

Minutes of Annual General Meeting

Saturday 11 January 2025

Cape Paterson Community Hall

President Rohan Brown opened the session at 11:10 AM. He welcomed everyone attending including those in the hall and online via zoom.

Prior to the formal meeting Jennifer Anderson, Resilience Officer Bass Coast Shire Council (BCSC), provided an acknowledgement of country as part of her presentation: "Emergencies in Bass Coast"

Attendance: Attendance record Attachment 1 (retained for privacy reasons) . 69 current members, 7 new members, 4 zoom attendees and 2 guests.

Visitors: Ms Jordan Crugnale Member for Bass Victoria.

Apologies: Members: Marci Katz, Cathy Crock (Phillips), Carol Nikakis, David and Sylvia Admans.

Minutes of the Previous AGM held 20 January 2024 – distributed by email to Members and taken as read.

Motion: Minutes accepted. Moved: Pete Muskens Seconded Cheryl Padgett

President's Report 2025

Welcome everyone to the 2025 Cape Paterson Residents and Ratepayers Association's Annual General Meeting. We also welcome Jordan Crugnale Member for Bass.

To progress the liveability and biodiversity of our village we have three major activity areas: Planning & Infrastructure, Biodiversity, and Wellbeing & Community Engagement, supported by progress on Governance and Communication.

Planning Advocacy

Distinctive Areas and Landscapes (including the settlement boundary review).

The Victorian Government's Bass Coast Distinctive Areas and Landscapes, or DAL process, commenced in 2019 and much of the Committee's time, supported by the broader community, has been in preparing submissions and advocating for reduction in the settlement area. We received excellent news on 17 December 2024 from Jordan Crugnale, that the settlement boundary is proposed to be returned to Seaward Drive.

The Cape Paterson community has excelled in its capacity to engage with issues, particularly the dangers of overdevelopment. John Coulter will speak later today on what we hope will be our community's last steps to ensure the boundary is returned.

Bass Coast Neighbourhood Character Study and Housing Strategy

Bass Coast Council's draft Neighbourhood Character Study was released in February 2024 for public consultation, and adopted by Council in July 2024, along with the Housing Strategy and Canopy Policy. This work will guide future development across Bass Coast and considers the valued characteristics of neighbourhoods. With respect to Cape Paterson, the Housing Strategy proposed that building north of Seaward Drive was not needed in the next 15 years and that new housing should be focussed near infrastructure and services.

Our community distinguished itself by contributing strongly to these reviews.

Infrastructure

Traffic Management

In response to petitioning from residents about increased traffic levels, Council resolved to include a Local Area Traffic Management Plan for Cape Paterson in its 2024/25 budget. The large response from the community reportedly led to delays in finalising a draft report for community consultation until after the new Council was sworn in. The Association will continue to seek updates on its progress.

Maintenance issues on foreshore paths and car parks

In April, the Committee sent a detailed report to Council of the foreshore paths and carparks with a request for maintenance and improvements to enhance the liveability and accessibility for users. Early improvements in 2024 include pruning and clearing in LSC/First Surf precinct, replacement of boards and handrails, and pruning along the clifftop path. This report was used when a Council review of all pathways was commissioned. We will continue to work with BCSC to see further works and improvements implemented.

Dog Rules

Following repeated queries about the confusion of dog exercise rules on the beach, the Committee has written and met with Council officers to seek clarification. Details are in the December newsletter.

Biodiversity

Pete Muskens organised 9 working bees this year from February to November and Marci and I organised the Clean Up Australia day in March. Details of each of the working bees can be found in the Committee meeting minutes on our website.

Key achievements include removal of a significant infestation of Boneseed along a substantial portion of the foreshore west of the Surf Lifesaving Club. Planting, our most popular working bee, filled gaps in the weeded boneseed areas and the slope in front of the Birt Car Park. July was our annual visit to the southern Cassia Street Reserve.

Prior to the Hooded Plover nesting period we worked alongside Birdlife Victoria in the Parks Victoria managed land in August and September to clear Sea Spurge. With little or no weeding over the last few years due to recent PV bureaucracy, spurge had grown in large patches to over 2m high. Our prior work had nearly eliminated Spurge, and it was frustrating to see the regrowth. We aim to continue this association with Birdlife.

Our working bees were largely on land managed by BCSC with whom we have enjoyed a longstanding and mutually beneficial relationship especially with David Martin. Our thanks are extended to BCSC, Parks Victoria officers and Pete Muskens for planning, liaison, equipment, and notifications, and especially those stalwart volunteers who turned up early on a Saturday in all sorts of weather to improve the biodiversity of our village and its surrounds.

Community Engagement and Wellbeing

Newsletter

Six newsletters were published in 2024, distributed by email and available on the website, covering events and news around Cape. We welcome suggestions and contributions to the newsletter from members. Thanks to the contributors and especially Jill Maddock for editing and publishing.

Website and Facebook

With thanks to member Jane Fennessy, we continue enhancing the website both in design and content. Updates on working bees, events, newsletters, and planning are all available. Thanks also to Marci Katz who maintains the Facebook site and welcomes content relevant to the Association from members.

Parents' Group

An initiative of the Association for a parents' group was organised in May 2023 and has been held on the first Friday of each month except January. Parents of preschool children can meet and have their kids play.

We have had over 40 different families attend, with 12 or more children attending each session. Anecdotally we have had young parents who previously felt isolated, express their appreciation for the opportunity to meet others in the local community. Bass Coast Health has also encouraged new parents in the local area to come along.

Thanks to our volunteers Marci, Cheryl, Jane, Helen, Leone, and Kathy who make this happen.

Emergency Preparation

Post the 2019 hailstorm, the Association has helped organise several sessions to raise emergency awareness in the community. While 60 people attended a CFA/Red Cross session in November 23, this year the attendance was significantly lower. As we all know it is fire, heat, winds, flooding, and hail, and the recent Gurdies fire is a wakeup call. Thanks to John Simmons & Tad Hendry of the CFA and Adele Prescott & Kathy Hill of Red Cross Emergency Services for presenting and providing advice to attendees. Thanks to Sue & Michael Turton for providing the venue and support.

Jennifer Anderson of BCSC has provided in her presentation earlier today some strategies for improving resilience. We have met with Jennifer and her colleagues for advice on how we can improve our preparation and response to emergencies.

Governance and Communication

Governance

We identified a 3-year program to develop Association policies and procedures. These ensure we meet the requirements for sound governance under legislation and our legally binding 'Rules,' and to protect the Association and members from physical, financial, and reputational risks. 2 policies have been developed and endorsed by the Committee – 'Privacy' and 'Health and Safety,' together with an incident form for activities such as working bees.

Ultimately, we will review the current rules and update them subject to membership agreement at a general meeting. Thanks to Cheryl, Kathy, and Leone for their work.

Communication

We have increased communications with stakeholders with support from Jen, Justin, and Lucy from BCSC. We met with CEO Greg Box and other organisations in Cape Paterson as well as supporting the promotion of community activities through Facebook, Newsletters, and the shop bulletin board.

Membership/Committee

We have 292 members (up from 285 last year). In addition to the sustained work from the irresistible force that is our Membership Secretary and Honorary Treasurer Leone Thiele, membership has increased.

We started with 14 members on the Committee this year. Three have advised that they will not nominate in 2025. I thank all members of the committee for their participation and contribution to the Association. Of course, we invite additional nominations.

Acknowledgements

Finally let me express our gratitude to the people who help make our activities possible:

- BCSC and Dave Martin have provided the tools to complete our working bees.

- The Wonthaggi Seed Bank, for providing our plant stock for revegetation.
- Jennifer Anderson and Debbie Adamson of BCSC for liaison support with training and access to facilities.
- Leticia Laing who, as councillor, championed the important February resolution by Council to support the reduction of the settlement boundary.
- Wonthaggi Lifesaving Club for again providing meeting venues with the best views at no charge.

Last, but not least, thanks to our membership without whom we would not be and are critically important to support the future of our coastal village.

That completes the President's report.

Business Arising

As there were no questions arising from the report – no further action at the meeting was required.

Treasurer's report

In financial terms, our position is very simple – our only assets are our bank balances (which continue positive) and some minor planting equipment, and we have no trust accounts.

Looking at a summary of receipts and payments from 01 January 2024 to 31 December 2024 for each bank account in turn, and comparing this to the previous calendar year:

Operating account:

Membership

Membership receipts remained positive, noting that GST is payable on these. Some of our members over the age of 70 have opted to contribute a donation rather than pay membership dues as donations do not attract a GST.

\$ 3,232.01 was received in dues, and we recorded a record 292 members. This is an increase of 5 for the year.

C136 campaign/Northern development

In 2023 the Committee allocated \$8,000 for the DAL campaign, and in 2024 it was agreed that member donations (in lieu of fees) would not be automatically allocated to the DAL campaign.

No expenditure was recorded in 2024: to date \$4,317.50 has been spent on legal fees and planning advice and \$20.35 profit is recorded on stickers, t-shirts, and corflutes. This leaves **\$3,702.85**.

Parents' group and Container Deposit Scheme

The 11 parents' group sessions this year costs of \$670.34 have included hall hire, printing notices, storage containers and refreshments. The Association is a beneficiary of the Container Deposit Scheme, and income is allocated to the Parents' Group – offsetting costs by \$60.70.

Grant Account:

Working bee's lunches have been paid from the Operating account, and there has been no interest nor transaction fees. The only activity has been the transfer of \$4,000 to the fixed term deposit.

The account remains in credit with a balance of \$82.80.

Fixed term account:

\$4,000 from the Grant account and \$11,000 from the Operating account was transferred into a fixed term deposit, maturing every 3 months.

3 interest payments, totalling \$ 396.47 have been received – proportionately the Grant account is now \$4,107.04 and the Operating account is \$11,289.43.

Operating account	2021	2022	2023	2024	The current balance is
Opening balance	9,778.59	21,216.08	14,944.77	15,218.65	
Receipts	\$	\$	\$	\$	
Donations	235.00	360.00	1849.00	645.00	
Interest	1.23	1.52	1.45	0.69	
Membership dues	3,334.78	3,971.23	3,414.94	3,232.01	
ATO GST		924.00	65.00		
BCSC Grant for Experience Cape Day	8,332.00				
Stall holder receipts		20.00			
BCES Emergency sessions grant	482.00				
T-shirt, corflute and stickers		3,115.65	745.10		
Container deposit scheme returns				60.70	
Total receipts	12,385.01	8,392.40	6,075.49	3,938.40	
Payments	\$	\$	\$		
Australia Post (PO Box)		139.00	148.00	154.00	
ATO GST: to ATO and Grant Acc	278.00	1,124.00	46.37	62.40	
Bank charges	3.90	10.70	8.70	14.55	
Annual CAV statement	59.20	60.10	61.20	47.70	
Working bee food inc clean up Aus. day	- 23.14		126.78	261.65	
Birdlife Aust. BBQ lunch				99.69	
C136 printing information		355.00			
Legal fees for DAL/C136			3,120.00		
Sundry DAL/C136 costs			842.50		
Domain and Zoom costs	47.56	484.36		545.47	
Cape Pat Chat and minutes printing	100.00			48.00	
Printing emergency sessions	482.00		28.00	60.00	
BCSC Grant for Experience Cape Day		8,332.00			
Stall holder payment to grants		40.00			
AGM: hall hire, catering publicity		215.00	53.81	303.88	
T-shirt, corflute and stickers production		3,444.40	396.00		
Website annual charge		385.00	88.00	1,100.00	
Sentinel Times memorial notice		74.15			
Parent group: hall, printing, supplies			203.00	670.34	
Strategic planning day, printing			679.25	6.00	
Fixed term deposit				11,000.00	
Total payments	947.52	14,663.71	5,801.61	14,373.68	
Closing balance	21,216.08	14,944.77	15,218.65	4,783.37	

\$15,396.47 and interest/maturity is due on 19 January 2025.

Lastly, I thank the Wonthaggi Seed Bank and Nursery for allowing the CPRRA to use its Tyro machine for membership payments at the AGM. This has saved us the effort and cost of purchasing one.

I present this report and ask that it be accepted.

Leone Thiele
Honorary Treasurer

(Note after the meeting in compliance with Regulations 18,19 and 20 the Associations Incorporations Act the Annual statements were signed as a true and accurate record and submitted to the AGM.

Election of Office Bearers

All positions being declared vacant, Professor David Hayward accepted the invitation to chair the meeting for the election of office bearers and committee. All office bearers were self-nominated and elected without requiring a ballot.

Election of Officer Bearers

President	Rohan Brown
Vice- President	Pete Muskens
Secretary	Kathy Hill
Treasurer	Leone Thiele
Assistant Secretary	Pete Muskens.

Election of Committee Members

All ordinary committee members were self-nominated, and all elected without a ballot.

Elected: John Coulter, Marci Katz, Jill Maddock, Geoff Glare. Paul Byrne, Cheryl Padgett, Cathy Phillips, and Clive Vernon.

General Business:

David Hartney provided a verbal report on the status of the Hooded Plover hatchlings. Thirteen sites 386 eggs 28 fledges over the last 10 years – a low success rate. In 2024/5 - seven nests have failed (inundation), 23 eggs 4 chicks thus far. Anyone interested in volunteering as observers please approach David Hartney. David thanked CPRRA for their support in removing Spurge in the working bees and providing lunch for the volunteer and Wonthaggi LSC for assisting the Friends of the Hoodies.

John Coulter provided a summary of the history since 2011 of the consideration of the area north of Seaward Drive for development. He thanked past councillors Neil Rankine, Leticia Laing for their support as well as acknowledging Ms Crugnale for her discussions within the State Government.

John outlined the likely process for enshrining the new boundary. Following the submission period (finishing 29 January 2025):

1. Review by the Department of Transport and Planning
2. Distinctive Areas and Landscapes (DAL) Statement of Planning Policy (SPP) produced.
3. Endorsed by the Responsible Public Entities
4. SPP sent to the Governor in Council for approval
5. Integrated into the Planning Scheme
6. Planning Scheme Amendment to ensure consistency with the SPP

It is anticipated, that, all going well, the new settlement boundary will be finalised in the next 6-12 months.

John named the members of the DAL working group (David Hayward, Terry Burke, Cheryl Padgett, Jill Maddock, Geoff Glare, Pete Muskens, Paul Byrne) and the meeting acknowledged their considerable efforts as well as that of Ms Crugnale.

Prior to the meeting closing Rohan noted that Mike Tesch has a display of common weeds for the attendees to view and inquire about.

The official business of the meeting was completed at 12:00 PM.

Guest Speaker

Following lunch Jesse Sago presented a talk the use of drones to target weeds.