



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 13th December 2022

PRESENT: Belinda Williams (BW), Steve Patton (SP) (via phone), Jan Camm (JC)
Martin Pearson (MP) & Paul Wittwer (PW)

APOLOGIES: Amanda McMillin (AM)

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/Out: 1) Paul Rees – Dogs off-leash on beach
2) Amber Harry – Dogs off-leash on beach

Out: 3) MP Shire – Dogs in Public Places Submission

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

Steve 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:

Meeting scheduled between SP and DEWLP technician to provide feedback and assist in resolving difficulties with submission of the annual report using the DELWP kiosk interface.

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

MATTERS ARISING FROM MANAGERS REPORT:

Re: Item 1 "Staffing - Landcare Supervisor"

New position of Landcare Supervisor to be created.

Motion 1: "That the Committee of Management approve the creation of a Landcare Supervisor's Role with role description and responsibilities commensurate with Level 6 of the Local Government Award and that Suzanne Kepert be offered this position".

m: BW

s: MP

Carried Unanimously

Re: Item 7 "C Reserve Amenity Refit"

At the conclusion of today's meeting, committee members walked through C Reserve to inspect progress of work on the C Reserve Amenity Refit. All works seem to be on schedule at this stage apart from roof replacement which has been delayed due to prolonged rainy periods over the past month. DELWP has been informed of these delays.

CODE OF CONDUCT AND OH&S ISSUES:

- Covid -19: Continue with recommended Covid-safe work practices and the Covid-safe safety plan
- The Committee acknowledges that a second letter of warning has been issued by the Manager to a member of staff and that appropriate follow-up support measures have been undertaken.

GENERAL BUSINESS: 1) Dogs in Public Places (BW)

Belinda reported on a recent meeting conducted by the Mornington Peninsula Shire in relation to the development of a "Dogs in Public Places Policy". This Policy will affect both dog-owners and community members who share public spaces across the Shire. This is an initiative that is intended to apply across the entire Mornington Peninsula precinct but this particular meeting was only attended by representatives from Westernport areas.

There will be further meetings with Committees of Management through the months of February/March as policies are considered.

The final policy will be released shortly thereafter.

2) DELWP Kiosk (SP)

Steve suggested that a second committee member should be registered for access through the DELWP kiosk. Belinda nominated herself for this role.

3) End of Year Function (BW)

The Heritage Hotel has been booked for this event. Starting at 6:30 pm on Thursday 15th December.

4) Public Open Meeting

The Committee's annual public open meeting is scheduled to take place at 10:30 am on Wednesday 4th January. This will be held in the B Reserve BBQ area. This year's guest speaker will be Byron Sedgewick from Balnarring CFA who will provide information about the new Fire Danger Rating System.

MEETING CLOSED: 11.05am

NEXT MEETING:
Date: Tuesday 10th January (TBC)
Time: 9:30 am (TBC)
Location: Westernport Yacht Club (TBC)

APPENDIX 1:

Manager's Report (PW) November 2022 (for December meeting)

1. Staffing

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

I have been on leave for 6 days returning today (Monday). Marco has been on call and Sarah has been responding to emails while I was away. It has also given an opportunity for the staff who can use RMS (Lisa, Leanne and Mick) to spend some time in the office prior to the summer season.

One of the team received a second letter of warning for failing to follow the direction of the manager. This followed a number of incidents where they decided on their own work program which left tasks either not addressed or incomplete and failure to report dog owners using the application. The ramifications of this are that other team members were unable to complete tasks which rely upon the first part being done by the team member in question. Belinda and I held a disciplinary meeting with the staff member and their support person. Since the meeting they have shown improvement.

Suzanne Kepert joined our team shortly after myself and has completed over 8 years of service. During that time she has provided invaluable advice to myself on landcare issues which aren't my strength. She has also been instrumental in teaching some of the new team members both plant identification and about appropriate pruning techniques as well as leading our volunteer working bees.

I'd like to recommend creation of a new role that reflects her contribution to the Balnarring Foreshore. The role tentatively titled 'Landcare Supervisor' aligns with the Local Government Award Level 6. I'd also recommend she be paid the same uplift of 7% of the Award wage that our other staff members are paid.

Recommendation 1

That the Committee of Management create a new position of Landcare Supervisor at Level 6 of the Local Government Award.

2. Landcare

The team have been focussing on the picnic areas at the main car park and around Robertson's Park in preparation for summer. They have also been planting while the weather has remained conducive to clear the nursery. We will be ordering supplies and commencing work on the new potting bays this month.

3. Campgrounds

The camping grounds have been busy over weekends. Demand for unpowered sites remains significantly lower than for powered sites with the uncertain weather. The good weather on the weekends has helped bookings. The occupancy for November was much lower than the previous year (15% vs 24% last year) as the nights of the Cup Day Weekend all fell in October.

Statements for summer campers have all been sent and most of the revenue received over the last few weeks. Outstanding accounts will be followed up so we can sell any vacant/cancelled sites. Excepting the cancellations we only have about 10 sites remaining in the week 21-28 January.

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	260	10	37	223	6.45	14.23
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	603	237	241	362	14.09	39.97
+ B (Non Powered) 154 Balnarring Beach Rd, Balnarring	Days	25	724	26	35	689	2.40	4.83
+ B (Powered) 154 Balnarring Beach Rd, Balnarring Be	Days	29	764	106	53	711	2.86	6.94
Grand Total:		91	2351	379	366	1985	6.00	15.57

4. Capital items

We are working through our capital items list. Items marked in green are paid for and complete. We are awaiting costs and further details on items in red.

Item	Description	Cost (\$)
C Reserve Amenity Refit	Project supported by \$113k grant	\$96 779 \$96 779
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) Memorial seats (10)	\$9 100 \$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 (ground works complete)	100 000
Extension to shed	Extend existing shed roof for potting area	25 000
Total Cost Outstanding	Committed items (in yellow)	\$105 779

5. Kubota Accident

The Kubota was involved in an accident when the front tyre struck a pylon of the groyne under Cliff Rd. The steering arm was damaged and the vehicle rendered undriveable. Thankfully the new electric vehicle was able to drag the vehicle from the beach proving its strength and versatility. A claim has been lodged with insurers and the vehicle with repairers.

6. Fox Eradication Program

Our contractor has completed the spring pulse of the fox program (report circulated by email). They estimate six foxes were killed during the program. This shows a slow decline in the fox population over time. This was expected given that the large neighbouring landowners (Parks Victoria and some farmers) have also been baiting now for the last year and a half. We plan the next pulse in Autumn to target any newborn foxes who come into the area.

7. C Reserve Amenity Refit

The stripping out of old fittings, painting and new floor is now complete. The builder will be fitting off in the next weeks so we can reopen on time for summer holidays.

Belinda and I met with the builder to inspect the works before my leave. He has agreed to bogging replastering some areas of the walls which have cracked. These were not built by the builder but will improve the aesthetic and longevity of the renovation. He will also repaint some sections where imperfections in the existing brickwork meant the coverage was not as expected.

The inclement weather has prevented work on the roof so we will be delaying that until February after the campsite is closed again. I have contacted DELWP to explain the delays. They are happy to grant an extension and will forward paperwork for the variation. Many projects around the state have been significantly delayed due to the weather.

APPENDIX 2: Action Plan – as at December 2022

DATE	ACTION	RESPONSIBLE	T/FRAME	COMMENT
13/08/21	C Reserve amenity block renovation/refurbishment project	PW	After Easter	Grant received Works in progress.
12/4/22	Yacht Club Lease Renewal	BW/MP	Oct 2022	Agreements completed. Documents awaiting DELWP checking and Ministerial approval.
ANNUAL	Horse Permits	Committee	Mar to Jun	Implementation of 2022/2023 permits completed.
ANNUAL	Capital Works Program	Committee	2022/23 major Capital Works Project submissions by April	Major Capital Works currently in process. Refer Manager's report.
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	2021/22 review now completed.
ANNUAL	Presentation of annual budget	PW	June	Budget for 2022/2023 approved.
ANNUAL	Complete end of year accounts and send to auditor and DELWP	SP	Sept	2021/22 FY accounts and annual report have been completed and submitted.
ANNUAL	Conduct AGM	Committee	Nov	Next AGM due Nov 2023