

# Berth Holders Meeting

## Welcome

19 September 2020



# Agenda

- Marina Committee
- Previous Minutes
- Marina Managers Report
- Financials – FY20 Actuals & Budget FY21
- Capital Repairs & Maintenance Fund
- Repairs & Maintenance
- Sand Management
- Other Business / Questions



# Marina Committee

- John Petschel – Chair
- Adrian Mulcahy – Commodore
- Alistar Singh
- John Coppock
- John Plumridge
- Ian Mellett
- John Spragg
- Libby Ayton - BYS Marina Operations Manager



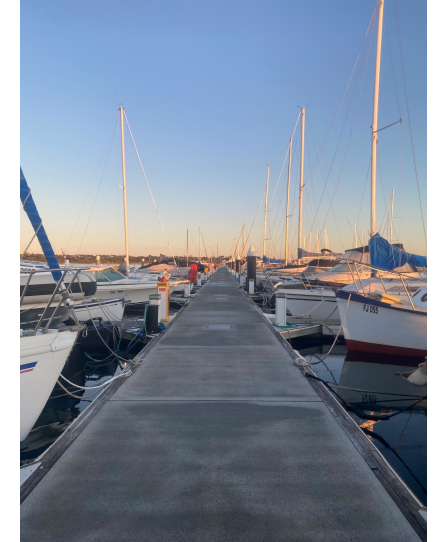
# Previous Minutes

Approval of Minutes - 11<sup>th</sup> January 2020



# Marina Manager Report – Libby Ayton

- Staffing Update
  - Libby – Operations Manager
  - Marina & Yard Operators – Soapy, Matt and Steve
- Covid Impact/Stage 4 Restrictions
  - Marina – Twice daily dock walks, 7 days
  - Staffing – reduced hours
- Staff Training / Certifications
  - Test & Tag
  - Travel Lift
  - First Aid
  - Risk Management
  - Working with Children
- OEMP – 2020 Status
  - Water Quality Testing
  - Sand Survey (maintain baseline)
  - Seagrass Monitoring
  - Internal Audits
  - Hazardous Goods Store Audit



# Marina Manager Report ...cont

- 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 OHS Procedures and Compliance
  - No OH&S Staff Incidents for 2020
  - Weekly OH&S Review – Marina Weekly Meeting
- Marina security - Nothing to Report
- Marina focus Review & Implementation
  - In Process and Functional
  - Rentals Rolling Out Currently
  - All Reporting Done Through M/F
  - Vessel Insurance Required



# Marina Manager Report ...cont

## Floats & Pens – Approvals / BYS Compliance

- Prior Approvals by BYS - Essential
- BYS Compliance Standards to be adhered to



# Marina Financials – Alistar Singh

- 2019/20 Actuals
- 2020/21 Budget
- Capital Repairs & Maintenance Fund





Note 11 - Summary of Revenue & Expenditure re Management

Safe Boat Harbour

	FY2020	FY2019
	\$	\$
<b>INCOME</b>		
<u>Berth Licensee Service Charges</u>		
Privately Owned Berths	510,051	508,351
Electricity Surcharge	34,413	-
BYS Owned Berths & Visitor berths	113,450	113,398
Electricity Surcharge	7,121	-
<b>TOTAL INCOME</b>	<b>665,035</b>	<b>621,749</b>
<i>Expenses relating to SBH: see Statement of Financial Performance on p. 4 – 5.</i>		
<b>EXPENSES</b>		
Website	199	199
Audit Fees	2,700	2,700
Bank Charges	-	544
Cleaning	9,533	8,967
Computer Expenses	5,642	5,718
General Expenses	7,814	8,389
Hire of Equipment	-	-
Harbour Inspections and Monitoring	12,126	39,094
Insurance	110,485	84,713
Association Fees	6,541	-
Electricity & Water	35,939	27,727
Maintenance, Tools and Equipment	12,048	10,998
Payroll Tax	7,125	6,824
Permanent, Casual & Contract Wages - net government funding	175,272	186,783
Printing & Stationery	3,373	1,924
Provision for Future Repairs & Maintenance	116,200	63,107
Additional Future R&M provisioning funded from prior year over	122,338	-
Rent & Rates	94,347	99,874
Over accrued rent prior year	(122,338)	-
Repairs & Maintenance	29,519	32,233
Rubbish & Waste Removal	6,783	7,055
Staff Amenities & Uniforms	349	3,140
Subscriptions	530	383
Superannuation	16,700	17,252
Telephone & Fax	5,944	7,943
Training	1,264	1,615
Workcover	4,581	4,500
<b>TOTAL EXPENSES</b>	<b>665,014</b>	<b>621,682</b>
<b>Contribution from Safe Boat Harbour – Management</b>	<b>21</b>	<b>67</b>

# 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



# FY21 Budget

- 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)



	Final 19/20 Results	Proposed 20/21 Budget	
	Actual	Budget	Difference
<b>Revenue</b>			
Annual Service Charges - Berth Fees - Private	510,051	516,682	6,631
Electricity - Private	34,413	18,829	(15,584)
Annual Service Charges - Berth Fees - BYS	113,450	114,925	1,475
Electricity - BYS	7,121	3,766	(3,355)
B/fwd surplus		21	21
C/fwd surplus		0	0
<b>Total Revenue</b>	<b>665,035</b>	<b>654,222</b>	<b>(10,813)</b>
<b>Payroll &amp; Expenses</b>			
<b>Total Payroll &amp; On Costs</b>	<b>205,291</b>	<b>200,113</b>	<b>(5,178)</b>
<b>Expenses</b>			
Audit Fees	2,700	2,700	0
Advertising	199		(199)
Association Fees	6,541	3,500	(3,041)
Bank Fees	0	250	250
Cleaning	9,533	2,000	(7,533)
Computer Expenses	5,642	8,000	2,358
Harbour Inspections & Monitoring	12,126	50,000	37,874
Insurance - General	110,485	127,856	17,371
Office Equipment < \$500		220	220
Printing & Stationery	3,373	1,000	(2,373)
Provision - SBH - Future R&M	116,200	90,000	(26,200)
Rent & Rates	94,347	71,133	(23,214)
Repairs & Maintenance - Equipment	3,353	3,500	147
Repairs & Maintenance - SBH	29,519	41,550	12,031
Security & Safety	7,814	9,000	1,186
Subscriptions	530	500	(30)
Telephone & Internet	5,944	2,000	(3,944)
Tools & Equipment	8,695	8,500	(195)
Utilities - Electricity	31,141	22,594	(8,547)
Utilities - Gas			
Utilities - Water	4,798	4,500	(298)
Waste & Rubbish Removal	6,783	5,250	(1,533)
<b>Total Expenses</b>	<b>459,723</b>	<b>454,053</b>	<b>(5,670)</b>
<b>Total Payroll / On-Costs and Expenses</b>	<b>665,015</b>	<b>654,167</b>	<b>(10,848)</b>
<b>SBH Operating Surplus / (Loss)</b>	<b>21</b>	<b>56</b>	<b>35</b>



# 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

Source: *BYS Audited Accounts FY20*



# Capital Repairs & Maintenance Fund ...cont

- 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



# Repairs & Maintenance – John Coppock

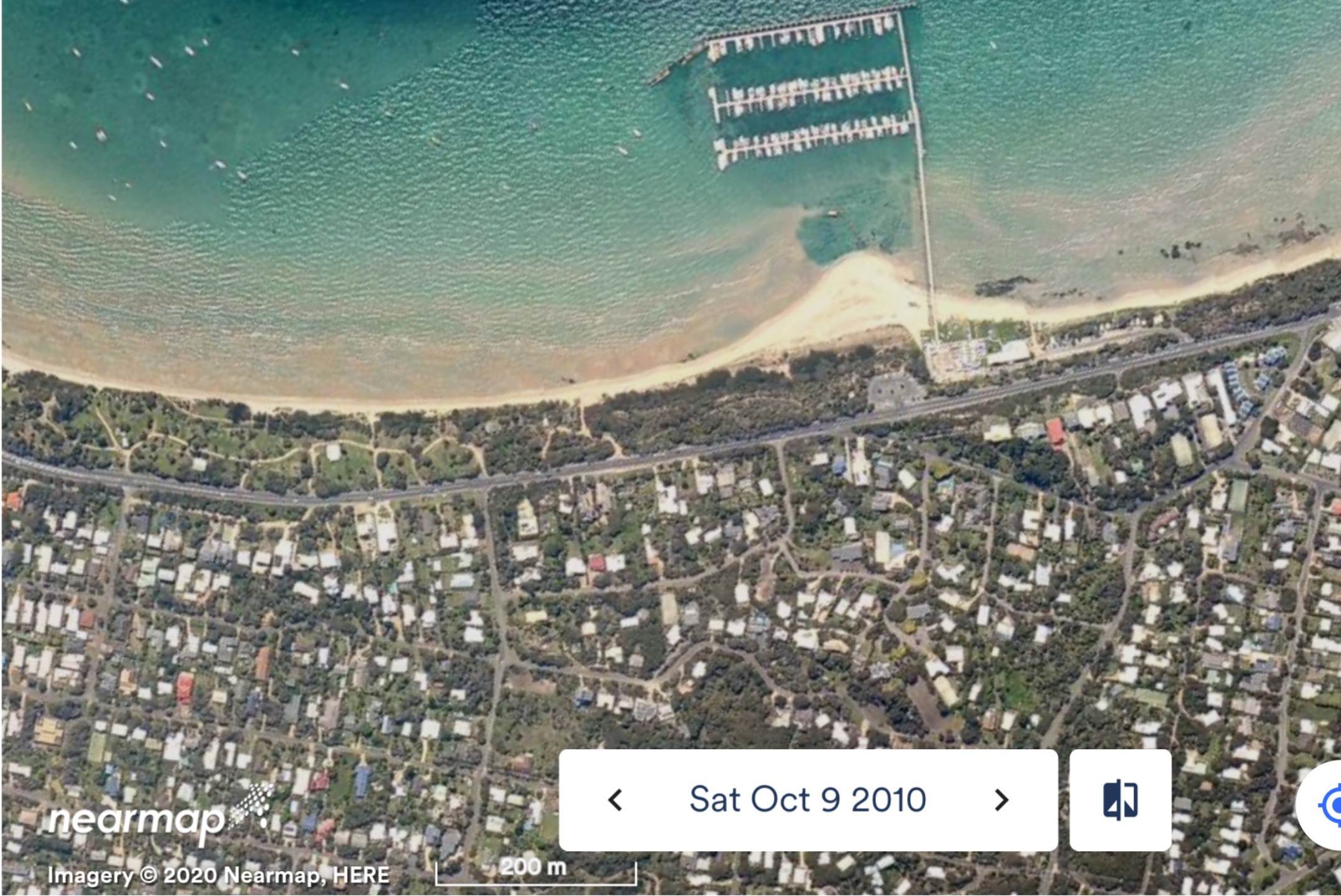
- Considerable work undertaken or in progress.
  - Incremental replacement of Wave Screen Bolts.
  - Regular bolt Inspections and Tensioning as needed.
  - Split Piles (Stage 1 Marina) – Repairs.
  - Ongoing testing.
- Update on current activities
- Preventative maintenance the key



# Sand Management – John Plumridge

- Work approved by authorities
- Works include;
  - Increased Depth around Hardstand, A Row & Divers Platform.
  - Restoration of Beach Contours (removal of Spits) – West of Jetty.
  - 8,000 m<sup>3</sup> Beach Renourishment added in front of BYS Club (a lot!) and to the East of BYS.
  - 3,000 m<sup>3</sup> Made available to Foreshore Committee for Cameron's Bight Restoration.
- Timeline
  - Pre Christmas – (October – subject to Covid restrictions)





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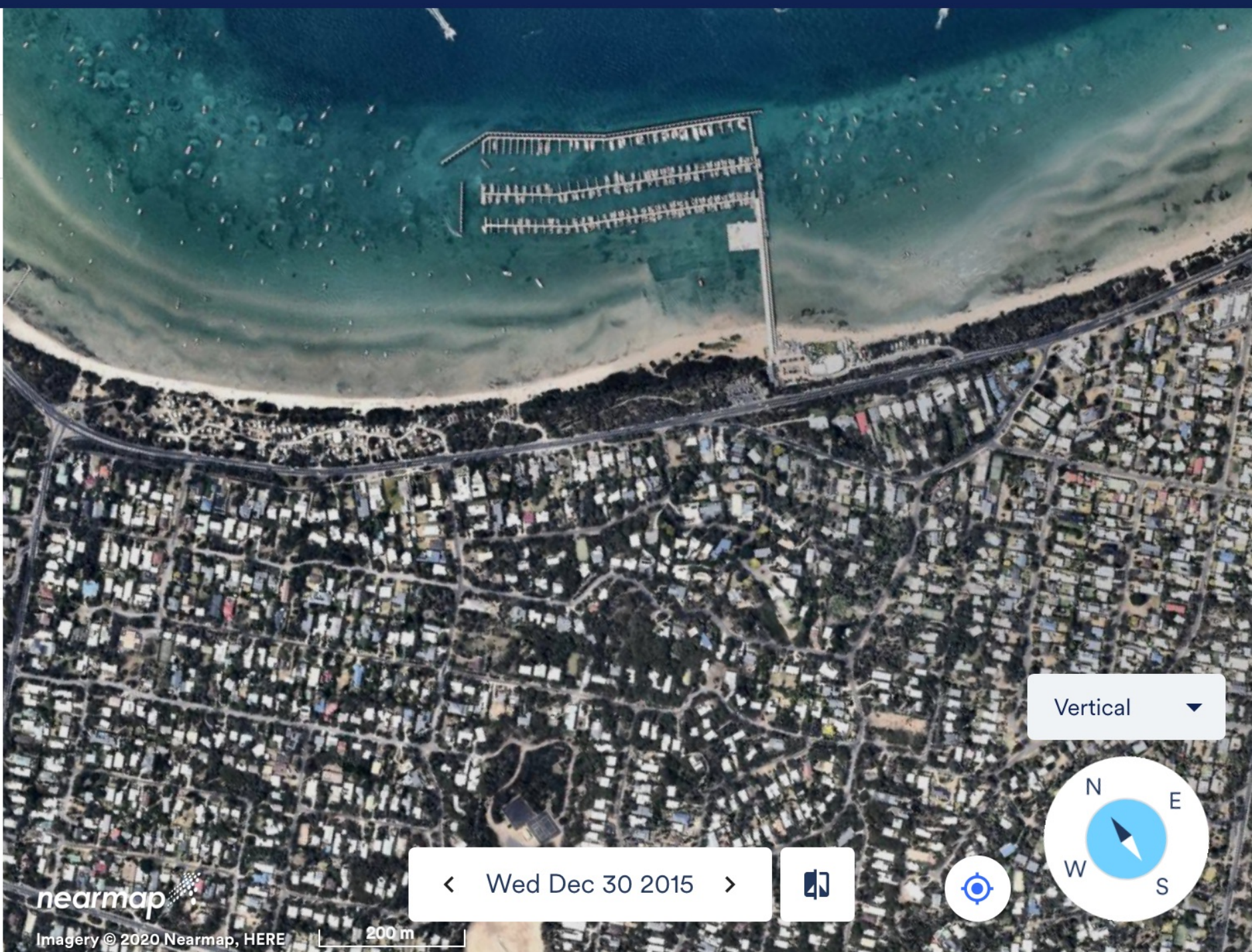
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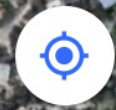


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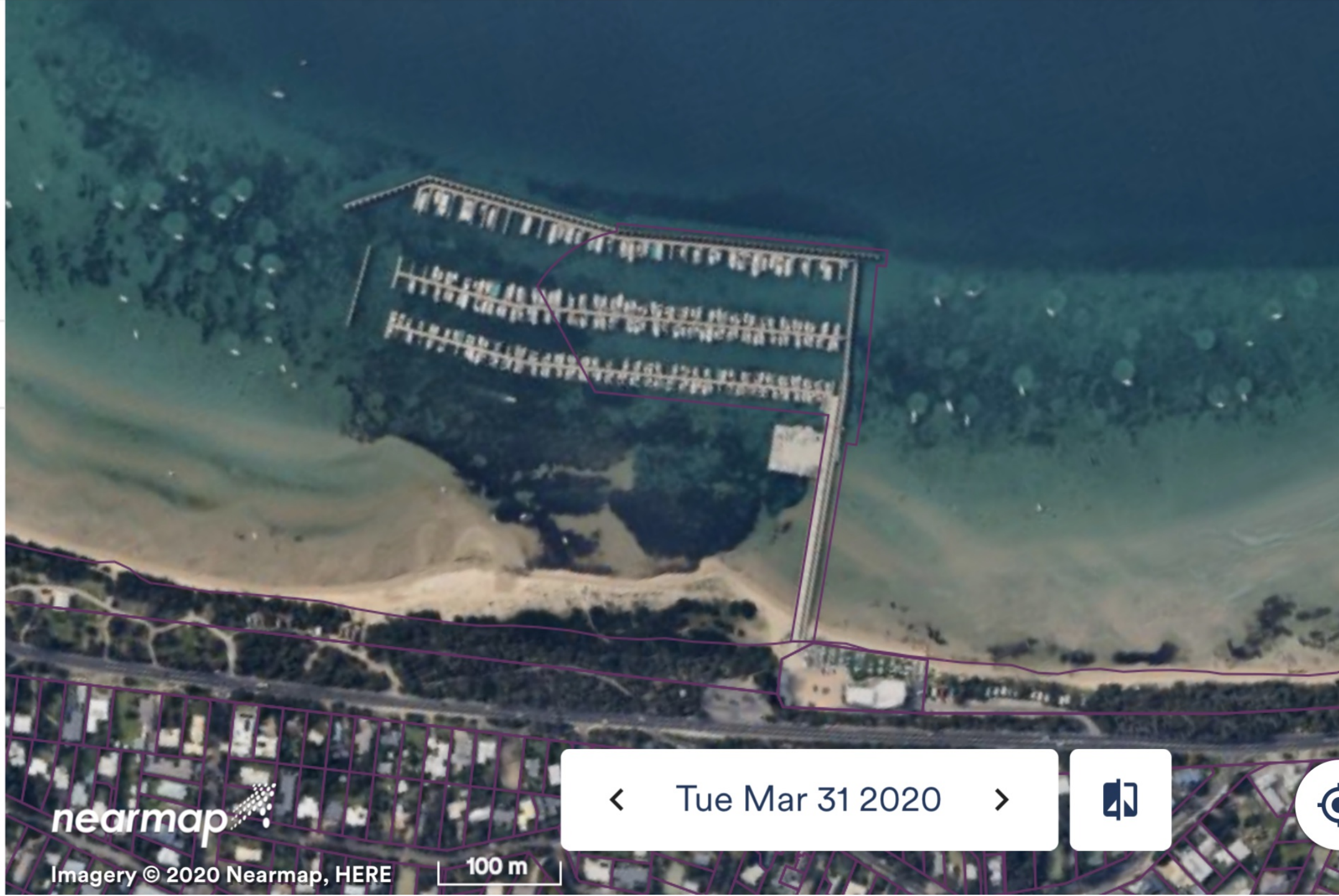
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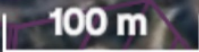
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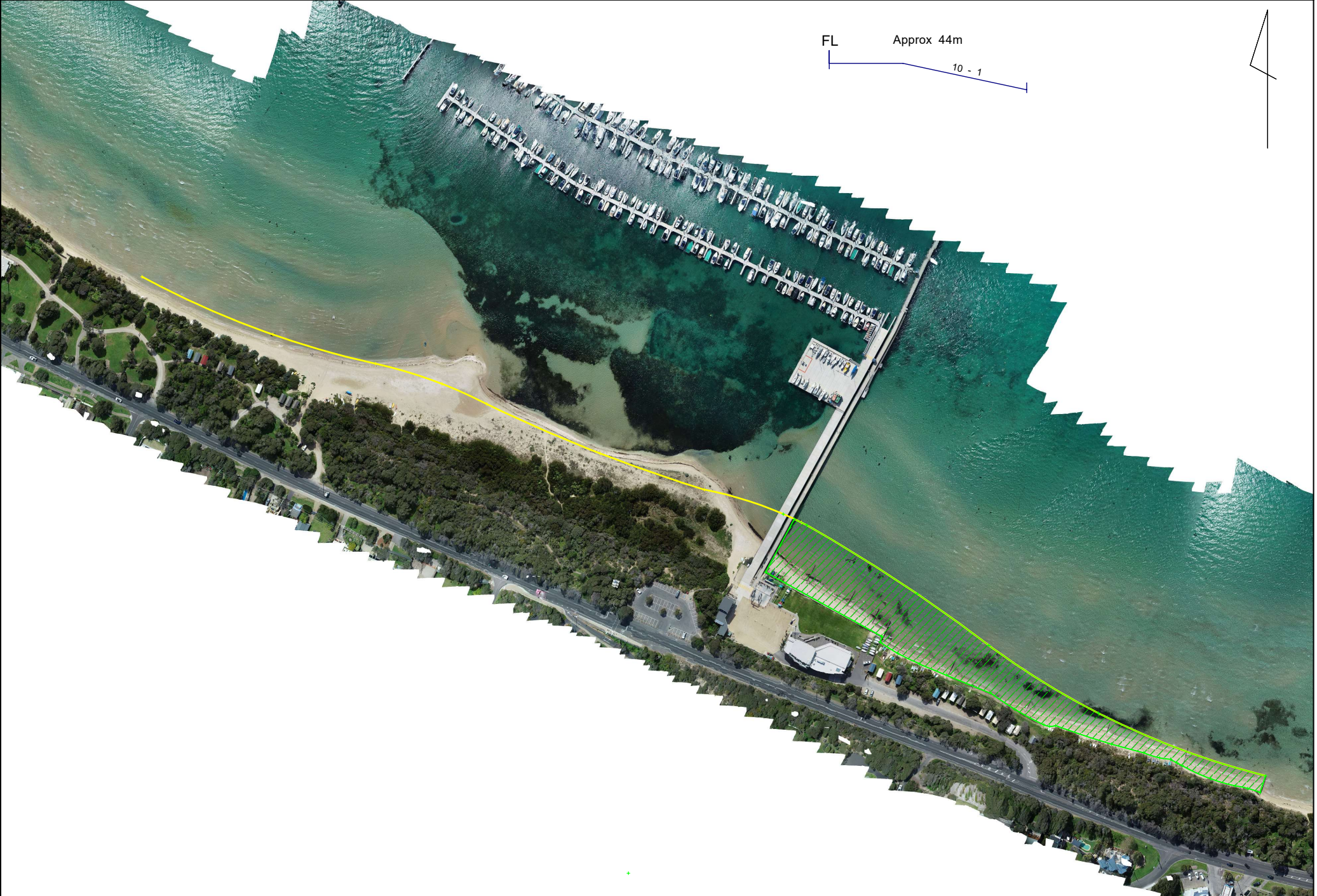
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# Other Business / Questions

