



Minutes
Berth Holders Meeting
Held on Saturday 19 September 2020 via Zoom

1. WELCOME

The Chair of the Marina Committee, John Petschel, opened the meeting at 9.40 am and welcomed berth holders.

2. APOLOGIES AND ATTENDANCE

Members who attended and apologies are recorded as an attachment to the minutes.

3. MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING HELD JULY 2018

The Chair asked if there were any questions on the minutes and as there were none, the minutes of the Berth Holders Meeting held on Saturday 11 January 2020 were accepted.

Proposed: John Plumridge Seconded: John Spragg **Carried**

4. MARINA MANAGER REPORT

Libby Ayton presented her report.

- Staffing Update
 - Libby – Marina Operations Manager
 - Soapy, Matt and Steve – Marina & Yard Operators
- Covid Impact / Stage 4 Restrictions
 - Marina – Twice daily dock walks, 7 days a week
 - Staffing – reduced hours
- Staff Training / Certifications
 - Test & Tag – Marina Yard Staff
 - Travel Lift – Marina Yard Staff
 - First Aid – All Marina Staff
 - Working with Children – All Staff current
- OEMP – 2020 Status
 - Water Quality Testing
 - Sand Survey (Maintain baseline)
 - Seagrass Monitoring
 - Internal audits
 - Hazardous Goods Store Audit
- Leads – Test & Tag BYS Compliance
 - Single Phase – BYS Staff or Contractor
 - Three Phase – BYS Approved Contractor
 - Plugs – Screw Thread where fitted on the Bollard
- Risk Assessment Management Plan
 - Risk Matrix Plan monitored and updated

- Marina Maintenance Plan
 - All Tasks logged in Maintenance Matrix
- Staff OH&S Procedures and Compliance
 - No OH&S Staff incidents for 2020
 - Weekly OH&S Review – Marina Weekly Meeting
- Marina Security – Nothing to Report
- Floats & Pens – Approval / BYS
 - Prior Approvals by BYS – Essential
 - BYS Compliance Standards to be adhered to.

5. MARINA FINANCIALS – ALISTAIR SINGH

FY20 Performance

- 2019/20 Highlights
 - New 21 Year Lease - ~\$122k in back rent
 - Operating surplus - ~\$39k
 - COVID19 Govt Support - ~\$17k
- Key Variances to budget
 - Total payroll – under ~\$11.5k
 - Harbour Inspections – under ~\$37k
 - Insurance – over ~\$25k
 - Electricity – under ~\$13k
- Revenue is essentially the same as for FY20
 - No increase to quarterly berth fees
- Expenses – key areas of savings
 - Cleaning - ~\$7.5k
 - Printing & Stationary - ~\$1.5k
 - Rent - ~\$23k (due to new 21 year lease)
 - Telephone & Internet - ~\$4k
 - Electricity - ~\$8.5k (primarily due to new electricity deal with Origin)
 - Waste & Rubbish - ~\$1.5k
 - Insurance – increase ~\$17k (estimate only)

CAPITAL REPAIRS & MAINTENANCE FUND

Safe Boat Harbour Provision for Future Repairs & Maintenance	FY20	FY19
Fund Opening Balance	\$407,524	\$416,639
Berth Holder Contributions via service charges	\$116,200	\$63,107
Additional Future R&M Provisioning funded from prior years over accrued rent	\$122,338	NIL
Interest credited	\$8,362	\$8,972
Less Expenditure		
- Seawall Ferrule Bolt Removal and associated works		\$81,194
- Cut, Weld and Tension Bolts on Wave Screens	\$20,700	
- Dredging (permit application works)	\$24,882	
Fund Closing Balance	\$608,842	\$407,524

- Continued focus on a structured preventative maintenance program – John Coppock
- Expected charges for FY21
 - Pile repairs ~\$40k
 - Sand management ~\$100k (\$10k mob / demob, \$90k sand pumping) – John Plumridge
 - Ongoing bolt & through rod management ~\$35k

FORECAST APRIL 2021

Opening Balance 30 April 2020	\$608k
- Less pile repairs	\$40k (estimate)
- Less sand management	\$100k (every 3-4 years)
- less bolt & through rod management	\$35k (annual)
- plus FY21 contributions	\$90k
- plus interest	\$3k (estimate)
Forecast closing balance 30 April 2021	\$526k

6. REPAIRS AND MAINTENANCE – JOHN COPPOCK

- Considerable work undertaken or in progress
 - Incremental replacement of Wave Screen Bolts
 - Regular bolt Inspections and Tensioning as needed
 - Split Piles (Stage 1 Marina) – Repairs
 - Ongoing Testing
- John advised that preventative maintenance is the key and the Marina Committee has this strategy in place.

7. SAND MANAGEMENT – JOHN PLUMRIDGE

- John advised that the sand dredging works have been approved by authorities.
- The works include the following:
 - Increased Depth around Hardstand, A Row & Divers Platform
 - Restoration of Beach Contours (Removal of Spits) – West of Jett
 - 8000 m³ Beach Renourishment added in from of BYS Club and to the East of BYS
 - 3000m³ Made available to Foreshore Committee for Cameron’s Bight Restoration.
- Timeline – Pre Christmas – (Subject to Covid restrictions and weather)
- John presented nearmap images from 2010, 2015 and 2020 to show the sand movement.

8. QUESTIONS FROM THE FLOOR

Question:

Neville Wiggs - When will Berth Holders be expecting to have the dated berth licenses?

Response:

Libby Ayton/Adrian Mulcahy – Hopefully they should be sent out soon, resources have been restricted due to Covid.

9. GENERAL BUSINESS

No general business to discuss

Meeting Closed

With no further questions received the Chair closed the meeting at 10.28am.

APOLOGIES

FIRST NAME	SURNAME
Sue	Gray
Andrew	Rosa

ATTENDEES

FIRST NAME	SURNAME
Neville	Wiggs
William	Zichy-Woinarski
John	Forsyth
Paul	Devereux
Bill	McMahon
Barb	McMahon
Phil	Endersbee
John	Petschel
Adrian	Mulcahy
Alistair	Singh
Libby	Ayton
John	Plumridge
John	Coppock
John	Spragg
Ian	Mellett