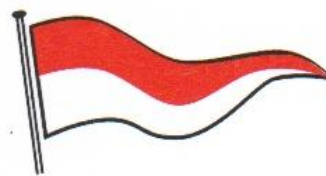




# BLAIRGOWRIE

## YACHT SQUADRON INC.

Reg. No. A0023156G ABN 64 825 467 219



## by-law

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| Title:              | <b>Safe Harbour Committee Operating Brief</b> |
| Adopted at Meeting: | <b>246</b>                                    |
| Date:               | <b>24 May 2012</b>                            |
| Version:            | <b>1</b>                                      |

### Role

The BYS Safe Harbour Committee ("**SHC**") is established under Rule 24.3 of the BYS Rules. Its primary function is to consider and make recommendations to the General Committee about matters regarding:

- (a) the operation of the Safe Harbour currently comprising the jetty, wave screen, wave attenuator, floating walkways and docks, slipway, winch, gantry crane and boom crane and related infrastructure and services; and
- (b) the future reconfiguration and development of the Safe Harbour, including additional berths, hardstand and travel lift.

### Duties

In the context of the General Committee being ultimately responsible for the operation and maintenance of the Harbour, the SHC will work through the General Committee and with the SHC Chairman and General Manager to:

- (a) ensure at all times that the Safe Harbour remains in compliance with the lease, all planning permits and associated regulatory obligations that relate to the Safe Harbour;
- (b) ensure that all works carried out to the Safe Harbour or on a vessel in a berth are undertaken:
  - (i) by approved contractors;
  - (ii) in accordance with the rules and / or by-laws of either BYS or the Safe Harbour; and
  - (iii) in compliance with relevant workplace and OH&S regulations;
- (c) provide guidance to relevant professional staff in relation to the operation and management of the Safe Harbour;
- (d) make recommendations to the General Committee concerning:
  - (i) works required to be performed on the Safe Harbour;
  - (ii) the annual budget for the operation, repair and maintenance of the Safe Harbour;
  - (iii) by-laws for the Safe Harbour;
  - (iv) conditions for short and medium term berthing;
  - (v) services to be provided to berth licensees; and
  - (vi) the staffing levels required to maintain and operate the Safe Harbour,and procure reports or quotes by third parties as required where the SHC's recommendation is accepted by the General Committee;
- (e) investigate and report on matters that have been referred to the SHC by the General Committee; and

- (f) ensure regular communication with berth licensees and convene at least one general meeting annually to which all berth licensees are invited.

#### **Membership**

- (a) A Flag Officer or another BYS member appointed by the General Committee, acting as Chairman;
- (b) One other member of the General Committee; and
- (c) Up to three other Members (who are not Officers or members of the General Committee), who is or whose entity is a berth licensee, appointed by the General Committee for a term ending at the BYS Annual General Meeting in the year after being appointed.

#### **Report to**

- (a) General Committee

#### **Consult with**

- (a) Berth licensees
- (b) Sailing Committee

#### **Meetings**

- (a) The SHC shall meet as frequently as required, but no less than twice annually.
- (b) A majority of the members of the SHC shall constitute a quorum and the decision of a majority of the members present at a meeting where a quorum is present shall be the decision of the SHC.
- (c) The SHC shall maintain minutes of meetings and activities of the SHC and promptly deliver them to the General Manager.
- (d) The Chair of the SHC shall report regularly to the General Committee, as it requires.
- (d) The SHC, with the approval of the General Committee, may invite from time to time such persons as it may see fit to attend its meetings for the purpose of providing specific information to the SHC.
- (e) In the absence of the Chairman from any meeting, the members present shall elect a Chair.
- (f) The BYS General Manager must act as secretary and be invited to all meetings of the SHC, and must attend, except when the General Manager is unavailable.
- (g) A resolution may be passed by the SHC in the manner described in Rule 22.7 of the BYS Rules.