



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 13th June 2023

PRESENT: Belinda Williams (BW), Martin Pearson (MP), Steve Patton (SP),
Amanda McMillin (AM) (9:50 am), Jan Camm (JC), Anita Gourlay (AG)
and Park Manager - Paul Wittwer (PW)

APOLOGIES: Nil

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: JC Seconded: SP Carried Unanimously

MATTERS ARISING FROM PREVIOUS MEETING:

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

CORRESPONDENCE: In: 1) Sarah Wordsworth (DEECA) – Letter Confirming Grant and Purpose Approval – Westernport Yacht Club Lease
 2) Sarah Wordsworth (DEECA) – Letter Confirming Grant and Purpose Approval – Westernport Yacht Club Licence

Out: 1) Application for Landcare Grant (DEECA) – "Community Conservation on The Spit".

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

Steve also provided a verbal overview of key financials at this stage of the year. In addition, he provided printouts of the balance sheet and profit & loss summary for the month of May. Steve reported that worker superannuation payments will be processed every pay as of 1st July this year.

MATTERS ARISING FROM TREASURERS REPORT:

As reported last meeting, some abnormally high water bills from previous months are still under investigation. Recent monitoring of water meter readings shows that no unusual readings are currently evident. Further retrieval and analysis of previous readings is now occurring in order to better identify a possible cause.

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

MATTERS ARISING FROM MANAGERS REPORT:

Re: Item 7 – Grants

Successful applicants for our “Community Conservation on The Spit” Landcare grant will not be notified until September 2023 at the earliest.

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 1) President's Announcement (BW)

Belinda used today's meeting to announce her intention to continue as a Committee member but stand down as President of the Foreshore Committee for a period of at least 6 months starting from the end of this month (June 30th). This is due to health issues.

Jan (current Vice President) has offered to undertake the required duties and responsibilities as Acting President during this period.

Motion 1: "That the Committee of Management give approval for Jan Camm to be added as a signatory to accounts".

m: AG

s: AM

Carried Unanimously

2) Mornington Peninsula Shire Dog Policy (PW)

The Mornington Peninsula Shire has endorsed a new Dogs in Public Places Policy (see link below for detailed announcement and information)

https://hdp-au-prod-app-mpen-shape-files.s3.ap-southeast-2.amazonaws.com/2616/8307/0661/Dogs_in_Public_Places_Policy_adopted_16_May_2023.pdf

The policy does not prescribe what rules apply at specific places (eg Balnarring Beach). It does prescribe the different types of controls that would be applied in different settings and requirements for those settings. The policy extends the times and months dogs can access some areas.

Under the policy Balnarring Beach would be considered a Foreshore area with seasonal dog controls. This means that dogs will be prohibited on the beach between 10am and

6pm (was 9am to 7pm) from the 1st December until the 28th February (was daylight savings time) and on leash at all other times. Dogs will continue to be prohibited in the camping reserves.

New signs are expected to be installed prior to the summer months when the restrictions apply. Rangers will continue patrols on the beaches throughout the winter months when dogs are required to be on leash at all times.

MEETING CLOSED: 10:55 am

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

APPENDIX 1: Manager's Report (PW) May (for June meeting)

1. Staffing

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

Suze has returned from her long service leave and Marco is commencing leave for the next 4 weeks now the camping grounds have closed.

2. Landcare

The team have been busy potting tube stock from seed collected over summer. These will be grown in the polyhouse and hardened outside to be ready for planting in spring. The team have also been planting along Annie's Track and A and C reserves making use of the wet weather.

3. Campgrounds

The camping grounds remain quiet with the cool and wet weather. The camping ground officially close on the 12th June after the Kings Birthday Long Weekend. Occupancy for May is 22% (3.2% up on last year). This is due to a few group bookings in B and C.

From 01 May 2023 To 31 May 2023

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %	Discount	Taxes	Gross Revenue
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	231	48	19	212	40.63	8.23	0.00	938.49	10,323.35
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	588	280	154	434	6.87	26.19	0.00	403.89	4,441.85
+ B (Non Powered) 154 Balnarring Beach Rd, Balnarrin	Days	25	739	36	3	736	1.62	0.41	0.00	120.00	1,320.00
B (Powered) 154 Balnarring Beach Rd, Balnarring Be	Days	29	757	142	0	757	0.00	0.00	0.00	0.00	0.00
+ C (Non Powered) Fethers Rd, Balnarring Beach	Days	32	991	1	2	989	1.10	0.20	0.00	109.09	1,200.00
+ 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	4019	507	891	3128	3.91	22.17	0.00	1,571.47	17,285.20

4. Capital items

We have removed the old structure at the end of the new shed and undertaken the tree works that are above the house and extension to the shed. The arborist has suggested a slab would impact on the health of the gum and banksia in the area so we have decided on an earthen floor which we will build a timber deck upon.

We have new quotes for the shed extension following an on-site meeting with the shed supplier. This has reduced the cost of the shed extension by about \$5k but part of this will be taken up in the slab under the potting bays and the timber for the decking under the shed. That 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 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	\$12 000
Extension to shed	Extend existing shed & potting area	\$12 000
Total Cost Outstanding	Committed items (in yellow)	\$45 000

5. C Reserve Amenity Refit

BetterSeal Coatings completed the additional coatings to the floor two weeks ago and were back on site last Friday touching up some areas. The finish now meets OH&S standards, will drain towards the drains and be more easily cleaned... but is still far from ideal.

Using the unsealed floor over summer meant that the undersurface was stained. The new seal goes over areas where the stain couldn't be removed. This means that it is now embedded under the finished surface. To fix the problem will mean ripping up the flooring and starting from scratch. This is not necessary but may be done after the summer holidays depending on feedback from campers and our financial capacity.

6. Horse Permits

We received 42 applicants for 40 commercial permits, 30 applicants for 8 family permits and 91 applicants for 52 local recreational permits. A ballot was conducted by President drawing numbers out of a hat. The unsuccessful applicants for a family horse permit were included in the draw for a local horse permit as per the application form.

All permit holders have been issued invoices for the permits and the unsuccessful applicants notified by email and added to the waitlist. Total revenue for the year will be \$41,400 (less GST) which is lower than previous years but reflect the lower number of commercial permits and the higher number of local recreational permits. This was in line with the new conditions first implemented in 2022/23.

The new horse permit vests have been printed and will be available for collection from the office later this week.

7. Grants

We have submitted an application for \$20 000 Landcare Grant from DEECA. The grant titled "Community conservation on the spit" will have four main elements:

1. Seed collection and plant propagation undertaken by our landcare team.
2. Weed eradication from the nominated areas. This will be undertaken by our local working bee around the Yacht Club and C Reserve, contractors through the middle section and volunteers from Somers School Camp and Lord Somers Camp on the eastern end.
3. Planting will be undertaken by our team and the volunteer groups as they undertake the weeding.
4. Closing informal tracks and planting. Tracks will be closed and track entries brushed at the commencement of the project and prior to the next visitor season. The informal tracks will also be planted with indigenous plants.

APPENDIX 2: Action Plan – as at June 2023

DATE	ACTION	RESPONSIBLE	T/FRAME	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 Ministerial approval.
21/3/23	Complete "Financial Procedures" document	SP/PW	May	Under final stages of development
ANNUAL	Horse Permits	Committee	Mar to Jun	2023/24 permit allocations now completed
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/JC	June/July	2022/23 review to take place July 2023
ANNUAL	Presentation of annual budget	PW	June	Budget for 2023/2024 in preparation
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
ANNUAL	Capital Works Program	Committee	2024/25 major Capital Works Project submissions by April	Ideas for projects requiring major funding for next financial year