

**Committee of Management Meeting
Zoom Meeting**

Minutes for 15/06/2020 Meeting No. 208

Attendees:

Brian Wordsworth (Chairperson)	Graham Goudie (Deputy Chairperson)	Lino Tarquinio (Treasurer)
Neil Anderson (Secretary)	Judy Walsh	Mechelle Cheers
Graeme Longmuir	Stan Ragauskas	Joan Hoskins
	Russell Cutler	

Apologies: Nil	David Kramer not in attendance	
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Staff: Greg Powell

Visitors: Nil

Meeting Opened: 1130hrs

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

AGENDA ITEMS

1. Declarations	Nil
1.1 Register of Interest	Nil
1.2 Conflict of Interest	Nil
2.0 Correction to / approval of last meeting minutes	Moved BW, Seconded JH

3.0 Foreshore Managers Report

Foreshore Managers Report	The Foreshore Managers Report was sent out prior to meeting for review and approval Moved GL, Seconded JH
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<p>3.1 Incident Report</p>	<p>GP advised that a WCCB vehicle was damaged by vandals, with a window being smashed and some tools removed, police were called and attended site. GP advised a quote is being prepared by a security company for CCTV to be install around the office area.</p>
<p>3.2 Dog Leash Area</p>	<p>It was agreed that the leash free area is still a concern with multiple issues still not addressed or satisfactorily resolved for the CoM. GP to draft a letter highlighting our concerns and issues for review by CoM prior to sending to MPSC. GP to request a meeting to re-address our issues. GP, JH and NA to attend meeting and report back to CoM.</p>
<p>3.3. Seville Car Park Amenities Block</p>	<p>A letter has been sent to the MPSC regarding options for partnership in the upgrade of the Seville Car Park amenities block. The CoM awaiting response.</p> <p>It was agreed that the CoM should obtain another quote for replacement of the amenities block. GP to request a quote from Asco.</p> <p>Please note a “Demolition Permit has been submitted to MPSC for demolition of the old toilet block. The quote for the demo is \$7,800.</p>

<p>3.4 Great Victorian Grants program</p>	<p>Round Two of the Great Victorian Grants Program will open in September 2020. (NA and GP to check dates). Members of the CoM have been asked to send any suggestions of projects or works they would like to be submitted for the grants.</p> <p>GP to collate and prioritise a list of projects which are in line with the Coastal Management Plan which may be eligible for this grant. GP to send recommendation to the CoM for review and approval.</p>
<p>3.5 Grants</p>	<p>The monies from the Port Philip Bays fund of \$25K has been retained and will be diverted to other projects (this money was to be used in conjunction for sewage connections)</p> <p>There are funds available via the State Government Covid 19 recovery program, GP to review if we are eligible for any funding.</p> <p>DELWP have a new round of Public Risk on Public Grounds funds. There are a number of items of risk (paths steps etc) within our reserve which we will be able to apply for funding. GP to follow up and apply as required.</p> <p>RC noted that there are Federal grants available for a variety of programs of works. GP to follow up if WCCB reserve are eligible.</p>
<p>3.6 Boatsheds Audit</p>	<p>Ranger John should finish the boatshed audits later this week, in his audit he has also been taking measurements of boat shed footprint for our records.</p>

3.7 Bay Trail	The Bay Trail is being prepared for resurfacing in various areas, the team should complete this work by the end of the next week. All works should be completed by the end of July.
3.8 Blairgowrie Yacht Squadron	No further updates. The BYS are committed to dredging by September 2020, currently finalising permits.
4.0 AGENDA ITEMS	
4.1 Treasurer's Report	<p>The Financial Report was unavailable prior to the meeting.</p> <p>The Treasurer provided a verbal report.</p> <p>The Treasurer is to meet with the Foreshore Manager and the Accounts team to finalise the report.</p> <p>The Treasurer's verbal report was accepted noting a written report was being finalised.</p> <p>Moved by RC, Seconded by GG.</p> <p>Please note GP has commenced draft 2020/2021 budget</p>
4.2 Risk Management Review	RC and GP to review Risk Assessment matrix and register. Updated risk register will be sent to CoM when completed for review and discussion.
4.3 Business Plan	The Draft Business Plan is progressing with further information being sent to Innoviv for inclusion. It is expected that a review of the document should be available to the CoM by August or September.
4.4 Proposed IT requirements	There are still a few minor improvements required in the shared folder set up and access. NA and GP working with IT Group to complete.

4.5 Interpretive Signage	Ongoing
4.6 Spider Crab Update	After lengthy discussions it was agreed that Mechelle Cheers will draft a letter for review by the CoM and when approved will be sent to DELWP expressing concern on Spider Crab fishing.
4.7 Policy Collation and review update	Policy documents have been collated. A meeting has been scheduled for 29/06/2020 to review all documentation.
4.8 Bay trail	LT to work with GP on the collection and collation of all Bay trail documentation. LT, MC and JW to meet to discuss next steps.
4.9 Foreshore Playgrounds	GP to arrange for designs and quotes for “all access” playgrounds for the campgrounds.
5.0 Business Arising from Previous Minutes	
6.0 Correspondence In/Out	
6.1 Correspondence In / Out	Updated on our shared folder
7 Other Business	
7.1 Future Foreshore	Commencing in early June, DELWP will be emailing stakeholders the Draft Options Paper and details of an online briefing to provide an overview of the project and to present the draft options for each region. Throughout June and July, DELWP will be seeking feedback on the options via an online survey and phone interviews. The WCCB CoM will be provided the opportunity to provide feedback and discuss as required.

7.2 Camp Site Booking Fee	GP to advise on the origins of the \$1.00 Camp Site Booking Fee and respond to CoM.
8.0 Meeting Closed	Meeting Closed at 1316hrs
9.0 Next Meeting	Monday 17 August 2020 at 1130hrs. Meeting arrangements TBC