



BLAIRGOWRIE YACHT SQUADRON

The BYS Marina Communications Plan April 2018

Under our Operating Environmental Management Plan, BYS is required to have a Communications Plan.

The purpose of the Communications Plan is to ensure all users of the Marina are familiar with the OEMP and the Legislative, Regulatory and Permit requirements, and all of BYS's policies and procedures to ensure compliance with them.

The table below is the BYS Marina Communication Plan.

Audience	Media	Content	Responsibility	Update Frequency
Marina Pen Occupants – permanent	Web Site	Marina Rules (printable and video)	Marina Manager (MM)	As Required
		Emergency Procedures and Contacts		
		Map		
		OEMP		
		Marina Communications Plan		
		General Information		
		Educational Material		
	E-Newsletter	Updates to website, OEMP and general news	General Manager (GM)	Monthly
	Social Media	As required	MM	As required
	Signage	Point to Rules on Website	MM	As required
		Safety - & Directional Messages		
	Face to face	Berth Holders Meeting - All of the above plus other content as appropriate	SBHC Chair	Every 6 months
Marina Pen Occupants – visitors	Welcome Pack	Marina Rules (printed or link to video)	MM	As Required
		Emergency Procedures and Contacts		
		Map		
		Club Information		
		Educational Material		
	Web Site	As above for permanents	MM	As Required
	Signage	As above for permanents	MM	As Required
	Face to Face	As appropriate	Marina Staff	As Required
Contractors working in or on marina	Induction	As per "Welcome pack" above plus	MM	As Required
	Call Centre	As per "Welcome pack" above plus	MM	As Required
	Daily sign in	Updates and Compliance	MM	As Required

		requirements		
	Website	As above plus contractor procedures	MM	As Required
Government Agencies and Stakeholders eg Parks Victoria, MPSC WCCBFC, DELWP, TSV	Website	As above	MM	As required
	Correspondence	Reports as required by OEMP Incident Reports	MM	
	Face to Face	Meetings	GM / MM	As required
Public – local community and interest groups such as 3942, Divers and Indigenous Groups	Website	As above	MM	As Required
	Signage	As above	MM	As Required
	Local Media eg newspaper	News of interest	GM	As appropriate
	Correspondence	As appropriate	GM	As appropriate

Daniel Knapp
Marina Manager
April 2018