

Operation Environmental  
Management Plan &  
Pollution Incident Response  
Management Plan

# Sydney Boathouse



Urban Perspectives  
10/6/2020

**SYDNEY BOATHOUSE:  
PHASE 2 OF STAGE 1**

Environmental Management Plan & Pollution  
Incident Response Management Plan

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1	10 Jan 2011	1 <sup>st</sup> Draft	Stuart Wilmot Urban Perspectives		
2	11 Jan 2011	2 <sup>nd</sup> Draft	Ros Read Urban Perspectives	Stuart Wilmot	Michael Fountain
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5	6/10/2017	Pedestrian Plan	Stuart Wilmot Urban Perspectives		
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## Definitions

Conditions of Approval	The Minister's Conditions of Approval for the Project
Construction	Includes all work in respect of the Activity <b>other than</b> survey, acquisitions, fencing, investigative drilling or excavation, building/road dilapidation surveys, minor clearing (except where threatened species, populations or ecological communities would be affected), establishing site compounds (in locations meeting the criteria of the Conditions), or other activities certified by the EMR to have minimal environmental impact (e.g. minor access roads, minor adjustments to services/utilities, etc.).
Minister, the	Minister for Planning.
Operation	Means the Operation of the Activity, but <b>does not</b> include commissioning trials of equipment or temporary use of parts of the Activity during Construction.
Proponent	Sydney Boathouse Holdings Pty Ltd (SBH)
River	Has the meaning given under the <i>Water Management Act 2002</i> .  In summary this is 'any watercourse, whether perennial or intermittent and whether comprising a natural channel or a natural channel artificially improved'.
Secretary, the	the Secretary for the Department of Planning and Environment (previously known as the Director-General of the Department of Planning) or delegate
Sensitive Receiver	Residence, education institution (e.g. school, TAFE college), health care facility (e.g. nursing home, hospital) and religious facility (e.g. church)

## Acronyms

ASS	Acid Sulphate Soils
CMS	Construction Method Statement
OEMP	Construction Environmental Management Plan
DA	Development Application
dB(A)	Decibel, 'A' weighted scale
EPA	Department of Environment Climate Change & Water
DPIE	Department of Planning, Industry and Environment or any names the Department of Planning, Industry and Environment may subsequently be known as
EMP	Environmental Management Plan
EMR	Environmental Management Representative
EPA	Environment Protection Agency
EPL	Environment Protection Licence under the POEO Act 1997
EP&A Act	Environmental Planning and Assessment Act 1979
GPT	Gross Pollutant Trap
LA90	The noise level exceeded for 90% of a monitoring period, also referred to as the background noise level
LAeq (15 mins)	Equivalent sound pressure level over a 15 minute interval
LA1 (1 minute)	Sound pressure level exceeded for 1 per cent of the time measured over a 1 minute interval
LA10 (15 mins)	Sound pressure level exceeded for 10 per cent of the time over a 15 minute period
LEP	Local Environmental Plan

MSDS	Material Safety Data Sheet
OEMP	Operation Environmental Management Plan
PIRMP	Pollution Incident Response Management Plan
POEO Act	Protection of the Environment Operations Act 1997
REP	Regional Environmental Plan
RMS	Roads and Maritime Service NSW
RMS	Roads and Maritime Service
SEPP	State Environmental Planning Policy
SHR	State Heritage Register

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# 1. Introduction

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## 1.1 Background

The principal purpose of Sydney Boathouse is to store boats 6 to 12 metres in length and provide ancillary boating facilities. The centre satisfies demand for boat storage in Sydney Harbour in a way that would not increase permanent moorings on the water. The Minister for Planning's approval, given on the 21st May 2007 and subsequent modifications allows for staged development.

This OEMP only applies to operation of Phase 2 of Stage 1 of the Marine Centre, which includes operation only of

- the floating berths for layover of boats and 24 brokerage boats
- On-grade car park area for approximately 100 vehicles
- the Western Boat Store

### 1.1.1 Location of Marine Centre

The site is located on the northern foreshore of Rozelle Bay and comprises both a land and water based component adjacent to James Craig Road Rozelle. The land based component of the site is known as Lot 29 DP 1151746 and the water based component as Lot 5 DP 120992. The Roads and Maritime Service owns the land and water areas of the site.

The land area is 19,580m<sup>2</sup> and a water area is 11,407m<sup>2</sup>. The land component is currently zoned Waterfront Use under Sydney Regional Environmental Plan 26- City West and the water area is zoned W1 Maritime Waters under Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005. The land is predominantly level and largely devoid of vegetation.

The surrounding areas generally constitute Victoria Road, Grain silos and White Bay Power Station to the north; superyacht marina, Roads and Maritime Service offices and ANZAC Bridge to the east; Rozelle Bay and Glebe to the south and marine contractors and Bicentennial Park to the west.

## 1.2 OEMP Structure

The Minister for Planning granted Project Approval for Sydney Boathouse, under Part 3A (Section 75J) of the *Environmental Planning and Assessment Act 1979* (EP&A) subject to conditions. The Minister's approval requires that the Project be carried out such that it complies with the relevant provisions of:

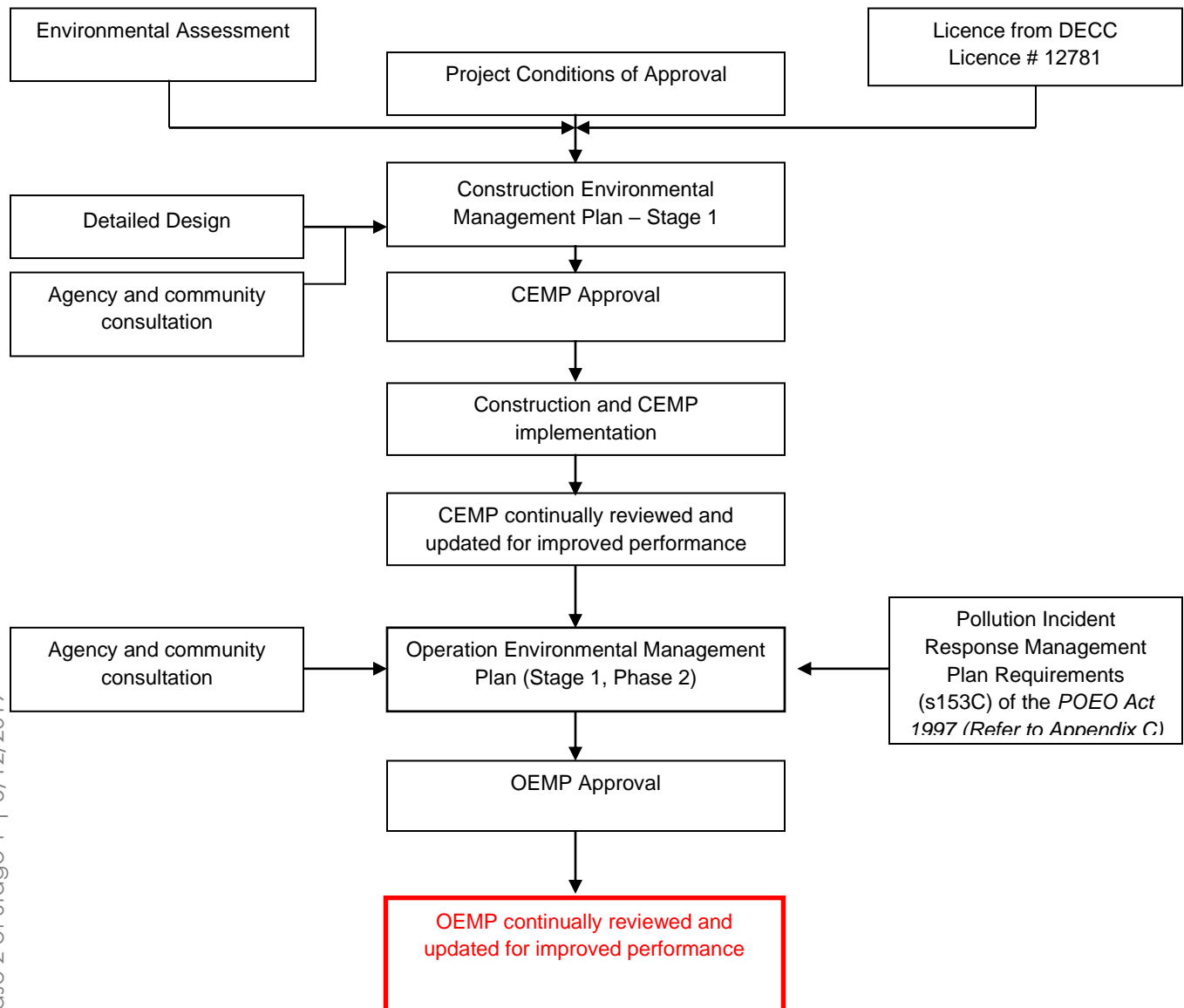
- Project Approval Conditions.
- Major Project Application.
- Environmental Assessment: Rozelle Bay Marine Centre (URS, July 2006) (EA).
- Preferred Project Report and Statement of Commitments: Rozelle Bay Marine Centre (JBA Urban Planning Consultants, January 2007) (PPR).
- Rozelle Bay Marine Centre Environmental Assessment Addendum Business Identification Signage Assessment (JBA Urban Planning Consultants, September, 2006).
- the 'approved plans' listed in the Project Approval and subsequently amended by the conditions of approval (*Project Approval Condition A2*).
- Subsequent modifications made to the approval numbered.

This OEMP has been prepared with reference to the DIPNR document 'Guidelines for Environmental Management Plans' (2004), the requirements of Project Approval Condition C1 and in consultation with the Ports Authority, Environment Protection Authority (EPA) and Roads and Maritime Service.

Specifically this OEMP outlines the environmental management practices and procedures that will be implemented during operation. The structure of the OEMP is:

- Section 1: Description of the project and its timing and the context, objectives and policy of the project and this EMP;
- Section 2: The planning phase outlining regulatory and licensing requirements;
- Section 3: Environmental Management including management structure and roles and responsibilities, reporting and document control, training and emergency contacts and responses;
- Section 4: Implementation including risk assessment and environmental management plans and controls; and,
- Section 5: Monitoring and review of the environmental performance of project, and corrective action.

### 1.3 Context of the OEMP



## **1.4 Environmental Management Plan Objectives**

The objectives of the OEMP are to:

- Ensure that the operation of the marine centre is carried out in accordance with appropriate environmental statutory requirements;
- Ensure that works are carried out in such a way as to minimise potential environmental degradation by the implementation of best environmental practice;
- Ensure that all personnel engaged in the works comply with the terms and conditions of the OEMP;
- Ensure that no change is made to the OEMP without the written permission of the Boat House Manager, or their nominated representative(s);
- Respond to changes in environmental conditions during the proposed works through review and monitoring and control programmes in consultation with the Boat House Manager or their nominated representative(s); and
- Ensure that corrective actions are completed in a timely manner.

## **1.5 Keeping of this Plan**

Sydney Boathouse must keep a copy of this Plan at its marina premises at all times.

## 2. Planning

## 2. Planning

### 2.1 Regulatory, statutory and licensing requirements

This section provides an overview of the key approval, policy and licensing requirements for the environmental management of the operation phase of the Project. Table 1 provides a list of the key legislation and policies applying to the project and an indication of their relevance to the project. Table 2 identifies the specific licences and permits which are required for the project. The Secretary for the Department of Planning, Industry and Environment may also require additional reporting regarding compliance on any Project Approval conditions as the Secretary sees fit (COA C9).

**Table 1: Key legislative and regulatory requirements**

Legislation	Requirement	Relevance/ Section of EMP
<i>Protection of the Environment Operations Act 1997</i> (POEO Act)	<p>The development is defined as a 'licensed facility' under the POEO Act. EPA has powers under Part 3.5 of the Act to attach conditions to the licence that would supplement the provisions given in this OEMP.</p> <p>Under s.120 of the Act it is illegal to pollute or cause or permit of waters.</p> <p>Under sections 124 –126 of the Act businesses must maintain and operate equipment and deal with materials in a proper and efficient manner to prevent air pollution at all times.</p> <p>Under Section 129 of the POEO Act, Marinas licensed by the EPA must not cause or permit the emission of any offensive odour from the premises.</p> <p>Section 116 of the Act makes it an offence to willfully or negligently cause any substance to leak, spill or otherwise escape in manner that harms or likely to harm the environment. Under section 142 of the Act it is an offence to pollute land.</p> <p>The current EPL does not allow Sydney Boathouse to pollute the water, air or land.</p> <p>Sections 139 and 140 prohibit the generation of noise as a result of failure to maintain or operate machinery or deal with materials in</p>	<p>All activities will be undertaken to comply with licence # 12781. Refer to Sections 3.3 and 4</p>

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Legislation	Requirement	Relevance/ Section of EMP
	a proper and efficient manner. The EPL does not prescribe noise limits. However, limits are prescribed in the conditions of approval (Condition B2)  Section 153A <i>Protection and Environment Operations Act 1997</i> requires licensed premises to prepare a Pollution Incident Response Management Plan in relation to its activities.	Refer to Section 3.3.4 and Appendix C
<i>Environmental Planning and Assessment Act 1979 (EP&amp;A Act)</i>	Consent has been granted under Part 3A of the EP&A Act (which has since been repealed) including conditions of consent to manage effects on the environment. These are detailed in subplans described in Section 4 and below in Table 2.	Table 2 and Section 4
<i>NSW Heritage Act 1977</i>	Relates to the conservation of environmental heritage in NSW as listed on the State Heritage Register. Approvals from the Heritage Office are required to remove, demolish, damage or alter a heritage item	Table 2
<i>Sydney Water Act 1994</i>	The written agreement of Sydney Water is required to discharge certain substances into the sewer. Approval is required for works which will affect Sydney Water's sewers, water mains, stormwater drains and easements.	Table 2
<i>Contaminated Land Management Act 1997</i>	Provides a regime for inspecting and remediating contaminated land which represents a significant risk or harm to human health or the environment. If contaminated land is discovered it must be assessed and managed in accordance with the Act	Table 2 and Section 4
<i>Waste Avoidance and Resource Recovery Act 2001</i>	Provides for preparation of waste strategies minimizing waste for disposal and encouraging recycling. Permits may be obtained for offsite disposal of hazardous and contaminated waste.	Section 4
<i>Occupational Health and Safety Regulations 2001</i>	Relates to placarding, notification and manifest requirements for the storage of Dangerous Goods.	Table 2

The following is a list of relevant licences, approvals and permits required and the date obtained.

**Table 2 Table of licences, approvals and permits**

<b>Regulatory Authority</b>	<b>Condition / Licence / permit</b>	<b>Purpose</b>	<b>Approval/ permit/ licence/ holder</b>	<b>Date to obtain</b>
Dept of Planning and Environment	Condition of Consent B26	Heritage Interpretation Strategy	Sydney Boathouse Holdings Pty Ltd	Certification by Mark Eriksson Landscape Designs on 28/10/14
Principal Certifying Authority	Condition of Consent B29	Details demonstrating compliance with AS 2890.1:2004 and AS 2890.2:2004	Sydney Boathouse Holdings Pty Ltd	Certification by Micheal Fountain Architects on 31/10/14
Dept of Planning and Environment	Condition of Consent B33	Signed statement from the designer / manufacturer or from practicing Mechanical Engineer certifying that the boat in/out lifts comply with AS 1418 or equivalent.	Sydney Boathouse Holdings Pty Ltd	Boat Lifts not installed as part of Phase 2 Stage 1 Works
Dept of Planning and Environment	Condition of Consent B38	A final landscape plan must be submitted for the written approval of the Secretary.	Sydney Boathouse Holdings Pty Ltd	Director General Approval received on 15/01/14
Dept of Planning and Environment	Condition of Consent B39	Access Strategy for any relevant component of the Project to be prepared by an Accredited Access Consultant and approved in writing by the Secretary.	Sydney Boathouse Holdings Pty Ltd	Director General Approval received on 15/01/14
Dept of Planning & Principal Certifying Authority	Condition of Consent B40	A registered Surveyor to certify the height of buildings does not exceed RLs identified on the approved plans.	Sydney Boathouse Holdings Pty Ltd	Certification by Surveyor Real Serve on 15/10/14
Dept of Planning and Environment	Condition of Consent C8	Certification of compliance with all applicable conditions as relevant to each stage.	Sydney Boathouse Holdings Pty Ltd	Director General Approval received on 31/01/14
Dept of Planning and Environment	Condition of Consent C11	Noise compliance assessment undertaken within three months of commencement of operations at the premises.	Sydney Boathouse Holdings Pty	Commissioned April 2015

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Regulatory Authority	Condition / Licence / permit	Purpose	Approval/ permit/ licence/ holder	Date to obtain
			Ltd	
Dept of Planning and Environment	Condition of Consent D3	Installation of Buoys or other markers in consultation with Roads and Maritime Service. Installation to be reviewed	Sydney Boathouse Holdings Pty Ltd	July 2011
Dept of Planning and Environment	Condition of Consent D5	Prepare a vessel management traffic plan in consultation with Roads and Maritime Service	Sydney Boathouse Holdings Pty Ltd	Complete
Heritage Branch	Heritage Act 1977	S.140 permit to disturb or excavate material that will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed.	Sydney Boathouse Holdings Pty Ltd	Ongoing
EPA	Environment Protection Licence	POEO Act scheduled activities	Sydney Boathouse Holdings Pty Ltd	28 <sup>th</sup> May 2008
Workcover	Occupational Health and Safety Regulations 2001	Notification and manifest could be required if the following amounts of dangerous goods are stored on site: <ul style="list-style-type: none"> <li>▪ &gt;5000L of Flammable gases (Class 2.1)</li> <li>▪ 10,000L of Non-Flammable gases (Class 2.2)</li> <li>▪ &gt;500L of Poisonous gases (class 2.3)</li> <li>▪ &gt;500Kg or Litres of Flammable or Combustible liquids (Class 3.1)</li> </ul>	Sydney Boathouse Holdings Pty Ltd	Ongoing
Sydney Water	s.73 Certificate Condition of Consent B7	Ensure satisfactory arrangement for the provision of water and sewer services to the site.	Sydney Boathouse Holdings Pty Ltd	Approved by Sydney Water on 23/05/13
Sydney Water	Commercial Trade Waste Permit Number: 50148	Commercial trade wastewater is required for greasy wastewater from commercial cooking at the Gallery Sydney Boathouse Café.	Sydney Boathouse Holdings Pty	Approved by Sydney Water on 23/05/13

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Regulatory Authority	Condition / Licence / permit	Purpose	Approval/ permit/ licence/ holder	Date to obtain
			Ltd	

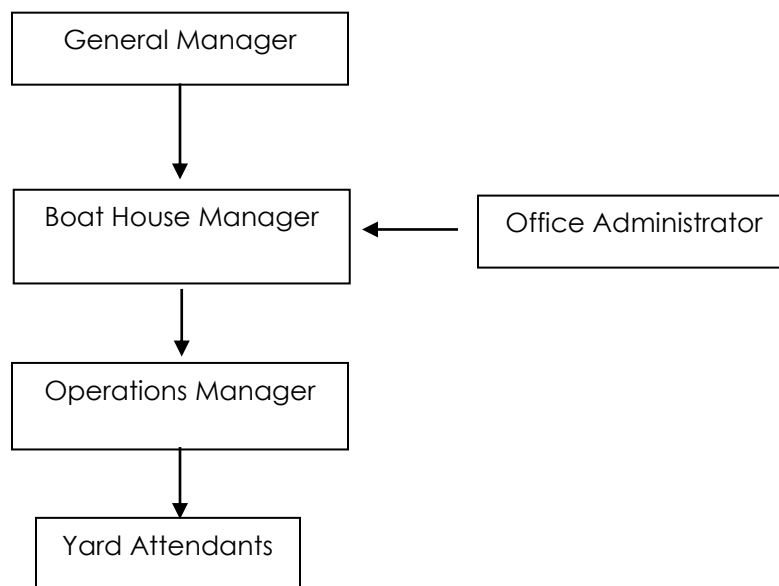
## 3. Environmental Management

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### 3.1 Structure and Responsibility

The Boat House Manager would have overall responsibility for the implementation of this OEMP and would report to the General Manager.

**Figure 2: Diagram of responsibility**



The **General Manager** will:

- a) Ensure adequate resources and funding is provided to ensure compliance with all requirements.
- b) Endorse strategic direction and environmental targets for the organization.
- c) Provide direction and guidance to the Operations Manager regarding compliance with obligations.
- d) Stop work if unacceptable impact on the environment is identified.

The **Boat House Manager** will:

- a) Be familiar with the relevant regulatory requirements and project requirements and their effect on all work-in-progress.
- b) Ensure compliance of activities with the OEMP.

- d) Provide direction and guidance to Operations Manager and office administrator(s) to implement the OEMP.
- c) Ensure that the Annual Report pursuant to condition 6R1 of the EPA Licence is completed in accordance with the licence conditions.
- d) Comply with requirements of the licence issued by the EPA.
- e) Ensure that all environmental incidents are investigated in accordance with the Incident Response Plan.
- f) Monitor incidents, corrective and preventative actions and take action to ensure that all requirements are implemented throughout the life of the workplace.
- g) Provide sufficient resources to ensure compliance with the OEMP.
- h) Stop work if unacceptable impact on the environment is identified.
- i) Review corrective and preventative actions to monitor the implementation of recommendations made from audits / site inspections.
- i) Approve any modifications to the OEMP.

The **Operations Manager** will:

- a) Be familiar with the relevant regulatory requirements and project requirements and their effect on all work-in-progress.
- b) Ensure compliance of activities with the OEMP.
- c) Comply with requirements of the licence issued by the EPA.
- d) Provide direction and guidance to Yard Attendees and contractors to implement the OEMP.
- e) Ensure that all environmental incidents are reported in accordance with the Incident Response Plan.
- f) Ensure that all contractors are informed of environmental management requirements and suitably trained prior to being engaged.
- g) Monitor and take action to ensure that all requirements are implemented throughout the life of the workplace.
- h) Stop work if unacceptable impact on the environment is identified.
- i) Monitor the implementation of recommendations made from audits / site inspections.

The **Yard Attendants** will:

- a) Comply with the relevant regulatory requirements identified in the OEMP.
- b) Exercise an appropriate level of due diligence in enforcing work practices that minimize adverse environmental impacts.

- c) Supervise all employees and contractors in the environmental standards required in their work.
- d) Ensure the development of Environmental Controls for the work activity.
- e) Ensure that all employees and contractors in the workplace comply with environmental requirements.
- f) Require all employees to report environmental risks or hazards.
- g) Liaise with employees / subcontractors so that prompt responses are given when environmental issues are raised.
- h) Periodically monitor activities to evaluate compliance with the OEMP. Periodic monitoring must involve site inspections or active work sites.
- i) Attend meetings to discuss environmental issues.
- j) Assist with the review, auditing and updating of the OEMP
- k) Raise, register and investigate any non-compliance with the OEMP observed or identified.

The **Office Administrator(s)** will:

- a) Maintain a register of all boats, including brokerage boats that are stored on site.
- b) Comply with statutory and project requirements, as identified at the time of induction, as they apply to the type of work the employee is involved in.
- c) Report any incident that may result in environmental harm that arises in the course of, or in connection with, their work.
- d) Implement practical ways to control environmental risk.

In addition, **all employees and contractors** have an obligation to protect the environment through carrying out their own work with due diligence. In particular, they must:

- a) Comply with statutory and project requirements, as identified at the time of induction, as they apply to the type of work the employee is involved in.
- b) Report any incident that may result in environmental harm that arises in the course of, or in connection with, their work.
- c) Implement practical ways to control environmental risk.

### **3.2 Environmental Training**

All employees and long-term contractors (and visitors as deemed reasonably necessary by the Boat House Manager) will undergo a site induction. The inductions would consist of an introductory overview before the commencement of works in which issues and problems related to the ongoing operation process are reviewed and discussed. The Operations Manager will manage this training and coordinate it in conjunction with other training activities (safety, emergency drills, community awareness training etc). Where circumstances demand, specialised skills and competencies will be employed.

Site inductions shall include the following issues:

- Familiarization with the requirements of the OEMP;
- Relevant legislation, permit conditions and other restrictions;
- Compliance requirements and consequences of non-compliance;
- Emergency procedures and contacts;
- Reporting process for environmental harm/incidents;
- Environmental aspects and impacts specific to the project, such as:
  - Navigational procedures in Rozelle Bay and Blackwattle Bay;
  - limiting the speed limit of truck movements on-site;
  - maintaining trafficable conditions near the vicinity of the site;
  - ensuring all loads are covered and secured and preventing contaminants being released onto the road;
  - waste management;
  - stormwater management;
  - noise and hours of operation management;
  - hazard management;
  - vessel management; and
  - heritage.

Marina personnel are also required to undertake emergency drills that test Marina safety and environment incident response procedures. The drills shall be carried out in such a manner as to ensure that the information included in this plan is accurate and up to date and the plan is capable of being implemented in a workable and effective manner.

Emergency Response drills shall be carried out:

- (a) at least once every 12 months, and
- (b) within 1 month of any pollution incident occurring in the course of an activity to which the licence relates so as to assess, in the light of that incident, whether

the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner.

A register of training, emergency drills and induction records shall be kept on site. The register will include:

- who was trained
- when the training occurred
- who conducted the training

### **3.3 Communication and Consultation**

#### **3.3.1 Reporting and Document Control**

The reporting requirements will include all reports required pursuant to the legislative regime and conditions of consent outlined in section 2.1 of this EMP. The Boat House Manager is responsible for ensuring that all reports are produced and registers maintained. The Boat House Manager is responsible for ensuring that relevant correspondence is documented and all documentation is appropriately:

- developed, reviewed for continual improvement, and approved prior to issue;
- issued for use;
- controlled;
- stored; and
- removed from use when superseded or obsolete.

Condition C15 requires that all documents required under the approval must be available for public inspection, except where the commercial confidentiality is reasonably claimed. Those documents include:

- Approved drawings, environmental assessment, preferred project report, response to submissions, statement of commitments and Business Identification Signage Assessment;
- Register of all boats;
- Construction Compliance and Occupation Certificates;
- Construction and Operation Environment Management Plans;
- Compliance certificates/ statements, Section 73 Certificate, Access Strategy and s.140 permit;
- Heritage Interpretation Strategy;

- Site remediation and validation reports;
- Condition of approval compliance reports;
- Noise Compliance reports;
- Annual Environmental Management Report;
- Incident and Complaint Reports.

The Boat House Manager is responsible for ensuring the following documents are maintained on site:

- Project Approval Conditions and EPA Licence;
- Trade Waste Agreement;
- Environmental training records;
- Annual returns;
- Monitoring results – eg water, noise, validation reports etc; and
- Waste dockets

All records must be legible and be retained for at least 4 years under EPA Licence condition M1.2(b).

If monitoring samples are required for the purposes of the EPA Licence, condition M1.3 requires the following details to be kept:

- The date(s) on which the sample was taken;
- The time(s) at which the sample was taken;
- The point at which the sample was taken; and
- The name of the person who collected the sample.

### **3.3.2 Modifications to this OEMP**

The Boat House Manager must approve any modifications to the OEMP and must ensure that environmental management procedures are annually reviewed and kept

relevant. Any modifications that could affect compliance with the conditions of approval or licensing conditions or result in additional impact upon the community that has not already been assessed and approved requires the Department of Planning, Industry and Environment's approval.

### **3.3.3 Complaints Management**

The Boat House Manager shall be responsible for all environmental related communication, with interested external parties and regulatory parties. Correspondence shall be documented in accordance with the document control procedure outlined in section 3.3.1.

The Boat House Manager shall ensure that the following are maintained for community complaints:

- (a) A 24-hour, toll free telephone number (1300 047 896) on which complaints about the project may be registered;
- (b) A postal address (Sydney Boathouse Holdings Pty Ltd, Unit 1, 2 Waterways Court, Rozelle NSW 2039) to which written complaints may be sent; and/or
- (c) An email address (info@sydneyboathouse.com.au) to which electronic complaints may be transmitted.

The Boat House Manager shall ensure that the telephone number, postal address and/or email address are advertised on the website and at the site entrance. Details of all complaints received shall be recorded in an up-to-date Complaints Register and retained for at least 4 years after the complaint was made. As required under the EPA Licence condition M4, the Register shall record, but not necessarily be limited to:

- (a) The date and time, where relevant, of the complaint;
- (b) The means by which the complaint was made (telephone, mail or email);
- (c) Any personal details of the complainant that were provided, or if no details were provided, a note to that effect;
- (d) The nature of the complaint;
- (e) Any action(s) taken by the Proponent in relation to the complaint, including any follow-up contact with the complainant; and
- (f) If no action was taken by the Proponent in relation to the complainant, the reason(s) why no action was taken.

Any complaints received will be acknowledged within 48 hours and every effort will be made to resolve them within 10 days. It will be the responsibility of the Boat House Manager to modify the OEMP in response to community complaints where feasible and implement these changes.

The Complaints Register shall be made available for inspection by Council, Roads and Maritime Service and the Secretary of the Department of Planning, Industry and Environment upon request. Information on all complaints received, including the means by which they were addressed and whether resolution was reached will be included in the Annual Environmental Management Report (refer to Section 5.4).

### **3.3.4 Emergency Contacts and Response**

#### **3.3.4.1 Emergency Procedures**

Environmental incidents shall be managed in accordance with the Pollution Incident Response Management Plan (Appendix C) and Sydney Boathouse / Superyacht Marina Environment, Health and Safety Manual (EHS Manual). EPA and the Secretary of DPE shall be notified of any incident with actual or potential significant off-site impacts on people or the biophysical environment as soon as practicable upon becoming aware of the incident. The proponent shall provide full written details of the incident to Inner West Council and the Secretary within 7 days of the date on which the incident occurred (Condition C12).

The following emergency response procedures are outlined and will be implemented in the event of the relevant incident occurring.

##### *A. Diesel Fuel, Oil Spill, Chemical Spill*

1. Stop work and contain the spill using dry absorbent from the Spill Kit or other absorbent material available on site (i.e. sand, fill)
2. Notify Operations Manager. The Operations Manager shall notify the Boat House Manager.
3. If the incident contaminated Rozelle Bay refer to procedures in section 3.3.4.1B
4. Dispose of contaminated material in the contaminated waste bin
5. Record incident as per the EHS Manual.

*B. Contamination of Rozelle Bay*

1. Stop work and contain the spill using dry absorbent from the Spill Kit
2. Boast House Manager to notify EPA, DPE, RMS and Ports Authority if the contamination could cause harm to the environment, in particular affecting human health or the marine environment.
3. Record incident as per the EHS Manual.

*C. Noise Complaint*

1. Implement Complaint Management procedures in section 3.3.3
2. Investigation of noise complaint by Operations Manager or delegate. The Operations Manager shall notify the Boat House Manager.
3. Investigation may require noise monitoring to be carried out at the complainant's residence to evaluate the offensive noise source.
4. Implement appropriate mitigation procedures as required.
5. Record incident as per the EHS Manual.

*D. Vessel Incident*

1. Notify Operations Manager. The Operations Manager shall notify the Boat House Manager.
2. Confirm incident has not adversely impacted upon Rozelle Bay in regard to spills or contamination. Implement procedures in Sections 3.3.4.1 A and B as required.
3. Notify RMS for assessment and recommendation.
4. Record incident as per the EHS Manual.

### **3.3.4.2 Incident Reporting**

All incidents will be documented, investigations conducted and action plans established in order that the event does not reoccur. Environmental incidents shall be recorded in accordance with the EHS Manual. Where lessons are learnt from the investigation or current procedures are identified as being ineffective, the OEMP, and

any associated documentation, will be revised by the Boat House Manager or their nominated delegate, to include the improved procedures or requirement.

Licence Condition R3.3 requires that an investigation for a reportable environmental incident include the following information:

- a) the cause, time and duration of the event;
- b) the type, volume and concentration of every pollutant discharged as a result of the event;
- c) the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event;
- d) the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort;
- e) action taken by the licensee in relation to the event, including any follow-up contact with any complainants;
- f) details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event; and
- g) any other relevant matter.

All personnel are required to report all incidents to the Boat House Manager or Operations Manager, as it is regarded as a valuable method of addressing shortcomings in procedures, training or equipment, and is an opportunity for improvement.

All Incident Investigation reports and associated documentation will be sent to the Boat House Manager. The Boat House Manager must notify the EPA and Secretary for Planning, Industry and Environment of incidents causing or threatening material harm to the environment as soon as practicable after the person becomes aware of the incident. The Boat House Manager must provide written details of the notification to the EPA (EPA), Inner West Council and Secretary of Planning and Environment within 7 days of the date on which the incident occurred.

### **3.3.4.3 Emergency Contact Details**

Emergency Contact Details are listed in the Sydney Boathouse Emergency Plan and Pollution Incident Response Management Plan (Appendix C).



## 4. Implementation

## 4. Implementation

### 4.1 Risk Assessment and Controls

Sydney Boat House maintains a risk register and documents its risks and controls in accordance with the EHS Manual and AS: 4360 *Risk Management*. Sydney Boat House management and the Emergency Planning Committee regularly review the risk register.

### 4.2 Site Management Diagram

The Site Management Diagram, included in Appendix A, will be prominently displayed for use by all employees as an on-site reference tool. The plan includes the location of the following:

- Sensitive noise receptors
- Heritage items
- Vessel Movement and speed restrictions
- Location of vessel washbay
- Location of forklift maneuver area and boat repair/ commissioning

### 4.3 Environmental Management Plans

The following Management Plans have been prepared in accordance with Project conditions of approval C3:

- 4.3.1 Air Quality Management Plan
- 4.3.2 Noise Management Plan
- 4.3.3 Traffic Management Plan
- 4.3.4 Water Quality Management Plan
- 4.3.5 Public Access Foreshore Management Plan

- 4.3.6 Vessel Management Plan
- 4.3.7 Waste Management Plan
- 4.3.8 Hazard Management Plan
- 4.3.9 Public Access Foreshore Management Plan

### 4.3.1 Air Quality Management Plan

Reference	Requirement	Responsibility	When
COA B28	Ensure energy efficient lighting and globes are installed. Switch off lighting when it is not in use.	Sydney Boat House Manager	Continual
Risk Assessment	Purchase energy 4 star or above energy rated appliances and equipment for the office	Sydney Boat House Manager	Continual
Risk Assessment	Keep lids on containers of solvents and solvent based chemicals to reduce evaporation.	Yard Attendants	All the time
EPA Licence condition O2.1	Maintain vehicles in good working order, in accordance with the manufacturer's specifications. Check the operation of machinery before their use each day. Immediately remove or repair any that pollutes excessively, have excessive noise and/or have oil leaks.	Operations Manager	Weekly

### 4.3.2 Noise Management Plan

Reference	Requirement	Responsibility	When
COA B1(a)	Boat handling activities including loading and unloading of vessels are restricted Monday to Fridays to between the hours of 7am to 6pm from 1 May to 31 August and 7am to 7pm from 1 September to 30 April (except during special event days <sup>1</sup> ).	Sydney Boat House Manager	Continual
COA B1(a)	Boat Maintenance Activities are restricted to the hours between 7am to 6pm Monday to Saturday and 8am to 4pm on Sundays.	Sydney Boat House Manager	Continual
COA B2	During the day and evening noise emanating	Sydney Boat	Continual

<sup>1</sup> Special Event days is defined in the consent conditions as Christmas Day, Boxing Day, New Years Eve, New Years Day and Australia Day, plus five *additional special event days* per calendar year. Note at least 21 days notice is to be provided for each *additional special event day* to the Director General of Planning, Roads and Maritime Service Authority, Glebe Rowing Club, Sydney University Women's Rowing Club, NSW Rowing Association Inc and Dragon Boats NSW Inc (COA B1(b)).

Reference	Requirement	Responsibility	When
	from the Marine Centre must not exceed 55 LAeq (15 minute) when measured at the nearest affected residence. Daytime and evening period is defined as 7am to 10pm Monday to Saturday and 8.00am to 10.00pm Sunday and Public Holidays.	House Manager	
COA B2	During special events the night time noise emanating from the Marine Centre must not exceed 45 LAeq (15 minute) when measured at the nearest affect resident. Night time period is defined as 10pm to 7am.	Sydney Boat House Manager	Continual
EPA Licence condition L7	Advise employees and private boat owners to be considerate of surrounding neighbours by not creating extensive or offensive noise, such as load music , radios or excessive revving of engines	Operations Manager	Continual
EPA Licence condition O4.1	Minimise reversing movements of trucks	Operations Manager	Continual
Statement of Commitments	Install and maintain broadband reversing alarms on the forklift	Sydney Boat House Manager	Continual

#### 4.3.3 Traffic Management Plan

Reference	Requirement	Responsibility	When
Risk Assessment	Inform all employees, trades, sub lessees, contractors and sub contractors at the site induction of ingress and egress points, loading and unloading zones, traffic circulation and speed restrictions	Sydney Boat House Manager	Continual
Risk Assessment	Vehicular access to and movement within the site shall occur generally in accordance with the Rozelle Bay Traffic Management Plan for Sydney Superyacht and Sydney Boathouse prepared by Cardno dated 20 March 2019.	Operations Manager	Continual

#### 4.3.4 Water Quality Management Plan

Reference	Requirement	Responsibility	When
COA B8	In the event material enters the bay and waterway it must be removed immediately.	Yard Attendants	Continual
COA A13	No antifouling activities are to be undertaken on any part of the site at any time.	All	Continual
COA B20	Provide spill kits, including absorbent pads and boom as shown on the Site Management Diagram (Appendix A).	Operations Manager	Continual
EPA Licence	Inspect spill kits to ensure they are intact and	Yard	Weekly

**SYDNEY BOATHOUSE:  
PHASE 2 OF STAGE 1**

**Environmental Management Plan & Pollution  
Incident Response Management Plan**

Reference	Requirement	Responsibility	When
condition O2.1	stocks are replenished. Train all contractors, sub-contractors and staff in the use of spill kits.	Attendants	
Risk Assessment	No chemicals or toxic substances are to poured on the ground or in waterways	Yard Attendants	Continual
Risk Assessment	Maintain notices on the marina and on the notice board at the office advising boat owners not to discharge bilge water to the harbour	Operations Manager	Continual
Risk Assessment	Ensure all hoses are turned off and taps are not dripping.	Yard Attendants	Continual
Risk Assessment	Undertake weekly inspection of the oil separator and empty the oil separator if required. Waste oil to be collected by a licensed transporter and disposed to a licensed facility or treated for reuse if possible.	Operations Manager	Weekly
Risk Assessment	Identify and store critical spare parts for the oil separator that are more likely to wear or fail, resulting in mechanical shutdown. If mechanical failure of the oil separator occurs, halt work within wash down catchment until the mechanical failure is rectified.	Sydney Boat House Manager	Continual
Risk Assessment	When working over water secure all equipment and materials and/or not place them in a position where they may be lost to the marine environment.	Marine Tenants and Yard Attendants	Continual
Environmental Assessment	Washdown or cleaning of boats and equipment to occur only within the designated washbay (refer to Site Management Plan at Appendix A).	Yard Attendants	Continual
Environmental Assessment	Only EPA approved chemicals and detergents are to be used to aid with wash down of boats.	Yard Attendants	Continual
Risk Assessment	Inspect each boat after it has been pulled out of the water to ensure there are no oil leaks. Identified oil leaks are to be contained, the spill cleaned up and the owner notified immediately to arrange necessary maintenance of the boat.	Yard Attendants	Continual
Risk Assessment	Maintain a wheel barrier to identify the edge of the hardstand where the forklift lifts and lower boats into the water.	Sydney Boat House Manager	Continual
Risk Assessment	All mechanical repairs and maintenance to occur within the concrete hardstand area (refer to Site Management Plan at Appendix A).	Marine Tenants	Continual

#### 4.3.5 Public Access Foreshore Management Plan

Reference	Requirement	Responsibility	When
Environmental	Pedestrian and bicycle access to and within	Operations	Continual

Reference	Requirement	Responsibility	When
Assessment	the site shall be provided generally in accordance with the Site Management Plan (Appendix A).	Manager	

#### 4.3.6 Vessel Management Plan

Reference	Requirement	Responsibility	When
COA A7	Maintain a register of all boats including brokerage boats stored on site. This register must be made available to Roads and Maritime Service or Director General of Department of Planning upon request.	Office Administrator	Continual
COA B1(a)	No private vessels shall be manoeuvred between the hours of 5.30am and 7am from 1 <sup>st</sup> February to 30 September (except during special event days <sup>2</sup> ). The purpose of this restriction is to avoid rowers who use the bay in the early hours of the morning in the winter months.	Operations Manager	Continual
COA B1(c)	Maneuvering of brokerage vessels is restricted to employees only between the hours of 8am and 9pm	Operations Manager	Continual
Risk Assessment	Maintain signage at the marina advising employees and boat owners that the maximum speed within Rozelle Bay is 4 knots or less to avoid wash and to be aware of rowers.	Operations Manager	Continual
Risk Assessment	Check all boats are secure and are not pumping dirty bilge water into the bay.	Yard Attendants	Daily
Risk Assessment	Provide a fact sheet to boat owners of how to avoid polluting the harbour when cleaning boats and engines.	Operations Manager	Continual
Condition D5(g)	Sydney Boathouse boats must be skippered and controlled by a person holding a boating licence.	Yard Attendants	Continual
Condition D5(g)	Ensure that Sydney Boathouse contractual arrangements with vessel owners require that they have a boat licence and comply with the OEMP	Operations Manager	Continual
Statement of	Sydney Boathouse is to provide a fact sheet	Operations	Continual

<sup>2</sup> Special Event days is defined in the consent conditions as Christmas Day, Boxing Day, New Years Eve, New Years Day and Australia Day, plus five additional special event days per calendar year. Note at least 21 days notice is to be provided for each additional special event day to the Director General of Planning, Roads and Maritime Service Authority, Glebe Rowing Club, Sydney University Women's Rowing Club, NSW Rowing Association Inc and Dragon Boats NSW Inc (COA B1(b)).

Reference	Requirement	Responsibility	When
Commitments	<p>(Appendix B) to boat owners with the following information:</p> <ul style="list-style-type: none"> <li>the location of 4 knot speed limit/ no-wash zone and navigational lights</li> <li>navigation requirements for passage through the Old Glebe Island Bridge including to use only the eastern passage through the bridge, give way to all vessels traveling south into Rozelle and Blackwattle Bays, procedures for safety lights on the bridge and bridge restrictions when it is closed.</li> <li>the requirement that vessels should give way to passive recreation craft at all times</li> <li>the vessel should not carry more than the number of passengers it has been registered and that there should be life jackets available for each passenger</li> <li>that the movement of vessels is monitored by high definition video from the offices of Roads and Maritime Service and that Roads and Maritime Service has the power to prosecute skippers who do not comply with maritime regulations.</li> <li>Emergency procedures if a vessel is involved in an incident, including the need to fill out a Vessel Incident Report from Roads and Maritime Service.</li> </ul> <p>Sydney Boathouse is to display on its public noticeboard the following information:</p> <ul style="list-style-type: none"> <li>daily weather, tidal, wind / wave conditions</li> <li>sunrise and sunset time</li> </ul>	Manager	
COA B32	The boat lifts must be designed, detailed, installed, operated and maintained in accordance with all relevant Australian Codes, Rules and Standards and NSW Workcover Authority's 'Requirements for Shore Mounted Cranes and Hoists'	Operations Manager	Continual

#### 4.3.7 Waste Management Plan

**SYDNEY BOATHOUSE:  
PHASE 2 OF STAGE 1**

**Environmental Management Plan & Pollution  
Incident Response Management Plan**

Reference	Requirement	Responsibility	When
COA B21	No waste to be disposed of on site. All waste to be transported by a licensed operator and disposed at a licensed facility.	Operations Manager	Continual
COA B22	All waste generated and/or stored on site must be assessed, classified and managed in accordance with the EPA's Waste Guidelines	Operations Manager	Continual
Risk Assessment	The waste contractor to provide separate waste bins or to segregate waste at the waste facility to maximize waste reuse.	Operations Manager	Continual
Risk Assessment	Secure waste receptacles to prevent animals accessing food scraps.	Operations Manager	Continual
Risk Assessment	Store waste oil in separate receptacles for reuse or recycling	Yard Attendants	Continual
Risk Assessment	Implement the following procedures when emptying boat sillage: <ul style="list-style-type: none"> <li>• Ensure a spill is readily available prior to commencing pump procedures and report any defects</li> <li>• Examine pump out system and check for any items out of the ordinary and periodically check oil levels.</li> <li>• Empty boat sillage in accordance with Safe Work Method Statement for "Handling sewer pump out equipment (maintenance and connecting &amp; disconnecting vessels)".</li> <li>• Report any spills in accordance with section 3.3.4.2 of this CEMP.</li> </ul>	Yard Attendants	Continual
Trade Waste Agreement 50148	Ensure the regular cleaning and maintenance of the grease trap equipment by arranging for a WasteSafe transport to regularly clean and pump out	The Gallery Sydney Boathouse Cafe	Every 26 weeks commencing 15/11/2019
Trade Waste Agreement 50148	Install and maintain authorized in-floor and in-sink dry basket arrestors in food preparation and handling areas	The Gallery Sydney Boathouse Cafe	Continual

#### 4.3.8 Hazards and other issues

Reference	Requirement	Responsibility	When
Risk Assessment	All chemicals and fuels shall be stored in a dangerous goods cabinet that complies to Australian Standards.	Operations Manager	Continual
Risk Assessment	Store hazardous materials including chemicals, fuels and oils in bunded areas, with a minimum bund volume of 110% of the volume of the largest single stored volume within the bund and in accordance with	Yard Attendants	Continual

**SYDNEY BOATHOUSE:  
PHASE 2 OF STAGE 1**

**Environmental Management Plan & Pollution  
Incident Response Management Plan**

Reference	Requirement	Responsibility	When
	AS1940.		
Risk Assessment	If boats are refueled, spill kits are to be located at the refueling point before refueling commences. Check couplings are properly connected.	Yard Attendants	Continual
Risk Assessment	Spill kits shall be installed in locations as shown on the Site Management Plan (Appendix A).	Operations Manager	Continual
Risk Assessment	Isolate the battery switch prior to storing any boat in the boat shed.	Yard Attendants	Continual
Risk Assessment	Only qualified forklift drivers are to operate the forklift. Carry boats at height when the forklift is moving and ensure there are no hazards within the forklift operations area.	Forklift driver	Continual
Risk Assessment	Forklift to operate only within the designated area (i.e. the reinforced concrete area). Refer to Rozelle Bay Traffic Management Plan for Sydney Superyacht and Sydney Boathouse prepared by Cardno dated 20 March 2019.).	Forklift driver	Continual
Statement of Commitments	Switch off illuminated signage before midnight	Operations Manager	Continual
Risk Assessment	Only people trained in onsite incident management procedures to undertake refueling of boats	Operations Manager	Continual

#### 4.3.9 Public Access Foreshore Management Plan

Reference	Requirement	Responsibility	When
COA C4(e)(i)	The entry points to the site will remain open to pedestrians from 8am to 5pm each day.	Operations Manager	Continual
COA C4(e)(i)	Confine pedestrian access for the public to the onsite pedestrian path, internal pedestrian link and foreshore promenade as shown on Rozelle Bay Traffic Management Plan for Sydney Superyacht and Sydney Boathouse prepared by Cardno dated 20 March 2019.	Operations Manager	Continual
COA C4(e)(i)	For safety reasons cycling is prohibited onsite. Cyclists are permitted to walk their bicycles through the site.	Operations Manager	Continual
COA C4(e)(i)	Clearly delineate the onsite pedestrian paths, internal pedestrian link and foreshore promenade. Signage shall be erected at the entry points advising the general public: <ul style="list-style-type: none"> <li>Dismount from bicycles</li> <li>Stay within designated pathways</li> </ul>	Operations Manager	Continual
COA C4(e)(i)	The management of the Sydney Boathouse reserves the right to remove any person who	Operations Manager	Continual

**SYDNEY BOATHOUSE:  
PHASE 2 OF STAGE 1**

**Environmental Management Plan & Pollution  
Incident Response Management Plan**

Reference	Requirement	Responsibility	When
	poses a threat to the safe operation of the boat storage facility and associated activities onsite. If a person refuses a request, from management to leave the site the police shall be called and an incident report would be prepared.		
COA C4(e)(i)	No licence, sublease or occupancy right shall be granted to any tenants of the site (other than the head tenant from the RMS) which would enable that tenant to restrict public pedestrian access on the pedestrian paths, internal pedestrian link or foreshore promenade.	Sydney Boat House Manager	Continual
COA C4(e)(iii) COA C4(e)(iv)	Maintain the boom gates in an open position except when the forklift is operating within the foreshore promenade.	Forklift driver	Continual
COA C4(e)(v)	Retain a minimum width of 6 metres for unobstructed pedestrian movement along the foreshore promenade. No temporary structures, boat displays, seating (other than public seating as apart of an approved landscape plan) or the like shall be placed or installed within the pedestrian path, internal pedestrian link or foreshore promenade.	Sydney Boat House Manager	Continual

## 5. Monitoring and Review

## 5. Monitoring and Review

Section 4.3 contains environmental management plans with each containing a summary table including monitoring and contingency measures.

### 5.1 Environmental Monitoring

The Operations Manager shall identify On-Site monitoring requirements through the Yard Checklist and Quarterly Workplace HSE Inspection Checklist. The purpose of the checklists are to:

- provide a surveillance tool to ensure that safeguards are being implemented
- identify where problems might be occurring
- identify where sound environmental practices are not being implemented
- facilitate the identification and early resolution of problems.

Checklist items will remain “open” until:

- the issue has been resolved;
- a new or revised procedure has been established and implemented; or
- training has been provided to relevant personnel/ sub-contractors.

Where any non-conformances are identified through the checklist process:

- the results will be analysed by the Operations Manager in more detail with the view of determining possible causes for the non-conformance;
- a site inspection will be undertaken by the Operations Manager;
- relevant personnel will be contacted and advised of the problem;
- an agreed action will be identified; and
- an incident report form may be completed by the Operations Manager or their nominee with the timing for any improvement to be based on the level of risk e.g. a significant risk will require immediate action

Environmental monitoring may be required due to a complaint or incident compliance issue raised during inspections. Environmental monitoring may address the following aspects:

- noise and vibration;

- air quality;
- water quality;
- heritage; and
- waste & hazardous substances.

The following aspects would be considered in the development of a monitoring programme (if required):

- background data;
- sampling procedures (including quality assurance requirements);
- reporting and data interpretation;
- recommendations;
- laboratory and chain of custody procedures;
- statutory limits; and
- actioning systems.

Where required NATA accredited laboratories will be used for analysis of samples.

### **Inspections**

Inspections and surveillance of work activities and Sydney Boat House sub-contractors will be undertaken on a day-to-day and weekly basis by:

- the Yard Attendants; or
- the Operations Manager.

In addition to the above, the following inspections may take place:

- inspections may be conducted by external organisations such as EPA, DPIE, DPI - Fisheries to assess specific sites or work activities;
- inspections will be undertaken as part of internal and external audits; and
- the Operations Manager will undertake inspections to confirm that environmental controls are being implemented and to identify any current or upcoming issues.

Where inspections are undertaken by an external party (such as EPA) an inspection report will be requested by the Operations Manager, if appropriate. Actions arising from external inspections will be followed up promptly and filed by the Operations Manager.

## **5.2 Environmental Auditing**

Internal Environmental Audits shall be carried out in accordance with the following audit policy. Auditing will be conducted as part of the annual environmental management review. The results of audits shall be reported to the Boat House Manager.

Areas of the Centre that may be audited include:

- Compliance with the conditions of approval.
- A standard environmental audit compliance with the OEMP.
- Compliance with approval, permit and licence obligations.
- Complaint response.
- Subcontractor activities.
- Training records.
- Non-conformances.
- System documentation such as checklist and inspection completion and action sign out.

## **5.3 Corrective Action**

A non-conformance is defined as a failure to comply with environmental legislation or other requirements or refusal to comply with the intent or objectives of the OEMP requirements.

Once a non-conformance has been identified, corrective and/or preventive action will be initiated. In addition, any OEMP improvement opportunities, identified because of incidents or emergencies, monitoring and measurement, audit findings or other reviews, will be documented. These may also lead to corrective or preventive actions.

All employees, trades, sub lessees, contractors and sub contractors have the authority to raise a non-conformance or preventive action should they occur. Non-conformances or preventive action requests are forwarded to the Operations Manager to determine appropriate actions and dates. On completion of agreed actions, the Operations Manager must sign-off the non-conformance.

Where appropriate, work on non-conforming activities may be stopped by the Board of Directors, the Operations Manager or nominee. This stoppage remains in force until corrective action is implemented or authority is given to continue.

If a Sydney Boat House sub-contractor is responsible for breaches of this OEMP the Operations Manager reserves the right to withhold part payment of their invoices until such time as they have rectified the breach.

## **5.4 Reporting**

Sydney Boathouse must complete and supply to the EPA an Annual Report comprising:

- a) A Statement of Compliance; and
- b) Monitoring and Complaints Summary

The EPA shall provide Sydney Boathouse a copy of the form that must be completed and returned to the EPA within 60 days after the end of each reporting period. Sydney Boathouse must retain a copy of the Annual Return supplied to the EPA for a period of at least 4 years after the Annual Return was due to be supplied to the EPA.

The Statement of Compliance must be certified and the Monitoring and Complaints Summary must be signed by the licence holder or by a person approved in writing by the EPA to sign on their behalf.

## **5.5 Review**

The Sydney Boat House Manager will review the adequacy of the OEMP following:

- The recommendations of an audit or corrective action;
- An environmental incident;
- Receipt of a community complaint;
- Instruction from a Regulatory Authority; and/ or
- As instructed by management

This review will enable a continual improvement process to ensure the continuing suitability, adequacy and effectiveness of the OEMP and its implementation.

The Sydney Boat House Manager is responsible for initiating reviews in consultation with the other relevant stakeholders. These reviews take into consideration monitoring results, audit results, observations, complaints, changes in operational needs and other relevant information. Feedback from these reviews will be reported back to Board of Directors.

An OEMP Review will be held every 12 months. The Sydney Boat House Manager is responsible for ensuring that changes to the OEMP occur and are implemented. No changes to the OEMP can occur that would compromise compliance with the

conditions of approval or Environment Protection Licence without prior approval from DPE and/or the EPA respectively.

The OEMP Review will include a review of the following:

- status/effectiveness of OEMP implementation;
- environmental objectives, targets and programmes for highest risk activities;
- adequacy and update of Risk Assessment;
- potential improvements to the OEMP;
- findings of audits, including critical/repeat non-conformances;
- compliance with legal and other requirements;
- effectiveness of induction and training; and
- status of relationship between Sydney Boathouse and the community and regulatory/statutory bodies, including complaints.

## 6. REFERENCES

## 6. References

Department of Infrastructure Planning and Natural Resources (2004) 'Guidelines for Environmental Management Plans.

Department of Planning (May 2007) Project Approval Conditions (Modified September 2010).

JBA Urban Planning Consultants (September, 2006) Rozelle Bay Marine Centre Environmental Assessment Addendum Business Identification Signage Assessment.

JBA Urban Planning Consultants (January 2007) Preferred Project Report and Statement of Commitments: Rozelle Bay Marine Centre.

Michael Fountain and Associates (January 2007) 'approved plans' listed in the Project Approval and subsequently amended by the conditions of approval

URS (July 2006) Environmental Assessment: Rozelle Bay Marine Centre (EA).

JBA Planning (March 2010) MP06\_0210 MOD 1 - Extension of Dry Boat Store and Marine Facility Approval (Part3AMod)

JBA Planning (December 2009) MP06\_0210 MOD 2 - Amendments to the design of the car park, staged construction, environmental conditions and temporary boat storage. (Part3AMod)

JBA Planning (November 2011) MP 06\_0210 MOD 3 - Modification to enable temporary use of the site (Part3AMod)

JBA Planning (May 2012) MP06\_0210 MOD 4- Minor Design Modifications to the Western Boat Store (Part3AMod)

Sydney Boathouse (January 2014) MP06\_0210 MOD 5, Dry Boat Storage and Marine Facility (Part3AMod)

DFP Planning Consultants (August 2014) MP06\_0210 MOD 6 - Dry Boat Storage and Marine Facility (Part3AMod)

DFP Planning Consultants (August 2014) MP06\_0210 MOD 7 - Dry Boat Storage and Marine Facility



## 7. APPENDICES

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## 7. Appendices

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## Appendix A Site Management Diagram



## SITE MANAGEMENT PLAN

- No private vessels shall be manoeuvred between the hours of 5:30am and 7:00am from 1 February – 30 September (except during special events)
- The maximum speed within Rozelle Bay is 4 knots or less to avoid wash and to be aware of rowers.
- Vessels should give way to passive recreation craft at all times.
- Movement of vessels is monitored by high definition video from the offices of the NSW Maritime Authority and NSW Maritime has the power to prosecute skippers who do not comply with maritime regulations.
- Vessels need to fill out a Vessel Incident Report from NSW Maritime if involved in an accident.
- Boat users are not discharge bilge water in the harbour.
- Navigation requirements for passage through the Old Glebe Island Bridge include:
  - Use only the eastern passage through the bridge.
  - Give way to all vessels travelling south into Rozelle and Blackwattle Bays.
- Procedures and restrictions for passage through the Old Glebe Island Bridge include:
  - When the safety lights are flashing, a large commercial vessel is about to enter Johnstons Bay to the north of the bridge.
  - All vessels must wait until lights have been extinguished and the channel is clear.
  - Outbound vessels must wait until the lights indicate that it is clear to travel under the bridge.
  - When the bridge is closed, the clearance height at MHWS is 4.9 metres.

### LEGEND

	Fire extinguisher		Dual fire hydrant		Entry Point
	Fire hose reel		Marina Spill Kit		Exit Point
	General Purpose Spill Kit		Cycle Paths		Pedestrian Movement
	Emergency Assembly Area		Vessel Movement		Vehicle Movement
	Heritage Item				
	Sensitive Noise Receptors				

### Navigation Aids

	Light special mark beacon		Lit starboard beacon without top mark
	Yellow light beacon		Lit port beacon without top mark
	Lit starboard beacon without top mark		

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05/06/2020

**Appendix B Boat Owners Fact Sheet**

# Induction and Education

# SYDNEY BOATHOUSE



## Welcome to Sydney Boathouse

- ☐ Users of the Bay – commercial barges, superyachts, rowers and paddlers
- ☐ Navigation Channels
- ☐ Shallow spot in south west corner of Rozelle Bay
- ☐ Bridge rules (outbound vessels have right of way)
- ☐ Bridge height when closed is 4.9m at MHWS
- ☐ 4 knot speed limit / no wash – within Rozelle Bay
- ☐ 8 knot speed limit to Balmain east
- ☐ Navigate around the bay in accord with RMS direction
- ☐ Vessel operators to be considerate of surrounding neighbours by not creating unnecessary noise such as loud music, radios or excessive revving of engines.
- ☐ Any operator must have a boat licence.  
Boat Lic No \_\_\_\_\_
- ☐ All incidents must be reported to the manager

- ☐ Trim tabs are to be raised when vessel is to be stored, this is the owners responsibility.
- ☐ Fire hose reels on the wharf are for emergency use only
- ☐ Oil Spill Kit location
- ☐ Emergency assembly area is inside main entry gate on the northern side of the driveway.
- ☐ Dangerous area under the wharf.
- ☐ Boating safety equipment requirements (refer RMS Guide to Safe Boating)
- ☐ Sydney Harbour is a ZERO discharge zone
- ☐ Departure from marina hour restrictions – DryStore vessels must not depart the marina between the hours of 530am and 7am from 1 February to 30 September (except during special event days).
- ☐ On return to marina pack up aerals, put covers on, turn battery switches off and take your keys with you, request fuel if required.

Client Name

Client Signature

Date



## Sydney Boathouse

### Vessel Management Info Sheet

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#### Motor maintenance

Regular maintenance will help to ensure some of the following parts won't let you down.

**Water pump:** Replace regularly especially if you have been operating in the shallows and stirring sand or mud. Water pump impellers also deteriorate if not used for lengthy periods.

**Fuel filters and lines:** Filters become clogged and lines can harden with age and exposure.

**Propellers:** The bushing of the propeller can fail especially if it has hit sand or rocks. Always carry a spare shear pin.

**Spark plugs:** Plugs can break down unexpectedly. Carry spares.

**Gear box oil:** Snagged fishing line on the drive shaft is a common cause of leaking gear box seals. Water in the gear box will eventually cause it to fail. Regular oil changes will prevent this.

Some of the causes for engine failure are minor, so you should be able to troubleshoot a problem. Take time to learn how to:

- Change the filter and primer bowl
- Clean and change spark plugs
- Check for spark
- Check and replace fuses
- Change the propeller
- Clean battery terminals.

Don't be a backyard mechanic, have all major servicing done by a qualified mechanic.



## Biofuels

In the interests of promoting the use of cleaner, greener, locally made fuels in NSW, the State Government has taken steps to ensure the broader use of biofuels.

Biofuels are suitable for most applications where they are cycled quickly. Although marine engine manufacturers are producing new engines capable of using biofuels, boat owners need to be aware there are still significant safety and fuel management issues.

### Implications for petrol engine owners

Normally ethanol blended fuel is not recommended in a marine application because ethanol absorbs water readily and it may separate from the petrol, resulting in engine failure.

Ethanol is a solvent and may cause problems for carburettors, fibreglass fuel tanks, rubber fuel lines, fittings, seals and filtration systems, particularly in older engines and non-standard engines.

To avoid petrol with ethanol, buy either higher octane rated fuel which doesn't contain ethanol or regular unleaded petrol from a marina.

### Implications for diesel engine owners

Biodiesel exhibits poor oxidation stability and is a medium for microbial growth. Both of these factors contribute to its breakdown, which can result in accelerated engine wear, the breakdown of engine lubricants and blockages of oil and fuel filters. Its solvent properties can result in damage to certain components including seals and hoses.

Diesel blends of up to five per cent biodiesel do not require labelling, so always ask your marina operator before you fill your tank.



## Environment

The pollution of our waterways can spoil not only the environment but also boating and other on-water activities. Recreational and commercial boaters have a responsibility to properly dispose of vessel waste.

The *Marine Pollution Act 2012* and the *Protection of the Environment Operations Act 1997* set out requirements to prevent pollution and protect the NSW marine environment.

## Sewage disposal

**It is illegal to discharge raw sewage into NSW waterways.**

Passenger-carrying commercial vessels and houseboats in NSW are required to install holding tanks to prevent the discharge of raw sewage.

Recreational boaters with an onboard toilet should also install a holding tank.

Raw sewage from a holding tank or portable toilet should be deposited at appropriate pumpout facilities and never into NSW waterways. Public pump out facilities are provided in many locations throughout NSW. Some marinas also provide private pumpout facilities for clients.

An approved onboard sewage treatment system can also be used, but remember certain areas are declared as 'no-discharge zones'. Treated sewage must never be discharged in inland waterways, coastal lagoons, marine parks or aquatic reserves or within 500 metres of moorings, marinas, anchorages, swimming beaches or aquaculture sites.

## Sewage, greywater and other discharge

Under the *Protection of the Environment Operations Act 1997* (POEO Act), it's an offence to pollute any waters, unless permitted under a licence issued by the Environment Protection Authority. Maritime officers can issue on-the-spot infringement notices of \$7,500 to an individual, or \$15,000 to a corporation where cases of pollution from vessels are detected.



## Regulations

The POEO Act is complemented by the Marine Pollution Regulation 2006. This regulation is designed to improve the management of sewage pollution from vessels and simplify the capacity requirements for sewage holding tanks.

Specific provisions of this regulation include:

The discharge of untreated sewage from vessels into navigable waters is prohibited, except into a waste collection facility such as a pump-out or on-shore toilet

Class 1 (passenger carrying) and Class 4 (hire and drive) vessels are required to be fitted with toilets and toilet waste holding tanks, or to have an approved plan of management for the disposal of waste

Certain commercial vessels (essentially those built after January 1 2005 and used on the Murray River or Sydney Harbour, or those belonging to either the passenger carrying or hire and drive classes and built after that date) must be fitted with grey water tanks

Marinas operating on a commercial basis in the Sydney Harbour locality (regardless of size) are required to provide adequate and accessible vessel waste collection facilities.

## Pumpout facilities

The contents of vessel sewage and galley waste holding tanks must not be discharged into the water, but instead, discharged at a pumpout facility.

## On-board greywater treatment systems

Greywater is discharged from shower or galley installations.

From 30 September 2011, commercial vessel operators, except those operating large vessels on Sydney Harbour and its tributaries, are able to use an on-board greywater treatment system that is compliant with Australian Standard AS 4995-2009.

These operators may continue to use a greywater holding tank, but now they have the choice of using a holding tank or a compliant on-board treatment system.



## Recreational vessels

There are no specific requirements for recreational vessels. However, all vessel operators must ensure that they do not pollute.

Roads and Maritime Services recommends the installation of holding tanks, although owners of smaller vessels can use a portable toilet instead.

Planning your trip to take advantage of shore amenities is another way of preventing sewage from entering the waterways.

## Disposal of other waste

It is illegal to pollute NSW waterways in any way and sensible environmental practices on and around the water will go a long way towards preserving NSW waterways for future generations.

For example:

- Collect all your rubbish on board and dispose of it properly ashore
- Wipe cooking utensils and plates clean with a paper towel before washing
- Use low or non-phosphate soaps in sinks and showers
- Keep bilges clean to prevent pollutants being discharged overboard
- Remove your boat from the water and clean it in places where debris can be captured and disposed of properly.

## Shellfish harvest areas

The NSW shellfish industry is the largest aquaculture industry in the state. The success of this industry is totally dependent on water quality to deliver a safe product to consumers.

The majority of NSW estuaries have designated areas for commercial shellfish harvest and the discharge of treated sewage in these areas could have a devastating impact on the industry. Please use sewage pump-out facilities for vessels and on-shore toilets where available to ensure the highest level of water quality protection for the commercial and recreational harvest of shellfish.



## Noise

The main thing to consider under noise control legislation is the concept of offensive noise, which is based upon how a 'reasonable person' would react.

In deciding whether the noise from a motor vessel is offensive, the following factors are considered:

- The character of the noise
- The quality of the noise
- The noise level
- The effect the noise has on activities
- The time of the noise event, eg early morning
- The waterside land use.
- Noise also disturbs wildlife. Care should be taken to reduce noise in the vicinity of waterbirds and other animals.

**Appendix C Pollution Incident Response Management Plan**

## **Appendix B: PIRMP Sydney Boathouse – Premises and mobile plant**

## POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN – SYDNEY BOATHOUSE

Approved by: Paul Cooper

Signature:

Position/Title: General Manager

Date:

### PURPOSE:

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

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

A written copy of this plan must be kept at the Sydney Boathouse Marina Office, 2 Waterways Court Rozelle NSW or where the activity takes place in the case of mobile plant licences, and be made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009.

NOTE: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (General) Regulation 2009.

Licensees should also refer to the NSW EPA's *Guideline: Pollution incident response management plans*.

## Environment Protection Licence (EPL) Details

**Name of licensee:** Sydney Boathouse Holding Pty Limited (ABN 62 617 344 859)  
(including ABN)

**EPL number:** 12781

**Premises name and address:** Sydney Boathouse, 2 Waterways Court Rozelle NSW 2039

### Company or business contact details

**Name:** Paul Cooper  
**Position or title:** General Manager  
**Business hours contact number/s:** +61 9818 0610  
**After hours contact number/s:** +61 414 713 099  
**Email:** paul.copper@ap.jll.com

**Website address:** [www.sydneyboathouse.com.au](http://www.sydneyboathouse.com.au)

**Scheduled activity/activities on EPL:** Marinas & Boat Repairs

**Fee based activity/activities on EPL:** Boat Mooring & Storage

## Pollution incident – Person/s responsible

Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s should the primary contact be unavailable.

### PIRMP activation

**Name of person responsible:** Tracy Souris  
**Position or title:** Marina Manager  
**Business hours contact number/s:** +61 9810 0336  
**After hours contact number/s:** +61 414 713 099  
**Email:** tracy.souris@ap.jll.com

## Pollution incident – Person/s responsible, continued

### Notifying relevant authorities

Notification should be made by a person with an appropriate level of authority within the company.

**Name of person responsible:** Paul Cooper

**Position or title:** General Manager

**Business hours contact number/s:** +61 9818 0610

**After hours contact number/s:** +61 414 713 099

**Email:**

### Managing response to pollution incident

**Name of person responsible:** Alex Christou

**Position or title:** Operations Manager

**Business hours contact number/s:** +61 9810 0336

**After hours contact number/s:** +61 447 007 288

**Email:** alex.christou@ap.jll.com

## Notification of relevant authorities

Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in case of a pollution incident that causes or threatens to cause material harm to the environment.

Relevant authorities include:

1. Fire & Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification)
2. Environment Protection Authority – 131 555
3. Health NSW (nearest public health unit)

See [www.health.nsw.gov.au/Infectious/Pages/phus.aspx](http://www.health.nsw.gov.au/Infectious/Pages/phus.aspx) for local contact details.

4. SafeWork NSW – 131 050
5. Local authority (usually the local council) in which the pollution has occurred.

Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit.

### Fire & Rescue NSW

(Hazardous Materials Response Unit)

**Contact number/s:** 02 9605 5702 (7:30am – 5pm)

### Environment Protection Authority (EPA)

**Contact number/s:** 02 9995 5555 or 131 555

### Health NSW

**Relevant Area Health Service:** Sydney Local Health District (LHD)

- Balmain – Canterbury – Concord - RPA

**Contact number/s:** Syd LHD Offices – 02 9515 9600

### SafeWork NSW

**Contact number/s:** 13 10 50

## Notification of relevant authorities, continued

<u>Local authority/s</u>	<u>Contact number/s:</u>
Inner West Council	02 9367 9222
Sydney Ports Corporation	02 9296 4999

<u>Any other identified organisation/agency</u>	<u>Contact number/s:</u>
Roads & Maritime Services (RMS)	131 236 (Emergency) – 131 782 (Maritime Div)
Fisheries NSW	1300 550 474
Balmain & Water Police	02 9556 0624 (Balmain Station) – 02 9320 7499 (Water Police)
State Emergency Service (SES)	132 500

## Notification of neighbours and the local community

Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g. schools, preschools, hospitals, nursing homes):

Roads and Maritime Services (RMS) - 13 22 13 – Chief Warden (Kel Turner) 02 9563 8531

Sydney Superyacht Marina (JLL) – Marina Manager (Clemens) 0488 777 477 or Marina Office 02 9818 0620

Clement Marine Construction – 9555 8900

Details of how the neighbors will be informed of the incident, including early warnings and regular updates (e.g. door knock, phone call, emergency alert):

SBH Management will task a resource to establish contact with neighbors via phone connection from the Marina Mobile or Marina Office phones. In the event the phones are down, a resource when available will be tasked to attend both sites in person.

## Description and likelihood of hazards

Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates:

**Fuel (Diesel and Unleaded)** – Fuel spill from the sites storage tanks (as result of damage or overfill), during refueling or from a client's vessel, Hazards;

Personal Injury – Slip and fall, exposure (skin and eyes) and ingestion;

Fire/Explosion – Personal injury & property damage (spread of smoke & fire); and

Environmental - Air quality (smoke), waterway/harbour contamination

Marine Impact – Marine life impact (exposure and habitat damage)

**Noise** – Excessive noise associated with site operations (systems, forklift and tenancy)

Environmental – Environmental noise impacting on neighboring properties and residents

Personal Injury – Loss of hearing (partial/full) as result of exposure

## Description and likelihood of hazards (Cont)

Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood:

**Fuel or Oil Spill** – Medium, Likelihood increases during summer months when vessel movements/refueling is at the highest.

**Fuel Fire/Explosion** – Diesel = Minor (Less Volatile than Unleaded fuel)

Unleaded = Medium

**Noise** – Minor (WestConnex work site adjacent, noise complaints may be incorrectly direct towards SBH)

## Pre-emptive actions to be taken

Provide detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises:

**Fuel/Oil Spill** – Provisions of fuel & oil spill kits/equipment and specific training of Marina Staff in spill response. Engage with tenants/customers.

**Fuel Fire** – Refueling Standing Operating Procedures (No Smoking/Naked Flames, Isolation of essential services during fueling), fire fighting equipment (hydrants & hose reels) and Emergency Management Procedures (EMP)/Emergency Control Organization (ECO) and training.

**Noise (Community)** – Forklift Operations conducted only during allowable times, plant have been fitted with broadband reversing alarms and engagement with tenants and customers via the boat owners information sheet, client induction and house rules.

**Noise (Fire Pump Room)** – Prolonged pump running and design of space, restricted access area (authorised personal only area), PPE (hearing protection) required.

## Inventory of pollutants

**Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates:**

Identify the maximum quantity of any pollutant/s likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.

Location/Tank	Max. quantity	Contents	Comments
Fuel Tank (Hardstand)	13,000L	Unleaded 98	
Containers (Hardstand DG Cabinet)	100L	Unleaded 98	
Fuel Tank (Marina Front)	16,000L	Diesel	
Container (Hardstand DG Cabinet)	40L	Diesel	
Hardstand DG Cabinet	Various	Ref to Dangerous Goods Register & SDS (Marina Management Office)	
Shed 10 Workshop	Various	Ref to Dangerous Goods Register & SDS (Marina Management Office)	

## Safety equipment

Describe the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident:

Fuel and Oil Spill Kits - Strategically located in key locations

MARINA Fuel & Oil Spill Kit Equipment - Located on the Marina wharfs

Personal Protective Equipment (PPE) - Located in the spill kits and shed 10 work shop

## Communicating with neighbours and the local community

Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on:

Develop any specific information that could be provided to the community, so it can minimise the risk harm:

**Owners** – Site to follow JLL Sydney Boathouse Incident Escalation Procedures

**Neighbors** – Marina mobile/Marina office phone – SBH Marina Management to designate resource to communicate in person once available

**Community** – Sydney Boathouse website & social media (JLL Media Policy to be followed)

**Tenants (Work Shops)** – Marina Mobile/Marina office phone or SBH Marina Management to designate resource to communicate in person once available

**Customers (Boat Owners)** – SBH Marina Management to designate resource to communicate in person once available (use of loud hailer available per Evac Procedure)

**Contractors** – BIA System and SINE System (Push notifications), BOWS (Fire Indicator Panel) for dry store area

## Minimising harm to persons on the premises

Identify the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on:

SBH Site Procedures (EHS Site Manual)

Restricted Access Areas (Authorised Personnel Only)

Barricades/Fences

Audible Alarms (Fire Systems & Moving Plant)

Safety Signage

Fire Fighting Equipment

Spill & Containment Equipment

PPE

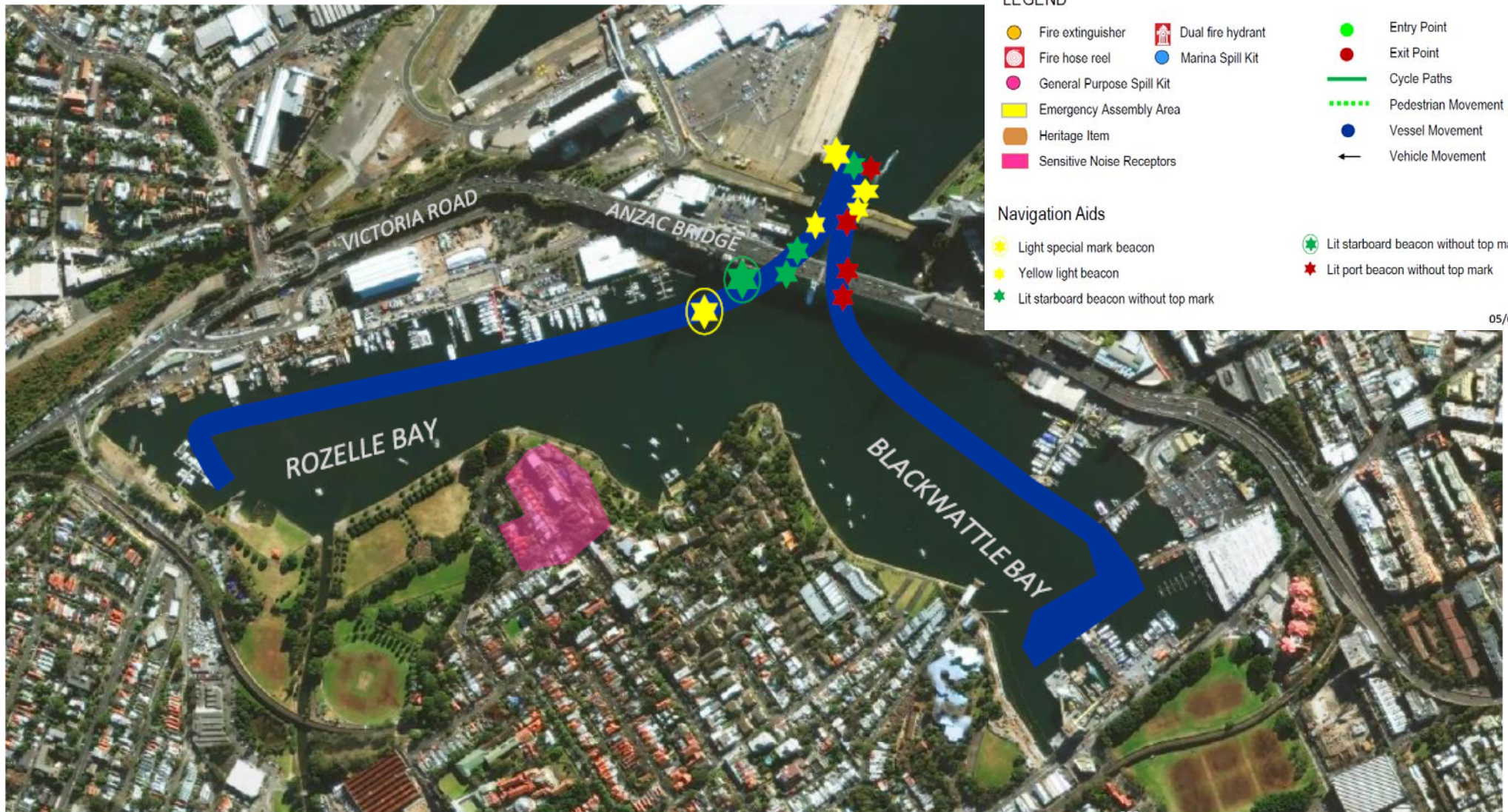
## Maps

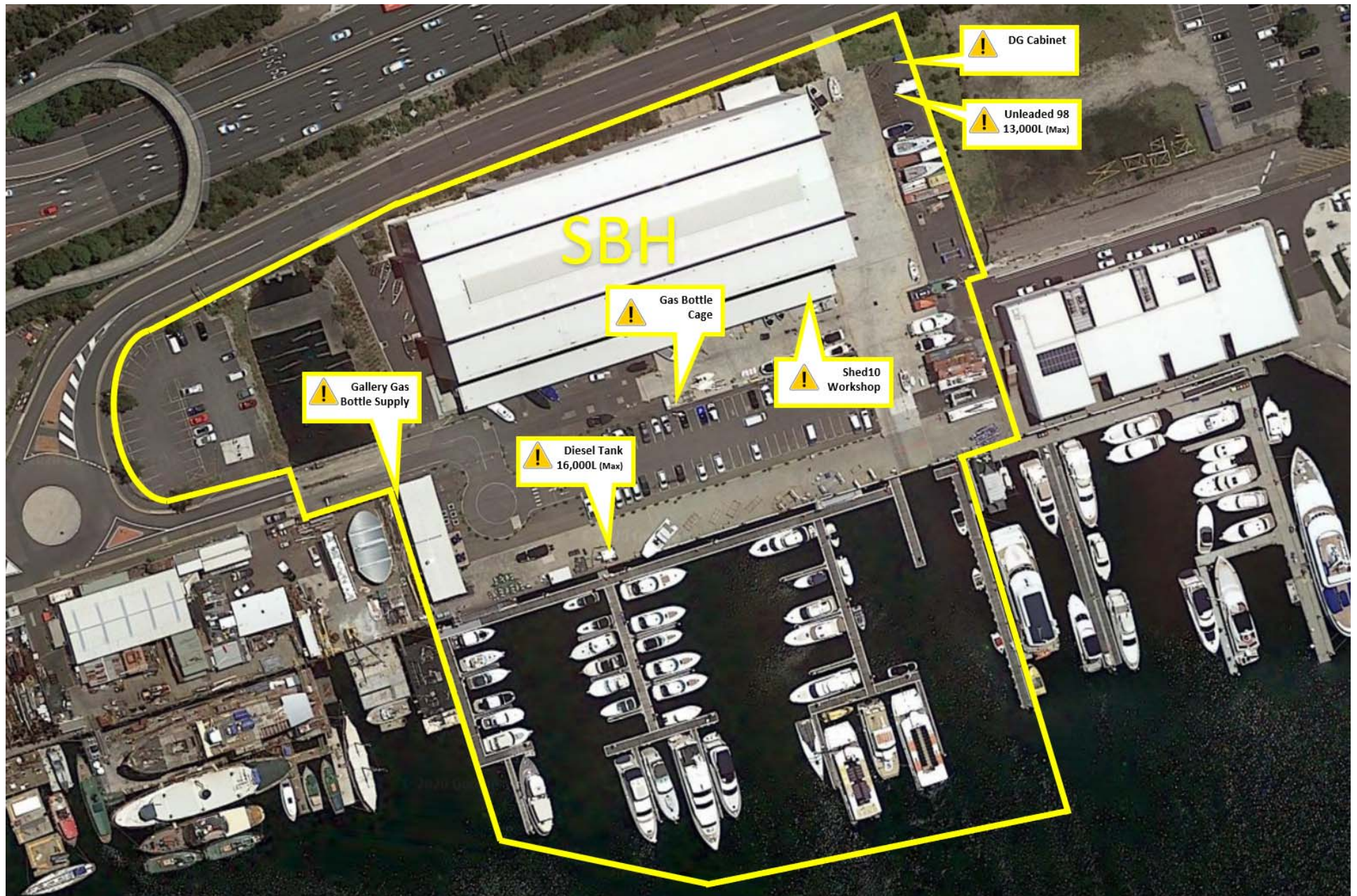
Provide a detail map (or set of maps) showing the:

- Location of the premises to which the licence relates to.
  - Surrounding area likely to be affected by a pollution incident.
  - Location of potential pollutants on the premises.
  - Location of any stormwater drains on the premises.
-



## Map of Possible Areas Affected (Pollution Spill & Noise)

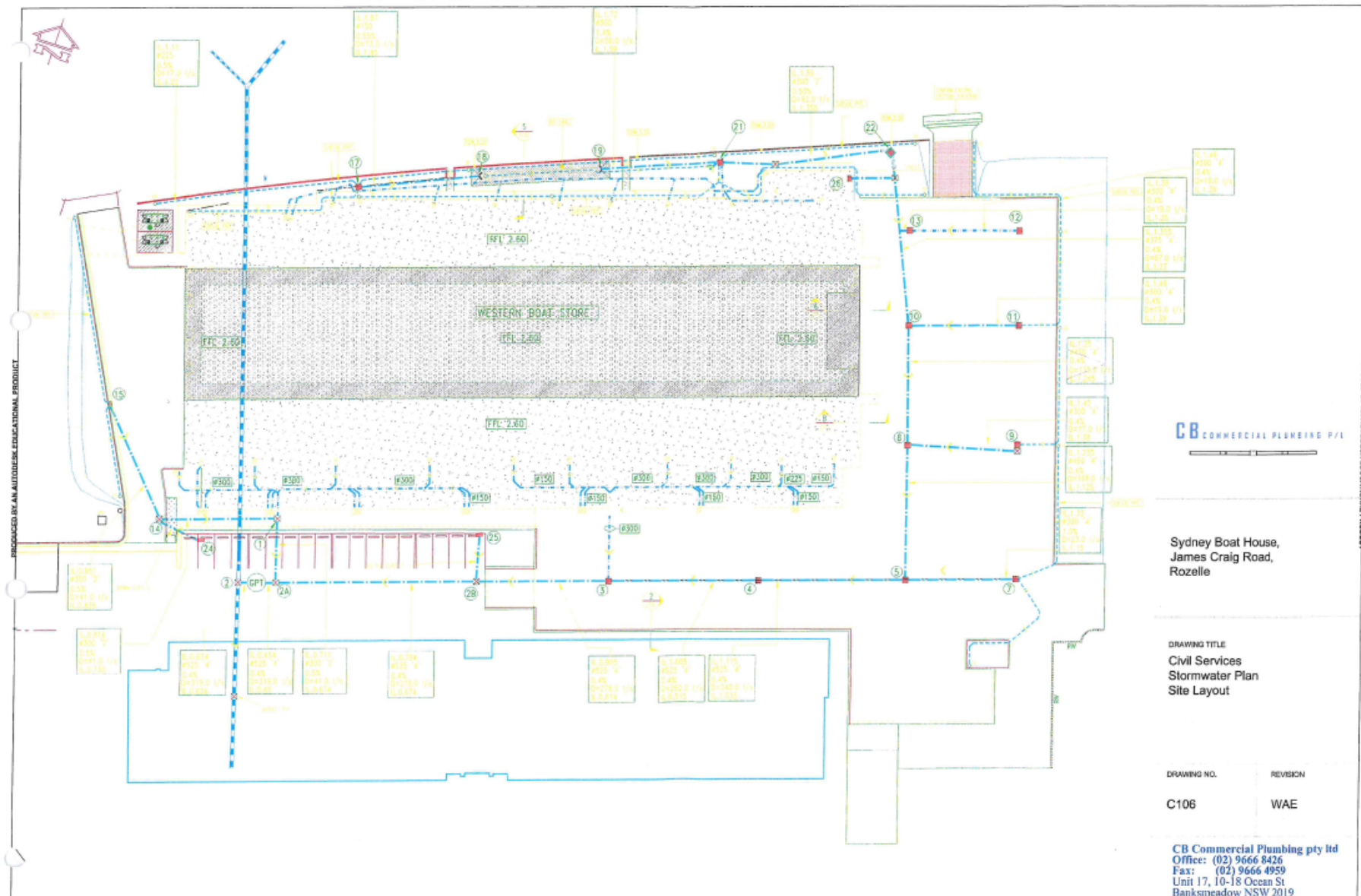




## Location of Spill Containment Equipment on the Site



## Storm Water Plan



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

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum early warnings, updates and actions to be taken during and after an incident:

- Raise Alarm (Use of radio, mobile phone, establish safe distance from fuel spill if applicable)
- Cease all JLL site works as appropriate to the incident which has occurred
- SBH Marina staff respond
- Isolate source of pollution and establish access exclusion area
- Deploy SBH resources with spill containment equipment to scene (if safe, tag out etc.)
- Contain spill, remove public, customers and contractors from the affected area (follow evacuation procedure if required)
- Contact emergency services (if significant event – 000)
- Escalate incident notification to Marina Manager (Marina Manager to follow SBH escalation protocol – JLL and Owners)
- Notify neighbors in line with PIRMP
- Chief Warden to facilitate meeting of emergency services (if applicable) and establish liaison with scene commander once on site
- Significant Incident – General Manager to notify relevant local authorities inline with the OEMP and PIRMP

Develop a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk:

- Site Operating Procedures (Refueling)
- House Rules (Tenant and Boat Owner Operations)
- Training of SBH ECO/EMT in spill containment and evacuation procedures
- Removal of all non-responding staff, customers, visitors and contractors from effected area (Use of JLL/BCA sign in systems, Evacuation Procedure, loud hailer)
- Where required, evacuation of site to an assembly area best suited for the incident occurrence (for fuel fire, assembly further away offsite may be required)
- Consultation/update with neighbors

Identify any actions to be taken in combating the pollution caused by the incident and how any clean-up and associated funding resulting from an incident will be undertaken:

- Operating Procedures including monitoring
  - o During daily activities such as launch, retrieval and refueling etc.
  - o Daily Marina observations (Client Vessels)
  - o Regular monitoring of tenant maintenance activities
- Early deployment of spill containment equipment in response to any spill

## Coordinating with persons

Identify the procedures to be followed for coordinating with the authorities or persons who have been notified:

The General Manager is responsible for notification of authorities, JLL and Owner representatives in line with the SBH Incident Escalation Protocols

The Marina Manager/Operations Manager or Chief Warden (where an emergency has been declared) is responsible for coordinating on site activity/attendance

Identify the person/s through whom all communications are to be made:

The General Manager – Paul Cooper (External Comms – Media, JLL, LL etc.)

The Marina Manager – Tracy Souris (Internal Staff, Contractors, Tenants, & Clients)

## Staff training

Identify the nature and objectives of any staff training program in relation to this plan:

- SBH EMT will participate in annual scenario training by Argyle Commercial in spill response (including actual deployment of the marina spill kit equipment)
- SBH EMT will participate in regular Warden training and annual evacuation exercise
- SBH Marina staff undertake intro/have access to the SBH EHS Site Manual
- SBH Operating Procedures
- Regular engagement (team tool box talks/meetings)

## Testing and updating of the PIRMP

It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident.

Detail the manner in which the plan is to be tested and maintained to ensure the information included in the plan is accurate and up-to-date and the plan is capable of being implemented in a workable and effective manner:

Detail how the testing is documented and recorded (this must include the testing dates and the names of all staff members who carried out the testing): Detail the dates on which the plan was updated:

### Example: PIRMP testing details

Date tested	Tested by (to include the names of all people involved in testing)	Details of test (e.g. nature of the test, involvement of other agencies) Note: Testing must cover all components of the plan.	Finding of test including issues identified	Next scheduled testing date (must be within 12 months from current test)
9 June 2020	Tracy Souris (Marina Manager) Alex Chistou (Operations Manager) Matt Peachey (InteRisk)	Desktop Scenario, Environmental impact (Diesel Spill in Harbour)	<ul style="list-style-type: none"><li>PIRMP document pre establishes that the event is an emergency event – review and update all sections as an incident event that could escalated into an Emergency (impacts on who is control at any given point during the incident – Marina Management or Chief Warden).</li><li>Reviewed and updated the risk rating inline with JLL Risk Register.</li><li>Reviewed and added additional items raised during this test to the action items section.</li><li>Consult with Argyle Commercial to pre-establish qualified/licensed clean up support contacts in event of environment – Update SBH emergency contacts list accordingly.</li></ul>	End of Mach 2021

**PIRMP update details**

Date update occurred	Reason for update (e.g. address issues identified in testing, contact details/personnel have changed)	Details of updates (nature of changes to PIRMP)	Date the updated version uploaded to website (if applicable)	Date of completion
1 April 2020	Establish PRIMP post OEMP 2019 Update	Site specific information/drws added	N/A	1 May 2020

EPA 2019P1659  
June 2019



## Sydney Boathouse Environmental Complaints Register

Complaint No.	Received From	Received By	How Received?	Complaint Details	Actions	Status



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Complaint No.	Received From	Received By	How Received?	Complaint Details	Actions	Status



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