



**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, 21 July 2017**

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

**1 PM**

## INDEX

|           |  |          |
|-----------|--|----------|
| <b>1.</b> | <b>PROCEDURAL</b>                                      | <b>3</b> |
| 1.1       | ATTENDANCE   | 3        |
| 1.2       | APOLOGIES  | 3        |
| 1.3       | DECLARATIONS OF CONFLICT OF INTERESTS                  | 3        |
| 1.4       | CONFIRMATION OF MINUTES                                | 3        |
| 1.5       | FUTURE MEETINGS  | 4        |
| 1.6       | ACTION ITEMS REGISTER                                  | 4        |
| <b>2.</b> | <b>REPORTS</b>   | <b>4</b> |
| 2.1       | STATEMENT OF FINANCIAL PERFORMANCE                     | 4        |
| 2.2       | MAINTENANCE REPORT                                     | 4        |
| 2.3       | PILE ASSESSMENT – CHINAMANS CREEK                      | 5        |
| 2.4       | RSM AUSTRALIA REPORT                                   | 5        |
| 2.5       | JACOBS CONDITION REPORT – SLIP BIGHT MARINA            | 5        |
| <b>3.</b> | <b>ITEMS (VERBAL)</b>                                  | <b>6</b> |
| 3.1       | ADOPTED FEES AND CHARGES 2017-18                       | 6        |
| 3.2       | UPDATE – METUNG MARINA                                 | 6        |
| 3.3       | FINGER JETTY LADDERS – WAVE WALL METUNG MARINA         | 6        |
| 3.4       | UPDATE - SLIP BIGHT MARINA – DELWP AUDIT               | 6        |
| 3.5       | UPDATE – MARINA PRIVATE POWER POLICY                   | 6        |
| 3.6       | UPDATE – PRIVATE WEBCAM USE                            | 7        |
| 3.7       | ANNUAL BERTH HOLDER MEETINGS                           | 7        |
| 3.8       | PROCESS FOR NOMINATION OF BERTH HOLDER REPRESENTATIVES | 8        |
| <b>4.</b> | <b>OTHER BUSINESS</b>                                  | <b>8</b> |
| 4.1       | SEWERAGE   | 8        |
| 4.2       | TERMS OF REFERENCE                                     | 8        |
| <b>5.</b> | <b>MEETING CLOSED 4:30 PM</b>                          | <b>9</b> |

# PROCEDURAL

## 1. PROCEDURAL

### 1.1 ATTENDANCE

#### Committee Members Present

|   |                              |
|---|------------------------------|
| Cr Colin Toohey (Chair)                               | East Gippsland Shire Council |
| Bill Newcomen   | Metung Marina                |
| David Mason<br>John Underwood<br>Bob Cove (via Skype) | 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

Cr Richard Ellis, East Gippsland Shire Council  
Geoff Cross, Representative, Chinamans Creek Marina

### 1.3 DECLARATIONS OF CONFLICT OF INTERESTS

Paul Holton declared he is a berth holder at Metung Marina.

### 1.4 CONFIRMATION OF MINUTES

17 March 2017

*David Mason / Bill Newcomen*

**THAT THE MINUTES OF THE EAST GIPPSLAND SHIRE COUNCIL MARINA CONSULTATIVE COMMITTEE MEETINGS HELD ON 17 MARCH 2017 BE CONFIRMED.**

**CARRIED UNANIMOUSLY 21/07/17**

## 1.5 FUTURE MEETINGS

Annual Berth Holder Meetings to be held Saturday 14 October 2017  
Marina Consultative Committee Meeting to be held Friday 22 September 2017

## 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

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 noting the report is interim end of financial year. Bob Cove questioned what is included in each item under the 'Direct and Other Operations and Maintenance Expenses' and David Mason requested separation of 'Operations and Maintenance' expenses. Discussion followed that this report format created some misunderstanding.

**Action Required 1:** Paul Holton to provide clarification of where expenses are included at the next meeting.

**Action Taken 1:** Item added to next agenda.

**Action Required 2:** Finance to consider change of format of report

**Action Taken 2:** Item added to next agenda.

REPORT NOTED

### 2.2 MAINTENANCE REPORT

Commercial Business Operations Officer

Angela Printz presented the Maintenance Report, including a cost comparison for timber decking boards vs. mesh panel. Purchase cost for decking boards \$75 per sqm compared with \$100 per sqm for marina mesh however savings made in installation costs and longevity resulted in marina mesh being the better product. Angela advised an initial purchase of materials has been made and will replace decking boards moving forward. Entire Jetty to be replaced.

Bob Cove questioned deck board maintenance on Jetties awaiting entire replacement with mesh. Urgent deck boards will be replaced with recycled boards. Council will articulate program of works at the berth holder meeting. Angela also provided occupancy information including movement June to July. Working on a marketing strategy to fill vacant berths as waiting lists for most berth types have been exhausted.

**Action Required 1:** Angela Printz to provide a program of works for berth holder meeting.

**Action Taken 1:** Added to next Annual Berth Holder Meeting Agenda

REPORT NOTED

### 2.3 PILE ASSESSMENT – CHINAMANS CREEK

Commercial Business Operations Officer

Angela Printz presented the pile assessment report for Chinaman's Creek Marina noting materials for the banding of piles has been purchased in last financial year and installation costs will be incurred this financial year. Further quotes to be sourced for the capping to be undertaken after the banding has been completed.

REPORT NOTED

### 2.4 RSM AUSTRALIA REPORT

Director Development

Rod Croft from DELWP advised that their recommendations regarding the report have been forwarded to the Minister for sign off and expect them to be approved next week. He clarified that the terminology used in the report was written by an auditor and not in line with how it would have been worded by them. The report was forwarded to Slip Bight Inc and Council in confidence and acknowledged that Slip Bight Inc distributed it further. Rod will present the recommendations and actions at the next MCC.

REPORT NOTED

Paul Holton presented his response to the report noting Council had no right of reply before the report was provided to the public.

Improvements will be implemented in the short term with a long term intent to update the agreement.

REPORT NOTED

**Action Required:** Rod Croft will present the recommendations and actions at the next Committee meeting.

**Action Taken:** Item added to next agenda.

### 2.5 JACOBS CONDITION REPORT – SLIP BIGHT MARINA

Director Development

Paul Holton presented the Jacobs Report noting the Marina was given another 8-10 year residual life due to completing all of the previously recommended maintenance works. David Mason requested this be included at the Berth Holders Meeting. Bob Cove questioned 'nil kerbs' needing repair. Angela to contact Jacobs for their definition of kerbs. Report to be included on the website with contextual comments.

**Action Required 1:** Jacobs Report to be added to agenda for Annual Berth holder meeting

- Action Taken 1:** Report has been added to agenda.
- Action Required 2:** Angela Printz to contact Jacobs for their definition of “kerb”.
- Action Taken 2:** Response received – kerb was not inspected as it is not considered structural
- Action Required 3:** Jacobs Condition report to be added to Council’s website with comments.
- Action Taken 3:** Report to be emailed to berth holders rather than published on website due to privacy concern and Jacobs copyright concerns

REPORT NOTED

## **ITEMS**

### **3. ITEMS (VERBAL)**

#### **3.1 ADOPTED FEES AND CHARGES 2017-18**

Director Development

Paul Holton advised fees and charges had been adopted by Council. Cr Toohey confirmed the motion to marginally lower fees was discussed and not recommended.

#### **3.2 UPDATE – METUNG MARINA**

Director Development

Paul Holton advised that stage 1 defect period finishes August 2017 with final inspection and some minor maintenance items to be undertaken.

#### **3.3 FINGER JETTY LADDERS – WAVE WALL METUNG MARINA**

Director Development

Paul Holton advised that the cost of the added fenders and ladders on the fingers was shared between Council and GPM. Cost to change the position of the rungs section will be sourced locally and undertaken prior to Peak Period.

#### **3.4 UPDATE - SLIP BIGHT MARINA – DELWP AUDIT**

Director Development

This item was covered in 2.4

#### **3.5 UPDATE – MARINA PRIVATE POWER POLICY**

Director Development

Paul Holton advised that Council were in the process of developing a policy for the use of power on Council Marinas. There was a discussion regarding how private power had been installed and charged in the past however this was no longer the case. Further information will be provided when the Policy has been drafted.

**Action required:** Commercial Business Coordinator to draft a policy document regarding the use of power on Council marinas.

**Action taken:** Commenced

### 3.6 UPDATE – PRIVATE WEBCAM USE

Director Development

Paul Holton presented information provided by Council's IT and Governance areas advising private webcams can be used, however consideration must be made to ensure it is pointed at their private property entrance and is not published on social media. Paul also re-iterated Council cannot consider installation of CCTV as there is insufficient bandwidth until NBN is in place.

### 3.7 ANNUAL BERTH HOLDER MEETINGS

Director Development

Confirmed Annual Berth Holder meetings will be held on Saturday 14 October 2017.

Next MCC meeting to be held on 22 September, before annual berth holder meeting.

**Action Required 1:** Calendar invitations to be sent to Committee members for the next consultative committee meeting to be held on 22 September 2017.

**Action Taken 1:** PA Development sent tentative invitations out via MS calendar on 27/7/17.

**Action Required 2:** Calendar invitations to be sent to Committee members for the annual berth holder meetings.

**Action Taken 2:** PA Development sent invitations out via MS calendar on 27/7/17

**Action Required 3:** Venues to be booked.

**Action Taken 3:** Paynesville community hall is booked for 14/10/17, 2-4 pm (VJ 27/7/17).

Metung Yacht Club booked for 14/10/17, 9-midday (VJ 3/8/17). Cost to hire venue \$250.

**Action Required 4:** Berth holders to be advised of annual meetings via newsletter, emails, and notices in berth holder facilities, once councillor availability is confirmed.

**Action Taken 4:** Councillor availability has been confirmed. Advertising will begin. (VJ 17/8/17) Email and postal invitations sent (20/9/17 (TT))

### 3.8 PROCESS FOR NOMINATION OF BERTH HOLDER REPRESENTATIVES

Director Development

3 year term is nearing the end resulting in 2 positions becoming vacant. There will be a call for nominations for the current representative to re-nominate with any new nominations. Should there be more nominations than vacant positions, a postal ballot will be held. Berth holders will be advised at the Berth Holder Meeting and via newsletter regarding nomination forms.

**Action Required 1:** Terms of Reference to be updated

**Action Taken 1:** Item added to next agenda.

## 4. OTHER BUSINESS

### 4.1 SEWERAGE

John Underwood

John Underwood requested the re-establishment of the "Stakeholder Engagement Liaison Group" to address issue of boaters polluting the waterways. Paul Holton advised this group was now defunct however agreed this State Government responsibility needs to be better managed. The matter was discussed and Paul advised Council will look into it and report back next meeting.

**Action Required 1:** Paul Holton to report to next MCC meeting.

**Action Taken 1:** Item added to next meeting.

### 4.2 TERMS OF REFERENCE

John Underwood

John Underwood presented a motion to clarify the wording of the Terms of Reference.

**Motion that:**

**Amend Add to; Section 3.2 MEMBERSHIP (iii) as follows:**

**Members must be current berth holders for the term.**

**Existing members may re-nominate for a further 3 year term when it expires, as well as any other financial berth holder at Slip Bight Marina who wishes to nominate.**

**If more nominations are received than positions vacant a postal ballot will be conducted by Council, with each nominee presented equally and in alphabetical order on postal ballot paper to be sent to each financial berth holder. The result will be determined by simple majority.**

**Results to be published on Council Website and berth holder newsletter.**



**Delete “will be appointed on the basis of experience and knowledge of the overall majority of berth holders service requirements and the marina business” (by Council)**

**Proposed David Mason / Seconded John Underwood**

**CARRIED UNANIMOUSLY 21/07/17**

**Action Required:** Draft Terms of Reference to be amended accordingly.

**Action Taken:** Refer item 3.8

**5. MEETING CLOSED 4:30 PM**

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