



New Marina Users Information

Welcome to East Fremantle Yacht Club Marina! Please find enclosed some important information about using our marina, this includes:

- Club Marina Usage Guidelines
- Fire & Safety Review Checklist
- Current Fire & Safety Contacts
- Application to Purchase Fuel
- Fuel Facility Operating Instructions
- Emergency Plan
- Participation Requirements
- Pen & Mooring Rules & Regulations
- Pen Line Requirements

Please make sure you read through this documentation carefully, so you are aware of the rules & regulations of using the marina.

You are also required to complete your '**Fire & Safety Review**' as soon as you can, then contact a 'Fire & Safety Office' to check and sign off on your self-audit.

FIRE & SAFETY CONTACTS

Ian Bright	ian.bright@iinet.net.au	0421 954 530
Colin Clifton	colclifton@bigpond.com	0407 961 688
Phil Field	pfield@cmseng.com.au	0411 422 006
Steve McWhirter	manager@efyc.com.au	0413 443 071

If you wish to purchase fuel, please make sure you complete the '**Application to Purchase Fuel**' and return it to the office so we can ensure you have access the fuel pump. You can either return this form to the office or email it to reception@efyc.com.au

At East Fremantle Yacht Club, we encourage our members and their boats to remain active. Part of the Club's requirements of having a boat in the marina is that you attend a minimum number of 'on-water events' each year. For Power boats this is a minimum of 3 events and for Keelboats this is a minimum of 12 events. This is detailed further in the '**Participation Requirements**' document.

To find out more about being an active part of the Club, please contact the relevant section contacts below.

Section contacts:

- Power Yacht Captain: Ben James objame81@gmail.com
- Keelboat Captain: Jo Van Bilsen - pdvanbilsen@hotmail.com
- Centreboard Captain: Tim Putt - tsputt@gmail.com

If you have any further questions or queries about using the Marina, please feel free to call the office on 9339-8111 or email reception@efyc.com.au

We look forward to seeing you around the Club!

1.8 Appendix A – Current Schedule of F & S Officers

The current Schedule of Fire & Safety Officers is detailed below.

We would point out that all officers are Club volunteers and give up their free time to provide this important role.

We ask that this be respected when making arrangements with any Officer. Their time is certainly as important as yours!!

Fire & Safety Contacts

Colin Clifton	colclifton@bigpond.com	0407 961 688
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1.1 Objective

To provide all members with clear instructions associated with the minimum fire and safety compliance certification requirements required by the Club for any vessel utilising any of the Clubs marina facilities contained within EFYC's water bed lease.

1.2 General

The Club has a requirement that all members' vessels or vessels using the Clubs marina facilities be compliant with the Clubs Fire & Safety requirements, namely this policy.

This policy is a self-certification review which once completed by the vessel owner(s) is reviewed and checked for compliance by a nominated Club "Fire & Safety" officer(FSO).

This process is to be completed prior to;

- A vessel being accommodated in a Club pen or on a club mooring
- Tying to a Club jetty
- Taking water
- Pumping Sullage
- Connecting to Shore power
- Bunkering Fuel

After initial issuance, the process is repeated every three years. The Club maintains a Register of Compliance for all vessels and will advise the member when renewal is due.

Compliance with Fire and Safety requirements in no way intimates the vessel is sea worthy. This responsibility under Maritime Law is solely vested in the vessels skipper or master.

1.3 Fire & Safety Officers

Fire & Safety Officers (FSO's) are nominated and endorsed by the Mooring & Storage Committee. The Rear Commodore of Mooring & Storage will ensure that a minimum of three active and endorsed FSO's are available for compliance checks at any given time.

The Mooring & Storage Committee will seek out suitable candidates, provide appropriate training/support and will maintain a register of authorised FSO's. Current FSO's are detailed in Appendix A of this procedure.

1.4 Outline of Procedures for Compliance Checks

The Club Office maintains a software based register of current compliance and is responsible for;

- Advising members that their Fire & Safety compliance or compliance renewal is due.
- Provide any follow up with monthly reminders should they be required
- Follow up any work orders issued for a vessel to be compliant with requirements

On receipt of an advice from the Club that Fire & safety Compliance is due, the process is as follows;

1. Download this procedure document from the Club's website
 - a. <https://www.efyc.com.au/wp-content/uploads/2022/10/PPNo4h-Fire-Safety-Compliance-Procedure-Sept-2022.pdf>

Alternatively, contact EFYC Administration office during business hours and request by email or post, a copy of document to be forwarded to you.
2. Read the requirements contained therein and complete the "tick box" list of Fire & Safety Review Checklist contained in the Self-Assessment form at the rear of the document (Appendix B).
3. Once complete, contact one of the Club's volunteer Fire & Safety Officers (FSO's) listed in Appendix A, who will review and certify (at the vessel) the correctness of your "self-certified" Fire & Safety review at a mutually convenient time.
4. Correct any deficiencies or "Work Orders" issued by the FSO as a result of the review within the required 21 day period.
5. Get any corrected work order(s) re-reviewed on completion by a FSO

Once reviewed by an FSO, and on the assumption that all works orders are complete and subsequently re-inspected, the Club will issue a "Fire & Safety" compliance sticker which will be valid for a three year period.

1.5 Failure to Comply.

We seek the assistance of all members/users of the Club's facilities to promptly comply with the Fire & Safety requirements and minimise the imposition to all parties.

To this end, the Club keeps an up to date register of all vessels compliance currency and will email a renewal advice one month **before** expiry occurs. This should provide ample

time to rectify any non-compliance issues (if they exist) and for contact to be made with an FSO to inspect and ratify your self-certification.

History shows that on occasion, members “drag their feet” with regard to Fire & Safety compliance. The Club will send monthly reminders to the pen licensee confirming F & S compliance is outstanding. Failure to complete F & S in a timely fashion may result in instructions to remove the vessel from the Clubs facilities being issued.

We would encourage all members to complete their Fire & Safety compliance promptly and minimise the burden to the member, the Club and the volunteer FSO’s.

The “Failure to Comply” procedure is as follows (at the discretion of the Mooring & Storage and/or Executive Committee);

- The Club will issue a renewal notification one month prior to the vessels F & S expiry.
- The Club will continue to send monthly reminders confirming that F & S has expired and requesting it be completed.
- If a vessel fails an inspection and Work Order(s) are issued, the member has 21 days to rectify any non-compliance(s) scheduled therein.
- If, after 60 days from F & S expiry the licensee has not provided the Club with signed confirmation (from a listed FSO) of Fire & Safety compliance, the member will be requested to immediately remove their vessel from the Club’s facilities and the pen license may be cancelled.

Fire & Safety compliance has been developed to ensure the safety of all members’ vessels and protection of Club facilities. The Club is committed to its implementation. The Club has no wish to invoke any of the preceding items and we ask that you promptly action renewal upon receipt of an F & S compliance notification.

1.6 Fire & Safety Officer Procedure

Upon being contacted by a Club member the FSO will;

- Establish that the member has a copy of the Compliance Form and has satisfied himself that his vessel is generally in compliance.
- Explain that it is fundamentally a self-assessment process and that the FSO’s role is to review compliance, to assist and to answer any queries.
- Enquire if the member is satisfied that the vessel is compliant and if so;
- Establish a mutually agreeable time to meet on the vessel, go through the form together and carry out a visual inspection. If acceptable, the FSO will ensure the

- member understands it is self-assessment and countersigns the form accordingly. The FSO is there to assist and sign off on the member's declaration.
- If the vessel is non-compliant the FSO will record the reason on the form and return the form to the office. A "Works Order" will then be issued and the Office will follow up accordingly.
- Once any works detailed on the "Works Order" have been completed, the member is required to again contact the FSO for re-inspection and verification.
- Once a vessel is Fire and Safety compliant it is valid for a three year period. The member will be re-notified one month prior to compliance needing re-certification.

1.7 Compliance Guidelines & Information (Self-Assessment Form)

Section 1 – Owner & Vessel Information

This section provides general information including vessel name, owner(s) name(s), build material, DPI Registration No, Club pen number, type of power, type of fuel, date of initial & final review by the FSO.

Section 2 – Safety Equipment

This section confirms that minimum safety equipment is on board the vessel.

Compliance should not be construed that the vessel is safe to put to sea. Maritime law requires that the vessels master is solely responsible for the vessels condition and the safety of ALL crew

- Life Jackets – Life jackets are to comply with current Australian Standards. No life jackets are required to be sighted if the vessel is solely used in enclosed waters.
- Flares – Flares are to comply with current Australian Standards. No flares are required to be sighted if the vessel is solely used in enclosed waters.
- Fire Extinguishers – Extinguishers are to comply with current Australian Standards applicable for the extinguisher type. If the vessel is less than 7.5m, one extinguisher is required. If the vessel is over 7.5m, 3 are required. All extinguishers are to be located in conspicuous and easily accessible locations on the vessel.
- Bilges and bilge pumps are to be
 - Clean, free of flammables & adequately ventilated
 - Pumps are to be available and operational
 - Auto bilge pumps are to be on a separate circuit, direct to the batteries and properly fused
 - All vessels less than 7 meters – a bailing bucket is sufficient
 - All petrol powered vessels are to have operational bilge blowers fitted.

- All vessels fitted with inboard engines (petrol & diesel) are required to have a “BioSok” or similar biodegradable bilge sock fitted and maintained. We would ask all members to replace these socks when due (notwithstanding this compliance check is only every three years). Where deemed necessary the Club reserves the right to further inspect a vessels “BioSok” within the 3 year compliance renewals period.

Section 3 – Fuel Tanks & Fittings

The following items are inspected where applicable;

- Fuel tanks shall be constructed of an approved material to WA Department of Transport & applicable Australian Standards.
- Fuel tanks are to be vented to the outside of the boat. The outboard end of vent(s) to be covered with fine bronze mesh (90-100).
- That a deck filler is provided (filling of tanks through a deck plate over a tank opening located under is **strictly prohibited**).
- Tanks are fitted at the filler point with a flexible hose to guard against in line vibration failure. Positive screw type stainless clamps shall be used, double clamped at each end.
- All vessels shall be fitted with a fuel shut-off cock placed as near as possible to the fuel tanks (pet-cock and push-bar types are prohibited).
- All fuel lines to be sound and of appropriate material. Flexible connection to motor from hull point to be “Aeroquipe” type or approved fuel and fire resistant hose (plastic fuel lines are prohibited).
- Tank draw off lines shall be adequately secured with regard to chafing throughout their entire length.
- Electrical continuity shall be maintained from the deck filler to the tank and from the tank to the engine with insulated wire of not less than 2.5 Sq mm section (not applicable for plastic deck fillers).
- Carburetors are to be fitted with anti-flashback air cleaners. Up draught types to be fitted with spill tray under.
- Fuel level sight gauges are approved only for diesel fuel. Fuel cocks shall be fitted to the tank draw off and return points and shall be fitted with a device to return them automatically to the closed position when released.
- Sight gauges shall be of fuel and fire resistant hose secured by double screw action stainless hose clamps at each end.

- Fuel tanks shall not be mounted on or directly above inboard engines.
- Integral tanks where the hull forms one or more of the tanks sides are to be certified for use as fuel tanks by a suitably qualified surveyor.

Section 4 – 240v AC Installations

Where a vessel is fitted with fixed 240v AC appliances, the following shall be inspected where applicable;

- Mains voltage installations shall comply with Western Power Regulations and shall be installed by a suitably qualified electrician. Where required, electrical compliance certification may be requested.
- Flexible leads are to be heavy duty 15 amp double insulated 3 core flex with approved waterproof screw type connection to the jetty end. Shore power leads must not be water submerged between the pedestal and the vessel.
- All vessels berthed in the marina which are “hard wired with 240 volt electrical cable” are required to have a galvanic isolator (electrolysis blocker) fitted. The galvanic isolator is to be checked by the Fire and Safety Officer and is required to meet minimum Club standards.

Section 5 – Gas Installations

Where the vessel is fitted with permanent gas appliances, the following will require inspecting where applicable to indicate appropriate compliance;

- A Gas certificate is required to current Australian Standards.
- Sighting a compliance sticker or plaque on the vessel.
- An original, legible certificate from a qualified gas fitter confirming compliance.
- An original or copy of the certificate issued by the installing gas fitter or Office of Energy.
- If none of the above is available, a gas certificate is required confirming the installation is to current standards issued by a licensed gas fitter.
- Notwithstanding any of the above being provided, the FSO may request renewed compliance certification should they reasonably suspect the vessel is or may not be compliant.

Section 6 – Battery Chargers

Notwithstanding the Requirements of Section 5 above; where battery chargers are fitted, the following will be inspected;

- Battery chargers where permanently wired in circuit to be fitted with a fuse or circuit breaker to the AC current side of the circuit.
- Battery chargers fitted with approved PVC or TPS three core protected wire suitably protected in keeping with Australian Standards

Section 7 – Kerosene, Gas & other Flammables

Kerosene fridges and or petrol for lighting, cooking or heating are prohibited. All flammable liquids on board are to be kept in suitable containers.

Section 8 – Mooring Lines and Forsheda Compensators

Where vessels are accommodated within the Club marina facilities, the following require confirmation and inspection. Please refer to PP4 – Club Marina Usage Guidelines available at the Clubs website www.efyc.com.au/club/club_documents and scroll down to “Pen & Mooring Documents” or contact the office for further information.

- All pen/mooring lines are to be in good condition, not UV compromised and properly maintained with no knots throughout their length and are to be properly spliced.
- Ropes are to be of correct diameter for the vessel size in keeping with the following table.

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

- That Forsheda or Inmare (only) compensators are fitted to all ropes in keeping with the following **MINIMUM** requirements.

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

- That all shackles and thimbles are in good condition & suitably moused

Section 9 – Batteries

Where a boat is fitted with batteries (ie a DC installation of less than 32volts) the following is to be confirmed and inspected;

- That the DC electrical installation is in good order and compliant with current Australian Standards.
- That batteries are firmly fixed, suitably ventilated and adequately restrained.
- That an isolating switch is fitted in an accessible position and should be as close to the batteries as practicable, allowing for a free flow of air. (Master switch shall be of an enclosed type).
- All wiring is to be sound, free of frayed or exposed wiring, properly fixed, clear of bilge water and fitted with suitable current protection on all circuits (rubber insulated cable is not permitted)
- That switch or power distribution boards shall be of fire resistant non-conducting material

1.7 Appendix A – Current Schedule of F & S Officers

The current Schedule of Fire & safety Officers is detailed below.

We would point out that all officers are volunteers and give up their free time to provide this important role.

We ask that this be respected when making arrangements with any Officer. Their time is certainly as important as yours!!

Colin Clifton	0407 961 688
Ian Bright	0421 954 530
Steve McWhirter	0413 443 071
Phillip Field	0411 422 006

East Fremantle Yacht Club



Appendix B-Fire & Safety Review Checklist

Section 1 - Owner & Vessel Information

a	Boat Name	
b	Owners Name(s) - Names of all Owners	
c	Construction Material	
d	DOT Registration No	
e	Propulsion (Inboard - Stern Drive - Outboard - Sail)	
f	Fuel Type	
g	Date of Initial Review	
h	Date of Final Review	

Section 2 - Safety Equipment



a	Life Jackets to current applicable Standards (NA if used in sheltered waters)		
b	Flares to current standards (NA if vessel is used in sheltered waters)		
c	Fire Extinguisher(s) to current standards		
d	Fire Extinguisher Quantity (Under 7.5m x1 Over 7.5m x 3)		
e	Extinguishers in a suitable accessible location		

Section 3 - Bilges



a	Are Bilges Clean, Free of Inflammables & well ventilated ?		
b	Are Bilge Pumps Operational ?		
c	Auto bilge pumps on separate circuit - fuse close to batteries ?		
d	Is Vessel under 7m ? - if so bucket in lieu of pumps is OK		
e	Are Extinguishers in a suitable & accessible location ?		

Section 4 - Fuel Tanks & Fittings



a	Fuel Tank Construction of suitable material & standard ?		
b	Are Fuel Tanks Vents Fitted? - Are they covered with fine mesh ?		
c	Is a Deck Filler Provided ? (Filling through a deck plate is prohibited)		
d	Tanks at filler point fitted with a hose to guard against vibration failure ?		
e	Is tank filler hose double clamped at each end?		
f	Is the vessel fitted with fuel shut off cocks, close to tank ?		
g	Are fuel lines sound, of suitable material ? (plastic lines are prohibited)		
h	Is a flexible hose connection fitted from the engine to the hull ? (Aeroquip Type - No plastic)		
i	Draw off lines adequate, secured throughout their length ? (No chaffing possible)		
j	Electrical continuity shall be preserved from deck filler to tank and tank to engine with insulated wire not less than 2.5mm section (NA for plastic fillers)		

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
k	Carburettors fitted with anti flashback air cleaners ? (Updraft types to have tray under)		
l	Fuels level sight gauges are approved only for diesel. Cocks shall be fitted to the tank draw off & return points and shall be fitted with a device to return them automatically to the closed position		
m	Sight Gauges shall be fuel and fire resistant hose, double clamped at both ends		
n	Fuel tanks shall not be mounted on or directly above inboard engines		
o	Integral tanks where the hull forms one or more of the tanks sides require surveyor certification.		

Section 5 - 240 Volt Installations



a	Mains voltage installation shall comply with Western Power regulations and shall be installed by a suitably qualified electrician		
b	Flexible leads are to be heavy duty 15 amp double insulated 3 core flex with approved waterproof screw type connection to the jetty end		
c	All vessels penned at the marina which are "hard wired" with 240v power are required to have a Galvanic Isolator fitted. The galvanic isolator is to be checked by the FSO and is required to meet minimum Club standards		

Section 6 - Gas Installations



a	Gas certificate required confirming compliance with current code		
b	Is a compliance sticker affixed to the vessel ?		
c	Is an original certificate from a qualified gas fitter available?		
d	Is an original certificate from the gas fitter or Office of Energy available ?		
e	If none of the foregoing items available, a gas certificate indicating that the gas system is compliant with current standards is required		

Section 7 - Battery Chargers



a	Battery chargers where permanently wired in circuit are to be fitted with a fuse or circuit breaker on the AC side of the circuit ?		
b	Battery chargers are to be fitted with approved TPS or PVC three core protected wire, suitably protected, where exposed		

Section 8 - Kerosene



a	Kerosene fridges and petrol for lighting, cooking or heating are strictly prohibited		
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Section 9 - Mooring Lines



a	Are Pen/Mooring lines of suitable material and in good condition ?		
b	Are ropes of correct size for the length & weight of the vessel ?		
	0 - 5m Min dia 12mm		
	5 - 7.5m Min Dia 16mm		
	7.5 - 12m Min Dia 20mm		
	12 and larger Min Dia 24mm		

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c	Where Forsheda Compensator are fitted the following is required: Compliant ?		
	Forsheda No 2 >10m 14-16mm rope required		
	Forsheda No 3 10m plus 18-20mm rope required		
	Forsheda No 4 12m plus 22-24mm rope required		
d	Are shackles and thimbles in good condition and suitably moused ?		
e	Are all ropes spliced, no knots, single length, No UV Damage?		

Section 10 - Batteries

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Is the low voltage installation (ie less than 32vdc) in good order and compliant with current Australian Standards?		
b	Are Batteries suitably housed, ventilated and firmly fixed ?		
c	Is a battery isolating switch fitted in an accessible position, as close to the batteries as possible?		
d	Do the batteries (assuming they are vented) have adequate airflow ?		
e	Is LV wiring sound, free of frayed or exposed wiring, suitably fixed, clear of bilge water and fitted with suitable fuses or circuit breakers on all circuits?		
f	Are switchboards fitted with fire resistant non conducting material ?		

Section 11 - Rectification Works Prior to Fire & Safety Compliance

a	Works Required:
b	Works Required:
c	Works Required:
d	Works Required:
e	Works Required:
f	Work Order No Issued:

Section 12 - Club Review

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Boat Passed Initial Review		
b	Boat Passed Final Review		
c	EFYC F & S Officer Reviewer (Print)		
d	EFYC F & S Officer Signature		

Section 13 - Owners Declaration

I understand the aforementioned items where indicated as acceptable is not to be considered in any way a vessel condition report, nor is it a measure of the vessels safety or seaworthiness. Additionally it does not indicate compliancy with any State or Federal law or other rule or legislative requirement. It is produced solely for the Club to ascertain if it feels that the vessel is sufficiently safe to allow it to utilise the facilities of the Club. This statement confirms that I have read and understand my obligations as set out in this document and the supporting EFYC Fire & Safety Policy and undertake to maintain the vessel and all its equipment & systems in good order and condition at all times. I understand that proper maintenance and soundness of the vessel including all operational and safety equipment & systems whether underway or utilising any part of the Clubs facilities remain the complete and unlimited responsibility of the owner and or partners of the vessel.

Owners Signature:

Date:



APPLICATION TO PURCHASE FUEL

FROM EAST FREMANTLE YACHT CLUB MARINE DIVISION

Surname Christian Names

Current Member of (EFYC or SYC) EFYC Membership Card No

Boat Name..... Power / Yacht.....

Fire & Safety No Fire & Safety Expiry

I hereby apply to purchase fuel from the East Fremantle Yacht Club Marine dispensers and authorize the club to charge all fuel purchases to my East Fremantle Yacht Club or Swan Yacht Club members account.

I also declare:-

1. I have read the attached 'Marine Refuelling Instructions' and will fully comply also ensuring that all parties associated with my vessel are informed.
2. I will be personally responsible for the payment of all fuel purchased with the plastic card issued to me.
3. If my card is lost or stolen, I will immediately notify the East Fremantle Yacht Club office. I accept I am responsible for all fuel purchases with my card until I notify the EFYC office.
4. For security purposes, please nominate a 4 digit pin number _ _ _ . This pin number will be required to purchase fuel with your card and will provide added security.

Members Signature _____ Date _____

Attachment

Office Use

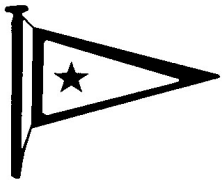
Date Application received ___/___/___ Date Loaded on ___/___/___ by _____

Pin Number loaded (✓) _____ Limit loaded (✓) _____ Group loaded (✓) _____

Letter of acceptance and operating details posted on ___/___/___ by _____

Table 6.1
Marine Refuelling Instructions

Boat Refuelling	During Refuelling	After Refuelling
<p>Check that dispensing point is equipped with fire appliances.</p> <p>Put all passengers ashore and clear of refueling stations.</p> <p>Take any portable tank to be filled to a place safely clear of the boat.</p> <p>Prohibit smoking and striking of any sparks in the area.</p> <p>Turn off pilot lights to gas refrigerators.</p> <p>Cut off electronic power at main switch.</p> <p>Close all hatches and the like to prevent fumes entering the hull and lying in the bilges.</p>	<p>Maintain contact between the hose nozzle and fixed pipe to prevent static sparks.</p> <p>Avoid any spillage, either into the boat or onto water.</p> <p>Carefully monitor filling rate to avoid overfilling.</p>	<p>Thoroughly clean up all spillages.</p> <p>Open all hatches and ventilate the boat.</p> <p>Sniff the bilges for traces of fumes.</p> <p>If fuel has spilt, pump out bilges (manually) and leave boat wide open for at least 30 minutes.</p> <p>When completely satisfied that the boat is free of fumes, start the engine before allowing passengers aboard.</p>



East Fremantle Yacht Club (Inc.)

PETRA STREET, EAST FREMANTLE

AUTOMATED MARINE FUEL FACILITY

OPERATING INSTRUCTIONS

1. Berth alongside a dispenser or the fueling jetty. Turn your engine off and comply with the "Marine Refueling Instructions" displayed on each bowser and on the reverse of this instruction sheet.
2. Proceed to the Pumpmate located beneath the two dispensers. The display on the pump mate shows the time and date as below.

PLEASE INSERT CARD
12:57 110805

Insert your card smoothly in one action and then remove it.

3. The Pumpmate displays the user's NON-RESETABLE litre totaliser.

Press the [ENT] key within 5 seconds to continue with re-fuelling.

USERNAME 314L
Press ENT to re-fuel

4. The display then shows: -

KEY IN PIN NUMBER
then push ENT _____

Enter your pin number then press [ENT] key.

5. The display then shows:

KEY IN PUMP NUMBER
Then push ENT

- 1 = DIESEL East**
2 = PULP East
3 = PULP West
4 = DIESEL West



4 West 3



Pumpmate Unit



2 East 1

Enter your pump number then press the [ENT] key

6. The display then shows:

Pump 1 READY FOR USE

The pump is released for one delivery and the driver refuels in the normal manner. Note that refuelling must be started within the “walk to time” or the bowser will be shut off.

7. **PRINTING RECEIPT** – This is optional

On completion of the refueling operation, re-present your card (within 1 hour) to print out a receipt: -

The display then shows: -

PLEASE COLLECT
RECEIPT

Pull receipt to tear off.

EMERGENCY PROCEDURES

- a)** An emergency cut off button is located on the side of the pumpmate unit. Pressing this button cuts off all fuel and electrics to the system. The system is monitored by our security company who will advise the General Manager when activated.
- b)** In the case of a fuel spill, an emergency clean-up kit and instructions are located in the yellow bin at the start of the fuel jetty.
- c)** The emergency fuel cut off valves is located in the pit at the start of the fuel jetty.

Please advise the club office, or if closed the senior bar staff of any problem ASAP. If the office and bar are closed, please call 0416 253 094.

MARINE REFUELLING INSTRUCTIONS

Marine Refuelling Instructions

Boat Refueling	During Refuelling	After Refuelling
<p>Check that dispensing point is equipped with fire appliances.</p> <p>Put all passengers ashore and clear of refueling stations.</p> <p>Take any portable tank to be filled to a place safely clear of the boat.</p> <p>Prohibit smoking and striking of any sparks in the area.</p> <p>Turn off pilot lights to gas refrigerators.</p> <p>Cut off electronic power at main switch.</p> <p>Close all hatches and the like to prevent fumes entering the hull and lying in the bilges</p>	<p>Maintain contact between the hose nozzle and fixed pipe to prevent static sparks.</p> <p>Avoid any spillage, either into the boat or onto water.</p> <p>Carefully monitor filling rate to avoid overfilling.</p>	<p>Thoroughly clean up all spillages.</p> <p>Open all hatches and ventilate the boat.</p> <p>Sniff the bilges for traces of fumes.</p> <p>If fuel has spilt, pump out bilges (manually) and leave boat wide open for at least 30 minutes.</p> <p>When completely satisfied that the boat is free of fumes, start the engine before allowing passengers aboard.</p>

PEN LINE REQUIREMENTS

Section 9 – Mooring Lines and Forsheda / Inmare Compensators

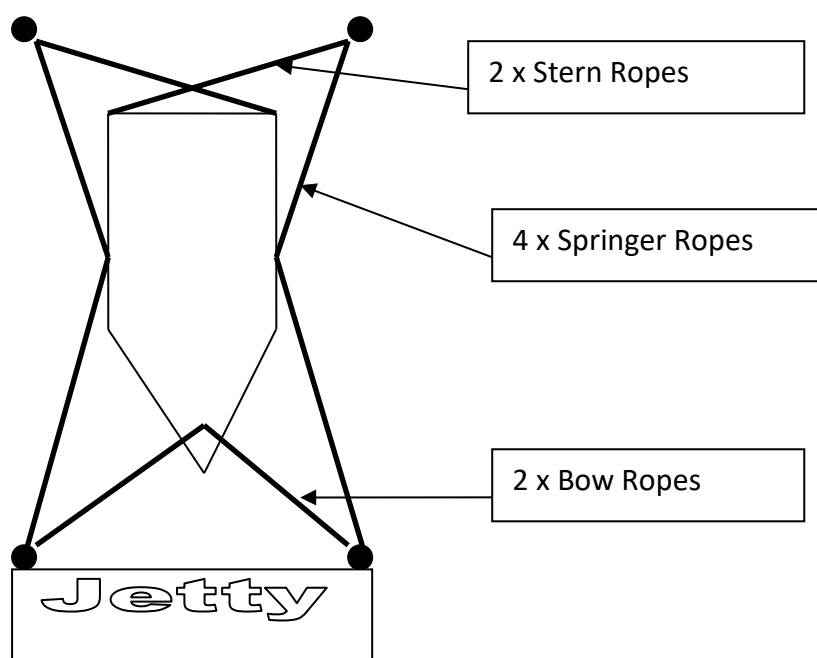


Where vessels are accommodated within the Club marina facilities, the following require confirmation and inspection. Please refer to PP4 – Club Marina Usage Guidelines available at the Clubs website www.efyc.com.au or the office for further information.

- All pen/mooring lines are to be in good condition and properly maintained with no knots. All lines are to be properly spliced.
- Ropes are to be of correct diameter for the vessel size in keeping with the following table (as a minimum).

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

- That Forsheda or Inmare compensators are fitted to all pen lines including springers in keeping with the following **MINIMUM** requirements.
- That shackles and thimbles are in good condition & moused.



Pen/Mooring Licence – Participation &/or Contribution Requirements Guidelines

The following sets out the current situation regarding “Acceptable Participation” in relation to holding a Club Pen or Mooring at East Fremantle Yacht Club.

The requirement for active participation has been in the Club’s Pen Rules and Regulations for many years and the current procedures have been established simply to assist the Mooring and Storage Committee to manage the process in a fair, consistent and transparent manner.

The Pen Rules and Regulations 11.7.2 (Term of Licence) states that the Pen Licence is subject to the penholder having been an active user of the club’s facilities, actively benefited the Club and / or been actively involved in Club events.

The Regulations also call for the criteria for “acceptable participation” to be published (from time to time) by the Mooring and Storage Committee (and ratified by the Executive).

It is essential that the Club operates as a sporting/social club rather than simply a Marina and that pen occupancy is at the discretion of the Club rather than a contractual right. When making Application for Accommodation, the Penholder makes a declaration regarding their intended active participation and acknowledges that pen allocation is dependant “*on continual active participation*”.

There is a waiting list for pens at the Club and it is Club policy that penholders that are not prepared to participate in Club activities may not have their annual Licence renewed, and consequently, may lose their accommodation to members who wish to participate.

In other words, members who choose to treat the Club like a Marina, i.e., simply park their boat and never come near the Club from one year to the next, should not expect to retain their pen accommodation at the expense of other members who want to contribute and be actively involved in the Club.

The Keelboat and Power Yacht Committees set the criteria for on water participation for the Keel and Power Boat sections and as those Committees are in the best position to comment on the relevant members, they review the Participation Forms returned from the respective pen and mooring holders. These Committees then make recommendations to the Mooring and Storage Committee who review again before making recommendations to the Executive Committee.

It should be noted that while the following outlines the current basis for “acceptable participation,” the approach taken is to look at all aspects of a member’s involvement in the Club including any long term participation and any extenuating circumstances. Where a member’s participation is shown to be less than required, a follow up process is instigated to identify any problems and encourage the member to become more active. If after exhaustive consideration the member shows a long term pattern of inactivity and no indication of acceptable participation in the future, a recommendation will be made to Executive Committee that his/her Pen/Mooring Licence not be renewed.

Criteria for Acceptable Participation &/or Contribution Requirements Guidelines

1.1 Involvement in Club Organized on water Events:

Powerboat owners are expected to participate with their boat in a minimum of three organized on water events and in particular the Opening of Summer Season Sail Past. Acknowledged use of their boat to support sailing events as an official start, support or rescue boat during the season will be deemed as one event.

As well as participating in the required number of on water events Power Boat Owners are required to attend at least one of the Club's on shore social events.

Keelboat owner's boats are expected to participate with their boats in a minimum of 12 club sailing events including Sunday races, twilights, winter races, Friday races and offshore races. Credit will be given for up to 6 events for voluntary rescue or start tower duties.

1.2 Involvement in Club events/activities.

As well as participating in the required number of on water events, all owners need to show that they have been active users of the club's facilities and /or actively benefited the Club by their involvement with the following.

- Committee participation
- Organized club social events
- Rescue/start boat and start tower duties
- Club Volunteer duties
- Attendance at AGM
- Busy bees
- Sponsorship
- Donations
- Food and Beverage purchases etc
- Fuel purchases etc

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East Fremantle Yacht Club (Inc) Updated – December 2015

1. PEN AND MOORING (ACCOMMODATION) RULES AND REGULATIONS

1.1. Interpretation

- 1.1.1. The Annual Pen Fee” and “Annual Mooring Fee” respectively means the annual fee calculated at the rate from time to time set by the Executive, for a Licensee's Accommodation.
- 1.1.2. The expression “the Club” means East Fremantle Yacht Club (Inc.)
- 1.1.3. The expression “Licensee” means the person or persons named in any licence or agreement with the Club (and that or those persons' personal representatives) which entitles that or those persons to moor a vessel in a Club pen or on a Club mooring.
- 1.1.4. The expression “the ClubArea” means the whole of the jetty complex, hard standing, parking areas, waterways, buildings and other facilities, plant and equipment, riverbed and waters owned, leased or otherwise held or occupied by the Club on the land and waterways of the Swan River adjacent to Petra Street, East Fremantle.
- 1.1.5. “Licence” means any current or future licence or agreement whereby the Club permits a Licensee to moor a vessel in a Club pen or on a Club mooring upon the terms of that licence or agreement as modified by these Regulations (as amended from time to time).
- 1.1.6. The expressions “the Club’s Rules and Regulations” and “these Regulations” means all the rules and/or regulations now or from time to time made or amended by the Club in accordance with its Constitution including these pen, and mooring (accommodation) rules and regulations as amended from time to time and the fire and safety rules as adopted or modified by the Club from time to time.
- 1.1.7. The expression “the Executive” means the Executive Committee of the Club from time to time appointed in accordance with the Club’s Constitution.

- 1.1.8. The expression “the Licensee’s Boat” means the yacht or motor launch described in a Licence with the Club or a substitute vessel details of which have been given to and approved by the Club in accordance with a Licence or these Regulations.
- 1.1.9. The expression “the Licensee’s Accommodation” means the Club pen or Club mooring within the Club Area described in a Licence together with any anchors, chains, swivels, ropes, shackles and other parts necessary to moor or the Licensee’s Boat therein or thereon.
- 1.1.10. The expression “Licence Deposit” or “Pen Deposit” or “Mooring Deposit” means the remaining balance of any interest free loan or deposit paid to the Club by a Licensee, from time to time, and held by the Club as a pre-condition to the granting of a Licence.
- 1.1.11. The expression the “Pen Maintenance Levy” means the amount of levy from time to time determined by the Executive to maintain jetties, pens, and moorings and associated facilities in the Club Area.
- 1.1.12. The expression “Pen Capital Building Levy” means the amount of levy from time to time determined by the Executive to provide a fund for capital works associated with the jetties, pens, moorings and associated facilities in the Club Area.
- 1.1.13. The expression “the Mooring and Storage Committee” means the Mooring and Storage Sub-Committee of the Club from time to time appointed in accordance with the Club’s Constitution.
- 1.1.14. The expression “Term” means the period from the commencing date of a Licence to the next 30th of June following ratification of these Regulations by the Executive and each renewal term of twelve (12) months thereafter granted pursuant to these Regulations.
- 1.1.15. The expression “the Licensee’s Guests” means all guests, passengers, family members, contractors, employees, customers and any other person within the Club Area with the express or implied consent or approval of the Licensee or the

person from time to time entrusted with the responsibility or control of the Licensee's Boat.

1.1.16. If there is more than one person named as Licensee in a Licence they shall be bound by the terms of the Licence both jointly and severally.

1.1.17. Interpretation, intent and/or meaning of any part of rule 1 of these Regulations shall be determined by the Mooring and Storage Committee and ratified by the Executive.

1.2. Terms of Licence

1.2.1. Licences for Club pens and Club moorings may only be granted and entered into by the Club with a person who is and remains a financial Senior Member of the Club.

1.2.2. If a vessel, intended to be the subject of a Licence, is owned by more than one person all must be and remain financial Senior Members of the Club.

1.2.3. In recommending to the Executive and the Executive granting and entering into Licences the Mooring and Storage Committee and the Executive shall be guided by the interests of the Club having regard to the information to be provided in a Members Application for Accommodation (in a form from time to time approved by the Executive).

1.2.4. In consideration of the required payment, in accordance with a Licence Deposit Scheme, Pen Deposit Scheme, Mooring Deposit Scheme, annual Pen Fee Scheme or annual Mooring Fee Scheme or combination of any such scheme from time to time approved by the Executive, payable or previously paid on execution of an Application for Accommodation for a Licence or demand, the Licensee shall have the sole right of mooring the Licensee's Boat (or other boat approved of by the Mooring and Storage Committee) within a Club pen or at a Club mooring designated in a Licence and to embark and disembark the Licensee's Guests from jetties within the Club Area, in and modified (as necessary) in accordance with these Regulations.

1.2.5.

- 1.2.5.1. A Licence Deposit, Pen Deposit, Mooring Deposit, Pen Maintenance Levy and Pen Capital Building Levy (or so much thereof as has not been applied by the Club in accordance with a Licence or this rule 1 of these Regulations) shall be held by the Club (non-interest bearing to a Licensee) to be applied for maintenance and capital investment in Club facilities in accordance with the provisions of a relevant Licence Deposit Scheme, Pen Deposit Scheme, Mooring Deposit Scheme, annual Pen Fee Scheme or annual Mooring Fee Scheme.
- 1.2.5.2. If a Licence Deposit scheme, Pen Deposit scheme or Mooring Deposit scheme is approved by the Executive, from time to time, providing for a refund of part of a Licence Deposit, Pen Deposit or Mooring Deposit then if the Licence is terminated or earlier determined within a period of commencement of the Licence specified in the scheme then upon such termination or determination within that period:
- 1.2.5.2.1. the Club shall forthwith and continue to use its best endeavours to grant a licence to some other person to occupy the pen or mooring, (formerly that of the Licensee) upon terms no less onerous than those applying under that terminated or earlier determined Licence but in so doing it shall not be obliged to grant a licence before other pens (which fell vacant prior to the former Licensee's) have been re-licensed for occupation by a boat of appropriate dimensions; and
- 1.2.5.2.2. forthwith after entering into such a licence for some other person to occupy the pen or mooring (formerly the Licensee's Club pen or Club Mooring) the Club shall refund to a Licensee so much of the Licence Deposit, Pen Deposit or Mooring Deposit as the scheme provides (after forfeiture of a percentage or amount specified in the scheme and reduction by so much thereof as has been applied by the Club in accordance with the Licence or rule 1.2.5.1);

AND subject to the Club's obligations under this rule 1.2.5 the Club is entitled to retain (without interest accruing to the licence) and apply the amount of the Licence Deposit or Mooring Deposit (without interest accruing to the Licensee) as the Club from time to time sees fit.

- 1.2.6. No vessel shall be accommodated in a Club pen or on a Club mooring unless:

- 1.2.6.1. A current Fire and Safety Compliance letter has been issued by the Club after a compliance check has been requested by the Licensee and carried out by a Fire and Safety Officer (appointed from time to time by the Mooring and Storage Committee) and the Licensee has produced to the Club the number for such a certificate current throughout the Term;
- 1.2.6.2. the Licensee, at the Licensee's own expense and to the satisfaction of the Club:
 - 1.2.6.2.1. takes out and keeps in force at all times during the continuation of a Licence a Pleasure Craft Policy with a cover of not less than TEN MILLION DOLLARS (\$10,000,000) in respect of any one accident covering any loss damage or injury or death from any cause whatsoever to any person or to any property owned by the Club and/or any person or persons within the Club Area relating to the use of the Licensee's Boat, the mooring of the Licensee's Boat within the Club Area or the exercise of the rights granted hereunder. ("the Pleasure Craft Policy"); and
 - 1.2.6.2.2. pays all premiums levied in respect of the Pleasure Craft Policy within SEVEN (7) days of the same becoming due and payable and within the same period in each Term of Licence shall produce to the Club a Certificate or Certificates of Currency in respect of the Pleasure Craft Policy and a receipt(s) for premium covering the Term;
- and the Licensee has produced to the Club proof of such a policy and payment of premium current throughout the Term;
- 1.2.6.3. if the Licensee's Boat has a motor exceeding 5 horse power then the Licensee has produced to the Club proof that the Licensee's Boat is registered as a private recreational vessel with the WA Department of Transport current at all times throughout the Term; and
- 1.2.6.4. if the Licensee's Boat has a motor exceeding 6 horse power then the Licensee has produced to the Club proof of the Licensee holding a WA Recreational Skippers Licence current at all times throughout the Term.
- 1.2.7. A Licensee and the Licensee's Guests shall at all times when within the Club Area be under the control of the Club and the Licensee shall observe and conform

or cause the Licensee's Guests to observe and conform to the Club's rules and regulations and in the event of any of them not complying therewith or otherwise misconducting themselves the Licensee and/or the Licensee's Guest shall upon the request of a Flag Officer or other authorised person, immediately leave the Club Area and/or may be prohibited by the Executive from coming within the Club Area for the purpose of exercising any rights otherwise granted by a Licence for such period as the Executive determines.

- 1.2.8. A Licensee shall not during the continuance of a Licence do permit or omit to do suffer any act or thing which may invalidate or prejudice the Pleasure Craft Policy effected by the Licensee or which may render any proceeds of the Pleasure Craft Policy irrecoverable.
- 1.2.9. In the event that a Licensee shall fail to keep or maintain a Pleasure Craft Policy pursuant to these Regulations then the Licensee shall be liable for any loss or damage suffered by any person as a result of any act or omission on the part of the Licensee or his employees, agents, independent contractors, invitees or licensees and shall indemnify and keep indemnified the Club against all liability in respect of any suits, proceedings, claims, demands, costs, expenses, losses, damages made or taken against the Club by any third party or which may be made against the Club by any third party (with a right in the Club to deduct and apply against that indemnity all or part of a Pen Deposit or Mooring Deposit).
- 1.2.10. A Licensee shall, within 24 hours of its occurrence, give to the Club written notice of any accident or event involving the Licensee or the Licensee's Guests which results in injury or death of any person or loss or damage to a boat or property of the Club or any other person within the Club Area.
- 1.2.11. Notwithstanding any provision of a Pen Licence to the contrary, in the event that any charge, duty or tax or any additional charge, duty or tax is imposed upon the Club during the term of any licence that was not imposed at the commencement of that term, which is referable to the Club providing accommodation of Club pens under a Pen Licence or like licence, then the expense of that charge, duty or tax or any additional charge, duty or tax shall be recoverable from the

Licensee and such other licensees proportionately (by reference to pen area) as an additional amount to the licence fee and such amount(s) shall be paid to the Club from time to time by the Licensee upon demand.

1.3. Ownership Details

1.3.1. At all times during the Term of a Licence, if a Licensee has not previously provided the same to the Club, the Licensee shall maintain registration of the Licensee's Boat, required by these Regulations, with the WA Department of Transport as a private recreational boat and shall, upon request by the Club, immediately provide the Club with copies of the papers of registration showing the measurements, registration and ownership of the Licensee's Boat corresponding with the details shown in the Licensee's current Licence. That ownership must be a beneficial ownership of a majority interest in the Licensee's Boat by:

1.3.1.1. (a) the Licensee; or

1.3.1.2. an entity in which the Licensee is the beneficial owner of a majority interest or the Mooring & Storage Committee is satisfied (in its absolute discretion) is an entity sufficiently controlled by the Licensee as to be akin to such majority ownership.

1.3.2. A Licensee shall give to the Club prompt written notice of any change of the boat (solely and beneficially owned by the Licensee or entity referred to in rule 1.3.1.2 which the Licensee desires to moor within or at the Licensee's Accommodation and of any change in the name, make, dimensions or other relevant particulars of the Licensee's Boat reasonably required by the Mooring and Storage Committee and shall notify the Club in writing immediately prior to any sale, transfer or entry into partnership or other change in the beneficial ownership of the Licensee's Boat or change in beneficial ownership or control of the entity owning the Licensee's Boat.

1.3.2.1. If a Licensee fails to notify the Club of a change in the boat, referred to in rule 1.3.1.1, to be moored within the Licensee's Accommodation or particulars of the

Licensee's Boat, as described in the preceding rule or any change in or encumbrance on the beneficial ownership of the Licensee's Boat or change in beneficial ownership or control of the entity referred to in rule 1.3.1.2; or

- 1.3.2.2. the Mooring & Storage Committee notifies the Licensee that it does not approve of any such change or encumbrance;

The Club may immediately determine the Licence of the Licensee.

- 1.3.3. A Licensee shall not without the prior approval in writing of the Club assign sub-let or part with possession or occupation of the Licensee's Accommodation nor dispose of any estate or interest in the Licensee's Accommodation nor mortgage charge or encumber the Licensee's Accommodation.
- 1.3.4. Notwithstanding the provisions of any Licence the Club reserves the right at any time and from time to time by written notice to a Licensee to substitute an alternative Licensee's Accommodation for any allotted to the Licensee under a Licence whereupon this licence shall apply to such substituted Licensee's Accommodation but so that a Licensee shall at all times during the term of a Licence be entitled to the use of a Club pen or mooring suitable for a vessel of the dimensions of the Licensee's Boat.
- 1.3.5. The rights under a Licence may be bequeathed by a Licensee to their spouse or de facto partner (as defined in the WA Interpretation Act as at 16 September 2005), provided that the Licence is current at the date of death and that the spouse or de facto partner is or becomes a Senior Member of the Club within two (2) months (or longer period approved by the Executive) of the date of death of the Licensee and that the person, upon being required to do so by the Club, enters into a fresh Licence in relation to the relevant Club pen or Club mooring. The term of the fresh Licence will be the balance of the Licence term previously held by the deceased Licensee (i.e. balance of the year) with provision for renewal of that fresh Licence in accordance with rule 1.7.2.

Temporary Occupation Rights

- 1.3.6. Only a Licensee under a Licence granted by the Club shall have any claim in respect of the Licensee's Accommodation or rights under this rule 1 (which are not transferable) provided however that the Club General Manager or Rear Commodore Mooring & Storage may from time to time grant temporary rights to a financial Senior Member of the Club in respect of a Club pen or mooring during any period when a Club pen or mooring is not the subject of a Licence, or the Licensee is not using the same for a period in excess of ten (10) consecutive days.

Any temporary Licence granted shall:

- 1.3.6.1. be upon and subject to this rule 1 of Regulations so far as they are not inconsistent with the temporary nature of the Licence;
- 1.3.6.2. subject to determination by the Club without notice although the Club General Manager shall endeavour to give as much written notice as is practicable;
- 1.3.6.3. be subject to determination by the temporary occupier by a period of notice specified in the grant; and
- 1.3.6.4. be subject to the temporary occupier supplying his own mooring ropes or being fully responsible for any damage to existing mooring ropes and to the temporary occupier indemnifying the Licensee for any breach of the Licensee's Licence by acts or omissions of the temporary occupier and guests.

Applications and Pen Changes

- 1.3.7. Only Senior Members may apply for accommodation of a boat in a Club pen or on a Club mooring.
- 1.3.8. All applications for accommodation of vessels (permanent or temporary) must be made to the Executive upon an Application for Accommodation Form (from time to time approved by the Executive) and be accompanied by the appropriate non-refundable application fee.

- 1.3.9. Any person applying for or who has been granted a Licence shall, upon written request from the Club, provide a Statutory Declaration as to the existence or non-existence of any of the matters or things provided for in this rule 1.
- 1.3.10.
- 1.3.10.1. Upon a Licensee being granted a Licence for a larger Club pen or Club mooring, at the Licensee's request, the Licensee shall be required to pay:
- 1.3.10.1.1. an additional annual Pen Fee or annual Mooring Fee calculated at the applicable rate from time to time applying for that larger Club pen or Club mooring for the balance of the Term (and any renewals); and
- 1.3.10.1.2. an additional Pen Deposit or Mooring Deposit in an amount equivalent to the difference between the relevant Pen Deposit or Mooring Deposit for the current Club pen or Club mooring vacated and that of the Club pen or Club mooring to be occupied.
- 1.3.10.2. In the application of rule 1.3.11.2 the amount of Pen Deposit or Mooring Deposit for the current Club pen or Club mooring vacated shall be deemed to refer to an amount equivalent to the greater of any Pen Deposit or Mooring Deposit (whether so called or otherwise described as an upfront payment for a Licence) previously paid by the Licensee for any Club pen or Club mooring but reduced by any amount of that payment that has been applied or refunded by the Club in accordance with the relevant Licence or this rule 1 (or any like predecessor rule).
- 1.3.11. In the event that a Licensee is on substitution allocated a smaller Club pen or Club mooring OR, other than at the licensee's request, allocated a larger Club pen or Club mooring, than that the subject of his Licence, there will be no adjustment to the ingoing amount and the balance of the Licence Deposit of that Licensee will remain as a deposit for the new Club pen or Club mooring under the Licence.
- 1.3.12. In the event that a Licensee's Boat will not be in the Licensee's Accommodation for a period exceeding ten (10) consecutive days the Licensee shall notify the

Club General Manager in writing whereupon (or in default of notice and without limiting the Club's rights for default) the Club General Manager may grant a temporary licence for occupancy of the Licensee's Accommodation during the period it is vacant.

- 1.3.13. In the event of a Licensee notifying the Mooring and Storage Committee of an intent to purchase or build or have built a new vessel which is not suitable for the Licensee's Club pen or Club mooring then the Licence for that pen or mooring will determine at the time Licensee's Boat vacates that pen or mooring, if not having earlier expired or been determined, and the Licensee's name will, upon the Licensee's prior written request, be placed upon a corresponding pen or mooring waiting list with a priority date of the date that that Licensee was entered on the pen or mooring waiting list before being granted a corresponding licence for a pen or mooring by the Club with that Licensee then being subject to the relevant application and renewal provisions of this rule 1 and any relevant pen or mooring application policy established by the Executive from time to time.

Licensees should be aware that suitable Accommodation cannot always be provided and members should liaise with the Rear Commodore Mooring and Storage before proceeding to acquire a larger boat.

1.4. Maintenance and Use of Club Property

- 1.4.1. A Licensee shall immediately notify the Club of any damage or lack of repair to the Licensee's Accommodation or any other property of the Club and be responsible for and shall indemnify or keep indemnified for and forthwith pay to the Club on demand the Club for the cost of repairing all damage and injury of every description to a Licensee's Accommodation or other property of the Club arising from the use of the Licensee's Boat or the exercise of the rights granted by a Licence or damage resulting from a failure of the Licensee to notify damage or lack of repair (with the right in the Club to deduct and apply against that indemnity all or part of a Pen Deposit or Mooring Deposit).

- 1.4.2. A Licensee shall take all necessary precautions against the outbreak of fire in or upon the Licensee's Boat and the Licensee shall observe all statutory and local regulations and in particular whilst the boat is within the Club Area the Licensee shall not fuel the Licensee's Boat:
- 1.4.2.1. other than at and from the fuelling facility jetty in the Club Area designated by the Mooring and Storage Committee;
 - 1.4.2.2. while any flammable substance is in the vicinity;
 - 1.4.2.3. while any person has any naked flame, live electrical circuit or ignited cigarette or other substance in the vicinity;
 - 1.4.2.4. while any electrical circuit on or connected to the Licensee's Boat is live;
 - 1.4.2.5. while any motor or associated with the Licensee's Boat is running; or
 - 1.4.2.6. while the motor on another vessel in close proximity to the fuel pumps, is running.
- 1.4.3. A Licensee will use its best endeavours to prevent the spillage or leakage of oil grease or fuel or sullage (from bilge or holding tanks) on to any part of the Club Area and a Licensee shall do all things necessary to prevent and not to do or permit or suffer to be done anything likely to cause contamination of the waters of the Swan River by waste, matter and other pollutants arising from use of the Licensee's Boat or the exercise of the rights granted under a Licence AND without limiting the generality of the Licensee's obligations under this rule to dispose of waste (solid and liquid) and other pollutants from the Licensee's Boat at a place and in manner required or approved from time to time by the Mooring and Storage Committee AND if contrary to the covenants by the Licensee contained in this rule waste matter or other pollutants escape into the water of the Swan River or Club Area then, without prejudice to any other right or remedy of the Club, the Licensee shall clear the waters of the Swan River or Club Area and shall otherwise minimise and neutralise the effect of the escape and shall indemnify and keep indemnified the Club for and forthwith pay

to the Club on demand the cost to the Club of any breach or remedy any of such breach (with the right in the Club to deduct and apply against that indemnity all or part of a Pen Deposit or Mooring Deposit).

1.4.4. A Licensee shall moor the Licensee's Boat within a Club pen or upon a Club mooring in the manner specified in the these Regulations and shall keep and maintain the Licensee's Boat in good and safe repair AND in the event of the Licensee failing to so moor or maintain the Licensee's Boat and in any event for the purpose of maintaining and repairing the Licensee's Accommodation the Club, its Flag Officers, their servants, agents or independent contractors may board the Licensee's Boat at any time with all necessary materials and appliances to inspect the same and execute all or any repairs to the Licensee's Boat (but without obligation to do so) or Licensee's Accommodation as are necessary to put it in a safe state of repair and shall indemnify and keep indemnified the Club for and forthwith pay to the Club on demand the cost to the Club of any breach or any remedy of such breach (with the right in the Club to deduct and apply against that indemnity all or part of a Pen Deposit or Mooring Deposit).

1.4.5. No rubbish, waste, cartons, boxes, containers, produce, or accumulation of useless property (from time to time identified specifically or generally by the Mooring and Storage Committee) shall be allowed by the Licensee upon a Licensee's Boat nor upon any part of the Club area except in areas which may from time to time be designated for the purpose by the Mooring and Storage Committee.

1.4.6. A Licensee shall not nor permit the Licensee's Guests to leave any property whatever on the jetties or other areas of the Club Area except in areas designated by the Mooring and Storage Committee from time to time for storage of property of a designated description nor permit a Licensee's Boat or mooring lines to obstruct the waterways or jetties of the Club Area or prevent or restrict the passage of other boats, the fuelling of other boats at the fuelling facility, the use of the sullage waste system by other boats or the embarkation or disembarkation

of passengers, their luggage or supplies to or from boats within the Club Area otherwise than as and in accordance with directions of the Mooring and Storage Committee (as displayed by notices within the Club Area from time to time authorised by that Committee.)

- 1.4.7. A Licensee shall not, without the permission of the Mooring and Storage Committee at any time during the Term of a Licence undertake or permit to be undertaken at the Licensee's Mooring or within the Club Area any repair work on the Licensee's Boat other than routine maintenance or repair and shall not, in any event, carry out any grinding of metal or any spray painting within the Club Area.
- 1.4.8. A Licensee may, with the approval in writing of the Mooring and Storage Committee, install a boarding plank or ladder to assist in embarkation and disembarkation to the Licensees Boat provided that it does not protrude or interfere with the clear right of passageway of others using the jetties or waterways adjacent to the Licensee's Accommodation.
- 1.4.9. Persons are allowed to reside on a vessel berthed in the Marina in compliance with the Swan River Trust Regulations.
- 1.4.10. Vessels shall not be moored in the Club Area unless moored or in accordance with these Regulations unless otherwise temporarily approved specifically by the Commodore, Rear Commodore Mooring and Storage or the Club Manager.
- 1.4.11. A Licensee is fully responsible for the security of a vessel in the Licensee's Accommodation including regular inspection of the Licensee's Accommodation to ensure such items as ring bolt nuts and shackles are safely seized (wired) and that all mooring equipment is maintained in good condition.
- 1.4.12. All vessels must be located within the limits of the Licensee's Accommodation unless otherwise pre-approved in writing by Mooring and Storage Committee.

- 1.4.13. In Club pens, all vessels must, at the cost of the Licensee, be tied at least fore and aft with stern cross-over ropes and using weights and/or tension rubbers to act as springs pre-approved in writing by Mooring and Storage Committee.
- 1.4.14. A Licensee may install, in each Club pen, ropes forming a bridle on running guidelines from forward ringbolts to rear ringbolts.
- 1.4.15. While a Licensee's Boat is not in the Club pen the Licensee shall ensure that mooring ropes are not left on jetties or trailing in water. The ropes are to be attached to fastenings on jetty, pile or catwalks.
- 1.4.16. In Club pens or on swing moorings additional anchors may be used provided they in no way impede right of way of other vessels.
- 1.4.17. Spliced ropes of correct proportions pre-approved in writing by the Mooring and Storage Committee, must be used so that a vessel is moored within a Licensee's Accommodation.
- 1.4.18. All ropes and shackles used to moor the Licensee's Boat shall be of sufficient strength and be maintained in good and serviceable condition at all times protected from chaffing.
- 1.4.19. Mooring ropes and shackles considered unfit for further use by Mooring and Storage Committee (or person authorised by them) if not forthwith replaced by the Licensee, after notice from the Mooring and Storage Committee or authorised person, may be replaced at the discretion of the Mooring and Storage Committee and shall indemnify and keep indemnified the Club for and forthwith pay to the Club on demand the cost to the Club of any breach or any remedy of such breach (with the right in the Club to deduct and apply against that indemnity all or part of a Pen Deposit or Mooring Deposit).
- 1.4.20. Whilst swing moorings are to be serviced and maintained by the Club, the Licensee will be responsible for any damage caused by any negligence or neglect (including failure to notify the Club of damage or lack of repair pursuant to rule 1.4.1).

- 1.4.21. No apparatus (electrical, structural or mechanical) shall be installed by a Licensee without the prior written approval of the Mooring and Storage Committee and any approval (current or future) shall be subject to the installation being completed within three (3) months of the ratification of this rule by the Executive or of the approval (whichever be the later).
- 1.4.22. A Licensee shall pay to the Club from time to time such amount as the Club demands for electricity reasonably determined by the Club to have been consumed by the Licensee from any electricity outlet that may be provided by the Club for a Licensee's Accommodation.

1.5. Club's Responsibility

- 1.5.1. The Club does not expressly or impliedly warrant that the Licensee's Accommodation, the waterways, jetties or other facilities of the Club Area are now or will remain suitable or adequate for all or any of the purposes of a Licensee and all warranties as to suitability and adequacy of a Club pen or Club mooring or other facilities within the Club Area, express or implied by law, are hereby expressly negated save to the extent that an obligation is imposed on the Club which cannot, by law, be excluded.
- 1.5.2. The Club shall not be liable to a Licensee for any personal injury or any damage or loss to property whatsoever which may occur or be sustained.
- 1.5.2.1. to or by a Licensee or any of the Licensee's Guests or any other person in or about the Club Area; or
- 1.5.2.2. to or by any vessels in or entering or leaving the Club Area;
- arising out of the use of the Licensee's Boat or the exercise of the rights granted under this Licence.
- 1.5.3. The Club shall not in any way be responsible for any loss resulting from the theft of a Licensee's Boat or of any of the parts equipment or contents of a Licensee's Boat or any vehicle or other property of a Licensee or Licensee's Guest on a Licensee's Boat or within the Club Area.

1.6. Termination or Determination of a Licence

- 1.6.1. If an annual Pen Fee, or annual Mooring Fee is not paid on the due date (whether formally demanded or not) or in the event of breach or non-observance of any of the other conditions or stipulations on the Licensee's part contained in a Licence or rule 1 of these Regulations and such breach or non-observance is not remedied by the Licensee within 48 hours of written notice to the Licensee to remedy the same THEN in any such case the Club may determine the Licence.
- 1.6.2. Notwithstanding anything to the contrary contained in a Licence or these Regulations a Licence shall forthwith terminate upon the termination of the River Bed Lease, the Jetty Licence or Lease of the Club Area held by the Club and furthermore nothing herein contained shall in any way inhibit or restrict the right of the Minister or any person authorised by each of them respectively from the proper exercise of their powers and responsibilities pursuant to the River Bed Lease and the Jetty Licence.
- 1.6.3.
- 1.6.3.1. Upon the expiration of the Term of a Licence or any earlier determination of a Licence, if the Licensee fails to remove the Licensee's Boat from the Club Area, or if in the opinion of the Mooring and Storage Committee (or its delegated member or officer or employee of the Club) the mooring of a Licensee's Boat in a Licensee's Accommodation is unsafe the Club by its officers, servants, agents or independent contractors ("the Club's Representatives") may at any time thereafter board, enter and remove a Licensee's Boat to any part of or from the Club Area to any jetty, mooring or other place that the Executive or the Club's Representatives deem appropriate (whether within or outside the Club Area).
- 1.6.3.2. In so boarding entering and removing a Licensee's Boat (and in boarding and entering for the purposes set out in rule 1.4.4) the Club's Representatives are hereby authorised to so act as the agent of the Licensee and to break and use such force and do all things as reasonably necessary without incurring any liability for any damage to the Licensee's Boat or other property occasioned thereby.

- 1.6.3.3. **The Licensee** shall forthwith pay to the Club upon demand the Club's cost of labour and materials of so entering and removing the Licensee's Boat, making it reasonably secure and in providing or securing the jetty, mooring or other place for it to be moored (with the right in the Club to deduct and apply against that indemnity all or part of a Pen Deposit or Mooring Deposit).
- 1.6.3.4. Save to extent that any obligation is imposed on the Club or the Club's Representatives which cannot, by law, be excluded neither the Club nor the Club's Representatives shall be liable to a Licensee for any damage to the Licensee's Boat or other property of a Licensee in the course of the Club exercising its rights under rule 1.6.3 or in removing a Licensee's Boat from the Licensee's Accommodation and/or the Club Area and while it is moored at such jetty, mooring or other place.
- 1.6.4. Upon expiration of the Term of Licence or any earlier determination of a Licence all rights to and property in all parts of the Licensee's Accommodation at that date shall belong to the Club with no right in the Licensee to remove any part thereof.
- 1.6.5. Upon the expiration of Term of a Licence, so long as the Licensee's Boat remains within the Club Area, a Licensee's Licence shall (unless and until renewed by a written renewal notice signed on behalf of the Club and accepted by the Licensee) continue as a licence from day to day determinable by the Club either giving notice to the Licensee or by the removal of the Licensee's Boat from the Club Area pursuant to rule 1.6.3 and with a daily licence fee payable by the Licensee (based on the greater of the then current annual Pen Fee or annual Mooring Fee for the Licensee's Accommodation or temporary fee rate for the Licensee's Accommodation from time to time set by the Executive) in advance for each day that the Licensee's Boat remains in the Club Area (whether in the Licensee's Accommodation or elsewhere).

1.7. Term of Licence

1.7.1. A Licensee shall have the sole right to moor the Licensee's Boat (or other boat approved by the Executive in accordance with rules 1.3.2 and 1.3.3) at or within a Licensee's Accommodation only during the Term.

1.7.2. So long as a Licensee has remedied, within 48 hours of written notice, any breach or non-observance of the conditions or stipulations of a Licence and the Licensee, during the Term and each successive renewal of the Term:

1.7.2.1. has, having regard to the criteria from time to time published by the Executive, satisfied the Executive, after considering a recommendation by the Mooring and Storage Committee, that the Licensee has been an active user of Club facilities, actively benefited the Club and/or been actively involved in Club events;

1.7.2.2. is a financial Senior Member:

1.7.2.2.1. within a classification set out hereunder; or

1.7.2.2.2. within a classification later determined by resolution of the Executive ratified by a resolution of a general meeting of members of the Club;

exempt from the requirement of satisfying the Mooring and Storage Committee as to level of the current participation by reason of level of past participation or service of that class;

the Club shall renew the Licence of the Licensee for the Licensee's Accommodation for a period of 12 months from the 1st July next following at the annual Pen Fee or annual Mooring Fee for the Licensee's Accommodation, upon the same terms and conditions (including this right of renewal) as provided in the Licence as modified by these Regulations.

Exempt Classification:

A financial Senior Member who has been Commodore and served upon the Executive for a period of at least five (5) years but with the exemption under rule 1.7.2.2:

(i) for a past Commodore at 1 April 2010, being limited to a period expiring five (5) years from that date; and

(ii) for a Commodore at or appointed after 1 April 2010, being limited to a period expiring five (5) years from the date that member completes service as an active Commodore.

OtherExemptPersons: Nil (post January 2005)

1.7.3. Renewal of a Licence (and subsequent renewals thereof) shall be effected by:

1.7.3.1. the Club serving upon a Licensee at his address (herein or changed addressed notified to the Club in writing) a Notice of Renewal signed on behalf of the Club; and

1.7.3.2. the Licensee accepting the renewal by paying to the Club, prior to the 30th June of the year of the renewal notice (or accompanying invoice), the relevant annual Pen Fee or annual Mooring Fee.

1.7.4. If a Licence is renewed in accordance with rule 1.7.3 both parties shall be bound by the terms and conditions set out in the Licence as modified by these Regulations and in the renewal notice for the new 12 month term and if not so renewed the provisions of rules 1.6.3, 1.6.4 and 1.6.5 shall apply.

1.7.5. The expiration or earlier determination of a Licence shall not extinguish any rights and obligations of a Licensee or the Club, which may have accrued prior to the date of such determination.

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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

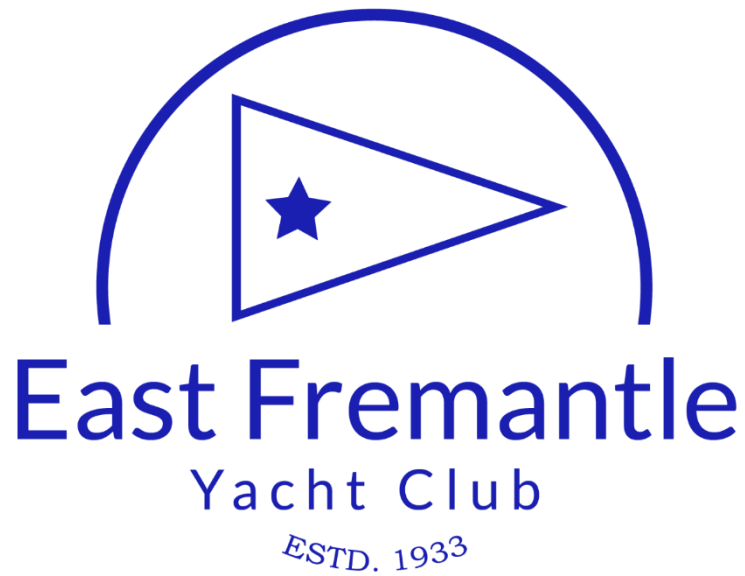
General Emergency		000
Police	Communications – Fremantle	9430 1222
	Water Police	131444
	Palmyra Police Station	9339 9700
Fiona Stanley Hospital		615 22222
General Manager of EFYC		0413 443 071
Rear Commodore Mooring & Storage		

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.

Steve McWhirter	0413 443 071
Phil Field	0411 422 006



EFYC EMERGENCY PLAN

Doc No. EFYC

1 DOCUMENT REVISION HISTORY

Rev.	Date	Responsible Officer	Amendment
1	August 2023	General Manager	

2 DOCUMENT APPROVAL

Rev.	Reviewed By	Position Title	Date	Approved by	Position Title	Date
1	Dave Quinn	Safety Officer	1/12/23	S McWhirter	Acting CEO	20/7/23

EFYC	Status:		Uncontrolled when printed	i
EFYC EMERGENCY PLAN				

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3 INTRODUCTION

Emergency situations can occur regardless of how much effort is invested in managing businesses and activities safely. Threats or potential emergencies can be “rising tide” or “slow burn” that allows time to prepare prior for the impact of the event, or the exposure can be “sudden” or “spontaneous”, requiring an immediate response.

Regardless of the circumstances, it is essential that well planned and prepared response capabilities are developed, practiced and validated in order to protect people, the environment and our facilities.

4 PURPOSE

The purpose of this procedure is to define the EFYC process for preparing for, responding to and recovering from emergency events at EFYC.

5 SCOPE

This procedure has been developed to encompass all operations and activities conducted on EFYC club premises, vessels in transit, moored or parked within the EFYC lease.

6 ABBREVIATIONS

The abbreviations and definitions contained in Table 1 are approved for use in the planning, preparation and conduct of emergency response activities within EFYC activities:

Table 1 – Abbreviations and Definitions

Term	Definition
Accountability	The state of being liable to be called to account.
Authorised Delegate	An Authorised Delegate is a person, appointed by the General Manager who, in the absence of the General Manager may act on his or her behalf in fulfilling the roles and responsibilities of the General Manager. There are two Authorised Delegates, being the Accounts Manager and the Duty Manager, dependant on who is on duty at the time.
Building	Includes any erection, edifice, wall, chimney, fence, wharf, jetty, or vessel or other floating structure, and includes any part of any of those things.
Competent Person	A person who has acquired through training, qualification or experience, or a combination of those things, the knowledge and skills required to do that thing competently.
Consequence	The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage, or gain.
Crisis	Loss of management control resulting in an actual or potential threat to EFYC's long-term ability to do business due to the impact on the operability, image, reputation, and liabilities of EFYC.
Emergency	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency Management	Actions taken in response to an incident to preserve life, the environment, and assets.
Emergency Response	Action taken at the site of a physical incident to preserve life, environment, and assets. Emergency response incorporates the actions of EFYC and other authority/agencies.
ERP	Emergency Response Plan
Evacuation	Organised, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.
Event	An unplanned incident resulting in, or having the potential to cause harm to people, property, or the environment. The term incident also includes near misses.
External Agency	An agency existing outside of the EFYC emergency response group that may provide emergency services during an emergency event. i.e., Fire brigade, ambulance, police
Hazard	<p>In relation to a person, means anything that may result in:</p> <p>(a) injury to the person; or</p> <p>(b) harm to the health of the person.</p> <p>A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.</p>
Housekeeping	Management of workplace layout and cleanliness.
Incident Management	The process responsible for managing the lifecycle of all incidents. The primary objective of incident management is to return the Information Management service to end-users as quickly as possible.
Inclement Weather	Heavy rain, strong winds, flooding and any other weather situation that poses a threat to personnel or equipment.
Lockdown	A state of isolation or restricted access instituted as a security measure.
Muster Point	Designated assembly point located in a safe position away from point of evacuation.
OSC	On Scene Co-ordinator
Pollution	Pollution is the introduction of contaminants into the natural environment that causes adverse change.
Response	The execution of duties and services in order to preserve and protect life, property and the environment.
Risk	The chance or probability and the negative and positive effect upon an objective or activity.
Shall	Mandatory
Should	Recommended but not mandatory

Reasonably Practicable	Means that the requirements of the law vary with degree of risk in a particular activity or environment which must be balanced against the time.
Rescue	To separate the worker(s) from the hazard, to perform emergency response (initial first aid or other procedure as deemed necessary), as required.
Responsibility	Person or thing for which one is responsible, a duty, commitment and level of authority and managerial freedom.
Risk Assessment	The estimation of the level of risk associated with an identified hazard to determine the resources needed to control the risk. Risk is measured in terms of consequence and probability.
Telephone Discipline	Telephone discipline in an emergency refers to the requirement to reduce calls to those which pertain directly to the emergency. Only personnel nominated on the emergency contact list are to initiate telephone calls within the emergency management network.

7 ROLES AND RESPONSIBILITIES

Roles and responsibilities overlap in some areas in order to ensure continuity in the absence of key personnel on leave or personnel unable to be contacted. During daily business responsibility owners should liaise to ensure all responsibilities are being carried out. The roles and responsibilities of key personnel in the development and conduct of emergency management is detailed below in table 2:

Table 2 – Roles and responsibilities

Roles	Responsibilities
Vice Commodore /General Manager	<p>Ensure that the EFYC Emergency Management Plan and is regularly reviewed, tested, evaluated, and updated.</p> <p>Ensure that during any emergency that communications are maintained with the EFYC Commodore.</p> <p>Ensure potential credible emergency response situations are identified and planned for in detail.</p> <p>Ensure high risks to personnel, property and the environment have approved defined emergency response actions developed.</p> <p>Ensure that the Accounts Manager and Duty Manager are appointed as Authorised Delegates to act on behalf of the General Manager in his absence.</p> <p>Ensure personnel are trained in, and aware of, the roles and requirements of this plan.</p> <p>Ensure that all incidents are reported and investigated, recorded, and assigned actions are completed.</p> <p>Approve all external reporting and communications.</p> <p>Manage the scheduled review of the EFYC Emergency Preparedness and Response Plan and ensure associated drills and exercises.</p> <p>Ensure adequate resources are available to trained personnel in their roles and responsibilities in accordance with this plan.</p> <p>Monitor the reporting and investigation of incidents through to completion.</p> <p>Participate in the development of external reporting and communications.</p> <p>Manage the contracted process with St Johns to ensure all on site first aid kits are inspected and re stocked in accordance with the contract requirements.</p> <p>Ensure the Club defibrillator is inspected and serviced.</p> <p>Ensure the St Johns first aid kit register is complete and up to date.</p>
Accounts Manager / Rear Commodore M&S	<p>Manage the scheduled review of the EFYC Emergency Preparedness and Response Plan and ensure associated drills and exercises.</p>

	<p>Facilitate the identification of potential credible emergency response situations and development of response plans.</p> <p>Lead and monitor the development of approved defined emergency response actions developed.</p> <p>Ensure adequate resources are available to trained personnel in their roles and responsibilities in accordance with this plan.</p> <p>Monitor the reporting and investigation of incidents through to completion.</p> <p>Participate in the development of external reporting and communications.</p> <p>Ensure this plan is distributed and implemented throughout all EFYC project and operations sites.</p> <p>Monitor the development and application of site-specific emergency response arrangements.</p> <p>Provide oversight in the preparation and delivery of emergency response training.</p>
<p>On Scene Coordinator (OSC)/ (Bosun, Food and Beverage Manager, On Water Coordinator)</p>	<p>The Bosun is responsible for the management of combustible and flammable waste on the club premises. The removal of combustible and flammable wastes shall be undertaken with club approved contractors using approved removal processes.</p> <p>The Bosun shall raise any concerns relating to the storage or usage of combustible or flammable materials or liquids to the General Manager for resolution.</p> <p>In terms of emergencies, the OSC is the senior member (at the incident who takes control of the incident and reports to the General Manager or senior person on site at the time of the incident.</p> <p>He/she maintains a presence at the incident location and provides live reporting to the General Manager</p> <p>Ensures the incident site is cordoned off and no one enters the site unless Authorised by the General Manager or an Authorised Delegate.</p> <p>Undertakes emergency management training as determined by EFYC.</p> <p>Provides information/updates to external agencies relating to the emergency as required.</p>
<p>Wardens/On Water Coordinator, Marketing Manager, Food and Beverage Manager, Accounts Manager</p>	<p>Ensure that the Emergency Evacuation is formally implemented as required.</p> <p>Account for all personnel including contractors and visitors following an emergency or evacuation.</p>

	<p>Ensure buildings are secure and ensure no personnel attempt to re-enter the buildings until formally Authorised to do so.</p> <p>Ensure visitors are always escorted by personnel during an emergency situation or emergency drills.</p> <p>Ensure energy sources, where possible, are turned off in the event of fire (Electrical and Gas).</p>
<p>Muster Checker (MC)</p> <p>Receptionist, Bar, and restaurant staff</p>	<p>Ensure patrons and staff are directed to the correct muster point when an evacuation is required</p> <p>Provide Aid/guidance/instruction on any special requirements for disabled/aged or infirmed patrons to be assisted to the muster point.</p> <p>Provide an accurate head count at the muster point of patrons, staff and contractors. Use staff rosters and contractor sign in sheets and restaurant bookings as guidance</p> <p>Report on personnel accounted for at the muster point to the General Manager or senior person on site</p> <p>Provide situational updates to persons gathered at Assembly Areas</p> <p>Maintain control of the muster point</p>
<p>First Aiders</p> <p>Receptionist, Bar, and restaurant staff</p>	<p>Monitor the club first aid kits for completeness and currency and report any deficiencies to the General Manager.</p> <p>Provide immediate first aid in the event of an injury or illness.</p> <p>Maintain currency in EAR/CPR.</p>
<p>Personnel other staff</p>	<p>Shall understand and comply with this plan</p> <p>Report hazards and incidents to their supervisor.</p> <p>Shall participate in planned exercises of the plan when required.</p> <p>Report to the assigned muster point in an emergency.</p> <p>Comply with directions given by the muster checker.</p>

8 PROCEDURE

8.1 Emergency Response Philosophy

Control of the EFYC premises is vested in the General Manager, or in his absence, an authorised delegated person. The overriding priority is the safety of staff and the public, protection of the environment and of club and member property, and the continuation of the EFYC club as a business.

Emergency situations will be managed by the site “on duty” management team, with additional internal and external support able to be called upon if required. EFYC’s approach to emergency

management is one of prudent over-reaction, assessment, and de-escalation, rather than under response and late escalation.

The senior person on site at the time of an emergency event is responsible for ensuring the incident response is based on the severity and complexity of the incident, and is understood by all.

8.2 Risk Management

Emergency management relies on successfully adapting the organisation to change in its environment. The critical element to emergency management requires the identification and controlling of the risks and threats that could manifest into an emergency and ensure that EFYC has sufficient controls to manage the risks.

EFYC General Manager shall ensure that risk has been formally assessed to enable that emergency threat scenarios are identified and controlled. EFYC General Manager shall ensure that sufficient resources have been established to manage the identified emergency risks. All risk assessments shall be reviewed at least annually to ensure that they are current and relevant to manage the impacts of actual or potential emergency situations.

Ultimately the above responsibility resides with the EFYC General Manager or an Authorised Delegate.

8.3 Risk Assessment

A continual process of reviewing the risk EFYC register to identify risks, or changes to the risk profile, shall be undertaken to ensure that this plan is amended and updated accordingly.

The risk assessment shall include an assessment of:

- Evacuation routes,
- Assembly Areas,
- Emergency wardens,
- Emergency contacts,
- First aid provisions including trained personnel,
- Emergency communications; and
- Contractor management.

8.4 Preparedness and Response

EFYC management shall adopt the following methodology to support the evaluation and mitigation of emergency risks associated with EFYC projects and operations. The process shall encompass the following:

- Prevention,
- Preparedness,
- Response; and
- Recovery.

8.5 Prevention

EFYC management shall apply a prevention strategy through the proactive analysis and monitoring of potential emergency scenarios based upon EFYC operations and activities. These emergency scenarios and mitigation controls shall be itemized within the risk assessments and relevant

documented processes and shall be routinely monitored for both accuracy and effectiveness of the controls.

The most successful form of mitigation is to prevent potential emergency situations from occurring. This can be done by reducing the potential for triggers of these events in the workplace. Prevention strategies should include:

- Reducing the fire loading for the facilities by:
 - Correct storage of chemicals and flammable substances, in accordance with manufacturers instructions and Safety Data Sheets where provided,
 - Removing combustible and flammable wastes from site regularly, (see 8.5.1 Combustible and Flammable Waste),
 - Positioning heat radiating equipment away from flammables materials; and
 - Ensuring that compliant smoke detectors are established on EFYC buildings.
- Operating and maintaining vessels safely by:
 - Ensuring operators are fully informed of EFYC marina procedures,
 - Ensuring operators are trained and competent,
 - Maintaining pre-operational safety checks on all operational equipment; and
 - Removing all vessels that are un-fit for service.
- Carrying out thorough risk assessments, planning tasks appropriately and providing all the necessary resources.
- Ensuring personnel are trained and competent to carry out their role as per job requirements.
- Ensuring all hazards are reported, corrected, and monitored.

The EFYC General Manager or an Authorised Delegate shall be responsible to ensure a review and update of the risk registers is conducted on an annual basis.

8.5.1 Examples of Combustible and Flammable Waste Materials

Combustible materials are solids or liquids that can easily ignite and burn. If a combustible material is exposed to fire or heat, it is likely to ignite, burn or release flammable vapours. Combustible material has a flashpoint between 37.8°C and 93.3°C,

Combustible Solids	Combustible Liquids
Wood	Oil
Paper	Diesel Fuel
Rubber	Lubricants
Plastic	Oil Based Paints
Cloth	Cleaning Solvents

Flammable materials are ignited or flame immediately when contacting with fire or high temperature in the air and continue to burn or slightly flame. Flammable Material has a flashpoint less than 37.8°C

Flammable Solids	Flammable Liquids
Cotton	Aerosol Cans
Alkali Metals	Acetone
Acrylic	Petrol
Polyester	Alcohol

8.6 Preparedness

EFYC shall ensure that sufficient emergency management protocols are established which includes:

- Conducting detailed and relevant planning to ensure that sufficient internal and external resources and controls are available to mitigate the identified credible emergency scenarios,
- As part of the club staff induction processes, the credible emergency scenarios and response protocols are communicated and routinely rehearsed,
- Personnel who are required to fulfill the emergency positions are suitably trained in the requirements of the appointed position,
- Analysis of emergency response resources and equipment to ensure that such controls are sufficient to manage the potential emergency scenarios,
- Physical and desktop emergency response activities shall be routinely conducted; and
- EFYC management shall complete formal lessons learned for all training activities or actual emergency management incidents with the intent to assess and identify areas for improvement.

8.7 Response

EFYC shall ensure that the appropriate response resources have been identified, tested and available in preparation for an emergency event. The response resources and availability should be evaluated and tested during the prevention and preparedness phases. Appropriate emergency response additionally relies upon the assistance and intervention of internal and external agency and equipment resources during or immediately after an emergency.

EFYC may leverage off external agencies to provide physical and or technical resources to support an emergency.

8.8 Recovery

The recovery phase of the emergency management cycle encompasses the coordinated process of supporting emergency-affected personnel (i.e., restoration of emotional, social, economic, and physical well-being) and the risk analysis required to re-establish normal framework operations. Recovery post a major emergency/crisis is generally measured in weeks, months and/or years proportionate to the nature and scale of the emergency.

8.9 Emergency Communication Planning

A functional communications plan is a critical enabler in supporting the timely transfer of information relating to the emergency. The transfer of accurate information supports the organisation's decision-making processes at all levels of EFYC's emergency management processes. EFYC shall employ the most expedient method of available and functional communications during an emergency. These methods may include but are not limited to:

- Site alarms, speaker warnings, horns etc.,
- Telephone (fixed, mobile and satellite),
- Text/SMS,
- Email; and
- Physical contact.

Note:

When exercising the effectiveness of the emergency management processes; an assessment of the functionality and sustainability of the established EFYC communications network must be

conducted. If the communications are identified to be intermittent or problematic; at any stage, then a more functionally robust communication alternative must be identified and implemented.

8.10 Recognising a Potential Emergency

An emergency is any incident, event, business continuity, reputation or liability issue that threatens the commercial position or survivability of EFYC. An emergency can be triggered by an event or by an issue or any turning point which falls outside of normal business contingency planning and emergency response arrangements.

Emergency situations can be difficult to identify, and if not appropriately managed, they can escalate to become a crisis very rapidly. They may involve media interest, and they will frequently be driven by perceptions rather than facts.

Based upon the risk analysis conducted the following are the emergency threats identified as credible to EFYC operations:

- Medical emergency:
 - At the club,
 - On board a club centerboard, keelboat, or power boat.
 - Aboard a non-club boat in the immediate vicinity.
- Fire:
 - On board a vessel,
 - In the clubhouse building,
 - Boat shed,
 - Kitchen,
 - Bush/grass fire in the area bordering the club; and
 - Boat at refuelling jetty
- Vessel fuel leakage:
 - Diesel; or
 - Petrol.
- LP Gas Leak:
 - In the club house; or
 - On board a vessel.
- Hazardous Chemical Spill to land or water,
- Sinking or sunken vessel,
- Bomb threat.

8.11 Emergency Response Activation

The emergency response activation will normally occur via voice, radio, or telephone dependent on the site of the incident. It is important, once the initial call has been made from the incident site that communications remain open for the continued transfer of information. Regardless of whether voice, radio or telephone is used to notify personnel or external emergency services of an incident, the following baseline information should, where practicable be provided to the receiver and formally recorded:

- Name of caller,
- Exact time and location of the emergency,
- What number you're calling from (if using phone),
- The nature of the emergency,

- The number of casualties/injuries,
- The type of injuries; and
- What hazards are present.

8.12 Actions on Receiving an Emergency Notification

Upon notification of an incident the EFYC General Manager, or “duty Manager” shall establish who the senior person is at the incident or event site and assign that person as the On-Scene Coordinator (OSC) until otherwise relieved. The OSC shall then maintain continuous communication with the General Manager

The OSC shall:

- Assess the event and undertake immediate containment and lifesaving actions as required,
- Notify local emergency response resources,
- Establish the key elements of the situation by using “**At, At, What What What**”,
 - **At** time - At 0935,
 - **At** location – i.e., Vessel fire in the marina, one person injured,
 - **What** occurred – Engine fire with unknown cause,
 - **What** has been done. Fire extinguisher used, fire hose rolled out and on standby, Ambulance service notified by owner, Staff member sent to main gate to guide ambulance to the incident area, incident area isolated, General Manager notified.
 - **What** is the future intent – OSC in attendance, first aid ongoing, OSC will coordinate with ambulance personnel.

8.13 Communications

Well established and disciplined lines of communications are essential in establishing fact in an emergency. A list of ***EFYC Emergency Contact Numbers is shown as Appendix 1 to this document.***

8.13.1 At the incident site

At the incident site the OSC is the “eyes on” person who is providing the necessary information and support the General Manager or designate, and emergency services where required. The OSC shall only communicate with the General Manager or emergency services and should not be contacted under any circumstances by any other person during this time.

8.13.2 Incident site to OSC/General Manager

The General Manager or an Authorised Delegate may become the single point of contact with the OSC and external resources for information and updates on the status of the situation on site. The General Manager or an Authorised Delegate may then issue tasks or requests based on that information and updates.

The General Manager or Authorised Delegate shall ensure that the EFYC Commodore is notified as soon as is practicable of any emergency event.

8.13.3 General Manager

The General Manager or Authorised Delegate shall inform the EFYC Commodore of the situation as soon as is practicable and maintain communications as agreed with the EFYC Commodore.

8.14 Concluding an Emergency/ Crisis Situation

The EFYC General Manager or an Authorised Delegate has the authority to communicate that an emergency has been sufficiently controlled and the situation no longer constitutes an emergency. This information should be communicated to all personnel involved.

At the conclusion of the emergency, the General Manager or an Authorised Delegate shall consolidate all information reporting, etc. and formally file the information for further action.

As soon as practicable the General Manager shall conduct a review/evaluation of the emergency and lessons learned and as required modify the EFYC emergency plan as required.

8.15 Emergency Response Resources

EFYC General Manager (through designated personnel) shall ensure that all resources required for the prevention and response to emergency situations are provided. Emergency response equipment shall be maintained and tested, at regular intervals by appropriately trained and competent persons. Emergency response equipment and training in the use of emergency response equipment shall be provided to all personnel.

8.15.1 Access and Egress

All access and egress routes shall be always kept clear from obstruction and shall be sufficiently sign-posted and illuminated with compliant emergency lighting. Fire doors are to be inspected yearly and tested every 6 months.

8.15.2 Exit Signage / Lighting

Emergency or exit lighting shall be checked every six (6) months in accordance with the current country or region standard.

8.15.3 Emergency Evacuation Diagrams

Emergency Evacuation Diagrams compliant with Australian Standards are in located in easily visible locations at all areas designated as offices, works spaces or public entertainment areas. The evacuation diagrams include:

- The signs' location within the worksite or entertainment area (i.e., a 'You are here' indicator),
- The route from the sign location to the nearest emergency exit,
- All the emergency exits of the site,
- Location of manually operated emergency alarms,
- Location of firefighting equipment,
- Location of the first aid equipment; and
- Location of designated assembly areas.

8.15.3.1 Assembly Areas

Emergency Evacuation Diagrams show the two (2) designated Assembly Areas. Assembly Area A is the grass area to the east of the club building known as the rigging area. Assembly Area B is the flat area at the top of the public parking area which is the junction of Petra Street and Jarret Drive.

Wardens will direct/guide patrons/staff and other persons to the nearest assembly area taking into consideration any potential hazards or risks presented by the emergency event.

Muster checkers will be located at both A and B Assembly Areas to account for persons and provide updates as they become available.

8.15.4 Fire Detection Systems

Office mains powered smoke and heat alarms shall be tested every six (6) months. Back up batteries shall be replaced annually where fitted.

Automatic fire detection and alarm systems (panels) are to be inspected monthly.

Battery powered smoke detectors shall be tested monthly and have the batteries replaced annually, a general cleaning of smoke detectors shall also occur annually or as required. Generally, battery powered smoke detectors have a shelf life of 10 years, as required EFYC management shall

ensure that they are replaced on or before this expiry, noting that the manufacturer's instructions may stipulate a shorter timeframe.

EFYC management shall ensure that fire detection systems are functional and comply with the requirements of the country or region standard.

8.15.5 Fire Fighting Equipment

EFYC management shall ensure that enough EFYC or volunteer personnel are trained and competent in the use of fire extinguishers. Fire extinguishers shall be in accordance with the Australian Standards. EFYC management shall ensure that all personnel are inducted in emergency response actions relating to a fire within their work area and records of training are documented on an attendance record. EFYC Bosun shall routinely inspect fire extinguishers in accordance with regulatory requirements.

8.15.5.1 G6 Keys

All owners of boats stored in pens are issued a G6 key which is used to unlock the fire extinguisher cabinets. G6 keys are also available in the administration office.

A list of ***Fire Fighting Equipment is shown as Appendix 2 to this document.***

8.15.6 First Aid

EFYC General Manager shall ensure enough personnel are trained and competent in first aid. EFYC should have at least one qualified first aider at each EFYC activity.

First aid medical kits shall be located at EFYC work areas and shown in the Emergency Evacuation Diagrams. EFYC General Manager shall ensure that the medical kits are accessible, appropriately sign-posted and inspected and re stocked by St Johns as per the inspection schedule. First aid kits shall be selected for the environment and risks.

8.16 Training and Competency

EFYC management shall ensure that all staff receive training in specific emergency response actions and shall identify personnel who may be required to undertake specific emergency response roles. As a minimum EFYC management shall ensure that there is a responsible person assigned emergency control duties for each EFYC site/activity.

19.2 Emergency Drills

EFYC management shall ensure that emergency response exercises are conducted a minimum of annually. The level of response to emergency situations shall be assessed and improved where necessary. All corrective actions post the emergency response exercises shall be documented.

All emergency response training shall be recorded on the EFYC *Emergency Response Drill Report*.

8.17 Emergency Reporting and Investigation

All EFYC staff shall ensure that all emergency incidents are reported to EFYC management as soon as practicable. EFYC management shall ensure that all incidents are recorded, reported, and investigated.

8.18 Media

It is likely that during or post a serious emergency that EFYC personnel may be contacted to provide comments or a statement. All emergency media enquiries shall be diverted to the **EFYC General Manager or an Authorised Delegate**, who shall appoint an organisational liaison/spokesperson. The Club Manager shall confer with the Commodore on who the spokesperson shall be.

EFYC personnel (including contractors) are not permitted to provide statements to the media unless they are formally authorised by the EFYC General Manager or an Authorised Delegate.

8.19 Media Statement

The EFYC media statement is a pre-prepared, fill-in-the-blank document that allows a short statement to be prepared and issued in as little time as possible. It allows the emergency management team time to better understand the situation, collect the facts, and ultimately issue something more detailed. It also helps stop the rumour mill before it starts.

A good guiding principle is to “act fast but think carefully.” It may be important to publish the EFYC side of the story before unnecessary public relations damage is done just because of a communications delay. EFYC should be seen as responsive, empathetic, efficient, and aware of the gravity of the situation; however, it’s better to delay a statement by a few minutes than to rush out a poorly crafted comment that could backfire or make the situation worse.

Any statement should only include definitive facts and not speculative details; verify everything you say. Make sure that the statement is also authentic and appropriate for the situation at hand.

The statement should always include:

- A factual headline
- The date and time
- The location of the incident
- Basic details that have been confirmed
- When the club was made aware of the issue
- Actions the is taking that you are willing to make public
- An expression of compassion or empathy (if appropriate)
- Contact details OR details on when further updates may occur

It should never include:

- Details that are unconfirmed or uncertain
- Any kind of speculation
- A response to unsubstantiated rumors
- Statements of blame or finger-pointing
- Names of victims in the case of death (without the family’s permission)

Media Statement example 1

We have recently been informed that a [what happened] at [location] involving [who] occurred today at [time]. The incident is under investigation and more information is forthcoming.

Media Statement example 2

At approximately [time] there was what is currently being investigated as a [incident] at [location]. We are working to determine [damage, injuries, etc.]. At this time, we have confirmed that [General information that is for certain. Delete if no confirmed info is available.]

The safety and well-being of our employees, contractors, and neighbours are our first priority. [Expression of compassion/concern if appropriate]. As more information is available, we will be providing updates through [web site address] and regular media briefings.

Note for Media: Media briefings will be held at [location] at [time – specific time, or general, i.e., every hour on the hour, etc.].

9 RECORDS

Records	Retention
Emergency Preparedness and Response Plan	Annually
Emergency Drills	2 years
Incident Investigations	7 Years

APPENDIX 1: EFYC Emergency Contact List

EFYC Executive Committee

Name	Role	Contact Details	After Hours
Steve McWhirter	Commodore	0413443071	squirt@bigpond.net.au
Peter Halliday	Vice Commodore/CEO	0421038747	Phalliday1@bigpond.com
Paul Van Bilsen	Rear Commodore Sail	0400 934 095	pdvanbilsen@hotmail.com
Vern Tidy	Hon Treasurer	0413056915	butcha@bigpond.com

EFYC Staff

Name	Role	Work Contact	Email
Steve McWhirter	CEO	0413443071	manager@efyc.com.au
Nicole Rowland	Accountants Manager	0439906363	Accounts@efyc.com.au
Kate Bawden	Reception	93398111	Reception@efyc.com.au
Renee Keating	On Water Coordinator	93398111	activities@efyc.com.au
Josie Huck	Marketing	93398111	Marketing@efyc.com.au
Geoff Edgington	Bosun	0410280405	Reception@efyc.com.au

External Emergency Services

Name	Role	Contact Details	After Hours
Ambulance	Medical Response	000	
DOT Marine Operations	Coordination/Safety	92392272	
East Fremantle Town Council Ranger	Council Property	93399339	0418947312
Fire and Rescue	Emergency Response	000	
Fiona Stanley Hospital	Medical Services	6152 2222	Fiona Stanley Hospital
Fremantle Volunteer Sea Rescue	On Water Response	0416171929	0416171929
Fuel Contractors (Fuelquip) (Chris Vince)	Fuel control	93793666	
Parks and Wildlife Services (DPaW)	Marine life	92199000	0419192845
Police	Emergency Response	000	
State Emergency Service	Emergency Response	92775333	92775333
Water Corporation	Water Services	94202420	
Water Police	On Water Response	94428600	
Western Power	Power Services	131354	131354

APPENDIX 2: Equipment Locations

Equipment	Location
Marina Fire Hose Reels	<ul style="list-style-type: none">• Entry to B, C, D, E and F Jetties• End of B, C, D, E and F Jetties• Middle of D, E and F Jetties• D Jetty Centre Arm x 3• D Jetty Fuel Arm x 2• E Jetty Extension x 1• Outside of the Training Room – GF of Clubhouse
Motorised Fire Pumps	Adjacent to ice machine GF of Club
Fire Hydrants	<ul style="list-style-type: none">• Onshore at commencement of D, E and F Jetties• Dual Upstand onshore at commencement of C Jetty• Dual Upstand in FESA Cabinet at Jerrat Drive/Petra Street Parking area (Top of the hill)• Western Shore 1, 6 and 12 pens
Fire Extinguishers	Located throughout the clubhouse and Marina as shown on Emergency Evacuation Diagrams (Require key G6 to open cabinets)
Mooring Ropes, Fenders, and Tow Lines	Bosuns Shed (Northern End of Works Area at base of stairs)

APPENDIX 3: Medical Emergency

WHERE: <ul style="list-style-type: none"> • Within the Clubhouse facilities • Within the EFYC marina on a moored vessel • During a club event with club vessels underway (Scheduled races etc.) 	
Immediate actions by persons at the medical emergency	<ul style="list-style-type: none"> • Check for <i>Danger</i> • Assess the casualty's <i>Response</i> • <i>Send</i> for help • Check <i>Airways – If blocked clear the airway</i> • Check for <i>Breathing – Provide 2 quick breaths</i> • Check <i>Circulation- If no Circulation commence Cardiopulmonary Circulation</i> • <i>Defibrillator</i> (Located at the Western end of the Main building outside the office) • Raise the Alarm, call emergency services if required 000 • Manually lock open the gates for emergency access and post a staff member at the gate to direct emergency services. • Coordinate additional resources to provide medical assistance if required <p>Note:</p> <ul style="list-style-type: none"> • Defibrillators are located at the entry to administration, and at the western entry to the Commodores Bar. Dial 000 for the access code. • Basic First Aid Kits are in the Administration office, the Training room and in the Hospitality Service area.
On water emergency	<p>If the medical emergency occurs on a vessel during a club event the Race Control Officer (RCO) shall be responsible to coordinate the movement of the person either to the EFYC facilities, or to another yacht club should the urgency of the situation require so. Communications by radio or telephone shall be coordinated by the RCO.</p> <p>The General Manager is to be informed of the emergency as soon as it is practical and safe to do so.</p>
Continued response	<ul style="list-style-type: none"> • Notate key times and details associated with the incident. • Record the first aid administered • Track movement of the patient (hospital, medical Centre etc.) • Secure the scene if required • Consolidate witness statements if required
Close Out Actions	<ul style="list-style-type: none"> • Consolidate witness statements • Incident investigation completed • Notify Regulator if required (e.g., Electricity board if electric shock incident) • Corrective and preventative actions established

APPENDIX 4: Building Fire

Where: <ul style="list-style-type: none">• Office• Workshop• Storage Shed• Clubhouse	
Immediate actions	<ul style="list-style-type: none">• Raise the alarm, inform office, bar, or workshop staff immediately.• In the event of a small fire attempt to extinguish the fire using fire extinguishers located within the building. If there is any risk to personal safety the primary requirements are to raise the alarm and evacuate.• Notify Emergency Service 000 as required• Confirm the event location and affected zones.• Alert club patrons using the emergency broadcast system located in the back of house area behind the bar in the wardroom on the first floor.• Manually lock open the gates for emergency access and post a staff member at the gate to direct emergency services.• Ensure notifications to EFYC General Manager or Authorised Delegate.• Inform Bosun• Provide first aid to any injured personnel.• Evacuate areas at risk and move to assembly areas.• Verify all personnel are accounted for (wardens and muster checkers) <p><u>Fire Fighting with extinguishers:</u></p> <ul style="list-style-type: none">• Warn personnel in the vicinity by shouting “Fire, Fire, Fire”• Ensure someone has alerted the emergency services and notify the supervisor• Determine type of fire and exact location• Identify and select correct type of extinguisher• Have another person back you up with another extinguisher• Where possible, keep the doorway at your back or behind you• Keep low to avoid smoke• Do not get too close to the fire. Direct the extinguisher agent at base of the fire not at the smoke.
Continued response	<ul style="list-style-type: none">• Administer first aid to injured personnel• Notate key timelines and details associated with the incident.• Evacuate in accordance with the site evacuation process• Appoint a guide to meet emergency services at the club gate• Account for personnel at the muster point• Provide updates to the General Manager or Authorised Delegate• Secure the incident scene and stop people from reentering the site
Close Out Actions	<ul style="list-style-type: none">• Consolidate witness statements• Incident investigation completed• Notify regulator as required• Corrective and preventative actions established

APPENDIX 5: Fire, (bush, wildfire, grass fire)

Where: The vegetated area bordering Jerratt drive to the south of the clubhouse, and the area behind the club house and lawn area.	
Immediate actions	<ul style="list-style-type: none">• Raise the alarm, inform office, bar, or workshop staff immediately.• Inform Fire and Emergency Services using 000 if able to do so• Confirm direction of wind and determine evacuation and muster area as applicable to the conditions as required to do so• Shut all the air vents and turn the air conditioning on to 'full' and 'recirculate'• Close doors and windows• Alert club patrons using the emergency broadcast system located in the back of house area behind the bar in the wardroom on the first floor.• Manually lock open the gates for emergency access and post a staff member at the gate to direct emergency services.• If necessary, evacuate the clubhouse away from the fire (Decision to be made by senior person)• Ensure notifications to EFYC General Manager or Authorised Delegate.• Verify all personnel are accounted for (wardens and muster checkers)• Provide first aid to any injured personnel.
Continued response	<ul style="list-style-type: none">• Advise EFYC General Manager or Authorised Delegate of the incident or situation• Notate key timelines and details associated with the incident.• Provide updates to the EFYC management.
Close out actions	<ul style="list-style-type: none">• Incident investigation completed• Corrective and preventative actions established

APPENDIX 6: Kitchen Fire

WHERE: Kitchen	
Immediate actions	<ul style="list-style-type: none">• Raise the alarm, inform office, bar, or workshop staff immediately.• If a fat or other cooking oil fire, use a fire blanket if safe to do so. Follow up with other fire blankets, one at a time if unsure the fire is not fully extinguished.• If uncontrolled:<ul style="list-style-type: none">○ Close doors and windows○ Alert club patrons using the emergency broadcast system located in the back of house area behind the bar in the wardroom on the first floor.○ Manually lock open the gates for emergency access and post a staff member at the gate to direct emergency services.• Inform Fire and Emergency Services• Ensure notifications to EFYC General Manager or Authorised Delegate.• Verify all personnel are accounted for (wardens and muster checkers)• Provide first aid to any injured personnel.
Continued response	<ul style="list-style-type: none">• Advise House, Food and Beverage Manager of the incident• Inform General Manager or an Authorised Delegate of the incident• Notate key timelines and details associated with the incident.• Provide updates to the EFYC as required
Close out actions	<ul style="list-style-type: none">• Incident investigation completed• Corrective and preventative actions established

APPENDIX 7: Boat Fire at Refuelling Jetty

Where: Fuel jetty "D"	
Immediate actions	<ul style="list-style-type: none">• Raise the alarm immediately and advise of the exact location of the fire (Person advised shall inform emergency services)• Inform Bosun• Inform Fire and Emergency Services using 000 if unable to raise the alarm with others• Prioritize the situation:<ul style="list-style-type: none">○ Close the fuel supply lines as shown on attached map 3○ Evacuate any injured person from the boat if able to do so○ Evacuate persons on board○ Fight the fire if able to do so using appropriate fire extinguishers○ Remove combustible material if safe to do so○ Confirm direction of wind and determine evacuation and direction of threat (if any) the fire is presenting, determine if portable fire pump could/should be deployed to boat to assist○ If other boats are alongside the refueling jetty and are accessible, ensure that these are moved away from the jetty as quickly as possible to prevent spread of the fire○ Administer first aid to injured personnel○ Have other vessels that are accessible moved away if possible• Establish an exclusion zone around the vessel to exclude unnecessary persons being exposed to risk• Confirm emergency services have been notified
Continued response	<ul style="list-style-type: none">• Ensure General Manager is informed as a matter of urgency• Inform Rear Commodore M&S and Power Captain• Ensure staff or other person allocated to keep the club gate open and to guide emergency services• Evacuate the area as required• Assist clean up team as required.• Contact Swan River Trust if a spill has occurred
Close out actions	<ul style="list-style-type: none">• Incident investigation completed• Corrective and preventative actions established.

APPENDIX 8: Boat Fire in a Pen

Where? Boat moored within the marina pens	
Immediate actions	<ul style="list-style-type: none">• Raise the alarm immediately if unable to inform others to do so• Inform Bosun• Inform Fire and Emergency Services using 000 if unable to raise the alarm with others• Prioritize the situation:• Evacuate any injured person from the boat if able to do so• Evacuate persons on board to safety• Isolate power to the jetty using the switch located at the beginning of each jetty• Shut off the fuel source for the fire if able to do so safely• Fight the fire if safe to do so with fire extinguisher or hose reel• Remove combustible material if safe to do so• Shut doors and hatches to contain fire if practicable• Confirm direction of wind and determine evacuation and direction of threat (if any) the fire is presenting, determine if portable fire pump could/should be deployed to boat to assist• Administer first aid to injured personnel• Have other vessels that are accessible moved away if possible• Confirm emergency services have been notified• Hand over to emergency services on arrival
Continued response	<ul style="list-style-type: none">• Ensure General Manager is informed as a matter of urgency• Ensure staff or other person allocated to keep the club gate open and to guide emergency services• Evacuate the area as required• Assist clean up team as required.• Contact Swan River Trust if spill has occurred
Close out actions	<ul style="list-style-type: none">• Incident investigation completed• Corrective and preventative actions established.

APPENDIX 9: Fuel Leak within The Marina

Where? Source of leak is from inside the marina (Boat source)	
Immediate actions	<ul style="list-style-type: none"> • Raise the alarm immediately and advise of the exact location and source of the spill (if known) • Inform Bosun • Assess the extent of the spill and danger to self and others – only approach if it is determined safe to do so • Prioritize the situation: <ul style="list-style-type: none"> ○ Stop or contain the source of the spill if safe to do so ○ If the spill is of a combustible fuel, clear the area of all unnecessary persons ○ If the spill is at the refueling jetty, turn off pumps by pushing the RED EMERGENCY STOP BUTTON ○ Isolate the fuel valve at the head of D Jetty ○ If the spill is originating from a boat, turn off the bilge pump on the boat ○ Deploy equipment from marine spill kits located on the fuel jetty and E jetty entry. Fit booms around the entire spill using club boats if necessary • If required alert the emergency services • Ensure the General Manager or an Authorised Delegate has been informed
Continued response	<ul style="list-style-type: none"> • Monitor the situation until it is resolved • Await emergency services if required • Evacuate the area as required • Assist clean up team as required • Provide full details of spill and actions to General Manager or an Authorised Delegate • General Manager or an Authorised Delegate is to notify Swan River Trust of the spill <p>Note: For Petrol Fuel spillage:</p> <ul style="list-style-type: none"> • Advise Fire and Rescue Service 000 • Advise and request support from a “Fuel Spillage and Control Contractor” (May be available through emergency services) • In coordination with the Fire and Rescue Service and the Fuel Spillage and Control Contractor, have the vessel towed to a suitable location if necessary for the safe recovery of the fuel. • The Fire and Rescue Service will advise other relevant authorities of the emergency
Close out actions	<ul style="list-style-type: none"> • Incident investigation completed • Corrective and preventative actions established.

APPENDIX 10: LP Gas Leak

Where? Boat in the marina In the clubhouse	
Immediate actions	<p>In the Marina</p> <p>It is likely that LP Gas leakage in the marina will be from small LPG bottles or cylinders on boats. LPG leakage can present a potential fire hazard and should be treated accordingly</p> <ul style="list-style-type: none">• Close the cylinder valve completely• Alert all persons in the vicinity to the presence of a gas leak• Immediately stop all engines and switch off electrical equipment• DO NOT operate and equipment that is not flame proof or may generate a spark• Move the cylinder to a safe location at least 20 metres from any heat or ignition source. Monitor the contents gauge and when empty return to the supplier, with a tag attached explaining the fault.• Ventilate the vessel or vehicle until the air is clear of vapour• Inform people when it is considered safe or “all clear” <p>In the Clubhouse</p> <p>If vented to the outside air, LPG will dissipate with the slightest movement of air. With LPG vented into a sealed structure, with no air movement, the LPG gas will collect on the floor. It will rise toward the ceiling, as more LPG enters the structure.</p> <ul style="list-style-type: none">• Inform persons working within the clubhouse that there is a gas leak and all electronic, heat, flame or spark generating devices or equipment must be turned off• Close off the Isolation Valves located at the Gas Cabinet at the top of the hill in the carpark• Open all doors and windows and allow the gas to be vented to the outside air• The senior person present may advise to evacuate to an area upwind of the gas leak• Inform the General Manager or an Authorised Delegate• Inform Rear Commodore M&S
Continued response	<ul style="list-style-type: none">• Identify the source of the leak and determine how the leak occurred• If it is a simple human error cause, take the necessary corrective action• If the source is undetermined, arrange for a qualified contractor to undertake examination and repair
Close out actions	<ul style="list-style-type: none">• Incident investigation completed• Corrective and preventative actions established.

APPENDIX 11: Hazardous Chemical Spill

Where? Any area of the club property where a hazardous chemical is spilled to the ground or water	
Immediate actions	<p>A hazardous chemical may be any substance that is flammable, explosive, irritating or corrosive to skin, lungs, and eyes (e.g., acids, alkali, paints, fumes), that can potentially cause physical and health hazards to people, or can result in harm to the environment.</p> <ul style="list-style-type: none">• Inform Bosun• Assess the extent of the spill and danger to self and others – only approach if it is determined safe to do so• Inform the General Manager or an Authorised Delegate• Prioritize the situation:<ul style="list-style-type: none">○ Administer first aid to injured personnel○ Stop the source of the spill.• If required alert the emergency services and provide:<ul style="list-style-type: none">○ The nature of the chemical if known○ Safety and location of people○ Presence of fire, smoke, fumes and wind direction○ Materials available to contain the spill○ If the chemicals have entered water ways or drains• Deploy warning triangles or traffic cones to alert other people in the area• Establish an exclusion zone around the spill• Try to prevent spill entering local waterway or surrounding habitat <p>Note: Information relating to actions to be taken in response to a spill will be on the container or the Safety Data Sheet (SDS) accompanying the chemical</p>
Continued response	<ul style="list-style-type: none">• General Manager or Authorised Delegate to inform Swan River Trust if any hazardous substances is spilled to water• Await emergency services if required• Evacuate the area as required• Assist clean up team as required.
Close out actions	<ul style="list-style-type: none">• Incident investigation completed• Corrective and preventative actions established.

APPENDIX 12: Sinking or Sunken Vessel

Where? In a pen or within the Marina	
Immediate actions	<ul style="list-style-type: none">• Raise the alarm immediately and advise of the exact location of the vessel and any known injuries• Inform Bosun• Inform General Manager or an Authorised Delegate• If required alert the emergency services• Assess the potential for danger to self and others – only approach if it is determined safe to do so• Prioritize the situation:<ul style="list-style-type: none">○ If the vessel is in a pen, initiate pumping procedures with onboard bilge pumps (providing there is no apparent oil or fuel visible in the vessel) and /or mobile pump units. For location of pump units see map 1○ Inform the owner as soon as possible and request their attendance at the scene. If no contact is available and the leak cannot be rectified, if possible arrange for the vessel to be towed to a beach○ A vessel which cannot be pumped out, and which will eventually sink, will require contingency planning for fuel/oil spillage. Booms must be arranged to contain any fuel or oil spillage until it can be reclaimed by absorbents or pumped out. Any floating debris must be collected.○ If the sinking occurs in the marina but outside the pens the position of the vessel must be clearly marked by buoys to avoid any hazard to other vessels
Continued response	The responsibility for raising the sunken vessel rests with the owner. The club may arrange for raising and lifting of the vessel at the owners request, or without request if the owner has not undertaken the task within the timeframe stipulated by the General Manager in a written or verbal request. In any case, the total cost shall be to the owner of the vessel.
Close out actions	<ul style="list-style-type: none">• Incident investigation completed• Corrective and preventative actions established.

APPENDIX 13: Bomb Threat

The bomb threat is one of the most widespread and accessible modus operandi related to terrorism, primarily due to the impact it generates. Most attacks with explosive devices take place without warning. Most bomb threats are hoax but need to be handled methodically.

It is difficult to define a reliable action protocol that allows us to detect whether a threat is real, credible, and plausible, or instead it is a false threat or a bad joke. Therefore, there is no reliable system to accurately detect false alarms from actual incidents. In short, when faced with any bomb threat, three alternative decisions can be made:

- Not paying attention and continuing with activities as if the threat had never occurred.
- Carry out an indiscriminate evacuation without carrying out any verification or contrast of the threat.
- Consider the threat possibly truthful and act preventively. According to terrorism experts, from both the police and the military, the third option is best.

If the threat is communicated in writing:

- Immediately notify the General Manager or most senior person on site
- Avoid manipulating the paper, email, or container (envelope, box, computer, etc.).
- Notify the Police (providing them with all the information verbally. If they request it, send them the audio, video, and photograph of the message and package received so that they have as much information as possible to assess the threat and to advise you on what to do.
- Until receiving clear instructions from the Police, preserve the content and container of the message (preventing other people from altering, manipulating, or destroying it). When the Police or provide them with all the information and follow the POLICE instructions

If the communication is made by telephone:

- The essential thing is to prolong the call as much as possible, extract as much relevant information as possible and write it down objectively and reliably:
- Keep in mind that the seconds that the call lasts may be the only contact that is maintained with the caller, hence the importance that all information is collected accurately.
- Concentrate on maintaining control to provide valuable data to the Police.
- If this call is answered correctly, more data can be obtained than the simple warning, and although it may seem strange, the person who makes the threat will often answer questions since he may be inexperienced.

The General Manager or senior person on site is to follow advice provided by the police. Where an evacuation is advised, conduct the evacuation in a calm and orderly manner, ensuring all patrons and staff are accounted for at the evacuation point.

Communications are to be always maintained with police and the EFYC Commodore is to be advised immediately.

BOMB THREAT CHECKLIST

Exact wording of the bomb threat					
Questions to Ask the Caller					
Where is the bomb?					
When will the bomb explode?					
What kind of bomb is it?					
What does the bomb look like?					
Did you place the bomb?					
Who placed the bomb?					
What will cause the bomb to explode?					
Why was the bomb placed?					
What is your name?					
Callers Voice	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Child	Approx. Age:	
	<input type="checkbox"/> Calm	<input type="checkbox"/> Soft	<input type="checkbox"/> Distinct	<input type="checkbox"/> Raspy	<input type="checkbox"/> Cracking voice
	<input type="checkbox"/> Angry	<input type="checkbox"/> Loud	<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep	<input type="checkbox"/> Disguised
	<input type="checkbox"/> Excited	<input type="checkbox"/> Laughter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Ragged	<input type="checkbox"/> Accent
	<input type="checkbox"/> Slow	<input type="checkbox"/> Crying	<input type="checkbox"/> Stutter	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Familiar
	<input type="checkbox"/> Rapid	<input type="checkbox"/> Normal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Whispered