

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

**Minutes for 17/2/2020 Meeting No. 204**

**Attendees:**

Brian Wordsworth (Chairperson)	Graham Goudie (Deputy Chairperson)	Lino Tarquinio (Treasurer)
Graeme Longmuir	Stan Ragauskas	Mechelle Cheers
Judy Walsh (acting secretary)	Joan Hoskins	

**Apologies:**

Neil Anderson (Secretary)	Russell Cutler	David Kramer
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**Staff:** Greg Powell

**Visitors:** Nil

**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  
Judy Walsh confirmed an interest in Collins Settlement

1.2 Conflict of Interest

**2.0 Correction to / approved of last meeting minutes**

Request for members' names or initials to be recorded in the Minutes relating to individual sub committee positions.  
**Moved:** Lino Tarquinio **Seconded:** Graham Goudie

**3.0 Foreshore Managers Report**

**Noted Items from Foreshore Managers Report**

Foreshore Report	Seville's Car Park Toilet
Incident Report	Bay Trail
Sand Relocation BYS	Optus Lease
Dog MOU and Leash Free areas	

**Detailed Foreshore Managers Report**

<p><b>3.1 Foreshore Report</b></p>	<p>Camper Survey Results presented based on comparable Australia Wide criteria. National rate 8.9% Committee scored 8.4%. Better than National Average on four major points: Service, Standard of Facilities, Site, Value for money. Customer Service 42 positives and 4 negatives. Amenities 38 positive – zero negatives. Some comments about replacement BBQ but recorded before recently installed BBQ construction. Couple of operational matters to address: Vehicle speed and dogs. GL asked if last year’s survey results available for comparison. GP response: yes, will circulate. The Google 4 Star Rating was noted. GG congratulated the Manager and Staff. JH commented on the many complimentary mentions of staff member YD. Report accepted, <b>Moved Joan Hoskins, Seconded Graeme Longmuir.</b></p>
<p><b>3.2 Incident Report</b></p>	<p>1.GP reported contact from lady re broken ankle sustained in front of BYS. Taking legal advice re claim for medical expenses and we will respond to any claim that is submitted.                  2. Police investigating assault on Camerons Bight Beach. No details known by staff.                  3. John Steward, staff ranger, supplies manager a brief on his Saturday’s activities. He reported a conversation with a camper at Whitecliffs who aired grievances and a disturbing comment that ‘if Greg had been present, the camper would have punched him’.                  The committee agreed this was a direct breach of the Code of Camping Rules and the Chairman is to write to camper re zero tolerance of this behaviour. BW to draft letter and distribute to committee. <b>Moved G Goudie, Seconded M Cheers</b></p>
<p><b>3.3 Sand Relocation</b></p>	<p>GP advised that he had met with the Coastal Planner from DELWP on another matter at Collins Settlement and as time</p>

	<p>allowed was able to make a site visit to BYS and went through dredging application and he was ok with procedures in place. MC expressed concern that old data was being used. Response: Current study being carried out around the bay.</p>
<b>3.4 Dogs/Leash Free Area</b>	<p>Touched on earlier in meeting. Need to sit with the Shire and review the MOU. GP advised some difficult aspects of trying to enforce rules because of existing gazetted regulations. NA is leading review. GP will work on project brief re issues and present paper for group to work on. Formal sub committee to be set up. <b>Moved L Tarquinio, Seconded S Ragauskas</b></p>
<b>3.5 Seville's Car Park Toilet</b>	<p>To be discussed in Toilet Strategy later in meeting. Noted that BYS agreed to contribute \$89,825 (in kind) in back rent towards this project.</p>
<b>3.6 Bay Trail</b>	<p>Ongoing: remaining tasks to commence during off peak season commencing April 2020.</p>
<b>3.7 Optus Lease</b>	<p>Ongoing.</p>
<b>4.0 AGENDA ITEMS</b>	
<b>4.1 Treasurer's Report</b>	<p>Report had been Circulated prior to meeting. LT, Treasurer, Commented that balance was healthy and all going well.. Accepted on motion of <b>S Ragauskas Seconded J Hoskins.</b></p>
<b>4.2 Risk Management Review</b>	<p>Next Update March 2020. (RC)</p>
<b>4.3 Victoria Great Outdoors Camping &amp; Caravan Grants</b>	<p>GP reported results due end February. Contact had been made seeking clarification of Port Phillip Bay Fund received (\$150K) and how spent: Response Foreshore environment and amenity. Also copy of current copy of Certificate of Currency sought – supplied.</p>

<p><b>4.4 Category 1 Or 2 objectives</b></p>	<p>Meeting held BW, GG &amp; GP (MC apology) to discuss. DELWP document setting out categories reviewed. WCCB currently Cat 2. Theoretically to achieve Cat 1, would have to gross \$1m, sustainable over 3 years. Currently at \$811,000 made up of camping fees \$555K, grants \$81K, other \$61K. No benefits could be envisaged by reaching Cat 1, bearing in mind WCCB received glowing report in Grosvenor Consultants independent report. Recommended view: Committee continues to stand alone at Cat 2.  <b>Moved G Goudie, Seconded S Ragauskas</b></p>
<p><b>4.5 Community Meeting 24 January</b></p>	<p>GG Thanked all who had helped out on the night. Thanks also to JW for comprehensive notes on meeting. No major problems presented. Numbers lower than usual – JW suggested to adjust timing to a week earlier next year to avoid conflict with long weekend activities. LT suggested canvassing Local Residents via a letterbox drop. Shared pathway signage noted as operational matter. GP reported the enquiry re vegetation removal at Adelaide Street was before Vic Roads with no action to date. Given the seriousness of this matter a Motion was moved that: Manager engage traffic consultants at WCCB expense and do removal works with staff. Works to be completed prior to March Meeting.  <b>Moved L Tarquinio, Seconded B Wordsworth.</b></p>
<p><b>4.6 Staffing Structure &amp; Roles</b></p>	<p>GG reported information gathering meeting held with GP, RC, MC, LT (apology) and visitors JW &amp; SR. 10 February. GP presented Staffing Structure Paper from 2017 setting out job descriptions of staff and Manager. Role sharing working well, wages under budget, KPI's in place for all, to be viewed by sub-committee and meet with staff, work on roles for 12 months for Business Plan. Recommended by April meeting.</p>

	<b>Moved G Goudie, Seconded J Hoskins</b>
<b>4.7 Official opening of BBQ area</b>	TBC. JW presented copy of RACV Caravan Club History given on night of sausage sizzle which she attended as WCCB rep.GP also attended Australia Day Breakfast. Caravan Club thanked both for attendances.
<b>4.8 Interpretive Signage</b>	JW advised project to date complete with sixteen posts installed throughout site. Thanks to GP and RB for installation. Envisaged three more posts to be considered, using Indigenous information and one for BYS.
<b>5.0 Business Arising from Previous Minutes</b>	
<b>5.1 Outstanding VCAT Action</b>	VCAT hearing.BW reported the Senior Member stated there was no case to answer. A written explanation awaited. The Boatshed owner has stated he will not be taking the matter further and complimented the staff on their demeanour throughout.
<b>6.1 Correspondence In/Out</b>	JW presented Correspondence In / Out in hard copy, attached. The committee agreed for the need for only relevant correspondence not operational matters. <b>Action Point</b> GP and YD to meet with NA and GL to flesh out what is relevant for committee. <b>Moved B Wordsworth Seconded, J Hoskins</b>
<b>7. Agenda Items for Next Meeting</b>	Please submit any Agenda Items for next meeting to the Secretary.

**8 New Business Arising**

<p><b>8.1 Business Plan</b></p>	<p>BW advised Consultant appointed: <i>Innoviv Park Services</i>, headed by Andrew Chapman with extensive independent experience.</p> <p>Scope/Objectives</p> <ul style="list-style-type: none"> <li>• Develop an infrastructure and asset renewal plan</li> <li>• Align Business objectives with 2018 Coastal Mgmt. Plan</li> <li>• Review Human Resources</li> <li>• Environment Management Resourcing</li> <li>• Customer Service</li> <li>• Fees and Charges</li> <li>• Income/Expenditure forecasting 2019 – 2024</li> </ul> <p>Draft plan for whole committee starting 1<sup>st</sup> April. Will come back on two occasions before final. DELWP to be in loop. Plan required under Coastal Marine Management Act. Consultant cost \$14.75K+GST</p>
<p><b>8.2 Grosvenor Report</b></p>	<p>Reassuring independent report. Committee recommended to study if not already viewed..</p>
<p><b>8.3 Toilet Strategy</b></p>	<p>Refer to earlier discussions at 3.5.GP had circulated Toilet Strategy Paper prior to meeting. Discussion agreed document comprehensive. SR commented on criteria for demolition. GP indicated the tables set out in the document were intended as a guideline to form a policy.MC commented that a ‘Changing Places’ toilet should be part of the strategy. It was agreed next step was to use the paper as assessment tool to form a schedule of recommendations, both A &amp; B, as guidelines for forming a policy. (GP/SR)To circulate before next meeting for adoption. Noted that if Policy exists, funding more accessible. Moved <b>S Ragauskas</b>, <b>Seconded Joan Hoskins</b>.</p>

<p><b>8.4 Defibrillator purchase</b></p>	<p>Generally agreed that purchase of Defibrillator a health and safety asset. Cost anticipated approximately \$2.5K. Item to be kept in Foreshore office. GP to acquire.  <b>Moved G Goudie, Seconded L Tarquinio</b></p>
<p><b>8.5 Fees and Charges Increase</b></p>	<p>Discussion on increase of CPI 1.8% or same increase as previous year 2.5%. Resolved by majority to increase same as last year @ 2.5%  <b>Moved J Hoskins Seconded L Tarquinio</b></p>
<p><b>8.6 Tyrone Boat Ramp</b></p>	<p>JW referred to comments at Community Meeting regarding use or uselessness of the boat ramp followed by comments regarding lack of disability access points for disabled to enter the bay and queried whether the ramp could be converted to accessible disability use. Agreed to investigate further, GP to research.  <b>Moved B Wordsworth Seconded G Goudie.</b></p>
<p><b>8.7 Query from Sorrento Coalition</b></p>	<p>JH queried status WCCB's control of regulating Jet Ski operations on its beaches. Response: Nil</p>
<p><b>9.0 Meeting Closed</b></p>	<p>Meeting Closed at 1345hrs</p>
<p><b>10.0 Next Meeting</b></p>	<p>Monday 16 March 2020 at 1130hrs at Scott's Shed</p>