



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 14th February 2023

PRESENT: Belinda Williams (BW), Jan Camm (JC), Martin Pearson (MP)
Amanda McMillin (AM) (10:10 am) & Park Manager - Paul Wittwer (PW)

APOLOGIES: Steve Patton (SP)

MEETING OPENING & ACKNOWLEDGEMENT OF COUNTRY:

Meeting opened at 9:35 am, 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 Unanimously

MATTERS ARISING FROM PREVIOUS MEETING:

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

CORRESPONDENCE: Out/In: Susan Dinér – Follow up to request to rebook

TREASURERS REPORT: Prior to the meeting, Paul circulated the Balance Sheets as at 10 February 2023 as well as the Profit and Loss Summary for the period 1 July 2022 to 10 February 2023.

Paul also 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:

Due to Steve's absence, his explanatory document – "Financial Procedures for Treasurer" was held over to next month's meeting.

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) Potential New Committee Applicant (BW)

Belinda reported that she had been contacted by Anita Gourlay who has expressed some interest in applying to become a Committee member. Belinda provided Anita with some information on the Foreshore Reserve and the role and responsibilities of the Foreshore Committee in general. She will need to contact DEECA to obtain application forms and follow the necessary processes as required.

MEETING CLOSED: 11:05 am

Note: At the conclusion of today's meeting, Committee members then did a walk through and visited the C Reserve Amenity Block to observe progress of the building refit project paying attention to works that need revisiting and/or are still to be completed.

NEXT MEETING:
Date: Tuesday 14th March (TBC)
Time: 9:30 am (TBC)
Location: Westernport Yacht Club (TBC)

**APPENDIX 1: Manager’s Report (PW)
January (for February meeting)**

1. Staffing

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

We have returned to our normal roster with 6 hour days on weekends (Marco and Mick). We will continue with the current roster (expecting the peaks periods) until Easter when we will further cut hours on the weekends.

2. Landcare

The team have been focused on reparations to the camping grounds following the summer holidays. The boys have focused on repairs and cutting back vegetation around the sites that have been growing from the late season rains. They have been seed collecting and propagating plants in the polyhouse. Suze has also undertaken the seed collecting for the Merricks Foreshore Seedbank outside of rostered working hours.

The Merricks seedbank and our finishing tables have been operating well but have needed several repairs and fine tuning of the new watering system. Richard (of Merricks Foreshore CoM) and his wife have been volunteering lots of time assisting with this maintenance.

3. Campgrounds

The camping grounds have been near full for the summer holidays. Occupancy from Boxing Day to Australia Day was 94% and fell off rapidly for the last days of January as the school term started. We also lost some weeks due to last minute covid cancellations and not following up on unpaid balances due to Sarah’s resignation. These were part filled by casual campers but it did impact on occupancy. Gross revenue was up \$46 219 to \$175 013 from January in the previous year due to the increased camping fees during the peak periods.

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	276	3	249	27	40.91	90.22
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	840	28	791	49	47.83	94.17
+ B (Non Powered) 154 Balnarring Beach Rd, Balnarring	Days	25	761	14	643	118	38.33	84.49
+ B (Powered) 154 Balnarring Beach Rd, Balnarring Be	Days	29	882	17	774	108	46.02	87.76
+ C (Non Powered) Fethers Rd, Balnarring Beach	Days	32	991	1	840	151	38.22	84.76
+ A Reserve (Seasonal) Masonsmith Rd, Balnarring Bea	Days	23	713	0	713	0	0.00	100.00
Grand Total:		146	4463	63	4010	453	35.65	89.85

4. Capital items

Now summer is over I will be working on the costings and plans for implementation of the camp kitchen in B Reserve and the extension to the shed, soil bays and potting area. I hope to have these for the next meeting.

Item	Description	Cost (\$)
C Reserve Amenity Refit	Project supported by \$113k grant	\$96 779 \$96 779
Toyota Utility	Replacement of old vehicle	33 000
Resurfacing roads in C	Road base and grading	1 000
Electric All-Terrain Vehicle	Replacement for Kubota	\$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)	\$105 779

5. C Reserve Amenity Refit

The builder has agreed to complete the re-roofing next week, complete the flooring (level to drains and replace the epoxy flooring) prior to the Labor Day Long weekend. They have been unable to complete that earlier due to the drying times between layers and existing school group bookings. They will complete the installation of the wall hung urinal, a cooktop and shelving once the new floor is complete (after Labour Day).

The builder is aware of the need for the grant acquittal prior to the end of financial year and is able to meet that deadline. Following these written commitments, we have agreed to pay an amended amount of 20% of the total invoice with the remaining 30% to be paid on completion.

I have written to DEECA (the grant funding agency) alerting them to the variation in completion times. They will be sending an amended contract for our signature.

6. Camping fees

I have been unable to allocate time to get current and future fees from comparable foreshores as their and our office have been busy over the summer holidays. Once I have collected these I will circulate so we may consider these for discussion at our meeting in March.

7. Significant incident in B

There was a significant medical incident in our A reserve that was handled by the police and ambulance and group leaders who had made the reservation. We attended as soon as notified and the incident had already been resolved.

A school group who was planning to camp cancelled their reservation as some of their team leaders arrived early as the incident was unfolding. They spoke with the manager, we agreed with their course of action and have waived any fees.

The group involved in the medical incident has sent through an incident report. No further action is required.

APPENDIX 2: Action Plan – as at February 2023

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	Agreements completed. Documents awaiting DEECA checking and Ministerial approval.
-	Setting camping fees for 2023/2024	Committee	-	-
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	2022/2023 self-appraisal to be submitted to Ctte by 30 th June 2023
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 DEECA	SP	Sept	2021/22 FY accounts and annual report have been completed and submitted.
ANNUAL	Conduct AGM	Committee	Nov	Next AGM due Nov 2023