

## Whitecliffs to Camerons Bight Foreshore Reserve Committee of Management

### Interim Transition Committee December Meeting No. 233

**Date and time:** 13/12/2023, 10.30am

**Location:** Foreshore Office Opposite Langdon Avenue, Blairgowrie

Committee members present:

David Nickell, Marc Boxer (*Via Zoom*)

Invited guests present (if any):

Max Patton (Foreshore Manager), Scott Cosgriff (Oak Audit and Financial)

Apologies:


Start time	No	Item	Actions arising (if any) who is responsible; due date
11.15	1.	<b>Opening formalities</b>	
	1.1	The meeting was opened by the CoM. 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	
11.16	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.	
11.16	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	


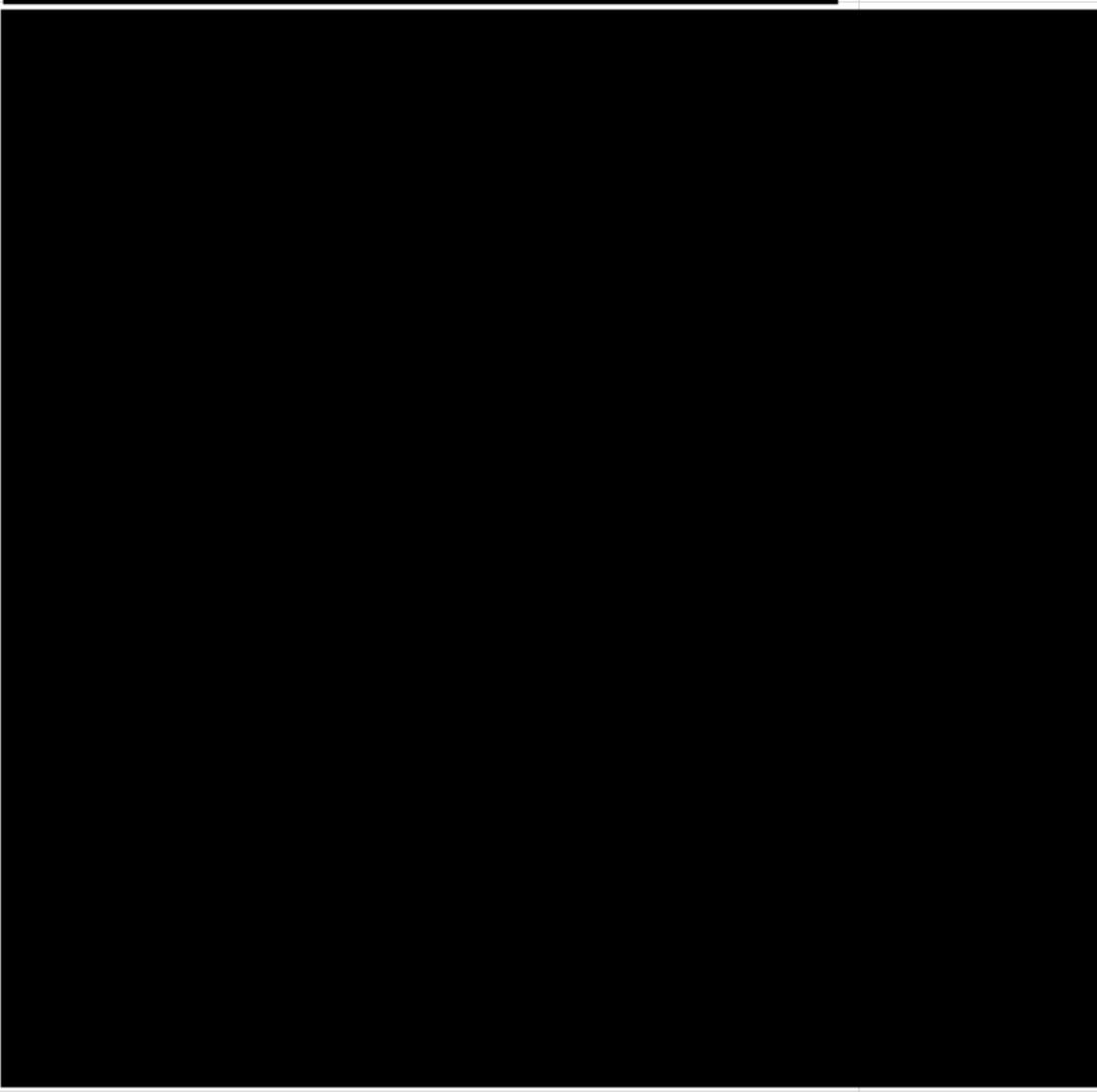


Start time	No	Item	Actions arising (if any) who is responsible; due date
11.16	4.	<b>Conflicts of interest</b>	
		'The committee noted that there were no conflicts of interest (real, potential or perceived) concerning any item on the agenda.'	
11.16	5.	<b>Minutes of previous meeting</b>	
	5.1	The committee endorsed the minutes of the previous meeting No.232 5 <sup>th</sup> October as complete and accurate.	
	5.2	<p><b>Actions arising: Review the progress of actions arising from the previous minutes.</b></p> <p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>- MP to send through audited financials when completed.</li> <li>- MP to make enquiry with MPSC to ascertain municipal emergency management plan and make enquiries with the CFA.</li> <li>- MP to issue invoice for 23/24 licence.</li> <li>- MP to appoint landscape architect to redesign concept based upon community feedback.</li> <li>- MP to procure one further quote for CoM and supply this for a decision.</li> <li>- MP to merge letter with CoM letterhead and send to Mr. [REDACTED]</li> <li>- MP to coordinate contractor for fence install.</li> <li>- MP to appoint The Grout Guy.</li> <li>- MP to draft financial delegation and decision-making policy for clarity around decisions deemed operational vs requiring CoM approval.</li> <li>- MP to Thank [REDACTED] for his letter, advise that it will be considered for inclusion in the next round of budgeting.</li> </ul> <p><b>Ongoing:</b></p> <ul style="list-style-type: none"> <li>- Prepare report on current situation at Camerons Bight dog leash free area - location, hours etc</li> <li>- MP to collate quotes for replacement UTV/ATV.</li> <li>- MP to complete further investigations into carparking options.</li> <li>- MP to coordinate release of reporting information with BYS.</li> </ul> <p><b>Outstanding:</b></p> <ul style="list-style-type: none"> <li>- MB to confer with DEECA re. Boatshed Policy Draft.</li> <li>- MP to update Boatshed policy with DEECA feedback.</li> <li>- MP to bring [sauna] issue to committee in 6 months at December/January meeting.</li> <li>- MP to draft Community Partnerships Policy.</li> </ul>	


Start time	No	Item	Actions arising (if any) who is responsible; due date
11.20	6.	<b>General Business</b>	
	6.1	<p><b>Ratification of October Quarter Decisions</b></p> <p><b>List of decisions made:</b></p> <ol style="list-style-type: none"> <li>1. Appointment of Oak Audit and Assurance (31/07/2023) for an estimated cost of \$3,000 - \$5,000 EX GST</li> <li>2. Contract Harvey Wreckers for the removal of Watercraft from the campgrounds for a total cost of \$3,828.</li> <li>3. Appoint Mornington Peninsula Garages 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 Cleanaway 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: To ratify the decisions made during the October quarter.</b></p> <p>Moved MB / Seconded DN</p> <p>Unanimous agreement.</p> <p><b>Outcome: Motion Carried</b></p>	Actions:
11.21	6.2	<p><b>22/23 annual report and Annual audit documentation sign off (MP + Scott Cosgriff)</b></p> <p><i>11.21am Scott Cosgriff Entered the Meeting via zoom</i></p> <p><b>Key Factors:</b></p>	<p>MP to organise financial/audit documents for signing.</p> <p>MP to send Annual Report to DEECA.</p>

Start time	No	Item	Actions arising (if any) who is responsible; due date
		<ul style="list-style-type: none"> <li>- Discussion around annual report and annual audit process and results.</li> </ul> <p style="color: red; margin-top: 10px;"><i>11.30am Scott Cosgriff Left the Meeting</i></p> <ul style="list-style-type: none"> <li>- Discussion about the annual report and achievements from the last Financial Year.</li> </ul> <p><b>Motion: To accept and sign the audited financial documents as presented and send the annual report to DEECA.</b></p> <p>Moved DN / Seconded MB</p> <p>Unanimous agreement.</p> <p><b>Outcome: Motion Carried</b></p>	
	6.3	<p><b>Break-in to the foreshore office (MP)</b></p> <p>Key Factors:</p> <ul style="list-style-type: none"> <li>- The office was broken into on 21<sup>st</sup> of October at 6am.</li> <li>- The alarm was triggered, security noted this activation and designated it accidental, no further action was taken by them.</li> <li>- One shutter was damaged, glass was smashed, and a Samsung tablet (3 weeks old) was stolen. Repair and replacement are quoted as \$1,200, 400 and \$600 respectively.</li> <li>- In engaging with the insurance broker, excess for malicious damage is \$1,000 therefore it was decided to proceed with an insurance claim for the matter.</li> <li>- Photo and video footage has been forwarded to police but there has been no further information received.</li> </ul> <p><b>Outcome: Noted by the CoM</b></p>	MP to explore a lockbox or similar for inside the office.
	6.4	<p><b>Financial Delegation and Decision-Making Policy (MP)</b></p> <p>Key Factors:</p> <ul style="list-style-type: none"> <li>- A draft policy was assessed by the CoM.</li> </ul>	MP to update draft with agreed changes and re-distribute for signing.

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		<ul style="list-style-type: none"> <li>- Changes were made to the document as the meeting progressed.</li> <li>- MP to insert section regarding preferred suppliers and their exemption from a quoting process for a period of 18 months.</li> <li>- CoM noted the need for a redraft to be distributed before enacting policy.</li> </ul> <p><b>Outcome: Noted by the CoM.</b></p>	
6.5		<p><b>Whitecliffs Amenity Block Tile Restoration (MP)</b></p> <ul style="list-style-type: none"> <li>- MP provided an update on the CAPEX project for Tile restoration at Whitecliffs and advised that this project is now complete.</li> <li>- The Grout Guy was not appointed as the contractor as their \$6,000 quote increased to \$8,400 for re-grouting only.</li> <li>- Further quotes were sought, and M and M tiling was appointed to complete the works.</li> <li>- The total cost of the restoration was \$8,250 GST inclusive; these works however also included epoxy waterproofing and replacement of broken tiles.</li> </ul> <p><b>Outcome: Noted by the CoM</b></p>	
6.6		<p><b>Fire/Bushfire Management update and path forward (MP)</b></p> <p>Key Factors:</p> <ul style="list-style-type: none"> <li>- The foreshore manager met with the municipal Emergency Management Specialist and the following was advised:</li> <li>- our fire risk is quite low and residential areas are well protected by the minimal amount of vegetation and by the numb of service roads that act as Asset Protection Zones.</li> <li>- There are some areas that require further works – though these are not urgent.</li> <li>- The shire publishes an Asset Protection Zone and Bushfire Management Zone Map online.</li> <li>- DN highlighted the possibility of partnering with Bunurong Land Council for cultural burning.</li> </ul> <p><b>Motion:</b></p> <p><b>1) Do not proceed with any fire assessment quotes.</b></p>	<p>MP to carryout production of APZ and BMZ map and associated actions.</p> <p>DN to provide MP contact at Bunurong for cultural burning information.</p>

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		<p>2) Highlight areas for active fire management on a map as Asset Protection Zones and Bushfire Management Zones.</p> <p>3) Include this information and corresponding actions with the Emergency Management Plan.</p> <p>Moved MB / Seconded DN</p> <p>Unanimous agreement.</p> <p><b>Outcome: Motion Carried</b></p>	
11.45	8.	<b>Reports and operational matters</b>	
	8.1	<p><b>Foreshore Manager's Report</b></p> <p>No changes to the report as written.</p> <p><b>Outcome: The committee noted the Manager's Report</b></p>	
	8.2	<p><b>Financial reports</b></p> <p>No changes to the report as written.</p> <p><b>Decision/outcome: The committee noted the Financial Reports</b></p>	
	8.3	<p><b>Correspondence sent and received.</b></p> <p>Nil.</p>	
11.50	9.	<b>Confidential Matters 'In Camera'</b>	
	9.1		

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	9.2		
	9.3		
	9.4		

Start time	No	Item	Actions arising (if any) who is responsible; due date
			
12.10	10.	<b>Other Business</b>	
		<b>Beach Raking</b>  Item passed over to February meeting	
		<b>Community engagement – Cool Changes and Summer by the Sea</b>  <b>Key Factors:</b>  MP advised the CoM of the community events taking place this summer.  <b>Outcome: Noted by the CoM</b>	
		<b>Elephant Seal</b>  Discussion around contingency planning for the return of the elephant seal.  <b>Outcome: MP to contact OCR to flag possibility of seal return and the need for resources to be available.</b>	MP to Contact OCR.
12.15	11.	<b>Next meeting</b>	
		February	
12.15	12.	<b>Meeting Adjourns</b>	
		The meeting was closed by the Committee at 12.15 PM.	