



**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, 17 March 2017

**Council Chambers, Corporate Centre,
273 Main Street, Bairnsdale**

1 PM

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PROCEDURAL

1. PROCEDURAL

1.1 ATTENDANCE

Committee Members

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

Officers / Visitors (including Councillors who are not Committee Members)

Paul Holton, Director Development	EGSC
John Morton, Acting Manager Economic Development	
Kris Wain, Commercial Business Coordinator	
Angela Printz, Commercial Business Operations Officer	
Vicki Jerrett, PA Development	

Minute Taker

Angela Printz

1.2 APOLOGIES

John Underwood

1.3 DECLARATIONS OF CONFLICT OF INTERESTS

Nil

1.4 CONFIRMATION OF MINUTES

29 July 2016

Bob Cove / David Mason

5 September 2016 (special meeting)

David Mason / Bill Newcomen

THAT THE MINUTES OF THE EAST GIPPSLAND SHIRE COUNCIL MARINA CONSULTATIVE COMMITTEE MEETINGS HELD ON 29 JULY 2016 AND 5 SEPTEMBER 2016 BE CONFIRMED.

CARRIED UNANIMOUSLY 17/03/17

1.5 FUTURE MEETINGS

Annual Berth Holder Meetings to be held Saturday 14 October 2017
Marina Consultative Committee Meeting to be held Friday 21 July 2017

1.6 ACTION ITEMS REGISTER

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

REPORTS

2. REPORTS

2.1 STATEMENT OF FINANCIAL PERFORMANCE

Executive Manager Finance was unavailable to attend the meeting and speak to the report presented at the meeting. The report was discussed and clarifications provided. David Mason questioned why the permit fee revenue and Operation & Maintenance (O&M) fee revenue were presented together in the one financial table. Discussion followed that this created some misunderstanding about the difference between the fees and how they were accounted for.

Action Required 1: Future finance reports to include separate tables detailing Permit Fee Income and O&M Income and Expenditure.

Action Taken 1:

REPORT NOTED

2.2 MAINTENANCE REPORT

Commercial Business Operations Officer

Angela Printz presented the Maintenance Report. Bob Cove questioned the replacement of the entry ramp with timber decking boards instead of fibre mesh as initially advised at previous meetings. Paul Holton advised that there was some concern expressed at the May Berth Holder meeting that many boards had only recently been replaced and that to replace them at this time would appear to be a waste of money. Following this feedback, it decided to continue to replace boards as required. Bob Cove asked for a cost comparison for timber decking boards vs. mesh panel.

Action Required 1: Angela Printz to provide a cost comparison.

Action Taken 1: Added to MCC Agenda

REPORT NOTED

2.3 PROPOSED FEES AND CHARGES 2017-18

Commercial Business Coordinator

Kris Wain presented the proposed fees and charges 2017-18 and the letter from CJ Lee Valuations. Committee members were also provided with a

memorandum explaining Council's budget submission process. Paul Holton advised that Officers were recommending that there be no increase to fees for 2017-18. Paul Holton highlighted the wording in the letter from CJ Lee "the current charges at Paynesville and Metung are at or slightly above supportable levels and I would therefore recommend they remain unchanged for the 2017/18 year".

Bob Cove suggested in light of this comment from CJ Lee, Council should consider a nominal reduction of rent fees. Bill Newcomen added that the berth holders should be made aware of the proposed fees whether they remain the same or are reduced.

Motion

That Council consider a nominal reduction of annual permit fees.

Bob Cove / Bill Newcomen

Action Required 1: Discuss the Committee's recommendation with Councillors at the next Budget preparation meeting.

Action Taken 1: Added to MCC Agenda

Action Required 2: Include details of the proposed Marina Fees and Charges in the next Berth Holder Newsletter

Action Taken 2: Completed April 2017 Newsletter

REPORT NOTED

15-minute break

Re-start 3 pm

2.4 UPDATE – MARINA VALUATIONS

Commercial Business Coordinator

Kris Wain provided a copy of advice from Chris Jordan, of Lee Property, on marina valuations dated 6 March 2017. Lee Property considered current land values, and compared fees charged by other local marinas. The Lee Property report advised that; "Having regard to the available information it is therefore my view that the current charges at Paynesville and Metung are at or slightly above supportable levels and I would therefore recommend they remain unchanged for the 2017/18 year".

REPORT NOTED

ITEMS

3. ITEMS (VERBAL)

3.1 UPDATE – METUNG MARINA

Director Development

Access Fobs

Paul Holton advised that Pantac Security are sub - contractors engaged by the building contractor who built the Marina. Council's Project Manager, Chris Albon, has been contacting Pantac direct on a daily basis in order to progress the programming of fobs.

Floating jetty gangway

Paul also advised that unscaleable mesh was to be installed to secure the gangway of the floating jetty.

Car park

Paul advised that the car park was to be resealed.

Ladders

Bill Newcomen advised the top foothold of the ladders on the wave wall were inaccessible and unsafe to use. Paul Holton advised that Council's OH&S Officer will investigate and seek to identify a solution or refer the matter to an Engineer. Bill Newcomen advised that the location of the bow line rings nearest the fingers force vessels away from the ladders making it difficult to pull the vessel closer for boarding and requested they be relocated. It was also raised that the Metung community needed to be advised of the current status of the Marina redevelopment project.

Action Required 1: OHS Officer and/or engineer if required to inspect the ladders and a report to MCC to be provided.

Action Taken 1: Added to MCC Agenda

Action Required 2: Project Manager to investigate option for the location of the bow line rings and seek to identify a solution.

Action Taken 2: Ongoing Further clarification required

Action Required 3: Kris Wain to provide a public update on the Metung Marina via a council media release or Metung Messenger.

Action Taken 3: Ongoing

3.2 UPDATE – SLIP BIGHT MARINA – DELWP AUDIT

Director Development

Paul Holton advised that the DELWP audit, conducted by RSM Australia, had concluded, however, a copy of the final report had not yet been received by Council. Bob Cove requested all committee members receive a copy of the report as soon as Council receive it.

Action Required 1: Paul Holton to ensure a copy of the audit report is forwarded to all MCC members as soon as it is received.

Action Taken 1: Added to MCC Agenda

3.3 SLIP BIGHT MARINA - PRIVATE POWER INVESTIGATION

Commercial Business Operations Officer

Angela Printz provided advice that there were 11 berths from Jetties 1-4 at Slip Bight Marina who have private power outlets installed. These outlets were installed at the berth holder's own cost and Council charged a 'power usage' fee from 2004-05 until 2009-10. Council ceased to charge the power usage fee in 2009-10 for an unknown reason. David Mason expressed the opinion that these users should be under the same rules as everyone else and disconnect from power when their vessel is unattended as it is still a safety issue and could cause

electrolysis. The Committee agreed that the private power supplies were being left on when berth holders were not on their vessels. *(Note that the actual effect that the committee members are referring to is Galvanic Corrosion – this is an electrochemical process in which one metal corrodes preferentially to another when both metals are in electrical contact, in the presence of an electrolyte).*

Paul Holton advised this was one of many legacy ad hoc arrangements in place and that there was a need to reduce these, and at the least cease to increase them. The Committee agreed that a Policy is required for private power use.

The Committee suggested that a copy of the Slip Bight Marina Agreement document should be brought to all future meetings for checking conditions.

Action Required 1: Angela Printz to investigate with Leasa Carr any formal or documented arrangements in place regarding the use of these “private power supplies”.

Action Taken 1: Completed

Action Required 2: Paul Holton to develop a draft power use policy to be implemented for all berth holders.

Action Taken 2: Ongoing Task commenced

Action Required 3: Council staff to ensure a copy of the Slip Bight Marina Agreement is brought to all future meetings for reference.

Action Taken 3: Completed

3.4 SLIP BIGHT MARINA JETTY 5 - STATUS OF SAFETY LADDERS

John Underwood / David Mason

Paul Holton advised that quotes had been received and a Purchase Order had been raised for the supply and installation of ladders to Jetty Five. Angela Printz provided photos of the ladder to be installed.

David Mason requested an expected installation date.

Action Required 1: Angela Printz to liaise with the contractor for an expected completion date.

Action Taken 1: Completed Installed 31/05/17

3.5 SLIP BIGHT MARINA – LIFE BUOYS

John Underwood / David Mason

Angela Printz advised that the minimum number required is one, and that Council’s Works Crew has it ready to be installed. There was a discussion around how many should be installed and an appropriate location. It was suggested we put them on the back of each fire hose reel, therefore we will require six.

David Mason requested an expected installation date.

Action Required 1: Angela Printz to liaise with the Works Crew for purchasing five more life buoys, and get an expected completion date.

Action Taken 1: Completed two installed 24/03/17

3.6 CHINAMAN'S CREEK MARINA – CAPPING OF MOORING POLES

Geoff Cross

Geoff Cross advised that the mooring poles at Chinaman's Creek Marina require capping as the aluminium plates on many have corroded and the poles are taking in water causing them to split.

Paul Holton advised staff will arrange for an inspection to assess the poles and progressively cap poles according to condition and priority.

Action Required 1: Angela Printz to arrange for an assessment of the poles.

Action Taken 1: Completed assessment 10/05/17

3.7 METUNG MARINA - PUBLIC UPDATE ON PROGRESS

Bill Newcomen

Bill suggested that the public be advised of progress. Kris Wain will provide a public update on the Metung Marina via a council media release or Metung Messenger.

Paul Holton advised the Committee that there will be an official public opening as soon as the Minister signs off on the fees and charges.

3.8 SLIP BIGHT MARINA – WEBCAMS

David Mason

David Mason asked about the possibility of web cam installation.

Paul Holton advised that Tim Ellis' previous memorandum on CCTV provided detail on difficulties regarding cameras and suggested we revisit Tim's report next meeting.

Action Required 1: Issue (and Tim's memorandum) to be placed on next agenda.

Action Taken 1: Added to MCC Agenda

3.9 METUNG MARINA - WHEELBARROWS

Bill Newcomen

Bill advised that Metung Marina did have two old wheelbarrows. Both barrows recently disappeared.

Angela Printz advised several quotes had been sourced and replacement barrows will be supplied at a cost of \$150 each. They will be the same style as the Slip Bight Marina wheelbarrows.

3.10 EXPENDITURE ON FORESHORE RESERVES

John Underwood

David Mason, on behalf of John Underwood, queried the percentage of Slip Bight Marina income spent on general foreshore, and how is it determined under the relevant Act.

Cr Dick Ellis stated that 100% of any surplus generated by marina permit fees is spent on the management, maintenance and development of foreshore reserves across the municipality for which Council is the Committee of Management, and this was a requirement under the Crown Lands Reserves Act as well as the Best Practice Guidelines for Committees of Management.

Paul Holton further advised that surplus revenue generated by Councils commercial activities on Foreshore Reserves represents only a proportion of Councils total spending in this area.

3.11 QUARTERLY CONSULTATIVE COMMITTEE MEETINGS

John Underwood

David Mason on behalf of John Underwood queried the frequency of meetings and the provision of minutes within two weeks of meeting.

Cr Dick Ellis stated that whilst the terms of reference for the committee only required twice yearly meetings; the committee has the ability to call special meetings when required.

Paul Holton committed to minutes being provided within two weeks of the meeting.

3.12 OPERATING & MAINTENANCE FEES - CLARIFICATION

David Mason

1. Query percentage of O & M fees allocated to foreshores, capital works, and general revenue (profit)?

Paul Holton reiterated that surplus revenue generated by Councils commercial activities on Foreshore Reserves represents only a proportion of Councils total spending in this area.

2. Should life buoys and ladders be seen as capital expense and not charged to O & M funds?

Paul Holton advised that the ladders and life rings would be charged to the Operations and Maintenance budget.

3. Is there a surplus to cover improvements, such as web cams?

Paul Holton advised that should web cams be purchased they would be funded through the Operations and Maintenance budget.

4. Clarification of the separation of O&M fees versus permit fees. This has been a contentious issue for many berth holders.

This matter was discussed and actions identified earlier in the meeting however; it was reiterated that O&M fees were spent entirely on the operations and maintenance of the marinas for which they were raised.

4. OTHER BUSINESS

4.1 UNPAID MARINA FEES

Bob Cove queried the status of berth holders who have not paid their marina fees.

Paul Holton advised that Council have clear rights under the Terms and Conditions and can forward non-paying berth holder details to Council's debt collection agency, Credit Collect, and/or disable their access fob. Furthermore, a letter had been sent to all berth holders whose fees remained unpaid seeking payment and advising that Council would reserve its right to act to recover the fees as determined through the Berth Holder Agreements.

4.2 MARINA BERTH OCCUPANCY STATISTICS

Bob Cove requested statistics regarding berth occupancy rates be supplied at the next meeting.

Item to be added to next agenda.

4.3 SECURITY

Geoff Cross suggested we give further thought to marina security from the water.

4.4 FISHING IN MARINAS

Bob Cove advised there was no legislation prohibiting fishing in marinas, but individual marina managers can make the decision.

Paul Holton confirmed all Council marinas are to be signed as 'no fishing areas'. David Mason questioned where is the boundary of the Marina? Specifically, is the section between Jetties 4 and 5 within the boundary? Paul Holton confirmed that it was.

5. MEETING CLOSED 4:17 PM
