1. **Name of Committee**: Port of Port Fairy Board

2. **Purpose**: To control and manage the operation and development of the Port of Port Fairy.

3. **Membership**
   a) **Basis**: 2 Councillors
      5 Industry Representatives.
   b) **Term of Appointment**: Term of Council.
   c) **Quorum**: 4 members.
   d) **Chairperson**: The Committee shall appoint its own chairperson.

   The appointment of the chairperson will be made as soon as practical after the 1st December each year.

4. **Meeting Frequency**: 5 Meetings per year

5. **Voting**: All recommendations proposed by the committee will be voted on with the majority of votes determined if the recommendation is carried or rescinded.

   The Chair of the committee will have the casting vote if there is a tied vote.

6. **Accountability**: A financial statement shall be submitted within thirty (30) days of the end of the financial year and the books of accounts be made available for audit.

   Signed Minutes to be forwarded to Moyne Shire Records Office following each meeting.

   To table the minutes of Committee meetings at the following Ordinary meeting of the Council.

   To submit any recommendations to the following Ordinary meeting of the Council.

   To prepare an annual report which reflecting an accurate statement of the performance of the Committee.
COMMITTEE CHARTER  
PORT OF PORT FAIRY BOARD

The Committee will prepare and submit an annual Budget for the Complex to the Council by 31 March each year.

The Committee will monitor the approved Budget and be responsible for its implementation.

The Committee will keep the books of accounts for the Port, in accordance with AAS27 and any directives from the Council’s Manager, Finance.

To submit a written report on the activities of the Committee quarterly.

To comply with the obligation of any contract, or in-house agreement entered into by the Council for the Port.

The Committee will review and submit its five (5) year Business Plan to Council.

7. Delegations

To change priorities and timing of items in the Business Plan in line with current circumstances and needs, providing the total budget is unchanged.

To make policy and management decisions consistent with its purpose.

To make rules for regulating the use of and the charges applicable for such use and the conduct to be observed in the various component parts of the Port.

To carry out any research, investigation, survey or inquiry relative to the existing or proposed facilities within the Port.

To review the existing facilities within the Port and keep them under review including the fees and charges.

To resolve conflicts where these occur between any parties using the Port.

To publicise and promote interest in the Port.
The Common Seal of the MOYNE SHIRE COUNCIL

was hereunto affixed this 20th day of July, 2009 in the presence of:

Councillor

Chief Executive Officer

CONFIRMED AT COUNCIL MEETING 30 JUNE 2009