ENVIRONMENTAL MANAGEMENT PLAN

Created: June 2018

Last update: Oct 2023

Policy title/no:	Environmental Management Plan	Policy Category:	Operations
Policy Approved:	25 June 2018	Date of last review:	June 2021
Creator:	W McCallum, General Manager	Date of next review:	Oct 2024
Responsible Officer:	General Manager	Version:	V1.5

CONTENTS

SECTION A - GENERAL

1) DBCYA Environmental Management Plan - Objectives

- Describe the Club's operations and scope of facilities and services
- *Identify all the relevant statutory requirements that apply to these operations*
- Set standards and/or performance measures for each of the relevant environmental issues
- Describe what actions and measures have been and are intended to be implemented to mitigate the potential impacts of the Club's operations
- Define the potential pollution risks and mitigation protocols in place to address incidents.
- Describe the monitoring and measurement programme for incident reporting, training and spill response equipment and review of EMP.
- Describe the role, responsibility, authority and accountability of all key personnel involved in the Club's operations

This DBCYA Environmental Management Plan is created to ensure:

- The Club adheres to industry best practice
- The Club is compliant with relevant environmental legislation and regulations. In the absence of regulations, the Club adopts appropriate responsible standards.
- All aspects of Club business are run in such a manner so as to minimise and effectively handle any incidents and emergencies should they occur
- Regular measurement of the Club's environmental performance
- Strategic commitment to environmental duty of care and responsibility now and ongoing

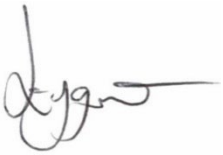
The DBCYA Management Committee fully endorse this Environmental Management Plan and recognise it is the responsibility of all committee members, club members, employees and relevant contractors to ensure it is understood and maintained at all levels within the Club. Expectation is placed on all above parties to ensure a team effort in minimizing, monitoring, reporting and effectively dealing with environmental protection.

Initial Review:
Jim Grierson
Commodore
Dated: 23 July 2018

Subsequent Reviews:
Joy Eggenhuizen
Vice Commodore
Dated: 19 August 2019

Subsequent Reviews:

Joy Eggenhuizen
Commodore
Dated: 21 July 2021



Joy Eggenhuizen
Commodore
Dated: 05 Oct 2023

2) Dinah Beach Cruising Yacht Association - Overview

Situated in the inner harbour of Darwin on the banks of Sadgroves Creek, Dinah Beach Cruising Yacht Association (DBCYA) is a unique member-based community club. The club is positioned just 2km from Darwin CBD off Tiger Brennan Drive and a short walk from the Frances Bay Mooring Basin and Tipperary Waters Marina. From humble beginnings in 1982, the club now boasts a healthy membership and offers a good range of practical DIY yachting facilities for local and visiting yacht yachts people. The club logo is a yellow mud crab, symbolic of the club's humble beginnings, emerging from the mangrove swamps and developing over time through the efforts of club members throughout the decades.

Boat chandlery stores are within walking distance of the Club and private arrangements may be made with the many professionally skilled DBCYA members to assist with repairs and maintenance. Many people who dwell on their vessels parked on private or Govt owned inner harbour moorings rely solely on the club for access, parking, mail delivery and ancillary services. The club is very open plan, with 24 hour access to facilities for members.

Our annual Wet Season Race Series around Darwin Harbour (nine races from November – March) has four divisions to satisfy an increasing number of yachts that take part during the tropical summer season. We also coordinate the annual international Spice Islands Darwin Ambon Yacht Race and the annual local Tiwi Islands Yacht Race, along with a social race series during the dry season.

The venue also has great social facilities and thousands come to enjoy the laid-back ambience in the bar, listen to live music and enjoy a bite to eat by the sea. The Club prides itself on being a rare and rustic old-Darwin style venue and provides no gambling facilities, just a great open-air atmosphere to encourage connection with like-minded peers.

The Club occupies Lot 6475 (an irregular land and water parcel of 1 hectare, 4400 sq metres) and was granted a crown lease in perpetuity, for the purpose of Yacht Association and ancillary, from the Northern Territory Government in 1996, incorporating previous titles.

3) Scope of Facilities and Services to Members

DBCYA provides the following facilities and services to members:

- User-pays Hard stand facility - 30 sites, including 24 long term sites in the Boat Park and 5 short term sites on the DBCYA wharf plus 1 emergency site
- User-pays Careening pole facility – 5 sites, including two sites specifically designed for contaminant capture
- Free access Floating pontoon – attached via walkway to the Club's wharf – accommodates up to 20 dinghies
- Concrete wharf spanning the southern face of the Club's water channel
- Clubhouse – bar and open-air, partially covered licensed premises open 7 days
- Kitchen – open 7 days, operated by external contractors
- Organiser of the Wet Season Race Series held November to March every year
- Organiser of the annual international Spice Islands Darwin Ambon Yacht Race
- Waste management system – free removal of general waste, flammable and non-flammable liquids, used oil, paint tins, carboard and paper, co-mingled recycling, used batteries and empty fuel containers
- Ablution block incorporating free showers
- Coin operated laundry
- Davit crane on wharf (500kg max weight)
- 92 bay vehicle parking facility
- Free mail delivery service – letters and parcels
- Free use of DIY basic workshop space
- Boat ramp
- Free use of dinghy storage racks
- Free wi-fi in bar area
- Community connection base – meeting hubs, noticeboards, newsletters, plus a thriving second hand book swap system and giveaway table

DBCYA does not provide the following facilities and services:

- Marina or mooring sites
- Haul out equipment - Vessels are transported between the water and the hard stand by private arrangement between yacht owner and external crane operator.
- Fuel storage or sales
- Chandlery shop
- Boat building, repairs and maintenance or other marine-related professional services
- Brokerage service
- Sailing Development training/courses
- Facilities or services for commercial or non-cruising powered vessels

DBCYA does not own any vessels or vehicles and does not store hazardous or dangerous goods on the premises.

4) Environmental Management Procedures – Snapshot as at Sept 2023

Figures in brackets ie (1) represent the anticipated time frame (months) to install or initiate approved facility or system

Area	Actions already in place	Actions currently being investigated or implemented	Date Actions Achieved
Waste Management Shed	• Safe depository for all marine related solid and liquid waste inside purpose built shed with bund • Management plan with NTRS and Cleanaway to ensure efficient collection on regular or on-demand basis as required • Signage at point of deposit • Recycling of paper, carboard, cans, bottles • Accessible absorbent gravel for oil spills	Occupation Certification for building underway (3m)	• Waste Management Shed built 2002. • Waste contractors employed 2002 • Signage developed 2016 • Quick access spill products supplied 2017 • WMS review 2019 in consult with Cleanaway – improvements made to storage systems
Pollution Spill Kit Facility	• Establishment of a centrally located Pollution Spill Response Shed – an enclosed facility to house the following land-based and water-based response equipment accessible 24/7 to club members (2): a) 50m of Floating Booms (4 & 5m lengths) for water-based spills at the careening poles – sufficient to encircle a 20m long vessel parked on the careening poles • b) Supply of hydrocarbon pads, absorbent gravel, disposable bags		• Spill response sheds housing boom for poles and channel and portable spill kits in place September 2018. • Quarterly kit material inspections / replenishments conducted by external contractor (Would Ya Supplies). • Quarterly inspection of existing booms to ensure fitness for purpose by staff • Replacement of poles boom kit July 2023
Careening Poles	• Designed contaminant capture system • Training of members on the use of the system • Written rules governing contaminant management provided to Careening Pole Occupants prior to occupancy – members sign to say they have read & understood the terms. • Written instructions and mud-map given to		• Contaminant Capture System and rules/procedures in place since early 2000s. • More detailed usage information and maps provided to users since 2017. • External professional contaminant waste removers engaged as required. • Extra signage erected and Poles User

	occupants at time of booking • Access to nearby Pollution Spill Response Shed and flotation booms • Signage notifying of spill response protocols • Waste build-up removed on demand by qualified external contractors		Agreement updated to include EMP Aug 2018 • Poles replaced and concrete base improved 2020. • SOP for pole use implemented 2021 • Poles agreement updated to include signed member responsibilities for use ie PPE, no influence of alcohol/drugs April 2023.
Hard Stand	• Written rules governing contaminant management provided to Hard Stand occupants prior to occupancy – occupants must sign to say they have read and understood the terms. • External vessel contaminant removal required via the careening poles contaminant capture system prior to coming up onto the hard stand • Access to nearby Pollution Spill Response Shed • Signage notifying of spill response protocols		• Written rules/agreement provided since inception. • Extra signage erected and Hard Stand agreement updated to include EMP Aug 2018
Wharf	• Provision of land/marine Pollution Spill Kit accessible 24/7 to club members • Construction of pre-fabricated emergency roll out boom system to fit across channel		• In place Sept 2018 • Booms assessed quarterly for fitness for purpose
Bar	• Recycle receptacles placed around venue - all cans & bottles recycled • No products sold in non-recyclable containers • Biodegradable single use straws only • solid reusable plastic cups have replaced single-use plastic cups for standard bar operations • ineffective coolroom door seals replaced • 3 monthly preventative maintenance all cooling equipment		• Recycling occurring since pre 2000 • Preventative maintenance occurring since pre 2000. • Major reduction of single use plastics in 2018 • Single use plastic straws and water drinking cups phased out late 2018 • Polystyrene stubby coolers phased out Aug 2019
Kitchen	• Recycle cooking oil • Recycle cardboard waste		• New caterers have been recycling and using card containers since operation 2017

	• Takeaways provided in carboard containers • Use biodegradable utensils and containers • Access to Pollution Spill Response Shed • Signage notifying of spill response protocols		• Caterers encouraged to use biodegradable or compostable products
Administration	• Recycle printer cartridges • Double sided printing where practicable • Switch to digital based records keeping to minimize paper use		• Switch to digital records preference as of 2015, excepting key documents. Recycling ongoing.
Workshop	• Materials recycle system amongst members • Access to nearby Pollution Spill Response Shed • Signage notifying of spill response protocols		• In place Sept 2018 • Access security gates installed Aug 2023
Pontoon	• Solar lighting • Access to nearby Marine Spill Kit • Signage notifying of spill response protocols		• Solar lighting since 2017. • Kit / signage Aug 2018
General	• Solar lighting around key sections of the Club • Routine waste pick-up by staff • Automated Irrigation system • Spill response protocol signage • members educated of new EMP • Provision of professional training on boom deployment to members, committee and staff and monitoring system thereof • Engagement of external qualified contractor to monitor and replenish spill response supplies every three months • quarterly operational checks of the channel roll-out boom into the Club's preventative maintenance schedule	Solar panel install – grant funding applications lodged	• Solar lighting since 2017. • Automated irrigation system since 2016. • Rubbish pick up ongoing. • Initial training July 2018 • Supplies monitoring established July 2018 • Initial boom testing done Sept 2018, quarterly thereafter • Solar lighting upgrade and additional lighting on wharf April 2023.

SECTION B – RISK ASSESSMENT

5) Risk Assessment

a) RISK ASSESSMENT MATRIX

		Consequence				
Likelihood		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
5	Almost Certain	5	10	15	20	25
4	Likely	4	8	12	16	20
3	Moderate	3	6	9	12	15
2	Unlikely	2	4	6	8	10
1	Rare	1	2	3	4	5

- Extreme risk; immediate action required
- High risk; senior management attention needed
- Moderate risk; management responsibility must be specified
- Low risk; manage by routine procedures

b) RISK ASSESSMENT BY CLUB FACILITY

1) WASTE MANAGEMENT SHED

Activity/Event	Liquid spill at facility			
Risk	Pollution reaching the sea or storm-water drain			
Objective	Prevent discharge of hydrocarbons or other contaminants			
Operational Control	• Custom-made facility with bund for spills capture and containment Readily accessible spill response equipment – granules and pads • Spill response protocols and signage provided at facility. • External waste removal contractors readily accessible • **Member's responsibility to clean up personal spills and report significant or uncontained spills to Management.** • **All members bringing substances (fuels, oils, hazardous chemicals, chemicals) onto the DBCYA site (including if contained within their vessel or vehicle) are required to provide the General Manager with a current printed or electronic Materials Data Safety Sheet.** • **Club's responsibility to oversee operations, to intervene and to provide ongoing monitoring of situation if required.**	**Likelihood**	**Consequence**	**Risk Rating**
		4	**1**	**4**

Activity/Event	Waste liquids placed in wrong capture areas or unidentified liquids dumped at waste station			
Risk	Cross pollution, disposal issues			
Objective	Prevent cross pollution, minimize additional disposal requirements			
Operational Control	• Separate, clearly marked capture facilities for different liquids and used containers • Waste protocol signage at facility • Regular monitoring by Club staff / contractors • External waste removal contractors readily available to identify random liquids and remove as appropriate. • External contractors have ability to remove cross-polluted substances for an additional fee	**Likelihood**	**Consequence**	**Risk Rating**
		2	**1**	**2**

2) CAREENING POLES

Activity/Event	Minor discharge from vessels positioned on poles (less than 20ltrs)			
Risk	Pollution reaching the sea (poles situated midway between low and high tide – is sometimes dry, sometimes underwater)			
Objective	Prevent discharge of hydrocarbons or other contaminants or contain leak within channel			
Operational Control	• Readily accessible spill response facilities – incl floating boom and pads • Trained personnel available to deploy boom around vessel • Roll out boom at end of channel for spills already leaking into channel • Spill response protocols and signage provided at facility • Provision of training opportunities for members/staff/ committee/contractors on use of spill response equipment • Non-compliance results in consequences determined at Committee level • **Member's responsibility to clean up personal spills and report all waterway spills to Management.** • **Club's responsibility to oversee operations, to intervene and to provide ongoing monitoring of situation if required.**	**Likelihood**	**Consequence**	**Risk Rating**
		1	**3**	**3**

CAREENING POLES (CONT'D)

Activity/Event	Contaminants not captured in the sump pit due to users not following proper procedure			
Risk	Pollution reaching the sea			
Objective	Prevent discharge of contaminants into the sea			
Operational Control	• All users enter into a written agreement which stipulates the member's responsibility to ensure all contaminants are captured. • All users receive written capture procedures at time of booking. • Custom made facility designed to capture all contaminant waste in pit, which is transferred to holding tank and removed by qualified contractors. • GM / Yardperson available to demonstrate contaminant capture system. Readily accessible spill response facilities – incl floating boom and pads. • Spill response protocols and signage provided at facility. • Power and water facilities provided at site • Provision of training opportunities for members/staff/ committee/contractors on use of spill response equipment. • Non-compliance results in consequences determined at Committee level. • **Member's responsibility to clean up personal spills and report all waterway spills or uncontrolled spills to Management.** • **Club's responsibility to oversee operations, to intervene and to provide ongoing monitoring of situation if required.**	**Likelihood**	**Consequence**	**Risk Rating**
		2	**3**	**6**

3) HARD STAND (BOAT PARK AND WHARF)

Activity/Event	Discharge from vessels, outboards, oil or fuel containers			
Risk	Pollution reaching the sea or storm-water drain			
Objective	Prevent discharge of hydrocarbons or other contaminants			
Operational Control	• Readily accessible spill response facilities, spill response protocols and signage provided to members. • Hard Stand occupants have been provided with written protocols regarding contaminant spill capture in their Hard Stand agreement – occupants aware of self-responsibility for spill clean-up. • Provision of training opportunities for members/staff/ committee/contractors on use of spill response equipment. • Option to terminate hard stand contract of non-compliant occupants. • **Member's responsibility to clean up personal spills and report all significant or uncontained spills to Management.** • **Club's responsibility to oversee operations, to intervene and to provide ongoing monitoring of situation if required.**	**Likelihood**	**Consequence**	**Risk Rating**
		3	**3**	**9**

HARD STAND (BOAT PARK AND WHARF) CONT'D

Activity/Event	Vessel Maintenance on Hardstand (incl engine maintenance, hull cleaning/stripping, general painting & maintenance)			
Risk	Pollution of the environment from boat maintenance operations on hardstand/slips			
Objective	Prevent contamination of the environment from vessel maintenance works undertaken on hardstand/slips			
Operational Control	• All vessels required to clean their exterior on the careening pole waste capture facility prior to coming up onto the hard stand. • All occupants provided with written protocols regarding air-borne contaminants in their Hard Stand agreement – occupants aware of self-responsibility to contain and clean-up waste product • Occupants required to contain blasting/spraying/sanding waste by erecting a mobile barrier to catch dust and spray. Limitations in place eg limit blasting according to wind conditions • Readily accessible spill response facilities, spill response protocols and signage provided to members. • Waste receptacles provided in waste management station • Option to terminate hard stand contract of non-compliant occupants. • **Member's responsibility to clean up personal spills and report all significant or uncontained spills to Management.** • **Club's responsibility to oversee operations, to intervene and to provide ongoing monitoring of situation if required.**	**Likelihood**	**Consequence**	**Risk Rating**
		3	**3**	**9**

4) PONTOON

Activity/Event	Minor discharge from dinghies or fuel containers (less than 20ltrs)			
Risk	Pollution reaching the sea			
Objective	Prevent discharge of hydrocarbons or other contaminants			
Operational Control	• Readily accessible spill response facilities • Spill response protocols and signage provided at facility • Nearby davit crane can lift affected dinghy onto wharf to allow measures to stem flow and capture contaminants • Provision of training opportunities for members/staff/ committee/contractors on use of spill response equipment • **Member's responsibility to clean up personal spills and report all waterway spills to Management.** • **Club's responsibility to oversee operations, to intervene and to provide ongoing monitoring of situation if required.**	**Likelihood**	**Consequence**	**Risk Rating**
		2	**3**	**6**

5) BAR

Activity/Event	Spillage of cleaning agent (up to 5ltr)			
Risk	Pollution reaching the storm-water drain			
Objective	Prevent discharge of chemicals			
Operational Control	• Readily accessible spill response facilities • Spill response protocols and signage provided at facility. • **Kitchen contractors** • **Club's responsibility to oversee clean up and to ongoing monitoring if required.**	**Likelihood**	**Consequence**	**Risk Rating**
		1	**3**	**3**

6) KITCHEN

Activity/Event	Spillage of cooking oil (less than 20ltrs)			
Risk	Pollution reaching the storm-water drain			
Objective	Prevent discharge of oil			
Operational Control	• Readily accessible spill response facilities • Staff training on oil product disposal • **Club's responsibility to oversee operations, to intervene and to provide ongoing monitoring of situation if required.**	**Likelihood**	**Consequence**	**Risk Rating**
		1	**3**	**3**

7) OTHER

Activity/Event	Noise Management			
Risk	Noise pollution causing a nuisance and/or endangering the health of neighbours, staff, members and visitors			
Objective	Reduce all noise pollution such that no health risk is posed and no nuisance caused to neighbours			
Operational Control	• Noise producing boat building and maintenance to occur only between 'reasonable hours in consideration of other residents' as stipulated in the Hard Stand Agreement. • Bar live music monitored by Nominee and Bar Manager to ensure levels are kept within reasonable limits and music ceases on time. Excepting special events, music scheduled to cease at 10pm, with Sunday music finishing earlier (8pm). • Buffer vegetation strip between club premises and adjacent unit blocks • Revegetation of removed trees (termites) to provide additional sound and visual buffer • If noise complaints received, Club to work with Local Government Environmental Health officer and complainant to negotiate acceptable levels and times for the activity to continue.	**Likelihood**	**Consequence**	**Risk Rating**
		2	**2**	**4**

Activity/Event	Property Management			
Risk	Contamination of sea from fertilizer, herbicides, pesticides, green wastes, general litter, soil erosion.			
Objective	Prevent pollution of the sea arising from general grounds and property management.			
Operational Control		**Likelihood**	**Consequence**	**Risk Rating**
	• Appropriate environmental protections undertaken for any development works as per Development Permit ECMP requirements, vegetation and grass planted to stabilize soil. • Use of Geotech as additional stabilizer as required to eliminate soil erosion into sea • Weed control spray overflow controlled by proper use of targeted spray equipment • Organic mulch used for garden beds • Litter collected from channel as it accumulates – can come in from the sea • Green waste removed to the tip on regular basis • Pesticides and herbicides not used on premises	**2**	**2**	**4**

6) Relevant Legislation / Legislative Bodies

1. Waste Management and Pollution Control Act 1998
2. Environmental Protection Authority
3. Work Health and Safety Act 2014
4. Environmental Protection (Noise) Regulations 2007
5. ANZEC Fresh and Marine Water Quality guidelines
6. Relevant Local Government Authorities

SECTION C – OPERATIONAL CONTROL

7) Monitoring and Measuring Programme

Objective	Target	Responsibility	Time frame for review	Monitoring/ Measuring
Prevent discharge of hydrocarbons or other contaminants into sea or storm-water drain	No contaminants to be released into sea or storm-water drain	Committee, General Manager, contractors, members	Annual	Incident Report Forms. Consultation with stakeholders and legislative bodies as required.
Prevent contamination of the environment from vessel maintenance works undertaken on hardstand	No visible dust emission beyond hardstand. No harmful antifouling agents detectable in any discharge to sea	Committee, General Manager, contractors, members	Annual	Incident Report Forms. Consultation with stakeholders and legislative bodies as required.
Prevent contamination of environment by cleaning agents or other substances used on vessels or in club operations	No contamination of environment with cleaning agents	Committee, General Manager, contractors, members	Annual	Incident Report Forms. Consultation with stakeholders and legislative bodies as required.
Ensure Material Safety Data Sheets are provided and kept for all substances brought into the DBCYA site	All members to supply Material Safety Data Sheets to the GM	General Manager, Members	Annual	Consultation with and training provided to members.
Reduce all noise pollution such that no health risk is posed and no nuisance caused to neighbours	Any noise generated is with compliant with Environmental Protection (Noise) Regulations 2007. No noise complaints received from neighbours	Committee, General Manager, contractors, members	Annual	Incident Report Forms. Consultation with stakeholders.
Prevent pollution of the sea or storm-water drainage arising from general grounds and property management.	No contaminants entering sea or storm water drain through property management techniques	Committee, General Manager, contractors	Annual	Incident Report Forms. Consultation with stakeholders and legislative bodies as required.

8) Pollution Spill Response Protocols – Information for members, staff, contractors, committee

In the case of a Hydrocarbon spill, the following actions are required:

- **Follow the 8 STEPS FOR HANDLING SPILLS (on the following page)**
- Immediately report to the General Manager on 0499 346 242 **any significant or uncontained spills**.
- Immediately report to the General Manager on 0499 346 242 **all spills that have or are at risk of contaminating** the marine environment including the sea or storm-water drains.

NOTE: THE FLOATING BOOMS CAN ONLY BE DEPLOYED BY AUTHORISED TRAINED PERSONNEL– REFER TO ATTACHED REGISTER OF FLOATING BOOM DEPLOYERS FOR CONTACT DETAILS.

- Also report any noticeable hydrocarbon slicks observed within or immediately adjacent to the club waterway facilities, regardless of whether a spill source has been identified.

  As a rough guide, a 'noticeable' slick can be considered as any visible sheen/slick of fuel (petrol or diesel) covering an area of more than 100 m2, or any slick of oil covering an area of more than 16m2.

INCIDENT REPORTING:

INCIDENT FORMS: Members who have spilled pollutants on-site are required to complete an Incident Form (located in both Spill Control Stations on the wharf and in the waste shed) and hand to the General Manager

INCIDENT REGISTER: to be maintained by the General Manager

EXTERNAL REPORTING: The General Manager is the Club's appointed person to contact EPA or any relevant local authority in the case of a spill as deemed relevant. The General Manager is the first contact for members in the case of a spill or leak.

NOTE ALL MEMBERS ARE LEGALLY RESPONSIBLE UNDER THE WASTE MANAGEMENT AND POLUTION ACT TO CLEAN UP CONTAMINANTS AND SPILLS AND REPORT ANY SIGHTINGS OF SPILLS OR LEAKS (Refer Section 17 for detailed excerpt from the Act)

SOP - SPILL CONTROL V2

NEXT REVIEW BY OCT 2025

At Dinah Beach Cruising Yacht Association (DBCYA) we strive to maintain a safe and clean workplace to reduce the risk of injury and illness to all persons and the contamination of the environment. All persons whether visiting or working at DBCYA are responsible for their safety and the safety of others that may be affected by their actions. All persons conducting work on site must follow site rules including but not limited to Standard Operating Procedures (SOPs). DBCYA Staff may issue a "STOP WORK ORDER" if work is being carried out on contravention to site rules.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

☒	☒	☐	☒	☐	☒	☒	☐	☒	☐
									

THINK & WORK SAFE & CLEAN, FOR YOU, FOR OTHERS & FOR THE ENVIRONMENT.

PREPERATION

- Appropriate type of spill kits provided where hazardous chemicals are used.
- Kit is adequately stocked with sufficient pads, adsorbent material and booms to prevent a spill entering a waterway and to allow for a complete clean-up of the spill.
- Spill kit locations communicated to all through Emergency Plan.
- Workers trained in the use of the spill kits as required and at least annually.
- Ensure SDS available for all chemicals.
- Spills & Disposal of Hazardous substances must be carried out as per procedures detailed in the Section 6 Accidental release measures of the relevant SDS.

RULES TO FOLLOW

- Report all spills to DBCYA and complete an incident report including chemical type, volume, location and spill kit items used.
- Wear PPE appropriate for the chemical to prevent exposure during clean up.
- Spill kit storage location protected from the weather, readily available, mobile if necessary and all workers must be aware of the location.
- Once used, spill kit waste disposed of in accordance with the requirements of the hazardous chemical disposal requirements and the waste contractor. Use of Spill kits will be charged as per usage.
- Spill kits inspected quarterly to ensure readiness for use.
- Repeated or prolonged exposure to excess concentrate of chemicals should be avoided.

FORBIDDEN

- Failure to report a spill.
- Failure to contain a spill from spreading.
- Leaving spills unattended and not cleaning immediately.
- Dumping of spill kit waste in general waste bins where not permitted.

POTENTIAL HAZARDS/ RISK & ENVIRONMENTAL IMPACTS

CONTACT WITH HAZ SUB	SLIPS, TRIPS, FALLS	PRESSURISED CONTENT
WATERWAY CONTAMINATION	LAND CONTAMINATION	AIR CONTAMINATION

SOP - SPILL CONTROL V2

NEXT REVIEW BY AUG 2025

SPILL MINIMISATION PROCESS		
IDENTIFY & PREPARE		Read the SDS and understand the products you are using and ensure you understand the correct spill response.
CONTROL		Stop the leak – if safe to do so. Turn off the tap or pump, Remove the pressure.
CONTAIN		Prevent the product from spreading and/ or entering the waterway.
ABSORB		Apply the contents of the spill kit to absorb as much of the product as possible, Or Use the absorbent pad to wipe product from all surfaces.
CLEAN UP		Collect and 'Bag or Bin' all contaminated soil, absorbent material and pads. Dig up and remove residual contaminated soil if possible.
REPORT		Report <u>all</u> spills to DBCYA Management.

DB-FOR-08

ENVIRONMENTAL INCIDENT FORM – V2

NEXT REVIEW BY OCT 2025

Environmental incidents are to be reported to the Manager immediately

Report form to be completed as soon as possible.

Employee/ Contractor/ Member reporting Incident			
Name:		Date:	

Incident Details					
Incident Number:					
Location of Discharge:		Date:		Time:	
Cause of Discharge:					
Steps taken to stop discharge:					
Type and volume of substance discharged:					
Materials used to clean up, absorb or contain spill – include quantities of each material:					
Risk Rating:	Minor ☐	Moderate ☐	Significant ☐	Extreme ☐	
Description:	Released to Water ☐ Disturbance to neighbors ☐ Damage to flora/fauna ☐ Released to Soil ☐ Other ☐ - Please specify: _____				
Person/Vessel/Activity responsible:					
Contact details of person responsible or witnesses:					
Was discharged reported?	Yes ☐	No ☐			
Is further remediation or investigation required?	Yes ☐	No ☐			
Reporting Officer Name:		Signature:			

9) Responsibilities & Training Schedule

Staff Member	Responsibility	Training Required
General Manager	Risk management, liaison with stakeholders and contractors, monitoring and measurement processes, record keeping and document control, emergency response, information dissemination, training schedules, compliance monitoring and reporting to committee thereof, overall monitoring and assessment of adherence to EMP and legislative requirements, reporting to committee	Boom deployment, spill materials correct usage, relevant environmental protection legislation
Groundsman	Risk management, emergency response, secondary monitoring and measurement processes, routine test of roll out channel boom	Boom deployment, spill materials correct usage, reporting procedures, familiarization with EMP
Committee representatives	Risk management, liaison with stakeholders and contractors, overall monitoring and assessment of adherence to EMP and legislative requirements, non-compliance disciplinary measures	Boom deployment, spill materials correct usage, reporting procedures, familiarization with EMP
Volunteer senior members for boom deployment	Effective boom deployment and spills management as required. Knowledge of guidelines, pollution spills response procedures and location / contents of spill kits and act in accordance with all requirements	Boom deployment, spill materials correct usage, reporting procedures, familiarization with EMP
All club members	Knowledge of and adherence to Waste and Pollution Control legislation requirements, DBCYA pollution spill response procedures and appropriate use of spill materials. All members bringing substances (fuels, oils, hazardous chemicals, chemicals) onto the DBCYA site (including if contained within their vessel or vehicle) to provide the General Manager with a current printed or electronic Materials Data Safety Sheet. Reporting of spills and completion of incident forms as required.	Reading of provided guidelines and protocols, procedures, familiarization with EMP. Annual training to be provided.
External Contractor (Would Ya Enterprises)	Quarterly inspection of spill kits and materials replenishment. Provision of training as requested by DBCYA.	n/a

10) Six-Monthly Roll Out Channel Boom Test and Inspection Procedure

Roll Out Boom System:
A 30m boom is furled on the wharf in case of hydrocarbon spill in the DBCYA channel. A haul rope sits is position across the channel connected to both ends of the wharf and weighted down so to not interfere with daily channel activities. When required to deploy the boom, this haul rope is connected and is used to guide the boom across into position.

Testing Procedure

Water required – do not test when tide is out. Two trained persons required to deploy and test.

Person 1 – Untie boom connection rope and stand to position at northern side of channel
Person 2 – on the wharf, unfurl 30m boom and guide to edge of wharf, make sure boom weight devices are untangled. Unclip the connection rope from the wharf edge and connect to the boom ready to be pulled into position.
Person 1 – carefully pull boom across channel towards you, working in conjunction with Person 2. Note there will be two tie-down weights on the connection rope to haul in also – do not disconnect
Person 2 – guide boom and weights into water in conjunction with Person 1 pulling into position.

Once boom is positioned fully across channel tie off both ends of boom and check boom is operating correctly. Once satisfied, pack away:

Person 2 – carefully haul boom out of water onto wharf and reposition boom haul rope onto wharf
Person 1 – check that boom haul rope is back into correct position and tie off at eastern side

Allow to dry out, then re-position back into boom storage receptacle, ensuring boom is covered from UV rays.

Record inspection in the DB-REG 08 Equipment Inspection and Calibration Register.

11) Communication Systems

Communication requirement	Method	Who For
Preparation and finalization of EMP document, spills response plan and training	• Committee meetings, out-of-house sessions	Committee and General Manager
Introduction of finalized EMP, including facilities, responsibilities, protocols, consequences of non-conformance	• Newsletter, noticeboard, website and verbal notifications of Induction Information Session including external speaker (Tony Thomas, Would Ya Enterprises) • Document readily available for reading	members, committee and relevant contractors
Training Opportunities	• Induction Information Session, newsletter, noticeboard, website and verbal notifications	members, committee and relevant contractors
Spill Response Protocols	• Signage erected at key locations - spill response procedures - location of and use for each spill material - location of incident register	members
Ongoing communications to keep EMP relevant or advise of updates	• Newsletter, noticeboard, website, facebook and verbal notifications	members

12) a) Non-Conformance Register

Date	Details of preventive/correction action request	Raised by	Response to request	Close Date	Initials
	Superseded by WHS documentation – WHS Management / Records/ Incident Investigation				

b) Corrective and Preventative Action Request Form

Section to be filled out by employee		
Employee name:		Date:
Concern	Superseded by WHS documentation – WHS Management / Forms / DB-REG 02 – Actions Register V2	
Action taken (if any)		
Signature:		Date:
Section to be filled out by Manager		
Is this a non-conformance?	Why or Why not?	
Possible Solutions		
Correction and/or Preventative Action/s required Person responsible: Completed by: Due Date: Date Completed:		
Corrective or preventative action has been evaluated and determined to be effective. Method used to verify effectiveness: - Evidence submitted (attach) - Follow up audit - Other, describe		
Corrective/Preventative Action accepted Manager signature: Date:		
EMS to be revised? □ Yes □ No If Yes, how?		

13) Internal Audit Schedule

Requirements	Date	Audit findings	Action Required (if any)	Action Finalised
EMP Document review	Oct 2023	Document requires updating to reflect activity over past year	document updated	Oct 2023
Risk Management review	Oct 2023	No required changes	none	
Environmental Aspects & Legal requirements	Oct 2023	Update of emergency contacts	document updated	Oct 2023
Objectives and Targets	Oct 2023	No required changes	none	
Monitoring and Measuring	Oct 2023	No required changes	none	
Pollution Response Protocols	Oct 2023	Update of emergency contacts	document updated	Oct 2023
Responsibilities & Training	Oct 2023	No required changes	none	
Communication Systems	Oct 2023	No required changes	none	
Document and Record Control	Oct 2023	Needs more work to channel all documentation into the WHS folders rather than other club files	GM to assess and review, train staff	
Non-conformity	Oct 2023	Superseded – to use WHS docs	none	
Management Review	Oct 2023	No required changes	none	

14) Other Impacts Not Considered In This EMP

- Aquatic flora and fauna impacts;
- Traffic and vehicular access;
- Air quality;
- Visual amenity 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.

15) Site Locations of Pollution Response Materials

KEY

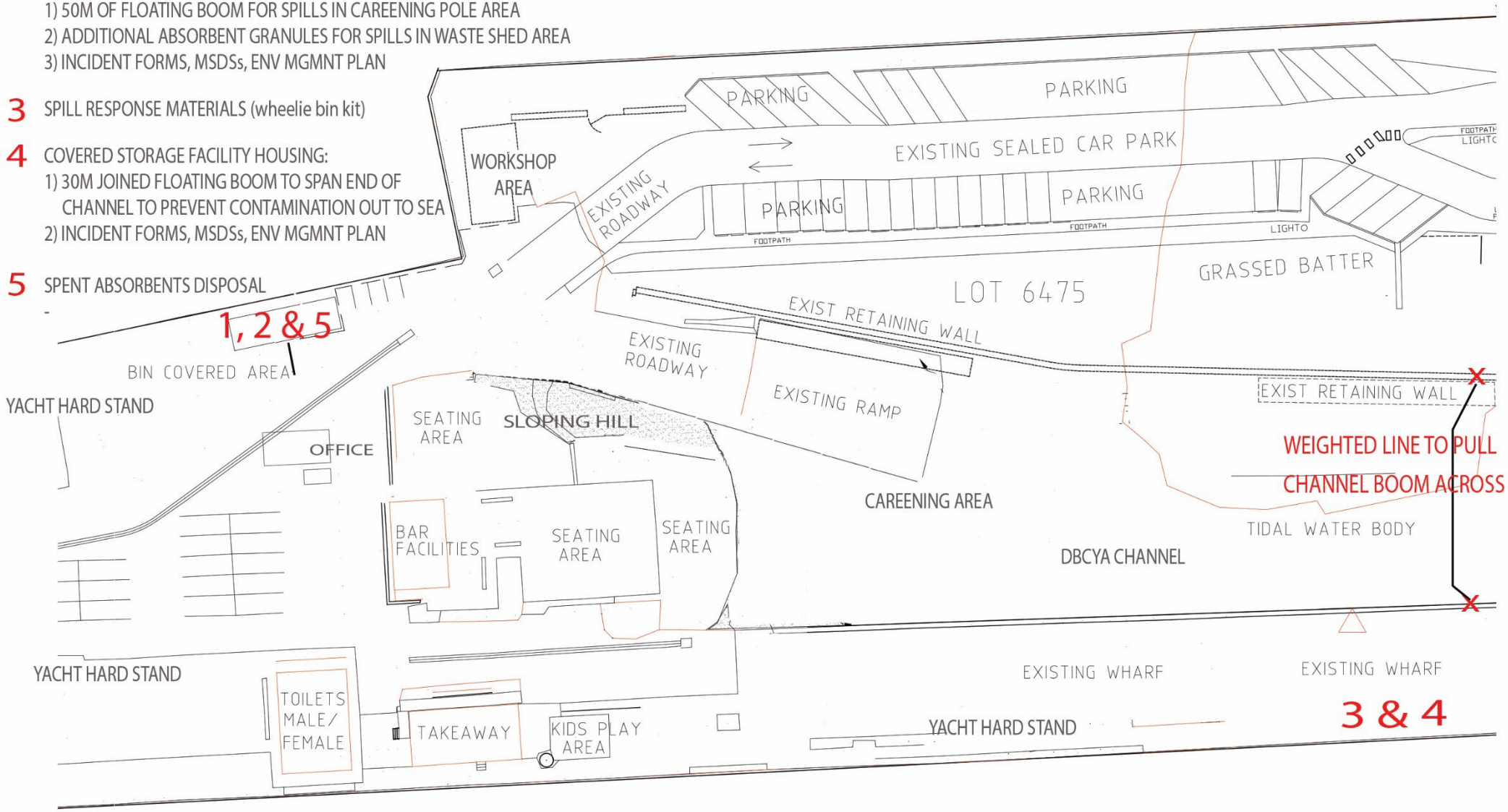
1 SPILL RESPONSE MATERIALS (wheelie bin kit)

2 COVERED STORAGE FACILITY HOUSING:
1) 50M OF FLOATING BOOM FOR SPILLS IN CAREENING POLE AREA
2) ADDITIONAL ABSORBENT GRANULES FOR SPILLS IN WASTE SHED AREA
3) INCIDENT FORMS, MSDSs, ENV MGMNT PLAN

3 SPILL RESPONSE MATERIALS (wheelie bin kit)

4 COVERED STORAGE FACILITY HOUSING:
1) 30M JOINED FLOATING BOOM TO SPAN END OF CHANNEL TO PREVENT CONTAMINATION OUT TO SEA
2) INCIDENT FORMS, MSDSs, ENV MGMNT PLAN

5 SPENT ABSORBENTS DISPOSAL



16) Spill Response Personnel Registers

Register of Authorised Floating Boom Deployers who can be contacted for assistance

(In the case of spills that have occurred in or nearby water incl the sea and stormwater drains)

Name	Contact Type	Contact Number	Date of Training / authorisation
Wendy McCallum, General Manager	Primary	0499 346 242	28 July 2018
Steve Baeyertz, Yardperson	Secondary	0486 011 233	05 Oct 2023
Ray Jarrett	Back-up	0402 944 869	05 Oct 2023
Joy Eggenhuizen	Back-up	0448 886 065	28 July 2018

External Spill Response contact

(in the case of significant uncontrolled spills beyond the Club's capacity to contain)

Contact and Company	Contact Number	Contact for
Tony Thomas, Would Ya Enterprises	0417 993 069	Major pollution spills, Workplace Compliance
Darwin Harbour Control - 24 hours harbourcontrol@darwinport.com.au	08 8919 0821	

17) DBCYA members' personal statutory responsibility under the Northern Territory Waste Management and Pollution Control Act-1 May 2016 (EXCERPT OF ACT)

Part 3 Environmental duties

12 General environmental duty

(1) A person who:
  (a) conducts an activity that causes or is likely to cause pollution resulting in environmental harm or that generates or is likely to generate waste; or
  (b) performs an action that causes or is likely to cause pollution resulting in environmental harm or that generates or is likely to generate waste,
  must take all measures that are reasonable and practicable to:
  (c) prevent or minimise the pollution or environmental harm; and
  (d) reduce the amount of the waste.

(2) Without limiting the generality of subsection (1), in determining which measures are reasonable and practicable for the purposes of subsection (1), a person is to have regard to:
  (a) the nature of the environmental harm and the sensitivity of the environment into which a contaminant or waste is placed or may be placed;
  (b) current technical information reasonably available to the person in relation to the activity and the likelihood that a measure proposed in the information would minimise the pollution, environmental harm or waste that the activity or action may cause; and
  (c) the financial implications of implementing or carrying out the measures.

(3) A failure to comply with subsection (1) does not of itself constitute an offence, but where a person has failed to comply with the subsection a pollution abatement notice may be issued to him or her.

13 Person complying with code complies with general environmental duty

(1) The Minister may, by notice in the *Gazette*, approve a code of practice, as in force at a particular time or as in force from time to time, that specifies ways in which the general environmental duty specified in section 12 may be complied with in relation to an activity, action, contaminant or waste.

(2) Where a person, in relation to an activity, action, contaminant or waste, takes all measures specified in accordance with a code of practice approved under subsection (1) in relation to the activity, action, contaminant or waste, the person is to be taken to have complied with the general environmental duty specified under section 12 in relation to the activity, action, contaminant or waste.

(3) The notice under subsection (1) is to specify where copies of the approved code of practice may be viewed or purchased.

(4) The NT EPA must ensure that copies of an approved code of practice are available for viewing and purchase at the place specified in the notice under subsection (1).

14 Duty to notify of incidents causing or threatening to cause pollution

(1) Where:
  (a) an incident occurs in the conduct of an activity; and

(b) the incident causes, or is threatening or may threaten to cause, pollution resulting in material environmental harm or serious environmental harm, the person conducting the activity must notify the NT EPA in accordance with subsection (3) as soon as practicable after (and in any case within 24 hours after) first becoming aware of the incident or the time he or she ought reasonably be expected to have become aware of the incident.

Penalty: environmental offence level 4.

(2) Where:

(a) an incident occurs in the conduct of an activity; and

(b) the incident causes, or is threatening or may threaten to cause, pollution resulting in material environmental harm or serious environmental harm, the person must not intentionally fail to notify the NT EPA in accordance with subsection (3) as soon as practicable and in any case within 24 hours after first becoming aware of the incident.

Penalty: environmental offence level 3.

(3) A notification under subsection (1) or (2) is to specify:

(a) the incident causing or threatening to cause pollution;

(b) the place where the incident occurred;

(c) the date and time of the incident;

(d) how the pollution has occurred, is occurring or may occur;

(e) the attempts made to prevent, reduce, control, rectify or clean up the pollution or resultant environmental harm caused or threatening to be caused by the incident; and

(f) the identity of the person notifying.

(4) It is a defence to a charge of committing an offence against subsection (1) or (2) if the defendant establishes that he or she believed, on reasonable grounds, that the NT EPA had been notified of the incident before 24 hours after the person first became aware, or ought reasonably be expected to have become aware, of the incident.

(5) For the purposes of this section, ***incident*** includes:

(a) an accident, emergency or malfunction; and

(b) a deliberate action, whether or not that action was taken by the person conducting the activity in the course of which the incident occurred.

(6) Notification provided under subsection (1) or (2) is not to be used as evidence in proceedings before a court, other than proceedings for an offence against this section.