



# Bellarine Bayside

## Minutes of Meeting held 15 February 2010

Bayview Room, Parks Hall Community Centre, Newcombe Street

Meeting opened at 8:35 am

<b>PRESENT</b>	<p>Peter Kenny (Chair), John Gillett (Vice-Chair), Arthur Sweatman (Treasurer), Colleen Butler, Karen Reiter, John Turner</p> <p>Tim Page-Walker (CEO), Justin D'Altera (Business Manager), Steve Smithyman (Operations Manager), Noel Kibbis (OH &amp; S Co-ordinator)</p>
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The Chair opened the meeting by formally acknowledging the traditional owners of the lands, the Wathaurung People, and paid tribute to their elders both past and present.

<b>APOLOGIES</b>	<p>Steve Walsh, Michael Noelker (DSE observer)</p> <p>The Committee noted that the City of Greater Geelong has as yet not appointed a representative to replace the former incumbent, following his resignation twelve months ago.</p> <p><i>Action CEO</i>      <i>The City's lack of a representative to be noted at the next scheduled joint meeting.</i></p> <p><b>Moved: Arthur Sweatman    Seconded: Colleen Butler</b> <b>That the apologies be accepted.</b> <b>Carried</b></p>
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<b>DECLARATIONS</b>	None
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<b>PREVIOUS MINUTES</b>	<p>Minutes of 21 December 2009</p> <p><b>Moved: Colleen Bulter    Seconded: John Gillett</b> <b>That the minutes be accepted.</b> <b>Carried</b></p>
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<p><b>URGENT BUSINESS</b></p>	<p>The CEO tabled three items of correspondence relating to a request for financial assistance from the organizers of the inaugural "Wreck 2 Reef" Open Water Swim Classic, planned to take place on the IH foreshore on 6 March.</p> <p>As BB's sponsorship policy does not permit the allocation of cash donations, an offer of a Gift Voucher for Villa accommodation at Portarlinton Holiday Park, for use as a prize had been made. The organizers, Clean Green Bellarine and the IH Yacht Club had responded with details of a strategic 5 year commitment undertaken by the IHYC.</p> <p><b>Moved: John Gillett                      Seconded: John Turner</b> <b>That in addition to a Gift Voucher, BB offer sponsorship of the "Wreck 2 Reef" Open Water Swim Classic in the form of provision of the following services:</b></p> <ul style="list-style-type: none"><li>• <b>Use of the IH Hall for the event at no charge;</b></li><li>• <b>Placement of additional rubbish bins for the event;</b></li><li>• <b>Removal of rubbish and cleaning of area after the event;</b></li><li>• <b>Provision of additional cleaning and consumables for amenities used.</b></li></ul> <p><b>Total dollar cost of sponsorship to be itemized and appropriate acknowledgement sought.</b> <b>Carried</b></p>
<p><b>PUBLIC QUESTION TIME</b></p> <p><b>Additional Office Space</b></p>	<p><i>Questions submitted by Ms Helen Freeman</i></p> <p>1. <i>Additional Office Space:</i> <i>As advised in the December 2009 meeting of BBFCoM there has been an increase in staff and I recognize a need for increased office space. Please advise:</i></p> <ol style="list-style-type: none"><li>1) <i>When the Committee took the decision to provide this space?</i></li><li>2) <i>What costs were involved ?</i></li><li>3) <i>Was a tender required ?</i></li></ol> <p><b>Response:</b></p> <ol style="list-style-type: none"><li>1) <b>The decision to extend the reception building was taken in June 2009, when the Committee approved the 2009/10 budget, in response to OH&amp;S issues which had arisen due to insufficient office space. At that time an amount of \$50,000 was allocated for additions to the building.</b></li><li>2) <b>A re-locatable room was obtained at a total cost of \$33,000, including delivery and installation on site. An additional \$5,000 has been allowed for internal fit out.</b></li><li>4) <b>A tender was not required, however Bellarine Bayside procurement policy dictates that 3 quotes be obtained for projects such as this. The policy was adhered to.</b></li></ol>

<p><b>Portarlington Boat Ramp</b></p>	<p>2. <i>Access to Boat Ramp Facility</i></p> <p>1) <i>Please advise how the community (non Portarlington Seaside Resort resident) has access to this ?</i></p> <p><b>Response:</b>  <b>The boat ramp inside the Portarlington Holiday Park is a user pays ramp. Annual boat ramp passes are available at a cost of \$100 per annum, for the 12 months 1 July to 30 June the following year, or part thereof. There is also a \$20 refundable deposit for a boomgate pass used to access the Park.</b></p> <p>2) <i>Please provide a list of grants obtained for this ramp for the past 10 years, 1999 – 2009.</i></p> <p><b>Response:</b>  <b>The Committee obtained a grant of \$88,000 (GST inclusive) from Marine Safety Victoria in 2006. This represented 80% of the cost required to upgrade the ramp</b></p>
<p><b>BUSINESS ARISING</b></p> <p><b>StL's YCMS Limited Club Liquor Licence</b></p> <p><b>Funding request redevelopment IH Hall</b></p> <p><b>BB Strategic Plan Launch</b></p> <p><b>IH Boatsheds</b></p>	<p><b>CEO Action items from December 2009 meeting</b></p> <p><i>CEO to respond to the StL's YCMS offering in principle support to the Club's application for a Limited Club Liquor Licence, but requesting that further information:</i></p> <ul style="list-style-type: none"> <li>• <i>A site map detailing the exact boundaries of the area for which the licence is proposed</i></li> <li>• <i>Details of the proposed hours of operation, and</i></li> <li>• <i>Clarification as to whether/not the Department of Justice would require the application to be publically advertised</i></li> </ul> <p><i>be provided before the CoM formally agrees to support the proposal.</i>  Completed – corro item # 412/09</p> <p><i>BB to make application to Local and State Governments to seek supporting funding for the proposed redevelopment of the IH Hall, subject to the proviso that BB's exposure be limited to a maximum of \$80,000. BB will be advertising for EOI to establish the IH Hall Management Group. All interested parties will be considered. The CEO has raised the issue of funding with the local member, and BB will prepare a draft funding submission to be presented at the IHMG first meeting for endorsement, prior to being submitted to local and state governments.</i></p> <p><i>BB to invite the Minister or his representative to jointly release BB's Strategic Plan no later than 28 February 2010.</i>  Completed – corro item # 39/10</p> <p><b>CEO Action items from previous meetings</b></p> <p><i>CEO to prepare a CoM discussion paper on the future of IH Boatsheds</i>  Completed – included in CEO's report – Public</p>

<p><b>Road awareness signs</b></p> <p><b>Walking track White Woman Rock</b></p> <p><b>Lower Bluff Road surface</b></p>	<p><b>OPERATIONS MANAGER</b>  <b>Action items from December 2009 meeting</b></p> <p><i>Signs alerting drivers to the presence of children and the need to slow down to be erected along Lower Bluff Road and the Foreshore Road. Signs have been designed and manufactured. Frames are being made up, and the signs will be in place prior to the Easter period.</i></p> <p><i>The hazard tape along the walking track at White Woman Rock is located in very close proximity to the track and needs to be moved back. Tape has now been removed</i></p> <p><i>Since having been graded, rain has degraded the surface of Lower Bluff Road, Operation's Manager to investigate possibility of resurfacing with recycled bitumen. Ongoing</i></p> <p><b>Moved: Arthur Sweatman      Seconded: John Gillett</b>  <b>That Business Arising be accepted.</b>  <b>Carried</b></p>
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<p><b>OH&amp;S</b></p> <p><i>Action OHS Coordinator</i></p>	<p>The Occupational Health and Safety report was tabled, with the OHS Coordinator highlighting the following :</p> <ul style="list-style-type: none"> <li>• Public Risk incidents</li> <li>• Staff incidents</li> </ul> <p><i>OHS Coordinator to work with BB's electrician to develop; a summary of the identified risk; and a program for the testing of all switchboards on BB managed land; - both to be presented to the next CoM meeting. In the interim appropriate warning signs are to be placed on all switchboards.</i></p> <ul style="list-style-type: none"> <li>• Public risk assessments for event permits</li> <li>• Draft event evaluation guide</li> <li>• Venue hire application process under review</li> <li>• Assessment of successful contractor for Pt R's Dredging Project</li> <li>• Assessment of tender documents for PtR's Jetty and Boat Ramp project</li> <li>• Monitoring of contractor and employee OHS compliance</li> <li>• Regulatory requirements for LPG storage</li> <li>• Plumbing Industry Commission compliance monitoring TMP sites</li> </ul> <p><b>Moved: Karen Reiter    Seconded: Arthur Sweatman</b>  <b>That the Occupational Health and Safety report be accepted.</b>  <b>Carried</b></p>
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<p><b>COGG REPORT</b></p>	<p>In the absence of a CoGG representative, no report was presented.</p>
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<p><b>CORRESPONDENCE</b></p> <p><b>Correspondence In</b></p> <p><b>StL's Yacht Club and Motor Squadron Liquor Licence application</b></p> <p><b>IH Boatshed Assoc FOI request</b></p> <p><b>Alleged harassment</b></p> <p><i>Action CEO</i></p>	<p>Correspondence register and items of importance to Committee tabled.</p> <p><i>Correspondence items discussed:</i></p> <ul style="list-style-type: none"><li>• #19 – Mr John Royle, Commodore, St Leonards YCMS</li><li>- further details re application for restricted Club Liquor Licence</li></ul> <p><b>Moved: Arthur Sweatman Seconded: John Gillett</b> <b>That BB support the StL's YCMS's application for a restricted Club Liquor Licence, as outlined in their letter of 11 January, including consent for the erection of temporary fencing, or temporary low level café style wind breaks of the licenced area, if this is a condition of the licence.</b> <b>Carried</b></p> <ul style="list-style-type: none"><li>• #28 – Mr David Marks, Indented Head Boatshed Association</li><li>- dissatisfaction with internal review response to FOI request</li></ul> <p>The CEO explained that BB had received two FOI requests from the IHBSA, both of which had been responded to in accordance with the advice of DSE's FOI unit. The Association then requested an internal review, which was undertaken by an administrative law firm specializing in FOI matters. The Association had then responded asking that their letter, expressing dissatisfaction with the internal review, be tabled at the next CoM meeting.</p> <p>The Chair noted that the correspondence had been tabled, and no further response was required.</p> <ul style="list-style-type: none"><li>• # 43 – Mr Rodney Ludlow, Beachlea Boat Hire</li><li>- alleged harassment by BB</li></ul> <p>The CEO explained that this was in relation to problems experienced with boat hire customers parking on camping sites within Batman Park. Appropriate signage had now been put in place, and offending cars would be towed from the park.</p> <p><i>Process to be put in place to ensure any allegations of harassment by Bellarine Bayside, whether from staff or members of the public, are reported to the CoM.</i></p> <p><b>Moved: John Turner Seconded: John Gillett</b> <b>That the correspondence be accepted.</b> <b>Carried</b></p>
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<p><b>Indented Head seasonal toilet block</b></p>	<ul style="list-style-type: none"> <li>• General Foreshore Maintenance</li> <li>• Indented Head Foreshore Seasonal Toilet Block</li> </ul> <p>The Operations Manager reported that the portable toilet block would now remain in place to the South of the IH Hall until the week after Easter, at an extra cost to BB of \$2,469.00.</p> <ul style="list-style-type: none"> <li>• Road Management</li> <li>• Asbestos</li> <li>• Caravan Park Operations &amp; Maintenance</li> <li>• Work Planned</li> </ul> <p><b>Moved: Arthur Sweatman      Seconded: John Gillett</b>  <b>That the Operations Manager’s Report be accepted</b>  <b>Carried.</b></p>
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<p><b>CEO’s REPORT</b></p> <p><b>Little’s Reserve playground</b></p> <p><b>Half Moon Bay beach access ramp</b></p> <p><i>Action CEO</i></p>	<p>The CEO provided his report highlighting the following items</p> <ul style="list-style-type: none"> <li>• Contracts, Permits, &amp; Major Events</li> <li>• Grants</li> </ul> <p>The CEO reported that the community playground in Little’s Reserve, Portarlinton is in desperate need of replacement, and requested COM approval to submit application to available funding bodies to assist in the cost of a new playground facility. Location of the proposed new facility to be consistent with the Portarlinton Safe Harbour Plan. Estimated cost of between \$100k to \$150k, to be included in next years budget.</p> <ul style="list-style-type: none"> <li>• St Leonards Foreshore</li> <li>• Indented Head Foreshore</li> </ul> <p>The CEO presented for discussion a concept plan for the Half Moon Bay beach access ramp, prepared by building designer Ray Novosel at the instigation of community member Ingrid Novosel.</p> <p><i>CEO to write to Mr Novosel on behalf of the Committee, expressing it’s thanks for his probono work.</i></p> <p><b>Moved: John Gillett      Seconded: Arthur Sweatmen</b>  <b>That the CEO:</b></p> <ul style="list-style-type: none"> <li>• <b>obtain an engineering survey of the embankment at the site proposed for a beach access ramp to Half Moon Bay, Indented Head;</b></li> <li>• <b>develop a detailed scope for the project considering issues including cost, safety, accessibility, functionality and erosion; and subsequently</b></li> <li>• <b>engage a professional designer to develop concept options, including elevation and cross section drawings, which can then be put to the public for comment.</b></li> </ul> <p><b>Carried.</b></p>
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<p><b>Foreshore Road</b></p>	<ul style="list-style-type: none"> <li>Portarlington Foreshore CEO reported that tons of road base was placed on the Foreshore Road prior to Christmas to remove any immediate hazards associated with the degraded road surface. BB has for many years patched this section of road, with the understanding that the road alignment would be under consideration of the Portarlington Safe Harbour Master Plan and that it would be a waste to spend valuable resources on the resurfacing of a road that has a limited life. With the formal adoption of the Portarlington Safe Harbour Master Plan, which includes a substantial realignment of the Foreshore Road, the CEO suggested that BB approach the CoGG and State Government to assist in the planning and delivery of a road realignment, including the formal opening of Stewart Grove and integration of Franzel Avenue.</li> </ul>
<p><b>Portarlington beach</b></p>	<p>With the assistance of a State Government grant, the main Portarlington beach was rebuilt in its profile and re-nourished with available sand from Pt Richards prior to Christmas. The CEO noted that further work is expected to be recommended based on the findings of the Coastal Vulnerability Study currently underway.</p>
<p><b>Removal of cars Eastern Park</b></p>	<p>The CEO advised that work is planned to begin the removal of vehicle access to Eastern Park. A CMA consent application is nearing completion and will soon be delivered to DSE for approval of the project.</p>
<p><b>Community Fireworks Fund</b></p>	<ul style="list-style-type: none"> <li>Committee Expression of Interest</li> <li>Victorian Coastal Awards</li> <li>Camping</li> <li>Foreshores Association</li> <li>Pt Richards Boat Launching Facility</li> <li>Community Fireworks Fund</li> </ul> <p>The CEO reported that BB is still holding a small account of some \$940.95 on behalf of the community, raised publicly some years ago for future fireworks. The account is eroding due to bank fees and is unlikely to be used by any community firework show, as the cost of any reasonable fireworks is now many thousands of dollars.</p> <p><b>Moved: Arthur Sweatman    Seconded: Colleen Butler</b>  <b>That BB advertise in the Port Report the intention to contribute the remaining funds contained in the Community Fireworks Account, to the Bendigo Bank Community Fund, for distribution to local causes as the Fund sees fit.</b>  <b>Carried</b></p> <p><i>Action CEO</i></p> <p><i>Karen Reiter questioned BB's position in relation to requests for fireworks events on BB managed land, and asked that the CEO prepare a policy statement to be presented at the next CoM meeting.</i></p>

<p><b>Indented Head Hall Management Group</b></p>	<ul style="list-style-type: none"> <li>Indented Head Hall The CEO noted that BB had received a letter from the Indented Head Community Association requesting that BB establish the IH Hall Management Body, as recommended in the recent Future Uses Report, as a matter of urgency.</li> </ul>
<p><i>Action CEO</i></p>	<p><i>CEO to draft, and circulate to Committee members via email, a position statement detailing the intended function of the IH Hall Management Advisory Group, to be chaired by a BB CoM member. Statement to be prepared for use in advertising for Expressions of Interest from persons interested in participating in the Management Group, and to include a pro forma response document.</i></p>
<p><b>Indented Head Boatshed Policy Review</b></p>	<p><b>Moved: John Gillett      Seconded: Arthur Sweatman</b>  <b>That on the CoM's approval, via email, of the position statement, the CEO advertise for Expressions of Interest for participation in the Indented Head Hall Management Group.</b>  <b>Carried</b></p> <ul style="list-style-type: none"> <li>Bellarine Bayside Strategic Plan 2009 – 2018</li> <li>Indented Head Boatshed Policy Review (draft)</li> </ul> <p>As requested by the CoM, the CEO presented a discussion paper reviewing BB's policy on the IH Boatsheds.</p>
<p><b>Current Policy</b></p>	<p>The CEO detailed BB's current policy with respect to the licencing of boatsheds:</p> <p>All boatsheds are considered equal, irrespective of location, size, built material, services, condition or accessibility, and as they are located on Crown land, they are the property of the Crown and hence ownership cannot be traded by licence holders. However BB has in the past permitted transfer of a licence to a child of the current licensee.</p> <p>22 boatsheds are currently licenced under Section 17b of the Crown Land (Reserves) Act 1978, for three year terms due to expire on 30 June 2010. (One shed is commercially leased under Section 17d of the Crown Land (Reserves) Act 1978.)</p> <p>Every three years BB obtains an independent market appraisal of the licence value of the boatsheds. This appraisal is presented to the BB Committee as a guide in determining the licence fee for the next 3 year term. Other factors considered in determining the fee include administration costs, costs associated with monitoring of asbestos, perceived demand for boatshed licences – estimated by size of the 'waitlist', and any other cost or revenue raising activity that the Committee determines.</p> <p>Bellarine Bayside have the right to withhold the issuing of a licence, as the licence does not infer any subsequent or sequential right to the licensee. However, provided the existing licensee has met the requirements of the licence, Bellarine Bayside has chosen to preferentially offer a licence for the next three year term to each current licence holder. If a licence offer is not accepted the licence is offered sequentially to those on the 'waitlist'.</p> <p>Any person interested in a future boatshed licence is encouraged to submit an application to be included on the 'waitlist', for which BB has chosen to incur no fee.</p>

<p>Option 1 – Status Quo</p>	<p>The CEO then presented four alternative options for consideration by the Committee:</p> <p><i>Option 1 – Status Quo:</i> To retain the current policy with improved transparency as to how the committee determine the licence fee.</p> <p>It was suggested that this would be the most desirable from a management perspective as the current licencing of the boatsheds appears to address most current needs. This option requires no additional work or explanation to the existing licencee, those of the waitlist or future enquiries.</p>
<p>Option 2 – Public Tender</p>	<p><i>Option 2 – Public Tender:</i> A free market approach, governed by supply and demand, which in theory would return the highest licence fee revenue to BB. Being open, structured and bound by the provisions of tender law, this option would provide greater access to licences, albeit limited to those who can afford the highest tender bid.</p>
<p>Option 3 – Ballot</p>	<p>It was suggested that when each individual boatshed licence term expires, Bellarine Bayside advertise in local and metropolitan newspapers and via the internet a public tender for interested parties to submit their best licence value offer for the next licence period.</p> <p><i>Option 3 – Ballot:</i> The CEO explained that this option would be open and transparent and based on random selection from those choosing to enter the ballot process, providing for a completely level playing field with the only variable being the individual balloted boatshed. This is the ultimate in 'access for all' provisions as licence fees are established prior to the ballot process. The ballot process would return to the CoM a budgeted return based on the licence fees fixed by the CoM in a similar process to that currently used.</p> <p>It was suggested that when a boatshed licence matures its term, Bellarine Bayside advertise in local and metropolitan newspapers and via the internet a public ballot for interested parties to submit their interest for a boatshed licence for the next licence period.</p>
<p>Option 4 – Sale by BB</p>	<p><i>Option 4 - Sale, Lease with ongoing management fee on any transfer of future ownership:</i> BB would initially sell all boatsheds, generating a substantial cash inflow for the CoM, and subsequently take a transfer fee each time ownership changes.</p> <p>The CEO explained that it is uncertain that government would entertain such an option considering the history of the Indented Head Boatsheds, and tendencies of the current government to remove exclusivity from Crown land in exchange for "access of all" alternatives. In addition, any advancement of an option that includes sale of a Crown Asset and lease of Crown land would require the seeking of 'Grant and Purpose' from the Hon. Gavin Jennings MP, Minister of Environment and Climate Change.</p> <p>The Committee considered the options presented and rejected "Option 4 – Sale" as being contrary to the philosophy of providing "access for all" to Crown land assets.</p>



<p><b>GENERAL BUSINESS</b></p> <p><b>Foreshore Maintenance expenditure</b></p> <p><b>Annual Report</b></p> <p><i>Action CEO</i></p>	<p>It was noted that in a recent meeting with the IH Community Association, the question of funding required for ongoing foreshore maintenance had been raised.</p> <p><b>Moved: John Gillett    Seconded: Karen Reiter</b>  <b>That BB make public the quantity of funds BB devoted to the maintenance of public reserve areas: including grass mowing, rubbish collection, cleaning of amenities blocks and public BBQ's, tree maintenance, erosion control and all other operational items, in the last 12 months, all of which have been provided by revenues generated from campers.</b>  <b>Carried.</b></p> <p>It was also noted that the IH Community Association had raised the issue of an Annual Report.</p> <p><b>Moved: Arthur Sweatman    Seconded: Karen Reiter</b>  <b>That BB produce an Annual Report for distribution to the public which includes financial statements, a report from the Chair, a report from the CEO, the year in review and details of projects proposed for the forthcoming year.</b>  <b>Carried.</b></p> <p><i>The Chair requested that the CEO arrange for a letter to be sent from the Chair, on behalf of the CoM, to each BB staff member, thanking them for their work over the summer season.</i></p>
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**11:20 am Open Public Meeting closed**  
**The meeting continued in closed session**

<p><b>EXECUTIVE REPORT</b></p> <p><b>Consent Agenda</b></p> <p><b>Pt Richards Boat Launching Facility</b></p>	<p>The CEO presented the Executive Report highlighting the following items:</p> <ul style="list-style-type: none"> <li>• Marine Safety Victoria Grant – Pt Richards</li> </ul> <p><b>Moved: John Gillett    Seconded: Arthur Sweatman</b>  <b>That considering the delays experienced with the project and therefore the length of time which has elapsed since the original cost estimates, the changed scope of the project, the market reality of cost escalation in excess of CPI, and the functional importance of early completion,</b>  <b>and</b>  <b>Considering that the CEO has informally approached the Local Member and MSV and is of the understanding that within the time frame of the project no further grant funding will be available:</b>  <b>That BB allocate \$80,000 of additional funding to the redevelopment of the Pt Richards Boat Launching Facility project.</b>  <b>Carried</b>  <b>Karen Reiter and Peter Kenny opposed the motion.</b></p>
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<b>Strategic Agenda</b>	<p><b>Moved: John Gillett Seconded: Arthur Sweatman</b> <b>That subject to the CEO negotiating a schedule of progress payments tied to defined milestones representative of project progress,</b></p> <p><b>That BB endorse the recommendation of the Tender Evaluation Committee and request the CEO finalise contractual arrangements with the successful tenderer for the Pt Richards Boat Ramp and Jetty project.</b> <b>Carried.</b> <b>Karen Reiter abstained.</b></p> <ul style="list-style-type: none"><li>• Strategic Plan</li></ul>
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<b>GENERAL BUSINESS</b>	
<b>Mussel Festival</b>	Peter Kenny noted his disappointment at the disregard for procedures shown by stall holders at the Festival, who pulled down marquees and brought motor vehicles onto the site prior to the close of the Festival, thereby endangering members of the public.
<b>Foreshore Road</b>	John Turner commented on the timing immediately prior to Christmas of the repairs to the Foreshore Road.  The Operations Manager explained that BB repairs the Foreshore Road three times per year, that it had been done in September 2009 and then again prior to Christmas. It was also explained that the length of time between repairs was entirely weather dependent with heavy rains quickly deteriorating the surface.
<b>Lower Bluff</b>	Karen Reiter commented on the state of the Lower Bluff Road, St Leonards, and the continuing problem of boat users removing bollards at the end of Beach Road in order to launch boats over the beach.
<b>Dilapidated Boat ramps</b>	Karen Reiter also noted that the remains of old boat ramps to the South of the StL's Yacht Club, in front of houses in Bell Parade, were posing a danger and in need of removal.

**Meeting Closed at 12:30 pm**

**Next meeting to be held Monday March 15 at 8:30 am**  
**Bayview Room (downstairs), Parks Hall Community Centre**  
**Newcombe Street, Portarlington**

**Meeting to be preceded by a Committee briefing session commencing 8:00 am and followed by a closed Executive Meeting**