



**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, 27 April 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 Neil Hopkins Geoff Cross	Chinamans Creek and Metung Marinas
John Underwood Larry Field David Griffiths	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	

#### Minute Taker

Angela Printz

### 1.2 WELCOME TO NEW MEMBERS

### 1.3 APOLOGIES

Nil

### 1.4 DECLARATIONS OF CONFLICT OF INTERESTS

Nil

### 1.5 CONFIRMATION OF MINUTES

16 February 2018

*Cr Colin Toohey / Bill Newcomen*

**THAT THE MINUTES OF THE EAST GIPPSLAND SHIRE COUNCIL MARINA  
CONSULTATIVE COMMITTEE MEETINGS HELD ON 16 FEBRUARY 2018 BE  
CONFIRMED.**

**CARRIED UNANIMOUSLY 27/04/18**

## 1.6 FUTURE MEETINGS

Marina Consultative Committee Meeting to be held Friday 27 July or 3 August 2018 – to be confirmed with CR support officer

## 1.7 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.

Increases in employee costs were due to internal work crews working at Slip Bight Jetty 3 rather than in contractor costs.

David Griffith requested clarification on admin costs. Paul noted the legend previously on the report was missing and will be re-instated on future reports and advised it was a percentage of total budget. David further questioned the rigour regarding how the percentage is arrived at and asked if a Finance Unit representative could attend next meeting to address financial questions.

Larry Field questioned depreciation figure. Paul clarified this was an accounting principle for reporting purposes and was not an actual fund, however, when the asset was required to be replaced, there would be capital funding provided for this purpose. Paul clarified that the Jacobs report advised the asset has a residual life of 8-10years and noted that as the required maintenance works are conducted, the residual life will be extended until the piles are no longer serviceable. Cr Ellis requested the Jacobs Report be forwarded to new committee members. Members noted Council's definition of 'Depreciation' was different to corporate business.

Larry noted licencing revenue was not on track with budget and asked what was being done to address this. Paul advised the fees for Metung had been proposed for a reduction in line with Slip Bight jetties 1-4 fees, with Council for approval then require sign off by three Ministers. Confirmation should be provided by August.

**Action Required 1:** Finance representative requested to attend next meeting for financial clarifications.

**Action Taken 1:** Kris ensured Finance were invited to the next meeting.

**Action Required 2:** Jacobs report is to be forwarded to the committee members prior to next meeting.

**Action Taken 2:** Report was forwarded to committee members 10/7/18

**Action Required 3:** Legend previously on financial reports to be re-instated on future reports

**Action Taken 3:** Kris confirmed with Paul that the legend has been re-instated

REPORT NOTED

## 2.2 MAINTENANCE REPORT

Commercial Business Operations Officer

Angela Printz presented the Maintenance Report, noting the completed works at Slip Bight Jetty 3, the replacement of underground cabling to eliminate the access issues previously being encountered regarding communication of data between the electronic gates and the system control box in the berth holder facility; completion of the Metung Hardstand fencing; and installation of pile caps at Chinamans Creek almost completed with full completion by the end of May. Angela also noted the occupancy figures were pretty much the same as last meeting at 87% for Slip Bight, 58% for Metung and Chinamans Creek had dropped to 97%, with two moorings becoming vacant. Angela is working through the waiting list to fill them. One has already been allocated to start next month.

David Griffith noted the damage being done to the gates at Slip Bight due to break ins and suggested it needed larger panels to prevent this. Angela responded that larger panelling is to be installed shortly, now that the electronic access system issue has been rectified. Additionally, contractor access is being addressed, with the development of an induction package and a program to raise contractor awareness of the process to request an access fob for working on vessels in the marinas. Cr Toohey questioned the amount of public liability insurance required by contractors. Angela will liaise with the Property Team to confirm if it is \$20M or \$10M.

Bill Newcomen asked if consideration had been given to improving security around the gate at Metung Marina. Angela advised a meeting has been scheduled with Council's Parks and Gardens Team to identify any options rather than more mesh panels. Kris added we were also looking at installing Perspex over mesh panelling in some locations. Further update can be provided next meeting.

David Griffith asked if the gravel sections of the car park at Slip Bight could have pot-holes filled. Angela will request Council's Works Unit to rectify.

**Action Required 1:** Angela to liaise with Property Team over the amount of public liability coverage required by contractors.

**Action Taken 1:** Angela confirmed with Property Team \$20M public liability coverage is required by contractors.

**Action Required 2:** Verbal update on Metung security to be provided next meeting.

**Action Taken 2:** Added to Agenda

**Action Required 3:** Angela to submit works request to fill pot holes in gravel sections of the car park.

**Action Taken 3:** Requested several times, works completed 6/7/18

REPORT NOTED

## 2.3 DRAFT MARINA POWER POLICY

Commercial Business Coordinator

Kris Wain reported on the draft Marina Power Policy advising it was created in line with examples of best practise from other marinas and Australian Standards relating to electrical requirements. Kris believes the rules should be the same for all jetties and marinas that power should not be left on whilst unattended as stated in the rules and regulations. He noted that, although there may have been some verbal agreements around Jetty 5, there was no written proof of this found. The purpose of the policy is to formalise the process to allow policing.

The Committee endorsed the Policy for submission to Council's Executive Group for approval. Timeframe for implementation would be notifying berth holders of the approved policy. At the Annual berth holder meeting, berth holders will be advised the policy will now be enforced. Angela would identify breaches during inspections implementing the 3 strike rule.

**Action Required:** Berth holders to be advised of the approved Marina Power Policy 6 months prior to the Annual Berth Holder Meeting.

**Action Taken:** Item added to Winter Newsletter

REPORT NOTED

# ITEMS

## 3. ITEMS (VERBAL)

### 3.1 CLARIFICATION OF MATERIALS USED AT SLIP BIGHT MARINA JETTY 3

Kris clarified the mesh material was wedlock fibreglass, rather than recycled plastic due to its lower level of flammability and higher load rating. However, the toe-capping was recycled plastic. Supplier was Replas in Victoria and APR in SA and this product was in use on other jetties in the Shire both Council owned and Gippsland Ports owned.

### 3.2 SLIP BIGHT MARINA GATE ISSUE

Angela covered this issue in the maintenance report (Item 2.2). Larger gate panels over locks to be installed, and contractor awareness program to be rolled out.

### 3.3 TRADESMEN ACCESS TO JETTIES

Angela covered in this issue in the maintenance report (Item 2.2).

### 3.4 OWNERS USING THEIR BOATS AS AIR BNB ACCOMODATION

Angela re-iterated the discussion on this during the February MCC meeting. There was a report of this occurring. Angela advised the committee that she had investigated, however, no proof could be identified from the Air BnB website.

Angela asked the committee, "If anyone has further information, please advise and it will be investigated". The berth holder agreement and rules and regulations clearly state vessels in the marina are not to be used for commercial purposes.

### **3.5 METUNG MARINA SMALL BOAT RAMP**

Angela advised the design drawings had been received and we were awaiting the quote. Paul confirmed this would be questioned as it was a fix not a whole new request. Works could commence as soon as the go-ahead is given.

### **3.6 MEETING DATES – CONFIRMATION AND DEPUTISING ARRANGEMENTS**

Paul will send invites out for future quarterly meetings with additional meetings to be arranged as required. Quorum of 5 required, meetings will proceed if quorum reached.

### **3.7 BERTH HOLDERS IN ARREARS AND/OR IN DISPUTE**

Paul advised the two berth holders in question had been through a lengthy process. Council had used Midstate Credit Collect Pty Ltd and their legal team (MCC Legal) to chase up outstanding fees and charges. They had until today to remove their vessels. The next step will be to deactivate their marina access fob and then arrange for Gippsland Ports to remove and store the vessel until payment of our outstanding fees and interest and storage costs charged by Gippsland Ports.

## **4. OTHER BUSINESS**

### **4.1 Slip Bight Marina Sub-committee**

Paul requested a representative to replace the outgoing rep between Larry and David, both happy to undertake the role. Paul will forward dates of meetings to be held over the next 12mths to address the DELWP recommendations to all Slip Bight reps to advise who will attend.

**Action Required:** Paul to send meeting requests to John, Larry and David.

**Action Taken:** Representatives invited, meeting held 22/6/18

### **4.2 Marina access to all jetties for MCC representatives**

Representatives requested access to all jetties be granted for MCC reps. Angela advised that it was easy to reprogram existing fobs. Chinamans Creek Marina representatives to be granted access to Metung Marina.

**Action Required:** Angela to request jetty access for Committee representatives through Council's Property Team.

**Action Taken:** There was a delay for issue of Metung Marina fobs. All members now given access.

### **4.3 Boat carpet in berth holder washers/dryers**

John reported that on two occasions, boat carpets had been dried in berth holder dryer and asked if something could be done. Note the dryer was not damaged, just dirtied causing dirt to spread to next load of clean washing being dried. Angela advised the Cleaner had cleaned the machine for the time reported and that it would be mentioned in the next newsletter.

**Action Required:** Berth holders to be reminded of appropriate use of equipment.

**Action Taken:** Added to Winter Newsletter.

#### **4.4 Metung low level ramp extension**

Bill Newcomen asked if the ramp could be extended for ease of loading/unloading of vessels from hardstand crane. Paul advised we were seeking design from Crossco to extend and provide wave attenuation.

#### **5. MEETING CLOSED 2:45 PM**

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