



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 11th July 2023

PRESENT: Jan Camm (JC), Steve Patton (SP), Anita Gourlay (AG),
Amanda McMillin (AM) and Park Manager - Paul Wittwer (PW)

APOLOGIES: Belinda Williams (BW), Martin Pearson (MP)

MEETING OPENING & ACKNOWLEDGEMENT OF COUNTRY:

Meeting opened at 9:45 am, Jan Camm 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: AM Seconded: JC Carried Unanimously

MATTERS ARISING FROM PREVIOUS MEETING:

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

CORRESPONDENCE: In: 1) DEECA – Yacht Club Licence/Lease (Signed Copy from Delegate)

Out: -

TREASURERS REPORT: Prior to the meeting, Paul circulated the Balance Sheets as at 30 June 2023 as well as the Profit and Loss Summary for the period 1 July 2022 to 30 June 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 foreshadowed a reduction in his involvement with the Committee in the months ahead. He gave advance notice of his intention to step down as Treasurer in December this year and will most likely resign completely in April 2024.

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

MATTERS ARISING FROM MANAGERS REPORT:

Re: Item 8 – Seasonal Camper Agreement

Motion 1: "That the Committee supports the adoption of Recommendation 1 as detailed in the Managers report and further to also include clause 3.1.2 (b) from the Seasonal Siteholder Agreement in General Camping Conditions"

m: JC s: AG Carried

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) Proposed Budget 2023/2024 (PW)

Paul presented a comprehensive spreadsheet outlining a forecast of monthly income and expenses for the period July 2023 to June 2024.

Motion 2: "That the Committee of Management accepts the Proposed Budget 2023/2024 as presented".

m: SP s: JC Carried

MEETING CLOSED: 11:00 am

NEXT MEETING: Date: Tuesday 8th August (TBC)
Time: 9:30 am (TBC)
Location: Westernport Yacht Club (TBC)

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

1. Staffing

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

Marco returns from leave on Tuesday this week (day of the meeting). He will be working his one day a week on Tuesdays. We will be scheduling weekend patrols when the weather is clear. I have been investigating (and budgeted for) employing a cleaner to work one day a week to ensure the amenity blocks are maintained throughout the season.

2. Landcare

The team have been spraying and planting in the bird sanctuary (to complement the working bees efforts) and in and around Robertsons Park. The team have also continued taking cuttings and potting to replace stock now being planted.

3. Campgrounds

The camping grounds closed on the Kings Birthday and all sites were cleared by Tuesday 13th June.

4. Capital items

Works are continuing on the B reserve camp kitchen and the extension to the shed. Updated quotes for the stainless steel kitchen unit were not available at time of writing.

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. Car Park

The car park has been filled and levelled by the Shire following our correspondence. We have also been maintaining and clearing the drain we installed to clear water accumulating on the Eastern side of the main beach access.

6. Horse Permits

We have received payment for 93 of the 100 horse permits (to date). We expect to collect the outstanding payments this month. Any permit recipients who have not paid by the last week of July will be contact by our team and then issued to the next in the waitlist (unless there are extenuating circumstances).

The 2023-24 Horse Permit Vests have been available for collection from the office. So far 59 of vests have been collected. Commercial permit holders Vests are pink, local recreational are dark blue and family permits are light blue in colour.

7. Grants

I will be submitting a Beach Cleaning Grant later this month. We have been told that it is likely we will find out the results of our application for the Landcare Grant in September.

8. Seasonal Camper Agreement

We have had four complaints about seasonal campers congregating at night and making noise beyond the 10pm curfew. This is impacting on the amenity of the whole of the A reserve campsite. It's caused by a small number of seasonal and regular campers who congregate around one site, drink and sing into the evening. The problem is ongoing and its cause is not only the site holder but the other campers who congregate and create the problem.

To address this problem I'll be writing to campers about it in the body of the email containing their renewal notice (see Seasonal Siteholder Renewal attached). I'd also like to include a new clause in the agreement so we can act on this behaviour if it continues.

Recommendation 1

That the Committee of Management endorse a new clause 3.1.2 (b) in the Seasonal Siteholder Agreement as follows:

The Permit Holder agrees to not congregate with campers at any site or area within the camping grounds beyond 10pm (except on Australia Day beyond 11pm and New Years Eve/Day beyond 1am).

APPENDIX 2: Action Plan – as at July 2023

DATE	ACTION	RESPONSIBLE	T/FRAME	COMMENT
13/08/21	C Reserve amenity block renovation/refurbishment project	PW	After Easter	Now complete.
12/4/22	Yacht Club Lease Renewal	BW/MP	Oct 2022	Now complete
21/3/23	Complete "Financial Procedures" document	SP/PW	Ongoing	Under final stages of development
ANNUAL	Horse Permits	Committee	Mar to Jun	2023/24 permit allocations now completed
ANNUAL	Manager Self-Appraisal	PW	June	2022/23 Completed
ANNUAL	Conduct Manager's Review	BW/AM/JC	June/July	2022/23 Completed
ANNUAL	Presentation of annual budget	PW	June	Budget for 2023/2024 discussed at July meeting
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