

**Committee of Management Meeting
Zoom Meeting**

Minutes for 17/08/2020 Meeting No. 209

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 LT, Seconded RC

3.0 Foreshore Managers Report

Foreshore Managers Report	The Foreshore Managers Report was sent out prior to meeting for review and approval Moved JW, Seconded LT
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<p>3.1 Pre-Season Camping</p> <p>3.2 Incident Report</p> <p>3.2 Dog Leash Area</p> <p>3.3. Seville Car Park Amenities Block</p>	<p>The WCCB CoM have agreed to stay in line with the MPSC and delay opening of our camping ground until 20/12/2020. This may change in the future and will depend on information from DELWP and the Chief Health Officer.</p> <p>(Note : GL did not agree to follow MPSC, he argued as a principle we should always wait for DELWP's directive first, and simple not follow MPSC.)</p> <p>GP advised that a young offender was caught trying to break into a vehicle out the front of the office. The police were called however, there was no police report as there was no damage. GP to proceed with obtaining quotes for CCTV installation.</p> <p>This meeting did not proceed, GP, JH and NA to meet to draft a letter to MPSC and review with CoM before sending.</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>3.4 Grants</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>The Victorian Outdoors Camping and Caravan Grants closed today (17/08/2020) The WCCB Manager has submitted 3 applications.</p> <ul style="list-style-type: none"> (1) Connection of sewage for 2 x Amenities Blocks (2) Installation of fire hoses 3 x Amenities block and 2 x office blocks (3) Refurbishment of Amenities Blocks <p>Total amount \$400K combined</p> <p>BW to inform Steve Chappel of our submissions.</p>
<p>3.5 Boatsheds Audit</p>	<p>GP reported Boat sheds audits were completed late June 2020. (Closed)</p>
<p>3.6 Bay Trail</p>	<p>Further works on the Bay trail have stopped to due Stage 4 Restrictions.</p>
<p>3.7 BYS sand dredging</p>	<p>GP had a meeting with the acting Commodore regarding sand dredging. A meeting with BYS and dredging contractor</p>

	was to be held in September however this looks likely to be delayed due to Stage 4 restrictions.
3.8 Foreshore Playgrounds	GP to arrange for designs and quotes for “all access” playgrounds for the campgrounds. GP to send out plans to CoM for appraisal and evaluation
3.9 Camp Site Booking Fee	GP advised the camping booking fees were introduced in July of 2016 to cover costs of online booking charges, It was agreed to incorporate the booking fee into camping fees noting in the statement that “including booking fees”.
4.0 AGENDA ITEMS	
4.1 Treasurer’s Report	<p>The Treasurer provided his reports prior to the meeting</p> <p>The June Treasurers Report was prepared by LT on the 27/07/2020</p> <p>Moved by LT Seconded by GL</p> <p>The July Treasurers Report was prepared on 13/08/2020</p> <p>Moved by LT, Seconded by GG</p>
4.2 Risk Management Review	<p>RC sent out his draft Risk Assessment matrix and issues were identified. RC to meet with GP to review and walk through mitigation strategies.</p> <p>The Risk Management matrix is uploaded into the Shared folder.</p>

4.3 Business Plan	The Draft Business Plan is progressing and expected to be available to all within the next few days. The draft is in “research only stage” and next steps are to involve the CoM for review and comments. BW noted this current plan is “Work in Progress”
4.4 Proposed IT requirements	There are still some people having problems accessing the shared folder. NA to send out correspondence until sorted out.
4.5 Interpretive Signage	Ongoing
4.6 Spider Crab Update	MC to monitor. There has been a lot of communication regarding the Spider crabs, with Spider Crabs Melbourne and the Victorian National Parks Authority who have created the Save our Spider Crabs campaign, these organisations have been in contact with Melissa Horne the new Minister for Fishing and Boating. This will be noted as a strategy item for our next meeting.
4.7 Policy Collation and review update	Policy documents have been collated. GP has a list of tasks to complete regarding collection of Policy and Procedure.
4.8 Bay trail	There has been limited progress on the bay trail due to Stage 4 restrictions.LT to pick up trail documentation from GP (being provided on a memory stick) then consider the best way forward in regards to bay trail advancement.
5.0 Business Arising from Previous Minutes	
6.0 Correspondence In/Out	
6.1 Correspondence In / Out	There are still some people having problems accessing the shared folder. NA to send out correspondence until sorted out.

7 Agenda Items next meeting

8 New Business Arising

8.1 Graffiti	A sign at the First Settlement area was vandalised with graffiti and it had taken some time to work out who was responsible for cleaning or removing the graffiti. Our operations team work with Community 3942, Adshell and Boatshed owners on notification and removal of vandalism and graffiti.
8.2 Policy & Procedures	Closed
8.3 Financial Hardship	Closed
8.4 Monthly Agenda	GL requested the CoM consider changes to the Monthly meeting with the focus to be directed at Policy and Procedures and move away from operational items. It was suggested the CoM meet to discuss relevant items then invite the Foreshore manager into the meeting for his report and questions as required. This item will be discussed in more detail at the September meeting
8.5 Future Foreshore	GL suggested that this should be a priority on our lists of tasks and the CoM should have a united view on our position. Further discussion to take place.
8.6 Road Safety – Residents / Campers and holiday makers, Point Nepean Road 60klm	GL raised concern of the 70klm speed limit on Point Nepean Road. The CoM discussed the item regarding a risk assessment item, and we should work with other community groups to consider their recommendations or proposals. More work is required on this item
8.7 Car Park 1 & 2	Suggestion was made to rename Car park 1 & 2 into more relevant names. (i.e. Flinders st car park) TBC
8.8 Additional beach assets	The topic was raised to have a Master plan for additional beach assets for example “all access table and chairs”, beach

	<p>exercise equipment, etc. This could be a project for a subcommittee.</p>
<p>8.9 Minister for Planning has approved Amendment VC 176 Bush fire protection</p>	<p>JW presented a brief on the changes to the current bushfire protection exemptions. Further clarification may be sort if required. There is no impact to the foreshore in regard to protection or maintenance of vegetation within our reserve.</p>
<p>9.0 In Camera meeting</p>	<p>Items discussed</p> <p>Term Deposits & Bank Signatures.</p> <p>It was agreed that the old signatures on the accounts be removed and be replaced with the following people.</p> <p>Brian Wordsworth Lino Tarquinio Greg Powell</p> <p>Moved GL Seconded RC</p> <p>Delegation, Expenditure, Authorisation</p> <p>The CoM had conversation, discussion, and an exchange of differing views on the above topics regarding the Treasurers and Finance Sub Committees review of our accounts.</p> <p>The Finance subcommittee raised concerns of the approval process of the follow which were not presented to the CoM</p> <p>Payment \$24K for a ride on lawn mower Payment of \$6.5K for Innoviv for Draft Business Plan Payment of \$8K to Employsure for HR Services.</p>

	It was agreed that GL and RC would submit a draft delegation schedule to the finance subcommittee for review and then present to the committee for comment and final approval
10.0 Meeting Closed	Meeting Closed at 1417hrs
9.0 Next Meeting	Monday 21st September 2020 at 1030hrs. Meeting arrangements TBC