

**Committee of Management Meeting  
Zoom Meeting**

**Minutes for 18/05/2020 Meeting No. 207**

**Attendees:**

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

Apologies: 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**

<b>1. Declarations</b>	
1.1 Register of Interest	
1.2 Conflict of Interest	
<b>2.0 Correction to / approved of last meeting minutes</b>	Moved Judy Walsh, Seconded Mechelle Cheers
<b>3.0 Foreshore Managers Report</b>	
<b>3.1 Maintenance</b>	GP stated the focus over the past month has been the upkeep of the grounds and the presentation of Point Nepean Rd. GP also noted the increased number of requests for the next camping season. GP will report back next month on these requests.
<b>3.2 Erosion Control</b>	GP advised he attended a Coastal Infrastructure workshop hosted by DELWP. GP confirmed that the team will be

<p><b>3.3. Boat Ramp</b></p>          <p><b>3.4 Bike Rack</b></p>	<p>partnering with DELWP and graduate students in the delivery of its Coastal Infrastructure review. In addition to the DELWP works the team has commenced an audit of 11 key coastal dune locations from Whitecliffs to the Collins First Settlement. The audit will take place over a 12-month window, and will include videos, pictures and while taking sensitive measurements of the coastal dune precinct and erosion of infrastructure. The project will develop a conditional record of all these areas.</p> <p>Boat Ramps have been re-opened as per government advise, restrictive signage has also been removed for beach access</p> <p>Picnic tables and chairs along with the fitness station remain until further notice.</p> <p>Four bike racks at the Camerons Bight toilet block were stolen. This has been reported to Victoria Police and will be replaced as an insurance claim. The new bike racks will be branded with the foreshore's logo.</p>
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<p><b>3.5 Vehicle Security</b></p>	<p>It was mentioned by LT that some of our vehicles are left untended near the office complex at Camerons Bight overnight and at weekends. LT raised concern that this could be an issue with vandalism or theft. GP advised that he had spoken to our security company with regards to installing CCTV. GP will report back to the CoM on his discussion.</p>
<p><b>3.6 Incident Report</b></p>	<p>GP informed the CoM there was a dog on dog attack on the beach with one dog being badly bitten / mauled which required the dog to attend a vet. GP notified MPSC he also commented that the owner of the dog was well known to the staff.</p>
<p><b>3.7 Seville Car park toilet</b></p>	<p>It was agreed the GR Group design toilet block at the Seville Car Park was in line with the CoM vision, although funding was now our next priority.</p> <p>Options to be reviewed included conversations with BYS, MPSC and other interested parties who utilise these amenities.</p> <p>GP to draft a letter for BW to start the process of engagement for all.</p>
<p><b>3.8 Dogs/Leash Free Area</b></p>	<p>Continuing from Item 3.2 on the Dog attack, GP to re-commence engagement of MPSC on next steps to Dog on Beach and Leash Free areas.</p>
<p><b>3.9 Boatsheds</b></p>	<p>We were informed by GP that Boat shed audits included sheds that have asbestos roofs.</p>

<p><b>3.10 Bay Trail</b></p>	<p>GP noted that the Bay trail still requires completion and further funding was required to complete numerous sections</p>
<p><b>3.11 Blairgowrie Yacht Squadron</b></p>	<p>BYS has applied for a 10-year planning application for sand dredging. The current plan is to dredge 8000 cubic meters of sand with 3000 cubic meters intended to be used to replenish our beaches. Contractors are engaged to start works in September 2020</p>
<p><b>3.12 Toilet Strategy</b></p>	<p>It was agreed the toilet strategy document was near completion with some minor details on the appendixes to be updated. It was agreed to move forward with the proposed strategy.</p> <p>Moved Brian Wordsworth, Seconded. Judy Walsh.</p>
<p><b>3.13 Job Seeker</b></p>	<p>GP advised we were successfully in our application for Job Keeper funding which allowed us to continue to employ Ranger John with approx. \$1.5K per month to be paid in arrears.</p>
<p style="text-align: center;"><b>4.0 AGENDA ITEMS</b></p>	
<p><b>4.1 Treasurer's Report</b></p>	<p>Financial Report was circulated via email prior to meeting</p> <p>The Treasures Report was                  Moved by Brian Wordsworth, Seconded by Graham Goudie</p>

<b>4.2 Risk Management Review</b>	RC and GP to catch up prior to next meeting with Ranger John to work through the Risk Assessment matrix. Next update June 2020.
<b>4.3 Business Plan</b>	BW waiting on report from Andrew Chapman to be advised and updated at our next meeting.
<b>4.4 Proposed IT requirements</b>	NA working on a few minor items on shared folders, all CoM now have access to folder and updated documents.
<b>4.5 Interpretive Signage</b>	Ongoing
<b>4 6 Spider Crab Update</b>	NA to provide updates from departments which received and acknowledged our letter of support to ban the fishing of Spider Crabs. Further updates will be posted in our folders when received.
<b>5.0 Business Arising from Previous Minutes</b>	
<b>5.1 Finance Sub Committee</b>	"After some discussion it was agreed this issue be postponed to next meeting to enable members to consider all material including a paper on Governance which will be circulated by JH."
<b>6.0 Correspondence In/Out</b>	
<b>6.1 Correspondence In / Out</b>	Updated on our shared folder

**7 Other Business**

<b>7.1 Bay Trail Completion</b>	LT noted the current Bay Trail should have documentation similar to our current Toilet strategy. He noted a lot of work had gone into the current trail; however, parts were still incomplete. LT advised there were still many areas of concern and that a document stating these items should be collated. JW agreed to assist LT in consolidation of this document.
<b>7.2 Policy and Procedures</b>	It was agreed GG will convene a Working Party, which includes MC and JH, to review our current Policy and Procedures. This group would review, identify, and report to the CoM on any gaps or updates as required to ensure we adhere to good policy, procedures, and governance.
<b>7.3 Children’s Playground</b>	GP along with the CoM to review the placement and re-instatement of the Children’s Playground.
<b>7.4 Camp Site Booking Fee</b>	GP to advise on Camp Site Booking Fee
<b>8.0 Meeting Closed</b>	Meeting Closed at 1310hrs
<b>9.0 Next Meeting</b>	Monday 15 June 2020 at 1130hrs via Zoom.