



Bellarine Bayside

Minutes of Meeting held 21 December 2009

Bayview Room, Parks Hall Community Centre, Newcombe Street

Meeting opened at 8:30 am

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

APOLOGIES	<p>Matt Jackman (CoGG), Michael Noelker (DSE)</p> <p>Moved: Arthur Sweatman Seconded: Steve Walsh That the apologies be accepted. Carried</p>
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DECLARATIONS	<p>John Turner, as a member of the Festival Committee, declared an interest in the Portarlington Mussel Festival, which would preclude him from participating in the agenda item regarding Permit approval for the Festival.</p> <p>Peter Kenny, as a Festival stallholder, declared an interest in the Portarlington Mussel Festival, which would preclude him from participating in the agenda item regarding Permit approval for the Festival.</p>
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PREVIOUS MINUTES	<p>Minutes of 16 November 2009</p> <p>Moved: John Turner Seconded: Colleen Butler That the minutes be accepted. Carried</p>
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URGENT BUSINESS	<p>none</p>
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<p>PUBLIC QUESTION TIME</p> <p>Funding request to State Government</p>	<p><i>Questions submitted by Portarlington resident Ms Helen Freeman</i></p> <p>Re April/May minutes and your letter to Vic Premier Brumby concerning requests for additional funding for upgrading of public assets:</p> <ol style="list-style-type: none">1. What has been the response re funding from Premier Brumby ? <p>Response: The Chair responded that BB received advice from Hon Jacinta Allan, Minister for Regional and Rural Development that the Chairman's letter to The Premier had been received.</p> <ol style="list-style-type: none">2. What has been the response from State and Federal Government Departments about this issue ? <p>Response: The Chair responded that no response had been received from Federal Government, however noted that the letter was to Premier Brumby and was not forwarded to any Federal member or department. From State Government the letter referred to above was received from Minister Allan outlining possible funding opportunities and offering her support, and that of Regional Development Victoria.</p> <ol style="list-style-type: none">3. What has been the response from relevant politicians, Mssrs Neville, Koch, Kavanagh, Tierney ? <p>Response: The Chair responded as follows: Hon. Lisa Neville MLA – Chairman and CEO have met regularly with Lisa to discuss the items of the letter. Lisa has assisted greatly with introductions to department staff that manage specific government funding programs. The CEO has met with all those introduced and has a plan as to how and when to apply for funding from a number of available grants. Mr. David Koch – Chairman and CEO have met with David on one occasion to introduce him to BB and the major challenges that BB faces as an organization. Mr Peter Kavanagh – no contact Ms Gayle Tierney – no contact</p> <p><i>Questions submitted by Ms Ingrid Novosel on behalf of the iH Community Association</i></p>
<p>Batman Park Indented Head.</p>	<ol style="list-style-type: none">1. In the very comprehensive coverage of the "unveiling" of the upgraded Batman Park in the November Port Report no mention is made of the "TV and games room" which was identified as a new addition. We note that the building identified for these facilities is currently closed. Is it still intended that these additional facilities be available for use in this Holiday Season ? <p>Response: The Chair responded that it was not.</p>

<p>Wrathall Reserve tennis court</p>	<p>2. The Tennis Court at Wrathall Reserve continues to be a much appreciated and much used facility, but the condition of the net would seem to warrant early replacement. Can a replacement net be made available prior to year end? Also the court's asphalt surface is disintegrating and quite dangerous. There is an urgent need to have the tennis court re-asphalted/resurfaced. When will this be done?</p> <p>Response: The Chair responded that the net at the IH Tennis Court is replaced on an 'as needed' basis. BB will investigate whether the net requires replacement. Resurfacing of the tennis court is not a maintenance item, this is a major capital investment and would need to be assessed in light of all other capital items of the foreshore.</p>
<p>Annual General Meeting</p>	<p>3. We note with concern the unfavourable front page coverage related to Bellarine Bayside in the December 10, 2009 issue of the "Echo".</p> <p>From the point of view of the Indented Head Community, while there will always be additional works we would like to see attended to, we do acknowledge that much has been accomplished. It is our firm conviction that much of the criticism of Bellarine Bayside could be silenced, or at least seen in better perspective, if Bellarine Bayside were to introduce the scheduling of an Annual General Meeting at which time BBFCOM could report to the community on accomplishments in the past twelve months and their plans for the future.</p> <p>Against this background will BBFCOM give consideration to scheduling an Annual General Meeting open to the public?</p> <p>Response: The Chair responded that all BB CoM meetings are open to the public, and noted that those who consistently criticise BB have never approached BB or attended a CoM meeting.</p>
<p>Indented Head Boat Club Hall FUS</p>	<p>4. The CEO Report included in the Draft Minutes of the November 16 Meeting states that the Consultants responsible for the Indented Head Future Uses Study have been requested to complete the Final Report within a time line sufficient to be presented to the Advisory Group prior to the December CoM meeting.</p> <p>Assuming this requested timing is met will consideration of the Final Report on this very "public interest" issue be dealt with as an agenda item in the Open Public Meeting segment of the December 21 meeting? In raising this issue we note that all prior CoM discussion on this issue has been confined, inappropriately in our judgment, to the "closed session".</p>

	<p>If the matter of the Future Uses Study is not included in the Open Public Meeting would the CoM please advise the reasons for the alternative categorisation and, based on this reasoning, develop and publish for community understanding the factors taken into account when matters for Committee consideration are considered appropriate to be discussed only in "closed session", as opposed to coverage in the Open Public Meeting.</p> <p>Response: The Chair responded that the Future Uses Study is scheduled to be handled in the Public Meeting as it is now in a final and completed form.</p> <p><i>Questions submitted by Indented Head Residents Mr Tony and Mrs Ruth Marks</i></p> <p>1. Has the broken louvre in the Community Hall at Indented Head been replaced ?</p> <p>Response: Not as yet – it will however eventually be repaired</p> <p>2. Will the Hall be cleaned before letting in future ?</p> <p>Response: No – the hall is let "as is".</p> <p>3. Has the Electoral Office been notified that the Hall is now available for elections in future ? Local residents should not have to travel to adjoining towns to vote in future.</p> <p>Response: No – location of polling booths is a matter for the Electoral Commission.</p> <p><i>Further questions submitted by Portarlington resident Ms Helen Freeman</i></p> <p>Issues arising from Minutes March – September 2009:</p>
<p>Indented Head Boat Club Hall</p>	
<p>Funding request to State Government</p>	<p>1. The Chair wrote to the Premier (approx. April 2009) re replacement of public assets and funds. What has been the response ?</p> <p>Response: This question has already been answered</p>
<p>BB involvement with associated government bodies</p>	<p>2. DSE Working Group on Crown Land, Caravan and Camping Reserves. Was BBFCoM involved in this and is the commitment ongoing ?</p> <p>Response: Yes</p> <p>3. The work of various government bodies affects BB eg. Parks Victoria; Tourism Victoria, Dept of Planning and Community Development, Victorian Coastal Council, Marine Safety Victoria. Is BBFCoM involved in ongoing committee, groups, studies ?</p> <p>Response: Yes</p>

<p>Indented Head Beach Access Ramp Half Moon Bay</p> <p>Pt Richards Boat Ramp redevelopment</p> <p>Spending on road facilities</p>	<p>4. April 2009 Minutes: Indented Head Boat Ramp refers to "contract" to local engineering company. Your letter of 23/11 states "No such item". If that is the case, how do you explain the April Minutes ?</p> <p>Response: The Minuted item refers to the Indented Head Beach Access Ramp, not the IH Boat Ramp.</p> <p>5. August 2009 – John Milne – who is Milne ?</p> <p>Response: The contractor engaged to Project Manage the Pt Richards Boat Ramp redevelopment.</p> <p>6. Calendar year 2009 – Road facilities in "major cash generating areas" – how much has been spent ?</p> <p>Response: Committee in confidence</p>
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<p>PRESENTATION</p>	<p>The Committee received a presentation on Environmental Sustainability at Bellarine Bayside, from Georgina von Einem, Principal Consultant with The S Factor Pty Ltd.</p> <p>Georgina reported on baseline studies completed for water, electricity, waste to landfill and greenhouse gas emissions and presented action plans for water, energy and waste and other items.</p>
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<p>BUSINESS ARISING</p> <p>Portarlinton Sunday Market</p> <p>Gas shut off valves</p> <p>IH Hall FUsS</p>	<p>CEO Action items from November 2009 meeting</p> <p><i>CEO to meet with Primary School to discuss parking issues and the implications of the Safe Harbour Master Plan for future location of the Market</i></p> <p>Completed – CEO has met with Ms Denise Simons, Principal Portarlinton Primary School</p> <p><i>CEO to instigate bulk purchase of devices which shut off the flow of gas in the event of a major rupture. Devices to be made available for purchase at cost by campers from reception.</i></p> <p>Completed – 300 Gasfuse emergency shutoff valves have been purchased and are now in display stand at reception – retailing at \$30 per unit.</p> <p><i>CEO to contact the consultants conducting the IH Hall Future Uses Study to request completion of the Final Report within a time line sufficient to be presented to the Advisory Group prior to the December CoM meeting.</i></p> <p>Completed – Advisory Group met Friday 18 December - included in CEO's report (Public)</p>
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<p>BB Strategic Plan</p>	<p><i>CEO to complete changes to the Strategic Plan as discussed. Release date to be subject to discussion with State Government.</i> Completed – Strategic Plan sub-committee met Wednesday 16 December - included in CEO’s report (Public)</p>
<p>Unsolicited EOI IH Hall</p>	<p><i>CEO to write to proponents of the development of the IH Hall indicating that the Final Report of the Hall’s Future Uses Study has not as yet been released. If a future decision is made to pursue a public/private partnership for development of the Hall, Expressions of Interest will be called for.</i> Completed</p>
<p>Emergency Assembly areas</p>	<p>CEO Action items from previous meetings</p> <p><i>CEO to produce a Site Evacuation Form to be issued to all campsites.</i> BBFCoM have amended the current information that is handed to campers highlighting the Emergency Assembly (Safe Places) relative to their designated site, and the emergency contact phone numbers. BB has comprehensive emergency management procedures that have been submitted to CoGG and CFA for approval and issuance of BB’s Caravan Park Registrations.</p> <p>Additionally, BB has designed magnets and stickers to be placed on and within tents and caravans further highlighting the site evacuation to the Emergency Assembly area.</p>
<p>IH Boat Sheds</p>	<p><i>CEO to prepare a CoM discussion paper on the future of IH Boat Sheds</i> In progress – intended presentation to next CoM meeting</p> <p><i>CEO to write to CoGG seeking clarification re the rateable status of the boatsheds, and also the State Revenue Office in terms of Land Tax.</i> Completed</p> <p><i>CEO to obtain quotes for the removal of all asbestos from all licenced boatsheds, and replacement with appropriate materials.</i> Geelong Asbestos Removal have been engaged to deliver quotes</p> <p><i>The CEO to write to Mr Ludlow expressing that the CoM will undertake a complete internal and external inspection of the building as part of BB’s annual asbestos audit. Upon receipt of the audit results, any necessary works will be completed.</i> Completed</p> <p><i>CEO to initiate the annual asbestos audit and demand clear access to all Indented Head boatsheds as per condition of licence/lease. Should access be denied, BB shall issue a Breach of Licence/Lease Notice to the Permit Holder/Tenant.</i> Hygeinics Pty Ltd has been engaged to complete the annual asbestos audit and report. BB are working with Hygeinics Pty Ltd to coordinate suitable dates in late February/early March 2010, allowing sufficient notice to all leases and licensees to gain unrestricted access to all assets.</p>

<p>Event support</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> <p>Completed - Recording procedures now in place</p>
<p>Celtic Festival</p>	<p><i>A report to be prepared detailing the total dollar cost of in-kind support provided to the 2009 Celtic Festival</i></p> <p>Completed – Included in Executive Report (Confidential)</p>
<p>Event Permits</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></p> <p>Completed – Included in CEO Report (Public). Note: these policy and approval guides are fluid documents and will be updated regularly as industry standards change and requirements from Government and insurance companies evolve.</p> <p>OPERATIONS MANAGER Action items from November 2009 meeting Nil</p> <p>Action items from previous meetings</p>
<p>Lower Bluff fire risk</p>	<p><i>Operations Manager to investigate Lower Bluff fire risk</i></p> <p>Completed – Operations Manager met with District CFA Officers and assessed all BB fire risk areas. A small amount of work has been completed in some areas where pre-summer clean up is considered an advantage – included in Operations Manager's Report.</p>
<p>Event costings</p>	<p><i>Report detailing administration and other costs involved in processing Event Applications, to be prepared and presented to the next CoM meeting.</i></p> <p>Completed – included in Executive Report (confidential)</p>
<p>Leads for hire</p>	<p><i>Tested and tagged electrical leads to be made available for use by hirers of Parks Hall and Event organizers under the same sign out system currently used for PA equipment.</i></p> <p>Completed – system now in place at reception</p> <p>Moved: Steve Walsh Seconded: Arthur Sweatman That the Business Arising be accepted Carried</p>

<p>OH&S</p>	<p>The Occupational Health and Safety report was tabled, with the OHS Coordinator highlighting the following :</p> <ul style="list-style-type: none"> • Staff incident reported – reaction to chemical fumes • Plumbing Industry Commission has issued letters to all TMP site holders requesting PIC Compliance Certificates for all plumbing works on site – sewerage, water and gas. • WorkSafe sponsored WorkHealth checks conducted by RDNS, with 19 employees participating. <p>Moved: John Gillett Seconded: Colleen Butler That the Occupational Health and Safety report be accepted. Carried</p>
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<p>COGG REPORT</p>	<p>In Matt Jackman’s absence no CoGG report was presented, however the CEO reported that Matt had asked that the CoM be notified that the CoGG has appointed a new Environment Manager, Mr Rodney Thomas, due to take up the position as from 11 January 2010.</p>
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<p>CORRESPONDENCE</p> <p>Correspondence In</p> <p><i>Action CEO</i></p>	<p>Correspondence register and items of importance to Committee tabled.</p> <p><i>Correspondence items discussed:</i></p> <ul style="list-style-type: none"> • #374/09 – StL’s Yacht Club & Motor Squadran – Request for BB’s in principle support for the Club’s application for a Limited Club Liquor Licence. <p><i>CEO to respond to the StL’s YCMS offering in principle support but requesting that further information:</i></p> <ul style="list-style-type: none"> • <i>A site map detailing the exact boundaries of the area for which the licence is proposed</i> • <i>Details of the proposed hours of operation, and</i> • <i>Clarification as to whether/not the Department of Justice would require the application to be publically advertised</i> <p><i>be provided before the CoM formally agrees to support the proposal.</i></p> <p>Moved: Arthur Sweatman Seconded: John Gillett That the correspondence be accepted. Carried</p>
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<p><i>Action Operation's Manager</i></p>	<p>Karen Reiter commented on the "Culture Change" signs erected within the Holiday Parks.</p> <p>Moved: Karen Reiter Seconded: Arthur Sweatman That signs alerting drivers to the presence of children and the need to slow down be erected along Lower Bluff Road and the Foreshore Road. Carried</p>
<p><i>Action Operation's Manager</i></p>	<p><i>Arthur Sweatman noted that the hazard tape along the walking track at White Woman Rock is located in very close proximity to the track and needs to be moved back.</i></p>
<p><i>Action Operation's Manager</i></p>	<p><i>It was noted that since having been graded, rain has degraded the surface of Lower Bluff Road, Operation's Manager to investigate possibility of resurfacing with recycled bitumen.</i></p> <p>Moved: John Turner Seconded: Colleen Butler That the Operations Manager's Report be accepted Carried.</p>

<p>CEO's REPORT</p> <p>Major Events requiring CoM approval</p> <p><i>Peter Kenny and John Turner left the room during discussion of the item relating to the Portarlington Mussel Festival</i></p>	<p>The CEO provided his report highlighting the following items</p> <ul style="list-style-type: none"> • Contracts, Permits <p>Moved: Arthur Sweatman Seconded: Colleen Butler That BB approve the issuing of an event permit for the 2010 Portarlington Mussel Festival Carried Peter Kenny and John Turner abstained.</p> <p>Moved: John Gillett Seconded: Arthur Sweatman That BB endorse the issuing of an event permit for the 2009/10 Portarlington Charity Carnival. Carried</p> <p>Moved: John Gillett Seconded: Arthur Sweatman That BB approve Supersprint's application to conduct the annual Gatorade Triathlon on the Portarlington foreshore on Sunday 14 February 2010 Carried</p> <ul style="list-style-type: none"> • Grants • Camping • Coastal Camping Victoria • Batman Park Redevelopment • Pt Richards Boat Launching Facility
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<p>Indented Head Hall FUsS</p>	<ul style="list-style-type: none"> • Indented Head Hall FUsS <p>Moved Colleen Butler Seconded: Arthur Sweatman That BB accept the Indented Head Hall Future Uses Study as a final and complete report. Carried</p> <p>Moved Arthur Sweatman Seconded: John Gillett That BB make application to Local and State Governments to seek supporting funding for the proposed redevelopment of the IH Hall, subject to the proviso that BB's exposure be limited to a maximum of \$80,000. Carried</p>
<p>Bellarine Bayside Strategic Plan</p> <p><i>Action CEO</i></p>	<ul style="list-style-type: none"> • Bellarine Bayside Strategic Plan 2009 – 2018 <p>Moved: John Turner Seconded: Steve Walsh That BB adopt the BB Strategic Plan as final and complete, subject to formal approval through DSE, inviting the Minister or his representative to jointly release no later than 28 February 2010. Carried</p> <p>The Chair acknowledged the work undertaken by staff and the Strategic Plan sub-committee in producing the final document.</p> <ul style="list-style-type: none"> • Marketing / Promotions <p>Moved: Arthur Sweatman Seconded: John Gillett That the CEO's report be accepted. Carried.</p>

<p>GENERAL BUSINESS</p>	<p>none</p>
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***10:35am Open Public Meeting closed
The meeting continued in closed session***

<p>EXECUTIVE REPORT</p> <p>Consent Agenda</p>	<p>The CEO presented the Executive Report highlighting the following items:</p> <ul style="list-style-type: none"> • Marine Safety Victoria Grant (Pt Richards) • CEO's diary
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<p>Strategic Agenda</p> <p>Board Agenda</p>	<ul style="list-style-type: none">• Port Pier Café • National Celtic Festival• Events – cost breakdown <p>The CEO presented a Draft Event Risk Evaluation Guide, designed for use by BB officers to determine whether an event is an event of low, medium or high risk and whether the event would qualify as a “major event” and therefore require CoM approval.</p> <p>It was agreed that in addition to events which trigger 60% or more of the categories listed, any event expected to attract in excess of 500 participants/spectators, or requiring multiple structures, or any structure in excess of 100 m² to be erected, will automatically require Committee approval.</p> <p>In the light of this, Permits pending were revisited with the following resolutions:</p> <p>Moved: Karen Reiter Seconded: Arthur Sweatman That the CoM approve Drysdale Rotary Club’s application to conduct the annual Children’s New Years Eve Celebrations at the Pt Richards miniature train park. Carried</p> <p>Moved: Arthur Sweatman Seconded: Colleen Butler That the CoM approve the use of Parks Hall foyer for a water stop for Amy’s Ride on 3 January 2010, subject to completion of an appropriate Risk Assessment. Carried</p> <p>The majority of the events BB host are small and require only a few hours work, however there are larger events and in some cases unorganized, under skilled and inexperienced organizers. It is the larger events that cause considerable drain on BB resources, especially when the event is scheduled at a time of year when BB cannot offset event management costs against potential occupancy increases at Holiday Parks.</p> <p>It was agreed that all events should attract a foreshore permit fee, ranging from \$100 to \$1,500 depending on size, risk level and amount of BB administration time and support required.</p> <p>BB have been working closely with CoGG to align common documents and expectations on event organizers. The CEO tabled a redesigned Event Application Form and Risk Management planning requirements.</p>
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Meeting Closed at 11:50 am

**Next meeting to be held Monday 15 February 2010 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**