

**Committee of Management Meeting
Scott's Shed Meeting Room, Blairgowrie Yacht Squadron**

Minutes for 16/12/2019 Meeting No. 202

Attendees:

Brian Wordsworth (Chairperson)	Graham Goudie (Deputy Chairperson)	Lino Tarquinio (Treasurer)
Neil Anderson (Secretary)	Michelle Cheers	Joan Hoskins
Graeme Longmuir	Stan Ragauskas	Russell Cuttler

Apologies:

Judy Walsh	David Kramer	

Staff: Greg Powell

Visitors:

Meeting Opened: 1130hrs

Acknowledgement of traditional custodians (read by) - *"WCCBFR CoM acknowledges and pays respect to the Boon Wurrung/Bunurong people, the traditional custodians of these lands and waters."*

AGENDA ITEMS

1. Declarations	
1.1 Register of Interest	
1.2 Conflict of Interest relating to items on the November 2019 Agenda	
3. Foreshore Managers Reports	Moved: Judy Hoskins Seconded: Michelle Cheers

Noted Items from Report

WHITECLIFFS-CAMERONS BIGHT FORESHORE RESERVE COMMITTEE OF MANAGEMENT

Maintenance Report	Erosion Mitigation Projects
Staff Matters	Boat Shed Maintenance
Christmas Peak Camping Season	Camerons Bight BBQ Area
Dog Regulations Patrols	
New Items	
Update on Noticeboards warning of MPS fining for illegally parked cars on roadside	WCCB Caravan waste cassette is available for all users as Sorrento are locked
New BBQ area to be opened, Invite to Councillors / RACV	
3.1 Incident Report	Nil to Report
3.2 Blairgowrie Yacht Squadron	
Lease	Lease is sitting with Government for 2 years Action Point: BW to send note to Dick Ford regarding extended time frame of lease.
Sand Relocation	Sand relocation planned for September 2020 New Sub Committee to be formed, with GG to transition off, New BYS Liaison Committee members, GP, LT, GL, SR. Action Point: GP to contact Amanda from BYS and arrange meeting.
3.3 Coastal Management Plan (CMMP)	CMMP were signed off by the Bunurong Land Council after sufficient consultation, no changes were made to the plans with DELWP being advised.

<p>3.4 Dog Leash Free Area</p>	<p>As per Foreshore Managers Report regarding MPS Rangers scheduled Patrols</p> <p>Note to above, GP and LT attended the Sorrento CMP with noted item of leash free areas to be discussed / extended and requesting feedback</p> <p>Action Point: GP to request formal response from MPS regarding the letter sent to the CEO.</p>
<p>3.5 Bay Trail</p>	<p>To date 60% completed, remaining tasks to commence during off peak season commencing April 2020</p>
<p>3.6 Seville's Car Park</p>	<p>Ongoing.</p> <p>Action Point: New BYS Liaison subcommittee to include the car Park item</p>
<p>4.0 Agenda Items</p>	
<p>David Kramer email dated 15/12/2019 regarding Camper Site and misleading Committee</p>	<p>BW refuted allegations of misleading the committee regards to information supplied. This matter is now before a VCAT meeting on 19/12/2019, we await the outcoming findings.</p> <p>GP also refuted any allegations of misleading the committee.</p>

<p>4.1 Directors Code of Conduct</p>	<p>BW requested all committee members to read and comply to the Code of Conduct they signed up to when joining the Committee. The Directors Code of Conduct policies are legally binding on committee members. The WCCB CoM are consistent with DELWP model policy and are essential to good public sector policy. BW then highlighted the following codes:</p> <ul style="list-style-type: none"> • Responsiveness • Integrity • Impartiality • Accountability • Respect • Leadership • Human Rights
<p>4.1.1 Policy and Procedures</p>	<p>Action Point: NA to circulate all Policies and Procedures in the New Year</p>
<p>4.2 Treasurer’s Report:</p>	<p>LT presented the Treasurer’s Report Moved: GL Seconded: SR</p> <p>Action Point: GP to send Balance Sheet to NA for distribution</p>
<p>4.3 Risk Management</p>	<p>RC reported to the committee the recent Risk Management workshop held by VMAI and DELWP.</p>

	<p>RC presented items on Risk Management including,</p> <ul style="list-style-type: none"> • Identify • Analyse • Evaluate <p>RC also highlighted the Risk Register Template.</p> <p>Action Point: RC to work with GP on initial Risk Register, document to be reviewed quarterly and to included in forecasting and budget.</p>
<p>4.4 Victoria Great Outdoors Camping & Caravan Grants</p>	<p>NA presented to the committee an update of our application for this grant. We have submitted 2x application for the connection of sewerage for the amenity's blocks located at Camerons Bight.</p> <p>NA would like to thank GP for his efforts in our application process.</p> <p>The committee has other projects we are looking into for the next round of grants. To be discussed in the new year.</p>
<p>4.5 Category 1 & 2 Committees of Management discussion</p>	<p>This item links into Item 5.1 Combined Foreshore Meeting.</p> <p>Action Point: GG to set up meeting in March/ April 2020 to discuss CMF and Cat 1 &2 CoM. Sub Committee including BW, GG, MC</p>
<p>4.6 Teleconferencing</p>	<p>NA completed a review of various Teleconferencing options; it was agreed by the committee that due to costings it would be not practical to implement.</p> <p>It was agreed that in "Special Circumstances" committee members could dial in into meetings.</p> <p>It was also agreed that dialling into a meeting would be considered as an official attendance record.</p>

<p>4.7 Report of RACVCC Meeting</p>	<p>A Memorandum of Understanding was signed 2 years ago, GP can provide as requested, GG and BW attending a site meeting with President and Treasurer from the RACVCC, the meeting was positive with no complaints and the members congratulated the Operations Team on the upkeep and presentation of the camping grounds .</p>
<p>4.8 CoM member regarding Stan Ragauskas email regarding Long term campers</p>	<p>GG requested to move a motion that "This Committee totally rejects the allegation by SR that 'Management/Committee have a strong undeclared policy of doggedly reducing the number of long-term campers'. In fact, the CoM supports long-term camping options. We therefore request an unconditional withdrawal of this false allegation".</p> <p>Moved GG, seconded MC. Agreed by consensus with SR withdrawing the allegation.</p>
<p>4.9 Interpretive Signage</p>	<p>JW to update next meeting</p>
<p>5.0 Business Arising</p>	
<p>5.1 Combined Foreshore Meeting</p>	<p>Refer Item 4. Sub Committee including BW, GG, MC to report back as required</p>
<p>5.2 Outstanding VCAT Action regarding GST on Boatsheds</p>	<p>BW and GP attended a VCAT hearing on 04/12/2019, The complaint was with regards to GST on Boatshed fees and Transfers, our fees are in line with other parties in regards to these fees, BW reported our committee had a fair hearing, however the person making claims to unfair fees has been requested by the VCAT representative to submit reasons why they believe the fees are unjust, he has until 06/01/2019 to respond. We are not required to return to VCAT at this stage.</p>
<p>6. Correspondence In/Out</p>	<p>NA presented Correspondence In / Out</p>

	<p>It was noted that the committee would like to have access to all correspondence received and sent.</p> <p>Action Point NA to implement new procedure so all committee members have access to correspondence.</p> <p>Action Point NA to purchase HDMI extension lead to ensure presentation onto screen for next meeting.</p>
<p>7. Agenda Items for Next Meeting</p>	<p>Please submit any Agenda Items for next meeting to the Secretary.</p>
<p>8. New Business Arising</p>	
<p>8.1 Annual Community Information Night</p>	<p>Our Annual Community Information Night is to be held on Friday 24/01/2020 at the Blairgowrie Community Hall Committee members should attend if available to assist setting up and general participation.</p> <p>Action Point: GG, LT and NA to meet to discuss planning of meeting and review guest speaker.</p>
<p>8.2 Community Local Information Night</p>	<p>After the success of last year information, we are considering another for this year.</p> <p>Action Point: NA to call MC regarding suggestions for a Guest Presenter.</p>

<p>8.3 BBV Boating Infrastructure Review</p>	<p>BBV engaged Deloitte to undertake a review of how boating infrastructure is managed across Port Phillip and Western Port bays.</p> <p>Action Point: BW to send out the BBV email and respond to BBV by end of week 20/12/2019</p>
<p>8.4 Staff Requirement and Roles and Responsibilities</p>	<p>Members of the Committee to review staffing requirements and Roles and Responsibilities</p> <p>Action Point: GG to form a sub committee to review above, members, MC, RC and NA have volunteered.</p>
<p>9.0 Meeting Closed</p>	<p>Request to extend meeting at 1331hrs agreed</p> <p>Meeting Closed at 1341hrs</p>
<p>10.0 Next Meeting</p>	<p>Monday 20th January 2020 at 1630hrs at Scott's Shed</p>