



# Perth Flying Squadron Yacht Club Inc.

Esplanade, Dalkeith 6009  
Telephone: 08 9386 6437 Fax: 08 9389 8600



## PERTH FLYING SQUADRON YACHT CLUB

### BY-LAW NO. 2017/1



# MARINA REQUIREMENTS

Effective 31 August 2017

Members need to consider the "Intent" of these By-Laws and apply that "Intent" to the overarching message of the By-Law.

The General Committee of The Club, if required, may change these by-laws after a majority vote at a General Committee meeting. Such changes will be posted on The Club Members Portal.

All allocated vessel storage areas, either wet or dry, shall be subject to a rental that is set from time to time by the General Committee.

These rules do not replace but are supplementary to the Constitution and those of Government Authorities.

## CONTENTS

1.	REFERENCES .....	3
2.	DEFINITIONS .....	3
3.	VESSEL REGISTER .....	3
4.	MARINA SAFETY CERTIFICATE .....	4
5.	MARINA COMPLIANCE .....	4
6.	REGISTRATION NUMBERS .....	5
7.	SAFETY EQUIPMENT .....	5
8.	FUEL .....	6
9.	FUEL TANKS .....	6
10.	REFUELLING .....	7
11.	ELECTRICAL .....	8
12.	L.P. GAS .....	9
13.	PENS .....	9
14.	SEA PENS, AIR BERTHS, FLOATING DOCKS ETC .....	11
15.	PEN AREA .....	11
16.	MARINA INFRASTRUCTURE .....	12
17.	TRAILER BOATS .....	12
18.	ONBOARD SAFETY .....	13
19.	ACCOMMODATION SPACE RULES .....	13
20.	Appendix A: Application for On-Water Accommodation .....	16
21.	Appendix B: Application for On-Land Accommodation .....	17
22.	Appendix C: Marina Safety Certificate .....	18
23.	Appendix D: Refuelling Checklist .....	21
24.	Appendix E: Marina Map .....	22
25.	Appendix F: Connection of Vessels to Shore-Based Power Supply .....	23
26.	Appendix G: Fixed Pen & Jetty Mooring .....	25
27.	Appendix H: Floating Pen Mooring .....	27
28.	Appendix I: Tie Up Procedures – Floating Jetty .....	28
29.	RECORD OF AMENDMENTS .....	29

## 1. REFERENCES

Navigable Waters Regulations 1958  
Reprint 16 as at 5 December 2014

## 2. DEFINITIONS

- 2.1 "Shall" and "Must" indicate provisions considered essential;
- 2.2 "Should" and "Preferred" indicate advisory provisions;
- 2.3 "Approved" means approved by or acceptable to any relevant Authority having jurisdiction;
- 2.4 "S.A.A": means Standards Association of Australia;
- 2.5 "Quickly Accessible" means capable of IMMEDIATE access under emergency conditions;
- 2.6 "Accessible" means capable of being reached readily for inspection and maintenance;
- 2.7 "Portable Fuel Tanks" means tanks, with a capacity not exceeding 45 litres, which can be removed from the vessel for refilling etc.
- 2.8 "Accommodation Space" means Pen, and/or Mooring, and/or Hardstand, and/or Western Shed, and/or Locker, and/or Dinghy Rack.

## 3. VESSEL REGISTER

- 3.1 The General Manager shall maintain a register of all vessels wishing to use the Club facilities and no vessel shall be moored to the Club's jetties, stored within Club grounds or use ramp or slip facilities until registered;
- 3.2 The vessel register will record the following:
  - Names, addresses and contact details of all owners;
  - Emergency contacts;
  - DoT registration number;
  - Vessel type;
  - Insurer;
  - Length, beam, draught and displacement.These will be listed on the Application for Accommodation form ([Appendix A & B](#)).
- 3.3 Prior to the allocation of accommodation space the following documents must be lodged with the Club:
  - 3.3.1 Application for Accommodation Form;
  - 3.3.2 Copy of current DoT vessel registration;
  - 3.3.3 Copy of current vessel insurance with minimum \$10m public liability cover;
  - 3.3.4 Electrical Compliance Certificate (if appropriate);

- 3.3.5 Marina Safety Certificate;
- 3.3.6 Gas Compliance Certificate (if appropriate).
- 3.4 Every vessel on the Club register must comply with Department of Transport WA (DoT) safety and registration regulations;
- 3.5 Every vessel on the Club register must comply with Department of Commerce, Energy Safety regulations;
- 3.6 The General Committee shall have discretion to register or refuse any vessel owned by Club members;
- 3.7 Members shall notify the General Manager immediately if any changes are made to the particulars required to be shown in the Register.

#### 4. MARINA SAFETY CERTIFICATE

[\(Appendix C – Marina Safety Certificate\)](#)

- 4.1 All vessels that are fitted with a combustion engine, electrical equipment, gas or liquid fuelled appliances shall have a Marina Safety Certificate indicating their compliance;
- 4.2 It is a requirement of registration that all vessels must comply with the Club's Marina Safety Requirements and Pen Regulations within 30 days of allocation;
- 4.3 The owner or owners shall, upon registration and meeting the Club's Safety Inspection Checklist, be supplied with a Marina Safety Certificate;
- 4.4 The issue of a Marina Safety Certificate in no way implies that the Club is responsible for the safety of the vessel or is in any way liable for damages or any claims whatsoever made against the Club;
- 4.5 The owner is responsible for the compliance and safety of each vessel and any damage caused by their subsequent breach of these by-laws;
- 4.6 Marina Safety Certificates are renewable every five years;
- 4.7 Should any vessel on the Register be sold, the Marina Safety Certificate is deemed null and void.

#### 5. MARINA COMPLIANCE

- 5.1 These regulations shall apply to every vessel which is moored to the Club's jetties, stored within Club grounds or utilise the ramp or slip facilities;
- 5.2 Vessels must be re-inspected for Marina Compliance if:
  - 5.2.1 Ownership changes. Note: Marina Compliance Certificates are in the Owner's name as well as the vessel.
  - 5.2.2 Engines are replaced;
  - 5.2.3 Any alterations or additions are carried out which affect fuel, gas or electrical installations.

## 6. REGISTRATION NUMBERS

- 6.1 DoT registration numbers for each vessel must be visible from the jetty, when the vessel is penned.

## 7. SAFETY EQUIPMENT

All vessels shall carry safety equipment as required by Department of Transport WA.  
*Ref: Navigable Waters Regulations 1958. Reprint 16 as at 5 December 2014.*

### 7.1 BILGE PUMPS

- 7.1.1 All moored vessels that have an engine or store fuel on board must have automatic bilge pumps fitted appropriate to the size of the vessel and compartments. The minimum number of bilge pumps is one per compartment that has a penetration through the hull at or below water level. The minimum capacity will be 4 klphr or 900 gph for each pump.
- 7.1.2 Bilge pumps must be energised and set to automatic when the vessel is unattended.
- 7.1.3 Bilges shall be clean and free of oil and fuel and be adequately vented.
- 7.1.4 Vessel machinery spaces shall have an oil sorb bio sock or mat in their bilge to reduce the risk of discharge of any fuel and oil residue overboard.
- 7.1.5 No pollutants are to be discharged or thrown into the waters of the marina or within the lease area of the Club

### 7.2 FIRE EXTINGUISHERS

- 7.2.1 Skippers are no longer required to carry a fire extinguisher. However, it is recommended that all vessels continue to carry this piece of equipment and assess your individual circumstances in determining which fire extinguisher is appropriate for your vessel and operating circumstances.
- You can choose any type of fire extinguisher made to Australian Standards, including from foam, dry chemical, carbon dioxide or vaporising liquid.
- 7.2.2 Auto fire suppression systems, within the vessel's machinery space, shall be counted as part of the minimum fire extinguisher requirement.
- 7.2.3 Extinguishers compliant to AS1841.1 and shall be maintained in a serviceable condition and readily accessible.
- 7.2.4 Where an extinguisher is not located in a conspicuous position, their location shall be clearly indicated by appropriate markings.
- 7.2.5 All fire extinguishers carried on board a vessel shall be made available for inspection, upon request by the Club's Bosun.
- 7.2.6 When instructed, fire extinguishers shall be recharged or replaced at the owner's expense.

## 8. FUEL

- 8.1 Fuel shall only be carried in the Club grounds or mooring areas in containers approved for that purpose.
  - 8.1.1 Petrol containers must be compliant with AS 2906-2001.
  - 8.1.2 Diesel containers must be compliant with AS 2906-1999
- 8.2 Refuelling hoses, pipes and deck fittings shall be correctly bonded to prevent the build-up and discharge of static electricity.
- 8.3 A non-metallic fuel fill deck plate must NOT be bonded.
- 8.4 Regular inspections by owners shall be carried out to ensure that all fuel lines are in good condition and all connections are secure.
- 8.5 Fuel lines at deck plate and tank to be fixed with screw type clamps.
- 8.6 Tanks shall only be filled from a position outboard of the coaming, except in the case of vessels with self-draining cockpits, when filling from a point in the cockpit floor will be acceptable when there are no openings through which fuel can be spilt or vapours can build up between the deck or floor and hull cavity.

## 9. FUEL TANKS

- 9.1 Tanks shall meet appropriate standards;
- 9.2 Tanks shall be adequately vented;
- 9.3 Fuel level sight gauge may be used for diesel fuel only providing that:
  - 9.3.1 The sight gauge will have
    - 9.3.1.1 approved hydrocarbon compatible plastic with 2 hose clips top and bottom or;
    - 9.3.1.2 fuel approved union type ends.
- 9.4 The whole assembly should be in a location protected from accidental impact or damage.
- 9.5 Where aluminium fuel tanks are installed the tank shall be separated from any copper base alloy fittings (bronze, brass, etc.) by a galvanic barrier of marine grade stainless steel or other approved material.
- 9.6 The following provisions apply to the storage and use of fuel in all vessels, namely:
  - 9.6.1 Containers must be meet appropriate standards;
  - 9.6.2 Containers must be secure to prevent damage from movement
  - 9.6.3 Containers must be in good condition
- 9.7 ENGINE SUPPLY LINES:
  - 9.7.1 Supply lines leading from the fuel tank to the engine shall be of steel or copper having all joints brazed and union faces ground and made of metal.

- 9.7.2 Supply lines shall be fitted with a shut off valve located as near to the tank as practicable. Supply lines shall be kept in good condition and be adequately secured to prevent damage caused by vibration throughout their entire length.
- 9.7.3 Solenoid shut off valves are acceptable provided that they are so wired that they:
  - 9.7.3.1 close when the ignition is switched off (in the case of petrol engines);
  - 9.7.3.2 are interlocked with the stopping device (in the case of diesel engines).
- 9.7.4 Fittings shall be of an approved type for fuel distribution.
- 9.7.5 Flex lines as supplied by engine or tank manufacturers are acceptable.
- 9.7.6 Electrical continuity shall be preserved from the tank to the engine.
- 9.8 CARBURETTORS:
  - 9.8.1 All petrol engines shall be fitted with a functional flame arrestor to protect against flash back.
  - 9.8.2 Bilge blowers are required for all petrol powered inboard engine vessels

## 10. REFUELLING

[\(Appendix D – Refuelling Checklist\)](#)

- 10.1 An emergency fuel stop valve is located on the southern side of the Fire & Fuel Spill Shed, approximately 1 metre north of the entry point to the fuel jetty.
- 10.2 Spill kits, booms, hose reel and a mobile foam fire extinguisher are located inside this Fire & Fuel Spill Shed [\(Appendix E – Marina Map\)](#).
- 10.3 Fire extinguishers are placed strategically around the Marina. Members should make themselves familiar with their location and operation.
- 10.4 The fuel bowser nozzle must NOT be left unattended and must NOT be locked in the open position by the use of any device.
- 10.5 Refuelling is only permitted at the Club fuel berth. Closed containers of fuel may be taken on board or ashore, but transfer of fuel from one container or tank, to another is forbidden in the Club grounds, on any Club jetty or on board any vessel within the Marina.
- 10.6 “Securing before taking fuel” requires vessels to have all openings shut, with all appliances, engines and motors turned off, including automatic bilge pumps. All pilot flames and burners of gas units shall be extinguished. All batteries are to be isolated from the electrical system. All crew and other personnel not directly required to assist with the fuelling, must be ashore and only re-embark after the engine has been started.
- 10.7 Smoking is not permitted while refuelling. Cigarette butts shall be extinguished and retained on board for disposal and not thrown overboard.

- 10.8 The use of the provided spill pad is highly recommended. Any spillage must be reported to the bosun immediately.
- 10.9 No mooring will be permitted at the fuel jetty except when a vessel is taking on fuel.

## 11. ELECTRICAL

- 11.1 The lead from AC mains to the vessel shall comply with the Club's policy for the "Connection of Vessels to Shore-Based Power Supply" [\(Appendix F\)](#).
- 11.2 Annual inspections by owners shall be carried out to ensure that all electrical wiring is in good condition and all connections are secure and the cables are tested and tagged by a licenced electrician.
- 11.3 Batteries shall be adequately secured against movement.
- 11.4 The battery compartment shall be adequately ventilated.
- 11.5 An isolating switch shall be fitted in an accessible position and should be as close to the batteries as practicable. It shall be:
  - 11.1.1. capable of carrying and rupturing the full load current of the system
  - 11.1.2. of a totally enclosed type.
- 11.6 All vessels moored in the Marina or left unattended alongside any Club jetty shall isolate all batteries from the electrical system by means of approved enclosed switches.
- 11.7 Suitable fuses and switches must protect all electrical circuits (other than self-starter circuits).
- 11.8 No fuel powered generators shall be left running while the vessel is unattended.
- 11.9 SWITCHBOARDS and WIRING: (Low and Medium Voltage)
  - 11.9.1 Wiring shall be of adequate size to carry the demand load. All electrical work is to be carried out to the relevant AS.
  - 11.9.2 Wiring shall be adequately secured. The use of pins through the insulation to secure the cable is prohibited.
  - 11.9.3 Rubber insulated cable shall not be used.
  - 11.9.4 Cabling shall be routed so that it cannot come in contact with hot metal or be subject to chafing or strain.
  - 11.9.5 All switchboards should be of fire resisting material and where any individual switch or fuse is carrying more than 5 amps or the voltage exceeds 32, the board shall be of fire resisting material.
  - 11.9.6 Automatic circuit breakers are acceptable.
- 11.10 BATTERY CHARGERS (Portable):
  - 11.10.1 Battery chargers or other electrical equipment attached to the Club's power supply are permitted to be left unattended under the following conditions only.
    - 11.10.1.1 A suitable fuse shall be fitted on the AC side of the equipment.



11.10.1.2 The lead from AC mains to the vessel shall comply with the Club's policy for the "Connection of Vessels to Shore-Based Power Supply".

## 12. L.P. GAS

- 12.1 It is a requirement of the Office of Energy Safety that all LPG installations in marine vessels be carried out by a licensed installer, who will issue a compliance sticker to the vessel on completion. This also applies to modification, servicing and maintenance.
- 12.2 All LPG appliances shall be installed according to the regulations of the Office of Energy Safety. Proof of compliance is required.
- 12.3 LPG lines shall be to the standard approved by the Office of Energy.
- 12.4 Each LPG appliance shall have a notice fixed adjacent to it where such notice can be readily seen. The notice is to be a minimum of 75mm high and 150mm wide, and have white letters on a red background reading as follows:

### **REMEMBER TO TURN OFF GAS AT BOTTLE**

- 12.5 Maximum LPG gas capacity will be 10 kg per bottle.
- 12.6 LPG bottles and appliances must be properly secured.
- 12.7 OTHER REQUIREMENTS
- 12.7.1 Propane cookers must be kept in good condition and used as per manufacturer's recommendation. Members are to ensure that empty cylinders are disposed of correctly.
- 12.7.2 Kerosene refrigerators are not permitted.

## 13. PENS

### 13.1 PEN FASTENINGS

- 13.1.1. All vessels shall be moored as directed by the Club by-laws.
- 13.1.2. All mooring lines shall be approved rope (minimum standard will be polyethylene staple silver rope, unless otherwise ordered) and shall be fitted immediately a vessel occupies a pen and shall be in accordance with the following minimum specifications:

Vessel length	Rope Size
Vessels up to 6m	Not less than 14mm (BS 1350kg)
Vessels 6m to 9m	Not less than 16mm (BS 1850kg)
Vessels 9m to 12m	Not less than 22mm (BS 3200kg)
Vessels 12m to 15m	Not less than 24mm (BS 3700kg)
Vessels 15m to 20m	Not less than 28mm (BS 5100kg)
Vessels 20m to 25m	Not less than 32mm (BS 6700kg)

- 13.1.3. **Note:** If ropes other than silver are fitted, rope capacity must be equal to or exceed the breaking strains (BS) for silver rope as noted above. The safe working load for silver rope is 1/6 the breaking strain.
- 13.1.4. Ropes used for pens shall NOT be zero stretch types such as Kevlar, Dyneema and Spectre.
- 13.1.5. Pendants, chains and shackles shall meet the following minimum specifications:

Vessel length	Chain Size	Bow Shackle Size	Dry Weight (kg)
Vessels up to 6m	10mm	13mm	20
Vessels 6m to 9m	10mm	13mm	20
Vessels 9m to 12m	13mm	13mm	30
Vessels 12m to 15m	16mm	16mm	40
Vessels 15m to 20m	16mm	16mm	50
Vessels 20m to 25m	16mm	16mm	50

- 13.2 Upon arrival each pen occupier will be supplied with eyebolts (for fixed pens) and cleats (for floating pens). These eyebolts and cleats will be installed by the Club at no cost to the pen occupier.
- 13.3 Each pen occupier is responsible for the ongoing maintenance and upkeep of all eyebolts and cleats supplied to them to ensure all bolts, nuts and fastenings are tight and in good condition at all times. If at any time an eyebolt or cleat is worn and/or deteriorating, the pen occupier is to immediately report it to the Club. Upon notification from the pen occupier, the Club will inspect, and if required, replace the eyebolt or cleat in question at no cost to the pen occupier.
- 13.4 Each pen occupier is responsible for supplying and fixing all mooring gear to the appropriate fixing points. For fixed jetty pens, from the eyebolts installed [\(Appendix G\)](#) and for floating jetty pens, from the jetty cleat installed [\(Appendix H\)](#).
- 13.5 For fixed jetty pens two lines forward and two lines aft to four pen mooring weight chains. The four pen mooring weight chains are to be attached to the mooring eyebolts and are to have minimum weights as specified above. All mooring lines are to be fitted with spliced ends with appropriate size metal thimbles.
- 13.6 Take off points for ropes must be between 300 & 400mm below eyebolt. Lines are not to be connected directly to the eyebolts.
- 13.7 All mooring weight and chain connections are to done by appropriate size bow shackles as specified above. All shackle pins shall be moused with wire.
- 13.8 All stern ropes shall be crossed over at the stern, where possible.
- 13.9 For floating jetty pens the mooring lines shall be permanently fixed directly to the cleats (no shackles or thimbles allowed) and have appropriate sized compensators fitted [\(Appendix I\)](#).
- 13.10 For fixed jetty pens, weights shall be constructed of non-ferrous material with no lateral protrusions and fitted in such a way that the entire weight is submerged at the lowest tide.

- 13.11 Mooring lines are to be protected from chafing where necessary.
- 13.12 Mooring lines are to be tensioned so as to retain the boat in the pen at all levels of the tide.
- 13.13 Springs are to be fitted amidships on each side of all vessels and attached to the mooring weights.
- 13.14 Ropes to be replaced every 5 years or when the rope fibre abrades on touch, whichever is the sooner.
- 13.15 Chains, shackles and eyebolts are to be replaced when 60% of original thickness of metal remains at the points of contact.
- 13.16 Once pens are relinquished, all ropes, weights and chains must be removed by the pen occupier prior to relinquishment.
- 13.17 If, after consultation with the General Committee or Rear Commodore Marina, the General Manager determines that is in the best interest of the Club to relocate a vessel to optimise the use of the marina, the Club will cover costs to reinstate the existing chains and weights to the new pen and to ensure ropes are adjusted accordingly. The member will be responsible for arranging the relocation of their vessel within two weeks of the notification.
- 13.18 The Marina Committee may revoke pen allocation with forfeiture of all monies paid if these requirements, as stipulated in this clause 13, are not met within a reasonable period. The decision as to the suitability of the mooring shall be at the absolute discretion of the Marina Committee

#### 14. SEA PENS, AIR BERTHS, FLOATING DOCKS ETC

- 14.1 No Sea Pen, Air Berth, Floating Dock or any other structure designed to raise a boat out of the water may be installed within the Club's Marina without the express written permission of the General Manager.

#### 15. PEN AREA

- 15.1 Any notice to be served herein on the holder of an accommodation space may be served by email and/or prepaid certified letter addressed to their place of abode or address registered in the books of the Club and any notice so emailed and/or posted shall be deemed to be served.
- In any of the following cases, namely:
- a) The holder of an accommodation space failing to comply with any of the terms and provisions herein contained, or
  - b) Any accommodation space remaining unoccupied for one month (except in the case of a vessel usually moored or parked there, being in winter or dry storage, or temporarily removed for repairs or any other such valid reason as may be approved by the Marina Committee in writing)

The Marina Committee may serve on the holder of any accommodation space notice to show cause why the right to occupy such accommodation space should not be cancelled and if within 14 days the holder of such pen, site or hard standing bay fails to show cause to the satisfaction of the Marina Committee then

such right to accommodation space may be cancelled and may be reallocated at the absolute discretion of the Marina Committee.

Should the vessel remain after that period, a surcharge at the discretion of the Committee shall be charged.

- 15.2 The Marina Committee reserves the right to sublet any temporarily unoccupied accommodation space on such terms and conditions as they may think fit, provided however, that in the event of the original hirer requiring to re-occupy the accommodation space he or she shall give one month's notice in writing to the Marina Committee of such intention.
- 15.3 No person shall be allowed to reside on any vessel berthed in Club grounds.

## 16. MARINA INFRASTRUCTURE

- 16.1 All pens, jetties, infrastructure and fixed attachments are the property of the Club and at the discretion of the Club only a license to occupy is granted to Members for their use.
- 16.2 No additions or extensions of jetties or Club infrastructure shall be made without the permission in writing of the General Manager. All additions and extensions shall be constructed to the satisfaction of the General Manager and at the expense of the Member and upon construction shall become and remain the property of the Club.
- 16.3 Vessels will be sited according to draft, length and class as the General Manager or their designate directs.
- 16.4 No vessel lavatory/head shall be discharged into the waters of the marina.
- 16.5 Vessels normally stored on jinkers or trailers must be parked in their allocated accommodation space only.
- 16.6 Any costs incurred by the removal or disposal of any vessel, trailer, jinker or equipment or the cleaning up of accommodation space areas (in accordance with the above bylaws) will be charged to the member concerned.

## 17 TRAILER BOATS

- 17.1 Where applicable, any and/or all rules contained within this By-Law are for trailer vessels of any type or size, using the Club's launching ramps or operating in the Club's areas.
- 17.2 No boat and/or trailer shall be allocated a hardstand accommodation space if the total overall length (from propellor to trailer tow hitch) exceeds nine (9) metres, without the express written permission of the General Manager.
- 17.3 Trailers entering the Club's premises shall have the owners name and phone number displayed visibly on starboard side of the tow bar, in a manner that is waterproof and legible from 10 metres.
- 17.4 Trailers other than those with an allocated accommodation space are to be parked outside of Club grounds once a vessel is launched.
- 17.5 No trailer shall remain attached to a vehicle, unattended, inside Club grounds.
- 17.6 All accommodation spaces must be quickly accessible by Club staff for inspection and in the case of an emergency.

## 18 ONBOARD SAFETY

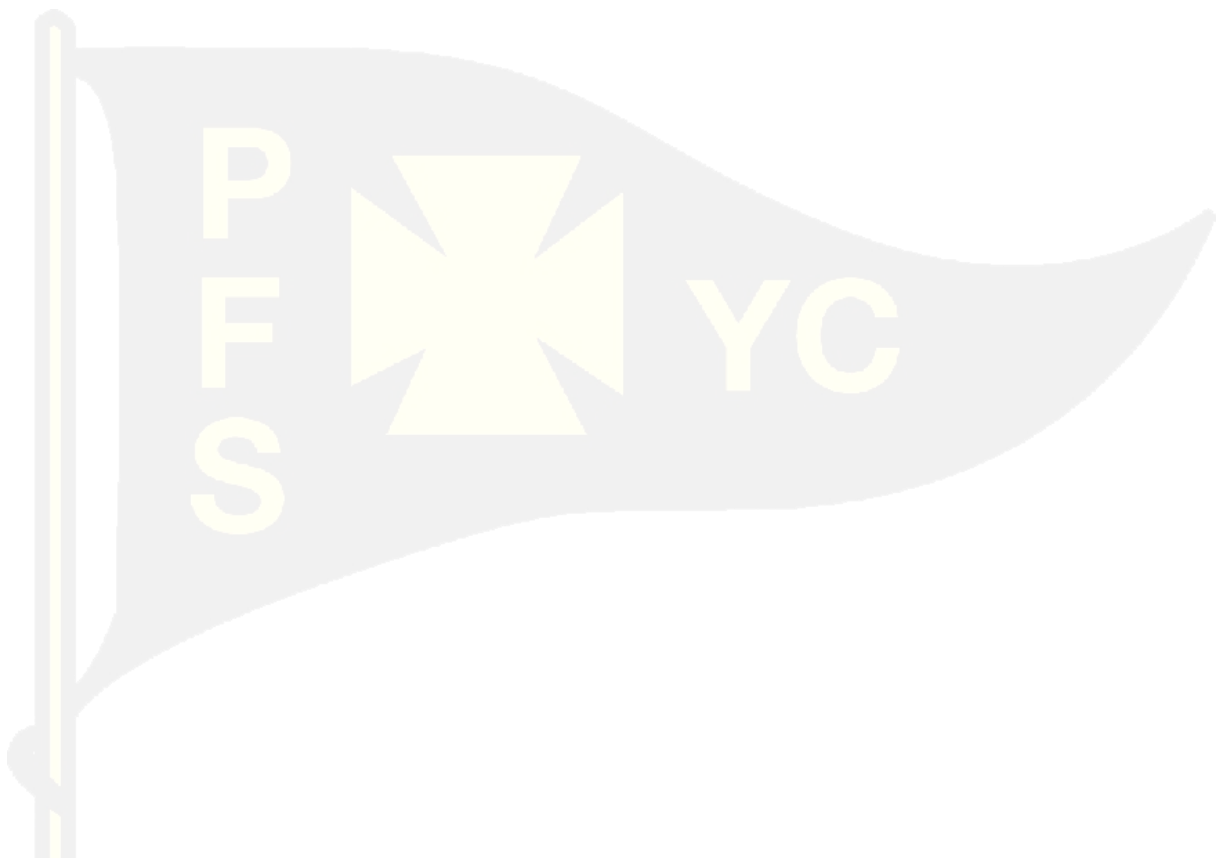
- 18.1 Keep bilges clean and free from flammable materials by using an oilsorb bio sock or similar product.
- 18.2 No gas-operating refrigerator shall be left in operation while the vessel is in the Marina or alongside any Club jetty.
- 18.3 No vessel shall store on-board any thinners, paint or lacquer or any rags contaminated with a flammable liquid.
- 18.4 No vessel shall be left unattended with its engine running while in the Marina or alongside any club jetty.

## 19 ACCOMMODATION SPACE RULES

- 19.1 The whole or any part of the Club Lease areas may be set apart or reserved for such purposes or vessels as the Marina Committee deems fit.
- 19.2 Subject to the Club's Accommodation Space Regulations as set out or amended from time to time, the putting down and placing of moorings on their correct positions as notified to them (in writing) and subsequent servicing and care thereof, as well as of any vessel moored thereto, is entirely the responsibility of the person to whom the accommodation space has been allocated.
- 19.3 A member allocated an accommodation space shall pay an allocation fee which is non-refundable, as well as the annual accommodation space rental fee as determined by the Committee for the use of the accommodation space. The deposit amount paid with the accommodation space application will be deductible from this sum. Full payment must be paid within seven (7) days of date of allocation. If the Member resigns, applies for absent Membership or sells their vessel or part thereof, the unused portion of the annual pen rent shall be credited on a pro-rata basis to the Member's Club Account once all Subscriptions and Fees have been paid, in full, in accordance with the Club Constitution. The credit to be applied will be calculated on a pro-rata basis from date of relinquishment.
- 19.4 Accommodation spaces are to be allocated to and permitted to be retained by vessel owners who are Club members, and who use their vessels regularly and maintain the vessel and moorings in a proper state of repair to the satisfaction of the Marina Committee.
- 19.5 Accommodation spaces are not transferable without the consent in writing of the Marina Committee.
- 19.6 It is the responsibility of the Marina Committee to regularly review the use being made of vessels occupying accommodation spaces and if in their opinion any vessel is not being adequately used, the right of the vessel owner to hold such accommodation space may be cancelled.
- 19.7 The Marina Committee reserves the right to cancel or change any accommodation space allocation at any time on 14 days notice being given to the accommodation space occupier.

- 19.8 The Marina Committee shall have the right to declare any mooring, pen chain, pen chain weights and lines and attachments or any part thereof unsuitable and their decision shall be final.
- 19.9 If the Marina Committee notifies any holder of accommodation spaces that in their opinion, such moorings are not safe or are out of position, then as from such notification the occupier of such accommodation space shall not knowingly allow any vessel to be moored, penned or stored thereto, until repairs or adjustment of position is effected to the satisfaction of the Mooring Marina Committee.
- 19.10 On the holder of accommodation space being notified that repairs or an adjustment of position should be effected to such moorings, the owner shall within a stipulated time effect such repairs or adjustment. Such notice to be in writing from the Marina Committee.
- 19.11 Any action or work that has been ordered by the Marina Committee and not carried out, may be authorised by the Committee and the expenses incurred charged to the member. Reasonable care shall be taken of members' property, but the Committee shall not be responsible for any damage incurred.
- 19.12 No vessel is allowed to moor to an anchor within the Club's leased areas.
- 19.13 All moorings shall be equipped with a buoy of a type approved by the Marina Committee.
- 19.14 In the event of a vessel being sold in whole or in part or otherwise disposed of or deregistered, the right of the holder to that accommodation space will be at the discretion of the Marina Committee.
- 19.15 In the event of a share of a vessel being sold or otherwise transferred to a non-member of the Club the holders forfeit all rights to the accommodation space and must remove the vessel and moorings if and when requested by the Marina Committee.
- 19.16 If in the opinion of the Marina Committee any vessel is in such a state of disrepair as to constitute a hazard to the vessel itself, persons, other vessels or Club property, the Marina Committee shall serve notice on the owner to effect suitable repairs. Should the owner fail to effect the repairs within a reasonable time, the Marina Committee shall serve notice on the owner that their right to the accommodation space will cease 14 days after service of such notice. Failure to vacate the accommodation space shall incur penalties as set out in Clause 27 of the Constitution.
- 19.17 In the event of a Member ceasing to be a Member and/or a vessel owner, they forfeit all rights to the accommodation space and must remove the vessel and moorings if and when requested by the Marina Committee who may allocate the accommodation space as they think fit.
- 19.18 The Club reserves the absolute right to remove or otherwise dispose of any vessel, trailer, jinker or other item of equipment from the Club grounds, jetties, pens and moorings that is in the opinion of the Committee derelict, in any unsatisfactory state of repair, or is causing any hazard or nuisance to the rights and privileges of other members of the Club after due notice has been given to the registered owner. Any costs incurred in removing or disposing of the said equipment shall be charged to the member.

- 19.19 vessel owners who wish to use the work bay to do repairs to their vessels must first obtain permission from the Marina Committee. The charges for such use to be determined by the Committee from time to time.





## 20 Appendix A: Application for On-Water Accommodation



- An Allocation Fee, as determined by the Committee from time to time, may be payable upon application
- Any Allocation Fee paid is not refundable, but is held to the Member's credit and is transferrable from one pen or hardstand to another
- If the Member resigns, applies for Absent Membership or sells their boat, the balance of the Annual Rent shall be credited on a pro-rata basis to the Member's Club Account, or offset against the Member's debt owing to the Club, subject to approval of release by the Committee.
- A Clean Bay Deposit of \$200 is payable on allocation of a wet pen (the Clean Bay Deposit is refundable on resignation if the pen is clear of all weights, ropes, chains and rubbish).



Category ☐ Power ☐ Sail ☐ Dinghy

Boat Name  Make/Model

Length (overall)  Beam  Draft  Weight  ☐ Inboard ☐ Outboard

DoT Registration Number  Expiry Date  /  /  Fuel Type ☐ PULP ☐ Diesel

Insurance Company  Policy Number  Expiry Date  /  /

Third Party Cover \$  (min cover \$10 million) HIN

No Application will be accepted unless accompanied by a copy of the Boat's DoT Registration Certificate, Insurance Policy and a photo of the boat

**Declaration:** I declare that all information contained herein is true and accurate. I agree to abide by the Club Constitution, Rules and Policies, as amended from time to time.

Signature of Applicant  Date  /  /

**Other Owners (if applicable)** - all owners must be declared

Title  Given Names  Surname  DOB  /  /

Home Address  P/Code

Mobile  Email  Ownership %

Emergency Contact  Ph  Relationship

GM Approval  Date  /  /  Committee Approval  Date  /  /

Allocated Pen  Arrival Date  /  /



## 21 Appendix B: Application for On-Land Accommodation

### ON-LAND ACCOMMODATION

- An Allocation Fee is payable upon allocation of Accommodation equal to 1.5x the Annual Rental Fee.
- The Allocation Fee is not refundable, but is held to the Member's credit and is transferrable from one pen or hardstand to another.
- If the Member resigns, applies for Absent Membership or sells their boat, the balance of the Annual Rent shall be credited on a pro-rata basis to the Member's Club Account, or offset against the Member's debt owing to the Club, subject to approval of release by the Committee.

### VESSEL DETAILS

Please select which type of Accommodation you are applying for:

☐ Hardstand ☐ Western Shed ☐ Locker ☐ Dinghy Rack

Boat Name  Make/Model

Length (overall)  Beam  Draft  Weight  ☐ Inboard ☐ Outboard

DoT Registration Number  Expiry Date  /  /  HIN

Trailer Registration Number  Trailer Length  Fuel Type ☐ PULP ☐ Diesel

Insurance Company  Policy Number  Expiry Date  /  /

Third Party Cover \$  (min cover \$10 million) Category ☐ Power ☒ Sail ☐ Dinghy

No Application will be accepted unless accompanied by a copy of the Boat's DoT Registration Certificate, Insurance Policy, Trailer Registration Certificate and a photo of the boat

**Declaration:** I declare that all information contained herein is true and accurate. I agree to abide by the Club Constitution, Rules and Policies, as amended from time to time.

Signature of Applicant  Date  /  /

**Other Owners (if applicable)** - all owners must be declared

Title  Given Names  Surname  DOB  /  /

Home Address  P/Code

Mobile  Email  Ownership %

Emergency Contact  Ph  Relationship

GM Approval  Date  /  /  Committee Approval  Date  /  /

## 22 Appendix C: Marina Safety Certificate

### Perth Flying Squadron Yacht Club Safety Inspection Checklist – Marina Safety Certificate

Pen/Hard Stand/Storage No.: \_\_\_\_\_ Inspector: \_\_\_\_\_ Date:     /     /20

Boat Name: \_\_\_\_\_ DoT registration number: \_\_\_\_\_ Current: Yes No

Trailer registration number: \_\_\_\_\_ Current: Yes No

Vessel Insurance Company: \_\_\_\_\_ Public Liability \$10M: Yes No

Owners Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Type: Tender ☐ Trailer ☐ Sail only ☐ Sail & Auxiliary ☐ Inboard ☐ Outboard ☐

Fuel: Diesel ☐ Petrol ☐ Tank Capacity [            litres] Built-in ☐ Portable ☐ Gas Installed: Yes No

Owners – please ensure somebody who is thoroughly familiar with the boat and its equipment is available during an inspection.

Copies of current insurance, registration papers and regulatory compliance certificates (eg Energy Safety) must be provided.

The object of this safety audit is to protect the Club, its facilities, member's vessels and the environment from issues arising from a failure or misuse of equipment within your vessel. Requirements and regulations as specified by Department of Transport and other regulatory authorities that do not adversely affect the Club facilities are your responsibility as the owner of a vessel e.g. flares, life jackets, radio etc. All electrical, gas and fuel work shall be carried out and maintained to current Australian Standards.

Inspectors please mark each item with a tick (OK), a cross (not OK) or a N/A (not applicable)

	Tick, X or N/A
<b>Mooring Lines and Tackle</b>	
All lines in good condition, of suitable size and adjusted correctly	
All lines protected from chafe (if necessary)	
All weights or compensators are of suitable size	
All shackle pins moused	
All chain, shackles, thimbles serviceable (> 60% metal remaining at contact points)	
<b>Electrical 12/24/240Volt</b>	
Wiring in good condition and corrosion free	
Cables protected from heat and abrasion (through bulkheads)	
Circuit protection in place (fuses, circuit breakers)	
Battery isolation switch present	

Batteries adequately secured against movement	
Battery compartment adequately ventilated	
Shore power extension current tag (12 months)	
<b>Vessel with Outboard</b>	
Portable fuel tank, cap and vent in good condition and secure	
Fuel lines, valves and connections in good condition	
Fuel storage area vented	
<b>Vessel with Inboard</b>	
Fuel tank in good condition and firmly installed	
Fuel lines, valves and connections in good condition	
Fuel deck plate marked	
Fuel tank vented	
Fuel lines and tank earth bonded	
Fuel sight gauges have correct hose type and fittings	
Fuel tank isolation stop cocks in good condition	
Salt water inlet valve in good condition	
Exhaust hose and fittings in good condition	
Drip trays under motor	
Flame arrester installed – petrol motor only	
Fume detector installed – petrol motor only	
Blower installed – petrol motor only	
<b>Fire Protection</b> (if inboard motor or cooking facilities)	
Automatic fire suppression system installed and serviced	
Fire extinguisher, suitably located, visible, charged. Quantity	
Fire blanket suitable located and visible	
<b>Vessel with Cooking Facilities and/or Fridge</b>	
Electrical installation approved and current	
Gas installation approved (certificate sighted) and current	
Gas cylinder storage area vented and labelled	
Gas cylinders secured	
Gas lines, valves and connections in good condition	
Skin fittings and hoses in good condition (below water line)	
Fume detector installed – gas installation only	

<b>Vessel with Head</b> (no waste to be discharged into Marina)	
Holding tank/cassette	
<b>Vessel Bilges</b> (all moored vessels must have an automatic bilge pump installed and set to auto)	
Bilge pump (vessels over 7m, >4kl/hr or 900gph), working & set to automatic if moored	
Bilges clean and free of fuel, vapour smell and oil	
Bilge sock, biopad installed	
Separate circuit for bilge pumps	

Additional comments or observations:

I have read and understood my obligations as set out in the PFSYC Marina Safety Bylaws. I understand that the inspection is carried out as a guide to the vessel owner but as the owner of the above listed vessel I am ultimately responsible for my vessel and any damage it may cause due to part failure, omission or commission of action by me. I understand that an inspector cannot limit or reduce the sole and inescapable responsibility of the owner or owner's representative. I undertake to maintain the vessel and all its equipment in good order and condition and follow the procedures and rules as specified by the PFSYC Bylaws.

This vessel is deemed compliant to Perth Flying Squadron Yacht Club Marina Safety Bylaws as at

\_\_\_\_\_ hours on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_

The General Committee of The Club may change this by-law after a majority vote at a General Committee meeting. Such changes will be posted on The Members Portal and notice will be sent via the Club Newsletter.

## 23 Appendix D: Refuelling Checklist

### REFUELLING CHECK LIST

Prior to refuelling all vessels must:

- make sure vessel is securely moored;
- do not tie up alongside another vessel - no rafting;
- close all openings, doors and hatches;
- do not use mobile phones;
- turn off everything that uses electricity, gas or liquid fuel:-
  - engines;
  - cooker;
  - fridge;
  - automatic bilge pumps
- turn off gas bottle;
- isolate batteries;
- extinguish all cigarettes (keep butts on board);
- keep all passengers ashore until complete and engine restarted;
- avoid spillage – wipe up spills;
- do not leave fuel nozzle unattended;
- do not lock fuel nozzle in the open position

Prevent static discharge by:-

- keep hose nozzle in contact with filler mouth while fuel is flowing;
- remove portable fuel tanks from vessel prior to filling;
- ensure portable tanks are placed on ground during filling

Prior to starting:-

- operate bilge blower if fitted;
- Check bilge for spills and smell of fuel– fuel fumes are heavier than air and will collect at the lowest point.

### IMPORTANT

- Do not overfill tanks, know the capacity available;
- Immediately notify the on-duty bosun if a fuel spill occurs;
- Spill kit and Emergency Plan are located at end of jetty.

The General Committee of The Club may change this by-law after a majority vote at a General Committee meeting. Such changes will be posted on The Club notice board for a period of 30 days and notice will be sent via email to those members who have provided an email address.



## 24. Appendix E: Marina Map



## 25. Appendix F: Connection of Vessels to Shore-Based Power Supply

### Connection of Vessels to Shore-Based Power Supply

**Your vessel's electrical system and the 240V supply lead for connection to the shore based power supply must be compliant with relevant Australian Standards and local regulations.**

**Relevant electrical standards include but are not limited to:**

- WA Electricity Act 1945
- Electricity Regulations 1947
- Electricity (Licensing) Regulations 1991
- Australian Standards relating to on-board electrical installations and connecting to shore-based power: AS3000 and AS3004.2.
- AS/NZS 3191 & AS/NZS 5000.1

#### Electrical Plug and Socket Requirements

The electrical supply at Perth Flying Squadron Yacht Club is 240 volts at 50Hz single phase supplied by socket outlets which will accommodate standard Australian plugs. Connection to the supply shall be via a 15amp 3 pin plug with a minimum rating of IP56 (Fig. 1 & 2). IP56 plug tops can be identified by the screwed locking ring. For vessel connection, a minimum IP24 (Fig. 3) is required unless exposed to the weather when IP56 standard is required.

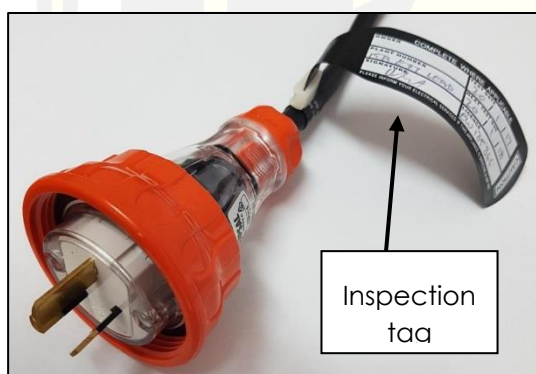


Fig 1: pillar connection IP56 15amp plug



Fig 2: Vessel Connection IP56 15amp socket



Fig 3: Vessel Connection IP24 15amp socket

## Electrical Supply Lead Requirements

1. Supply leads shall be heavy duty flexible cords with a minimum current rating of 15amp. The maximum length shall not exceed 20 metres (available from the Club Office) and must be continuous with no connections.
2. Only one (1) supply lead is to be connected to any socket outlet. The use of double adaptors or power boards is prohibited.
3. Leads should not be used coiled, as coiled leads generate heat and can damage the supply lead.
4. Leads must be positioned over or on the jetty in such a way as to ensure no trip hazard is created
5. Contact with moisture and salt may damage your vessel's power supply inlet plug causing a hazard. Please examine regularly and ensure it is clean prior to connecting to the Club's electrical supply.
6. Precautions should be taken to prevent the supply lead from making contact the water **at any time** and in particular to prevent either end of the supply lead falling into the water should it become disengaged.
7. Leads shall be attached to the vessel and jetty in such a manner to prevent any damage to the lead caused by chafing or compression.
8. It is dangerous and illegal for unskilled persons to attempt repairs or alterations to electrical installations. Always use a licensed electrical contractor for any electrical work.
9. The supply lead shall be inspected, tested and tagged annually by a licensed electrical contractor. If done on site the contractor must be registered with PFSYC. The annual colour coded tag, available from the Club Office, shall be fitted to the supply lead within 1 metre of the supply lead plug (male end).
10. Compliance inspections by Club officials will be carried out in January each year.
11. If a lead is non-compliant with the above requirements the vessel owner will be requested to make it compliant by a specified date. If after that date the lead is still non-compliant it will be disconnected from the shore supply.
12. If a lead is found to be dangerous the bosun will immediately disconnect the lead from the shore supply and inform the owner.

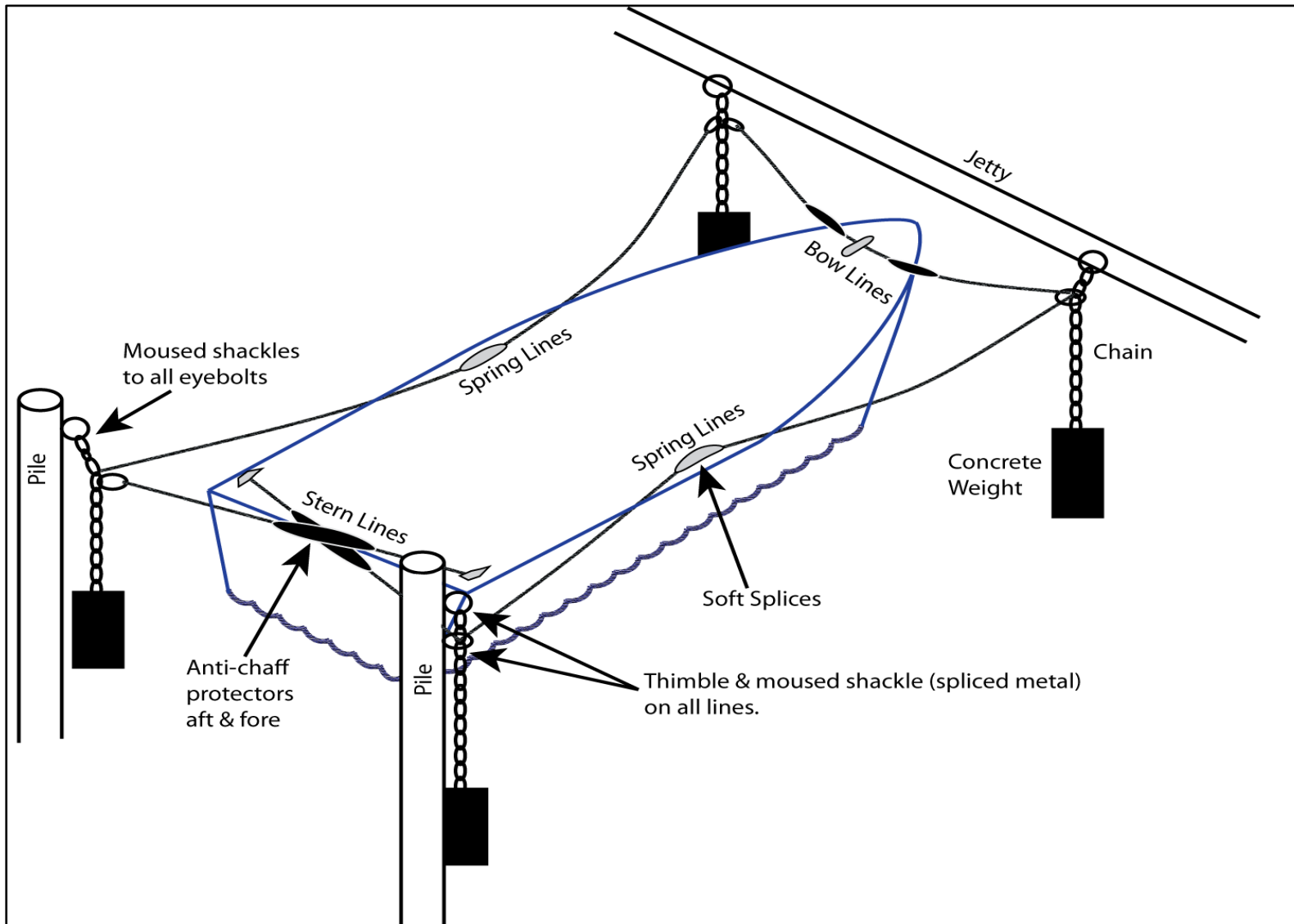
## Before Leaving the Pen

- Switch off the Club electrical supply at the socket outlet and the disconnect supply lead.
- Disconnect the supply lead from the Club socket outlet first and then from the vessel. Any cover that is provided to protect the attachment points from the weather should be securely replaced.
- The supply lead should be coiled up and stored on board in a dry location where it will not be damaged.

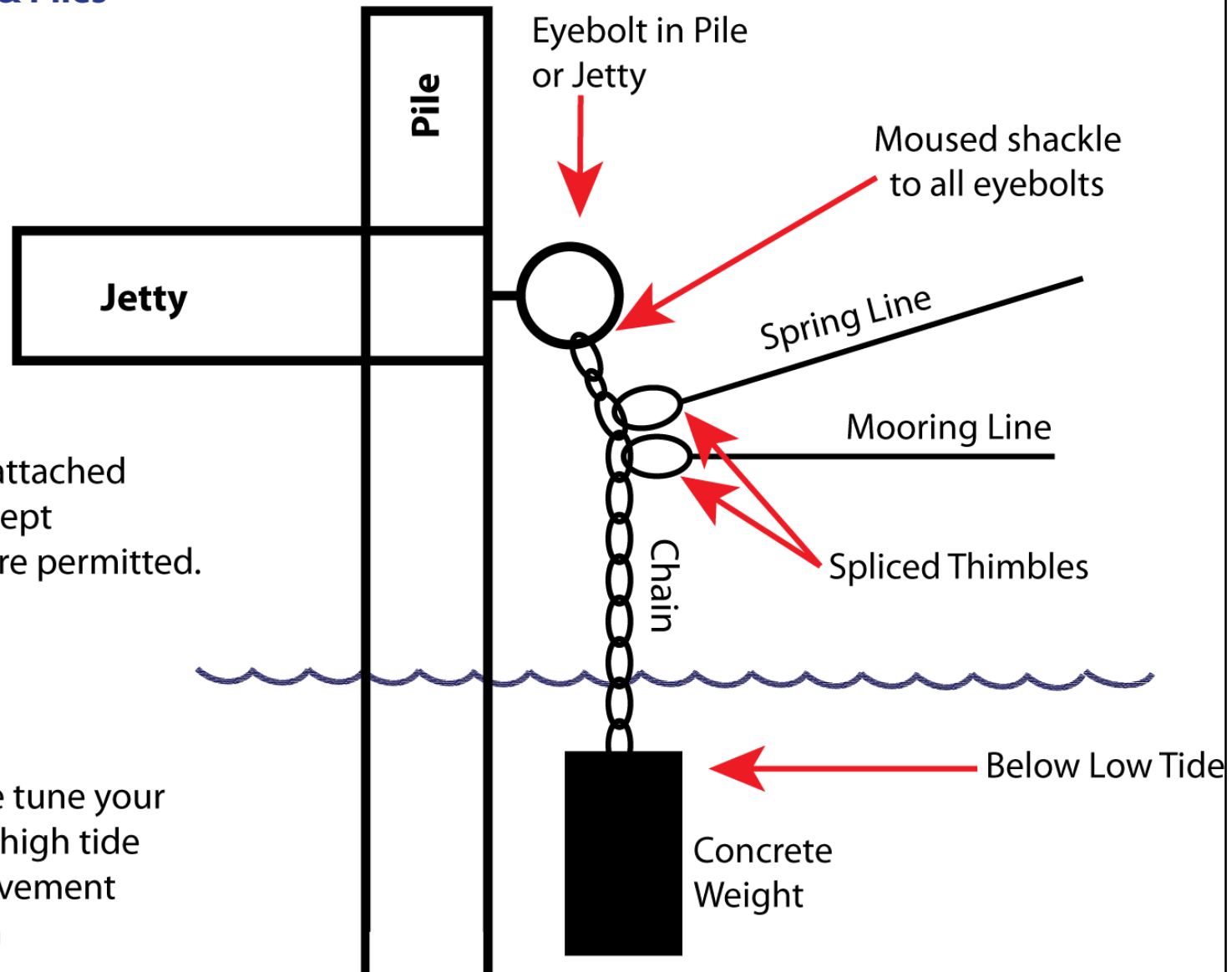
The General Committee of The Club may change this by-law after a majority vote at a General Committee meeting. Such changes will be posted on The Club notice board for a period of 30 days and notice will be sent via email to those members who have provided an email address.



## 26. Appendix G: Fixed Pen & Jetty Mooring



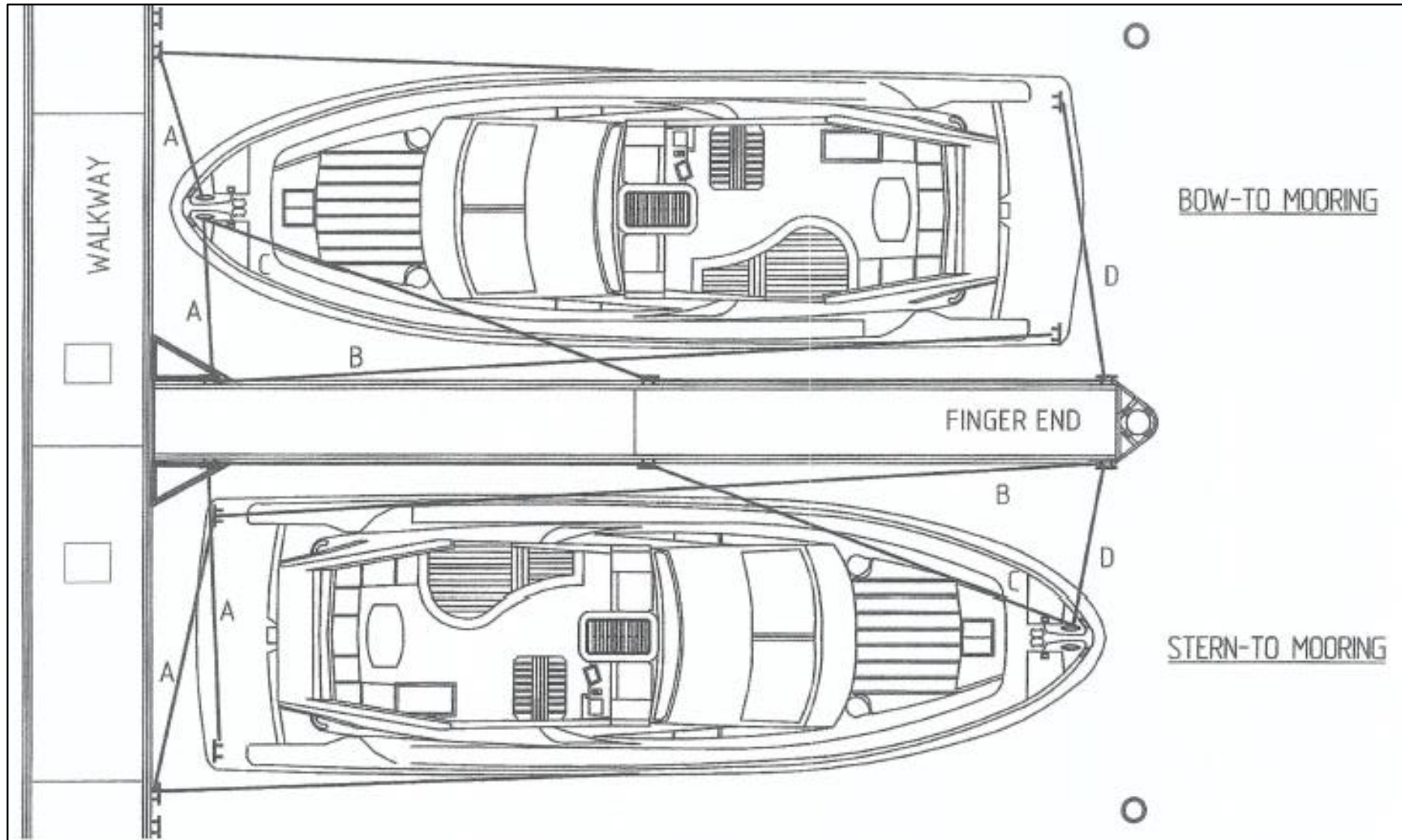
## Mooring to Jetties & Piles



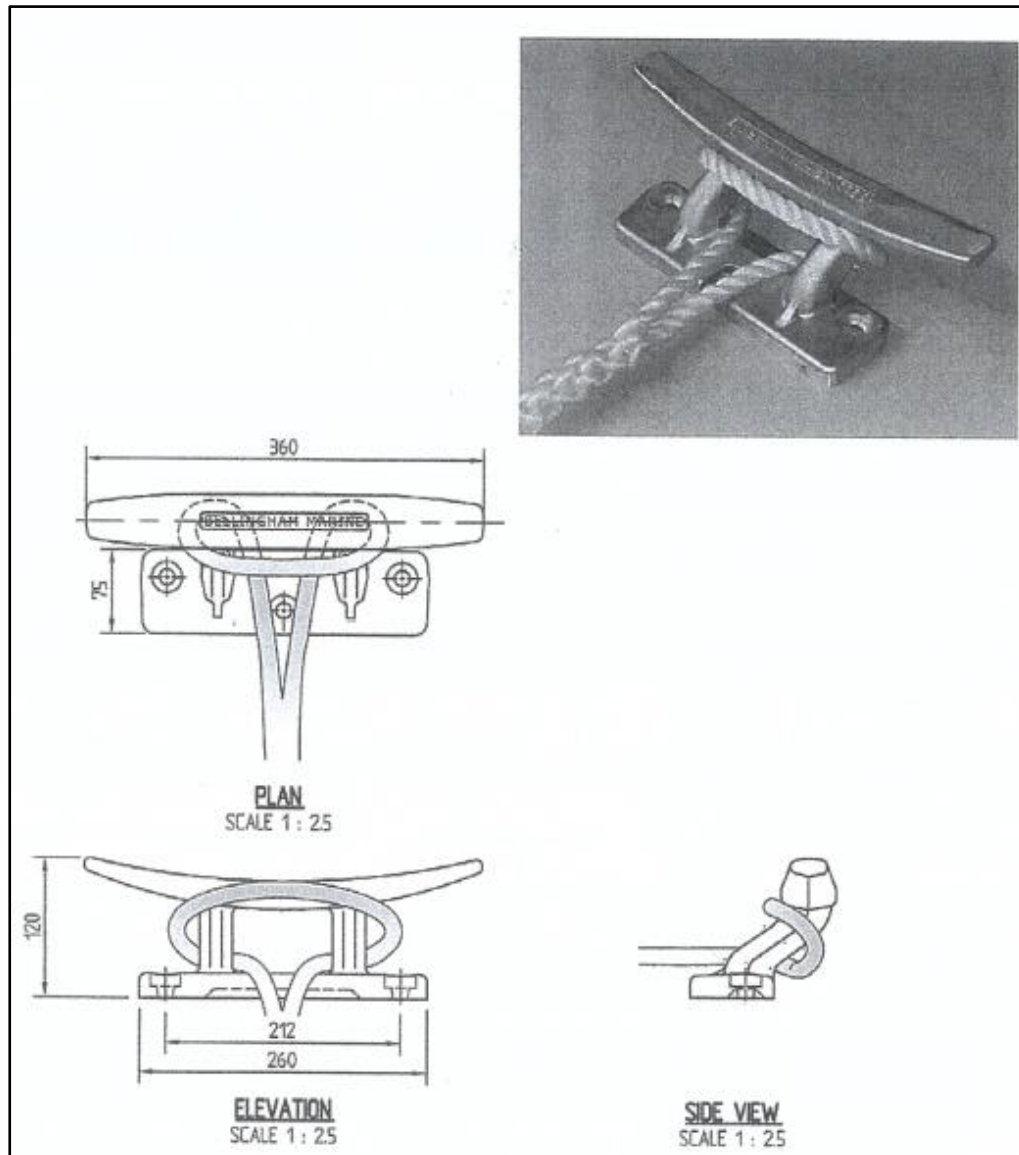
\* No ropes to be attached to eye bolts, except running ropes are permitted.

\* Remember: Fine tune your vessel for low & high tide so fore & aft movement is to a minimum

## 27. Appendix H: Floating Pen Mooring



## 28. Appendix I: Tie Up Procedures – Floating Jetty



## 29. RECORD OF AMENDMENTS

Date	Revision	Update	Approved
31/08/2017	Original		Management Committee
25/10/2018	01	Insertion of new clauses from old Constitution (10.9; 13.16; 14; 18; 19)	Management Committee
28/5/20	02	Additional information in line with Membership Policy	Management Committee
08/07/2020	03	Reflecting the same rules as the Membership Policy	General Manager
29/09/2022	04	Eye Bolt maintenance (13.2&3); Slipway removed (19); Application for Accommodation; Marina Map; Mooring Procedures	Management Committee
06/02/2023	05	Yacht, Boat changed to Vessel. Review	General Manager
10/11/2023	06	Fire Extinguishers amended as per DoT changes	General Manager
08/01/2024	07	Clause 18 – Pen relinquishment credit applied once Subscriptions and fees fully paid	General Manager
06/08/2024	08	Insertion of Clause 16.2	General Manager
13/03/2025	09	Insertion of Clause 14	General Manager