

# Plan of Management

## For the operation of a community rowing facility on Iron Cove

### Leichhardt Park Lilyfield.

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COMMUNITY ROWING CLUB INC.

6 August 2024

Version C



### Certification

This Plan of Management (PoM) has been prepared to address the requirements of the Environmental Planning and Assessment Act and its Regulations.

This PoM is prepared in good faith to accurately assist the management of the proposed development, and environmental effects and can be relied on.



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Date: 6/08/2024



Planning  
Institute  
Australia

### Documents Control

| Rev | Description                         | DATE       | AUTHOR | CHECKED |
|-----|-------------------------------------|------------|--------|---------|
| A   | Prepare pro-forma for client review | 31/08/2023 | PSB    | PSB     |
| B   | Finalise for DA lodgement           | 04/10/2023 | LJ     | PSB     |
| C   | Update IWC RFIs                     | 06/08/2024 | LJ     | PSB     |

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## Appendices

**Appendix 1**     **Notice of Determination DA No. 2023/1125 (TBC).**

**Appendix 2**     **The Rowing Trailer Loading and Unloading Safety Management Plan**

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# 1. SUMMARY

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This Plan of Management (PoM) provides directions and controls on the use and management of a community rowing club situated on the foreshore of Iron Cove within Leichhardt Park, near to the Maliyawul Street Entrance, to be operated by Community Rowing Club Inc.

These management measures are to be adhered to in the operation of the community rowing club to ensure compliance with the conditions of the Development Consent and health and amenity requirements for both the occupants and surrounding neighbourhood.

The community rowing facility will operate in accordance with the terms of this PoM as well as the conditions of development consent under DA No. 2023/1125 – See **Appendix 1 Notice of Determination DA No. 2023/1125 (TBC)**.

A copy of this PoM is to be retained on Council's Development Application, Construction Certificate and Property File.

The premises will be covered by all relevant legislation, including:

## NSW State Legislation

- *Associations Incorporation Act 2009*
- *Charitable Fundraising Act 1991*
- *Fair Trading Act 1987*
- *Occupational Health and Safety Act 2000*
- *Smoke-free Environment Act 2000*
- *Food Act 2003*
- *Anti-Discrimination Act 1977*

## Commonwealth Legislation

- *Corporations Act 2001*
- *Privacy Act 1988*
- *Competition and Consumer Act 2010*
- *Income Tax Assessment Act 1997*
- *A New Tax System Act 1999*
- *Fair Work Act 2009*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 1992*

Council will be provided with a copy of the final PoM on approval of the DA.

## 2. MANAGEMENT OF USE

### 2.1 THE ROWING CLUB

The location of the proposed boatshed is on the foreshore of Leichhardt Park. The structure of the boatshed sits beyond the mean high water mark, and is joined to the foreshore of Leichhardt Park by way of a public access staging platform, leading to boat pontoon. The pontoon is able to be used by both club members and the public alike.

See site plan and pontoon plan below.

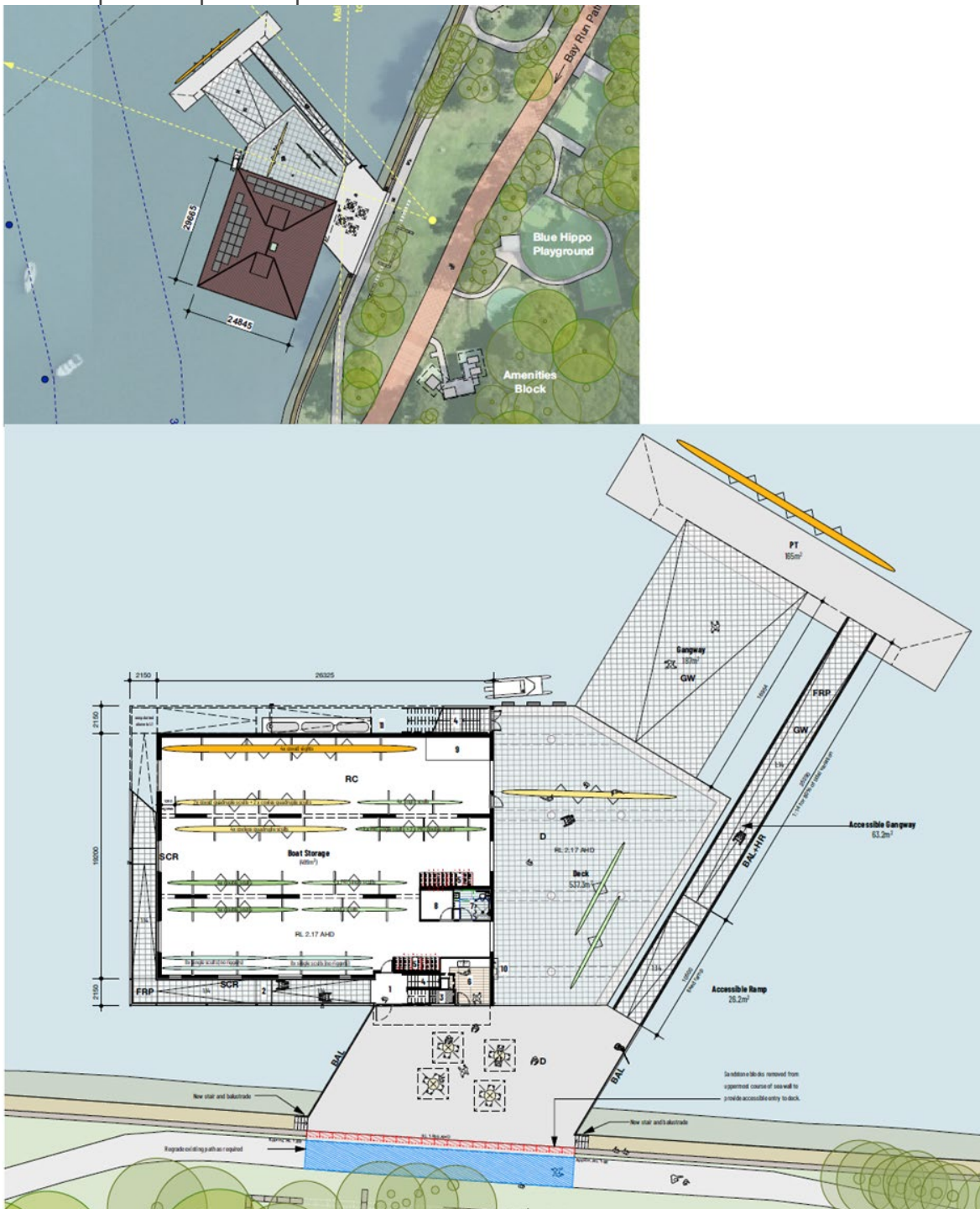
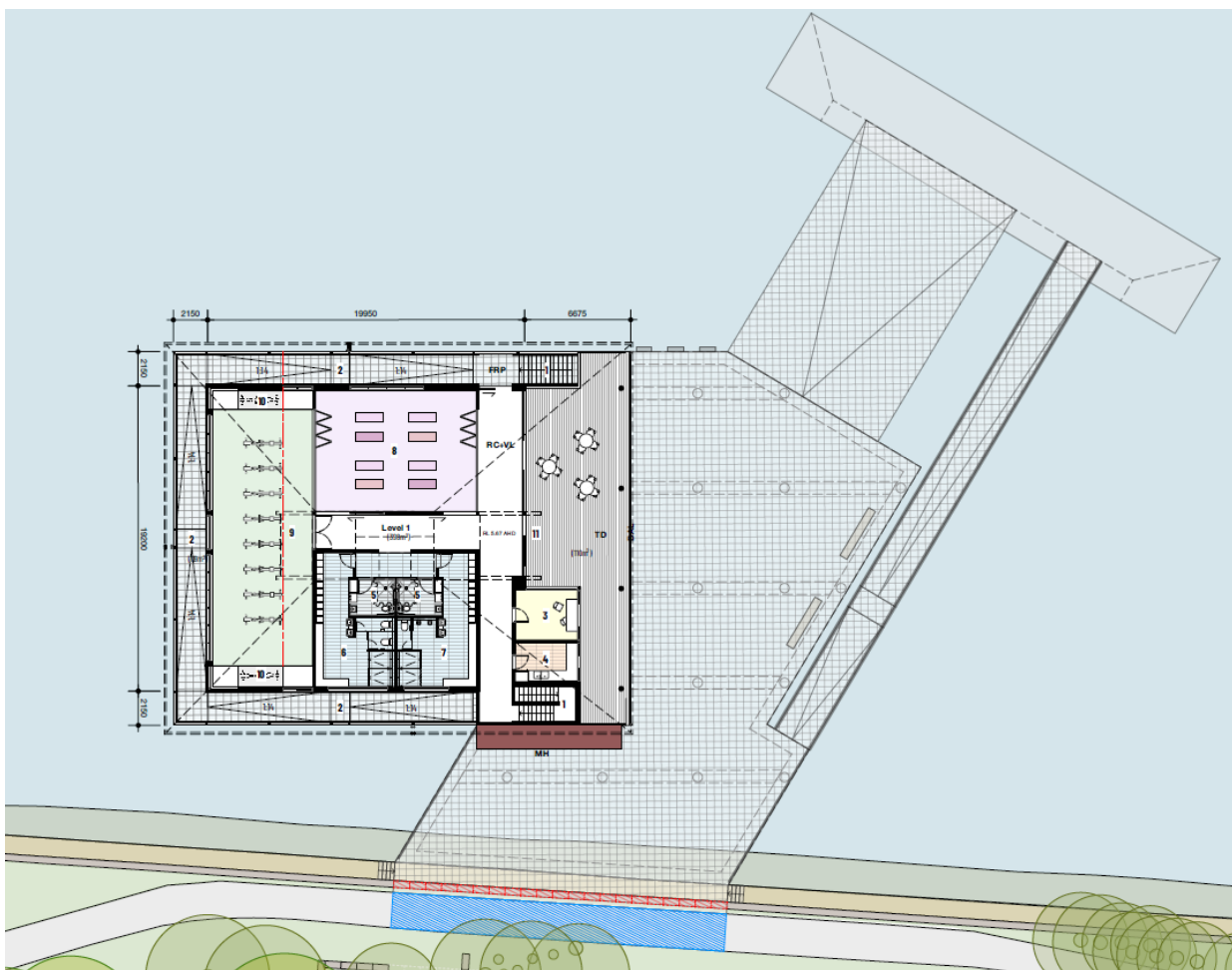


Figure 1: Site, pontoon and ground floor boat shed plan, Hill Thalys



**Figure 2: First floor boat shed plan, Hill Thalys**

Membership categories: The Club shall offer diverse and inclusive membership categories to cater to various age groups and demographics. The Club will maintain a membership registration process with clear documentation and renewal procedures as set out in the Club Constitution. The estimated maximum capacity of the club is 200 active members (rowing members).

The club is an association incorporated under the *Associations Incorporation Act 2009* (NSW) and is governed by a constitution which relevantly provides that its objects include to conduct, encourage, promote, advance and administer the Sport throughout the local area with a particular emphasis on promoting opportunities and accessibility of the Sport for:

- (i) persons with disabilities; and
- (ii) persons identifying as indigenous, or of Aboriginal or Torres Strait Islander descent; and
- (iii) persons who are recognised as having 'refugee' status; and
- (iv) children and young people, with an emphasis on those who do not have sufficient opportunities to participate in the Sport at present; and
- (v) returned service men and women, veterans, and family members of those persons; and
- (vi) other members of the local area who have an interest in supporting those persons mentioned above;

at all levels of the Sport.

The club is a “not for profit” association, in that its constitution prohibits the distribution of its assets among its members. Its constitution provides specific objects which are for the benefit of the community.

The club is governed by a Board of Directors, who are empowered by the Constitution to allocate portfolios or titles amongst the members of the Board. At present, those positions include:

- President;
- Patron;
- Treasurer;
- Secretary;
- Boatmaster (Boatman);
- Club Captain; and
- Head Coach.

However such positions vary from time to time on an operational basis and may in future include roles such as vice-captain, vice-president.

The roles of each of the Directors is determined by the Board, and the board is empowered to appoint up to two additional directors and to delegate its functions where suitable.

Rowing is ultimately a team sport, where even individual single scullers compete on behalf of a club and as a part of a broader community within their chosen club. This team-based focus is present in the structure of the club, which will be used to manage the Club’s broader operations.

The Regular / Ordinary use of the boatshed is for training for the sport of rowing; however, the design of the boatshed has consciously included the goal of increasing accessibility to Sydney Harbour for members of the public (whether or not members of the club). As far as club use is concerned, members would attend the shed for training sessions chiefly conducted in the mornings (between 5:00am – 9:00am on Weekdays and 6:00am to 11:00am on Weekends), but available for use during most daylight hours and in the early mornings.

Prior to the commencement of training sessions, volunteers (either coaches or crew / squad leaders) open and unlock the shed, manage the launching of small coaching boats, and assist to remove equipment from the shed and place it onto the staging. When crews are ready to commence training, the boats are carried down to the water and launched from the pontoon. Training on Iron cove is governed by the Marine safety rules and regulations set down by Transport for New South Wales (**TfNSW**), and relevant training guidelines and navigation maps published by Rowing NSW (**RNSW**) in consultation with TfNSW and the local affiliated rowing clubs. Such regulations include the use of navigation safety aids such as navigation lights, restricts the use of loudhailers prior to 7:00am, and requires vessels to comply with safety standards in the maintenance of equipment and availability of safety kits within coaching launches, together with the use of life jackets. All training sessions conducted on water from the club will comply with all relevant regulations and policies set by both TfNSW and RNSW, together with any safety standards set by the club in addition to these requirements.

Off-water training is facilitated through the use of the “Rowing Machine Room” on level one of the clubhouse, with such room enclosed through both the ‘wraparound’ access ramp and internal enclosures. Additional stretching sessions, club meetings and community use is provided through the inclusion of a multi-purpose space, which allows small community gatherings. Such space is predominantly for club use but may be leased to community organisations for active use (such as yoga, pilates, aerobics, or circuit training) or passive use (such as meetings of organisations including the Scouts, or other community groups).

It is anticipated that the shed would be open for on and off water training seven days per week, between 5:00am to 9:00am on Weekdays and 5:00am to 11:00am on Weekends, catering for up to 30-40 members during the week and 40 – 50 members during weekends. Other training sessions may include off water training and occur in the afternoon or evening between 3:00 – 7:00pm for up to 20 – 30 members. Such sessions would be seasonal, with the traditional rowing season commencing in about September and continuing until about April, and with a smaller winter series traditionally being held in July and August.

It is not anticipated that the multipurpose space would be utilised more than 2-3 times per week, at times suitable for its adaptive use. Such use would not exceed 80 – 100 persons but would be more likely to average 20 – 30 persons.

The boatshed further includes a small kiosk on the ground level. The kiosk is designed to provide basic food and drink to users of the boatshed and the public, with a focus on users of the nearby Blue Hippo Park and the Bay Run. An area of the staging area to be constructed provides additional public space including for patrons of the kiosk. The intended opening hours of the kiosk would be subject to the club's training times, but it is anticipated would (at most) include 6:00am to 3:00pm each day.

## **2.2 CONSISTENCY WITH PLAN OF MANAGEMENT +MASTERPLAN FOR LEICHHARDT PARK**

The Leichhardt Park Plan of Management identifies the relevant land adjacent to the proposed boatshed as “General Community Use”. The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public—

- (a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and
- (b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities)

The boatshed, being built beyond the mean high-water mark, occupies space that is presently unable to be utilised by patrons of Leichhardt Park for any purpose, let alone the purposes set out above. However, the proposed use of both the boatshed and the publicly accessible staging are fully consistent with the facilitation of public recreation, and the provision of facilities for the physical, cultural, and social welfare and development of members of the public. The use of the multi-purpose community space will also provide facilities to assist in the intellectual welfare and development of individual members of the public.

The provision of a community rowing club facility is further consistent with the masterplan for Leichhardt Park, which provides for the creation of such a facility in the area indicated by the location of the proposed boat shed, and meeting the objective and performance target set by Council to Provide facilities which cater for a range of ages, abilities and interests, and to ensure that the park and its assets are accessible for all visitors.

Consistent with the Means of Achievement of these Objectives, the facility provides fully accessible facilities and accessible ingress and egress to Iron Cove for passive water recreation users, including rowing members. The facility is available for public use both through the fully accessible public access pontoon, and also through the provision of a multi-purpose community space, which the club will ensure is available for use by the wider community, as well as through a kiosk (in a similar manner to the ‘canteens’ commonly seen

in other sporting grounds). By locating the structure of the building beyond the mean high-water mark, and constructing the large staging area, the club enhances the use of this area of Leichhardt Park, by increasing the amount of public space available and providing additional facilities for public use.

## **2.3 MANAGER RESPONSIBILITIES**

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## **2.4 SIGNAGE**

Signage, including for fire safety, shall be placed in the property as required by legislation and regulations including the *Environmental Planning and Assessment Regulation 2000* (NSW). Clearly marked signage will be placed to direct members and visitors indicating boat storage areas, caution zones, bathrooms, exits etc.

## **2.5 SAFETY AND SECURITY**

The Club Captain will ensure legislative safety requirements are adhered to.

Any cases of serious misconduct will be dealt with by the Executive Committee who may require a visitor and/or a member to leave the premises. Examples of serious misconduct include, but are not limited to, drug or alcohol abuse, sexual, racial or religious harassment, theft or violence. Members are to advise the Club Captain and/or a committee member if another member or visitor is performing illegal acts on the property.

## **2.6 FIRE SAFETY/CERTIFICATION**

Fire safety will be maintained with legislation including the *Environmental Planning and Assessment Regulation 2000* (NSW).

## **2.7 OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS**

The President, Club Captain, and Committee must be aware of their responsibilities under such legislation as the OHS Act 2000, OHS Regulation 2001, Regular OH&S meetings will be conducted on at least a monthly basis by the designated Safety Officer or the Boat Master who will - keep a log of these inspections as well as a record of all maintenance conducted in relation to the building

### 3. MANAGEMENT PROCEDURES

**Garbage Bins:** Clearly marked garbage bins and recycling containers will be strategically placed throughout the club premises. There is an identified garbage waste storage area marked on the boat shed plan where the larger bins that these smaller bins will be emptied into in readiness for the council bins to be placed at the Council allocated site for collection. Garbage removal will take place on the allocated Council collection days and as specified by the relevant council officer.

The responsibility of the placement and collection of these bins will be managed by the Boat Captain and the Vice Captain.

**Hazardous Waste:** The club will store all hazardous materials such as petrol for motors in compliance with the relevant regulations for the storage of hazardous materials.

**Waste Reduction:** The club will promote waste reduction through recycling programs and encourage members to use reusable materials.

A waste store is provided see extract from DA plans below.

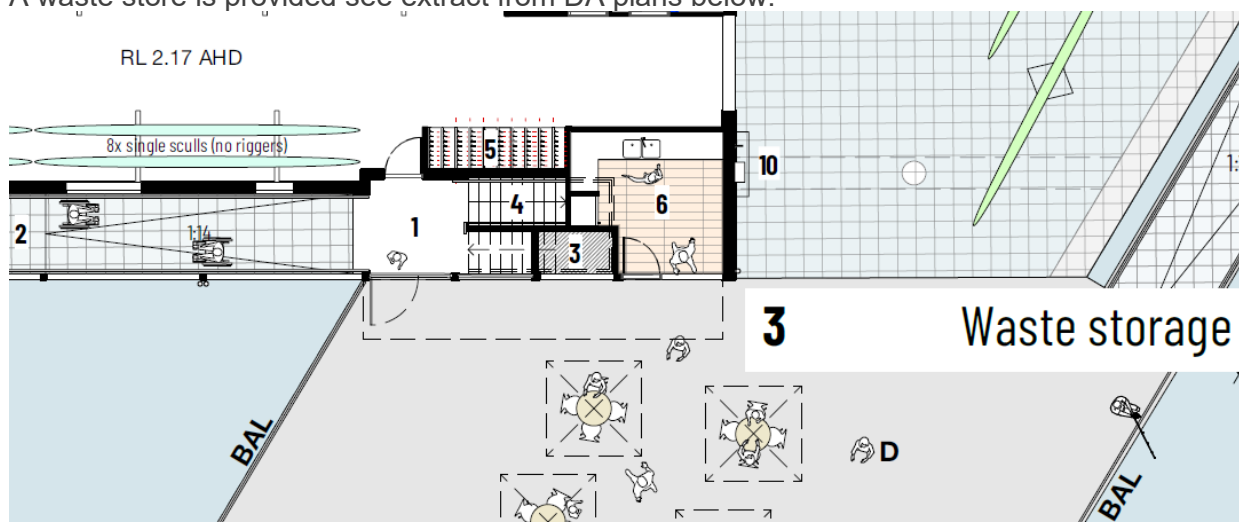


Figure 3: Waste Store, Hill Thalys

#### 3.1 OPENING AND CLOSING

The opening and closing procedures of the clubhouse will be overseen by the volunteer coaches, crew and squad leaders. Only adult members of sufficient standing who are approved by the Board and properly inducted into the safety protocols of the shed will be given the ability to open and close access to the shed. All such members shall have a valid working with children check and comply with all relevant child safeguarding policies of RNSW and Rowing Australia, as set down by Sport Integrity Australia.

The opening and closing process will involve the internal lights within the shed being turned on, the boatshed doors opened, and the club's security system being deactivated. This is anticipated to occur shortly prior to the commencement of training sessions, up to 15 – 20 minutes prior to those sessions commencing. Closing will occur approximately 15 – 20 minutes after the completion of all training sessions. Members of the public utilising the multipurpose room can do so without accessing the boat storage and rowing machine rooms through the design of the floorplan.

The Club is used generally in the mornings (noting early morning starts) and is intermittently used during the day and early evening (3:00pm – 7:00pm) seasonally and is located in a

public park where there are no nearby noise sensitive land uses.

The rowing club are to be operated in accordance with the:

- NSW Environment Protection Authority's Noise Policy for Industry.
- Protection of Environmental Operation Act 1997.

### **3.2 RELATIONSHIP WITH PARK,**

The size and configuration of the staging means there is no need for storage of boats or equipment, or cleaning of boats or equipment, within Leichhardt Park. All training and ordinary use of the boatshed is contained within the footprint of the boatshed and the staging, such that there is no impact on the current open space within the Park. The kiosk and staging further provide a destination for park users, and additional open space and access to Iron Cove through the accessible ramp and staging ramps.

Any request for use of park facilities for separate events, such as for an annual regatta (once per year) would be made in accordance with Council's existing policies for the use of its recreation facilities, and subject to a separate plan of management or plan as required by Council.

### **3.3 SITE MANAGEMENT**

When operational the boat shed will be serviced by a waste contractor.

The Board will provide for appropriate security to the building either via a member's protocol and/or a security contractor.

### **3.4 ACOUSTIC MANAGEMENT**

The building is to be constructed to reflect the recommendations of a suitably prepared Acoustic Report.

During use of the first-floor rooms and terrace area, the following procedures apply:

- Amplified PA systems or music may be provided within the internal space where the maximum range of the internal noise level likely to be generated, controlled by the room, shall be an expected level of 100dBa.
- In-house noise monitors and limiters are to be provided within the building.
- All external doors shall be kept closed, after 8:30pm and all amplified music shall cease at 11.00pm.
- The use of the first-floor deck areas after 10pm shall be restricted and managed to control noise from people.

All plant and equipment to be serviced to a specialised maritime schedule to avoid noise impacts from poorly functioning plant.

### 3.5 EVENTS

It is not anticipated that the Club would hold more than one annual regatta each season, and arrangements for such regatta would be similar to those of established rowing facilities on the foreshore of Leichhardt Park. The date for any such proposed event would be set in consultation with Council, RNSW, TfNSW, local rowing clubs and other park users.

### 3.6 BOAT TRANSPORTATION AND REGATTAS

The Club Captain will ensure that all loading and unloading is to take place at the least busy time for other park users.

The loading and unloading of boats onto a Boat Transportation Trailer will require the temporary parking of the Boat Transportation Trailer at the northern end of Maliyawul Street. Such trailer shall be stored outside of the local area and will be brought into Maliyawul Street for the purposes of loading and unloading boats when being transported only.

Depending upon whether the Bay Run is reconfigured as proposed, boats will either be unloaded in the vicinity of Leichhardt Oval No. 3 and walked into the boat shed under the supervision of a safety marshall, or the trailer will be unloaded in the vicinity of the club after being manoeuvred by hand using a powered dolly across the bay run and to the open area adjacent to the club. The second option would mean only one crossing of the bay run into and out of the open area would be required for each loading and unloading exercise, which would involve a transit of approximately 1-2 minutes across the pathway or less on each occasion, and no need to carry boats across the bay run path at all.

A proposed trailer management plan is provided to provide additional detail as to the anticipated loading and unloading events – see **Appendix 2 – The Rowing Trailer Loading and Unloading Safety Management Plan**.

The Club will minimise the number of loading and unloading events by utilising other options where available, including rowing boats to and from regattas held in the local area. The Club expects that such loading and unloading events would not exceed an average of once per fortnight during the main Summer Season (from October to March), and on an ‘as-needs’ basis to transport boats for repair in the event of accident or damage.

Secure transportation: The Club Captain shall ensure appropriate equipment tie-downs and safety measures to secure boats during transport are used.

## 4. AMENDMENTS TO THIS PLAN

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If, in circumstances where experience shows that it is reasonable or desirable to modify any provision of this plan for the better management of the Rowing Club, that modification shall be made to the plan and amendment provided to Council.

Referenced / Related Documents TBC on approval and final certification of DA No. 2023/1125.

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End of PoM

**Appendix 1 Notice of Determination DA No. 2023/1125 (TBC).**

# Community Rowing Club

## *Rowing Trailer Loading and Unloading Safety Management Plan*

**V1.0**

**Location:** North end of Maliyawul Street, Lilyfield, NSW, Australia

### ***Purpose***

The purpose of this safety management plan is to ensure the safe and efficient loading and unloading of the rowing trailer for the Community Rowing Club Sydney. This plan aims to ensure the safety of, and minimise inconvenience to bay run users, including cyclists and pedestrians, minimize risks, prevent injuries, and protect equipment during these activities.

### ***Scope***

This plan applies to all members, coaches, and volunteers involved in the loading and unloading of rowing trailers at the Community Rowing Club.

### ***Roles and Responsibilities***

- **Safety Officer:** Oversees the implementation of this plan and ensures compliance with safety protocols.
- **Coaches:** Provide guidance and supervision during loading and unloading operations, and ensure all correct equipment is prepared for transport and loaded, and then unloaded, washed and stored within the club, and is securely stowed on the trailer at all times following loading and prior to unloading.
- **Crew Members:** Follow instructions and adhere to safety guidelines.
- **Volunteers:** Assist in loading and unloading as directed by coaches and the safety officer.
- **Pedestrian and Cyclist Safety Officer:** Stationed at the bay run to ensure safety during loading and unloading operations.

### ***Training***

All individuals involved in trailer loading and unloading must undergo training on proper techniques and safety procedures for movement of trailer, carrying of equipment across

the bay run, and loading and unloading of the trailer. Training sessions will be conducted at least biannually and upon induction of new members by the club.

### ***Equipment and Materials***

- Personal Protective Equipment (**PPE**): High-visibility vests, warning / caution signs for the bay run, and traffic wands
- Tie-down straps
- Safety cones and barriers
- Motorised trailer jack
- Hazard lights
- Safety flags

### ***Procedures***

#### 1. Pre-Loading/Unloading Checklist

- Inspect the trailer for any damage or defects (check tyres for pressure, check brake, check tow hitch for signs of rust / damage, check safety chains present, check lights are functioning).
- Ensure all equipment (e.g., straps, motorised trailer jack) is in good condition.
- Set up safety cones and warning signs near to the bay run to warn pedestrians and cyclists of loading and unloading, and create a safe working area (see figure 1)

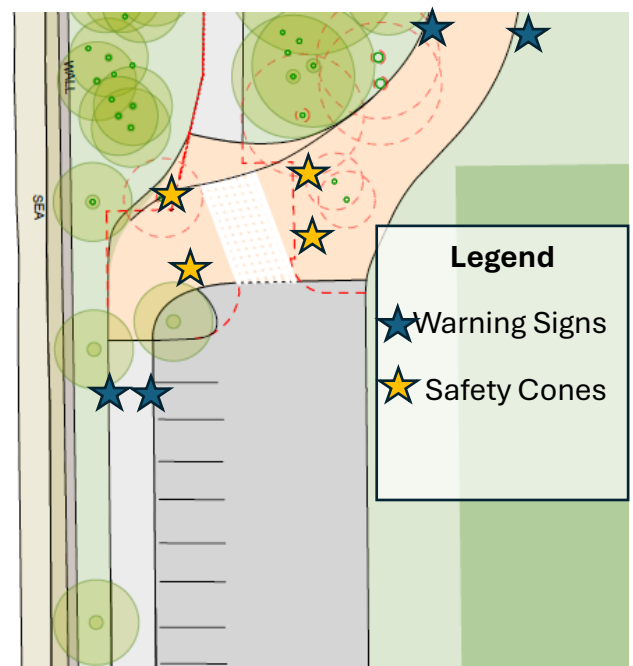
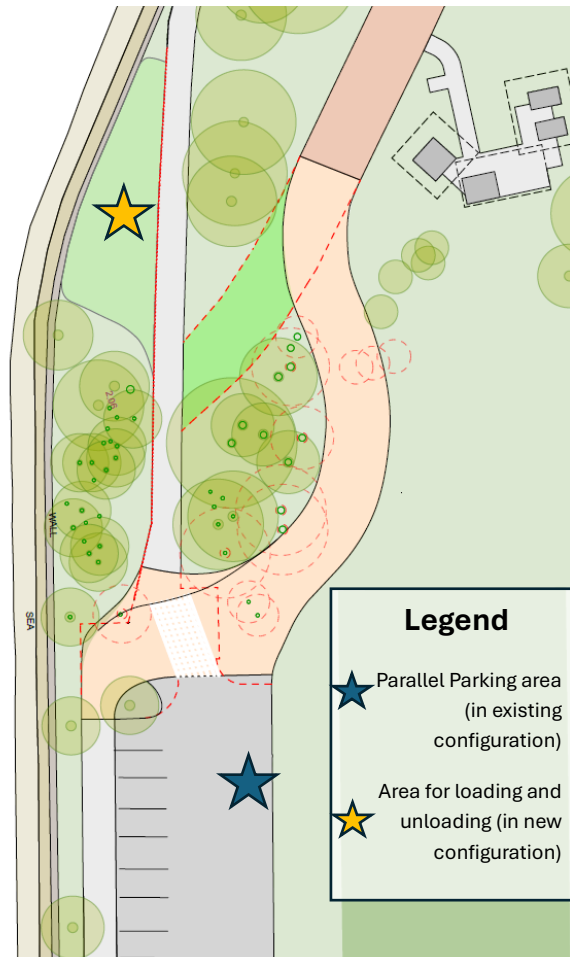


Figure 1 - Location of Safety Cones and Warning Signs

- Ensure parallel parking available next to Leichhardt Oval No. 3 for loading and unloading (if existing configuration), or ensure area adjacent to boatshed available for loading and unloading (in new configuration) (see figure 2)

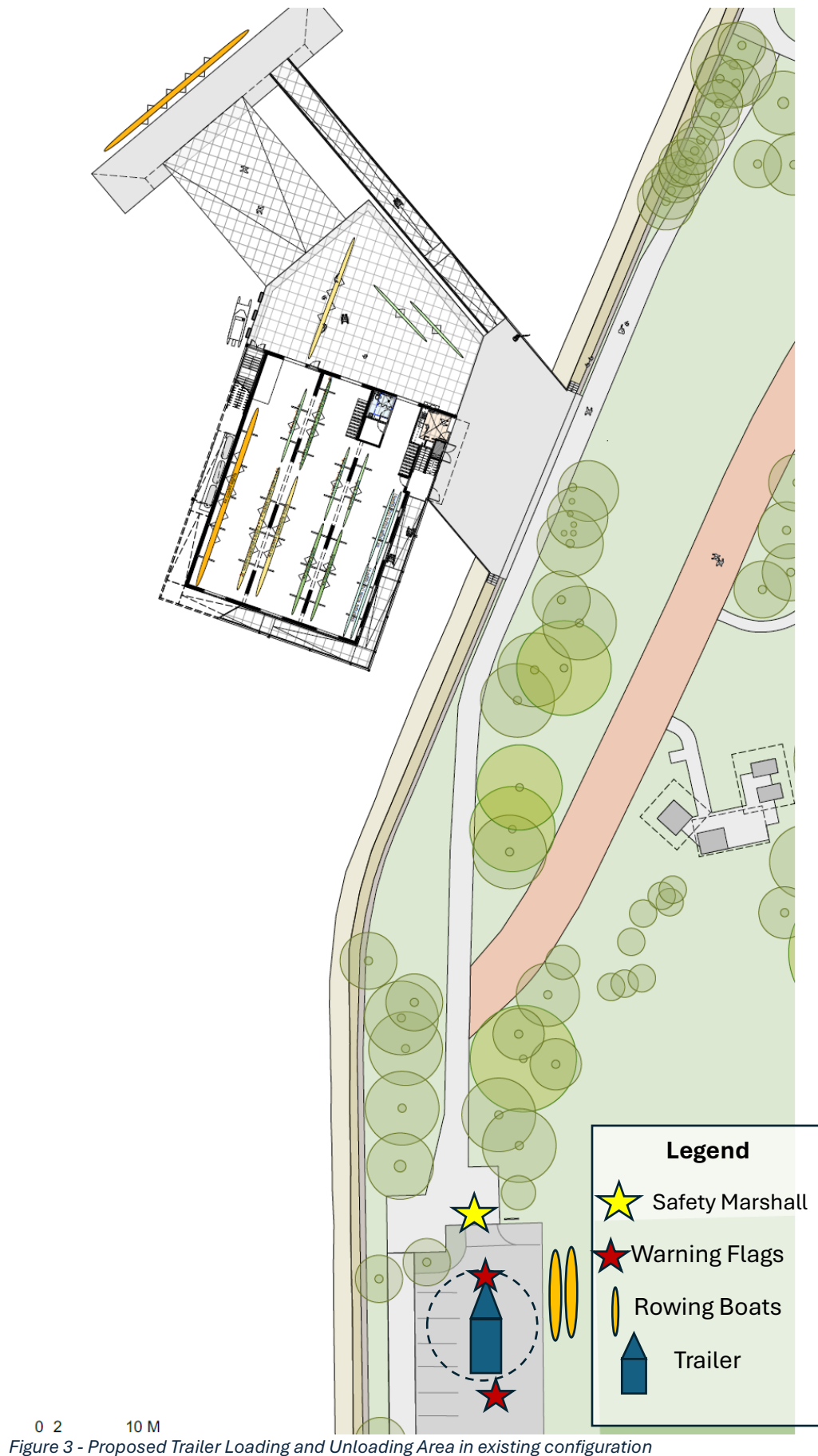


*Figure 2 - Location of Loading or Unloading points for trailer depending on configuration of Bay Run*

## 2. Loading and Unloading Locations and Methods

- **Trailer Storage:** Trailers will be stored away from Maliyawul Street and towed to the northern end of Maliyawul Street before loading and unloading.
- ***If the Street Remains in Its Existing Configuration:***
  - a. **Parking:** Temporarily Park trailers parallel to Leichhardt Oval No. 3, during loading and unloading operation. Refer also to drawing A1.10 prepared by Hill Thalys, which demonstrates how the trailer would enter and exit Maliyawul Street carpark with trailer attached to vehicle.
  - b. **Unhooking:** Unhook the towing vehicle from the trailer. Attach a motorised trailer jack for easy maneuvering.
  - c. **Boat Handling\*** Carry boats to Leichhardt Oval No. 3 and place them on the ground before loading onto the trailer. At least two people must carry each boat.
  - d. **Pedestrian and Cyclist Safety:** A safety officer must be stationed at the bay run to ensure rowers give way to pedestrians and cyclists. Place caution signs on either side of the bay run.
  - e. **Trailer Maneuvering:** Turn the trailer by hand when unloaded. Use safety flags at all times when boats are loaded on the trailer.

(see Fig 3)



- ***If the Street and Bay Run Are Reconfigured as Proposed:***
  - a. **Parking:** Drive the trailer to the northern end of Maliyawul Street.
  - b. **Safety Marshalls:** Station two marshalls on either side of the bay run to warn users of the trailer crossing.
  - c. **Loading and Unloading Area:** Use the grass area adjacent to the rowing shed. Turn the trailer by hand or using a motorised jockey wheel.
  - d. **Towing:** Tow the trailer out only when safety marshalls are in place.

### 3. General Loading/Unloading Procedures

- **Team Briefing:** Conduct a safety briefing with all involved personnel, outlining roles and responsibilities.
- **Boat Handling:** Use a team of at least two people to lift small boats, four people or more to lift and carry larger boats, using proper lifting techniques.
- **Loading Sequence:** Load the heaviest boats first, ensuring even weight distribution.
- **Securing Boats:** Use tie-down straps to secure each boat to the trailer. Ensure all straps are tight and boats are stable – use 2 tie-down straps per boat (no more, no less), and ensure that soft areas of the boats (sneaks, canvas, etc) are protected from damage and vibration.
- **Final Inspection:** Conduct a final inspection to ensure all boats are securely fastened and there are no loose items.
- **Rigging, de-Rigging and Washing:** All rigging, de-rigging and washing of equipment is to occur at the shed only.

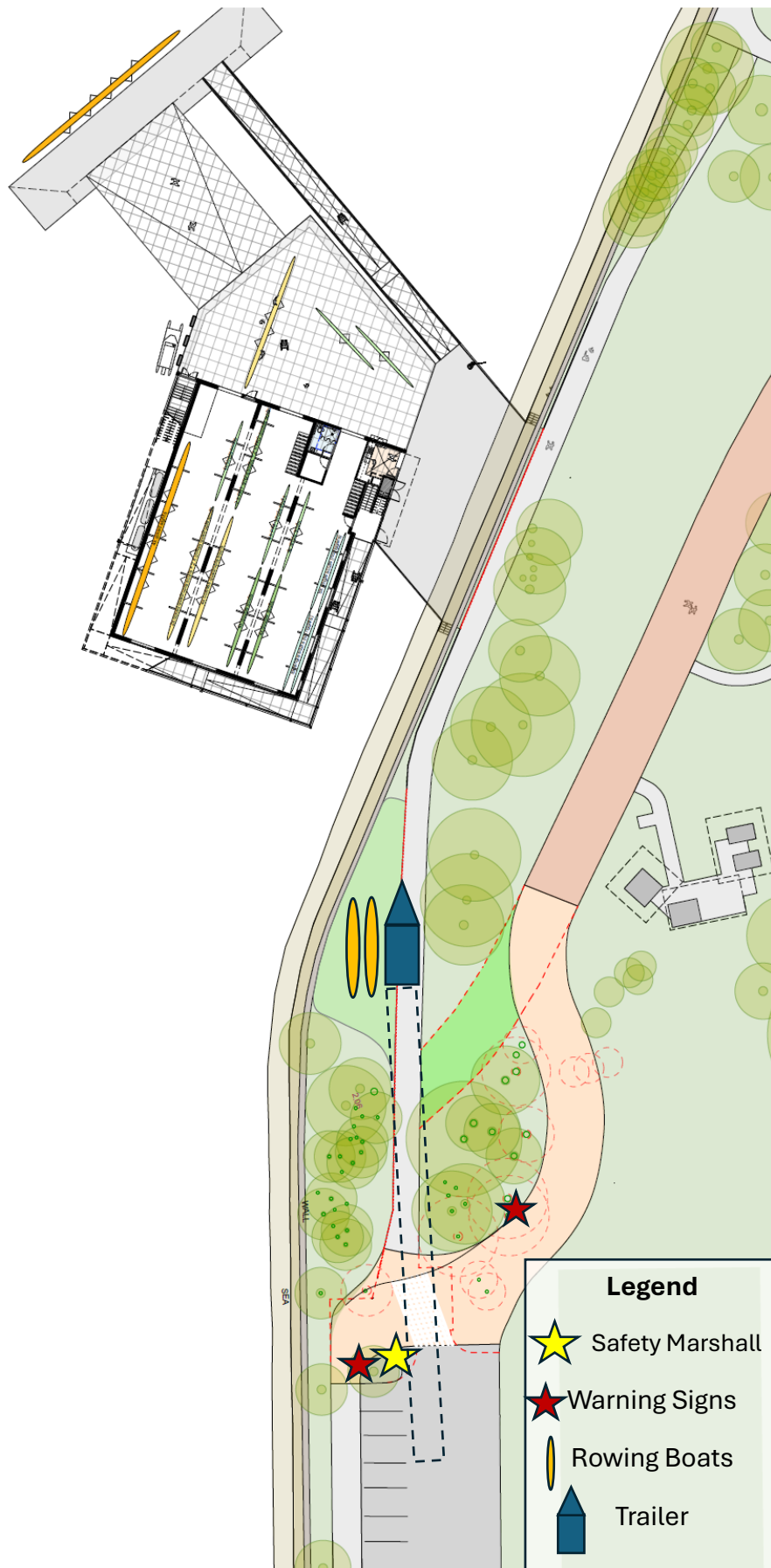


Figure 4 - Proposed unloading area if Bay run is reconfigures

#### 4. Post-Loading/Unloading Procedures

- Inspect all equipment for damage and report any issues to the safety officer.
- Store all equipment in designated areas.
- Conduct a debrief to discuss any issues or improvements for future operations.

#### **Emergency Procedures**

- **Injury:** In case of an injury, provide first aid and seek medical attention if necessary. Report the incident to the safety officer.
- **Equipment Damage:** Report any damaged equipment to the safety officer for repair or replacement.

#### ***Additional Safety Measures***

- **Hazard Lights:** The trailer and vehicle must use hazard lights at all times during towing.
- **Coordination with Local Users:** The club must coordinate with local users of Leichhardt Oval No. 3 and avoid loading or unloading the trailer during events using the oval or during charity events on the bay run.

#### ***Safety Audits and Reviews***

- Regular safety audits will be conducted to ensure compliance with this plan.
- The safety officer will review and update the plan annually or as needed.