



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 21st March 2023

PRESENT: Belinda Williams (BW), Martin Pearson (MP), Amanda McMillin (AM) (9:40 am), Steve Patton (SP), Jan Camm (JC), Anita Gourlay (AG) and Park Manager - Paul Wittwer (PW)

APOLOGIES: Nil

MEETING OPENING & ACKNOWLEDGEMENT OF COUNTRY:

Meeting opened at 9:34 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:

Jan Camm – Setting of Camping Fees for 2023/2024

Anita Gourlay – Setting of Camping Fees for 2023/2024

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: In/Out: Marine & Coasts (DEECA) – Information request and letter of response re management of coastal cliffs at Balnarring Beach

TREASURERS REPORT: Prior to the meeting, Paul circulated the Balance Sheets as at 28 February 2023 as well as the Profit and Loss Summary for the period 1 July 2022 to 28 February 2023.

Steve 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:

- Query re water bills and amount of usage. Steve to check with past records.

- Query re cleaning costs being higher than usual. Follow up revealed that dog bags and sanitary bins have been charged against the “Cleaning” account as opposed to the “Consumables” budget line in the past. These total to over \$3000 and have now been moved to the correct account.
- Explanatory document – “Financial Procedures for Treasurer” is still under development. This item to be added to the Action Plan with a target timeline for completion by May.

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

MATTERS ARISING FROM MANAGERS REPORT:

Re: Item 4 – Capital Items

The planned costs for the awning to cover the camp kitchen in B Reserve and the shed which will cover the potting and staff area are noted and accepted by the Committee.

Motion 1: “That the Committee of Management approve expenditure of up to \$30000 for the extension to the shed and awning for the B Reserve camp kitchen.”

m: BW s: MP carried unanimously

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) New Committee Member

We are very pleased to welcome Anita Gourlay as a new member to the Committee for the next three years. Congratulations, Anita, on your appointment.

2) Provision of Dog Poo Bags

Committee currently bears the cost of supplying bags for the use by owners to pick up their dog’s poo. This policy is difficult to maintain in light with ongoing replenishment costs and the fact that this approach is inconsistent with that of the Mornington Peninsula shire.

Motion 2: “That the Committee of Management no longer supply dog poo bags at beach entrances to align with Mornington Peninsula shire policy.”

m: JC s: AM carried unanimously

3) Setting of Camping Fees for 2023/2024

The remainder of the meeting was devoted to discussion of camping fees for the forthcoming 2023/2024 season. This item stimulated much debate with many arguments being presented covering a large range of relevant topics that were all considered as part of this conversation.

[Note: At this stage, JC and AG left the room while final discussions took place and decisions voted on in relation to this matter].

Motion 3: *“That camping fees as set out in the attached schedule (Appendix 3) be approved and adopted for the 2023/2024 season”.*

m: AM

s: SP

carried 4/0

MEETING CLOSED: 11:45 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 the latest progress of the building refit project.

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

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

1. Staffing

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

Mick will be finishing up tomorrow (Wednesday) and returning from Spain in early October 2023. Our intention would be to re-employ him as a summer ranger for 2023/24 (subject to staffing requirements). Lisa has applied for the role of bookkeeper and will commence on Friday with an additional day a week. Lisa has extensive admin experience, experience with our RMS booking system and flexibility to undertake ranger roles here when the admin load is low.

2. Landcare

The team have been focused on collecting and preparing seed trays in the polyhouse. They’ve also been working on the areas between the steps at Balnarring Point and preparing the camping grounds for the Labour Day Long Weekend.

3. Campgrounds

The camping grounds have been busy over the weekends with good weather and not so busy on the cooler ones. There have been a number of school groups also using the reserves over the last month. We are nearly full for the long weekend (with just 7 free unpowered sites in C reserve and one powered in A which had issues following a vehicle getting bogged last week.

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	230	22	68	162	11.09	29.57
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	551	233	333	218	21.84	60.44
+ B (Non Powered) 154 Balnarring Beach Rd, Balnarrin	Days	25	563	137	137	426	21.35	24.33
+ B (Powered) 154 Balnarring Beach Rd, Balnarring Be	Days	29	673	139	182	491	16.95	27.04
+ A Reserve (Seasonal) Masonsmith Rd, Balnarring Bea	Days	23	644	0	644	0	0.00	100.00
Grand Total:		114	2661	531	1364	1297	14.28	51.26

4. Capital items

I have received quotes for the awning that will cover the camp kitchen in B reserve and the shed which will cover the potting and staff area. These are detailed below.

Both a free-standing structures that will abut the existing building/shed made in complementary colours. The concreting is expected to be more than the estimates provided as there are access issues for the B camp kitchen and there will be a step in height for the shed extension.

Awning to cover B camp kitchen

Size 7m x 3m	\$4638
Construction	\$1624
Concrete	\$4139 (estimation only)
Total Cost	\$10 401

Extension of shed to cover potting bays

Size 8m x 6m	\$8508
Construction	\$2403
Concrete	\$6194
Total Cost	\$17 105

Item	Description	Cost (\$)
C Reserve Amenity Refit	Project supported by \$113k grant	\$135 490
		\$58 067
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)	\$9 100
	Memorial seats (10)	\$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	\$12 000
	Awning	\$10 401
Extension to shed	Extend existing shed roof for potting area	\$17 105
Total Cost Outstanding	Committed items (in yellow)	\$67 067

Recommendation 1

That the Committee of Management approve expenditure of \$30 000 for the extension to the shed and awning for the B reserve camp kitchen

5. C Reserve Amenity Refit

The builder has completed the re-roofing, replaced the flooring and installed the cooker and washbasins just in time for the Labour Day Long weekend. 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 done a comparison of rates across foreshore camping areas on the peninsula and a few locations outside of the area to get a broader view. These are in the table below.

Rates 2022/23		Walkerville	Balnarring	Whitecliffs	Capel Sound	Rosebud	Rye & Sorrento	Wye River
Pwd	Peak	50	60	66	70	71	78	82
	Shoulder	46	50	48	51			60
	Low	41	40	41	51	42	42	50
U/Pwd	Peak	46	50	46	47	54	60	72
	Shoulder	41	40	40	38			50
	Low	36	30	28	33	28	28	40

You can see from the chart that we are one of the cheaper options for camping in the area. Demand has remained strong throughout the past year, particularly around the peak periods.

Last year when we increased rates we decided to spread the increase over the next two years. So I am recommending we have another significant rise in our peak and weekend rates to bring us into line with our neighboring areas. Then we should be able to revert to CPI increases in future years.

Recommendation 2

That the Committee of Management increase the peak rates to \$70 and \$60 for powered and unpowered respectively, weekend rates to \$60 and \$50 and the low season (midweek rate) to remain at \$40 and \$30 respectively.

APPENDIX 2: Action Plan – as at March 2023

DATE	ACTION	RESPONSIBLE	T/FRAME	COMMENT
13/08/21	C Reserve amenity block renovation/refurbishment project	PW	After Easter	Grant received Works almost complete.
12/4/22	Yacht Club Lease Renewal	BW/MP	Oct 2022	Agreements completed. Documents awaiting gazetting and Ministerial approval.
-	Setting camping fees for 2023/2024	Committee	March 2023	Current discussion
21/3/23	Complete “Financial Procedures” document	SP/PW	May	Under development
ANNUAL	Horse Permits	Committee	Mar to Jun	Commence process for 2023/24 permit allocations
ANNUAL	Capital Works Program	Committee	2023/24 major Capital Works Project submissions by April	2022/23 Capital Works currently in process. 2023/24 to be discussed
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	2022/23 review to take place July 2023
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

2023/24 Rates

Peak (Summer Holidays, Public Holidays, Easter & Long Weekends)

Powered Site \$65/n (2A + 3C) or \$455/w

Non-Powered Site \$55/n (2A + 3C) or \$385/w

Bookings over the summer holidays are for 7 nights and commence on Saturdays. Long weekends, Melbourne Cup weekend and Easter have minimum stays of 3, 4 and 4 nights respectively

Weekend Rate (Fridays & Saturdays outside peak)

Powered Site \$55/n (2A +3C)

Non-Powered Site \$45/n (2A +3C)

Weekday (Sunday to Thursday outside peak)

Powered Site \$40/n (2A +3C)

Non-Powered Site \$30/n (2A +3C)

GROUPS or Additional persons:

\$10.00 pp/n (max 10 per site)

Our group rate is available to schools & non-profits (e.g. Scouts etc.)

EXTENDED Stays:

2 weeks or more \$33/n

8 weeks or more \$27.50/n

Seasonal campsite \$4200

Peak rates will apply on any days overlapping peak periods.

A Reserve open from: 1st September – Queens Birthday

B Reserve open from: Melbourne Cup – Easter

C Reserve open from: Christmas Day to Australia Day