



*Whitecliffs to Camerons Bight Foreshore Reserve Committee of Management*  
Interim Transition Committee Meeting No. 232

**Date and time:** 5<sup>th</sup> October, 2023, 9.30 am

**Location:** Zoom

**Committee members present:**

Marc Boxer (DEECA), David Nickell (DEECA)

**Invited guests present (if any):**

Max Patton (Foreshore Manager)

**Apologies:**

Start time	No.	Item	Actions arising (if any) who is responsible; due date
9.35am	1.	<b>Opening formalities</b>	
	1.1	The meeting was opened by the CoM members. Opening and welcome, including Acknowledgement of Country.	
	1.2	Apologies as listed above.	
	1.3	Confirmation of quorum: There being 2 committee members present the required quorum of 2 is satisfied.'	
	1.4	The committee confirmed the agenda.	
9.35am	2.	<b>Register of gifts, benefits and hospitality</b>	
		'All committee members present affirmed that their entries in the <i>Register of gifts, benefits and hospitality</i> are complete and correct.	
9.35am	3.	<b>Register of interests</b>	
		'All committee members present affirmed that their entries in the <i>Register of interests</i> are complete and correct.	
9.35am	4.	<b>Conflicts of interest</b>	
		The committee noted that there were no conflicts of interest (real, potential or perceived) concerning any item on the agenda.	

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9.37am	5.	<b>Minutes of previous meeting</b>	
	5.1	<p><b>Motion: the committee endorse the minutes of meeting 231 as complete and accurate.</b></p> <p><b>Moved DN, Seconded MB</b></p> <ul style="list-style-type: none"> <li>- Voting in favour: Unanimous</li> <li>- Voting in dissent: Nil</li> <li>- Abstained from vote: Nil</li> </ul> <p><b>Outcome: Motion Carried</b> - The committee endorsed the minutes of the previous meeting 231 from June 2023 as complete and accurate.</p>	
	5.2	The committee noted the status of actions arising from the previous meeting.	
9.38am	6.	<b>General Business</b>	
	6.1	<p><b>Ratification of July Quarter Decisions</b></p> <p><b>List of decisions made:</b></p> <ol style="list-style-type: none"> <li>1. Appointment of [REDACTED] (31/07/2023) for an estimated cost of \$3,000 - \$5,000 EX GST</li> <li>2. Contract [REDACTED] for the removal of Watercraft from the campgrounds for a total cost of \$3,828.</li> <li>3. Appoint [REDACTED] as the preferred contractor for building the shed and begin the process of shed installation and approve spending up to \$55,168 for the installation of the shed.</li> <li>4. Continue the waste management contract with [REDACTED] for General Waste and Recycling Services.</li> <li>5. Complete the sewer upgrade to Stringer amenity block in 2023 for a total cost of \$89,000 and apply for the upgrade to Camerons Bight as a Port Phillip Bay Fund grant in 2024.</li> <li>6. Approve the design of the plaque to be erected at the Barbeque shelter in Camerons Bight in recognition of the RACVCC.</li> </ol> <p><b>Motion:</b> Minute and ratify the decisions made during the July quarter.</p> <p>Moved MB / Seconded DN</p>	<p><b>Actions:</b></p> <p>MP to continue sending requests for approval via email with background.</p>

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		<p>Unanimous agreement.</p> <p>Action: MP to continue sending decisions via email with background.</p> <p><b>Outcome: Motion Carried</b></p>	
	6.2	<p><b>Financial Report Ratification for submission to DEECA Annual Report.</b></p> <p><b>Key factors</b></p> <p>MP advised that the financial reports are not yet complete, requiring adjustment with Newbook and the auditor, and book keeper.</p> <p>The CoM noted the status of the audit and financial reports.</p> <p><b>Action:</b> MP to send through audited financials when completed.</p>	MP to send through audited financials when completed.
	6.3	<p><b>Bushfire risk and assessment reports</b></p> <p><b>Key factors</b></p> <ul style="list-style-type: none"> <li>- MP raised the risk of bushfire in the reserve as identified in a recent risk assessment.</li> <li>- MP presented three quotes for bushfire risk assessment.</li> <li>- CoM reference to the Bunurong Land Council and cultural heritage burning.</li> <li>- Discussions about actions to decrease risk.</li> <li>- Noting that the CFA may complete bushfire assessment.</li> </ul> <p>CoM noted the issue and gave In-Principle Support to pursue more information – MP to make enquiry with MPSC to ascertain municipal emergency management plan and make enquiries with the CFA.</p>	MP to make enquiry with MPSC to ascertain municipal emergency management plan and make enquiries with the CFA.
	6.4	<p><b>Camerons Bight Boat Club Licence Fee</b></p> <p><b>Key factors</b></p> <ul style="list-style-type: none"> <li>- Camerons Bight Boat Club pay an annual licence fee.</li> <li>- 22/23 financial year, this was \$360.42.</li> <li>- In recent years, it has increased by CPI.</li> <li>- It is a volunteer-run organisation.</li> </ul>	MP to issue invoice for 23/24 licence.

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		<p>CoM discussed the licence fee and the important role that CBBC hold as a volunteer organisation.</p> <p><b>Motion: Hold licence fee at 22/23 rate.</b></p> <p>Moved MB/ Seconded DN</p> <p>Unanimous agreement</p> <p><b>Outcome: Motion Carried</b></p>	
	6.5	<p><b>Replacement ATV</b></p> <p><b>Key factors</b></p> <ul style="list-style-type: none"> <li>- MP discussed the Kubota ATV/UTV in service and the number of ways it is not fit for purpose.</li> <li>- CoM noted this and provided In principle support to procure a number of quotes.</li> <li>- CoM advised consideration of an electric version should be undertaken.</li> </ul> <p><b>Outcome: For noting only.</b></p>	MP to collate quotes for replacement UTV/ATV.
	6.6	<p><b>Sevilles Carpark Feedback</b></p> <p><b>Key factors</b></p> <ul style="list-style-type: none"> <li>- CoM discussion around the community feedback received.</li> </ul> <p><b>Motion: Redraft the concept plan and undertake further community engagement, removing all green space, maximising carparking, shifting amenity block.</b></p> <p>Moved DN, Seconded MB</p> <p>Unanimous agreement.</p> <p><b>Outcome: Motion Carried.</b></p>	MP to appoint landscape architect to redesign concept based upon community feedback.
	6.7	<p><b>Emergency Management Plan</b></p> <p><b>Key factors</b></p>	

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		For noting only, Emergency Management Plan completed and approved by MPSC and CFA.	
	6.8	<p><b>Security afterhours</b></p> <p><b>Key factors</b></p> <ul style="list-style-type: none"> <li>- MP advised that security has been engaged to undertake extra duties for on-call noise and behaviour complaints after hours.</li> <li>- This is a base cost of \$200 per year + \$80 per call-out if they have already completed their nightly patrol.</li> <li>- This is in response to several issues last camping season, whereby noise was emitted late into the evening by some guests, disrupting the campgrounds.</li> </ul> <p>For noting only.</p>	
	6.9	<p><b>MOU with shire regarding animal compliance</b></p> <ul style="list-style-type: none"> <li>- Hold issue over until next meeting pending further information from Shire and DEECA.</li> </ul>	
	6.10	<p><b>Fauna Survey</b></p> <p><b>Key factors</b></p> <ul style="list-style-type: none"> <li>- It has been 13 years since the last fauna survey of the Foreshore Reserve.</li> <li>- While not listed as a CMMP action, it may be a pertinent study to have completed.</li> <li>- Malcolm Legg has supplied an initial quote of 9k.</li> </ul> <p><b>Motion: Procure one more quote for comparison</b></p> <p>Moved MB, Seconded DN</p> <p>Unanimous agreement.</p> <p><b>Outcome: Motion Carried.</b></p>	MP to procure one further quote for CoM and supply this for a decision.
	6.11	<p>██████████ Letter</p> <p><b>Motion: Send the letter to</b> ██████████</p> <p>Moved DN, Seconded MB</p>	MP to merge letter with CoM letterhead and send to ██████████

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		<p>Unanimous agreement.</p> <p><b>Outcome: Motion Carried.</b></p>	
	6.12	<p><b>Whitecliffs Amenity block, vinyl installation</b></p> <p><b>Key Factors</b></p> <ul style="list-style-type: none"> <li>- The Whitecliffs amenity block shower areas are degraded, with the grout lines becoming mouldy and impossible to clean over time.</li> <li>- Vinyl flooring has been assessed as the best replacement options and quotes for 10k, 16k and 19k have been received.</li> <li>- An alternative is to have the grout renewed and tiles cleaned at a cost of 6k.</li> <li>- Discussion around possibility of total refurb in coming years with maintenance shed being moved to Camerons bight.</li> <li>- Discussion about whether or not this item is operational and/or requires CoM approval.</li> </ul> <p><b>Motion:</b> Appoint [REDACTED] to renew and clean the tiles.</p> <p>Moved DN, Seconded MB</p> <p>Unanimous agreement.</p> <p><b>Outcome: Motion Carried.</b></p>	<p>MP to appoint The Grout Guy.</p> <p>MP to draft financial delegation and decision-making policy for clarity around decisions deemed operational vs requiring CoM approval.</p>
	6.13	<p><b>RACVCC letter and 'Community Partnerships Policy'.</b></p> <ul style="list-style-type: none"> <li>- As previously decided, commit to implementing a "Community Partnerships Policy".</li> <li>- There is a need to formalise arrangements with community groups and schools.</li> </ul> <p><b>Motion:</b> Ratify letter and draft Community Partnerships Policy.</p> <p>Moved MB, Seconded DN</p> <p>Unanimous agreement.</p>	<p>Action: MP to draft Community Partnerships Policy.</p>

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		<b>Outcome: Motion Carried.</b>	
	6.14	<p><b>Camping Terms and Conditions update</b></p> <p><b>Key factors</b></p> <ul style="list-style-type: none"> <li>- We have a one car per campsite policy in place.</li> <li>- Many people now bring 2 cars camping.</li> <li>- So long as both fit within the boundaries of their site, there is no reason to limit the number of cars they can have on-site.</li> <li>- Our small site sizes are self-limiting in that most may only have enough room for one car, regardless of the terms and conditions.</li> </ul> <p><b>Action:</b> MP to complete further investigations into carparking options.</p>	MP to complete further investigations into carparking options.
10.15 am	8.	<b>Reports and operational matters</b>	
	8.1	<p><b>Foreshore Manager's Report</b></p> <p><b>Motion:</b> The CoM note the Foreshore Manager's Report as presented.</p> <p>Moved DN, Seconded MB</p> <p>Unanimous Agreement</p> <p>Outcome: The committee noted the Foreshore Manager's Report as presented by the Foreshore Manager.</p>	
	8.2	<p><b>Financial reports Financial Year to Date</b></p> <p><b>Motion:</b> The CoM note the Financial Reports as presented.</p> <p>Moved DN, Seconded MB</p> <p>Unanimous agreement</p> <p>Outcome: The committee noted the financial reports as presented by the Foreshore Manager.</p>	
<b>Correspondence sent and received.</b>			

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	8.3	<p><b>RE: Fitness station</b></p> <p><b>Key Factors</b></p> <ul style="list-style-type: none"> <li>- Discussion around the high community use of the asset</li> <li>- Discussion around the need to include in a broader CAPEX plan.</li> </ul> <p>Action: Thank [REDACTED] for his letter, advise that it will be considered for inclusion in the next round of budgeting.</p>	<p>MP to Thank [REDACTED] for his letter, advise that it will be considered for inclusion in the next round of budgeting.</p>
	8.4	<p><b>[REDACTED] - Re: Sand in Camerons bight and BYs reports</b></p> <p><b>Key Factors</b></p> <ul style="list-style-type: none"> <li>- As per previous correspondence with DEECA.</li> </ul> <p><b>Motion:</b> Check with BYs whether they and their contractors consent to the reports being published on our website. If in agreeance, reports to be published on website.</p> <p>Moved DN, Seconded MB</p> <p>Unanimous Agreement</p> <p>Outcome: Motion Carried.</p>	<p>MP to coordinate release of reporting information with BYs.</p>
10.28 am	9.	<b>Other business</b>	
	9.1	<p><b>10.1 New fencing in Camerons Bight Unpowered</b></p> <p><b>Key factors:</b></p> <ul style="list-style-type: none"> <li>- Fencing in Camerons Bight unpowered campground is dilapidated, and renewal is recommended to: <ul style="list-style-type: none"> <li>a) delineate campgrounds from off-leash beach,</li> <li>b) protect vegetation,</li> <li>c) ensure safety from fall-risk off hillside.</li> </ul> </li> </ul> <p>This fits within Area #5 'New Fencing' from the 23/24 CAPEX plan</p> <p><b>Motion:</b> To appoint [REDACTED] to replace/renew fencing to up to \$14,500.</p>	<p>MP to coordinate contractor for fence install.</p>



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		<p>Moved MB, Seconded DN</p> <p>Unanimous agreement.</p> <p><b>Outcome: Motion Carried.</b></p>	
10.29 am	10.	<b>Next meeting</b>	
		<b>Next meeting: TBA</b>	
10.30 am	11.	<b>Meeting Adjourns</b>	
		The meeting was closed by CoM members at <b>10.30am</b>	