



Welcome to

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# Hillarys Yacht Club Marina



## **A Guide to Members and Marina Facilities 2020 / 2021**



HILLARYS YACHT CLUB INC.

# **A Guide to Members and Marina Facilities**

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65 Northside Drive Hillarys WA 6025  
PO Box 348 Hillarys WA 6923  
Phone 08 9246 2833  
Email [admin@hillarysyachtclub.com.au](mailto:admin@hillarysyachtclub.com.au)

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# Vessel Accommodation

## Boat Pens

Hillarys Yacht Club offers superb facilities for boating enthusiasts and currently has 107 floating pens and 163 fixed pens ranging from 8 metres to 20 metres.

### Annual Club Rental Pens:

Offered for a maximum rental term of one year with an option of renewal. The applicable rate for a pen is comprised of annual pen rental and an annual service fee. The service fee covers the cost of power, water, waste disposal, security, maintenance to the pen as well as the other ancillary services provided. Rental periods are from 1<sup>st</sup> May to 30<sup>th</sup> April. Refunds are not available on pen rental.

### 5 Year Lease Pens:

The remainder of an existing 5 year lease may be purchased from a Club member. After completion of the transfer of the lease, a yearly maintenance fee together with a one off stamp duty and administration fee is also applicable.

### Long Term Lease Pens:

The remainder of an existing long term lease may be purchased from a Club member. After completion of the transfer of the lease, a yearly maintenance fee together with a one off stamp duty and administration fee is also applicable.

### Subleased Pens:

A member's leased pen may be sublet to another member privately or through the Club, once approval is granted by the Management Committee. Should the leaseholder wish for the Club to manage the sublease, 95% of rental monies shall be disbursed to the leaseholder and 5% shall be disbursed to the Club. Annual Club Rental Pens cannot be sublet unless for a limited time and with the express permission of the Management Committee. If the lessee wishes to manage the sublet privately, a sublet fee is applicable.

## Dinghy Storage, Overwater Bays and Laser Racks

There is limited rack storage for sailing dinghies. Storage fees apply.

## Pen Waitlist Application

A limited pen waitlist exists as follows:

- Only one wait list shall be in existence and held by the GM
- The waitlist shall be managed by the GM in conjunction with the Commodore and Moorings Officer
- The waitlist is presented to the Executive or Management Committee
- The waitlist shall be filled on a first come first serve basis
- The nominee should where possible indicate vessel length, and any special requirements and payment commences immediately on offer
- Nominees must have no less than 1/3<sup>rd</sup> ownership of a vessel, where more than one owner, all registered owners must be a Full Members

- The Pen is offered from the top of the list who have first right of refusal without losing a position in the queue
- Full financial members shall have priority over past or non members
- Non members may be offered a pen on the provision that they become full financial members
- Vacant Long Term Lease pens are not controlled by HYC but in the ethos of the club we ask that the Lessor makes the pen available as per the HYC guidelines
- Long Term Pen Rentals are being phased out, however until they are, any Long Term Pen Rental that becomes vacant can be sub-let through the club only
- HYC reminds all members that we support a policy of “one membership equals one pen” as per Clause 5.1 of the Marina Facilities Section Bylaws

## **Inspections**

### **Marina Compliance Inspection**

A marina compliance inspection of every vessel located in a Club pen is required prior to occupying the pen, or if not avoidable within 30 days of occupancy. Re-certification is required every five years.

### **Lodgement of Documents Prior to Occupancy**

The following documents must be lodged with the Club office prior to occupation of the pen and the marina compliance inspection;

- Boat Particulars Form (available from Club office or website)
- Copy of vessel registration (issued by Department of Transport (DoT))
- Copy of current insurance with at least \$10M public liability
- Electrical compliance certification from a licensed electrician or the vessel’s manufacturer stating that the vessel meets Australian Standards AS 3000 & 3004
- Gas compliance certificate completed by a licensed installer in accordance with the Office of Energy gas regulations.

### **Overdue Fee**

It is in your interest to lodge the above documents and have your boat inspected immediately. The vessel inspection and any necessary works required must be completed within 30 days of the boat occupying the pen. Failure to complete any works required within the time period may result in a minimum fine of \$100.00 (GST inclusive) per month, or such other amount as directed by the management. If there are circumstances which prevent you from lodging documents or having an inspection within 30 days, please contact the office as soon as possible to avoid the overdue fee.

### **Arrangement of Inspection**

A Marina Facilities Section Committee member will contact you to arrange a mutually suitable time for an inspection once the above documents have been lodged with the Club office. The inspection will ensure conformance to Marina Facilities Section Bylaws clauses which include the following items:

- Mooring of vessel and mooring lines
- Fuel and fuelling system
- Connection to shore power outlet
- Battery charging
- Electrical power supplies (12V, 24V DC and 240 VAC)
- Gas LPG
- Safety equipment

## **Electrical (240V) Power Connection**

Take special care when connecting shore power or using electrical appliances in the marina area.

- If your vessel connects to a 240 volt system, electrical compliance certification from a licensed electrician or the vessel's manufacturer stating that the vessel meets Standard AS 3000 & 3004 must be lodged with the office prior to pen occupancy (see Marina Facilities Section Bylaws)
- The inlet socket in the boat should be Clipsal type 56AI315 to provide satisfactory weather protection
- Electrical cable to the boat should be 15 amp rated and in a single length no more than 25 metres. The cable should have Clipsal type 56P315 plug and Clipsal type 56CSC31 socket. The cable requires certification/tagging by a qualified person on an annual basis
- The cable must not sag or fall into the water as required by law
- The use of double adaptors on the jetty power point is strictly prohibited
- Residual Current Device (RCD) connected in the approved manner is mandatory where a gen-set is installed on board a vessel and for every vessel constructed from the year 2008 onwards
- Circuit breakers style switch boards are mandatory
- Switch off and disconnect the cable from the jetty power point and then from the boat inlet socket or appliance
- Never use electrical appliances in a dinghy or in close vicinity to the water.

## **LPG Gas**

Liquid petroleum gas is heavier than air, consequently when released in the air inside a boat it tends to flow into the bilge. Gas can accumulate undetected until ignited by a spark from a cigarette or electric motor. Take care to ensure:

- Prior to pen occupancy a gas compliance certificate completed by a licensed installer in accordance with the Office of Energy gas regulations, must be lodged with the Club office. Or alternatively a gas compliance sticker attached to the vessel showing details of installation will be acceptable on inspection, providing the system has not been modified in any way

- Gas bottles are turned off when not in use
- Gas lines and connections are checked regularly for leakages
- People onboard the vessel (including children) are educated to detect and report the smell of any gas which may be present in the air
- Solenoids, gas detectors and shut off valves are mandatory
- When in use portable gas bottles which might be used for barbecues or similar appliances are not to be left unattended on the vessel. And, where portable bottles are stored on the vessel, they must do so in accordance with ‘Gas Safety Regulations,’ that is, appropriately secured in a ventilated locker or cupboard with adequate protection from the weather.

## **Services & Facilities**

### **Ice**

Bags or blocks of ice are available and can be purchased from the ice freezer located adjacent to the Reflections entrance on the western side of the Club house.

### **Wheelbarrows**

There are several barrows per jetty for the use by members for loading and unloading gear to and from vessels. It is requested that they are returned to the jetty gate after use.

### **Jetty Access**

Pen holder’s membership cards allow access onto the jetties. Only two cards per family/corporate membership are permitted. All jetties have self closing gates.

### **Fuel Supply**

Fuel is available from Hillarys Marina Fuel & Kiosk located in the north western corner of Hillarys Marina. Vessels must not be refuelled in the pen using containers.

### **Public Boat Ramp**

The boat ramp is located approximately 150 metres east of the Club. A parking fee is payable for cars with trailers. Parking within HYC is subject to the member obtaining a HYC trailer parking ticket from the office.

### **Boat Lifters**

Hillarys Yacht Club Lifting Service provides a boat lifting service and is located at the eastern end of Club. Mechanical and maintenance services and boating equipment is also available.



## **Rubbish Disposal**

Rubbish bins are distributed throughout the grounds. Please ensure oils, other liquids and batteries are not placed in these bins. A facility is provided at Hillarys Boat Lifters for the disposing of oil and batteries as these are not to be left within Club grounds

## **Water / Power**

Water and power is accessible from all pens. Members must supply their own hoses and tap fittings and correct electrical cords in accordance with the Marina Facilities Section Bylaws.

## **Showers / Toilets**

Members' membership cards gain access to the hot showers and toilets 24 hours a day.

## **Live On Board**

HYC allows a limited number of members to live on board to protect the amenity, environment and improve the security of the Club precinct. The limited number is as agreed to by the Management Committee and each application will be determined on a case-by-case basis.

The right to living on board is a privilege and not a right of membership and can be removed by the Management Committee at any time without any form of retribution.

Additional live on board applications can be considered for bona fide boat travellers, casual or visiting situations, temporary visitor, extended visitor and short-term periods due to changes to accommodation or housing circumstances.

Further information can be found in the Marina Facilities Bylaws.

## **Pen Maintenance and Repairs**

Pen maintenance fee and standard weight and chain fittings are incorporated in the Club rental pen fees as opposed to leased pens, the cost of which is at the lessee's expense. Members should notify the office should any weights or chains need replacing. Leased pens are charged an annual maintenance fee which includes costs associated with electricity, water, waste, security, as well as repairs and maintenance of electrical, piles, eye bolts and the steel framed finger jetty walkover. It does not include costs to repair and maintain (whether a leased or rented pen) any timber decking fitted to the walkover, being the last half (approximately 50 percent) of the finger jetty. Repair and maintenance is the responsibility of the pen occupants, and any decking fitted, must have approval in writing from the Marina Facilities Section Committee.

## **Secure Car Parking**

Main entry gates require a security card for access into Club grounds. Exit gates open automatically on exiting.

## **Sail Numbers**

Sail numbers can be obtained from the Club office. There is no charge.

## **Dive Shop**

Perth Dive Academy is located 50 metres to the East of the Club. They provide a tank refill service, diving equipment and information.

## **Contractor / Tradesman Access**

Contractors working on members' vessels are able to access Club grounds between the hours of 9.00am and 5.00pm Monday to Friday by using the intercom and requesting access at the main gate. A temporary access card can then be collected from the office for jetty access during these hours. All contractors must carry public liability insurance of no less than \$10 million dollars.

## **Dinghy Launch Ramp**

The dinghy launch ramp is located near R-Jetty at the western end of the Club grounds for the launching and retrieving of small dinghies by hand. **Vehicle access to the ramp is not permitted.**

## **Trade Services**

Please contact the Club office for details of mechanical and other trades offering services to Hillarys Yacht Club members.

## **Emergency Bilge Pump**

A portable bilge pump is available for use by members. It is located in the fish cleaning area under the yachting start tower. Please ensure its return after use.

## **Temporary Pen Accommodation**

Hillarys Yacht Club is renowned for its warm welcome to all visiting fleets and vessels from other aquatic clubs. At least 7 days prior to arrival, contact should be made with Hillarys Yacht Club to confirm availability of vessel accommodation and it is requested that a membership card or letter of introduction from the aquatic club of which you are a member, be presented on arrival. The first two nights' accommodation are free of charge. Charges apply for vessels staying more than two nights (including collectively more than 2 nights in a given 2 month period). A deposit will be required for temporary access cards. Vessels from visiting clubs must carry a current safety/marina compliance certificate.

## **Trailer Parking**

With the exception of long weekends and summer school holidays, limited boat trailer parking in excess of 24 hours is available to HYC Club members, providing a permit to do so has been obtained from the Moorings Officer. The permit must be prominently displayed on the boat trailer. Trailers parked in excess of 24 hours and not displaying a parking permit, may have wheels clamped under City of Joondalup bylaws or the trailer

may be removed from HYC Club grounds without any recourse by the owner.

## Rules & Conditions

For your information and to ensure the safe, convenient and pleasant use of the Club marina and facilities, the following pen occupancy rules and conditions are incorporated in the Club Constitution, Club Bylaws and DoT regulations:

### Commercial use of Pens / Advertising

Commercial use of pens, including for the purpose of advertising is not permitted. Advertising on hulls of vessels is at the discretion of the Management Committee. Jetty advertising can be arranged by calling the Club office.

### Bilges

The DoT regulations impose a substantial fine for any vessel which pumps any hydrocarbons such as petrol, diesel, oil etc and any contaminated fluids from its bilges into the harbour.

### Boat Handling

Vessel owners are expected to hold a Recreational Skipper's Ticket (RST) and acquire and maintain a reasonable level of proficiency in boat handling, sufficient to ensure the safe conduct of their own and other craft within the Club precincts and in the Hillarys Boat Harbour. They shall not operate a vessel within the Club marina while under the influence of alcohol, drugs or other substance likely to impair their efficiency of judgement. The Club regularly conducts boat handling courses.

### Change of Pen Occupancy

The pens are only available for lease or rent to members of the Hillarys Yacht Club. Please notify the Club office in writing if you intend sub-letting your pen, transferring the lease to another member or changing your vessel. **Rental pens can not be sublet.** The Club office should also be advised of details of any visitors occupying the pens overnight at your invitation.

### Member Conduct

The Club marina provides the environment for a relaxed and enjoyable lifestyle for all members and their visitors. It is therefore important that activities within the marina are conducted in a manner which respects the varying attitudes and interests of other users, and does not affect or impair their enjoyment, nor bring discredit to the Club. Discourtesy, drunkenness,

loud music and abusive language are examples of conduct which is likely to cause offence.

## **Fire Safety**

Fire within the Club marina has the potential to spread from one boat to another. Furthermore, Club employees, officials and members can be exposed to serious injury in attempting to extinguish fires and protecting other boats from fire damage. Users of the marina need to be assured that the risk of fire is minimised on their own vessel as well as other vessels in the vicinity. It is important that marina users exercise care in fire prevention.

To avoid inconvenience, you should ensure your vessel meets the requirements BEFORE a marina compliance inspection is arranged. If your vessel has not received marina compliance certification, please contact the Club office to arrange for a vessel inspection.

Emergency fire extinguishers are located inside each of the jetty gates whilst fire hoses are placed at several locations on each of the jetties.

## **Fishing Prohibited**

Fishing and crabbing from club jetties is not permitted.

## **Public Liability Insurance**

Vessel owners are required to insure against public liability of no less than ten million dollars or such greater amount as the Club may require. Evidence of insurance in the form of insurance policy and premium receipt must be provided to the Club office.

## **Pen Maintenance and Modifications**

As a pen occupier, it is your responsibility to maintain the mooring lines and to ensure all ring bolts and nuts are securely tightened. You must also ensure that any damage you have caused to the pen is repaired. You must obtain written approval from the Management Committee before carrying out any modifications to the pen or finger jetty. Application to do so must be lodged with your Marina Facilities Section jetty representative.

## **Repairs**

Any work done on vessels within the Club marina or grounds or elsewhere in the Hillarys Boat Harbour must not pollute the environment or cause inconvenience to other pen users or the public. Under the Marina Facilities Section Bylaws, **no** spray painting, welding, electric sanding or metal grinding can be carried out in the pen. Where work of this nature is necessary, prior arrangements must be made with the Club office to undertake such work in a designated area within the boat lifting facility.

## **Security**

The jetty gates are there to prevent unauthorised access to vessels. They should be kept locked. People who do not have a security card allowing pen access, not accompanied by a pen holder or not involved in Club activities, are not allowed into the Club marina or grounds. After hours, the Club's main gate is also locked. Tradespeople, boat brokers and other agents carrying out business unaccompanied on behalf of a pen user must inform the Club Manager before entering the Club marina or grounds.

## **Harbour Speed Limit**

The speed limit in the harbour is 6 knots as stated on the signs; however a mandatory 4 knot speed limit is enforceable when travelling up or down fairways.

## **Swimming Prohibited**

Swimming is not permitted within the harbour or fairways, except within the designated swimming area.

## **Discharging of Toilets**

The discharging of toilets into the harbour is strictly prohibited. A sullage pump out facility is located at the end of Q Jetty East for member use.

## **Vessel Identification**

Your boat's name and the words 'Hillarys Yacht Club' should be displayed on the boat transom or other appropriate part of the hull. As an alternative, the letters 'HYC' together with the word 'Hillarys' may be used. This will assist the positive identification of your vessel in an emergency and help to promote our Club in the boating fraternity.

## **Yacht Manoeuvring**

To avoid damage to any vessels, yachts must not enter the Club marina under sail only but must be powered by an auxiliary motor or towed in position when manoeuvring within the Club's fairways.

## **Additional Vessels**

Accommodation needs to be made for member's vessels that are additional or do not fit within the pen in accordance to the allowed pen projection policy. These vessels can be accommodated on the Collector Jetty, VIP Jetty or HMLS Pens. This is to be administered by the Moorings Officer once the appropriate paperwork has been provided.

# Emergency Contacts

## Marina Emergency

In the event of a marina emergency the following after hours contacts are:

1. General Manager.....0492 888 783
2. Fred Gere (Commodore).....0418 944 651
3. Police / Fire / Ambulance .....000 (or 012 from a mobile)
4. Emergency Boat Lifters.....0451 126 023
5. Whitfords Sea Rescue.....9401 3757
6. Kevin Dixon.....0417 096 213

## Security Breach

In the event of a security breach the following after hour contacts are:

1. General Manager.....0492 888 783
2. Fred Gere (Commodore).....0418 944 651
3. Vessel Owner contact numbers listed on each jetty access gate

# Pen Projection Policy

Hillarys Yacht Club's Pen Projection Policy came into effect after approval at the Management Committee meeting on the 20<sup>th</sup> October 2003. The policy is set against the Australian Standards AS3962 2001 contained in the 'Guidelines for the Design of Marinas' and advice from our consulting engineer.

Consideration has also been given to the Hillarys Yacht Club water lease area and the available area for manoeuvrability and the effect of wind and berthing forces on the jetty from oversize vessels in pens.

## **Discretionary Overhang Permitted**

Pens MB, M2, NA, NB, PA, PB, Q1, Q31 and R1 have been and will continue to be discretionary in their overhang due to their shore based aspect.

## **500mm Projection Allowance**

The 500mm projection allowance is measured with the furthestmost point of bow / bow sprit / anchor sitting no further forward than the leading edge of the floating jetties and 200mm behind the toe rails on the fixed jetties.

## **Additional Discretionary Allowance**

Where a fairway allows and the required water space is available for safe manoeuvrability as stated in these guidelines, the Management Committee may at its discretion, allow a larger projection, conditional upon the dimensions of the vessel and the pen, or step down pen it intends to occupy.

## Mooring Fees (GST included)

	2020 Rental Per Annum	Five Year and Long Term Leases – Annual Pen Maintenance Fee
8 metre	\$ 4 268	\$271
10 metre	\$ 5 870	\$341
12 metre	\$ 7 685	\$405
15 metre	\$11 009	\$510
16 metre	\$11 954	\$546
20 metre	\$16 014	\$685
15 metre Catamaran	\$14 011	\$510

### C o n v e r t e r

0.3048 m = 1 ft

Metres	Feet
6.7056	22
7.0104	23
7.3152	24
7.6200	25
7.9248	26
8.2296	27
8.5344	28
8.8392	29
9.1440	30
9.4488	31
9.7536	32
10.0584	33
10.3632	34
10.6680	35
10.9728	36
11.2776	37
11.5824	38
11.8872	39
12.1920	40
12.4968	41
12.8016	42
13.1064	43
13.4112	44
13.7160	45
14.0208	46
14.3256	47
14.6304	48
14.9352	49
15.2400	50
15.5448	51
15.8496	52
16.1544	53
16.4592	54
16.7640	55
17.0688	56
17.3736	57
17.6784	58
17.9832	59
18.2880	60
18.5928	61
18.8976	62

### Casual Pen Fees

The charge will be calculated at the daily rate of the annual pen rate and maintenance fee.

### Dinghy Combined Storage and Racing

\$264.00

### Catamarans

Subject to suitable pen availability

**Live On Board** – current costs per person are available on application

**Private Sublet Fee:** \$165.00

**Overdue marina compliance charge:** \$100.00

**Lease transfer administration fee:** \$165.00

**Lease transfer stamp duty:** 1.9% of consideration sum

### Hillarys Marina Lifting Services - Multi-Level Racking - Boat Storage Rates

Per annum (Includes 20 lifts)	1 Year
25ft - 27ft	\$4 430.00
21ft – 24ft	\$3 909.00
20ft and under	\$3 388.00
Additional Lifts	\$ 104.00 per lift



## Pen Maintenance Fees

(GST included)

Annual club rentals .....	No annual maintenance service fee No pen fittings charges
5 year / long term leases.....	Refer to table above
Lessee subleases.....	Charged to lessee - refer to table above

## Pen Fittings Charges

(GST included)

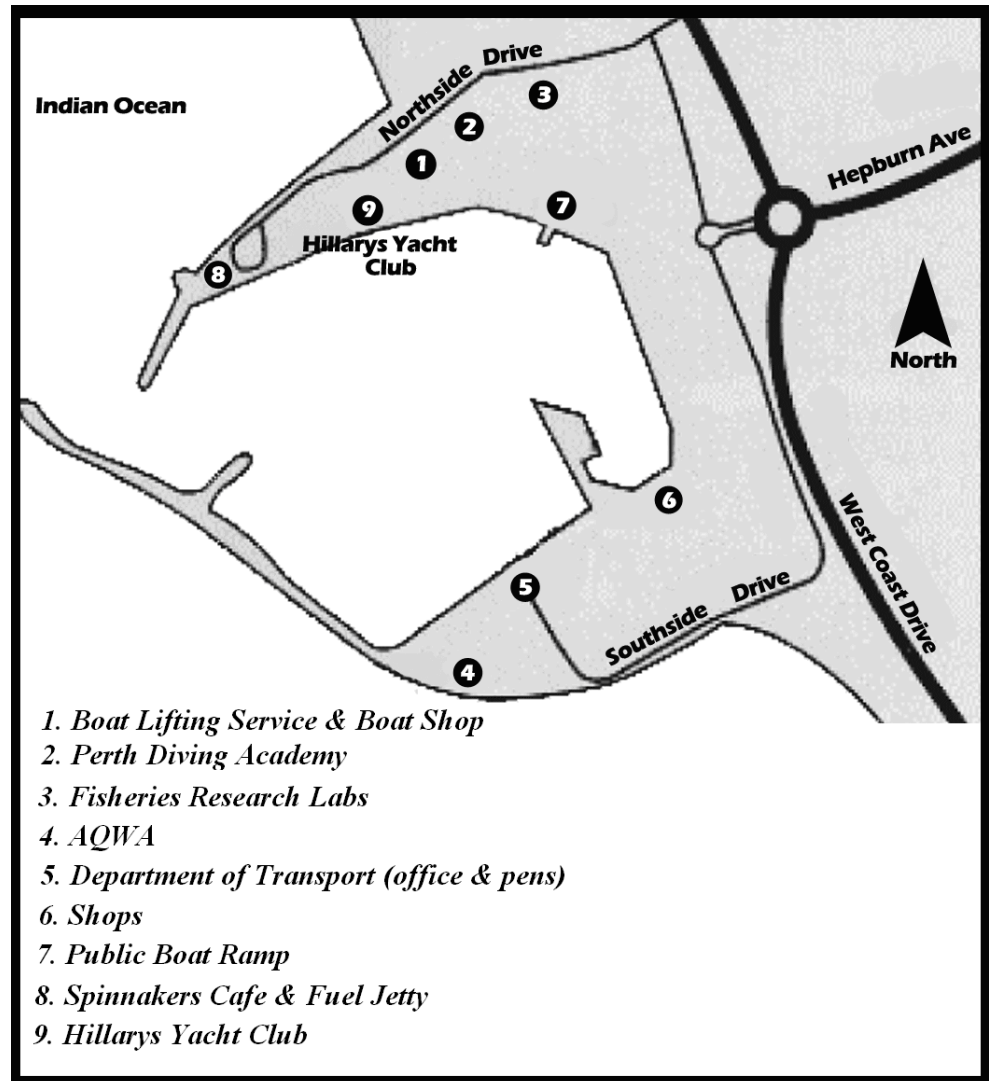
Weights .....	\$ 50.00 each
Shackles 16mm .....	\$ 5.00 each
Chain 13mm.....	\$ 37.00
Cleats.....	\$ 37.00
Sliders & fixings .....	\$106.00
Fenders .....	\$234.00
Fender posts & bolts .....	\$ 58.00

### Labour

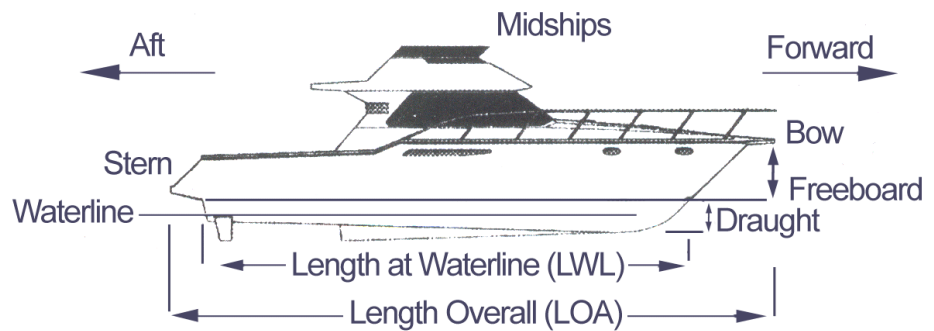
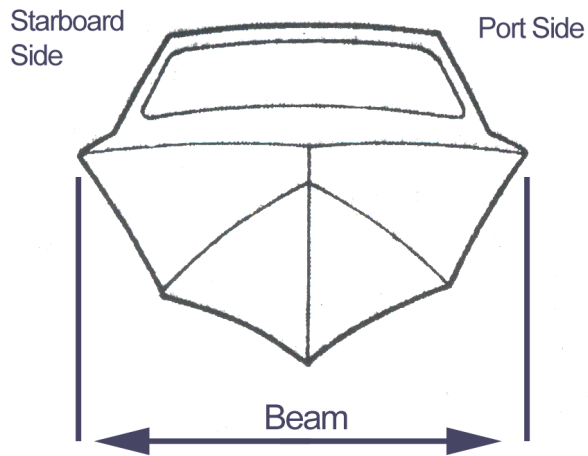
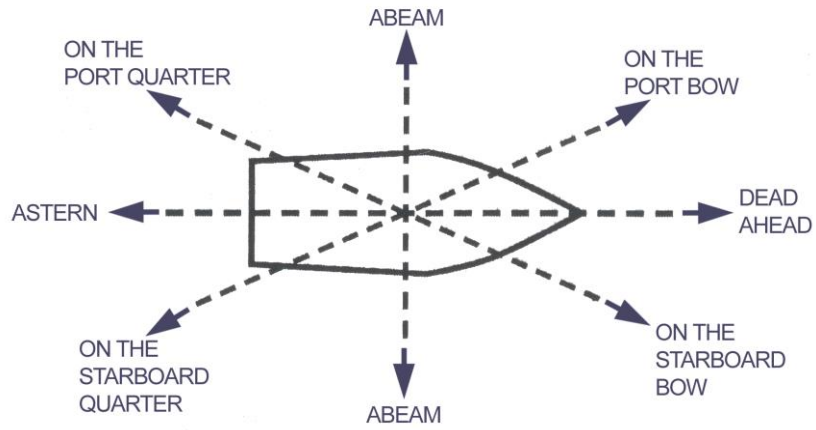
Free standing weight .....	\$60.00
Jetty / pier weight.....	\$30.00
Eyebolt replacement.....	no charge

*All charges are inclusive of GST  
Prices valid 1/05/20 – 30/04/21*

# Sorrento Quay Marina



# Vessel Directions



# Marina Facilities Section Bylaws

## 1.0 INTRODUCTION

- 1.1 These Bylaws have been compiled by the Management Committee of Hillarys Yacht Club Inc as a set of minimum marina compliance rule requirements. The adoption of which conform to a certificate of marina compliance for all vessels occupying pens in the Club or alongside any wharf or jetty within the Club leasehold.

No vessel shall be permitted to use the Club premises unless they comply with these rules. All vessels that are fitted with a combustion engine, electrical equipment, gas or liquid fuelled appliances, shall have a current marina certificate indicating their compliance.

- 1.2 These Bylaws should not be construed as providing a full set of marina compliance standards as the compliance and safety of each vessel and its occupants is the ultimate responsibility of its owner or his nominated agent. Further, each owner and/or vessel is subject to all the relevant laws and regulations of the State and Commonwealth of Australia.
- 1.3 These rules do not replace but rather supplement those of government authorities.
- 1.4 The issuing of a marina compliance sticker enables HYC vessels to berth in sister yacht clubs' pens and moorings.
- 1.5 If any member feels that they are being unfairly penalised through the interpretation of any of these Bylaws by an authorised officer, they may appeal against the interpretation only (and not the requirement) and the Management Committee shall decide the matter.
- 1.6 Vessel owners are responsible for any damage caused by their breach or non-observance of these Bylaws.
- 1.7 Reference documents are detailed in Annexure 2 attached hereto.

## 2.0 DEFINITIONS

- 2.1 'Shall' and 'must' are mandatory, 'preferred', 'recommended' and 'should' are permissive but strongly advised.
- 2.2 'Accessible' means within reach and permitting convenient visual inspections.
- 2.3 'Current' means in date and in force.
- 2.4 A member of Marina Facilities Section shall be deemed an 'Officer of the Club'.

### 3.0 COMPLIANCE

- 3.1 Every vessel owner shall supply documents (a), (b), (c) and (d) as listed below to the Club prior to occupying a pen. If documents (d) are not available, they shall be supplied within and no later than 30 days of occupying the pen:
- (a) A completed 'Boat Particulars Form' of the vessel
  - (b) Current DoT vessel registration
  - (c) Current certificate of insurance
  - (d) Applicable compliance certificates, ie. electrical and gas as defined under clause 3.4 below.
- 3.2 A marina compliance inspection of every new vessel is required where possible prior to occupation of a pen or within and no later than 30 days of occupying the pen. An inspected vessel complying with these Bylaws will be issued with a marina compliance sticker by the Club, which shall be affixed to the vessel in a position visible from a main or finger jetty.
- 3.3 Exemptions or variation to Bylaw 3.2 may only be granted under special circumstances and can only be approved by the Management Committee.
- 3.4 Compliance with these Bylaws shall require a vessel inspection every five years for existing vessels. Vessel owners shall provide to the Club on each inspection, all the documents as described below. All vessels shall be inspected in accordance with these Bylaws:
- (a) A completed 'Boat Particulars Form' of the vessel
  - (b) Current DoT vessel registration
  - (c) Current certificate of insurance
  - (d) Applicable compliance certificates, ie. electrical and gas. A requirement of DoT from the year 2010 on and subject to the following.
- 3.4.1 Gas and electrical compliance certificates are normally issued for life and generally would be attached to the vessel when constructed and once sighted by the inspecting officer, shall be deemed acceptable. Should the original certificates not be attached to the vessel and not available in paper form, then new documentation will have to be obtained from the relevant trades. However, such certification only needs to be based on the standards that were applicable when the vessel was manufactured.
- 3.4.2 Any subsequent gas or electrical change or modification shall require a vessel to be reassessed for compliance to the Department of Energy and Safety Regulations as supported by these Bylaws. All such modifications shall be notified in writing to the Club with copies of applicable compliance certificates and may result in a further inspection of the vessel. It should be noted that, general speaking, only the modification has to comply with the current applicable standards and not to the whole system.

- 3.5 Members selling their vessel to another Club member and the new owner either:
- a) keeps the vessel in the existing pen
  - or
  - b) moves the vessel to another Club pen
- shall, on presentation of all necessary documentation as required by these Bylaws, have the PEN inspected for compliance with all of section 5.0 JETTIES AND PENS and where appropriate section 7.0 POWER (240VAC) USAGE IN PENS. If a 5 year vessel inspection is due within 12 months of ownership change, a full compliance inspection in accordance with these Bylaws shall be conducted.
- 3.6 A vessel's fuel tanks, fuel lines, electrical systems and gas installations shall comply with the Australian Standard (AS) in force at the time the vessel was constructed. However, all new work shall comply with the AS that was current when such work was undertaken and will require recertification of the vessel.
- 3.7 If a vessel fails an inspection a maximum of 30 days will be granted for the vessel to be brought up to standard. Failure to comply within 30 days may result in the vessel being removed from the Club premises forthwith. Removal is the responsibility of the owner, failing which, removal from the Club premises shall be by whatever means the General Manager or Management Committee deems suitable and at the owner's expense.
- 3.8 INSURANCE & REGISTRATION
- 3.8.1 Vessel owners in addition to insuring their vessels are required to carry public liability insurance of not less than ten million dollars (\$10,000,000) or such greater amount as the Club may require. A current copy of the receipted insurance document (cover note unacceptable) must be lodged with the Club prior to the owners' vessel entering the Club's leasehold premises ie. pen, jetty, mooring or hard standing area. A copy of each year's subsequent receipted insurance renewal notice shall be provided to the Club at time the insurance expiry date, for the purpose of updating the Club's data base with policy expiry dates.
- 3.8.2 Vessel owners are also required to ensure that contractors engaged to carry out works on their vessel are insured for public liability of not less than ten million dollars (\$10,000,000) or such greater amount as the Club may require from time to time. The vessel owner shall produce to the Club, a current copy of the relevant policy or policies of insurance and premium receipt thereof if so requested by the Club.
- 3.8.3 Vessel owners are required to ensure that their vessels are registered at all times. A current copy of the receipted registration document (cover note unacceptable) must be lodged with the Club prior to the owners' vessel entering the Club's leasehold premises ie. pen, jetty, mooring or hard standing area. A copy of each year's subsequent receipted registration renewal notice shall be provided to the Club at time the registration expiry date, for the purpose of updating the Club's data base with policy expiry dates.

## **4.0 ACCESS**

- 4.1 A member of the Management or Marina Facilities Section Committee, or an authorised representative of such committee has the right to board any vessel within the pen mooring area to inspect and adjust mooring lines as necessary and, may move such vessel if in the opinion of such person the vessel is likely to be in peril or is so situated so as to interfere or obstruct other members in their normal utilisation of Club facilities.
- 4.2 Forced access by any Club member to deal with fire or other emergency and the movement of a vessel to eliminate a danger to itself or other vessels shall be accepted by the owner without recourse to the member concerned or the Club. Such action is accountable only to the Management Committee.

## **5.0 JETTIES, PENS and DINGHY STORAGE**

- 5.1 Members who are allowed to rent or lease a marina pen are not allowed to occupy more than one annual rental pen and/or one leased (including sublet) pen at any one time. In the event a member purchases a second vessel occupying another pen, the member must transfer, by vessel sale or waitlist application, the original pen within three (3) months of purchase of the second vessel. Hillarys Yacht Club supports a policy of one (1) membership equals one (1) pen.
- 5.2 Vessel owners are responsible for the maintenance and security of their own and the Club's pens and jetties equipment and to ensure that they be maintained in good order and condition. All shackles are to be safety wired. Items such as eyebolts, shackles and sliders need to be greased on a regular basis to prevent premature wear and wind blown rust flakes staining the fibreglass of vessels.
- 5.3 Owners are requested to regularly inspect all ringbolts and nuts, which are to be securely tightened. Any problems with these items should be referred to the Club's General Manager or the respective jetty, Marina Facilities Section representative, for follow up maintenance.
- 5.4 Every penned vessel shall be located within its respective pen in accordance with the Club's 'Pen Containment Policy.' Any projection of the vessel will be at the sole discretion of the Management Committee.
- 5.5 Jetty security gates shall be kept shut and locked at all times. Upon departing the jetty, gates are to be securely closed. After hours the main gates shall be kept locked.
- 5.6 A Club member who holds a security key card to the 'Club pen system' is not permitted to provide any person, not being a Club member, with that key card or have cause to have that key card copied or duplicated in any way.
- 5.7 No member shall allow obstruction across a jetty so as to cause interference or injury to any other person.
- 5.8 No member shall modify, improve or alter any jetty or pen without prior written approval from the Management Committee.

- 5.9 All moored vessels shall be tied fore and aft with lines in accordance with Clause 5.12 and using weights to act as springs or alternatively incorporate an approved mooring compensator. The minimum weight on each mooring line, shall be as follows:
- (a) Vessels up to 9m a minimum of 40 kg for each dry weight
  - (b) Vessels 9.1m-10.5m a minimum of 45kg for each dry weight
  - (c) Vessels over 10.5m a minimum of 50kg for each dry weight
- 5.10 All spliced ropes to have a minimum of five tucks and shall be of the correct length so that a vessel is moored to cover minimum tidal surge and be in a safe position for all possible occasions.
- 5.11 All splices in contact with shackles must include a metal thimble, whereas soft splices in contact with bollards or cleats should be protected from chafing.
- 5.12 Mooring lines (minimum standard, polyethylene staple silver rope) shall be fitted immediately a vessel occupies a pen and shall be in accordance with the following specifications:
- (a) Vessels up to 6m not less than 14mm (BS 1350kg)
  - (b) Vessels 6m – 9m not less than 16mm (BS 1850kg)
  - (c) Vessels 9m – 12m not less than 22mm (BS 3200kg)
  - (d) Vessels 12 – 15m not less than 24mm (BS 3700kg)
  - (e) Vessels over 15m not less than 28mm (BS 5100kg)

If ropes other than silver are fitted, rope sizes must maintain and be of similar breaking strain (BS) to silver rope as above.

- 5.13 If side springs are required to be used to stop fore and aft movement of a moored vessel, then the spring must be attached to the weighted chains and be of the same breaking strain as the fore and aft mooring lines. It is strictly prohibited to attach any rope, mooring or spring line direct from an eyebolt to the vessel, unless an approved proprietary mooring compensator is incorporated in the line.

Note: for mooring diagram refer to Annexure 1 attached to these Bylaws.

- 5.14 Prior to any change of details relating to pen occupancy, such as:

Sale of existing vessel  
 Purchase of a new or replacement vessel  
 Change of vessel ownership such as in a partnership  
 Casual lease of the pen (must be to an existing Club member) or  
 Use of the pen by a visiting vessel.

Notification must be supplied in advance of the pending change to the Club's General Manager for approval and alteration to the administration records.

- 5.15 Dinghies or any other watercraft, pots and nets must not be stored on finger jetties, moored under jetty or impede into any fairway. Access aids such as steps or ladders are permissible if suitably constructed and prior approval obtained.



- 5.16 Members are not permitted to carry out any sanding, grinding welding or painting work in the pen without the expressed approval of the General Manager who may request the vessel to be removed to another location to carry out any such work.
- 5.17.1 Dinghies stored in outside bays ie. overwater bays, laser racks and on trailers should be secured to their trailers by at least one appropriate tie down.
- 5.17.2 Trailers stored in overwater bays must be secured by at least one appropriate tie down at all times, dinghies should have bungs removed and venturis (if fitted) open.
- 5.17.3 When winds in excess of 20 knots are forecast, owners of dinghies in exposed positions should check their tie down arrangements. In the case of HYC owned vessels, a responsible staff member, nominated by the General Manager, should personally inspect the vessels.
- 5.17.4 Registers of the dinghy storage areas should be maintained by the Moorings Officer, displayed on the Dinghy Shed Notice Board and confirmed by Marina Facilities representatives during their monthly jetty walks.

## **6.0 FUEL AND FUELLING SYSTEMS**

- 6.1 The refuelling of vessels in pens is strictly prohibited except in an extreme emergency and then must be approved by the Management Committee or General Manager.
- 6.2 Closed containers of fuel may be taken on or off vessels but can only be decanted outside of the Club's leasehold area or marina.
- 6.3 Fuel shall not be carried or stored on board a vessel in plastic containers, except that approved under Australian Standard AS 1533 and then only as portable tanks.
- 6.4 The discharge of any flammable liquid such as diesel, petrol, oil etc or any contaminated or pollutant liquids is strictly prohibited from being discharged or thrown into the waters of the marina or leasehold areas of the Club.
- 6.5 Bilges shall be clean and free of any contaminates such as diesels, petrol, oil, grease, dirty water or contaminated rags.
- 6.6 Automatic bilge pumps (those capable of operating when all other ship's power is turned off and are therefore capable of running when no one is on board) shall only be set up to operate in an emergency situation. The pump(s) shall be positioned in a low part of the bilge but the sender switch(s) shall:
  - 6.6.1 If of the electronic type which will shutdown on detecting hydrocarbons (eg. a Product Innovators Bilge Buddy) be positioned low in the boat.
  - 6.6.2 If of any other type be positioned above the level that the pumps would be able to pump any fuel out even if all the boat's fuel has leaked into the bilge.
  - 6.6.3 It is recommended that an oil removal filter (eg. a Liberty Bay System) be fitted between any automatic bilge pump and its outflow to prevent oil from being pumped into the marina.

- 6.7 All inboard spark ignition engines shall be fitted with a flame arrester at each carburettor, or induction air intake in the case of fuel injected petrol engines. Engines not fitted with downdraft type carburettors if not fitted with a leakage by-pass tube, must be fitted with a non-corroding receptacle to contain any dripping fuel.
- 6.8 Both petrol and diesel engines shall have the fuel tank and all metal components in the fuel supply system such as filters, pumps etc, earthed to the engine with an insulated wire of not less than 2.5mm and maintain electrical continuity.
- 6.9 All metallic type deck filler nozzles shall be bonded to the fuel tank by a bridging metallic strip such as fuel and fire resistant hose with an embedded copper earthing wire in its wall, or an insulated wire of not less than 2.5mm.
- 6.10 Fuel shut off valves shall be fitted as close as possible to the fuel tanks for all fuel draw off, fuel return and sight gauge lines, except where it is not possible for fuel to escape or siphon from the tank should the fuel line rupture. Electronic/solenoid type shut off valves as well as ball and diaphragm cocks are acceptable for both petrol and diesel engines. Gate valves are acceptable for diesel but not for petrol. Petcocks are not allowed under any circumstances.
- 6.11 Sight gauges shall be of nylon braided clear plastic hose secured by two screw action stainless steel hose clamps at each end, and located in such a place as to minimise the risk of accidental damage.
- 6.12 Fuel lines (including return lines) for both petrol and diesel engines shall be of proprietary flexible fuel and fire hose with positive end fittings, or metal pipes with flared or coned end fittings and be positively secured with plastic or metal saddles. Where fuel lines are attached to a bayonet style fitting, they shall be secured by two-screw action stainless steel hose clamps.
- 6.13 Connection of metal fuel pipes to or from an engine that is not hard mounted, shall be by an approved flexible hose of minimum 150mm length with flared or screwed end fittings.
- 6.14 It is recommended that diesel powered vessels fitted with a single fuel tank have a shut off valve installed at the tank end of the return line. However, where return lines are directed to twin or multi fuel tank installations, it is mandatory to have shut off valves fitted to each fuel tank.
- 6.15 Outboard motor remote (below floor level) fuel tanks and flexible fuel lines shall be as supplied by the manufacturer for that purpose and conform to Australian Standards and providing the tank is below the fuel delivery system, do not require fuel shut off valves affixed to the petrol fuel tank.
- 6.16 Outboard engine fuel hoses shall terminate at the engine with a fitting to match the quick release self sealing coupling. Fuel hoses must be accessible and supported clear of any hazards.
- 6.17 Portable or auxiliary fuel tanks shall be constructed of metal or such other Australian Standards approved materials. Under no circumstances is fuel to be carried in non-approved plastic containers.

- 6.18 Fuel tanks and systems shall comply with AS1799.3 section 9 (1985) whilst all fuel fittings are to meet the requirements of the DoT's Australian Standards AS 2117.
- 6.19 No vessel shall be left unattended with an engine running (including gen-sets and portable power supplies) or any gas appliance lit whilst in the Club leasehold premises, ie. pen, jetty, mooring or hard standing area.
- 6.20 Where it is necessary to decant a vessel's fuel tanks in order to carry out maintenance, it shall be mandatory that the vessel be removed from the pen and relocated to the 'Lifers Yard' and removed from the water for decanting to take place for reasons of vessel stability and environmental safety.

## **7.0 POWER (240VAC) USAGE IN PENS**

### **7.1 CONNECTING TO POWER OUTLETS**

- 7.1.1 The supply voltage is 240V 50HZ 15 amp and is covered under regulations governed by Australian Standards AS3000 and AS/NZ 3004:2 Section 2 Marina Electrical Installations. Whereas connection to pleasure vessels is covered under section 4. This is mandatory and requires the following:
  - (a) A power cord, minimum of 15 amps 2.5mm<sup>2</sup> and must be heavy duty flexible, of a continuous length, not exceeding 25 metres and comply with AS/NZS3191 or AS/NZS5000.1
  - (b) Power cord shore socket plug Clipsal 56CS315 or similar
  - (c) Power cord vessel connection plug Clipsal 56P315 or similar
  - (d) Vessel inlet sockets Clipsal 56A1315 or similar
  - (e) Supply leads must be tested and tagged on an annual basis by a qualified person.
- 7.1.2 The power cord shall be attached to the vessel and jetty in such a manner that no chafing or rubbing can occur at any point along its entire length and shall be a minimum of 50mm above the water.
- 7.1.3 Vessel owners must ensure that the connecting power cord cannot sag or fall into the water and take particular care to avoid either end of the power cord falling into the water at times of disconnection. Special attention is required during periods of rough weather in preventing damage to the power cord.
- 7.1.4 Only one vessel's supply power cord shall be connected to any one GPO. The use of double adapters and 'piggy back' plugs in jetty power sockets is strictly prohibited.

### **7.2 DISCONNECTING FROM 240VAC POWER OUTLETS**

- 7.2.1 Ensure that the supply is switched off at both the vessel's master switch and the jetty, prior to disconnecting the power cord. Make certain that when placing the cord on the jetty, that it is coiled and not likely to fall or be kicked into the marina.

7.2.2 To prevent any electrical accident the power cord should first be disconnected from the jetty GPO, before removing from the boat inlet-socket.

### 7.3 REMOVAL OF NON-COMPLIANT SHORE POWER LEADS

7.3.1 All unattended non-compliant shore power leads found connected to shore power outlets **WILL BE REMOVED** and made available for collection from the office. The Club will not be responsible for any loss of perishables or other issues arising from the removal of non-compliant shore power leads.

7.3.2 If compliant shore power leads are found to be damaged, making them non-compliant, then the pen occupant will be advised to repair/replace the shore power lead within seven days, after which the Club will replace the damaged lead and charge the cost to the pen occupant.

## 8.0 BATTERY CHARGING

8.1 AC powered battery chargers connected directly to the Club's power mains may be left unattended under the following conditions:

- (a) The connecting power cord must comply with the requirements of Clause 7.1 above.
- (b) The battery charging equipment when being used on the vessel must be checked at maximum 24-hour periods.
- (c) In addition to the above, the following rules under Clause 8.2 also apply.

8.2 AC powered battery chargers connected to the vessels 240 VAC electrical power supply may be left unattended under the following conditions:

- (a) The Battery Charger must have automatic voltage cut out and be fitted with a suitable fuse on the AC power side of the charger.
- (b) Chargers shall be mounted and fixed on a non-flammable base so they cannot be dislodged or moved in rough weather.
- (c) Chargers shall have adequate rated cables connecting them into the vessel's battery system, being fixed and secured to the relevant Australian Standards.
- (d) Appropriate rated fuses must be installed in both positive and negative low voltage cables connecting to the batteries.
- (e) Battery chargers shall be adequately ventilated and mounted away from batteries to ensure good disposal of generated heat.
- (f) All vessels' battery compartments shall be adequately ventilated to ensure the dispersal of any hydrogen built up during the charging process.
- (g) An earth leakage circuit breaker or residual current device (RCD) must be installed between vessel mains power connection and the GPO into which the battery charger is connected.

- (h) Portable battery charges shall not be operated on a vessel without first disconnecting both the positive and negative battery terminals from the vessel's power circuit unless an isolating transformer is fitted.
- (i) Battery installations of vessels constructed from 2008 onwards must comply with Australian Standard AS/NZS3004.2:2008.

## **9.0 VESSEL ELECTRICAL POWER SUPPLIES**

### **9.1 ELECTRICITY (12V/24V DC)**

9.1.1 Low voltage (less than 32VDC) electrical installations shall comply with AS1799.3 section 8 (1985) and subsequent amendments except that Clause 8.3.4 (cable identification) is recommended. The following additional clauses shall also apply:

- (a) Batteries shall be fastened securely against movement and should be installed in a ventilated acid resistant compartment capable of containing the battery(s) and its liquid contents.
- (b) A fully enclosed master switch capable of breaking the full current load of the electrical system shall be fitted in an accessible position as close to the batteries as possible, but not inside the battery enclosure.
- (c) All electrical circuits should be provided with a separate fuse or automatic circuit breaker and an enclosed master switch.
- (d) Automatic electric bilge pumps shall be on a separate circuit protected by a fuse of appropriate size. Also refer Clause 6.6.
- (e) Generators, alternators, starter motors if not of the fully enclosed type, shall have open-end bells with fine (90 – 110) bronze gauze mesh and together with regulators, relays and all other electrical equipment, shall be suitable for marine applications.
- (f) All extra low voltage socket outlets shall have their voltage rating eg. 12 or 24VDC marked alongside and shall not be capable of accepting 240VAC plugs so as to prevent short circuiting of the system.

### **9.2 ELECTRICITY (240VAC)**

9.2.1 All vessel owners or their agents bringing a vessel into the Club for the first time and that vessel has AC power, shall provide a 240VAC electrical compliance certificate.

However,

- a) Should the certificate not be available and not evident on the vessel, owners of Australian built vessels may provide in lieu of an electrical contractor's certificate, an extract from the vessel manufacturer's manual  
or

- b) If a compliance certificate is affixed to the vessel, the sighting of same by a Marina Facilities Section officer will be acceptable evidence that the vessel complies.
- 9.2.2 Australian built vessels with voltages above 50VAC shall conform to a combination of AS/NZS 3000 and AS3004:2 that was applicable to the year of construction
- 9.2.3 Vessels built overseas that don't comply to AS/NZS 3000 and AS3004:2 shall provide from the Australian Maritime Safety Authority (AMSA), a current certificate of survey to prove compliance where appropriate to AS3004.2 and can be connected to the Club's AC electrical supply system, providing the shore power connection meets or exceeds AS3004:2.
- 9.2.4 Any subsequent additions or modifications to the vessel must be carried out in accordance with the latest update to standard AS/NZS 3004:2 and will require re-certification of the vessel from a licensed electrical contractor. A copy of the certification document to be supplied to the Manager of the Hillarys Yacht Club.
- 9.2.5 Pleasure craft 240VAC power installations is regulated by Standard AS/NZ 3000 & 3004.2 and where that code applies, (in other words the vessel was built to a version of the code that applied in the year of construction) the following, unless otherwise stated, is mandatory and requires amongst other things, vessels to be fitted with:
- (a) Either double pole GPO's so that both the active and neutral wires are broken when switching off or the installation of a reverse polarity device.
  - (b) An earth leakage circuit breaker or residual current devices (RCD) is mandatory for all vessels built from 2008 onwards and strongly recommended for all vessels built prior to this time, and is mandatory regardless of year built where on board generators are installed.
  - (c) Vessels fitted with generators and/or inverters in addition to shore power, shall have switching to prevent energising by more than one power source at a time.
  - (d) Each sub-circuit of the electrical system shall be protected by a separate over current circuit breaker located in a flame retardant switchboard or enclosure.
  - (e) A mains power on/off switch shall be provided in an accessible position, although where vessels have only a single circuit, an earth leakage circuit breaker or RCD will suffice, which must be mounted in an easily accessible position.
  - (f) All metallic pipes and conduits shall be bonded to earth.
  - (g) All exterior mounted sockets shall comply to AS 1939 with a minimum protection of IPX5.

- (h) The installation of either an electrolysis blocker or an isolating transformer is strongly recommended. However, the installation must comply with Standard AS/NZ 3000 & 3004:2 earthing and bonding.

## 10.0 GAS LPG

- 10.1 All owners of vessels with gas appliances on board must initially provide to the Club, a copy of the vessel's gas compliance certificate, completed by a licensed installer in accordance with Gas Standards Act 1972, the Office of Energy gas regulations of 1999, Australian Standard AS5601-2004 and subsequent updates. The sighting of an approved compliance label (providing one is attached to the vessel) by a Marina Facilities Section officer is acceptable. Otherwise new compliance certificates must be obtained by the vessel owner.
- 10.2 Any subsequent alterations or additions to the LP gas system must be carried out by a licensed gas fitter. A new gas compliance certificate shall be provided to the Club.
- 10.3 Where gas compliance certificates are approaching 5 years from date of issue, the inspection by a Marina Facilities Section officer shall observe the following:
  - (a) Age and condition of gas bottles, firmly secured
  - (b) Location and storage of gas bottles, adequate protection against weather
  - (c) Air tight gas bottle storage compartment with external vessel vent of not less than a 19mm hole
  - (d) Emergency shut off valve to all appliances
  - (e) Ensure refrigerators are in a sealed cupboard or enclosure and vented to the outside
  - (f) In vessels with step down galley arrangement, the fitting of gas sniffers and detector. All in working order
  - (g) Insulated gas supply pipe work
  - (h) Adequate warning and compliance labels.
- 10.4 When in use, portable gas bottles which might be used for barbecues or similar appliances are not to be left unattended on the vessel. And, where portable bottles are stored on the vessel, they must do so in accordance with 'Gas Safety Regulations,' that is, appropriately secured in a ventilated locker or cupboard with adequate protection from the weather.
- 10.5 Where a vessel owner/operator does not obtain a gas compliance certificate and has no desire to do so, then the LPG gas bottles should be removed together with connecting valves and fittings and pipe work disabled in such a way the system cannot be reused without being upgraded by a registered professional gas fitter.

## 11.0 SAFETY OF THE VESSEL AND CREW AT SEA

- 11.1 The safety of a boat and her crew is the sole and inescapable responsibility of the owner, or owner's representative who must ensure that the boat is fully found thoroughly seaworthy and manned by an experienced crew who are physically fit to face bad weather. They must be satisfied as to the soundness of hull, engine and/or spars, rigging and sails and all other gear. They must ensure that all safety equipment is properly maintained and stowed and that the crew know where it is kept and how it is to be used.
- 11.2 All boats must carry the minimum safety equipment (refer below) required by the DoT (Marine Division) per Navigable Water Regulations. Racing sailing boats must comply with the appropriate Category of the YA Special Regulations (as modified by YWA) for the race in which they are competing.
- (a) Anchor(s), chain & rope
  - (b) Life jackets
  - (c) Flares, handheld & parachute. Refer clause 11.10 below
  - (d) Fire extinguisher(s). Refer clauses 11.3 to 11.9 below for additional information
  - (e) First aid kit
  - (f) EPIRB required once vessel exceeds two nautical miles off shore (effective from 1 January 2014)
  - (g) Two way radio either VHF or 27 Meg.

Additional information on the above safety items etc can be found in the publication 'The Official Western Australian Boating Guide.'

- 11.3 Fire extinguishers shall be located and where possible, mounted in conspicuous readily accessible places and in suitable and different parts of the boat. Where they are not conspicuous, their position shall be clearly indicated by a sign.
- 11.4 Only fire extinguishers complying with AS1841.5 (2007) for dry chemical type and AS1841.6 (2007) for CO2 type are acceptable. Note that the mass of an extinguisher does not determine its B (E) rating.
- 11.5 The minimum number of fire extinguishers for vessels penned at HYC or moored/racked at Hillarys Marina Lifting Services is set out below:

LOA	CONDITIONS	MINIMUM REQUIREMENT
Under 8.5m	Carries petrol or LPG below deck	2 x 10 B(E) and a Fire Blanket
8.5m and over	Carries petrol or LPG below deck	3 x 10 B(E) and a Fire Blanket
Under 8.5m	Any form of engine or naked flame from other than LPG	1 x 10 B(E) a Fire Blanket is recommended
8.5m and under 12m	Any form of engine or naked flame from other than LPG	2 x 10 B(E) a Fire Blanket is recommended
12m and over	Any form of engine or naked flame from other than LPG	3 x 10 B(E) or the equivalent and a Fire Blanket is recommended
Open Boat	Any form of inboard engine or naked flame	1 x 10 B(E)



- 11.6 An automatic fire extinguishing system in a machinery space shall be counted as one fire extinguisher.
- 11.7 It is recommended an automatic fire extinguishing system be fitted to the machinery spaces of all boats.
- 11.8 All fire extinguishers shall be serviced/tested/replaced at the time interval specified by the manufacturer and the Australian Standards AS1851-2012. The owner shall undertake a check every six months that includes the following:
- (a) Check that the extinguisher has not been discharged
  - (b) Check the extinguisher for damage and corrosion
  - (c) Check operating pressure. Gauge pointer should be in green zone
  - (d) Check that the nozzle is not blocked
  - (e) Check cylinder date stamp. If it is over five years old, it will require a pressure test/refilling or replacing.
- 11.9 It is strongly recommended to install smoke detectors to all sleeping areas within the vessel.
- 11.10 It is a government (DOT) requirement that all vessels proceeding outside of protected waters must carry flares for both inshore (within five nautical miles from the mainland or within one nautical mile from an island situated more than five nautical miles from the mainland) and offshore, (more than five nautical miles from the mainland or more than one nautical mile from an island situated more than five nautical miles from the mainland) locations.
- 11.10.1 The minimum requirement for inshore shall be two red parachute flares or one hand held red flare and two hand held orange smoke flares or one orange smoke canister.
- 11.10.2 The minimum requirement for offshore shall be two red parachute flares and two hand held orange smoke flares or one orange smoke canister.
- 11.10.3 Flares must be stored away from direct sunlight in a waterproof buoyant container and be readily accessible in an emergency.
- 11.10.4 Flares must be maintained in a serviceable condition at all times. A service life span, recommended by the manufacturer is stamped on the flare and is usually three years and must be in date at all times, including at the time of the HYC marina compliance inspection.

## **12.0 LIVE ON BOARD**

### **12.1 POLICY**

- 12.1.1 HYC allows a limited number of financial ordinary members to live on board to protect the amenity, environment and improve the security of the Club precinct.

- 12.1.2 The limited number is as agreed to by the Management Committee and each application is determined on a case-by-case basis.
- 12.1.3 The right to living on board is a privilege and not a right of membership and can be removed by the Management Committee at any time without any form of retribution.
- 12.1.4 The lifestyle and privacy of living on board must co-exist with all normal club member social and sporting activities.
- 12.1.5 Additional live on board applications will be considered for bona fide boat travellers, casual or visiting situations, temporary visitor, extended visitor and short-term periods due to changes to accommodation or housing circumstances.
- 12.1.6 A no pets allowed policy applies for all live on board occupants.

## 12.2 DEFINITIONS

- 12.2.1 A member who stays on board in excess of six consecutive days and or over ten calendar days per month is deemed to be **living on board**.
- 12.2.2 The term 'live on board' replaces the term 'live aboard' and any other references to persons living on a vessel within the Club precinct.

## 12.3 APPLICATIONS

- 12.3.1 An application to live on board must be completed and forwarded with the required documentation to the General Manager for approval by the Management Committee.
- 12.3.2 The required documentation will consist of the 'live on board' application form, police clearance, references including previous live on board references, current insurance policy, skipper's ticket and any additional documentation that may be required by the General Manager or Management Committee.

## 12.4 DURATION

- 12.4.1 An application for living on board will not exceed 12 months and includes a probationary period of three months.
- 12.4.2 Further extensions may be granted based on compliance to the policy and reviews as deemed necessary under the policy.
- 12.4.3 The Management Committee has the right to revoke this policy dependent on any directives, policy or legislative changes that may occur in the future.

## 12.5 COSTS

- 12.5.1 Additional charges as deemed appropriate and approved by the Management Committee will be incurred.
- 12.5.2 The additional charges will take into consideration the utilities and additional costs that are likely to impact on the Club due to living on board versus the additional protection to the amenity, environment and improvement of security of the Club precinct.
- 12.5.3 Current daily charges will be available once an application is received.

## 12.6 NOTICES TO COMPLY

- 12.6.1 If a member receives a written or verbal notice for failing to comply with the policy and or agreement and no action is made or received within seven days, then it will result in the termination of the agreement.
- 12.6.2 A member who is subject to more than three validated complaints will be advised of the circumstances and a written or verbal notice issued that any further complaints, once validated, will result in the termination of the agreement.

## 12.7 INDEMNITY

- 12.7.1 The member indemnifies the DoT and HYC against any loss, expense, legal liability, claims and costs incurred by the DoT and HYC arising as a result of the applicant's acts or omissions, or acts or omissions of others to which the applicant has contributed, or the acts or omission of any person invited to the marina by the occupant.
- 12.7.2 HYC is indemnified against any loss, expense, legal liability, claims or costs incurred by the member if the permanent live on board agreement is terminated or the policy is amended.

## 12.8 INSURANCE

- 12.8.1 The member shall at all times maintain a current comprehensive and third party/property insurance for a minimum of ten million dollars, a copy which must be submitted with the application. The policy shall include the live on board disclosure or option as required by the insurance provider.

## 12.9 CLUB PARTICIPATION

- 12.9.1 The member must participate in or be an active volunteer supporting Club marine/section activity.

## 12.10 RESPONSIBILITIES

- 12.10.1 It is the responsibility of the member for the behaviour of visiting guests and late night activity that is likely to disturb other occupants or bring the Club in disrepute.
- 12.10.2 Members are to make themselves familiar with all rules, regulations and bylaws to ensure compliance.
- 12.10.3 The onus is on the member to be aware of best practices to reduce the impact on the environment as updated from time to time by the Club and government authorities.

## 12.11 GRIEVANCES

- 12.11.1 Due process can be undertaken in line with the Hillarys Yacht Club (Inc.) Constitution.
- 12.11.2 A member who is aggrieved by a decision made under this policy may lodge a notice of appeal.
- 12.11.3 The notice of appeal must be submitted in writing to the Management Committee within 28 days of the member receiving a written or verbal notice and must state all of the grounds on which the member intends to rely on and set out all of such grounds in detail.

## **13.0 NON-COMPLIANCE, PENALTIES AND FINES**

- 13.1 Unless suitable reason or justification can be provided by the owner or agent to the Management Committee for non-compliance in respect to these Bylaws, the Management Committee may arrange for an appropriate licensed person, or authority, to remove the vessel or hull or structure at the owner's expense,  
  
Or
- 13.2 Members who fail to comply with these Bylaws within thirty (30) days of the date of inspection, or as requested by an officer of the Club, will have the matter referred to the Management Committee for further action. Penalties may apply.
- 13.3 In the opinion of an officer of the Club, any member who has committed a minor breach of these Bylaws shall have the matter referred to the General Manager, who shall issue a written caution to the member with an explanation of the Bylaw breach. Any member who does not conform to the notice within 14 days of the date of the notice shall have the matter dealt with as per clause 13.4 below.
- 13.4 Where in the opinion of an officer of the Club, a member has committed a more serious breach of these Bylaws, the matter shall be referred to the Management Committee who may invoke a fine suitable to the offence, or refer the matter to the Protocol Committee for their recommendation under provisions within the Club's Constitution.

13.5 Any member who does not provide, within the specified time limit, the necessary documentation required under any clauses of these Bylaws, shall be fined \$100 or the Management Committee may determine such other amount as deemed appropriate. If a further 30 days has elapsed and the member has still not complied with the request, the matter will become a Clause 13.4 breach and be dealt with accordingly. No fine, once issued, shall be credited without the expressed approval of the Management Committee.

13.6 Where a work order has been issued relating to a vessel inspection, a member shall be given a maximum of 30 days or such period of time considered reasonable to comply, after which the member shall be subject to a non-refundable \$100 fine. If a further 30 days has elapsed and the work order requirements still have not been met, then the matter will become a clause 13.4 breach and be dealt with accordingly.

#### **14.0 CLUB JETTY OR PONTOON USE**

14.1 All vessels that occupy the VIP, collector jetty or dinghy pontoon are subject to conditions that will ensure comfort of pen occupants in the vicinity and approval will be withdrawn if any vessel fails to comply.

14.2 Occupation under 1 hour can occur if pens are not obstructed without advising management or under 2 hours if the vessel is occupied and can be immediately moved to provide access to a pen.

14.3 Vessels that occupy either jetty or pontoon for over the period as outlined in 14.2 must seek approval from Management and comply with the following:

14.3(a) A contact name and telephone number must be visibly displayed on the vessel.

14.3(b) If blocking access to a club pen must be able to move their vessel within 15 minutes or a time agreed to between both parties.

14.3(c) Must not tie ropes to any bollard or post that is part of a pen. It is dangerous, interferes with the comfort of the pen occupant and cause damage to other vessels.

14.4 When a club event is undertaken and these jetties or pontoon are to be utilised, pen occupants must be advised at least 7 days in advance electronically or as soon as practicable in the case of an emergency.

14.5 When an event is likely to impact on a pen holder they must advise management as soon as practicable to be moved to a temporary location if available.

14.6 The occupation of the VIP Jetty by more than one vessel can only occur when approved by management and will be strictly enforced.

14.7 The occupation of the Collector Jetty and pontoon by several vessels will be on the condition of size and the impact they may have on surrounding pens.

14.8 Failure to comply with these bylaws will result in action under Section 13.0

## **15.0 VISITING CLUBS**

15.1 All visiting clubs must:

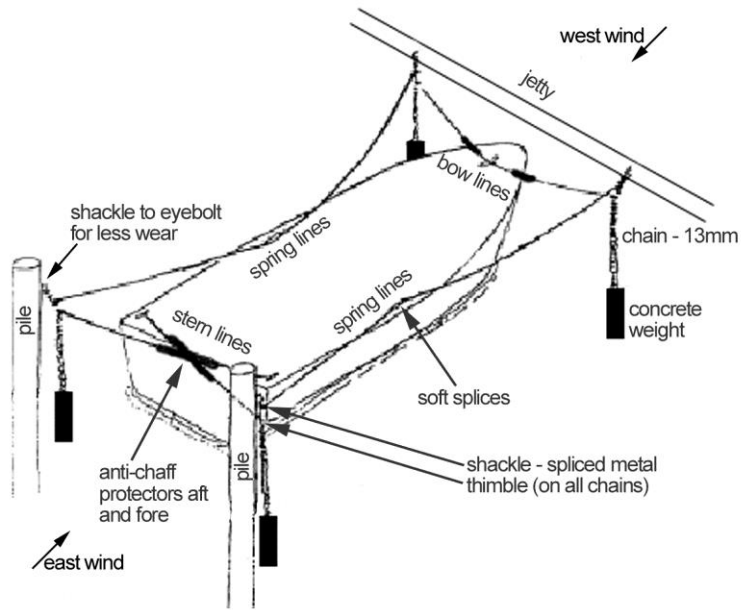
15.1(a) 7 days prior to arrival advise management of the number and size of the vessels.

15.1(b) Must comply with Section 14 when occupying these locations

15.1(c) Each vessel will be supplied with an access card when available to gain access to the jetties which will require a deposit of \$50 per vessel on arrival and refunded on return of the card.

# ANNEXURE 1

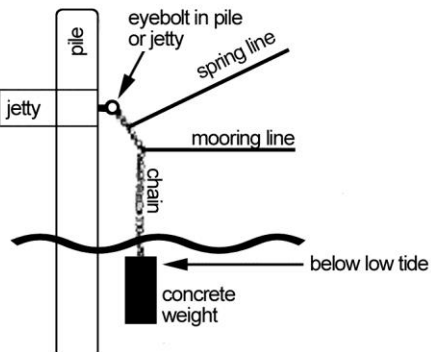
Diagrams showing the approved method of securing a vessel in a pen and detailing the mooring and spring rope connections to the weighted chain arrangement:



Diagrams reversed for craft on west side of main jetty.

No ropes to be attached to eye bolts, except running ropes is permitted.

Remember: Fine tune your craft for low and high tide so fore and aft movement is to a minimum.



## **ANNEXURE 2**

These documents are listed in order to provide more details where the Club rules require enlarging or refined definition.

### **1. AUTHORITIES**

- Australian Communications & Media Authority (Licensing of Marine Radios)
- Australian Maritime Safety Authority
- Australian Sailing
- Department of Fisheries
- Department of Transport (Marine Division)
- National Maritime Safety Committee
- Yachting Western Australia (YWA)

### **2. AUSTRALIA STANDARDS (AS)**

- AS 1512: 1996 Life Jackets
- AS 2906: Fuel Containers
- AS 1799: Small Pleasure Boats Code, Section 8 Low Voltage (less than 50VAC) and section 9 Fuel Tanks and Fuel Systems.
- AS 1841.1: Fire Extinguishers, Section 5 Dry Chemical Type, Section 6 CO2 Type
- AS 2444: for Portable Fire Extinguishers
- AS 1851: Testing of Fire Extinguishers Section 1
- AS 2117 Fuel Fittings
- AS 3000 & AS 3004: 2, Code for Electrical Installation of Boats and Boating Marinas.
- AS 5601.1 & AS5601.2: Gas Installations

### **3. GOVERNMENT ACTS & STATUTES**

- Gas Standards Act 1972
- Gas Standards Regulations 1999 (Gas Fitting and Consumers Gas Installations)
- Gas Standards Regulations (Gas Supply and System Safety) 2000
- Marine & Harbours Act 1981
- Marine & Harbours Regulations 1985 (Fuelling)
- Marine & Harbours Regulations 1998 (Departmental Areas)
- Marine Navigational Aids Act 1973
- Marine Navigational Aids Regulations 1985
- Navigable Waters Regulations 1958

### **4. PUBLICATIONS, LEAFLETS, RULES ETC.**

- The Constitution of the Hillarys Yacht Club
- The Official Western Australian Boating Guide (last published 2003)
- Using Gas Safely in Marine Craft (Energy Safety – Department of Commerce)
- Yacht Racing, including the prescriptions and safety regulations of Australian Sailing.



# Marina Facilities Section Committee

Our Marina Facilities Section Committee welcome the opportunity to talk with all pen holders, both new and old.

The Marina Facilities Section Committee members conduct vessel safety inspections and are able to clarify any concerns you may have or provide additional advice on berthing a boat at Hillarys Yacht Club. They can be contacted on the following numbers:

Rear Commodore And Secretary.....	Rod Sweet.....	0435 051 641
M-Jetty and Dinghy Storage.....	Rob Sweet.....	0417 654 533
N Jetty.....	Bob Mason.....	0418 956 023
N Jetty.....	TBA.....	0453 051 641
P-Jetty.....	David Mills.....	0419 994 832
Q-Jetty.....	Stuart Marks.....	0409 115 478
QF-Jetty.....	Bruce Bradford.....	0419 900 776
R Jetty.....	Rob Sweet.....	0417 654 533