



**EAST GIPPSLAND SHIRE COUNCIL
MARINA CONSULTATIVE COMMITTEE**

CONFIRMED MINUTES

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

WAS HELD ON

Friday, 7 February 2020

**Council Chambers, Business 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
Bill Newcomen Neil Hopkins	Chinaman's Creek & Metung Marinas
Alan Jackson Edward Fregon	Slip Bight Marina

Officers / Visitors present (who are not Committee Members)

Jodie Pitkin, Acting General Manager, Place and Community	East Gippsland Shire Council
Kris Wain, Acting Manager Council Enterprises	
Angela Printz, Acting Commercial Business Coordinator	

Minute Taker

Angela Printz

1.2 APOLOGIES

John Underwood and Sarn Eckhardt

Note – Stuart McConnell and John Morton are currently working in bushfire recovery roles.

1.3 DECLARATIONS OF CONFLICT OF INTERESTS

Nil

1.4 CONFIRMATION OF MINUTES

11 October 2019

Bill Newcomen/Neil Hopkins

THAT THE MINUTES OF THE EAST GIPPSLAND SHIRE COUNCIL MARINA CONSULTATIVE COMMITTEE MEETING HELD ON 11 OCTOBER 2019 BE CONFIRMED

CARRIED UNANIMOUSLY 07/02/20

1.5 FUTURE MEETINGS

Next meeting to be held 24 April 2020, deferred to 15 May 2020 via Skype due to Covid-19 restrictions.

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

Kris spoke to the report stating the marinas were tracking well and in a strong position with no negative affect from the bushfire event. Reimbursement from insurer was pending for repairs at Metung Marina. Slip Bight materials for the resurfacing of Jetty 1 have been purchased awaiting installation. We were now waiting for internal works crew to perform the works when schedule permits as they were \$20K less expensive than external contractor quotes.

Cr Ellis thanked Liz Collins for her attendance last meeting to address a few questions.

Neil questioned the note at B1 – annual forecast increase from multi year licences revenue recognition.

Ted questioned the timing of receiving the agenda and reports as he only had a couple of days to go through it.

Jodie stated that she had played a part in the lateness of the agenda being new to the shire (commencement 28 January) and advised it won't be delayed again. The Terms of Reference state that the agenda will be distributed at least one week in advance of the meeting.

Action Required 1: Kris to clarify with finance and report back on the note B1 – annual forecast increase from multi-year licences revenue

Action Taken 1: Finance advised advised this figure was required to reflect for budgeting purposes where multiyear payments are paid in full in Year 1.

Action Required 2: Angela to resend Financial report legend to all members for the benefit of new members

Action Taken 2: Emailed with May meeting pack

REPORT NOTED

2.2 MAINTENANCE REPORT

Commercial Business Operations Officer

Angela distributed a handout of the occupancy graphs up to and including February 2020 noting the spike (11% increase) at Metung for January indicates the dozen temporary berths allocated for peak period and noting the annual leasing this summer accounted for that spike only dropping back 5% with Metung Marina now sitting at 80% occupancy – a great outcome.

Bill noted the reduced fees have definitely contributed and commented on how great the marina was looking with all the extra vessels for the main peak period.

Angela presented the maintenance report noting servicing tasks awarded to Jarvis Norwood may need to be reviewed with their priority to bushfire recovery works on the shire's bridges. Angela is liaising with Jarvis Norwood and seeking a quote from other contractors to perform servicing. Cr Ellis added there were 16 bridges requiring works.

Resurfacing of Jetty 1 will be conducted by our internal work crew noting they will not commence works until after summer peak period ends.

Jetty 5 cleaning was originally awarded to Bury Slipway however with the delay on stern pile installation, it was conducted by Eagle Point CP staff to ensure it was done prior to peak period.

Angela advised Bury Slipway's barge was onsite preparing for the pile installations next week starting at the northern end, noting that vessels will be relocated within the marina on the outer jetty or they can make their own arrangements elsewhere.

Bill asked why CFA weren't doing the fire equipment inspections.

Kris advised this was a council contract arrangement and we would look into it with our procurement team.

Perspex at the jetty gates failed to clean up to acceptable standard. Quote to replace is quite high and now looking to source another quote. Cr Toohey advised he had a contact and would provide details after the meeting.

Pole mooring M27 listed as 18m was found to be just under 17m. Quotes for moving a pole to 18m came in between \$4.8-12.4K. The mooring will therefore be downgraded in size and charged appropriately. Maps will be updated to reflect this later this year.

Metung hardstand wave attenuation concept process has commenced, in the meantime a temporary fix to make the area usable has been quoted at just under \$50K. Quotes from Jarvis Norwood and Bury have been requested however neither have provided a response to date.

Bill asked what happens now.

Kris advised under council's procurement process we may be able to go ahead with the one quote. Will first liaise with Gippsland Ports for their ability to assist with either their own staff or other external contractor contacts. Kris added hope to have approval to proceed next month.

Cr Ellis asked if we could source non-specialised marina builders to do works such as the jetty 1 refurbishment. Kris responded their internal safety and risk may restrict them as well as the working over water risk.

Ted asked what our policy is with divider lines.

Angela advised after being unable to source a decent quality wire, we were replacing with rope unless wire was specifically requested.

Kris advised we will review wire supplies and report back next meeting.

Ted asked if finger jetties would be resurfaced with mesh. And if less coarse mesh could be used. The current mesh was hard on feet and knees.

Kris advised Council's works supervisor looked at all the mesh options and went with this product based on durability, value for money and also being an Australian Supplier. Angela will obtain that background information and report back.

Bill asked if the IT issue with Metung gate was rectified? Broken handle meant the gate had to be tied open.

Angela advised several attempts by IT to revert locking mechanism to unlocked (as is the case when power supply is depleted) failed, thankfully staff at Eagle Point Caravan Park came out and replaced the handle allowing the gate to function properly.

Ted added with the power outages in Paynesville he was unable to get in/out of the jetty.

Angela advised this is incorrect. Gates are set to release to unlocked when there is no power to the gate. When power is out it will revert to battery backup approx. 24hrs then unlock so it looks locked but will just pull open.

Bill asked for an update on the new amenities at Metung.

Kris advised the design this committee has seen has been approved and we will confirm next week when the internal crew will start works.

Action Required 1: Kris to investigate Fire equipment service contract.

Action Taken 1: Works Department advised there is no servicing agreement in place, each area can source their own contractor.

Action Required 2: Angela to investigate sourcing wire dividers and report back next meeting.

Action Taken 2: Added to agenda

Action Required 3: Angela will obtain that background information on decking mesh and report back next meeting.

Action Taken 3: Added to agenda

Action Required 4: Angela check whole marina unlocked with power outage and report back

Action Taken 4: IT confirmed after battery back-up is exhausted during a power outage, gates will unlock as a safety requirement.

Action Required 5: Kris to communicate start date for Metung amenities block.

Action Taken 5: Update will be provided at the May meeting

REPORT NOTED

ITEMS

3. ITEMS (VERBAL)

3.1 AUDIT REQUIREMENTS – DELWP AGREEMENT

Deferred to next meeting due to John working elsewhere and DELWP tied up in bushfire recovery performing their secondary roles. Based on last communications, DELWP are happy with the current process.

3.2 IT CCTV REVIEW – METUNG HARDSTAND

Kris advised Metung Hardstand would be included in quote process

3.3 LIGHTING REVIEW – METUNG HARDSTAND

Angela has contacted SP Ausnet to request new street light – otherwise on-site lighting can be sourced.

3.4 UPDATE ON INSURANCE REIMBURSEMENT – METUNG MARINA

Awaiting final figure from insurer via Council's Risk Unit.

3.5 UPDATE ON MARKETING PLAN

The marketing plan is a live document, it needs to change with external changes such as bushfire recovery, technological changes, etc

Action Required: Khloe to provide updated copy of the marketing plan to be distributed to committee members

Action Taken: Postponed due to Covid-19 closures

4. OTHER BUSINESS

4.1 MARINA NEWSLETTER

Cr Ellis Acknowledge marinas are doing well with occupancy up, moving ahead just working through a couple of items. He asked for an update on the Newsletter.

Kris advised the business unit is just getting back on track with business as usual with many council staff still working on bushfire recovery and will ensure it is published shortly.

4.2 POWER POLICY

Ted stated that he believed there was no consultation, the draft had no policy context section and referencing errors. He had paid power for 24 years and this policy is inconsistent with other marinas.

Kris provided the following for Ted's benefit. The policy has been through this committee for over two years, it commenced due to other berth holders complaining that the existing rule was not being enforced. We have benchmarked against other marinas and had it assessed by Council's Risk Unit and insurer. The recommended result was to eliminate the risk. The policy was also supported by

marine mechanics voicing that they didn't feel safe on vessels as they had seen batteries pulsing when connected to shore power for trickle charging. Kris re-iterated that we have been unable to locate documentation giving permission for 24/7 power, however, if berth holders believe they have documentation, Council are happy to reconsider individual cases.

Bill asked if inconsistency with other marinas was a problem?

Ted advised he only found one other marina operating this way. He added D'Albora Marina and many other marinas do not.

Kris responded that we benchmark against similar marinas. Most marinas have on-site staff and can attend to any safety issues immediately. Our marina is fairly unique in that our staff are only on-site a few hours a week. Control measures need to be different for this arrangement.

Ted added that not all berth holders can attend the Annual Berth Holder Meetings and no minutes are recorded.

Bill stated minutes are definitely recorded.

Angela confirmed Minutes are recorded and on the shire website for all to see.

Kris advised he will provide a copy of the memo brought to the committee to Ted and will check what version of the policy was sent as we believe the draft policy is correct. Kris added that the feeling for and against power amongst berth holders is 50/50.

Ted commented that modern boating is electrical – fridges, equipment, etc.

Neil noted the MCC representatives were not overly happy with parts of the policy but were convinced this was the right direction for the policy to evolve.

Cr Ellis suggested we provide Ted with the background info for Ted to review and discuss next meeting.

Alan understood the wider issue was Jetty 5 berth holders believing their agreement was for power 24/7.

Kris advised we spent considerable time looking for agreements, however, none were found and ex council staff are now unavailable to contact to confirm or deny. Berth holders have not produced a copy.

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| Action Required 1: | Kris to provide Ted with a copy of the memo with background information regarding the power policy. |
| Action Taken 1: | Kris provided and discussion with Ted took place on 3/4/20 |
| Action Required 2: | Angela to check the version of the policy emailed to berth holders was the most current version. |
| Action Taken 2: | Draft version sent 10/12/19 contained some minor formatting errors which have now been rectified. |
| Action Required 3: | Further discussion regarding power policy for next meeting. |
| Action Taken 3: | Added to agenda |

4.3 WATER RESTRICTIONS

Alan asked if details about water restrictions in relation to cleaning vessels can be provided to berth holders, possibly via signs at the marina. We believe it to be hand-held hoses with trigger.

Angela will check on the wording with East Gippsland Water website and arrange for signage.

Action Required: Angela to install signs regarding water restrictions at the marinas.

Action Taken: Water restrictions have reverted to Stage 1 from 27/3/20.

5. MEETING CLOSED 2:15 PM
