



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 9th August 2022

MEETING OPENED: 9:30 am

PRESENT: Belinda Williams (BW), Steve Patton (SP), Amanda McMillin (AM), & Paul Wittwer (PW)

APOLOGIES: Martin Pearson (MP) & Jan Camm (JC)

CONFIRMATION OF MINUTES:

Minutes of the previous month's meeting have been circulated to all members prior to this meeting. These are approved as distributed.

Moved: AM Seconded: BW Carried

MATTERS ARISING FROM PREVIOUS MEETING:

Action Plan updated. Refer to new version below (see Appendix 2).

CORRESPONDENCE: In: - John Downs (DWELP) re Erosion at Bal. Beach
Out: - Residents Cliff Rd re Erosion. See Managers Report

TREASURERS REPORT: Prior to the meeting, Paul circulated the Balance Sheets as at 31 July 2022 as well as the Profit and Loss Summary for the period 1 July 2022 to 31 July 2022.

Steve provided a verbal overview of key financials at this stage of the year. In addition, he supplied further explanation and details of income and expenditure that took place during the month preceding today's meeting.

MATTERS ARISING FROM TREASURERS REPORT:

The COM would like the Manager to outline procedures for bookkeeping tasks undertaken in the office added to procedures manual.

MANAGER'S REPORT: Detailed Report provided (see Appendix 1)

MATTERS ARISING FROM MANAGERS REPORT:

Nil

CODE OF CONDUCT AND OH&S ISSUES:

COVID-19: Continue with recommended Covid-safe work practices and the Covid-safe safety plan.

GENERAL BUSINESS: 1) Move Defib to outdoor position

MEETING CLOSED:

NEXT MEETING: Date: Tuesday 13th September (TBC)
Time: 9:30 am (TBC)
Location: Westernport Yacht Club (TBC)

APPENDIX 1: Manager's Report (PW) – July 2022 (for August meeting)

1. Staffing

The staff are implementing our covid-safe work practices and our covid-safety plan.

Ron Michaelis has commenced work on a casual basis for 2 – 3 days a week (depending on project workload and weather). We had an induction day going through our policies and procedures. We then gave him some odd jobs replacing locks, fixing broken posts to get him into things. He is focusing on replacing the tables in the polyhouse and preparing the potting area and soil bays. He is proving himself a good conscientious worker. Please introduce yourself if you see him at work.

2. Landcare

The team have been focusing on planting and weeding around C reserve and along Fethers Rd. They have also cleaned up the community garden area which now has a new watering system and timers thanks to Richard and the Merricks Foreshore. The team have now removed the old finishing area and cleared the polyhouse. This has given Ron space to replace the tables which were rotting after more than a decade in the wet environment.

Ron has also started demolishing the old lunch area and will shortly start construction of the new potting table and soil bays.



3. Campgrounds

The camping grounds remain closed for the winter break and the last remaining van has been removed. Marco has been maintaining the camping grounds and public facing areas of the reserves while working a weekday and two half days over the weekends. The landcare team have been planting in C reserve and filling in gaps along the Library Rd track.

4. C Reserve Amenity Refit

The builder has sent through an updated quote for the refit of C reserve amenity. The quote has increased about 10% to \$180 113 (ex GST) from the original quote in June 2021. The update reflects the changes in costs for materials and sub-contractors.

The builder has also indicated they would be unable to complete works by Cup Day weekend (our preferred date). I have since spoken with him and had a verbal commitment to complete works before 21st December 2022. I have asked to get this in writing once we approve his new quote.

C Reserve has not opened over the Cup Day weekend previously but is used for the kinder campout and occasional groups.

Recommendation 1:

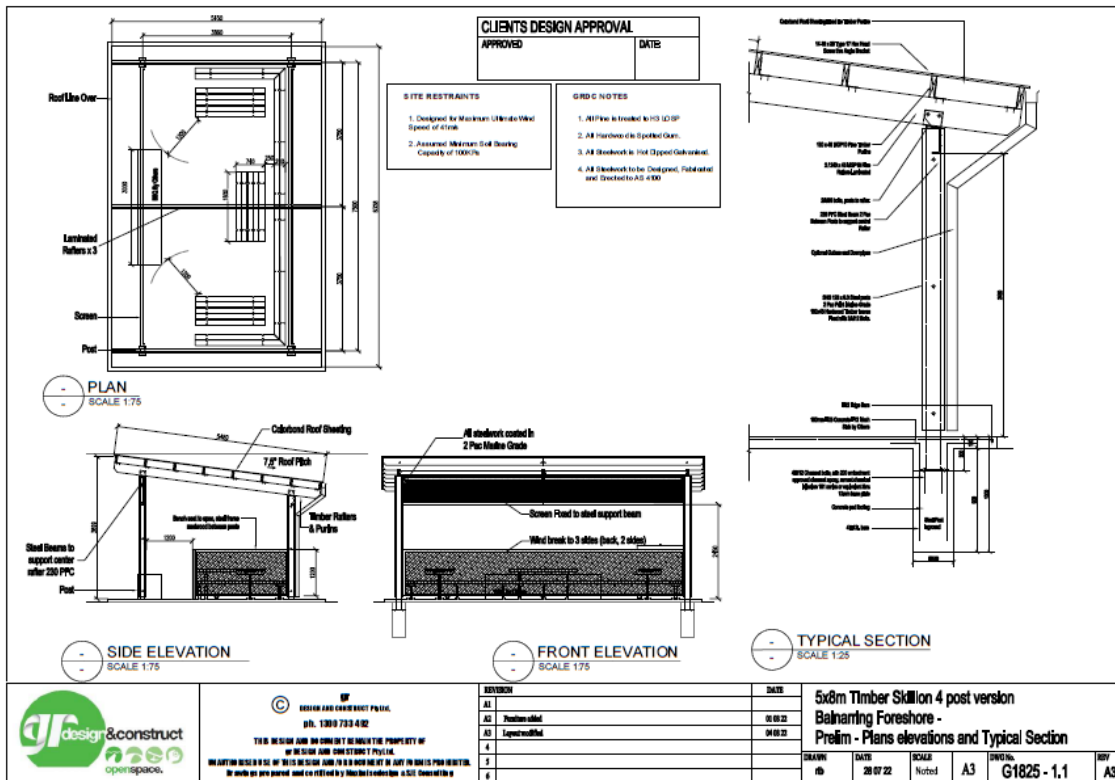
That the Committee of Management approve the updated quote from Vandul Constructions for the refit of the C Reserve Amenity.

5. Capital items

We are working through our capital items list. Items marked in green are paid for and complete. The new ute has arrived and being fitted with accessories on Wednesday. Items in orange are priced and ordered. The picnic tables and memorial seats are now ordered from the Westernport Men's Shed who had a competitive quote. We are awaiting costs and further details on items in red.

Item	Description	Cost (\$)
C Reserve Amenity Refit	Project supported by \$113k grant	67 000
Toyota Utility	Replacement of old vehicle	33 000
Resurfacing roads in C	Roadbase and grading	1 000
Electric All-Terrain Vehicle	Replacement for Kubota (ordered)	\$18 989
Picnic Tables	Supply of picnic tables (10) and memorial seats (10)	\$18 100
B Reserve Camp Kitchen	Camp kitchen to replace B BBQ area	100 000
Extension to shed	Extend existing shed roof for potting area	25 000
Total Cost Outstanding	Yellow and Red items	\$229,089

We have received plans for the new BBQ shelter in B Reserve (see below and attached). The supplier is working on a quote which should be available at the next meeting.



6. Erosion at the foot of the Pine Slide Track

We have received written advice from DELWP (see below). This confirms that DELWP will not be replacing the ageing timber sea wall as predicted. They have also outlined the policy constraints on private works on public lands should the homeowners wish to fund their own works.

I have written to the three property owners immediately adjacent to the erosion to notify them of this and the works to replace the temporary fencing with a more permanent solution. The fence should be erected in the next week (hopefully tomorrow afternoon).

Email from DELWP:

Hi Paul,

Apologies for not getting this to you earlier.

Thank you for inviting Neil Daykin, Andrew Stevens and myself to inspect the coastal erosion taking place at Balnarring back in June. It's always useful to have a look at issues on the ground.

Our inspection showed that this issue has clearly occurred before and that at some time in the past, a vertical timber seawall has been installed. Since the wall has been constructed, it would seem that the coast has

accreted, and sand has covered the seawall until recent erosion has once again uncovered it once again. This cyclical nature of erosion and accretion is not at all unexpected.

As we discussed on the day, we recommend diverting people away from the area that is most actively eroding, both for their own safety and to remove further disturbance which will only lead to further erosion. We suggest the installation of fencing to divert foot traffic to cross the dune in a more stable location further to the east. You suggested that the CoM would undertake some revegetation works which we supported.

As we also discussed on the day, funding for the maintenance and replacement of coastal protection structures is very limited and is allocated on a priority basis by our statewide coastal team. It would be highly unlikely that this dilapidated timber seawall would be replaced as it predominantly protects private property so is of a low priority for funding.

Any works within the coastal environment, including any coastal protections works, regardless of who funds and implements the works must gain a consent under the Marine and Coastal Act (MACA). It is unlikely that the replacement of this timber seawall would gain a MACA consent as the Marine and Coastal Policy does not support private structures being built on Crown land to protect against erosion.

Please note that I will be finishing up with DELWP on 12 August. After that date, please contact Neil Daykin on neil.daykin@delwp.vic.gov.au.

Cheers

*John Downs | Program Manager (Project Delivery)
Forest, Fire and Regions | Department of Environment, Land, Water & Planning*

Letter to Residents:

Hello John,

I have received correspondence (see below) from the Department of Environment, Land, Water and Planning regarding the erosion at the Western end of Balnarring Beach near your property.

Their advice is that the replacement of the timber wall is highly unlikely to receive funding and unlikely to gain the consent necessary under the Marine and Coastal Act (MACA). It is also noted that the Marine and Coastal Policy (see Marine and Coastal Policy 2020 (marineandcoasts.vic.gov.au)) does not support private structures being built on Crown land to protect against erosion.

The Balnarring Beach Foreshore will be replacing the temporary fencing with permanent fencing (using treated pine posts and green pvc coated wire) to restrict access and minimise erosion from foot traffic. This will be completed over the next few weeks. The timing of works will be dependent on weather, tides and staffing.

Should you have any questions regarding the policy and its implementation I'd suggest contacting DELWP directly (cc Balnarring and Merricks Foreshore CoM). If you wish to discuss the fencing and planting or other issues please contact myself.

Kind regards,

*Paul Wittwer
Balnarring Foreshore*

APPENDIX 2: Action Plan – as at August 2022

DATE	ACTION	RESPONSIBLE	T/FRAME	COMMENT
13/08/21	C Reserve amenity block renovation/refurbishment project	PW	After Easter	Grant received Works to be scheduled
12/4/22	Yacht Club Lease Renewal	BW/MP	Oct 2022	Lease Agreements completed. Documents to be sent to DELWP for checking and Ministerial approval.
ANNUAL	Horse Permits	Committee	Mar to Jun	Implementation of 2022/2023 permits proceeding.
ANNUAL	Capital Works Program	Committee	2022/23 major Capital Works Project submissions by April	Major Capital Works currently in process. Refer Manager's report.
ANNUAL	Conduct Manager's Review	BW/AM	May/June	2021/22 review process to be completed
ANNUAL	Presentation of annual budget	PW	June	Next year's budget to be presented for discussion and approval.
ANNUAL	Complete end of year accounts and send to auditor and DELWP	SP	Sept	2021/22 FY under preparation. Liaise with auditor.
ANNUAL	Conduct AGM	Committee	Nov	2021 AGM conducted Next AGM due Nov 2022