



Environmental Management Plan

Incorporating Pollution Incident Response
Management Plan (PIRMP) and Underground
Petroleum Storage Systems (UPSS)

HAWKESBURY RIVER HOLDINGS PTY LTD
TRADING AS FENWICKS MARINA
ABN 30 000 722 387
ACN 000 722 387

REPORT BY ANDREW FENWICK

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UPDATED VERSION 2.0



Company Philosophy

MISSION STATEMENT

At Fenwicks Marina, we exceed expectations with exceptional boating experiences and services, while upholding strict environmental standards to benefit our community and waterways.

VISION

At Fenwicks Marina, we enhance the enjoyment of boat ownership by streamlining repair and maintenance while elevating the berthing experience. We make it effortless, so boat lovers can fully embrace the boating lifestyle and all the joy it brings.

VALUES

- **Customer For Life**
We believe boat ownership should be enjoyable, our service enhances this from booking in to sailing away, and everything in between.
- **The Right Thing is Always Right**
We treat every boat as our own, always doing what's right for it and its owner.
- **Day One**
We approach every day with the energy and passion as if it were our first, keeping excellence alive.
- **Environmental Stewardship**
We protect our waterways—our passion and livelihood depend on their beauty and health
- **Heritage and Tradition**
We uphold our 40-year legacy of hard work and award-winning service, honouring the standards that define us.
- **Teamwork**
Every part of Fenwicks Marina is one team working together at delivering outstanding results, every time.

FENWICKS MARINA TAGLINE

"Simplifying your boating lifestyle"



FENWICKS MARINA

HARDSTAND + BERTHING



This Environmental Management Plan of Hawkesbury River Holdings Pty Limited¹, trading as Fenwicks Marina, uses the word 'the company' in reference to all issues, policies and regulations.

This management plan has been prepared to comply with requirements of Planning NSW and relevant environmental legislation. The PIRMP has been developed to comply with EPA NSW requirements. These documents are for those bodies and exclusive use of the company in setting strategic direction policies. It will assist the company in adopting best practice in all operations and be a proactive partner in the maintenance and provision of quality boating services on the Hawkesbury River.

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Fenwicks Marina has established itself as a leader in the boating industry, earning the Best Boatyard (Under 20 Boats) award multiple times, including 2015-2016, 2019-2020, and 2021-2022. In recognition of its outstanding contributions to the marina sector, Fenwicks Marina was inducted into the Marina Industries Association's Hall of Fame in 2023.

The Marina's commitment to environmental sustainability is reflected in its 100% compliance in both audits of the International Clean Marina & Fish Friendly Program.

The International Clean Marina Program plays a crucial role in supporting marinas like Fenwicks in their environmental efforts. This voluntary accreditation encourages marina operators to adhere to environmental regulations and implement best management practices. The program provides a structured approach to developing effective environmental management strategies, leading to both sustainability improvements and tangible business benefits.





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1. INTRODUCTION

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

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

A lease No. 395145 from New South Wales Department of Industry; Crown Lands and Water, is currently held for the area of 4200 square metres over the water where the floating marina is situated. The whole site was developed in the mid-1980s by Doug and Andrew Fenwick and is still managed and operated by the Fenwick family. (See Appendix 1 for the site plan and Appendix 2 for a copy of the lease #395145 from the NSW Department of Industry, Crown Lands and Water.)

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

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



Resources 2009, and ANZECC Strategy to protect the marine environment (code of practice for antifouling and in-water hull cleaning and maintenance) 1997.

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

OBJECTIVES

- PROTECT THE ENVIRONMENT, STAFF, AND THE COMMUNITY.
- ENSURE ENVIRONMENTAL SUSTAINABILITY
- MINIMISE ENVIRONMENTAL IMPACTS
- MINIMISE THE RISK OF POLLUTION INCIDENTS.
- COMPLY WITH OUR LICENSE AND LEASE OBLIGATIONS
- ENSURE PROMPT RESPONSE IF ANY EVENTS OCCUR.



2. MARINA OPERATIONS

2.1 Berthing of vessels

- On a Pacific marina (Bellingham Marine) fully floating pontoon systems which is anchored by Koppes double treated marine piles
- Cruisers and yachts to approximately 20 metres
- Refer to berth management plan page 28

2.2 Fuelling boats

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

2.3 Lifting equipment and hardstand

- Lifting carried out by a 50 ton Crib Point travel lift, accommodating vessels to 20 metres in length
- There is a 13 spot hardstand and wash-down bay covering 1500 square metres
- A mobile boat cover is used to mitigate effects associated with repair and maintenance activities
- A fork lift is used to support the setting up of vessels on the hardstand and for movement of gear around the marina
- Telehandler TH414 with fork and person cage, used to support hardstand operations and power hydraulic boat trailer.
- Roodberg 30 ton hydraulic boat trailer, used to move vessel around the yard.

2.4 Repair and maintenance provided

- Defouling and recoating of antifouling
- Detailing and painting services
- Mechanical and engineering (tenant Wakeford Marine Services)



- Shipwright services for repair, maintenance and refurbishment of vessels (tenant Shipwrights and fabricators – E B Marine Michael Elmes)
- Electrical, electronic services (tenant Bird Electrical)
- Boat Covers & Trimming Services (tenant Offshore Marine Trimming – Peter Harlum)
- Contractors who provide services such as metal fabrication, painting and paint removal

2.5 Loading and unloading of vessels on road transport

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

2.6 Brokerage – Boat sales

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

2.7 Amenities for customers and visitors

- Fully equipped bathrooms with showers for both men and women
- Seating and access to barbeque unit
- LP gas refill facility
- Vending machines for snacks and drinks
- Stocks of paints and materials
- Viewing platform/deck 60 square metres north western corner of property
- Captain Lounge – an area for clients and tenants to use to get out of the weather, use for meetings or while waiting for their ride.

2.8 Car parking

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



2.9 Security Services

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

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

- Signage
- A regular newsletter
- Business Website

2.10 Hot Works Container 2019

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

3. Relevant Statutory Requirements that apply to these operations

3.1 Fire Department (Building Code of Australia C1 E1)

Firefighting equipment

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

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

(Protection of Environment Operations Act 1997 [as amended]) Scheduled activity as defined by the Environmental Planning and Assessment Regulation 2000 requiring a licence. This licence No. 10894 was granted in January 2001.

- Dust and odours. These are maintained within the perimeters of the property



- Noise. New South Wales EPA Industrial Noise Policy 2000. Within the approval for operating repair and maintenance on No. 33 Brooklyn Road we have 49.5 decibel reading (LAeq) which is 54.5 decibel tonally adjusted at the nearest receiver. The nearest receiver will be the proposed housing development on No.35 Brooklyn Road.²
- Waste water and first flush. The EPA licence has Pollution Reduction Program requirements which are noted on the licence. These have been addressed under the WWMA report by GBA, being part of the Design Collaborative Environmental Impact Statement July 2002

3.3 Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008 (See 13)

Fenwicks Marina fuel storage systems environment protection plan includes:

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

3.4 Protocol for industry notification of pollution incidents

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

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

² See VIPAC report dated November 2009.



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

3.5 Work Cover New South Wales

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

- Three fuel tanks with capacity each of 10,000 litres. Dangerous Goods licence (No.35/025839)
- Employee working conditions
- Employee workers' compensation insurance ("ICARE" Insurance and Care NSW policy No. 106640101)
- Safety
- BIA Marine card
- Contractor package
- Induction
- Licences to operate equipment
 - Straddle Carrier (no longer required)
 - Fork lift (All hydraulic to 5 tons)
 - Non slewing crane to 10 tons

3.6 Waterways

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

3.7 Trade Practices

Trade Practices Act 1974.

- Business operations



3.8 New South Wales Office of Fair Trading

Registration under the Business Names Act 1962.

- Certificate of registration of business name No. J8064545

3.9 Sydney Water

The protection of the water supply

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

4. Set Standards and Performance Measures

(For each of the environmental issues)

4.1 Fire

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

4.2 Liquid Waste

- Oil or hydrocarbon thinners waste is stored in secured bunded store and disposed of by a licensed waste oil contractor, evidenced by tracking documents
- Jet washing is generally carried out on the concrete wash-down bay area. All waste is drained firstly through a solid settlement pit before being pumped to a balance tank. The water is then cleaned through our waste water treatment plant and is available for re-use. Any excess treated water can be used on site for general garden maintenance and



similar tasks. Set up discharge to 10,000 litre underground tank at No.31 and associated plumbing to irrigate No.29 and No.33 properties

- The Department of Environment and Climate Change waste management focus provides a clear and consistent regulatory and policy framework that minimises harm to the environment and delivers greater waste avoidance and resource recovery. To meet the requirements of this legislation as set out in the Protection of the Environmental Operations Act 1997 the company undertook most of the recommendations of Gary Blumberg and Associates Pty Limited in the HWWMA report and any remaining tasks will be completed. (Refer to Section 10 for detailed comments.)
- Solvents. Minimisation of solvent waste is carried out by use of a gun and brush washing tub. This is designed to reuse solvents and is regularly maintained by a service agreement with Cleanaway.

4.3 Solid Waste

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

4.4 Boat sewerage and bilge water

- The marina will alert customers, visitors, tenants and employees to the POEO legislation that makes it an offence to discharge bilge water or sewerage into the Sandbrook Inlet
- Where possible the company will mitigate against contamination of the waters by boat owners and users of this marina facility in order to maintain, if not improve, water quality within Sandbrook Inlet.



- Boat owner/tenants of marina are referred to the sewerage and pump out facility at Kangaroo Point for their disposal of sewerage and grey water.

4.5 Hardstand runoff. Designated work area.

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

4.6 Fuel storage and dispensing

- This area is subject to strict environmental conditions that prevent contamination of the surrounding soil and water and meets the requirements of the EPA Pollution Reduction Program 4(b). This requirement has been met.
- The company maintains a Dangerous Goods licence
- The company does meet its legal obligations for the storage and dispensing of fuel.
- UPSS 2017
 - Company has an EPP for the UPSS as required by the Regulation and it is kept for constant referral in Fenwicks on-site office
 - The September 2014 Interim Guidance was adopted into the legislation in 2017 and forms part of the UPSS, to which our Company adheres.

4.7 Notification of pollution incidents

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

- (a) the time, date, nature, duration and location of the incident,



- (b) the location of the place where pollution is occurring or is likely to occur,
- (c) the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
- (d) the circumstances in which the incident occurred (including the cause of the incident, if known),
- (e) the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
- (f) other information prescribed by the regulations.

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

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

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

4.8 Noise dust and air emissions

- Implement the recommendations of VIPAC Engineers and Scientists Pty Limited report dated 6 June 2002
 - Erect a 3 metre fence running parallel to and with 1 metre separation from the currently specified 2.4 metre boundary fence - This recommendation is currently subject to specific performance as per the Deed of Agreement with adjoining property owner.
 - Using an angled configuration for the boats, which would be lowered to the hardstand to give acoustic shielding over much of the operation - is part of our overall Hardstand Management Plan



- Regular operational maintenance and quiet tool selection strategies are implemented at the site wherever possible
- A wind sock has been installed to show the wind direction
- Uncontrolled dust generating activities are performed only during favourable wind directions and screens are used to help mitigate dust and water spray dispersal
- The company uses an enclosure during unfavourable wind directions for dust generating activities, which can be fitted with an extraction system as required
- Spray painting is performed in an enclosure and only during favourable wind directions - in order to spray paint during unfavourable wind conditions, the enclosure would need improved sealing and an extraction system fitted with a carbon filter. The company does not spray paint during unfavourable wind conditions.
- Cease minor spray painting activities in the open unless during favourable wind directions
 - Increase the use of vacuum sanding equipment
- Observe in-water maintenance restrictions
- Use of mobile cover on the hardstand
- Ensure all rules and regulations published by the company are adhered to by all users.

5. Actions and measures to mitigate environmental damage

Overview

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



5.1 Fire measures and procedures

- The company maintains fire response plan notices in appropriate locations around the marina and review these regularly. (See Appendix 3 for the fire plan.)
- On-going training is provided for employees and the company works with local volunteer fire brigades in developing appropriate responses.
- Maintain in good working order the fire reels on the marina. Ensure these reels are tested twice every year and inspected by staff every week.
- All fire reels are clearly marked "Fire use only".
- There are three fire hose reels on the marina and 3 on the hardstand. There are three x 9 kg dry powder extinguishers located in the ground floor workshops. One x 9kg foam extinguisher and one x 9kg powder extinguisher are stored in the waste water treatment plant. The container store 1 has one x 9kg powder extinguisher as does the Hot Works Container. There is one x 9 kg foam extinguisher stored in the fire box at the fuel dock and another in the power tool container 2. These are inspected every six months.
- Signage on the fuel dock to include the words: "No Smoking"; "No Naked Flames"; and "Stop Engines Prior to Refuelling".
- Staff test weekly the operation of emergency power shut-off at the fuel dock.
- Emergency spill kit on the fuel dock is kept available during operating hours and the contents of the kit checked daily.
- Fuel hoses and bund under the bowsers are checked every week.
- Testing and inspection of 50ltr pressurised foam fire trolley is included on the yearly maintenance chart.

5.2 Liquid waste

- The company will implement a first flush system as per the recommendations of the HWWMA carried out by GBA.
- Oil and hydrocarbon waste is the responsibility of the company's workshop lessee Wakeford Marine Services (WMS), carrying out the mechanical repairs and maintenance at the complex. Several 205 litre waste drums are set up in a secured area with all-weather cover and



bunding. This facility is made available for tenants and other marina customers. The workshop lessee has an arrangement with Cleanaway Operations P/L for the collection of oil and hydrocarbons on a regular basis. WMS is to keep receipts from the contractor covering removal of this waste and to make these available if required by any relevant authority.

- The company has implemented the recommendations of the WWMA report by GBA and the company endeavours to comply with the POEO legislation in regards to preventing pollution of the waters from activities undertaken on the hardstand area and as stated in PRP2 of the company's licence. (Refer to Section 10 and detailed comments.)
- Regular cleaning of settlement pits by licensed contractor. The company files documentary evidence of disposal and makes this available for audit by the authorities as and when required.
- The company minimises the use of solvents for cleaning by educating employees and continuing the use of a spray gun and brush cleaning machine which reuses solvents. This is recognised as the most efficient and effective cleaning method. A licensed contractor services the unit regularly. (Cleanaway Operations P/L, Environmental Recovery Services division.)
- Any used solvents are stored in sealed drums and disposed of by the licensed contractor, Cleanaway Operation P/L

5.3 Solid waste

- Solid waste is contained in bins with lids on the hardstand and these are checked regularly.
- The 3 by 1.1 cubic metre bins are emptied twice a week by Fretus Waste Services.
- Every effort is made to remove metals, paper, cardboard, glass, and plastic all of which are recycled by Fretus Waste Services
- Educate employees on re-use of disposable items such as:
 - paint brushes, roller sleeves and trays
 - anodes that still have sufficient life
 - the use of drop sheets rather than plastic and paper



- lightly soiled rags
- Signage is placed at relevant areas and all employees and tenants are educated on the benefits of recycling through the regular company newsletters. Signage requests that all recycled items are removed from plastic bags.
- Allcoast Metal Recycling collect old batteries and metals. Waste Disposal Certificates are obtained and held onsite.
- Timber wood shavings, where practical, are used as mulch on the marina complex gardens.
- Solid settlement pits are pumped out regularly by authorised licensed contractors (Coopers Environmental Waste Recycling Pty Ltd) and tracking dockets are retained by the company in the EPA folder and made available for audit by the relevant authorities.
- Solid waste that is deemed to be hazardous is kept in a sealed and secure storage container and removed by a licensed authorised contractor.
- Solid uncontaminated waste is disposed of with the general garbage, and removed by the Fretus Waste Services.

5.4 Boat sewerage and bilge water

- The discharge of sewerage from boat holding tanks can be carried out at Kangaroo Point public pump-out station. This facility also has a receptacle to accept waste from portable toilets.
- Marina staff inspects all moored vessels every morning and afternoon to ensure their safety and security. This includes a visual inspection for any sign of pollution in the water in or around the marina.
- In the event of any inadvertent spillage, staff are trained in quick containment responses (see PIRMP section).
- The company maintains three emergency spill kits, one being permanently affixed to the fuel wharf. These kits contain absorbent wipes and a 20 metre retaining boom. The generic mobile kit contains: bilge ropes and mini booms; floor sweep; containment socks; and absorbent pillows and wipes. The company also stores a 20 metre boom kit at the



marina. Contractors/tradespersons dispose of bilge water into the hardstand waste water system or to a licenced waste contractor.

- Prior to occupying a berth all marina customers sign a BIA agreement which states in part that the licensee agrees that:

(i) during the term of this agreement and while the Craft is moored, stored or berthed at the Facilities, it shall not carry out or have carried out repairs and/or maintenance on the craft without the prior implied or express authority of the Licensor or its authorised agent

(j) the Licensor shall note that under the Pollution of the Environment Act (1997), and in addition, all subsequent and relevant legislation, all forms of pollution are prohibited. Any person or Licensor contravening this legislation leaves themselves open to action by Council or the EPA.

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

5.5 Hardstand run-off and maintenance procedures

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

- The hardstand is sited above high water.
- The scraping and jet washing are carried out on a specially designed bay area where liquid waste generated can be treated in the waste water treatment plant and reused onsite. The solid waste is dealt with by an appropriate licensed contractor.
- The vessels on the hardstand are placed in a neatly organised plan that allows easy access and efficient workflow ensuring that at all times any operational effects are mitigated.
- A ride-on electric vacuum sweeper is utilised to maximise the cleaning of surfaces thus keeping the work area tidy.



- Housekeeping practices ensure all areas of the hardstand are kept in good condition, tidy and clean. Adequate bins are located along the hardstand and these are emptied as required.
- Cleaning products and degreasers used for the marina facilities are purchased through certified suppliers and we reduce the use of toxic products and trial new eco-friendly products our suppliers recommend.
- Large drip trays are employed for all work with the potential to leak oil onto the hardstand.
- The use of tarpaulins or drop sheets can provide extra protection in certain circumstances.
- Signs indicate the working hardstand area and discourage unauthorised entry
- Sacrificial anodes do not need to be removed or covered now as all water and waste from jet washing of vessels goes through the waste water treatment plant.
- All jet wash operators are trained to work efficiently in order to minimise water use and ensure that untreated waste does not pollute the waters of the inlet.
- Jet washing is limited to the removal of mud, weed and general marine growth. It is not be used to remove topside paints and finishes, as this operation is carried out in a controlled area away from the waterfront, and using appropriate measures of containment.
- Perimeter drains and kerb entry baskets are cleaned out at least every week.
- Mushroom Compost and mulching are used onsite to help minimise the use of fertilisers used in the landscaping at the marina.

5.6 Fuel storage, service and maintenance procedures

- As per the company's EPA license under the PRP 4(b) a bund under the fuel bowsers has been installed with a water resistant cover.
- Included within the bowser bund is an area designated for refuelling jerry cans and hand held fuel tanks.
- The bowser bund is checked weekly and the cleaning and replacement of hydrocarbon socks replaced as and when required.



- The refuelling of vessels must be carried out only at the fuel wharf and only from the marina pumps. No vessel within the limits of the marina is permitted to refuel other than at the designated area.
- Fuelling is to be stopped immediately if the vessel's tanks have insufficient venting which results in continuous blow-back. The owner or operator of the vessel is to be informed that refuelling will not be carried out until the problem is rectified.
- Security and integrity of pumps and lines are to be ascertained by staff at the start and close of each day's operations.
- The emergency spill kit must be readily available at all times when fuelling is being carried out.
- Signage on the fuel wharf to include: "No Smoking"; "No Naked Flames"; "Engines must be switched off before refuelling".
- The company maintains a current Dangerous Goods licence - NDG025839
- Inspection and preventative maintenance is included on yearly maintenance chart.
- Fuel is delivered and unloaded by a registered and trained fuel supplier who carries a fuel spill kit in accordance with Work Cover requirements.
- Unloading is supervised by a senior member of the marina management.
- In the event of a spillage or fuel line rupture marina staff are trained to:
 - a. Isolate power by depressing the emergency button on the fuel wharf.
 - b. Initiate action to clean up the fuel spillage with the use of the spill kit equipment.
 - c. Notify senior management and/follow procedures under 4.7 Notification of pollution incidents (as per the PIRMP).
 - d. File an incident report

5.7 Noise, dust and air emission measures and procedures

5.7A Noise

- All users of the hardstand are made aware of the company's maximum LAeq noise level.
- Signage must notify users that noise restrictions apply to this facility as follows:



- Monday to Friday: 7.30am to 5.00pm
- Saturday: 7.30am to 1.00pm
- Sunday and Public holidays: No noise related work
- Boat owners and users of the hardstand facility are required to have read and accepted the rules and regulations that apply to the hardstand area. (See Appendix 4 for confirmation regulations.)
- Vessels on the hardstand are set up as low as practical, as this will assist in the mitigation of noise.
- Whenever practical, noise can be shielded by other vessels to assist in meeting noise reduction objectives.
- Abrasive blasting must be restricted to underwater and topside areas of vessels and is of limited duration in order to reduce to a minimum any annoying or offensive noise from the operation.
- The mobile boat cover is used where practical to assist with the mitigation of noise.
- Regular operational maintenance and strategies for the selection of quiet tools is a policy of the company.
- Boat transportation companies and their drivers are made aware of the noise and size limitations prior to their arrival at the site.
- Only minor repairs are sprayed in the open and only during favourable wind conditions.
- Excessive running of engines/generators while on the hardstand is not permitted.
- The marina business is manned every day except Christmas day. This allows constant monitoring of visitors and users at the marina and assists in protecting of the amenity of the surrounding area.
- Where practical, tarpaulins and screens are employed to reduce dust emissions

5.7B Dust and air emission

- Management must consider the direction of wind and weather when undertaking work with the potential for dust or emissions to carry to neighbouring properties
- Vacuum extraction sanders are used wherever possible
- Employ wet sanding if practical



- Tarpaulins and/or screens, if necessary, are used to assist in containment
- Brush and rollers are used for applications of antifouling paint. The use of airless application is only carried out where finish is an issue, and then only during favourable weather conditions.
- Vessels are placed on the hardstand to best manage possible effects of dust and/or odour.
- Consideration is given to all other issues as documented in section 4.7.³

6. Measures and Procedures to deal with Complaints

Overview

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

6.1 Pollution complaints

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

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



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

6.2 Personnel

- The company will comply with WorkCover regulations and their recommendations at all times.
- Emergency telephone number is displayed ground floor near the stairs and also available from the complex reception. Educational instructions on safety are given to all employees.
- A senior member of staff is always available, either on site or via telephone, to advise on matters that may be of concern.

7. Roles, responsibilities, authority and accountability

Overview

The company is owned by a Holding Company of the Fenwick family. Andrew Fenwick CMM, along with his sons Timothy Fenwick and Mark Fenwick, serve as directors of the Holding Company trading as Fenwicks Marina.

- Andrew Fenwick is the Managing Director
- Timothy Fenwick is the Operations Manager.
- Mark Fenwick is the Business Manager.

Below Figure 7.1 illustrates the company's organisational structure. The roles, responsibilities, authority, and accountability for all key personnel involved in marina operations are detailed below

7.1 All directors of Fenwicks Marina are responsible for:

- Legal and Compliance requirements
- Working on strategic planning, development, and performance
- Overseeing financial planning, budgeting, debts and liabilities
- Operational Management for policies, procedures, risk management and Environmental impact and engaging with all stakeholders.



7.2 The Managing Director has overall responsibility for all operations at the marina.

Authority:

- Has overall responsibility for all operations at the marina.
- Final decision-making authority on all financial, operational, and strategic matters.

Responsibilities:

- Develops processes and procedures for marina operations.
- Supervises staff and marina operations.
- Manages berthing clients and the marina.
- Oversees maintenance & repairs of all equipment's
- Ensures completion and updating of yearly maintenance schedules by liaising with Maintenance Specialist.
- Manages debtors and creditors.
- Has final authority on marketing functions and outside investments.
- Finalizes Invoicing

7.3 The Operations Manager

Authority:

- Direct control over daily yard operations.
- Decision-making on process improvements and waste minimization initiatives.

Responsibilities:

- Manages the day-to-day workflow in the yard.
- Liaises with customers and marina clients.
- Evaluates and improves operational systems and processes.
- Assists in waste minimization objectives.
- Coordinates with the Yard Manager to ensure efficient hardstand operations.
- Assists the Managing Director in developing maintenance processes and procedures.
- Provides training for emergency response procedures and employee induction.
- Oversees maintenance and repairs of all equipment.
- Assists in employee assessments and performance appraisals.

7.4 The Business Manager

Authority:

- Has control over financial planning, human resources, and environmental compliance.

Responsibilities:

- Manages financial planning, budgeting, and forecasting.
- Provides HR management, including performance appraisals and employment-related matters.



- Assists in employee training and induction.
- Liaises with tenants regarding operational procedures, lease requirements, and annual reviews.
- Ensures compliance with environmental regulations, audits, and government requirements.
- Handles ordering and inventory control.
- Manages marketing functions and outside investments.

7.5 Office Manager

Authority:

- Assists with project management, compliance documentation, HR matters

Responsibilities:

- Maintains project management systems and accounting systems
- Supports HR-related tasks, including payroll and leave management.
- Ensures all daily forms are updated, printed, and available for use.
- Assists with WH&S requirements, including training, licenses, SOPs, risk assessments, and audits.
- Supports marketing, sponsorship, and donation initiatives.

7.6 Yard Manager

Authority:

- Responsible for the antifoul team and yard operations.

Responsibilities:

- Manages the Antifoul Team.
- Performs Antifoul and PropSpeed applications.
- Ensures quality control.
- Inputs job materials and labour hours for invoicing.

7.7 Maintenance Specialist

Authority:

- Oversees maintenance operations and coordinates required trades.

Responsibilities:

- Controls the wastewater treatment plant (WWTP).
- Manages onsite maintenance in coordination with the Managing Director and Operations Manager.
- Organizes trades to complete necessary maintenance tasks.
- Conducts daily marina checks and fuel dips.

7.8 Dockmaster

- Responsible for weekend marina and yard operations.



7.9 Contractors and outside trades

Site Check-in & Supervision:

- All contractors must QR Code check-in upon arrival using the BIA Access Management System and sign out when leaving.
- While on the property, contractors will be under the immediate supervision of the tenant (if arranged by them) or the Operations Manager (if arranged by the company or a marina client).

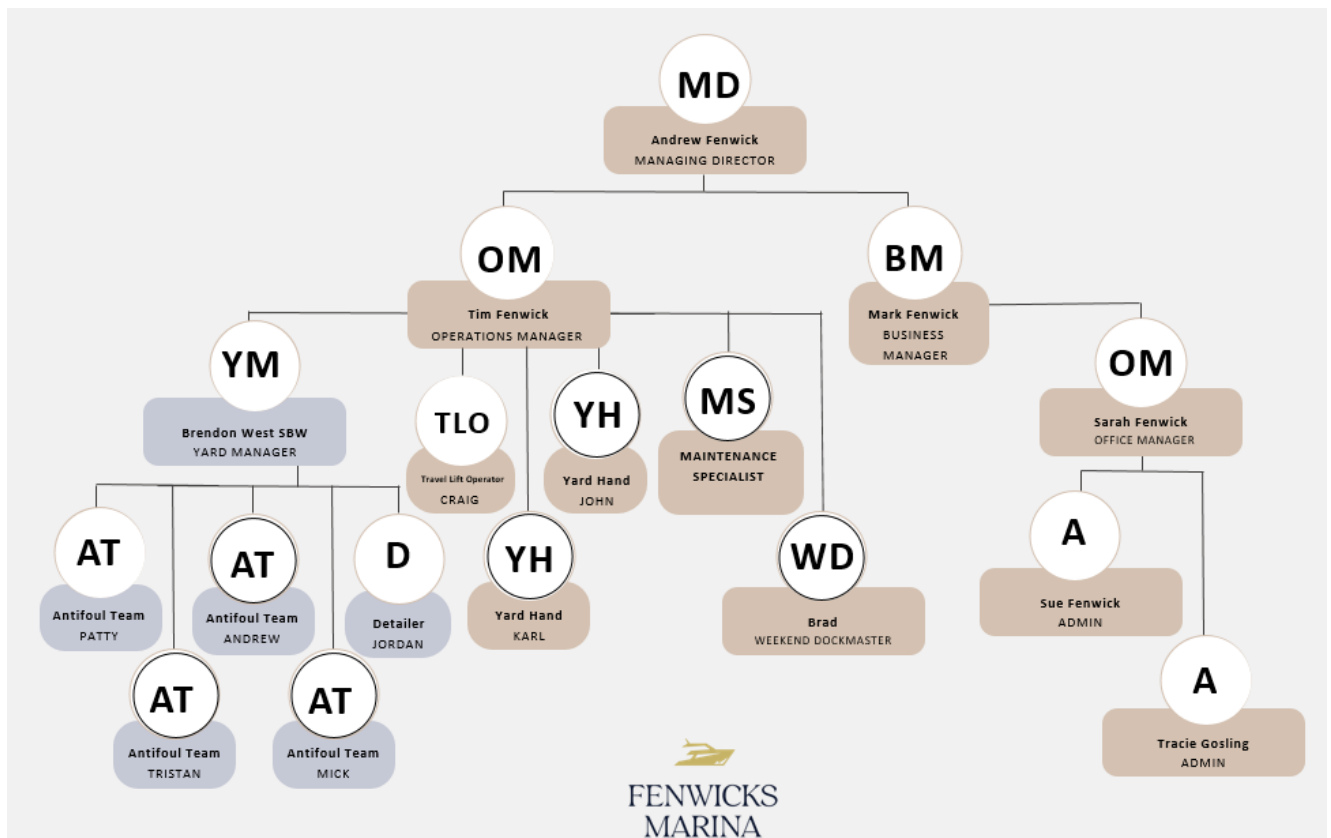
Insurance & Compliance Requirements:

- Contractors must provide evidence of public liability insurance.
- Workers must hold workers' compensation coverage (or accident and sickness coverage for sole traders).
- Contractors must demonstrate an understanding of Work Health and Safety (WHS) by holding either a Marine Card or Building Industry White Card.

Risk Assessment & Safety Compliance:

- Contractors must have Work Method Statements to confirm that risk assessments have been conducted for specific tasks.

Figure 7.1 Fenwicks Marina Organisational Chart





8 Berthing management plan

Overview

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

8.9 Berthing regulations

- 8.9.1 The company ensures that all berths are clearly marked to allow identification
- 8.9.2 Accurate records are kept of berth holders and essential details for ease of contact
- 8.9.3 All berth holders have a copy of the company's 'Regulations for Marina Usage' (see Appendix 5) and management does its best to ensure that these customers abide by these rules.
- 8.9.4 Visual inspection of the floating marina and vessels moored at the marina is carried out at the start and close of each day of operation.
- 8.9.5 The company encourages berthing clients to leave a spare key at the complex for emergency access to craft moored on the marina. A register is kept to keep account of time and date when keys are used.
- 8.9.6 The company provides marina supervision every day of the year except Christmas day.
- 8.9.7 All customers are required to sign a BIA Berthing/Mooring Agreement.
- 8.9.8 Clear and unobstructed access is provided to the marina.
- 8.9.9 Garbage and recycling facilities are provided for all berthing clients.
- 8.9.10 Adequate signage is placed to assist in the efficient and effective operations of the marina and protect the environment.
- 8.9.11 The company ensures that only minor repairs and maintenance are carried out on the water, and then only in the appropriate area.
- 8.9.12 All contractors wishing entry to the floating marina must be made aware of the Regulations for Marina Use and have the appropriate public liability and workers' compensation insurance.
- 8.9.13 Excessive running of engines or generators at the marina is not permitted.



9 Noise management plan

- Employees, tenants, boat owners and contractors are made aware of noise restrictions
 - Operating hours
 - Restrictions on weekends and public holidays
 - Maximum LAeq (15 minutes) at the boundary of No.35
 - The users of the hardstand must sign a hardstand confirmation
- The company has reconfigured the hardstand layout to allow shielding of noise-related work through the positioning of other vessels
- Vessels are placed as low as practical to assist in mitigating noise
- When purchasing new tools or equipment, company policy requires prior investigation of all practical quieter tool performance
- To remind users of the hardstand of noise policy and restrictions, clear signage is maintained and site induction, quiz and signature of these rules are to be completed.
- Complaints, verbal or written in regards to noise, are dealt with as per section 6.1
- Developers "McNamee" of 35 Brooklyn road have agreed to undertake a 3-metre high masonry fence or other acoustic fence of a similar standard along the boundary of Lot 1 DP 867430 and the McNamee Land running from the high water mark on the Hawkesbury River adjoining the new boundary for distance of 90 metres and thereafter, for remainder of the new boundary to where the new boundary meets Brooklyn road, with a 2.4 metre treated pine fence of a lapped and capped construction and this is to further mitigate noise from the operations. This as part of a deed of agreement dated 24 October 2006.
- Management and/or staff attend relevant industry training or seminars to expand their knowledge and skill base and introduce them to innovative procedures and best practice with regards to noise minimisation

10 Water Quality Management Plan

- Implement the recommendations from the GBA HWWMA report described as an eight-point plan:
 - Completion of hardstand sealing : DONE
 - Bunding improvement - DONE
 - Staged installation of first flush storage and waste water treatment system, including water recycling - DONE
 - Interim disposal of treated waste water to waterway - No longer required



- Trade waste disposal of treated effluent to sewer immediately this facility becomes available. - Negotiations to be carried out with DECC to remove the requirement for disposal of excess waste to sewer by increasing on-site storage and re-use.
- Water quality monitoring - DONE annually by Marine Pollution Research
- Implementation of solid waste management measures in accordance with EPA (1999) - DONE
 - Environmental management education and awareness - Carried out regularly
- Kerb entry filter baskets and settlement pits are cleaned regularly and pumped out by the licensed operator (Coopers Environmental Waste Recycling Pty Ltd). Tracking documentary evidence on a Waste Data Form is filed for audit purposes.)
- Employees and customers are instructed in ways of minimising the use of biodegradable detergents for washing and cleaning of boats
- The company ensures that the users of the marina abide by the Regulations for Marina Usage (see Appendix 5)
- The EPA is notified of any notable spills occurring in the waters and the company responds by containing and cleaning up
- Complaints whether verbal or written, in regards to water quality are dealt with as per section 6.1

11 Air quality management plan

- Implement the recommendations made in section 5.5, Fenwicks Marina Noise and Air Quality Impact Statement (VIPAC) dated 6 June 2002
 - Install a wind sock to show the wind direction - DONE
 - Perform uncontrolled dust generating activities only during favourable wind directions - POLICY adhered to
 - Use an enclosure during unfavourable wind directions for dust generating activities, preferably fitted with an extraction system - DONE
 - Spray painting to be performed in an enclosure and only during favourable wind directions - in order to spray paint during unfavourable wind conditions, the enclosure would need improved sealing and an extraction system fitted with filters - DONE



- Cease minor spray painting activities in the open unless during favourable wind directions - POLICY adhered to
- Increase the use of vacuum sanding equipment - DONE
- Employ tarpaulins and screens to assist in mitigating the effects of dust - POLICY adhered to
- Complaints, whether verbal or written in regards to air quality, are dealt with as per section 6.1

12 Waste Management Plan

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

13 UNDERGROUND PETROLEUM STORAGE SYSTEMS (UPSS)

See next page

Environment Protection Plan for UPSS

As required by clause 19 of the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008

Use this folder to keep together the up-to-date documents that must be retained on premises where an underground petroleum storage system is located.

Department of **Environment & Climate Change** NSW



Section A

Storage system information

Storage System Information for UPSS

Site name: ...FENWICKS MARINA

Site street address:..

31 BROOKLYN ROAD BROOKLYN

NEW SOUTH WALES 2083

Land title particulars:

Lot number10..... DP number ...1165612

Person responsible: ...

HAWKESBURY RIVER HOLDINGS PTY LTD

If person responsible is a corporation, the name of a natural person who is authorised to act on behalf of the corporation:

ANDREW FENWICK CMM

Postal address (for person responsible or natural person - may differ from site address):

31 BROOKLYN ROAD BROOKLYN NSW 2083

24-hour phone number (for person responsible or natural person): 02-99857633.

Name of site owner (if different from person responsible):

KANNA HOLDINGS PTY LIMITED

Access and security information

Details of access to, and security of, the system, including any locks, gates, fences, etc. and the means of opening them:

PADLOCKS ON BOWSERS AFTER HOURS. KEYS IN CONTAINER NO.5

POWER TO FUEL BOWSERS ISOLATED AFTER HOURS, SWITCH PANEL

LOCATED IN LOWER OFFICE/STORE

FOR ACCESS TO LOWER OFFICE OR NO. 5 CONTAINER CONTACT 99857633

OR – ANDREW FENWICK 0427 923 457

OR – TIMOTHY FENWICK 0402 991 743

Location of all records kept in accordance with Part 5 of the UPSS Regulation, especially specifics of any off-site storage of records

Part 5, clause 23: Record of significant modifications

NO MODIFICATIONS TO THE AREA HAVE BEEN MADE SINCE LAST REVISION

Part 5, clause 24: Incident log

INCIDENT REPORTS ARE AVAILABLE IN THE EMPLOYEE OH&S BINDER

LOCATED IN THE MAIN OFFICE RECEPTION ON THE FIRST FLOOR

Part 5, clause 25: Documents to be kept for seven years from date of creation

ALL DOCUMENTS RELATING TO LOSS MONITORING ARE KEPT IN THE FIRST

FLOOR INNER OFFICE CUPBOARD AND ON COMPUTER

DOCUMENTS RELATING TO EQUIPMENT ARE KEPT IN THE MAIN OFFICE

Part 5, clause 26: Documents to be kept for seven years from date of decommissioning

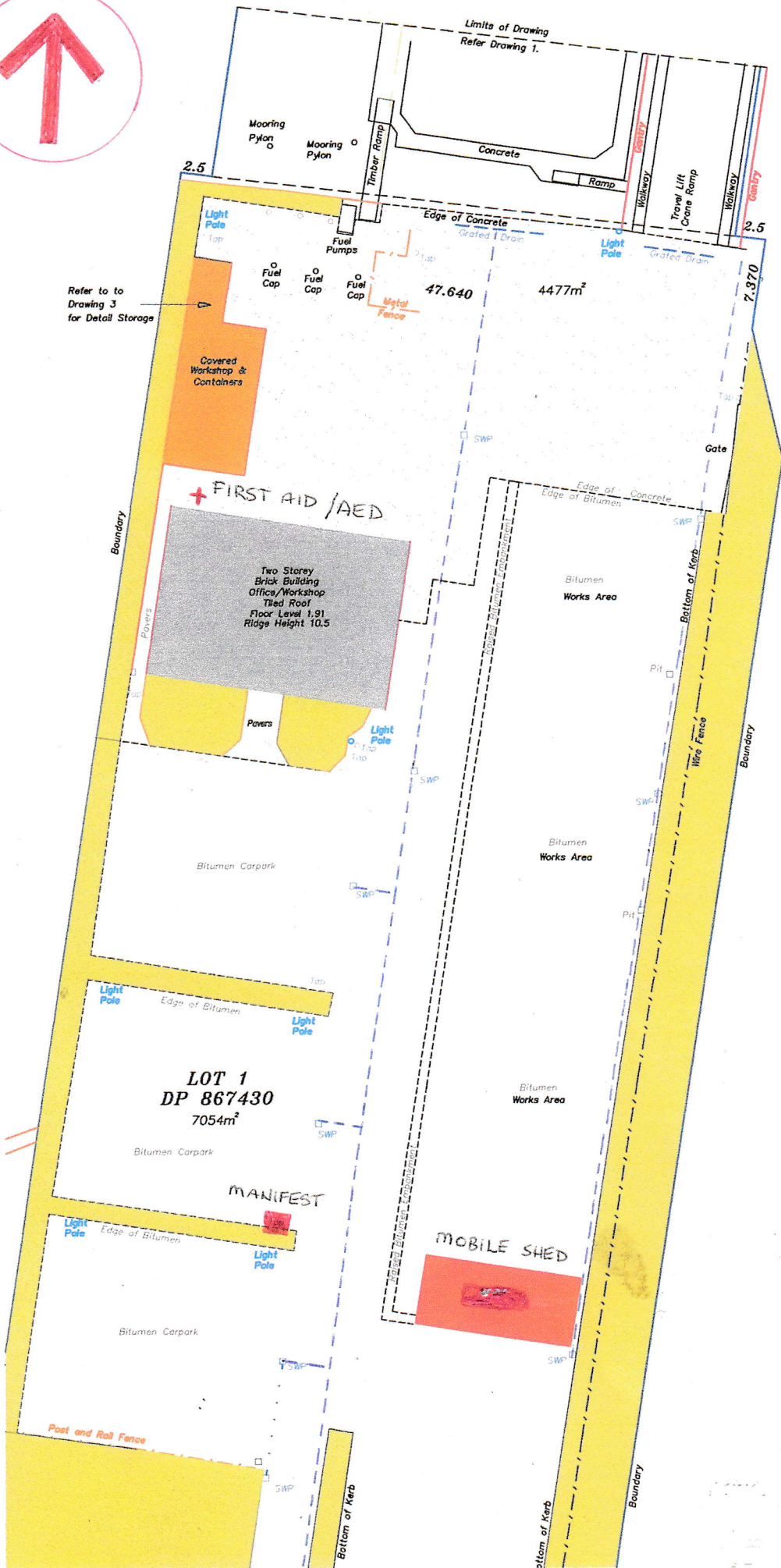
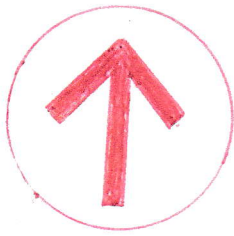
NOT APPLICABLE

Date: 6 AUGUST 2019

..Revision #: 4

When completed, this form meets the information requirements of clause 7 9(3) and must be retained on-site as part of the EPP.

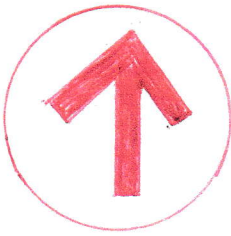
*Download another form from the DECC website when this information needs to be updated:
www.environment.nsw.gov.au/clm/upss*



LOT 460
DP 720725

LOT 11
DP 6036

DRAINAGE SCHEDULE



MANGROVE WETLANDS



LOT 111
DP 603686

VACANT BLOCK

LEGEND

- Office and Workshop
- Residential Dwelling
- Storage
- MOBILE SHED
- Gardens or Lawn
- Waste Water Treatment Plant
- Concrete
- Bitumen/Pavers
- Boundary - Fencing

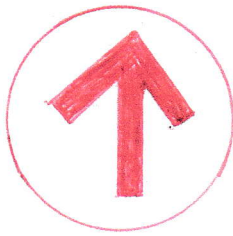


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







8 MITTARA RD
TERRIGAL 2280
PH: 0418291843
18 MAY 2012

SITE PLAN

Ferrelids Marina Brooklyn Road Brooklyn NSW
Scale 1:200
0 2 4 8 12 16 1:200



LEGEND

-  Office and Workshop
-  Residential Dwelling
-  Storage
-  **MOBILE SHED**
-  Gardens or Lawn
-  Waste Water Treatment Plant
-  Concrete
-  Bitumen/Pavers
-  Boundary - Fencing

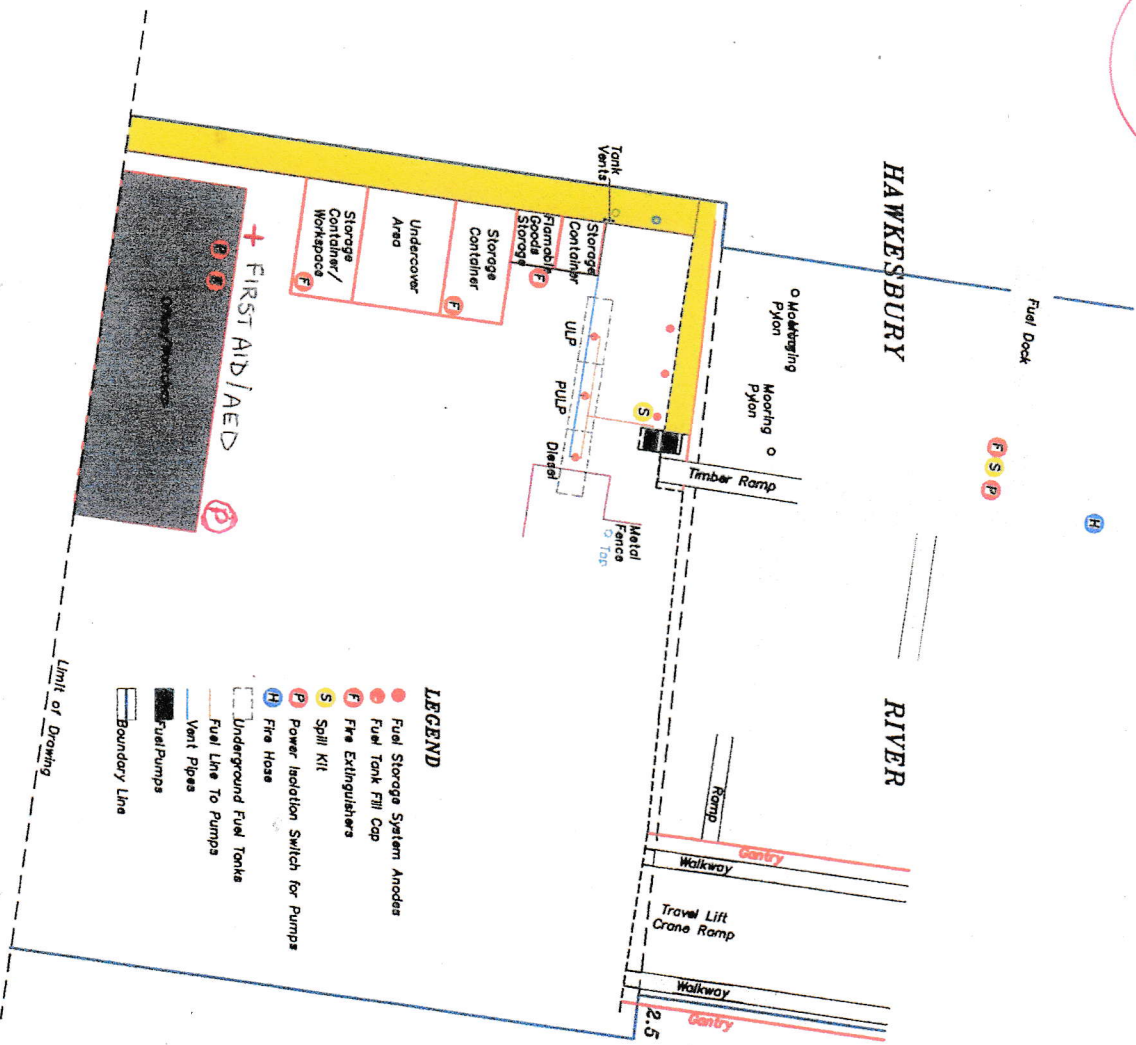
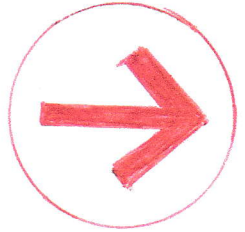


IAN BARNETT
 EL. NOLA. CERT. NEXT

5 MITTARA RD
 TERRIGAL 2260
 PH. 0416291843
 13 MAY 2012

SITE PLAN

Ferrelde Mariba Brooklyn Road Brooklyn NSW.
 Scale 1:200
 0 2 4 6 8 10 12 14 16 18 20
 1:200



LEGEND

- Fuel Storage System Anodes
- Fuel Tank Fill Cap
- F Fire Extinguishers
- S Spill Kit
- P Power Isolation Switch for Pumps
- H Fire Hose
- Underground Fuel Tanks
- Fuel Line To Pumps
- Vent Pipes
- Fuel Pumps
- Boundary Line

STORAGE PLAN

Section B

Loss Monitoring Procedure

The loss monitoring procedure –

‘... must be designed to measure discrepancies between:

- the amount of petroleum that should be in the system, and
- the amount of petroleum that is actually present in the system,

so as to be capable of detecting losses of petroleum occurring at a rate of 0.76 litres per hour or more, with at least 95% accuracy’ (*clause 19(4) of the UPSS Regulation*).

Statistical inventory reconciliation analysis (SIRA) is an example of a loss monitoring procedure.

DAILY FUEL ROUTINE - WET STOCK RECONCILIATION

There are three bowzers and tanks on site;
Premium Unleaded, Unleaded and Diesel Fuel.
The three types of fuel are reconciled separately.

Fuel Deliveries

If there has been a delivery of fuel to our tanks, a manual dip of the tanks is taken before and after delivery, to ensure that the amount stated on the invoice corresponds with the amount delivered.

Fuel Purchases

Each fuel sale is recorded at the point of sale on a sales sheet, detailing date, fuel type, amount in litres, dollar amount and staff member delivering the service.

If the fuel is paid for at the point of sale (as opposed to being billed out to approved customers) a till docket itemises details of the sale as above, and is placed in the till with the payment.

End of Day Recordings

At the end of each day the tote readings are taken for each bowser and a manual dip of each tank is also recorded.

Daily Fuel Reconciliation

At the end of each day the manually recorded fuel sales are reconciled against the actual daily bowser tote sales. The manual dips are compared to the calculated balance of the tank.

If there is a delivery of fuel, this data is also recorded in order to reconcile the balances of each tank.

Data\Admin\Fuel - Fuel Reconciliation

Results of the Reconciliation

A computer spreadsheet is used to record and track all the daily data of fuel sales and deliveries.

The actual bowser tote sales should match the day's cumulative sales recorded on the daily sheet (the difference between the two should be less than one litre). All discrepancies are investigated immediately.

If there are any discrepancies they can most likely be attributed to an incorrect recording of some details on the sales sheet. As this reconciliation process is carried out daily, identifying and correcting errors is made much easier.

This daily monitoring process ensures any variations are identified quickly and appropriate action taken.

We believe this process will detect losses of petroleum occurring at a rate of 0.76Ltrs per hour with at least 95% accuracy, and thus meets the intent of UPSS regulations for loss monitoring.

Section C

Incident Management Procedure

The incident management procedure –

'... must set out the procedures to be followed in dealing with any leaks and spills of petroleum from the [underground petroleum storage] system' (*clause 19(5) of the UPSS Regulation*).

FENWICKS MARINA

31 BROOKLYN ROAD, BROOKLYN
EXACTLY 1 KILOMETRE AFTER YOU TURN OFF PACIFIC HIGHWAY
PHONE : 9985 7633
S33°32'930 E151°12'102

Fuel & Oil Spill Response Plan

1. Identify source & cause

2. Stop the flow

a. Fuel Bowser

Press emergency stop button on fuel wharf to cut off the power to the pumps, or press switch on switchboard in lower office/store (see page 2).

b. Leak from boat

If caused by leaking tank or hose in a boat, turn off bilge pumps and power in boat. This will stop the flow of fuel from the bilge pump into the water. Be aware of the explosive nature of the spill; all naked flames or sparks are to be kept away from the area.

3. Contain the spill

a. **Small Spill** - If only a small spill, fuel can be mopped up by using Oil Absorbent Pads on the water or on the wharf. Kleen Sweep powder or Kitty Litter can also be used on hard surfaces. These products are kept in the spill kits.

b. **Larger Spill** – Absorbent Containment socks or booms may need to be used. These are also kept in the Fuel Wharf Spill Kit.

Location of spill kits

On Fuel Wharf – (also contains a foam fire extinguisher)

Near Fuel Bowser – (in a yellow wheelie bin)

Container No 7 – Hand-held spill kit (blue bag)

Lower office/store. Stock of absorbent pads in materials shelves

4. Notify Management:

Andrew Fenwick Home: 4325 2289 Mobile: 0427 923 457	Tim Fenwick Mobile: 0402 991 743
------------------------------------------------------------------	--------------------------------------------

5. Call Authorities:

a. Emergency Services (if required): 000

b. Fire Brigade: 9456 3536 (Berowra)

c. Police: 9476 9799 (Hornsby)

d. NSW Maritime BSO: 0427 976 161

e. Sydney Ports Corp: 02 9296 4001

f. DECC/EPA: 131 555

Emergency Stop (Shut off)

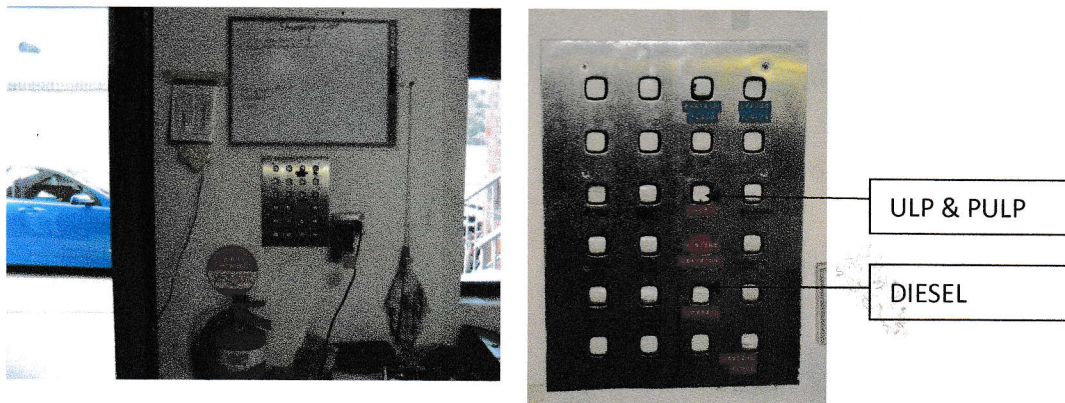
The emergency fuel pump shut off is located on the fuel wharf and is clearly marked with a sign: **Emergency Stop (Shut off)**.

Pumps can also be turned off at the switch board located in the lower office/store. These switches are only to be turned on during trading hours.

(See picture below)



Above – EMERGENCY STOP ON FUEL WHARF



Above – SWITCH BOARD IN LOWER OFFICE

FUEL SPILL KITS

The Fuel Spill Kits are located on the fuel wharf and near the fuel bowser. (See Picture Below)

A further hand-held spill kit is stored in hazardous goods container No 7 (blue bag). Refill absorbent pads and bilge socks stored in lower office/store area..



**FUEL WHARF SPILL KIT
WITH CONTAINMENT BOOM
AND FOAM FIRE EXTINGUISHER**



**BOWSER PORTABLE
SPILL KIT**

In the event that fuel or oil is spilled into the river water, use the following procedures to clean up the spill. Remember a small spill can easily cover a large area if you do not act quickly.

How to handle a fuel or oil spill:

- Use oil absorbent pads from the spill station. These pads will not absorb the water. They are kept in the oil spill kits and extra stock is in the downstairs storage area.
- Place it over the spill area as quickly as possible to prevent it from spreading.
- If the spill is larger there is a smooth water boom in the fuel wharf kit, which can be deployed to assist in managing and cleaning up the spill. Consult the PIRMP for further advise.
- Dispose of the used pads in the containment plastic bags in the spill kits.
- Notify management and the EPA as soon as practical.
- Fill out an incident report available from the Office.

Section D

Maintenance Schedule

The maintenance schedule –

'... must include details of what maintenance is proposed to be carried out, and when, in relation to the system generally and in relation to the various gauges, indicators, groundwater monitoring wells and other measuring instruments in the system' (*clause 19(6) of the UPSS Regulation*).

MAINTENANCE SCHEDULE

Annual inspection of fuel - see register in black Service Schedule folder in reception.

This inspection is carried out by :

Richard Clancy, B.Sc(Tech) – Mech.Eng., MIEA, CPEng, MIE.Director, RJCEC

RJC engineering Consultants Pty Ltd.

83 Allambie Road,

Allambie Heights 2100

Phone: 9905 7008, 0433 318 726

Annual Cathodic Protection Survey – see register in black Service Schedule folder in reception.

This survey is carried out by:

Michael Ellwood

Senior Engineer

Corrosion Control Engineering

Unit 4, 378 Parramatta Road

Homebush West 2140

Phone: 9763 5611

6 Monthly Inspections, Calibrations & Repairs – see register in black Service Schedule folder in reception.

This inspection is carried out by:

Tegrin P/L Terry or Yok

Tegrin Pty Ltd

16 Arkley Street

BANKSTOWN, NSW 2200

Phone: 0418 280 999

Carried out 6 monthly or more frequently as required

Weekly Inspection to detect water – see Fuel reconciliation spreadsheet in Data\Admin\Fuel – Fuel Reconciliation

GasoilA AP02 Paste is used weekly to detect water presence in fuel storage tanks.

Daily Operating Procedures for Fuel at Fenwicks Marina

- Unlock dispensing handles on Diesel, Premium ULP and ULP bowsers.
- Wheel out yellow spill kit from container and place next to bowsers. Visually check contents.
- Turn on power to both bowsers at the switch board in the lower office.
- Wheel out fire cart from downstairs office/store and leave on building forecourt.
- Visually inspect the surrounding waterway / seawall area for any sign of hydrocarbon sheen in the inter tidal zone. If required, follow fuel and oil spill response plan and reporting protocols.
- Visually inspect bund under bowsers by lifting out the catchment tray below hand held tank fuelling stand. Ensure this area is free of fuel contamination and excess water.
- Visually inspect fuel hoses onto fuel wharf and tidy lines to ensure free and safe access to floating marina berths.
- Unlock emergency spill kit and fire extinguisher locker on fuel wharf and visually check contents.
- Walk over the entire length of the floating marina to inspect both vessel security and to identify any evidence of hydrocarbon sheen. If evidence is found try to identify the cause / source. Note the direction of tide and wind, as these elements may be responsible for transporting the observed event. If required follow the fuel and oil spill response plan and reporting protocols.
- Record any anomalies or hydrocarbon sheen in the diary and report to the marina manager
- During the day ensure all fuel sales are recorded on the fuel sheet and maintain an awareness of the water environment around the fuel wharf.
- Prior to the close of day fill out the daily fuel tank register, kept on fuel folder. Record the tote values and dip readings on all three tanks. Office staff to update reconciliation on computer to identify/monitor any loss of product.
- At the close of each day a reversal of the opening procedures is carried out, which includes
 - Re inspect the floating marina for security of vessels and any sign of hydrocarbon sheen or water contamination.
 - Inspection of fuel hoses and their tidiness.
 - Locking of emergency spill kits, fire extinguisher lockers and dispensing handles on bowsers.
 - Packing away emergency spill kit and fire cart.
 - Isolate power to bowsers at switch board in lower office.

Fenwick Sediment Samples 1 May 12

Analytes	Site	Units	LOR	FS-B	FS-T	FSM-B	FSM-T	FNM-T	FNM-B	FN-T	FN-B
Moisture Content		%	1	26.6	36.9	40.5	42.9	36.2	34.8	41.4	43
BTEX											
Benzene	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2
Toluene	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2
Ethylbenzene	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2
meta- & para-Xylene	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2
ortho-Xylene	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2
Total Petroleum Hydrocarbons											
C6 - C9 Fraction	mg/kg	3	<3	<3	<3	<3	<3	<3	<3	<3	<3
C10 - C14 Fraction	mg/kg	3	<3	<3	<3	<3	<3	<3	<3	<3	<3
C15 - C28 Fraction	mg/kg	3	19	68	63	91	61	31	103	93	
C29 - C36 Fraction	mg/kg	5	16	59	65	98	71	43	126	99	
C10 - C36 Fractions	mg/kg	3	35	127	128	189	132	74	229	192	

Total Petroleum Hydrocarbons Results Sorted By TPHC Fractions

Site (N to S)	C15 - C28		C29 - C36		C10 - C36		Core Lengths (m)			
	Top	Bottom	Top	Bottom	Top	Bottom	Total	Plug	Top	Bottom
FN*	103	93	126	99	229	192	1.4	0.3	0.55	0.55
FNM	61	31	71	43	132	74	1.6	0.3	0.65	0.65
FSM	91	63	98	65	189	128	1.2	0.2	0.5	0.5
FS	68	19	59	16	127	35	1.3	0.15	0.575	0.575

Note: * Core FN total length was >1.4 but the bottom part of the core was too liquid and could not be recovered by coring



Aerial Photo 29 March 2012

Section E

Current 'as-built' drawings for the system

These are detailed site plans (to a recognisable scale) which depict the final installed configuration of any part of a UPSS and any construction deviations showing all features of the storage site as currently built. This does not include the pre-constructed drawings.

The date of the plan should be included.

Fuel Tank Specifications

Installation: Later part of 1986

Construction: Steel, single wall, tar epoxy coated
Type 10 tank

Capacity: 3X 10 000 litres

Supplier: Steel Tank & Pipe at Consolidated Pty Ltd
Newcastle

Original Owner/Installer: Phil Reece-Jones
Midcoast Petroleum
West Gosford



THREE FUEL VENT PIPES. VIEW LOOKING TO THE WEST. ON THE RIGHT IS SANDBROOK INLET





VIEW LOOKING EAST SOUTH EAST AT TWO OF THE THREE TANKS.

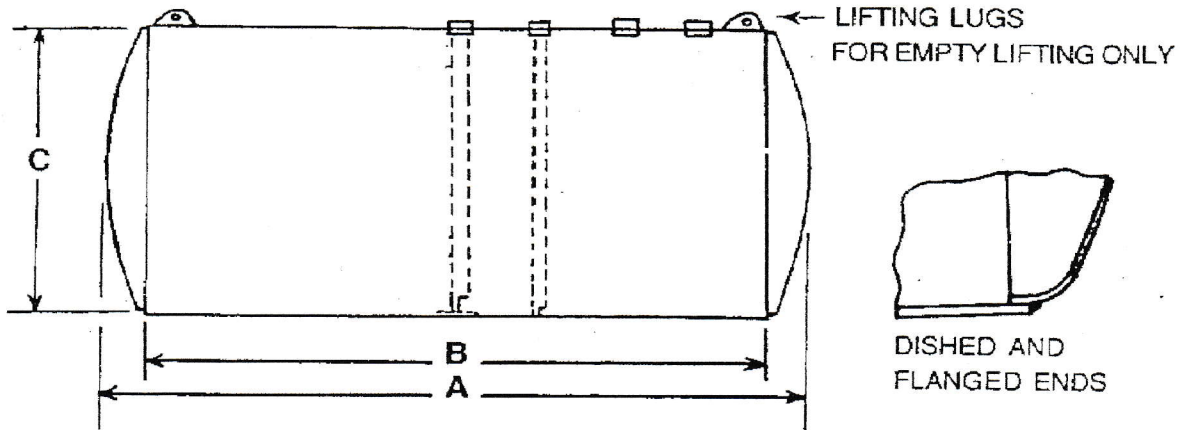
FURTHEST TANK IS DIESEL, MIDDLE TANK IS PULP AND THE TANK NEAREST BUT UNSEEN IS ULP.



VIEW WEST SOUTH WEST. THREE TANKS IN LINE AND COVERED WITH CONCRETE. SANDBROOK INLET TO THE RIGHT OF PICTURE.



UNDERGROUND TANKS



Type	Nominal Capacity Litres	Actual Capacity Litres	Dimensions – Millimetres					Mass Kg
			A	B	C	Material		
						Body	End	
2	2000	2500	2526	2400	1143	5	3	397
5	5000	5300	3218	3000	1475	5	3	637
10	10000	11900	3350	3000	2190	5	5	1160
15	15000	16500	4550	4200	2190	5	5	1485
20	20000	21000	5750	5400	2190	5	5	1810
25	25000	27800	7550	7200	2190	5	5	2310
30	30000	34000	9360	9000	2190	5 or 6	5 or 6	2720
42	42000	42500	11450	11100	2190	5	5	2820
45	45000	46000	12350	12000	2190	5 or 6	5 or 6	3680
35	35000	39000	6480	6000	2750	6	6	3132
40	40000	46000	7980	7500	2750	6 or 8	6 or 8	3580
55	55000	55200	9480	9000	2750	6 or 8	6 or 8	4585
60	60000	65100	11260	10800	2750	8	8	6600
70	70000	73200	12460	12000	2750	8	8	7258
90	90000	90000	9770	9000	3470	8	8	7330
110	110000	116000	12770	12000	3470	8	8	9460

3300 kg
4300 kg
7900 kg
5700 kg

Custom manufactured tanks can be supplied upon request.

- Manholes are an optional extra with dimensions being either 450 mm or 600 mm diameter.
- Varying pipe assembly configurations can be supplied to suit requirements e.g. dip/fill, dip, suctions, etc.
- Other connections and flanged nozzles are available on request
- Size and positions of couplings and fittings may vary to suit particular needs.
- All couplings for vent, vapour return, suction etc. are supplied standard between 25NB - 100NB.

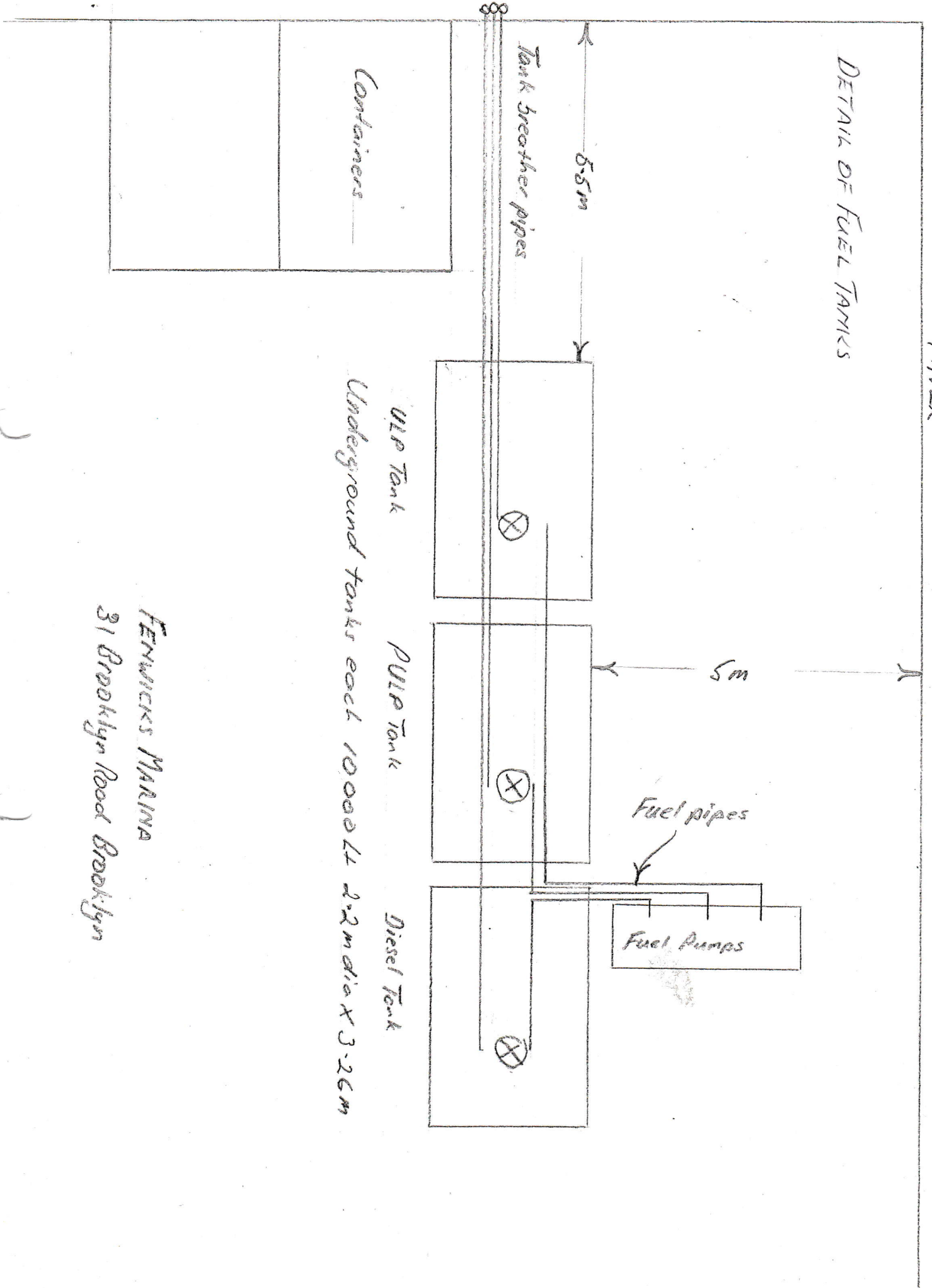


STEEL TANK & PIPE CONSOLIDATED PTY. LTD.
NEWCASTLE (049) 51-2745; BRISBANE (07) 268-1303; MELBOURNE (03) 369-1315

River

RIVER

DETAIL OF FUEL TANKS



ULP Tank
 PULP Tank
 Diesel Tank

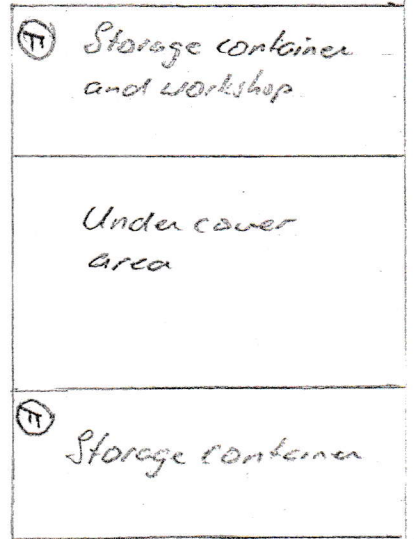
Underground tanks each 10000L 2.2m dia x 3.25m

FENWICKS MARINA
 31 Brooklyn Road Brooklyn

Offices and Workshops

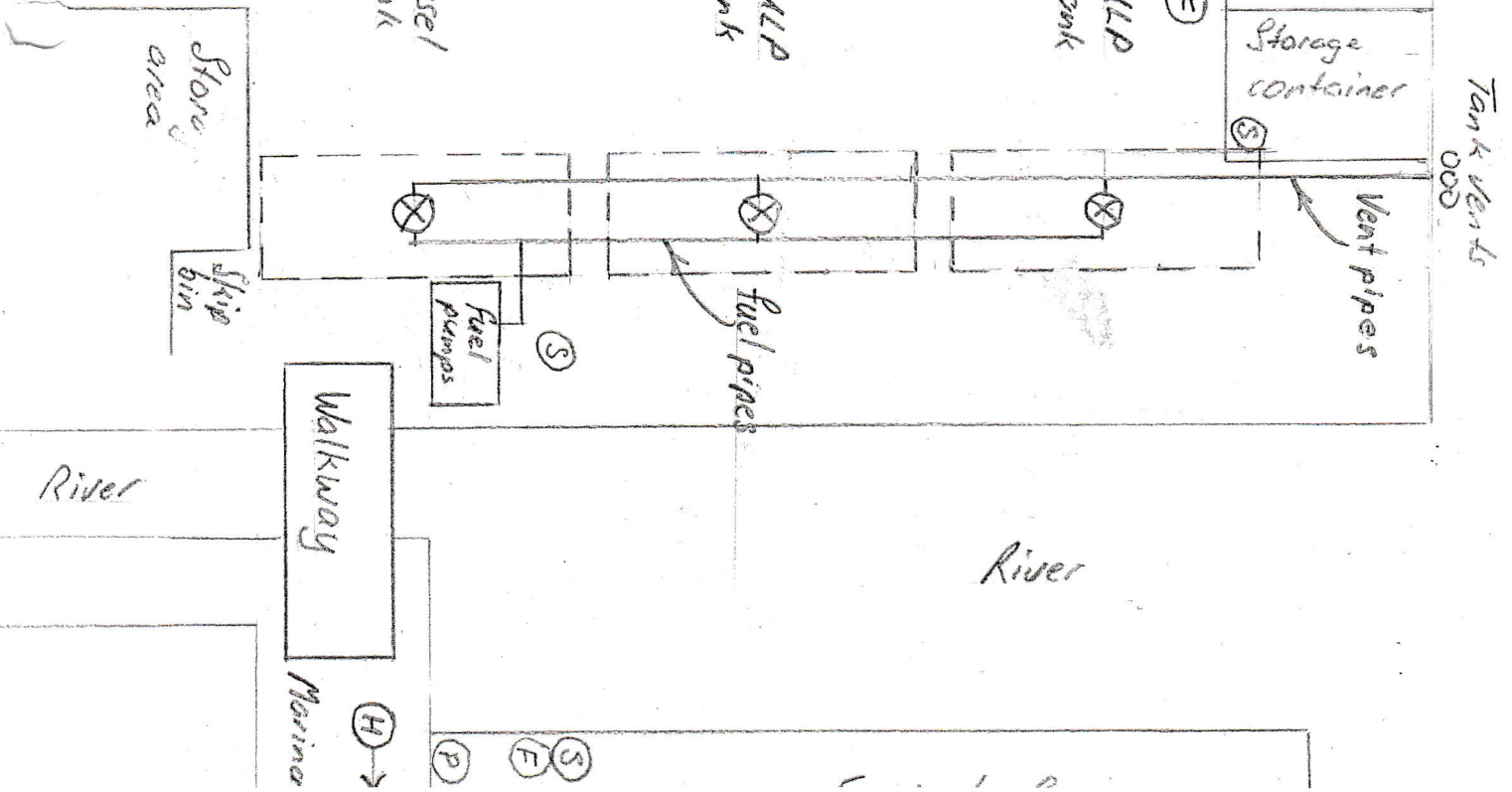
(P) (E)

DETAIL OF SITE



- F Fire extinguishers
- H Fire hoses
- P River isolation switch for pumps
- S Spill kits

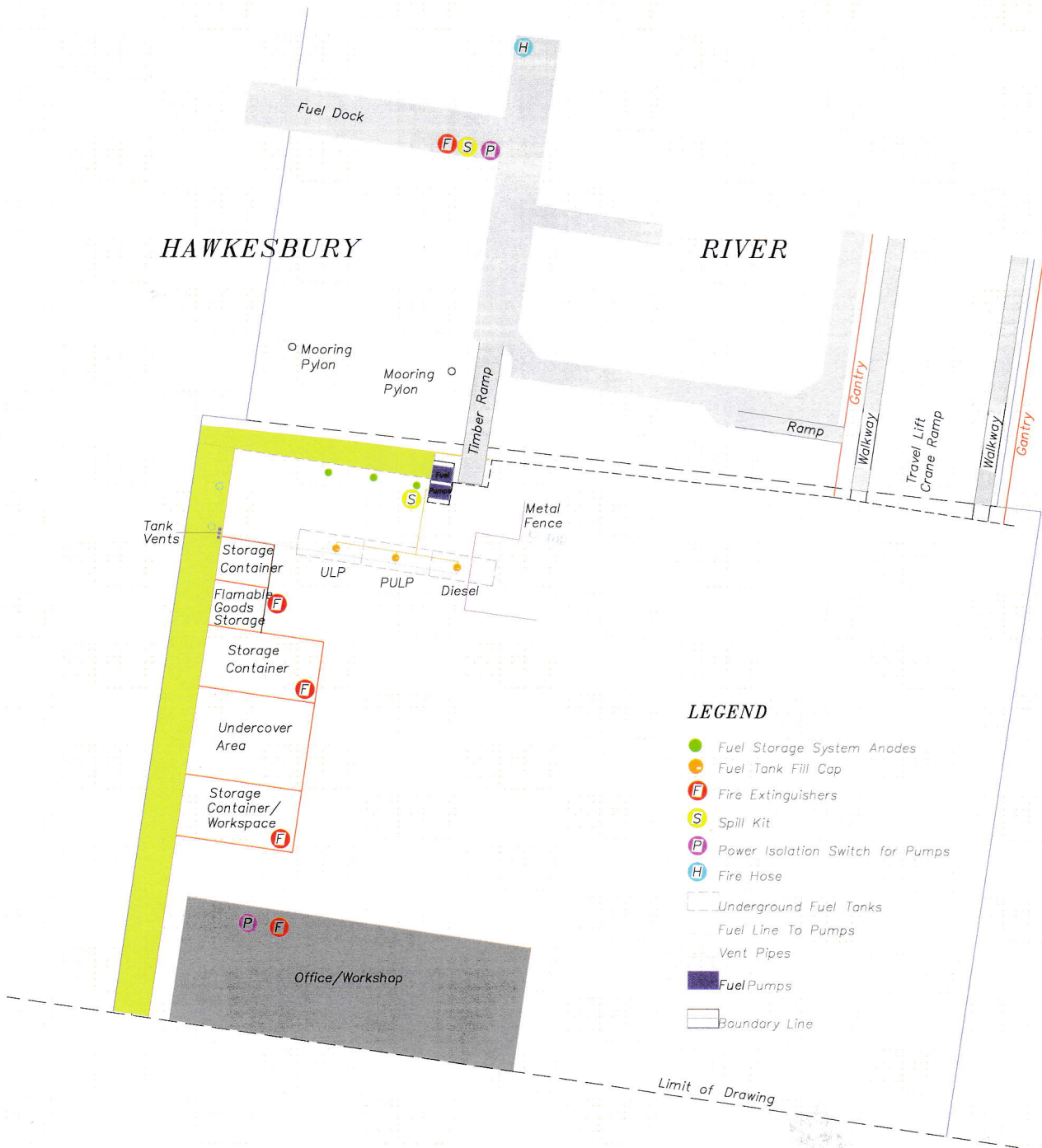
FENNUICKS MARINA
31 Brooklyn Road Brooklyn



Tank vents
000

HAWKESBURY

RIVER

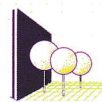


LEGEND

- Fuel Storage System Anodes
- Fuel Tank Fill Cap
- F Fire Extinguishers
- S Spill Kit
- P Power Isolation Switch for Pumps
- H Fire Hose
- Underground Fuel Tanks
- Fuel Line To Pumps
- Vent Pipes
- Fuel Pumps
- Boundary Line



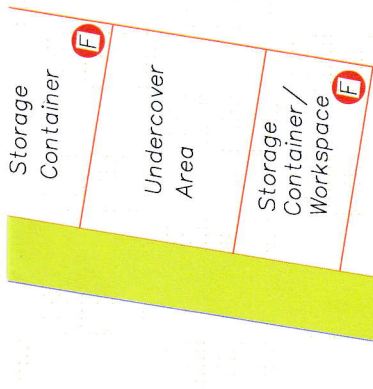
STORAGE PLAN



IAN BARNETT
 B.L. ARCH, CERT HORT

8 MITTARA RD
 TERRIGAL 2260
 PH. 0418291943
 18 MAY 2012

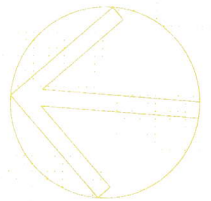
Fenwicks Marina Brooklyn Road Brooklyn NSW.
 Scale 1:100



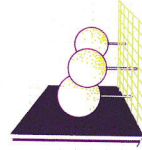
LEGEND

- Fuel Storage System Anodes
- Fuel Tank Fill Cap
- F** Fire Extinguishers
- S** Spill Kit
- P** Power Isolation Switch for Pumps
- H** Fire Hose
- Underground Fuel Tanks
- Fuel Line To Pumps
- Vent Pipes
- Fuel Pumps
- Boundary Line

--- Limit of Drawing



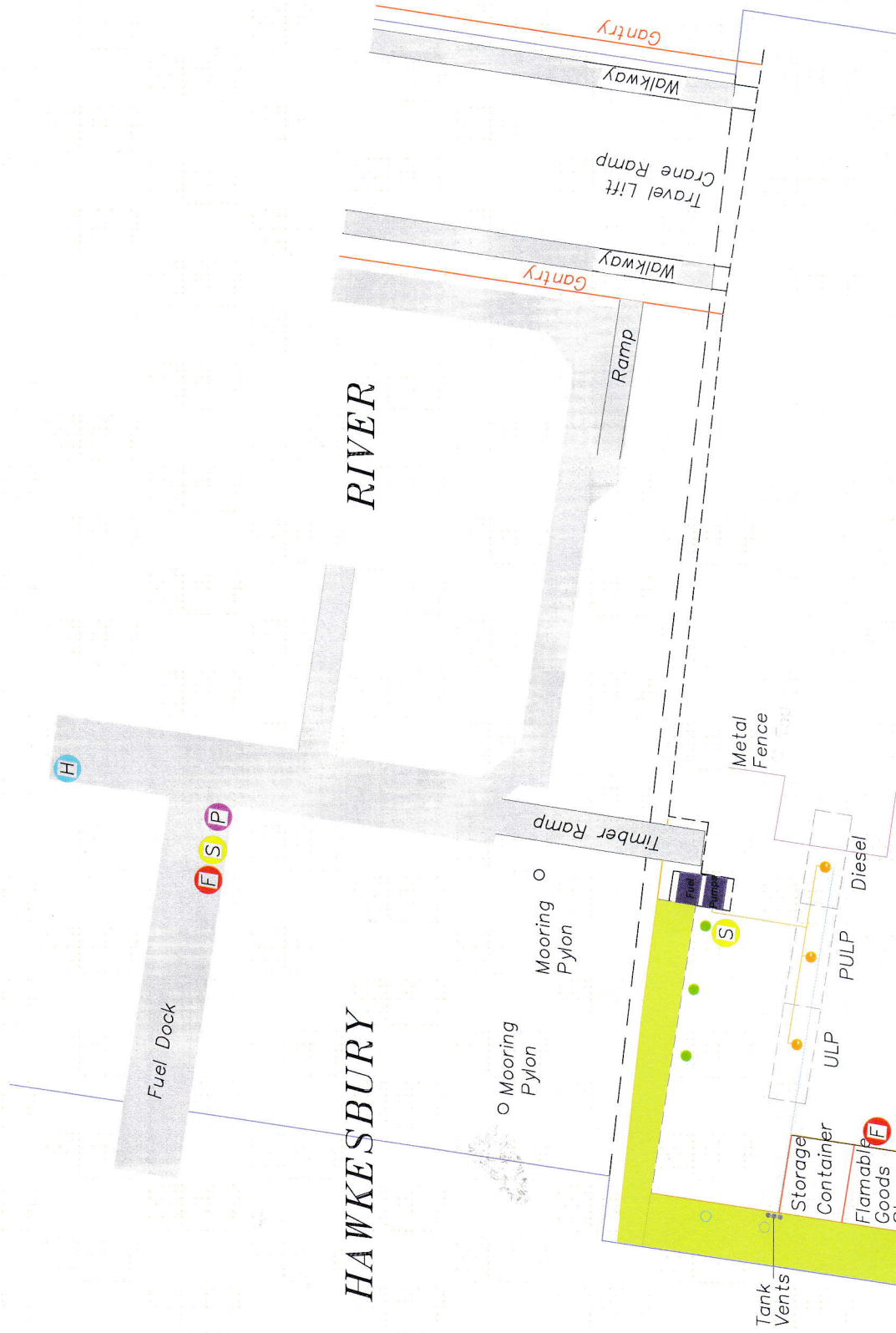
STORAGE PLAN



IAN BARNETT
 B.L. ARCH. CERT HORT

8 MITTARA RD
 TERRICAL 2260
 PH: 0418291943
 18 MAY 2012

Fenwicks Marina Brooklyn Road Brooklyn NSW.
 Scale 1:100





14 Pollution Incident Response Management Plan

Overview

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

The Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans (PIRMP)) Regulation 2012 requires the holder of an Environment Protection License to have a printed PIRMP available onsite. It was a requirement for all holders of Environment Protection License to have a PIRMP in place by 1 September 2012.

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

14.9 Objectives of this PIRMP

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

The objectives of this plan are to:

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



14.10 Information included in this PIRMP

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

14.11 Definitions

Pollution Incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes a set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident involving only the emission of any noise.

Material Harm means:

- i. it involves actual or potential harm to the health or safety of people or to ecosystems that is not trivial, or
- ii. it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and
- iii. Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

Relevant authority means any of the following:

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

14.12 Legislation and Guidance Material

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

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



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

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

R2 Notification of environmental harm

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

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

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

14.14 Failure to report a Pollution Incident

Maximum Penalties under the Act:

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

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



15 Review Plan

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

Plan Components

15.9 Relevant Activity

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

Chemical product spill - hazard to the environment and health.

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

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

15.2. Likelihood of any such hazards occurring

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

Table B---1 – Pollution Incident hazards and likelihood of occurrence¹

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



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



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

15.3. Details of pre-emptive actionⁱⁱ

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

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

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

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

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

15.4. Inventory of potential pollutants

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

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



15.5. Maximum quantity of pollutants stored

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

- UPSS Management Plan
- Dangerous Goods Manifest

15.6. Description of Safety Equipment

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

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

15.7. Contact details for activation, notification and response

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

Table G - 1 Notification and response details

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



Pollution/Emergency response - Relevant authorities contact details

Emergency Service		000
EPA (or the Appropriate Regulatory Authority (ARA))	Environmental line	Take note of EPA reference number
Work Cover	Option 2 EPA reference number required	13 10 50
Local authority	Hornsby Shire Council	9847 6666
NSW Health Local Public Health Line		1300 066 055
Hornsby Public Health Unit		02 9485 6911
After Hours		02 9477 9123

Details	Name of authorised person	Position	Contact 24-hour
Adjoining businesses /tenants at risk	Wakeford Marine Services	Owners	Quintin Wakeford 0438 652 624
	Elmes Brothers Shipwright Services		Michael Elmes 0422 733 731 Ben Elmes 0432 648 534
	Bird Electrical		Peter Bird 0426 267 300
	Offshore Marine Trimming		Peter Harlum 0404 057 947
	Mainsales Marine Brokerage		Ashley Swinfield 0418 216 640



15.8 Contact details of relevant authorities

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

15.9 Warnings and Updates

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

Communicating with owners and occupiers of local premises / the communityⁱⁱⁱ

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

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

The following should be considered:

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

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

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



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

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

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

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

15.11 Detailed maps

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

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



Map 1 The wider picture

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

Map 1





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

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

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





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

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

The following considerations have been made:

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

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

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

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

15.13 The nature and objectives of any staff training program

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

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

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

- New Employee Induction Checklist
- Internal & External Training



15.14 Dates on which this plan is to be tested

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

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

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

15.15 Updates and revisions to the PIRMP

This Pollution Incident Response Management Plan shall be revised:

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

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

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

15.17 Public Information

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



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

16 - REPORTING

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

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

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

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

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

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

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

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

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



are carried out

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

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

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

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

¹ Section 153D

clause 98C(1)(c) ¹

Section 153D clause

98C(1)(i) ¹ Section

153D clause

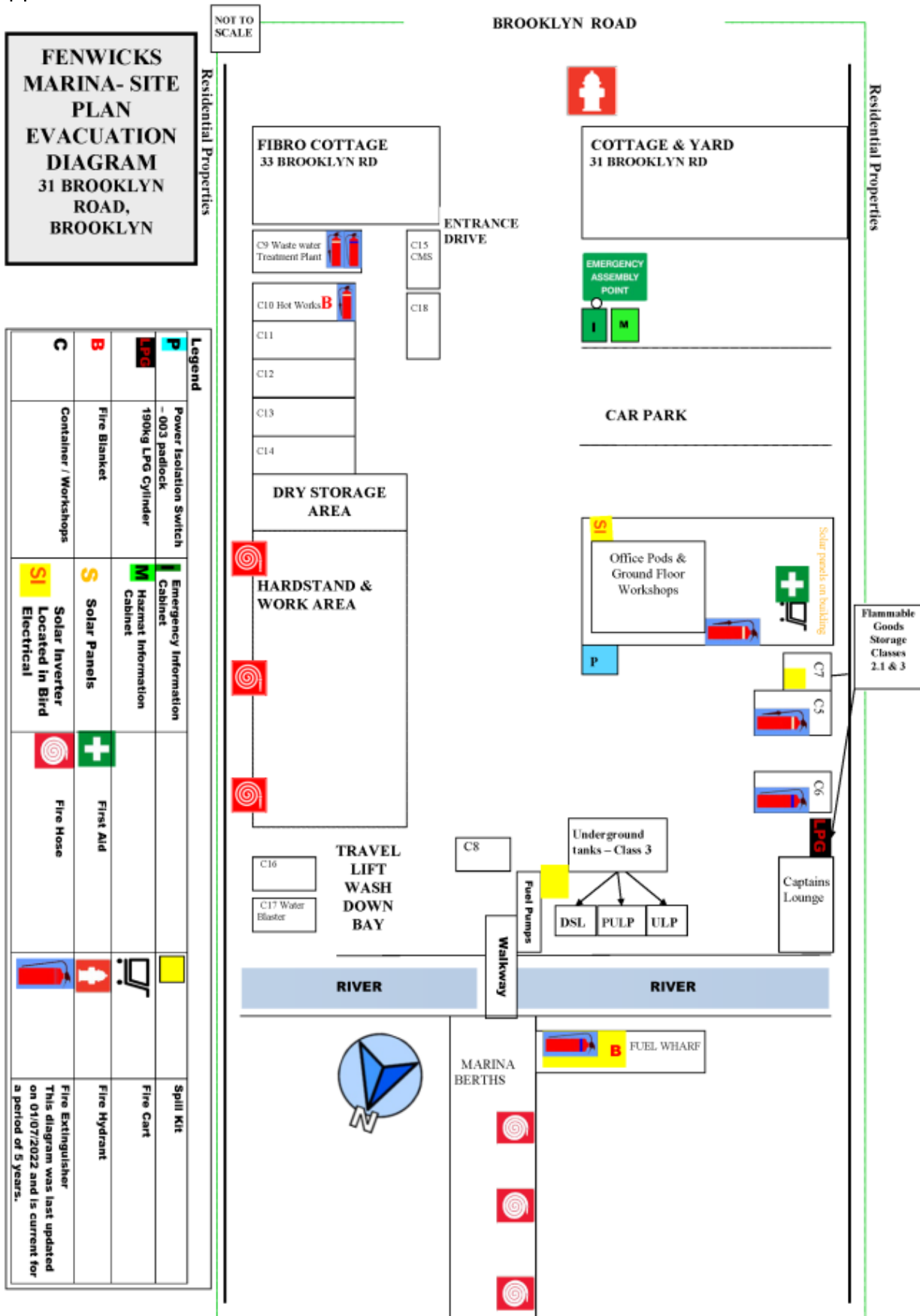
98C(1)(j)

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



Appendices

Appendix 1 - Site Plan





Appendix 2

Appendix Two

Lease

Handwritten initials or mark.



APPLICATION FOR RECORDING OF PARTICULARS RELATING TO A LEASE OF CROWN LAND Section 13D Real Property Act, 1900 MA 1 of 1 2/11 \$ No Fee

Table with columns: Torrens Title Reference (461/720794), Nature of Lease (Special Lease), Number of Lease (1985/5), Land District (Metropolitan)

LESSOR

THE STATE OF NEW SOUTH WALES

LESSEE

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

Handwritten notes and scribbles on the left side.

as joint tenants/tenants in common.

- The Registrar General is requested to make such recordings in the above-mentioned folio... 1. Lease to the above-mentioned lessee in perpetuity for a term of 25 years commencing on 4/6/86... 2. The term of the above-mentioned lease has been extended until the... 3. The purpose/conditions/covenants/reservations/provisions of the above-mentioned lease have been altered/modified/revoked/added as set out in the above-mentioned Gazette notification... 4. The term of the above-mentioned lease has been extended to a lease in perpetuity and is subject to the provisions as set out in the above-mentioned Gazette notification... 5. The whole/part of the land in the above-mentioned lease being let. Deposited Plan No. has been withdrawn as set out in the above-mentioned Gazette notification.

Registrar General's Office



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

NOTIFICATION OF REGISTRATION

The above dealing has been registered. Please amend your records accordingly. Date of registration: 3/17/86

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

B. R. DAVIES, Registrar General.

Table for recording registration details.

94



Lease Continued

13 JUNE 1986 NEW SOUTH WALES GOVERNMENT GAZETTE NO. 94

(1157)

NOTIFICATION OF GRANTING OF SPECIAL LEASES

Sydney, 13th June 1986.

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

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

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

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

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

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

JOHN AQUILINA, Minister for Natural Resources.

SCHEDULE

Reg. No. of paper	No. of lease	Name and address of lessee	Situation and area of land	Purpose of lease	Term of lease (From-to)	Annual rent	(1) Sheep duty (2) Balance of appropriation	Rent for use of the land in accordance with the provisions of the Land Management Act 1978	Subsidy moneys			City, Shire, etc.
									(1) Sheep duty (2) Balance of appropriation	(3) Sheep duty (4) Cattle duty (5) Land acquisition costs	No. of lands named	
1985 H 150	1985-4, Narraweena	Gregory Richard Parsons, 250 "Taurus" Street, Taurus Station	2000 Coomang, County Cooper, parson 1010 1275 hectares	Grazing	1 Jan. 1986 to 31 Dec. 2001	\$ 75.00	\$					Crownland
1985 H 301	1985-1, Hay	Neville Brian Burns, 241 Park, Cerrado 241	2000 Murrumbidgee, County Oxley, parson 11 of 1023 hectares	Grazing	1 Jan. 1986 to 31 Dec. 2001	210.00	(1) 3.00 (2) 25.00					Crownland
1985 H 423	Special Lease 1985-1	Leaseholdings Pty. Limited, P.O. Box 53, Broadmeadow 2153	Lot 481, D.P. 722794, Parish Curragh, County Cumberland, 1 110 sq. metres, 2 225	Wholesale Business (Registration and Storage)	10 June, 1986 to 31 Dec. 2011		(1) 1.00 (2) 125.00					Mayor

* This is located to the surface and to a depth of 15.24 metres below the surface.
 † \$4,000 p.a. to apply until 13th June, 1987, then \$3,000 until 13th June, 1991.

SPECIAL CONDITIONS, PROVISIONS, EXCEPTIONS, COVENANTS AND RESERVATIONS

Special Lease 1985-4 Narraweena, by Gregory Richard Parsons.—The lease shall be subject to conditions 6, 8, 9, 7, 8, 10 to 12, 14, 15, 17, 18, 19, 24, 44, 59 and 63 of Regulation 106 and to the following special conditions:

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

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

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

Signature of Authorising Officer



Appendix 3 *FIRE EMERGENCY*

31 Brooklyn Road Brooklyn 2083

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

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

The first person to arrive at the fire should:

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



Advise marina management of the situation as soon as practical.

Marina Fire Emergency Plan

Fenwicks Marina

31 Brooklyn Road Brooklyn NSW 2083

Priorities for Action by Marina Staff

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

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

Contact Fire Brigade (FB)

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

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

Safety Line:

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

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

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

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

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

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

Cut off Power:

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

Contact Marina management and the Waterways Authority so arrangements can be made to contain pollution such as fuel spills in the event of the vessel sinking.

Booms held at the Marina can be used, however, it might be necessary to obtain outside help. Persons not involved in these emergency operations must be kept out of the area and any traffic kept out of the Marina property. This will enable safe passage of the emergency vehicles.

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



Appendix 4 - Fenwicks Induction & Terms and Condition Form



Induction & T&C's Form

Please make sure you have watched our Induction Video prior to completing this form.

Name *

0/255

Are you a DIY Client or Contractor? *

Boat *

What boat are you working on? (Size, Type, Name)

Today's Date *

Email *

Phone

Question 1 - List Two WH&S Reminders *

example: Lift with your legs not your back (please do not list this as one of the two)

Question 2 - What do you do if you see a potential hazard while working on-site? *

Question 3: What are the rules regarding noise on weekends and public holidays? *

Question 4: Where are fire extinguishers or reels located? *



Question 5: What are our hours of Operation? *

Please list week and weekend operating hours

Question 6: What are two things you cant do onsite? *

example: No Airless Spraying (please do not list this as one of the two)

***Please Read: Fenwicks Marina's Terms & Conditions for Hardstand Use ***

Please note that most of these terms are covered in the accompanying video.

1. Alcohol is not permitted onsite.
2. Overnight stays on your vessel are not allowed.
3. Hardstand hours: 8 am–5 pm (Mon-Fri), 9 am–4 pm (Sat, Sundays & Public Holidays)
4. No power tools or noise after 1pm Saturday, or any time on Sundays/Public Holidays. Maximum noise limit: 49,5dB (A) LAeq 15 min.
5. All contractors must be approved by Marina management, provide insurance, and hold a valid Marine Card.
6. A maximum of 3 persons (owner + 2 assistants) may work on a vessel at any time.
7. Bilge pumps must be off prior to lifting. Do not discharge bilge water on the hardstand; all liquid waste must be disposed of via a licensed contractor.
8. Props under the vessel must not be removed.
9. On-site disposal of waste oil/petroleum is available (charges apply). Contact staff.
10. Decanting flammable or dangerous goods is prohibited in the marina.
11. Do not dispose of chemicals, paint, turps, or dirty water down drains—environmental guidelines apply.
12. Please review our Environmental Policy on the website; it is strictly enforced.
13. Dry sanding of antifouling/topcoat finishes is prohibited; wet or dustless sanding only.
14. Respraying in the open yard is prohibited and can only be done by our staff.
15. Cars may only access the hardstand for loading/unloading and must be moved immediately after.
16. Remove all surplus gear/rubbish daily to avoid cleaning fees.
17. Owners and guests must comply with WH&S regulations while on the hardstand or marina. Children are not allowed in the Hardstand area; dogs must be leashed.
18. Do not touch equipment near the hardstand boundary. Rolling scaffolding is available for hire—please contact staff.
19. We do not lend tools—please refrain from asking.
20. Payment is due in full before the vessel is relaunched.

By ticking below, you agree to these Terms & Conditions.

Persons using Fenwicks Marina, and or Hardstand area, do so at their own risk, as to person or property. For further information or enquiries please contact our office. *

I acknowledge that I have read the terms and conditions outlined above and will follow accordingly.

Signature Below and press done when complete.

Name



Appendix 5

REGULATIONS FOR MARINA USAGE

1. SAFETY AND SAFETY RESTRICTIONS

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

2. HAZARDS AND FIRE CONTROL

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

3. MARINA EQUIPMENT

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

4. VESSEL REPAIRS

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



5 GARBAGE AND WASTE DISPOSAL

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

6. NOISE AND GENERAL AMENITY

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

7. SHORE POWER

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

8. WATER QUALITY

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

9. SIGNPOSTING

- a) The notices prohibiting the following should strictly be observed;
NO SMOKING
NO SWIMMING
NO FISHING
NO DOGS ALLOWED ON THE MARINA

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

Other signs that appear throughout the property should be observed.



10. ENVIRONMENT

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



EXAMPLE: FENWICK'S MARINA - LONG WEEKEND ROSTER JOB LIST

DATE:

NAME: Sat/Sun/ Mon - Andrew F

JOBS:

Tick when completed

Open up, (ie., office, containers, shops, ice, gas, fuel. Check toilets and restock paper.) Take phone off divert. Raise flags (Australian flag must be on north-west flagpole). Water plants on deck. Lower flags at the end of the day. Tidy tables and chairs on deck, if necessary, wipe down.	
Remove float and takings Sun arvo. New float for Monday morning.	
Check marina twice daily (ie.,ELCB's, ropes, water lines and security of vessels covers.)	
Tidy fuel hoses. Inspect bund under fuel bowsers. Replace hydrocarbon sock as required.	
Grease steering on travel lift and generally check over machine, eg tyres, winches. Put plastic on travel lift slings.	
Clean buffing pads and wash polish cloths.	
Clean out drains along wash down bay and hard stand. Place growth in old paint cans left at wash bay, then into garbage bins, spread out weight between bins if possible.	
Clean/hose, wash down bay area. Check H/stand spots. Hose down spots 1 & 2.	
Clean out paint tins, soak stirrers, rollers and paint brushes and rotate in 20L bucket of thinners under Greg Fry's bench.	
Clean paint bench and tidy shelves and stock.	
Pick up rubbish in car park and in hardstand area.	
Check luggage trolleys, including tyre inflation and cleanliness of trays.	
Restack blocks along fence line and place ply packing at water and power stations & tidy area	
Wash straddle carrier down () Fuel up with diesel ().	
Compact carboard bin. Check the recycle bins each day for non-recycle items.	
Sweep out and between both containers and tidy.	
Tidy up recycling bins and compact main garbage hopper. Wash bin exterior.	
Pick up rubbish on handstand. Empty bins along boundary fence on Sun.	
Sweep along driveway and handstand. Water pots in front entertainment deck & Bamboo if dry/hot.	
Sweep along veranda and stairs.	
Clean all signage around Hardstand and Marina.	
Remove cobwebs from around main building.	



Sunday afternoon: Bring fence line bins down for Monday emptying. Put 1.1mtr bins out for Monday emptying. Compact garbage if required.
At close put phone on divert.
Available berths: Outer (31 East Coast yacht) & Inner (45 Coher H/B Mon) mooring, W01 (R Davis 18m) E01(14.5 Timber trawler style, due out Sat am), E27 (M Frazer?) work berth area E28 (Mohamad 9.5mtr) & E29 (J Sunderland).

Record dips at end of day - after lock off of Fuel Bowsers						
Day	ULP Dips	ULP Tote reading	PULP Dips	PULP tote reading	DIESEL Dips	DIESEL tote reading

Spot	Name	LaunchTues Y/N	Comments	Sat	Sun	Mon
				Y/N	Y/N	Y/N
3	Mike Weston 7mtr 7000 Markham	SAT	Launch 10am Sat			
7	Merv Spindler 9mtr Sea Ray "The Pearl"	N				
8	Melinda Lewis 11mtr H/Boat	N				
9	Hawkesbury Commercial 10mtr Timber Trawler "Giuseppe Primo"	Y	Confirm launch early or 11am on Tuesday			
10	Sean Earey 13.5mr Beneteau Cruiser	N				
13	Vesseltec 10mtr Virtue "PO???"	N				
14	Tony Clenton 9mtr Alloy Trawler	N				
14	Gameboats 9mtr Caribbean	N				

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

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

Sat /Sun/Mon:

Saturday.

Sat/Sun: Clean veranda top/bottom and forecourt. Mark yellow lines.

Saturday: **3pm - Please remove towels from line, fold & put away**

Sat/Sun/Mon: Check and clean down hardstand as required. Empty out drain baskets.

Sunday:



Glossary

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

ERS - Environmental Recovery Services

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

EIS - Environmental Impact Statement

EPA - Environmental Protection Agency

DLAWC - Department of Land and Water Conservation

PlanningNSW - Planning New South Wales

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

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

PRP1 - Condition of licence under the Pollution Reduction Program **PRP2**

- Condition of licence under Pollution Reduction Program **BIA** - Boating Industry of Australia

GBA - Gary Blumberg and Associates Pty Limited

LAeq - The equivalent continuous noise level for the measurement period, weighted for duration and intensity.

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

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

ⁱⁱ Section 153D clause 98C(1)(c)

ⁱⁱⁱ Section 153D clause 98C(1)(i)

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

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



Date of Testing	Type of Test (Desktop or Drill)	Observation and components of plan tested	Improvements required (including modifications to future training)
21/08/2018	Safety Equipment checked and inspected	Yes, observers and staff participants plan tested	Warden report listed future drills to utilise equipment
01/11/2018	Desktop	Yes, updated contacts, staff and checked plan	Yes, update to major maintenance plan
15/05/2019	Fire Drill Training	Yes, Observers and staff participants tested equipment	All equipment OK - Emergency policies reviewed
18/09/2019	Desktop Audit	Yes, Updated Contacts, staff Tenants, etc	All update for 2019 Major Plan
03/03/2020	Desktop COVID-19 Planning	All staff and contractors notified. Emails sent to all boat owners	Notices COVID-19 rules positioned in all offices, tea rooms, toilets.
14/03/2020 COVID-19: All team members have been reminded of Social Distancing and Hand washing as recently introduced by the Australian Govt & NSW Health Dept. Also reminded about social distancing while working in the yard - take a step back or request a person to back away if contact is too close. All offices closed to visitors. Tenants to implement COVID safe procedures.			
12/05/2020	Tight COVID restrictions, staff training. Contact with local RFS	Review and update Fire response folder. Site plans to be reviewed/updated.	Continue to be in contact with local RFS for drill and training.
07/07/2020	Fire Drills Due. No RFS external training allowed at present.	Review all fire requirements. Check all equipment and ensure good condition.	Plan reviewed. Equipment checked; trolley, extinguishers, hoses.
18/12/2020	Education and review of the minor fire 17/12 on board a boat on the hardstand.	Fire extinguished in 8 minutes. Reflection carried out on the response and efficiency and effectiveness	CMS to provide their report. Staff review assessed. Actions were quick and effective.
22/03/2021	Drill - Fire Training Information Session	Yes, Staff participants plan tested. Fire measures and procedures spoke about and equipment check	Nil - plan reviewed.
27/04/2021	Desktop - Environmental Audit 2020 Operating Year	Yes, Environmental Dynamics Tested	Recommendations Made
19/07/2021	Desktop COVID 19 Planning	All staff, contractors, berthing clients, hardstand clients (at the time) notified. Email sent to those subscribed.	Notices of COVID19 rules stated in email, website, social media and signage onsite to make clients aware, COVID-19 Plan Reviewed.
19/01/2022	Desktop	Yes, Updated contacts and checked plan	Yes - some minor changes of updated documentation
04/05/2022	Desktop - Environmental Audit 2021 Operating year	Yes, environmental Dynamics Tested	Recommendation made and reviewed.
07/09/2022	Fire + Rescue Berowra	Yes, tested after site visit with Berowra	NIL - Plan reviewed, reviewed SOP and review site map.
06/12/2022	Desktop	Yes, update contacts and site plan	Yes - minor changes in document for contact information and site map



Date of Testing	Type of Test (Desktop or Drill)	Observation and components of plan tested	Improvements required (including modifications to future training)
30/01/2023	Desktop	Review Document for yearly review	Updated Fire reels on Hardstand
27/06/2023	Drill - Fire Trolley Drill	Yes, Staff reviewed an Emergency. 5.1 Fire measures and procedures	Yes, would like to do something with the local RFS
26/07/2023	Desktop - Environmental Audit 2022 Operating year	Yes, Environmental Dynamics Tested	Recommendations made and reviewed.
15/11/2023	WWTP + Waterfront Training	Yes, Staff reviewed what to do if something is reportable	Yes, SOP updated and extra alarm system to be added in office onsite
25/01/2024	Desktop	Review Document for Yearly Review	Updated Training and reviewed document for any changed
20/08/2024	Desktop - Environmental Audit 2023/24 Operating year	Yes, Environmental Dynamics Tested	Recommendations made and reviewed.
10/12/2024	Training	Yes, Staff reviewed Fuel Training and sections 3.1, 4.1,4.6, and 5.1 were reviewed	None, just to have future training with local RFS and Berowra NSW fire dept in mid 2026.
23/01/2025	Desktop	Review Document for Yearly Review	Updates to: Page 2 & 3 details, Section 1 by adding Objectives. Section 7. Appendices updated and font.

**This table shows the last 7 years of Testing to the EMP*