



## **LEADA Committee at Albert & Co.**

**3 – 5 pm Tuesday April 12th 2022**

### **Minutes**

#### **1. In attendance**

Bruce Hurley (President), Trevor Patten (Treasurer), Terrence Hoffmann (Secretary), Alison Brewer, Peter Sindrey, Katie Zagami, Sandi-Kate Hutchins.

Barbara Battams (Guest) attending to report to Daniel Schoemann.

#### **2. Apologies**

Noel Barnetby, Fiona McColley, Daniel Schoemann.

#### **3. Minutes of Previous meeting**

Endorsed

#### **4. Correspondence**

- Mechanics Hall repairs
  - Letters from EGSC and to LEMINCI.
  - Action – Terrence to follow up with Mechanics Hall Committee.
- LEADA's Gippsland Lakes Discovery and Cultural Centre application. Katie has prepared and submitted an application.
- Disability Boat Access. Terrence Met with Engineer designing changes. Discussion to be held at Infrastructure sub-committee.
- Tourist Award application - BTA
- Development of Lakes Entrance website - BTA
- Setting up meeting with EGSC
- Setting up new LEADA emails
- Gippsland Lakes Aquatic Trail testing
- BTA networking evening
- East Gippsland Winter Festival
- Setting up Trails and Environment committee
- Entrance walk PHN report
- BTA and Infrastructure Statement of Purpose
- Town logo
- Press releases – Lakes Post
- Marine Pde Reference Group
- 4 The Perch (Leada's property)
- Krauatungalung Walk Aboriginal Advisory Committee
- Lakes Lionesses working with LEADA
- March LEADA newsletter
- White picket fences

- LEADA's Funds Policy
- On Foot – Eco Tourism
- Entrance walk Event
- Marine Pde design
- Summary of projects Paul Oaks
- Leada's infrastructure priorities
- Aquatic Trail – Destination Gippsland
- Lakes Entrance Land Train
- Delegation of Powers to BTE
- RRV Jeff Wilson contact person
- Mental well being of Businesses Grant
- Club Spit Beach
- North Arm Boat Ramp
- Brendan Kelly's resignation

## 5. Reports

### 5.1 Presidents report - Bruce

5.1.1 With the new sub-committee structure, new policies on delegation need to be developed to guide the actions of the sub-committees.

**Action – The existing Delegation of Powers to BTE and the Funds Policy be reviewed and adapted to fit the new sub-committee structure by Bruce and then circulated to committee members prior to endorsement at the next LEADA meeting.**

5.1.2 Name changes to the sub committees were endorsed. The names are Business and Tourism Association, Major Infrastructure, Events, Trails and Environment and Membership. The names will affect the email lists for each committee.

**Action – Terrence to coordinate the names for each committee and arrange to have the new email addresses completed by Shane as soon as possible.**

5.1.3 EGSC Meeting 28<sup>th</sup> April 2 pm. Venue to be confirmed.

The agenda for this meeting will follow LEADA's new sub-committee structure. That is BTA, Major Infrastructure, Trails and Environment, Events, Membership and Communication. It was agreed that each sub-committee be represented at the meeting.

**Action -Sandi or Fiona, Trevor, Bruce, Alison, and Terrence to attend Shire Meeting attend.**

Issues to raise with the Shire-

- LEADA's new structure and reports from each subcommittee.
- Stencilling pedestrian and bike motifs on Esplanade footpaths to indicate shared pedestrian/bicycle use.
- It was noted that a number of staff resignations had occurred at the shire. How this may affect LEADA could be raised.

The state of the Jemmy's Hill footpath and slippage onto the highway was raised. This is a matter for RRV.

**Action – Bruce to contact Jeff Wilson to follow up and seek information and action from RRV**

### 5.2 Finance- Trevor

Trevor reported that moneys claimed to have been paid to LEADA's bank account had been discovered in a Bendigo Bank account that had been opened some years ago and of which the present committee was unaware. The account has now been closed and the money transferred into the Commonwealth bank account of LEADA. The grant for the picket fences, tax return for GST and grant for a twilight market has been recovered.

The financial position is very sound with \$35,223 funds available comprising \$8,553 in the general fund, \$17,912 in the BTA fund, \$8757 in the Events fund Of these funds up to \$14,000 has been allocated to the website project from the BTA fund and \$4000 (remaining

funds from Entrance walk project) for the laying of mesh on the Entrance walk from the general fund

A smaller marquee that is easier to put up and take down was discussed. This would be used as a marketing tool at markets and other events with a view to recruiting new members. The committee agreed that this was a sound purchase to make from the general fund

**Action - Trevor to purchase marquee with signage up to the cost of \$3,000.**

The financial report was endorsed.

### 5.3 Sub-Committee reports

#### 5.3.1.-BTA Report – Sandie

Sandie listed several grants currently approved or awaiting approval for the BTA subcommittee to use.

The grants and amounts are-

- Bushfire relief funds from Regional Development Victoria (\$10,000) approved
- Mental Health for local businesses (\$15,000) approved
- Application for \$15,000 to assist Business

**Action – Sandie to confirm grant amounts and clarify the names of the projects and circulate the recent application for the \$15,000 grant.**

**Action – Katie will develop a master spreadsheet to keep track of the progress of the grants from application to acquittal.**

A town website that will include the LEADA's website information is being developed by the BTA subcommittee. A test site has been created and is being trialled. Quotes to create the website have been received and the chosen provider has been paid \$9,000 for work to date with a further \$5,000 approved.

There is a need to show the business community how they can use this website as it will promote all Lakes Entrance businesses and be the source of bookings and promotion.

**Action – Sandie and the BTA sub-committee will write an overview of what has been already created, what is the expected final outcome, a clarification of the aims and purposes, costs and issues. The report to be circulated in the near future with the intent of it being endorsed at the next COM meeting on 9 June.**

#### Awards

- Top Tourist Town has been entered. The Committee thanked Fiona for her work in getting this completed.
- The EGSC Towns of Excellence Awards has also been entered.

#### Events Calendar

**Action - BTA will liaise with the Events sub-committee and with Jo, who runs the Farmers Markets, to ensure that an Events Calendar can be created. The Events Calendar will be used on the LEADA website to promote and coordinate local activities and events.**

The two sets of BTA minutes, the statement of purpose and the report by Sandi on behalf of the BTA sub-committee were all accepted and endorsed.

#### 5.3.2 - Infrastructure Report – Bruce

The written purpose and Minutes of the Infrastructure sub-committee were endorsed.

A list of infrastructure projects was tabled and endorsed.

Katie has applied for a grant of \$75,000 to conduct a feasibility study and develop concept plans for a Gippsland Lakes Discovery and Cultural Centre. The application was endorsed by the committee. Katie was thanked for her work in compiling the application

It was recommended that another new project be developed aimed at making Lakes Entrance an attractive destination for people with disabilities. Terrence and Bianca have been invited to speak at the next Infrastructure meeting on this topic.

The goals of this committee include to pursue the timely completion of the funded projects. The goals will be included in the draft action plan.

#### 5.3.3 – Trails Report – Trevor

The Statement of purpose and minutes of the Trails sub-committee were endorsed.

Trevor spoke of plans to link Kalimna Jetty footpath to Nyerimilang via a waterside walk and boardwalk. The Trails sub-committee aims to build good relations with the Shire to advance the projects.

#### 5.3.4 – Events – Alison

Alison outlined five events that will support fund-raising for the New Years Eve Fireworks. The Sub-committee is already planning and working on these events.

The request for donations has been very successful with \$17,000 received to date. Alison believes that there will be sufficient funds raised to conduct the fireworks this year with a carry over surplus towards next year.

Two sets of fireworks are planned for this New Years Eve. The Sub-committee are in discussion with local police over staffing matters which should be resolved in time.

The minutes, purpose statement and report of the events committee were all accepted and endorsed.

#### 5.3.5 – Membership - Alison

Four new members joined LEADA since the last meeting

- Noel Bartnetby
- Don Collins
- Tania Hayes
- Stephen Archer

All were accepted as LEADA members.

## 6. Action Plan for 2022-23

Action – Bruce to write a draft action plan for LEADA for 2022 -2023 based on the actions recommended by each of the sub committee. The draft be circulated to committee and members for comment.

Action was endorsed by the committee

## 7. New Applications

- 7.1 Website Proposal – Refer BTA report
- 7.2 Gippsland Lakes Cultural and Discovery Centre – Refer Infrastructure report
- 7.3 Result of application for funds for town signs. Results have not been announced. Expected to be announced towards the end of April

## 8. General Business

- 8.1 LEGAS  
No progress on the development of this item.

Action – Bruce and Terrence to raise the lack of progress in LEGAS in the meeting with EGSC officers on Thursday 28<sup>th</sup> April.

- 8.2 Email Lists – Terrence See Action 10.1.3

- 8.3 Electronic Media – Alison / Terrence  
See 10.1.7. Alison is handling Facebook.

It was suggested that a business be featured each week on the new website, that new businesses opening be promoted and that all awards received should be noted on Facebook and the website.

- 8.4 Lakeside Beach – Improvements are being advocated for as part of the Krauatunglung walk and Marine Parade projects.
- 8.5 Industrial Estate – Bruce No changes.
- 8.6 Committee vacancies. The following appointments were made by the committee
  - o Noel Barnetby appointed to replace Matt O'Donnell
  - o Sandi-Kate Hutchins (BTA co-Secretary) appointed as BTA representative
  - o Fiona McColley (BTA co-Chair) be appointed as a co-opted member

The new members were all endorsed unanimously.

### 8.6 LIMP

Peter reported that he had received a letter advising that the diocese governing St Brendan's School would not allow the school to be used as a base in a Local Incident Management Plan. In the event of a disaster, the school was to continue as a school or as a resource for its pupils. Peter will return to St Brendan's to ask them to reconsider as he has not found another suitable site.

The EGSC Officers will also be asked to respond

## 9. Next Meeting

Thursday 9<sup>th</sup> June 2022 from 3 pm to 5 pm at Albert & Co.

### 10. Action List arising from April Meeting

Item	Action	Responsibility	Status
10.1.1	Trevor to purchase marquee with signage up to the cost of \$3,000.	Trevor	
10.1.2	Bruce to draft "Delegation of Powers" to sub committees and circulate to COM for comment and endorsement.	Bruce and all COM members	
10.1.3	Terrence to send names for each committee and new email addresses to Shane as soon as possible.	Terrence/Shane	
10.1.4	LEADA discuss EGSC budget process with EGSC	Bruce	
10.1.5	Fiona/Sandi, Bruce, Alison, Terrence meet with EGSC 28 <sup>th</sup> April	Sandi/Fiona, Bruce, Alison, Terrence	
10.1.6	Terrence to contact Mechanics Hall Committee to resolve issues with Shire over Hall development.	Terrence	
10.1.7	Bruce to contact Jeff Wilson re RRV works on Jemmy's Point.	Bruce/Jeff	
10.1.8	Katie develop a spreadsheet to keep track of grants from application to acquittal.	Katie	
10.1.9	Sandi to circulate new BTA application for \$15,000 and to clarify names and amounts for the 3 grants listed in the minutes	Sandie	
10.1.10	Sandi and the BTA sub-committee to write a report on the website development for circulation to COM members and consideration at the next COM	Sandi and BTA	
10.1.11	BTA to liaise with Events sub-committee and with Jo, to ensure that an Events Calendar can be created.	Sandi/Alison/Jo	
10.1.12	Bruce to write a draft action plan for 2022 -2023 and circulate to COM and members for comment.	Bruce	
10.1.13	Bruce and Terrence to raise the lack of progress in LEGAS in the meeting with EGSC officers on Thursday 28 <sup>th</sup> April.	Bruce/Terrence	

### List of Attachments to the agenda required –

1. Agenda
2. Minutes of Previous Meeting
3. Mechanics Hall letter
4. Brendan Kelly's resignation letter
5. President's Report
6. Finance Report
7. Report from BTA -Minutes, Report, Purpose, Goals
8. Report from Infrastructure – Minutes, Report, List of infrastructure, Gippsland Lakes Cultural and Discovery Centre
9. Report form Walks and Trails – Report, Purpose
10. Report from Events – Minutes, Purpose
11. Report from Membership – Membership list, new members
12. New email addresses and name