



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

Minutes of Committee Meeting

Tuesday 11th October 2022

MEETING OPENED: 9:30 am

PRESENT: Belinda Williams (BW), Steve Patton (SP) (10:10), Jan Camm (JC)
Amanda McMillin (AM) (9:55), Martin Pearson (MP) & Paul Wittwer (PW)
Guest: Wayne Sparkes

APOLOGIES: Nil

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: BW Seconded: JC Carried

MATTERS ARISING FROM PREVIOUS MEETING:

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

CORRESPONDENCE: In: Two letters received re "Dogs on Beach" and "Dog Patrols"
Out: 3rd Progress Report to DELWP re C Reserve amenity refit

TREASURERS REPORT: Prior to the meeting, Paul circulated the Balance Sheets as at 30 September 2022 as well as the Profit and Loss Summary for the period 1 July 2022 to 30 September 2022.

Paul 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:

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) No "General Business" agenda items listed for this month's meeting.

MEETING CLOSED: 10.30am

NEXT MEETING: Date: Tuesday 8th November (TBC)
Time: 9:30 am (TBC)
Location: Westernport Yacht Club (TBC)

APPENDIX 1: Manager's Report (PW) – September 2022 (for October meeting)

1. Staffing

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

I have spent the last week on leave and Lisa has been on bereavement leave for the last two weeks as well. She appreciated the flowers from the Committee and staff. I have confirmed that Vinoth will be available for cleaning over the long weekends and xmas.

2. Landcare

The team have been focusing on the A and B reserve where campers are now arriving. They have reserve clearing the tube-stock from the nursery and using the mulch following the arborists work completed in September. The wet winter and hard work means the camping grounds are looking the best I've seen them at this time of the year.

Ron has completed the removal of the old lunch room shelter and cleaned up around the 'back of house'. This will allow us to move forward with the soil bays as other projects are completed.

3. Campgrounds

The camping grounds opened on September 1st. We have had a few casual campers but the weather hasn't been great especially on the weekends. The sunny weekends have seen A reserve quite busy so the warmer months ahead are looking good. There has been no negative feedback about our new weekend rates.

Ron has replaced the step and tiling at the B men's urinals which cracked late last season.

Balnarring Beach Fo

Occupancy B

From 01 Sep 2022

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %	Dis
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	270	0	45	225	5.62	16.67	
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	789	51	129	660	6.71	16.35	
Grand Total:		37	1059	51	174	885	6.43	16.43	

4. C Reserve Amenity Refit

I have submitted the 3rd progress report to DELWP. This includes the updated quote and schedule of works as discussed at the last CoM meeting. The builder has commenced works as scheduled. They have demolished the fixtures and fittings, demolished and removed the tile flooring and will be commencing preparation of the floor for the new surface.



5. Capital items

We are working through our capital items list. Items marked in green are paid for and complete. The picnic tables have started arriving and we have six new tables in Robertsons Park and A and B reserve. These will be oiled over the next weeks.

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
Picnic Tables	Supply of picnic tables (10) and memorial seats (10) (6 delivered)	\$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

I have our builder providing a quote for the awning covering the new camp kitchen. This should be available in the next week or so. Construction is hoped to be able to be completed in late November early December but not guaranteed at this stage.

We will be preparing the area next week when the electrician is bringing machinery to trench power to the additional sites in B reserve. We will widen the pathway along the wall of B reserve and replace the border to the grassed area at the same time.

7. AED defibrillators

St Johns Ambulance have been on site to assess our new locked box. They have offered to supply an additional unit free of charge to be placed in our A reserve. This must be accessible 24x365 so will be placed in a weatherproof box near the amenity block. We will consider replacing the locked box with an accessible weather proof box after assessment.

8. Tree works

Arbor Solutions have been onsite to commence the tree works identified in their report. They have completed works in A and B reserve. They still have to complete the works in C reserve and the banksia's bordering Annie's track and the car park opposite the Tulum store. These works are yet to be scheduled.

APPENDIX 2:

Action Plan – as at October 2022

DATE	ACTION	RESPONSIBLE	T/FRAME	COMMENT
13/08/21	C Reserve amenity block renovation/refurbishment project	PW	After Easter	Grant received Works in progress.
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. Unlikely to occur until after State election
ANNUAL	Horse Permits	Committee	Mar to Jun	Implementation of 2022/2023 permits completed.
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	Manager Self-Appraisal	PW	June	To be completed and submitted to Ctte by 30 th June
ANNUAL	Conduct Manager's Review	BW/AM	June/July	2021/22 review in process
ANNUAL	Presentation of annual budget	PW	June	Budget for 2022/2023 approved.
ANNUAL	Complete end of year accounts and send to auditor and DELWP	SP	Sept	2021/22 FY have been completed and sent to auditor.
ANNUAL	Conduct AGM	Committee	Nov	Next AGM due Nov 2022