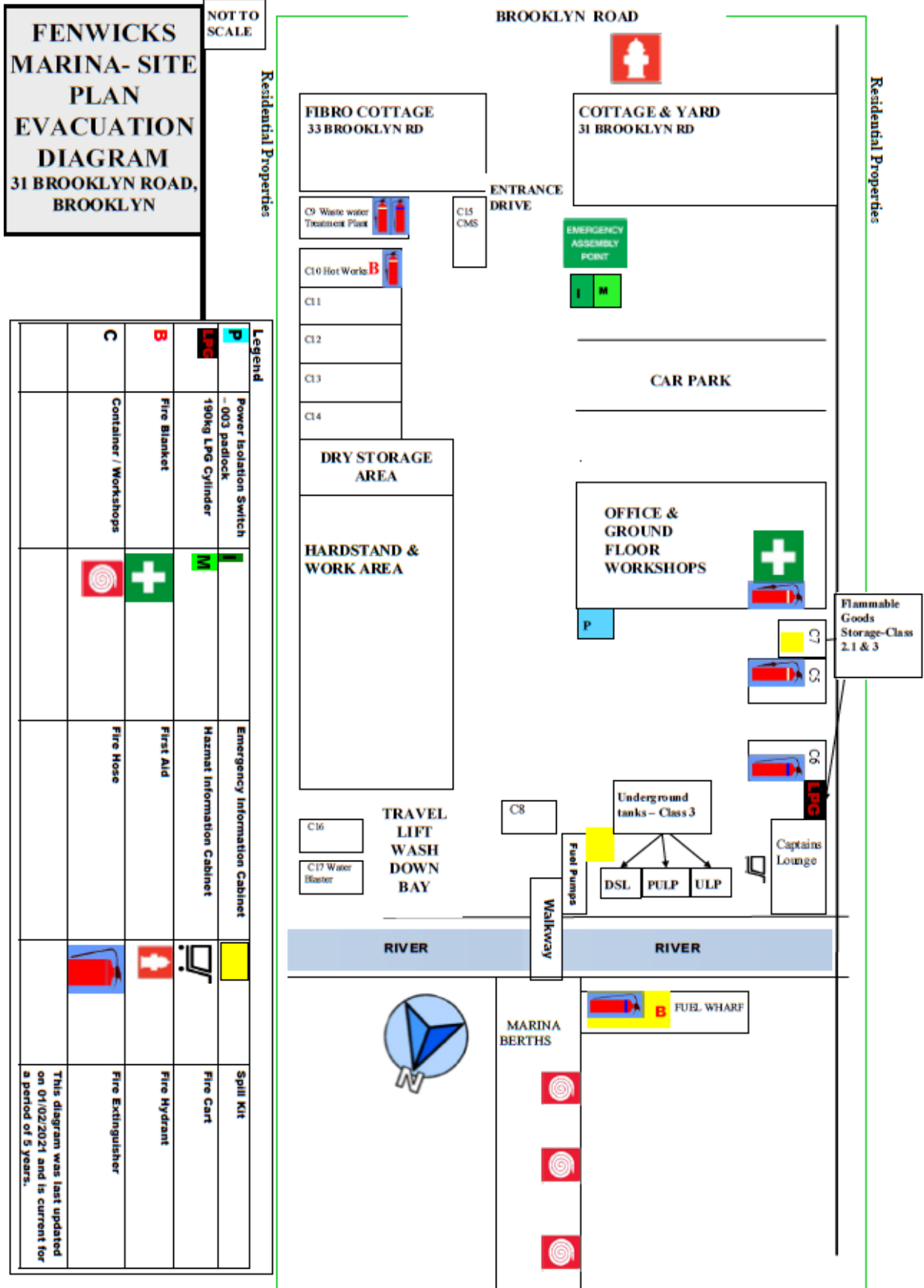
¹ Section 153D clause 98C(1)(i)

¹ Section 153D clause 98C(1)(j)

¹ Testing plans Section 153E [clauses 98C(1)(n),(o) and (p), 98C(2)(f) and (g), 98E(1) and 98E(2)]

Appendices

Appendix 1 – Site Plan



Appendix 2

Appendix Two

Lease

MA 02



W418587

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

MA of 21/1
 \$ No Fee Q

Section 13D Real Property Act, 1990

| Torrens Title Reference | Nature of Lease | Number of Lease | Land District |
|---|----------------------|-----------------|-----------------------------|
| <i>Avail 16 ReX</i> 461/720794 | <i>Special Lease</i> | <i>1985/5</i> | <i>Metropolitan</i> |
| LESSOR THE STATE OF NEW SOUTH WALES | | | |
| LESSEE <i>Kanna Holdings Pty Limited</i> <i>P.O. Box 55, Brooklyn</i> | | | OFFICE USE ONLY OVER |

SS

SS
SS
SS

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, 2760 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, 11, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 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786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.
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

B. R. DAVIES,
 Registrar General.

Registrar for
 South Wales.

29

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 expenses | Rent for use and occupation prior to commencement of term of lease (if applicable) | Subsidiary moneys | | | City, shire, etc. |
|--------------------|-----------------------|--|---|---|-------------------------------|-------------|---|--|---|--------------------|-------------------------|-------------------|
| | | | | | | | | | (1) Survey fee (2) Crown improvement (3) Road construction cost | No. of instalments | First instalment due on | |
| SP15 H 559 | 1985-4, Narrandera. | Gregory Richard Parsons, "Bibiana", Makins Springs 3660. | Part of Crown, County Cooper, portion 102 of 12.73 hectares. | Grazing. | 1 Jan. 1986 to 31 Dec. 2005. | \$ 75.00 | \$ | | | | | Cornubon. |
| SP15 H 363 | 1985-4, Hay. | Neville Brian Burns, 64/65 Park, Carrubook 3711. | Part of Shallop, County Boyd, portion 61 of 20.3 hectares. | Grazing. | 1 Jan. 1986 to 31 Dec. 2021. | 210.00 | (1) 3.00 (2) 13.00 | | | | | Cornubon. |
| SP15 H 423 | Special Lease 1985-4. | Kean Holdings Pty Limited, P.O. Box 57, Woorabilla 2151. | Lot 461, D.P. 720794, Parish Corna, County Cumbalong, 1 219 sq metres of Business (Registration and Mortgages). | Waterfront Business (Registration and Mortgages). | 16 June 1986 to 31 Dec. 2011. | | (1) 3.00 (2) 329.84 | | | | | Horsham. |

This is limited to the surface and to a depth of 13.24 metres below the surface.
A \$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:

- (a) 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.
- (b) 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:

- (a) 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.
- (b) 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

Lease Continued

13 JUNE 1986 NEW SOUTH WALES GOVERNMENT GAZETTE No. 94 2759

FIRE EMERGENCY

31 Brooklyn Road Brooklyn 2083

| | |
|---|---------------------|
| Fire, Police, Ambulance Emergency | 000 |
| Rural Fire Service NSW, Brooklyn | 9985 7053 |
| Fire & Rescue NSW, Berowra | 9456 3536 |
| Police NSW, Hornsby | 9476 9799 |
| NSW Ambulance, Mooney Mooney | 9985 9756 |
| Maritime NSW Emergency Contact | 13 12 36 |
| Maritime NSW Local Officer, Dave Lyons | 0427 976 161 |
| Andrew Fenwick | 0427 923 457 |
| Tim Fenwick | 0402 991 743 |

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 relevant emergency services, or direct a responsible person to do so.**
- **Ensure that all persons are off the vessel and the adjacent vessels. In cases of emergency, instruct all people on site to immediately go to the designated meeting point, most southern carpark bay.**
- **Isolate power to the floating marina or affected area of the site. The site power isolation switch is on the north east corner of the building (brown two door box). The electrical circuit board is situated in the Shipwright's shop, behind the brown box. Key to the lock on the site main switch is in the emergency procedures folder outside the lower office/store.**
- **Attempt to extinguish the fire if appropriate, using a fire hose or the relevant extinguisher/fire cart.**
- **Ensure that emergency services have access to the fire area.**
- **Identify, if possible, additional hazards onboard, eg LP gas.**
- **Assist emergency services in moving boats at risk, if safe to do so.**

Advise marina management of the situation as soon as practical. 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

| FENWICKS MARINA | | HARD STAND CONDITIONS OF USE | | 02 9985 7633 |
|---|-----------------------------------|------------------------------|-----------------------|----------------|
| All Boat Transport | | Vessel Name | | |
| All Boat Transport | | Length | | 12.5 |
| Factory G50, Office 3 | | Vessel Type | | Riviera Sports |
| Gold Coast City Marina | | Draft at Keel | | 1 |
| 76-84 Waterway Drive | | Yachts keel | | N/A |
| COOMERA, QLD 4209 | | | | |
| Start date | 04/01/2022 | End date | 04/01/2022 | |
| Previous client | YES NO | Hull material/ construction | Fibreglass/Twin Shaft | |
| If 'YES' what date prior job? | | Services required | Transport Lift | |
| Call to confirm scheduled lift time. | 03/02/2022 OFFICE 02 9985 7633 | Telephone: | 0428 248 860 | |
| ETA / Lift Time: | 9am | Email: | info@allboat.com.au | |
| Marina Berth No. | n/a | Contractor | YES NO Name: | |
| Fenwicks Work to complete: Lift and light wash. Load to Transport. Peter is driver. Seller is delivering and will pay | | | | |
| Work Owner/Contractor is to complete: | | | | |

Please see Condition 5 Below

Dear Scott

Thank you for booking with Fenwicks Marina, we look forward to being of service to you. Please check that your details above are correct. Note the 'Call to confirm scheduled lift time', please contact us on that day to confirm the time your vessel will be lifted. Please review the following conditions of use of our hardstand:

1. ALCOHOL IS NOT PERMITTED ONSITE. STAYING ON YOUR VESSEL OVERNIGHT IS NOT PERMITTED.
2. Hardstand hours strictly: 8 am to 5 pm Monday to Friday, 9 am to 4 pm Saturday, Sundays and Public holidays.
3. Maximum noise limit of 49.5dB (A) L_{Aeq} 15 minutes. **No power tools or noise-related work is permitted after 1pm Saturday or anytime on Sundays or Public Holidays.**
4. Any contractors working on your job are to be discussed with Marina management first. Contractors must provide proof of insurance and a Marine Card will be required.
5. Maximum of three (3) persons working on a vessel at any one-time ie: Owner plus two assistants.
6. Bilge Pumps must be turned off prior to lifting vessel. Do not discharge bilge water onto the hardstand area. All liquid waste must be disposed of to a licensed contractor.
7. Do not remove props from under your vessel. See the Marina yard staff.
8. On-site disposal of waste oil and petroleum products is available. Please see a staff member. Charges apply.
9. Decanting of flammable and dangerous goods is prohibited within the marina.
10. Do not put waste liquid ie chemicals, paint, turps, dirty water etc down drains, environmental guidelines apply.
11. Our Environmental Policy is available on our website. This policy is strictly enforced.
12. Dry sanding anti fouling and topcoat finishes is prohibited. Wet or dustless sanding only.
13. Respraying of vessels in the open yard is prohibited. Only our Staff can do so.
14. Cars are only permitted on hardstand for loading and unloading purposes. Please relocate cars to parking space immediately.
15. Please remove all surplus gear and rubbish from around your vessel daily. Otherwise cleaning fees may apply.

16. The owners and invited guests must abide by WH&S legislation while working on the vessel on the hardstand and within the confines of the marina. Children are not allowed in the Hardstand area. Dogs MUST be on a lead.
17. Please do not touch any of our equipment along the boundary line next to the hardstand area including trestles and blocks. We have rolling scaffolding available for hire if you require. Please contact one of our staff.

Note: We do not lend tools, so please don't embarrass our 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 enquiries 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 that I have read the terms and conditions outlined above and will follow accordingly.

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

Please return signed copy via email to Fenwicks Marina office@fenwicksmarina.com.au. 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

FENWICK'S MARINA - WEEKEND ROSTER JOB LIST

DATE: 5th & 6th Dec 2021

NAME: Sat/Sun Ashley M

JOBS:

Tick when completed

| | |
|---|------|
| 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). Water plants on deck. Lower flags at the end of the day. Tidy tables and chairs on deck, if necessary, wipe down. | |
| Remove float and takings Sun arvo. New float for Monday morning. | |
| 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. | |
| Clean buffing pads and wash polish cloths. | |
| Clean out drains along wash down bay and hard stand. Place growth in old paint cans left at wash bay, then into garbage bins, spread out weight between bins if possible. | |
| Clean wash down bay area. | Done |
| 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 | Done |
| Wash straddle carrier down:(Done on Friday-Craig) Fuel up with diesel (Craig to do Friday). | Done |
| Tidy up block stacks and propping gear not being used. Tidy up spare plywood pieces. Craig Fri | |
| 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. Water large pots in front entertainment deck if dry/hot. | |
| Sweep along veranda and stairs. | |
| Clean all signage around Hardstand and Marina. | |
| Remove cobwebs from around main building. | |
| Sunday afternoon: Put 1.1 mtr bins out for Monday emptying. Compact garbage | |
| At close put phone on divert. | |

Available berths/moorings: Outer mooring (), Inner mooring (), W01 (), E01 () E16(). Limited space in Work Berth,

Record dips at end of day - after lock off of Fuel Bowsers

| Day | ULP Dips | ULP Tote reading | PULP Dips | PULP tote reading | DIESEL Dips | DIESEL tote reading |
|-----|----------|------------------|-----------|-------------------|-------------|---------------------|
| Sat | | | | | | |
| Sun | | | | | | |

| Spot | Name: Mark every day/person on this sheet please with Y or N | Launch Mon Y/N | Comments | Worked | |
|------|--|----------------------|----------|------------|------------|
| | | | | Sat Y/N | Sun Y/N |
| 1 | D Turner 4.5m Stacer | N | | | |
| 3 | J Makay 8m Sea Ray | | | | |
| 5 | B Topolovec 14m Meridian 411 Cruiser | N | | | |
| 7 | M Glendening 10.5m Vickers Houseboat | N | | | |
| 8 | B Kneale 10m Island Gypsy | N | | | |
| 10 | F Wong 11m riv 3600 sports | Y | | | |
| 11 | D Morgan 12m Mustang Cruiser | Y | | | |

Please Note: Remind H/Stand clients around 3.30pm that they must be packed up and off the property 4 to 4.30pm when you leave, NO EXCEPTIONS.

Saturday

Sat/Sun: Open up the lounge & close at the end of the day.

Sunday

CMS in the office Saturday 9am - 12md.:

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.

ⁱ Section 153D clause 98C (1)(a) and (b)

ⁱⁱ Section 153D clause 98C(1)(c)

ⁱⁱⁱ Section 153D clause 98C(1)(i)

^{iv} Section 153D clause 98C(1)(j)

^v Testing plans Section 153E [clauses 98C(1)(n),(o) and (p), 98C(2)(f) and (g), 98E(1) and 98E(2)]

Table Error! Main Document Only. Training Log

| Date of testing | Type of test conducted (Desktop/Drill) | Observation and components of plan tested | Improvements required (including modifications to future training) |
|-----------------|--|---|--|
| 06/03/15 | Desktop | Yes, Environmental Dynamics tested | Nil |
| 12/8/2015 | On-site test drill | Yes, Observers from EPA and plan tested | Nil |
| 18/11/2015 | Desktop | Yes, updated contacts and checked plan | Yes – some minor changes |
| 08/02/2016 | Desktop | Yes, Environmental Dynamics tested | Recommendations made |
| 17/02/2016 | Training session for fire equipment | Yes, observers, fire equipment and plan tested | All equipment OK - Emergency policies reviewed |
| 06/03/16 | Desktop | Yes, Environmental Dynamics tested | Nil |
| 12/07/2016 | Drill – Facility Evacuation | Yes, Observers and staff participants plan tested | Warden report listed future drills to utilize equipment |
| 10/02/2017 | Water quality testing | Yes, Marina Pollution Research – quality test | Recommendations TBA in report |
| 21/06/2017 | Training session for fire equipment | Yes, observers, fire equipment and plan tested | All equipment OK - Emergency policies reviewed |
| 04/04/17 | Desktop | Marina Pollution Research results received | Recommendations noted and actioned |
| 08/02/2016 | Desktop | Yes, Environmental Dynamics tested | Recommendations made |
| 17/02/2016 | Training session for fire equipment | Yes, observers, fire equipment and plan tested | All equipment OK - Emergency policies reviewed |
| 06/03/16 | Desktop | Yes, Environmental Dynamics tested | Nil |
| 12/07/2016 | Drill – Facility Evacuation | Yes, Observers and staff participants plan tested | Warden report listed future drills to utilize equipment |
| 18/09/2016 | Desktop | Yes, updated contacts and checked plan | Yes – some minor changes |

| | | | |
|---|--|---|---|
| 21/06/2017 | Drill – Facility Evacuation | Yes, Observers and staff participants plan tested | Warden report listed future drills to utilize equipment |
| 1/5/08/2017 | Desktop | Yes, updated contacts and checked plan | Yes – some minor changes |
| 21/08/2018 | Safety equipment checked and inspected | Yes, observers and staff participants plan tested | Warden report listed future drills to utilise equipment |
| 01/11/2018 | Desktop | Yes, updated contacts, staff and checked plan | Yes, update to major maintenance plan |
| 15/05/2019 | Fire Drill training | Yes, observers and staff participants tested equipment | All equipment OK - Emergency policies reviewed |
| 18/09/2019 | Desktop Audit | Yes, updated contacts, staff, tenants etc. | All updated for 2019 major plan |
| 03/03/2020 | Desktop COVID-19 Planning | All staff and contractors notified. Emails sent to all boat owners | Notices COVID-19 rules positioned in all offices, tea rooms, toilets. |
| 14/03/2020. COVID-19: All team members have been reminded of Social Distancing and Hand washing as recently introduced by the Australian Govt & NSW Health Dept. Also reminded about social distancing while working in the yard – take a step back or request a person to back away if contact is too close. All offices closed to visitors. Tenants to implement COVID safe procedures. | | | |
| 12/05/2020 | Tight COVID restrictions, staff training. Contact with local RFS | Review and update Fire Response Folder. Site plans to be reviewed/updated. | Continue to be in contact with local RFS for drill and training. |
| 07/07/2020 | Fire drills due. No RSF external training allowed at present. | Review all fire requirements. Check all equipment and ensure good condition. | Plan reviewed. Equipment checked; trolley, extinguishers, hoses. |
| 18/12/2020 | Education and review of the minor fire 17/12 on board a boat on the hardstand. | Fire extinguished in eight minutes. Reflection carried out on the response and its efficiency and effectiveness | CMS to provide their report. Staff review assessed. Actions were quick and effective. |

| | | | |
|------------|---|---|--|
| 22/03/2021 | Drill - Fire Training Information Session | Yes, Staff Participants plan tested. Fire measures and procedures spoke about and equipment check | Nil - Plan reviewed. |
| 27/04/2021 | Desktop – Environmental audit 2020 operating year | Yes, Environmental Dynamics tested | Recommendations made |
| 19/07/2021 | Desktop COVID 19 Planning | All staff, contractors, berthing clients, hardstand clients (at the time) notified. Email sent to those subscribed. | Notices of COVID-19 rules stated in email, website, social media and signage onsite to make clients aware, COVID-19 Plan reviewed. |
| 19/01/2022 | Desktop | Yes, updated contacts and checked plan | Yes – some minor changes of updated documentation |