



BALNARRING BEACH FORESHORE & PARKS RESERVE COMMITTEE OF MANAGEMENT INC.

Minutes of Committee Meeting

Tuesday 10th January 2023

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

APOLOGIES: Amanda McMillin (AM)

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: JC Seconded: SP Carried Unanimously

MATTERS ARISING FROM PREVIOUS MEETING:

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

CORRESPONDENCE: In: -

Out: -

TREASURERS REPORT: Prior to the meeting, Paul circulated the Balance Sheets as at 31 December 2022 as well as the Profit and Loss Summary for the period 1 July 2022 to 30 December 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:

Steve is continuing to develop his explanatory document – "Financial Procedures for Treasurer". He hopes to have the final version completed for presentation at next month's meeting.

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

MATTERS ARISING FROM MANAGERS REPORT:

Re: Item 7 "Significant Incident in B Reserve"

Given the seriousness of the incident that took place, the following motion was put and approved by the Committee:

Motion 1: "That the Committee of Management not allow the family to rebook for camping over summer 2023/24 but they be allowed to camp at other times".

m: BW

s: SP

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) Fireworks Suggestion (BW)

Belinda passed on some feedback in relation to this year's New Year's Eve celebrations: She reported that many illegal fireworks were let off on local beaches and a more controllable funded community event may be preferable. Support was limited for this idea and it was also evident that any involvement by the Committee would be in contravention of the Shire's current policies.

2) DEECA (MP)

The December edition of DELWP's monthly newsletter notified of an official name change from DELWP to the Department of Energy, Environment and Climate Action (DEECA). This was announced by the Government in early December and took effect on 1 January 2023. As part of the transition from DELWP to DEECA, @delwp emails and web addresses will still function as normal until further notice.

MEETING CLOSED: 10.55am

NEXT MEETING:
Date: Tuesday 14th February (TBC)
Time: 9:30 am (TBC)
Location: Westernport Yacht Club (TBC)

APPENDIX 1:

Manager's Report (PW) December 2022 (for January 2023 meeting)

1. Staffing

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

Lisa has injured herself with a nasty burn to her arm. She has been unavailable for work and her shifts have been covered by Marco and Ron. She has been told she can return to work when she is ready with light duties. I am unsure when that will happen.

2. Landcare

The team have been focused on preparing the camping grounds prior to the arrival of the summer holiday campers. Since their arrival they have been busy managing the campers, seed collecting and propagating plants in the polyhouse when there have been spare moment. Suze has also undertaken the seed collecting for the Merricks Foreshore Seedbank. I've also had them focus on public areas like the pathways between the rock steps so they are visible during the busy period.

3. Campgrounds

The camping grounds have been full for the first few weeks of the summer holidays and near full for the weeks following. Occupancy from Boxing Day to Australia Day was 94%.

Many campers have rebooked already for next year with just under 80% occupancy (see chart) for the corresponding period next year. Over the month ahead we will address the waitlist. We expect to fill out most of the month with people who missed out this year.

Occupancy for December was very similar to last year at about 55% although most of this was in the lead up to Christmas as the weather was poor through much of the month.

Occupancy By Reserve

From 01 Dec 2022 To 31 Dec 2022

Description	Period	Site	Avall	Maint	Used	Unused	RevPAR	Occ %	Discount	Taxes	Gross Revenue
+ A (Non Powered) Masonsmith Rd, Balnarring Beach	Days	9	279	0	112	167	17.37	40.14	0.00	484.78	5,330.00
+ A (Powered) Masonsmith Rd, Balnarring Beach	Days	28	689	179	488	201	32.29	70.83	0.00	2,224.23	24,473.60
+ B (Non Powered) 154 Balnarring Beach Rd, Balnarring	Days	25	727	48	268	459	16.86	36.86	0.00	1,226.14	13,480.98
+ B (Powered) 154 Balnarring Beach Rd, Balnarring Be	Days	29	799	100	339	460	21.44	42.43	0.00	1,712.51	18,842.82
+ C (Non Powered) Fethers Rd, Balnarring Beach	Days	32	416	576	204	212	22.36	49.04	0.00	930.97	10,230.96
+ 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	3623	903	2124	1499	18.16	58.63	0.00	6,578.62	72,358.36

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. 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 weather.

6. Cleaning

This is the first year we have had complaints about cleaning. This has arisen due to a few reasons, some of our own making and some beyond our control.

Mainly the state of the flooring in C reserve has meant there has been a steep learning curve for Vinoth in working out the best way to clean the floors which are not level and do not hose out effectively. This has impacted on the time available to clean the other loos. Vinoth is now in a better routine and able to better share his time between amenity blocks.

Secondly, the busyness in the week prior to Xmas impacted on his access to the loos to do the pre-season clean which happened on the 23rd and 24th of December as in previous years. Next year we will schedule that for the week earlier when the camping grounds are less full.

Lastly, we have had some localised problems in the B reserve where the women's toilet was targetted by spit balls and eggs. This was addressed by sending our staff on the afternoon run with Vinoth to help with those aspects and taking to parents in B about the issue and getting them to talk to their kids. The problem has abated significantly since.

7. Significant incident in B Reserve

At about 3:45pm on Tuesday the 3rd January there was a significant incident in B reserve. A child threatened another camper's physical safety. I spoke with both children with their parent/guardian present. It appears there was an altercation that started with bullying of the perpetrator who then made the threat.

The perpetrator's parent was quite distressed by her son's behaviour. They voluntarily offered to leave the site. This took about 2 hours with packing and the children were restricted to their site while this happened.

I spoke at length with the parent of the victim after they returned from a funeral they were attending. He was calm and happy with how we had dealt with the situation. I explained that they could report the offence to the police and that we had recorded details of the incident to help with any investigations. I have spoken to them again this morning and they said they'd 'like to give the family an opportunity to camp again'.

The perpetrator's family has written to apologise and ask if they can rebook. I have informed them that the CoM will make that decision and that may be some time as the victim's parents may make a police report.

APPENDIX 2: Action Plan – as at January 2023

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 DEECA checking and Ministerial approval.
-	Setting camping fees for 2023/2024	Committee	-	-
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 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