



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

### Minutes of Committee Meeting

Tuesday 8<sup>th</sup> November 2022

**PRESENT:** Belinda Williams (BW), Steve Patton (SP), Jan Camm (JC)  
Amanda McMillin (AM) (9:50), Martin Pearson (MP) & Paul Wittwer (PW)

**APOLOGIES:** Nil

#### **MEETING OPENING & ACKNOWLEDGEMENT OF COUNTRY:**

Meeting opened at 9:30am, Belinda Williams in the chair.

*"We acknowledge and pay respect to the Bunurong/Boonwurrung people of the Kulin Nation, the Traditional Custodians of these lands and waters."*

#### **CONFIRMATIONS AND DECLARATIONS:**

Call for any new items to be added to the "Register of Gifts, Benefits & Hospitality" or the "Register of Interests" – *No new items to be added*

Declaration of any Interest in respect to items on the agenda – *None reported*

#### **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:** From/To: K.Frey re horse incident on beach

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

Steve then presented the first sections of an instructional document that he is currently developing. This includes screen snapshots and written descriptions of processes and procedures relating to the role and responsibilities of the Treasurer. It also includes detailed specific information relating to the use of the "Reckon" accountancy package as well as lodgement of the DELWP annual report using the online Crown Land Kiosk.

Committee members logged in and went through the initial stages of the DELWP annual report items. This was a useful and informative exercise.

*Motion 1: "That the Committee thanks Steve for all the work that he has put into collating and documenting information relating to accounting procedures and the lodgement of the DELWP annual return using the Crown Land Kiosk. This will be an extremely helpful document once fully complete".*

*m: BW*

*s: JC*

*Carried unanimously*

**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) Dogs in Public Places

Mornington Peninsula Shire has recently released draft policy documents relating to "Dogs in Public Places". This Policy will affect both dog-owners and community members who share public spaces across the Shire.

Further information, consultation dates/locations and an online survey can be found on the Shire's website:

<https://shape.mornpen.vic.gov.au/dogs-policy>

(Information to also be provided through the "Balnarring Beach Foreshore" Facebook page)

Community consultation is open from 20 October to 9 December 2022.

2) End of Year Function

Suggested date for the end of year function is 15<sup>th</sup> December.

Belinda to investigate suitability of this date and selection of venue.

**MEETING CLOSED:** 10.55am

**NEXT MEETING:**  
Date: Tuesday 13<sup>th</sup> December (TBC)  
Time: 9:30 am (TBC)  
Location: Westernport Yacht Club (TBC)

## APPENDIX 1:

### Manager's Report (PW) October 2022 (for November meeting)

#### 1. Staffing

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

Sarah has resigned from her permanent part time role in the office. She has picked up another part time role and cannot commit to ongoing on-site work. I have discussed with Steve and Belinda and she will be able to work from home on a casual basis to help with bookings and bookkeeping. I am seeking someone to fill those roles, particularly over summer when we need the additional office person.

We will be shifting to a shoulder season roster with slightly longer hours on the weekends as the fair weather and occupancy improves. This will mean staff working six hours on Saturday and Sunday. Mick will be returning to the team later this week and be working on Sundays and Mondays. He has experience in online booking systems so will be trained up to take bookings and other admin roles (emails etc). Marco will pick up additional hours on Saturdays, no longer work on the Sundays and retain his Tuesday shift.

#### 2. Landcare

Arborists have removed the dead banksias in the carpark at Robertsons Reserve and along Annie's Track. The landcare team have spent some time on Annie's track following the works planting additional trees, shrubs and mulching the areas affected.

The team have continued focusing on the A and B reserve taking advantage of the wet spring to get plants from the polyhouse into the ground.

#### 3. Campgrounds

The camping grounds have been open for two months. We opened B reserve on the Thursday prior to the Cup Day Long Weekend. Sadly, the weather wasn't great but most campers made the most of the less than ideal conditions. Despite the weather we had occupancy of 80% with powered sites (90%) being preferred to unpowered sites (60%).

The weather is improving over the weeks ahead and bookings are already showing signs of improving. Occupancy for A reserve for the month of October below:

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	279	0	50	229	7.28	17.92
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	625	243	238	387	16.19	38.08
<b>Grand Total:</b>		<b>37</b>	<b>904</b>	<b>243</b>	<b>288</b>	<b>616</b>	<b>13.44</b>	<b>31.86</b>

#### 4. Capital items

We are working through our capital items list. Items marked in green are paid for and complete. 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) Memorial seats (10)	\$9 100 \$9 000
Power in B	Power 6 sites and BBQ in B Reserve	\$8 824
B Reserve Camp Kitchen	Camp kitchen on wall of B toilet (ground works complete)	100 000
Extension to shed	Extend existing shed roof for potting area	25 000
Total Cost Outstanding	Committed items (in yellow)	\$229,971

#### 5. Power additional sites in B reserve

Works have been completed to add power to six of the unpowered sites in B reserve. The sites were chosen based on the access to existing power supplies, integration with the existing layout and access for caravans to the sites.

The sites added are B27, 28, 36, 37, 38 and 39. These sites were able to be connected using spare capacity in the B reserve amenity. We have enough power remaining to power the proposed camp kitchen along the rear of the B Amenity. Our existing power supply will be fully utilised once the camp kitchen is complete. This does mean that powering additional sites in B reserve would require a new main to be bought into the park.



## 6. Ground works for B camp kitchen

We have completed ground works for the proposed camp kitchen along the rear of the B Amenity. These were completed while we had the earthmoving equipment on site for the trenching for the additional powered sites. The earthworks were undertaken with great care to minimise any impact on the grassed area and to provide additional width to accommodate the camp kitchen.



## 7. Tree works

Arbor Solutions have been onsite to complete the removal of dead and dangerous Banksia trees at the entry to Robertson's Park and along Annie's track. We had a traffic management crew on site from 8am until 2:30pm when works were complete.

The landcare team have spent some time on Annie's track following the works planting replacement trees, shrubs and mulching the areas affected.

**APPENDIX 2: Action Plan – as at November 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 <sup>th</sup> June
ANNUAL	Conduct Manager's Review	BW/AM	June/July	2021/22 review now completed
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. Awaiting response from auditor.
ANNUAL	Conduct AGM	Committee	Nov	Next AGM due Nov 2023