



Regulations and procedures for the installation and use of mooring poles and secured flotation devices erected and located over Sylvania Waterways property.

1. Sylvania Waterways seabed is private land.

The seabed of Sylvania Waterways is private land legally owned by Sylvania Waterways Limited ("the Company").

In turn, the Company is made up of those waterfront property owners who hold shares and those shareholders are referred to as 'Members'.

Members are however reminded that they personally do not own the seabed and should not take 'liberties' with the legal rights of the Company and their neighbours.

The seabed is managed by the elected Company Directors.

ALL PROPERTY OWNERS ARE URGED TO VIEW THE SEABED AS THEY WOULD A NEIGHBOUR'S PRIVATE LAND AND NOT PLACE RUBBISH, ERECT POLES, OR DEPOSIT ITEMS (ETC.) ON THAT LAND IN VIOLATION OF COMPANY OWNERSHIP RIGHTS.

The regulations and standards as described in this document align with the Sutherland Shire Council Development Control Plan (DCP).

2. Rights attaching to membership.

Company Article 102 defines certain "rights attaching to membership" of the Company. Generally, this includes the right to moor a vessel, to erect and maintain a pontoon **as the Company may approve**, etc.

The Article 102(7) further provides: "The Board shall have the power to grant licence to a member for use of the Company's land upon such terms and conditions as the Board may determine."

No pontoon will be approved if properties have been subdivided.

Upon the sale of a property all rights attached to membership are forfeited.

3. Definitions.

(a) 'Mooring Poles'. As of November 2015, must be steel clad in black with white cap.

Describe poles erected upon the seabed for the mooring of vessels of any type, or for any other purpose.

(b) 'Mooring Booms' (Now noted as dangerous and must be removed).

Describe those devices which normally protrude at 90° from the top of seawalls over the seabed.

(c) 'Mooring Buoys' (prohibited).

Describe anchors, weights, of any description attached to mooring buoys/ropes which are located on the seabed and used for the mooring of vessels of any type - or for any other purpose and must be of illuminated type to A.S. requirement. Only as a temporary construction or repair situation.

(d) 'Pontoons'

Describe those floating platforms which are attached to the seawall by a walkway and which float over the seabed. The pontoons may have vessels moored alongside.

4. Number of vessels and non-commercial use.

- (a) Only one vessel is permitted to be moored at each property.
- (b) Rigid-inflatable boats, tinnies, tenders, dinghies, rubberduck boats etc. placed on to flotation bricks or similar are permitted provided the method and type of flotation unit is certified by an engineer and are located at the end zones as per Figure 7b. The maximum number of additional devices including jet-ski pods is three.
- (c) The mooring of commercially registered vessels in the Waterways is not permitted without the permission of the Board and the mutual agreement of specific conditions.

5. Sutherland Shire Council Endorsement and Compliance.

The erection of mooring poles will require the issue of a Sylvania Waterways Mooring Licence, with guidelines and limitations approved by Sutherland Shire Council.

THE OBTAINING OF SUCH APPROVALS REMAINS AT ALL TIMES THE RESPONSIBILITY OF THE APPLICANT/PROPERTY OWNER.

MOORING POLES (OR OTHER DEVICES) ERECTED WITHOUT NECESSARY COMPANY LICENCE (AND APPROVAL OF OTHER REGULATORY BODIES) MAY BE SUBJECT TO IMMEDIATE REMOVAL ORDER AT THE PROPERTY OWNER'S EXPENSE.

6. Sylvania Waterways Licences.

Application forms for the erection and/or use of mooring poles, or other devices, are available from our web site www.sylvaniawaters.com/apply

7. Application Fees and Licence Fees.

The Board has the authority to establish terms, conditions and fees for dealing with Applications or issue of licenses for mooring poles, booms, moorings or pontoons (etc.)

Members seeking to install, modify or alter any waterfront devices are required to submit an application to the Company. Application forms and process can be found at sylvaniawaters.com/apply

Members are encouraged to discuss their requirements with a member of Sylvania Waterways Ltd prior to submitting an application. Contact admin@sylvaniawaters.com

Work carried out over the Company's land without an access permit provide by the Company is strictly prohibited.

All applications for new waterfront devices will be subject to an application fee set by the Board of Directors of the Company. For details on current fee schedules visit; sylvaniawaters.com

8. Licence Period/s

Licenses are issued to members for the period of their membership of the Company, subject to the member;

- Remaining at all times in good financial standing with the Company by payment of fees or levies as and when they fall due.
- Accepting the authority of the Board to amend terms and conditions attached to the issue, or continuation, of licenses.

9. Public Risk Insurance.

PROPERTY OWNERS SHOULD ENSURE THAT ALL RISKS ARISING FROM THE PONTOON OR POLES ARE HELD COVERED BY THEIR HOUSEHOLDERS PUBLIC RISK INSURANCE POLICY OR OTHER POLICY SPECIFICALLY ARRANGED.

SINCE SUCH ITEMS ARE NOT WITHIN THE BOUNDARY OF THE PROPERTY INSURED, THERE SHOULD BE A SPECIAL NOTATION ON THE PROPERTY OWNERS POLICY TO THIS EFFECT.

10. General Vessel Insurance.

All vessels moored over Company land must be comprehensively insured including Public Liability Policy inclusive and copies submitted to Sylvania Waterways Limited.

11. Certification

The engineering of all flotation devices shall comply with the latest standards and regulations and it shall always remain the responsibility of the owner of the specific property for the maintenance of all equipment. All flotation devices must be fully certified by a certified marine engineer at design stage and at completion of installation.

Any alteration, modification or new installation of a waterfront device must have a certificate of occupancy. Such devices must not be used until such time as an occupancy certificate is issued by the certifying authority.

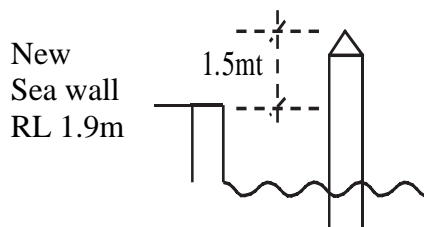
Waterfront Devices - SPECIFICATION & REGULATIONS

1. Mooring Poles:

- Poles are usually 9 to 10 metres in length (min.) depending on location and seabed (refer engineer advice).
- Pole are usually set 3 to 5 metres into seabed for firm footing (refer engineer advice).
- In areas where the seabed is in need of dredging due to siltation, Poles may need to allow a compensation for the removal of silt.

Pole Types: Black Polyurethane Sheathed Steel (as per engineer's specifications).

Height above Seawall: Pole height to be at 3.4m RL (1.5 metres above height of seawall @ RL 1.9m) and fitted with white cone.



Distance from Seawall: (Straight wall). Poles are to be set a maximum of 6.5 metres from the seawall (see Fig. 1 below).

Variation which may be necessary for 'concave' or 'convex' wall shape will need to be considered by the Board for special conditions.

Fig 1 Straight Wall

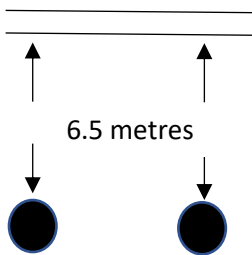


Fig 2 Convex Wall

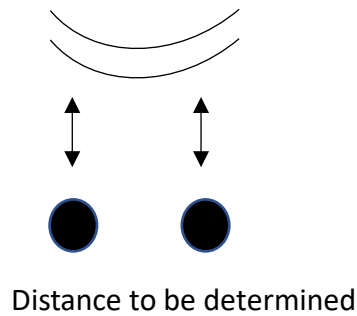


Fig 3 Concave Wall

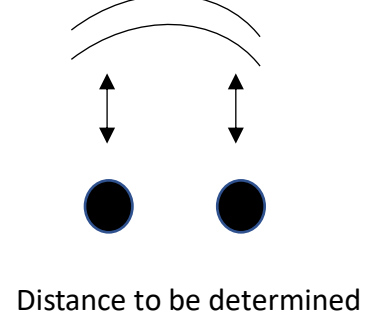
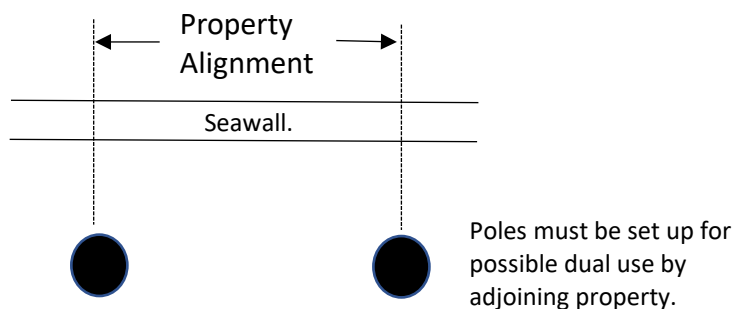


Fig 4. Positioning of Poles



Number of Poles per Property: Normally, licenses will only be issued for a maximum of 2 poles per property. However, special exemptions may be granted if the Board considers special circumstances exist.

Mooring Attachments: Contractors. Mooring attachment slides may be used on poles. The contractor must be approved by Sylvania Waterways Limited.

- The name of the intended contractor must be shown on the application for a mooring licence.
- The Board reserves the right to withhold the issue of a licence if contractor nominated fails to provide satisfactory references or qualifications.
- The Board can advise a list of contractors.

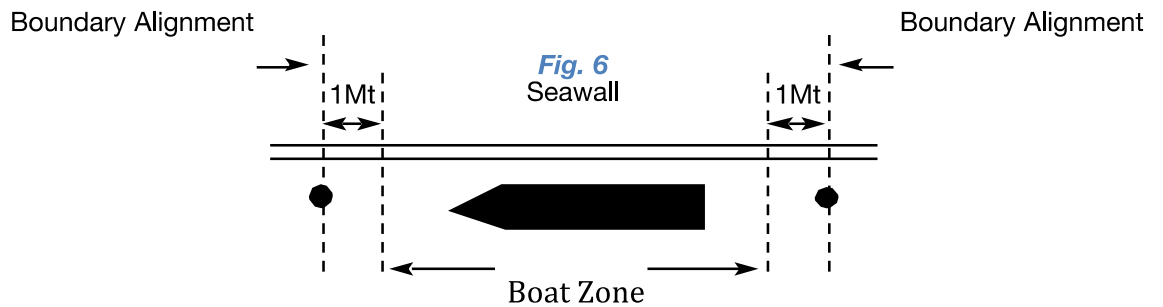
No obstruction: License will not be issued if the pole, or poles, are considered to comprise a navigation hazard. No structure must interfere with the access to neighbouring properties.

2. Vessel to be moored:

Normally, craft should be moored parallel to the seawall.

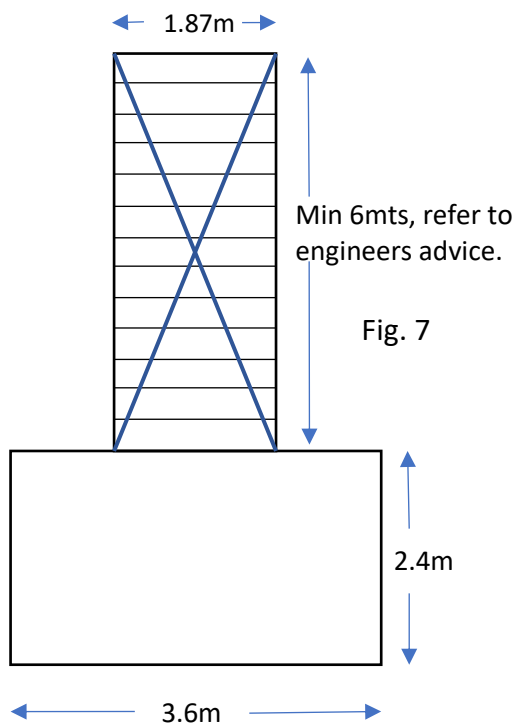
Vessel to be moored shall not be greater in length than to be fully contained within the boat zone of the Applicant's property allowing a minimum of 1 metre clearance at each end.

Refer to figure 6 below.



3. Pontoons

3.1 Standard Pontoons:



Pontoons are to be of approved construction with the standard dimensions of 3.6m x 2.4m. The standard walkway to the pontoon is 5m to 5.5m long (depending on shape of seawall) and 1.8m wide. Any pontoon with dimensions outside the standard size will be subject to special consideration.

NOTE: These pontoons are generally not designed for mooring vessels to. No device (e.g. Jet-Ski Pod) can be attached to a small type pontoon without engineering approval and certification and approval from Sylvania Waterways Ltd.

Adequate cross bracing in Stainless Steel strapping and bolts required.

All pontoons must include adequate flotation material so it cannot sink if the pontoon gets flooded or develops a leak.

Handrails are recommended on at least one side. Refer Australian standards and installing engineer's advice.

3.2 Marina Style Jetty & pontoons

Sylvania Waterways Limited's recommended requirements based on:

- Safety
 - Clearance of waterways access
 - Accessibility
 - Neighbourhood appearance
 - Minimum load on seawalls
 - Clearance and allowance for future seawall works.
 - Durability and quality engineering.
- (i) This pontoon / jetty is generally constructed from air cell marine grade flotation pods encased in sealed high-density polyethylene and capped with a concrete deck, framed in aluminium or selected hardwood.
- (ii) The deck can be a subtle colour marine carpet or patterned concrete.
- (iii) The pontoon / jetty is held in place by 2 poles with a third pole supporting the walkway ramp platform. An engineer's design must accompany the application form and must indicate its expected design life.

3.3 Every pontoon must have the following safety and design features:

- Handrails on ramp and landing
- Folding retrieving ladder (Note: location as shown on sketches advisory only)
- Minimum 1 flotation life buoy on lanyard, fitted to comply with Australian standards.
- Any pontoon or waterfront work will only be approved if the current seawall has a recent Safety Certificate from the Seawall Engineer.
- All new pontoon and waterfront works must allow for future new seawall works and leave clearance of 700mm measure from the face of the upgraded capping beam (600 x 750 approx. (or the equivalent alignment if the old capping is still the original (220 x 300)).
- All large pontoons, (Marina style) maximum size will be 14 metres x 3 metres. Pontoon, ramps, landings, and handrails to be constructed of marine grade aluminium with no paint or powder coating finish.
- All pontoon applications to show location of new seawall and all equipment not to exceed 5m off the face alignment as is current;
- All ramps to marina style pontoons: -
 - Have no timber or plywood bases – should be aluminium;
 - Have stainless steel or similar infill's between the gaps of the handrails and landings on both rails, by flexible cable or wire.
- All piles to be placed clear of new seawall zone (refer item 3).
- All new pontoon installations must be approved by Sylvania Waterways Ltd then by Sutherland Shire Council for D.A. before any works can commence.
- If water is required at the pontoon there must be an isolation ball valve and a non-return valve located near/adjacent to the ramp landing at the seawall capping level and be easy to disconnect.

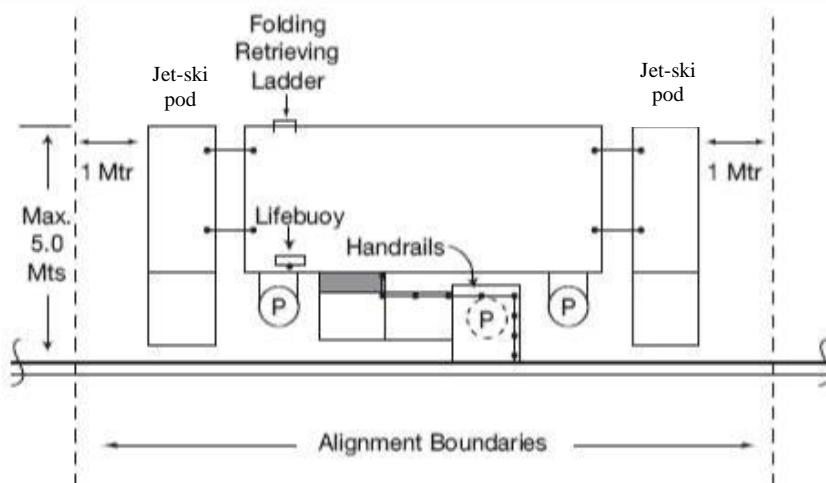
3.4 The following general notes also apply;

- Lighting must be subdued and approved. Lighting should not be connected to a timer.
- Rafting of boats prohibited.
- Overnight rafting by visitors permitted only if the channel is safe and clear for passing vessels.
- No boat or waterfront device shall overhang into the neighbour's alignment.
- Boats must be moored parallel with their seawalls (James Cook internal and jet ski docks exempt).
- Sylvania Waters speed limit is "idle speed" and "no wash" – 4 -Knotts maximum.
- Pontoons/waterfront devices shall extend no more than 5m into the waterway.

3.5 Jet Ski-Pods

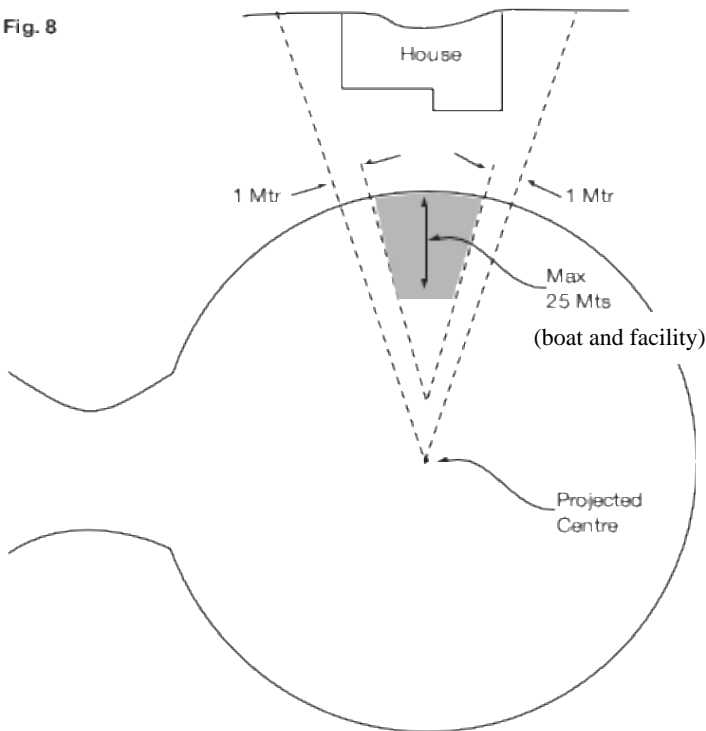
- Applications must be submitted using Application form 1025 and to include detailed drawing of the proposed installation.
- Are limited to 3 only, of 1.5m x 4.5m in size, and setback 1m from side boundary alignments.
- Must not be secured to the sea wall.
- Require an engineering certificate from a qualified marine engineer prior to a license being issued.

Figure 7b



The following sketches form guidelines and limitations specifically formed so that all property owners' rights are protected:

Fig. 8



For Internal James Cook Island
Shaded area indicates zone of flotation device and moored vessel.

Standard Arrangement

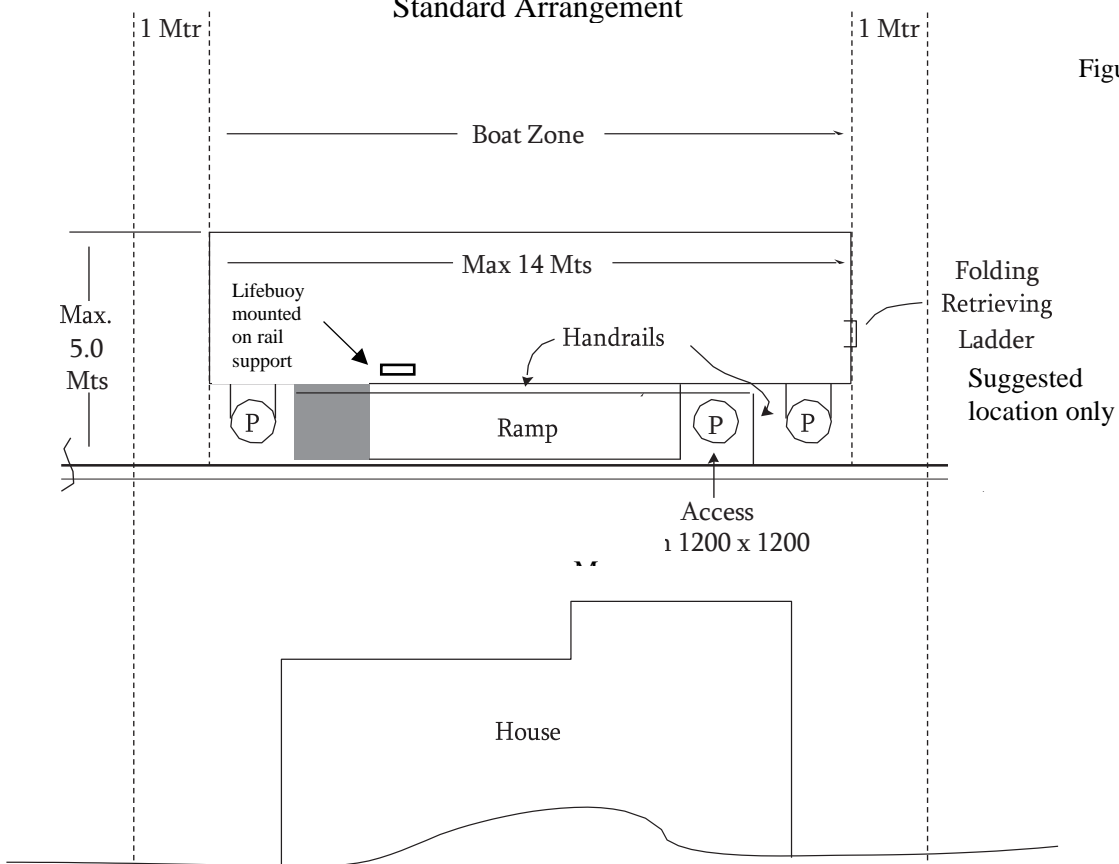


Figure 9

3.6 Special Situations

Pontoon/Jetty with Dry Docking Runabout and Roller Guided System.

A pontoon/jetty with dry-docking system or sea pen shall extend no more than 5m into the waterway, and shall be setback a minimum of 1m/5m from side boundary alignments.

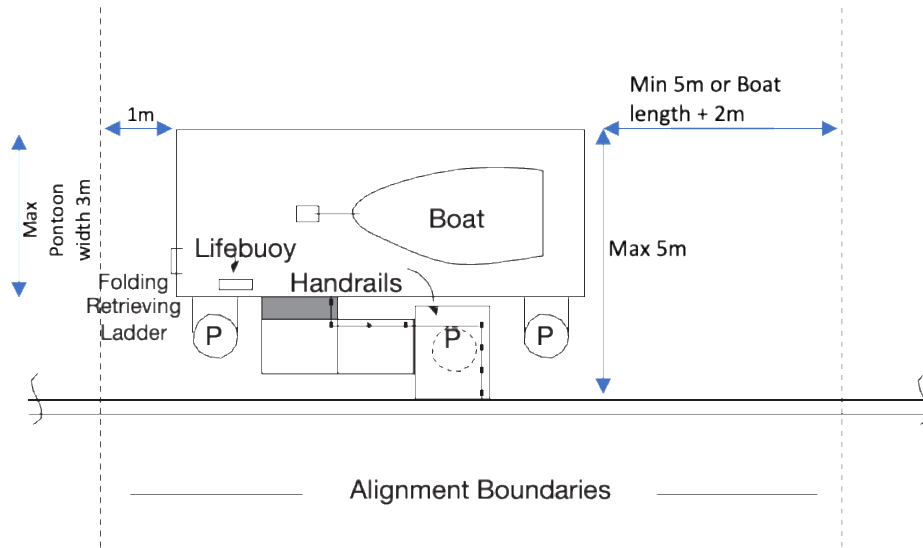


Figure 10

Larger boat lifters and sea-pen type devices can be installed in allotted spaces at the waterfront. These are generally located perpendicular to the seawall. As per figure 10, they can be parallel to the sea wall if space permits to allow entry and exit without crossing the neighbours extended boundary.

These units must not exceed 6 mts in length. Special engineering must be considered to ensure safe access and operation. In most cases additional piles and supports will be required

4. End of Canals Notes:

- At the end corners and acute locations of the canals the locating of pontoon / jetty / vessels is very limited.
- Residents can make application for specially designed flotation device(s) in these situations - Sylvania Waterways Limited may not approve based on limitations and accessibility to other properties.
- Generally, no permanently moored boat can be left at these locations. These applications will be considered by the Company.

5. Occupational Health Safety & Environment (OHS&E) Compliance and Authorised Access

- Prior to any work carried out over Sylvania Waterways Land approvals from Sylvania Waterways Ltd and Sutherland Shire Council must be obtained.
- In order to protect your interests and to ensure compliance with the Sutherland Shire DCP, it is strongly recommended that waterfront owners ensure any contractor meets all the Occupational Health and Safety (OH&S), and electrical standards including the Marine code prior to commencing any work.
- Contractors should provide Safe Work Method Statements (SWMS) for all work performed.
- Members should ensure all contractors have a current valid license relevant to the nature of the work they

are performing and maintain all appropriate insurances. Certain works may also require Home Owners Warranty Insurance (HOWI).

6. Electrical Compliance and Safety Requirements

6.1 Existing electrical wiring to waterfront devices

It is a requirement for waterfront licensing, where there is **existing** electrical wiring to any pontoon, or other floating device, that an **'Electrical Compliance Statement'** is provided from a licensed electrician stating that the installation is in compliance with the following Standards;

AS/NZS 3000: 2018 -- Electrical Installations Wiring Rules
AS/NZS 3004.2:2014 – Electrical Installations – Marinas and boats

6.2 Addition of electrical wiring or installation of new electrical wiring to waterfront devices.

It is a requirement for waterfront licensing for all **new** electrical wiring to any pontoon or other floating device, that

A **Certificate of Compliance for Electrical Works (CCEW)** is provided by a licensed electrician which clearly states that the installation is in compliance with the following Standards;

AS/NZS 3000: 2018 -- Electrical Installations Wiring Rules
AS/NZS 3004.2:2014 – Electrical Installations – Marinas and boats,

And; Sylvania Waters Ltd Strongly Recommends the following electrical requirements;

- No **240VAC** lighting or light cabling is permitted on the deck, or in the deck of a pontoon.
- All lighting must be subdued, and cannot spill or reflect into another neighbour's property. Acceptable examples include Aluminium post up to 2.1mts at the landing with two LED 30 Watt floodlights.
- Switching of light systems shall be at the isolation switch on the pontoon landing, if the lights are located over Sylvania Waterways seabed.
- All lighting shall be manually switched and cannot be controlled by a daylight switch, or PE cell time clock, or similar, so as to minimise the inconvenience it may cause to neighbours.
- No corrugated conduit is to be used if visible and or exposed to the sun.
- Flexible grey hose conduit and appropriate connector fittings shall be used if wiring is in a moveable zone.
- Rigid grey heavy-duty conduit can be used and attached under the ramp and landing utilising P.V.C saddles and non-corrosive fixings.
- There shall be no power or electrical cables enclosed in the concrete deck of the pontoon.
- Extra Low Voltage is exempt if it complies with the standards.
- A plug socket outlet complete with a combination ELCB unit is to be located below the handrail on the pontoon ramp landing, 600mm above the seawall capping level. This will be the first power location for

the wiring originating from the owners point of supply (switchboard.) This should be a combination unit in one enclosure.

- All switches/outlets will have a 2mm hole drilled in the base to allow venting and condensation release.
- All switches shall disconnect active and neutral when switched off and be the lockable type.
- All switches shall be non-corrosive and the all-weather hose proof type (*IP66 or better*)
- The protection device (ELCB -COMBO) rating must not exceed the full load rating of the outlet(s) it is protecting – i.e. *15A Outlet – 16A 30MA Protection*
- All switches/outlets must have insulation protection over all fixing screws on the inside to avoid electrical connection or short to the pontoon frame system metalwork.
- Power to boats should be via a suitable rated moulded plug flexible lead with a captured plug fitting at the outlet end.
- Flexible cables to boats are to be located clear of walk zones and not to lay in the water (see clause 3.1.1 Marina code for sizes)
- Flexible cable slack is not to be looped, coiled or stored on the pontoon or boat - make up suitable length lead and in good condition.
- All **electrical devices**, protection, leads are to be tagged and tested upon first use and **Compliance Certificate** issued to Sylvania Waterways Limited. **Regular testing** and **tagging** will be as per standards, and work cover requirements, **but as a minimum** on sale of property, alteration and/or **every 12 months**.
- Service pillars on new installations can be used. The intent is to keep the pontoon deck clear of power and minimise obstructions and maintenance issues. (*Refer Marina code 2.4.2 Service pillars.*)
- If there is no handrail or platform as in small pontoons etc, the isolation plug socket can be mounted on any adjacent fence or alternatively on a suitably designed bracket or non-corrosive materials and must be attached behind the seawall on the house side so as not to drill into the seawall fence or capping.
- No power lead is to be left connected into any outlet when **not** in use.

6.3 Other

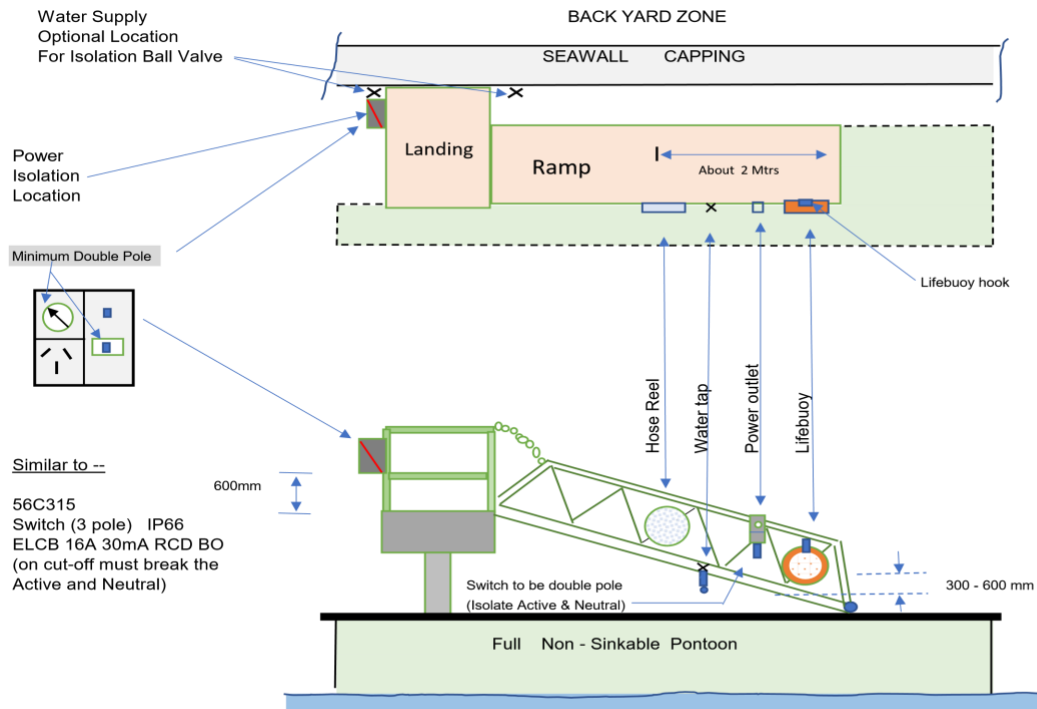
Approval must be granted if cable installations for Communications, Data, Phone, Antenna Wiring are required.

Generally, SWL will insist on a disconnection point by plug and socket or similar for isolation located at the seawall/landing location

SWL conduct maintenance dredging periodically and therefore, the electrical contractor should consider the difficulty in the electrical installation disconnection, which may be required, if the pontoon ramp and pontoon needs to be removed.

Figure 11 provides a best practise guide for pontoon safety.

Figure 11



NOTES

Each Power Outlet shall be individually protected by a separate overcurrent circuit breaker (ELCB).