



Bellarine Bayside

Minutes of Meeting held 15 June 2009

Bayview Room, Parks Hall Community Centre, Newcombe Street

Meeting opened at 8:29 am

Present	<p>Peter Kenny (Chair), John Gillett (Vice Chair), Arthur Sweatman (Treasurer), Colleen Butler, Karen Reiter, Steve Walsh, John Turner</p> <p>Bernie Cotter (CoGG)</p> <p>Tim Page-Walker (CEO), Justin D'Altera (Business Manager), Steve Smithyman (Operations Manager)</p>
Apologies	none
Declarations	none
Previous Minutes	<p>Minutes of 18 May 2009</p> <p>Moved: Arthur Sweatman Seconded: Steve Walsh That the minutes be accepted. Carried</p>
Urgent Business	none

PUBLIC QUESTION TIME	<p>Questions submitted by Mr Bill Dix on behalf of the IH Community Association:</p>
Walkable Coastal Environments	<p><i>"There exists currently a publication developed under the auspices of MAV and COTA entitled "Guidelines for Walkable Coastal Environments". Our question is: Will Bellarine Bayside, in implementing the walking and cycle track, be following the planning guidelines included in this publication which has been endorsed by the City of Greater Geelong and is to be progressively adopted in the adjoining Council controlled areas ?"</i></p> <p>The CEO responded that all foreshore walking trails are designed following Department of Sustainability and Environment guidelines, however where applicable, will also integrate the CoGG Guidelines.</p>
Half Moon Bay access ramp	<p><i>"As recorded in minutes of your April 20 meeting our support for the current redevelopment of the Batman Park Camping Reserve was contingent on the concurrent construction of the access ramp to Half Moon Bay identified in the Strategic Plan 2009-2018. Our questions related to this issue are:</i></p> <ul style="list-style-type: none"><i>a) Has the feasibility of the identified new access ramp been fully proven?</i><i>b) Are final engineering drawings now available ?</i><i>c) What is the time for submission to Council of the relevant Permit ?"</i> <p>The CEO responded that engineering specifications and drawings for the ramp are in the process of being developed, with no problems expected. BB do not believe that a Council Permit is required for this construction.</p>
Attendance at CoM meetings.	<p>Question submitted by Sheldon and Sally Cohen</p> <p><i>"Why do you make it so difficult for people to attend your meetings ? We are interested in the area and want to know what goes on."</i></p> <p>The Chair explained that BB CoM meetings had been open to public attendance for the last 7 years and that meeting times had specifically been changed from weekday evenings to first thing Monday mornings to facilitate attendance by "weekenders" as well as permanent residents.</p> <p>Meeting minutes and agendas are available on BB website, as are monthly Community Updates. The request for intending attendees to register by close of business on the Thursday prior to each scheduled meeting is simply due to the limited space available for a public gallery in the Bayview Room, and to enable the meeting to be relocated into the Hall proper if numbers warrant.</p>

<p>BUSINESS ARISING</p> <p>Government funding for asset replacement projects</p> <p>Foreshore Drains</p> <p>Tender Reviews</p> <p>CoM meeting format</p> <p>DSE working group – Crown Land Foreshore Caravan and Camping Reserves</p> <p>Event Permits</p>	<p>CEO Action Items from May 2009 Meeting</p> <p><i>CEO to raise the issues in relation to projects which would benefit all Victorians, involving the replacement of public assets, and which could immediately be implemented using local contractors, providing local employment, if funds were available, with local member Lisa Neville at their June meeting.</i> Completed</p> <p><i>Copies of all previous correspondence with CoGG in relation to foreshore drains to be provided to Bernie Cotter, and CEO to schedule meeting for BB with Bernie Cotter and Vicki Shelton – CoGG Co-ordinator Road, Drainage and Infrastructure.</i> Ongoing. Bernie Cotter reported that he understood a budget allocation had been made and designs completed for drainage works, and that he would present a schedule of projected works to the next CoM meeting.</p> <p><i>CEO to develop a Tender Review process to be circulated to CoM</i> Completed</p> <p><i>Revised format for public participation in CoM meetings to be posted on BB website and detailed in BB's June Update in The Bellarine Times</i> Website updated – details to be included in July Community Update</p> <p><i>CEO to present DSE with the position supported by the CoM as follows:</i></p> <ul style="list-style-type: none"> • <i>BB believes that its current system for taking peak-season bookings from both new and returning clients is equitable and provides access for all;</i> • <i>BB opposes the proposal to ballot casual peak-season site bookings;</i> • <i>BB supports the creation of peak-season site turnover by price setting via market demand and the creation of off-peak access via discount packages;</i> • <i>BB supports the "No sale on site" policy for Twelve Month Permits and agrees that sale of private assets on Crown Land should be prohibited;</i> • <i>BB proposes an appropriate level of TMP site availability to provide equitable access would be a 10% turnover of sites on a rolling average over a 5 year period.</i> <p>Completed</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 – Policy to be prepared for next CoM meeting, and to include details of cost recovery and minimum time periods required for approval.</p>
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<p>Closure Port Petrol Station</p>	<p><i>CEO to contact Mortimers Petroleum, Drysdale, to investigate possible options for provision of fuel to Portarlington</i> Completed – the only option would be for a bowser to be installed.</p>
<p><i>Action CEO</i></p>	<p><i>Signs informing campers that the Rules prohibit storage of fuel in portable containers to be exhibited in prominent positions throughout the Parks.</i></p>
<p>Portarlington IH Hall access</p>	<p><i>CEO to confirm that the access steps to IH Hall meet with required standards.</i> Completed – steps have been inspected by OHS Co-ordinator and do comply to Australian Building Standards</p>
<p>IH General Store</p>	<p><i>CEO to inform the Lynch Group that BB refuses to grant the Lynch Group the final option of one month on lease of the Indented Head Boat Club Hall, and give Notice of Default and request to vacate the premises</i> Completed – correspondence item # 157 (18 May) and #165 (21 May)</p>
<p>Port Pier Cafe</p>	<p><i>CEO to write to Port Pier Café, with copy to CoGG, declining support of an extension to the existing Liquor Licence to land which is not included as part of the current lease.</i> Completed – correspondence items #168 to #171 (25 May)</p>
<p>CEO Action Items from April 2009 Meeting</p>	
<p>Sunday Market</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>Business Manager Action Items from May 2009 Meeting</p>	
<p>Budget for year ended 30 June 2010</p>	<p><i>Budget to be redrafted with amendments as discussed. Comparison of actual to budget to be presented in percentage terms in addition to the absolute dollar variation.</i> Completed – included in Committee papers</p>
<p>Operations Manager Action Items from May 2009 Meeting</p>	
<p>Coastal Process Study</p>	<p><i>A Tender Review Committee comprising Geoff Brooks (DSE); a CoGG representative; BB Committee members John Gillett and John Turner; the CEO and Operations Manager, to be constituted to assess tenders submitted to conduct the Bellarine Coastal Process Study.</i> Completed</p>
<p>Pt Richards wetland</p>	<p><i>Operations Manager to contact CoGG Planning Department re channel observed being dug in the Pt Richards wetlands West of the Pt Richards Road.</i> Completed. Bernie Cotter reported that representatives from the CoGG were scheduled to meet with DSE on Tuesday 16 June to ascertain whether/not any Statutory Planning requirements had been contravened.</p>
<p>Fork Lift</p>	<p><i>Operations Manager to purchase new fork lift attachments and ballast for the John Deere tractor</i> Ongoing</p>

<p>Port Foreshore</p>	<p><i>Picnic tables currently situated in front of the Port Pier Café to be moved further to the East.</i> Ongoing</p>
<p>IH Hall access</p>	<p><i>OHS assessment to be made of the access steps to IH Hall</i> Completed</p>
<p>LPG/Diesel fuel storage</p>	<p><i>Hygienics Pty Ltd to be engaged to provide advice and assistance in the preparation of Manifest Documents for LPG and diesel fuel storage.</i> Ongoing</p> <p>Moved: John Gillett Seconded: John Turner That Business Arising be accepted Carried</p>

<p>OH&S</p> <p><i>Action Operations Manager</i></p>	<p>In the OHS Co-ordinator's absence the the Occupational Health and Safety report was tabled by the Operation's Manager highlighting the following items:</p> <ul style="list-style-type: none"> • No public risk or staff incidents reported • No changes to the OH&S register • Public risk assessments for Celtic Festival and Geelong Cross Country • Water blasting of St L's boat ramps • Installation of new fold down light poles for 3 x jetties • General repairs to StL's and IH jetties to commence within a month <p><i>Operations Manager to ensure that adequate public notice is given, via signage and newspaper advertisement, prior to boat ramp closures.</i></p> <p>Moved: John Gillett Seconded: Arthur Sweatman That the Occupational Health and Safety report be accepted. Carried</p>
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<p>CoGG Report</p> <p><i>Action CoGG rep</i></p>	<p>Bernie Cotter presented the COGG report for May highlighting the following points:</p> <ul style="list-style-type: none"> • Planning application for Batman redevelopment received • Drainage issues to be followed up with Vicki Shelton • Pt R's wetland channel to be investigated. <p><i>Clarification/confirmation to be sought from Council that any budget allocation for foreshore drains, is in addition to the \$30k the Committee has previously been advised will be contributed by CoGG toward construction of bridges across foreshore drains.</i></p> <p>Moved: Steve Walsh Seconded: John Turner That the CoGG Report be accepted Carried</p>
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Correspondence	Correspondence register and items of importance to Committee tabled. <i>Correspondence items noted:</i>
Correspondence In	<ul style="list-style-type: none">• #181 Rodney Warren – Public Land Services DSE – CMA consent Batman redevelopment
Correspondence Out	<ul style="list-style-type: none">• #164 – CoGG Planning Dept – Application for Planning Permit – Batman redevelopment <p>Karen Reiter noted the need to respond to all correspondence in a timely manner.</p> <p>Moved: Arthur Sweatman Seconded: John Gillett That the correspondence be accepted. Carried</p>

Finance Report	<p>The Business Manager presented the Finance Report for the month ended 31 May 2009.</p> <p>The Business Manager presented a report detailing site availability at all camping reserves for the 4 weeks from Boxing Day 2009, as at 31 May, after processing of all rebookings. The report confirmed BB's availability to be well above the 10% considered appropriate to provide equitable access.</p> <p>Moved: Arthur Sweatman Seconded: Steve Walsh That the Finance Report for May 2009 be accepted. Carried</p>
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Operations Manager's Report	<p>The Operations Manager presented his report for May 2009 highlighting the following items:</p> <ul style="list-style-type: none">• Sea wall repairs <p>Moved: Arthur Sweatman Seconded: John Gillett That BB allocate \$20k to match DSE's contribution to reconstruction of the Anderson sea wall. Carried</p> <ul style="list-style-type: none">• Bellarine Coastal Process Study• Batman Reserve redevelopment• Staff Training
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<p>Coastal Process Study</p> <p>11:25 am John Gillett left the meeting</p>	<p>The Tender Review sub-committee to interview the two short listed tenderers, bringing a recommendation to the next CoM meeting for ratification.</p> <ul style="list-style-type: none"> • CEO's Review <p>Subcommittee comprising John Gillet, Arthur Sweatman and John Turner to meet early July to review the past year and set Key Performance Indicators for the coming year. July CoM meeting to include an in-camera session to discuss. Sub-committee to then meet with the CEO with recommendations for acceptance at the August CoM meeting.</p>
<p>IH Hall Future Uses Study</p>	<ul style="list-style-type: none"> • Indented Head Hall <p>Moved: Colleen Butler Seconded: Arthur Sweatman That having reviewed the IH Hall Future Uses Study Confidential Preliminary Draft Report, BB request that Clark Phillips complete the report, and in particular address the following:</p> <ol style="list-style-type: none"> 1) The brief as provided 2) Provide 3 options/recommendations (minor/medium/major) 3) Provide approximate costing of the 3 options 4) Detail funding models 5) Provide a Draft Report in a format deliverable to the public. <p>Carried.</p>
<p>Vision 2018</p>	<ul style="list-style-type: none"> • Vision 2018 – Bellarine Bayside Draft Strategic Plan 2009 – 2018 <p>Strategic Planning sub-committee to review all written feedback and prepare a report for the July CoM meeting containing a written summary of information provided by the public. The Sub-committee report to be posted on BB's website on the Thursday prior to the July CoM meeting.</p>
<p><i>Action CEO</i></p>	<p><i>CEO to provide each member of the Committee with copy of all responses received to the Strategic Plan</i></p>
<p>Strategic Agenda</p>	<ul style="list-style-type: none"> • Branding and Marketing Strategy as presented by Rhumbline Marketing
<p>Board Agenda</p>	<ul style="list-style-type: none"> • Committee Portfolios <p>The Committee felt that the current system of establishing voluntary sub-committees to consider specific issues/projects effectively precluded the need for allocation of portfolios.</p>

GENERAL BUSINESS	
IH General Store	The CEO tabled correspondence from the Lynch Group, including an independent valuation, contesting the agreed rental value of the IH Boat Club Hall. The Committee agreed that provided the Lynch Group make good the Hall, and pay all outstanding rental, then it would be willing to waive utility charges on the Hall, and those currently outstanding on the Batman Office, up to the value of \$3k.
<i>Action CEO</i>	<i>CEO to meet with the Lynch Group to offer conditional reduction in outstanding utilities.</i>
Declarations of interest	Colleen Butler queried the probity of a member participating in discussion on an agenda item in which they have declared an interest. The Committee considered that even though a member might be abstaining from voting on an item, that member might nevertheless be able to remain and provide specialist input to the discussion, if considered appropriate by the remainder of the Committee.
Strategic Plan Feedback	The CEO sought direction from the Committee in relation to acceptance of public feedback received on Vision 2018 after the cut off date of 3 June. The Committee asked the CEO to consider all feedback received as at the time of the meeting (midday 15 June).

Meeting Closed at 12:35 pm

**Next meeting to be held Monday 20 July 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 commencing approximately 9:30 am