



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 11th April 2023

PRESENT: Belinda Williams (BW), Martin Pearson (MP), Amanda McMillin (AM) (9:53 am), Steve Patton (SP) (via phone), Jan Camm (JC), and Park Manager - Paul Wittwer (PW)

APOLOGIES: Anita Gourlay (AG)

MEETING OPENING & ACKNOWLEDGEMENT OF COUNTRY:

Meeting opened at 9:40 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: JC Seconded: BW Carried Unanimously

MATTERS ARISING FROM PREVIOUS MEETING:

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

CORRESPONDENCE: In: 1) DEECA – Asset Reports
In/Out: 2) Cathie Coleman – Parking Issues

TREASURERS REPORT: Prior to the meeting, Paul circulated the Balance Sheets as at 31 March 2023 as well as the Profit and Loss Summary for the period 1 July 2022 to 31 March 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:

Steve presented a spreadsheet detailing "Total Income" versus "Total Expenses" for the past ten years (2013-2023). This provided a good overview of general financial trends during this period. The effects of Covid could clearly be seen in recent years.

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

MATTERS ARISING FROM MANAGERS REPORT:

Re: Item 5 – C Reserve Amenity Refit

The flooring surface in C Reserve Amenity block is still not satisfactory. Further surface treatment and epoxy resurfacing is still needed to rectify this.

Motion 1: *“That the Committee of Management approve expenditure of up to \$6500 to repair the flooring in C Reserve amenity block.”*

m: JC s: AM carried unanimously

Re: Item 6 – Horse Permits

Some of the permit vests have not been collected for the 2022/2023 season. There are many prospective riders on the waiting list who would appreciate the opportunity to obtain a vest for the remainder of the season.

Motion 2: *“That the following conditions be added to the 2023/2024 Horse Permit Conditions:*

11. Any permits not paid for by 31st July will be revoked and reissued to applicants from the waiting list.

12. That the permits whose vests remain uncollected by 30th September be revoked and issued to applicants from the waiting list.”

m: BW s: JC 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) BBQ Shelters

The recent DEECA asset report identified the need to repair or replace roofing on our existing BBQ shelters. Upgrades and improvements to these shelters will form part of discussion of Capital Items at a future meeting.

MEETING CLOSED: 11:15 am

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

APPENDIX 1: Manager's Report (PW) March (for April meeting)

1. Staffing

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

Lisa has started working on Friday's learning the various bookkeeping and administrative roles that were undertaken by Sarah. She is proving herself a quick learner and it her existing knowledge of RMS (our booking system) means she has come up to speed with much of the tasks quickly.

Suze is on leave now for 5 weeks to visit her son in France. I am on leave next Sunday for a week and had a couple of days leave last week.

2. Landcare

The team have been focused on preparing the camping grounds for the Easter Long Weekend. They have also been potting and planting in the polyhouse after collecting seed over summer. They have also been mulching around the toilet blocks and working on the area around the rotunda with weeding and spraying (blackberry).

3. Campgrounds

The camping grounds have quietened down as the weather cools. Occupancy has been good for the long weekends and Easter with only unpowered sites remaining free for Easter. Occupancy is 0.66% up on this time last year and revenue up about \$3,600. Occupancy from Boxing Day to Australia Day 2023/24 is 81% from campers rebooking.

From 01 Mar 2023 To 31 Mar 2023

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %	Discount	Taxes	Gross Revenue
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	279	0	94	185	11.91	33.69	0.00	332.27	3,653.92
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	648	220	333	315	19.18	51.39	0.00	1,243.21	13,672.86
+ B (Non Powered) 154 Balnarring Beach Rd, Balnarring	Days	25	758	17	136	622	7.21	17.94	0.00	546.47	6,010.00
+ B (Powered) 154 Balnarring Beach Rd, Balnarring Be	Days	29	764	135	116	648	8.51	15.18	0.00	649.98	7,150.00
+ C (Non Powered) Fethers Rd, Balnarring Beach	Days	32	979	13	74	905	3.44	7.56	0.00	336.46	3,700.00
+ A Reserve (Seasonal) Masonsmith Rd, Balnarring Bea	Days	23	713	0	713	0	0.00	100.00	0.00	0.00	0.00
Grand Total:		146	4141	385	1466	2675	7.51	35.40	0.00	3,108.39	34,186.78

4. Capital items

I have contacted the shed supplier regarding the approval to proceed with the camp kitchen in B and the potting bays/staff area. I will be seeking advice from their concreting team to work out the best approach to the concreting given the difficulty of access (B camp kitchen) and the split levels for the potting bays. That work will proceed over the winter.

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

5. C Reserve Amenity Refit

The builder has completed the installation of the wall hung urinal just in time for the Easter long weekend. The contract is now complete and we will organise payment of the balance and acquittal of the grant with DEECA once paid.

I had the flooring inspected by an industry professional. He has said "I believe with my 15 years in the industry that these toilet blocks were not done to industry standards by the epoxy applicator. Most definitely they did not scrape the flakes and this is why they are sharp. With this they did not put a clear epoxy on as this usually fills the voids in the flakes and this was not done also. This floor cannot meet the health and safety standards and I think it is quite dangerous to your clients as the flakes are sharp and could cause damage to feet and ankles."

BetterSeal Coatings has supplied a quote to sand back the floor area of 100 SQM in 3 rooms, apply 1 coat of clear epoxy and apply a polyurethane topcoat.

Recommendation 1

That the Committee of management approve expenditure of \$6500 to repair the flooring in C reserve amenity block.

6. Horse Permits

Some of the permit vests have not been collected for the 2022/23 season. This means some of the permitted riders have not used the beach which is good. But it also means that some of the people on the waitlist have missed out on permits which they could have used.

For this reason I recommend the addition of the following permit conditions:

Recommendation 2

That the following conditions be added to the 2023/24 Horse Permit Conditions:

11. Any permits not paid for by 31st August will be revoked and reissued to applicants from the waiting list.

12. That any permits whose vests remain uncollected by the 30th November be revoked and issued to applicants from the waiting list.

We have been preparing the updated paperwork for the Horse Permits 2023/24. Once the paperwork has been updated we will be sending invitations to apply to existing permit holders and those on the waitlist. We will also place notices on our website and facebook page to ensure all potential applicants are aware of the process.

Proposed Timetable:

Friday 12/5/23	Invitation to apply for Horse Permits issued.
Friday 26/5/23	Applications close
Tuesday 30/5/23	Complete ballot and issue invoices for Horse Permits 2023/24
Monday 26/6/23	Horse Permit Vests ready for collection once paid

APPENDIX 2: Action Plan – as at April 2023

DATE	ACTION	RESPONSIBLE	T/F/RAME	COMMENT
13/08/21	C Reserve amenity block renovation/refurbishment project	PW	After Easter	Works almost complete.
12/4/22	Yacht Club Lease Renewal	BW/MP	Oct 2022	Agreements completed. Documents awaiting gazetting and Ministerial approval.
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
ANNUAL	Setting camping fees for 2024/2025	Committee	December 2023	Review and set camping fees for next season