



**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, 15 May 2020

Skype Meeting

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 Sarn Eckhardt	Chinaman's Creek & Metung Marinas
John Underwood Alan Jackson Ted Fregon	Slip Bight Marina

Officers / Visitors present (who are not Committee Members)

Jodie Pitkin, Acting General Manager Place and Community	EGSC
Kris Wain, Acting Manager Council Enterprises	
Angela Printz, Acting Commercial Business Coordinator	
Jade Haber, Acting Commercial Business Operations Officer	

Minute Taker

Jade Haber

1.2 APOLOGIES

Nil

1.3 DECLARATIONS OF CONFLICT OF INTERESTS

Nil

1.4 CONFIRMATION OF MINUTES

7 February 2020

Bill Newcomen / Neil Hopkins

THAT THE MINUTES OF THE EAST GIPPSLAND SHIRE COUNCIL MARINA CONSULTATIVE COMMITTEE MEETINGS HELD ON 07 FEBRUARY 2020 BE CONFIRMED.

1.5 FUTURE MEETINGS

Marina Consultative Committee Meetings to be held Friday 14 August and Friday 16 October and Annual Berth Holder Meetings to be held in late October/early November 2020, Saturday date to be confirmed.

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 presented the financial reports YTD 31 March 2020, advising operations and maintenance is tracking as planned with the only overspend expected to be for the stern pile installation at Metung. This was submitted as part of the insurance claim however the insurer only reimbursed for the repairs not improvements recommended to prevent similar damage in the case of another weather event. Also, to come will be approx. \$20K for decking mesh materials for Jetty 2 Slip Bight to finalise the refurbishment project.

Ted Fregon noted he had emailed some questions to Angela for clarification. Angela advised she had forwarded the email to the Finance Unit who will respond as soon as possible. Kris noted Liz advised she was unable to attend this meeting due to other finance responsibilities.

Action Required : Angela to ensure Finance respond to Ted's email

Action Taken : Finance Department response was emailed 24/06/20

REPORT NOTED

2.2 MAINTENANCE REPORT

Commercial Business Operations Officer

Angela Printz presented the Maintenance Report on behalf of Acting Commercial Business Operations Officer Jade Haber; currently taking minutes.

Angela advised not much has happened in the last two months. Slip Bight berth holder facility had a faulty clothes dryer and washing machine repaired and scheduled fire equipment check was completed in May.

Jetty 1 decking mesh is complete, and three joists were replaced with it all looking good, now just awaiting berth number plates to be installed.

Start date for Jetty 2 deck mesh to commence when materials are received, hopefully soon after the Metung amenities block build is complete.

Kris advised demolition of old amenities block Metung occurred last month and construction will start Monday 18/05/2020 after overcoming minor issues around the Metung Bowls Club and Metung Yacht Club leased area.

Bury Slipway completed installing the stern piles at Metung Marina which is looking good and providing an additional point for mooring to.

Repainting of the Hardstand Metung Marina by Bury Slipway is not urgent and is to be delayed until after July due to current budget constraints

The second quote for acrylic for the Chinaman's Creek Marina came in lower than the first quote and has been ordered.

Angela also presented the occupancy figures up to and including April highlighting that Slip Bight is remaining consistent in the low 90% and Chinaman's Creek at 100%. Metung peak period reached 85% and has only dropped back marginally. Kris added Metung has come a long way from the 50% when we first commenced reporting these figures.

Angela advised another few berths have been allocated by Jade this month and will be pushing the current percentages higher.

Bill Newcomen queried the situation with divider ropes – will they connect to the stern piles and floating jetty by rope. Angela and Jade will investigate a solution to be implemented in new financial year.

Action Required : Angela and Jade to investigate solution for rope attaching to stern piles and floating jetty at Metung Marina in new financial year

Action Taken : Added to Agenda

REPORT NOTED

ITEMS

3. ITEMS (VERBAL)

3.1 WIRE DIVIDER LINES

Angela advised quotes received for divider wire are approximately \$12 per metre compared to \$2 per metre for rope. Local supplier Leftrade do not keep wire in stock and do not recommend it's use for dividers due to the environmental impact of the wire causing it to deteriorate and fail. Rope is recommended to be the safest and most economical option.

Bill Newcomen in favour of rope, commenting that the plastic covering on wire line tends to rust and break easily. Rope is easier on hands and doesn't damage the boat. Alan Jackson also commented that the wire eventually breaks down under strong UV conditions and fibreglass boats are put at risk of damage. Neil also agreed that rope would be best.

Ted prefers wire but added rope would be acceptable if it was tighter. Bill Newcomen disagrees; stating slack is necessary as things move, especially for floating jetty. Flexibility is needed in rope. Alan also agrees that rope needs to be able to move. Cr Ellis reiterated the preference was for rope flexibility for floating jetties, and tighter ropes for fixed jetties. Angela advised we can arrange for tightening of ropes at Slip Bight Marina jetties 1-4

Ted also suggested polypropylene rope might be a better option. Angela advised she would contact Leftrade for pricing and their recommendation.

Action Required : Angela to contact Leftrade for recommendation and pricing of rope for divider lines

Action Taken : Leftrade recommend silver rope as currently in use at Slip Bight to replace wire

3.2 MESH DECKING

Angela advises that Works Department Assets and Projects Directorate are responsible for sourcing mesh decking for the Shire and use several different suppliers. All materials are manufactured in China and are of similar quality and price.

John Underwood suggested we should be using local suppliers and best value for dollar especially in these times of Covid-19. John added he believes Treadwell Group manufacture at their operations in South Australia.

Angela was advised that all materials were imported from China however added she believes the last two orders of mesh were from Treadwell.

3.3 UPDATE ON MARKETING PLAN

Kris advises that Khloe is revising the marketing plan in regard to branding and incorporating drone imagery taken of the marinas into our online presence and for social media purposes.

Cr Ellis requested an update to be provided next meeting and for this to be added to the next meeting agenda.

Action Required : Khloe and Kris to develop social media presence ideas for the next committee meeting

Action Taken : Added to Agenda

3.4 FURTHER DISCUSSION REGARDING POWER POLICY

Kris Wain advises the Power Policy has been approved by Council and will slowly be implemented over the next few months. Angela and Jade to communicate the rollout and process to berth holders, keeping in mind adequate time will be required to allow berth holders to respond and adjust to changes. Kris advised that a special newsletter will be released referring to power policy.

Cr Ellis requests this matter remain on the action item list with dot points of actions required and what has been achieved

Kris advised communications will take place over the next fortnight and requests berth holders provide feedback if they need more time to abide and adapt to policy. Kris states that correspondence received will be treated on a case by case basis but wishes the policy to be in full effect and compliant by summer 2020. Kris acknowledges letters have been received from individual berth holders describing their situation and how it relates to new

power policy. Kris reiterates that moving forward, he wants everyone to adjust and understand the policy completely.

Alan Jackson asked how they will differentiate the authorised power needs. Kris responded that tags can be affixed to power leads and identified on dock walks. Kris confirmed clear communications from Operations Officer to berth holders informing of policy will be arranged.

Ted Fregon states he is frustrated with the power policy; specifically, that it's a very bad policy. Ted believes it should not be enacted – clarifies its contrast to other marinas processes and does not believe the policy holds merit in comparison. Ted recalls Kris' previous advocacy of the policy and makes 3 points against it. Firstly, Australian standards do not comply with what the committee was led to believe. Secondly, the risk assessment was incomplete and believed to have dodgy functions in it. Thirdly he believes recommendations from insurer were not provided.

Ted added he believes the policy is contrary to how all other marinas operate, and that the Power policy to be implemented is a folly and is very frustrated by this.

Cr Ellis acknowledges points made by Ted; states policy will be put to the test – expects that if time shows it is not working, that this would be brought to the committee's attention.

Ted comments that committee members have been misled and mentions a real problem of governance.

Cr Dick Ellis advises this will be brought to the CEO's attention. He also states again that Teds point of view and concerns are acknowledged, but policy needs to be implemented and tested. Any concerns and faults that arise once policy is implemented will be addressed with the committee.

Action Required : Angela and Jade to communicate the roll out and process to berth holders

Action Taken : CEO email and policy sent 28/7/20, follow up information sent 29/7/20

3.5A DISCUSSION – REQUEST FOR MARINA FEE REDUCTION

Kris discussed on behalf of Jodie as she needed to leave the meeting early. He advised that the operations and fees were reviewed. Kris summarised that even though Covid-19 restrictions had been set, marinas continued to remain open and consistent inspections continued to take place. Berth Holders were able to access their vessels for maintenance purposes. Due to these reasons, there would not be any reduction in fees. Kris did advise that these were preliminary discussions, there may be more to come due to the impact with an answer expected by October.

John Underwood disagreed with Kris' conclusions, stating the marina had restricted access for Melbourne based berth holders 4 hours away not permitted to stay overnight due to restrictions. John requested this be taken back to council for compensation.

Bill Newcomen suggested the timing is inappropriate and should be reassessed when restrictions have been removed.

Neil asked if a reduction is justified with local businesses livelihoods impacted much more than berth holder boating pleasure.

Further update will be provided when available.

Action Required : Jodie to provide an update on fee reduction proposal next meeting

Action Taken : Added to Agenda

3.5B DISCUSSION – REQUEST FOR EXTENSION TO MULTYEAR PERMIT

In reference to Larry Field's email requesting an extension to multiyear permits as compensation for the Covid-19 restrictions relating to marina access.

Bill also agrees with John and believes it is a matter of timing – with Covid-19 restrictions bringing on a financial crisis. He expressed that a lot of boats may be on the market; people may not be able to afford boats.

Kris mentioned that he wants to look at this further, so savings can go back to the public whilst still maintaining operations at the marina. Bill expressed an idea to drop 25% off fees for coming year, and advised that this has been offered by other non-governmental organisations during Covid-19 restrictions.

Neil was also keen on a reduction of fees but said that, realistically, it's probably not justified. He expressed sympathy to shopkeepers during this time, especially in Lakes Entrance and whose livelihoods have been impacted; as some have been shut since the bushfires. Neil advised that boats are for leisure; needs to take place in the queue for assistance based on necessity.

Cr Toohey agreed with Neil somewhat; he believes a lease extension is a fair comment. He also suggested a reduction of costs/ compensation to be appropriated by State Government.

Action Required : Jodie to provide an update on extension of multi-year permit proposal next meeting

Action Taken : Added to Agenda

3.6 DISCUSSION – COVID-19 RESTRICTIONS EASED - BIAV

BIAV update noted

4. OTHER BUSINESS

4.1 METUNG OUTER JETTY

Neil suggested Metung marina outer jetty was the only location with room for increasing berth occupancy and revenue stating lack of interest should be addressed. Kris advised marketing the area, not just the marina, is high on the agenda of local tourism and council. Angela added the biggest issue was the boarding ladders and that we had finally just received a quote for adjusting the ladders at approx. \$10K. The committee unanimously requested the ladder work be undertaken for safe access.

Alan added that with minimal large berths available, were there any intentions to build any new marinas in the area. Cr Ellis advised there was nothing with Council and there was not a lot of scope for future marinas.

Action Required : Angela to schedule the works on the safety ladders

Action Taken : Carter Marine scheduled to commence works //20

4.2 UNAUTHORISED USE OF BERTH HOLDER FACILITY LAUNDRY

John advised a berth holder brought to him concerns of unauthorised people using the berth holder facility at Slip Bight to do their washing and cooking. John suggests council reminds berth holders not to lend fobs to unauthorised people. John also recommended a camera be placed at the entry or tracking of fobs used to access the building.

Alan added that he believes a berth holder from Jetty 4 has a bed and breakfast nearby and is bringing their washing in and using the machines. Kris clarified Council's IT Unit can track fobs and CCTV may assist, however, Council's operations officer will change the schedule of marina inspections at random to try and catch unauthorised users in the act. Kris also stressed that if berth holders notice random people using the facilities that they are to pass this on with the time of incident to the operations officer.

Alan suggests council should communicate with berth holders that we are aware of inappropriate use of the facility and will be monitoring the situation – he hopes it will discourage those from continuing this action.

Cr Dick Ellis suggests we include this in the next newsletter; Kris wants a specific mail-out about the subject. Ted interjected that berth holders don't always receive councils' communications; he gave the example of the power policy and asked whether or not those who sub-let have fallen through communication cracks. Angela confirms that council has sublet information for communications and confirms there are only approximately 10 people at Slip Bight with no email address. Angela states that sometimes council emails will go straight to spam; invites people to check all inboxes for council mail. Ted proposes a test email to be sent. Kris confirmed he would like an email out to all berth holders and also wants a note on the website. Kris confirms he will work with Angela to develop a test; possibly in SMS format. Kris takes this on notice and will develop further in future.

Kris added the CCTV project has marinas listed as a high priority. Kris clarified that a maximum of 18 months' timeframe in place to have the installation completed, as budget has been pushed back to August. Reiterated again that it is a high priority job and should be progressing in due course.

Action Required 1: Jade and Angela to communicate to berth holders regarding inappropriate use of facility

Action Taken 1: Jade has installed notice on the noticeboard and will be included in the Winter Newsletter

Action Required 2: Khloe to test email method

Action Taken 2: Added to Agenda

4.3 OVERSTAY BERTHING

John Underwood advised the public jetty at Slip Bight marina has boats staying longer than the 24hr period. Kris advises that the operations officer provides this information to community laws officers who communicate with vessel owner and remove vessel from jetty if necessary. Angela confirmed that Slip Bight hasn't had many using public jetty this year, more so at Chinaman's Creek. Kris states that Gippsland Ports have similar challenges and is a big focus that the region is focusing on resolving.

4.4 POWER LEAD HOUSEKEEPING ON FINGER JETTIES

Ted raised a question regarding power leads along the finger jetties for the power cord to run safely without draping the cords or being a hazard. Kris agrees this is a great point and another approach

to deal with this is needed. Suggests possibly a tray to run cords down the edge of jetty. Angela and Kris will contact the works department who worked on the jetty 1 mesh for more ideas.

Action Required : Kris and Angela will contact the works department for solutions to power lead housekeeping on finger jetties

Action Taken : Lead tidy options available from electrical stores such as Midas

4.5 BERTH HOLDER CONTACT

Ted wanted to discuss boat MOA on Jetty 3 which has its bilge operating frequently and asks if there is a way for committee members to alert berth holders of problems; as they do not have access to all jetties. Angela advised she would arrange for the new members Ted and Alan be given access to all jetties She also provided information on MOA, stating the vessel owner is aware of the issue and has proven the vessel is insured, and the owner has implemented action to repair the leak.

Ted requests that if berth holders could supply their contact details at the entry of each berth in case of issue. Angela states that unless the berth holders wanted to display these details, that would be a breach of privacy. Angela advised that the current process is to alert Angela or Jade of issue and they can contact the berth holder in question. Operations officer can be contacted via the afterhours phone number located on jetty entry in emergency situations.

Action Required 1: Angela to arrange all jetty access for new MCC representatives

Action Taken 1: Emailed property team 22/5/20

Action Required 2: Angela to arrange updated contact details of MCC representatives to be displayed on the jetty gates

Action Taken 2: Order placed with Winning Edge signs and installed by Jade 1/7/20

5. MEETING CLOSED 2:54 PM
