

CPRRA Committee Meeting Minutes – 13 June 2026

Attendance

Rohan Brown (chair)	Y	Pete Muskens	A
Leone Thiele	A	Jill Maddock	Z
Paul Byrne	A	Geoff Glare	Y
John Godfrey	Y	Kathy Hill	Y
Siobhan Hogan	Z	Dale Killen	A
Marci Katz	Z	Cathy Phillips	A
Katanya Hedrick	A		

Y = Attended in Person, Z = Attended Online, A = Apology, N = Non-attendance

1. **Welcome:** Acknowledgement of Country: Rohan welcomed members to country.
2. **Minutes** from April meeting confirmed out of session
 - A. **Outstanding actions arising from previous Minutes**
 - i. identified priorities from Local Area Traffic Management Plan (LATMP). Rohan to write to BCSC on implementation to date, bollards on Surf Beach Road to prevent parking across pedestrian walkway: in progress
 - ii. Overflow parking at Caravan Park: Rohan to write to BCSC – further consideration required
 - iii. Parents' Group: Leone, Siobhan, Cheryl and Heather to liaise and advise on suitable toys for older children - complete.
 - iv. Leone to look for alternative options for Tiny Town grants. See Wellness below.
3. **Planning and Infrastructure:**
 - A. Ausnet Maintenance – Pete has followed up with commercial operators, decision to leave as impossible to meet all commercial operators' expectations
 - B. Accessibility to V-line bus stops – **Action Item: Rohan to include in communication to BCSC**
 - C. Bike lanes on Cape Paterson/Wonthaggi Road, lack of response from Department of Transport and Planning (DTP) – **Action Item: Rohan to write to Jordan Crugnale and copy in Luke Bryant and ward councillors**
 - D. Shared path link along Fulton Road – Pete has had further discussions with stakeholders relating to the bike path extension from Fulton Road to Boundary Road. **Action Item: Pete to follow up with Joel Dickson regarding the estimated 800 metres to connect to the path.**
4. **Biodiversity:**
 - A. Working Bees cancelled for May and June. Will recommence July.
 - B. Wheen Bee Grant: The Committee approved the purchase of plants from WSBN, purchase of stakes and for the grant application to proceed. If unsuccessful plants will be repurposed. **Action Item: Leone to apply for grant and purchase required plants**
 - C. Night sky: Possibility of a pilot programme with the eco village in conjunction with AusNet. **Action Item: John Godfrey to follow up.**

5. Wellness:

- A. Parents Group
 - i. Name change to Cape Paterson Community Playgroup to include older children
 - ii. Joined Playgroups Victoria
 - iii. Soft mat has been purchased and has been well received.
- B. Kathy suggested applying for a Tiny Town grant to provide AV equipment for the community hall. **Action item: Kathy to follow up with Leone**

6. Governance:

- A. Rule change is not required for fee increase
- B. Treasurer's report was accepted. This is not required at each meeting, to be provided at Treasurer's discretion for future meetings.
- C. Membership process: The Committee approved that at all future meetings where applications for new membership have been received the Committee approve the application and ensure this process and the applicant/s name/s are documented in the minutes.
There have been no applications for new membership since the last meeting.
- D. Delegations: 2026 Delegations List as submitted was approved by the Committee (see Appendix A). Thanks to Leone for assembling.
- E. IT Update and Rebranding Project: The Committee approved the \$2,850 +/- quote from Blue Vapours to proceed with both migration of the website to SquareSpace and the branding refresh and development of a style guide. **Action Item: Kathy and Jill to work with BV**
- F. Facebook and Instagram: Marci reported positive feedback on combined working/education bees. Marci is still experiencing challenges setting Instagram up. She will continue to work on this. **Action Item: Leone to provide new CPCP poster to Marci**

7. Other Business:

- A. Shared path on Seaward Drive: **Action Item: Rohan to include in communication to BCSC.**
- B. Newsletter topics:
 - Harmers Haven Purge the Spurge Jill
 - New bike path
 - OAM for Brendan
 - IT Project Update Kathy/Jill
 - CPCP update Leone
 - Park Parade Play Equipment Jill
 - Passing of Les Legge Jill

Due date for material 24 June.

8. Next Meeting

Scheduled for 8 August.

The meeting concluded at 1.50 pm. A record – Chocolate frog for Rohan!!!

Appendix A

CPRRA DELEGATIONS LIST: 2026 Communications and Financial

TITLE	DATE	NAME	DELEGATION DETAILS
Social Media coordinator	11/4/2026	Committee Member Marci Katz	Post content on social media consistent with the communication policy.
Social Media assistant	11/4.2026	Committee Member Peter Muskens	Post content on social media consistent with the communication policy.
Social Media content	11/4/2026	Anyone	Can submit to social media coordinator or assistant for assessment and posting. Executive member can request removal of content posted if necessary.
Media communications	11/04/2026	President	Must approve draft communication, but can delegate to committee members as needed. Media includes print, online, radio or television.
Correspondence	11/04/2026	Secretary	Replies to routine correspondence, send agreed specific responses with President review.
Membership notices	11/04/2026	Secretary President Assistant Secretary	Preferably sent by the Secretary but may be sent by delegate, copied to Secretary.
Membership reminders	11/04/2026	Treasurer Secretary	Financial reminders preferably sent by Treasurer.
Financial	11/04/2026	President Secretary Committee member (Kathy Hill)	Treasurer and one other delegate may authorise payments of up to \$300 without Committee approval
Noticeboard key holder	11/04/2026	Committee members Leone Thiele Pete Muskens	Retain keys, access and maintain notice board at shop. Post approved content.
Postal Box and other access tokens	11/4/2026	Secretary Or delegate	Includes code for communityhall access, token for WLSC access
Physical Assets	11/4/2025	Committee member	Display board; CPRRA Catering equipment (Leone Thiele)

This form must be completed and filed as per the *CPRRA Communications Policy*.

President's signature: _____ DATE: / / _____