



Bellarine Bayside

Minutes of Meeting held 18 May 2009

Bayview Room, Parks Hall Community Centre, Newcombe Street

Meeting opened at 9:03 am

Present	<p>Peter Kenny (Chair), John Gillett (Vice Chair), Arthur Sweatman (Treasurer), Colleen Butler, Steve Walsh</p> <p>Bernie Cotter (CoGG)</p> <p>Tim Page-Walker (CEO), Justin D'Altera (Business Manager), Steve Smithyman (Operations Manager), Noel Kibbis (Occupational Health and Safety Co-ordinator)</p>
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The Chair opened the meeting by formally acknowledging the traditional owners of the lands, the Wathaurong People, and paid tribute to their elders both past and present.

Apologies	<p>Karen Reiter, John Turner</p> <p>Moved: Arthur Sweatman Seconded: Colleen Butler That the apologies be accepted. Carried</p>
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Declarations	<p>Peter Kenny declared an interest which would preclude him from participating in discussion on the agenda item regarding Port Pier Café.</p>
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Previous Minutes	<p>Minutes of 20 April 2009</p> <p>Moved: Colleen Butler Seconded: John Gillett That the minutes be accepted. Carried</p>
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Urgent Business	<p>none</p>
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<p>BUSINESS ARISING</p> <p>Potential Government funding for asset replacement projects</p> <p><i>Action CEO</i></p>	<p>Chair Action items ongoing from February 2009 Meeting</p> <p><i>Chair to write to the Premier, with copies to all appropriate Federal and State Ministers and local members of parliament, providing details of 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.</i></p> <p><i>Letter to detail that BB is unable to deliver these outcomes in the short-term, as unlike local government, the CoM does not receive government funding for the upgrade of public assets on the foreshore.</i></p> <p>Completed - included in correspondence</p> <p><i>CEO to raise the issues highlighted in the Chair's letter with local member Lisa Neville at their June meeting</i></p>
<p>CoGG rep on CoM</p>	<p>Chair Action items from April 2009 Meeting</p> <p><i>Chair to write to CoGG Mayor, requesting the appointment of a CoGG representative to BB CoM</i></p> <p>New CoGG representative is Bernie Cotter, Manager Environment and Natural Resources.</p> <p>The Chair welcomed Bernie to his first meeting of the Committee.</p>
<p>Proposed SkiRace Victoria Event</p>	<p>CEO Action items from April 2009 Meeting</p> <p><i>CEO to schedule urgent meeting with Parks Victoria, Marine Safety Victoria and City of Greater Geelong, with respect to BB's concerns with the proposed event.</i></p> <p>CEO and committee members met with appropriate agencies and reached compromise arrangements for Event. Race subsequently cancelled due to weather 25 April.</p>
<p>Portarlington Sunday Market</p>	<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>

OH&S	<p>The Occupational Health and Safety report was tabled, with the OHS Coordinator highlighting the following items:</p> <ul style="list-style-type: none">• Two minor staff incidents – no lost time – corrective action taken• Public risk assessments for Event Permits• Staff information session and fit test for respirators• Lace up ankle length boots encouraged in preference to elastic sided boots• Tandem trailer modified• Clean up of foreshore after flood event of 16 April• Convex safety mirror installed Lower Bluff walking track at St Leonards YC and MS• Quotes obtained for sand blasting St L's boat ramp / installation folddown jetty light poles / general repairs StL's/IH jetties <p>Moved: Arthur Sweatman Seconded: John Gillett That the Occupational Health and Safety report be accepted. Carried</p>
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CoGG Report	<p>Bernie Cotter presented the COGG report for May highlighting the following points:</p> <ul style="list-style-type: none">• Draft Budget released for community consultation• Charter on climate change signed with other Bayside municipalities• DSE request for information re coastal vulnerability assessment• Progress on groynes Clifton Springs – the Dell and Beacon Point Rd• Rambers Road cleanup following inundation event 26 April <p>The Chair brought to the attention of the CoGG representative that BB had an understanding that an allowance would be made in the current municipal budget for work to begin on the three foreshore drains previously agreed to as being of highest priority.</p> <p><i>Action CEO</i></p> <p><i>Copies of all previous correspondence with CoGG in relation to foreshore drains to be provided to Bernie Cotter. CEO to schedule meeting for BB with Bernie Cotter and Vicki Shelton – CoGG Co-ordinator Road, Drainage and Infrastructure.</i></p> <p>Moved: Arthur Sweatman Seconded: Colleen Butler That the CoGG Report be accepted. Carried</p>
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<p>Correspondence</p> <p>Correspondence In</p> <p>Correspondence Out</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"> • #143 – DSE for Gavin Jennings MLC – response to CoI accusation • #154 – John Salanitri – Port Pier Café – request to extend lease/licquor licence beyond building boundary <p>The Chair noted that Tourism Victoria would be contacting BB in the near future in relation to BB’s offer of respite holiday accommodation for survivors of the recent bushfires.</p> <ul style="list-style-type: none"> • #150 – Hon John Brumby – small project opportunities Bellarine <p>Moved: John Gillett Seconded: Steve Walsh That the correspondence be accepted. Carried</p>
<p>Finance Report</p>	<p>The Business Manager presented the Finance Report for the month ended 30 April 2009.</p> <p>Moved: John Gillett Seconded: Arthur Sweatman That the Finance Report for April 2009 be accepted Carried.</p>
<p>Operations Manager’s Report</p> <p><i>Action Operations Manager</i></p> <p><i>Action CEO</i></p>	<p>The Operations Manager presented his report for April 2009 highlighting the following items:</p> <ul style="list-style-type: none"> • Sea Flood event Sunday 26th April. • Bellarine Coastal Process Study <p>Moved: John Gillett Seconded: Colleen Butler That a Tender Review Committee comprising Geoff Brooks (DSE); a CoGG representative; BB Committee members John Gillett and John Turner; the CEO and Operations Manager, be constituted to assess tenders submitted to conduct the Bellarine Coastal Process Study. Carried.</p> <p><i>CEO to develop a Tender Review process to be circulated to CoM members.</i></p> <ul style="list-style-type: none"> • Batman Reserve redevelopment – indigenous vegetation management. • Boat Ramp maintenance and repairs. • Tree management. • Revegetation site maintenance. • Community activities.

<p><i>Action Operations Manager</i></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></p> <ul style="list-style-type: none"> • Pest plant management • Water management • Walking Track maintenance. • Public Toilet block maintenance. • Steeles Rock foreshore • Caravan Park operations and maintenance • Work Planned. <p>Moved: Arthur Sweatman Seconded: John Gillett That the Operations Manager's Report be accepted Carried</p>
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<p>CEO's REPORT</p> <p><i>Action CEO</i></p> <p>10:15 am John Gillett left the meeting</p>	<p>The CEO provided his report highlighting the following items:</p> <ul style="list-style-type: none"> ▪ Committee of Management Meeting Process <p>Moved: John Gillett Seconded: Arthur Sweatman That BB adopt the following format for CoM meetings:</p> <ul style="list-style-type: none"> - Members of the public wishing to attend meetings to give notice by close of business Thursday prior to meeting date; - If Bayview Room unable to accommodate numbers anticipated, meeting to be moved upstairs, subject to Hall availability; - Questions from members of the public to be submitted in writing by close of business Thursday prior; - Meeting Agenda and draft minutes of prior month's meeting to be posted on BB website Thursday prior; - Hard copies of Agenda and draft minutes available at the meeting for registered attendees; - Committee briefing 8:00am to 8:30am; - Public meeting from 8:30am to 9:30am, commencing with 10 minutes of Public Question Time during which pre-submitted questions will be addressed; - Public Meeting to be following by closed Executive meeting. <p>Carried.</p> <p><i>Revised format for public participation in CoM meetings to be posted on BB website and detailed in BB's June Community Update in The Bellarine Times</i></p>
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<p><i>Action CEO</i></p>	<ul style="list-style-type: none">▪ Crown Land Caravan and Camping Reserves – DSE working group <p>Moved: Arthur Sweatman Seconded: Colleen Butler That the CEO present DSE with the position supported by the CoM as follows:</p> <ul style="list-style-type: none">• BB believes that its current system for taking peak-season bookings from both new and returning clients is equitable and provides access for all;• BB opposes the proposal to ballot casual peak-season site bookings;• 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;• 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;• 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. <p>Carried Bernie Cotter abstained.</p>
<p><i>Action CEO</i></p>	<ul style="list-style-type: none">▪ Contracts, Permits and Tenders <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> <ul style="list-style-type: none">▪ Grants▪ Caravan & Camping▪ Marine Safety Victoria – Grants▪ Batman Park Redevelopment▪ IH Post Office & General Store▪ Indented Head Hall▪ Portarlington Safe Harbour▪ Strategic Plan 2009 – 2018▪ Committee of Management – new members▪ Marketing / Promotions▪ Closure of Portarlington petrol station
<p><i>Action CEO</i></p>	<p><i>CEO to contact Mortimers Petroleum, Drysdale, to investigate possible options for provision of fuel to Portarlington</i></p> <p>Moved: Colleen Butler Seconded: Steve Walsh That the CEO’s report be accepted. Carried.</p>

<p>GENERAL BUSINESS</p> <p>IH Boat Ramp ladders</p> <p>Access steps to IH Boat Club Hall</p> <p>Action CEO</p> <p>Action OHS Co-ordinator</p>	<p>Steve Walsh queried the progress of repairs to ladders on the IH Boat Ramp.</p> <p><i>The Operations Manager explained that, as noted in his report, quotes have been received for the repair or replacement of wave break boards, jetty boat fenders and side ladders on all boat ramps, and that these works will be progressing over the next two months.</i></p> <p>Steve Walsh noted that he had received a comment from a local resident in regard to the width of the treads on the access steps to the IH Hall, the resident felt that the treads were too narrow, resulting in excessively steep steps.</p> <p><i>The Committee noted that an access ramp is available for anyone who has difficulty negotiating the steps.</i></p> <p><i>CEO to confirm that the access steps to IH Hall meet with required standards.</i></p> <p><i>OHS assessment to be made of the access steps to IH Hall</i></p>
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11:10 am Open Public Meeting closed
The meeting continued in closed session

<p>OH&S / Public Liability</p> <p>Action Operations Manager</p> <p>Action OHS Co-ordinator</p>	<p>The Public Liability report was tabled – no public incidents reported on BB land.</p> <p><i>Operations Manager to purchase new fork lift attachments and ballast for the John Deere tractor</i></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></p>
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<p>Finance Report</p> <p>Action Business Manager</p>	<p>The Business Manager presented the Draft Budget for the 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></p>
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<p>EXECUTIVE REPORT</p>	<p>The CEO presented the Executive Report highlighting the following items:</p>
<p>Consent Agenda</p>	<ul style="list-style-type: none"> • Tenders • Camping • Marine Safety Victoria – Grants • Batman Park Redevelopment • IH Post Office and General Store
<p><i>Action CEO</i></p>	<p>Moved: Arthur Sweatman Seconded: Colleen Butler That BB refuse to grant the Lynch Group the final option of one month on lease of the Indented Head Boat Club Hall, and That BB immediately give Notice of Default and request to vacate the premises due to rental in arrears; failure to provide copies of relevant insurances; and failure to provide Bank Guarantee. Carried Steve Walsh abstained</p>
<p>Strategic Agenda</p>	<ul style="list-style-type: none"> • Marketing • CEO's diary • Port Pier Café – Liquor Licence
<p><i>Action CEO</i></p>	<p>Moved: Steve Walsh Seconded: Colleen Butler That BBFCOM 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. Carried Peter Kenny abstained</p>
<p><i>Action Operations Manager</i></p>	<p>Moved: Steve Walsh Seconded: Arthur Seatman That no offer of lease is extended to the Port Pier Café for any area beyond the current lease footprint, and That the picnic tables currently situated in front of the Café be moved further to the East. Carried Peter Kenny abstained</p>
<p>Board Agenda</p>	<ul style="list-style-type: none"> • Vision 2018 – BB Draft Strategic Plan • Committee Portfolios

Meeting Closed at 12:55 pm

Next meeting to be held Monday 15 June 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