

# **Attachment C**

<h2><b>Plan of Management</b></h2>
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# Operational & Environmental Management Plan

Jones Bay Marina  
October 2022



Prepared by Environmental Dynamics  
March,  
2017, amended October 2022  
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# Chapter 1

## Site Overview & Management

## 1. SITE OVERVIEW & MANAGEMENT

### 1.1 Introduction

This Operational and Environmental Management Plan (OEMP) has been written for Jones Bay Marina, to ensure its activities and operations meet compliance NSW government and statutory regulations.

Jones Bay Marina is a privately owned and managed commercial marina facility. It offers wet berthing for large and small commercial vessels. Jones Bay Marina is one of the few facilities to cater to the commercial and brokerage boating industries on Sydney Harbour. The facility consists of an over-water structure, which has been converted from its original industrial heritage to a modern commercial space and marina facility. The property is subject to a commercial lease from Transport for NSW to Jones Bay Wharf Pty Ltd (which is owned by TOGA Developments No. 27 Pty Limited).

This document has been prepared for Jones Bay Wharf Pty Ltd, TOGA Developments No. 27 Pty Ltd and Scope Marine Pty Ltd with respect to the day-to-day management and operations of the Jones Bay Marina commercial berthing facility located at Jones Bay Wharf, Pirrama Road, Pyrmont, NSW.

### 1.2 Site Description

Jones Bay Marina is located at Pyrmont on the western shores of Darling Harbour within Sydney Harbour.

Site name:	Jones Bay Wharf
Site street address:	19-21 Pirrama Road, Pyrmont, Sydney, NSW, Australia
Land title particulars:	Lot 3, DP1050360 & Lots 1, 4 and 6, DP1002200
Maritime Lease No.:	AC 674852F (current)
Wet lease area:	14,169m <sup>2</sup> (approximate – subject to final survey post works).
Council:	City of Sydney
Lessor:	Transport for New South Wales
Zone:	W1 Maritime Waters
GPS co-ordinates:	S 33° 84.85 - E 151° .18.46
Lease Holder:	Toga Developments No. 27 Pty Limited (ABN 52 090 996 295)
Postal Address:	56 Pirrama Road, Pyrmont, NSW, 2009
Marina Manager:	Scope Marine Pty Ltd.

Jones Bay Marina consists of a mix of pen style berthing and linear alongside arrangements. Pen style berths range in size from 20m - 52m across the east and west wharfs. There is approximately 150 meters of linear berthing area on the south eastern wharf with actual number berths designed to be flexible within this area. There are 8 privately owned berths

located on the south-western corner of Jones Bay Wharf. Scope Marine Pty Ltd manages both the privately owned and commercial marina berths.

The marina is a floating concrete pontoon structure, secured by pylons driven into the seabed. Access to the floating structure is via four hinged aluminium ramps on the eastern side and three hinged aluminium ramps on the western side. All access ramps are fitted with security gates and electronic lock systems accessed by a pass card.

There are no swing moorings or dry vessel storage at Jones Bay Marina.

There are a number of purpose built floating units. These consist of 7 storages units, 1 amenities unit and 1 marina managers office. Locations of these are 7 units spread along the eastern wharf and 2 on the west wharf.



### 1.3 Site Management

#### Operational Management Structure and Flow Chart

Operation of Jones Bay Marina shall be in accordance with the contents of this OEMP, all associated documents and any subsequent reviews.

Policies and regulations are delegated by:

**Portfolio Manager**

Acting on behalf of TOGA Developments No. 27 Pty. Limited. as the responsible entity of Jones Bay Marina, which holds the head lease with Transport for NSW as lessor



**Transport for NSW Lease Holder**

TOGA Developments No 27 Pty Ltd holds the head lease for Jones Bay Marina under which the marina facility operates



**Scope Marine Pty Ltd**

Scope Marine Pty Ltd are the contracted marina management company engaged by TOGA Developments 27 Pty Ltd for the operation of the marina facility at Jones Bay Wharf. Scope Marine Pty Ltd are responsible for the implementation of policy and procedures for the compliant running of the facility



**Marina Manager**

The Marina Manager (Scope Marine staff) is responsible for the day-to-day operations of the site. Duties include dealing with marina tenants, security issues, enquiries, overseeing adherence to site O&EMP, reviewing occupancy and berths allocations, overseeing operations of plant and equipment maintenance and it's check system, site induction / training for staff and contractors



**Dock Master**

Assists the marina manager with daily running of the marina. Duties include tenant service, maintenance tasks and supervising sub-contractor registration and performance. Conducts marina duties as directed by the management team.



**Administration Manager**

The administration manager is responsible for the sub-contractor registration, access and compliance processes. Their duties also include responding to general enquiries during business hours, directing phone calls to marina manager, dockmaster etc, POS management for selected items available through Managers Office.

A suitably experienced member of Scope Marine staff is always available during business hours and on 24hr call for emergencies. After hours a full time security guard is onsite and patrols, building, car park and marina. An after-hours emergency contact number is clearly displayed on notices at the site for security, emergency services and marina management.

#### 1.4 Permitted Uses of the Site

Both local government regulations as well as TfNSW Lease No.: AC 674852F govern the use of this site.

Permitted use for Jones Bay Marina is as a boat mooring and berthing facility for commercial vessels and limited casual berthing of commercial of vessels.

#### Hours of Operation

Activity	Approved Hours
1. General hours of operation, including the delivery of materials and supplies to and from the marina site	7.00 am to 12:00 midnight, Mondays to Sundays inclusive
2. Marina office hours	8 am to 5pm, 7 days
3. Use of power tools, such as grinders and sanders, is only permitted for minor repairs	8.00 am to 5:00 pm weekdays and 8:00 am to 12 noon on Saturdays. No work is to be conducted on Sundays
4. Vessels accessing marina berths	24 hours, 7 days

#### Marina Management – Scope Marine Pty Ltd

Marina management is responsible for ensuring that all day-to-day operations at Jones Bay Marina comply with rules and regulations as set out in the facility documents, including conditions of the head lease from TfNSW, as they pertain to the marina. Marina management are responsible for ensuring marina tenants and facility users are aware of their obligations whilst berthed at, entering or departing from the facility. The security and safety of the vessels moored at the marina, and the contractors and staff working on the vessels, is the responsibility of the vessel’s owners or their crews / staff. Owners must keep vessels insured at all times.

Marina management will conduct or facilitate the regular service and maintenance of the berthing structures as outlined in the Maintenance Schedule, refer Chapter 3.

#### Manager Contact and Hours

The marina manager is contactable 24/7 on a toll free emergency number -1300 139 785. This number is displayed on all signage and access points on the marina.

Marina management and or marina staff attend site daily as per hours of operation. In the case of special events or inclement weather, marina management will attend at their discretion.

### Control of Activities – General

The following operational rules have been put in place to ensure the activities and operations of Jones Bay Marina are compliant with local government and statutory regulations and community expectations.

1. No person will reside on any vessel berthed or moored at the facility unless allowed to by law and with written permission from marina management
2. All commercial operations will cease outside marina operating hours. Except for vessel arrival and departure from the facility.
3. Owners may embark family members and invited guests at the Marina, providing it is done with minimal noise. Owners are required to advise Marina Management of any plans to embark / disembark more than 10 owners' family members and invited guests (excluding paid staff). Marina management is to ensure that either Marina staff or security are on hand to monitor that such embarkation / disembarkation complies with noise requirements. Marina Management is to monitor frequency of such embarkations to ensure they are genuinely family and invited guests, not charters disguised as owner activity.
4. All movements of garbage from vessels to the garbage room, including glass bottles, is to be done in a manner that creates minimal noise, including the use of bags for glass bottles, with bottles to be placed rather than dropped into the garbage bins.
5. Incineration or open burning is prohibited.
6. Vessel maintenance undertaken at the facility will be limited to minor repairs only. Major vessel repairs are prohibited. (Marina managements decisions are final).
7. No revving of engines
8. No generator use or running of engines onboard vessels except in preparation for departure or checking of equipment functionality. All other generator or engine use is to be carried out within marina operating hours.
9. Fuelling of vessels at the facility is prohibited.
10. Fuelling or servicing of any vessels berthed at the facility by other waterborne craft is prohibited.
11. Handling of any material, which could result in a toxic or hazardous spill in the navigable waters, is prohibited.
12. Application of fibreglass is restricted to minor repairs.
13. Use of power tools, such as grinders and sanders, is only permitted for minor repairs. The use of power tools will be limited to marina operating hours, 8.00 am to 5:00 pm weekdays and 8:00 am to 12 noon on Saturdays. No work is to be conducted on Sundays.
14. Security alarms on vessels berthed at the facility will be adjusted for a cut-off period of 10 minutes or less.
15. Gangways, access stairs, equipment or cargo must not obstruct the marina pontoons once vessels have departed (at the discretion of marina management)
16. Public address systems or tone enhanced telephone systems are not permitted unless the prior approval of NSW Maritime has been obtained.
17. Lighting of the facility will be shielded to prevent light spillage beyond the immediate vicinity of the facility.
18. Vessels moored at the facility will be required to have automatic bilge water pumps with suitable isolating switches while vessels remain berthed at the facility.
19. Pollution of waters, in the course of the occupation or use of the facility is prohibited. Heavy penalties apply under the Pollution of the Environment Act (POEO).
20. Any discharge of sewage treated or otherwise, from any vessel berthed at the facility into the waters is prohibited. All sewage or grey water is to be discharged to the onsite pump

out system – or through other compliant methods offsite.

21. Notices are placed on the wharf near the berths warning boat owners and users of passing commercial vessel traffic that can generate wash. This wave action will cause floating pontoons and attached ramps to move both vertically and horizontally making passage along the marina difficult.
22. Advertising signage will not be installed on or within the marina, consistent with the Harbour State Environmental Planning Policy (Biodiversity and Conservation) 2021

### Marina Rules and Enforcement

An overview of facility rules and regulations is displayed on the entrance of each access point to the marina.

Any marina user found to be in breach of rules and regulations will be verbally cautioned by the facility staff or marina manager, followed by a letter informing them of their infringement and the possible consequences. This letter will serve as a formal warning. A failure to rectify and/or comply with the rules and regulations will result in a second and final letter and notice for further action.

Marina users who do not comply with the second warning may be asked to leave the marina by the serving of a formal notice from the facility manager and or the relevant legal department.

Marina management will keep a register of all breaches and complaints and will be made available to the relevant regulatory authorities where appropriate (including Council and NSW Police).

## Security

Jones Bay Wharf has 24-hour security, which patrols the site. The site is also fitted with CCTV video surveillance and self-locking security gates on all marina access points.

Marina management works closely with security contractors to keep an up-to-date log of vessels berthed within the facility and the day-to-day activities on the wharf and marina.

## Parking

Jones Bay Marina does not provide on-site marina specific parking. Marina users can utilise on street parking or the Wilson Parking – Jones Bay Wharf, located at 19-21 Pirrama Road', approximately 100 metres from the south end of the facility. Jones Bay Marina encourages alternate (green) methods of transport – Bicycle, Tram, Bus, Ferry, ride share etc.

## Service Bay Parking

The marina facility provides 6 entrance points to the marina – 4 on the east and 2 on the west and separate access for the private berth area. Each entrance point has 2 trades/service parking spaces located on the 'apron' adjacent to the gates. On-site parking is only granted to trades persons who provide details of work being carried out, accompanied with specific reason for needing a vehicle on site. Ie: access to tools etc.

All contractors are required to pre-register with management. *Refer to "Contractors & WHS" Chapter 3 of this OEMP.* On arrival trades persons are required to sign in at the marina office or the on-site security room. Parking bays have time limits, which are enforced by security and marina staff.

Loading and unloading for the servicing of vessels within the facility can be done from the same service bays. All deliveries will be co-ordinated by the marina staff or site security during normal operating hours.

## 1.5 Vessel Management and Navigation

### Berth Allocation

Marina management is responsible for allocation of berths and the suitability, or otherwise, of any vessel to occupy a berth at Jones Bay Marina.

All vessels are required to complete a berthing agreement, held by marina management, which is to be accompanied by a current certificate of insurance and a copy of registration.

Berthing agreements stipulate all rules, regulations and requirements for the berthing of a vessel at Jones Bay Marina. Marina management ensures all vessels do not exceed size restrictions on any allocated berth. They also reserve the right to cancel any berthing agreement if conditions of the agreement are not adhered to, or if they deem the vessel or its operations unsuitable for the facility.

### Safe Mooring - Wind

The marina has undergone wind and wave reviews and has also been designed, as applicable in accordance with the Australian Guidelines for design of marina's AS 3962-2020. The marina is

located in a developed precinct and these man-made structures offer substantial shelter to the berthing facility and its vessels.

East Marina -The only fully exposed aspect of the east marina is to the north. With this in mind, the northern berths are aligned on a north/south axis to assist with the observed wind and wave climate and to reduce windage on the vessel while berthed. To the immediate stern of these berths there is a wave attenuator running on an east/west axis, this floating barrier is designed to reduce wave effects to the southern berths. The 12 pen style berths to the south of this attenuator arm range in size from 28 - 32 meters. All berths have full length fingers providing ample shelter and tie off points.

West Marina - Due to the location of the JBW building the only fully exposed aspect of the west marina is to the West or North West. With this in mind the 2 northern most berths are aligned on a North South axis to reduce windage on the vessels while berthed. Directly to the stern of these 2 north western berths is another attenuator arm strategically placed to buffer fetch and optimize the security of moored vessels to the south. There are a further 16 stern too berths on the west all of which face west and enjoy full length pontoon fingers with ample tie off points.

### Safe Mooring - Waves

The most exposed aspect of the site to wave and storm surge activity is to the north of the facility.

Due to the movement of traffic and the limited fetch within the immediate waterway of Johnston's Bay and Millers Point the most prominent wave climate is created by the public ferry service wash and high speed jet cat and river cat surge. The most Northern berths have been designed in accordance with relevant wind and wave studies so that vessels are positioned, while berthed with their bows facing any oncoming wash. Additionally the 4 most northern berths are all backed with wide and deep attenuator arms. This combined with the large size of the northern berths is deemed to be sufficient to deal with the known wave climate in the immediate vicinity and to assist in mitigating wash to berths located further into the east and or west bays.

### Navigation – General

Jones Bay Marina is located in a high marine traffic area of Sydney Harbour.

Pleasure craft, Sydney ferries, commercial shipping and commercial charter operators use the adjacent waterway extensively. There is currently a speed restriction of 8 knots and a no wash zone is in place.

Marina Management currently enforce a 4 knot / No Wash speed limit within the vicinity of the marina.

### Special Events

Marina management issue expected protocols for all tenants on such dates. Extra staff will regulate vessels departing and returning to the facility. Extra marina staff will be on hand to assist in safe berthing of vessels when required or requested.

## Travel Routes

Vessel movements within the facility, when both entering and exiting the public navigational waterway of Johnston's Bay, will require passage in a safe navigational corridor. Speed within these channels will be limited to 4 knots / no wash and all movements will be governed by 'The International Regulations for Preventing Collisions at Sea'. These channels fall under the jurisdiction of local and state authorities such as NSW Maritime and Sydney Water Police. All marina users and tenants will be responsible for ensuring they comply with all speed limits, navigational aids and safe navigational practices.

- No fishing will be permitted within the navigational channels or the facility.
- No anchoring will be permitted within the navigational channels.

## Navigational Aids

The east channel is bound by the limits of the marina facility and the man made wharf of Darling Island. There are no navigational lights or aids fixed to Jones Bay Wharf or on marina structures.

The west channel is bound by limits of the marina facility and Pyrmont Point Park to the west.

## 1.6 Noise

### General

Marina tenants are prohibited from public passenger pick-up or drop-off at this facility. This ensures minimal noise or disturbance within the neighbourhood.

In accordance with the conditions of consent, the following noise limits apply:

- The LAeq 15 minutes noise level emitted from the use may not exceed 5dB above the background (LA90) noise level between the hours of 7.00 am and 12.00 midnight when assessed against at the boundary of any affected receiver.
- The use of the premises must be controlled so that any emitted noise is at a level so as not to create an "offensive noise" as defined in the Protection of the Environment Operations Act 1997 to any affected receiver.

By-laws with specific regard to noise:

- Engines warm up procedures for motorised vessels will be limited to 10 minutes.
- No use of bow thrusters except to aid safe berthing of vessels.
- No group congregations, loud music or parties to be held on the marina pontoons or onboard vessels while secured to the facility.
- No heavy maintenance or extensive work with power tools to be allowed within the facility.
- Minor works involving power tools etc can only be conducted during marina operating hours on week days, until 12:00 noon on Saturdays and not at all on Sundays.
- Loose halyards and sundry rigging should be tied and secured to limit unnecessary noise and disturbance. Marina staff can, and will, board vessels to rectify issues should a vessel be unattended.

- Security alarms on vessels berthed at the facility shall be adjusted for a cut- off period of 10 minutes or less.
- No public address system or tone enhanced telephone system permitted.
- Garbage will only be removed within facility operating hours.
- Contractors' movements, such as deliveries and sundry services, will be limited to marina operating hours.

It is up to tenants and marina management to oversee compliance of all outside contractors to the site. This includes making sure all contractors have relevant insurance documentation and Safe Work Method Statement. Please refer to – **Contractors & Work Health and Safety**, see Chapter 5 of this document.

### Neighbourhood Disturbance

Good relations with our neighbours are very important to Jones Bay Marina. Marina users and tenants are expected to preserve community spirit by keeping noise to a minimum during operations and during arrival at and departure from the facility.

## 1.7 Signage

Clear and concise signage is erected throughout the site. This signage is designed to :

- Protect the environment by reducing accidents by education
- Impart knowledge and policies of Jones Bay Marina to clients and general public
- Alert users of the site to potential environmental risks and / or personal danger

Signage shall be appropriate and clearly displayed to encourage site specific best management practices in relation to the environment, including all waste management, health & safety and emergency procedures.

### Alert and Cautions

Jones Bay Marina is a moving structure, signage is located at each access point to make users aware of this fact.

All management, staff, tenants and users of Jones Bay Marina are encouraged to be aware that other users of the site may need assistance when negotiating the marina pontoons and ramps during periods of rough weather. Areas exposed to wash and potentially significant wave actions are fitted with additional signage.

The '*Emergency Management Plan*' is displayed on the outside of each marina access point. It includes specific muster points along with relevant procedures and contact phone numbers.

### Contacts

All contact details for management and emergency services are displayed at each marina access point.



### Example Gate signage

#### SAFETY WARNING

The wharf is subject to periodic wave action, which can cause sudden sharp movement of mooring pontoons, access gangways and moored vessels. **PLEASE TAKE CARE AT ALL TIMES**

1. Children under the age of 12 years must be supervised by an adult at all times
2. Strictly no discharge of sewage / black or bilge water into harbor or marina area
3. The edge of the wharf is not fenced, hence EXTREME CARE is required at all times
4. Boardwalks must be kept free of goods and equipment to maintain access for emergency personnel and equipment
5. Swimming, diving and underwater activities are strictly prohibited in the adjacent areas to the wharf
6. Report injury, fire, explosion, damage or spillage to the emergency services and Marina Manager immediately.
7. The use of fire hoses for purposes other than fire fighting is strictly prohibited
8. Vessels shall not exceed 4 knots or create excessive wash in adjacent waters
9. The lighting of fires and barbecues is prohibited on the wharf.
10. Security alarms must have a cut off period of less than 10mins
12. Excessive noise is not permitted in the facility.
13. Be aware of and comply with all rules and instructions relating to Jones Bay Marina as laid out in the Berthing Facility By-laws and Berthing Rules.

#### EMERGENCY CONTACTS

1. Marina Manager – 1300 139 785
2. Security – 02 9571 5311
3. Fire – 000
4. Ambulance – 000
5. Police – 000

**FOR FURTHER INFORMATION AND FOR ALL ENQUIRIES PLEASE CONTACT THE MARINA MANAGER  
ON 1300 139 785**

.....

## 1.8 Lighting

Jones Bay Marina has low voltage bollard lighting. Lights on all pontoons are activated by a sensor system.

Please report any non-functioning lights to the marina manager.

## 1.9 Waste Management Strategy

### Solid Waste

Jones Bay Marina use one centrally located garbage bin area in conjunction with two garbage rooms, secured by roller shutters. The garbage area is located in the internal roadway of Jones Bay Wharf Building, adjacent to the east/west breezeway. The garbage area contains any full general waste or co-mingle bins awaiting pick up, additional empty general waste and co-mingle bins as well as a paper/cardboard compactor machine.

There are 15 660L general waste bins and 9 co-mingle 240L bins located throughout the marina. These are regularly checked by marina management and relocated to the central garbage area for emptying when required.

Also located in the garbage room is a soft plastics recycling collection point.

Licensed waste contractors remove garbage or recycling from the central garbage area daily or as required.

### Liquid Waste

Marina management maintains the right to inspect vessels on arrival into the facility to check bilges for oil or potential environmental hazards.

No vessel is permitted to pump out black or grey water into the local waterway.

Marina tenants must comply with water regulations for usage and must only use biodegradable detergents in wash down procedures.

Contractors are required to remove all liquid waste products, including engine oil and fluids and contaminated bilge water generated by their activities onsite.

### Black Water Pump Out Facility

Jones Bay Marina east and west wharves are fitted with pump out point couplings and a central service pump.

In the event of leakage or spill during the pump out process the pump is to be stopped and the spill cleaned up, aided by the deployment of floating booms if needed. Emergency Spill

Kits are placed in visible and accessible locations along the marina wharves. There is also a large 660 litre, Emergency Spill Kit containing a long containment boom located in the central garbage room.

All Marina staff under-go specific training in the use and deployment of floating booms and provided spill kits.

Any spills, leaks or sighted waterway contamination are to be reported to marina management and Sydney Harbour Port Authority.

### **1.10 Cleaning**

Duties carried out by the marina staff will include the on going cleaning of the facility to maintain a pleasant environment for tenants, contractors and local residents alike, as set out in the Maintenance Schedule – Chapter 3, or as required.

### **1.11 Briefing of new customers**

All new skippers and other senior crew shall be briefed on the content of this POM and all Marina rules, including noise mitigation and disturbance of neighbours.



# Chapter 2

## Environmental Policy & Management System

## 2. ENVIRONMENTAL POLICY & MANAGEMENT SYSTEM

### 2.1 Introduction

The marina manager is responsible for the implementation of this Environmental Policy and Management System. The system includes Health and Safety and asset management principles.

Annual reviews of the Environmental Policy and Management System against current operations ensures up-to-date accuracy and relevance of the system

### 2.2 Environment Policy

Jones Bay Marina provide services to commercial, charter and brokerage/sales boats and businesses on Sydney Harbour including;

- Permanent marina berths on floating pontoon walkways and finger wharfs.
- Casual marina berths for commercial vessels.
- Storage for resident commercial vessels in purpose built floating units

The management teams and staff of the marina undertake all activities in full compliance with all relevant State and Federal Legislation.

The Marina is committed to promoting and delivering best environmental management practices, ensuring that the long-term health of the environment and public is maintained across all its operations and activities.

The Marina is dedicated to educating its staff, users, contractors, tenants and general public in best environmental practices, and the need to care for our environment. This is achieved through:

- Environmental policies & procedures
- Awareness training
- Induction training
- Emergency pollution training drills
- Emergency contingency plans
- Signage
- Reporting, auditing and continual improvement
- Fostering relationships with environmentally conscious NFP groups and locals
- Commitment to industry standards and accreditation through 3<sup>rd</sup> party assessments

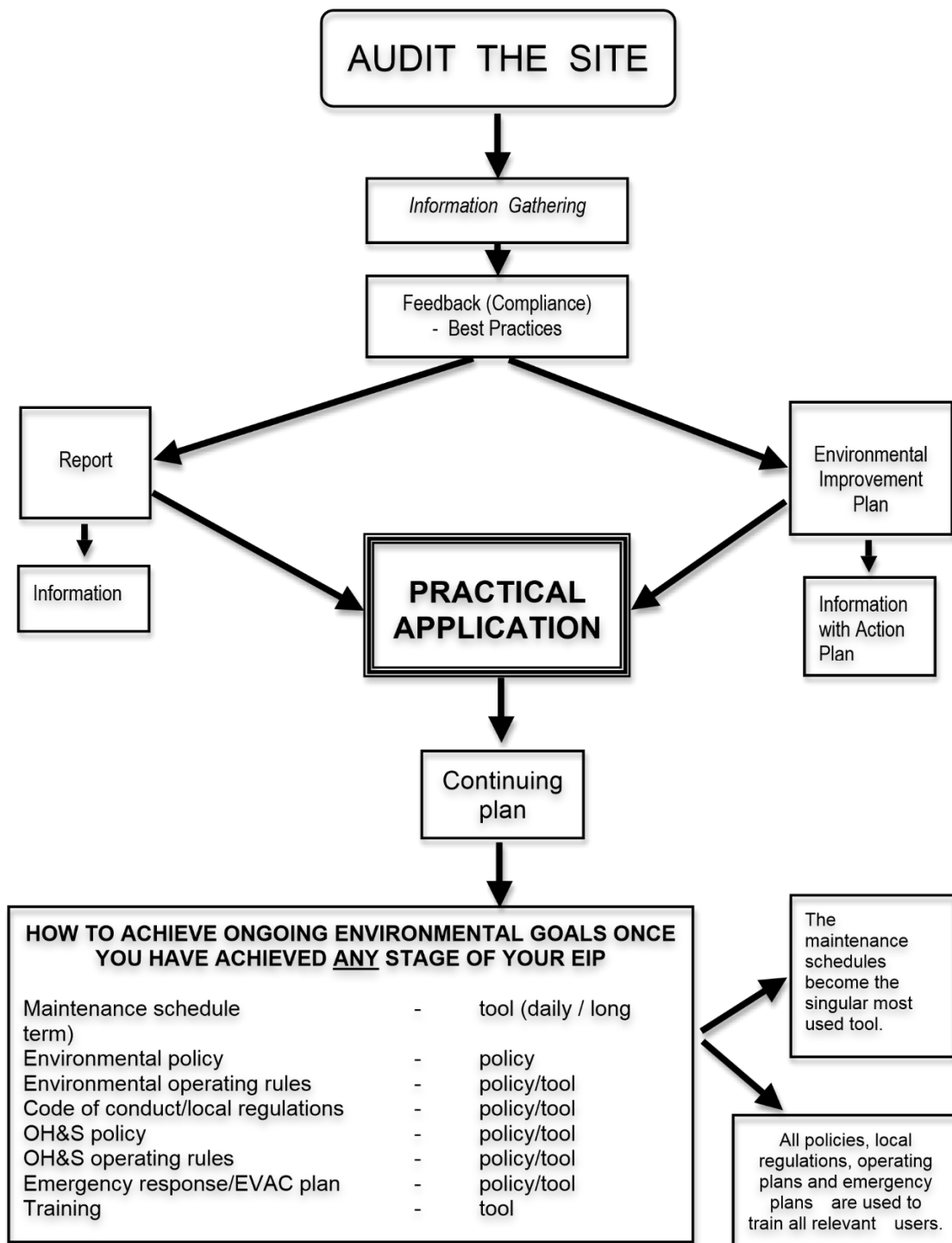
The Marina undertakes to measure environmental performance, review against set objectives and take necessary actions to ensure improved and sustainable performance by way of annual internal review and periodic external review.

The marina understands the responsibility for the future sustainability of the environment and recognises the relationships that exist between the key areas of energy, water, waste, health and comfort.

### 2.3 Environmental Management Flow

The following page shows a flow chart, which illustrates how the system can be operated. The chart includes the information gathering process as well as how all reports policies and schedules work to make this plan a practical method for environment and safety operations at the site.

# *Environmental Management System*



## 2.4 Responsibility to the Environment

Jones Bay Marina acknowledge the special needs of the environment within which we operate. By ensuring that commercial and recreational boating at the marina supports ecologically sustainable practices, all users and staff shall have regard to the following boat user principles.

Management, staff and users of the site :-

- Shall be encouraged to take steps to ensure that any potential pollution risks are minimised.
- Shall use their best efforts to educate fellow boaters to support the restoration and protection of our marine environment.
- Will observe the regulations of usage of the waterways by government authorities, and the regulations relevant to JBM.
- Will ensure no petroleum product residue be pumped overboard from bilges.
- Will be encouraged to use environmentally compatible products in the operation and maintenance of vessels.
- Will use oil-absorbing materials in the bilge areas of all boats with inboard engines and undertake to monitor these materials. Materials shall be replaced as necessary and disposed of in accordance with petroleum disposal regulations.
- Will be aware of the effect of noise, smoke and odours generated by vessels and activities of those around them.
- Will encourage boat users to keep motors efficiently tuned, and avoid excessive idling and engine noise while at marinas or in the vicinity of residential property
- Will encourage prevention of unacceptable wake and propeller wash, especially in the vicinity of sensitive or erodible shores, marinas and other waterway users.

## 2.5 Regulatory Framework for Jones Bay Marina

A number of statutory requirements apply to JBM - they include, but are not limited to:

- POEO Act 1997 (and associated EPA Industrial Noise Policy 2000)
- Protection of the Environment Legislation Amendment Act 2011
- Dangerous Goods Act 2005
- Environmental Planning & Assessment Act 1979
- Contaminated Land Management Act
- National Parks & Wildlife Act 1974
- Environmentally Hazardous Chemicals Act 1985
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

A more comprehensive list of environmental legislation and amendments is at the EPA website at <http://www.epa.nsw.gov.au/legislation/poelegisamend2011.htm>

A more comprehensive list of Work Health and Safety legislation and amendments can be found at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)



## 2.6 Contact Details

### CONTACT DETAILS

Name	Position	24-hour Contact details
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**1 - Persons responsible to activate emergency response plan**

Nairn Johnston	General Manager	0418 660 695
Scott Cotton	Marina Manager	0431 700 070
	Marina Office	1300 139 785
	Security	02 9571 5311

**2 - Notification of Authorities**

Person in charge at time – as listed above

**3 - Person responsible for the implementation of the plan**

Nairn Johnston	General Manager	0418 660 695
Scott Cotton	Marina Manager	0431 700 070

**4 - Relevant Authorities Contact Details**

Fire & Rescue	(if immediate threat to human health or property)	000
EPA (or the Appropriate Regulatory Authority (ARA))	Environmental Line	131 555
	Take note of EPA reference number	
The Ministry of Health	Business hrs	1300 066 055
Local Public Health Line	After hours	(02) 9515 6111
WorkCover		13 10 50
Local Authority	City of Sydney Council	(02) 9265 9333 - 24 hours
Fire and Rescue NSW	If situation warranted	000
	call you do not need to call again	1300 729 579
Sydney Harbour Port Authority		02 9296 4003 - 24 hours
Adjoining businesses /tenants/others at risk	Jones Bay Wharf Security	02 9571 5311
	Jones Bay Wharf building management	02 9571 5311
	National Parks Contact Centre	1300 072 757

## 2.7 Aspects and Impacts of Operations

The following table of aspects and impacts represents work practices at the site, relevant environmental legislation and work methods, environmental risks and contingency plans. This document has been designed as a reference tool for management and users of the site.



ACTIVITIES & OPERATIONS	ROLES & RESPONSIBILITY	ENVIRONMENTAL INTERACTION	ENVIRONMENTAL REGULATION	WORK METHOD STATEMENT	WHAT CAN HAPPEN & HOW IT CAN HAPPEN	CONTINGENCY PLAN
Garbage Bins	Dockmaster	Rubbish collection point in the centrally located garbage room	POEO	Monitor all bins to ensure adequate capacity and no liquid waste is left	Debris or liquid from overflowing bins can enter the waterway	Use scoop net to remove debris from the waterway. Sandbag around the storm water drains.
wage pump	Dockmaster	Pump black water from vessel	POEO	Ensure hose is empty before moving to or from vessel and the person operating the pump is trained	Sewage can enter water way	Empty hose and clean after use and before storing
Marina maintenance	Marina staff &/or external contractor	Painting marina poles & components	POEO	Place paint tins in a bund while working	Paint spillage can enter the waterway	Deploy spill kit to contain and recover
Pressure cleaning docks	Marina staff or contractor Marina Manager	Cleaning concrete walk ways	POEO	Pressure blast marina pontoons	Excess dirt can enter the water way	Remove any large build up before blasting

## 2.8 Noise Abatement Procedures

All operations and activities occurring on the premises must be conducted in a manner that will not cause offensive noise. This is in accordance with the Protection of the Environment Operations Act 1997 and the NSW EPA’s Industrial Noise Policy.

Notices will be displayed prominently, to encourage noise minimization.

Regular operational maintenance and quiet tool selection strategies are to be implemented at the site wherever possible.

Running of engines on the marina is limited to 10 minutes or less.

The manager and staff will request users to lower their noise if it is considered excessive .

## 2.9 General Waste Management and Storage Procedures

A waste tracking procedure is conducted on this site. Licensed waste contractors conduct waste removal and activities are to be logged by a receipt or invoice system managed by building management.

## 2.10 Emergency Procedures

In the event of an emergency or spill, the manager and users of Jones Bay Marina shall operate in accordance with Chapter 4 - “*Pollution Incident Response & Evacuation Plan*”.

Emergency Spill Kits are placed in visible and accessible locations along the marina wharves. There is also a large 660 litre, Emergency Spill Kit containing a long containment boom located in the central garbage room.

A list of Emergency Contact phone numbers is displayed at each marina access point.



# Chapter 3

# Maintenance Schedules



### 3. MAINTENANCE SCHEDULES

Poorly maintained plant and equipment present the greatest risk to our environment. The following tables have been developed to address that risk, through regular and scheduled maintenance of the infrastructure and equipment onsite.

#### 3.1 Equipment Maintenance

The following maintenance schedule is a copy of the active document, which is kept in the marina office.

<b>Structure Name</b>	Jones Bay Wharf - SP69951 (JBW), 70640 (Private)
<b>Management Company</b>	Scope Marine Pty Ltd
<b>Locality</b>	26-32 Pirrama Rd, Pyrmont, Sydney
<b>Facility Use</b>	Commercial Strata Marina



**JONES BAY  
MARINA**  
— SINCE 1919 —

**MAINTENANCE SCHEDULE for 2017 - 2018**

Item	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Comments/Works Required
------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-------------------------

**Daily and Weekly Tasks**

General Cleaning													
Visual inspection of facility													
Check security measures													
Inspection of gate locking devices													WF O'Brien
Inspect all power outlets													
Inspect all fire hoses/extinguishers													
Check spill kits													
Inspect all piles and brackets													
Check all signage													Wettons Signage Brookvale

Item	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Comments/Works Required
------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-------------------------

Manually test RCD's	•	•	•	•	•	•	•	•	•	•	•	•	
Inspect & tighten cleats	•	•	•	•	•	•	•	•	•	•	•	•	
Check pontoons for cracking, listing or other deterioration	•	•	•	•	•	•	•	•	•	•	•	•	As per Bellingham's maintenance guidelines
General electrical and plumbing inspection	•	•	•	•	•	•	•	•	•	•	•	•	
Inspect water pressure intensification pumps	•		•		•		•		•		•		Located at central gates on East & West
Inspect hinge pins connecting gangways	•	•	•	•	•	•	•	•	•	•	•	•	
Flush black water pump	•	•	•	•	•	•	•	•	•	•	•	•	Fresh water only
Detailed condition report	•			•			•			•			Completed by facility managers
Grease gangway rollers			•						•				
Remove marine growth from piles						•						•	
Maintain and update security systems			•						•				Prosys
Service black water pump				•									Plumbsure - as per Keco guidelines

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**MAINTENANCE SCHEDULES**

Item	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Comments/Works Required
Inspect knee brackets			•										
Grease through rod bolt heads											•		
Fire hose reel inspection		•							•				Organised by building manager
Extinguisher inspection		•							•				Organised by building manager
Detailed inspection and report												•	As per strata management statement
Pressure wash pontoons					•								
Spill kit equipment inspection & test											•		Argyle Commercial
Item	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Comments/Works Required
Back flow prevention testing									•				Organised by building manager
Annual fire safety statement									•				Organised by building manager
RCD testing & report	•												Red Dog Group
Marina tighten up & report		•											The Marina Doctor
RPZ test & report													Organised by building manager
Inspection & report by structural engineer													as per strata management statement
Revision of policies, maps & emergency plans										•			Scope Marine to complete annually
Detailed inspection and report after extreme weather event													Completed when necessary

### **3.2 Major Scheduled Maintenance and Reporting**

Licensed, qualified marine contractors will carry out major works as set out in the facility maintenance guidelines and schedule.

All maintenance proposed and undertaken will be accompanied by maintenance reports, signed by facility manager and contractors.

All reports will be kept for future reference.





# Chapter 4

## **Pollution Incident Response & Evacuation Plan**

## 4. POLLUTION INCIDENT RESPONSE & EVACUATION PLAN

### 4.1 Introduction

This Pollution Incident Response and Evacuation Plan (PIR&EP) has been prepared for Jones Bay Marina in accordance with the requirements of Part 5.7A of the Protection of the Environment Operations Act 1997.

This Plan will:

- Provide communication about a pollution event to the Appropriate Regulatory Authority and other agencies, and to other people who may be affected by the event
- Reduce the impact of a pollution incident by identifying risks and developing suitable measures to contain and control the effects.
- Ensure the plan is properly implemented by trained staff, identify persons responsible for implementing it, and ensuring the plan is tested annually for effectiveness at JBM or within one month of any pollution incident occurring. This should address any issues with implementing the plan that become known during, or following an incident. For example, incorrect contact details or an inaccuracy in a map.

### 4.2 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 does not include an incident involving only the emission of 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 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.

### 4.3 Relevant Legislation

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

Protection of the Environment Operations Act 1997  
Contaminated Land Management Act 1997  
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

#### 4.4 Duty to Report Pollution Incident

It is a requirement to report any pollution incident that has, or could cause, environmental harm. Notifications must be made by telephoning the NSW EPA Environment Line on 131 555. Management must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.




Failure to report a pollution incident carries severe penalties under the act:-

Maximum penalties are:-

- (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

#### 4.5 Activities & Potential Hazards

The primary hazards associated with the site are:

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

A list of most likely events that could lead to a ‘Pollution Incident’ is set out below.

POLLUTION INCIDENTS	PRIMARY CONTROLS	LIKELIHOOD
Garbage items left on wharf blowing into the waterway	Marina berthing agreement and daily inspections by management	Medium
Liquids or fuel escaping from the vessels tanks into the bilge and being pumped overboard	Regular maintenance on all vessel systems. Placement of oil absorbent material in bilge spaces.	Low
Submersion of vessel, resulting in escape of product from fuel tanks	Regular maintenance and deployment of on-site spill apparatus	Low
Severe weather event resulting in damage to marina infrastructure and subsequent fracture of black water pump out system	Isolation and controls valves at strategic points.	Low
Acts of vandalism or target of terrorist / environmentalist activity	CCTV surveillance 24/7 on wharf and marinas	Low

#### 4.6 Pre-emptive Actions

Jones Bay Marina makes every effort to ensure the protection of the environment while conducting its daily activities by maintaining a high level of staff training and employing specialist contractors. Regular reviews are conducted with both staff and contractors to ensure preventative measures are in place to respond to unplanned events or accidents.

Specialist contractor's tasks include:-

- Risk assessment of equipment and infrastructure
- Fire fighting equipment servicing
- Reviewing JBM's Operational and Environmental Management Plan

#### 4.7 Inventory of Potential Pollutants

Following is an inventory of potential pollutants kept on the premises.

POTENTIAL POLLUTANT	LOCATION & STORAGE VESSEL	MAXIMUM QUANTITY
Sewage pump out	Within transfer lines	200 litres
Petrol	Workboat and maintenance shed	50 litres
Paints	Workboat and maintenance shed	30 litres

#### 4.8 Safety Equipment

The following is a list of safety equipment kept on site.

EQUIPMENT	LOCATION
Spill kits and additional floating boom	On marina wharves. There is an additional 660 litre major response kit containing a long containment boom located in the central garbage room.
Fire extinguishers and hose reels	Every 30m on each marina arm
Personal protection equipment	Security office, workboat maintenance shed and spill kits

## 4.9 Contact Details

### CONTACT DETAILS

Name	Position	24-hour Contact details
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#### 1 - Persons responsible to activate emergency response plan

Nairn Johnston	General Manager	0418 660 695
Scott Cotton	Marina Manager	0431 700 070
	Marina Office	1300 139 785
	Security	02 9571 5311

#### 2 - Notification of Authorities

Person in charge at time – as listed above

#### 3 - Person responsible for the implementation of the plan

Nairn Johnston	Marina Manage	0418 660 695
Scott Cotton	Marina Manager	0431 700 070

#### 4 - Relevant Authorities Contact Details

Fire & Rescue	(if immediate threat to human health or property)	000
EPA (or the Appropriate Regulatory Authority (ARA))	Environmental Line	131 555
	Take note of EPA reference number	
The Ministry of Health	Business hrs	1300 066 055
Local Public Health Line	After hours	(02) 9515 6111
WorkCover		13 10 50
Local Authority	City of Sydney Council	(02) 9265 9333 - 24 hours
Fire and Rescue NSW	If situation warranted call you do not need to call again	000 1300 729 579
Sydney Harbour Port Authority		02 9296 4003 - 24 hours
Adjoining businesses /tenants/others at risk	Jones Bay Wharf Security	02 9571 5311
	Jones Bay Wharf building management	02 9571 5311
	National Parks Contact Centre	1300 072 757

#### **4.10 Communicating with Owners and Occupiers of Local Premises / The Community**

The Marina Manager, or nominated representative of JBM, upon becoming aware of a 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?
- Likely effect of the incident
- What actions need to be taken by the properties to protect them from harm?

Contact will be made with affected properties/premises 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, further information may be published on the Jones Bay Marina website.

#### **4.11 Minimizing Harm to Persons on the Premises**

If a pollution incident provides an immediate risk of harm to persons within, or beyond the site boundary, the evacuation procedures shall be followed.

#### **4.12 Evacuation Procedures**

During any initiated evacuation of the site, the Area Warden for the Marina is to check all areas / vessels in their vicinity and to direct all occupants to leave via an indicated Emergency Exit or other safe passage.

If safe to do so, a second sweep of the same area must then be conducted to double check that all persons have left the Zone.

The Area Warden for the Marina is to be informed when the Site's evacuation is completed, stating if the area is seemingly clear, or if there is anyone left behind who needs evacuation assistance or who refuses to leave, for whatever reason.

After having reported the evacuation status of the area, Wardens, should assist in leading evacuees to their designated Assembly Area in Pirrama Park. Evacuees must remain at their Zone's Assembly Area until the Area Warden, or a member of the attending Emergency Services advises the "All Clear".



#### 4.13 Evacuation Points & Assembly Areas

All users of the Site should make themselves aware of evacuation points as part of the familiarization with the site's physical features. If there is any doubt as to the location of your designated Assembly Area, seek advice from the Manager.

During an evacuation, occupants of the site are to be directed to one of two assembly areas. See *"Location of Safety & Emergency Points and Evacuation Plan"* below (1.14).

It is recommended that all staff receive a briefing in relation to the evacuation plan and that an emergency drill be incorporated as part of training and thereafter on an annual basis.

It is recommended that any fire-fighting equipment be clearly marked and maintained and that all users be trained in use of extinguishers

4.14 Location of Safety & Emergency Points and Evacuation Plan

**EVACUATION DIAGRAM**  
Jones Bay Marina

**IN CASE OF FIRE:**

**REMOVE PEOPLE FROM DANGER**

- Yourself, staff, visitors - anyone

**RAISE THE ALARM**

- Call 000
- Notify Management: 1300 139 785
- Security: 9571 5311

**CONTAIN THE FIRE**


- To the room or space of origin
- Close doors

**EXTINGUISH OR EVACUATE**

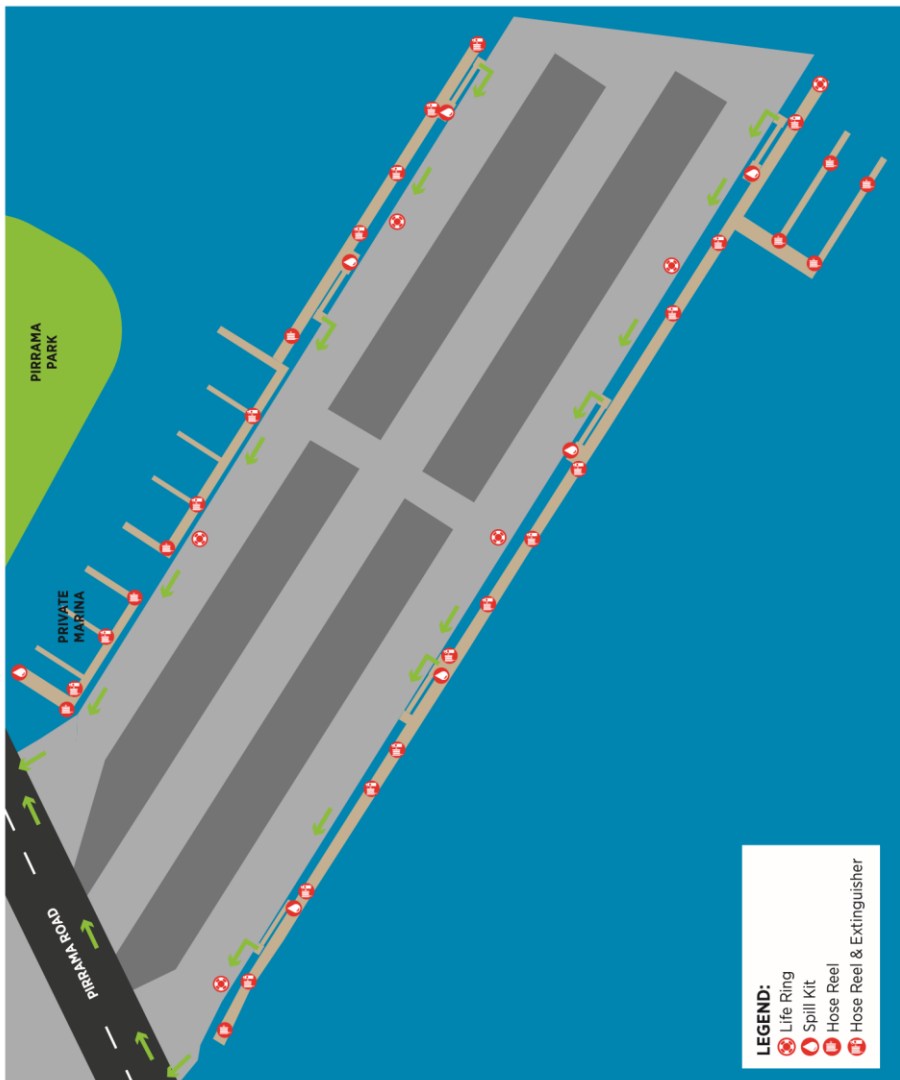
- Follow instructions of emergency services, management or security staff
- Go to the assembly area - Pirrama Park
- Only attempt to extinguish fire if it's safe

**DIAL 000**  
for all emergency services

**LOCATION ADDRESS:** 26-32 Pirrama Rd,  
Pyrmont NSW 2009



JONES BAY  
MARINA  
SINCE 1919



**LEGEND:**

- Life Ring
- Spill Kit
- Hose Reel
- Hose Reel & Extinguisher



#### 4.15 Description of How Any Identified Risk of Harm to Human Health Will Be Reduced

Pollution incidents can escalate quickly. JBM staff have been trained for rapid response to reduce the risk and limit the effects of the incident. The following considerations have been put into place:

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

**Limiting the extent of pollution** – isolation valves and switches are provided for the Black Water pump out system and shall be operated immediately a leak or spill occurs.

**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 licensed waste contractor with experience and facilities to dispose of such waste will be engaged when necessary.

#### 4.16 Fuel and Oil Spills - Action and Response

A small spill is broadly defined as less than 1 litre. A medium spill is 2 to 5 litres and anything over 5 litres is serious and must be reported immediately to the Marina Manager.

Small oil spills and drips can be managed by utilising the oil absorbent cloth or dry-sorb from a Spill Kit.

In the event of a medium or serious fuel or oil spill being sighted on the marina the following action must be adhered to:-

##### **Action in the event of a medium or serious fuel or oil spill:**

The manager must be informed immediately to organise a response team.

Prior to the arrival of the Manager, the Assistant Manager / on-duty dock master is to coordinate the operation.

The Marina Manager is to assume responsibility upon arrival and deploy all staff members as deemed necessary. He must also keep the Management of JBW building updated with the events.

The spill must be contained by surrounding its perimeter with the OIL SPILL BOOM. If spillage occurs from a vessel, surround the entire hull with the floating boom and deploy oil absorbent pads and dry-sorb onto the slick.

If spillage is within a berth area contain the spill with the OIL SPILL BOOM, plug any gaps between the concrete casements with absorbent cloth and deploy oil absorbent pads and dry-sorb onto the slick.

Ensure FIRE EXTINGUISHERS are close at hand.

Isolate the source of the oil/fuel leak. If fuel is leaking from a boat bilge turn off bilge pump, isolate batteries, open all hatches for venting fumes.

Keep any persons not involved with the containment operation well clear of the area, under no circumstances allow any person to smoke or start engines of any vessel in the area. If

necessary, contact the boat owner; advise of the problem and what action has been taken. If resources are insufficient to contain the spill, and if it threatens public health, property or the environment, the Fire Brigade should be contacted for emergency assistance.

If urgent advice is required on cleaning up after an incident or on the disposal of any resulting waste materials, the state environmental protection authority should be contacted.

A member of the Management team will make all decisions regarding notification of the appropriate authorities in the event of a large spill.

Emergency Spill Kits are placed in visible and accessible locations on the marina wharves. There is also a large 660 litre, Emergency Spill Kit containing a long containment boom located in the central garbage room.

Instructions for the use of these kits are contained within the kit. In case of such spills, the use of an emergency spill kit is recommended and all users of the site should receive a familiarisation briefing on how to use the spill kit

#### **4.17 Points to Consider When Dealing with Vessels on The Marina**

- Not everyone can swim
- In the event of a fire, consider the direction of the wind – will smoke enter a building?
- If smoke is blowing towards a building, the building must be evacuated immediately.
- Boats generally berthed together are likely to burn in mass numbers
- Powerboats with biminis are high risk areas for fire spreading as they a very easily set alight by radiant heat.
- If yachts are on fire be aware of chain-plates being released resulting in the mast coming down.
- Fibreglass resin burns at about 2000° and is highly toxic.
- A hot fire will send fumes and debris that is still burning up and away very quickly.
- The fire will spread laterally as well as from thermal updraft. You may need to quickly separate vessels.
- Under the terms of the Commercial Berthing the Manager and staff has the right to move any Craft as is seen fit in the event of an emergency.

#### **4.18 Quick Reference Emergency Flip Cards**

The Flip Cards below are a quick reference tool covering possible emergency situations. These charts can be printed, laminated and left at suitable places around the facility.

In a high stress situation it is often hard to think clearly. These cards can help give direction, but are not a complete procedure. As soon as possible, after a situation is under control, reference should be made to this manual and authorities for any further action to be taken.

## Call 000

- if the incident presents an immediate threat to human health or property.

Fire and Rescue NSW, the NSW Police and NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the other relevant authorities in the following order :-



Police – Day Street Station - phone: **9556 0624**



Sydney Harbour Port Authority - phone: **9296 4003** - 24 hours



The EPA - phone the Environment Line: **131 555**



City of Sydney Council - phone: **9265 9333**



The Ministry of Health - Bh. phone: **1300 066 055**



WorkCover Authority - phone: **13 10 50**



Fire and Rescue NSW - phone: **1300 729 579**

*Note: if the situation warranted calling 000 as a first point of notification you do not need to ring Police or Fire and Rescue NSW again. However, even if an ambulance attends you need to notify the Ministry of Health.*

**ATTENTION:** Complying with these notification requirements does not remove the need to comply with

any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkCover.

## Fire & Explosion Emergency

*(Please refer to the Pollution Management and Evacuation Plan, within the Operational and Environmental Management Plan for further detail)*

### Immediate Response

- 1. Raise the evacuation alarm – by phone – Security and all Area Wardens
- 2. Contact Emergency services on **000** and other relevant authorities – request a fire fighting vessel. See 000 flip card
- 3. Direct warden to stand outside Jones Bay Wharf Building to direct Fire Brigade to the most appropriate access point.
- 4. Shut down all power to the affected marina – access is provided by the security office.
- 5. Commence removing the boat, two up from the boat on fire on either side, using the work tender.
- 6. If possible secure the boat on fire with grappling hook and wire to berth so it cannot float out and cause further damage
- 7. Fight fire if safe to do so until emergency vehicles arrive
- 8. Assist in the evacuation of people to the designated Muster Points
- 9. Ensure people are evacuating vessels

### Minor Fires

- 10. Fight the fire with fire fighting equipment

### Fire Management

- 11. Assist Fire brigade where required
- 12. Advise Scope Marine Management who will advise Jones Bay Wharf / TOGA

**FIRE / EXPLOSION**

## Oil / Fuel Spill

*(Please refer to the Pollution Incident Response & Evacuation, within the Operational & Environmental Management Plan for further detail)*

### Immediate Response

- 1. Spills greater than 20 litres or that cannot be contained and cleaned up - immediately contact Sydney Harbour Port Authority Ph. 9296 4003 Services (24hrs) and other relevant authorities – see **000** flip card
- 2. Isolate the spill source and carry out action to cease the spill
- 3. Deploy “First Response” oil / fuel spill kit. Deploy containment to stop spread of spill

### Spill Management

- 4. For minor fuel spills - treat with dispersant or detergent to contain the spill and retrieve with fuel absorbent mats
- 5. For major spills - assist Sydney Harbour Port Authority and any other services as required

### Management

- 6. Advise management and security
- 7. Contact EPA ph 131555 if a pollution event has occurred and other relevant authorities.

# OIL / FUEL SPILL

## Sinking Vessel

*(Please refer to the Pollution Incident Management Plan, within the Environmental Management Plan for further detail)*

### Immediate Response

- 1. Check for people on the vessel and evacuate.
- 2. Make area safe.
- 3. Contact Sydney Harbour Ports Authority Ph. 9296 4003 and request assistance for a sinking vessel.
- 4. Deploy spill control booms.
- 5. Assist vessel crew in controlling situation with marina crash pumps
- 6. Contact Owner

### Management

- 7. Assist Sydney Harbour Ports Authority as required
- 8. Contact EPA ph 131 555 if a pollution event has occurred and other relevant authorities.
- 9. Advise management and security

# SINKING VESSEL

## Suspicious Item / Behaviour

*(Please refer to the Pollution Incident Management Plan, within the Environmental Management Plan for further detail)*

### Immediate Response

- 1. Train any CCTV onto the situation
- 2. Assess the situation using the **HOTUP** principle

**H** – Hidden or attempt to hide from view

**O** – Obviously suspicious

**T** – Typical of area

**U** – Unauthorised access

**P** – Perimeter breach

### Police Response

- 3. Contact Police on 000 if it is determined that the threat is real
- 4. Continue to monitor the situation and update the Police until they arrive

### Management

- 5. Assist Police where required
- 6. Advise security and management

**SUSPICIOUS ITEM / BEHAVIOUR**



## Bomb Threat

*(Please refer to the Pollution Incident Management Plan, within the Environmental Management Plan for further detail)*

### Immediate Response

- 1. Contact Police on **000 on alternative phone line**
- 2. Keep the person on line “DO NOT HANG UP”
- 3. Note the conversation paying particular notice to accent, background noise etc.

### Police Response

- 4. On advice from Police or if the threat is deemed to be real and requires immediate response, evacuate the facility in an orderly manor

### Fire Management

- 5. Assist Police where required
- 6. Advise security and management

**BOMB THREAT**

## Robbery / Hold Up

*(Please refer to the Pollution Incident Management Plan, within the Environmental Management Plan for further detail)*

### Immediate Response

- 1. Do as requested by the assailant
- 2. Do not agitate or attack the assailant

### Police Response

- 3. When the situation is determined to be safe, or the assailant has left, immediately contact Police on **000**

### Management

- 4. As soon as possible record the personal appearance of assailant details of the incident
- 5. Assist Police where required
- 6. Advise security and management

**ROBBERY / HOLD UP**

# Incident Notification Process

*(Please refer to the Pollution Incident Management Plan, within the Environmental Management Plan for further detail)*

In the event of any of the following incidents;

- Emergency
- Death or injury to person
- Damage to Management or personal property with an estimated value over \$1000
- Accident, incident or event that significantly effects operations

**Immediately** notify management and security by contacting the first available person on the following contact list in order of priority as shown;

<b>Scott Cotton</b>	<b>Marina Manager</b>	<b>0431 700 070</b>
<b>Security</b>	<b>Jones Bay Wharf</b>	<b>9571 5311</b>
<b>Nairn Johnston</b>	<b>General Manager</b>	<b>0418 660 695</b>

# Incident Notification

#### 4.19 Staff Training for Pollution Response

All employees of Scope Marine are provided with training on response to a pollution incident. Internal reviews of the Pollution Management and Evacuation Plan are held twice yearly to review and test the plan. The review looks at the currency of the information within the plan, placement of the emergency response equipment, accessibility and the effectiveness in the event of a pollution incident. Any recommendations arising from the review are tested to ensure the viability of those alterations before the changes are recorded.

This PM&EP forms part of any new staff member’s site induction.

#### 4.20 Testing of the PIR&EP

The dates this PM&EP was tested and names of people present are recorded and kept in a log, which is held in the marina office.

An example of this log appears below.

Date of Testing	Type of Test Conducted (Desktop / Drill)	Observations and components of plan tested	Improvements required (including modifications to future training)

#### 4.21 Updates and Revisions of the PIR&EP

This Pollution Incident Response Management Plan shall be revised:

- When there are legislative changes or,
- Where a significant pollution incident has occurred or,
- As a result of recommendations from an internal review.



# Chapter 5

## **Contractors & Work, Health and Safety**

## 5. CONTRACTOR'S REGISTRATION

### 5.1 Introduction

Jones Bay Marina complies with Work Health and Safety Act 2001, Work Health and Safety Regulation 2011, and amendments thereto, as well as the Protection of the Environment Operations Act 1997 and amendments, to ensure the safety and well being of all employees, visitors, guests, contractors and clients. In support of this commitment, contractors wishing to access client's vessels, by passage through or across Jones Bay Marina must gain approval and agree to abide by the rules and directions of management of the facility.

In this document we outline your responsibilities, obligations and rights. We collect and check the information you provide to ensure our customers receive the best possible workmanship from reliable tradesmen. The marina is private property, and as such Marina Management reserves the right to control who is welcome, and who is not.

### 5.2 Contractor Access

JBM operates the B.I.A. Marine Card Access Management System. Contractors who have qualified for the B.I.A. Blue Card can gain direct access to the site by presenting their current card and completing a site induction.

Contractors who do not hold a B.I.A. Marine Card can be granted a day pass by completing the manual induction process.

### 5.3 Contractor's information

<b>Contractor's Business Name</b>	
<b>ABN</b>	
<b>Contact person</b>	
<b>Address</b>	
<b>Contact phone numbers</b>	
<b>Email</b>	

### Core business

*(description of the services your Company normally provides)*

### 5.4 Registration

#### Why:

Jones Bay Marina is committed to the protection of the environment and the health and safety of all users of the facility. Jones Bay Marina must also comply with strict conditions imposed by the Head Lease of this facility. Only legitimate businesses with adequate training and insurance cover are allowed the privilege to provide their services to our customers, at our facility.

#### When:

Once this document is read understood, signed and all required information is provided and approved by management; you will be required to inform marina management and or security either by phone, email or signing in at the security office each time you intend entering or working within our facility.

#### Who:

It is important that each employee of your business understands the registration procedure, and acknowledges the conditions. We request that all contractors register with us prior job commencement, even if your services are arranged through our on-site tenants, or directly through the vessel representative. It is a requirement that all contractors and their employees register with us prior to commencement of work. The safety and behaviour is the responsibility of the tenant on whose boat the contractor is working.

*Note: The engagement of your services through our on-site clients or vessel representative does not give you right or access through or across Jones Bay Marina.*

#### Cost:

Currently we do not charge for registration

#### Duration:

Your registration with Jones Bay Marina will be valid for the duration of your insurance cover (refer specific insurance requirements). It is important that you provide us with updated insurance documents when applicable. Out of date or invalid documentation will result in your request for access being denied.

#### Disclaimer:

Jones Bay Marina Management reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

### 5.5 Required Insurance Information

The marina requires outside contractors to provide the following Certificates of Currency (copies must be provided with your registration):

- **Public Liability Insurance** (minimum value AUD \$20 million dollar)
- **Ship Repairers Liability Insurance – if working on a vessel** (minimum AUD \$20 million dollar)
- **Workers Compensation Insurance** if a company
- **Accident and Sickness Policy**

These requirements apply in full to all work done on boats on the water, including detailing. Contractors will not be allowed to commence work on boats until such time as the necessary certificates are provided. A separate **Risk Assessment** is required for all work that could potentially harm the Environment, threaten personal safety of cause damage to property.

For regular contractors who perform re-occurring jobs, a generic SWMS or JSA indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This generic document could be supplemented by individual SWMS's for less frequent job.

### 5.6 Work, Health & Safety

Contractors are required to produce a current Marine Card or similar qualification showing they have undertaken basic WHS and environmental training. Contractors must be physically fit and capable of undertaking the work for which they have been contracted.

#### Accidents and Incidents

Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to the marina manager.

#### Job Safety Analysis (JSA's)

The contractor is required to provide a risk assessment (Job Safety Analysis or Safe Work Method Statement) prior commencing any job that involves a certain risk to marina property, vessels or the environment. JSA forms are available on request.

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### Compressed air / cylinders

Safety valves are to be utilised in the use of compressed air. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

### Diving Work

Marina Management **MUST** approve all diving work. Divers are to ensure compliance with AS/NZS 2299.1:1999 Occupational diving operations Part 1: Standard Operational Practice. All divers are to be appropriately certified and possess a medical certificate certifying fitness to undertake the diving work. To conduct underwater hull cleaning, including the use of high pressure equipment on the vessel's hull, requires a letter of consent from the EPA. The letter is to include approval of your work methods are in line with current legislation and Schedule 1 requirements. In addition we will require copies of Commercial Diving Tickets for each diver.

### Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested (expires in twelve months) and tagged before being used at the Marina. Any equipment supplied and/or installed by your organisation at Jones Bay Marina must be tested and tagged before 'handing over'. On arrival on site, or during your work at the marina, management may inspect your electrical equipment.

Extra care must be exercised during and immediately following periods of wet weather or high humidity.

Electrical leads must be switched off at the point of power supply and removed when not in use. Extension leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and the water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adapters and piggyback plugs are not to be used.

If electrocution occurs **DO NOT TOUCH** the victim unless you have been able to turn of the power supply. Call "000" and notify marina staff.

### Explosive-powered Tools

Explosive-powered tools are not to be used at Jones Bay Marina.

### Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in containers certified for that use. Contractors are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment and that sufficient non-smoking signs are displayed. All contractors must adhere to all noise restrictions.

### Fire Hoses

Fire hoses are not to be used for any purpose other than for the fighting of fires. This is a Safe Work NSW requirement, and compulsory during extended period of Water Restrictions.

### Hazardous Substances

A Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by the marina manager or his representative. All users must be familiar with, and understand the first aid and control measures required.

### Hot Work / Welding

Hot work or welding is generally not permitted on this site due to a high risk of fire or explosion. If, as a contractor, you find need to perform heating or welding work, please contact marina management for alternative arrangements.

### Machine Guarding

No machinery, hand tool or other equipment is to be operated without effective guards.

### Personal Protective Equipment and Clothing

Appropriate personal protective equipment and clothing, including shoes, must be worn at all times.

### Working at Heights

Any working platform must conform to the relevant standards.

Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.

Ladders must be of industrial standard and be tied off at the top and secured on even ground at the bottom. No one is permitted to work from the top step of a ladder including freestanding industrial ladders. It is advisable to always have one hand holding the ladder and the ladder must not be used as a work platform.

Safety harnesses must be worn and properly secured at heights greater than 2.4 meters and must always be worn in cherry-pickers and other mobile working platforms. Safety harnesses must be worn and properly secured when working atop fly bridge cruisers.

## 5.7 Environmental Considerations

### General

Any work undertaken at Jones Bay Marina that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. Any contractor found in breach of environmental legislative requirements will be suspended from the marina immediately. Any penalties incurred by the marina as a result of a contractor's breach of Environmental Legislation will be recovered from the contractor. It is the contractor's responsibility to determine whether or not the activities that they are to undertake on the marina could result in a pollution incident. If any doubt exists, consult with the Marina Manager before commencing your work.

### Mechanical Repairs and Engine Servicing

Any mechanical repairs and / or engine servicing are to be conducted in such a manner as to prevent any oil or waste oil products from entering the vessel's bilge or from being spilled into the water. All waste oil and engine fluids are to be removed from the site by the contractor. Jones Bay Marina does not have any facility to store or dispose of any liquid wastes

### Noise and Fumes

All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes.

### Painting and Antifouling Work

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting is not permitted at Jones Bay Marina. All residues from any work is to be disposed of correctly, in accordance with Environmental Legislation.

Any paint or spillages on the marina common property is to be reported to the marina manager. Spillages are not to be hosed down into the water. The use of a drop sheet is recommended. Any costs related to a clean up shall be billed back to the contractor responsible.

### Re-fuelling Activities

The re-fuelling of vessels is strictly not permitted at Jones Bay Marina in any form.

### Washing of Boats

When contractors are washing and cleaning boats, care is to be taken to minimise the amount of run off that goes into the water. Only appropriate bio- degradable detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

Water restrictions require strict adherence from the contractor. Contractors valid water use permit should be on display.

### Waste

No waste must be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fibreglass dust, oil or oil based products and oily bilge water. Contractors are required to remove all waste from the facility and dispose of in the appropriate manner. Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor is to be taken off-site by the contractor.

## 5.8 General

### Damage

Marina property damaged in any form by a contractor will be repaired and rectified at the contractor's expense.

### Dress and Conduct

Jones Bay Marina Management reserves the right to ask contractors to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the marina.

Contractors must at all times conduct themselves in a manner acceptable to Jones Bay Marina Management. Loud, coarse or abusive language will not be tolerated.

### Housekeeping

Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residue are to be disposed of correctly. The marina structure and walkways are to be kept clear at all times.

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**It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with the Marina Management.**

### Hoses

Water hoses located on the marina belong to marina customers. They are not for general or contractor use. If you require the use of a hose please bring your own. If in doubt, contact marina manager.

### Power

Under no circumstances is a contractor to unplug any other vessel's power supply to operate power tools or accessories.

### Smoking

Contractors are to ensure that 'no smoking' restrictions in designated areas are observed.

### Alcohol

Consumption of alcohol is prohibited on Jones Bay Marina.

### Discipline

Marina Management reserves the right to refuse access to any contractor.

### Neighbourhood Disturbance

Good relations with our neighbours are very important to Jones Bay Marina. All contractors are expected to preserve community spirit by keeping noise to a minimum. The playing of radios or music or use of pa systems whilst on the marina must be controlled so as not to create an 'offensive noise' as defined in the Protection of the Environment Operations Act 1997 to any affected receiver.

No heavy maintenance or extensive work with power tools is allowed within the facility. Minor works involving power tools etc, and contractor movements can only be conducted between 8am and 5pm on week days, until 12:00 noon on Saturdays and not at all on Sundays

### Marina Operating Times

All contractors must be sure they completed registration and sign in prior to commencing work at the security office.

Activity	Approved Hours
1. General hours of operation, including the delivery of materials and supplies to and from the marina site	7.00 am to 12:00 midnight, Mondays to Sundays inclusive
2. Marina office hours	8 am to 5pm, 7 days
3. Use of power tools, such as grinders and sanders, is only permitted for minor repairs	8.00 am to 5:00 pm weekdays and 8:00 am to 12 noon on Saturdays. No work is to be conducted on Sundays
4. Vessels accessing marina berths	24 hours, 7 days

### Contractor Activities

Contractors are only to carry out activities they are lawfully able to perform in New South Wales.



### **Contractor Monitoring and Supervision**

All contractors shall be monitored and supervised to ensure they are working in an environmentally safe manner. Contractors will be monitored at intervals determined by the Marina Manager to ensure their compliance with the site's rules and regulations.

### **Contractor Non-Conformances**

Any contractor found not to be working in accordance with their project risk assessment or safety plan or in contravention of legislation would be notified immediately of the nonconformance. Any significant breach of the contract requirements, where significant injury may result from activities undertaken by the contractor, will result in immediate suspension of work until the issue is resolved.

Please Note:

*Any New South Wales Workplace Health, Safety & Environmental Legislation or other applicable Statutes will take precedence over the above conditions.*

### 5.9 Contractors declaration

I hereby apply for registration as an approved contractor at Jones Bay Marina.

I acknowledge receiving and understanding Jones Bay Marina's terms & conditions regarding Health, Safety and Environmental Requirements and should my application be successful, I agree to abide by them.

I acknowledge being briefed on Jones Bay Marina's policies regarding neighbourhood disturbance and noise.

I declare the information that I have provided is accurate and true.

I further agree to ensure that all of my employees, agents or sub-contractors are fully aware of these requirements and obligations and shall abide by them at all times.

Company or Trading Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Details of Parent Company (If applicable): \_\_\_\_\_

\_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**NOTE\* - Please return completed document to the marina manager.**

*The Contractor shall be liable for, and shall keep Jones Bay Marina indemnified against, any legal liability, loss, claim or proceedings for personal injury to or death of any person, or for injury or damage to property or for any penalties incurred as a result of any direct or indirect act of the Contractor or its employees, agents or subcontractors.*



# Chapter 6

## Asset Management



## 6. ASSET MANAGEMENT

### 6.1 Responsibility for Site Assets & Initial Inspection

Jones Bay Marina shall inform any current & future users or tenants of their responsibilities in relation to site asset maintenance to ensure equipment on the site remains in sound working order and does not present an environmental or work, health and safety risk.

### 6.2 Maintenance Schedule

The maintenance schedules (refer Chapter 3) have been prepared by the marina management and staff to ensure all plant and equipment on the site can be operated efficiently and constantly without presenting a pollution risk to the sensitive marine environment the safety and well being of the staff and users of the site. The site manager shall confirm the list of items to be addressed on a daily, weekly or monthly basis and then ensure the maintenance is carried out. On completion of the scheduled works it must be signed off and checked by the site manager.





# Chapter 7

# Training

## 7. TRAINING

### 7.1 Introduction

The marina manager shall be responsible for ensuring that all staff are trained in accordance with the contents of this Operational and Environmental Management Plan.

The manager shall sign-off on all training in accordance with the maintenance schedule at Chapter 3 - Maintenance Schedules.

### 7.2 Staff Training

#### Emergency Procedures

Management and staff will conduct annual training exercises to test the emergency procedures. This training will include:-

- Use and deployment of spill kits
- Use of fire extinguishers and hose reels
- Dry run of evacuation procedures
- Water safety
- Medical emergencies

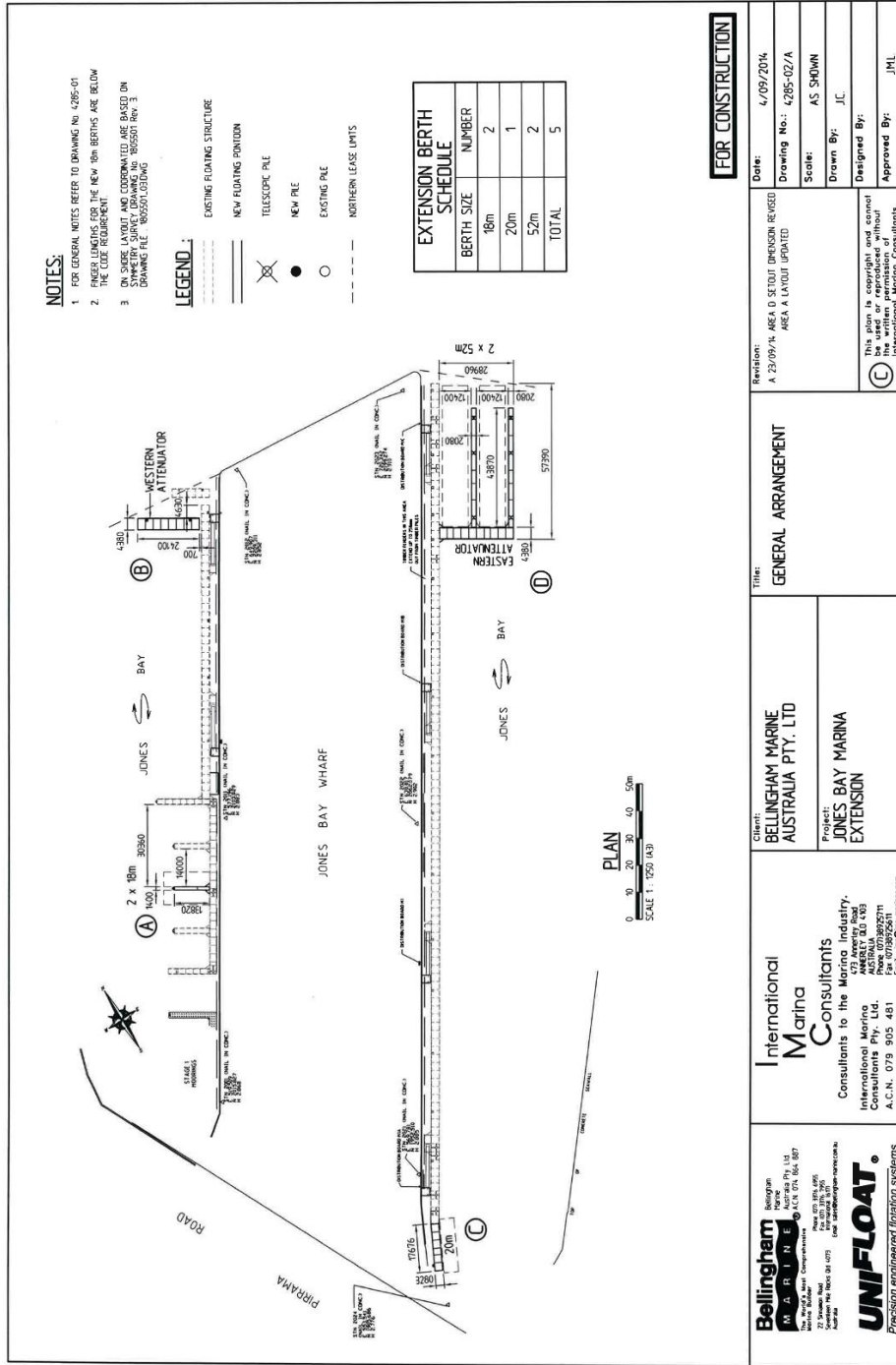
Toolbox meetings will also be conducted throughout the year with staff, to review procedures and equipment in relation to both emergencies and work health and safety site inductions.



# Appendix

# APPENDIX

## 1. Plan of Commercial Marina Structure



## DISCLAIMER

# ENVIRONMENTAL DYNAMICS



BRIDGING THE GAP  
BETWEEN INDUSTRY & THE ENVIRONMENT

## DISCLAIMER

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