



**CORAL SEA**  
M A R I N A | R E S O R T



## **EXTREME WEATHER PROCEDURE**

**VESSEL MASTERS & OWNERS**

**2021/2022 Season**

Version 1.3

## EXTREME WEATHER EVENTS

An extreme weather event is potentially hazardous or dangerous weather which can include damaging or destructive winds, heavy rain, abnormally high tides and damaging waves, as well as tropical lows and cyclones. In tropical Queensland, extreme weather occurs more commonly from November to April. It is imperative all customers of Coral Sea Marina Resort (CSMR) are well educated and prepared for the possibility of extreme weather regardless of experience. Please read on to ensure you are aware of and understand Coral Sea Marina's Extreme Weather Procedure.

## RESPONSIBILITY AND SAFETY WITHIN THE MARINA

Masters and owners have an obligation, under the *Transport Operations Marine Safety Act 1994 (S41)*, at all times, to take appropriate precautions for the safety of their vessels, passengers and crew. No initiative taken by marina management or staff at any time will impact on or override the absolute legal responsibility of Masters and owners. Vessel owners are responsible for ensuring their vessel is prepared thoroughly prior to any extreme weather and are held liable for any damages caused by their vessel.

The Regional Harbour Master (Mackay) may give directions in relation to vessels in the Whitsunday Pilotage Area in extreme weather conditions, this includes Coral Sea Marina. Movement of vessels in and out of Coral Sea Marina are self-managed, subject to any directions given by the Regional Harbour Master. Marina management and staff will not interfere with that status.

Vessels are accepted into the marina, in accordance with CSMR Terms and Conditions. Vessels are permitted to remain only on the strict understanding that any decision to berth a vessel or take it out of the marina when extreme weather is forecast (in the absence of instructions from Emergency Services or Coral Sea Marina management / staff), is the sole responsibility of Masters or owners. CSMR accepts absolutely no responsibility whatsoever for any consequence that results from such a decision.

Once berthed in the marina, all Masters, passengers and crew must immediately comply with any directions given by emergency services personnel and Coral Sea Marina management and staff. Once an evacuation zone/ storm surge zone has been declared, it is **mandatory** for all patrons and guests to comply with these directions and to vacate the marina premise and seek alternative shelter.

In the absence of such directions, the decision to remain on board or leave vessels is entirely the responsibility of the Masters and owners or the persons themselves and Emprja Pty Ltd (trading as Coral Sea Marina Resort) accepts absolutely no responsibility whatsoever for any consequence that results from such decision.

The marina may, in the event of an emergency and at its sole discretion, direct a vessel to relocate. Should the Master or owner of the vessel not be able to move the vessel as directed then the marina retains the right to do so at the risk and expense of the Master or owner. If a berth is unoccupied and is required for vessels seeking safe haven, it will be utilised for such purposes at the discretion of Coral Sea Marina Management.

**MARINA STAFF WILL ASSIST WHEREVER POSSIBLE, BUT IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THEIR VESSEL IS ADEQUATELY SECURED.**

If you are not able to prepare your vessel berthed at Coral Sea Marina in the event of extreme weather, it is your responsibility to provide the Marina Office with an emergency contact who will be accountable for preparing your vessel in your absence. This may be a neighbouring vessel's Master or owner, a vessel management company or a commercial operator in the marina. All persons must comply with directives from Coral Sea Marina management, staff and emergency services personnel.

## EXTREME WEATHER PHASES

There are 4 distinct phases allowing for the development of appropriate responses to the threats faced:

### WATCH

An extreme weather event watch will be issued when there is a developing event likely to affect the area **within 48 hours**, but not expected to impact the area within 24 hours. This phase is a timely reminder for Masters and owners to plan and prepare for the possible development of the event.

### WARNING

An extreme weather event warning will be issued when there is a developing event likely to affect the area **within 24 hours**. This phase is critical for Masters and owners to complete all preparations for the possible development of the weather activity.

Vessels in ports, marinas and anchorages in the Pilotage Area will operate under the direction of the Regional Harbour Master (RHM). These directions may include closing the ports, specific directions to larger vessels and seek alternative safe shelter for smaller vessels.

Once the port has been declared closed by the RHM, **NO** movement of vessels out of the port are permitted unless approved by the RHM. Accepting of vessels into the marina is entirely the decision of Coral Sea Marina and will take into account any risk posed to the marina infrastructure or other vessels. Arriving vessels approved by CSM are not required to also communicate with the RHM.

### ACTUAL

All vessels should be secured and have enacted their safety plans completely at this stage of the expected event. It is now too late to consider the safety of your vessel – actions now need to be directed towards your own personal safety.

### AFTER

All vessels are to remain where they are until the RHM has assessed the conditions and is satisfied that all danger has passed. Only on declaration by the RHM that the water ways have re-opened, and by Coral Sea Marina Management that the marina has re-opened, may any vessels arrive or depart the marina following permission from CSM. Masters and owners should be aware that debris and/or navigation aids may have been affected by the extreme weather event and exercise extra care and caution when moving vessels.

### Regional Harbour Master (Mackay) Contact Information

Ph: (07) 4944 3700 (Business hours)

Ph: 1300 645 022 (After hours)

VHF Channel 10 – Call sign “Whitsunday VTS”

Listening watches are maintained by VMR (8:00am – 6:00pm) and Whitsunday VTS (6:00pm – 8:00am) daily

VHF Channels 16, 21, 67, 6 and 11

HF Channels 2182 / 4125 and 2524 working channel

**IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THEIR VESSEL IS ADEQUATELY SECURED  
MARINA STAFF WILL ASSIST WHEREVER POSSIBLE**

## EXTREME WEATHER SEASON PREPARATION

### 1. CHECK VESSEL CONDITION

Ensure your vessel is in good condition. Any damaged or unsecured parts of your vessel that may impact how the vessel holds up during extreme weather should be repaired as a matter of priority.

### 2. PREPARE AN EMERGENCY KIT

An emergency kit that contains extra lines, torches, tape, pumps, buckets and tools can be very helpful to have during preparations, during an event and during recovery efforts after an event.

### 3. CHECK ALL VESSEL AND MOORING CLEATS

Ensure all cleats on both the vessel and on the dock are in a good, sturdy, working condition. Any cleats you are unsure about should be checked. Also check any structural members and fittings such as winches, sampson posts etc. that may be used to secure your vessel.

### 4. CHECK FENDERS AND LINES

Ensure fenders and lines are in good condition and that you have enough for any situation. Remember, man-made synthetic fibres such as polyethylene, polypropylene and polyester deteriorate in sunlight. The **deterioration** is usually unnoticeable until the rope is subjected to stress. If in doubt, replace the lines.

### 5. CHECK BILGE PUMPS

Ensure all bilge pumps are operational and in good working condition and that the bilge does not contain any oil or fuel.

### 6. TEST COMMUNICATIONS

Check VHF radios are working on VHF Ch 16 and 67 as well as VHF Ch 9 (Coral Sea Marina).

### 7. REVIEW DOCUMENTATION

Check your insurance policy and verify you have the correct cover pertaining to extreme weather and that your cover is current. Verify that your contact information on file with the marina is correct, including details for an emergency contact who can tend to your vessel if you will not be present for the event.

## EXTREME WEATHER EVENT PROCEDURE

This document has been developed based on information from Marine Safety Queensland (MSQ), the Marina Industries Association (MIA) and the Queensland Government. To assist you with your preparations, please read the information and recommendations on the following sites regarding extreme weather as well as the Extreme Weather Event Contingency Plan for the Mackay Region:



<https://www.msg.qld.gov.au/Safety/Preparing-for-severe-weather>



<https://www.clubmarine.com.au/exploreboating/articles/0-0-Severe-Weather-Event-Preparation>

The following recommendations are also strongly advised to reduce damage to your vessel, neighbouring vessels and the marina's infrastructure. CSMR are not liable for any damage caused to your vessel as a result of these recommendations.

### 1. SECURING THE VESSEL

- a) Some ropes have greater stretching abilities than others; for example, the stretching qualities of nylon ropes can absorb some of the strain created by strong winds and swell. Ensure any synthetic fibre ropes that have been exposed to UV are adequate and in good condition.

**Do NOT use chain** to secure the vessel. Chain has no ability to stretch and will damage your vessel and the marina. Anchors may be lowered but ensure that there is enough slack out to compensate for the rise and fall of the swells, surge and tide. Do not anchor over or onto walkways or piles. It is important to **add chafe protection** where available (this can be home-made and applied quickly).

Irrespective of what ropes are used, it is important to ensure lines are doubled up with secondary lines to alternate cleats. **Do not run the secondary lines to the same cleats on the dock**, as cleat failure will release the vessel from safe mooring. Secondary lines are to be secured slightly slacked to ensure that they are only required to work if the primary line fails. Ensure lines are of an adequate size and condition to secure the vessel. Securing lines across a berth finger is acceptable in a weather event but main walkways must remain clear of lines for safe egress to the marina.



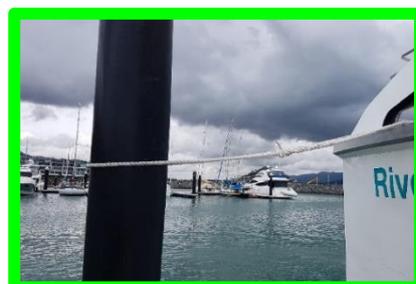
- b) **NOTE:** In extreme conditions, vessels often ride up onto the pontoons. Please ensure that the vessel is positioned in a manner that if the primary lines fail, there is not so much slack on the secondary lines that the vessel will be able to move on to the main or adjacent finger.



- c) Only cleats and piles are to be used to secure vessels to the marina. No other structural members are to be used (e.g. corner brackets, pile guides).



- d) For Vessels > 24 meters, mooring lines are recommended to secure around piles where possible as well as cleats. Pile Straps must be positioned so they stay well above the water line.





- e) Check boat cleats for integrity; generally, ropes are stronger than these. If there is any uncertainty, secure a line to one of the main structural members e.g. mast or stays.



## 2. REDUCE WIND LOADINGS AND POTENTIAL DEBRIS

- a) Boom sails should either be removed or secured. All clears, canopies and all furled sails should be removed. Even rolled up sails add to windage and are very likely to unfurl. When a sail gets loose it will, at the very least, be torn to shreds and place additional drag on the vessel. This all increases windage on the vessel and will increase the strain on lines, cleats and docks.



- b) Remove all deck equipment, cushions, barbecues and other clutter (covers, aerials/antennas, lifebuoys etc.) on decks and secure any that cannot be removed. These can all become debris and increase the risk of damage and injury.





- c) Secure all tenders and apply secondary tie-downs if stored on deck. Any tenders on davits should be cleaned out, bungs removed or, if possible, removed from the vessel and stowed.



### 3. PREPARE THE VESSEL

- a) Ensure gas is turned off and bottles are stored in a secure, vented area. All power leads should be disconnected and stowed away safely once the vessel is secure and you are vacating the marina. It is also recommended that you remove all perishable goods from fridges and freezers.

**NOTE:** Power will be isolated to the docks as a last step of securing the marina site. Please ensure all leads are disconnected prior to this. CSMR reserves the right to remove any leads and hoses in your absence to ensure the power pedestal is secure.



- b) It is highly recommended that you add fenders to help minimise damage to the vessel and neighbouring



vessels.

- c) Seal all windows and hatches with tape and, in some cases, wheelhouse doors to prevent water ingress.



- d) Close all seacocks and ensure that all self-draining openings, cockpit drains, gutters and scuppers are clear and unblocked during the event. and will remain unblocked



#### 4. STAY INFORMED

Coral Sea Marina sends out frequent SMS and emails advising customers of weather events along with updates regarding the status of operations leading up to and following an event. Radio Communication should be checked on VHF channels 16 then 9.

It is also important to keep an eye on the Bureau of Meteorology site during any potential weather event to get the most up to date information. - <http://www.bom.gov.au/>

## FOLLOWING AN EXTREME WEATHER EVENT

As soon as is practicable following an extreme weather event, the Coral Sea Marina Emergency Response Team, under the supervision and instruction of Coral Sea Marina Management, will inspect the marina (waterside & landside) to ascertain if and what damage has occurred. Once the situation has been assessed, immediate hazards will be made safe or isolated until such time they have been deemed safe.

It is important to be aware there may be damage to the docks and berths and as such access to your vessel may be prohibited. Once the CSMR Emergency Response Team have inspected the infrastructure, access to berths may be restricted if required due to safety reasons. Impacted vessel owners should see the office for access to their vessel.

**Personal safety is paramount. All vessels are insured and are not worth risking your health or safety.**

Further actions or recommendations will be communicated to all vessel owners, tenants and relevant authorities. Coral Sea Marina will send out updates to all customers regarding the recovery and operational status of the marina via SMS and email.

Power and water may be limited or unavailable following an extreme weather event. This is not necessarily a local issue but a part of a shortage to the wider community. Utility providers will work as quickly as possible to restore these services, keeping the community updated via their websites (see below). Coral Sea Marina will work with vessel owners to assist where possible.

When safe to do so, check berthing ropes and vessel cleats for damage. CSMR Staff will inspect all marina cleats and infrastructure replacing and repairing where necessary.

**MARINA STAFF WILL ASSIST WHEREVER POSSIBLE, BUT IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THEIR VESSEL IS ADEQUATELY SECURED.**

### Utilities Providers

Electricity – Ergon Energy  
Network enquiries (7am – 5:30pm Mon-Fri)  
Ph: 13 74 66  
Faults Only (24 hours)  
Ph: 13 22 96



<https://www.ergon.com.au/network/outages-and-disruptions/power-interruptions>

Water – Whitsunday Regional Council  
Ph: 1300 972 753



<https://www.whitsunday.qld.gov.au/>

EXTREME WEATHER CHECKLIST – for your reference only

<b>Preparation for Season</b>	<b>Completed</b>
➤ Vessel in good and seaworthy condition?	
➤ Emergency kit prepared? (Extra lines, torch, tape, pump, buckets and tools)	
➤ Mooring cleats and vessel cleats in good condition? (Including sampson posts and other structural fixtures)	
➤ Lines and fenders in good condition? (Man-made synthetic lines not deteriorated from UV exposure)	
➤ Bilge pumps in good working condition and bilges free from oil and fuel?	
➤ VHF radio(s) working and clear communication on VHF Ch 16, 67 and 9 (CSMR)?	
➤ All current and correct contact information on record with Coral Sea Marina? (Including a local contact to tend to your vessel in your absence)	
➤ Alternative shelter arranged in the event of an evacuation?	

<b>Preparation for Extreme Weather Event</b>	<b>Completed</b>
➤ Headsails are dropped and stored / wrapped with sheets	
➤ Lazy jacks dropped and remove or lash sail to boom	
➤ All clears and shades removed and stowed	
➤ Tenders: <ul style="list-style-type: none"> <li>○ Outboard removed from tenders and stowed</li> <li>○ Tender cleared out of loose items (including fuel containers and oars)</li> <li>○ Bungs removed and secured on davits / inflatable tenders lowered in to water, bungs out and “sunk” in water and wells secured to davits and vessel</li> <li>○ Tenders secured to deck of vessel / deflated and stowed / removed from site</li> </ul>	
➤ Loose or unnecessary deck equipment secured or removed and packed away (including BBQs, cushions, furniture, life rings etc.)	
➤ Bimini and dodger lashed / removed / dropped	
➤ Vessel: <ul style="list-style-type: none"> <li>○ Moved fwd / aft away from arm</li> <li>○ Lines doubled to separate cleats – secondary line with a little bit of slack</li> <li>○ Additional lines added to vessel</li> </ul>	
➤ Instrument covers taped on and mounted instruments removed and stowed away	
➤ Gas bottles off / disconnected and stored in ventilated area	
➤ External doors and hatches sealed with tape to prevent water ingress	
➤ All seacocks closed, scuppers and drains cleared and unblocked	
➤ Bilge pumps on auto and operational and bilge clear of oil and fuel	
➤ Ample fenders on vessel to minimise damage to vessels and infrastructure	
➤ All perishable goods removed from fridges and freezers	
➤ Shore power and hoses disconnected and securely stored inside the vessel	
➤ Photographs taken of vessel secured and prepared for event – this will be advantageous when dealing with insurance companies should your vessel sustain damage	