



# **Council Marinas Power Policy**

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## Purpose

To set out the power usage requirements for patrons who berth or moor their vessel in a marina managed by the East Gippsland Shire Council.

## Scope

This policy applies to any person who connects to the council managed Marinas shore-based power supply.

## Policy Context

This policy was created to ensure that East Gippsland Shire Council, through the Commercial Business Unit, manage the risks associated with all facets of shore-based power usage at the Council Marinas, to assure a safe environment is provided for all persons who enter the facilities.

## Policy Statement

This policy will identify guidelines for connection to the Marinas shore-based power, as well as what patrons need to do to demonstrate compliance with legislation and Australian standards concerning vessels with on board electrical systems.

### 1. Supporting procedures / guidelines

#### 1.1 Vessel Compliance

- 1.1.1 Boats moored at a council Marina must ensure that their vessel has a low voltage electrical system that complies with AS/NZS 3004.2
- 1.1.2 Electricity Supply Lead - Boats moored at a council Marina must ensure that Electricity Supply Leads used for connecting the vessel to a shore-based electricity supply complies with requirements of AS3004. An inspection supply tag shall be fitted to the supply lead in clear site from the jetty.

#### 1.2 Connection to Marina power on arrival

- 1.2.1 The electrical supply at this marina is 250 volts at 50Hz single phase (or 440 volts 3 phase in specific locations) supplied by socket outlets which will accommodate standard Australian plugs. Connection to the 250-volt single phase supply shall be via a 3-pin plug with an IP rating of IP56 (dust proof and weatherproof to heavy seas force). Plug tops with an IP56 rating can be identified by the screwed locking ring. The locking ring must be screwed to the socket outlet to provide the required protection. 3-pin plugs with an IP rating of less than IP56 are not permitted.
- 1.2.2 Supply leads shall be heavy duty flexible cords (complying with AS/NZS 3191 or AS/NZS 5000.1). The maximum length shall not exceed 25 metres.

- 1.2.3 Precautions should be taken to prevent the supply lead from sagging or falling into the water and, particularly, to prevent either end of the supply lead falling into the water should it become disengaged.
- 1.2.4 Only ONE supply lead is to be connected to any socket outlet. The use of double adaptors or power boards is prohibited.
- 1.2.5 The supply lead should be in one length. However, if two leads are joined together, they shall be connected using approved extension cord plugs & sockets with a minimum IP rating of IP56. Leads should not be used coiled as coiled leads generate heat and can damage the supply lead.
- 1.2.6 The entry of moisture and salt into the boat's appliance inlet may cause a hazard. Please examine carefully and clean before connecting to the facility electrical supply.
- 1.2.7 It is prohibited for unskilled persons to attempt repairs or alterations. If any difficulty arises consult the facility management or your licensed electrical contractor.

### **1.3 Connection to Marina power when staying upon vessel**

- 1.3.1 Supply Lead should not encroach / lay across the Jetty walkway at any time.
- 1.3.2 The lead is required to be placed in power lead tray to go across to other side of Jetty and run up and against the inside of the tow capping.
- 1.3.3 It is prohibited for a lead to be curled up on the jetty disconnected. Disconnected leads must be stored on vessels in an identified storage space.

### **1.4 Connection to Marina power upon leaving vessel unattended**

- 1.4.1 Ensure that the facility electricity supply is switched off and the supply lead is disconnected.
- 1.4.2 The supply lead should be disconnected from the facility socket outlet first, and then from the boat's appliance inlet. Any cover that may be provided to protect the appliance inlet from the weather should be securely replaced.
- 1.4.3 The supply lead should be coiled up and stored in a dry location where it will not be damaged.
- 1.4.4 If a Vessel requires connection whilst unoccupied and berthed at the Marina, consent must be provided in writing by a council officer with agreed time frames documented.
- 1.4.5 If a Vessel is plugged into a private power supply and requires to remain connected upon leaving the Marina, consent must be provided in writing by a council officer with agreed time frames documented.
- 1.4.6 If council approves for a vessel to remain plugged into a power supply for a given period of time as per section 1.4.4 and 1.4.5, council officers are still able to unplug the vessel for safety reasons during agreed period of time if lead or environment at time of inspection has deteriorated or maintenance works requires the lead to be removed.

## 1.5 Failure to Comply

- 1.5.1 If the cord extension set is non-compliant with the above requirements the boat owner will be requested in writing to make these compliant by a specific date. The lead will be tagged by a council officer with this date specified on the tag.
- 1.5.2 If after that date noted by council the cord extension set is still non-compliant, it will be disconnected from the shore supply and council will contact the vessel owner for immediate action.
- 1.5.3 If a cord extension set is found to be dangerous the facility staff will immediately disconnect the extension cord set from the shore supply and council will contact the vessel owner for immediate action.
- 1.5.4 It is prohibited for vessel owners to unplug leads connected to another vessel without owner consent. If a vessel owner identifies risk, they are to call council immediately of action.

## Roles and Responsibilities

These management positions are responsible for the implementation, communication and compliance monitoring of the policy in their work areas:

Party / Parties	Roles and Responsibilities
<b>General Manager Place and Community</b>	Ensure all relevant staff are aware of the policy.
<b>Manager Council Enterprises</b>	Ensure all relevant staff are aware of the policy.
<b>Commercial Business Coordinator</b>	Ensure all berth holders are aware of the policy. Educate and promote awareness of the policy. Ensure enforcement of policy.
<b>Commercial Business Operations Officer</b>	Ensure all berth holders are aware of the policy. Educate and promote awareness of the policy. Ensure enforcement of policy.
<b>All staff</b>	Report occurrences of non-compliance with the policy. Incidents of non-compliance should be reported immediately to the General Manager responsible for the policy, the Policy owner or the Administration Unit

# References and Supporting Documents

## Applicable Legislation:

Electricity Safety Act 1998

## Applicable Policy and Procedure:

East Gippsland Shire Council Marina Power Policy Procedure

## Supporting Documents:

AS/NZS 3004 Electrical installations – Marinas and boats

AS/NZS 3191 Electrical flexible cords

AS/NZS 5000 Electric cables

East Gippsland Shire Council Marinas Berth Holder Agreement

Council Marinas Rules and Regulations

# Privacy and Human Rights Consideration

All personal information collected by East Gippsland Shire Council in connection with insurance, compliance inspections will be handled in accordance with all applicable privacy legislation and will be used only for the purpose of investigating Power usage at a council marina.

The East Gippsland Shire Council Marina Power policy has been assessed as compliant with the obligations and objectives of the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

Please refer to [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au) for assistance with this section.>

# Definitions

Term	Meaning
<b>AS/NZS</b>	Australia New Zealand Standards
<b>Council</b>	East Gippsland Shire Council
<b>Council officer</b>	A current member of East Gippsland Shire Council staff with the authority to engage in activities on behalf of Council.
<b>IP rating</b>	International Protection rating

# Revision History and Review

Version Control	Approved Amended Rescinded	Date Effective	Approved By	ECM Document Reference	Summary of Changes
1	Approved	05/05/2020	Council	8470660	New policy adopted