



21st April 2010

FLOATING MARINA FACILITY, ST GEORGE MOTOR BOAT CLUB, SANS SOUCI

Environmental Management Plan

Submitted to:
St George Motor Boat Club
2 Wellington Street
Sans Souci, NSW 2219

REPORT



Report Number: 097623028_001_R_Rev5_EMP



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1.0 BACKGROUND

1.1 Introduction

Golder Associates (Golder) have been engaged by St George Motor Boat Club (the Club) to prepare an Environmental Management Plan (EMP) for the ongoing operation of the Marina facility and associated slipway, boat ramp and mechanics workshop as well as construction of a new Berthing Arm in the south of the Site at Wellington Street, Sans Souci.

To assist planning authorities in assessing this document, the structure of this EMP has been based on Department of Planning (2004) *Guideline for Preparation of Environmental Management Plans*.

The EMP follows Golder's proposal (Ref. P97623166-001-P-Rev0) dated 29th September 2009 and the written Client authorisation to proceed with the works dated 7th October 2009.

1.2 Project Description

The Site is located in Kogarah Bay on St Kilda Point in the suburb of Sans Souci. The Site is accessed off Wellington Street/Plimsoll Street. The Marina facilities (including berths, slipway, boat ramp and mechanics workshop) were officially opened on 29th March 2003. The specific components of the existing Marina are presented in Figure 1 (Appendix B) and include the following:

- Five berthing arms (named A to E) constituting 142 fixed floating 8m, 10m, 12m, 15m and 18m berths and 9 visitor berths (151 berths in total);
- Refuelling facilities comprising two 9000L underground storage tanks (UST) storing premium unleaded petrol and diesel fuel, suspended piping extending along Berthing Arm A and three bowsers on the western tip of Berthing Arm A;
- Wastewater pump-out located at the western tip of Berthing Arm A and connected to the sewer mains;
- A race viewing tower located at the western tip of Berthing Arm A;
- A boat motor mechanics workshop located beneath the Club building and rented out to Aquatic Power;
- A dual slipway located at the southern end of the Club main building including a paint storage shed (rented out and managed by the mechanic). The slipway is used for cleaning and painting of boat hulls;
- The wastewater generated by the dual slipway is trapped and passed through a wastewater treatment plant (designed as a gross pollutant trap), which was constructed around three years ago and is located against the southern wall of the Club building. A Sydney Water Corporation Trade Waste Agreement applies to discharges from this plant;
- A boat ramp to the immediate north of the dual slipway; and
- A Marina management office located on the gangway to Berthing Arms B and C.

In addition to these existing facilities the Club propose to construct additional berths along the south side of Berthing Arm E and a sixth berthing arm (Berthing Arm F) which will be accessed off a gangway off Berthing Arm E. The additional construction along Berthing Arm E and the new Berthing Arm F will hold up to 80 additional fixed floating berths 8m, 10m and 12m berths. The phases of construction are anticipated to incorporate the following:

- Engineering design of the Berthing Arm;
- Preparation and submission of the occupation certificate;
- Pre-fabrication (off-Site) of Berthing Arm components;



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- Trucking in of pre-fabricated Berthing Arm segments and drilling and installation of piles;
- Installing of pre-fabricated segments (from land outwards) and running of services along the Berthing Arm (electricity, water and fire); and
- Final handover of the Berthing Arm to the Club.

It should be noted that no on-Site fabrication of construction materials is anticipated. All Berthing Arm segments, timber, cables, pipes and other materials used for construction are to be brought onto Site already pre-fabricated off-Site. As a result the potential for spillage of chemicals, concrete, sand and other materials is greatly reduced.

A portion of the lower carpark is expected to be cordoned off for the storage of vehicles and pre-fabricated components during the on-Site construction works. The ground surface of this area is already asphalt capped and no exposure of soil is expected to result from the use of this area. Therefore, the need for extensive sediment and runoff control measures other than the existing stormwater management system is largely negated. **Note. This area is to be fenced off and gated to restrict public access at all times.**

The Club anticipates that the construction of the Berthing Arm from engineering design to hand-over will be the responsibility of the construction contractor. However, the construction contractor must adhere to the requirements of this EMP when working on-Site and should also prepare their own EMP as part of their construction management plan which must be approved by the Environmental Management Representative (EMR) before works commence.

A breakdown of the days and hours of operation for different components of the Marina facility is presented in Table 1.



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Table 1: Days and Hours of Operation

Marina Component	Days of Operation	Hours of Operation
Boat Berths	7 days a week	24 hour access for berth holders
Refuelling Facilities	7 days a week	24 hour access for key holders and 8am to 4pm for general public
Wastewater Pump-out	7 days a week	24 hour access for key holders
Race Viewing Tower	Dependent upon event times	Dependent upon event times
Boat Mechanics Workshop	Monday to Saturday	7:30am to 6pm on selected days
Dual Slipway	Monday and Wednesday for cleaning and painting Friday and Tuesday for bringing boats onto slipway for Monday and Wednesday work	8am to 5:30pm on selected days
Wastewater Treatment Plant	As required (automated system)	As required
Boat Ramp	7 days a week	24 hour access for Club members
Marina Management Office	7 days a week	8am to 4pm daily
Construction of Berthing Arm F	Monday to Friday	7:30am to 4pm daily

It should be noted that this EMP does not include the Club Building and associated parking facilities and only relates to the Marina, associated facilities and construction of Berthing Arm F and the additional berths along Berthing Arm E. The EMP has been prepared for the construction works and ongoing operation of the Marina facilities.

It is anticipated that the total works for the construction of Berthing Arm F and the additional berths along Berthing Arm E will take between five and six months with two to three months of off-Site pre-fabrication works and three months of on-Site installation.

This EMP will require revision and modification in accordance with changes to the Site operations or regulatory framework. Appendix A contains a register form for future revisions of this EMP. Appendix B includes Figure 1, showing the Marina's Environmental Control Installations and facilities.

1.3 EMP Context

Prior to commencement of the construction of Berthing Arm F and the additional berths along Berthing Arm E the Club engaged Planning Ingenuity Pty Ltd to prepare an Environmental Assessment (EA) and facilitate development consent for the additional construction works. The additional Berthing Arm was proposed to accommodate additional boating berths (up to 80 in total) and to improve St George Motor Boat Club's capability as a marina facility.

Following liaison with State regulatory bodies the Director General advised that an EA would be required to accompany the development application. The Director General imposed the following issues which were to be addressed by the EA (dated 8th May 2009, ref. S00/01835):

- Visual amenity issues associated with construction and ongoing operation;



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- Soils and water issues;
- Aquatic flora and fauna impacts;
- Traffic and vehicular access;
- Noise issues associated with construction and ongoing operation;
- Air quality; and
- Waste management.

As part of previous construction works taking place on the marina facility an Environmental Impact Statement (EIS) was prepared. The EIS was based upon the original Director General's Requirements (dated 23rd November 2001, ref. S00/01835). The issues that the EIS addressed included:

- Potential noise impacts;
- Visual amenity impacts;
- Land surface issues;
- Water quality impacts and waste management;
- Air quality impacts;
- Social issues;
- Land transport and parking issues;
- Heritage issues;
- Hazard assessment;
- Economic issues;
- Cumulative impact; and
- Dredging impacts to marine fauna and flora, sea bed stability, tidal currents and suitability for dredged material to be dumped at sea.

The EIS concluded that the impact of the Marina upgrade would be minimal to the majority of these issues however, the dredging requirement was understood to have implications for local sea grass, marine biology and estuarine processes, and there were issues relating to the nature of the material to be dredged and its disposal.

Following the EIS, the Director General issued the Determination for the Development Application (dated 23rd November 2001, ref. S00/01835), with conditions relating to potential impacts and issues highlighted in the EIS. Conditions 34 (a to g), 35, 36 and 37 within the Determination document refer to the preparation and ongoing use of an EMP for the ongoing operations of the Marina and provided specific detail as to the composition of that EMP. This EMP was initially prepared in response to these requirements and has subsequently been updated to incorporate the construction and operation of Berthing Arm F and the additional berths along Berthing Arm E.

The management plans presented in this document have been prepared in general compliance with the NSW DECC (2007) guide, *Environmental Action for Marinas, Boatsheds and Slipways*.



1.4 EMP Objectives

As stated in the previous section this EMP has been prepared to comply with Condition 34 of the original Determination document (dated 23rd November 2001, ref. S00/01835) as well as covering the construction of Berthing Arm F and the additional berths along Berthing Arm E to the south of the existing Berthing Arms. The requirements of Condition 34 are listed as follows:

The Applicant shall prepare and implement an Environmental Management Plan for the operations of the Marina. This plan must:

- a) *Describe the Marina operations* (addressed in Section 1.2 of this EMP);
- b) *Identify all the relevant statutory requirements that apply to these operations* (addressed in Section 2.2 of this EMP);
- c) *Set standards and/or performance measures for each of the relevant environmental issues* (addressed in Section 4.1 of this EMP);
- d) *Describe what actions and measures will be implemented to mitigate the potential impacts of the Marina's operations, and to ensure that these operations meet the relevant standards and/or performance measures* (addressed in Section 3.2 of this EMP);
- e) *Describe what measures and procedures will be implemented to register, report, and respond to complaints during operations* (addressed in Sections 2.3 and 3.4 of this EMP);
- f) *Describe the role, responsibility, authority, and accountability of all key personnel involved in the proposed Marina's operations* (addressed in Section 2.1 of this EMP); and
- g) *Include a detailed:*
 - *Berthing Management Plan;*
 - *Slipway Management Plan;*
 - *Water Quality Management Plan, which includes procedures for dealing with wastewater generated by the Marina's operations;*
 - *Waste Management Plan;*
 - *Fuel Management Plan, including the procedures for dealing with any spills; and*
 - *Emergency Management Plan* (all of these plans are addressed in Section 3.2 of this EMP).

As the EMP has already been prepared to comply with these requirements the document has simply been updated to incorporate the construction of Berthing Arm F and the ongoing operation of the Marina as a whole.

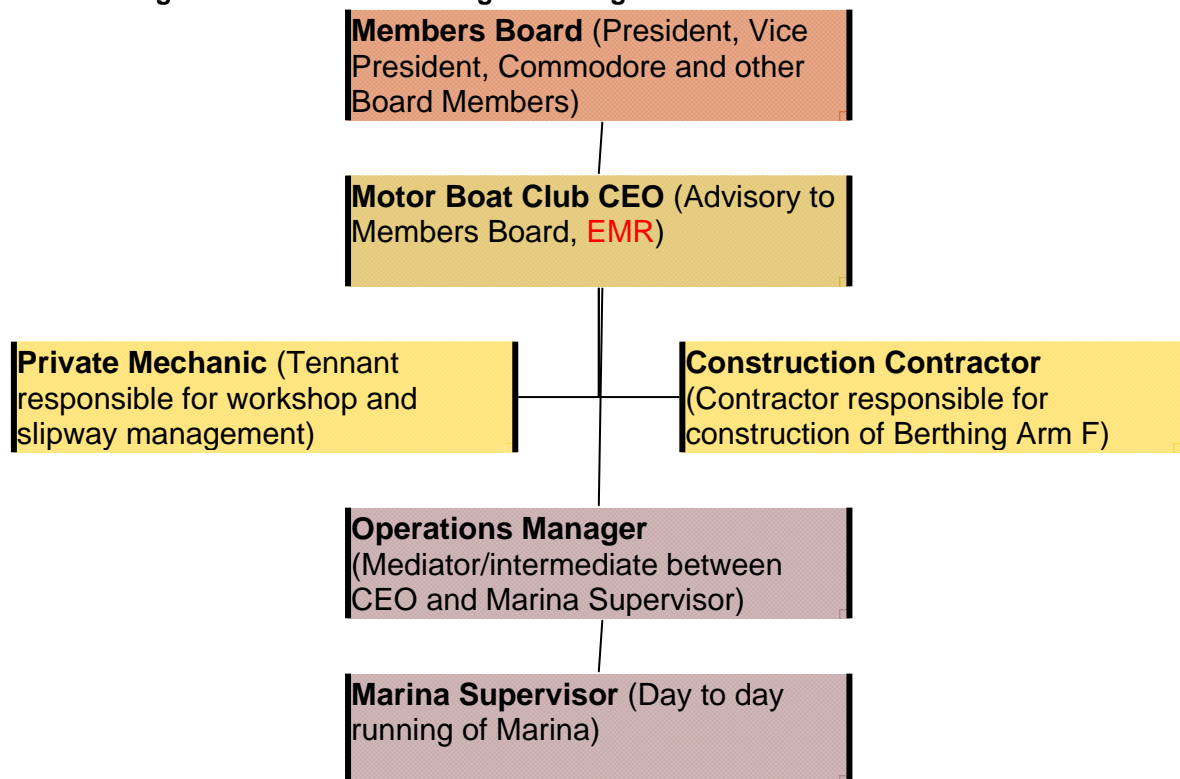


2.0 ENVIRONMENTAL MANAGEMENT

2.1 Environmental Management Structure and Responsibility

This section describes the management structure of the Club relating to Marina operations and how the implementation of this EMP is to fit into that structure. The table below presents a structure/flowchart of the Club management and the position of the EMR.

Table 2: St George Motor Boat Club Management Organisational Chart



The CEO will be responsible for carrying out the role of EMR. The role of the EMR is as a coordinator in relation to ongoing environmental management (issues and incidents) compliance monitoring, documentation and reporting for the Marina. The EMR role also entails the ongoing maintenance and implementation of the EMP.

The construction contractor engaged to construct Berthing Arm F and the additional berths along Berthing Arm E is responsible for maintaining their own system on environmental management. However, while operating within the marina facility that system should comply with this EMP.

2.2 Approval and Licensing Requirements and Reporting

The Conditions of Approval and Consent (as dictated by the Director General) are presented in Section 1.4 of this EMP. This Section also presents where in this EMP those Conditions are addressed.

Table 3 below presents a list of legislation (and regulators) relevant to the Site along with any licenses, approvals and permits required. Table 3 also identifies the person within the Club responsible for ongoing compliance monitoring.



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Table 3: Regulatory Compliance Requirements

Regulatory Instrument	Licence/Permit/Approval/ Guideline/Plan	Responsible Regulatory Body	Responsibility for Ongoing Compliance Monitoring	Reporting Frequency/ Milestones	Report Content
<i>Environmental Planning and Assessment Act (1979)</i>	Compliance with Director General's Requirements as per Section 75F of the Act	Department of Planning	EMR	Ongoing	Refer to Director General's requirements (dated 8th May 2009, ref. S00/01835)
<i>Protection of the Environment Operations Act (1997)</i>	Environmental Protection Licence (ref. 11166)	Department of Environment, Climate Change and Water	EMR	Current Reporting Period 30/01/2009 to 29/01/2010	Annual Return Form to be submitted to NSW DECC annually. Information to be provided includes Pollution Complaints and Details of Non-Compliance with Licence
<i>Protection of the Environment Operations Act (1997)</i>	Guideline: Environmental Action for Marinas, Boatsheds and Slipways	Department of Environment, Climate Change and Water	EMR	N/A	N/A
Section 49 of the <i>Sydney Water Act (1994)</i>	Trade Waste Agreement (TWA)	Sydney Water Corporation	EMR, Private Mechanic	Yearly monitoring of water discharge from treatment plant	Brief letter report with summary table (comparing composite results against criteria set in TWA) and laboratory certificates. Analytical program includes meter reading and discharge volume as well as copper, zinc, oil and grease, total suspended solids and total dissolved solids
<i>Occupational Health and Safety Act (2000)</i>	Dangerous Goods Licence (ref. 35/010902)	WorkCover NSW	EMR	11/05/2009	N/A
<i>Waste Avoidance and Resource Recovery Act (2001)</i>	N/A	Department of Environment, Climate Change and Water	EMR	N/A	N/A
<i>Environmentally Hazardous</i>	N/A	Department of Environment,	EMR	N/A	N/A



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Regulatory Instrument	Licence/Permit/Approval/ Guideline/Plan	Responsible Regulatory Body	Responsibility for Ongoing Compliance Monitoring	Reporting Frequency/ Milestones	Report Content
<i>Chemicals Act</i> (1985)		Climate Change and Water			
<i>Contaminated Land Management Act</i> (1997)	N/A	Department of Environment, Climate Change and Water	EMR	N/A	N/A
<i>Protection of the Environmental Operations (Underground Petroleum Storage System) Regulation</i> (2008)	Environmental Protection Plan	Department of Environment, Climate Change and Water	EMR	Environmental Protection Plan by 1/06/2009 Groundwater monitoring well installation by 1/06/2011	Environmental Protection Plan, record of integrity testing, incident management procedure, groundwater well logs and monitoring results and loss monitoring report.
<i>Water Management Act</i> (2000)	Controlled Activity Approval for the construction of Berthing Arm F will be required prior to commencing works	Office of Water	EMR	Initial submission of application alongside accompanying documents.	Complete Application Form alongside fee and accompanying documents (detailing management of impact to waterways, e.g. runoff and sediment control, wastewater treatment etc).

The management plans presented in this document have been prepared in general compliance with the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways*.

The *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation* (2008) came into force on 1 June 2008. Under the regulation the use of Underground Petroleum Storage Systems (UPSS) is prohibited until all the following are in place:

- Loss monitoring/detection procedures (e.g. system to detect loss greater than 0.76 L/hr);
- Groundwater monitoring wells (by 1 June 2011);
- Incident management procedure;
- Checks for measuring instruments and recording of data;
- Record of equipment integrity testing; and
- Environment Protection Plan (by 1 June 2009).

2.3 Environmental Training

All employees should undergo general environmental awareness training regarding their responsibilities under the EMP. The training should ensure that all employees understand their obligation to exercise due diligence for environmental matters. It should be noted that “employees” in this instance means all people working on-Site including tenants, contractors and sub-contractors.

With respect to the operation of the Marina facilities it is the responsibility of the Club to prepare their Site specific training, however any environmental training programme should incorporate the following:

- A general site induction;
- Familiarisation with the requirements of the EMP (summary of the EMP and all associated management plans);
- Environmental emergency response training (outlining potential environmental emergencies and relevant contacts and response procedures), including spill management/response procedures;
- Familiarisation with Site environmental controls (bundled areas, spill kit locations, emergency fuel line shut-off points etc); and
- Targeted environmental training for specific personnel. For example, CEO and Marina Manager may require specific training in spill management and compliance monitoring.

The need for additional or revised training shall be identified and implemented from outputs of:

- Monitoring programmes;
- Changes to the Marina and surrounding receptors; and
- Alterations to regulatory frameworks and future reviews of the EMP as required.

For the purpose of recording training information Golder has prepared a training record sheet which is presented in Appendix C of this report.

The construction contractor engaged to construct Berthing Arm F and the additional berths along Berthing Arm E is responsible for maintaining their own system on environmental management. However, while operating within the marina facility that system should comply with this EMP.



2.4 Emergency Contacts and Response

Table 4: Emergency Contacts

Agency/Organisation	Name	Phone
St George Motor Boat Club	CEO/EMR (Adrian Vermeulen)	(02) 9529 7276 0418 667 241
Construction Contractor	TBA	TBA
Mechanic	Private Mechanic (Mark Evans)	(02) 9529 8109
Department of Planning	Head Office	(02) 9228 6111
Department of Environment and Climate Change	Head Office Pollution Hotline	(02) 9995 5000 131 555
Kogarah Council	General Enquiries	(02) 9330 9400
National Parks and Wildlife Service	General Enquiries	(02) 9995 5000
NSW Land and Property Management Authority	General Enquiries	(02) 9228 6666
Office of Water	Wayne Connors Greg Brady	(02) 9895 7194 (02) 9895 7441
Sydney Water Corporation	Emergencies	13 20 90
SES	NSW Headquarters	(02) 4226 2444
Fire Brigade Ambulance Police	As Required	000 or 112 (mobile)



3.0 IMPLEMENTATION

3.1 Risk Assessment

According to the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways*, the key environmental issues for marinas, boatsheds and slipways are:

- *Water pollution caused by allowing any material other than rainwater to enter waterways;*
- *Air pollution and land contamination caused by releasing:*
 - *Volatile organic compounds (VOCs) into the environment due to solvent or paint use; and*
 - *Dust, including particles that may contain organic compounds, metals and metal complexes, due to sanding and blasting.*
- *Handling and disposing of dangerous goods such as solvents, fuel and paint wastes;*
- *Waste management, including reuse, recycling and disposal;*
- *Noise affecting the amenity of the surrounding community;*
- *Water use;*
- *Greenhouse gas emissions from energy use; and*
- *Design, installation and operation of underground petroleum storage systems.*

Following review of these key environmental issues on-Site Golder has carried out a general qualitative environmental hazard risk assessment to assist in the assigning of risk associated with activities carried out on the Marina. Risk is assessed based on the three risk matrix tables below (Tables 5 to 7) and individual potential risks are assessed in Table 8. Any additional hazards which may be identified by the Club should be assessed based on this risk matrix.

The use of this matrix will allow the Club to predict potential hazards and their risk ranking and thus put in place appropriate management options to mitigate the risk based on its likelihood and consequences.

Table 5: Evaluating Level of Risk

Likelihood (see likelihood table)	Consequence (see consequence table)		
	Low	Medium	High
Low	L	L	M
Medium	L	M	H
High	M	H	H



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Table 6: Evaluating Likelihood

Level	Descriptor	Description
High	Almost certain	Is expected to occur in most circumstances
Medium	Likely/possible	May occur at some time
Low	Unlikely/rare	May occur in exceptional circumstances

Table 7: Evaluating Consequences

Level	Description
High	Serious damage to environmental receptor and/or human health Potential prosecution Potential litigation
Medium	Loss of Marina services and clients Unacceptable cost over run Unacceptable delays to Marina operations and project programmes Potential adverse media exposure
Low	The consequences are dealt with by routine operations

Table 8: Qualitative Marina Environmental Risk Assessment

Activity	Hazard/Incident	Likelihood	Consequence	Risk
Berthing	Rubbish dumping into Kogarah Bay	Medium	Low	Low
	Sewage spill/bilge water spill	Medium	Medium	Medium
	Oil/fuel spill	Medium	High	High
	Chemical spill	Medium	High	High
Refuelling Facilities	Fuel spill into Kogarah Bay	Medium	High	High
	Fuel spill onto hardstand	Medium	Medium	Medium
	Leaking UST, pipework	Medium	High	High



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Activity	Hazard/Incident	Likelihood	Consequence	Risk
	or bowzers			
	Fire, explosion	Low	High	Medium
Wastewater Pump-out	Sewage Spill into Kogarah Bay	Medium	Medium	Medium
	Inappropriate liquid waste pumped into sewer	Medium	Medium	Medium
Race Tower	Fire	Low	High	Medium
Boat Mechanics Workshop	Oil spill on hardstand	Low	Medium	Low
	Fire, explosion	Low	High	Medium
	Paint and chemical spill on hardstand	Low	Medium	Low
	Inappropriate disposal of waste	Low	Medium	Low
Dual Slipway	Oil spill	Medium	High	High
	Paint spill	Medium	High	Medium
	Contaminated wastewater release	Low	Medium	Low
	Dust emissions (sanding)	Medium	Medium	Medium
	Fire, explosion	Low	High	Medium
Wastewater Treatment Plant	Plant malfunction/uncontrolled release	Medium	Medium	Medium
	Inappropriate disposal of solid waste	Low	Medium	Low
Boat Ramp	Oil/fuel spill	Low	High	Medium
	Fire, explosion	Low	High	Medium
	Dumped rubbish	Medium	Low	Low
Marina Management Office	Dumped rubbish	Low	Low	Low
	Fire	Low	High	Medium
Construction of Berthing Arm F	Noise impact during construction	Medium	Medium	Medium



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Activity	Hazard/Incident	Likelihood	Consequence	Risk
and the additional berths along Berthing Arm E	Increased movement of heavy vehicles onto Site through residential area	High	Low	Medium
	Oil spill into Kogarah Bay	Low	High	Medium
	Oil spill onto hardstand	Low	Medium	Low
	Disturbance of sediment (turbidity) during drilling of piles in Kogarah Bay	Medium	Medium	Medium
	Dumped rubbish	Medium	Low	Low

3.2 Environmental Management Activities and Controls

This section is structured to identify activities, mitigation and control measures to manage and minimise environmental impacts. It presents a set of management plans specific to the activities currently taking place on the Site. To ensure boat owners are aware of these management plans they are to be included as accompanying documents alongside the *St George Motor Boat Club Marina and Berthing Rules, Extracts and Additions to the Club By-Laws* (presented in Appendix D), and copies of these documents should be kept in the Marina Office and be made available to boat owners upon request or when updated.

Monitoring of compliance with these management plans should be undertaken by the Marina Supervisor. Any breaches of compliance should be reported by the Marina Supervisor to the Operations Manager who will decide upon the course of action required (dependent on the degree and nature of the breach).

3.2.1 Berthing Management Plan

Boat owners are required to make a formal application to the Club for renting a permanent berth. Upon acceptance of the application the boat owner is required to agree to the *St George Motor Boat Club Marina and Berthing Rules Extracts and Additions to the Club By-Laws* (presented in Appendix D). According to the Berthing Rules the boat owner is required to comply with the following rules relating to minimising environmental impact:

- *Under no circumstances is any painting or repairs which may result in the use of paint, solvents, thinners, oils, flammable materials or chemicals is forbidden and such work is only to be carried out as part of the Slipway Management Plan.*
- *The Boat owner Member (s) shall at all times comply with the requirements of the relevant authorities and in particular shall not dispose of sewage refuse or garbage into Waterways.*
- *Whilst the Vessel is moored at the berth, the Boatowner shall not carry out any material repairs or other material work to the Vessel save for work which has been authorised by the Marina Manager.*
- *All Vessels shall be berthed in accordance with the directions of the Marina Manager. The Boatowner Member(s) acknowledges that all Vessels on the Marina shall be berthed aft towards the Marina, with the exception of (E) arm, where vessels shall be moored bow toward the Marina.*



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- *No Vessel is to moor at the fuel pen of the Marina overnight without the consent of the Marina Manager. No Vessel is to berth at a vacant berth on the Marina without the consent of the Marina Manager.*

As stated above, wastes generated on the boats are to be managed in a manner compliant with the Waste Management Plan (refer Section 3.2.5) and Information Sheets 5 and 6 of the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways*, including waste oil generated during minor repairs by boat owners which is unable to be disposed of on-Site. Spills by boat owners are to be reported to the Marina Supervisor immediately and managed as per the Emergency and Spill Management Plan (refer Section 3.2.4). Small repairs on boats are allowed to be carried out within the Marina berths by boat owners at the discretion of the Marina Supervisor.

Heavy repairs to motors are required to be carried out by the private mechanic who will conduct the repairs within the mechanics workshop on land. Cleaning and painting of the hull is also required to be carried out by the private mechanic on the dual slipway. Days and hours of operation for both the workshop and the slipway are presented in Table 1. Details for management of water quality and pollution resulting from non-compliance with these requirements are presented in Information Sheet 3 of the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways*.

Note: Apart from increasing the number of available berths, the construction of Berthing Arm F and the additional berths along Berthing Arm E is not anticipated to affect the Berthing Management Plan and thus no additions to the Plan are proposed as a result of the construction works.

3.2.2 Slipway Management Plan

The dual slipway forms part of the lease agreement between the Club and the private mechanic situated on-Site and thus the ongoing operation and management of the slipway is predominantly the responsibility of the mechanic. The slipway component comprises a dual slipway (which can hold a maximum of two boats dependent on boat length), a paint storage shed (a storage container situated to the south of the dual slipway, a bund and associated drain (hooked directly to the wastewater treatment plant), and a gurney for cleaning of hulls. The following management requirements relate to these components of the slipway and relate to minimisation of environmental impacts.

- Boats are to be steered from their berths onto the slipway and off again by the mechanic or his representative. This is to minimise the potential for crashes and possible fuel and oil spills;
- While using the gurney care should be taken to minimise splashing of wastewater into areas outside the bunded area. The purpose of this requirement is to ensure no wastewater reaches Kogarah Bay;
- While using the gurney care should be taken to ensure the drain is unblocked and that wastewater does not flow over the bund on the slipway. If there is a blockage and there is a potential for overflow of wastewater into Kogarah Bay work should be ceased until the drain is unblocked;
- Where possible dust emissions generated as a result of sanding of hulls should be minimised so as not to impact upon water quality in Kogarah Bay or residential receptors to the south-east.
- Spills of oil, fuel, paint or other chemicals during slipway activities should be reported to the Marina Supervisor and managed as per the Emergency and Spill Management Plan (this includes recording of spills in the Environmental Incident Register); and
- Paints being used on the slipway are to be stored in the bunded paint storage shed or a bunded location in the workshop. At no point between the bunded slipway and the paint



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storage shed or workshop should there be a potential for spillage of paints or other chemicals into Kogarah Bay or an unprotected drain.

Note: The construction of Berthing Arm F and the additional berths along Berthing Arm E is not anticipated to affect the slipway and thus no additions to the Plan are proposed as a result of the construction works.

3.2.3 Water Quality Management Plan

A range of Marina activities have the potential to impact upon water quality in Kogarah Bay and the stormwater system. Potential sources of water quality impact include (but are not limited to) the following:

- Leakage from USTs;
- Fuel spills from Site vehicles or fuel trucks;
- Fuel spills from plant, cranes, trucks and drilling barges used for construction of Berthing Arm F;
- Sewerage, fuel and oil spills from boats;
- Paint spills into the bay from the paint storage container;
- Dumped rubbish/chemicals from boats;
- Dumped rubbish/chemicals/building refuse during construction of Berthing Arm F;
- Runoff generated from the lower carpark area being used as a works area during the construction of Berthing Arm F and the additional berths along Berthing Arm E;
- Spilled waste oil from the mechanics workshop; and
- Contaminated water discharge from the slipway during boat servicing and repairs or from the wastewater treatment plant.

With the exception of the monitoring of the wastewater treatment plant under the Sydney Water Corporation TWA and integrity testing of the USTs, there is no regular monitoring of potential discharges and their impact upon water quality. It is considered that under the *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation* (2008) a groundwater monitoring program targeting potential UST leaks will be required (to be fully implemented by 2011 according to the Regulation). However, no other ongoing monitoring is considered to be required to manage water quality. It is understood that impacts to water quality by Site activities and construction works are most likely to be the result of unanticipated and infrequent events and should be treated as such. These events should be managed as they arise through activation of the spill management plan.

Ongoing management of water quality should be in general compliance with Information Sheet 3 of the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways*.

It is anticipated that no exposure of soil will take place as a result of the construction of Berthing Arm F and the additional berths along Berthing Arm E. However, should such works be required, or should elevated levels of runoff be generated across the construction Site, runoff and sediment control measures should be developed and implemented in compliance with the Landcom (2004) *Soils and Construction, Volume 1, 4th Edition*.



3.2.4 Emergency and Spill Management Plan

Management of spills originating from activities on-Site (both during and following construction) should be in general compliance with Information Sheet 5 of the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways*.

A copy of the Club's existing Emergency Procedures Manual is presented in Appendix E. Spills occurring on the Marina facility may include oil and fuel spills from the mechanics workshop, boats, vehicles and fuel trucks as well as leaking USTs and associated pipes and bowzers, paint spills from the paint shed and spillway and sewage and general refuse spills from boats and the sewage pump-out point.

All spills on the Marina should be immediately referred to the Marina Supervisor. The EMR should be informed of the spill as soon as practicable. If the spilled substance is toxic and a potential threat to human health the Marina should be evacuated and the Emergency Services and NSW DECC Pollution Hotline contacted.

Spill kits and fire extinguishers should be available at strategic locations across the Marina and their contents should be audited on a monthly basis to ensure that the kits contain adequate equipment to deal with spills quickly. Spill kits should be located on each arm of the Marina as well as on the slipway, mechanics workshop and at the UST filling points and at the bowzers and sewage pump-out points.

It is understood that all equipment in the spill kits (as well as floating booms) are one use items and should be replaced following each use. All staff are to be trained in emergency response and use of spill kits in managing spills. The contents of spill kits are to be checked **monthly** to ensure that all necessary equipment is present and in working order.

Spills of oil and fuel or other chemicals or wastes that float on the water surface and reach Kogarah Bay should be contained as soon as possible with booms and emergency services be contacted as well as the NSW DECC Pollution Hotline (contact details in Table 4 of this report).

If a fire is started as a result of spillage of flammable chemicals the fire should be put out with the use of an appropriate extinguisher if it is safe to do so. If there is a direct risk to human life as a result of the fire everyone should be evacuated immediately to the emergency muster point for the Site and emergency services be contacted.

The Club should comply with all requirements of NSW DECC and emergency services in managing spills.

Following completion of management works the EMR should fill out the Environmental Incident Register and provide as much detail as possible relating to type of spill as well as quantity and time and the management works undertaken. The EMR is responsible for managing any ongoing reporting or sign-off which may be required by regulatory authorities in response to the spill.

Note: Because all pieces of the new Berthing Arm are to be pre-fabricated off-Site and the only dominant risk of spillage on the Site is likely to result from trucks and cranes on land and the drilling barge in the water the construction of Berthing Arm F and the additional berths along Berthing Arm E is not anticipated to require any alteration or amendment to the existing Emergency and Spill Management Plan. However, all workers on-Site should be aware of the Plan and have undergone sufficient training to implement the Plan as required.

3.2.5 Waste Management Plan

Refer to the separate St George Marina Facility Waste Management Plan document (097623028 002 Rev0) dated 6th November 2009 and Information Sheets 5 and 6 of the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways*.



3.2.6 Fuel Management Plan

The Fuel Management Plan is based on an existing system currently in place on the Site as well as the recent *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation* (2008). The Plan is as follows:

- Fuel is delivered weekly to the Site by the supplier (supplies are known to average between 1,000L and 6,000L each week in total for both tanks). Neither of the USTs are completely filled and the Marina Supervisor is required to be present during the filling process and sign off on the delivery;
- Both USTs are to be dipped daily and the information is to be recorded in the refuelling spreadsheet (attached in Appendix C). Correlation between fuel levels and the amount being used by boat owners should be made regularly to assist in the early detection of any losses through leakage in the USTs or pipes;
- Tank integrity tests should be conducted annually to ensure the integrity of the USTs and associated pipework and the test reports should be appropriately recorded and filed for future audits and reviews (if required);
- Bowsers and the emergency shut-off points should be regularly serviced;
- All spills should be managed as shown in the Spill Management Plan and recorded in the Environmental Incident Register;
- The Club should conduct a review and seek to gain compliance with the *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation* (2008). The regulation requires the following:
 - Loss monitoring/detection procedures (as shown in this management plan);
 - Groundwater monitoring well installation and monitoring by 1 June 2011 (yet to be conducted and requires the installation of a minimum of three wells);
 - Incident Management Procedure (as shown in spill management plan);
 - Checks for measuring instruments and recording of data (as already being conducted);
 - Record of equipment integrity testing (as already being conducted); and
 - Preparation of an Environmental Protection Plan to be submitted to NSW DECC by 1 June 2009.

For further detail regarding the dispensation of fuel and avoidance of soil and water contamination on marina facilities refer to Information Sheet 5 of the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways*.

Note: The construction of Berthing Arm F and the additional berths along Berthing Arm E is not anticipated to affect the fuel delivery system and thus no additions to the Plan are proposed as a result of the construction works.

3.3 Environmental Schedules

This Section presents copies of relevant forms and registers to be used during day to day environmental management of the Marina facility as well as the construction of Berthing Arm F and the additional berths along Berthing Arm E. The registers and forms are provided in Appendix C of this EMP. The Appendix includes the following:

- UST Dipping/Refuelling Register;



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- Complaints Register;
- Complaints Form;
- EMP Training Register; and
- Environmental Incident Register.



4.0 MONITORING AND REVIEW

4.1 Environmental Monitoring and Auditing

The Environmental Action Table (Table 9), comprises the environmental monitoring and auditing requirements which are set out in the five columns of the table on the following pages:

Action: This column lists each of the requirements under tasks, arranged as far as practicable in the sequence in which they would be undertaken.

Responsibility: The title of the person who is responsible for ensuring that the action is carried out should be listed in this column.

Verification: The title of the person responsible for checking that the action has been performed by the Contractor to a standard required by the EMP or any other documentation should be placed in this column. The verifier should check that the work undertaken fulfils the intention of undertaking the work in an environmentally sensitive manner.

Completed (Initials/Date): The action is to be signed off and dated by the person named in the "Verification" column when the action is satisfactorily completed.

References and Notes: This column is provided as space for cross-referencing actions, other documents or comments as to how work was undertaken.

The Environmental Action Table is set out below:



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Table 9: Environmental Action Table

	ACTION	RESPONSIBILITY	VERIFICATION	COMPLETED (Initials/Date)	REFERENCE & NOTES
1. Induction					
1.1	All employees shall be informed of safety and environmental 'incident management' procedures.	Marina Supervisor	EMR	Ongoing (N/A)	Records of induction are to be maintained in the EMP Training Register (Appendix C).
1.2	All employees shall be informed of the need to maintain a clean work site and minimise noise (e.g. secure fixing of tailgates, limited 'warming up' prior to vehicle use).	Marina Supervisor	EMR	Ongoing (N/A)	
2. Berthing, Marina Management Office and Boat Ramp					
2.1	All boat owners are to comply with the Berthing Management Plan, Emergency and Spill Management Plan, Waste Management Plan and the <i>St George Motor Boat Club Marina and Berthing Rules Extracts and Additions to the Club By-Laws</i> at all times.	Boat Owners	Marina Supervisor	Ongoing (N/A)	Any non-compliance with these documents in relation to environmental management should be referred to the EMR and noted in the Environmental Incident Register.
2.2	The Marina Supervisor and the EMR are to conduct a review of the Berthing Management Plan following any changes to the existing berthing procedures or regulatory requirements.	Marina Supervisor and EMR	EMR	Ongoing (N/A)	Records of Document Revisions in Appendix A
3. Refuelling Facilities					
3.1	All boat owners and Marina staff are to comply with the Water Quality Management Plan, Fuel Management Plan, Emergency and Spill Management Plan and the <i>St</i>	Boat Owners and all Marina Staff	Marina Supervisor and	Ongoing (N/A)	Any non-compliance with these documents in relation to environmental



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	ACTION	RESPONSIBILITY	VERIFICATION	COMPLETED (Initials/Date)	REFERENCE & NOTES
	<i>George Motor Boat Club Marina and Berthing Rules Extracts and Additions to the Club By-Laws</i> at all times around bowzers, fuel lines, USTs and fuel trucks.		EMR		management should be referred to the EMR and noted in the Environmental Incident Register.
3.2	The Marina Supervisor and the EMR are to conduct a review of the Fuel Management Plan and Emergency and Spill Management Plan following any changes to the existing berthing procedures or regulatory requirements.	Marina Supervisor and EMR	EMR	Ongoing (N/A)	
3.3	The Motor Boat Club is required to gain compliance with the <i>Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation</i> (2008) within the timeframe noted.	Marina Supervisor and EMR	EMR	Ongoing (N/A)	Preparation of a UPSS Environmental Protection Plan to be submitted to NSW DECC by 1/06/2009 and groundwater monitoring well installation and monitoring by 1 June 2011.
4. Wastewater Pump-out					
4.1	All boat owners and Marina staff are to comply with the Water Quality Management Plan, Emergency and Spill Management Plan, Waste Management Plan and the <i>St George Motor Boat Club Marina and Berthing Rules Extracts and Additions to the Club By-Laws</i> at all times around the wastewater pump-out.	Boat Owners and all Marina Staff	Marina Supervisor and EMR	Ongoing (N/A)	Any non-compliance with these documents in relation to environmental management should be referred to the EMR and noted in the Environmental Incident Register.
4.2	The Marina Supervisor and the EMR are to conduct a review of the Fuel Management Plan and Emergency and	Marina Supervisor	EMR	Ongoing (N/A)	Records of Document



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	ACTION	RESPONSIBILITY	VERIFICATION	COMPLETED (Initials/Date)	REFERENCE & NOTES
	Spill Management Plan following any changes to the existing berthing procedures or regulatory requirements.	and EMR			Revisions in Appendix A
5. Boat Motor Mechanics Workshop and Slipway					
5.1	The private mechanic and all Marina staff are to comply with the Berthing Management Plan, Slipway Management Plan, Water Quality Management Plan, Emergency and Spill Management Plan and Waste Management Plan at all times around the workshop and the slipway.	Private Mechanic and all Marina staff	Marina Supervisor and EMR	Ongoing (N/A)	Any non-compliance with these documents in relation to environmental management should be referred to the EMR and noted in the Environmental Incident Register.
5.2	The mechanic, Marina Supervisor and the EMR are to conduct a review of the Fuel Management Plan and Emergency and Spill Management Plan following any changes to the existing workshop or slipway procedures or regulatory requirements.	Private Mechanic, Marina Supervisor and EMR	EMR	Ongoing (N/A)	Records of Document Revisions in Appendix A
6. Construction of Berthing Arm F and the Additional Berths along Berthing Arm E					
6.1	The construction contractor and all subcontractors are to comply with the set hours of operation, Water Quality Management Plan, Emergency and Spill Management Plan and Waste Management Plan at all times while working on-Site.	Construction contractor and all subcontractors	Marina Supervisor and EMR		Any non-compliance with these documents in relation to environmental management should be referred to the EMR and noted in the Environmental Incident Register.
6.2	The construction contractor, Marina Supervisor and the EMR are to conduct a review of the Fuel Management	Construction contractor, all	EMR		Records of Document



ENVIRONMENTAL MANAGEMENT PLAN

	ACTION	RESPONSIBILITY	VERIFICATION	COMPLETED (Initials/Date)	REFERENCE & NOTES
	Plan and Emergency and Spill Management Plan following any changes to the existing construction procedures or program or regulatory requirements.	subcontractors, Marina Supervisor and EMR			Revisions in Appendix A



4.2 Responsibility for Implementing this Document

Controlled copies of this EMP are to be issued to appropriate staff. All staff on-Site are to be aware of their environmental responsibility. The lists of contacts in Table 4 of this EMP are to be confirmed for ongoing operations.

At each stage of the work, when work has been satisfactorily completed, the Action-Table is to be completed, signed and dated by the relevant person responsible for verification.

The EMR will supervise and/or observe the work and will provide the verification of the actions. This will ensure that safeguards are met and that there is an early identification and resolution (where possible) of unforeseen issues.

Any changes to the EMP must be documented and signed off. A register for changes is found in Appendix A. All changes are to be registered in Appendix A.

Where work is likely to require liaison with other government agencies, this liaison should be undertaken as early as possible.

4.3 EMP Review

A record of the implementation of this EMP and any environmental issues which arise are to be kept by the relevant Client Managers.

During the construction of Berthing Arm F and the additional berths along Berthing Arm E, ongoing operation of the Marina and following changes to Site operation and the regulatory framework under which the Marina operates, the Manager responsible for delivery of the works (the EMR) would:

- Conduct regular assessments of general environmental compliance of the Marina facilities as per the Self-Assessment Checklist outlined in the NSW DECC (2007) *Environmental Action for Marinas, Boatsheds and Slipways* and which is included in Appendix F.
- Review the EMP records for completeness and update as necessary (particularly relevant following review of Marina facilities with the Self-Assessment Checklist); and
- Recommend any modifications to general documentation which would further improve the environmental outcomes of the EMP.

Regards,

GOLDER ASSOCIATES

Jonathon Hilliard
Senior Environmental Scientist

Ian McLennan
Senior Environmental Scientist

JAH/IM/jah

A.B.N. 64 006 107 857

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APPENDIX A

Register of Controlled Copies and Amendments



ENVIRONMENTAL MANAGEMENT PLAN

Table A1 – Register of Controlled Copies of this EMP

Copy No.	Issued To			
	Position	Name	Date	Doc No.
1.	Golder Project Manager	Matthew Uttley		
2.	Golder Technical Manager	Jonathon Hilliard		
3	Environmental Management Representative	Adrian Vermeulen		
4.	Marina Supervisor	Ken Porrett/Lance Melbourne		
5.	Private Mechanic	Mark Evans		
6.	Construction Contractor	TBA		

Signed:

St George Motor Boat Club

Adrian Vermeulen

Environmental Management Representative

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ENVIRONMENTAL MANAGEMENT PLAN

Since the preparation of this EMP, the following amendments or variations have been made and are required to be implemented as part of the environmental safeguards.

Table A2 – Register of Amendments			
Amendment	Reason for the Amendment	Approval Given by:	Date
001	Need to incorporate construction of Berthing Arm F into existing EMP	Adrian Vermeulen	



APPENDIX B

Environmental Control Plan (Figure 1)

Information contained on this drawing is the copyright of Golder Associates Pty. Ltd. Unauthorised use or reproduction of this plan either wholly or in part without written permission infringes copyright. © Golder Associates Pty. Ltd.

Fuel Bowsers and Sewage Pump-out on A Arm



UST Locations and Filler Points in North of the Site



Dual Slipway in South of the Site



Paints in Storage Shed



Fire Extinguisher Installed on A Arm



CLIENT St George Motor Boat Club		PROJECT Environmental Management Plan, Sans Souci			
DRAWN JAH	DATE 4.11.09	TITLE Environmental Control Plan			
CHECKED	DATE				
SCALE N.T.S		PROJECT No 097623028	FIGURE No 1	REV No 0	A3



APPENDIX C

Environmental Schedules and Registers

EMP Training Register

[illegible]

Complaints Register

Number	Complainant/Membership No.	Date/Time	Reporting Staff Member	Details of Complaint	Actions Taken	Close-out Date/Time	CEO Sign-off

See attached complaints form

MEMBERS / GUESTS COMPLAINTS

Please complete this form as soon as possible after a complaint had been received.

Complaint Received by;

Date of Complaint;

Complaint by;

Name..... Membership No.

OR

Name..... Address.....

Contact Phone Number.....

Complaint;

Include details – time-place-people involved – equipment – actual wording if possible.

.....
.....
.....
.....
.....
.....

Your verbal response;

.....
.....
.....
.....

Your action response if applicable;

.....
.....
.....
.....

Response if applicable from person complaining.

.....
.....
.....

Does matter require action; YES / NO By Whom

UST Dipping/Refuelling Register

[illegible]

Environmental Incident Register

Number	Incident Reporter	Date/Time	Reporting Staff Member	Details of Incident	Actions Taken	Close-out Date/Time

Note: Environmental incidents are to be reported to CEO in his role as EMR, for documentation, response planning and reporting to Members-Board



APPENDIX D

St George Motor Boat Club Marina and Berthing Rules Extracts and Additions to the Club By-Laws



MARINA POLICYS, BY LAWS, AMENDMENTS & CONDITIONS

Welcome to the St George Motor Boat Club Marina Policy.

This document is designed to provide Marina Members with all the information they require. It has been long overdue and will become a living document. It will be updated and sent to Marina Members as changes are made via email.

COMMUNICATION

It is the Board of Directors express wish to communicate with our Berthing Members on all issues that relate to the Marina, ramp, racing or the car park or any matter which could affect the Marina Member.

A Director will be nominated from the Board to be a representative of the Marina; very similar to the representatives we have for our sub-clubs.

It is important to note that we are a Club Marina not a commercial Marina. Unfortunately at the time of writing this document only 9% of Marina Members frequent the Club and use the facilities.

So it is important that Marina Members maintain their email address with the Club. Marina Newsletters and up to date information will be communicated via email in the future. This will ensure that Marina Members are up to date with all issues.

As the CEO of the Marina, it is important that if you have any questions or concerns please do not let them fester. Or if you need an answer to any questions please email me on adrian@stgeorgembc.com.au straight away. I can answer your questions to the best of my ability. Some matters may have to be referred to the Board but on a whole I can provide you with as much info as possible straight away.

The Marina Members address and telephone number that is in the Club's Membership system and which has been supplied by the Marina Member will be taken as the current contact details. It is the Marina Members obligation to maintain the correct contact information. Any correspondence will be considered sent when sent by the Club to the supplied membership address.

MARINA MEETINGS

It is planned to have regular meetings with Marina Members. Quarterly meeting with individual Arm representatives will be organised with the CEO, President and Director.

FACILITIES

The Club's 147 berth floating marina offers facilities to Marina Members. The Marina when opened in 2003 was state of the art and is continually being updated with today's equipment and technology.

The Marina is a member's facility and as such, berths must be held by a member, not a company.

The Club offers secure berthing on our marina, with 24 hour key access to security gates for berth holders.

Services and facilities include:

- Water
- Power
- Car Parking
- Wheel Barrows
- Sewerage Pump out
- Diesel & Premium Unleaded Fuel
- Fish Cleaning Bar
- 24/7 Shower & Toilets
- All Weather Ramp
- Internet Access
- Security Patrolled

Slipway facilities are also available along with experienced and professional marine mechanical assistance from Aquatic Power, a private business, located directly under the Clubhouse and inquiries can be made by phoning Mark Evans on 9529 8109.

A Marina Manager is on duty 7 days per week between 8am & 4pm.

All persons requiring a marina berth must be FULL/BOATING MEMBERS of the Club, prior to being allocated a berth. This also applies to the purchase of Fuel, Keys, Trailer Labels, Gate Keys and the use of the launching ramp and marina facilities.

All marina berths are allocated and charged on size as described on the original marina plans by Bellingham Marine as displayed in the Marina Supervisors Office.

- 8 metre
- 10 metre
- 12 metre
- 15 metre
- 18 metre
- 18 metre upwards on Vessel Size

Applications for berths are to be made directly to the Marina Supervisor, who will issue the Member with a Marina Berth Application Form.

Berths are allocated in order of preference according to availability and desired size at the discretion of the Marina Supervisor.

Members may accept a larger berth than required whilst waiting for the correct size to become available; however, they will be billed for the size of the berth they are occupying whilst waiting for a smaller berth. This is entirely their decision.

A bond equivalent to two months marina rent for the relevant berth is required prior to the boat being moored in the allocated pen. This bond will be refunded in full once the member vacates their berth and all outstanding monies have been paid in full.

Once a berth becomes available and prior to occupying the berth, the member must supply the following:

- a signed contract
- current boat registration
- current vessel insurance

The berth is allocated for a particular vessel and change of vessel will require application for that change to be made to the Marina Manager who will consider the change on its merits and reallocate the berth or require the member to go back onto the waiting list.

The ultimate decision on the change will be at the discretion of the Board of Directors.

At least 2 weeks notice, in writing, is required to vacate a berth. Failure to supply the required notice will result in the member being billed for two weeks from when notice to vacate is received.

CLUB RULES

Under no circumstances can marina berths be used to advertise a vessel for sale. No For Sales signs are permitted on the Marina.

Under no circumstances can business be run from the marina “business within a business” in the Club Marina environment. This is in place to protect the integrity of the Marina.

Under no circumstances is any painting or repairs which may result in the use of paint, solvents, thinners, oils, flammable materials or chemicals is forbidden and such work is only to be carried out as part of the Slipway Management Plan.

Only the Board of Directors can decide if a vessel is to be removed from the marina. Some of the reasons may include;

- 1) Continual late payment of fuel
- 2) Continual late payment of marina rent
- 3) Failing to provide current insurance or registration
- 4) Noise complaints
- 5) Or being found guilty of conduct unbecoming a member under the Club Constitution

If a Marina Member is requested to leave the marina he will receive in writing a request to leave the marina on a specific date. If the vessel is not removed by that date then on the ensuing day the vessel will be removed by Lewis Anchorage Pty Ltd and the Marina Members can then arrange to pay and retrieve the vessel from Lewis's.

INSURANCE & REGISTRATION

A copy of current Registration & Insurance of the vessel for which the berth is hired must be in the Clubs possession at all times.

It is of paramount importance that the Club maintains its insurance cover. A current copy of insurance and registrations, forms part of the Marina Lease Agreement.

If at the anniversary of the Insurance or Registration the Marina Member has not provided the information the Club will notify the Marina Member in writing, to the current club membership address and by the Marina Supervisor attempting to telephone the Marina Member the following will occur:

- Marina gate keys will be disabled
- Marina fuel key will be disabled
- Club Membership card will be disabled

All will incur a fee to be reconnected. If within one month from the expiry date and after being referred to the Board of Directors the Berthing Member will be asked to remove his vessel from the Marina.

CONTRACTOR ACCESS TO THE MARINA

All contactors must obtain access to the Marina from the Marina Supervisor who will issue them with a key which must be returned to the Office. Access is only available during Marina Supervisor hours. Marina Supervisors must ensure that contactors have insurance, certificates and confirm that the work to be carried out complies with the marina policies. The Marina Supervisor must ensure that all contractors on the Marina had signed for their numbered keys and are marked off when returned.

Contractors are required to provide the Marina Supervisor with the following before being permitted onto the marina:

- Public Liability Insurance
- OH&S Certificates
- Water Usage Permits
- Safe Work Method Statement

Neither the Club nor their representatives accept any responsibility for service carried out under these arrangements.

FUEL KEYS

Only Full/Boating Members may purchase a fuel key which gives 24 hour access to fuel.

Application for a Fuel Key Form must be filled out and the appropriate fee paid, prior to the key being issued.

Allow 3 working days for the key to be set up.

The key, its pin and use are the responsibility of the member who purchases the key and all fuel purchased using that key will be billed to the member.

Member's, who pay their accounts by 14th of the month, receive a 10% discount on fuel.

Grace is given until the end of the month, but this discount is forfeited if the account is not paid in full by the end of the month when the following will occur:

- Marina gate keys will be disabled
- Marina fuel key will be disabled
- Club Membership card will be disabled

All three electronic facilities will remain disabled until the account is paid in full. Reconnection fee will apply.

Again, allow 3 working days for fuel access to be reconnected after the account has been paid.

It is the policy of the Board that if after the 30 day grace period the Member has not paid his account his name will be referred to the Board of Directors. If his name is referred three (3) times to the Board all credit facilities will be denied to the member.

Subsequently, berthing fees will have to be paid a month in advance and all fuel purchases will only be on a cash basis during the Marina Supervisor hours.

Members who have misplaced their key and require fuel to be pumped by the Marina Supervisor will not receive the 10% discount.

Any problems with the fuel system should be reported to the Marina Supervisor immediately.

Fuel key purchase price is not refundable. It is the responsibility of the member to notify the Club if the key is no longer required and the key access will be deleted from the system.

SECURITY MARINA KEY POLICY

Proximity Keys are issued to each Berth Holder only and are their sole responsibility. The keys will be linked to the Member's membership card and can be de-activated, should the member be in breach of their contract or fall into arrears with their accounts.

Each berth holder is entitled to one proximity keys, which will give access to all Marina Arms.

Keys are not transferable.

1 x Key are to be issued to Marina Members (Full Members) the holder of the berth. Additional keys can be allocated to his or her immediate family @ a cost of \$30 per key which is not refundable. Under no circumstances are keys to be issued to any person besides marina members with the exception that if the vessel is in survey a key can be issued to the Master of the vessel. All keys will be allocated to the berthing members name, with the families Christian name placed after the berth members name on the system. Staff, please fill out a form similar to the fuel keys.

The Marina berthing member must be a Full Member and his family members can be Associate Members. All contactors must obtain access to the Marina from the Marina Supervisor who will issue them with a key which must be returned to the Office. Access is only available during Marina Supervisor hours. Marina Supervisors must ensure that contactors have insurance, certificates and confirm that the work to be carried out complies with the marina policies.

Keys will only be issued to the member registered as the berth holder and cannot be issued to any other person on their behalf.

The member must produce ID to verify their identity.

New Marina Keys



The keys will open all gates on the Marina and allow all Marina Members access over the entire Marina for your convenience.

These are a standard Mifare product and any standard product can be registered or encoded to our system. We also have available tags which are the 20mm wide adhesive disks and can be stuck to anything such as phones or inside a wallet etc. Please do not hesitate to ask at the front desk once we have the system up and running.

These keys are only issued to Marina Berthing Members and their immediate family. Registered vessels that are in survey can issue a key to the Master of the vessel only. Please do not change or swap keys as they are electronically numbered to your membership. Non Marina Members are not permitted to be in possession of these keys.

Your key leaves an electronic footprint with every use. Unauthorised allocation or distribution of these keys will see the key electronically deleted from the system and disciplinary action will be taken against the member whose key is used unlawfully. Should reconnection be permitted, it will incur a reconnection fee.

Cameras are located on the Club to view each gate on the Marina. Unauthorised key use can and will be monitored to maintain the integrity of the system.

TRAILER LABELS

Full/Boating Members who wish to launch their boats from the Club ramp must purchase an Annual Trailer Label which must be displayed on the left side of the trailer at the nearest lynch point to the vehicle .

Boats must not be left on trailers in the car park. Limited trailer parking is available adjacent to the marina.

SWING MOORINGS

The Club has a number of swing moorings, which are available to Full/Boating Members who purchase an annual mooring permit that must be affixed to their vessels adjacent to the registration sticker.

Maps are available from the Club Reception show the location of the swing moorings

Member must purchase an Annual Mooring Permit. Extended stays on these moorings is not permitted. They are intended for overnight use only.

OVERNIGHT / TEMPORARY BERTHING

Overnight berthing is available on the visitors berth. Visitors berthing is on a first come first serve basis. The Marina Supervisor has the right to request visitor to move or remove their vessel from the Marina. The Marina Supervisor may issue the visitor who has paid in advance for their visitor berth with a temporary Marina key to access the "B" Arm gate this key will operate for that night only or for the nights which the visitor has paid.

Overnight berthing incurs a cost of \$30 per night plus a \$10 deposit on the key.

Visitor berthing is available for a maximum of three (3) nights only and all arrangements must be made through the Marina Supervisor.

Due to confusion in the past the Club does not subcontract berths or permit visitors the use of empty berths. Marina Members pay for their berths and it is not the Club's policy to use Marina Members berths without prior notification.

ACCOUNTS

Accounts for marina berthing and fuel purchases during the month are prepared at the end of each month and mailed out during the first week of the following month.

These are strictly seven (7) day accounts.

14 Days

Payment is due by the 14th of the month. If payment is not received within 14 day all access to through the gates and fuel keys will be disabled. A \$50 reconnection fee will apply and allow three (3) days for reconnection.

30 Days

If payment is not received by the 14th of the following month the account holders name will be added to a list which is reported to the Board of Directors.

60 Days

If payment has not been made within and the account holders name has appeared before the Board on three or more occasions then all credit facilities are to be denied to the account holder and fuel and berthing facilities must be paid in advance.

90 Days

Legal action will be instigated and the vessel removed from the marina.

Marina Contactors & Trade Access Policy

Contractors, Trade Persons, Boat Details & Cleaners

Access to the marina is strictly with the consent of the marina supervisor and all of the above mentioned must sign a register.

Must Have:

- 1) You must have a copy of a current Public Liability Insurance
- 2) OH&S Certificate
- 3) Water Usage Permit
- 4) Safe Work Method Statements

Must Do:

- 1) The Marina must be kept clean and tidy;
- 2) No obstructions to impede the free passage of persons using the marina;
- 3) No work to be carried out on the marina arm pontoons without prior permission;
- 4) Proximity keys must be returned before closing of the marina office;
- 5) Trolleys on each arm are for the use of marina berth holders only;
- 6) Trades persons are required to dispose of all rubbish and waste oils at their own expense with the skip bins for the use of marina berthing members only and for general waste only;
- 7) Cleaning, sanding, painting, antifouling or the use of any chemicals on any vessel and any repairs that require the use of paint, solvents, thinners, oils, chemicals or flammable materials is strictly forbidden with the exception of minor repairs which the contactor has received prior permission from the Marina Supervisor.

ST GEORGE MOTOR BOAT CLUB MARINA AND BERTHING RULES EXTRACTS AND ADDITIONS TO THE CLUB BY-LAWS

1. The licence shall be personal and may not be assigned by the Boatowner Members(s) and does not confer on the Boatowner Members(s) any interest in the Marina berth or mooring. The legal possession control and custody of the Vessel shall at all times be in the Boatowner Members(s) and no bailment or assignment of the Vessel to the Club hereby granted or created, subject however to the further specific provision herein below.
2. The Vessel is located at or on the berth or mooring entirely at the risk of the Boatowner Member(s) and at all times shall remain at the risk of the Boatowner Member(s) and the Club shall not either directly or vicariously nor shall any servant agent or employee of the Club be liable in negligence or otherwise for any damage to or theft or loss of the Vessel or any tackle, goods, gear, machinery or other property thereon no matter how or from what cause such loss or damage may arise or occur including (but without limiting the generality of the foregoing) loss or damage caused by the use or removal of the Vessel by any person not authorised by the Boatowner Members(s) to so use or remove it whether such use or removal shall be permitted by the Club or not.
3. The Vessel shall comply with the safety requirements as may be prescribed from time to time by the Board of the Club and upon written notice being given in each year of the licence the Boatowner Members(s) agrees to present the Vessel to the duly appointed delegate for inspection to confirm whether the Vessel complies with the said safety requirements. If the Vessel does not meet the safety requirements prescribed for it, the Boatowner Members(s) shall have one (1) month to comply with such safety requirements and failure to comply with such notice shall render the Boatowner Members(s) in default of this licence and this licence brought to an end.
4. The Club shall not either directly or vicariously nor shall any of its servants, agents, employees or invitees be liable in negligence or otherwise (for any injury other than the liability of the Club for provable negligence directly causing personal injury) loss or damage sustained or suffered by the Boatowner Member(s) or by the Boatowner Member(s) servants, agents or invitees at the berth or whether the Vessel adjacent to the Marina no matter how or from what cause such loss or damage may arise or occur.
5. The Boatowner Member(s) shall at all times steer manage and control the Vessel and property thereon so as not to cause injury to any person and damage or cause to be damaged the property of the Club or its Members, servants, agents or invitees or of any other persons and in particular shall avoid damage to the Marina or other equipment or any other Vessel thereat or thereon.
6. The Boatowner Member(s) shall at all times maintain and keep current for public and other legal liability an insurance policy in the Boatowner Member(s) own name(s) indemnifying and otherwise covering the Vessel and persons using the Vessel and the relevant facilities of the Club for, inter alia, third party property and personal damages for a sum of not less than \$10,000,000.00 (Ten Million Dollars) per category of risk and fully comprehensive insurance.
7. Whilst at the berth or mooring no person shall stay overnight on board the Vessel for more than three (3) consecutive days nor more than ten (10) days in any one month.
8. The Boat owner Member (s) shall at all times comply with the requirements of the relevant authorities

and in particular shall not dispose of sewage refuse or garbage into Waterways and the Boat owner Member(s) shall not carry on nor permit to be carried on any business activity on the Vessel while at the berth or in the precincts of the Marina except at the direction of or with the consent of the Board of the Club first had and obtained in writing and no Vessel other than the Boatowner Member(s) Registered Vessel shall use the said berth so allocated.

9. Only the Boatowner Member(s) and their guests shall use and go upon the Marina. Any other person shall obtain the prior authorisation of a proper officer of the Club.
10. With the exception of the first set the Boatowner Member(s) shall be responsible for and shall pay for all ropes and fenders which shall be provided by the Club to moor the Vessel and shall be responsible for the adequacy, sufficiency and condition of same. The Boatowner Member(s) shall not bring onto and/or affix to the allocated berth any item of whatsoever nature or kind without the written authorisation of the Club.
11. Any Boatowner Member(s) whose vessel is absent from their allocated pen for a period longer than (3) months without the Board of the Club's written permission shall be obliged to give reasons why their berth should not be declared vacant and this licence be at an end.
12. The Vessel may only be moved or removed from the berth by the Boatowner Member(s) or persons authorised by the Boatowner Member(s) or by a servant agent or employee of the Club if the Club or such servant agent or employee of the Club in its or his absolute discretion decides. In the event of the Boatowner Member(s) requiring any servant agent or employee of the Club to move the Vessel or in the event of a servant agent or employee of the Club moving or removing the Vessel by virtue of the exercise of its or his absolute discretion as aforesaid or pursuant to Clause 14 or Clause 15 hereof such servant agent or employee shall for that purpose be the agent of the Boatowner Member(s) and the Club and such servant agent or employee shall not be liable in negligence or otherwise for any damage to or loss or theft of the Vessel or property thereon occurring as a result of such moving or removing.
13. The Boatowner Member(s) hereby indemnifies and will keep indemnified the Club against all actions suits claims demands debts obligations or other liabilities arising out of any act or omission of the Boatowner Member(s) or of the Boatowner Member(s) servants agents employees or invitees.
14. On the termination of these licence the Boatowner Members(s) shall promptly remove the Vessel and all related equipment, goods, chattels and other personal effects ("Goods") from the Marina and shall remain liable for payment of license fees until the Vessel and goods are so removed and in default of the Boatowner Members(s) so doing the Club shall be entitled to any convenient place the Vessel and any goods left by the licensee at or on the Club's property as a result of this licence and the Club may contract for the safe keeping thereof and for payment of storage and insurance fees as agent for the Boatowner Members(s) and all expensed thereby incurred shall be payable by the Boatowner Members(s) and the Boatowner Members(s) hereby indemnifies and shall keep indemnified the Club against all liability fees and expenses incurred in respect of such removal or storage or any matter arising thereout and whatsoever the Club shall do in good faith under this clause shall be deemed to be done as agent for and with the full authority and at the risk of the Boatowner Members(s).
15. In the event of the Boatowner Members(s) being in default, the Boatowner Members(s) hereby agree that in such circumstances this licence shall be at an end and Clause 14 shall apply and further the Club may take a lien over the Vessel and any such Goods thereon pending payment of all expenses fees and other liabilities incurred under this agreement whether under Clause 13 or for any unpaid licence fees, although no such lien shall be created until such time as the Club gives written notice of such taking of a lien to the address provided by the Boat owner Members(s).

16. In the event of default by the Boatowner Members(s) as defined in Clause 15 and where the Club has taken the aforesaid lien, the Club may after giving to the Boatowner Members(s) forty five (45) days written notice of the Club's intention to sell, exercise a right of sale over the Vessel and over any Goods which are held by the Club. Any such sale shall be by tender or by public auction. The Club shall be under no duty to obtain the best price for the vessel and/or Goods when it auctions or sells by public tender the vessel and/or Goods, but shall otherwise act reasonably and in good faith. Any proceeds obtained from any sale by the Club of the Vessel and/or Goods net of outstanding fees and expenses and net of all costs and expenses of sale shall be paid to the Boatowner Members(s) or shall be held in trust or paid to the appropriate place for Unclaimed Monies if the Boatowner Members(s) does not apply to the Club for the proceeds.
17. The Boatowner Members(s) acknowledges that the berth is for usage of the Vessel of the Boatowner Members(s). No Vessel is to remain in a berth unused by the Boatowner Members(s) and in the event that the Vessel is not used by the Boatowner Members(s) for the period of four (4) months without the written permission of the Board of the Club this licence shall be at an end and Clause 14 hereof shall apply.
18. The Boatowner Members(s) shall prior to or upon the making of this agreement provide to the Club all particulars of the Vessel and of the Boatowner Members(s) as might be reasonably required by the Club for the purpose of maintaining the Club Register of Vessels and otherwise and the Boatowner Members(s) shall in particular complete accurately and deliver to the Club any form set aside for this purpose.
19. AND IT IS HEREBY AGREED AND DECLARED that this licence may be terminated by either party giving to the other thirty (30) days notice or by the Boatowner Members(s) paying to the Club thirty days licence fees in lieu of notice and notwithstanding the foregoing this licence may be terminated by the Board of the Club forthwith upon any substantial breach of any of the terms or conditions hereof by the Boatowner Members(s) or by his servants agents or invitees.
20. The address for services of notices on the Boatowner Members(s) shall be the address given by the Boatowner Members(s) to the Club on his/her membership application unless the Club has received from the Boatowner Members(s) his/her written notification of change of address prior to sending the first mentioned notice. (The Boatowner Members(s) shall otherwise take all reasonable steps to promptly give notice to the Club however the Club shall not be obligated to undertake investigations or searches to locate the Boatowner Members(s)).
21. If there is more than one Boatowner Members(s) hereunder, their individual liability in all respects in relation to this agreement shall be joint and several, but notice to or from one of them shall bind them all and they shall nominate as between them the master of the Vessel who shall receive all notices referred to on this licence.
22. In the event of the Boatowner or joint Boatowner, as appears on the Club Register of Vessels, ceases to retain seventy five per cent (75%) share in the beneficial ownership of such Vessel, the Board of Directors of the Club may exercise its power to have such Vessel removed from its allocated pen or mooring. The provisions of Clauses 12 and 14 shall apply to such removal. The new owners or joint owners of the Vessel so removed may apply in the usual manner to be placed on the waiting list for a berth.
23. In the event of an owner or joint owner who has disposed of his or her interest in a Vessel then any berth

allocated shall be deemed vacant, however, if such Boatowner Members(s) intends to purchase another Vessel and advises the Board of the Club of such intention in writing then in order to retain the allocated berth, he or she must apply in writing to the Board of the Club for permission to retain his or her pen, for a period of six (6) months at such fees as may be decided by the Board of the Club. If a further extension is required he or she must apply in writing stating the reasons for requesting such further extension. The Club reserves the right in its absolute discretion to extend or reject such period and upon such terms as it thinks fit.

24. Notwithstanding anything herein contained the Boatowner Members(s) shall advise the Marina Manager if his berth is to be vacant for a period of longer than two (2) days during which vacancy the Club shall be at liberty to allocate such pen for the period of this vacancy to another Boatowner Members(s) at a fee to be decided at its absolute discretion. The Boatowner Members(s) shall continue to be obliged to pay the licence fee.
25. Whilst the Vessel is moored at the berth, the Boatowner shall not carry out any material repairs or other material work to the Vessel save for work which has been authorised by the Marina Manager.
26. If a goods or services tax (GST) or any similar tax is imposed and has application to any supply by the Club under this licence the Club may, in addition to any other amount payable under this licence, recover from the Boatowner Member and the Boatowner Member must pay the said amount in addition to the licence fee at such time as the licence fee is paid.
27. Notwithstanding anything herein contained all Boatowner Members(s) Vessels registered on the Clubs Register of Vessels must be predominantly used for leisure boating activities and participation in Club events. All Vessels which are registered by the Waterways Authority as being in survey are deemed by the Board of the Club not to be used predominantly for leisure activities and, as such, application in writing by the Boatowner Members(s) of those Vessels must be delivered to the Board of the Club prior to entering into this agreement.
28. No Vessel shall carry any advertising or “ For Sale” sign whilst berthed at the Club without the written permission of management.
29. All Vessels shall be berthed in accordance with the directions of the Marina Manager. The Boatowner Members(s) acknowledges that all Vessels on the marina shall be berthed aft toward the Marina, with the exception of (E) arm, where vessels shall be moored bow toward the Marina.
30. No Vessel is to moor at the fuel pen of the Marina overnight without the consent of the Marina Manager. No Vessel is to berth at a vacant berth on the Marina without the consent of the Marina Manager.

Marina Policy Amendment

The Club previous policy and berthing agreements clearly stated that the lease of a Club berth was directly connected to a specific Vessel. Section 23 of the Club Marina and Berthing Rules, Extracts and Additions to Club By-Laws (Berthing Rules) states that “In the event of an owner who has disposed of his or her interest in a Vessel then any berth allocated shall be deemed vacant” unless written permission is sort from the Club Board.

Section 22 of the Berthing Rules states that if the Boatowner ceases to retain 75% of ownership of the Vessel then the Vessel can be removed from the Marina and the new owner may apply in the usual manner.

It is these sections which is sort to be amended or add an additional Section to cover the Boards intention to permit berthing members the right to have more than one Vessel allocated to a members berth. Although Section 23 allows for written consent from the Club Board to extend periods of vacentancy or pen retention, it is the intention of this amendment to allow multiple Vessels.

Amendment:

Section 23 (a)

From 23 June 2009, pens shall be allocated to Boatowner Members and registered in their name. The pen will remain in the Boatowner Members name no matter if the pen remains empty or is filled by a Vessel provided the member continues to pay the full berth size rental and does not fall in arrears. The Boatowner Members may have more than one Vessel or may dispose of or replace the Vessel or Vessels at will, provided that the appropriate notification of intentions (2 weeks) is given to the Marina Supervisor and that the Marina Supervisor is provided with current registration and insurance of the new Vessel prior to the Vessels being berthed on the Marina. The New Vessel must be roped in by the Marina Supervisor at a time appropriate to him/her at the Boatowner Members expense. Only the first Vessel allocated to the Boatowner Members new pen will be roped in at the Clubs expense. All future ropes and fenders and subsequent new Vessels ropes and fenders will be at the Boatowner Members expense. The Club Board retain all rights under all previous sections and may terminate any agreement with 30 days notice provided the Board obtains a 75% majority vote at a Full Board Meeting.

I / WE HAVE READ, UNDERSTAND AND AGREE WITH THE POLICY, RULES, CONDITIONS AND BI-LAWS & AMENDMENTS OF THE MARINA FACILITY AT THE ST GEORGE MOTOR BOAT CLUB.

NAMES (S) OF BOAT OWNER (S) AND PERCENTAGE OF INTEREST IN VESSEL:

SIGNED by the Licensee(s):.....
.....
.....
.....

SIGNED for and on behalf of the St George Motor Boat Club:

.....

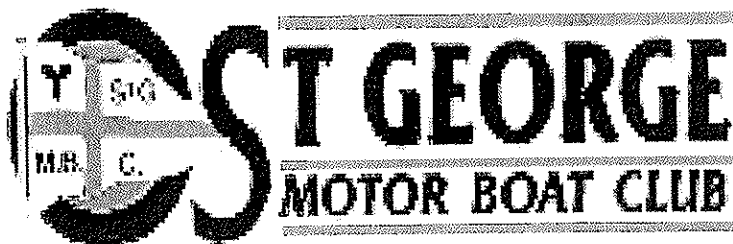
Title

Date



APPENDIX E

Emergency Procedures Manual



EMERGENCY PROCEDURES MANUAL

Prepared by:

ALPEX Fire Protection Pty. Ltd.

9833 1347

REVISION RECORD

3

All revisions to this manual will be accompanied by a transmittal Sheet that gives the revision number and a brief summary of the contents of the revision.

All revisions must be inserted carefully. The revision number, date of issued, date of insertion, printed name and signature of the person revising the manual shall be entered in the record below.

[illegible]

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Evacuation Policies

Emergency can occur from a number of different causes, but most common of these is fire.

“Evacuations need to be carried out in an orderly and safe manner.”

While an evacuation procedure is in the guideline, which you should be following as to the correct evacuation technique. The following are a few tips to help protect your safety and those of others around you.

- * Treat every evacuation alarm seriously and respond accordingly.
- * When alerted to evacuate the building, do so immediately.
- * Take any personal belongings you have at your workstation or desk with you, particularly keys, purses and wallets. Do not go to lockers to collect other items and don't go back for items you may have forgotten.
- * If you are away from your area, do not go back to your workstation, go to the assembly area.
- * Assist any disabled or elderly persons out of the building where practical or contact the Site Controller
- * Do not walk against traffic flow.
- * Follow instructions by Site or Floor Controllers.
- * Stay in the assembly area until advised by Emergency Services or the Site Controller.

These tips will help make the evacuation a smooth and trouble free exercise. The last thing that the Site Controllers or Emergency Services need is to be forced to search for staff that have not followed instructions.

DEFINITION OF AN EMERGENCY

The word "Emergency" is used to encompass a range of events, which could otherwise be described as an incident, accident, catastrophe, or disaster.

An "Emergency" therefore embraces a range of terms frequently used to describe hazardous events, which threaten the safety of people or property.

EMERGENCY SITUATIONS

An emergency would usually result from the threat or impact of any of the following:

- a. Fire or Explosion in the Building(s)
- b. Bomb threat
- c. Vehicular accident
- d. Fumes/Spill/Leak/Contamination by Hazardous material
- e. Damage to Buildings or equipment
- f. Earthquake/Collapse/Storm Damage
- g. Fire in adjacent Premises
- h. Civil Disorder
- i. Medical Emergencies
- j. Other internal/External Emergencies

Note: Any of the above emergencies could necessitate either a "Full" or "Partial Evacuation of the Buildings".

These Emergency Procedures are designed to assist all staff in dealing with any emergency. When following these procedures, the first priority is the safety of staff and visitors. If safe to do so, ensure protection of records, property and other assets.

VARIATIONS TO EVACUATION PROCEDURES

THREAT

DOORS/WINDOWS

Fire/Smoke

Close

Bomb Threat

Open

Toxic Emission

Close

Evacuation duties in case of Emergencies:

1. Site Controller (Emergency Co-ordinator)

The person in charge of the emergency will always be the General Manager or in his absence the Assistant General Manager, or the OHS committee member on site.

Upon receipt of an alarm, or being aware of an emergency, the Site Controller will respond immediately, determine the nature of the emergency and what emergency procedure is required to be implemented, bringing the Emergency Control Organization into prompt operation.

The Site Controller will assume control of the occupants of the buildings; from the time the emergency alarm is raised until the arrival of the Fire Brigade or other Emergency Services.

The Site Controller and the Deputy Site Controller day-to-day duties should not require frequent absences from the buildings. Where possible their normal working area should be located close to the ground floor.

Careful arrangements should ensure that both the Site Controller and the Deputy Site Controller are not absent simultaneously from the building.

The Site Controller will maintain a current roll of all ECO personnel, including their physical location including their telephone numbers.

The Site Controller will also maintain a roll of the disabled/mobility-impaired persons (permanent and temporary) who work in the building.

The Site Controller will nominate a responsible person to meet the emergency service and direct them to the emergency upon their arrival.

2. Deputy Site Controller

The Deputy Site Controller assist the Site Controller, and will assume the Site Controller's Duties whenever the Site Controller is absent from the building.

3. Floor Controllers

Floor Controllers are appointed from the staff members for each area of the building to control the Emergency Procedures and the evacuation of the areas, or as directed by the Site Controller.

Floor Controllers have the "Authority" to evacuate their areas if they consider there is danger to any person, or if the situation is "life threatening".

Ensure:

- All people are evacuated safely
- In case of fire all areas/room doors are closed to contain the fire.
- When an area has been evacuated, informs Site Controller.

Floor Controllers should be aware that their primary duties are not to combat emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from a Hazardous area.

PRIORITY TELEPHONE Lists.

EMERGENCY SERVICES - 000**EMERGENCY CONTROL ORGANIZATION**

Site Controller:	Ext:
Deputy Site Controller:	Ext:
Communications Officer:	Ext:
Floor Controller:	Ext:
Floor Controller	Ext:
Floor Controller	Ext
Floor Controller:	Ext
First Aid Officer:	Ext:
First Aid Officer:	Ext

OTHER 24 HOURS EMERGENCY TELEPHONE NUMBERS

POLICE (Local Station)	Phone No.
ELECTRICITY	Phone No.
GAS	Phone No.
TRANSLATION AND INTERPRETING SERVICE	Phone No.
POISON INFORMATION CENTRE	Phone No.
WATER & SEWERAGE	Phone No.

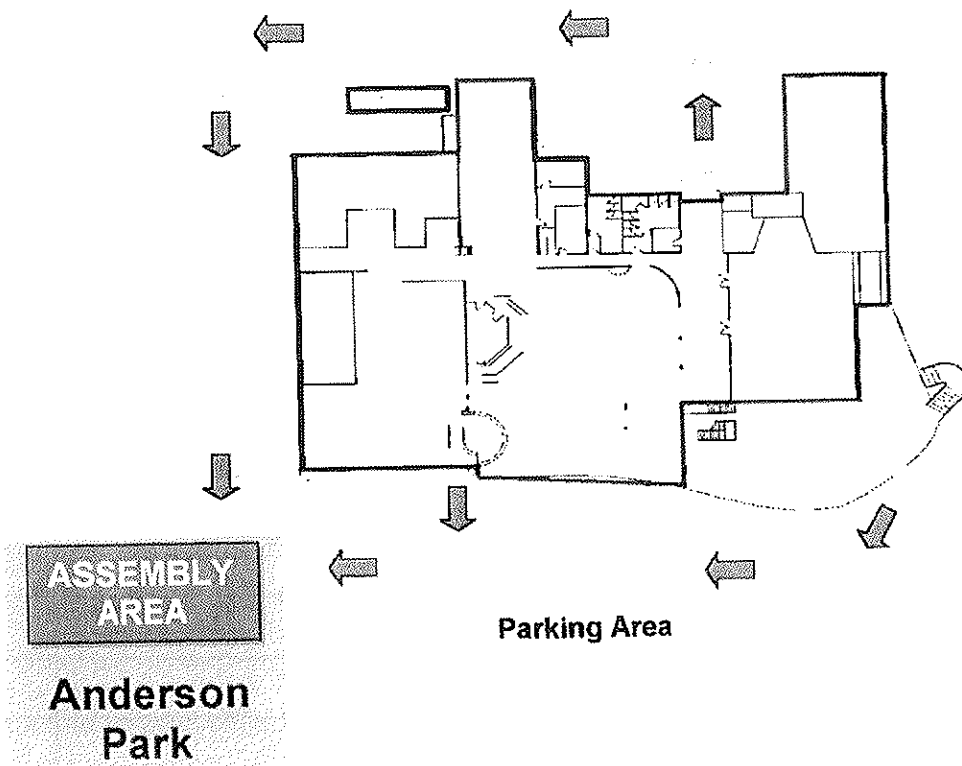
4) ASSEMBLY AREA

The designated Assembly Area is the adjacent: **Anderson Park**

If this area is not safe then the Site Controller (or Deputy) will indicate the alternate Assembly Area.

The Site Controller or the most senior person present will give the "all clear", e.g. Chief Fire Officer, New South Wales Fire Brigade, or Police Controller as appropriate.

Entry or re-entry to the complex is forbidden until authorized by this person. The cessation of any alarm or extinguishments of fire is not an indicator of an all-clear situation. Wait for instructions.



6) FLOOR CONTROLLERS EVACUATION CHECK LIST

[illegible]

8) FIRE PREVENTION

27

FIRE PREVENTION IS THE RESPONSIBILITY OF ALL STAFF

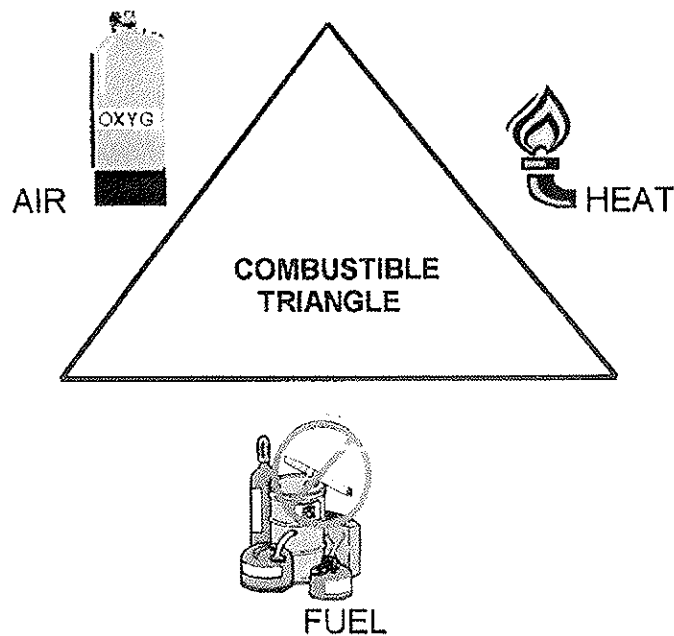
Report any matter, which you consider a potential hazard, to your Supervisor or Floor Controller.

TYPICAL HAZARD ARE:

- Accumulation of litter, dust or paper.
- Faulty electrical wiring or appliances.
- Items blocking access to exits, and Fire Fighting Equipment.
- Items which block a clear view of emergency signs.
- Leakages of flammable gases or liquids.
- Missing or discharged fire extinguishers or fire extinguishes not mounted on wall.
- Repetitious or excessive spill of liquids.
- Fire rated doors propped open.
- Misuse of equipment e.g., radiators.
- Overloaded power points

9) BASIC FIREFIGHTING

Three things are necessary before a fire can start:



Remove any side of the triangle and the fire will be extinguished.

11) EMERGENCY PROCEDURES CHECKLIST

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St. George Motor Boat Club Switchboard Operator

EMERGENCY DIAL "000"

BUILDING: St. George Motor Boat Club
2 Wellington Street – Sans Souci

NEAREST CROSS STREET: Vista Street

AREA: First Floor – Ground Floor or Marine Area

NATURE OF EMERGENCY:

FIRE/SMOKE	MEDICAL EMERGENCY
BOMB THREAT	GAS LEAK
ARMED INTRUSION/HOLD UP	CHEMICAL SPILL
PUBLIC DISORDER	EXPLOSION
OTHER	

CLASS OF FIRE INVOLVEMENT:

CLASS	"A"	Paper/Wood/Fabric
CLASS	"B"	Flammable Liquid
CLASS	"C"	Flammable Gas
CLASS	"D"	Combustible Metal
CLASS	"E"	Electrical

EVACUATION TAKING PLACE: YES / NO FULL / PARTIAL

EMERGENCY SERVICE NOTIFIED:

FIRE BRIGADE / POLICE / AMBULANCE

Know Your Portable Fire Fighting Equipment

33

CARBON DIOXIDE (CO-2) FIRE EXTINGUISHER



These extinguishers are ideally suited where a clean agent is essential.

To be use on: Small ordinary combustible (wood, paper, plastic, etc.)
Small flammable and combustible liquids.
Safe on energized electrical equipment.
Fire involving cooking oils and fats.

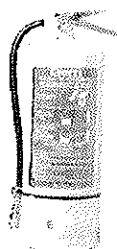
Applications include computer, printing, switchboards and health care premises.

DRY CHEMICAL POWDER FIRE EXTINGUISHER



The AB-E powder units are suitable for general industry fire protection where there may be a number of fire risks as they are designed for use on A Class (wood, paper or similar) fires as well as B Class fires and electrically energized equipment.

WET CHEMICAL FIRE EXTINGUISHER



The Wet Chemical extinguishers are ideal for restaurant and "fast food" outlets where cooking oils and fats present a major fire hazard. These extinguishers are also suitable for use A Class fires (wood, paper or similar).

This unit should not be used near energized electrical equipment or on fires involving combustible metals.

FIRE BLANKET



Fire Blankets are first aid fire fighting apparatus, which separate oxygen from the fuel and thus smother the fire.

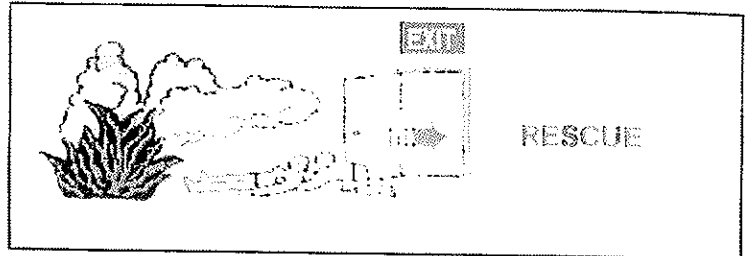
Handy wall mountable storage wallet.

Safety tapes sewn into blanket for easy handling.

Typical applications are small flammable liquid spills, such as cooking oils fires and other kitchen accidents, industrial dip tanks and wrapping around a person whose clothes are burning.

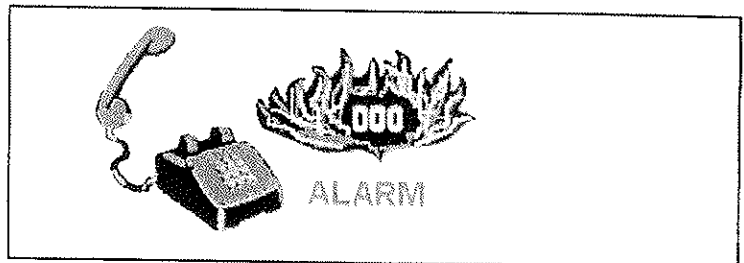
"RESCUE" any person/s in immediate danger.

R



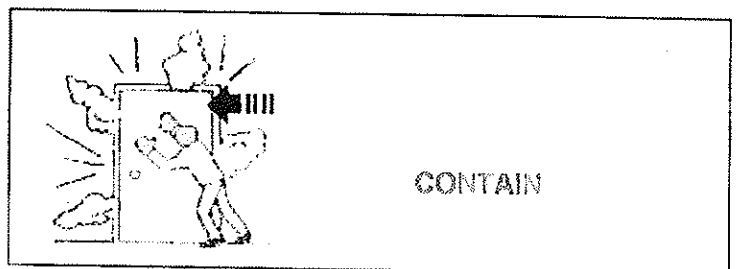
"ALARM" raises the alarm and follows your emergency procedures.

A



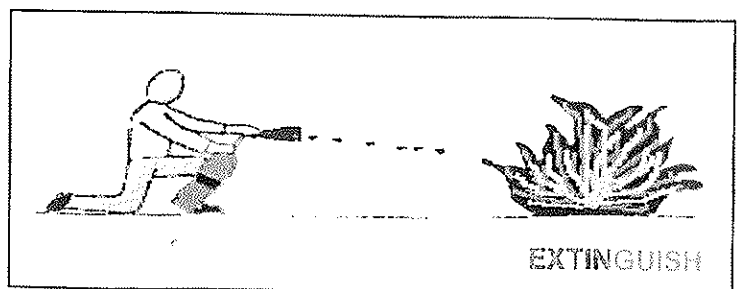
"CONTAIN" close doors to contain the fire.

C



"EXTINGUISH" attempt to extinguish the fire only if you are trained and it is safe to do so.

E



2 THREAT EVALUATION

While bomb threats or warning may be received by message or mail, the most common method is by telephone. Calls through listed telephone numbers in Telephone Directory can be expected.

An accurate analysis to the telephone bomb threat can provide valuable information on which to base subsequent emergency action and follow up investigation.

As an example, the caller delivering the threat could reveal personal characteristics, or unwittingly provide a clue to his location through background noise.

A bomb threat checklist form is provided to assist in recording details of bomb threat calls.

Receptionist/switchboard operators in particular must be familiar with this checklist and have copies readily available.

The completed bomb Threat Checklist / written message should be handed to the police who are investigating the incident. In the case of a written threat or warning being received, the message together with the envelope must be preserved and handled as little as possible in order to preserve latent fingerprints.

In order to make a realistic evaluation of the threat, the Site Controller/Senior management must be in possession of as much of the following information as possible.

- a. Time call received
- b. Received by whom? (Name, title, location, and extension number.)
- c. What is the bomb set to go off?
- d. Where is the bomb placed?
- e. What does it look like
- f. Who was the caller? (Man, woman, child, accent, and other personal characteristics.)
- g. What was the background noise? (Traffic, radio or TV, Factory sounds, children's laughter).
- h. Point of similarity with any previous calls found to be hoaxes.

Note; Over-reaction to bomb threats will be avoided by thoughtfully evaluation. If business can be effectively disrupted through constant threats that disrupt the normal day-to-day operations over an extended period, then the bomber may achieve his objectives just as effectively as he would with an actual bomb detonation.

THE FOLLOWING ARE KEY QUESTIONS TO ASK.
(You may not receive answers to all questions)

- WHEN is the bomb going to explode?
- WHERE did you put the bomb?
- WHAT does the bomb look like?
- WHAT kind of bomb is it?
- WHAT will make the bomb explode?
- DID YOU place the bomb?
- WHY did you place the bomb?
- WHAT is your name?
- WHERE are you?

IMMEDIATELY THE CALLER HANGS UP:

DO NOT REPLACE THE RECEIVER

(The call may be able to be traced even though the caller has hung up)

- Report threat to the Switchboard Operator on another telephone and to the Site Controller as soon as possible. Give details.
- Complete the Bomb threat Checklist (appendix A, at the end of this procedure), and report to the Emergency Control Point designated.
- Be prepared to be interview by the Site Controller, Senior Management and the Police.
- Await further instructions.
- Do not discuss details of the threat with the media or any other person unauthorized to receive such details.

Know the key questions to ask

DUTIES AND RESPONSIBILITIES FOR ECO PERSONNEL IN THE EVENT OF A BOMB THREAT.

WARNING: HAND-HELD TWO WAY RADIO MUST NOT BE OPERATED DURING A BOMB EMERGENCY AS UNDER SOME CIRCUMSTANCES THE RADIO TRANSMISSION MAY DETONATE AN ELECTRICALLY ACTUATED OR RADIO ACTIVATED BOMB.

A) Action by Site Controller

1. On receipt of advice of a bomb threat, the Site Controller should elicit as much information as possible from the informant, which will assist in making an evaluation. Having made an evaluation, which must be arrived at quickly, the Site Controller/Senior Management will then either:
 - a. Take no action.
 - b. Order a search without evacuation.
 - c. Order a quick search, followed by an evacuation.
 - d. Notify the Police, and other Emergency Services as appropriate.

The Emergency Services must be summoned if a bomb has been found, otherwise these services should be requested to stand by.

2. It is emphasized that evacuation from the building is a last resort. Even if a suspect object is discovered, evacuation from one floor to another may be a better alternative than a total evacuation. In the event of a hoax call, a total evacuation is likely to encourage further hoax calls.
3. The Site Controller must remember that an immediate evacuation of the premises must not be attempted during the initial stage of a bomb threat incident, until:
 - a. External exits have been searched
 - b. Floor Controllers have checked internal exit and the areas accessible to the public within the building.

Should nothing untoward be found then, and only then, may the Site Controller consider a total evacuation of the building.

B) Action by Floor Controllers.

1. During the emergency, Floor Controllers will remain in their areas and receive instructions from, and make reports to the Site Controller while directing the activities of their Wardens and / or search teams.

If in their judgment, or in the judgment of the Site Controller, partial or total evacuation is necessary, will supervise the local safe movement of staff and visitors.

2. Floor Controllers will carry out a thorough search of their floors, including emergency fire exits, corridors, toilets, storerooms, cupboards, etc. They will report back regarding the result of their search. Search of designated escape routes will be given the highest priority.

8 REPORTS

Formal written reports regarding all bomb incidents, including details of action and all available evidence, should be prepared by Site Controller and Senior Management to assist the Police.

The complete "Bomb Threat Checklist" should be attached to this report.

9 PUBLICITY

Any enquires by media representative, whether in relation to a bomb detonation or merely a bomb threat, should be referred to Senior Management.

CALLERS VOICE
Accent (specify): _____
Any impediment (specify): _____
Voice (loud, soft, etc): _____
Speech (fast, slow, etc): _____
Diction (clear, muffled, etc): _____
Manner (calm, emotional, etc): _____
Did you recognize the voice? _____
If so, who do you think it was? _____
Was the caller familiar with the area? _____
CALL TAKEN
Date: _____
Time: _____
Duration of call: _____
Number Called: _____
RECIPIENT
Name (print): _____
Telephone Number: _____
Signature: _____

SECTION 3 ARMED INTRUSION – HOLD UP 51



DON'T TURN A ROBBERY INTO A MURDER.
NO AMOUNT OF MONEY, EQUIPMENT OR INFORMATION IS WORTH A LIFE.

1) AWARENESS

- a. Notify the switchboard Operator, your Area Warden, and /or Supervisor if you are suspicious of the behaviors of any person/s.
- b. Keep cash/vital records/information and valuables secured and to a minimum.
- c. Do not discuss activities, vital records, and amounts of cash or security procedures in public.

2) IMMEDIATE ACTION IF CONFRONTED

- a. Try to remain calm or appear to be calm.
- b. Do not make any sudden movement or take any action to excite intruder/s.
- c. Obey all instructions given by the intruder/s.
- d. Hand over valuables – cash – products etc – on request.
- e. Take a mental note of:
 - Male or female
 - Age
 - Height
 - Build
 - Weight
 - Color of hair
 - Color of eyes
 - Mannerisms
 - Carry bags
 - Scars or other markings
 - Complexion
 - Speech
 - Weapon/s carried
 - Dress-shoes-gloves
 - Language
 - Impediments
 - Items touched by intruder
 - Every movement intruder makes

C) COMMUNICATIONS OFFICER

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When advised of incident

- Contact Site Controller.
- If directed by Site Controller, contact Police (000).
- Carry out instructions from Site Controller.

D) FIRST AID OFFICER

When advised of incident:

- Obtain First Aid Kit and report to incident site.
- Administer First Aid as necessary.

Did you recognize the intruder/s? Yes / No

Who do you think it was?

VEHICLE/S

Vehicle Type / Model Color

Registration No.

TYPE OF WEAPONS (Circle)

HAND HELD Revolver Automatic Pistol Not sure

SHOULDER WEAPON Rifle Shotgun Not sure

SIZE/WEIGHT (estimate) Heavy/Big Light/Small Sawn Off

COLOUR OF WEAPON Metal

Woodwork

Sling (if any)

ADMINISTRATIVE DATA (completed by victim of hold up)

Name: Position:

Section: Signature:

Date: Time:

HAND THIS CHECK LIST TO CHIEF WARDEN

ACTIONED BY

Name Position

Department Signature

ACTION TAKEN

.....

.....

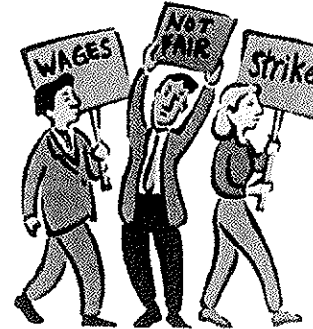
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SECTION 5 - PUBLIC DISORDER

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If the buildings are threatened during a demonstration, it may not be possible to lock or secure the doors. Access in/out of the buildings may be severely limited or blocked.

ALL PERSONNEL

- a. Notify Switchboard Operator and the Site Controller or Floor Controllers immediately of details.
- b. Remain in the area in which you are located.
- c. Do not confront or speak with demonstrators.
- d. If possible lock safes/cupboards/filing cabinets. Shut down computers, plant and machinery etc.
- e. Act under instructions from members of the Emergency Control Organization.
- f. Stand by for instructions.

SITE CONTROLLER

- a. Assess situation, then contact Police (000). Give details and request them to attend.
- b. Await instructions from Police.

FLOOR CONTROLLERS

- a. Report incident details to Site Controller/Senior Management and await instructions.

COMMUNICATION OFFICER

- a. As directed by Site Controller/Senior management contact Police (000).
- b. Carry out instructions from Site Controller/Senior Management.

FIRST AID OFFICER

Be prepared to administer First Aid if required.

4) IMMEDIATE ACTIONS BY PERSONS DISCOVERING EMERGENCY

Actions will depend on type and severity of the emergency.

- Contact switchboard Operator. If unanswered/after hours obtain an outside line and contact Emergency Services direct (000). Give details of emergency and location.
- Report casualties if applicable.
- Move persons in danger to safety and ensure their continued safety and care.

IF SAFE TO DO SO:

- Shut down/switch of all machinery/processes/equipment. Leave lights on.

THEN

- Stand by for further instructions and assist as required.
- If further evacuation is ordered or necessary, proceed to Assembly Area under direction of Site Controller or Floor Controllers.

WARNING

IF EMERGENCY IS A TOXIC EMISSION, ADVISE SWITCHBOARD OPERATOR IMMEDIATELY, AND COMMENCE IMMEDIATE EVACUATION AWAY FROM EMISSIONS.



APPENDIX F

Self-Assessment Checklist

SELF-ASSESSMENT CHECKLIST

This checklist can help you evaluate your environmental performance and identify areas for improvement.

You can use this as a starting point and refine it, where needed, to best suit your business. It's strongly recommended that you complete some form of environmental self-assessment for your business on a regular basis.

This checklist is comprehensive and may take over an hour to complete.

Date of assessment: _____

Company name: _____

Property address: _____

Person conducting assessment: _____

Area/building being assessed: _____

What types of activities are carried out in this area/building? _____

Is a site plan available?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed: _____

If yes, please attach a copy of the site plan.

The following questions are designed to help you determine whether your business could be harming the environment, breaking the law or be vulnerable to prosecution and fines under environmental legislation.

Once you have completed this checklist, take a look at the questions that you consider require further investigation or action. Use these questions to develop an environmental action plan. A sample 'Environmental action plan' is included in the 'Useful tools' section of this guide.

REGULATORY ISSUES

Are you aware of the environmental laws and regulations relating to your operations?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Do you comply with the conditions of consent provided in your development approval?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Do you hold an Environment Protection Licence?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

If so, do you comply with the environmental obligations specified in your Environmentally Hazardous Chemicals Act Licence?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Do you hold an Environmentally Hazardous Chemicals Licence?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

If so, do you comply with the environmental obligations specified in your Environmentally Hazardous Chemicals Act Licence?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

ENVIRONMENTAL MANAGEMENT

Are daily or weekly checks carried out to make sure correct procedures are being followed to protect the environment? (Refer to the sample daily and weekly checklists in the 'Useful tools' section of this guide.)

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do you have an environmental policy?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do you have an environmental action plan?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

If so, does the environmental action plan have objectives, targets, responsibilities and budgets (where applicable)?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do you have an emergency response plan (including a spill management plan and emergency response plan)?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Have all staff been trained in environmental responsibility (such as minimising VOCs emissions, avoiding spills, minimising waste, etc.)?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do you have formal reporting requirements in place for recording accidents and spills that harm or may harm the environment (i.e. an incident report form)?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do you have a procedure in place to deal with complaints from the public, regulatory authorities or staff regarding environmental issues?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Are your staff aware of your commitment to improving the environment?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Are your customers aware of your commitment to improving the environment?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

WATER QUALITY MANAGEMENT

Do you know where the stormwater drains are located on and surrounding your premises?

Yes ☐No ☐N/A ☐Don't know ☐

Actions needed:

Is stormwater run-off from your site always kept free of pollutants, such as litter, dust and oil?

Yes ☐No ☐N/A ☐Don't know ☐

Actions needed:

Do you have structures – such as a first flush, collection traps, silt traps and bunded storage area – or procedures in place to prevent stormwater and waterways pollution?

Yes ☐No ☐N/A ☐Don't know ☐

Actions needed:

Are stormwater drains, the foreshore and waterways protected from accidental spills?

Yes ☐No ☐N/A ☐Don't know ☐

Actions needed:

Do you have measures in place to prevent dust and solid wastes from washing or blowing into stormwater, the foreshore and waterways?

Yes ☐No ☐N/A ☐Don't know ☐

Actions needed:

Are staff aware that it is illegal to sweep or hose dust, oil or any waste into stormwater drains and waterways?

Yes ☐No ☐N/A ☐Don't know ☐

Actions needed:

Is the fuel dispensing area covered by a roof and bunded?

Yes ☐No ☐N/A ☐Don't know ☐

Actions needed:

WASTEWATER MANAGEMENT

Are antifouling, paint, oils, cleaning liquids or other chemicals discharged to the sewer?

Yes* ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Do you have a trade waste agreement or permit?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Is wastewater treated before it goes to the sewer?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Is your first flush system regularly maintained?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

SOIL AND GROUNDWATER MANAGEMENT

Are there or has there ever been underground storage tanks on this site?

Yes* ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Are your fuel tanks doubled lined?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Do you monitor the quantity of fuel received and dispensed to check fuel tank leakage?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Do you pressure test underground fuel pipes for leaks?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Is there any evidence of ground contamination?
(e.g. visual stains, odours, affected vegetation)

Yes* ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

AIR QUALITY MANAGEMENT

Have all potential sources of air emissions and odours been reviewed, for example dust from sanding and odours from spraying?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Have you received complaints about dust, fumes or odours from staff or neighbours?

Yes* ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you use dust collection equipment to contain dust from sanding and grinding?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you train staff to keep outdoor work areas clean to prevent dust from blowing into waterways or onto other premises?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

If you do spray painting, is it always carried out indoors in well-ventilated areas?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

If you do spray painting outdoors, do you have controls in place to prevent spray drift?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

If you do spray painting, do you use low-pressure/high-volume or airless spray equipment?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Are lids kept on chemical containers when not in use?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Are solvents, antifouling and paints stored and applied using methods that minimise air emissions and odours?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

HAZARDOUS MATERIALS AND DANGEROUS GOODS MANAGEMENT

Does the hazardous materials storage area comply with dangerous goods regulations and appropriate Australian Standards? For example, is the area bunded, covered and fireproofed and are non-compatible materials separated?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Have you notified WorkCover NSW of the dangerous goods stored and handled on the premises?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do you keep an up-to-date register of all of the chemicals stored at the site?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Is the content of containers identified and labelled?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do you keep copies of all relevant Material Safety Data Sheets (MSDS)?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do staff know where to find Material Safety Data Sheets (MSDS) on site?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do staff know how to prevent, contain and clean up spills?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Are spill kits available?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Do the spill kits contain the correct materials to deal with spills from all of the hazardous materials and dangerous goods kept on site?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

Are spill kits regularly checked and refilled?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed:

HAZARDOUS AND SOLID WASTE MANAGEMENT

Has a waste review been carried out?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Complete the following to obtain baseline information on your wastes:

Landfill waste _____ kg/month disposal cost \$ _____ per month

Hazardous waste _____ kg/month disposal cost \$ _____ per month

Liquid waste _____ L/month disposal cost \$ _____ per month

Do you dispose of liquids into the general waste bins?

Yes* ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you generate, handle, store, treat, process or reprocess any organotin wastes, including tributyltin wastes?

Yes* ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Are all your hazardous waste (e.g. waste solvents, oil, cleaning chemicals, batteries, antifouling and lead paint contaminated debris, etc.) collected by a licensed waste contractor and taken to an appropriate waste facility?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Contractor name: _____

Waste facility name: _____

Actions needed: _____

Does your disposal of hazardous wastes comply with your licence requirements?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you store all your hazardous waste awaiting collection in appropriate containers and in a bunded and covered area to avoid contamination of the environment?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you keep your solid waste bins with the lid on and stored in a covered area to prevent the wind blowing waste away?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you separate different types of waste so they can easily be reused, recycled or returned to the supplier?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Do you encourage your suppliers to take back packaging wastes, such as crates and plastic drums?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Have you talked to your waste company about recycling options?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Actions needed:

Do you reuse or recycle:

Paper/Cardboard/Glass

Yes ☐

No ☐

N/A ☐

Don't know ☐

Contractor name:

Actions needed:

Metal, such as aluminium, copper and steel?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Contractor name:

Actions needed:

Solvents?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Contractor name:

Actions needed:

Wood, such as pallets and boxes?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Contractor name:

Actions needed:

Plastic drums and containers?

Yes ☐

No ☐

N/A ☐

Don't know ☐

Contractor name:

Actions needed:

NOISE MANAGEMENT

Are there noise limits contained in your consent, licence or approvals that are applicable to your operation. Are you satisfying your noise limits?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Are you aware of the effects of your noise on your neighbours?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Are noise complaints followed up?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you regularly check and maintain noisy equipment, such as compressors?

Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Are any pieces of equipment, motors or fans left running after business hours?

Yes* ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

RESOURCE EFFICIENCY

Complete the following to obtain baseline information on your utility use:

Cost of electricity \$ _____ per month

Cost of water \$ _____ per month

Cost of waste \$ _____ per month

Other \$ _____ per month

Total \$ _____ per month

Do you have a team or 'champion' looking at on-going efficiency improvements? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you monitor electricity, water use and waste disposal? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you have energy and water saving procedures and targets in place? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you use energy efficient motors? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you use water saving devices, such as fitting trigger nozzles on hoses? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you have a preventive maintenance program to make sure all machines are operating efficiently? For example, are air compressors regularly checked for leaks? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Have you installed insulation to avoid heating or cooling energy loss (e.g. insulation of roof, wall, piping, etc.)? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Do you use water-based strippers, cleaners and degreasers wherever possible? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

Have you investigated alternatives to the hazardous materials or dangerous goods? Yes ☐ No ☐ N/A ☐ Don't know ☐

Actions needed: _____

FOLLOW-UP

Do you have a system in place to follow up any concerns or actions that need to be addressed following this self-assessment?

Yes ☐No ☐N/A ☐Don't know ☐

Actions needed:

When you have completed this self-assessment checklist, go back over it and highlight the questions that you have answered with a:

'No'

'Don't know' or

'Yes*' (with an asterisk)

You have identified these questions as areas where you need to undertake further research, make improvements, or take immediate follow-up action. It's recommended that you:

- Refer back to any of the relevant information sheets within the guide to find more information
- Develop an environmental action plan
- Get started on an environmental improvement program that will be good for your business, your staff and your clients.

It's a good idea to keep completed self-assessment checklists for your own records.

[illegible]

NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

At Golder Associates we strive to be the most respected global group of companies specialising in ground engineering and environmental services. Employee owned since our formation in 1960, we have created a unique culture with pride in ownership, resulting in long-term organisational stability. Golder professionals take the time to build an understanding of client needs and of the specific environments in which they operate. We continue to expand our technical capabilities and have experienced steady growth with employees now operating from offices located throughout Africa, Asia, Australasia, Europe, North America and South America.

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