



Marina Code Of Conduct

All Marina visitors, guests, customers and boat owners shall conduct themselves in an appropriate manner and tone of respect toward Marina staff, Marina tenants, patrons and public visiting the site. Formal complaints or concerns can be emailed to feedback@portmacquariemarina.com.au.

Marina Management reserves the right to ask persons that do not adhere to this code of conduct and operating rules removed from the site under the NSW Inclosed Lands Protection Act 1901.

Marina Operating Rules

Safety & Security

Keys

Any lost or additional keys or tags are subject to a \$50 admin fee for replacement.

Privacy

Port Macquarie Marina reserves the right to share images of vessels berthed at the Marina on the internet and social media within standard privacy laws.

Security

A combination of CCTV and security gates offer Marina security; however, it is the boat owner's responsibility to ensure valuables are not left unattended. Propping open access gates is not permitted, they must remain closed at all times.

Outside Labour

With the exception of boat owners and crew, all outside labour must hold a valid BIA marine card to enter and work on the Marina premises. Each person is to sign in and out at the Marina office. This is to assist with insurance and government environmental requirements and is required by NSW Marine industry Workplace Health & Safety guidelines.

Berthing at the Marina

Marina Agreement

A berthing Deed must be fully completed and signed prior to arrival. These Marina Rules are reflective of and in accordance with Item 10 of the BIA deed.

Insurance & Liability

All boats must be insured at all times against fire, theft and damage, salvage and all require third party insurance no less than \$10 million while at the Marina. Customers should note that Port Macquarie Marina will not be liable or responsible for loss or damage of any kind to boats or equipment or other property of customers or third parties; or any injuries to persons.

Appearance of Vessels Berthed at the Marina

The appearance of vessels berthed within the Marina must be maintained to a level representing the Marina standards. The hanging and drying of clothes on vessel is not permitted. For Sale Signs should not be attached to vessels. Vessels must be clean, free of rubbish, pests, mould have no loose tarpaulins, lines, buoys or rigging, and must not be in any way considered a hazard to the marina. The Marina may instruct you to bring your vessel to an acceptable standard and can provide cleaning contractor information.

Defects and Damage

As required under the Head Lease, all vessels moored at the Marina must be sea-worthy, and the Marina may request at any stage evidence attesting to this including asking you to move your vessel and/or a survey report. All defects or malfunction of Marina structures, building facilities and equipment must be reported to the dock master or Marina manager immediately. Port Macquarie Marina reserves the right to recharge vessel owners or patrons onsite that cause damage or negligence damage to Marina infrastructure, fitting or fixtures anywhere onsite.



Services (Water & Electricity) Policy

Water and electricity is included in some berths, and is provided under this fair use policy, in that each berth size is allocated a specific amount of each water and electricity. Vessels who use above this allocation may be charged an additional service fee. Wash down Hoses are not permitted to be left on Marina main walkway or Fingers, they must be stored on boats.

Power Leads & Mooring Lines

Shore power leads are to be tagged and tested annually. All leads are to be neatly arranged and not spread across walkway areas. Shore power leads must comply with Australian Standards and may be removed by the Marina if they are non compliant. The cost and supply of all mooring ropes, fenders and fittings are the responsibility of the boat owner. All lines, and/or loose fittings on the vessel must be secured at all times. Lines are to be kept to a standard as set by the Australian Maritime Safety Authority.

Live Aboard Policy

Under no circumstances are Marina boat owners allowed to reside permanently on their vessel or treat their vessel as their primary place of residence. This contravenes the Marina Head Lease obligations and RMS maritime state law on maximum lengths of stay on privately moored boats and discharge policies in relation to environmental governance. Short weekend and holiday period stays (up 3-4 days per week) are encouraged however any continuous stay longer than 7 days must be discussed and approved by the Marina manager. Houseboats are not permitted to be berthed or moored within the Marina, the commercial swing moorings or other facilities under management by Port Macquarie Marina.

Pump Out

Complimentary waste pumpout facilities are available at the council pumpout near the Marine Rescue Wharf – please utilise them. Pumpout into the Marina water is prohibited and will result in immediate cancellation of a berthing deed, and vessels may be immediately relocated to a swing mooring outside of the Marina to be removed by the owner. You may be asked to provide evidence on your disposal of blackwater program and/or asked to move your vessel outside of the marina to dispose of your blackwater.

Movement of Vessels by Marina Staff

Marina staff may board and or move vessels within the Marina and its related services ie swing moorings or hardstand, in case of emergency, in breaches of deed agreements and/or in the best interests of your vessel, and other tenants. Your vessel may be relocated to another berth within the marina at the sole discretion of the Marina Manager.

Licence & Registration

All boat owners shall hold appropriate licenses and registration to operate the vessel. All vessels shall be registered with a HIN (Hull Identification Number).

Payments

Direct Debit or Direct Automatic Credit Card is the required method for payment of Quarterly berthing fees. Casual Berthing Fees must be made by Credit Card at time of arrival. The Marina does not accept cash, cheques, Eft, or in person Credit Card for payment of quarterly berthing Fees. All fees are payable in advance and are non-refundable.

Environment & Emergencies

Environmental Measures

Government legislation requires great care to be taken with environmental issues and your assistance would be appreciated. A fuel oil absorbent cloth must be placed in the boat's bilge whilst at the Marina to help prevent pollution of the waterways. Contact the Marina Manager for further information. Please note: The Hastings River and Marina waterways are 'No Overboard Discharge Zones'. Marina waterways are a 'No Wash Zone' and a maximum of 4 knots speed limit.

Fire Hose Reels

To be used only for the fighting of fires. Penalties of up to \$1000 will apply for use outside of emergency situations.

Oil Spillage

Leakages and spills of fuel, oil and wastes from vessels must be reported to the dock master or Marina manager immediately.



Fishing & Swimming

There is no fishing or swimming allowed in the Marina, from boats, docks or land designated within the Head Lease. Cleaning, scaling, cutting of fish on marina docks is prohibited.

Fuel

All boats will refuel using the Marina refuelling facilities which provide diesel and PULP 24 hours a day using Visa or MasterCard for payments. No overwater refuelling is permitted.

Garbage

All garbage shall be disposed of in the marked recycling bin or container at the Marina.

Washing & Maintenance

Detergents or cleaning products must be biodegradable. No other cleaning products are to be discharged into the water. Waste materials from maintenance of the boat are not to be discarded into the water. Please work within the RMS guidelines. A copy can be provided through the Marina office.

Only minor works can be carried out while the vessel is moored within the marina. No maintenance is permitted including but not limited to hull repairs, engine repairs, sanding or surface preparations, rigging replacement and similar works. These must be undertaken in the slipway or outside of the marina berths.

Consideration of Neighbours

All users of the Marina and its facilities must acknowledge the rights of local residents and ensure there is no disturbance relating to the use of their boats or facilities. The excess running of engine motors, generators or the playing of loud music or other associated noises must not be offensive whilst at the Marina. This is required by the NSW POEO (Noise Control) Regulation 2017. There is a noise curfew of 11pm. After this time, noise should be minimal in so that it does not disturb any other tenants or customers.

Around the Marina

Hours of Trading

The Marina is open 24hrs, 7 days a week. Marina Staff are generally on site Monday – Friday 8am – 4pm Saturday - Sunday 8am – 2pm (winter until 12noon). For assistance after these hours, a call out fee of \$50 applies. After Hours contact 0448 096 395.

Carparking

Car parking spaces shall only be used for car parking purposes, unless prior approval has been given from Marina Management. Vehicles must adhere to the parking restrictions and time limits. All cars must park in allocated parking spaces and no parking is allowed in driveway areas or loading zones. Car park speed limit is 10 k/ph. Reserving Carparking spaces is not permitted and is on a “first come” basis.

Marina berth tenants are entitled to 1 carpark per berth.

Commercial tenants are entitled to 1 carpark space for each registered business owner / director of each tenancy. Staff (fulltime, casual or part time) should not use the Marina carpark while undertaking employment duties and should park outside of the marina carpark during working hours.

Bicycles

Bicycles must not be left on the grounds of the Marina property or docks, nor leant on windows, buildings or poles. Bicycles should be left on racks provided, on vessels or outside of the premises.

Licensed Premises

There are a number of licenced premises around the Marina. Visitors and guests at times may need to cross through these areas. In doing so you agree to follow directions and requests from staff of each licenced premise in line with the NSW Liquor Act 2007.

**Smoking**

The Marina is a smoke free environment. Tenants, visitors and guests are asked to smoke (cigarettes, vapes, cigars etc) in designated areas or on personal vessels only (applicable to berth tenants only).

Pets

Pets are only permitted on the Marina whilst controlled on a leash and owners are solely responsible for the behaviour of their pets. Pets who disturb other tenants and guests may be asked to leave the Marina.

Common Room & Laundry

These areas are to be kept neat and tidy by users.