



Boatshed Guide

2023 - 2024





The WhiteCliffs to Camerons Bight Foreshore CoM acknowledge the Bunurong people as traditional owners of the coastal foreshore land at WhiteCliffs to Camerons Bight Foreshore Reserve. We pay our respects to their elders past, present and emerging. WCCB CoM acknowledges Aboriginal people as Australia's first people, and as traditional owners of the land on which we work and live.



WCCB is a not-for-profit Committee of Management appointed by the Department of Energy, Environment, and Climate Action (DEECA). Separate from Mornington Peninsula Shire Council (MPSC), we manage 6km of foreshore reserve North and South of Point Nepean Road between WhiteCliffs Headland, Rye and Collins First Settlement Site, Blairgowrie.

About this guide: This guide is intended as a brief overview of matters pertaining to boatsheds at Whitecliffs Foreshore Reserve, for further detail please review the documents detailed in Section 3 – “Boatshed Policies and Legislation”.

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1. Foreword – Foreshore Manager

Dear Boatshed Licensee,

It is my pleasure to introduce the first edition of the Annual Boatshed Guide. This guide has been introduced with intention of expanding on the Boatshed Policy to ensure there is clarity around the policy in action and the roles and responsibilities of Boatshed Licensees and the Committee of Management (CoM).

A key feature of this includes the adoption of online forms to enable simple, easy communication with the CoM whenever you plan to complete work on a boatshed or need vegetation trimmed around it.

The release of this guide coincides with the implementation of three-year Boatshed Licences, note that the Boatshed Policy, Licence Conditions, and other legislation all govern the management and use of Boatsheds, so it is important to review all information when considering matters related to Boatsheds.

The updated Boatshed Policy is still in development, we appreciate the feedback received from Licensees during this process.

We hope that this makes the management of your boatshed easier and provides a first point of contact for any queries you may have, if something isn't answered here, as always, feel free to contact our friendly staff at the office at admin@whitecliffs.com.au or (03) 5981 7100.

We look forward to seeing you on the beach.

Kind regards,



Max Patton

Foreshore Manager



2 Foreshore Updates

- Our [Vegetation Benchmark Report](#) is complete and is a great snapshot of the health of the foreshore vegetation and various pressures from weed species and human activity. We are developing a Vegetation Management Framework that will enact and support the recommendations from the report.
- The 2023 Tree Audit is also complete, with priority safety and tree health activities to be completed during August and September 2023. The decline of Coastal Tea Tree across the foreshore is noted in the report and natural senescence or 'Old age' is the probable cause. Subsequently, this information can be used as the catalyst for a tree planting program, to replace trees in areas where high rates of senescence are recorded.
- All Foreshore Buildings are now Solar Powered following the successful application for the 'Solar on Public Buildings Grant' from DEECA.
- We are continuing to work closely with the Mornington, Peninsula Shire Council on the 'Missing Links' in the baytrail, with concept planning for the Hughes Road, Whitecliffs Headland and BYS sections underway.
- Picnic Tables with all- abilities features have been installed in between campsites at Whitecliffs (Tyrone) for community use.
- We encourage you to join many of the volunteer activities on the foreshore including the Whitecliffs Foreshore Reserve Friends Group, Tyrone Foreshore Friends Group or the Blairgowrie Beach Patrol. More information can be found on our [website under the Environment tab](#).



2. [Frequently Asked Questions](#)

Who can trim vegetation around my boatshed?

As per the *Crown Land (Reserves) Act 1978* (VIC), native vegetation removal is only permitted to be undertaken by the Committee of Management – we are happy to assist if you request work through the [Environmental Works Request Form](#).

What yearly fees are there for a boatshed?

The CoM collects a yearly License fee. Primarily, boatshed fees are used to pay for the management of boatsheds. Including general administration, annual audits, monitoring, and vegetation trimming. Any remaining fee money is allocated toward improvement of the foreshore – it does not go toward any other organisation.

Can power or water be connected to a boatshed.

New connections to power are not permitted and no existing or new water connections are permitted as per DEECA boatshed guidelines used for the enhancement of the foreshore.

Sand has built up around a boatshed, what happens next?

Windswept sand is permitted to be removed by the Boatshed Licensee.

Can I store watercraft next to my Boatshed?

No, use of a Boatshed permits use of the Licensed area only, any watercraft stored outside of the Licensed area will be considered as unauthorised and subject to compliance action under the Watercraft Management Policy.



3 Overview

There are approximately two thousand boatsheds and bathing boxes in Victoria with 1300 located within Port Phillip Bay. One Hundred and Thirty-Eight of these colourful boatsheds are dotted along the foreshore managed by Whitecliffs to Camerons Bight Foreshore Reserve Committee of Management. These are licensed to private citizens and families, usually residents, who use them as to facilitate their summer recreation as a place to store beach equipment and light watercraft out of the elements.

With most boatsheds constructed between 1900 and 1970, some are historical landmarks and when well maintained and appropriately positioned, contribute to the Mornington Peninsula's character and landscape.

They are normally basic structures made from either brick or timber weatherboards and are non-commercial, non-residential, meaning they cannot facilitate any commercial enterprise and are not able to be slept in overnight.

Boatsheds occupy land in amongst sensitive coastal vegetation and it is important that the boatsheds are enjoyed in a way that is not detrimental to the surrounding environment. This notion is the basis of many of the license conditions imposed on boatshed licenses.

The area also has extensive, recorded evidence of Indigenous Cultural Heritage values, and it is important this 20,000-year-old history is respected throughout the course of passive recreation on the foreshore and that all staff and CoM direction pertaining to this heritage is followed.



4 Boatshed Policies and Legislation



Several policies and various legislation dictate the use, management, and development along foreshores. Many have overlapping purposes and aims so it is important to review several documents when considering decisions related to Boatsheds.

Relevant information includes:

- *Crown Land (Reserves) Act 1978 (VIC).*
- *Whitecliffs Foreshore Reserve Boatshed Policy 2022.*
- *DEECA Bathing Box Construction Guidelines 2015.*
- *DEECA Guidelines for the Management of Existing Bathing boxes and Boatsheds on Marine and Coastal Crown Land 2022.*
- *Mornington Peninsula Shire Council Boatshed and Bathing Box Policy 2000.*
- *Mornington Peninsula Shire Planning Scheme.*
- *Building Act and regulations.*
- *Whitecliffs to Camerons Bight Foreshore Reserve Coastal and Marine Management Plan 2019-2024.*



5 Boatshed Insurance

As boatsheds are situated on Crown Land, they must be covered by Public Liability Insurance insured to the minimum amount of \$10,000,000.

A copy of the Certificate of Currency must be supplied to the foreshore office before a Licence can be issued or retained.

Membership with the [Mornington Peninsula Beach Box Association](#), includes Public Liability Insurance.

6 Annual Fees

The 2023/2024 license fee has increased in line with previous rate rises by the annual Melbourne CPI rate of 6.9% to \$650.60.

As a 'not-for-profit' operating on Crown Land, all funds raised are re-invested into the foreshore and used for all boatshed management tasks including administration,

audits, monitoring, and vegetation trimming. Excess funds will be used for other projects across the foreshore such as public infrastructure improvements and the vegetation management program, junior ranger program, nest boxes, beach access improvements, bicycle racks and beach renourishment planning.

As the boatsheds are located within Mornington Peninsula Shire, the Mornington Peninsula Shire Council also issues rates notices for boatsheds. This is separate from the annual boatshed fee collected by Whitecliffs Foreshore Reserve.



7 Annual Inspection and Maintenance Items

“The Boatshed must be kept in good order and condition, to the satisfaction of the Committee of Management as a pre-condition of Permit renewal.”

Whitecliffs Foreshore Reserve Boatshed Policy 2023

7.1 Implementation of Policy

Each year in early April our staff will attend boatsheds and conduct an audit, highlighting any issues requiring attention. These are usually health and safety issues as well as general maintenance items to ensure boatsheds are being kept to a minimum standard of appearance as stipulated in the Boatshed Policy.

Though we do highlight any work that is required, this is not consent to complete the works and they may require other permits. When licensees are ready to carry out any works, we still must be notified through the [Boatshed Works Consent Form](#).

7.2 Annual inspection and maintenance repair process



Figure 1: Required maintenance task completion process.

8 Boatshed Works

From time to time, changes to boatsheds may be required in addition to the completion of routine maintenance. As these structures are situated on Crown Land Reserve within Mornington Peninsula Shire, any changes are stringently controlled by various levels of Government Departments and associated legislation, a list of these can be found in Section 3 – Boatshed Policies and Legislation.

No alterations, additions or renovation of the boatshed may be done without seeking written permission of the Committee of Management.

Whitecliffs Foreshore Reserve Boatshed Policy

a. Implementation of Policy

To assist boatshed licensees' complete works on the foreshore, a [Boatshed Works Consent Form](#) has been introduced. This form facilitates the notification of boatshed works through a simple online form. Ensuring that the applicant is easily able to seek and receive written permission.

This will also provide a register of all works on the foreshore, ensuring that foreshore staff are aware of impending works and the identity of any associated tradesperson/s intending to carry-out the work.

a. Mornington Peninsula Shire Council and changes to boatsheds

As Whitecliffs Foreshore Reserve is located within the Mornington Peninsula Shire, council regulations apply to changes to boatsheds and important aspects of these regulations are outlined below.

The following is an excerpt from the Mornington Peninsula Shire Council's [Boatshed and Bathing Box Fact File](#):

The whole of the Shire is affected by the Mornington Peninsula Planning Scheme and the Building Act and Regulations.

This means:

- Non-structural routine repairs and maintenance do not require planning or building approval.

- Replacement of like for like such as steps, decking, wall cladding (including the replacement of metal with weatherboard), bracing, restumping and roof covering **do not require a planning permit but may still require a building permit. The following conditions must be met:**
 - The repair/maintenance is 'like for like'.
 - The materials are the same or similar to the existing and are in accordance with the Department of Energy, Environment, and Climate Action (DEECA) Standards for Bathing Box and Boatshed Construction Guidelines 2015.
 - There is no increase in the size of the 'footprint.'
 - There is no increase in the enclosed volumes.
 - Permission is first sought and obtained in writing from the Committee of Management. If any works are carried out without permission, the Committee of Management reserves the right to require reinstatement of the shed prior to the works.
 - Alterations do require both planning and building approval however the structure is restricted to the licensed area (the original "footprint" of the structure).
 - No extension of the structure further into the foreshore is permitted.
 - Changes to reinforce footings (i.e., changes to the structure of footings) are regarded as structural alterations and these do require planning approval.
 - Reconstruction of damaged or destroyed boatsheds requires planning approval. This applies where more than 50% of the structure has been destroyed or damaged but reconstruction must occur within two years. For example, if a boatshed is burnt down and the site remains vacant for two years, the structure cannot then be rebuilt.
 - New boatsheds, infill construction between existing boatsheds or alterations which propose any increase to the existing footprint are prohibited.
 - Most building works will require a building permit. Please check with a private building surveyor.
 - Vehicle access to the foreshore for repairs, rebuilding or maintenance is not permitted except with the written consent of the Committee of Management]
- All works on boatsheds or bathing boxes, other than routine maintenance and repairs, also require consent from the DEECA. When a planning application is received by the Shire it is referred to the DEECA for consideration as part of the planning process.

(Note: Building permits can be obtained from any private building surveyor.)

8.1 Completion of works process

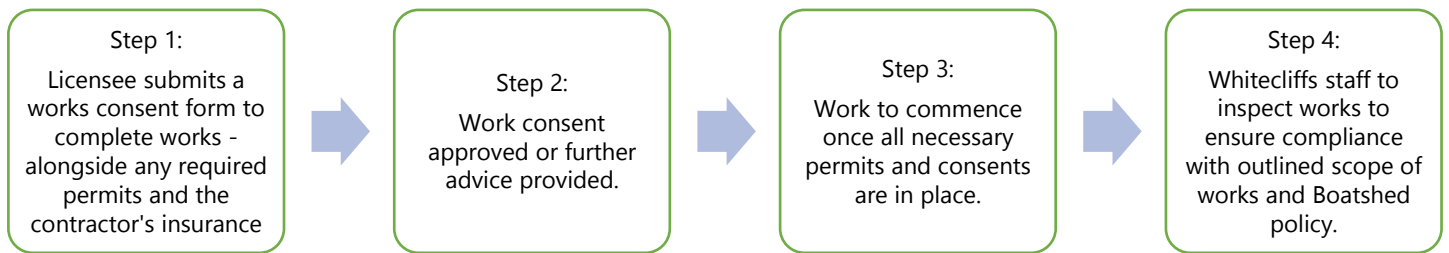


Figure 2: Works process steps

8.2 Permits

As indicated in the MPSC information in 7.a, the type of work requested will dictate permit requirements from either Mornington Peninsula Shire Council and/or DEECA. Small repairs are usually exempt from permits, though it is essential to verify this through the boatshed works consent form and seek advice from the Mornington Peninsula Shire Council when uncertain.

8.3 Contractors' insurance

Contractors completing works on the foreshore must have public liability insurance and this is to be supplied to Foreshore Management as part of the Works Consent Application.



9 Vegetation Around Boatsheds

Whitecliffs Foreshore Reserve is home to sensitive coastal vegetation. Including rare sections of remnant vegetation.

The Vegetation Maintenance Prescription detailed in this section dictates the maintenance that will take place surrounding boatsheds to fulfil our obligations as a licensor.

To request that vegetation be undertaken around a boatshed please complete the [Vegetation Works Request Form](#).

The Committee's employees shall trim any vegetation needing attention. The removal of plants or mowing of grass around boatshed areas is not permitted, except those authorized by the Committee of Management

Whitecliffs Foreshore Reserve Boatshed Policy

a. Implementation of policy

Vegetation on the foreshore is extremely sensitive and requires the work of skilled employees to ensure that the protection of vegetation surrounding the boatsheds is balanced with the responsibility of trimming and facilitation of a high quality 'boatshed experience.'

To enable responsible, targeted management of the vegetation, the flora has been categorised into three tiers, tier 1 vegetation, tier 2 vegetation, and tier 3 vegetation.

Tier 1 vegetation	
Definition	Indigenous coastal flora that is slow growing, rare, large or remnant whose trimming or removal would lead to significant detriment of the surrounding area's vegetation value.
Example Species	<ul style="list-style-type: none">- Coast beard-heath (<i>Leucopogan parviflorus</i>)- Coastal Moonah (<i>Melaleuca Lanceolata</i>)- Any other species deemed Tier 1 by Foreshore Staff.

Tier 2 vegetation	
Definition	Indigenous coastal flora that is fast growing and ubiquitous, whose trimming or removal would not lead to significant detriment of the surrounding area's vegetation value.
Example Species	<ul style="list-style-type: none"> - Coastal wattle (<i>Acacia Longifolia var.sophorae</i>) - Tea tree (<i>Leptospermum laevigatum</i>) - Any other species deemed tier 2 by foreshore staff.

Tier 3 vegetation	
Definition	Invasive species whose removal would be supported by broader vegetation management plans and principles.
Example Species	<ul style="list-style-type: none"> - Myrtle Leaf Milkwort (<i>Polygala myrtifolia</i>) - African Box Thorn (<i>Lycium ferocissium</i>)

"Vegetation requiring attention" includes:

1. Any vegetation assessed by experts deemed to have the potential to damage a boatshed.
2. Any vegetation within one metre of the boatshed footprint*.
3. Vegetation that is restricting access to the boatshed.
4. Brushcutting of grass previously maintained in area directly in front of boatshed to enhance boatshed amenity.
5. Up to 50% canopy cover or equivalent of tier 2 vegetation that is directly in between the boatshed footprint and the beach – if previously maintained.
6. Up to 10% of the canopy cover or equivalent of tier 1 vegetation that is directly in between the boatshed footprint and the beach - if previously maintained.

Note:

- All vegetation trimming is conducted by the rangers and is subject to case-by-case variation at management's discretion; this includes brushcutting and mowing of grass.
- Boatshed owners may request works to be completed outside this schedule in exceptional circumstances. A vegetation works request form must be completed and submitted to management for review.

*In cases where sword sedge or other grasses grow within one metre of the boatshed footprint and historically it has been retained as it does not impact boatshed access, this management method will be continued and areas with this in place will be assessed on a case-by case basis.



b. Works schedule

All routine vegetation maintenance will take place in Spring. With any follow-up completed in early December before the commencement of summer. Emergency works may be completed at any time of the year where boatsheds may be damaged if the work is not completed promptly.

Non-urgent works requested using the Vegetation Works Request Form will be scheduled in to take place during the routine maintenance period or may be completed at other times of the year if rangers are completing other vegetation management work in the area.



c. Example of vegetation maintenance area

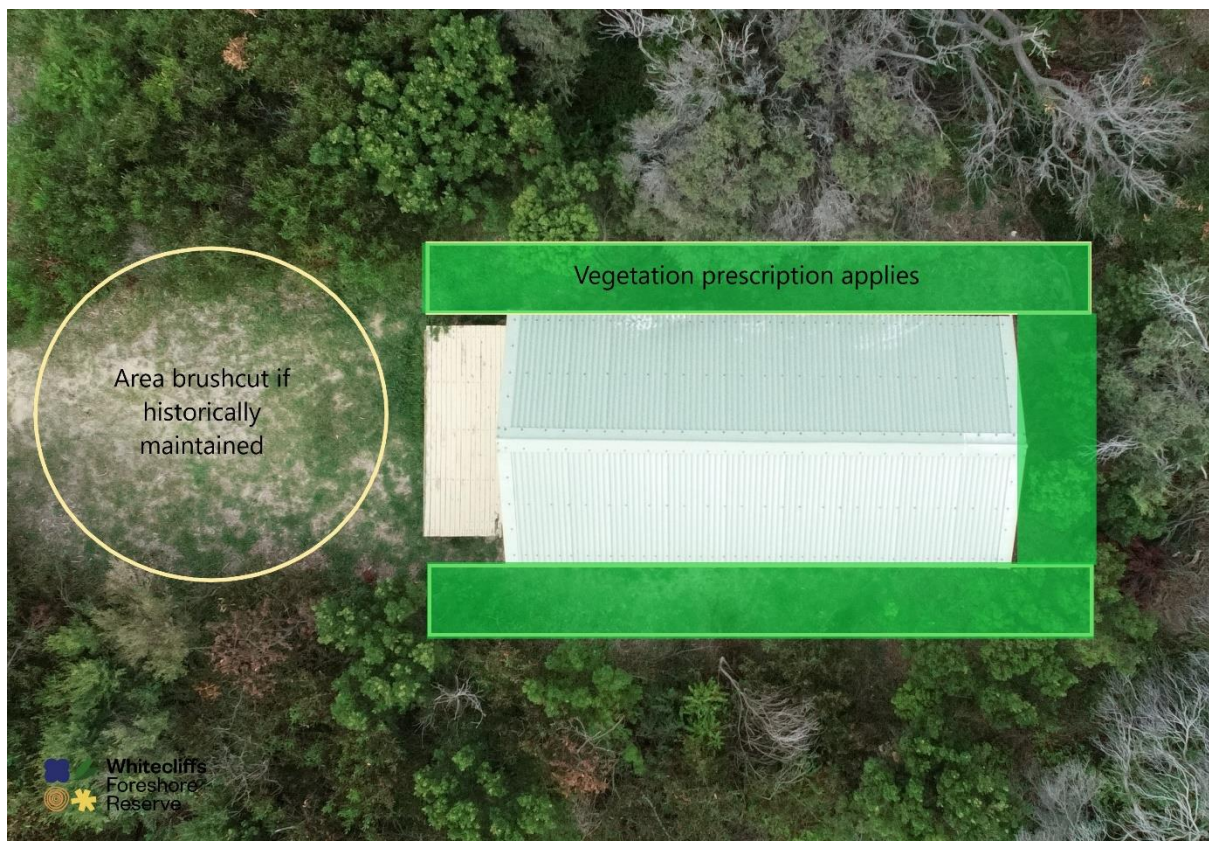


Figure 3: Example of Vegetation Prescription area

10 Fauna around boatsheds

As most boatsheds are in scenic foreshore locations with vegetation surrounding them, interactions with wildlife are common.



Interference with any wildlife, including both pest and native species, is not permitted under any circumstance whether by trapping, poisoning, or any other means.

Snakes are exceedingly rare on the foreshore and vegetation removal to mitigate assumed snake risk is prohibited.

A common misconception is that all rats on the foreshore are the introduced Black Rat, *Rattus rattus*, when in fact the majority are the native Swamp Rat, *Rattus lutreolus*. Swamp rats have tails that are shorter than their body length, whereas black rats have tails longer than their body length.

For further information about Australian Rat species, please visit the [Museums Victoria Website](#).



Figure 4: *Rattus Lutreolus* Native Swamp Rat - Note the Short-tail. [Museums Victoria Image](#)

a. Rodenticide

The use of all rodenticides is prohibited on the foreshore and/or within boatsheds. However, the following information from [Nature Conservation](#) is provided below to inform the community as to why this is an issue and suggestions if managing vermin a home:

Rat and mice poisons, known as rodenticides, are a convenient, effective way to control harmful rodents. However, rodenticides can also harm and kill local wildlife and pets through direct and secondary poisoning.

Worldwide, wildlife and pets have been shown to be at risk from rodenticide poisoning. Research has now confirmed that Australian birds of prey such as owls and likely many other wildlife are similarly taking up harmful, often lethal doses of rodenticides.

Anticoagulant rodenticides cause an animal to die by excessive bleeding. They are effective at killing rodents, but other animals can also be attracted to the baits and, since the rodents take several days to die, native animals may eat dead and readily captured dying rodents.

Anticoagulant rodenticides can be divided into two classes:

First Generation Rodenticides containing the active ingredients Warfarin (Ratsak Double Strength) and Coumatetralyl (e.g. in Racumin). First generation rodenticides work more slowly and break down more quickly. Owls and other wildlife are *unlikely* to die from secondary exposure to Ratsak Double Strength or Racumin.

Second Generation Rodenticides containing the active ingredients Brodifacoum (most Ratsak brands), Bromadiolone (some Ratsak products) and Difenacoum (Talon, Mortein, Ratsak Fast Action, Pestoff Rodent Bait 20R, Klerat). Owls and other wildlife are *likely to be severely affected leading to death*, if consuming rodents exposed to Second Generation Rodenticides.

Unfortunately, Whitecliffs Foreshore Staff regularly find Owls that appear to have been poisoned. If any wildlife is discovered that appear poisoned, please advise the Committee and an investigation will be undertaken.

11 Sand movement around boatsheds

Sand build-up around boatsheds is a common phenomenon in coastal areas. The process typically occurs due to the natural movement of sand by wind action.

Regular maintenance is often necessary to mitigate the sand build-up and ensure unobstructed access to the boatshed.

Boatshed Licensees are permitted to undertake this maintenance on sand that is affecting access or undermining the structural integrity of a boatshed.

Sand may be removed from within one metre of a Boatshed structure with manual hand tools, i.e., shovels or buckets, if the sand is windswept.

The movement of any existing dune or sand not windswept is prohibited.

This maintenance does not require a Works Consent Permit.



12 Boatshed Transfers

If a boatshed requires transfer to another party through sale, bequeathment or family transfer; these are the processes to be followed to ensure a smooth, hassle-free transition.

As a first point of call, always contact the office, we can provide information and advice on a variety of issues related to boatshed transfers as well as the necessary paperwork.

a. Boatshed transfer due to sale procedure.

1. Notify us in writing, e-mail is acceptable, of your intention to list your boatshed for sale.
2. We will supply you with a Real Estate Agent Fact Sheet as well as Transfer Rules and Transfer Application Form.
3. You may contact a real estate agent to begin the sale process.
4. Boatshed sale completed.
5. Transfer Application Form must be completed by the vendor and purchaser. The application form must be accompanied by the required documents, as per the WCCB Boatshed Transfer Rules Form, and then sent to our office for processing.
6. Upon acceptance of transfer, pay the transfer fee, as advised by the us.
7. Upon receipt of transfer fee and acceptance of Boatshed Policy - office to process paperwork and complete transfer.
8. Process complete - acceptance of transfer letter emailed to new Licensee accompanied by new Boatshed Licence & copies of Policies relevant to boatsheds.

b. Boatshed Transfer due to bequeathment, family transfer

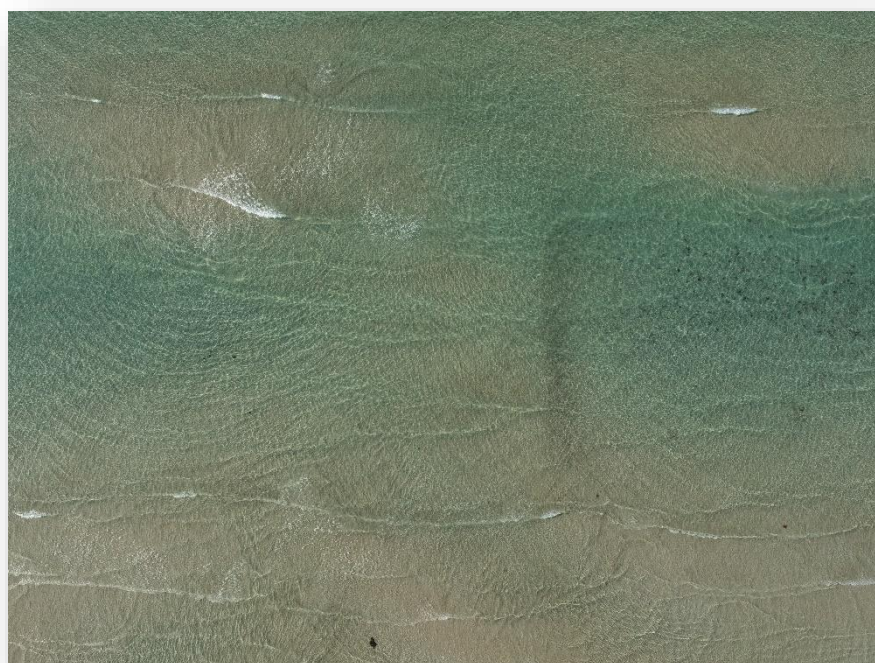
1. Notify us in writing, e-mail is acceptable, of intention to transfer to a family member or bequeathment requests.
2. We will supply you with the Transfer Rules and Application Form.
3. The license holder or executor and transferee must complete Transfer Application Form. The application form must be accompanied by the required documents (as per the WCCB Boatshed Transfer Rules Form) and then sent to office for processing.
4. Return paperwork to office.

5. Upon acceptance of transfer, pay transfer fee, if applicable, as advised by us.
6. Upon receipt of transfer fee payment, if applicable, and acceptance of Boatshed Policy - office to process and complete transfer.
7. Process complete - acceptance of transfer letter emailed to new Licensee accompanied by new Boatshed Licence & copies of policies relevant to boatsheds.

For both transfer types we will notify the Mornington Peninsula Shire rates department who will update their database with the contact details of new Licensee and any fees paid by the new Licensee. There is no need for any other party to contact the Shire.

c. **Transfer fees**

- The sale of a Boatshed Licence will incur a transfer fee of 5% of the purchase price + GST.
- Immediate family transfer will incur a 2% fee + GST.
- There are no fees applicable for bequeathment.



13 [Appendix 1 - Forms](#)

a. [Vegetation works request form](#)

Complete this form to request that we rectify an environmental or maintenance issue impacting a boatshed; ensure you have read the Vegetation Management Prescription section first and that any request meets these guidelines.

b. [Boatshed works consent form](#)

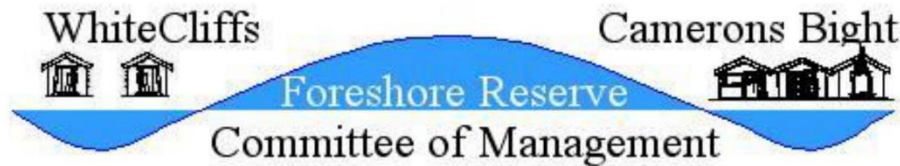
Complete this form before completing any works to your boatshed.

c. [Transfer form](#)

Please contact the office for transfer forms and information.



14 Appendix 2 - Whitecliffs Foreshore Reserve Boatshed Policy



PO Box 207, Rye 3941

Phone: 0359 85 3288
www.whitecliffs.com.au

ABN: 89 028 720 869
email:admin@whitecliffs.com.au

BOATSHED POLICY

Boatsheds and the land on which they stand remain the property of the Crown. Permits to occupy a Boatshed are issued by the Committee under, but not limited to, the following conditions under the authority of the Minister pursuant to the Crown Lands (Reserves) Act 1978.

Boatshed Permits are issued annually to permit holders for recreational use only. Superannuation companies may not hold a permit. Permits may be transferred subject to certain conditions (see Permit Conditions 12 & 13). Should a Boatshed be destroyed by fire, storm or other natural disaster, it may be rebuilt at the Permit holder's expense to exactly the same size, style and appearance as before, subject to the Committee's approval and relevant permits being obtained prior to commencement.

PERMIT CONDITIONS

1. The Boatshed must be kept in good order and condition, to the satisfaction of the Committee of Management as a pre-condition of Permit renewal.
2. The Boatshed must be numbered on its exterior in a clearly visible manner and satisfy any requirements of an annual inspection as a pre-condition of Permit renewal.
3. Yearly Permit fees must be paid by the due date. Should payment not be received by the due date a late penalty fee may apply. Amount is set by the Committee of Management and an annual rate is set by and payable to the Mornington Peninsula Shire Council.
4. The boatshed may not be let, hired out, subleased or used for camping or residential purposes.
5. No alterations, additions or renovation of the boatshed may be done without seeking written permission of the Committee of Management and a Shire building permit. No increase of the footprint is allowed.
6. The Committee's employees shall trim any vegetation needing attention. The removal of plants or mowing of grass around boatshed areas is not permitted, except those authorized by the Committee of Management.
7. The Heritage style of the boatshed must be maintained and all rubbish removed by the Permit Holder. Doors must be wooden hinged barn style.
8. Permit Holders are responsible for removal of graffiti as soon as possible and no later than 14 days after written notification from the Committee, otherwise the Committee reserves the right to arrange removal and all related costs shall be charged to the Permit Holder, prior to permit renewal.
9. Solar panels, satellite discs (or similar) are not allowed, temporary connection of utilities or new connections are not permitted.
10. Asbestos sheeting may remain unless it appears cracked, damaged or repaired, in which case full replacement will be required in accordance with the Asbestos Policy.
11. Parking space is not provided specifically for Permit Holders.
12. At the transfer of the Permit the Committee of Management must be notified in writing. A transfer fee shall apply.
13. At the transfer of the Permit between immediate family members, the Committee of Management must be notified in writing. A family transfer fee shall be charged and payable by the purchaser.
Note: No fee is payable if bequeathed in deceased estate, subject to providing satisfactory evidence.
14. All Boatshed Permit Holders are required to have Public Liability Insurance. A copy of current insurance policy must be submitted to CoM upon renewal.
15. If the Permit Holder breaches any of the Conditions, including non-payment of fees and alterations to the Boatshed or its surrounding area, the permit to use becomes void and may be removed or reallocated at the discretion of the Committee of Management.

Approved and adopted at Meeting 83 – Monday 20th October, 2008

Amended and approved at Meeting 110 – Monday 18th April, 2011

Amended and adopted at Meeting 114 – Monday 15th August, 2011

Amended and adopted at Meeting 120 – Monday 19th March, 2012