

Yinnar Recreation Reserve Committee of Management Inc.



YRR CoM Quarterly Meeting

Quarterly Committee of Management Meeting

Venue: WO MPR

Note 5pm start time

When 28-04-2026 at 05:00 PM

Location: Yinnar Recreation Reserve/Jumbuk Rd, Yinnar VIC 3869, Australia

Chairperson Kevin Burrows

Minute taker Peter Quigley

Present Kevin Burrows (President), Ken Hutchinson , Peter Quigley (Treasurer)

Apologies Krystal Bond

Minutes

1. Welcome / roll call

In attendance / apologies:

Community reps: Kevin Burrows, Peter Quigley. Brendan Chessum, apology Gordon Lont.

Judo: Glenn Delaland, apology Krystal Bond

Football & Netball: .Dean Vandermeer, apology Ryan Walsh

Tennis: Kim Walsh

Cricket: Ken Hutchinson

2. Prior meeting minutes - as distributed (actions arising referred to TASKS)

[yrr-com-quarterly-meeting-2026-02-10-19-0....pdf](#)

Decision

Meeting minutes noted.

3. Planning calendar (verbal)

Qty calendar items:

BAS has been submitted.

End of season handover inspections - reported at this meeting.

 [YRR-ANNUAL-PLANNING-CALENDAR.docx](#)

3.1. Facility handovers - summer to winter user groups

Tasks as identified at handover inspections raised and allocated to responsible clubs or CoM members.

 [FOR_INFORMATION_-_OUTCOME_OF_SUMMER_TO_WI....pdf](#)

3.2. Fobs / bi lock keys - actions required

PQ advised one remaining task from handovers was that of return of a number of bi-lock keys, this needs to occur within the next week.

In relation to the performance of the fob system, advice to be provided to fob holders of the need to use their pin when arming the WO alarm system and using the fob to lock doors.

Tasks

- Advice to be provided to Western Oval pin holders of the need to insert their pin into the security system when arming.
Assignee: Peter Quigley
Due date: 08-05-2026
- Follow return of bi-lock keys no longer required due to fob system being installed.
Assignee: Peter Quigley
Due date: 15-05-2026

5.1.2. Sundry LCC matters

Speed limit change on Jumbuk Road advised by LCC as imminent.

CoM members urged to communicate with members, etc to not drop passengers at the closed township and gate and then proceed to cross double lines, creating a road traffic risk and likelihood of incurring a traffic fine.

Tasks

- ✓ CoM members urged to communicate with members, etc to not drop passengers at the closed township and gate and then proceed to cross double lines, creating a road traffic risk and likelihood of incurring a traffic fine.

Due date: 08-05-2026

5.1.3. LCC RNA projects

Discussion on Western Oval works highlighted the need to meet with appropriate LCC officers. Prior task of this meeting allocated to KB, follow-up required with meeting to be held within the next fortnight.

 [YRR-LCC-RNA-2302026.docx](#)

5.1.4. LCC future maintenance option / proposal

Further discussion required to be undertaken with Dan Nichols at planned meeting with LCC officers.

 [LCC_Rural_Recreation_Reserve_Future_Maint....pdf](#)
 [YRR_future_maintenance_option_DN_160126.pdf](#)

5.2. Maintenance matters

BC & PQ to review listing and distribute to COM (attached).

 [YRR_CoM_REPORT_MAINTENACE_MATTERS_April....xlsx](#)

5.3. Safety matters

KB & PQ to review listing and distribute to COM (attached to meeting minutes).

 [YRR-CoM-REPORT-SAFETY-MATTERS-April_2026.xlsx](#)

5.4. CoM Member Tasks

Discussed in general, KB & PQ to review update and send to COM.

 [Screenshot_2026-04-28_at_3.27.12 pm.png](#)
 [YRR_CoM_-_TASKS.pdf](#)

6. New business of which notice has been given

7.1. Booking Officer (nil to report)

7.2. Yinnar Tennis Club

Resurfacing of north courts - planning progressing with LCC for September / October 2026. Opportunities for fencing works and approach pathway works as part of the LCC contract to be explored with them. Ryan Walsh representing the COM and YTC to progress discussions and keep COM up to speed on progress, despite some LCC delays the best outcome appears to be a likely positive outcome.

7.3. Yinnar Football and Netball Club

Nil

7.4. Raiders Cricket Club

KH advised the EO 'turf bench" needs to be refurbished as in previous years (every 3years) with cost share between Football and Cricket Club 50/50. Prior arrangement needs to be included in user group costs sharing agreement.

RCC to source contractor and price, which is to be advised to (and agreed) with YFNC prior to works preceding. Work to be completed prior to Spring 2026, weather pending.

Tasks

- KH advised the EO 'turf bench" needs to be refurbished as in previous years (every 3years) with cost share between Football and Cricket Club 50/50. Prior arrangement needs to be included in user group costs sharing agreement.

Assignee: Peter Quigley

Due date: 08-05-2026

- RCC to source contractor and price, which is to be advised to (and agreed) with YFNC prior to works preceding. Work to be completed prior to Spring 2026, weather pending.

Assignee: Ken Hutchinson

Due date: 31-07-2026

7.5. Yinnar and District Judo Club

Nil

8. Next meeting date: 14 July 5pm (Meetings held 2nd Tuesday of Qtrs Jan / April / July / Oct)

9. Meeting closed - 6.05pm

*End of minutes.
Summary of matters arising are tabled on the following page.*

Minutes of YRR CoM Quarterly Meeting on 28-04-2026

Summary of Matters Arising

Decisions

Item	Decision
2.	Meeting minutes noted.

Tasks

Item	Task	Assigned to	Due date
3.2	Advice to be provided to Western Oval pin holders of the need to insert their pin into the security system when arming.	Peter Quigley	08-05-2026
3.2	Follow return of bi-lock keys no longer required due to fob system being installed.	Peter Quigley	15-05-2026
4.	RCC to arrange payment of inv 1676 for \$1783.33.	Ken Hutchinson	04-05-2026
6.1	Kim Walsh authorised to discuss inspection & report on mowers from Greg Twomey, a contractor used by Kurnai College.	Kim Walsh	15-05-2026
6.4	KH & KW to provide info on performance highlights together with occasions where external matches were hosted or being played at Yinnar to be provided.	Ken Hutchinson	04-05-2026
6.4	KH & KW to provide info on performance highlights together with occasions where external matches were hosted or being played at Yinnar to be provided.	Kim Walsh	04-05-2026
7.4	KH advised the EO 'turf bench" needs to be refurbished as in previous years (every 3years) with cost share between Football and Cricket Club 50/50. Prior arrangement needs to be included in user group costs sharing agreement.	Peter Quigley	08-05-2026
7.4	RCC to source contractor and price, which is to be advised to (and agreed) with YFNC prior to works preceding. Work to be completed prior to Spring 2026, weather pending.	Ken Hutchinson	31-07-2026

Summary of Attachments

Attachments

Item	File Name
2.	yrr-com-quarterly-meeting-2026-02-10-19-0....pdf
3.	YRR-ANNUAL-PLANNING-CALENDAR.docx
3.1.	FOR_INFORMATION_-_OUTCOME_OF_SUMMER_TO_WI....pdf
4.	YRR_CoM_FINANCIAL_STATEMENT_27042026.pdf Screenshot_2026-04-28_at_10.28.04 pm.png
5.1.	YRR-CoM-REPORT-LCC-MATTERS-April_2026.xlsx
5.2.	YRR_CoM_-REPORT_MAINTENACE_MATTERS_April_....xlsx
5.3.	YRR-CoM-REPORT-SAFETY-MATTERS-April_2026.xlsx
5.4.	Screenshot_2026-04-28_at_3.27.12 pm.png YRR_CoM_-_TASKS.pdf
6.1.	CoM_REPORT_140420265_NEW_MOWER.docx
6.4.	YRR_community_update_-_April_2026.docx

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > YRR CoM Quarterly Meeting