

**P O R T O F W A R R N A M B O O L - P O R T R E F E R E N C E G R O U P M E E T I N G  
A C T I O N A N D A G R E E M E N T R E C O R D**

<b>Date:</b>	Monday 12 November 2018    Time: 6.00 pm    Finish: 7.00 pm    Lady Bay Function Room
<b>Meeting Objective:</b>	Update on works completed, planned and upcoming opportunities.
<b>Attendees:</b>	<p>COMMUNITY REFERENCE GROUP</p> <p>Russell Worland (RW), Craig Hartwisch (CH), Lisa Owen (LO), Bruce Campbell (BC), Neville Dance (ND), Tammy Good (TG), Phil Kerr (PK), Hugh Parker (HP), Gary Ryan (GR), Steve Tippett (ST), Leon Van Kempen (LVK)</p> <p>TRANSPORT FOR VICTORIA</p> <p>Marcus Higgins (MH)</p> <p>WARRNAMBOOL CITY COUNCIL</p> <p>Robert Anderson (RA), Kylie Gaston (KG), Sue Cassidy (SC), Tony Herbert (TH), Peter Hulin (PH), Michael Neoh (MN), David Owen (DO), Scott Cavanagh (SC), Ben Storey (BS), Rohan McKinnon (RM), Thomas Hall (ThH)</p>

No	Schedule	Description	Who	Notes
1.	6:00-6:05	Welcome and introductions	Chair - Mayor	
2.	6:05-6:15	2018/19 Port Projects <ul style="list-style-type: none"> <li>• Actions from previous meeting and Minor Capital Works Completed 2018/19</li> <li>• Minor capital, maintenance, events</li> </ul>	Scott Cavanagh Thomas Hall	
3.	6:15-6:25	Upcoming dredging works	Ben Storey	
4.	6:25-6:35	Update on the Port of Warrnambool Asset Managed Plan <ul style="list-style-type: none"> <li>• Port of Warrnambool - Breakwater Report</li> </ul>	Scott Cavanagh	

**Code of Cooperation**

- We start on time and finish on time
- We all participate and contribute – everyone is given opportunity to voice their opinions
- We use improvement tools that enhance meeting efficiency and effectiveness
- We actively listen to what others have to say, seeking first to understand, then to be understood
- We follow-up on the actions we are assigned responsibility for and complete them on time
- We give and receive open and honest feedback in a constructive manner
- We use data to make decisions (whenever possible)
- We strive to continually improve our meeting process and build time into each agenda for reflection

		<ul style="list-style-type: none"> <li>Port of Warrnambool - Review of Port Operations</li> </ul>		
5.	6:35-6:40	Safer Launching Facilities Grant – Timing for the next application round	Scott Cavanagh	
6.	6:40-6:50	Reference Group Function	Scott Cavanagh	
7.	6:50-7:00	General Business Items	Scott Cavanagh	
8.	7:00	Confirmation of actions for delivery to be detailed within Minutes	Chair - Mayor	

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