

# POLICIES & PROCEDURES

The Cairns Marlin Marina is part of the Port of Cairns which is owned and operated by Ports North. Ports North is responsible for effectively managing and efficiently operating port facilities and services at the Port of Cairns, ensuring appropriate levels of safety and security.

Port Notices regulate all activities in areas under the control of the Port of Cairns.

Port Notices apply to all port users including their employees, passengers, visitors, clients, employees of client organisations, contractors, as well as visitors and the general public entering port controlled/administered land and facilities.

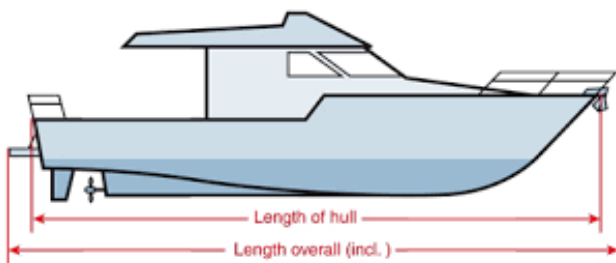
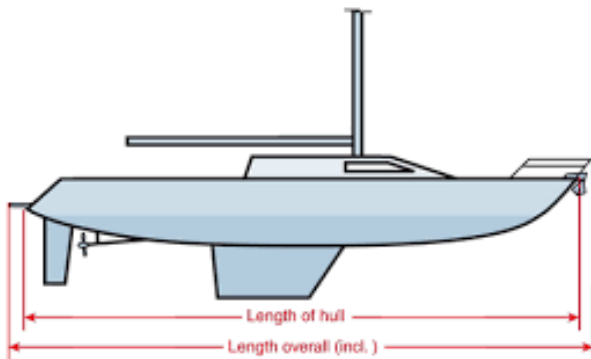
The Marina Procedures and the Port of Cairns Operating Procedures are Port Notices and users of the Marina must comply with these rules and procedures.

## Check In / Check Out

All vessels wishing to berth must gain approval from the Marina Office prior to arrival. Checkout time is 1000hrs daily unless otherwise arranged with the Marina Office.

## Charges

Vessels are charged on length overall (LOA). LOA includes bowsprits, davits, duckboards and anything extending forward or aft of the vessel regardless what height from the waterline that item protrudes.



## Mooring Notification

A vessel is not to be moored at the complex without prior approval of Ports North and mooring must be in accordance with the Marina Operating Procedures.

## Waste

Disposal of waste matter into the marine environment is strictly prohibited at all times. Night Transfer permits are required for the transfer of waste between dusk and dawn. All oil waste is to be removed directly to the approved Ports North waste storage. All waste is to be transferred in approved sealed containers to ensure that the waste does not leak or spill from the container during removal.

## Security

Security gates are closed at night. Interference with the gates, boom or the gate mechanisms is prohibited. Security of individual vessels is the responsibility of the vessel owner.

## Vessel Maintenance & Repair

Minor maintenance and repairs are only permitted in the Marina complex. A Work Permit must be completed and authorised by Ports North prior to any work commencing.

## Marina Incident / Injury / Spill

The Marina Office must be notified immediately in the case of all injuries, incidents, damage or hazards including oil spills, collisions, grounding, person injuries.

## Fishing

Fishing is only permitted in the designated zones and times within the Marina Precinct.

## Refuelling Procedures

Refuelling can only occur at dedicated refuelling berths in compliance with Operating Procedures.

## Gangway Access to Vessels – Safety

Gangways shall be stored safely in accordance with Marina Operating Procedures.

## Electricity

Any vessel connecting to shore supply must comply with the Electrical Connection Procedures.

## Workplace Health & Safety

All Operators are to ensure that all aspects of its operation comply with the *Queensland Workplace Health & Safety Act 1995*.

- ≈ Fire services including fire hoses, extinguishers, hydrants and alarms are located throughout the Precinct and must only be used in emergencies.
- ≈ Electrical leads must not be positioned across walkways or driveways.
- ≈ Consumption of alcohol in public areas is strictly prohibited within the Precinct.
- ≈ Firearms and rockets are not to be discharged and dangerous goods are prohibited.

## Fire / Explosion / Evacuation

In case of any fire or explosion, the ship's master should immediately notify Queensland Fire and Rescue on emergency phone number "000" or by pressing one of the fire alarm points located throughout the Marina. The ship's master must then notify the Marina office. Please ensure all persons evacuate the vessel and muster at designated area.

## Refund Policy

A minimum of 48 hours' notice (or payment of the full 48 hours mooring fee) is required to be given should the Permittee wish to depart before the expiry of their mooring period.

## Cyclone Contingency Plan

In the event of a cyclone, all vessels are to move to the allocated areas as per the MSQ Cyclone Contingency Plan, which can be found at the MSQ website

## Parking & Access

Parking and access throughout the Reef Fleet complex and Marina is for permitted vehicles only and only in the designated areas.



### Contact Us

If you would like further information, please call (07) 4052 3866 or email [marina@portsnorth.com.au](mailto:marina@portsnorth.com.au)