



Bellarine Bayside

Minutes of Meeting held 14 September 2009

Bayview Room, Parks Hall Community Centre, Newcombe Street

Meeting opened at 8:35 am

PRESENT	<p>Peter Kenny (Chair), John Gillett (Vice Chair), Arthur Sweatman (Treasurer), Colleen Butler, Karen Reiter, John Turner</p> <p>Michael Noelker (DSE)</p> <p>Tim Page-Walker (CEO), Justin D'Altera (Business Manager), Steve Smithyman (Operations Manager)</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.

APOLOGIES	<p>Steve Walsh</p> <p>Moved: Colleen Butler Seconded: John Turner That the apologies be accepted. Carried</p>
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DECLARATIONS	<p>None.</p>
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PREVIOUS MINUTES	<p>Minutes of 17 August 2009</p> <p>Moved: John Gillett Seconded: Colleen Butler That the minutes be accepted. Carried</p>
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URGENT BUSINESS	<p>none</p>
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PUBLIC QUESTION TIME	No Questions were submitted
Presentation	Michael Noelker briefed the Committee on recent organizational restructuring within DSE.
<p>Port Pier Cafe</p> <p>Lower Bluff Rd</p> <p>Batman Memorial</p> <p>Celtic Festival</p> <p>Journalist</p> <p>Event Permits</p>	<p>CEO Action Items from August 2009 Meeting</p> <p><i>Committee member Karen Reiter, and the CEO, to arrange to meet with Mr Salanitri, proprietor of the Port Pier Cafe to assist him to move forward with the required building approval process.</i> Completed – Meeting held 27 August – correspondence explaining process required to obtain approvals for building alterations sent – item #274</p> <p><i>The condition of Lower Bluff Road to be included on the agenda of items to be discussed at the next meeting of BB with CoGG.</i> Next joint meeting set for Friday 16 October.</p> <p><i>CEO to write to both Mrs Lyn Chambers and Mr Michael Meszaros to inform them of the Committee’s decision to acknowledge the contribution of those involved in construction of the Batman Memorial on a History Story board to be incorporated on the walking track.</i> Completed – correspondence items #277 and #278</p> <p>CEO Action Items ongoing from previous meetings</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> <p><i>CEO to employ freelance journalist to prepare future media releases and interview CoM for website profiles.</i> Local freelance writer Rick Wilkinson to begin with BB from 16 September – to produce one article per week</p> <p>The Committee suggested that Mr Wilkinson might be invited to attend CoM meetings, and could include articles designed to educate the public on the role of the Committee and individual CoM members.</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 – draft permit applications now being trialled with the Port Mussel Festival and the St Leonards Festival</p>

Sunday Market	<p><i>CEO to liaise with Port Primary School re possibility of moving outside stalls onto school grounds during winter.</i></p> <p>Ongoing</p> <p>Operations Manager Action Items from August 2009 Meeting</p> <p>None</p> <p>Moved: Karen Reiter Seconded: John Gillett That the Business Arising be accepted Carried.</p>
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OH&S	<p>The Occupational Health and Safety report was tabled, with the Operations Manager highlighting the following :</p> <ul style="list-style-type: none"> • Public risk incidents • Staff incidents • Public risk assessment for Event Permits <p><i>Action CEO</i></p> <p><i>The committee requested that in future details of the amount of in-kind support/administration time/clean up and associated costs incurred in relation to major events on the foreshore be recorded with a view to requiring organizers to either cover incremental costs or provide appropriate recognition of BB support provided.</i></p> <ul style="list-style-type: none"> • OH & S and Public Risk <p>Moved: John Gillett Seconded: Colleen Butler That the Occupational Health and Safety report be accepted. Carried</p>
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COGG REPORT	<p>In the absence of a COGG representative, no report was presented for September.</p>
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CORRESPONDENCE	<p>Correspondence register was tabled.</p> <p>Moved: Colleen Butler Seconded: Karen Reiter That the correspondence be accepted. Carried</p>
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Finance Report	The Business Manager presented the Finance Report for the month ended 31 August. Moved: John Gillett Seconded: John Turner That the Finance Report for August 2009 be accepted. Carried.
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Operations Manager's Report	The Operations Manager presented his report for September 2009 highlighting the following items: <ul style="list-style-type: none">• Erosion• Bellarine Coastal Process Study• Batman Reserve redevelopment• Staff Training• Boat ramp maintenance• Tree Management – risk management works• Tree management – planting schedule• Community activities• Weed Management – Bridal Creeper• Weed Management – Woody Weeds• Parks Hall maintenance• General foreshore maintenance• Caravan Park operations and maintenance• Little's Reserve – Proposed improvements Moved: John Gillett Seconded: Colleen Butler That BB approve installation of traffic barriers in Little's Reserve, Eastern Park, Portarlington, subject to: <ul style="list-style-type: none">• Funds being drawn from the allocated Foreshore Upgrade Budget, and• Information signs, including a map highlighting the intended changes to access and an explanation of the rationale behind the works, being put on public display at least 14 days prior to commencement of works. Carried. <ul style="list-style-type: none">• Work Planned Moved: John Gillett Seconded: Colleen Butler That the Operations Manager's Report be accepted. Carried
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<p>CEO's REPORT</p> <p><i>Action CEO</i></p>	<p>The CEO provided his report highlighting the following items</p> <ul style="list-style-type: none"> • Contracts, Permits <p><i>CEO to contact the Portarlington Community Association and Portarlington Business Development Association to ascertain their views in relation to Events proposed for Portarlington during the peak New Year period.</i></p> <ul style="list-style-type: none"> • Grants • Camping • Coastal Camping Victoria • Aboriginal Cultural Heritage • Batman Park redevelopment • Strategic Plan 2009 – 2018 <p>Moved: Colleen Butler Seconded: John Turner That BBFCOM approve the Executive Summary and Data Analysis of the community feedback as submitted by the project sub-committee. Carried</p> <p>Moved: Colleen Butler Seconded: Karen Reiter That BBFCOM communicate the findings of the feedback via an Executive Summary to all persons who provided contact details when submitting their comments, as well as post the findings on BB's website, and communicate to appropriate members of government. Carried</p> <p>Arthur Sweatman thanked the CEO on behalf of the Committee, for his work in collating the Strategic Plan community feedback.</p> <ul style="list-style-type: none"> • Climate Change / Storm Events • Pt Richards Boat Launching Facility • Marketing / Promotions <p>Moved: Karen Reiter Seconded: John Gillett That the CEO's report be accepted. Carried.</p>
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<p>GENERAL BUSINESS</p> <p>Green Bags</p>	<p>Arthur Sweatman showed the Committee an example of a "Green Bag" with local trader advertising given to campers in a Queensland park. It was suggested that the idea be discussed with the PBDA.</p>
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**10:15 am Open Public Meeting closed
The meeting continued in closed session**

EXECUTIVE REPORT	The CEO presented the Executive Report highlighting the following items:
Consent Agenda	<ul style="list-style-type: none">• Marine Safety Victoria Grant – Pt Richards• IH Hall
<i>10:35am John Gillett left the meeting</i>	Moved: Arthur Sweatman Seconded: Karen Reiter That the final draft report for the IH Boat Club Hall Future Uses Study be given to the Advisory Group for consideration to seek comments and provide feedback to the consultants. Carried.
Strategic Agenda	<ul style="list-style-type: none">• CEO's Diary• Port Pier Café
Board Agenda	<ul style="list-style-type: none">• CoM Regulations• FOI Requests

Meeting Closed at 11:35 am

**Next meeting to be held Monday 19 October 2009 at 8:30 am
Bayview Room (downstairs), Parks Hall Community Centre
Newcombe Street, Portarlington**

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