



*Queenscliff Cruising Yacht Club* INC.

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# **Wharf Management Plan and Policy**

**2009-2011**

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# 1 Club Wharf and Facilities Management

## 1.1 Overview

Queenscliff Cruising Yacht Club maintains extensive wharf and waterfront infrastructure alongside the clubhouse and lease property for the benefit of and use by members and visitors.

The wharf is under the control of the Queenscliff Cruising Yacht Club flag officers and general committee by management through their constitution and by laws in cooperation with attending members.

The waters and fairway adjacent to the wharf are currently managed by Parks Victoria as Port Authority for the area and as part of the arrangements they have with QCYC and Department of Sustainability and Environment (DS&E).

All questions or concerns regarding the operation of the wharf and waterways should be directed to the Commodore or Rear Commodore who can address these on behalf of or through the QCYC committee.

Safety, OH&S and insurance factors allow only authorised people under the supervision of the Officer of the Day (OOD), flag officer or committee person to manage the operations of the wharf and its environs.

Members visiting QCYC are advised to plan ahead in order that wharf activity can be effectively managed, and within the time constraints of duty officers and committee members, given there are no full time persons acting or employed by QCYC at this time.

QCYC expects all skippers and crew to be competent and skilled in managing their vessel in and around the waters/wharf of the club allowing themselves and others the quiet enjoyment of the facilities and environs.

Member's attention is drawn to the By-Laws of the QCYC that are listed on the QCYC website at [www.qcyc.org.au](http://www.qcyc.org.au).

## 2 Introduction

### 2.1 Objective of this Policy.

The objective of this wharf management policy is to ensure that the wharf and berthing facilities built, enhanced and maintained by the club are managed with proper control and are available for the enjoyment of all QCYC members and sailing fraternity visitors, together with the community, for the benefit of all, at fair price.

The QCYC wharf is around 200 metres in total length, broken only by the floating pontoon dinghy ramp near midway in the wharf.

Use and availability of the fairway waters adjacent to the QCYC wharf by all vessels is a privilege under our arrangement with Parks Victoria. This must be respected and treated with care and courtesy, to ensure that vessel ingress and egress is exercised at an appropriate speed, to minimise wash in consideration of others.

Vessels using the swing moorings to the west of the club fairway are to be respected within the area's proximity to the QCYC fairway.

### 2.2 Committee

The QCYC Committee consists of thirteen (13) members including the Commodore, Vice Commodore and Rear Commodore.

General committee meetings are held monthly with rotation at QCYC, RYCV at Williamstown and RGYC at Geelong.

### 2.3 The Officer of the Day (OOD)

The position of Officer of the Day (OOD) referred to in this policy is the senior officer, delegated committee or senior member, who on the day is responsible within the by laws of QCYC, to uphold and manage the complete club activities, including wharf management effectively, within the hours of 8am through 8pm daily.

### 2.4 QCYC Facilities

The QCYC clubhouse environment in its entirety, including buildings, wharf and dinghy ramps are QCYC property administered and maintained by the general committee of the Club.

Road access from the North joins the Dept of Defence road and veers toward the club via the “Cygnet” bridge to the south, finally passing to the East of the club house. This is a private road built and maintained by QCYC.

QCYC owns the Clubhouse situated on the Swan Island property which is leased from DS&E at the far end of “The Cut” entry into Swan Bay basin anchorage.

The club grounds are maintained and enhanced by QCYC under the lease from DS&E administered by the general committee.

The Clubhouse has a downstairs kitchen/dining/games room facilities with female/male showers and toilets and an upstairs lounge/bar/meeting area all equipped with chairs and tables. Equipment and supplies are stored downstairs.

Additionally outside there is a BBQ and open dining relaxation area to the north.

As mentioned above, the waters and fairway adjacent to the wharf are currently managed by Parks Victoria as part of the arrangements they have with QCYC.

## **2.5 Construction - Maintenance of Facilities**

All QCYC facilities have been built and are maintained by the QCYC.

## **2.6 Membership**

People using wharf facilities are encouraged to become full members of QCYC.

Applications for membership may be obtained from the Secretary or via the website.

## **2.7 Fees**

The fees of QCYC are set at the Annual General Meeting. The table of fees is available from the Club Secretary or the Website.

All fees are payable as they fall due.

## 3 Wharf Management & Operation

### 3.1 Wharf Facilities

#### 3.1.1 *Allocation of berthage and management of QCYC wharf*

The general committee delegates its authority to the Officer of the Day (OOD) who is solely responsible for the allocation of berthage space and methods of berthing.

Allocation of berths is directed by and changed at the discretion of the OOD.

It is a policy of QCYC that vessels berthed alongside the wharf will be managed in the following manner dependent on length, beam and draft:

- i) Vessels of greater length will be berthed at the southern end of the wharf (approx 17 metres in maximum length) with vessels of lesser length scaled toward the northern end of the wharf.
- ii) Motor yachts and powered vessels will be berthed at the northern most extremity of the wharf behind all yachts.
- iii) Vessels will be rafted together up to three (3) ensuring that combined beam and fenders should not exceed twelve (12) metres.
- iv) Vessels of lesser length will always be rafted to the outside with the greater length vessels inside and against the wharf.
- v) In more extreme weather or if expected, vessels will be moved to positions best suited to expected conditions at the command of the OOD.
- vi) Skipper and crews of vessels being moved should assist with any movement associated with their vessel.
- vii) Skippers of all vessels should ensure that tenders are kept inside vessel space adjacent to the wharf and preferably inside the wharf adjacent to the club's dinghy ramp. Dinghies not being used frequently on a day should be stored alongside the roadway opposite the dinghy ramp.

Any member who feels their berth allocation is unsatisfactory can discuss this with the OOD.

It is a requirement of all Skippers that they enter the details of their vessel including passengers and the duration of stay in the "Wharfage Book" located on the table in the entrance.

## **3.2 Requirements of Berthing**

### **3.2.1 *Approaching the Wharf;***

All vessels should approach the wharf area from “The Cut” with member’s burgee flying on the starboard stay with fenders positioned on the port side and lines at the ready for berthing.

The skipper should motor at under 5 knots parallel to the wharf and await instructions from the OOD or committee member managing the wharf on the day.

The normal method of approach to berthing will be with the vessel completing a 180 degree turn in the fairway to have the bow facing south before attempting to berth.

Under instruction the skipper should manoeuvre slowly into the designated area and ensure that lines are given to awaiting shore persons with the OOD advising on procedures to fully secure the vessel.

If against the wharf, after securing the vessel the skipper should arrange to locate a suitable fender board and place this outside of the vessel fenders abutting and parallel to the wharf to ensure a safe and secure arrangement of his vessel.

Vessels rafting up against other vessels need to have a number of fenders between them and the inside vessel to ensure adequate protection is afforded to both vessels.

QCYC galvanised wharf ladders located on the wharf may be moved to provide adequate access to vessels as required.

### **3.2.2 *Leaving the Wharf;***

All vessels should leave the wharf area by reverse procedure from that of approach (as above). (Fender boards returned to the rack and lines used should be maximised to spring the vessel away from the wharf and clear all obstacles and vessels.)

The OOD will advise of any issues with regard to managing this procedure and if necessary direct the skipper in order that a safe passage can be made towards and then down “The Cut” to seaward.

Courtesy should be shown to other vessels when moving to avoid any contact or distress.

*Remember that if a strong onshore “westerly” is present, the use of a*

*spring line and shore persons will be required to ensure safe departure from the wharf.*

### **3.2.3 Lines and Fenders;**

All craft shall supply their own mooring lines and fenders. These lines shall be satisfactory to the OOD when in use.

All berthed vessels shall have a bow and a stern line, with fore and aft spring lines.

All berthed vessels adjacent to the wharf shall use fender boards with fenders and utilise the wharf ladders provided on the wharf.

Members are reminded that they may be liable if an accident occurs due to inadequate fenders or use of incorrect lines and boards.

### **3.2.4 Rafting of Vessels;**

Multiple berthing by rafting against other vessels is an acceptable practice and will be by direction of the OOD at all times.

However, there will be no more than three (3) vessels rafted at anyone time alongside the wharf.

Rafting vessels will attach lines to immediately adjacent vessels ONLY. Only vessels immediately adjacent to the wharf may attach lines directly to the wharf.

Advice should be sought regarding this practice given the conditions at the wharf on the day as weather may require the OOD to ensure a safe limit on those rafting alongside.

When rafting, ensure that masts, stays and spreaders are offset to the adjoining vessel to avoid possible clash should vessels heel during heavy weather.

Skippers, crews and passengers must exercise the utmost respect and consideration for others when transiting across other vessels to get to the wharf and to their vessels, by doing so quietly and carefully always forward of the mast.

### **3.2.5 Power and Water Requirements;**

Nominal use of fresh water is included with membership. Hoses are supplied alongside the roadway and wharf for vessel use.

Currently there are water restrictions in force for use of fresh water and members and visitors should restrict this usage to personal use with vessel water tanks and washing for the purposes of health and safety.

However at no time can 240 volt shore power be used between shore and vessel.

All vessels will be self sufficient with power and as indicated in the "by laws" use their own generators or motors for this purpose.

### **3.2.6 *Rubbish and Waste Disposal;***

There should be no disposal of rubbish or waste (including fuels from the wharf or vessels berthed to the wharf). Any fuel spillage should be notified to the OOD in the first instance and dealt with in a safe manner.

Waste and rubbish shall not be left on or near the wharf.

Waste bins and containers are provided to the north area of the clubhouse near the storage shed and should always be used to avoid vermin and health issues around the club and wharf.

### **3.2.7 *Casual Berthing;***

Casual berthing by vessels shall be at the total discretion of the committee and OOD.

Any requirements based on emergency or safety reasons will be at the discretion of the OOD and or Flag Officer attending.

### **3.2.8 *Visiting Vessels and Visitors;***

Visiting vessels and visitors are welcome and are treated as members in regard to use of all facilities and are expected to abide by all by laws and rules of the club. Visitors must be signed in by a member.

Members of other Yacht Clubs may stay for seven (7) days while visiting which includes payment of normal non member rates as specified in the charges book.

Confirmation of membership of other Yacht Clubs will be necessary.

Vessels unable to produce evidence of insurance cover may be refused berthing.

## **4 Support for Vessels, Members & Visitors**

### **4.1.1 *Parking of vehicles;***

Parking of any vehicles is prohibited on or near the wharf unless unloading heavy objects from or to vessels from the roadway. Vehicles must at no time be parked on any roadways around or to and from the club.

### **4.1.2 *Vessel groundings and reporting issues;***

Vessels which ground during transit of the fairway or have issues with berthing etc, which may have implications for the club management to address, should write a short note regarding their circumstances of the incident in the grounding register log located in the lobby of the clubhouse. If the matter is serious enough it should be reported to the OOD in addition to the written report.

### **4.1.3 *OH&S and Emergencies;***

QCYC aims to provide a safe and secure environment for all its members and visitors and urges all those entering the grounds of the club, including the wharf facilities, to be safety conscious for themselves and others by vigilantly reporting any safety issues to the OOD.

In the absence of the OOD, please contact the Commodore on 0409 801 564 or another Flag Officer as listed on the club's website at [www.qcyc.org.au](http://www.qcyc.org.au).

All those visiting QCYC should ensure that they make themselves aware of emergency numbers (as listed in various locations), and be familiar with the location of safety equipment that may be required in an emergency.

An OH&S policy manual is available in the clubhouse and on the QCYC website.

Life Rings are provided on each end of the sections of wharf for emergency use should any person be in a life threatening situation in the waters surrounding the wharf.

***In any emergency, it is an obligation of QCYC to notify Dept of Defence (due to security issues) and secondly to dial "000" as a matter of priority in combination with taking any action at the club.***

#### **4.1.4 Fire Protection and Fire Cart;**

QCYC has invested in a "state of the art" Fire Cart in the past couple of years in addition to the standard fire protection incorporated within and outside of club premises.

This Fire Cart is situated inside the games room beside the doors at the northern entrance to enable fast access and deployment in the case of a significant fire.

A record book of maintenance and testing of this facility is contained in the maintenance book within the clubhouse.

This Fire Cart has standard water fire fighting plus foam abilities should these be required allowing good fire fighting capabilities on vessels.

Again the OOD, flag officers and committee plus a number of other members of the club are familiar with its operation and will assist in the case of deployment.

All new members of QCYC on joining attend an orientation day at the club during which demonstration and practice of use of the fire cart are given.

The OOD of the day (or their delegate) should be the commander on the day dependant of whether CFA members are present or attending the scene. On arrival at the club the CFA Commander will take control of the situation and may expect those present under the direction of the OOD to assist.

## **5 Liability**

### **5.1 Liability;**

All persons using any of the QCYC facilities, including the wharf, do so solely at their own risk and responsibility and by doing so release and discharge QCYC, its Flag Officers, its committee members, the Officer of the Day and any persons acting under their supervision or authority from any liability arising out of or connected with that use, except to the extent prohibited by the *Trade Practices Act 1974* (Cth.) or the *Fair Trading Act*

*1999 (Vic).*

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