



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 9th May 2023

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

APOLOGIES: Anita Gourlay (AG)

MEETING OPENING & ACKNOWLEDGEMENT OF COUNTRY:

Meeting opened at 9:30 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: SP Carried Unanimously

MATTERS ARISING FROM PREVIOUS MEETING:

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

CORRESPONDENCE: In: 1) Julia Lyons (DEECA) Grant Acquittal (C Reserve Amenity)

Out: -

TREASURERS REPORT: Prior to the meeting, Paul circulated the Balance Sheets as at 30 April 2023 as well as the Profit and Loss Summary for the period 1 July 2022 to 30 April 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:

High accumulated expenses for "Water" as detailed in the Profit and Loss summary are still of concern. Further investigation to take place to identify key months of the year in which this has occurred and also which reserves may be contributing to this high consumption.

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

MATTERS ARISING FROM MANAGERS REPORT:

Re: Item 8 – Grants

The Committee expressed strong support for submission of a grant for weed works along the spit. This would be a major boost in helping to suppress the proliferation of the environmental weed polygala which has badly infested this area.

CODE OF CONDUCT AND OH&S ISSUES:

- Covid -19: Continue with recommended Covid-safe work practices and the Covid-safe safety plan
- No other issues reported

GENERAL BUSINESS No items of general business listed this month

MEETING CLOSED: 10:40 am

NEXT MEETING:
Date: Tuesday 13th June (TBC)
Time: 9:30 am (TBC)
Location: Westernport Yacht Club (TBC)

**APPENDIX 1: Manager’s Report (PW)
April (for May meeting)**

1. Staffing

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

Suze is on leave now for 5 weeks to visit her son in France. And I am taking leave for a few days at the end of the month to visit family in Adelaide. Marco injured his hand on Tuesday 25th April, worked the weekend and had last Tuesday off. He requested light duties for the last weekend and worked shorter hours. I have asked him to get a doctors certificate if he needs light duties going forward.

2. Landcare

The team have been busy planting along tracks recently widened by the maintenance team. They have completed the track along the spit from C reserve and the path heading west from the main car park. The widening of the tracks will allow our ride on mower access which will reduce maintenance time into the future.

3. Campgrounds

The camping grounds are very quiet with only occasional use by seasonal campers, the odd booking and a few groups including a women’s wellness group who are really appreciating the new camp kitchen facilities in C reserve. They have made bookings into 2025 for their group.

Occupancy is slightly up on last year (less than 1%) but revenue up \$6k based mainly on the increased rates on the weekends.

Occupancy By Reserve

From 01 Apr 2023 To 30 Apr 2023

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %	Discount	Taxes	Gross Revenue
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	268	2	95	173	12.64	35.45	0.00	338.80	3,726.65
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	598	242	349	249	23.76	58.36	0.00	1,421.23	15,631.45
+ B (Non Powered) 154 Balnarring Beach Rd, Balnarring	Days	25	750	0	96	654	5.47	12.80	0.00	410.00	4,510.00
+ B (Powered) 154 Balnarring Beach Rd, Balnarring Be	Days	29	768	102	128	640	8.57	16.67	0.00	658.20	7,240.00
+ C (Non Powered) Fethers Rd, Balnarring Beach	Days	32	959	1	46	913	3.17	4.80	0.00	303.61	3,340.00
+ A Reserve (Seasonal) Masonsmith Rd, Balnarring Bea	Days	23	690	0	690	0	0.00	100.00	0.00	0.00	0.00
+ Horse Permit	Days	111	3330	0	3000	330	0.00	90.09	0.00	0.00	0.00
Grand Total:		257	7363	347	4404	2959	4.25	59.81	0.00	3,131.84	34,448.10

4. Capital items

I have an on-site meeting with the shed supplier regarding the approval to proceed with the camp kitchen in B and the potting bays/staff area. We have commenced work in removing the existing structure to allow for necessary tree works that overhang the proposed extension to the shed. These are scheduled to begin in the week starting 15th May. Once complete we will need to do ground works to prepare for the concrete slab. The work will proceed over the winter.

Item	Description	Cost (\$)
C Reserve Amenity Refit	Project supported by \$113k grant	\$193 557
Toyota Utility	Replacement of old vehicle	\$33 000
Resurfacing roads in C	Road base and grading	\$1 000
Electric ATV	Replacement for Kubota	\$18 989
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

We submitted the final report for Victoria's Great Outdoors Camping and Caravan round 3 project – C Reserve Amenity Refurbishment and Camp. On 2nd May we received formal notification from DEECA regarding the grant being acquitted (closed). The acquittal notice Congratulated everyone involved in the 'fantastic project that has modernised and brought all abilities access to the C Reserve Amenity block and upgraded the functionality and aesthetics of the camp kitchen to enhance the experience for your visitors – both young and old.'

The Building contractor agreed to going halves in the additional costs of the finishing required on the flooring. BetterSeal Coatings are scheduling the additional coating to the floor over the next month.

6. Horse Permits

I have updated the paperwork for the 2023/24 Horse Permit Applications. These will be sent 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

7. VicParks Conference

Vic Parks will be holding their annual conference in Ballarat on the 15th and 16th August 2023. The conference will cover a range of topics on the management of caravan parks. I last attended the conference in 2018. I will update the CoM when the agenda and costs are made public.

8. Grants

DEECA has just announced its latest round of Landcare Grants. The grants are for on-ground works, capacity building activities, community education and engagement that protects or improves our natural environment such as native vegetation, native fauna, waterways, wetlands, and soils. They can be up to \$20 000.

This follows correspondence from Peter Cleaver who is a local resident and regular at our monthly working bees. He suggest seeking a grant for weed works along the spit to help contain polygala which is the prevalent weed in the area.

I seek the CoM's support in making a grant application for weed works by contractors supported by the volunteer work undertaken by the community. This will follow on from works undertaken in 2019 and 2020 under similar grants to undertake weed suppression along the spit.

APPENDIX 2: Action Plan – as at May 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