



Hunter & Central Coast  
Development  
Corporation



# PLAN OF MANAGEMENT

## HARBOUR SQUARE AND LEE WHARF

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HUNTER AND CENTRAL COAST DEVELOPMENT CORPORATION  
APRIL 2019



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# 01 INTRODUCTION

This Plan of Management is to provide information on making applications for short and long-term bookings (greater than 14 days) for the Lee Wharf and Harbour Square Pontoons. This document provides guidelines, procedures and regulations to be observed and adhered to for the safe and efficient use of the facilities.

The Plan of Management also sets out the desired environmental, maintenance and management objectives for the proper, efficient and effective operation of the Hunter and Central Coast Development Corporation (HCCDC) pontoons.

This document outlines the process to make an application to utilise the facilities either in the short-term for up to 14 days via Wharf Management or to license a berth at Harbour Square for longer term use from Hunter and Central Coast Development Corporation.

**FIGURE 1 | LEE WHARF**



# 02 BACKGROUND

## WHY PREPARE THIS PLAN OF MANAGEMENT?

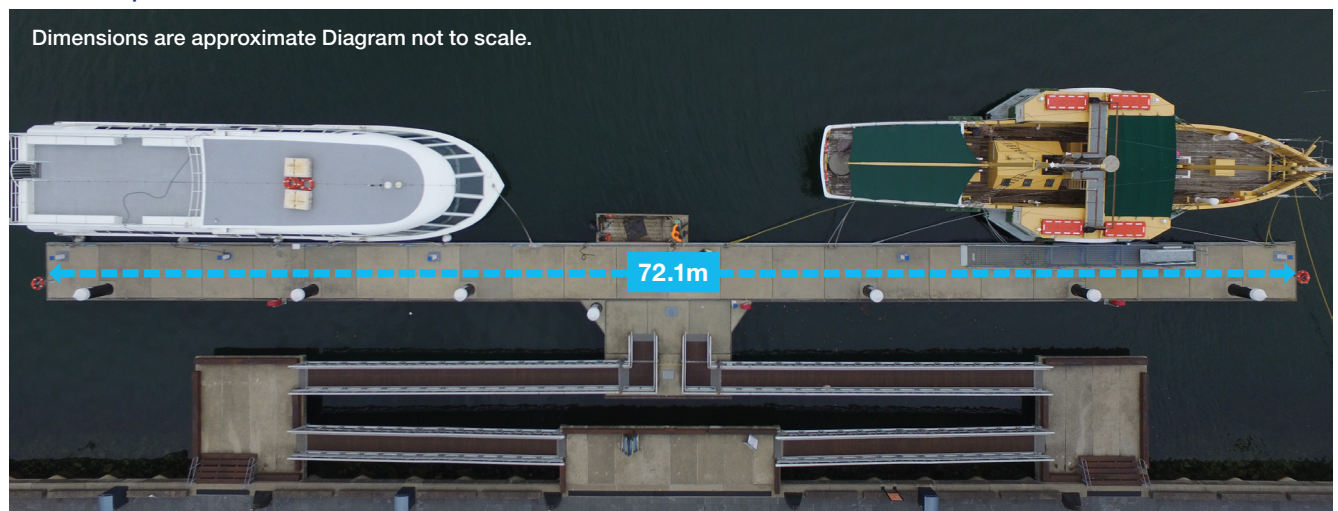
The purpose of this Plan of Management is to guide users and license holders on how to make applications to use the wharf facilities known as Harbour Square and Lee Wharf Pontoons, herein referred to as Hunter and Central Coast Development Corporation's Wharf (HCCDC Wharves). It sets out the process that needs to be undertaken by people and organisations who seek to use the facilities in the short or long term.

Hunter and Central Coast Development Corporation has appointed a Wharf Manager to maintain and operate the short-term booking arrangements.

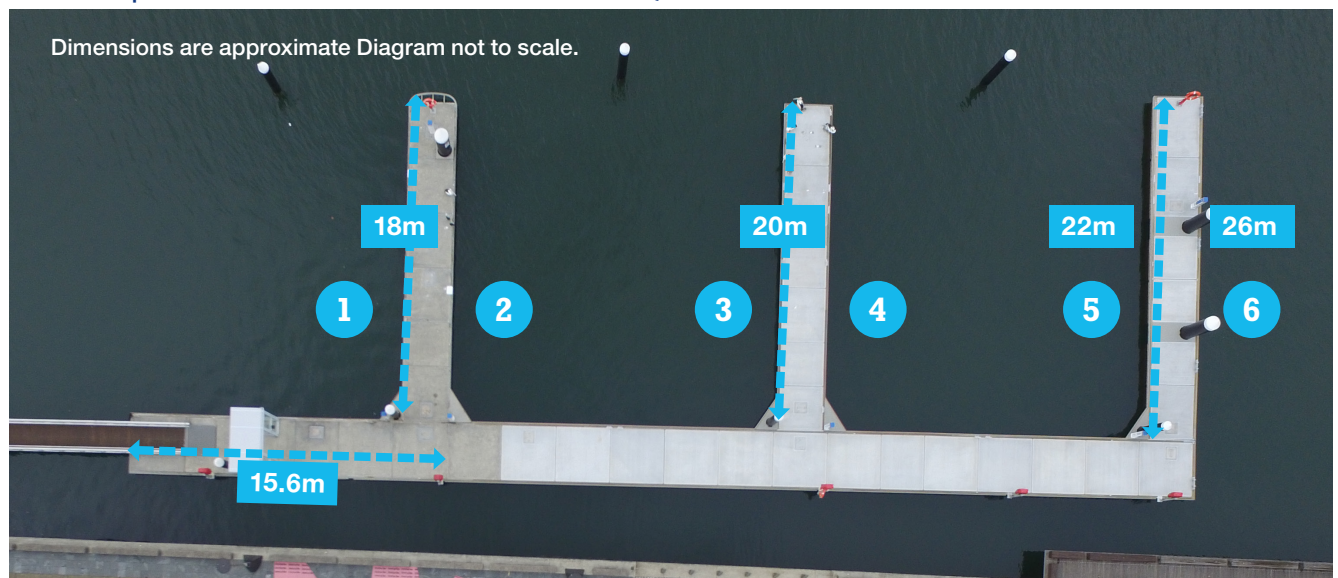
## LAND TO WHICH THIS PLAN APPLIES

This Plan of Management applies to the use of the berthing and pontoon structures located at Harbour Square and Lee Wharf. The HCCDC Wharves berthing and pontoon structures are located entirely on property owned and managed by the Hunter and Central Coast Development Corporation. They consist of modern floating pontoons on the southern side of Newcastle Harbour. A location plan is provided below.

**FIGURE 2 | PLAN OF THE HCCDC WHARVES – LEE WHARF PONTON**



**FIGURE 3 | PLAN OF THE HCCDC WHARVES – HARBOUR SQUARE PONTON**





## AIMS OF THE PLAN

The aims of this Plan of Management are to promote and facilitate the safe and best practice uses of HCCDC Wharves:

- » To provide berthing structures which are specifically designed to facilitate the transit of people to and from the Newcastle area
- » To encourage people to visit and use the foreshore
- » To connect the vessels from the waterway to the Newcastle public domain area and Newcastle generally
- » To facilitate through the berthing of vessels, activation and enhancement of the existing civic and cultural services and facilities in the city centre
- » To ensure the suitable use of HCCDC wharves and public domain facilities and spaces
- » To ensure licenses for access and use are aligned with the prescribed range of permitted uses
- » To clearly inform all future users of their obligations when utilising the facilities irrespective of hiring period.

By preparing this Plan of Management, the Hunter and Central Coast Development Corporation seeks to:

- » Achieve a balance of fair and equitable use between license holders, community, commercial and civic entities
- » Manage HCCDC Wharves to ensure that equitable and safe access is maintained for the community and other users
- » Enforce the environmental protection of the waterways, the public domain and HCCDC Wharves
- » Enforce the sustainable use of the HCCDC Wharves.

**FIGURE 4 | HARBOUR SQUARE BOAT DOCK**



# 03 MANAGEMENT OF USES

## HCCDC WHARVES AND PONTOON SPECIFICATIONS

The HCCDC Wharves can accommodate a range of crafts, depending on length, beam, draft and load limitations.

### HARBOUR SQUARE

The maximum capacity for Harbour Square is 6 vessels. The pontoon has a locked security door with keyed access. Access can be provided by the Wharf Manager.

Harbour Square Pontoon Boat Dock	
Vessel size	18m-26m
Displacement	22.5-30t
Beam windage area	64-100m <sup>4</sup>
Draft Restrictions	minimum under keel clearance of 300mm or 10% of the vessel draft whichever is the greatest (clause 3.2.1 of AS3962)
Maximum tonnage	see table below
Wind restrictions	see table below
Harbour Square Pontoon Boat Dock	
Wind speed (knots)	41-50      31-40      up to 30
Breathing Velocity (m/s)	0.25      0.20      0.15

- » Beam windage is the surface area of the side of the vessel out of the water affected by wind. Calculate height by length to give you surface area in square metres.
- » This is not an issue for most vessels using facilities in winds under 40kts. If vessels larger than 60ft enquire a beam windage assessment will need to be reviewed by Wharf Management.
- » For Lee Wharf, three vessels with a beam windage of less than 64m<sup>2</sup> each or two vessels with less than 96m<sup>2</sup> each can moor to the facilities in any winds.

If vessels have a larger beam wind area, they may still be permitted to moor to the facilities but only up to the following wind speeds relating to their beam windage area as follows:

Maximum Beam Windage Profile (m2)	
Wind Speed (Knots)	Lee Wharf
41-50	180
31-40	308
Up to 30	700

Harbour square 18m	Harbour square 20m	Harbour square 22m	Harbour square 26m
Maximum vessel beam windage profile (m2)			
80	90	100	120
120	150	160	200
220	270	290	350
Maximum vessel displacement (t)			
30	40	55	80
50	65	90	130
90	120	160	230

Power available: Berth 1 (15 amp). Berth 2 and 3 (15 and 32 amp available)

Activities during mooring periods are limited, and restrictions are outlined below.

## LEE WHARF

Lee Wharf pontoon is able to accommodate up to 3 vessels depending on length. There is no long-term option available for this berthing facility due to an existing long-term licence. The total pontoon length is approximately 72 metres long (an aerial is shown at Figure 2).

The pontoon is open and does not have any locked or security facilities available and therefore the remaining area is available short term on a short term, first in, best dressed system.

Lee Wharf	
Max Length	72m (44m when long-term vessel in berth)
Max Weight	130t
Beam	64m <sup>2</sup> x 3 vessels/96m <sup>2</sup> x 2 vessels
Windage	
Draft	5m

## GENERAL AMENITY AND ACTIVITIES

- » All children under the age of 12 shall be supervised by an adult at all times on or around the HCCDC Wharves.
- » All users of HCCDC wharves are expected to preserve the visual amenity of the area and that activities such as hanging, erection of washing, structures, devices and the like are not permitted.
- » Alcoholic beverages are not permitted to be consumed on any pontoon or adjoining boardwalk except on board private vessels or on licensed premises or on other vessels or premises where consumption of alcoholic beverages is permitted by law.
- » Fishing in any location of the HCCDC Wharves is prohibited.
- » Incineration of any type is prohibited.
- » Swimming, diving and related activities is prohibited in any location of the HCCDC Wharves.
- » Storage of smaller vessels, equipment, recreational devices and the like is prohibited.
- » The loading and/or unloading of goods, food, beverages and other stocks to and from vessels at HCCDC Wharves is prohibited.
- » The living and habitation aboard vessels is not permitted, for example, overnight occupation by person/s.
- » The HCCDC Wharves have provisions for disabled access.
- » The HCCDC Wharves have no boat fuelling or pump out facilities.

## OPERATING HOURS

Wharf Management are available 24 hours a day, 7 days a week by phone and email for bookings and emergencies. Wharf Management will screen vessels for suitability at the pontoons. Wharf Management are available at the facilities 9am to 5pm, 7 days a week for assistance.



## FOREIGN VESSELS

All foreign vessels using the HCCDC Wharves are required to have complied with the Australian Government regulations applicable to Customs, Immigration, Quarantine and Agriculture. As such, evidence of compliance is presentable at the HCCDC Wharves' staff request. The HCCDC Wharves staff are obligated to notify appropriate authorities in the event that suitable evidence of compliance is not presented.

## WATER POLLUTING ACTIVITIES

- » The HCCDC Wharves provide users with emergency and pollution mitigation supplies, however, users are expected to observe the following:
  - > Repairing, cleaning, painting, servicing and similar activities are prohibited whilst vessels are using the HCCDC Wharves.
  - > The pontoon facility is not a loading dock. As such, the loading and/or unloading of goods, food, beverages and other stocks to and from vessels at the pontoon facility is prohibited.
  - > Cleaning of fish and similar items or animals are prohibited at the wharves or pontoons.
  - > Any transportation or carriage of bulk fuels, liquids, oils and similar materials is prohibited

## NOISE

Users are prohibited from undertaking noise generating activities and should exercise best practices for activities that may generate noise

1. Users are instructed to secure all lines, rigging and halyards so as to prevent noise from rigging slap and the like. In the event excess noise is reported from an unattended vessel, trained staff will board offending vessel for the purpose of stopping or limiting the noise.
2. Users are advised that excessive running of engines whilst at the pontoon berth will be discouraged. Specifically, warming of engines only permitted 15

minutes before departure and use of generators is only permitted 30 minutes before departure. Users are expected to take all reasonable efforts to silence generators.

3. Users are instructed to preserve the amenity of the wharves and pontoon and surrounding precinct by restricting noise and other nuisance from their vessels. HCCDC Wharf management may exercise the right to remove offending vessels from the pontoon.
4. Users will be prohibited from using public address systems for music and audio as well as loud hailers, sound horns and the like. Similarly, radios, musical equipment and other noise generating apparatus are required to be kept to a minimum at all times.

## DOGS AND ALL PETS AND ANIMALS

Dogs, pets and all animals are prohibited on the pontoon and associated boardwalk. Dogs, pets and all animals aboard visiting vessels are required to remain on the vessel (dogs and the like can be held on leash on land in public areas) and will be subject to noise control requirements while on the vessel.

Any vessel owner not complying with these regulations, at the discretion of the HCCDC Wharf management, shall be directed to remove the vessel from the pontoon.

## VEHICULAR ACCESS AND PARKING

- » Parking, loading/unloading, service delivery is not provided to the HCCDC Wharves
- » Vehicular access is not permitted to the wharf facilities.

# 04 REQUIREMENTS FOR SAFETY AND THE ENVIRONMENT

## GENERAL

Users are expected to adhere to Roads Maritime Services (RMS), Port of Newcastle and Hunter and Central Coast Development Corporation requirements for safety and best practice in waterways. These include but are not limited to the following:

- » Maximum speed limit of 4 knots in designated area known and marked as “No Wash”.
- » The HCCDC Wharves facility is located in “Rough Water”.
- » The HCCDC Wharf management, where necessary, will direct users of the facility concerning the use of the waterways and the regulations applicable to movements within and around the pontoon facility.
- » Awareness and adherence to navigational lights and signs.
- » Users must report any collisions, accidents, incidents to the Wharf Management.

## STORMS AND WINDS

Wharf Management are trained in storm awareness and storm preparation procedures. Users are expected to exercise due care when in or in the vicinity of the HCCDC Wharves. With user cooperation and collaboration with the Wharf management and other authorities and services, it is expected that:

- » Owners or operators of vessels berthed at the HCCDC Wharves and pontoons remove their vessel, where practicable, well in advance of the arrival of any severe storm to a suitably sheltered alternative location
  - > Resulting damage to the pontoon, and/or to vessels remaining at the HCCDC Wharves in contravention of any request by the Wharf Management for the vessel’s removal, will be the responsibility of the vessel owner or charter operator.

## FIRE

Firefighting equipment is supplied to the HCCDC Wharves and is subject to regular inspections and maintenance. The following equipment is supplied and is only to be used for the extinguishment or reduction of a fire:

- » Hydrant valves
- » Water mains and lines to Fire hoses, reels and fittings

Users are encouraged to report any faults, defects with the condition, operation or appearance of above infrastructure.

## LIQUID WASTE

Under no circumstances is liquid waste to be discharged into the waterways. This includes but is not limited to:

- » Sewage
- » Chemicals
- » Bilge water
- » Grey water
- » Waste water from cleaning, for example, top decks

## SOLID WASTE

- » Under no circumstances is solid waste to be discharged into the waterways.
- » Garbage, refuse and the like from visiting vessels will not be permitted to be disposed of at the HCCDC Wharves/pontoons and must be removed with the vessels, that is, taken on the vessel’s outbound journey
- » No garbage or waste materials shall be permitted to be stored on the pontoon walkway and patrons arriving at the pontoon by vessel

# 05 LICENCE AGREEMENT AND APPLICATION PROCESS

## BOOKING PROCEDURE AND APPROVAL PROCESS

The procedure for booking is to complete the appropriate short-term or long-term booking form (Appendix 2).

Short-term stays are 14 days and less and will require the short-term booking form to be completed and returned to [honeysucklemarina@hotmail.com](mailto:honeysucklemarina@hotmail.com).

Long term stays require a licence agreement. They require completion of a long term booking form with insurances & return to [admin@hccdc.nsw.gov.au](mailto:admin@hccdc.nsw.gov.au)

Hunter and Central Coast Development Corporation and Wharf Management thereafter assesses your request.

Once assessed, short term stays will be managed by Wharf Management and long term stays by Hunter and Central Coast Development Corporation.

Subject to all requirements and details, a minimum 30 days' notice is required of long term bookings for the issue of a licence agreement.

## INSURANCE

Hunter and Central Coast Development Corporation and its operation is responsible for delivering service to the HCCDC Wharves for which is insured by HCCDC.

In this regard:

- » Users of the HCCDC Wharves are required to be appropriately insured.
- » Recreational vessels should possess insurance for public liability and third-party property damage.
- » Commercial and charter vessels should be insured for public liability, third party property damage, and workers compensation as well as any other form of insurance required by commercially licensed vessels.

It is critical when booking a wharf or pontoon that evidence of the currency of such insurances is able to be provided to HCCDC Wharf Management.

Users must report any collisions, accidents, incidents to the HCCDC Wharf management. This report must be provided in writing, with necessary photographic evidence.

## BERTHING FEES

Berthing fees for short term bookings are \$50+GST Inclusive per 24 hours.

Berthing fees for long term bookings will be assessed on a case by case basis. Please contact HCCDC for further information.

## CANCELLATION OF ACCESS

A 24-hour notice period is required for the cancellation of all short-term bookings. Please refer to the licence agreement for termination detail for long term bookings.

## CONDITIONS OF APPROVAL

Conditions may be imposed by HCCDC as part of an issued Licence Agreement.

Failure to comply with any condition may result in Hunter and Central Coast Development Corporation taking action commensurate to the circumstances and offence/s. This may include instigating legal proceedings.



# 06 HUNTER AND CENTRAL COAST DEVELOPMENT CORPORATION AND AFFILIATED OPERATORS – ROLES AND RESPONSIBILITIES

Hunter and Central Coast Development Corporation, and Wharf Management, have principle obligations to ensure the structural integrity and best practice operation of the HCCDC Wharves, pontoons and equipment in order to:

- » Ensure reliability of performance of all equipment and facilities
- » Prevent environmental damage
- » Prevent minor problems developing into major issues requiring costly repairs.

Users of HCCDC Wharves are requested to report any concerns or observations in relation to the operation, condition or appearance of the HCCDC

Wharves and associated infrastructure immediately to Wharf Management.

HCCDC is responsible for:

- » Co-ordinating, assessing and issuing the Licence Agreements for the use of the HCCDC Wharves and pontoons
- » Ensuring that conditions of the Licence Agreements are met.

**FIGURE 5 | LEE WHARF**



# 07 **FEEDBACK AND ENQUIRIES**

Should you have any questions or feedback regarding this Plan of Management, accessing or licensing the HCCDC Wharves, please direct your enquiries to:

## **SHORT TERM ENQUIRIES**

### **Wharf Management**

**Phone** 0490 463 174

**Email** honeysucklemarina@hotmail.com

## **LONG TERM LICENCE ENQUIRIES**

### **Hunter and Central Coast Development Corporation**

**Phone** 4904 2750

**Email** admin@hccdc.nsw.gov.au



**FIGURE 6 | HARBOUR SQUARE BOAT DOCK**





# 08 APPENDICES

**A DEFINITIONS**

**B APPLICATION FORMS**



# DEFINITIONS

**TABLE 1 PARTIES DEFINED**

<b>Name, Party</b>	<b>Abbreviation</b>
Hunter and Central Coast Development Corporation	HCCDC
Hunter and Central Coast Development Corporation Wharf Harbour Square / Lee Wharf	HCCDCW
Wharf Management	Wharf Management
User (any potential or current license holder)	User

# B APPLICATION FORMS

## LONG TERM BOOKING ENQUIRY FORM

FOR HARBOUR SQUARE PONTOON AT HONEYSUCKLE



Hunter & Central Coast  
Development  
Corporation

For long term bookings of greater than 14 days a licence agreement is required subject to final management consent by Hunter and Central Coast Development Corporation.

To process your enquiry please complete and email this form to Hunter and Central Coast Development Corporation at [admin@hccdc.nsw.gov.au](mailto:admin@hccdc.nsw.gov.au)

The Corporation is unable to consider your request for access unless all of the information required is provided. Access to the pontoon is not confirmed until a licence is signed by both parties. It is preferable for this application to be received a minimum of 30 days prior to the proposed commencement date.

DATE AND TIME PROPOSED COMMENCEMENT;	DATE		TIME	
TERMINATION DATE AND TIME;	DATE		TIME	
PERMITTED USE:	<input type="checkbox"/> COMMERCIAL OPERATION		<input type="checkbox"/> PRIVATE	
BOAT OWNER NAME AND CONTACT DETAILS:	NAME			
EMAIL		PHONE		MOBILE
MANUFACTURER AND VESSEL DESCRIPTION;				
<input checked="" type="checkbox"/> LENGTH				
<input checked="" type="checkbox"/> BEAM DRAFT				
INSURANCE DETAILS:	<input type="checkbox"/> PUBLIC LIABILITY		<input type="checkbox"/> WORKERS COMP	
COMMERCIAL OPERATION; ORGANISATION NAME AND ABN/ACN:	ORGANISATION NAME		ABN/ACN	
ORGANISATION TYPE:	<input type="checkbox"/> PTY LIMITED COMPANY		<input type="checkbox"/> INCORPORATED ASSOCIATION	
	<input type="checkbox"/> LIMITED COMPANY*		<input type="checkbox"/> UNINCORPORATED ASSOCIATION	
	<input type="checkbox"/> SOLE TRADER		<input type="checkbox"/> PARTNERSHIP	
	<input type="checkbox"/> CHARITY		<input type="checkbox"/> NOT FOR PROFIT	
* IS COMPANY LIMITED BY GUARANTEE?				
NAME OF CONTACT OFFICER:				
POSTAL ADDRESS:				
EMAIL:		PHONE:		MOBILE:
CURRENT INSURANCES ATTACHED:	<input type="checkbox"/> YES			
FEE:	<input checked="" type="checkbox"/> HDC TO ADVISE FOLLOWING COMPLETED BOOKING FORM BEING PROVIDED			



Visit [HCCDC.gov.au](http://HCCDC.gov.au) to download these forms.

## SHORT TERM BOOKING FORM

LEE WHARF & HARBOUR SQUARE BOAT DOCK  
HONEYSUCKLE, NEWCASTLE



Hunter & Central Coast  
Development  
Corporation

### SHORT TERM BOOKING FORM (UP TO 14 DAYS)

Honeysuckle Marina | 0490 463 174 | honeysucklemarina@hotmail.com

<input type="checkbox"/>	PRIVATE	<input type="checkbox"/>	COMMERCIAL	\$50 PER DAY
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ARRIVAL DATE:

ARRIVAL TIME:

DEPARTURE DATE:

DEPARTURE TIME:

VESSEL NAME:

NAME:

MAKE:

POSTAL ADDRESS:

LENGTH OVERALL:  BEAM:

TOWN/CITY:

WEIGHT:  DRAFT:

STATE:  POST CODE:

REGISTRATION NO:

COUNTRY:

FUEL TYPE:  CAPACITY:

MOBILE:

BOAT LICENCE NO.

HOME:

INSURANCE COMPANY:

BUSINESS:

POLICY NO:

EMAIL:

ATTACH COPY OF PUBLIC LIABILITY INSURANCE

### EMERGENCY CONTACT DETAILS

NAME:

ADDRESS:

PHONE:

### CREDIT CARD DETAILS

CARDHOLDER NAME:

AMOUNT: \$

(AS IT APPEARS ON THE CARD)

CARD HOLDERS SIGNATURE:

EXPIRY DATE:  /

CREDIT CARD NUMBER:  /  /  /

VERIFICATION NUMBER:





Hunter & Central Coast  
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