



**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, 16 February 2018

**Fraser Rooms A & B, Council Business Centre,
34 Pyke Street, Bairnsdale**

1 PM

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PROCEDURAL

1. PROCEDURAL

1.1 ATTENDANCE

Committee Members Present

Cr Richard Ellis (Chair) Cr Colin Toohey	East Gippsland Shire Council
Bill Newcomen	Metung Marina
Bob Cove David Mason John Underwood	Slip Bight Marina

Officers / Visitors present (who are not Committee Members)

Paul Holton, Director Development	EGSC
John Morton, Manager Economic Development	
Kris Wain, Commercial Business Coordinator	
Angela Printz, Commercial Business Operations Officer	
Rod Croft, Manager Environmental Planning/Property Services Land, Planning and Approvals	DELWP

Minute Taker

Angela Printz

1.2 APOLOGIES

Geoff Cross, Representative, Chinamans Creek Marina

1.3 DECLARATIONS OF CONFLICT OF INTERESTS

Nil

1.4 CONFIRMATION OF MINUTES

6 October 2017

Clarification to Item 2.4 – Sub committee has Council Officer representation, not Councillor representation

Clarification to Item 3.2 – Reporting of illegal dumping of sewerage to CEO to identify the relevant agency

Cr Colin Toohey / John Underwood

THAT THE MINUTES OF THE EAST GIPPSLAND SHIRE COUNCIL MARINA CONSULTATIVE COMMITTEE MEETINGS HELD ON 6 OCTOBER 2017 BE CONFIRMED.

CARRIED UNANIMOUSLY 16/02/18

1.5 FUTURE MEETINGS

Marina Consultative Committee Meeting to be held Friday 6 April 2018

1.6 ACTION ITEMS REGISTER

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

REPORTS

2. REPORTS

2.1 STATEMENT OF FINANCIAL PERFORMANCE

Director Development spoke to the report presented at the meeting. The report was discussed and clarifications provided, noting the report is for the first half year and is yet to show income from berth holders taking up the option to pay fees in two instalments.

Cr Ellis questioned whether Christmas impacted on financials. Paul Holton advised that the temporary berths and increase in filling annual berths at Metung are reflected in the financial report.

Bob Cove questioned the forecast underspend. Paul Holton advised this is Finance Department's forecast based on existing spend and they would not be aware of any ad-hoc actual spending.

David Mason questioned whether mesh decking refurbishment could be a capital expense rather than operations and maintenance. Paul Holton advised it could not.

John Underwood requested a response to his previous proposal for the Operations and Maintenance deficiency to be carried forward. Paul Holton advised that the response from Executive Finance Manager was an unequivocal no. Paul added that we will ensure we responsibly spend the entire budget amount prior to the end of the financial year to ensure there is no deficiency.

There was discussion that normal business practise is to set fees and charges based on budget surplus and deficiencies. Paul advised the value of operations and maintenance fees are set as reflective of the marina's operation and maintenance requirements, noting there had been no increase over the past 2 years.

REPORT NOTED

2.2 MAINTENANCE REPORT

Commercial Business Operations Officer

Angela Printz presented the Maintenance Report, as well as the schedule of the Jacobs Report (Slip Bight Marina) works and marina occupancy statistics (for all council managed marinas). Noting Metung Marina occupancy has increased (since October 2017) from 50% to 56% with the issue of permits for 12 vacant 9m pens.

Bill Newcomen reported that there were issues with the small boat launch in Metung in regard to the design delivered being different to the original sketch Rod Thomas provided to Jeff Russell and Bill Newcomen. In the original sketch the launch was not articulated. Articulation makes vessel retrieval difficult due to the extreme angle.

Paul Holton advised we were working through the issues with the contractor (Ebaz). Paul advised that he was happy to involve Bill and Jeff in these discussions. Bill was also appreciative of the project being completed in time for the major event hosted in December 2017.

REPORT NOTED

2.3 MARINA MARKETING STRATEGY DRAFT

Commercial Business Coordinator

Kris Wain reported on the draft Marina Marketing Strategy requested by Council's Communications Unit. The committee was asked for feedback on the Strategy document prior to submission to the Communications Unit.

There was some discussion around benchmarking against other marinas with differing markets, ie Dalbora target overnight stays, whereas Council Marinas target annual or longer term permits. Kris Wain advised the benchmarking is in relation to communications such as website, social media, and branding, which he will clarify in the Strategy document.

Rod Croft suggested benchmarking 'like' destinations, such as houseboat marinas at Eildon-Echuca, Mildura or Deep Creek. For example, Lake Eildon Marina and House Boat Hire have a website which is linked with tourism and economic benefits. Our Council managed marina websites could link with Destination Gippsland.

John Underwood asked who would manage the social media content. Kris Wain advised Council's Communications Unit would set it up and provide guidance to a Content Manager.

Action Required: Kris Wain to incorporate feedback into the draft strategy document

Action Taken: Complete

REPORT NOTED

2.4 ANNUAL BERTH HOLDER MEETING ACTION ITEMS

Commercial Business Coordinator

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

REPORT NOTED

2.5 PROPOSED FEES AND CHARGES 2018-19

Director Development

Paul Holton presented the proposed that the fees and charges for Metung Marina be calculated based on Slip Bight Marina jetties 1-4 fees, rather than being based on Slip Bight jetty 5 fees. This would result in a decrease of 20-50% to the current fees.

Note that the Committee supported the proposed 2018-19 fees and charges as presented.

REPORT NOTED

ITEMS

3. ITEMS (VERBAL)

3.1 SLIP BIGHT MARINA SUBCOMMITTEE

Paul Holton advised that the first meeting was delayed until today, many attempts to reschedule November's meeting were hampered due to DELWP attendance required for fire fighting. The sub-committee considered the terms of reference for the sub-committee and scope of the sub-committee responsibilities. The Chair of this sub-committee is Paul Holton. He is to report the decisions of this committee to the Marina Consultative Committee. The Marina Consultative Committee will report relevant items to Council. DELWP and EGSC are then responsible for actioning decisions adopted by Council. The sub-committee will meet every two months.

3.2 UPDATE SLIP BIGHT MARINA JETTY WORKS

Kris Wain reported that the start of these works had been delayed as Council's Works Unit had been redirected to other high priority works. Work commenced on Jetty 3 this week. There was also a delay regarding the manufacture of the toe-capping.

The Committee requested more information in regard to the materials being used on the decking upgrade.

Kris advised the materials for Jetty 4 would be purchased this financial year with labour being undertaken in the 18/19 financial year.

Action Required: Kris Wain to clarify the specifications of the materials being used for the upgrade of Slip Bight Marina, including the country of manufacture.

Action Taken: Item has been placed on the next agenda.

3.3 MARINA POWER USAGE POLICY

Kris Wain advised the draft policy is in the process of being created. Some trouble shooting of issues is to be undertaken. A draft will be provided at the next Marina Consultative Committee meeting for feedback.

Action Required: Kris Wain to present draft policy at next MCC meeting.

Action Taken: The draft Marina Power Usage policy has been added to the April MCC Agenda

3.4 BERTH HOLDER REPRESENTATIVE - NOMINATIONS

Paul Holton advised that 7 nominations had been received for the 3 vacant positions. Only one – Neil Hopkins, had nominated for Metung/CCK vacancy and was therefore accepted.

Six nominations were received for two vacant Slip Bight Marina positions. These will go to a ballot via 'Survey Monkey'. Two multiple berth holders will receive second ballot in the mail as survey monkey will not allow multiple ballots. Notification of the survey will be sent via email and post on Monday 19 February 2018 and will be open for 2 weeks.

Survey monkey will produce the result, Tess Tidswell Commercial Business Administration Officer will incorporate the postal results and present them to Paul Holton for announcement.

Cr Ellis recognised the efforts of David Mason and Bob Cove whose current tenure as Marina Consultative Committee Representatives comes to an end. Paul Holton expressed the Committee's gratitude for their input as strong community voices and their leadership to the committee. Cr Ellis wished Bob good luck with his re-nomination for the upcoming ballot and wished Dave well as he stands down from committee duties.

4. OTHER BUSINESS

4.1 Air BnB

John Underwood requested an update on the report of a vessel berthed in Slip Bight Marina being advertised on Air BnB as offering accommodation. Angela Printz advised that she spoke to the berth holder reporting the alleged advertisement for further information to investigate the report. There was no evidence found to indicate this was happening, therefore Council was unable to proceed any further. Regular checking of accommodation websites by Council officers will be conducted in the future.

4.2 Unpaid Marina Fees

John Underwood requested an update on the status of unpaid accounts. Paul Holton advised there were two accounts (Slip Bight Marina) which were progressing through the Credit Collect debt collection process. Paul Holton has been liaising with the debt collection agency's solicitor in regard to the two accounts.

4.3 Representative Nominations

Bob Cove thanked Cr Ellis for his words and advised if this was to be his last meeting, it had been a fun ride.

David Mason thanked everyone for his time serving on the committee.

4.4 Metung Yacht Club Thank You

Bill Newcomen advised that the Metung Yacht Club had hosted two major events which were extremely successful and thanked Council for the support and grant. He advised that a formal thank you was on the way.

4.5 Webcams

Rod Croft requested a copy of the webcam memorandum.

Action Required: Kris Wain to forward a copy of the webcam memo to Rod Croft at DELWP.

Action Taken: Actioned.

5. MEETING CLOSED 3:30 PM
