



Royal Queensland Yacht Squadron

TRADES,
CONTRACTOR,
SUB CONTRACTORS &
DO IT YOURSELF
POLICY & RULES

Revised
May 2025

Trades, Contractors & DIY Policy & Rules

1. BACKGROUND

- 1.1. This Policy refers to Members or boat owners who utilise businesses to work on their boats or boat equipment or undertake the work themselves (DIY) whilst in the yard or the Marina and also includes businesses who from time to time sell their products or conduct any other business on site. As this work or service is carried out on the grounds of Royal Queensland Yacht Squadron (RQYS), we refer to them as contractors.
- 1.2. RQYS operates within a highly regulated environment and special conditions apply to contractors which may not apply at other sites. All businesses (contractors, including sub-contractors and their employees and agents and DIY persons) engaged to carry out works for Members or non-Members on the grounds of RQYS must be registered as an approved contractor with RQYS before they will be permitted to commence work or provide a service.
- 1.3. 'Approved Contractor' status is the registration mechanism by which only employees of these organisations/businesses, or the DIY person can carry out their job at RQYS. In becoming an approved contractor, the person onsite needs to meet various conformance requirements outlined within this policy;
 - 1.3.1. Contractor Status
 - 1.3.2. Induction and Insurances
 - 1.3.3. Contractors Marketing to Members
 - 1.3.4. Facility Access
 - 1.3.5. Contractor Parking
 - 1.3.6. Delivery Drivers
- 1.4. Should the 'Approved Contractor' engage a subcontractor to assist in carrying out works, the Subcontractor is required to complete a Trades Application Form and become an 'Approved Contractor' as listed in 1.3. A subcontractor is not covered under an existing 'Approved Contractor' and will not be permitted to assist in any work or provide their services until the organisation /businesses, meets the various conformance requirements outlined within this policy.

2. CONTRACTOR STATUS

RQYS has five types of contractor registration available. Any stakeholder (Member, non-member, business of any description) providing goods or services, or generating an income from marine related business activities in the RQYS yard or Marina or DIY work related activities, is required to have approved contractor status.

2.1.1. TENANT

Contractors who rent a tenancy from the Club have a lease arrangement inclusive of contractor status. All direct employees of the tenant are granted contractor status endorsed conditionally pertaining to this policy. Each employee of the tenant is required to have a trade pass.

2.1.2. ANNUAL CONTRACTOR

Contractors requiring regular access to the boatyard, marina or any other part of the Club premises may register for 'Annual Contractor Status'. The contractor may utilise the marina and yard to carry on relevant business activities and will incur the appropriate fees as detailed in Attachment 1.

2.1.3. CASUAL CONTRACTOR

Contractors requiring infrequent or occasional access to the yard or marina may register for 'Casual Contractor Status' on the specific days of usage. The contractor may utilise the yard and marina or any other part of the Club premises to carry on relevant business activities and will incur the appropriate fees as detailed in Attachment 1.

2.1.4. DIY PERSON

Persons carrying out work on their own vessels on the Squadron's premises are required to be inducted with the Contractor's or DIY Persons Rules

2.1.5. FULL MEMBER TRADES CONTRACTOR

Full Members (and approved employees of Full Members organisation /business) requiring regular access to the boatyard, marina or any other part of the Club premises may register for 'Annual Contractor Status'. The Full Member Trades Contractor and their approved employees may utilise the marina and yard to carry on relevant business activities and will incur the appropriate fees as detailed in Attachment 1.

Regardless of the type of registration all contractors are required to be on the RQYS Approved Contractors list.

Members or boat owners wishing to use contractors to work on their boats shall use only contractors who are registered with RQYS and at the time of application, shall specify which contractor/s will be employed to work on the boat, and shall undertake not to use contractors who are not registered with the Club.

3. INDUCTION AND INSURANCE

- 3.1. Before being permitted to provide services or carry out any works, any maintenance activities to boats in the yard or Marina or operate a business of any type at the Squadron all contractors or DIY persons must:
 - 3.1.1. Undergo a Boat Yard Induction, which is based around RQYS site rules for contractors, to be carried out by the Marina and Yard Manager or his delegate. This document provides a set of rules for contractors engaged by boat owners or DIY persons to carry out both maintenance and contracted works at RQYS. The induction is a mandatory requirement with the objective to protect contractors, employees, Members and visitors, members of the public, and the assets of RQYS from potential hazards; and
 - 3.1.2. Demonstrate to the Chief Executive Officer (CEO) or their delegate that they have adequate and suitable insurance cover for the type of work they undertake to indemnify themselves and the Club at all times from all claims whatsoever in respect of:
 - 3.1.2.1. Any damage to any real or personal property; and
 - 3.1.2.2. Any injury to or death of any person occurring in the yard or marina or any other part of the Club premises whether directly or indirectly as a result of the services provided by such contractor or by any sub-contractor, employee or agent of the contractor, for an amount of not less than \$10,000,000 or such other amount set by the Board from time to time. Contractors shall not work on boats in the yard, Marina or any other part of the Club premises if the insurance cover in this By-Law is not current.
- 3.2. DIY Persons are exempt from 3.1.1

4. CONTRACTOR MARKETING TO MEMBERS

- 4.1. Approved contractors and tenants receive a complimentary listing on the Club website as part of their annual fee.
- 4.2. In addition, RQYS offers advertising opportunities for a fee to all contractors. As per the RQYS By-Laws, contractors are not to solicit business from Members in any unauthorised way.

5. FACILITY ACCESS

- 5.1. Annual contractors and tenants are issued with a single electronic Access Card once their application has been endorsed through the administration office, additional electronic Access Cards are supplied to tenants and annual contractors for each of their employees on receipt of a refundable deposit (each employee is required to have their own access card).
- 5.2. Pursuant to approved contractor status being confirmed, casual contractors and DIY (non-member) persons are issued with a Pin Code for RQYS access for each day of their visit.
- 5.3. Once all details have been filled out and COC and Public liability details have been submitted, a personalised access pass will be issued to the staff member.
- 5.4. The electronic Access Card or Pin provides access to the boat yard, Marina gate and grounds. In addition, contractors may utilise the onsite toilets and showers within the marina and hardstand areas.
- 5.5. Contractors may also have an ongoing necessity to interact with the administration of the Club at either the front reception or the marina office. For the avoidance of doubt, contractor status does not include access to the 'Member only' and licensed areas of the Clubhouse. These areas are restricted to Members and their guests only.

- 5.6. Several contractors are also stand-alone Members, and as a current financial member they enjoy all the privileges of their respective Membership category.
- 5.7. Marina trolleys are not to be used by Contractors, if a Contractor is found to be using the RQYS Marina Trolleys, a fee of \$100 will be charged to the Contractor or their company.

6. CONTRACTOR or DIY PERSONS PARKING

- 6.1. Vehicles are permitted, in consultation with the marina and yard staff, to drop off or pick up necessary items to carry out their tasks. Otherwise, contractors are to park in the RQYS car park or should that be full, park outside of RQYS; at all times Contractors are to park in accordance with the RQYS Parking Policy.
- 6.2. Contractor vehicles will be issued with an RQYS Approved Contractor Vehicle sticker annually.
- 6.3. There is no parking allowed inside the boat yard, on rigging lawns or in the members' carpark.
- 6.4. There is no parking available on the concrete hardstand area of the slipway, vehicles can enter to deliver tools and equipment and then must vacate immediately.
- 6.5. Tradespersons are required to provide vehicle registration details, including make and model of the vehicle

7. SERVICE AREA USEAGE – CRANES & SANDBLASTING CRANES

- 7.1.1. The crane is to be located as close to the old Marina Office (brick building on water's edge) as possible to ensure that it does not interfere with the normal operation of the travel lift.
- 7.1.2. The contractor must advise the Marina Office of the type of crane being used, date and arrival and departure time crane will require the use of the slipway area. If the crane is impeding travel lift operation and exceeds the booking finish time a charge of \$250 per hour will be incurred, minimum of 1 hour.
- 7.1.3. The cost for use of the service area for a crane is on the current Slipping Rate Sheet.

Should the user specifically request use of the travel lift bay (which we do not typically deem necessary) then a fee would apply and the Travel Lift will be booked out for any time that a crane will be onsite and impeding travel lift operation.

7.2. SANDBLASTING

- 7.2.1. Sandblasting can ONLY be carried out on Monday to Friday and the sandblasting contractor must confirm the booking with the Marina Office in addition to the vessel owner/contractor making the booking.
- 7.2.2. Sandblasting contractors must have an ERA Permit in place to operate Sandblasting at RQYS.
- 7.2.3. Sandblasting material must be removed from site the same day the work is completed.
- 7.2.4. No materials from the sandblasting work are to enter the slipway drains or any other drains on the property.
- 7.2.5. The skip bin is to be removed within 24 hours of the works being completed.
- 7.2.6. The material in the skip bin must be contained so that no material escapes from the bin.
- 7.2.7. Any excess material will be cleaned and charged to the contractor who makes the booking.

8. DELIVERY DRIVERS

- 8.1. RQYS acknowledges that on-site trades and members often require the delivery of goods to their vessels by recognised delivery companies (for example Toll, Startrack, Couriers Please).
- 8.2. Delivery drivers are required to obtain a site map and register at reception prior to being issued a pin code for access to the Squadron's internal areas. At the discretion of the CEO, 30 day passes may be issued to delivery drivers who demonstrate a regular requirement to deliver goods to on-site trades.

9. ATTACHMENTS

- 9.1. Attachment 1 – Contractors Rules (Induction)
- 9.2. Attachment 2 – Site Map
- 9.3. Attachment 3 – Application for Trade or Contractor Entry Pass – DIY Persons are not required to complete this form.

10. REFERENCED POLICIES AND FORMS

- 10.1. Smoke Free Policy - <https://www.rqys.com.au/policiesanddocuments/>
- 10.2. RQYS Sign In Form (Internal only)
- 10.3. RQYS Parking Policy

Attachment 1

TRADES, CONTRACTORS & DIY RULES

I, the undersigned acknowledge that I have read and understood this induction for Royal Queensland Yacht Squadron and will abide by the terms and conditions of my admittance to the grounds of Royal Queensland Yacht Squadron at all times.

1. REGISTRATION

- 1.1. Within the framework of Environmental legislation, OH&S, Insurance and Liability issues, the Squadron is required to ensure that all contractors and DIY persons understand their rights and accept their responsibilities in these matters. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to our customers, at our facility. Furthermore, your services should be complimentary to the existing services to the Squadron and to the Marina.
- 1.2 Once this document is read, understood, signed, and all required information is provided, you will be required to register "in" and "out" every day you visit our facility. You will record the boat details, if applicable, you are working on and/or specify the type of work you will be doing.
- 1.3 It is important that each approved employee of your business understands the registration procedure, acknowledges the conditions, and is made known to RQYS. We require that all contractors or DIY persons register with us prior to the job commencement, even if your services are arranged through our on-site tenants, or directly through the boat owner.
- 1.4 As DIY Persons are working for themselves and not providing a service to our customers there is no requirement for them to provide adequate insurance cover however they should be aware of Environmental legislation and OH&S requirements. DIY Persons must register with the Marina Office that they are undertaking the work as a DIY Person.

2. DURATION

- 2.1. Whilst the trade pass is issued annually in line with the Squadron's financial year (from 1 May) your registration with RQYS will only be valid for the duration of your insurance cover (refer specific insurance requirements). It is important that you provide us with updated insurance documents when applicable.

3. DISCLAIMER

- 3.1. RQYS reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

4. INSURANCE

- 4.1. RQYS requires outside contractors to provide the following Certificates of Currency (copies must be provided with your registration):

Public Liability Insurance (minimum value AUD \$10 million dollars) and
Workers Compensation Insurance (unless sole trader or DIY Person)

- 4.2. These requirements apply in full to all work done on at RQYS. Contractors will not be allowed to commence work on boats until such time as the necessary certificates are provided.

5. RISK ASSESSMENT

- 5.1 A separate **Risk Assessment** is required for all work that could potentially harm the Environment, threaten personal safety or cause damage to property and a **Safe Work Method Statement** in relation to all works completed by the contractor.
- 5.2 For regular contractors who perform re-occurring jobs, a generic SWMS or JSA indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This generic document could be supplemented by individual SWMS's for less frequent jobs.
- 5.3 DIY Persons are not required to provide a Risk Assessment or SWMS.

6. HEALTH & SAFETY

- 6.1. Contractors or DIY Persons are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted or are undertaking.

7. ACCIDENTS AND INCIDENTS

- 7.1. Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to RQYS' staff.
- 7.2. Any person requiring first aid treatment is to contact the Squadron or Marina Office.

8. JOB SAFETY ANALYSIS (JSA'S)

- 8.1. The contractor or DIY person is required to provide a risk assessment (Job Safety Analysis or Safe Work Method Statement) prior commencing any job that involves a certain risk to marina property, vessels or the environment. JSA forms are available at the Marina office.

9. COMPRESSED AIR / CYLINDERS

- 9.1. Safety valves are to be utilised in the use of compressed air. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

10. ELECTRICAL

- 10.1. Electricity and water are a lethal combination. All electrical equipment must be recently tested (expires in twelve months) and tagged before being used at RQYS. Any equipment supplied and/or installed by your organization or by the DIY person at RQYS must be tested and tagged before 'handing over'. On arrival on site, or during your work at RQYS your electrical equipment may be inspected by a RQYS representative.
- 10.2. Extra care must be exercised during and immediately following periods of rainfall.
- 10.3. Electrical leads must be switched off at the point of power supply and removed when not in use. Extension leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and the water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adapters and piggyback plugs are not to be used.
- 10.4. If electrocution occurs DO NOT TOUCH the victim unless you have been able to turn off the power supply. Call "000" and notify marina staff.

11. EXPLOSIVE-POWERED TOOLS

- 11.1. Explosive-powered tools are not to be used at RQYS.

12. FUEL

- 12.1. Where petrol or diesel powered equipment is used at RQYS, fuel must be stored in satisfactory metal safety containers. Contractors or DIY persons are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment and that sufficient non-smoking signs are displayed.

13. FIRE HOSES

- 13.1. Fire hoses are not to be used for any purpose other than for the fighting of fires.

14. HAZARDOUS SUBSTANCES

- 14.1. A Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by an RQYS representative. All users must be familiar with, and understand the first aid and control measures required.

15. HOT WORK / WELDING

15.1. Adequate fire protection must be provided. A suitable fire extinguisher must be securely attached to each electric or oxyacetylene or Oxy-LPG welding plant brought on site. Welding operations must be screened to protect all personnel against flashes. All gas cylinders, including propane, must be restrained i.e. in a trolley. A Hot Work Permit must be completed prior to any indoors welding commencing.

16. MACHINE GUARDING

16.1. No machinery, hand tool or other equipment is to be operated without effective guards.

17. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

17.1. Appropriate personal protective equipment and clothing, including shoes, must be worn at all times.

18. WORKING AT HEIGHTS

18.1. Any working platform must conform to the relevant Standards.

18.2. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.

18.3. Ladders must be of industrial standard and be tied off at the top and secured on even ground at the bottom. No one is permitted to work from the top step of a ladder including freestanding industrial ladders. It is advisable to always have one hand holding the ladder and the ladder must not be used as a work platform.

18.4. Safety harnesses must be worn and properly secured at heights greater than 2.4 meters and must always be worn in cherry-pickers and other mobile working platforms. Safety harnesses must be worn and properly secured when working atop of a fly bridge cruiser for example.

19. ENVIRONMENTAL CONSIDERATIONS:

19.1. Any work undertaken on RQYS property that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. Any contractor or DIY person found in breach of environmental legislative requirements will be suspended from the marina immediately. Any penalties incurred by RQYS as a result of a contractor's or a DIY person's breach of Environmental Legislation will be recovered from the contractor or the DIY person. It is the contractor's or DIY person's responsibility to determine whether or not the activities that they are to undertake at RQYS could result in a pollution incident. If any doubt exists, consult with the Marina Manager before commencing your work.

19.2. If noise from work can be heard from within the affected area during the following times, the person carrying out the work may be issued with a fine:

- 6.30pm to 6.30am Monday to Saturday
- any time on Sunday or public holidays (normal Saturday restrictions apply for Saturday public holidays).

In some circumstances, activities and equipment operating within the prescribed times may still be deemed a nuisance when assessed against certain noise criteria. In this situation the responsible person may be issued with a Direction Notice.

20. NOISE AND FUMES

20.1. All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes.

20.2. Harmful cleaning products are not permitted to be used in the marina or on the Slipway.

20.3. Solvent based paint strippers are not permitted to be used.

21. DAMAGE

21.1. RQYS property damaged by a contractor or DIY person will be repaired at the contractor's or DIY person's expense.

22. DISCIPLINE

22.1. RQYS reserves the right to refuse access to any contractor.

23. DRESS AND CONDUCT

23.1. RQYS reserves the right to ask contractors or DIY persons to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the marina.

23.2. Contractors must at all times conduct themselves in a manner acceptable to OWNER. Loud, coarse or abusive language will not be tolerated. DIY persons must also conduct themselves in an appropriate manner.

24. HOUSEKEEPING

24.1. Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residue are to be disposed of correctly. They are not to be placed in the marina's rubbish bins. The RQYS structure and walkways are to be kept clear at all times.

24.2. It is the responsibility of the contractor or DIY person to remove all rubbish unless otherwise agreed with a RQYS representative.

25. MARINA OPERATING TIMES

25.1. The Marina's operating hours are 9:00am to 4:00pm, Monday to Friday. Any work undertaken by contractors or DIY persons outside these times is to be by prior arrangement only.

26. SMOKING

26.1. The Squadron is a 'Smoke Free Workplace' – please refer to the RQYS Smoke Free Policy

27. WORKSHOP

27.1. The OWNERs workshops are restricted areas and are not for contractors use. It is OWNER policy that tools and equipment will not be lent or hired out.

28. ADVERTISING

28.1. Contractors are prohibited from distributing promotion or advertising pamphlets, business cards or samples whilst working at our facility.

29. ALCOHOL

29.1. Consumption of alcohol is not permitted on-site.

RQYS DIRECTORY



- | | | | |
|---|-------------------------------------|--------------------------------|----------------------------|
| 1 RQYS CLUBHOUSE
Reception, Bar, Cafe, Restaurant, Auditorium,
Commodore's Lounge, Girdis Room, Flags Room | 20 DAVID GLENN BOAT BUILDERS | 32 MAIN RIGGING LAWN | 41 SLIPWAY RAMP |
| 2 MARINA & SAILING OFFICE | 21 ANDREW WOODFORTH MARINE | 33 RIGGING LAWN 2 | 42 RAMP 4 |
| 3 YACHTING QUEENSLAND | 22 SEADOG MARINE | 34 RIGGING LAWN 3 | 43 PUBLIC CAR PARK |
| 4 MANLY MARINA COVE MOTEL | 23 JSA MARINE | 35 RIGGING LAWN 4 | 44 MOTEL CAR PARK |
| 5 WINDSURFING CENTRE OF EXCELLENCE | 24 PROFESSIONAL BOAT CARE | 36 RIGGING LAWN 5 | 45 MEMBERS CAR PARK |
| 6 MARINE RADIO MORETON BAY | 25 ELECTECH INDUSTRIES | 37 CAMPING AREA | |
| 7 THE BAY LOOKOUT | 26 MARINE HQ | 38 PUBLIC ACCESS RAMP | |
| 8 EASTERN BEACH | 27 DAVID'S CUSTOM TRIMMERS | 39 SAILING ACADEMY RAMP | |
| 9 DAVENPORT DRIVE LOOKOUT | 28 MULTIHULL CENTRAL | 40 MAIN LAUNCHING RAMP | |
| 10 BILL KIRBY JETTY | 29 GREEN MARINE | | |
| 11 FUEL WHARF & LAND FUEL | 30 SUPERIOR YACHT SOLTUIONS | | |
| 12 GYM | 31 ACADEMY RIGGING LAWN | | |
| 13 TRAVELIFT & SLEWING CRANE | | | |
| 14 SLIPWAY 1 | | | |
| 15 SLIPWAY 2 | | | |
| 16 STORAGE SHEDS | | | |
| 17 QUEENSLAND MARINE TRAINING SERVICES | | | |
| 18 QUEENSLAND MARINE TRAINING SERVICES | | | |
| 19 AVAILABLE SPACE FOR RENT | | | |



Attachment 3

Application for Trade or Contractor Entry Pass

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Annual Trades Pass

For trades persons wishing to access the premises of the Royal Queensland Yacht Squadron Limited and RQYS Marina Limited facilities, 365 days a year including outside Squadron trading hours, for carrying out repairs or works to members' vessels moored in the Marina or stored on the Squadron's premises. The company is completely responsible for the access card/s. Multiple access passes can be issued for an initial fee.

Renewal Date: 1 May – each year

Fees: **\$514.00** including GST for 7 days per week access
A pro-rata rate will be quoted if joining throughout the Squadron year.

\$50.00 including GST for each additional Access Card
Invoiced once only, no additional charge per year, refunded once the access pass is returned. A \$20 replacement fee will apply for lost or damaged cards.

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Casual Trades Pass

For trades persons wishing to access the premises of the Royal Queensland Yacht Squadron Limited and RQYS Marina Company Limited facilities, on an irregular basis and during Squadron trading hours, for carrying out repairs or works to members' vessels moored in the Marina or stored on the Squadron's premises.

Fees: **\$20.00** including GST per day

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Full Members Trades Pass

For Full Members (and approved employees of Full Members organisation /business) who are trades persons wishing to access the premises of the Royal Queensland Yacht Squadron Limited and RQYS Marina Limited facilities, 365 days a year including outside Squadron trading hours, for carrying out repairs or works to members' vessels moored in the Marina or stored on the Squadron's premises. The company is completely responsible for the access card/s. Multiple access passes can be issued for an initial fee.

Fees: **\$50.00** including GST for each additional Access Card
Invoiced once only, no additional charge per year, refunded once the access pass is returned. A \$20 replacement fee will apply for lost or damaged cards.

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I acknowledge receipt of the Contractor's Rules in Attachment 1 (pages 6-9) and confirm that I have read and understand these Rules

Signed: _____ Date: _____

Contractor's Information

Registered Name			
Trading Name			
ABN / ACN			
Service Provided			
Contact Person			
Address			
Phone			
Email			
Approved Employees			
Vehicle Registration	Make:	Model:	Registration No:
Preferred Method of Contact	Please tick:	<input type="checkbox"/> Email	<input type="checkbox"/> Post

Payment Method

☐ Credit Card (Please circle one of the following) VISA / MASTERCARD / AMEX / DINERS
(A credit card Surcharge applies for all transactions) Please contact or visit our office to submit your Credit Card details)

☐ RQYS Member Account Charge (For Full Member Trades Pass Only) # _____