



**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, 11 October 2019

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

1 PM

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PROCEDURAL

1. PROCEDURAL

1.1 ATTENDANCE

Committee Members Present

Cr Dick Ellis (Chair) Cr Colin Toohey	East Gippsland Shire Council
Bill Newcomen Neil Hopkins	Chinaman's Creek & Metung Marinas
Alan Jackson	Slip Bight Marina

Officers / Visitors present (who are not Committee Members)

Stuart McConnell, General Manager, Place and Community	EGSC
Kris Wain, Acting Manager Council Enterprises	
Angela Printz, Commercial Business Operations Officer	

Minute Taker

Angela Printz

1.2 APOLOGIES

John Morton, Manager Council Enterprises

John Underwood

David Griffiths

Geoff Cross

1.3 DECLARATIONS OF CONFLICT OF INTERESTS

Nil

1.4 CONFIRMATION OF MINUTES

02 August 2019

Neil Hopkins/ Bill Newcomen

THAT THE MINUTES OF THE EAST GIPPSLAND SHIRE COUNCIL MARINA CONSULTATIVE COMMITTEE MEETINGS HELD ON 02 AUGUST 2019 BE CONFIRMED.

CARRIED UNANIMOUSLY 14/10/19

1.5 FUTURE MEETINGS

The next Marina Consultative Committee meeting is to be held (date to be advised) February 2020 unless required earlier due to actions arising from Annual Berth Holder Meetings to be held on Saturday 9 November 2019.

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 Wain spoke to the Financial Report Year to 30 September 2019.

Kris advised all expenditure is tracking well, noting the surplus of \$11K at Slip Bight is for labour costs to resurface Jetty 1, and the deficit of \$25K at Metung is the material costs for the stern piles to be included in the Insurance claim.

Kris added that we were finalising quotes for concept design for the Metung Hardstand wave attenuation works and confirmed a consultation session will be included.

REPORT NOTED

2.2 MAINTENANCE REPORT

Commercial Business Operations Officer

Angela Printz presented the Maintenance Report, noting the scheduled maintenance and cleaning tasks scheduled for the 19/20 financial year had been quoted and contractors appointed and listed in the report.

As previously mentioned, the resurfacing works at Jetty 1 Slip Bight were being negotiated with our internal works crew due to the labour costs being significantly lower than quotes received from external contractors.

Angela advised the stern piles for Metung Marina are in the contractor's yard with fittings attached, all ready for installation, however, works could not commence on-site until the contractor is OHS pre-qualified as required from Council's Risk Unit. We are working with Bury's Slipway Pty Ltd to speed this process up which involves the submission of the appropriate OHS documents.

Angela advised the testing of cleaning the Perspex panels at the Chinaman's Creek jetties was unable to be achieved to a satisfactory standard and she will investigate the cost to replace them.

Angela advised that whilst the Metung Hardstand wave attenuation design and construct was at least two years from completion, we were in discussions with a local contractor for a temporary fix to make the floating section usable for loading/unloading vessels via the crane. The plan is to replace the timber decking with mesh, eliminate the corner which can damage vessels by adding a pontoon to the gangway end, and then replace the hard black "D" fender with material covered super-fender to run from the new pontoon to the end of the old pontoon.

REPORT NOTED

2.3 UPDATE ON TENURE DATES FOR MCC REPRESENTATIVES

Commercial Business Operations Officer

Angela spoke to the report. In summary, there is one position at Slip Bight and two positions at Metung/Chinaman's Creek open for re-nomination from current representatives and expressions of interest from other berth holders.

Action Required 1: Commercial Admin Officer to call for expressions of interest

Action Taken 1: Email sent 17/10/19

Action Required 2: Reminder to be provided at the Annual Berth holder meetings

Action Taken 2: Added to Annual Berth holder Meeting agenda

REPORT NOTED

ITEMS

3. ITEMS (VERBAL)

3.1 AUDIT REQUIREMENTS – DELWP AGREEMENT

Kris confirmed the response from John Morton at the previous meeting that DELWP were satisfied with how Council's financials were audited, however, as both John Morton and John Underwood were absent from this meeting, we would carry this item over to the next meeting.

Action Required: John to follow up on audit requirements and report back to next meeting

Action Taken: Added to next agenda

3.2 UPDATE ON COUNCIL'S IT CCTV REVIEW

Kris advised that IT had completed their audit and marinas had been included. Audit consisted of identifying appropriate placement of cameras, type of recording and monitoring required, whether infrared would be required, etc. IT advised the cost to install CCTV for both Slip Bight and Metung Marinas was \$40K which had been included as a capital bid for 20/21 financial year.

Neil questioned whether Chinaman's Creek would be fitted out with CCTV also. Kris responded that there was no power on-site at Chinaman's Creek, however, we would look into the possibility of solar powered options. If the capital bid is successful, works could commence after July 2020. An update on approval of the capital bid will be included in the next Marina Newsletter.

Action Required: Update of capital bid approval to be included in next newsletter.

Action Taken: Added to newsletter

3.3 UPDATE ON METUNG HARDSTAND EXTENSION

As Kris previously discussed, quotes were being reviewed for the concept design. Quotes were significantly differing in both price and what is provided for that price. We are very conscious of obtaining a quality product to ensure we don't incur some of the problems we did with the Metung Marina.

3.4 UPDATE ON METUNG MARINA INSTALLATION OF STERN PILES

As discussed with the Maintenance Report.

4. OTHER BUSINESS

4.1 MARINA OCCUPANCY

Angela provided a graph of the marina occupancy for the current financial year adding on from the graph provided at the previous meeting for the entire 18/19 financial year.

Slip Bight Marina occupancy continues to sit around 90% with 9 x 8m berths and 5 x 10m berths available on Jetties 1-4. Three more of the 8m berths have been allocated this month. Jetty 5 is still bound by multi-year permits making it difficult to fill the remaining 7 x 10m and 2 x 12m berths on a permanent basis. One of the 12m berths has been leased out on a temporary basis starting this month. Angela is in negotiations to lease two of the 10m berths temporarily for a catamaran.

Chinaman's Creek remains at 99-100% occupied with a waiting list to fill vacancies as they arise. Angela noted the 1% variance is the time between the previous berth holder relinquishing the berth and the new berth holder providing the required documentation to refill the berth.

Metung is still steadily increasing, currently up to 72% noting that the same time last year was around 54%. There are only 8 berths left on the floating jetty – these will be filled with Peak Period temporary berth holders for at least the two weeks from Boxing Day. The 28 vacant berths (10m – 14m) on the wave wall are harder to fill although two have been allocated for annual agreements from November, and there has been some interest for temporary leasing over the peak period.

Kris advised that traditional administrative arrangements are under review as they are currently performed by the Property Team. We are trying to take over these tasks to enable us to change over to Newbooks – Marinas module, which is a booking system currently used for our caravan parks, to provide efficiencies and enable better monitoring and reporting. Angela added if we had the ability to lease berths out with periodic direct debit systems, rather than having to pay for the entire year, or part-thereof, in advance, we would see an increase in occupancy.

Action Required: Nil

4.2 METUNG HARDSTAND SECURITY

Bill Newcomen asked if CCTV audit included the hardstand. Kris was unsure and advised he would check the documentation and get back to him. Bill noted the lighting within the hardstand also required further review as it was currently only lit up by street lights.

Action Required 1: Kris to review IT's CCTV review for the hardstand and report back at next meeting.

Action Taken 1: Added to Agenda

Action Required 2: Angela and Kris to review lighting at the hardstand and report back at next meeting.

Action Taken 2: Added to Agenda.

4.3 POWER POLICY ENFORCEMENT

Alan asked how and when this would commence. Kris advised the Policy has been created and now needs to go to Council for approval. In the interim, we will send a draft of the Policy to berth holders to allow them to prepare. The process for requesting a grace period to achieve the changes will also be forwarded to berth holders. Temporary exemptions will be reviewed on a case by case basis and will be identified with temporary exemption tags. They will also need to adhere to the requirements.

When in attendance, power leads are to be the correct amperage (amp) for the outlet, clearly test and tagged, and in good condition.

4.4 INSURANCE REIMBURSEMENT – METUNG MARINA

Neil asked for an update regarding reimbursement of the excess fee for the marina claim.

The insurance matter is between Council and its insurers, and managed under Council's main policy, and accounted for in this way. Any excess in relation to the claim is not a concern for this committee, as it's covered under council's policy.

Action Required: Update to be provided next meeting

Action Taken: Added to agenda

4.5 MARKETING PLAN

Kris advised we had been working with the Communications Unit regarding social media and the marina website. Kris advised these can also be managed through Newbooks.

Action Required: Update to be provided next meeting

Action Taken: Added to agenda

5. MEETING CLOSED 2:35 PM
