



# Bellarine Bayside

## Minutes of Meeting held 17 August 2009

Bayview Room, Parks Hall Community Centre, Newcombe Street

Meeting opened at 8:30 am

<b>PRESENT</b>	<p>Peter Kenny (Chair), John Gillett (Vice Chair), Arthur Sweatman (Treasurer), Colleen Butler, Karen Reiter, Steve Walsh, John Turner</p> <p>Matt Jackman ( CoGG)</p> <p>Tim Page-Walker (CEO), Justin D'Altera (Business Manager), Noel Kibbis (OH &amp; S Co-ordinator)</p>
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The Chair opened the meeting by formally acknowledging the traditional owners of the lands, the Wathaurung People, and paid tribute to their elders both past and present.

<b>APOLOGIES</b>	<p>Bernie Cotter. Mat Jackman attended representing the CoGG</p> <p><b>Moved: John Turner    Seconded: Steve Walsh</b> <b>That the apologies be accepted.</b> <b>Carried</b></p>
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<b>DECLARATIONS</b>	<p>None.</p>
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<b>PREVIOUS MINUTES</b>	<p>Minutes of 20 July 2009</p> <p><b>Moved: John Gillett    Seconded: Colleen Butler</b> <b>That the minutes be accepted.</b> <b>Carried</b></p>
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<b>URGENT BUSINESS</b>	<p>none</p>
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<b>PUBLIC QUESTION TIME</b>	<p>Question asked by Mr John Salanitri – Port Pier Café:</p> <p><i>Can you give me an explanation for the removal of picnic tables from in front of my Café ?</i></p>
<b>Picnic tables Portarlington foreshore</b>	<p>The Chair responded that the tables immediately in front of the Port Pier Café had been moved further to the East, under the trees, to provide shade for users during the summer months. Tables remain in front of the ice-cream shop for the use of shop patrons.</p> <p>Mr Salanitri explained that he wished to apply to move the kitchen within the Café, and do other minor alterations, which would result in the ice-cream section of his business being moved.</p> <p>The CEO outlined to Mr Salanitri the process required for approval of building works on Crown land:</p> <ol style="list-style-type: none"><li>1) The requirement for approval from the CoM</li><li>2) The requirement for approval from DSE</li><li>3) Once the above approvals have been obtained, application to the CoGG for all necessary building permits.</li></ol>
<i>Action CEO</i>	<p><i>The Committee agreed that member Karen Reiter, and the CEO, would arrange to meet with Mr Salanitri to assist him to move forward with the required building approval process.</i></p>
<b>Indented Head Boatsheds</b>	<p>Questions submitted by Mr David Marks on behalf of the IH Boatshed Association:</p> <ol style="list-style-type: none"><li>1) <i>The current annual permit fee charged and more particularly methodology adopted in establishing the fee ?</i></li></ol> <p>The Chair Responded that the Committee, at its discretion, sets the annual permit fee with due regard to an independent valuation and that while the Committee was not willing to revisit previous Permit fees it would be happy to provide Permit Holders with the valuation relevant to the next permit term.</p> <ol style="list-style-type: none"><li>2) <i>Ownership of the structure and accordingly responsibilities in relation to capital versus maintenance matters ?</i></li></ol> <p>The Chair responded that the Permit is clear that structures are the property of Bellarine Bayside and that the Permit Holder is responsible for all maintenance.</p> <ol style="list-style-type: none"><li>3) <i>Transferability of the Permits ?</i></li></ol> <p>The Chair responded that again the Permit is clear - Permits are not transferable. However, Bellarine Bayside, at its discretion, has in the past allowed transfers to a spouse or child of the Permit Holder.</p>

	<p>Mr Marks indicated that his Association would like Permit Holders to have the ability to transfer Permits at a price. The Committee commented that consistent with the provision of access for all, it might consider creating a market for the permits, possibly by calling for tenders for Permits.</p> <p>4) <i>Bellarine Bayside policy in relation to the sheds</i></p> <p>The Chair responded that the Permit Conditions dictated policy. The Committee noted that it would be willing to review and develop its policy in relation to boatshed Permits.</p> <p>5) <i>Current status of the permits under regulation 11 of the Crown Land Reserves Act (Portarlinton Public Foreshore Reserve) which expired March 2007 ?</i></p> <p>The Chair responded that this was a question for DSE and the Minister.</p> <p>6) <i>Historical significance of the structures</i></p> <p>The Chair responded that BB has no policy to remove the structures.</p>
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<p><b>BUSINESS ARISING</b></p> <p><b>CoM DSE observer</b></p> <p><i>Action CEO</i></p> <p><b>Temporary Toilet IH</b></p> <p><b>Celtic Festival</b></p>	<p><b>CEO Action Items from July 2009 Meeting</b></p> <p><i>That the CEO seek clarification from DSE of the intended involvement of the appointed DSE representative in CoM meetings, expressing concern that the CoM would prefer regular attendance to provide guidance when needed.</i></p> <p>Completed. The CEO reported that the DSE representative, Mr Michael Noelker, had indicated that he would anticipate attending two meetings per year, and that he intended to attend the September meeting of the CoM .</p> <p><i>Due to the anticipated absence of the CEO and a number of members, the Committee agreed to bring the September meeting forward one week to the 14<sup>th</sup> September.</i></p> <p><i>Temporary summer toilet at IH to be noted as an item for discussion August CoM meeting.</i></p> <p><b>Moved: Arthur Sweatman Seconded: Colleen Butler</b>  <b>That a temporary toilet be placed on the foreshore at Indented Head from 15 December 2009 to 1 February 2010.</b>  <b>Carried</b></p> <p><b>CEO Action Items from June 2009 Meeting</b></p> <p><i>A report to be prepared detailing the total dollar cost of in-kind support provided to the 2009 Celtic Festival</i>  Ongoing</p>
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<p><b>Access ramp Half Moon Bay</b></p>	<p><i>That the CEO advise the City of Greater Geelong of its decision to defer the proposed Half Moon Bay access ramp due to the changed position of the IH Community Association and objections to the proposed ramp received as part of the Batman Park redevelopment Planning Permit application process.</i> Completed</p> <p><i>And</i></p> <p><i>That the CEO develop an alternative concept plan for the Half Moon Bay access ramp, based on suggestions contained in the letter tabled from the IHCA and further public community consultation.</i> Ongoing</p>
<p><b>Draft Strategic Plan</b></p>	<p><i>Executive summary of public responses to the Draft Strategic Plan, and findings, to be produced for public presentation and response to members of the public who provided feedback.</i> Included in CEO's Report</p>
<p><b>White Board</b></p>	<p><i>An electronic white board be made available for future CoM meetings.</i> Completed</p>
<p><b>Journalist</b></p>	<p><i>CEO to employ freelance journalist to prepare future media releases and interview CoM for website profiles.</i> Ongoing</p>
<p><b>Event Permits</b></p>	<p><b>CEO Action Items from May 2009 Meeting</b></p> <p><i>Management to formulate policy on approval process for Event Permit applications. Policy to include definition of "Major Event" and the requirement of CoM approval for those events specified "major".</i> Ongoing</p>
<p><b>Sunday Market</b></p>	<p><b>CEO Action Items from April 2009 Meeting</b></p> <p><i>CEO to liaise with Port Primary School re possibility of moving outside stalls onto school grounds during winter.</i> Ongoing</p>
<p><b>Job Start workers</b></p>	<p><b>Operations Manager Action Items from July 2009 Meeting</b></p> <p><i>Operations Manager to investigate possibility of obtaining workers required to do community work through Job Start</i> Ongoing</p>

<b>Revegetation</b>	<p><i>Operations Manager to provide the August CoM meeting with the intended location of revegetation works planned to be undertaken along the foreshore</i></p> <p><b><u>Indigenous planting schedule for Late Autumn to early Spring 2010</u></b></p> <p><b>Caring for our country grant 2008</b></p> <p>3000 indigenous plants along the foreshore between Simpson St Portarlinton &amp; Hood St. Indented Head. This project involves protecting and restoring sections of the foreshore. Up to 2 hectares of foreshore will be fenced and revegetated by planting and guarding tube stock and encouraging natural regeneration. The project includes 2.2 km of foreshore fencing and the formal creation of numerous beach access tracks. The strategic plan shows the revegetation areas, fencing and beach access tracks.</p> <p><b>Batman Off-set Vegetation Management Plan 2009.</b></p> <p>1500 indigenous plants at Indented Head as part completion of this plan. The plan outlines a range of weed management, fencing and revegetation outcomes required to protect and restore 5 patches of remnant vegetation adjoining the southern boundary of Batman Reserve and Wrathall Reserve. Some of the species being planted are ones that no longer occur at the sites but are believed to have occurred in this Ecological Vegetation type.</p> <p><b>Plantings associated with the Batman Reserve redevelopment.</b></p> <p>Approximately 1000 indigenous plants in the gardens associated with the new layout of the Batman Camping Reserve Indented Head.</p>
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<b>OH&amp;S</b>	<p>The Occupational Health and Safety report was tabled, with the OHS Coordinator highlighting the following :</p> <ul style="list-style-type: none"><li>• Public risk incidents</li><li>• Staff incidents</li><li>• Public risk assessment for Event Permits</li><li>• OH &amp; S and Public Risk</li><li>• Monitoring contractor OH&amp;S reporting</li><li>• Gas Safe</li><li>• Completed boat ramp works</li></ul> <p><b>Moved: John Gillett    Seconded: Steve Walsh</b> <b>That the Occupational Health and Safety report be accepted.</b> <b>Carried</b></p>
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<b>Operations Manager's Report</b>	In the Operations Manager's absence no report was presented for August.
<b>CEO's REPORT</b>	<p>The CEO provided his report highlighting the following items</p> <ul style="list-style-type: none"><li>• Contracts, Permits</li><li>• Grants</li><li>• Camping</li><li>• Coastal Camping Victoria</li><li>• Aboriginal Cultural Heritage</li></ul> <p><b>Moved: Colleen Butler Seconded: Arthur Sweatman</b> <b>That BB further investigate the possibility of engaging local volunteers to participate in the sieving of Cultural Heritage materials under direct supervision of BB.</b> <b>Carried</b></p> <ul style="list-style-type: none"><li>• Batman Park redevelopment</li></ul> <p><b>Moved: John Gillett Seconded: John Turner</b> <b>That BB identify and refine the costs associated with delivering the requirements of the CoGG Planning Permit, reporting back to the COM at the next meeting so that the Batman Park Redevelopment project budget can be adjusted accordingly.</b> <b>Carried</b></p> <ul style="list-style-type: none"><li>• Strategic Plan 2009 – 2018</li><li>• Marketing / Promotions</li></ul> <p><b>Moved: John Gillett Seconded: Arthur Sweatman</b> <b>That the CEO's report be accepted.</b> <b>Carried.</b></p>
<b>GENERAL BUSINESS</b>  <b>Batman Memorial Indented Head</b>  <i>Action CEO</i>	<p>Colleen Butler raised the lack of response to the CoM's 2006 correspondence to DSE in relation to a request from the Chambers family for a plaque to be erected on the Batman Memorial acknowledging the contribution of Mr Herbert Lewis in the original construction of the monument.</p> <p>The Committee felt that the most appropriate acknowledgement of the efforts of Mr Lewis and others involved in the construction, would be recognition on a History Story board, to be incorporated on the walking track.</p> <p><i>CEO to write to both Mrs Lyn Chambers and Mr Michael Meszaros to inform them of the Committee's decision.</i></p>

**11:05 am Open Public Meeting closed  
The meeting continued in closed session**

<p><b>EXECUTIVE REPORT</b></p> <p><i>CEO's Review sub-committee</i></p>	<p>The CEO presented the Executive Report highlighting the following items:</p> <ul style="list-style-type: none"><li>• Coastal Process Study</li></ul> <p><b>Moved: John Gillett Seconded: Karen Reiter That the CoM accept the recommendation of the sub-committee and, subject to satisfaction of contractual issues, approve the preferred tender. Carried.</b></p> <ul style="list-style-type: none"><li>• Marine Safety Victoria</li></ul> <p><b>Moved: John Gillett Seconded: John Turner That BB accept the proposal of Mr John Milne, and engage him to assist BB to draw up a "design and construct" form of contract, including appropriate drawings, and to provide control and supervision of the project. Carried.</b></p> <ul style="list-style-type: none"><li>• CEO's Review</li></ul> <p><i>Review sub-committee to redefine the CEO's KPI's for the current year for sign off at the next CoM meeting.</i></p> <ul style="list-style-type: none"><li>• IH Hall</li></ul> <p>The CEO advised the Committee that no report had been received from the consultants, Clark Phillips.</p> <ul style="list-style-type: none"><li>• CEO's Diary</li><li>• Branding and Marketing Strategy</li></ul> <p>The Committee agreed to adopt the recommendations of the Draft Marketing Strategy submitted by Rhumblin Marketing, with the proviso that the recommended brand name be rejected in favor of retaining the "Bellarine Bayside" brand name.</p> <ul style="list-style-type: none"><li>• OH &amp; S</li><li>• CoGG proposed works foreshore drains</li></ul>
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	<ul style="list-style-type: none"><li>• Strategic Plan</li></ul> <p>The Strategic Plan sub-committee reported that it had set up the structure and format for an Executive Summary</p> <ul style="list-style-type: none"><li>• Folding tables Parks Hall</li></ul>
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**Meeting Closed at 11:25 am**

**Next meeting to be held Monday 14 September 2009 at 8:30 am  
Bayview Room (downstairs), Parks Hall Community Centre  
Newcombe Street, Portarlinton**

**Meeting to be preceded by a Committee briefing session commencing 8:00 am and followed by a closed Executive Meeting**