



**EAST GIPPSLAND SHIRE COUNCIL  
MARINA CONSULTATIVE COMMITTEE**

**MINUTES**

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE  
**East Gippsland Shire Marina Consultative  
Committee**

**WAS HELD ON**

**Friday, 29 July 2016**

**Mitchell Room, Corporate Centre,  
273 Main Street, Bairnsdale**

**2 PM**

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# PROCEDURAL

## 1. PROCEDURAL

### 1.1 ATTENDANCE

#### Committee Members

Cr Richard Ellis (Chair) Cr Michael Freshwater	East Gippsland Shire Council
Geoff Cross	Chinaman's Creek Marina
Bill Newcomen Vacant	Metung Marina
John Underwood Bob Cove David Mason	Slip Bight Marina

#### Officers / Visitors present

Paul Holton, Director Development	EGSC
Tim Ellis, Manager Economic Development	
Johanne Toohey, Commercial Business Coordinator	
Angela Printz, Commercial Business Operations Officer	
Liz Collins, Executive Manager Finance	
Vicki Jerrett, Personal Assistant Development	
Rod Croft, Manager Environmental Planning/Property Services Land, Planning and Approvals, Gippsland	Department of Environment, Land, Water and Planning

### 1.2 APOLOGIES

Stephen Arnold, EGSC

### 1.3 DECLARATIONS OF CONFLICT OF INTERESTS

Nil

### 1.4 CONFIRMATION OF MINUTES

1 April 2016

***Bob Cove / John Underwood***

***THAT THE MINUTES OF THE EAST GIPPSLAND SHIRE COUNCIL MARINA CONSULTATIVE COMMITTEE MEETING HELD ON 1 April 2016 BE CONFIRMED.  
CARRIED UNANIMOUSLY 29/07/16***

## 1.5 FUTURE MEETINGS

Friday 2 December 2016  
Friday 26 May 2017

## 1.6 ACTION ITEMS REGISTER

Separate notes taken for register document. Each action was considered and updated.

# REPORTS

## 2. REPORTS

### 2.1 FINANCIAL REPORT – INTERIM 2015/16 FULL YEAR RESULTS – TABLED

Executive Manager Finance – Liz Collins

The item was provided to Committee members in hard copy at the beginning of the meeting.

Liz Collins explained the 'Statement of Financial Performance' document to the Committee. Liz Collins advised that the current financial system (JDE) would not accommodate the request for cost allocations/apportionment to be broken down further for each jetty at Slip Bight Marina. It is not feasible or realistic to generate the information manually at this time.

John Underwood asked what proportion of the Commercial Business Operations Officer wage was allocated against marinas. Paul Holton advised 75% was allocated to marinas. Commercial Business Coordinator to provide the breakdown of cost allocated against each marina next meeting.

Bob Cove asked how the marina budget was calculated. Paul Holton advised the marinas were valued every three years from a property perspective and then the marina fees were adjusted accordingly. The marina fees were increased in the interim years by CPI plus 1%. The O&M fee was based on the costs required to cover Council officers time and maintenance activities. NCP was also taken into account when setting fees. The surplus from marina fees goes to the management of crown foreshore reserves across the shire.

Bob Cove advised that berth holders have the perception that they are carrying/covering the costs of vacant berths. Jo Toohey advised this was not the case as the costs are variable. Water and power costs increase when the berths are filled. Jo Toohey to communicate this in the next Marina Newsletter.

Bob also asked for clarification of employee costs versus administration costs for the marinas.

Bob asked for clarification of 'corporate overhead'. How does the Finance Unit come up with this figure?

Bill Newcomen stated the newsletter was getting better, however, he suggested more could be done via small articles in local newspapers. Bill suggested that the media releases should explain where the marina fees are spent.

Geoff Cross queried the miscellaneous fee. Jo explained that it was insurance (\$16k). Geoff suggested that this miscellaneous figure should be detailed in the reporting to the Committee.

Bob Cove queried "at what point does an asset become worthless?" Paul Holton explained that Council used the National Asset Maintenance Framework to ascertain depreciation of the marinas.

**Action Required 1:** Commercial Business Coordinator to clarify O&M costs vs occupancy in the next newsletter and to provide advice in the next Newsletter regarding the foreshore management activities completed with the Marina fee surplus.

**Action Taken 1:** Item scheduled for Autumn Newsletter.

**Action Required 2:** Commercial Business Coordinator to organise regular media releases in regard to Council's marinas to improve berth holder communication.

**Action Taken 2:** Item ongoing as part of Commercial Business Communications Plan

**Action Required 3:** Commercial Business Coordinator to provide information to the next meeting in regard to the allocation per marina of the cost of the new Commercial Business Operations Officer.

**Action Taken 3:** Item placed on next agenda.

**Action Required 4:** Executive Manager Finance to provide clarification of employee costs versus administration costs to the next meeting.

**Action Taken 4:** Item placed on next agenda.

**Action Required 5:** Executive Manager Finance to provide clarification of 'corporate overheads' to next meeting.

**Action Taken 5:** Item placed on next agenda.

REPORT NOTED

## 2.2 METUNG MARINA REDEVELOPMENT – UPDATE AND PLANS

Director Development

Paul Holton advised that the Metung Marina redevelopment was on track for completion by the end of August 2016 and commissioning early September 2016. A barge was required for assembly as the outer pontoons were unfortunately constructed first. There were no cost variations.

The Metung Community Group had written to Council in regard to fire safety equipment concerns. The CFA had put conditions on the planning permit, and signed off on the plans prior to construction. Paul is addressing the Metung Community Group next week in regard to their concerns.

John Underwood asked about the addition of ladders for the floating jetty. Paul Holton has taken this on notice to respond next meeting.

Bill Newcomen advised the top rung of ladders on the outer jetty were difficult to use due to abutting the cross member. Paul Holton will address this issue with the contractor.

Bill Newcomen asked if the new service jetty would be open to the public. Paul Holton advised that yes it would be un gated and open to the public.

Cr Ellis questioned if there had been any complaints received regarding the temporary gate and pontoon being a risk. Paul Holton responded that no complaints had been received.

Jo Toohey advised there are approximately 12 alongside berths that are not shown on the current design. The design is being amended and will be uploaded to the website when available.

Cr Ellis queried how many berths in stage 1 had been sold. Jo Toohey advised there were 11 Stage 1 berths sold with the remaining berths temporarily accommodating relocated berth holders.

Cr Ellis asked about the vessels temporarily berthed in Stage 1 berths. Jo Toohey advised as soon as the Stage 2 berths are allocated and the Stage 1 berths are vacated, proactive marketing will commence to fill the remaining berths.

Tim Ellis and Bill Newcomen thanked Jo Toohey and her team for their work arranging for boats to be moved and relocated during the demolition and rebuild.

The Committee discussed berth sizes, and agreed that there were more small vessels in Metung than Paynesville, as Mosquito Point residents all owned commuter vessels.

**Action Required 1:** Director Development to investigate floating jetty ladder request and to respond to next Committee meeting.

**Action Taken 1:** Item placed on next agenda.

REPORT NOTED

## 2.3 MAINTENANCE REPORT

Commercial Business Operations Officer

Jo Toohey introduced Council's new Commercial Business Operations Officer, Angela Printz, who will manage the maintenance issues and various marina waiting lists for berths.

Angela Printz presented the Maintenance Report advising that the replacement of the flooring in the unisex showers in the Slip Bight berth holder facility and the decking outside the berth holder facility, had now been completed.

The issue of a broken shower head in the second last cubicle was raised. Angela Printz will address.

David Mason raised concerns regarding un-attended power leads connected on Jetty 5. Jo Toohey advised that this issue was explained in the Winter Marina Newsletter and that in the future, warning notices will be issued.

Bob Cove asked about berth holders paying \$500 per year (arrangement with Council) for their own continuous power. Jo Toohey and Angela Printz will investigate and report back next meeting.

John Underwood raised concerns about risk to Council and insurance issues if berth holders were leaving power on when their vessels were unoccupied, and Council were not policing this problem.

Bob raised the issue of Slip Bight jetty 5 maintenance costs increasing after the warranty period expires in the near future.

Paul Holton thanked Stephen Arnold and Angela Printz for their after-hours work monitoring mooring lines during the recent floods.

**Action Required 1:** Commercial Business Operations Officer to arrange for the replacement of broken shower head

**Action Taken 1:** Completed.

**Action Required 2:** Commercial Business Coordinator/Operations Officer to investigate private power connections.

**Action Taken 2:** Item placed on next agenda.

**Action Required 3:** Commercial Business Coordinator to recognise Council officers' efforts during the flood and relocation of vessels at Metung in the next newsletter.

**Action Taken 3:** Completed

REPORT NOTED

## **2.4 BERTH HOLDER FACILITY MAINTENANCE – SLIP BIGHT AND METUNG**

Commercial Business Coordinator

Jo Toohey advised that although the cleaning of the Slip Bight berth holder facility was included in the tender, it was not included in the final Council-wide cleaning contract. She explained that EGSC are currently seeking quotes from other suppliers and in the interim will trial an internal solution by providing Council cleaning staff from Eagle Point Caravan Park. Angela Printz will continue to monitor the standard of cleanliness twice weekly.

The Committee acknowledged that the cleaning of the Slip Bight Berth Holder facility had been very poor in the last six months, and welcomed a change of contractor.

Bill Newcomen asked about the toilet block near Chinaman's Creek Marina. Paul Holton advised that as a public facility the cleaning of that toilet block comes under the new contract.

REPORT NOTED

## **2.5 SECURITY/WEBCAM OPTIONS - REPORT**

Manager Economic Development

Tim Ellis presented the report advising that the Shire, as an authorised government body, is required to record any method of filming and must notify all berth holders according to the Privacy and Data Act.

David Mason added that Metung Yacht Club could as they were not covered by the same Act. He also asked if Council would allow an individual to operate their own private webcam. Paul Holton has taken this on notice.

Cr Ellis asked what the Committee wanted in regards to security/webcam options. David Mason responded the Committee should wait for the response from Paul Holton.

The Chair advised the item did not require any further action at this stage.

**Action Required 1:** Paul Holton to confirm Council's position to allow an individual to operate their own private webcam.

**Action Taken 1:** Request sent to Risk Management Coordinator for investigation.

REPORT NOTED

## 2.6 HEADS OF AGREEMENT – SLIP BIGHT MARINA

Director Development

Paul Holton presented a Power Point slideshow explaining that East Gippsland Shire Council is the Committee of Management for Slip Bight Marina, and an Agreement between the Shire of Bairnsdale, Minister for Conservation Forests and Lands, Minister for Transport, and the Port of Melbourne Authority, dated 4 December 1988 was presented.

It was noted that a clause in the agreement required ministerial approval of any fees and charges levied in respect of the marinas.

Paul advised that approval had been granted by the Hon Lily D'Ambrosio MP, Minister for Energy Environment and Climate Change, to levy fees for the Slip Bight Marina.

East Gippsland Shire Council is working with the Department of Environment, Land, Water and Planning to put in place appropriate updated agreements.

A request was received from DELWP for Council to submit copies of minutes, proceedings, reports, and accounts and any other documents with respect to the financial management and operations of the Slip Bight Marina for the period 2008 to 2016. These documents will be submitted to DELWP by 26 August 2016 and they will review them. Records may be handed over to auditors for review.

A Committee member raised concern that a berth holder (Barry Wood) had formed a Steering Committee to take over the management of the Slip Bight Marina. Rod Croft advised that Mr Wood had met with DELWP on a number of occasions regarding his concerns in terms of the current management of the Slip Bight Marina. He explained depending on the outcomes of the investigation into the issues raised, DELWP will use the information to inform any further actions required in relation to the Marina.

*Motion*

That DELWP circulate a letter to berth holders, and a media release, clarifying management of the Slip Bight Marina.

David Mason / John Underwood

Rod Croft suggested that EGSC should send a request to DELWP in regard to the above motion.



**Action Required 1:** DELWP to provide a letter back to the EGSC Marina Consultative Committee in response to the Slip Bight Marina representatives motion regarding clarification on the issues being raised by certain community members about the operation and management of the Slip Bight Marina.

**Action Taken 1:** Letter received from DELWP on 1/9/16.

REPORT NOTED

15 minute break

Re-start 4.39 pm

## 2.7 ACTIONS ARISING FROM ANNUAL BERTH HOLDER MEETINGS

Commercial Business Coordinator

The Committee discussed the request at the Annual Berth Holder's meeting to post the minutes of the annual meetings on the website. They have now been uploaded to Council's website.

Jo Toohey explained that these annual meetings were not Consultative Committee meetings, they were a meeting between council staff and berth holders, and as such there were not "minutes", only "notes".

**Action Required :** Commercial Operations Officer to update the Annual Berth Holders meeting actions list with the amendments noted in the meeting.

**Action Taken :**

REPORT NOTED

# ITEMS

## 3. ITEMS

### 3.1 NATIONAL COMPETITION POLICY

Executive Manager Finance

NCP will be reported in future Statements of Financial Performance, so this item will no longer be a 'standard' item on the agenda.

REPORT NOTED

### 3.2 O&M FEES AND COST ALLOCATION – SLIP BIGHT MARINA

Commercial Business Coordinator

Item discussed as part of Item 2.1. No further action required.

REPORT NOTED

### **3.3 MARINA SAFETY EQUIPMENT**

John Underwood

John Underwood requested the addition of ladders for floating Slip Bight Jetty 5. Discussion was had around issues such as barnacles on ladders left in the water, and accessibility to ladders stored on the jetty for anyone who has fallen into the water. It was agreed that in this situation, a second person had to be present to drop it into the water, which was not always the case.

**Action Required:** Commercial Business Operations Officer to investigate feasibility of ladders for floating jetties.

**Action Taken:** Item placed on next agenda.

### **3.4 MARINAS WEBSITE**

Commercial Business Coordinator

Johanne Toohey advised that the Marina section of Council's website is currently being reviewed and updated progressively. The website has been updated to include Marina Newsletter, fees, and notes from Annual Berth Holder Meetings.

### **3.5 BERTH HOLDERS NEWSLETTER – WINTER 2016**

Commercial Business Coordinator

Suggestions from this meeting to be considered for inclusion in the Spring 2016 issue.

## **4. OTHER BUSINESS**

### **4.1 REQUEST FOR NUMBER OF ANNUAL BERTHS AND MULTI-YEAR BERTHS**

David Mason advised that he had requested the number of annual and multi-year berths in Slip Bight Marina. This information was supplied during the meeting.

### **4.2 METUNG MARINA OPENING**

Bill Newcomen asked if there were plans to celebrate the opening of the Metung Marina. Jo Toohey advised there will be a civic event and all Committee members will be invited.

## **5. MEETING CLOSED 5.00 PM**

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