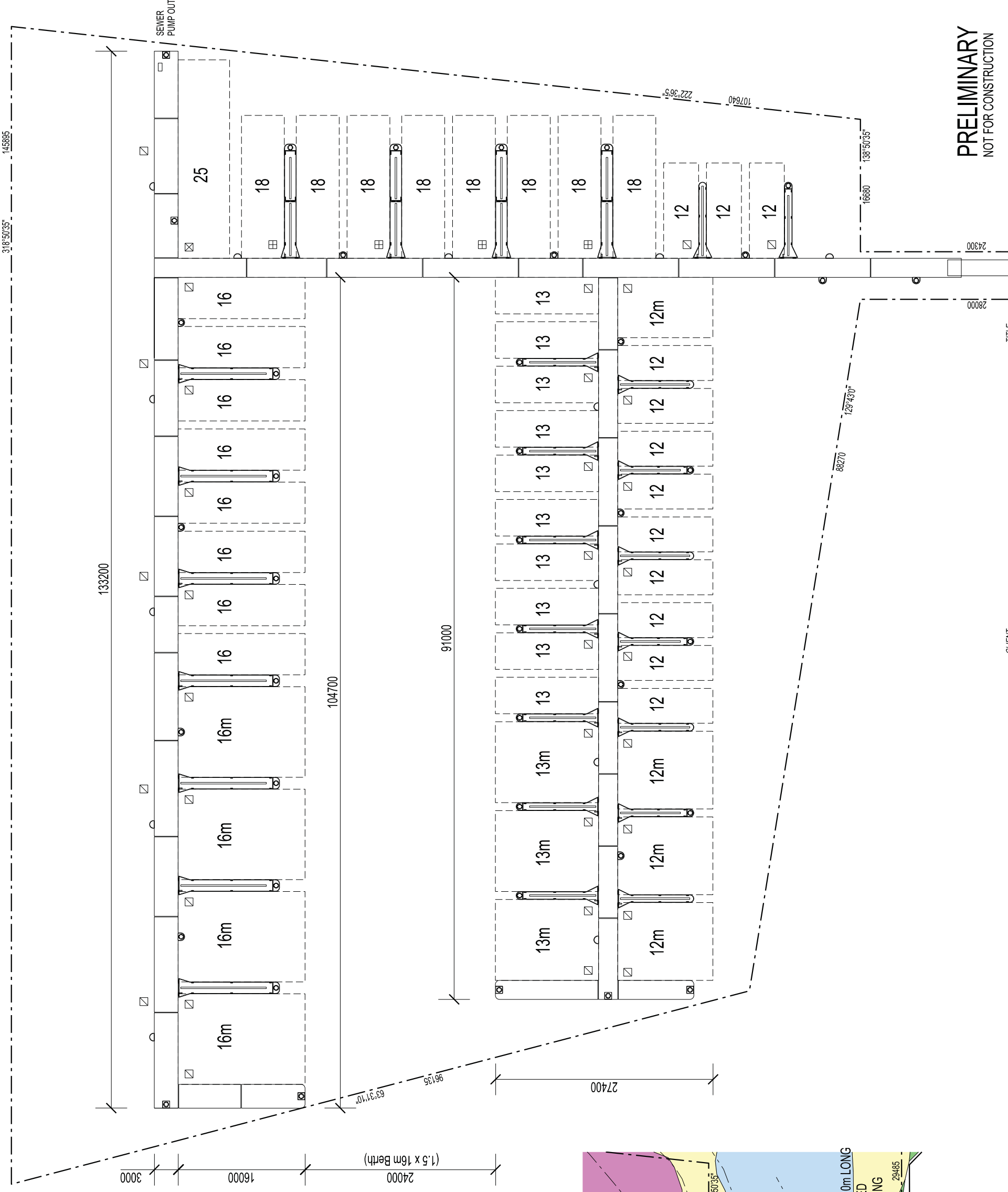


**Electrical Legend**

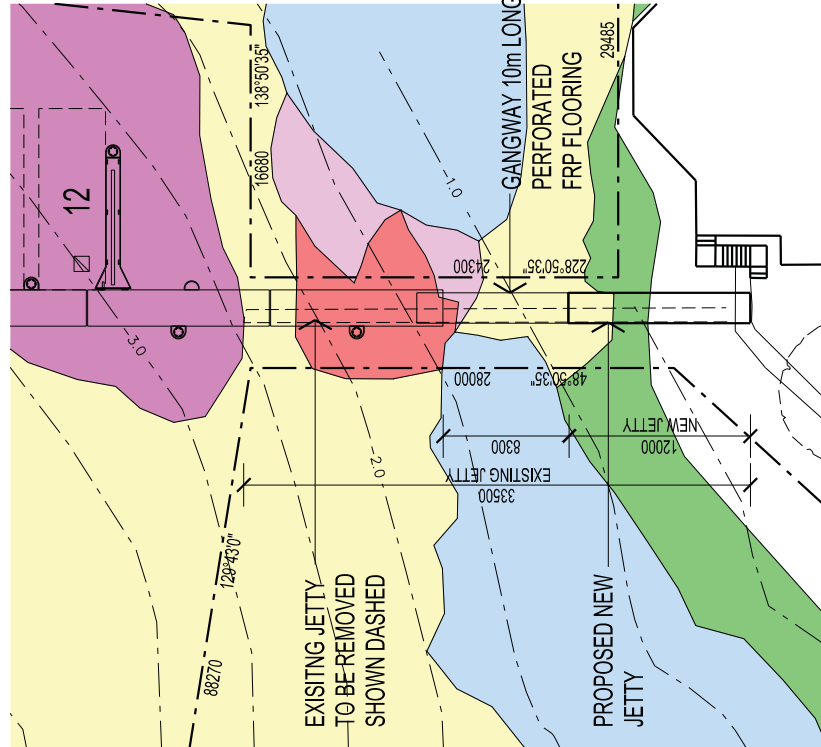
- ☐ TYPE A
- ☒ TYPE B
- ⊕ TYPE C

**BERTH SCHEDULE**

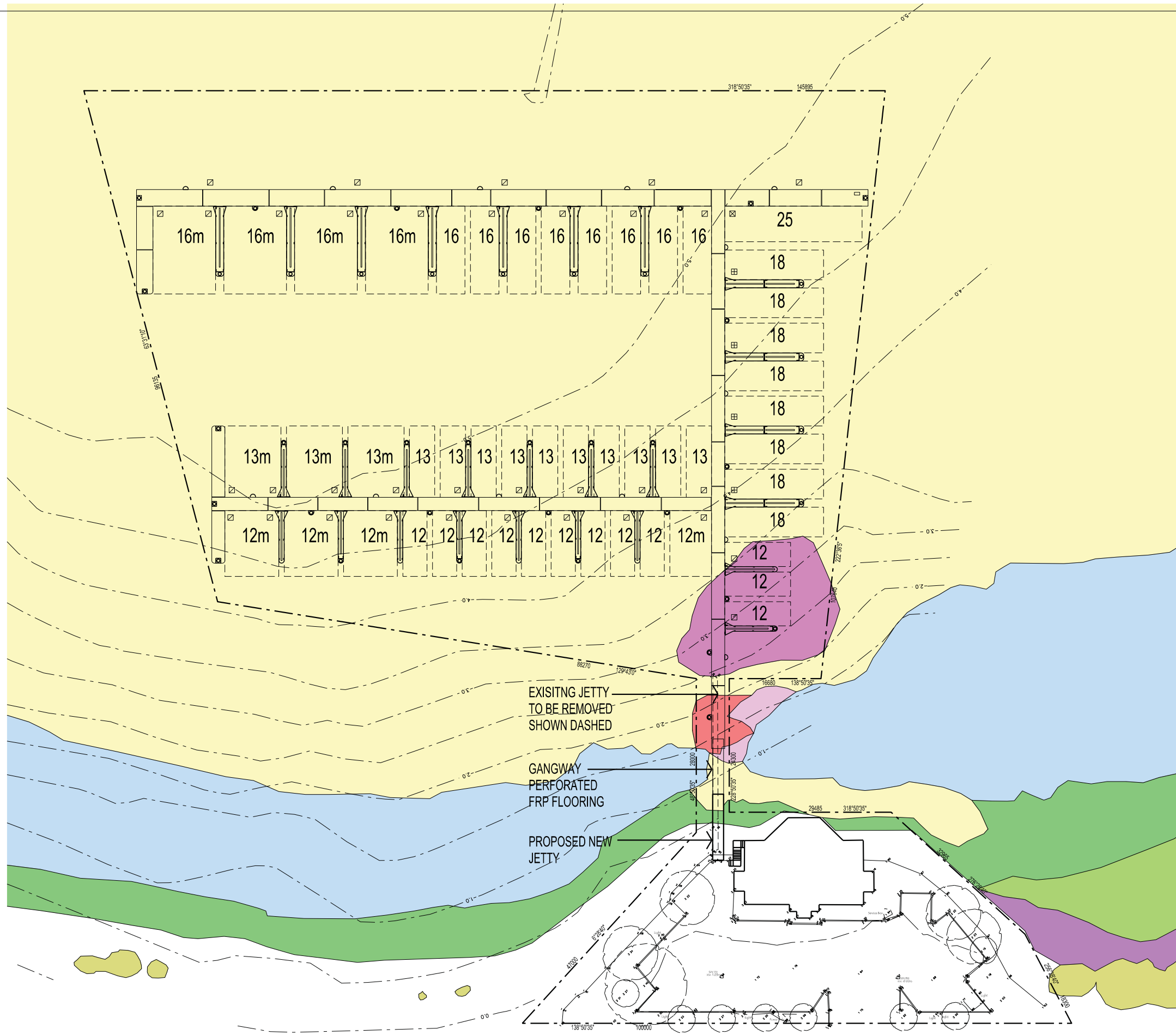
BERTH SIZE	NUMBER
12	12
12m	4
13	10
13m	3
16	8
16m	4
18	8
25	1
<b>TOTAL</b>	<b>50</b>



**PRELIMINARY**  
NOT FOR CONSTRUCTION

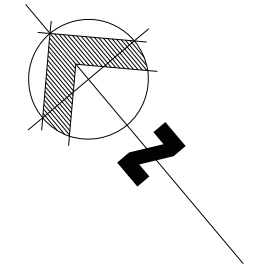


	<p><b>PACIFIC PONTON &amp; PIER</b></p> <p>11 William Banks Drive Burleigh Heads QLD 4220</p>	<p>CLIENT <b>LES BINKIN</b></p>	<p>TITLE <b>MARINA LAYOUT SCHEME 6</b></p>
	<p>PHONE 07 55936988</p> <p>FAX 07 55936449</p> <p>E-MAIL pacificpp@pacific.net.au</p> <p>ABN 11 111 445 204</p>		
	<p>This drawing contains concepts and information that are subject to Copyright. Use or reproduction of this material in whole or part without the written permission of PACIFIC PONTON AND PIER may constitute an infringement of Copyright.</p>		
<p>NO</p>	<p>DATE</p>	<p>CLIENT AMENDMENTS</p>	<p>AMENDMENT</p>
<p>B</p>	<p>31.07.14</p>	<p>DESIGNED/DRAWN</p>	<p>SCALE</p>
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<p>B</p>	<p>03.07.14</p>	<p>CHECKED</p>	<p>1:500 @ A3</p>
<p>NO</p>	<p>DATE</p>		



- P. australis
- Z. capricorni (Zos3CL)
- Z. capricorni (Zos3CS)
- Z. capricorni (Zos2BM)
- C. taxifolia - now removed
- C. taxifolia (very sparse) - now removed
- Mangrove roots
- Mangrove Trees

NOTE  
 HABITAT MAP OF MARINE VEGETATION  
 REFER TO ADW JOHNSON  
 DRAWING 150134 - SK- 002

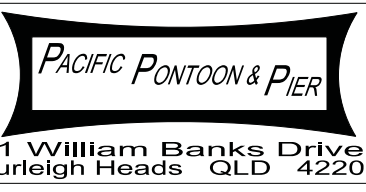


**PRELIMINARY**  
 NOT FOR CONSTRUCTION

B	31.07.14	CLIENT AMENDMENTS
A	28.07.14	CLIENT ISSUE
NO	DATE	AMENDMENT

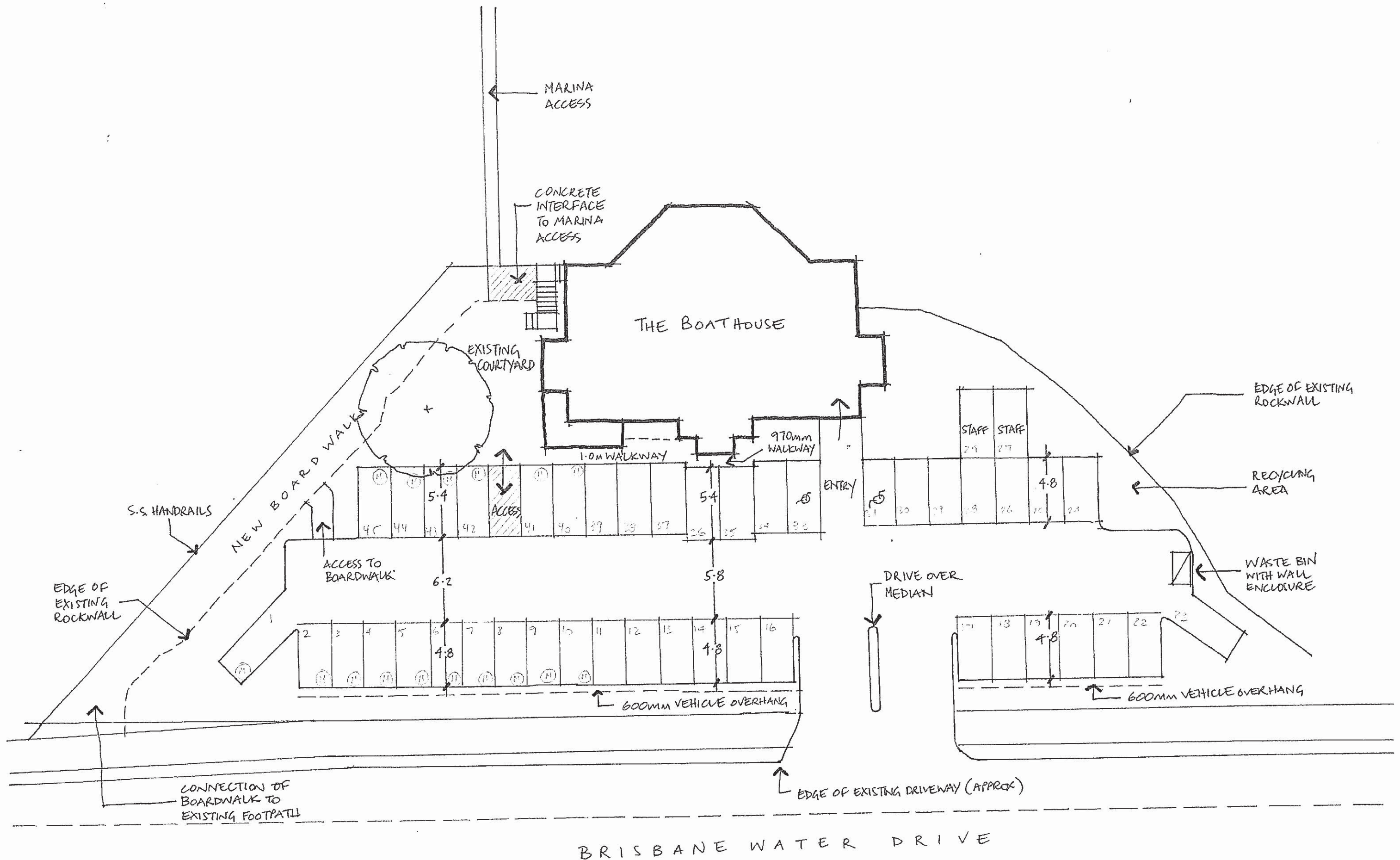
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CLIENT	LES BINKIN		
PROJECT	BOAT HOUSE MARINA - KOOLEWONG		
Designed/Drawn	Checked	Date	Height Datum
		03.07.14	

TITLE			
LAYOUT PLAN SCHEME 6			
Scale	Dwg No.	Amdt	
1:750 @ A3	PPP SK6-01	B	



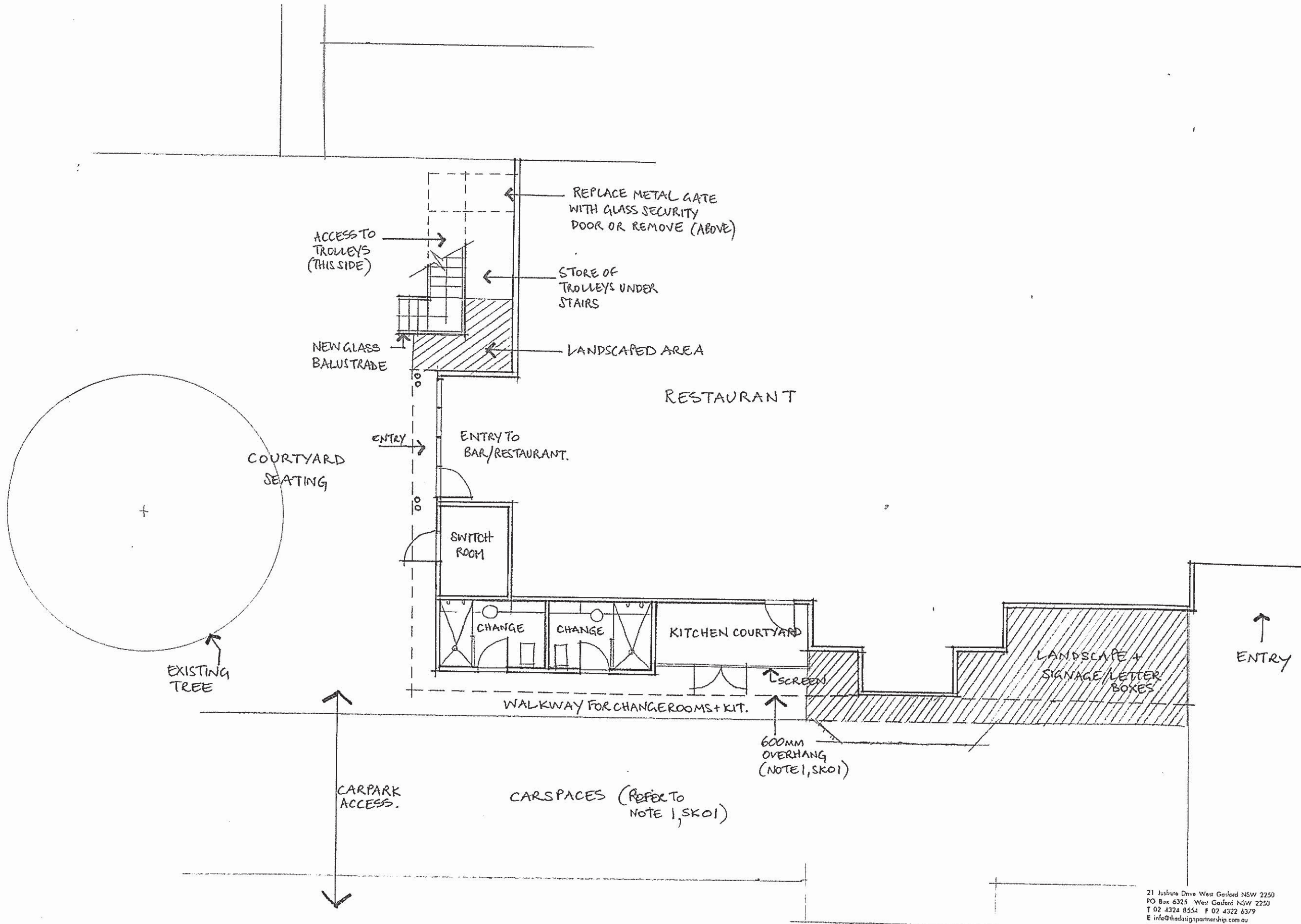
THE BOATHOUSE KOOLEWONG

MASTER PLAN - BOARDWALK AND CARPARK CONFIGURATION - Option A  
 21.01.2014 Project No. 14.001 SK01 Rev A 1:250 @A3



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THE DESIGN PARTNERSHIP



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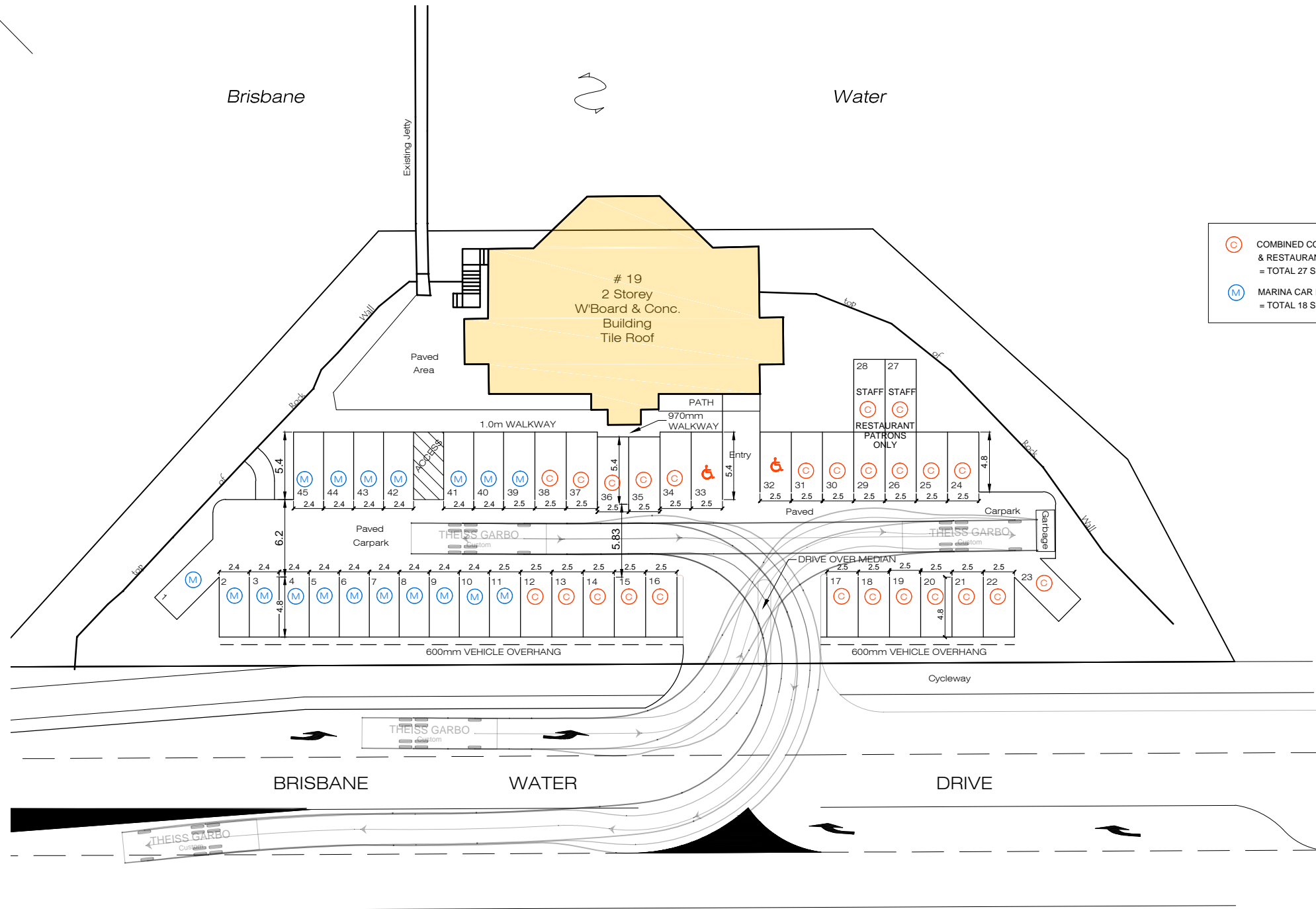
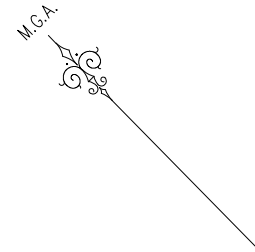
# THE BOATHOUSE KOOLEWONG

MASTERPLAN - NEW CHANGE ROOMS, GENERAL TREATMENTS OPTION 2

14.01.14 Project No/ 14.001 SK04 1:100@A3  
 (from scaled pdf)



THE DESIGN PARTNERSHIP



- C COMBINED COMMERCIAL OFFICE & RESTAURANT PARKING = TOTAL 27 SPACES
- M MARINA CAR PARKING = TOTAL 18 SPACES

PLAN  
SCALE 1:200



REV. A	DATE 15/09/14	AMENDMENT INITIAL ISSUE	DESIGN KB	DRAWN GH	CHECKED A.C.	APPROVED AC	SCALES 0 5 10 A1 / A3 1:200 / 1:400	<p>Central Coast 2 Bounty Close, P.O. Box 3717, Tuggerah N.S.W. 2259 Phone: (02) 4305 4300 Fax: (02) 4305 4399 email: coast@adwjohnson.com.au www.adwjohnson.com.au ABN 62 129 445 398</p>	CLIENT MARMONG MARINA PROPERTIES PTY. LTD.	PROPERTY DESCRIPTION LOT 1 IN D.P. 1180719 BRISBANE WATER DRIVE, KOOLEWONG	PROJECT PROPOSED SUBDIVISION	PLAN TITLE PROPOSED CARPARK LAYOUT (45 SPACES) TYPICAL SERVICE VEHICLE TURNING TEMPLATES	SURVEYED ADW JOHNSON	DATUM A.H.D.	PROJECT No. 190028P -	DISCIPLINE S75W	NUMBER 001	REV. A
DESIGN FILE S:\							ALL DIMENSIONS ARE IN METRES. DO NOT SCALE											

100mm AT FULL SIZE

## 5.0 statement of commitments

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As part of the EA, a draft Statement of Commitments (SoCs) was provided outlining the various mitigation methods to be adopted through the construction and on-going operation of the marina. Should the application be approved, these commitments will form either part of the Conditions of Approval, be adopted within the Construction Management Plan (CMP) or be enforced through the MEOMP.

The following SoCs include those originally proposed or amended where necessary as well as additional as seen fit within the environmental assessment of the application:

### 5.1 PLANS, DOCUMENTS AND APPROVALS

1. The Project will be completed in accordance with the submitted plans and descriptions of proposed development provided in this EA Report as part of this Major Project Application and where amended pursuant to Section 75W of the EP&A Act.

### 5.2 MOBILISATION OF SEDIMENTS

#### Construction

Sediment mobilisation during construction will be minimised by the following measures:

2. Enforcing a 'no wash' speed limit on vessels as they approach and move around the work site. This will form part of the final detailed construction management plan documentation.
3. deleted
4. The use of silt curtains may be necessary to minimise the dispersal of sediment. However, care must be taken to ensure that the installation and operation of silt curtains does not inadvertently damage seagrass (e.g. silt curtain based chain contacting nearby seagrass);
5. Visual monitoring of water turbidity will be undertaken during the installation of piles, to ensure that no sustained or widespread increases in turbidity occur.
6. Silt fences and erosion control measures will be placed around the site for the car park.

#### Ongoing Presence and Operation

Mobilisation of sediments due to boats accessing the marina will be minimised by:

7. Enforcing a 'no wash' speed limit for vessels as they approach and move around the marina. This will be included on signage around the marina; and
8. Deep draft vessels will be berthed in accordance with AS 3962-2001

### 5.3 IMPACTS TO WATER AND SEDIMENT QUALITY

#### Construction

Potential impacts on water quality during construction will be minimised by the following measures:

9. Accidental spillages of fuels and oils will be contained within floating booms and cleaned up as soon as possible to prevent weathering and subsequent deposition of heavy fractions; and
10. Construction teams will be prohibited from discharging sewage directly into Brisbane Water and bilge water before removing any oils using bilge pads.

#### Ongoing Presence and Operation

The following mitigation measures will be implemented to reduce potential risk of water contamination from boats:

11. Boat owners will be educated about the environmental problems associated with use of copper-based anti-fouling paints; discouraged from *in-situ* cleaning of boat hulls that have been treated with copper paints and encouraged to switch to non-toxic anti-fouling paints;
12. Accidental spillages of waste materials including fuels and oils will be contained within floating booms and cleaned up as soon as possible to prevent weathering and subsequent deposition of heavy fractions;
13. The potential for introduction of contaminants during on board washing of boats could be reduced by encouraging the use of environmentally friendly cleaning agents (i.e. those that do not contain chlorine or phosphate-based ingredients);
14. Boat owners will be prohibited from discharging sewage directly into Brisbane Water and bilge water before removing any oils using bilge pads;
15. Marina users will be advised of the location of existing pump-out facilities in Brisbane Water to help mitigate any impacts arising from the disposal of sewage; and
16. A Marina Manager or representative is to be present on-site 7 days a week generally from 9am to 5pm to ensure the above mitigation measures are upheld. Outside of these hours contact details of the Office of Environment and Heritage (131 555) and off-site contact details of the Marina Manager are to be provided on signage.

### 5.4 DAMAGE TO HABITATS

#### Construction

To minimise the potential for damage to seagrass habitats during marina installation the following measures will be followed:

17. Construction teams will be made aware of the presence and distribution of this environmentally sensitive area as part of the detailed construction management plan documentation. This documentation will include the importance of seagrass habitat, and details on how and why to avoid damaging seagrass;
18. Construction teams will be prohibited from deploying anchors within seagrass due to the likelihood of causing damage; and
19. Construction teams will be made aware of the importance of avoiding navigating over seagrass, particularly in shallow areas. If movements over seagrass are necessary during construction then these should be done at high tide, while travelling slowly and ensuring that adequate clearance is maintained between seagrass and propellers.

#### Ongoing Presence and Operation

To minimise the potential for damage to seagrass habitats due to the movement of boats accessing the marina the following measures will be implemented:

20. Information (such as signage) will be provided to marina users on the presence and distribution of seagrass at the marina site (including maps). The importance of this environmentally sensitive area will be outlined and details on how and why to avoid damaging seagrass provided;
21. Boat owners to be prohibited to deploy anchors within seagrass;
22. Boat owners to avoid navigation over seagrass beds, particularly shallow areas; and
23. A northern cardinal marker will be sought from Roads and Maritime Services and will be provided at the marina highlighting shallow water and creating a 'vessel exclusion zone'.

### **5.5 INTRODUCTION OR SPREAD OF MARINE PESTS**

#### Prior to Construction

24. deleted

#### Construction

The risk of spreading *Caulerpa taxifolia* around the construction site will be reduced through the following measures:

25. Information on why the spread of *C. taxifolia* is an environmental issue and how to avoid aiding its spread will also be provided;
26. deleted
27. Amended: Any equipment is to be inspected before and after use to avoid the spread of *Caulerpa taxifolia* and any *Caulerpa taxifolia* collected on gear will be removed, bagged and disposed of with general refuse.

### Ongoing Presence and Operation

To minimise the risk of *C. taxifolia* being spread around the marina site, or to other areas by the boats accessing the marina facility, the following measures will be implemented:

28. Any equipment is to be inspected before and after use to avoid the spread of *Caulerpa taxifolia* and any *Caulerpa taxifolia* collected on gear will be removed, bagged and disposed of with general refuse; and
29. Details on why the spread of *C. taxifolia* is an environmental issue and how to avoid aiding its spread to be provided to Marina berth holders.

### **5.6 SHADING OF THE WATER COLUMN AND SUBSTRATUM**

#### Ongoing Presence and Operation

Shading effects of the jetty, pontoons and walkways will be mitigated by:

30. deleted
31. Replacing the existing jetty boarding with ecostyle "sea grass friendly" decking;
32. Keeping the length and width of floating structures to a minimum; and
33. deleted

### **5.7 WAVE/TIDE/ESTUARINE FLOODING/SEA LEVEL RISE HAZARD MITIGATION**

#### Ongoing Presence and Operation

Impacts of wave/tide/estuarine flooding/sea level rise will be mitigated by:

34. The existing jetty will be raised by no less than 0.5m from its existing level (to a minimum level of 1.55m AHD for the underside and approximately 1.75m AHD for the deck level); and
35. The proposed jetty will be designed for horizontal and vertical wave loads and be closed when waves over-top the deck.
36. Marina will be designed to withstand a current jointly occurring with waves with a speed of 0.1m/s.
37. A Flood Emergency Response Plan will be prepared for the site to address both present and 2050 flood risks for patrons of the marina.
38. The pontoons will as a minimum be designed so as to accommodate the 100-years ARI estuarine flood level for the 2050 planning horizon, by which time the structure will have reached the end of its design life.
39. The pontoons will be designed so as to attenuate wave activity in accordance with Australian Standard *Guidelines for design of marinas* (AS3962).

40. Any electrical services to be designed with estuarine flood levels in mind to ensure safety.

## 5.8 NOISE

### Construction

Impacts of construction noise will be mitigated by:

41. The closest neighbouring residents will be notified of the proposed works. Particular emphasis should be placed on the time frame of the works. A contact name and phone number of a responsible person will be given out so that complaints can be dealt with effectively and efficiently. All complaints or communication should be answered.
42. During the liaison process notes will be made of any particularly noise sensitive times of day and care taken to avoid scheduling noisy works, particularly piling of the closest holes) at these times.
43. All personnel working on the job including contractors and their employees will be made aware of their obligations and responsibilities with regard to minimising noise emissions.
44. Contractors will familiarise themselves with methods of controlling noisy machines and alternative construction procedures. These are explained in AS2436-1981 "Guide to Noise Control on Construction, Maintenance and Demolition Sites".
45. Activities that are known or have the potential to create excessive noise will, where possible, be scheduled to occur at times to cause least annoyance to the community. Carrying out such work during early morning will be avoided. This includes start up and idling etc. of heavy machinery prior to commencement of work.
46. Mechanical plant will be silenced using best available control technology. Noise suppression devices will be maintained to manufacturer's specifications. Engines should be fitted with appropriate, well maintained, high efficiency mufflers. Particular emphasis should be placed on the use of exhaust silencers, covers on engines and transmissions and squeaking or rattling components. Excessively noisy machines should be repaired or removed from site.
47. Machines which are used intermittently will either be shut down in the intervening periods between work or throttled down to a minimum.
48. Construction for the entire project will be restricted to the following hours:
  - Monday to Friday 7:00am to 6:00pm
  - Saturday 8:00am to 1:00pm
  - No work on Sundays or Public Holidays
49. Conducting piling only after 9.00 am, and include respite periods.

## 5.9 TOPOGRAPHY, GEOLOGY & SOILS

### Construction

Impacts of construction to topography, geology and soils will be mitigated by:

50. The Construction Management Plan (CMP) prepared for the works will include an erosion and sediment control plan.
51. Erosion and sediment control measures will be consistent with those specified in the Blue Book - Managing Urban Stormwater: Soils and Construction (4<sup>th</sup> ed, Landcom, March 2004).
52. All erosion and sediment control measures will be established before excavation, demolition or vegetation clearance begins and are to remain in place until all surfaces have been fully restored and stabilised.
53. Sandbags will be placed at the entry points to any culverts and stormwater channels to prevent sediment entering the stormwater system.
54. Sediment control devices (eg silt fences, straw bales wrapped in geotextile etc) will be installed parallel with the contours of the site and immediately downslope of any areas where the natural ground surface has been disturbed.
55. Any spoil storage areas or stockpiles will have appropriate erosion control devices installed to control runoff and prevent sedimentation.
56. Sediment and erosion control devices will be inspected regularly, maintained to ensure effectiveness over the entire duration of the project, and cleaned out before 30% capacity is reached.

## 5.10 AIR QUALITY

### Construction

Impacts of construction on air quality will be mitigated by:

57. Machinery and vehicles will not be left running or idling when not in use.
58. Odour or air pollutant emission complaints will be dealt with promptly and the source will be eliminated wherever practicable.
59. All work sites, general work areas and stockpiles will be closely monitored for dust generation and watered down (with clean water) or covered (via seeding or tarpaulins) in the event of dry and/or windy conditions.

## 5.11 WASTE MANAGEMENT

### Ongoing Presence and Operation

60. Waste management on site will be in accordance with Gosford City Council's Development Control Plan 106 (Waste Management Controls) and Waste Classification Guidelines (EPA 2008), Environmental Guidelines: Best Management Practice for Marinas and Boat Repair Facilities (EPA 1999) and in accordance with

the requirements of the Marine Industries Association of Australia: Clean Marinas Handbook.

## 5.12 EMERGENCY SERVICES

### Ongoing Presence and Operation

61. Upon completion of the marina, access keys will be provided to the NSW Water Police and NSW Maritime to ensure the marina is available for 24 hour emergency access.

## 5.13 APPROVALS

### Ongoing Presence and Operation

62. To identify the requirements for water and sewer services for the development, the developer will submit an application under Section 305 of the Water Management Act 2000 to Gosford City Council's Water and Sewer Department for their formal requirements for the issue of a Certificate of Compliance for water and sewer services under Section 307.

## 5.14 GENERAL

63. Additional: A Construction Management Plan will be adopted for the works and will outline the above relevant commitments and how these will be achieved.
64. Additional: A Marina Environmental and Operational Management Plan will be adopted for the proposal, and will outline the above relevant commitments and how these will be achieved.

### CMP

The following Commitments have been included within an amended CMP (refer Attachment 9):

- 2, 4, 5, 6, 9, 10, 17-19, 25, 27 and 41-59

### MEOMP

The following Commitments have been included within the MEOMP:

- 7, 11-16, 20-23, 28, 29, 60 and 61

### Conditions of Approval

The following Commitments can be included as Conditions of Approval:

- 1, 34-40, 62 - 64
- Note: 31-32 have been incorporated into the proposed plan and are therefore enforced through Condition 1.

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# Marina Environmental and Operational Management Plan

## Proposed 50 Berth Marina

**Property:**



Koolewong Marina

**Date:**

November 2014

## Document Control

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Issue No.	Date	Author	
		Name	Signature
A	December 2011	Stephanie Van Dissel	
B	November 2014	Stephanie Van Dissel	

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## ATTACHMENTS

Attachment 1	Marina Layout Plan
Attachment 2	Map of Nearby Fuel and Pump-Out Facilities
Attachment 3	Clean Boaties Fact Sheet

## 1.0 General

---

### 1.1 DESCRIPTION

Koolewong Marina is located in Murphy's Bay, part of Brisbane Water, Koolewong, NSW Australia. The street address is Brisbane Water Drive, Koolewong.

The Marina has the following facilities:

1. 50 wet berths for vessels ranging in sizes from 8m to 25m in length;
2. Temporary berthing;
3. Full security provided through CCTV surveillance, and secured entry to marina through individual key card access;
4. On-site car parking;
5. Marina Office and external amenities located on the first floor within the existing Boathouse building; and
6. On-site Marina Manager/representative – able to assist in all boating and marina related questions.

The Marina layout and berth details are shown within Attachment 1.

### 1.2 HOURS OF OPERATION

The Marina will operate during the following hours:

Office	Summer	9.00 am to 5.00 pm - 7 days per week
	Winter	9.00 am to 5.00 pm - 7 days per week
Marina		24 hour key card access to berth holders

### 1.3 RESPONSIBILITY

#### 1.3.1 Property Lessee (Marmong Marina Properties Pty Ltd)

The Property Lessee is responsible for ensuring the Marina operations comply with the Conditions of Consent and other applicable Authority requirements.

#### 1.3.2 Manager

The Marina Manager/representative is responsible for ensuring that the day to day operations of the Marina comply with the Marina Environmental and Operational Management Plan (MEOMP) and for making Marina users aware of their obligations when using the Marina facilities.

#### 1.3.3 Owners and Lessees

The owners of vessels and the lessees of berths are responsible for ensuring that they comply with the rules of the Marina listed within the MEOMP; the Marina Berth Agreement/Conditions/Rules/Regulations as well as New South Wales law.

### 1.3.4 Temporary Berth Holders

The owners of vessels within temporary berths are responsible for ensuring that they comply with the rules of the Marina listed within the MEOMP.

### 1.3.5 Contact person

Marina Manager – telephone number to be advised.

### 1.3.6 In the Event of an Emergency

EMERGENCY	DEPARTMENT	CONTACT NO.
General Emergency	Fire Brigade, Police or Ambulance	000
Illegal dumping (on land)	Gosford City Council	(02) 4325 8222
Environmental Matters	Marina Manager or Office of Environment and Heritage	(TBA) or 131 555
Reporting non-compliances with MEOMP	Marina Manager	(TBA)

## 1.4 REVIEW

This document shall be reviewed by the Manager annually.

## 1.5 CLEAN MARINA PROGRAM

The Koolewong marina is run as an accredited clean marina in accordance with Australia's Clean Marina Program. The "Clean Boaties Fact Sheet" is included as an attachment to the MEOMP.

## 2.0 Environment

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### 2.1 MOBILISATION OF SEDIMENT

#### Owners and Lessees/ Temporary Berth Holders

- Marina users will abide by the 'no wash' speed limit for vessels as they approach and move around the marina.

### 2.2 IMPACTS TO WATER AND SEDIMENT QUALITY

#### Manager

- Accidental spillages of fuels and oils will be contained within floating booms and cleaned up as soon as possible to prevent weathering and subsequent deposition of heavy fractions. Floating booms will be located on site at all times.

#### Owners and Lessees/ Temporary Berth Holders

- The use of copper-based anti-fouling paints and in-situ cleaning of boat hulls is prohibited within the marina. Boats which at present are painted with copper-based anti-fouling paints are encouraged to switch to non-toxic anti-fouling paints.
- On board washing of boats are required to use only environmentally friendly cleaning agents (i.e. those that do not contain chlorine or phosphate-based ingredients).
- The discharging of sewage directly into Brisbane Water is strictly prohibited and those caught conducting such activities will be reported to the Department of Environment and Heritage and could be subject to significant fines. A pump-out service is provided at the Marina and a list of other available pump-out services is provided within Section 9.
- The discharging of bilge water before removing any oils using bilge pads is strictly prohibited.
- No swimming or diving from marina or jetty.

### 2.3 DAMAGE TO HABITATS

#### Manager

- In the event of accidental spillages of fuels and oils, the Manager or representative, will contain spills within floating booms and clean up as soon as possible to prevent weathering and subsequent deposition of heavy fractions.
- The Marina Manager/representative will ensure a "Marina Spill Kit" including floating booms are located on site at all times.
- The Marina Manager/representative will undergo a course in operating the spill kit.

- The Marina Manager will ensure that a lit Northern cardinal marker will be installed to provide protection to the seagrass.
- The Marina Manager will ensure that signage is erected in a prominent on-shore position to inform Boat owners/lessees of the sea grass exclusion zone depicted within Figure 1.

#### Owners and Lessees/ Temporary Berth Holders

- Boat owners/lessees are to have regard for the marina vegetation depicted within Figure 1 and are to avoid deploying anchors or navigating over seagrass exclusion zone.

#### ***Importance of avoiding damage to seagrass***

*Seagrass meadows are the nursery grounds for many of Australia's commercial fish and crustacean species. The juveniles come into the seagrass meadows for protection against predators and to feed.*

*Seagrass leaves act as a filter by slowing the overlying water and allowing any sediment that is suspended in the water to settle therefore providing clearer water to support the various fish and shellfish present in Brisbane Water.*

*The seagrass *Posidonis australis* is listed as an endangered population in Brisbane Water and therefore its protection is of the utmost importance to both recreational and commercial fishermen and the general health and enjoyments of the Brisbane Water ecosystem.*

*The management team at Koolewong Marina strives to instill the significance of seagrasses and their protection to all users of the marina and surrounding areas.*



Figure 1: Exclusion Zone to avoid damage to seagrass

## 2.4 INTRODUCTION OR SPREAD OF MARINE PESTS

### Owners and Lessees/ Temporary Berth Holders

- Any equipment is to be inspected before and after use to avoid the spread of *Caulerpa taxifolia* and any *Caulerpa taxifolia* collected on gear will be removed, bagged and disposed of with general refuse.

### *Importance of preventing the spread of Caulerpa taxifolia*

*Caulerpa taxifolia* is easily spread, can grow rapidly and can potentially out compete native seagrasses (discussed above).

*Boats can act as vectors for marine pests and algae which can be transported via anchor chains and fishing gear.*

*The management team at Koolewong Marina strives to instill the significance of seagrasses and their protection to all users of the marina and surrounding areas.*

## 3.0 Noise

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### 3.1 RIGGING

#### Owners and Lessees/ Temporary Berth Holders

- Marina berth users are to secure all lines, rigging and halyards so as to minimise the risk of noise from rigging slap and the like.

#### Manager

- In the event of rigging and halyard noise occurring upon an unattended vessel, Marina Manager/representative may board the offending vessel for the purpose of attenuating the cause of the noise.

## 4.0 Lighting

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### Manager

- The Manager will ensure the lighting for the Marina will be low voltage marina POD lighting that will turn on at night, along with motion activated spot lights. All lighting will be shielded such that light is directed downwards onto the walking surfaces and boats.
- Bollard lights on the floating structure will turn on at dusk and turn off in the mornings.
- With the exception of bollard lights and navigation lights on the Marina, all lights on the Marina will be turned off outside Marina operating hours.

### Owners and Lessees/ Temporary Berth Holders

- It will be a requirement for mooring vessels in the Marina, that once berthed, all navigation lights are turned off.

## 5.0 Waste Management

---

### 5.1 SOLID WASTE

#### Manager

- The Marina Manager/representative will arrange a suitable waste pickup frequency with a private contractor to ensure that there is sufficient waste storage capacity at all times for the general and recyclable waste generated by marina users.
- The Marina Manager/representative will ensure that the management of waste, on site, will be in accordance with the Waste Classification Guidelines (EPA 2008), Environmental Guidelines: Best Management Practice for Marinas and Boat Repair Facilities (EPA 1999) and in accordance with the requirements of the Marine Industries Association of Australia: Clean Marinas Handbook.
- The Manager/representative will, on a daily basis, collect all visible garbage or other materials discharged or blown into the Marina waters and dispose of such in the appropriate receptacles.

#### Owners and Lessees/ Temporary Berth Holders

- Marina users will ensure that all general and recyclable waste is placed in the provided relevant receptacles. Any illegal dumping either off-shore or on-shore will be reported to the relevant authority and significant fines may be applied.
- Cleaning or preparation of fish is prohibited from the marina walkways.

### 5.2 LIQUID WASTE – INCLUDING OILS, BILGE, FLUID

#### Manager

- The Manager/representative will undertake regular inspections of the waterways around the marina for detection of any wastes and these will be dealt with immediately.
- The Manager/representative will observe all wash down activities. It will be a requirement that the washing down of vessels is undertaken using water only or water with an approved standard of bio-degradable detergent.
- The Manager/representative will ensure that all waste oil is collected in approved containers and disposed of at a designated onshore collection point.

#### Owners and Lessees/ Temporary Berth Holders

- Owners/lessees are to adhere to controls listed within Section 2 in regards to liquid wastes.
- Painting of vessels berthed at the Marina is prohibited.

## 6.0 Parking and Loading

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### Owners and Lessees

- Marina users are prohibited from parking in the marked tandem staff or restaurant patrons parking area.

## 7.0 Emergency and Essential Services

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### 7.1 FIRE

#### Manager

- Marina Manager/representative will attend education and induction sessions in fire fighting techniques and the use of fire fighting equipment.
- In the event of fire and/or explosion, appropriate emergency control procedures will be activated. These include:
  - Notify Management, fire authorities and emergency services immediately.
  - Quickly evacuate all persons to an Evacuation Meeting Point at which a “muster” can be taken if required.
  - Ensure all power is cut off.
  - Commence fire fighting activity in accordance with training instructions.
  - Where necessary, remove all surrounding mobile property, vessels and other portable items to a safe location.
  - Prevent the spread of fire water and fire water run-off by deployment of the booms onto the water to contain fire water area.
- The Manager is to ensure that there is an audible and visible alarm at the “shore end” of the main Marina arm which is activated by breaking a glass covered button located immediately outside the Marina office. The alarm is to be sufficiently loud and bright that it will be clearly discernible by people at all berths and arms of the Marina.
- The Marina Manager/representative is to undertake maintenance procedures for the Marina including scheduled testing of fire fighting equipment and systems.
- The Marina Manager/representative will ensure each vessel owner is provided with an emergency evacuation plan showing the locations of all emergency equipment.
- The Marina Manager/representative will ensure that personal floatation devices are located on the floating structure for use in the event of a fire or other emergency evacuation.

#### Owners and Lessees/ Temporary Berth Holders

- It is a requirement for mooring vessels in the Marina that there is a CO<sup>2</sup> or dry chemical hand held fire extinguisher on each vessel, as is required by NSW Maritime for the registration of a vessel.
- No welding or oxy-cutting operations to be undertaken within the Marina, or on board vessels.
- Boat owners’ will ensure that their vessel has been inspected for fuel, vapour and gas leaks. Inspections shall include bilges, fuel system leaks, gas equipment and lines, for integrity.

## 7.2 EVACUATION

### Manager/ Owners and Lessees/ Temporary Berth Holders

- Should a situation develop where emergency evacuation of people from the Marina is required, the Marina Manager/representative will activate a sound alarm.
- Where a safe path off the Marina is available, all people on the Marina will be directed to go directly to the Emergency Meeting Point (yet to be determined).
- In the event that a safe path off the Marina is not available, then all people on the Marina will be directed to go to the Emergency Evacuation Point as directed by the Marina Manager/representative.

## 7.3 SPILLS

### 7.3.1 Spillages/Leaks

#### Manager

- In the event of a fuel spillage/leak, Marina Manager/representative will deploy the fuel containment boom and absorbent pads to clean up fuel spillage.

### 7.3.2 Sinking of Vessel

#### Manager/ Owners and Lessees/ Temporary Berth Holders

- It is a requirement of the Berth Agreement that the owners of the vessels supply Management with an access key to the vessel, which is stored in the lock up box located in the office (this is not a requirement for temporary berth holders).
- Any vessel found to be taking water and having potential to sink to be reported to Marina Manager/representative. If necessary it will be removed by Marina Manager/representative to shallow water, where pumps will be activated and remedial action taken to prevent sinking.
- Marina users will report to Management immediately any sinking of a vessel, or any vessel in danger thereof.

#### Manager

- Marina Manager/representative will inspect berthed vessels regularly for correct waterline position. In the event of any vessel appearing lower than its designated water line, Marina Manager/representative will contact the owner.
- In the event of a vessel sinking, Marina Manager/representative will deploy the floating boom to ensure containment of any fuel and oil released.

### 7.3.3 Discharge of Sewage, Bilge Water and Toxic Waste

#### Owners and Lessees/ Temporary Berth Holders

- The discharging of sewage directly into Brisbane Water is strictly prohibited and those caught conducting such activities will be reported to the Department of Environment and Heritage and could be subject to significant fines. A pump-out service is provided at the marina.
- The discharging of bilge water before removing any oils using bilge pads is strictly prohibited.

#### Manager

- In the event of a leak or illegal dump, any spillage will be cleaned up by or under supervision of Marina Management/representative.
- In the event of a sewage spill, Marina Management/representative will deploy the floating boom in order to contain the spread of the discharge during managed clean-up operations.
- Marina Management/representative will ensure that a floating boom of adequate size, together with approved fuel and oil absorbent material in ready condition, is stored in an appropriate location and readily deployable.
- Marina Management/representative will undergo training in the deployment and utilisation of the floating boom.
- Marina Management/representative will regularly inspect the waters around the marina for evidence of pollution.
- Marina Management/representative will ensure that an adequate supply of oil absorbent material is available on site in the event of spillage of bilge water.

## 8.0 Fuelling Facilities

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Given the proximity of the marina to nearby oyster farms, fuelling facilities are not provided on site.

The following facilities are available for boat owners/lessee who require a fuelling service:

1. Machans Marina

- Located approximately nine kilometres to the SE;
- The Marina has a Caltex fuel outlet on the wharf offering premium unleaded and diesel.

2. Booker Bay Marina

- Located approximately nine kilometres to the SE;
- Available 7 days a week providing both diesel and premium petrol.

3. Killcare Marina

- Located approximately ten kilometres to the SE;
- Re-fuelling service available.

A map highlighting the above locations in proximity to the Koolewong Marina is provided as an attachment to the MEOMP.

## 9.0 Pump Out Facilities

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A pump-out facility is provided at the marina, however the following facilities are also available within the area:

1. Gosford Wharf

- Located less than six kilometres to the NE;
- Available 24 hours a day;
- Provides detailed instructions on how to pump-out your sewerage, and
- Provides a convenient and free service.

2. Gosford Sailing Club

- Located less than six kilometres to the NE;
- Fee based service.

3. Killcare Marina

- Located approximately ten kilometres to the SE;
- The sewerage pump out facility can be used at anytime during Killcare Marina's general business hours under supervision (Marina Operating Hours Monday to Friday 8:00am - 4:30pm, Weekends & Public Holidays 8:00am - 4:30pm (October til mid May), Closed Christmas Day, Boxing Day, New Years Day.
- Boat owners are welcome to use the facility outside business hours (24/7), however prior to the use of the facility, customers will undertake a safety induction program and agree to use the facilities in an appropriate manner
- Provides a free service.

A full list of pump-out services in the Hawkesbury and Broken Bay Region can be found at [http://www.maritime.nsw.gov.au/rec\\_boating/pumpout-Hawks.html](http://www.maritime.nsw.gov.au/rec_boating/pumpout-Hawks.html)

A map highlighting the above locations in proximity to the Koolewong Marina is provided as an attachment to the MEOMP.

## 10.0 Vessel Management and Navigation

---

### 10.1 BERTH ALLOCATION

#### Manager

- The Marina Manager/representative shall be responsible for allocating berths for all vessels. This shall be recorded in the Marina office showing:
  - Berth Number; and
  - Owner's / Vessels Name.

#### Owners and Lessees/ Temporary Berth Holders

- Owners of vessels moored in the Marina will be required to complete and sign a Berth Agreement Form, which sets out the requirements for mooring a vessel in the Marina and includes agreeing to the terms provided within MEOMP.

### 10.2 MOORING

#### Manager

- In the event of extreme wind and wave conditions (storms), Marina Management/representative will check the mooring lines and, where considered necessary, add storm mooring lines.
- Marina Management/representative staff shall conduct regular inspections of mooring lines to check for chafing and damage.

### 10.3 NAVIGATION

#### Owners and Lessees/ Temporary Berth Holders

- All vessel owners will be given a plan of the Marina setting out the navigation channels to and from the Marina.
- It will be a requirement for mooring a vessel in the Marina that the maximum vessel speed, when approaching, departing or manoeuvring in the Marina, shall be 4 knots, unless adverse weather conditions arise which necessitate higher speeds for vessel masters to maintain control over the vessel.
- In adverse weather conditions, only one vessel will be permitted in the fairway between berths at any one time.
- For the purposes of this MEOMP, adverse weather conditions are defined as situations where the 10 minute average wind speed is greater than 20 knots.
- Predicted weather conditions as provided by the Bureau of Meteorology will be posted on the notice board at the Marina.

## 11.0 Security and CCTV

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Security cameras placed on small masts at the eastern end of each arm. These security cameras will monitor the arms 24 hours a day / 365 days a year and are recorded on a hard drive computer.

The Security cameras will assist in monitoring vessel movements, weather and patrons activities.

## 12.0 Complaints

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### 12.1 REGISTER

The manager will be available to the public for feedback and discussion about the Marina operations and functions during business hours. A suggestions box is located on the Marina office door entrance for the manager to collect feedback from the public.

Outside normal operating hours, complainants will be able to call a designated number to advise of their matter.

## 13.0 Enforcement

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### 13.1 MARINA RULES

Marina users will be given a copy of the MEOMP. It will be a condition of the use of the Marina that users comply with the MEOMP.

### 13.2 BREACH OF RULES

Marina users will be served with a formal letter informing them on their infringements. This letter will act as a formal warning requiring them to rectify the infringement within 14 days notice of the letter issue date. Failure to comply with the formal warning will prompt a second and final letter/notice.

### 13.3 THREE STRIKES AND YOU'RE OUT

Marina users that do not comply with the second warning letter will be asked to leave the Marina. A notice will be posted on the Marina notice board and a formal third and final letter will be served to the user.

# attachment 1

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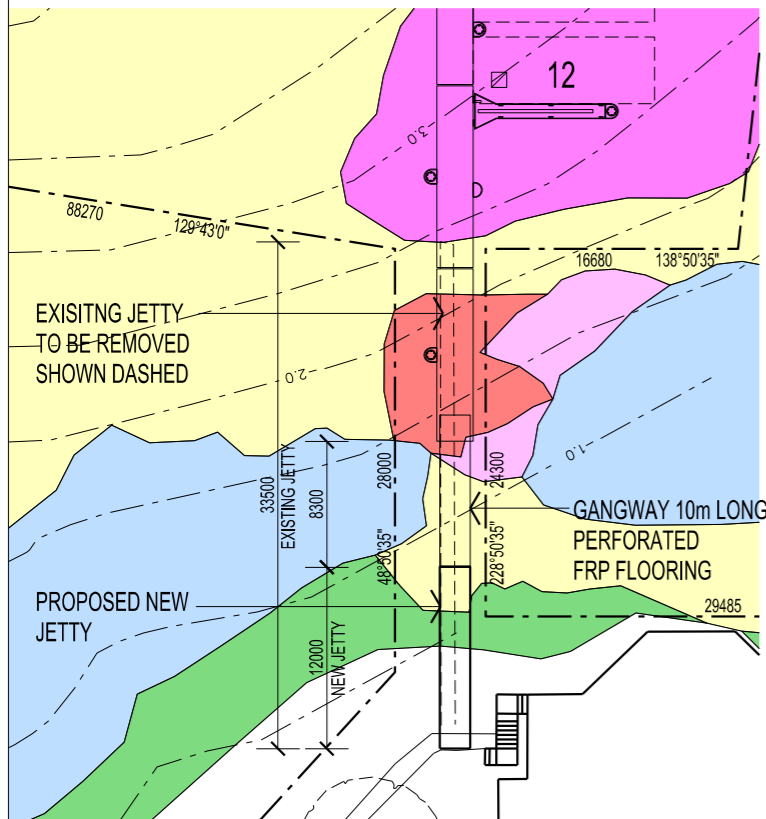
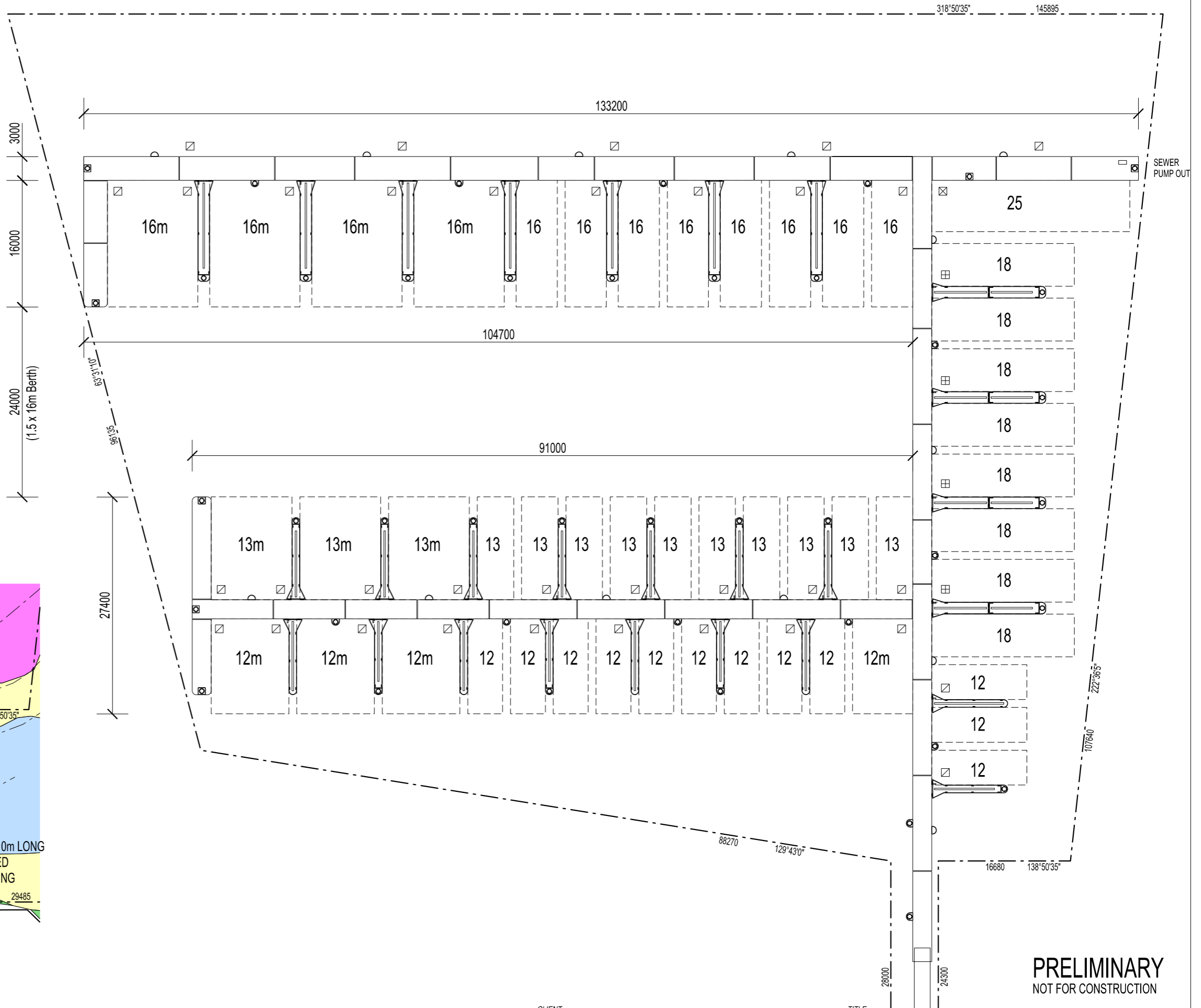
Marina Layout Plan

**Electrical Legend**

- ☐ TYPE A
- ☒ TYPE B
- ☒ TYPE C

**BERTH SCHEDULE**

BERTH SIZE	NUMBER
12	12
12m	4
13	10
13m	3
16	8
16m	4
18	8
25	1
<b>TOTAL</b>	<b>50</b>



**PRELIMINARY**  
NOT FOR CONSTRUCTION

NO	DATE	AMENDMENT
B	31.07.14	CLIENT AMENDMENTS
A	28.07.14	CLIENT ISSUE

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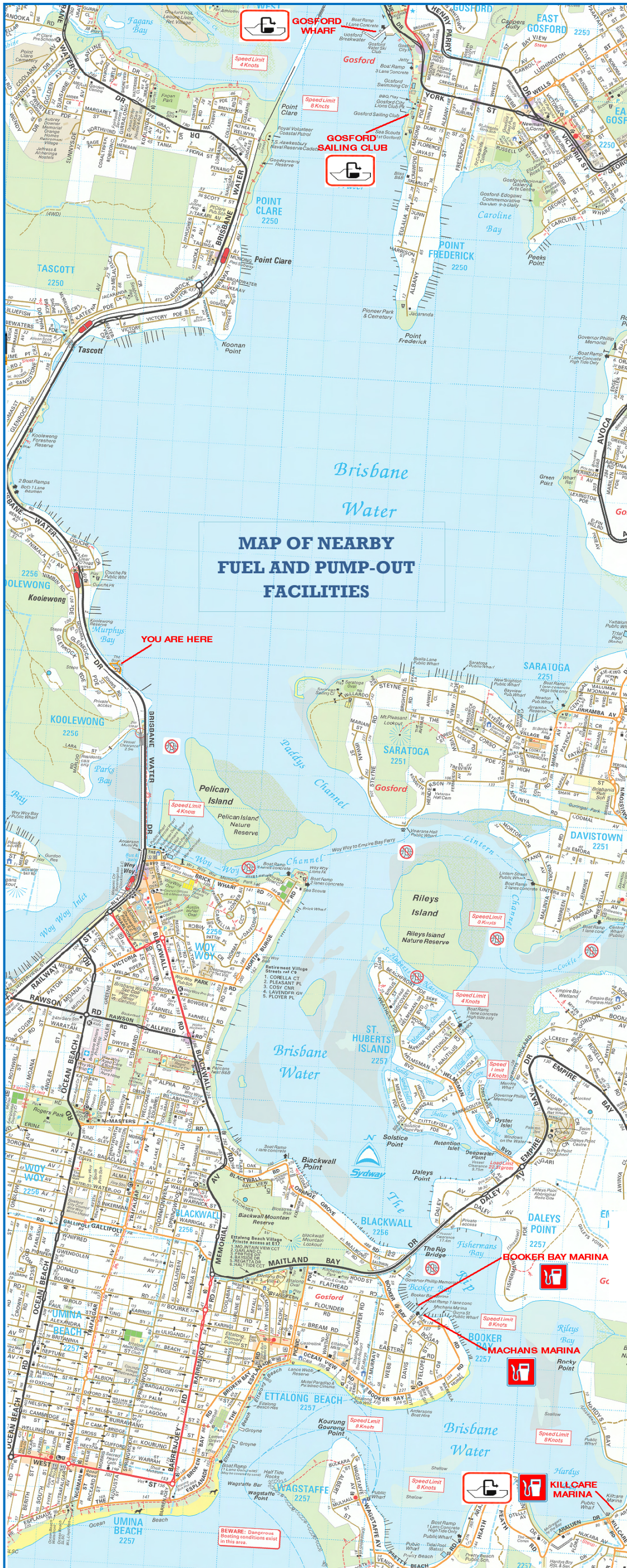
CLIENT: LES BINKIN  
PROJECT: BOAT HOUSE MARINA - KOOLEWONG  
Designed/Drawn: \_\_\_\_\_ Checked: \_\_\_\_\_ Date: 03.07.14 Height Datum: \_\_\_\_\_

TITLE: MARINA LAYOUT SCHEME 6  
Scale: 1:500 @ A3  
Dwg No.: PPP SK6-02  
Amdt: B

## attachment 2

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Map of Nearby Fuel and Pump-out Facilities



**MAP OF NEARBY  
FUEL AND PUMP-OUT  
FACILITIES**

**YOU ARE HERE**

**BEWARE: Dangerous  
boating conditions exist  
in this area.**

## attachment 3

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Clean Boaties Fact Sheet



As a companion to the Clean Marinas Australia Program, MIAA encourages the nation's boat owners to learn about and to use clean boating techniques.

## CLEAN BOATIES FACT SHEET

### **Maintain your Marine Toilet**

- Keep the disinfectant tank full
- Use biodegradable treatment chemicals
- Follow the manufacturer's suggested maintenance program
- Never discharge the holding tank immediately after adding deodorants since some deodorants contain toxic formaldehyde that can kill fish
- Have your marine toilet inspected regularly to ensure that it is functioning properly
- Do not dispose of fats, solvents, oils, emulsifiers, disinfectants, paints, poisons, phosphates, nappies, or other similar products in your marine toilet
- Greywater includes soaps and detergents from boat showers, dishwashing, and laundry facilities.
- Soaps, even those labelled as "biodegradable," contain substances that might be harmful to marine life.
- Use shore-side showers, dishwashing stations, and laundry facilities whenever they are available.
- Check product labels and use low nitrogen and phosphorous detergents for on-board laundry, dish washing and general cleaning
- Use all soaps and cleaners sparingly

### **Boat Maintenances**

- Do you work on your boat rather than hire others to do the work for you?
- Do you clean the deck, repaint the hull, and change the oil?
- If so, here are some important tips to help you protect the waters wherever you boat:

### **Boat Cleaning**

- Soaps and solvents are toxic to marine life
- Take care when using harmful products near the water

### **Hull Maintenance**

- Boat paints and other hull coatings contain harmful components including metals, solvents, and dyes

## **Engine Maintenance**

- Routine engine servicing requires the handling of toxic substances such as oil and solvents
- Care must be taken while the cleaning is done
- Check with marina staff to find out where engine maintenance is allowed at the marina
- Clean up work area with absorbent materials and a broom, instead of hosing
- Ask if your facility has a collection area for boat maintenance waste such as used oil filters, waste oil, lead-acid batteries, etc). If not, take it home and dispose of as household waste
- Pre-clean engine parts with a wire brush to eliminate the need for solvents
- Keep your engine well tuned to have it perform efficiently, to prevent leaks, and keep it clean to spot oil and fuel leaks more easily
- If you must use solvents, use VOC-free solvents
- Use the orange-pink coloured propylene radiator fluids/coolants, which is non-toxic, rather than the blue-green coloured ethylene glycol, which is toxic to marine life

## **Fuel**

- Keep fuel tanks at 90% capacity to prevent deterioration of the stored fuel
- You should never fill the tank all the way because petrol and petrol products expand as they warm, causing a potentially explosive condition
- Never pour oil or oily liquids into the water

## **Non-Toxic Cleaning Alternatives**

The following list provides non-toxic alternatives to typical cleaning products. Please note that even non-toxic substances can cause harm to the environment so use sparingly.

When cleaning, always try water and a little elbow grease first.

- All purpose cleaner: mix one cup white vinegar with five litres of water
- Air freshener: an open box of baking soda
- Ammonia-based cleaners: vinegar, salt, and water
- Brass cleaner: Worcestershire sauce or paste made with equal amounts of salt, vinegar, and water
- Copper cleaner: lemon juice and water or paste of lemon juice, salt, and flour
- Chlorine bleach: baking soda and water or borax
- Chrome cleaner/polish: apple cider vinegar to clean; baby oil to polish
- Disinfectants: one half a cup borax in three litres of water
- Drain opener: disassemble and use a plumber's snake or flush with boiling water mixed with one-quarter cup baking soda and one quarter cup vinegar
- Fibreglass stain: remover baking soda paste
- Floor cleaner: one-cup vinegar plus five litres of water
- Paints: use latex or water-based paints
- Paint remover/stripper: use heat gun to peel off paint
- Paint thinners: use water (effective for water-based paints)
- Stainless steel cleaner: baking soda or mineral oil for polishing, vinegar to remove spots

- Toilet bowl cleaner: use toilet brush and baking soda
- Wood polish: olive or almond oil (interior walls only)
- Window cleaner: mix two tablespoons vinegar in one quart of water or rub glass with newspaper

### **Boat Operation and Fueling**

The way that you operate your boat or personal watercraft can have a direct effect on public safety and the environment. When not operated properly, boats can inflict injuries on people, animals and on other property and cause pollution.

Specific considerations should be given when fuelling your boat. Consider the following tips to make sure your boating activities are safe and protect the environment.

### **Boat Operation**

- Observe all rules and regulations including "no wake" zones
- Avoid operating through shallow areas. You risk damage to your boat and sensitive habitats, such as seagrass
- If not familiar with the waters near the shore, proceed cautiously and refer to the most current local charts
- Watch your wake when boating near marshes and eroded banks. Your wake could cause erosion
- When your outboard motor needs replacing, consider an efficient 4- stroke or direct fuel injection 2-stroke. Higher efficiency engines save money on fuel and reduce the level of unused fuel released into the environment

### **Fuelling**

- Attend to fuel hose and filler point when fuelling
- Always use an oil absorbent cloth or pad when fuelling to catch drips, particularly when you remove the fuel nozzle from the boat's fuel tank
- Prevent spills by not over filling/topping off the tank, and listening to filler pipe to anticipate when the tank is full
- To prevent spills from the tank vent of a built-in fuel tank, install a fuel/air separator or an air whistle in your tank line, or use a vent cup to capture overspill. Ask marina staff if they know who can provide this service
- Avoid overfilling tanks; fuel expands as it warms up in the tank after being moved from cooler storage tanks
- Fill portable tanks on shore
- Add a stabiliser to your fuel if you use your boat infrequently. This helps preserve fuel and ensures it burns efficiently
- If you see a leak or spill of any fuel, stop the spill at the source and contact the marina staff immediately
- You must report spills to the local authorities
- Understand that squirting any detergent or emulsifier on an oil slick is not good for the environment, against the law, and can bring heavy fines

## **Garbage and Fishing Waste**

Everyone generates garbage. When not handled properly, garbage, fish waste, fishing line, hazardous waste, and pet waste can injure marine life and people, and can ruin your boating experience. Consider the following tips.

### **Garbage**

- Don't toss garbage, including cigarette butts overboard
- Never discard plastics into the water
- Always store your garbage on-board and dispose of it when you return to land. Store it securely so it does not fly away while boating
- Use the appropriately marked garbage receptacles. If a garbage can is full, find another that has room for your garbage
- Separate recyclable materials, like cans and bottles, from regular garbage for recycling at the marina or at a local recycling centre
- If you are not sure how to dispose of a certain waste, ask your marina manager
- Never leave used oil or fuel filters unattended near a bin after hours
- Store used filters in a safe and secure place (i.e. on-board) and contact the marina office
- Be a good neighbour and pick up garbage that you come across, either floating in the water or on land
- Always pickup after your pet and dispose of pet waste in the marina's designated garbage receptacles

### **Fish Waste**

- Fish waste should be discarded offshore unless there are length limits for the type of fish caught
- If fish are cleaned at the marina, do it at a designated location. Waste must be disposed of as directed
- Take particular care to properly dispose of fishing lines. Fishing lines in the water can entangle fish, wildlife, swimmers, and boat propellers.



***Clean Boaties are encouraged to use certified Clean Marinas.***