



ROYAL QUEENSLAND YACHT SQUADRON  
MARINA RULES & REGULATIONS

2025

# Marina Rules & Regulations

## Revision History

Version	Date	Author	Changes
1.3	April 2024	Alicia	Inclusions and amendments to Item 2 & 4 (part k & l) and trading hours
1.4	May 2024	CEO/Marina Manager	Further amendments to Item 2 & 4 (part k & l) – included Membership Category requirement for Item 2 & included reference to MQ
1.5	October 2024	David Fisher	Regulating rules as per By-Laws
1.6	March 2025	Marina Manager	Changes to Item 6 & 18
1.7	April 2025	Marketing Manager	Addition of item 8.i
2.0	July 2025	CEO, Marina Manager, Assistant Marina Manager, Membership Manager	Complete Revision and formatting (changes tracked within document)

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

## Approvals

Name	Role	Signature	Date	Version

## Distribution

Name	Role	Date	Version

## 1. PURPOSE AND BACKGROUND

The Squadron's Marina (the Marina) comprises 597 floating marina berths to accommodate vessels up to 36 metres loa. The marina is owned and operated by the Royal Queensland Yacht Squadron Limited (RQYS) and its Entities, companies limited by guarantee, which hold leases from the Department of Transport & Main Roads over part of the Manly Boat Harbour and the adjoining land. Flowing from the Head Lease are sub-leases, which give the berth holders their rights to occupy the berths under the sub-lease terms and conditions. The berth holders' own vessels occupy most of the marina berths, but some are available for rent if the berth owner does not require the berth for his own vessel. Rental arrangements are made through the Marina Office, as are re-sales of marina berth leases.

Day to day administration and full authority of the Marina and the associated facilities is by the Marina Manager.

The Squadron also owns and operates boat maintenance and slipping facilities, utilising a 35-tonne capacity Marine Travelift, a 47 tonne Roodberg trailer, a concrete hardstand/service area and the associated machinery and equipment. Marina staff operate the Travelift and (by arrangement) will take your vessel from the water, pressure wash the hull underwater area and set the vessel in work screens ready for maintenance

works to be carried out. Slipping of multihulls by the Roodberg trailer is available by arrangement in order to avail yourself of this facility you will need to contact the marina office for details of how this can be arranged. The scale of charges for these and other marina services are available upon request from the Marina office or on the Squadron's website and are subject to change without notice.

For the control of the marina and the slipping facilities these Rules and Regulations have been developed to ensure that members, their guests, visitors and any tradesmen working in the marina area comply with our standards of safety, cleanliness, consideration for others, and environmental awareness.

## **2. RULES AND REGULATIONS**

The Directors of the Royal Queensland Yacht Squadron Limited and its Entities have unanimously resolved to adopt these Rules & Regulations, as amended from time to time, for the conduct of the RQYS Marina at Manly Boat Harbour Brisbane, they are hereby and shall at all times remain binding upon all Sub Lessees and occupiers of berths in the Marina and all persons who come on to or visit for any reason whatsoever the Marina whether as an invitee, licensee or guest of any Sub Lessee or occupier.

All Sub Lessees and occupiers of berths shall inform themselves of the details of these Rules and Regulations and the Tenancy Agreement before occupying any berth in the Marina and their occupancy shall be deemed to be evidence that they are aware of same and their agreement to be bound hereby both for themselves and their invitees, licensees and guests.

## **3. DEFINITION OF OCCUPIER**

For the purpose of these Rules and Regulations the Sub-Lessee or any person deriving Title from him whether by Transfer Sub-Letting or otherwise or any Assignee or Successor in Title of the Sub-Lessee or any person or persons temporarily occupying a berth with the consent and approval of the Marina Manager shall be defined as and deemed to be the occupier.

## **4. HEAD LEASE**

These rules apply in accordance with the Headlease.

## **5. MANAGEMENT**

Occupiers of berths shall at all times observe directions given to them by the Directors of the Royal Queensland Yacht Squadron Limited, the Directors of its Entities or the Marina Manager for the proper and safe conduct of the Marina.

Visitors occupying berths for up to one (1) month will need to have a visitor pass to gain access in and out of the marina. Any Visitor staying longer than one (1) month, will be required to apply for Full membership of the Royal Queensland Yacht Squadron Limited and if admitted to membership, agree to be bound by its Constitution, By-Laws, Rules and Regulations.

## **6. BERTHING, SUBLETTING AND RENT DIRECT**

- a. Sub Lessee or any person deriving title from them may at all times occupy their own allocated berth but shall not, without the permission of the Marina Manager, occupy or use any other berth or berths.
- b. Provided that the permission of the Marina Manager is first obtained for the purpose of confirming the size of the vessel to be berthed and that the contents of these Rules and Regulations are known a Sub Lessee shall be entitled to sublet or lease their berth to any current member of the Royal Queensland Yacht Squadron.
- c. During the period of any such subletting or leasing the Sub Lessee shall be and remain responsible for the payment of all levies and charges made and assessed under the Sub Lease and for the performance and observance of the terms of the Sub Lease.
- d. It is the sole responsibility of the occupier of any berth to notify the Squadron of any changes to berthing arrangements, rent direct agreements, or any circumstances that differ from the original agreement associated with the berth.

All occupiers of a berth agree to be bound by the Squadron's Constitution, By-Laws and these Rules and Regulations.

## **7. SAFETY**

- a. All vessels shall be maintained in such a condition that they are not unsightly or dilapidated and maintained in accordance with seamanlike practice and as required by law. Particular attention should be paid to firefighting equipment.
- b. Compliance is required to Electrical Safety Standards AS/NZS 3004.2:2014, AS/NZS 3000 and AS/NZS 3760. All cord sets connecting to marina power outlets must be tested and tagged. They also need to be at least IP66 with compatible screw locking plugs. This is to maintain the safe and long-term integrity of the power connection at pole outlet.
- c. Occupiers of berths are required to lodge a set of main door/hatch and ignition keys with the Marina Manager. The vessel will only be entered by the Marina staff for emergency inspections or with the specific authority of the owner.
- d. In the event of an emergency the Marina Manager may at their discretion move vessels at the risk and expense of the owner thereof or the occupier of the berth as the case may be using such assistance as may be necessary and all due care.
- e. Walkways shall be kept clear of gear and mooring lines at all times.
- f. The speed limit within the Marina is 6 knots provided that less than 4 knots shall be maintained if necessary, to avoid inconvenience to others or damage to any vessel or pontoon.
- g. Refuelling at other than designated refuelling jetties is strictly prohibited.
- h. Young children should be accompanied by an adult for safety reasons.
- i. No vessel shall be moored so that any part or parts thereof and particularly the anchor bowsprit or davits overhang or obstructs any walkway or pontoon or so that any part of the vessel is outside the berth area.
- j. Any non-compliant electrical plugs on leads will be removed at the discretion of the marina staff.
- k. When berthed in the RQYS Marina precinct, all portable/moveable items (such as kayaks, tables, chairs, BBQs, or any heavy item which could potentially cause damage if it becomes airborne) must be secured in a way to avoid anyone harm or damage being caused to other property or people.
- l. Karly Floats must be securely fastened to the vessel while berthed in the Squadron's marina. Vessel owners are reminded it is their responsibility to release the fastenings once the vessel is underway.

## **8. CARE AND CLEANLINESS**

- a. It is the responsibility of occupiers to keep their berth area clean and tidy at all times. This includes gear and dinghies which shall not be left in the water or on the marina structure.
- b. All vessels shall be maintained in such a condition that they are not unsightly or dilapidated or reflect unfavourably on the general appearance of the Marina.
- c. All vessels shall be kept free and clear of trash, bottles, papers or other unsightly materials.
- d. Legislation introduced on 1st January 2004 has made it illegal for discharge of toilet waste of any kind to be discharged within marinas, boat harbours, canals and designated areas. The discharge of any contaminated bilge contents is strictly prohibited within the Marina under any circumstances.
- e. Dogs are permitted ONLY if kept on a leash. They must not be allowed to foul the Marina area or create a disturbance. Dog owners are required to collect any droppings and dispose of them in the rubbish bin. Under no circumstances should this be hosed into the water.
- f. Noise should be kept to a minimum. Please use discretion when playing radios and musical instruments and keep loose halyards tied back to prevent "slapping".
- g. Urinating from vessels in the marina is prohibited.
- h. Only high quality, marine grade tarps are only permitted and to be used in the Marina.

## **9. REPAIRS AND MAINTENANCE**

- a. Major repairs or refitting in Marina berths is prohibited. Minor repairs are permitted. The Marina Manager should be consulted before commencement of any work if clarification is required.
- b. For the avoidance of doubt, any work that requires sanding, grinding or spray painting is prohibited in the marina berths. Such works must only be completed on the Slipway or Work Berths and then, only with prior approval from the Marina Manager. The work area must be booked through the marina office.
- c. The Work Berths are free of charge to Full Members if they are currently paying for a Marina Berth. Should the Member vessel reside outside of the RQYS Marina, charges will apply.

- d. No “outside” contractors, service organisations or individuals shall be permitted to work on vessels in the Marina without the prior approval of the Marina Manager. All tradesmen working on the Marina must hold the required insurance policies.

## 10. MARKETING/BROKERAGE

- a. No vessel shall be advertised or offered for sale from the Marina without prior approval of the Marina Manager.
- b. Subject to the provisions of the Constitution of the Royal Queensland Yacht Squadron & Tenancy Agreement the Marina shall not be used in connection with the commercial working of any vessel or for any commercial enterprise.
- c. No **signage** are to be used onboard unless approved by the Marina Manager.

## 11. VIOLATIONS

- 12.** Violation of these Rules and Regulations, disorderly behaviour, or unacceptable conduct by any occupier or their guests will be dealt with in accordance with the RQYS Constitution, By-Laws and Protocol Policy. Such violations may result in expulsion from the marina and the removal of any vessels, equipment, or other property belonging to the occupier. **STORAGE OF INFLAMMABLE MATERIALS**
- a. No fuel, paint or other inflammable materials shall at any time be stored in the lockers on the pontoons.
  - b. Jerry cans are not permitted to be used to fuel vessels while in the Marina or hardstand area.

## 13. LIVING ON BOARD (“LIVEABOARDS”)

- a. All liveaboards are bound to the terms and agreements contained in the Liveaboard Policy, RQYS Constitution, By-Laws and this policy.
- b. A ‘Live Aboard’ is defined as a person whose primary place of residence is onboard a vessel.
- c. a member qualifies as a “Live Aboard” if, despite having a primary residence elsewhere, consistently spend a minimum of four (4) consecutive nights over a seven (7) day period or as determined by the Marina Manager. Proof of alternate residence may be required, as in a rates notice or other suitable form of identification.
- d.
- e. No occupier of any berth shall himself or permit any other person or persons to live on board a vessel while moored in the Marina without the specific approval of the Marina Manager. Any such approval by the Marina Manager shall be dependent upon and subject to the Head Lease Department of Transport and Main Roads. Permission to use vessels as places of permanent residency could not be guaranteed. All persons (over the age of six (6) years) must be members of the Royal Queensland Yacht Squadron.
- f. Legislation introduced on 1st January 2004 has made it illegal for discharge of toilet waste of any kind to be discharged within marinas, boat harbours, canals and designated areas. The discharge of any contaminated bilge contents is strictly prohibited within the Marina under any circumstances.
- g. RQYS recognizes that ‘LiveAboards’ provide the Squadron with an additional set of eyes and ears when it comes to security in and around the marina precinct; and ‘LiveAboards’ are encouraged to report suspicious or unusual behaviour or events to Squadron management.

## 14. MARINA VISITORS

Visitors staying in the Marina for longer than one (1) month are required to become Full members of RQYS.

**Casual berth rentals** are not permitted for visitors to the Marina unless payment is made 24 hours prior to or on the day of arrival (in advance). Acceptable payment methods: Bank transfer/credit card/ or cash prior to arrival.

**Slipping** – vessels will not be slipped for visitors to the Marina unless confirmation of payment can be provided to the Marina Office prior to the lift taking place. Acceptable payment methods are: Bank transfer/credit card or cash prior to arrival.

**Vessel Storage (Dry Racking)** – Non-members/Visitors are not permitted to store a vessel at the Squadron. Vessel storage (dry racking) is only available to Full Members of the Squadron.

## **15. GOODS TROLLEYS**

- a. No trolley used for the movement of goods or supplies shall be left on any walkway or pontoon in the Marina. After use, all trolleys provided by the Squadron must be returned to the designated storage area to remain available for others.
- b. Contractors are permitted to use Marina trolleys only if a drop sheet is used to line the trolley before placing any equipment inside. Failure to comply will result in a \$100 fine, which will be charged to the contractor or their company.

## **16. MEASUREMENT**

In accordance with marina head-lease and with reference to Article 9 of the Squadron's By-Laws, no vessel is permitted to over-hang the berth by no more than 1.5m. For the purpose of these Rules and Regulations overall length of a vessel shall be determined by measuring in a straight line the distance between its forward and aft extremities. The forward extremity shall be the bow or the end of the bowsprit or the end of the anchor if one is usually or permanently stored on the bowsprit or the forward most protrusion of the vessel and the aft extremity shall be the stern or duckboard on the side of the dinghy if one is usually or permanently stored or hung on davits or the aftermost protrusion of the vessel. For the purpose of these Rules and Regulations the breadth of a vessel shall be determined by measuring in a straight line the distance at its point of maximum width or overhang. Booms, derricks or any other lifting gear on the side of a vessel shall be measured in order to determine its breadth.

## **17. INDEMNITIES**

A vessel is and always shall be moored in a berth at the risk of the occupier of the berth and or other owner of the vessel and such person or persons, as the case may be, shall enter upon the Marina and moor a vessel in a berth subject always to the following indemnities existing:

- a. The occupier of the berth and the owner of the vessel do hereby indemnify and agree to keep indemnified the RQYS and its Entities against all loss or damage howsoever arising from the operation or movement of a vessel in about or adjacent to the Marina or the general Marina area including (but without limiting the generality of the foregoing) loss or damage caused by the operation or movement of the vessel by any person not so authorised by the occupier and the owner.
- b. RQYS and its Entities shall not either directly or vicariously nor shall any of its servants agents or invitees be liable in negligence or otherwise for any injury loss or damage sustained or suffered by the occupier or the owner or any invitee licensee or guest of the occupier or the owner in or about or while crossing over or going through any other property for the purpose of gaining access to the Marina or the berth and the occupier and the owner hereby indemnify and agree to keep RQYS and its Entities indemnified from claims arising from any such injury loss or damage.
- c. In the event of the occupier and or the owner of a vessel requesting or requiring any servant agent or invitee of RQYS and its Entities to move or remove a vessel or to perform any works thereon then and in all such cases the person or persons concerned shall be the servant agent or invitee of the occupier and or owner for the purpose of such movement or removal or the performance of such works.

## **18. EMERGENCY PROCEDURES**

The Marina Manager must be notified of all emergencies during office hours on 3393 3554 or after hours on 0455 103 817.

Every emergency situation differs and will need to be assessed 'on the spot'. Whenever possible Marina staff or others trained in the specific type of emergency should be involved.

Although it is not possible to generalise, most emergencies will require 000 be called. Advise the appropriate service -Police/Fire /Ambulance - that the emergency is at the Royal Queensland Yacht Squadron Marina at Manly Boat Harbour. Some past emergencies within the harbour have resulted in the emergency service going to the incorrect location, as not all callers are aware that there are four different marinas within the harbour. The location within the Marina - berth number, marina row, boat ramp, fuel pontoon, car or trailer boat park - should be described as accurately as possible. Describe the nature of the emergency and what actions to cope with it are already in progress. Ensure that the emergency service vehicles have clear access

to the scene - open the main access gates, remove vehicles from near fire hydrants, as appropriate. If the emergency is not of a life-threatening nature, for example a vessel apparently sinking and likely to cause a navigational hazard or perhaps pollution from fuel tanks or engine oil release, Marine Rescue Queensland (MRQ) may be the most effective response organisation.

## **19. OPERATING TIMES**

The Marina office is staffed from 0800 to 1600 hours Monday to Saturday, 0830 to 1300 on Sundays and closed on Public Holidays. The Travelift operates 0730 to 1600 on weekdays only unless in the event of an emergency.

## **20. GENERAL**

- a. Fishing within the Marina area is prohibited.
- b. Laundry or any item of a personal nature shall not be hung to dry or air, in public view, aboard any vessel or from any berth.
- c. Occupiers shall provide lines to moor their vessel and shall be responsible for the sufficiency and condition of same at all times.
- d. No occupier shall alter change or vary the cleats for the mooring of vessels in berths without the approval of the Marina Manager. This is essential for safety reasons.
- e. Riding of bicycles/scooters etc on the Marina structure is strictly prohibited.
- f. All vessels are required to carry comprehensive insurance which includes public liability and salvage removal. Please check with the Marina office re the minimum cover required as it does differ in certain areas of our marina precinct.
- g. Domestic water from the tap on the marina is not to be used for running appliances on vessels ie refrigeration, air conditioning cooling. If the vessel owner is found to be using domestic water for this purpose the cost of the water will be charged to the vessel owner.
- h. Visitors staying in the Marina for a period of 30 days (one month) or more are required to become Full Members of RQYS.
- i. Electricity charges apply for use of 3 phase power outlets on R and S rows, regardless of whether 1 or all 3 phases are used.



## Acknowledgement and Acceptance of Marina Rules & Regulations

I, the undersigned, acknowledge that I have received, read and understood the Royal Queensland Yacht Squadron's Marina Rules & Regulations – Version 2.0 (July 2025). I agree to be bound by the terms and conditions set out in this policy and I accept that any failure to comply may result in disciplinary action, including but not limited to fines, termination of marina access and removal of any vessel, equipment, or property from the premises.

I further acknowledge:

- That I am responsible for ensuring any contractors and guests invited by me, comply with these Rules & Regulations
- That it is my responsibility to notify the Squadron of any changes to berthing arrangements, rent direct agreements, or occupancy details
- That I must maintain current insurance as outlined in the policy
- That I will adhere to all relevant directives issued by the Marina Manager, their delegate and/or the Squadron

Full name (please print) \_\_\_\_\_

Please tick the following categories that apply to you:

☐ Berth Holder/ Sub-Lessee   ☐ Berth Occupier   ☐ Contractor   ☐ Other (please specify): \_\_\_\_\_

Vessel Name: \_\_\_\_\_ Power: Y/N   Sail: Y/N

Berth/ Hardstand Number (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_