

**Committee of Management Meeting
Zoom Meeting**

Minutes for 20/04/2020 Meeting No. 206

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

Not Present: 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	
1.2 Conflict of Interest	
2.0 Correction to / approved of last meeting minutes	An amendment to the previous Minutes: 8.7 should read JH "on behalf of the Nepean Ward Coalition' queried. Moved JW Seconded JH
3.0 Foreshore Managers Report	

<p>Noted Items from Foreshore Managers Report The Report will be uploaded</p>	
Maintenance	Camping
Erosion Control	Covid-19 Response
Environmental Works	
<p>Detailed Foreshore Managers Report</p>	
<p>3.1 Foreshore Report</p> <p>3.1.1 Maintenance</p> <p>3.1.2 Camping & Camping Rules</p> <p>3.1.2.a Camping Rules</p>	<p>The team have taken advantage of the early camp site closure and have been hydro-seeding and completing sprigging on many sites across the reserve. Three other sites have been identified for further works. TBC.</p> <p>All refunds have been completed to campers due to early closure.</p> <p>2020/2021 Applications have been received within the closing date.</p> <p>Action Point: GP to detail what changes that have to be put in place to the communications to campers for final payment notices, so we can avoid last season’s camping year issues.</p>

<p>3.1.3 Erosion Control</p> <p>3.1.4 Covid-19 Response</p>	<p>Review of camping rules and regulations, work through existing documentation and compare across some 21 other camping grounds</p> <p>Action Point: GP to review camping Rules in the next few weeks, items to include but not limited to “Staff abuse”, Camper behaviour and Breathable flooring material. GP to circulate to CoM for review, consideration, and endorsement.</p> <p>The team are focusing on erosion control, and the impact on the environment. Richard is currently completing barricading 200mtrs of beach track (around Revel St area) to eliminate goat tracks being formed to gain access to the beach.</p> <p>GP outlined the current Response Plan in place.</p> <p>GP also informed the CoM that he had been working with Kate McKenzie from MPSC with regards to consistent signage and closing of picnic tables and exercise stations.</p> <p>Over the coming months the team will be working on, camp site replenishment, removal of woody weed, erosion control prevention, refurbishment of Bay Trail to name a few items.</p> <p>GP also highlighted the teams reconfigured working days regarding working from home, taking leave etc while we are in isolation.</p>
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<p>3.1.5 Environmental Works</p>	<p>GP spoke about general hot spots where the general public had been gathering, he advised he had contacted Victoria Police to advise of areas.</p> <p>The team are concentrating on the removal of Woody Weed on the South Side of the highway around the Tyrone Ave area. GP is also looking for assistance from other community groups and Chisolm campus.</p> <p>Mechelle Cheers indicated that a local working group are helping to clear weeds south side of the highway starting from Minimurra Rd.</p>
<p>3.2 Incident Report</p>	<p>Richard Brennon was verbally abused by a member of the public regarding the closure of the beach. No further action required.</p>
<p>3.3 Blairgowrie Yacht Squadron</p>	<p>BYS are in formal shut down and have a skeleton staff working and others are working from home.</p>
<p>3.4 Dogs/Leash Free Area</p>	<p>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.</p> <p>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.</p> <p>Moved L Tarquinio, Seconded S Ragauskas</p>

	<p>Please Note: The above was not discussed with regards to forming a sub-committee, this should be re-addressed at the next meeting.</p>
3.5 Optus Lease	Ongoing
3.6 Bay Trail	Works being completed as part of day to day operations, these works will be completed by 30 June 2020
3.7 Seville's Car Park Toilet	<p>GP indicated that the cost of the toilet will be around \$180K, with current back rent from BYS we have approximately a \$90K shortfall in funding.</p> <p>Action Point: GP to develop an action plan for the closed toilet block this will include proposed multi partnering groups (BYS, MPSC, Diving groups and local traders), as well as estimated budgets and timeframes.</p>
3.8 Victoria's Outdoor Camping and Caravan Grants	<p>Unfortunately, we were not successful on this occasion for our grant to connect two of our amenity blocks to the sewerage via these grants. Round two of the grants open in September 2020.</p> <p>Action Point. GP to obtain a copy of successful grant applications to review why other grants were successful with a view to improving our next proposed applications.</p>
3.9 Update Staffing requirements during Coronavirus	<p>Please refer to Agenda Item 3.1.4</p> <p>GP noted updating financial figures in his report referring to Table 1 in his report.</p> <p>GP also clarified that our staff are eligible for the Governments Job Keeper scheme understanding we had lost greater than 30% of our revenue. This should add approximately \$70K</p>

	back to his revised budget once formally approved. Until this time all projects will be put on hold.
3.9.1 Toilet Strategy	GP has supplied a copy of the Draft Strategy via email and hard copy. A copy will also be supplied to the MPSC. GP to send final draft for last comments.
3.9.2 Defibrillator	The defibrillator has been purchased and is in the office. Staff have been trained accordingly if anyone requires training this can be arranged. JH requested training, please note there are multiple training videos on You Tube if required.
4.0 AGENDA ITEMS	
4.1 Treasurer's Report	Financial Report was circulated via email prior to meeting The report will also be uploaded onto our new shared folder Lino presented the Treasurer's Report included in this report he requested the following: 1. Move that - the Treasurers Report be accepted 2. Move that - all non-essential project expenditure (to be ratified by the CoM) be put "on hold" for 6 months. The CoM to determine in consultation with the Manager, the "high priority" work to be continued. 3. Move that – All staff leave entitlements and their financial implications be reviewed by the Treasurer in consultation with the Manager. 4. Move that - the CoM approve the engagement of our proposed Consultant to proceed with the Business Plan review asap to determine Best Practice and Financial opportunities for the WCCBF.

5. Move that – a Finance Sub Committee be established to assist the Treasurer and the Manager to set a 2020/21 Draft Budget and Works Program to meet the list of High Priority projects listed in the CMP.

The new sub committee members are LT, BW, GG & GL.

Moved: LT Seconded: GG

Footnote: In reference to the Treasurer's Reports above the following points have been extracted from previously approved minutes.

Business Plan

- A motion was carried unanimously at the Committee meeting held in October 2018 to commence the development of the Business Plan
- At the November 2018 meeting the Committee unanimously agreed to engage Innoviv Pty Ltd to assist on the preparation of the Business Plan
- At the December 2018 meeting, it was agreed to defer any action on the Business Plan pending the commencement of the Future Foreshores Project by DELWP
- In February 2020, Innoviv Pty Ltd was engaged again to recommence their work, in accordance with the motion carried at the November 2018 meeting.

	<p>Finance Sub-Committee</p> <ul style="list-style-type: none"> At the November 2018 meeting the Committee unanimously agreed to the establishment of the Finance Sub-Committee comprising Dennis Bertotto (then Treasurer), Brian Wordsworth and Lino Tarquinio.
4.2 Risk Management Review	RC described that he was developing a worksheet to assist in identifying Risk Management. Next update May 2020.
4.3 Business Plan	BW and GP met via video with Innoviv. They are in the process of developing a draft paper. The draft is expected within four to five weeks and when received will be circulated to all CoM members for review and consultation.
4.4 Grosvenor Report	Closed
4.5 Proposed IT requirements	GL noted that he had spoken to our IT supplier and in conjunction with GP we will be setting up folders so CoM members can access these folders where we plan to upload and share documents, emails etc.
4.6 Official opening of BBQ area	GG provided an update of the very successful opening of the new BBQ area.
4.7 Interpretive Signage	<p>No further updates, however, it has been noted that some of the earlier installed posts are starting to split.</p> <p>Action Point: GP to oil or inject with an epoxy resin to stop bollards from further splitting</p>
5.0 Business Arising from Previous Minutes	

<p>5.1 Spider Crab Update</p>	<p>MC sent a draft email to all CoM members for comment.</p> <p>BW requested feedback from Dick Ford at DELWP and advised it was up to the CoM if we wanted to proceed with sending our support to review Spider Crab fishing.</p> <p>MC to review feedback and send to Secretary to distribute accordingly.</p>
<p>6.1 Correspondence In/Out</p>	<p>Note: Correspondence In / Out was emailed to CoM on Friday 17/04/2020. Future correspondence will be uploaded onto new folders when completed.</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>Next Meeting time and date</p>	<p>It was agreed by all that the next meeting time be changed from 1630hrs to 1130hrs.</p>
<p>9.0 Meeting Closed</p>	<p>Meeting Closed at 1345hrs</p>
<p>10.0 Next Meeting</p>	<p>Monday 18 March 2020 at 1130hrs via Zoom at this stage</p>