Yinnar Recreation Reserve Committee of Management Inc.

YRR CoM Quarterly Meeting

Quarterly Committee of Management Meeting

Venue: WO MPR

When	15-10-2026 at 05:00 PM
Location:	Yinnar Recreation Reserve/Jumbuk Rd, Yinnar VIC 3869, Australia
Chairperson	Kevin Burrows
Minute taker	Peter Quigley
Present	Darren Burrows , Kevin Burrows (President), Brendan Chessum (Secretary), Glenn Delaland , Ken Hutchinson , Peter Quigley (Secretary), Ryan Walsh , Elise Wedrowicz
Apologies	Krystal Bond , Gordon Lont , Bianca Rogalsky , Dean VanDerMeer , Kim Walsh

Minutes

1. Welcome / roll call

Grant Bond in attendance for Krystal Bond.

KB noted new YTC member Elise Wedrowicz and the new Club leadership team (refer YTC report in agenda).

PQ noted and thanked Kim Walsh for her contribution over several years to ensure a tennis cub remained active and alive in Yinnar.

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

YRR_CoM_Quarterly_Meeting_(copy)___Yinnar....pdf

Decision

Prior meeting minutes noted.

3. Planning calendar

Items due for past qtr listed in this agenda or had been attended to since last meeting.
Exception was annual invoices user groups which will be arranged prior to end October.
YRR-ANNUAL-PLANNING-CALENDAR.docx

Decision
Planning calendar noted.

3.1. Insurance report

YFNC requested to provide PL CoC by COB Monday 19/10/2026.
COMMITTEE_REPORT_-_INSURANCE_COVER.docx

Decision
Report noted.

3.2. Hand over inspection reports

YRR_handover_winter_2026.docx

Decision
Listing of items requiring further attention included with agenda.

Tasks
handover report - outstanding items. Handover reports - listing of items requiring further attention to be completed 06/11/2026. Matters outstanding as of this date to be attended to by CoM and billed to YFNC.
Assignee: Dean VanDerMeer
Due date: 06-11-2026

4. Treasurers report

Revised budget to be developed given added the cost of oval cyclic maintenance works and pending decision on acquisition of a reel mower.
YRR_CoM_Financial_Statement_14_Oct_2026.pdf

Decision
Report noted.

Tasks
Revised budget to be developed.
Assignee: Peter Quigley
Due date: 30-11-2026

CoM & user group annual invoices to be send - CPI increase of 3.5%
Assignee: Peter Quigley
Due date: 06-11-2026

5. Standard meeting reports

5.1. Latrobe City Council matters

5.1.1. Recreation Needs Analysis - update

Recreation_Needs_Assessment_-_2026.pdf
LCC_RNA_project_update_from_LCC.png
YRR-LCC-RNA-2302026.pdf
COMMITTEE_REPORT_-_RNA_PROJECTS.docx

Decision

Information from LCC noted. Item of concern was the WO rehab works and what appeared to be lowering of priority in the new scheduled.

Tasks

Meet with LCC Jarrod Raun re the WO rehab works priority, YFNC reps to also attend.
Assignee: Kevin Burrows
Due date: 13-11-2026

5.1.2. Female change room project - update

Progress noted. LCC to provide project plan.

3233_Drawings_for_Approval.pdf
Female_change_project_-_LCC_update.png

Decision

Report noted.

Tasks

LCC WO female change project - PQ to follow up LCC to provide project plan & timeline.
Assignee: Peter Quigley
Due date: 06-11-2026

5.1.3. North tennis court upgrade project - update

Ryan W reported on progress.

North_court_project_update.png

Decision

Report noted.

5.1.4. Sundry matters: EO ext tap / low branches / entrance sign / shed permit reqs / EO rotting window frames / green waste vouchers / GVBR / int road reps / street address (grant apps) / community grant apps

EO ext tap: CoM can install.

Low branches: LCC tree crew to address.

Entrance sign: install prior to end year.

Shed permit reqs: passed onto DB.

EO rotting window frames: Build Maintenance request submitted.

Green waste vouchers; to be provided in lieu of burn heap.

GVBR; no update yet.

Int road reps: complete.

Street address (for grant apps): Dan Nichols following up.

Community grant apps: outcomes to be known shortly.

5.2. Maintenance matters

BC provided verbal report on maintenance matters.

Decision
Report noted.

5.3. Safety matters

Incident report tabled for immediate use.
YRR_INCIDENT_REPORT.docx

Decision
Incident report adopted.

Tasks
Implement incident report template across CoM.
Assignee: Peter Quigley
Due date: 06-11-2026

5.4. CoM Member Tasks

Number tasks requiring completion by CoM members.
YRR_tasks.pdf

Decision
Tasks noted.

6. New business of which notice has been given

6.1. Reel mower purchase

Discussion on purchase of reel mower added to prior meetings discussion where the benefits of this mower particularly to the summer grassed eastern oval were detailed.

Metroturf_Estimate_1010.pdf
Metroturf_emaail.png
Mower_budget_.xlsx

Decision

It was resolved by unanimous resolution for the YRR CoM to proceed with purchase of a reel mower from Metroturfurf Machinery as per quote 1010 (attached) with contributions from YRR CoM / RCC / YFNC of $5k each with the balance to be borrowed by the YRR CoM via an equipment finance facility (likely Bendigo Bank). M BC S RW - carried unanimously.

6.2. Amended Information Sheet #5 WASTE, RECYCLING & CONTAINER DEPOSIT SCHEME OPERATION

Deferred until next CoM meeting.

YRR-INFO-SHEET-5-WASTE-RECYCLING-CDS-SYST....docx

Decision

Matter deferred.

6.3. Ovals cyclic maintenance program

Matter discussed and base schedule as per meeting agenda adopted.

YRR_OVALS_CYCLIC_MAINTENANCE_PROGRAM.xlsx
OVALS_SPEND_PRIOR_YEARS.xlsx

Decision

Base schedule as per meeting agenda adopted with items to be implemented to be determined as part of the annual budget process. Items to be implemented: EO pre-emergent spray (completed) WO gypsum to be applied.

Tasks

Spreading of gypsum on WO to proceed.
Assignee: Ken Hutchinson
Due date: 13-11-2026

6.4. Grounds maintenance - areas not covered by YRR volunteers (resp of user groups)

Playground / BBQ area to be shared by YTC / \YDJC as no volunteer has been found to undertake this work.

7. Reports

7.1. Booking Officer

Bookings noted.
Upcoming_hirings.png

7.2. Yinnar Tennis Club

As provided by Kim Walsh - refer to attachment.

EW provide a verbal update on season start.
YTC_UPDATE.png

7.3. Yinnar Football and Netball Club

No report provided as RW had to leave for work and DVDM was an apology due to work.

7.4. Raiders Cricket Club

14/12 EO turf bench scarifying to take place.

Over 60's championship to be hosted in November (refer attachment).
Over_60s_National_Cricket_Championships_I....pdf

7.5. Yinnar and District Judo Club

GD & GB points for considering:

Large wall mirror - approved pending LCC building team consideration and fixing by qualified trades person.

Floor vents sealing - approved

Fridge - noted

Mats - velcro option for ensuring position on floor maintained considered best option.

8. Next meeting date 09/02/2027 (CoM meetings held 2nd Tuesday of Qtrs Jan (Feb) / April / July / Oct)

9. Meeting closed

Meeting closed 6.15pm

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

Minutes of YRR CoM Quarterly Meeting on 15-10-2026

Summary of Matters Arising

Decisions

Item	Decision
2.	Prior meeting minutes noted.
3.	Planning calendar noted.
3.1	Report noted.
3.2	Listing of items requiring further attention included with agenda.
4.	Report noted.
5.2	Report noted.
5.3	Incident report adopted.
5.4	Tasks noted.
6.1	It was resolved by unanimous resolution for the YRR CoM to proceed with purchase of a reel mower from Metroturfurf Machinery as per quote 1010 (attached) with contributions from YRR CoM / RCC / YFNC of $5k each with the balance to be borrowed by the YRR CoM via an equipment finance facility (likely Bendigo Bank). M BC S RW - carried unanimously.
6.2	Matter deferred.
6.3	Base schedule as per meeting agenda adopted with items to be implemented to be determined as part of the annual budget process. Items to be implemented: EO pre-emergent spray (completed) WO gypsum to be applied.

Tasks

Item	Task	Assigned to	Due date
3.2	handover report - outstanding items. Handover reports - listing of items requiring further attention to be completed 06/11/2026. Matters outstanding as of this date to be attended to by CoM and billed to YFNC.	Dean VanDerMeer	06-11-2026
4.	Revised budget to be developed.	Peter Quigley	30-11-2026
4.	CoM & user group annual invoices to be send - CPI increase of 3.5%	Peter Quigley	06-11-2026
5.3	Implement incident report template across CoM.	Peter Quigley	06-11-2026
6.3	Spreading of gypsum on WO to proceed.	Ken Hutchinson	13-11-2026

Summary of Attachments

Attachments

Item	File Name
2.	YRR_CoM_Quarterly_Meeting_(copy)___Yinnar....pdf
3.	YRR-ANNUAL-PLANNING-CALENDAR.docx
3.1.	COMMITTEE_REPORT_-_INSURANCE_COVER.docx
3.2.	YRR_handover_winter_2026.docx
4.	YRR_CoM_Financial_Statement_14_Oct_2026.pdf
5.3.	YRR_INCIDENT_REPORT.docx
5.4.	YRR_tasks.pdf
6.1.	Metroturf_Estimate_1010.pdf Metroturf_emaail.png Mower_budget_.xlsx
6.2.	YRR-INFO-SHEET-5-WASTE-RECYCLING-CDS-SYST....docx
6.3.	YRR_OVALS_CYCLIC_MAINTENANCE_PROGRAM.xlsx OVALS_SPEND_PRIOR_YEARS.xlsx
7.1.	Upcoming_hirings.png
7.2.	YTC_UPDATE.png
7.4.	Over_60s_National_Cricket_Championships_I....pdf

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