



# RGYC Yard, Marina and Land Asset Management Committee Terms of Reference

## (1.0) Aims

The aims of the Committee are as follows:

- a) Ensure smooth and reliable operation of the Yard and Marina for club members and other users.
- b) Ensure a safe environment in the Yard and Marina.
- c) Ensure environmentally friendly operation of Yard and Marina activities.

## (2.0) Responsibilities

The responsibilities of the Management Committee include the following:

- a) Conduct Workplace Health & Safety (WH&S) Reviews.
- b) Monitor and initiate policies to ensure compliance with workplace laws and regulations.
- c) Ensure regular WH&S audits.
- d) Monitor environmental impacts of Yard and Marina activities to ensure no pollution of the marine environment.
- e) Monitor compliance, through the conduct of regular audits and of follow-up with members.
- f) Develop and monitor plan for CAPEX over rolling 5-year program for Yard, Marina and On-Land assets.
- g) Develop and monitor Repairs & Maintenance (R&M) plan over rolling 5-year program for Yard, Marina and On-Land assets.
- h) Recommend Rules and By Laws
- i) Oversee the implementation of special and specific projects.

## (3.0) Committee Guidelines

- a) Committee undertakings must be aligned with the RGYC Strategic Plan and the RGYC Business Plan.
- b) The committees must ensure that identified programs and undertakings can be resourced.
- c) Committee undertakings must apply a risk-based approach, with a focus on: Operational, Financial, Reputational and Governance risk.

## (4.0) Roles

a) Volunteers

1. Undertake roles and/or task as determined within the committee.
2. Provide Subject matter expertise.
3. Act as a positive influencer (advocate) with members and stakeholders.
4. Provide support to programs and initiatives.
5. Communicate undertakings.

b) Staff

1. Access and determine capability and resourcing in delivering programs, activities and other undertakings.
2. Measure and report on outcomes.
3. Decide how to organise.
4. Establish structure, committee make-up and number, meeting frequency, committee member roles.
5. Organisation of all administration processes (agenda's, minutes etc).
6. Ensure work compliance.
7. Work within established budget.
8. Ensure risk management practices are being followed.

(5.0) Composition

Composition	2024/25 Committee:
The Committee may comprise. a) Chair – Nominated and approved by the Board.  b) Marina Manager.  c) 3 – 4 Members.	

(6.0) Meetings

The committee shall meet monthly or as required and report to the Board.

(7.0) Reports

Reports must be completed following each meeting. Reports must be placed with the portal.

(8.0) Performance Measures

#### **(8.1) Safety Compliance and Incident Management:**

- **KPI:** Number of Workplace Health & Safety (WH&S) incidents and compliance with safety audits.
- **Measurement:** Track the number of safety incidents reported and the outcomes of WH&S audits. Ensure that incidents are promptly addressed and that safety standards are consistently met.

#### **(8.2) Environmental Impact Management:**

- **KPI:** Level of compliance with environmental regulations and reduction in environmental incidents.
- **Measurement:** Monitor the adherence to environmental policies and regulations assess the effectiveness of measures taken to minimize environmental impact and prevent pollution.

#### **(8.3) Maintenance and Capital Expenditure (CAPEX) Adherence:**

- **KPI:** Adherence to the planned CAPEX and Repairs & Maintenance (R&M) schedules.
- **Measurement:** Evaluate the progress and adherence to the rolling 5-year CAPEX and R&M plans, including timely completion of scheduled maintenance and capital projects.

#### **(8.4) Policy and Compliance Effectiveness:**

- **KPI:** Number of new or revised rules and by-laws recommended and implemented.
- **Measurement:** Track the development, approval, and implementation of new rules and by-laws, and assess their effectiveness in enhancing operational, safety, and environmental standards.

#### **(8.5) Operational Efficiency and Member Satisfaction:**

**KPI:** Member satisfaction with Yard and Marina operations and services.

**Measurement:** Gather feedback from members regarding their satisfaction with the Yard and Marina facilities and services and assess the efficiency of operations based on this feedback.