



**BALNARRING BEACH FORESHORE & PARKS RESERVE
COMMITTEE OF MANAGEMENT INC.**

Minutes of Committee Meeting

Monday 12th September 2022

MEETING OPENED: 9:35 am

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

APOLOGIES: Martin Pearson (MP)

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: -
Out: -

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

Nil

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

MATTERS ARISING FROM MANAGERS REPORT:

Re Item 4 – C Reserve Amenity Refit

Motion 1: "That the Committee of Management approve the updated quote from Vandul Constructions for the refit of the C Reserve Amenity".

Moved: BW Seconded: SP Carried

Re Item 7 – Emergency Markers

Motion 2: “That the Committee of Management approve expenditure of \$680 for the Emergency Marker Signs on Balnarring Beach and \$1310 for 50% of the cost of signs for Merricks Beach”.

Moved: AM Seconded: JC Carried

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) Dog Patrol MOU

PW and BW reported on a recent Zoom meeting with DEWLP & other committees regarding a Memorandum of Understanding between MP Shire, DEWLP & several COMs.

Motion 3: “That the Balnarring COM enter the MOU with MP Shire & DEWLP re dog patrols”.

Moved: AM Seconded: JC Carried

2) Annual General Meeting

Tentative date set 8 November.

3) Community Meeting

The CofM annual public meeting is scheduled to be held at some time during the summer camping period. At this stage, the most likely date is Wednesday 4th January. (Weather permitting and subject to availability of guest speakers .

PW to confirm availability of Byron Sedgwick from CFA to address meeting.

MEETING CLOSED: 10.50am

NEXT MEETING: Date: Tuesday 11th October (TBC)
 Time: 9:30 am (TBC)
 Location: Westernport Yacht Club (TBC)

APPENDIX 1:

Manager's Report (PW) – August 2022 (for September meeting)

1. Staffing

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

I have confirmed that Mick will be returning as a summer ranger and Vinoth will be returning to undertake cleaning over the long weekends and summer holidays. I have leave planned for a week in late September/early October.

2. Landcare

The team have been focusing on preparing the A reserve for the opening. This has included cutting back around sites and weeding and planting around the toilet and BBQ areas. The team have also completed weeding and planting along Fethers Rd.

Ron has completed the replacement of the tables in the polyhouse (see before and after pics) and Richard from Merricks Foreshore CoM has completed setting up the automated watering systems for their seedbank and our new finishing tables.



3. Campgrounds

The camping grounds were closed for August (hence no occupancy report) and opened on the 1st September. We have had a few of the seasonal campers move in and start setting camp as well as the odd camper on each weekend. Forward bookings for Cup Day Long Weekend and the summer holidays look very good and as the weather warms up the camping grounds are expected to be busy on the weekends.

Ron has replaced the door to the A men's toilet and is currently replacing the step and tiling at the B men's urinals which cracked late last season.



4. C Reserve Amenity Refit

I met with the builder to review the planned works on the C reserve amenity. During the inspection the builder identified a serious issue with the planned demolition of internal walls surrounding the cubicles. The central wall (separating the male and female toilets from the service duct) are not tied into the roof structure. So the walls structural integrity relies upon the cubicle walls for support.

We discussed the issue at length and decided upon retaining the cubicle dividers. This has meant that there is additional tiling, blueboard, painting and coving required around each cubicle to get the desired finish. There are savings from not having to purchase the cubicle dividers but those savings are outweighed by the costs.

He has sent through an updated quote for the refit of C reserve amenity. The quote has increased to \$193 558.

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 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	193 558
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)	\$18 489 \$500
Picnic Tables	Supply of picnic tables (10) and memorial seats (10)	\$9 100 \$9 000
Power in B	Power 4 sites and BBQ in B Reserve	\$8 824
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	Committed items (in yellow)	\$229,971

6. B Reserve Camp Kitchen

We have received the quote for the new BBQ shelter in B Reserve (see below and attached). The quote is for \$86k for the shelter, seating and slab. On top of this we would require water and sewerage to site and to purchase the new BBQ and sink module for around \$10- 14k.

This means about \$110k to set up a larger shelter with a BBQ and sink. This seems an expensive exercise given the existing BBQ and shelter is serviceable. I have been investigating another option which may result in a better outcome at a lower price. This would include retaining the existing BBQ area and building a camp kitchen along the toilet wall opposite. This could tap into the existing water and sewerage, include hotplates and sinks and have a waterproof awning overhead.

I am working towards getting quotes for the kitchen and awning to present at the next meeting.

7. Emergency Markers

We have received a quote for the installation of the Emergency Marker at the point between Somers and Balnarring Beach. The cost of the reference works, integration with the emergency management system and the sign is approximately \$680. Merricks Beach Foreshore CoM have also sought support to cover the costs of their four signs.

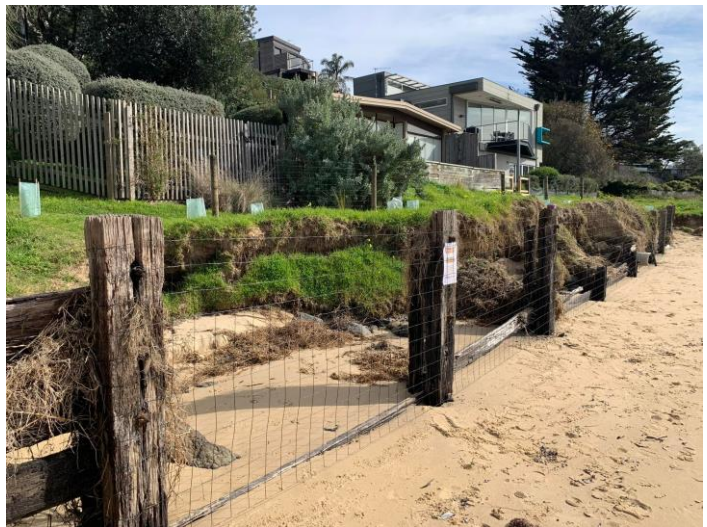
Recommendation

That the Committee of Management approve expenditure of \$680 for the Emergency Marker Signs on Balnarring Beach and \$1310 for 50% of the cost of signs for Merricks Beach.

8. Erosion at the foot of the Pine Slide Track

We have completed the fencing and planting at the base of the pine slide track. The fencing is designed to prevent pedestrian access on the line of erosion. The fencing has been done using pine poles and pvc covered wire which is designed to be unobtrusive. The fence has also been extended at the request of local residents.

Merricks Foreshore CoM has a grant for works on the Pine Slide Track. The works commence on Monday. They include steps, railing and other works to improve safety on the track but do not include any works in the area of erosion.



9. Tree works

We have had Arbor Solutions onsite to undertake the annual inspection of trees. We also had a crew undertake the mulching of the offcuts from our own teams annual cutback and removal of some very high risk trees.

The report (attached) identifies some very high and high risk works that I recommend be undertaken prior to summer. This includes the removal of the banksia's along Annie's track and at the car park opposite the Tulum Store. These works will require traffic management. We also expect some interest from the public given the campaign around the nearby Manna Gum. We will have staff on duty to explain the nature and extent of works.

I anticipate the arborists works will come in either on or slightly under budget including the traffic management costs.

APPENDIX 2: Action Plan – as at September 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 have been 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