



CITY OF DARWIN CRUISES Pty Ltd

OPERATING INSTRUCTIONS

FOR ALL VESSELS

Designated Person : Jevon Reif

Safety Brief Prior to Departure for Kuru or Cherry Pie.

Can be done by the skipper or crew. Ensure briefing is clear and not rushed.

1. Check client list with the manifest provided as clients board.
2. Welcome clients on behalf of City of Darwin Cruises (CoDC). For client comfort and safety encourage clients to remove footwear if not soft soled.
3. Introduce crew and brief background about the vessel.
4. Place bags, personal items under table or on seat (down below if overnight).
5. Explain smoking Policy, Dangerous marine creatures
6. Explain the toilet operations - no foreign objects down toilet.
7. Advise guests not to use the toilet or basin if feeling sick.
8. Go through Cruise Safety Brief.
 - Life jacket and Man Over Board – For any major incident please explain the location of drill/muster station 1 and 2 where the crew will address everyone and hand out life jackets.
 - Show clients where life jackets are and demonstrate how to put them on - and blow whistle!
 - Show clients (point) location where fire extinguishers are.
 - Show where life rings and carly floats are.
 - Procedure with the life ring with light – will be thrown into the water by crew, guest to swim to and hold on to it.
 - Explain the liferaft drills.
 - Any MOB situation advise all guests to point to the individual in the water.
 - Any MOB please advise clients not to jump into the water to try to assist – this is the crew responsibility.
 - Any Incidents ask clients to gather at the muster station if possible.
9. Briefly explain features of vessel and “no go” areas.
 - No Smoking only with permission from skipper
 - The sides of the vessel Kuru are out of Bounds
 - no access to the roof.
 - The toilet side must not have more than 6 people at one time.
 - Galley side is a no access area to guests.
 - Can sit on trampoline etc.
10. Mention that people can join in and sail if they wish.



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11. Go through what to expect when leaving and returning to dock. (or going thru the lock and how it works.)
12. Mention that the skipper has every right to offload passengers whose behaviour (may be due to excessive alcohol or drugs) is deemed by the skipper to place guests, crew or themselves, at risk! (Make this light hearted).
13. If people are interested, mention harbour attributes, history, WW2, harbour wildlife, mangroves etc.
14. Crew to move about and talk to crew especially tourists and visitors. Mention the resources folder and **strip map** that can be viewed and taken home by clients.

Brief Prior to Clients Leaving the Vessel.

Can be done by the skipper or crew. Ensure briefing is clear and not rushed.

1. On departure, check client list with the manifest provided and ensure all clients have paid.
2. Thank clients on behalf of City of Darwin Cruises (CoDC) for their patronage – coming with us.
3. Ensure clients collect footwear, bags, wallets, cameras, camera bags, mobile telephones.
4. Advise guests not to use the toilet in the Marina or jetty area.
5. Invite guests to complete the Visitors book, handout business cards or brochures.
6. Invite guests to provide any comments on the cruise – any complaints refer to the complaints procedure.
7. Ask clients to wait for a crew member with a torch to lead clients off single file to the Marina gate being careful of overhanging pelican poles and anchors.



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SKIPPER AND CREW DUTIES

Skipper duties on commencement of shift

1. Unlock vessel and ready yacht on berth.
2. Kuru - Pack up the shade cover
3. General check over vessel, steering etc
4. Check fuel, engine check – start engines to warm them up
5. Check drinking water level to see if water is required.
6. Study client manifest (provided by Les, Leslee or Jevon)

Duties of Crew member on commencement of shift

1. Safety lines to be latched on spare lines
2. Ensure vessel is neat and tidy – wash spots that need it
3. Clean any marks from the decks
4. Put the seat cushions out – wipe down seats if necessary
5. Deal with food and drinks, ice in esky etc
6. Check toilet and clean if necessary, empty small bins
7. Prior to departure ask appropriate guests if they would like a glass of wine/drink

Skipper duties for Cherry Pie on commencement of shift

1. Check the power
2. General check over vessel, steering etc
3. Check fuel, engine check
4. Check water level to see if water is required.
5. Check to see if a wash is required.
6. (Retrieve the yacht from the mooring if at anchor – if fishing vessels block the pontoon, the Mandorah Ferry departs at 1700 and there is enough time to pick up clients.) Not required if vessels are in the Marina

Duties of crew under way

1. Ensure fenders are put away and mooring lines off deck and tidy.
2. During the cruise regularly check guests to see if wine refills are required. Remember the responsible serving of alcohol, ie if guests are looking inebriated then do not server any more.
3. Nibbles or dinner can be prepared/served after 20 minutes to half hour into the cruise.
4. Ask the skipper if he requires the nav lights to be switched on at sundown, Check lights for on operation.
Using the BBQ ensure the clears are taken off the poles and clear of the BBQ.



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On return to port checklist

1. On the way back to port clean up the wine and nibbles plates
2. Clean BBQ, place all rubbish in bin-check down stairs for rubbish
3. On returning to port ensure fenders and mooring lines are ready for docking.
4. Thank them for sailing with City of Darwin Cruises etc.
5. Ask guests to be careful disembarking at night
6. Encourage them to check for personal items
7. Mention souvenirs they may wish to purchase
8. General tidy up
9. Ensure gas bottles switched off
10. Isolate batteries if necessary (check with operations manager) or turn off all switches on panel
11. Flush engines with fresh water (Kuru)
12. Table cloths and tea towels in a bag for washing

Duties of skipper under way

1. Ensure crew member has carried out duties
2. Ensure nav lights (or steaming light) turned at appropriate times around sundown
3. Ensure VHF can be heard and monitored (Channel 10 for harbour, Channel 11 for Cullen Bay lock)

End of Cruise Skipper Duties

1. Clean and tidy, sheets to be tidy, mooring lines to be tidy
2. Skipper to note any maintenance required in the log, or day book in the locker or notify Operations Manager (Jevon)
3. Skipper to ensure log and Vessel Day Book is COMPLETED AFTER THE CRUISE.
4. Skipper to check Fuel levels and battery level – any requirements for fuel note in the day book in the locker
5. Ensure fenders are stowed neatly
6. On return complete the time sheet book and any cruise comments into day book in the locker

End of Cruise Cherry Pie Skipper Duties

1. Clean and tidy, sheets to be tidy, mooring lines to be tidy
2. Skipper to note any maintenance required in the log, or day book in the locker or notify Operations Manager (Jevon)
3. Skipper to ensure log is COMPLETED AFTER THE CRUISE.



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4. Skipper to check Fuel levels and battery level – any requirements for fuel note in the day book in the locker
5. Skipper and crew to return the vessel to the mooring (Cherry Pie) if not in the Marina
6. Ensure fenders are stowed neatly
7. On return complete the time sheet book and any cruise comments into day book in the locker
8. Lock dinghy

Incidents - Skipper

1. For minor Harbour incidents ensure a log entry is made.
2. Any First Aid Incidents ensure the Log entry is created.
3. Any major incident ensure the Port Authority is informed and an Incident Form is completed – the Maritime Incident Report Sheet – ask for a copy
4. Any complaints refer to the Complaints Procedure

Maintenance

1. Any required maintenance add an entry to the Vessel Day Book/Log.

Procedures for taking clients to shore

1. Prepare the clients for shore – get the camera, water, sunscreen, insect repellent, hats, shoes, and towel,
2. Warn clients of the no swim policy depending on the location and the time of year – definitely no swim in the wet season.
3. Ensure the tender is in the water and fixed to the vessel.
4. Gather safety grab bag – ensure handheld VHF radios in, toolman, LED headlamps, torch,
5. Ensure the limit of the tender is not exceeded.
6. Check fuel and start the outboard.
7. Ask the clients to board one by one.
8. Advise the procedure for turtle and wildlife viewing especially at night.
9. At night do a check of the shore line for wild life.