

Operation Environmental
Management Plan &
Pollution Incident Response
Management Plan

Sydney Boathouse



Urban Perspectives

5/09/2014

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

Environmental Management Plan & Pollution
Incident Response Management Plan

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Definitions

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

Acronyms

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

MSDS	Material Safety Data Sheet
OEMP	Operation Environmental Management Plan
PIRMP	Pollution Incident Response Management Plan
POEO Act	Protection of the Environment Operations Act 1997
REP	Regional Environmental Plan
RMS	Roads and Maritime Service NSW
RTA	Roads and Traffic Authority
SEPP	State Environmental Planning Policy
SHR	State Heritage Register
TSC Act	Threatened Species Conservation Act 1995

1. Introduction

1. Introduction

1.1 Background

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

- two boat storage buildings with a total capacity on site of 670 boats and 852m² of commercial maritime and ancillary maritime floorspace;
- a commercial maritime building with a total 3,024m² of commercial maritime, maritime brokerage, maritime workshop and restaurant/café floor space;
- a multi-storey car park and at-grade car parking for 272 vehicles;
- underground fuel storage tanks;
- a marina comprising 36 layover berths, 24 brokerage berths and 13 general marina berths;
- a boat in/out feed system to move boats between the dry boat stores and the water; and
- associated signage, landscaping and rainwater tanks.

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

- the floating berths for layover of boats and 24 brokerage boats
- Temporary on-grade car park area for approximately 85 vehicles
- Permanent on-grade car park area for 50 vehicles
- Temporary storage of 78 boats on the hardstand until 27 March 2015
- the Western Boat Store

The remaining stages are:

- **Phase 3 of Stage 1** which includes the commercial maritime building, temporary hard stand storage of boats, at grade car parking on Lot 29 and temporary at grade parking on Lot 30 paved public area and soft landscaped areas.
- **Stage 2**, the eastern dry boat store and multi-level car park.

This OEMP will be modified prior to operational commencement of the other stages.

Note that construction activities occurring on this site during operation of Phase 2 of Stage 1 are not subject to this Management Plan but are subject to the Construction Environmental Management Plan approved by Department of Planning on May 2009.

1.1.1 Location of Marine Centre

The site is located on the northern foreshore of Rozelle Bay and comprises both a land and water based component adjacent to James Craig Road Rozelle. The land based component of the site is known as Lots 29 and 30 and the water based component as Lot 33 in the draft plan of subdivision of lots 2, 3 & 4 DP 873379, lot 100 DP1017367 and Lot 1 DP 1049334. The Roads and Maritime Service owns the land and water areas of the site.

The land area is 28,240m² and a water area is 11,407m². The land component is currently zoned Waterfront Use under Sydney Regional Environmental Plan 26- City West and the water area is zoned W1 Maritime Waters under Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005. The land is predominantly level and largely devoid of vegetation.

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

1.2 OEMP Structure

The Minister for Planning granted Project Approval for Sydney Boathouse, under Part 3A (Section 75J) of the *Environmental Planning and Assessment Act 1979* (EP&A) subject to

conditions. The Minister's approval requires that the Project be carried out such that it complies with the relevant provisions of:

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

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

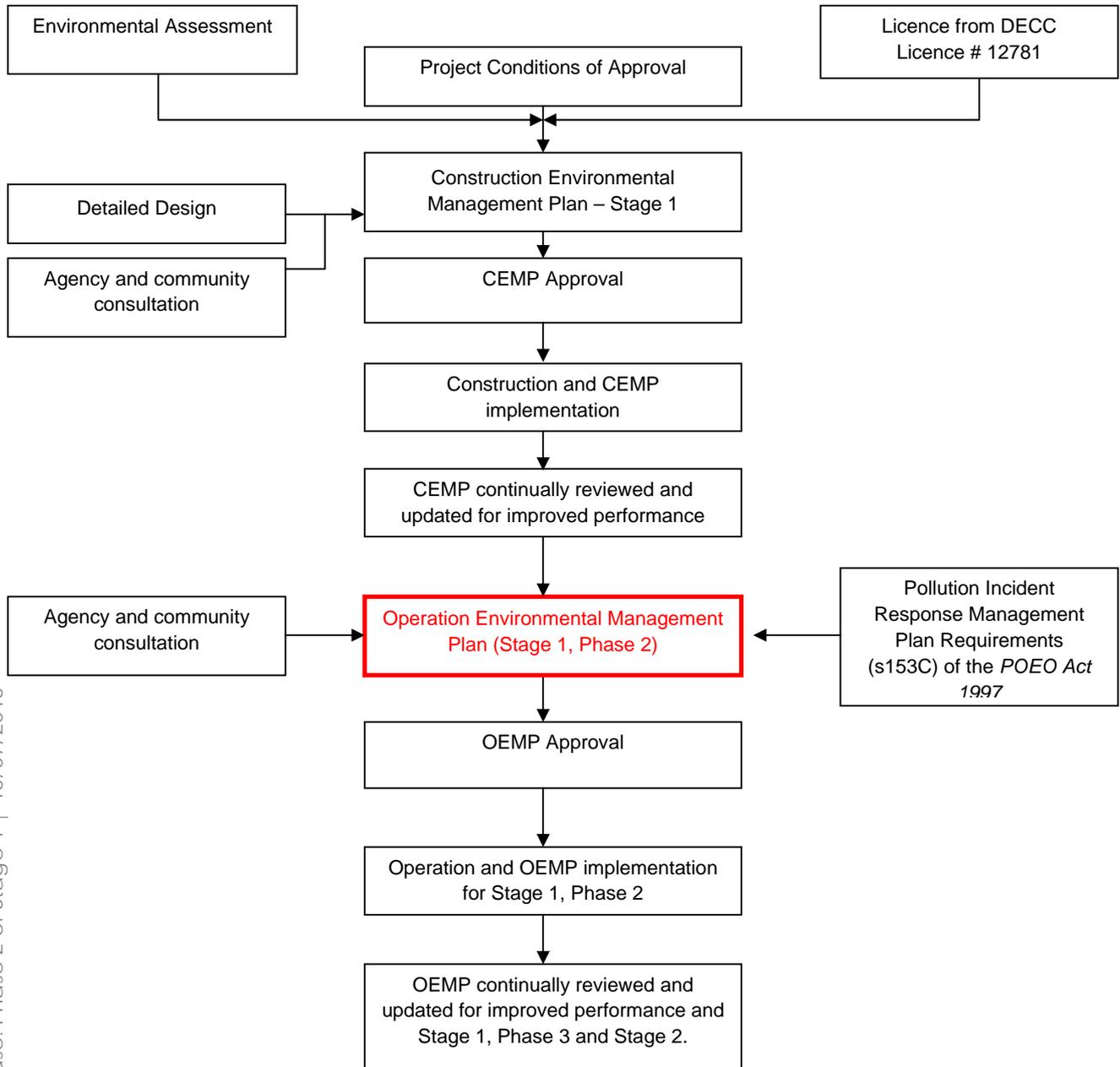
Specifically this OEMP outlines the environmental management practices and procedures that will be implemented during operation. The structure of the OEMP is:

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

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1.3 Context of the OEMP



1.4 Environmental Management Plan Objectives

The objectives of the OEMP are to:

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

1.5 Keeping of this Plan

Sydney Boathouse must keep a copy of this Plan at its marina premises at all times and make available on the Sydney Boathouse Website.

2. Planning

2. Planning

2.1 Regulatory, statutory and licensing requirements

This section provides an overview of the key approval, policy and licensing requirements for the environmental management of the operation phase of the Project. Table 1 provides a list of the key legislation and policies applying to the project and an indication of their relevance to the project. Table 2 identifies the specific licences and permits which are required for the project.

Project Conditions of Approval require that prior to commencement of construction of each phase the Proponent shall certify in writing that it has complied with all applicable conditions (COA C8). The Secretary for the Department of Planning and Environment may also require additional reporting regarding compliance on any Project Approval conditions as the Secretary sees fit (COA C9), with the Proponent meeting all these requirements.

Table 1: Key legislative and regulatory requirements

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

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Legislation	Requirement	Relevance/ Section of EMP
	<p>The current EPL does not allow Sydney Boathouse to pollute the water, air or land.</p> <p>Sections 139 and 140 prohibit the generation of noise as a result of failure to maintain or operate machinery or deal with materials in a proper and efficient manner. The EPL does not prescribed noise limits. However, limits are prescribed in the conditions of approval (Condition B2)</p> <p>Section 153A <i>Protection and Environment Operations Act 1997</i> requires licensed premises to prepare a Pollution Incident Response Management Plan in relation to its activities.</p>	Refer to Section 3.3.4
<i>Environmental Planning and Assessment Act 1979 (EP&A Act)</i>	Consent has been granted under Part 3A of the EP&A Act including conditions of consent to manage effects on the environment which are detailed in subplans described in Section 4 and below in Table 2.	Table 2 and Section 4
<i>Environmental Planning and Assessment Regulation 2000 (EP&A Reg)</i>	The Proponent is required to obtain construction and occupation certificates for the proposed building works. Part 8 of the EP&A Reg sets out the requirements for the certification of the Project.	Table 2
<i>NSW Heritage Act 1977</i>	Relates to the conservation of environmental heritage in NSW as listed on the State Heritage Register. Approvals from the Heritage Office are required to remove, demolish, damage or alter a heritage item	Table 2
<i>Sydney Water Act 1994</i>	The written agreement of Sydney Water is required to discharge certain substances into the sewer. Approval is required for works which will affect Sydney Water's sewers, water mains, stormwater drains and easements.	Table 2
<i>Contaminated Land Management Act 1997</i>	Provides a regime for inspecting and remediating contaminated land which represents a significant risk or harm to human health or the environment. If contaminated land is discovered it must be assessed and managed in accordance with the Act	Table 2 and Section 4
<i>Waste Avoidance and Resource Recovery Act 2001</i>	Provides for preparation of waste strategies minimizing waste for disposal and encouraging recycling. Permits may be obtained for offsite disposal of hazardous and contaminated waste.	Section 4
<i>Heritage Act 1977</i>	Heritage listings and excavation permits for the protection of heritage items in NSW	Table 2
Occupational Health and Safety	Relates to placarding, notification and manifest requirements for the storage of Dangerous Goods.	Table 2

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Legislation	Requirement	Relevance/ Section of EMP
Regulations 2001		

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

Table 2 Table of licences, approvals and permits

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

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Regulatory Authority	Condition / Licence / permit	Purpose	Approval/ permit/ licence/ holder	Date to obtain
Dept of Planning and Environment	Condition of Consent C8	Certification of compliance with all applicable conditions as relevant to each stage.	Rozelle Bay Pty Ltd	Director General Approval received on 31/01/14
Dept of Planning and Environment	Condition of Consent C11	Noise compliance assessment undertaken within three months of commencement of operations at the premises.	Rozelle Bay Pty Ltd	Commissioned April 2015
Dept of Planning and Environment	Condition of Consent D3	Installation of Buoys or other markers in consultation with Roads and Maritime Service. Installation to be reviewed	Rozelle Bay Pty Ltd	Six months after commencement of operation.
Dept of Planning and Environment	Condition of Consent D5	Prepare a vessel management traffic plan in consultation with Roads and Maritime Service	Rozelle Bay Pty Ltd	Prior to issue of occupation certificate for any part of the facility
Heritage Branch	Heritage Act 1977	S.140 permit to disturb or excavate material that will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed.	Rozelle Bay Pty Ltd	Ongoing
EPA	Environment Protection Licence	POEO Act scheduled activities	Rozelle Bay Pty Ltd	28 th May 2008
Workcover	Occupational Health and Safety Regulations 2001	Notification and manifest could be required if the following amounts of dangerous goods are stored on site: <ul style="list-style-type: none"> ▪ >5000L of Flammable gases (Class 2.1) ▪ 10,000L of Non-Flammable gases (Class 2.2) ▪ >500L of Poisonous gases (class 2.3) ▪ >500Kg or Litres of Flammable or Combustible liquids (Class 3.1) 	Rozelle Bay Pty Ltd	Ongoing
Sydney Water	s.73 Certificate Condition of Consent B7	Ensure satisfactory arrangement for the provision of water and sewer services to the site.	Rozelle Bay Pty Ltd	Approved by Sydney Water on 23/05/13

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Regulatory Authority	Condition / Licence / permit	Purpose	Approval/ permit/ licence/ holder	Date to obtain
Sydney Water	Trade Waste Agreement	Commercial trade wastewater is required for: <ul style="list-style-type: none"> • greasy wastewater from commercial cooking • contaminated wastewater from mechanical workshops • wastewater from ships and boats • run-off from contaminated surface water and groundwater 	Rozelle Bay Pty Ltd	Prior to discharge of commercial trade wastewater.

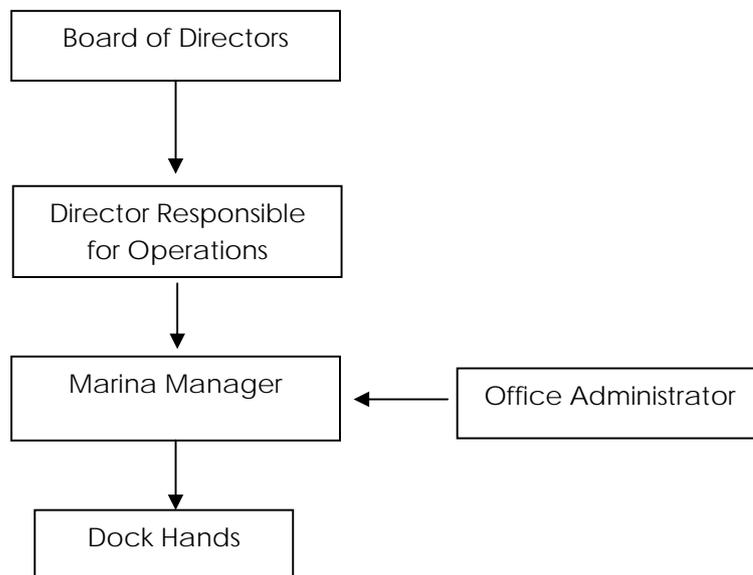
3. Environmental Management

3. Environmental Management

3.1 Structure and Responsibility

The Marina Manager would have overall responsibility for the implementation of this OEMP and would report to the Board of Directors.

Figure 2: Diagram of responsibility



The **Board of Directors** will:

- Be familiar with their obligations under relevant regulation, licences and permits.
- Ensure adequate resources and funding is provided to ensure compliance with all requirements.
- Endorse strategic direction and environmental targets for the organization.
- Provide direction and guidance to the Marina Manager regarding compliance with obligations.
- Ensure that all environmental incidents are reported and investigated in accordance with the Incident Response Plan.

- f) Monitor incidents, corrective and preventative actions and take action to ensure that all requirements are implemented throughout the life of the workplace.
- g) Stop work if unacceptable impact on the environment is identified.
- h) Ensure that the Annual Report pursuant to condition 6R1 of the EPA Licence is completed in accordance with the licence conditions.

The **Director Responsible for Operations** will:

- a) Be familiar with the relevant regulatory requirements and project requirements and their effect on all work-in-progress.
- b) Ensure compliance of activities with the OEMP.
- c) Comply with requirements of the licence issued by the EPA.
- d) Ensure that all environmental incidents are investigated in accordance with the Incident Response Plan.
- e) Monitor and take action to ensure that all requirements are implemented throughout the life of the workplace.
- f) Provide sufficient resources to ensure compliance with the OEMP.
- g) Stop work if unacceptable impact on the environment is identified.
- h) Review corrective and preventative actions to monitor the implementation of recommendations made from audits / site inspections.
- i) Approve any modifications to the OEMP.

The **Marina Manager** will:

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

The **Dock Hands** will:

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

The **Office Administrator** will:

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

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

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

c) Implement practical ways to control environmental risk.

3.2 Environmental Training

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

Site inductions shall include the following issues:

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

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

Emergency Response drills shall be carried out:

- (a) at least once every 12 months, and
- (b) within 1 month of any pollution incident occurring in the course of an activity to which the licence relates so as to assess, in the light of that incident, whether the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner.

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

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

3.3 Communication and Consultation

3.3.1 Reporting and Document Control

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

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

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

- Approved drawings, environmental assessment, preferred project report, response to submissions, statement of commitments and Business Identification Signage Assessment;
- Register of all boats;
- Construction Compliance and Occupation Certificates;
- Construction and Operation Environment Management Plans;
- Compliance certificates/ statements, Section 73 Certificate, Access Strategy and s.140 permit;
- Heritage Interpretation Strategy;
- Site remediation and validation reports;
- Condition of approval compliance reports;
- Noise Compliance reports;
- Annual Environmental Management Report;
- Incident and Complaint Reports.

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

- Project Approval Conditions and EPA Licence;
- Latest revision of this Construction Environment Management Plan;
- Environmental training records;
- Annual returns;
- Monitoring results – eg water, noise, validation reports etc; and
- Waste dockets

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

In respect to samples required to be collected for the purposes of the EPA Licence, condition M1.3 requires the following details to be kept:

- The date(s) on which the sample was taken;
- The time(s) at which the sample was taken;

- The point at which the sample was taken; and
- The name of the person who collected the sample.

3.3.2 Modifications to this OEMP

The Director Responsible for Operations must approve any modifications to the OEMP and must ensure that environmental management procedures are annually reviewed and kept relevant. Any modifications that could affect compliance with the conditions of approval or licensing conditions or result in additional impact upon the community that has not already been assessed and approved requires the Department of Planning and Environment's approval.

3.3.3 Complaints Management

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

Prior to the commencement of operation, the Marina Manager shall ensure that the following are available for community complaints:

- (a) A 24-hour, toll free telephone number (1300 123 379) on which complaints about the project may be registered;
- (b) A postal address (Rozelle Bay Pty Ltd, Unit 1, 2 Waterways Court, Rozelle NSW 2039) to which written complaints may be sent; and/or
- (c) An email address (info@sydneyboathouse.com.au) to which electronic complaints may be transmitted.

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

- (a) The date and time, where relevant, of the complaint;
- (b) The means by which the complaint was made (telephone, mail or email);

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

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

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

3.3.4 Emergency Contacts and Response

3.3.4.1 Emergency Procedures

Prior to operation the Director Responsible for Operations shall ensure that the following procedures are prepared;

- an Emergency Evacuation Plan;
- Safety Management Plan; and
- Safety Program.

These plans shall be displayed in prominent locations on-site and form part of the induction training.

The Director Responsible for Operations shall conduct a Hazard Incident Investigation after the occurrence of an incident. The Director Responsible for Operations and the Marina Manager shall be notified of all incidents. The Director Responsible for

Operations is responsible for notifying the Board of Directors and if necessary government authorities and agencies of any incident.

EPA and the Secretary of DPE shall be notified of any incident with actual or potential significant off-site impacts on people or the biophysical environment as soon as practicable upon becoming aware of the incident. The proponent shall provide full written details of the incident to Leichhardt Council and the Secretary within 7 days of the date on which the incident occurred (Condition C12).

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

A. Diesel Fuel, Oil Spill, Chemical Spill

1. Stop work and contain the spill using dry absorbent from the Spill Kit or other absorbent material available on site (i.e. sand, fill)
2. Notify Marina Manager. The Marina Manager shall notify the Director Responsible for Operations.
3. If the incident contaminated Rozelle Bay refer to procedures in section 3.3.4.1B
4. Dispose of contaminated material in the contaminated waste bin
5. Record incident using incident report form (Appendix D).

B. Contamination of Rozelle Bay

1. Stop work and contain the spill using dry absorbent from the Spill Kit
2. Director Responsible for Operations to notify EPA, DPE, RMS and Ports Authority if the contamination could cause harm to the environment, in particular affecting human health or the marine environment.
3. Record incident using Incident Report Form (Appendix D).

C. Noise Complaint

1. Implement Complaint Management procedures in section 3.3.3
2. Investigation of noise complaint by Marina Manager or delegate. The Marina Manager shall notify the Director Responsible for Operations.
3. Investigation may require noise monitoring to be carried out at the complainant's residence to evaluate the offensive noise source.

4. Implement appropriate mitigation procedures as required.
5. Record incident using Incident Report Form (Appendix D).

D. Vessel Incident

1. Notify Marina Manager. The Marina Manager shall notify the Director Responsible for Operations.
2. Confirm incident has not adversely impacted upon Rozelle Bay in regard to spills or contamination. Implement procedures in Sections 3.3.4.1 A and B as required.
3. Notify RMS for assessment and recommendation.
4. Record incident using Incident Report Form (Appendix D).

3.3.4.2 Incident Reporting

All incidents will be documented, investigations conducted and action plans established in order that the event does not reoccur. An Incident Report Form must be completed (See Appendix D). Where lessons are learnt from the investigation or current procedures are identified as being ineffective, the OEMP, and any associated documentation, will be revised by the Director Responsible for Operations, or their nominated delegate, to include the improved procedures or requirement.

An environmental investigation includes the following basic elements:

- identifying the cause, extent and responsibility of the incident;
- identifying and implementing the necessary corrective action;
- identifying the personnel responsible for carrying out the corrective action;
- implementing or modifying controls necessary to avoid a repeat occurrence of the incident;
- recording any changes in written procedures required;
- advising the environmental authority(ies) if any substantial pollution has occurred; and
- completing an Incident Investigation report.

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

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

3.3.4.3 Emergency Contact Details

Emergency Contact Details are listed in Appendix E.

4. Implementation

4. Implementation

4.1 Risk Assessment and Controls

The following risk assessment has been documented in accordance with AS: 4360 *Risk Management* for Phase 2 Stage 1. The assessment identifies highest risk activities and establish specific programs to minimise exposure to environment risk. The proponent's goal is to have either no impact, or to reduce its' environmental impacts to short term and reversible impacts.

High risk items have a score of 1 & 2, medium risk items have a score of 3 & 4 and low risk items have a score of 5 & 6. This risk assessment will be reviewed every 12 months or when new activities or technology are introduced into the operation of the site.

Environmental Risk Assessment					
Activity	Aspect	Impact	Environmental Risk	Environmental Action	Residual Environmental Risk
Storage of boats including layover and brokerage boats	Oil leaks from stored boats	Pollution of waterways	3	Regular inspection of boats to ensure no boats are leaking oil, identified leaks to be contained and owner notified of required maintenance, oil spills to be cleaned up immediately	6
	Electrical fire from boats	Loss of property and life	1	Isolate the battery switch	5

Environmental Risk Assessment					
Activity	Aspect	Impact	Environmental Risk	Environmental Action	Residual Environmental Risk
feeding in and out of boats	Forklift falling over on land	Oil and fuel polluting the waterway.	2	Only qualified forklift drivers to use the forklift, boats not to be carried at height when the forklift is moving, ensure there are no hazards where the forklift operations.	5
	Forklift falling into the water	Pollution of waterway	2	Install a wheel barrier to identify the hardstand edge	5
	Damage to the hardstand area	Oil spills contaminating the soil	3	The forklift, when carrying a boat, to only operate within the designated concrete handstand.	5
	Noise from the forklift	Noise pollution	3	Forklift to be regularly serviced.	6
Refuelling of boats and forklifts	Fuel spills	Pollution of waterway	3	Refuelling to occur only within designated refuelling area, spill kit to be available on the refuelling tanker or nearby during refuelling, ensure couplings are properly connected	6
Rinsing of	Chemicals used to	Pollution of	2	No use of chemicals to	6

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

Environmental Risk Assessment					
Activity	Aspect	Impact	Environmental Risk	Environmental Action	Residual Environmental Risk
boats	wash boats	waterway		wash boats	
	Use of water	Depletion of a resource	3	Collect and reuse rainwater on site supplemented by potable water only when necessary	6
Emptying of boat sullage	Spillage of sullage	Pollution of waterway	2	Emptying of boat sullage only to occur in designated area	6
Commissioning of new boats	Installation of engine and testing, electrical, polish, battery and customer extra's	Noise pollution	3	Commissioning activity to be restricted to approved working hours	5
Maintenance and repair of stored boats	Mechanical and electrical repair on engines	Noise pollution	3	Mechanical and electrical activity to be restricted to approved working hours	6
	Oil spill during mechanical repairs on boats	Water pollution	2	Mechanical works to only occur within designated areas, spill kit to be available and located sufficiently close to respond and prevent and pill entering the drain, block drainage pits where oil has	6

Environmental Risk Assessment					
Activity	Aspect	Impact	Environmental Risk	Environmental Action	Residual Environmental Risk
				enter the stormwater system and retrieve the oil (i.e. sucker truck, vacuum etc.)	
Office and site operation	Use of paper	Minimise use of resources	3	Purchase paper with recycled content	6
	Use of electricity	Greenhouse emissions	3	Purchase energy efficient office equipment, use energy efficient lighting,	6
	Use of potable water	Minimise use of resources	3	Use recycled water for washdown of boats	6
	Storage of dangerous goods	Hazard to the environment, property and life	3	Dangerous goods stored in a cabinet that complies with AS1940 and AS1596 with minimum bund volume of 110% of the largest stored vessel.	5
	Failure of oil separator	Water pollution	2	Regular inspection and maintenance of oil separator	5
	Oil captured in the oil separator overfills the container	Hazard in confined space	3	Regular inspection and emptying of the oil separator container	6

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Environmental Management Plan & Pollution
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Environmental Risk Assessment					
Activity	Aspect	Impact	Environmental Risk	Environmental Action	Residual Environmental Risk
	Delivery of products and arrival /departure of boat owners	Noise disturbance from unloading / loading of equipment	3	Restrict activity to approved hours of operation	6
	Boat movements	Contamination of waterway from boat collisions	3	Compliance with Vessel Management Plan	5
	Blockage of drains and pits	Contamination of waterway	3	Regular inspection and cleaning of drainage pits	6
Waste Management	Waste disposal	Generation of oil, paper, metal, cardboard, plastic, timber, and general waste,	3	Provide bins for separate waste streams on site (i.e. recyclable and non-recyclable waste)	6
	Disposal of solvents, thinners, batteries	Land contaminated from inappropriate disposal of contaminated wastes	2	Contaminated wastes separated from the waste stream and disposed to a licensed facility	5
	Onsite containment of waste	Attraction of vermin and Spread of disease	2	Waste bins to be secure and have lids	5
	Sewer and sullage waste	Pollution of waterways	2	Sewer and sullage disposed to Sydney Water sewer in accordance with trade waste	5

Environmental Risk Assessment					
Activity	Aspect	Impact	Environmental Risk	Environmental Action	Residual Environmental Risk
				agreement	
Legislative	Change of legislation	Non-compliance with new environmental requirements	2	OEMP and Legislative requirements reviewed at least every 12 months. Subscribe to industry magazines and updates.	5

4.2 Site Management Diagram

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

- Sensitive noise receptors
- Fire Extinguishers
- Spill kits
- Emergency Assembly Area
- Heritage items
- Entry/exit points and traffic direction
- Vessel Movement and speed restrictions
- Location of vessel washbay
- Location of forklift maneuver area and boat repair/ commissioning

4.3 Environmental Management Plans

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

- 4.3.1 Air Quality Management Plan
- 4.3.2 Noise Management Plan
- 4.3.3 Traffic Management Plan
- 4.3.4 Water Quality Management Plan
- 4.3.5 Public Access Foreshore Management Plan
- 4.3.6 Vessel Management Plan
- 4.3.7 Waste Management Plan
- 4.3.8 Hazard Management Plan

4.3.1 Air Quality Management Plan

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

4.3.2 Noise Management Plan

Reference	Requirement	Responsibility	When
COA B1(a)	Boat handling activities including loading and unloading of vessels are restricted Monday to Fridays to between the hours of 7am to 6pm from 1 May to 31 August and 7am to 7pm from 1 September to 30 April (except during special event days ¹).	Director Responsible for Operations	Continual
COA B1(a)	Boat Maintenance Activities are restricted to the hours between 7am to 6pm Monday to Saturday and 8am to 4pm on Sundays.	Director Responsible for Operations	Continual
COA B1(a)	Marine chandlery, brokerage and retail out hours are restricted Saturday and Sundays to between the hours of 7am to 6pm from 1 May to 31 August and 7am to 8pm from 1 September to 30 April.	Director Responsible for Operations	Continual
COA B2	During the day and evening noise emanating from the Marine Centre must not exceed 55 LAeq (15 minute) when measured at the nearest affected residence. Daytime and evening period is defined as 7am to 10pm Monday to Saturday and 8.00am to 10.00pm Sunday and Public Holidays.	Director Responsible for Operations	Continual
COA B2	During special events the night time noise emanating from the Marine Centre must not exceed 45 LAeq (15 minute) when measured at the nearest affect resident. Night time period is defined as 10pm to 7am.	Director Responsible for Operations	Continual
EPA Licence condition L7	Advise employees and private boat owners to be considerate of surrounding neighbours by not creating extensive or offensive noise, such as load music , radios or excessive revving of engines	Marina Manager	Continual
EPA Licence condition O4.1	Minimise reversing movements of trucks	Marina Manager	Continual
Statement of Commitments	Install and maintain broadband reversing alarms on the forklift	Director Responsible for Operations	Continual

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

4.3.3 Traffic Management Plan

Reference	Requirement	Responsibility	When
Risk Assessment	Inform all employees, trades, sub lessees, contractors and sub contractors at the site induction of ingress and egress points, loading and unloading zones, traffic circulation and speed restrictions	Director Responsible for Operations	Continual
Risk Assessment	Vehicular access to and movement within the site shall occur generally in accordance with the Site Management Diagram.	Marina Manager	Continual

4.3.4 Water Quality Management Plan

Reference	Requirement	Responsibility	When
COA B8	In the event material enters the bay and waterway it must be removed immediately.	Dockhands	Continual
COA A13	No antifouling activities are to be undertaken on any part of the site at any time.	All	Continual
COA B20	Provide spill kits, including absorbent pads and boom as shown on the Site Management Diagram (Appendix A).	Marina Manager	Prior to commencement of operation
EPA Licence condition O2.1	Inspect spill kits to ensure they are intact and stocks are replenished. Train all contractors, sub-contractors and staff in the use of spill kits.	Dockhands	Weekly
Risk Assessment	No chemicals or toxic substances are to be poured on the ground or in waterways	Dockhands	Continual
Risk Assessment	Install notices on the marina and on the notice board at the office advising boat owners not to discharge bilge water to the harbour	Marina Manager	Prior to commencement of operation
Risk Assessment	Ensure all hoses are turned off and taps are not dripping.	Dockhands	Continual
Risk Assessment	Undertake weekly inspection of the oil separator and empty the oil separator if required. Waste oil to be collected by a licensed transporter and disposed to a licensed facility or treated for reuse if possible.	Marina Manager	Weekly
Risk Assessment	Identify and store critical spare parts for the oil separator that are more likely to wear or fail, resulting in mechanical shutdown. If mechanical failure of the oil separator occurs, halt work within wash down catchment until the mechanical failure is rectified.	Director Responsible for Operations	Continual
Risk Assessment	When working over water secure all equipment and materials and/or not place them in a position where they may be lost to the marine environment.	Marine Tenants and Dockhands	Continual

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Reference	Requirement	Responsibility	When
Environmental Assessment	Washdown or cleaning of boats and equipment to occur only within the designated washbay (refer to Site Management Plan at Appendix A).	Dockhands	Continual
Environmental Assessment	Only EPA approved chemicals and detergents are to be used to aid with wash down of boats.	Dockhands	Continual
Risk Assessment	Inspect each boat after it has been pulled out of the water to ensure there are no oil leaks. Identified oil leaks are to be contained, the spill cleaned up and the owner notified immediately to arrange necessary maintenance of the boat.	Dockhands	Continual
Risk Assessment	Install a wheel barrier to identify the edge of the hardstand where the forklift lifts and lower boats into the water.	Director Responsible for Operations	Prior commencement of operations
Risk Assessment	All mechanical repairs and maintenance to occur within the concrete hardstand area (refer to Site Management Plan at Appendix A).	Marine Tenants	Continual

4.3.5 Public Access Foreshore Management Plan

Reference	Requirement	Responsibility	When
Environmental Assessment	Pedestrian and bicycle access to and within the site shall be provided generally in accordance with the Site Management Plan (Appendix A).	Marina Manager	Continual

4.3.6 Vessel Management Plan

Reference	Requirement	Responsibility	When
COA A7	Maintain a register of all boats including brokerage boats stored on site. This register must be made available to Roads and Maritime Service or Director General of Department of Planning upon request.	Office Administrator	Continual
COA B1(a)	No private vessels shall be manoeuvred between the hours of 5.30pm and 7am from 1 st February to 30 September (except during special event days ²). The purpose of this	Marina Manager	Continual

² Special Event days is defined in the consent conditions as Christmas Day, Boxing Day, New Years Eve, New Years Day and Australia Day, plus five additional special event days per calendar year. Note at least 21 days notice is to be provided for each additional special event day to the Director General of Planning, Roads and Maritime Service Authority, Glebe Rowing

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Reference	Requirement	Responsibility	When
	restriction is to avoid rowers who use the bay in the early hours of the morning in the winter months.		
COA B1(c)	Maneuvering of brokerage vessels is restricted to employees only between the hours of 8am and 9pm	Marina Manager	Continual
COA D3	The location of buoys/ makers is to be reviewed and make any changes as may be required by Roads and Maritime Service in consultation with Secretary of the Department of Planning and Environment	Marina Manager	July 2011
Risk Assessment	Erect signage at the marina advising employees and boat owners that the maximum speed within Rozelle Bay is 4 knots or less to avoid wash and to be aware of rowers.	Marina Manager	Prior to commencement of operation
Risk Assessment	Check all boats are secure and are not pumping dirty bilge water into the bay.	Dockhands	Daily
Risk Assessment	Provide a fact sheet to boat owners of how to avoid polluting the harbour when cleaning boats and engines.	Marina Manager	Continual
Condition D5(g)	Sydney Boathouse boats must be skippered and controlled by a person holding a boating licence.	Dockhands	Continual
Condition D5(g)	Ensure that Sydney Boathouse contractual arrangements with vessel owners require that they have a boat licence and comply with the OEMP	Marina Manager	Continual
Risk Assessment	Ensure all boats must have current registration	Dockhands	Weekly
Statement of Commitments	Sydney Boathouse is to provide a fact sheet (Appendix B) to boat owners and display on its public noticeboard the following information: <ul style="list-style-type: none"> ▪ the location of 4 knot speed limit/ no-wash zone and navigational lights ▪ navigation requirements for passage through the Old Glebe Island Bridge including to use only the eastern passage through the bridge, give way to all vessels traveling south into Rozelle and Blackwattle Bays, procedures for safety lights on the bridge and bridge restrictions when it 	Marina Manager	Prior to commencement of operation

Club, Sydney University Women's Rowing Club, NSW Rowing Association Inc and Dragon Boats NSW Inc (COA B1(b)).

Reference	Requirement	Responsibility	When
	<p>is closed.</p> <ul style="list-style-type: none"> ▪ the requirement that vessels should give way to passive recreation craft at all times ▪ the vessel should not carry more than the number of passengers it has been registered and that there should be life jackets available for each passenger ▪ daily weather, tidal, wind / wave conditions ▪ sunrise and sunset time ▪ anticipated level of passive recreational vessels on Rozelle Bay ▪ that the movement of vessels is monitored by high definition video from the offices of Roads and Maritime Service and that Roads and Maritime Service has the power to prosecute skippers who do not comply with maritime regulations. ▪ Emergency procedures if a vessel is involved in an incident, including the need to fill out a Vessel Incident Report from Roads and Maritime Service 		
COA B32	If boats are to be stored on the land in the future the boat lifts must be designed, detailed, installed, operated and maintained in accordance with all relevant Australian Codes, Rules and Standards and NSW Workcover Authority's 'Requirements for Shore Mounted Cranes and Hoists'	Marina Manager	Prior to storage of any boats on the land part of the site.

4.3.7 Waste Management Plan

Reference	Requirement	Responsibility	When
EPA Licence condition O5.1 COA B21	No waste to be disposed of on site. All waste to be transported by a licensed operator and disposed at a licensed facility.	Marina Manager	Continual
EPA Licence condition L5.2 & O5.1 COA B22	All waste generated and/or stored on site must be assessed, classified and managed in accordance with the EPA's Waste Guidelines	Marina Manager	Continual
Risk Assessment	Negotiate with the waste contractor to provide separate waste bins or to segregate waste at the waste facility to maximize waste	Marina Manager	Prior to commencement of

Reference	Requirement	Responsibility	When
	reuse.		operation
Risk Assessment	Secure waste receptacles to prevent animals accessing food scraps.	Marina Manager	Continual
Risk Assessment	Store waste oil in separate receptacles for reuse or recycling	Dock hand	Continual
Risk Assessment	Emptying of boat sullage to occur within concrete hard stand area only (refer to Site Management Plan at Appendix A).	Dock hand	Continual

4.3.8 Hazards and other issues

Reference	Requirement	Responsibility	When
Risk Assessment	All chemicals and fuels shall be stored in a dangerous goods cabinet that complies to Australian Standards.	Marina Manager	Continual
Risk Assessment	Store hazardous materials including chemicals, fuels and oils in bunded areas, with a minimum bund volume of 110% of the volume of the largest single stored volume within the bund and in accordance with AS1940.	Dock hand	Continual
Risk Assessment	If boats are refueled using a tanker, spill kits are to be located at the refueling point before refueling commences. Refuel all boats within the washbay area only. Check couplings are properly connected.	Dock hand	Continual
Risk Assessment	Fire extinguishers and spill kits shall be installed in locations as shown on the Site Management Diagram	Marina Manager	Prior to commencement of operation
Risk Assessment	Isolate the battery switch prior to storing any boat in the boat shed.	Dock hand	Continual
Risk Assessment	Only qualified forklift drivers are to operate the forklift. Carry boats at height when the forklift is moving and ensure there are no hazards within the forklift operations area.	Forklift driver	Continual
Risk Assessment	Forklift to operate only within the designated area (ie the reinforced concrete area). Refer to Site Management Plan (Appendix A).	Forklift driver	Continual
Risk Assessment	Store acetylene and oxygen tanks at least 3 metres apart in cages in accordance with The Dangerous Goods Code and relevant Australian Standards including AS1940 and AS1596.	Dock hand	Continual
Statement of Commitments	Switch off illuminated signage before midnight	Marina Manager	Continual

5. Monitoring and Review

5. Monitoring and Review

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

5.1 Environmental Monitoring

The Marina Manager shall identify On-Site monitoring requirements through the Environmental Site Inspection Checklist (an example of which is in Appendix F). The purpose of the checklist is to:

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

The checklist will remain "open" until:

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

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

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

Environmental monitoring will involve collecting and interpreting data to provide quantification of the effectiveness of the OEMP. The monitoring programmes will assist in the auditing of safeguard measures to ensure they achieve their objectives and to facilitate modification where necessary. Monitoring will address the following aspects:

- noise and vibration;
- air quality;
- water quality;
- erosion and sedimentation;
- heritage; and
- waste & hazardous substances.

Issues that would be considered in the development of monitoring programmes for these elements include:

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

The timing, frequency, methodology, locations and responsibilities for the proposed environmental monitoring programs are specified in the respective Sub-Plans set out in section 4.3.

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

Inspections

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

- the Dock hands; or
- the Marina Manager.

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

- inspections may be conducted by external organisations such as EPA, DPE, Industry & Investment NSW (Fisheries and Aquaculture) and DWE to assess specific sites or work activities;
- inspections will be undertaken as part of internal and external audits; and
- the Marina Manager will undertake inspections to confirm that environmental controls are being implemented and to identify any current or upcoming issues.

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

5.2 Environmental Auditing

Internal Environmental Audits shall be carried out in accordance with the following audit policy. The first audit will begin within twelve months of the commencement of operations of Stage 1 Phase 1 and annually thereafter. Auditing will also be conducted as part of the annual environmental management review. The results of audits shall be reported to the Board of Directors.

Areas of the Centre that may be audited include:

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

5.3 Corrective Action

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

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

All employees, trades, sub lessees, contractors and sub contractors have the authority to raise a non-conformance or preventive action should they occur. Non-conformances or preventive action requests are forwarded to the Marina Manager to

determine appropriate actions and dates. On completion of agreed actions, the Marina Manager must sign-off the non-conformance.

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

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

5.4 Reporting

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

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

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

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

5.5 Review

The Director Responsible for Operations will review the adequacy of the OEMP following:

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

- As instructed by management

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

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

An OEMP Review will be held every 12 months. The Director Responsible for Operations is responsible for ensuring that changes to the OEMP occur and are implemented. No changes to the OEMP can occur that would compromise compliance with the conditions of approval or Environment Protection Licence without prior approval from DPE and/or the EPA respectively.

The OEMP Review will include a review of the following:

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

6. REFERENCES

6. References

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

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

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

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

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

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

JBA Planning (March 2010) MP06_0210 MOD 1 - Extension of Dry Boat Store and Marine Facility Approval (Part3AMod)

JBA Planning (December 2009) MP06_0210 MOD 2 - Amendments to the design of the car park, staged construction, environmental conditions and temporary boat storage. (Part3AMod)

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

JBA Planning (May 2012) MP06_0210 MOD 4- Minor Design Modifications to the Western Boat Store (Part3AMod)

Sydney Boathouse (January 2014) MP06_0210 MOD 5, Dry Boat Storage and Marine Facility (Part3AMod)

DFP Planning Consultants (August 2014) MP06_0210 MOD 6 - Dry Boat Storage and Marine Facility (Part3AMod)

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

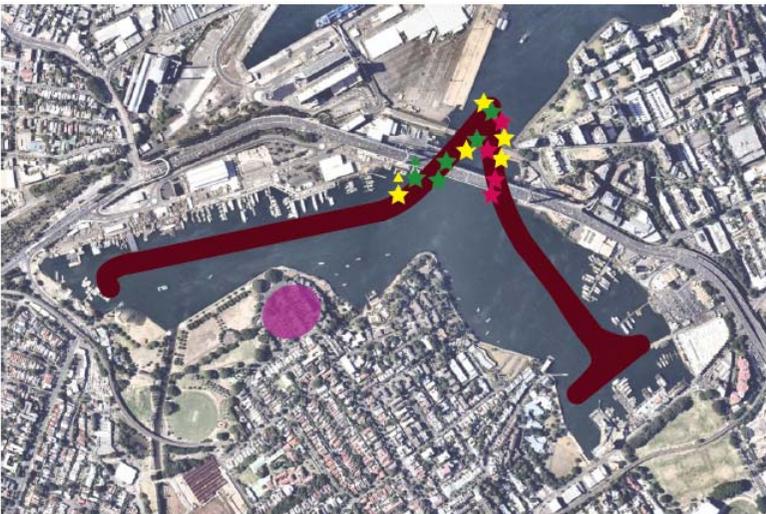
Environmental Management Plan & Pollution
Incident Response Management Plan

DFP Planning Consultants (August 2014) MP06_0210 MOD 7 - Dry Boat Storage and
Marine Facility

7. APPENDICES

7. Appendices

Appendix A Site Management Diagram



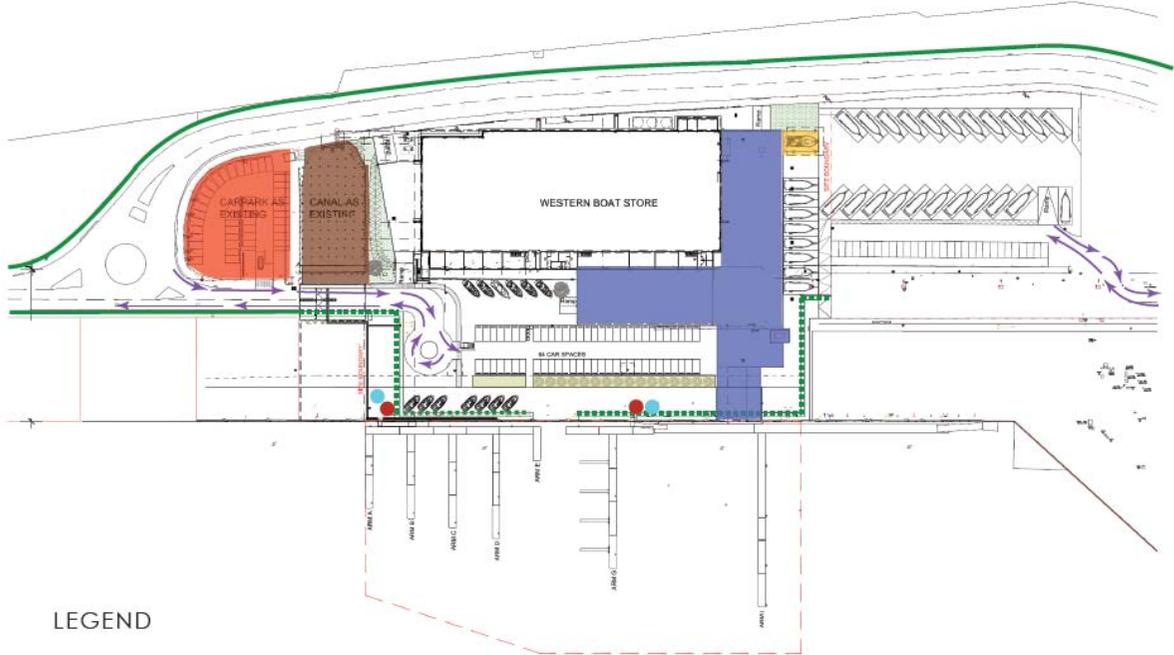
- Boat handling activities including loading and unloading of vessels are restricted to Monday to Fridays only between the hours of 7am to 6pm from 1 May to 31 August and 7am to 7pm from 1 September to 30 April (except during special event days).
- The maximum speed within Rozelle Bay is 4 knots or less to avoid wash and to be aware of rowers.
- Vessels should give way to passive recreation craft at all times.
- Movement of vessels is monitored by high definition video from the offices of the NSW Maritime Authority and NSW Maritime has the power to prosecute skippers who do not comply with maritime regulations.
- Vessels need to fill out a Vessel Incident Report from NSW Maritime if involved in an accident.
- Boat users are not to discharge bilge water in the harbour.
- Navigation requirements for passage through the Old Glebe Island Bridge include:
 - Use only the eastern passage through the bridge
 - Give way to all vessels travelling south into Rozelle and Blackwattle Bays.
- Procedures and restrictions for passage through the Old Glebe Island Bridge include:
 - When the safety lights are flashing, a large commercial vessel is about to enter Johnstons Bay to the north of the bridge.
 - All vessels must wait until lights have been extinguished and the channel is clear.
 - Outbound vessels must wait until the lights indicate that it is clear to travel under the bridge.
 - When the bridge is closed, the clearance height at MHWS is 4.9 metres.

LEGEND

- | | |
|---|---|
| ● Fire Extinguisher | ● Entry Point |
| ● Spill Kit | ● Exit Point |
| ● Emergency Assembly Area | ● Cycle Paths |
| ● Heritage Item | ● Pedestrian Movement |
| ← Vehicle Movement | |
| ● Sensitive Noise Receptors | → Vessel Movement |
| Navigation Aids | |
| ★ Lit special mark beacon | ★ Lit starboard beacon without top mark |
| ★ Yellow light beacon | ★ Lit port beacon without top mark |
| ★ Lit starboard beacon without top mark | |

SITE MANAGEMENT PLAN

SITE MANAGEMENT PLAN



LEGEND

-  EMERGENCY ASSEMBLY AREA
-  TRAFFIC DIRECTION
-  PEDESTRIAN/CYCLEWAY
-  PEDESTRIAN PATH (ONSITE)
-  WASHBAY
-  HARDSTAND AREA
-  SPILL KIT
-  FIRE EXTINGUISHER
-  HERITAGE

Appendix B Boat Owners Fact Sheet



- Boat handling activities including loading and unloading of vessels are restricted to Monday to Fridays only between the hours of 7am to 6pm from 1 May to 31 August and 7am to 7pm from 1 September to 30 April (except during special event days).
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 - Outbound vessels must wait until the lights indicate that it is clear to travel under the bridge.
 - When the bridge is closed, the clearance height at MHWS is 4.9 metres.

LEGEND

- | | |
|-----------------------------|-----------------------|
| ● Fire Extinguisher | ● Entry Point |
| ● Spill Kit | ● Exit Point |
| ● Emergency Assembly Area | ● Cycle Paths |
| ● Heritage Sign | ● Pedestrian Movement |
| → Vehicle Movement | |
| ● Sensitive Noise Receptors | → Vessel Movement |
- Navigation Aids**
- | | |
|--|--|
| ★ Lt special mark beacon | ★ Lt starboard beacon without top mark |
| ★ Yellow light beacon | ★ Lt port beacon without top mark |
| ★ Lt starboard beacon without top mark | |

SITE MANAGEMENT PLAN

Today's weather forecast:

Tides

Time of high tide:

Time of low tide:

Wave conditions:

Sunrise:

Sunset:

Anticipated level of passive recreational vessels on Rozelle Bay:

Appendix C Induction Training Form

Introduction

The Minister of Planning approved Sydney Boathouse in May 2007. The facility is subject to a number of approval conditions, EPA license conditions and environmental legislation. Therefore, you need to understand and implement the following whilst on site.

Relevant Legislation

Environmental legislation that applies to this site includes:

- Environmental Planning and Assessment Act 1979
- Protection of the Environment and Operations Act 1997
- Occupational Health and Safety Regulations 2001
- NSW Heritage Act 1977

Site Requirements

Whilst on site you shall:

- Keep lids on containers of solvents and solvent based chemicals to reduce evaporation.
- be considerate of surrounding neighbours by not creating extensive or offensive noise, such as load music , radios or excessive revving of engines
- Vehicular access to and movement within the site shall occur generally in accordance with the Site Management Diagram.
- No antifouling activities are to be undertaken on any part of the site at any time.
- Washdown or cleaning of boats and equipment to occur only within the designated washbay. Only EPA approved chemicals and detergents are to be used to aid with wash down of boats.
- No chemicals or toxic substances are to poured on the ground or in waterways.
- Ensure all hoses are turned off and taps are not dripping.
- Please stay on the pedestrian path when walking around the site.
- Boat handling activities including loading and unloading of vessels are restricted to Monday to Fridays only between the hours of 7am to 6pm from 1 May to 31

August and 7am to 7pm from 1 September to 30 April (except during special event days).

- Boat Maintenance Activities are restricted to the hours between 7am to 6pm Monday to Saturday and 8am to 4pm on Sundays.
- Marine chandlery, brokerage and retail out hours are restricted to Saturday and Sundays only between the hours of 7am to 6pm from 1 May to 31 August and 7am to 8pm from 1 September to 30 April.
- Sydney Boathouse boats must be skippered and controlled by a person holding a boating licence.
- All boats must have current registration
- Ensure a fact sheet is available to boat owners and displayed on its public notice board each day
- The boat lifts must be designed, detailed, installed, operated and maintained in accordance with all relevant Australian Codes, Rules and Standards and NSW Workcover Authority's '*Requirements for Shore Mounted Cranes and Hoists*'
- No waste to be disposed of on site. All waste to be transported by a licensed operator and disposed at a licensed facility.
- Waste is to be disposed in separate waste bins available on site
- Undertake weekly inspection of the oil separator and empty the oil separator if required. Waste oil to be collected by a licensed transporter and disposed to a licensed facility or treated for reuse if possible.
- When working over water secure all equipment and materials and/or not place them in a position where they may be lost to the marine environment.
- Inspect each boat after it has been pulled out of the water to ensure there are no oil leaks. Identified oil leaks are to be contained, the spill cleaned up and the owner notified immediately to arrange necessary maintenance of the boat.
- All mechanical repairs and maintenance to occur within the concrete hardstand area
- Store oil in separate receptacles for reuse or recycling
- Emptying of boat sullage to occur within concrete hard stand area only (refer to Site Management Plan at Appendix A).

- All chemicals and fuels shall be stored in a dangerous goods cabinet
- If boats are refueled using a tanker, spill kits are to be located at the refueling point before refueling commences.
- Isolate the battery switch prior to storing any boat in the boat shed.
- Only qualified forklift drivers are to operate the forklift. Carry boats at height when the forklift is moving and ensure there are no hazards within the forklift operations area.

Emergency Response

If you believe any of the above requirements are not being followed please notify the marina manager immediately. If you see something that could cause harm to the environment please take action to prevent the incident occurring and notify the marina manager immediately.

In the event material enters the bay and waterway it must be removed immediately. Spill kits, including absorbent pads and boom, and fire extinguishes are located as shown on the Site Management Diagram.

Registers

The following registers are maintained on site:

- A register of boat license holders who are Sydney Boathouse Employees and onsite workers
- A register of all boats kept on site.

If you understand the above requirements please sign and date below

Name: _____

Signature: _____

Date: _____

Appendix D Incident Report Form

Environmental Incident Report and Investigation

Project Name:	
Date of Incident	

Part A: WHAT HAPPENED?

(Summarise the Facts of the event)

Type of Incident	
Hazardous material (hydrocarbon or chemicals)	
Contaminated water discharge	
Soil erosion	
Dust emissions	
Blasting overpressure vibration	
Noise	
Other (Specify)	

Details of Incident	
Where? (attach sketch/map)	
Time?	
What were the weather conditions?	

Was the EPA notified?	Yes	No
If not, ought the EPA be notified?	Yes	No

Severity potential	Breach of licence Conditions EPA Fine EPA Prosecution
--------------------	---

What property damage MAY HAVE occurred / DID occur? (Circle which and describe)	
Will an INSURANCE CLAIM be made?	Yes No

Who was involved (Provide NAME, OCCUPATION & EMPLOYER of each person):			
	NAME	OCCUPATION	EMPLOYER
Who was at the SCENE?			
Who were the WITNESSES?			
Who was			

Rozelle Bay Marine Centre: Phase 2 of Stage 1 | 30/04/20105

**ROZELLE BAY MARINE CENTRE:
PHASE 1 OF STAGE 1**

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

Role:	Date:
-------	-------

Appendix E Emergency Contact Details

Organisation	Contact Person / Address	Contact Number
Police Broadway Police Station Water Police		000 02 9219 2199 1800 658 784
Fire Brigade Pymont Fire Station		000 02 9518 9304
Ambulance		000
Balmain Hospital	Booth Street, Balmain 2041	02 9395 2020
Broadway Medical Centre	822 George Street, Broadway 2007	02 9212 2733
WIRES		1800 641 188
Balmain Veterinary Hospital	112 Victoria Street, Rozelle 2039	02 9818 5289
EPA	59-61 Goulburn Street, Sydney NSW	9995 5000
DPE		9228 6413
NSW Fisheries		02 9527 8411
Poison Information Centre		131 126
NSW Roads and Maritime Service		02 9563 8511 13 22 13
Ports Authority		9296 4000 9296 4001
Sydney Water		132 090
Energy Australia (Electricity emergency service line)		131 388
Telstra		132 200
Leichhardt Council		02 9367 9222
State Emergency Service		02 9555 7606

Appendix F Environmental Site Inspection Checklists

AREAS INSPECTED:			
Date:		Time:	
Person undertaking inspection:			
Description of on-site activities			

	Items	Satisfac- tory		Action Priority			Brief description or action if required	Initial & date to close actions
		Yes	No	1 <24h	2 <3day	3 <7day		
Air Emissions								
	Vehicles maintained in good working order							
	Energy efficient lighting and globes are installed.							
	Lighting switched off when not in use.							
	Appliances and office equipment have a four or above energy rating							
	Lids kept on solvents to avoid evaporation							
Water Management Plan								
	Material fallen into the bay removed immediately							
	No antifouling activities occurring							
	Spill kits available as shown on the Site Management Plan							
	Spill kits are maintained							
	No chemicals or toxic substances poured on the ground or in waterways							
	No bilge water discharged to the bay							

Rozelle Bay Marine Centre: Phase 2 of Stage 1 | 30/04/20105

**ROZELLE BAY MARINE CENTRE:
PHASE 1 OF STAGE 1**

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

Items	Satisfac- tory		Action Priority			Brief description or action if required	Initial & date to close actions
	Yes	No	1 <24h	2 <3day	3 <7day		
Sediment traps are maintained and fit for purpose.							
Hazardous Materials							
Fuel/chemicals stored in dangerous goods cabinet							
Dangerous goods stored in cabinet that complies with Australian Standards							
Spill kits are to be located at the refueling point before refueling commences.							
Battery switch isolated prior to storing any boat in the boat shed.							
Only qualified forklift drivers operate the forklift.							
Forklift operates only within the designated hardstand area							
Traffic Management Plan							
Vehicular access to and movement within the site occurs generally in accordance with the Site Management Diagram.							
Oil collected in the oil separator has been disposed properly							
Critical spares for the oil separator are maintained.							
Washdown or cleaning of boats and equipment occurs only within the designated washbay							
Only EPA approved chemicals and detergents are used							

**ROZELLE BAY MARINE CENTRE:
PHASE 1 OF STAGE 1**

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

Items	Satisfac- tory		Action Priority			Brief description or action if required	Initial & date to close actions
	Yes	No	1 <24h	2 <3day	3 <7day		
to aid with wash down of boats..							
Each boat is inspected after it has been pulled out of the water to ensure there are no oil leaks.							
A wheel barrier is maintained at the edge of the hardstand where the forklift lifts and lower boats into the water.							
Noise/vibration							
Boat Maintenance Activities are restricted to the hours between 7am to 6pm Monday to Saturday and 8am to 4pm on Sundays.							
Marine chandlery, brokerage and retail out hours are restricted to Saturday and Sundays only between the hours of 7am to 6pm from 1 May to 31 August and 7am to 8pm from 1 September to 30 April.							
broadband reversing alarms installed on the forklift							
Community complaints and responded to within 48 hours							
Day and evening noise emanating from the Marine Centre does not exceed 55 LAeq (15 minute) when measured at the nearest affected residence (7am to 10pm).							

**ROZELLE BAY MARINE CENTRE:
PHASE 1 OF STAGE 1**

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

Items	Satisfac- tory		Action Priority			Brief description or action if required	Initial & date to close actions
	Yes	No	1 <24h	2 <3day	3 <7day		
During special events the night time noise emanating from the Marine Centre must not exceed 45 LAeq when measured at the nearest affect resident (10pm to 7am).							
Notices are erected to advise staff and boat owners to be considerate of surrounding neighbours by not generating excessive noise.							
Waste Management							
Waste Segregated							
No oil leaks, drips							
No Site litter							
Contaminated soil / waste contained and managed							
All waste to be transported by a licensed operator and disposed at a licensed facility.							
Waste oil stored in separate receptacles for reuse or recycling							
Emptying of boat sullage occurs within concrete hard stand area only							
Public Access							
Pedestrian and bicycle access provided generally in accordance with the Site Management Diagram.							
Vessel Management							
Register of all boats on site maintained.							

**ROZELLE BAY MARINE CENTRE:
PHASE 1 OF STAGE 1**

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

Items	Satisfac- tory		Action Priority			Brief description or action if required	Initial & date to close actions
	Yes	No	1 <24h	2 <3day	3 <7day		
Boat handling activities including loading and unloading of vessels are restricted to Monday to Fridays only between the hours of 7am to 6pm from 1 May to 31 August and 7am to 7pm from 1 September to 30 April (except during special event days).							
21 days notice is provided for each special event to the Director General of Planning, Roads and Maritime Service Authority, Glebe Rowing Club, Sydney University Women's Rowing Club, NSW Rowing Association Inc and Dragon Boats NSW Inc							
Maneuvering of brokerage vessels is restricted to employees only between the hours of 8am and 9pm							
signage erected at the marina advising employees and boat owners that the maximum speed within Rozelle Bay is 4 knots or less to avoid wash and to be aware of rowers							
All boats are secure and are not pumping bilge water into the bay							
Sydney Boathouse boats skippered and controlled by a person holding a boating licence.							

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