



Bellarine Bayside

Minutes of Meeting held 16 November 2009

Bayview Room, Parks Hall Community Centre, Newcombe Street

Meeting opened at 8:45am

PRESENT	<p>Peter Kenny (Chair), John Gillett (Vice Char) Arthur Sweatman (Treasurer), Colleen Butler, 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>
----------------	--

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>Karen Reiter</p> <p>Noted that the CoGG had not as yet notified BB or DSE of their new representative to replace Mr Bernie Cotter.</p> <p>Moved: Arthur Sweatman Seconded: Colleen Butler That the apologies be accepted. Carried</p>
------------------	--

DECLARATIONS	none
---------------------	------

PREVIOUS MINUTES	<p>Minutes of 19 October 2009</p> <p>Moved: Arthur Sweatman Seconded: Steve Walsh That the minutes be accepted. Carried</p>
-------------------------	--

URGENT BUSINESS	none
------------------------	------

PUBLIC QUESTION TIME	The Committee had received a detailed list of questions from Ms Helen Freeman in relation to published financial statements, among those:
Consultancy fees	<p>Ms Freeman queried the increase in consultancy fees from \$39,128 ('08) to \$132,375 ('09).</p> <p>Response: The Chair responded that the increase in consultancy fees had been caused by expenditure incurred in relation to: The Indented Head Hall Future Uses Study / The Portarlington Safe Harbour Master Plan / Cultural Heritage Management Plans / Traffic Safety Audits / Tree Safety Audit and Management Plan / Pt Richards Boat Launching Facility / BB Marketing and Brand Plan.</p>
Climate Change	<p>Ms Freeman also asked <i>"Is the CoGG Charter that BB signed with other Bayside municipalities (April Minutes) available?"</i></p> <p>Response: The Chair responded that BB have not signed anything with other Bayside municipalities.</p>
Staff Costs	<p>Ms Freeman asked the Committee to <i>"Please explain the increase in staff costs over 2008"</i></p> <p>Response: The Chair responded that BB is in the fortunate position to have a business that has continued to grow and because of this have been able to employ additional staff to meet the requirements of continuing to service the foreshore.</p> <p>The Chair then explained that a written response would be provided to the remainder of Ms Freeman's queries, noting however that many of the details requested were subject to commercial confidentiality.</p>
IH Boat Shed Assoc FOI request	<p>Question asked by Ms Sally Cohen on behalf of the Indented Head Boat Shed Association.</p> <p><i>Your Committee has had an FOI request for the statutory 45 days and our Association would like to know why we have not yet received a reply ? (in line with statutory regulations)</i></p> <p>Response: The Chair responded that the FOI Application was received by Bellarine Bayside on 1 October 2009 and therefore the statutory due date was 16 November 2009.</p> <p>On Friday 13 November the decision letter was emailed to the requester, and a hard copy of the decision letter and documents for release was sent express post to the address given.</p>

<p>BUSINESS ARISING</p> <p>Audited financial accounts year ended 30 June 2009</p> <p>Emergency Assembly areas</p> <p>Draft Strategic Plan</p> <p>Port Pier Cafe</p> <p>IH Boat Sheds</p> <p>Event support</p>	<p>CEO Action Items from October 2009 Meeting</p> <p><i>CEO to provide the IH Community Association with responses to questions submitted to the CoM during public question time.</i></p> <p>Completed. Questions addressed during meeting between the CEO and representatives of the Community Association during meeting held Friday 13 November.</p> <p><i>CEO to produce a Site Evacuation Form to be issued to all campsites.</i></p> <p>Ongoing – investigating magnets vs stickers</p> <p><i>CEO to forward correspondence from Indented Head Community Assoc querying issues related to Data Analysis of public feedback to BB's Draft Strategic Plan, to the Strategic Plan sub-committee for comment.</i></p> <p>Completed</p> <p><i>CEO to schedule meeting of Strategic Plan sub-committee prior to end of the month</i></p> <p>Completed – meeting held Monday 9 November</p> <p><i>CEO to contact tenant of the Port Pier Café and advise that plans need to be submitted 14 days prior to the next meeting for consideration.</i></p> <p>Plans included in Committee papers</p> <p><i>CEO to prepare a CoM discussion paper on the future of IH Boat Sheds</i></p> <p><i>CEO to write to CoGG seeking clarification re the ratable status of the boatsheds, and also the State Revenue Office in terms of Land Tax.</i></p> <p><i>CEO to obtain quotes for the removal of all asbestos from all licenced boatsheds, and replacement with appropriate materials.</i></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></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></p> <p>All of the above items ongoing</p> <p>CEO Action Items from September 2009 Meeting</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>Ongoing</p>
--	---

<p>Celtic Festival</p> <p>Event Permits</p> <p>Lower Bluff</p> <p>Sunday Market</p> <p><i>Action CEO</i></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></p> <p>Ongoing</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>Ongoing – draft permit applications now being trialled with the Port Mussel Festival and the St Leonards Festival</p> <p>Operations Manager Action Items from October 2009 Meeting</p> <p><i>Operations Manager to investigate Lower Bluff fire risk</i></p> <p>Ongoing</p> <p>Colleen Butler queried the absence of a previous ongoing Action Item requesting the CEO to liaise with Port Primary School re the possibility of moving outside stalls onto school grounds during winter.</p> <p>The CEO responded that as winter had passed the item had been removed from Business Arising, however as the Portarlington Safe Harbour Master Plan now proposed a new site for the Market BB would enter into discussion with the school concerning its future location.</p>
--	--

<p>OH&S</p> <p><i>Action OHS officer</i></p> <p><i>Action OHS officer</i></p>	<p>The Occupational Health and Safety report was tabled, with the OHS Coordinator highlighting the following :</p> <ul style="list-style-type: none"> • Public Risk incidents • Staff incidents • Event Permit public risk assessments <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>The Committee agreed that organizers of Major events should be required to employ an independent Safety Officer.</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>LP gas bottles in camping reserves</p> <p><i>Action CEO</i></p>	<ul style="list-style-type: none"> • OH&S and public risk <ul style="list-style-type: none"> • Additional cleaners linen shed • Assessment of successful contractor for Pt Richards rock groyne construction • Regulatory requirements for LPG storage and notifications • Safe use of insect repellents containing DEET • Review of JSA for repairs to bollards on jetties • Gas installations in TMP sites Portarlinton <p>Moved: Arthur Sweatman Seconded: John Gillett That all TMP holders be notified, and tourists informed that the installation of an emergency shutoff between each LP gas bottle and the regulator is advised. Fitting of emergency shutoffs to be voluntary during the remainder of the current Permit period, becoming mandatory as of 1 July 2010. Carried</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>Moved: Arthur Sweatman Seconded: John Gillett That the Occupational Health and Safety report be accepted. Carried</p>
<p>COGG REPORT</p>	<p>As no replacement officer appointed, no report was presented</p>
<p>CORRESPONDENCE</p> <p>Correspondence In</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"> • #304 – Peter and Olga Panos – Request to covert six Portarlinton tourist sites - Anglers Road numbers 63 to 58 – to TMP sites. <p>The Committee considered the Panos’ request and determined that casual camping sites will not be replaced with TMP sites.</p> <p>Moved: John Turner Seconded: Colleen Butler That the correspondence be accepted. Carried</p>

Finance Report	<p>The Business Manager presented the Finance Report for the month ended 31 October 2009</p> <p>Moved: John Gillett Seconded: Arthur Sweatman That the Finance Report for October 2009 be accepted. Carried.</p>
-----------------------	--

Operations Manager's Report	<p>The Operations Manager presented his report for November 2009 highlighting the following items:</p> <ul style="list-style-type: none">• Batman Reserve redevelopment.• Bellarine Coastal Process Study• Erosion Management• Staff Training• Tree management – risk management works (2009 ArbourPlan)• Community activities• Media• Vandalism• General foreshore maintenance.• Road maintenance• Fire Preparedness• Caravan Park operations and maintenance• Work Planned. <p>Moved: Arthur Sweatman Seconded: John Gillett That the CoM extend thanks to the Operations Manger, CEO and staff for their magnificent effort in preparing Batman Reserve for the opening of the camping season. Carried</p>
Ramp rage	<p>Arthur Sweatman raised the issue of ramp rage increasingly being observed at the Pt Richards boat ramp. The Operations Manager responded that incidents of ramp rage were a matter for the police.</p> <p>Moved: Colleen Butler Seconded: John Turner That the Operations Manager's Report be accepted Carried.</p>

<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• Grants• Camping• Coastal Camping Victoria• Aboriginal Cultural Heritage• Batman Park Redevelopment• Pt Richards Boat Launching Facility• Indented Head Hall <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> <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>
--------------------------------	-------------

***10:05 am Open Public Meeting closed
The meeting continued in closed session***

<p>Public attendance at CoM meetings</p>	<p>The Chair raised the issue of timing in release of Draft minutes to members of the public interested in attending meetings and asking questions.</p> <p>The Committee agreed to implement the following changes:</p> <ul style="list-style-type: none">• Draft minutes of the previous meeting to be put on BB web site on the Monday 14 days prior to each meeting.• Questions from the public to be submitted in writing by close of business on the Friday 10 days prior to each Committee meeting.
---	--

<p>EXECUTIVE REPORT</p> <p>Consent Agenda</p> <p>Strategic Agenda</p> <p>Board Agenda</p> <p><i>Action CEO</i></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 <ul style="list-style-type: none"> • Port Pier Cafe <p>Moved: John Gillett Seconded: Colleen Butler That Bellarine Bayside reject the Plans submitted by the tenant of the Port Pier Café, in their current form, and That the CEO advise the tenant that the committee is willing to consider an alternative proposal, subject to:</p> <ul style="list-style-type: none"> • Provision of additional toilet facilities • Compliance with the Liquor Licencing Act • Provision of access to the Ice Cream Parlor via a non-licenced area • Clear separation of the licenced and non-licenced areas • Inclusion of “make-good” provisions in existing lease • The entire perimeter of the external licenced area being secured with barriers which do not contain commercial advertising • All applicable permits being obtained <p>and That if the proposal was deemed acceptable, the Committee would consider issuing the Port Pier Café with a 12 month Al Fresco dining Permit (renewable on application) only after completion of all internal building requirements. Carried</p> <p>The Chair indicated that he and a committee member would be happy to meet with the tenant to further discuss his proposal.</p> <ul style="list-style-type: none"> • Strategic Plan <p><i>CEO to complete changes to the Strategic Plan as discussed. Release date to be subject to discussion with State Government.</i></p> <ul style="list-style-type: none"> • IH Hall <p>The Committee considered a submission received from two local families in relation to commercial development of the IH Hall as a café and community activities centre.</p>
--	---

<p><i>Action CEO</i></p>	<p><i>CEO to write to proponents of the development of the IH Hall indicating that at this stage 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></p>
--------------------------	--

Meeting Closed at 11:36 am

**Next meeting to be held Monday 21 December 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