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## **1.1 Objective**

To provide new and existing pen licensees together with temporary users of the EFYC Club Marina facilities, guidance as to the correct usage and responsibilities associated with the facilities.

## **1.2 General**

The Club currently has some 143 pens within the Club marina complex of various sizes, housing a mixture of yachts and power boats. Each jetty carries an Alpha reference, currently A-F inclusive. "A" Jetty is the eastern most jetty. "F" jetty is the Western most jetty. Each pen additionally carries a numerical reference associated with its associated jetty eg D23, F23.

The fuel jetty is located on the North side of D Jetty with two bowzers. Each bowser provides a "diesel" and a "Premium Unleaded" pump.

Additionally, D Jetty (at the eastern end) has a sullage pump out facility for the convenience of members.

Power and water are available to each pen. A permanent power connection warrants an additional annual fee.

E & F Jetties are fitted with security gates and require a key for Jetty access.

EFYC wishes to maintain the facilities in a safe, environmentally acceptable and fully operational condition. We would ask all members to remain diligent and report to the Club Administration in the first instance, any issue in need of rectification.

## **1.3 Environmental Management Plan**

All works and operations within the Club marina are governed by the Club commitments as defined within the Environmental Management Plan (EPM). Members are required to familiarise themselves with the document and to comply fully with all commitments and requirements contained therein.

In particular please note that bilge water contaminated with other substances (eg detergents & degreaser) is to be removed and appropriately disposed of by members and that no cleaning effluent is to enter the river as a result of vessel cleaning.

## **1.4 Registration, Insurance and Fire & Safety Certification**

The Club requires that all members vessels or vessels using the Clubs facilities (including those temporarily tied to a jetty, getting water, power or fuel) be;

- Listed on the EFYC Register of Vessels
- Be registered in a members name/entity with DOT (evidence to be provided to the club on an annual basis)
- Be suitably insured (evidence to be provided to the Club on an annual basis)
- Be compliant with the Clubs Fire & Safety requirements

EFYC runs a self-certification Fire & Safety review of all boats on the Clubs "Register of Vessels". It is a requirement that this be completed every three years. The process to complete this task is as follows;

1. Contact the EFYC Administration office during business hours and request that they forward (by email or post) a copy of the Clubs Fire & Safety requirements.
2. Complete the "tick box" list of review items and requirements.
3. Contact one of the Clubs volunteer Fire & Safety Officers who will review and certify the correctness of your self-certified Fire & Safety review.
4. Correct any deficiencies or "work orders" issued as a result of the review in a timely manner. Get any work re-reviewed on completion.
5. Repeat the process every three years (the Club will issue a reminder advice to the member when this is due).

## **1.5 Ropes, Chains, Forsheda Compensators & Counterweights.**

The Club pens are made up of a mixture of metal (some polyethylene covered) and timber piles mechanically driven into the sea bed. The driven piles have connection points on them, suitable for shackling two sets of ropes off each (normally a bow/stern rope & a springer rope). The other main connection point is usually mounted on the jetty on each side of the pen.

Historically, the club utilised heavy duty chains hanging from all pen connection points together with a heavy duty counterweight at the end of each to compensate for wave action from the substantial river traffic that passes the Clubs facilities. Members then shackled their ropes to the chain. In 2008 the Club made a decision to progressively move to "Forsheda Compensators"

instead of the above described arrangement to reduce pylon wear and tear and better define the demarcation of Club and members responsibilities. This is a progressive transition but ultimately all pens will be fitted with Forsheda Compensators.

Requirements within the Clubs marina facility are as follows. Please be aware that the following requirements apply to **ALL** Club Marina users (Licensees, Provisional and Temporary);

- Where chains and counterweights are fitted to a pen, the Club is responsible for the fixing points, chains and counterweights; the member is responsible for connection from the chains to their vessel.
- Where no chains and counterweights are fitted to a pen, the Club is responsible for the fixing point only, the member is responsible from the pile connection point to their vessel including and incorporating ropes & correctly sized “Forsheda Compensators”.
- When chains and or counterweights fail, they will not be replaced by the Club. The member will then be responsible as per above bullet point. The Club has stocks of “Forsheda Compensators” available to members in various sizes. Alternatively they can be purchased from most chandlery outlets.
- The Club requires pen licensees to fit ropes and “Forsheda Compensators” that are “fit for purpose” for the weight, size, and windage of their vessel. Rope & Forsheda sizes may be further contingent on the location of the Pen within the complex (eg an exposed west facing pen may require larger or multiple Forshedas). Experience has shown that it is prudent to err on the side of caution in selecting ropes and Forshedas, remembering it is likely the rope size will be dictated by the correct Forsheda selection size.
- The Club may request upgrade of rope or Forsheda size where it considers those selected and fitted by a member to be inappropriate.
- Forshedas are an EPDM rubber compensator in which the rope used is locked at either end by the compensator. Rope is coiled between the two **locked** ends around the compensator allowing it “spring” when load is applied and removed. Should it fail the integrity of the rope is maintained.

For the compensators to operate correctly, it is imperative that the correct size of rope be used with the corresponding Forsheda. We suggest members verify the following information prior to final selection (to ensure no product changes have occurred) but provide a guide as follows;

Vessel Length (m)	Forsheda Size	Rope Size -mm-	Suggested No of Turns	Max Extension on 1 turn	Max Extension on 2 turns	Max Force (N)
NA	MC-1	Not to be Used	NA	NA	NA	NA
<10m	MC-2	14-16mm	2	120mm	225mm	2500
10m+	MC-3	18-20mm	2	175mm	300mm	3500
12m+	MC-4	22-24mm	2	200mm	335mm	5000

Ropes must be of correct diameter for the length of the vessel. The **MINIMUM** requirements are detailed below

Vessel Length	Rope Diameter (Based on Silver type Polyethylene Rope)
Up to 10m	14-16mm
10-12m	18-20mm
12m and bigger	22-24mm

## 1.6 Power and Electrical

Power for members use is provided adjacent to each pen. A constant connection to the available shore power attracts an additional annual charge (please contact the Club Administration for details). All jetty connection points are 15 amp weatherproof IP65 rated GPO's, each fitted with a **10amp** "RCD" to provide safety protection.

The following requirements apply in regard to shore power use;

- All leads used within the complex shall be three core twin & earth, rated to 15 amps
- All male plugs (fitted to any jetty connection device) shall be fully sealed screw types, weatherproof rated to IP65.
- Users use power at their own risk. The Club will not be responsible nor underwrite continuity of supply. We would therefore recommend not keeping anything on board that would perish or de-value should the power fail or trip.
- The Club reserves the right to disconnect any connection it deems to be unsafe or considers may put others at risk.
- It should be noted that whilst each jetty socket has a 10 amp RCD fitted, appliances that have "in-rush" currents such as refrigeration systems and air conditioners can trip RCD's on start-up (particularly if appliances on another vessel happen to start at the same time).
- No vessel is to run air conditioning systems whilst the vessel is un-occupied.
- No vessel is to have hot water systems operational whilst the vessel is un-occupied.

## 1.7 Pumping Fuel

Fuel is available for purchase at the Clubs fuel jetty located on the North side of D jetty. There are two pumps, each pump serving both diesel & premium unleaded fuel. The western diesel pump has a larger serving nozzle with an increased pump flow rate, but requires a 40mm diadeck fill point on the vessel.

Due to the age of the pumps (limited LCD digits), the limit for each transaction is 950 litres. The pump will “stop” when this limit is reached. Should more fuel be required, simply re-commence with a new transaction.

The pumps are numbered 1-4 inclusive from East to West. The purchase price per litre of fuel is displayed at each pump.

In order to purchase fuel, the Club operates a card based “point of sale” (POS) system which is PIN number protected for each member. Please contact the Club Administration office during business hours should you require a fuel account.

To bunker fuel;

1. Tie up at either fuel bowser. Comply with the standard refuelling safety procedures and in particular take the usual precautions with batteries and naked flames (see the note above regarding the larger diesel nozzle on Pump No 4).
2. Make a note of the pump number you wish to bunker fuel from.
3. Go to the POS hub located in between the two pumps
4. Insert your POS card (magnetic strip skyward) into the POS.
5. The POS will indicate your name – Press enter
6. The POS will request your PIN No. Key in your number - press enter
7. The POS will request the pump you wish to take fuel from. Key in the pump No (1-4) and press enter.
8. Pump Fuel as you require.
9. If you require a receipt, re-insert your card in the POS hub on completion of your fuel bunkering – a transaction receipt will be printed.
10. Spillage of fuel into water must NOT occur. All spillage MUST be reported to the Club Manager. Spill kits are located in yellow sulo bins at the entrance to D-Jetty
11. Should a spillage occur, all procedures necessary are contained within the Emergency Response Plan.

## 1.8 Carrying Out Major Works in the Club Marina

The Clubs marina facility is designed for the use and enjoyment of members. We would remind all members that it is not a venue to carry out major repairs that would ordinarily be carried out on a boatyard hardstand.

Without exception the following cannot be carried out within the complex;

- Welding or Oxy cutting
- Grinding
- Spray Painting
- Heavy Sanding
- Scraping of Vessel and removal of Antifouling other than wipe down with a cloth or sponge.

If you “think” you should not be doing it, or your actions “will or might” inconvenience others, the work should not be done without reference to the Club Manager or the Rear Commodore of Mooring & Storage.

## 1.9 Sullage Removal

The Club has a facility for the removal of vessel sullage. It is located at the East end of the fuel jetty.

The system consists of a self-priming diaphragm pump arrangement that literally “sucks” the sullage from the vessel and discharges it in to the on shore sewerage system. It is imperative that breathers associated with black or grey water tankage are clear to avoid any possibility of the tank “imploding”.

The system uses a “camlock” connection to the vessels sewerage deck outlet. The most popular 38mm connection is supplied with the pump but as there are varied threads and connection sizes, each member may have to purchase a specific “camlock” to fit their vessel if the one available does not fit.

Remove vessel sullage as follows;

1. Tie boat off on jetty with the deck connection on the side closest to the Pump Out Facility.
2. Hand screw the “male” camlock fitting into the female deck connection.
3. Connect the pump out hose “camlock” onto the deck fitting now fitted with the adaptor and lock into place using the winged arms.
4. **Leave the valve closed at this time.**
5. Start the sullage pump

6. **SLOWLY** open the valve
7. Switch off pump manually or it will automatically switch off after 4 minutes.
8. Close the pump out hose valve
9. Carry out items 6,5,4,3 & 2 in reverse order to that already done.

## **1.10 Oil Waste**

An Oil / Diesel Disposal facility exists at EFYC for Pen Occupies use but only in respect to Oil or Diesel removed from a boat located within the Club Marina. Disposal from any other location is not permitted.

## **1.11 Boat Ramp**

For members with trailer boats the boat ramp is provided for your convenience. The car park is exceptionally busy on occasions and the available manoeuvring and necessary turning circles for larger trailer boats may not be available. Conversely it could well be available when launching, perhaps early in the morning but retrieval may not be an easy task when returning return later in the day to full car park.

We would request the following be adhered to in using the Ramp

1. The chain gate can be opened using a EFYC G6 key. Unless the ramp is being used immediately after your use, please reinstate the gate.
2. No trailers are to be parked in the lower car park without the Club Managers express permission
3. No trailers may be parked “on the hill” at weekends although use during weekdays is permissible.
4. Please adhere to the “No Parking” sign for the small parking bay on “the hill” at all times.
5. Please refrain from “driving” boats on to trailers using the boats propulsion system. This undermines the river bed supporting the ramp which will ultimately undermine it.

## **1.12 Parking**

Parking is provided for authorised members of EFYC. All cars parked in the lower car park must display a current year membership sticker. Failure to do so may result in a parking ticket for a member (or guest) being issued by the Town of East Fremantle. Once issued the Club has no jurisdiction over its issuance and therefore no ability to rescind it.

Members are required to

1. Not allow non-members to tail gate members into the lower car park.
2. Not swipe guests or non-members into the lower car park

### 3. Park in allocated parking spaces only

Failure to adhere to the above may result in a member being issued a Parking Infringement (by the Town of East Fremantle – Once issued, it will not be rescinded)

#### **1.13 Barrows, Rubbish and Waste**

Barrows are provided at each jetty. We would ask that they be returned from where they were taken on completion of their use. If barrows are in need of repair or tyres are flat, please contact the Club administration office.

Rubbish bins are provided for the convenience of members. Please ensure that all rubbish is placed in the bin and not left in barrows or the like. If bins are full, please take your rubbish to the large waste bins located adjacent to the launching ramp in the main car park area

Where large items are discarded from Club vessels (fridges, batteries furniture etc.), it is the responsibility of the member to remove it from the Club grounds. The Club requests that these items not be discarded in the bins.

The Club has a facility for disposal of waste oil. It is located directly opposite the launching ramp. To dispose of oil requires an EFYC G6 key to access the facility. This facility is designed for the safe disposal of oil only. Please ensure no fuel of any kind is disposed in the oil vessel

#### **1.14 Contractors Register**

The Club requests that all contractors and tradespeople working on the Clubs premises are registered with the Club and provide evidence of current Public Liability and Workers Compensation Insurance being in place. This is to ensure that the actions of contractors and tradespersons working on members vessels do not expose the member, or the Club to liabilities associated with their actions.

All contractors and trades people, prior to commencing works anywhere on the Clubs premises are registered with the Club and in the first instance provide certificates of currency for insurance policies described above.

#### **1.15 Ice**

Block and bag ice is available from the freezer adjacent to the external shower/ toilets under the balcony area. The Freezer is accessed using the EFYC G6 key.

Ice is taken by members based on an “Honour System” and will be charged to a members Club account. Inside both doors of the freezer, once opened is a “chit system”. Please complete the “chit” for bags and blocks of ice taken. Be sure your name and or membership number are legible so that your account may be charged accordingly.

## **1.16 Emergency Contact Details**

If an emergency situation occurs and a member needs assistance of any sort (fuel spill, storm etc), the Club has compiled a list of members who reside within minutes of the Club.

Emergency Contact details are as follows (note: this list is also displayed on the Club Administration Office front door):

### **Emergency Contact Details**

<b>General Emergency</b>		<b>000</b>
<b>Police</b>	<b>Communications – Fremantle</b>	<b>9430 1222</b>
	<b>Water Police</b>	<b>131444</b>
	<b>Palmyra Police Station</b>	<b>9339 9700</b>
<b>Fiona Stanley Hospital</b>		<b>615 22222</b>
<b>General Manager of EFYC</b>		<b>0413 443 071</b>

**Rear Commodore Mooring & Storage**

### **Local Emergency Helpers**

The following members may be contacted **only in the event of a member’s boat being in immediate danger**

For all other emergencies, the Club General Manager and Flag Officers are to be contacted.

<b>Steve McWhirter</b>	<b>0413 443 071</b>
<b>Phil Field</b>	<b>0411 422 006</b>