



Port of Port Fairy Delegated Committee Meeting

Agenda

Date: Tuesday 7 February 2023

Time: 3.00pm

Venue: Port Fairy Office – Old Council Chambers

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CONFIDENTIAL AGENDA ITEMS

- 9. Debtors/Finance Report
- 10. Discussion Mary S

Committee Members

Cr Jordan Lockett (Chair)
Mr Daniel Hoey
Mr Rex Grady
Mr John Sproal
Mr Russell Allardice
Mr Garry Stewart
Mr Peter O'Keeffe

Officers (non-voting attendees)

Mr Robert Gibson – Manager Environment and Regulatory Services
Ms Edith Farrell – Director Infrastructure and Environment
Mr Cameron Brown – Port of Port Fairy Coordinator

Acknowledgment of Country

The Chair will read the following:

We begin by acknowledging the Traditional Custodians of the land on which we meet today and pay our respects to their Elders past and present. We extend that respect to Aboriginal and Torres Strait Islander peoples here today.

Recording of Delegated Committee Meetings

The Chair will read the following:

Please note that today's meeting is being recorded on zoom and will be uploaded to Council's website. By participating in and addressing those present at the meeting, you consent to any information you disclose (including any personal information or sensitive information) being recorded and uploaded to the website.

Declarations of Conflict Interest

Reference: Local Government Act 2020 – Sections 130 (1)(a) and 130(2) Disclosure of Conflict of Interest in respect of a matter to be considered at a Council Meeting

A relevant person who has a conflict of interest in respect of a matter must:

- a) disclose the conflict of interest in the manner required by the Council's Governance Rules [Refer to Governance Rules – Division 2 Councillor conflict of interest disclosures] and
- b) exclude themselves from the decision making process in relation to that matter, including any discussion or vote on the matter at any Council meeting or delegated committee, and any action in relation to the matter.

Members of Staff

If a member of Council staff has a conflict of interest in a matter which they are providing advice to Council:

- a) if the advice is included in a report, the report must disclose the conflict of interest
- b) if the officer is speaking in the Council meeting, the officer must disclose the conflict of interest before speaking on the matter.

Confirmation of Minutes

Recommendation

That the Minutes and Confidential Minutes of the previous Port of Port Fairy Delegated Committee meeting held on 22 November 2022 be confirmed.

Attachment(s)

Attachment 1 – Minutes of 22 November 2022 PoPF Delegated Committee Meeting



Port of Port Fairy Delegated Committee Meeting

Unconfirmed Minutes

Date: Tuesday 22 November 2022

Time: 3.00pm

Venue: Port Fairy Office – Old Council Chambers

Committee Members in attendance

Cr Jordan Lockett (Chair)
Mr Daniel Hoey
Mr Rex Grady
Mr John Sproal
Mr Russell Allardice
Mr Garry Stewart
Mr Peter O'Keeffe

Officers (non-voting attendees)

Mr Robert Gibson – Manager Environment and Regulatory Services
Ms Edith Farrell – Director Infrastructure and Environment

Ms Brett Anders – Personal Assistant I & E Directorate (Minutes)

Guests

Mr Duncan Hill, Better Boating Victoria

Acknowledgment of Country

The Chair read the following:

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- a) if the advice is included in a report, the report must disclose the conflict of interest
- b) if the officer is speaking in the Council meeting, the officer must disclose the conflict of interest before speaking on the matter.

Nil declared.

Confirmation of Minutes

Mr Grady moved, Mr O’Keeffe seconded that the Minutes and Confidential Minutes of the previous Port of Port Fairy Delegated Committee meeting held on 11 October 2022 be confirmed.

Carried 7:0

Public Participation

Refer to Governance Rules - Division 5 – Clause 62 Public Participation/Clause 63 Public questions/Clause 64 Public statements

62. Public participation in scheduled meeting

The agenda for every scheduled meeting must include provision for public participation.

The Council must suspend standing orders for the period of public participation.

Public participation in a Delegated Committee meeting may include:

- (a) questions from members of the public in accordance with clause 63; or
- (b) statements from members of the public in accordance with clause 64.

Unless an extension is granted by a ruling of the Delegated Committee Chair, a member of the public asking a question or making a statement under this Division must not speak for more than five minutes.

If the Delegated Committee Chair considers that a member of the public is making comments that are offensive or defamatory when given an opportunity to ask a question or make a statement:

- (a) the Delegated Committee Chair must direct the person to cease speaking; and
- (b) the meeting must proceed to the next matter.

63. Public questions

A member of the public may ask a question at a delegated committee meeting if they comply with this clause.

A person wishing to ask a question must, no later than 12 noon on the business day before the scheduled meeting, give the Delegated Committee Chair:

- (a) their name and address; and
- (b) the text of the question they wish to ask.

The Delegated Committee Chair may reject a question that is offensive or defamatory of any person, including of a Councillor or a member of Council staff.

At the discretion of the Delegated Committee Chair a question may be answered by the Delegated Committee Chair or a member of staff nominated by the Delegated Committee Chair.

If a question cannot be answered at the meeting, the Delegated Committee Chair must provide a written response to the question as soon as is practicable to:

- (a) the person asking the question; and
- (b) the Delegated Committee.

64. Public statements

A member of the public may make a statement at a delegated committee meeting if they comply with this clause.

A person making a statement may:

- (a) speak on behalf of themselves or another person or group of persons;
- (b) speak to a matter on the agenda for the scheduled meeting; or
- (c) speak on any other matter that falls with responsibilities.

A person wishing to make a statement must, no later than 12 noon on the business day before the scheduled meeting, give the Delegated Committee Chair:

- (a) their name and address;
- (b) the name of any person or group they wish to represent; and
- (c) a general description of the statement they wish to make.

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- (a) offensive or defamatory of any person, including of a Delegated Committee member or a member of Council staff; or
- (b) not a matter that falls within the responsibilities of the Council.

[Public Participation attendees for this meeting:](#)

Nil public participation

1. Business Arising from Previous Meeting

Meeting Date	Action item	Responsible Officer	Comments
11/10/22	Continue to work towards removal of Mary S from the Port.	Manager E & RS	ONGOING – Discussed in Confidential Agenda
27/05/21	Budget bid through Tourism Department for media centre at bait shed.	Sub Committee	COMMENCED Project control group meeting scheduled
15/02/22	Request DOT/AMSA lighthouse lumens upgrade	Port Coordinator	COMMENCED Marine Rescue following up with AMSA, to be followed up with Port Coordinator
15/02/22	Pursue outstanding debtors	Manager E & RS	COMMENCED
15/02/22	Port of Port Fairy Training wall assessment	Manager E & RS	ONGOING Investigate options for repair, action plan and report required. Possible opportunity with BBV
11/10/22	Griffiths Street footpath, from rivers edge to boat ramp for safety	Director Infrastructure and Environment	Path has been scoped and costings to budget 125k concrete, bluestone 155k, component of BBV boat ramp
11/10/22	Battery Hill Signage requires updating	Manager E & RS	Suggestion from Community Bank of Sponsorship of interpretive signage. Contact Ashley King to progress. Consistent signage, expertise in way finding required for uniform signage. One collective undertaking place making may be included. Links to history could be incorporated in signage.

Meeting Date	Action item	Responsible Officer	Comments
11/10/22	Landscaping footbridge pathway, Rotary Club	Manager E & RS	Offer by Rotary to undertake landscaping of area beside footbridge path. Design, ongoing maintenance to be discussed.
11/10/22	Pilon repairs – Fenders replacement	Port Coordinator/ Manager	Replacement of fenders required on pylons. Concerns with boats trapped under the pylons. Contractor arranged for replacement of fenders. Priorities large fenders boats tied to. Nearly 50% rotted away. Provision for replacing render on walls to stop walls falling into the river. Sheet pile as temporary measure. Escalate as OHS, engineer ASAP budget discussion.
11/10/22	Follow up on funding allocation from Better Boating Vic and circulate details with Minutes.	Director of Infrastructure and Environment	COMPLETE - Presentation by BBV.

2. Port Quarterly Operations Report

Overview: This report contains information relating to the operation and management of the Port of Port Fairy for the period from October 2022 to November 2022.

Mr O’Keeffe moved, Mr Hoey seconded that the Port of Port Fairy Delegated Committee note and receive the Port of Port Fairy Operations Report for the period from October 2022 to November 2022

Carried 7:0

PoPF Quarterly Operations Report Overview

A second attempt at recruiting a Coordinator for the Port of Port Fairy is underway with interviews having been conducted during the week of 7 November 2022. Formal notification of the result of this process will be provided to the committee once the process is finalised. Port Coordinator appointed to commence in the new year.

Sureside consulting has been engaged to develop a concept design for the unpowered vessel (kayak) launching facility. Once received it will be presented to the Committee for consideration. MACA approval will be required and advice is being obtained on the requirement for Heritage Victoria approval.

Action: Circulate concept design to Committee, include small powercraft launching facility to meet guidelines of BBV funding. (Funding available through the budget.)

Maintenance Concepts has been engaged to replace failing fenders throughout the port. Approximately 50 fenders will be replaced over the course of a week sometime between now and the end of the year.

Farren Group has been engaged to undertake a hydrographic survey of the Moyne River within the confines of the port. This survey is expected to be completed by the end of November 2022.

A Request for Quote has been prepared to engage a contractor to dredge sediment from within the port early in the New Year. The previous contract has expired. The RFQ will be released immediately following receipt of the hydrographic survey as this will form part of the RFQ documentation.

An electrical contractor has repaired a malfunction in the lighting on itinerant berthing jetty.

3. Correspondence In/Out

Overview: Update of correspondence in and correspondence out since the last Port of Port Fairy Delegated Committee meeting.

Correspondence receive from Mr O’Keeffe on responsibilities of Board members.

Ms Farrell advised Port of Port Fairy is a delegated committee governed by the Delegations of Council not a Board

Mr Allardice moved, Mr Stewart seconded that the Port of Port Fairy Delegated Committee note and receive correspondence in and correspondence out since the last delegated committee meeting.

Carried 7:0

4. Port of Port Fairy Budget Update

Overview: Update of the Port of Port Fairy 2022-2023 Budget.

Mr O’Keeffe moved and Mr Sproals seconded that the Port of Port Fairy delegated committee recived the update for the 2022-2023 budget;

engage an engineer to review the assessment of training walls from 2009 and engage heritage Victoria;

use unspent funds to conduct Pylon wrapping; and

obtain a quote for Lifeboat slipway repairs

Carried 7:0

5. General Business

Better Boating Victoria Presentation - Duncan Hill: Funding opportunities and possible projects. (to be distributed to the committee)

- Universal saddle for accessible crane provided by BBV, can be fitted to floating pontoon.
- Query on disposal of derelict boats, advice to be provided by BBV
- Opportunities for Port of Port Fairy from masterplan include boat ramp and car park.
- Development of concept plans funding allocated, once plans approved and ready for tender Capital works team handle the tender, funding by BBV. Construction during winter 2024 planning during 2023.
- Query kayak canoe launching facility, not able to be funded through BBV as doesn't fall within the registration of boats. Fisheries grant program possible to pursue for funding.
- Query if training walls repair falls under BBV scope for funding. Asset manager DOT, BBV look into and engage coastal engineer to assess.
- Floating pontoon replacement may fall under structural maintenance grant from BBV.
- Panel decides on funding of grants. Berthing opportunities for visiting vessels, sailability installation of crane may enhance application.
- Application and indicative quotes next stage.
- Suggestion of locking in master plan and having projects shovel ready.
- Recommendation of committee further detailed design around the master plan to enable projects to be ready for funding applications.
- Alternative for sea scouts for relocation to enable boat ramp and carparking.

Meeting Dates for 2023

Tuesday 7 February 2023

Tuesday 9 May 2023

Tuesday 8 August 2023

Tuesday 7 November 2023

Dinner to be arranged with the Committee when the new Port Coordinator commences.

User group meeting to be arranged.

Meeting Close

Mr O'Keeffe moved, Mr Hoey seconded that the Port of Port Fairy Delegated Committee meeting be closed to consider confidential agenda items.

Carried 7:0

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Public Participation attendees for this meeting:

Nil

1. Business Arising from Previous Meeting

Meeting Date	Action item	Responsible Officer	Comments
22/11/22	Continue to work towards removal of Mary S from the Port.	Port Coordinator	IN-PROGRESS Commence legal proceedings to have Mary S removed from the port.
27/05/21	Budget bid through Tourism Department for media centre at bait shed.	Sub Committee	IN-PROGRESS
15/02/22	Request DOT/AMSA lighthouse lumens upgrade	Port Coordinator	COMPLETED
22/11/22	Write off both outstanding debtors now their vessels are out of the port	Port Coordinator	COMPLETED
22/11/22	Port of Port Fairy Training wall assessment	Port Coordinator	IN-PROGRESS Engage an engineer to review 2009 assessment of training walls and engage with Heritage Victoria
11/10/22	Funding for Boat Ramp	Director Infrastructure and Environment	COMPLETED BBV explained proposal for consultation, planning and design.
11/10/22	Griffiths Street footpath, from rivers edge to boat ramp for safety	Director Infrastructure and Environment	COMPLETED Costings provided and included in Council budget process for consideration.
11/10/22	Battery Hill Signage requires updating	Port Coordinator	YTC Suggestion from Community Bank of

Meeting Date	Action item	Responsible Officer	Comments
			Sponsorship of interpretive signage.
11/10/22	Landscaping footbridge pathway, Rotary Club	Port Coordinator	YTC Obtain details of what is proposed by Rotary
11/10/22	Fender replacement	Port Coordinator	IN PROGRESS Contractor engaged to undertake works.
11/10/22	Follow up on funding allocation from Better Boating Vic and circulate details with Minutes.	Director of Infrastructure and Environment	COMPLETED BBV presented to committee 22/11/22
22/11/22	Continue pylon wrapping with unspent funds	Port Coordinator	YTC
22/11/22	Obtain costing for historic lifeboat slipway replacement	Port Coordinator	IN-PROGRES Engineer engaged

2. Correspondence In/Out

Overview: Update of correspondence in and correspondence out since the last Port of Port Fairy Delegated Committee meeting.

Recommendation

That the Port of Port Fairy Delegated Committee note and receive correspondence in and correspondence out since the last delegated committee meeting.

Mary S – Outward correspondence regarding Mary S (Confidential)

3. Port Quarterly Operations Report

Overview: This report contains information relating to the operation and management of the Port of Port Fairy for the period December 2022 to January 2023.

Officers' Recommendation

That the Port of Port Fairy Delegated Committee note and receive the Port of Port Fairy Operations Report for the period November 2022 to January 2023

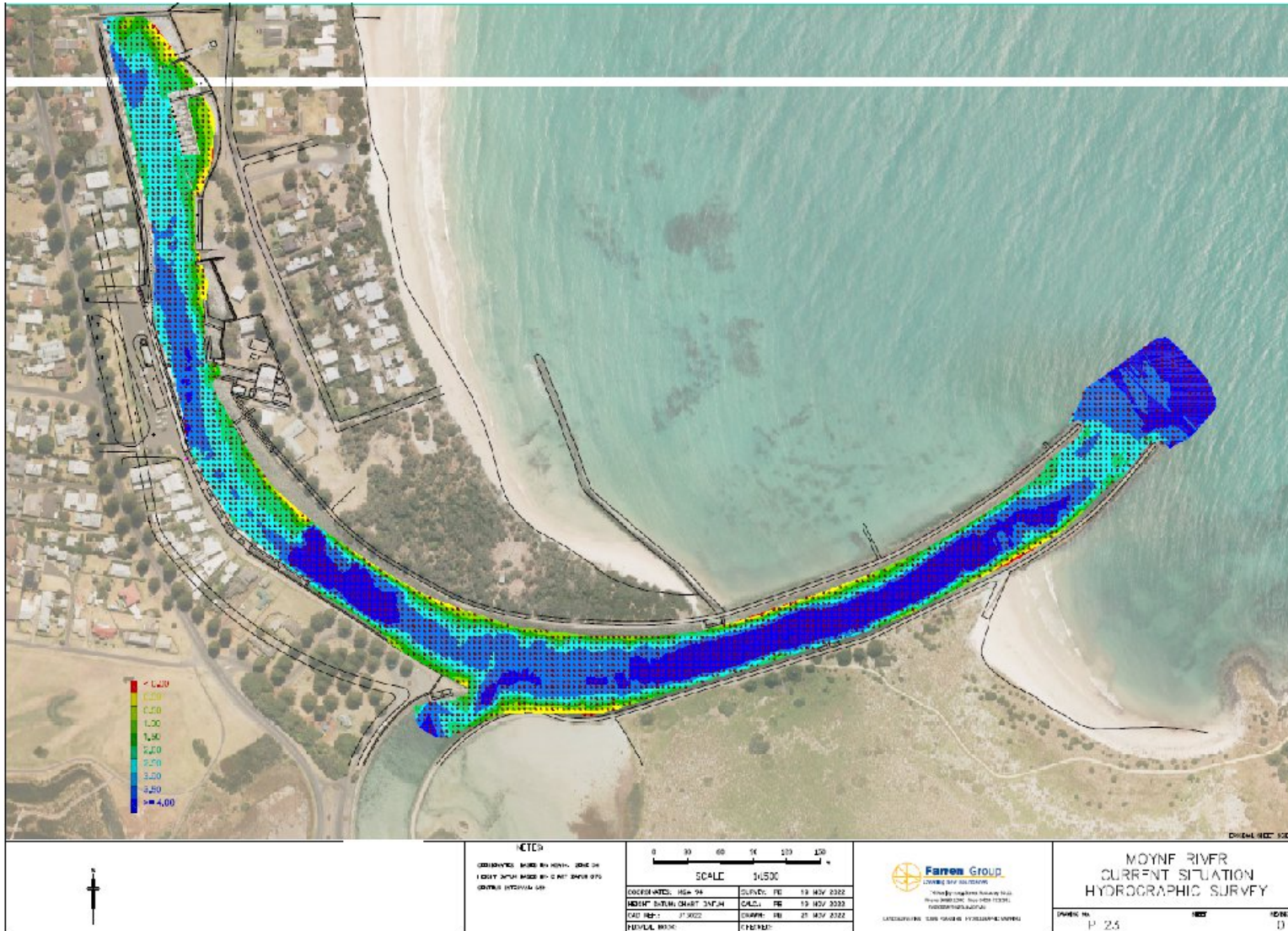
PoPF Quarterly Operations Report

- Cameron Brown has been appointed Coordinator for the Port of Port Fairy and commenced in the role on 9 January 2023. Cameron is a Port Fairy resident and previously worked at the port between 2003 and 2008. He has experience in port related matters including management of port infrastructure, boats and oil spills.
- Sureside Consulting has been engaged to develop a concept design for the unpowered vessel (kayak) launching facility. The initial design provides for safety, functionality and DDA compliance and has an indicative cost of \$600,000-\$700,000. This is a prohibitive cost and officers will discuss options to significantly reduce costs with the design engineer.
- Maintenance Concepts was engaged to replace failing fenders throughout the port. Weather and contractor availability prevented works commencing last year but approximately 50 fenders are expected to be replaced by the end of February 2023.
- Farren Group completed a hydrographic survey of the Moyne River within the confines of the port. A copy of the survey map is attached.
- A Request for Quote has been prepared to engage a contractor to dredge sediment from within the port early in the New Year. The previous contract has expired. The RFQ closed 24 January 2023 and should result in dredging commencing in late mMarch-April 2023

Attachment(s)

Attachment – Copy of Hydrographic Survey

2022 Port of Port Fairy Hydrographic Survey



4. Berthing Prices Adjacent to Marina

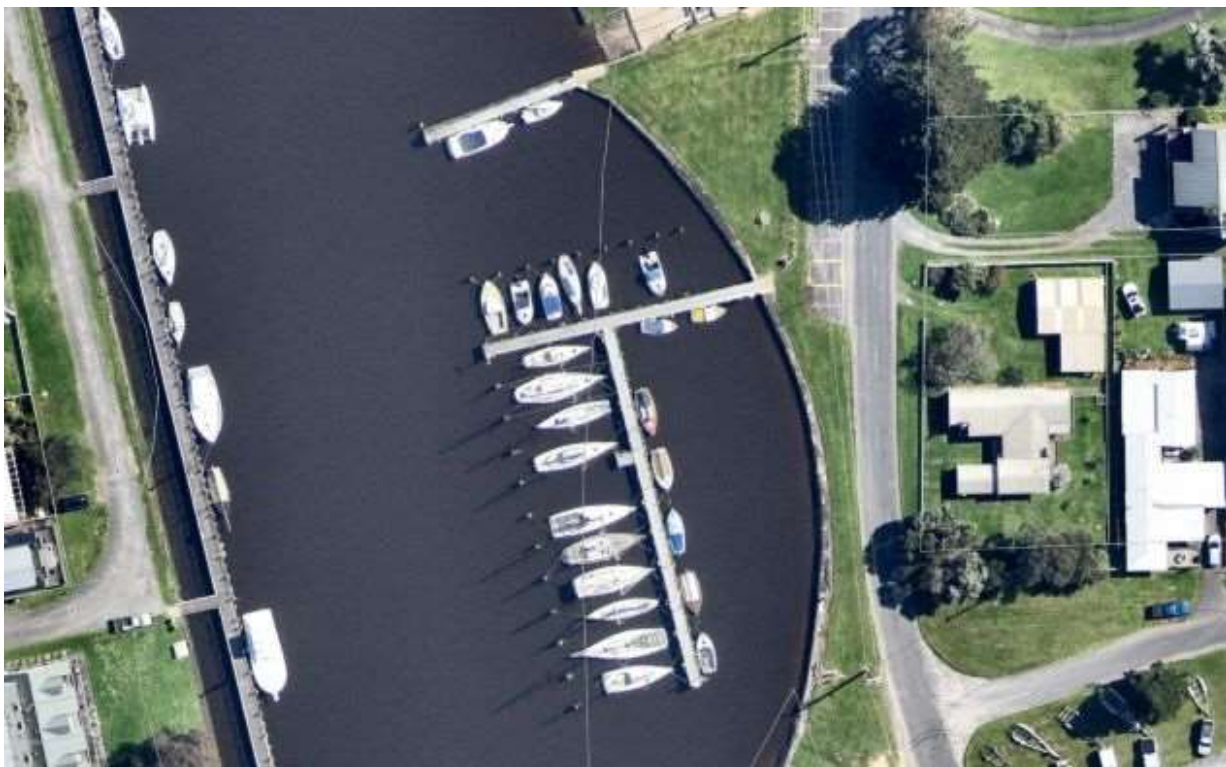
A number of smaller vessels are berthed alongside between the marina jetty and the training wall. Vessels in the marina pens, berthed nose in north of the jetty and alongside between the jetty and the training walls are all charged a fixed fee per berth. This is rational for vessels berthed in a pen of nose in to the jetty as they each occupy the same length of jetty space.

However, for those berthed alongside, this is inconsistent with all other alongside berths throughout the port. Alongside berths elsewhere in the port are charged according to the length of the vessel and therefore the length of jetty they each occupy.

It has become apparent there is a longstanding arrangement whereby vessels berthed alongside on the east side of the marina are charged at 'pen rates' rather than alongside rates.

As an example, a vessel relocated from alongside the north wharf has gone from being charged \$191 a quarter to \$360 a quarter equating to an additional \$676 per annum. Based on this figure, if all similarly sized vessels berthed in this area of the port were charged at alongside rates, it would reduce port income by an estimated \$5,000 or 4% per annum.

Image of Marina Showing Pens and Alongside Berths



Recommendation

The Port of Port Fairy Delegated Committee deem the vessels berthed between the marina and the training wall to be alongside berths rather than marina pen berths and charge berthing fees accordingly from next quarter.

Attachment(s)

Nil

5. Kayak Launching Jetty

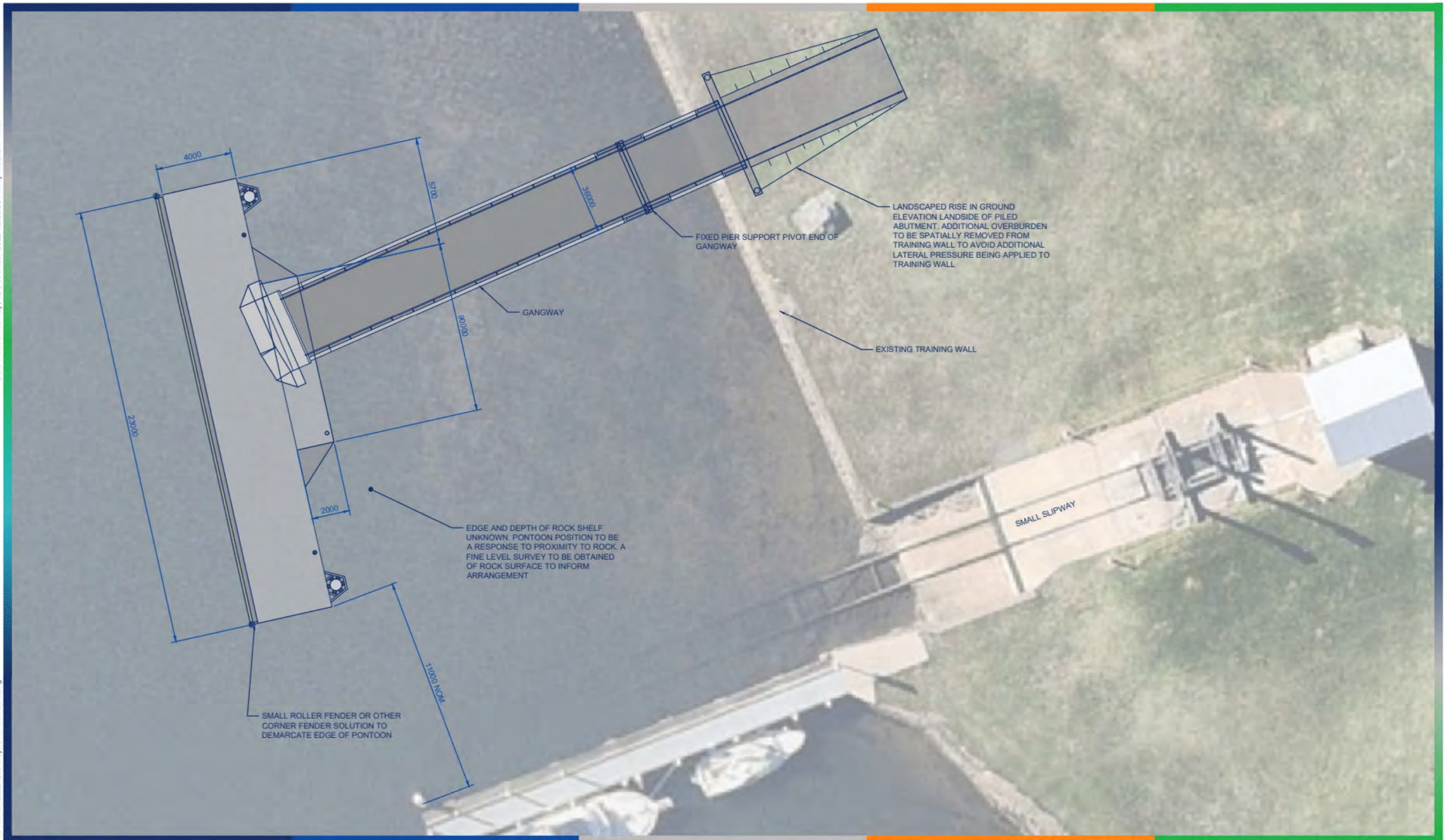
An initial concept design for the kayak launching jetty has been received. \$80,000 is allocated by Council to this project however the cost estimate provided by the engineer is \$600,000 - \$700,000. The design provides for all DDA and safety compliance requirements. It is proposed the engineer be approached to provide alternative option(s) that are less expensive.

Attachment(s)

Attachment - 4x design images for the Kayak Launching Jetty.

Date Plotted: Monday, 12 December 2022 12:03:58 PM by Matthew Killian

File Name: 20221208 Moynes NP Pontoon.dwg



REV	REVISION DESCRIPTION	DATE	POSITION	NAME	SIGNATURE
A	ISSUE FOR REVIEW	12/12/22	DRAFTER	M.KILLIAN	
			DESIGN	M.KILLIAN	
			VERIF.		
			APPROVER	M.KILLIAN	
			CLIENT	R.GIBSON	

PREPARED FOR:



SURESIDE CONSULTING PTY. LTD.
ABN: 73 614 566 102

DRAWING SCALE AS SHOWN

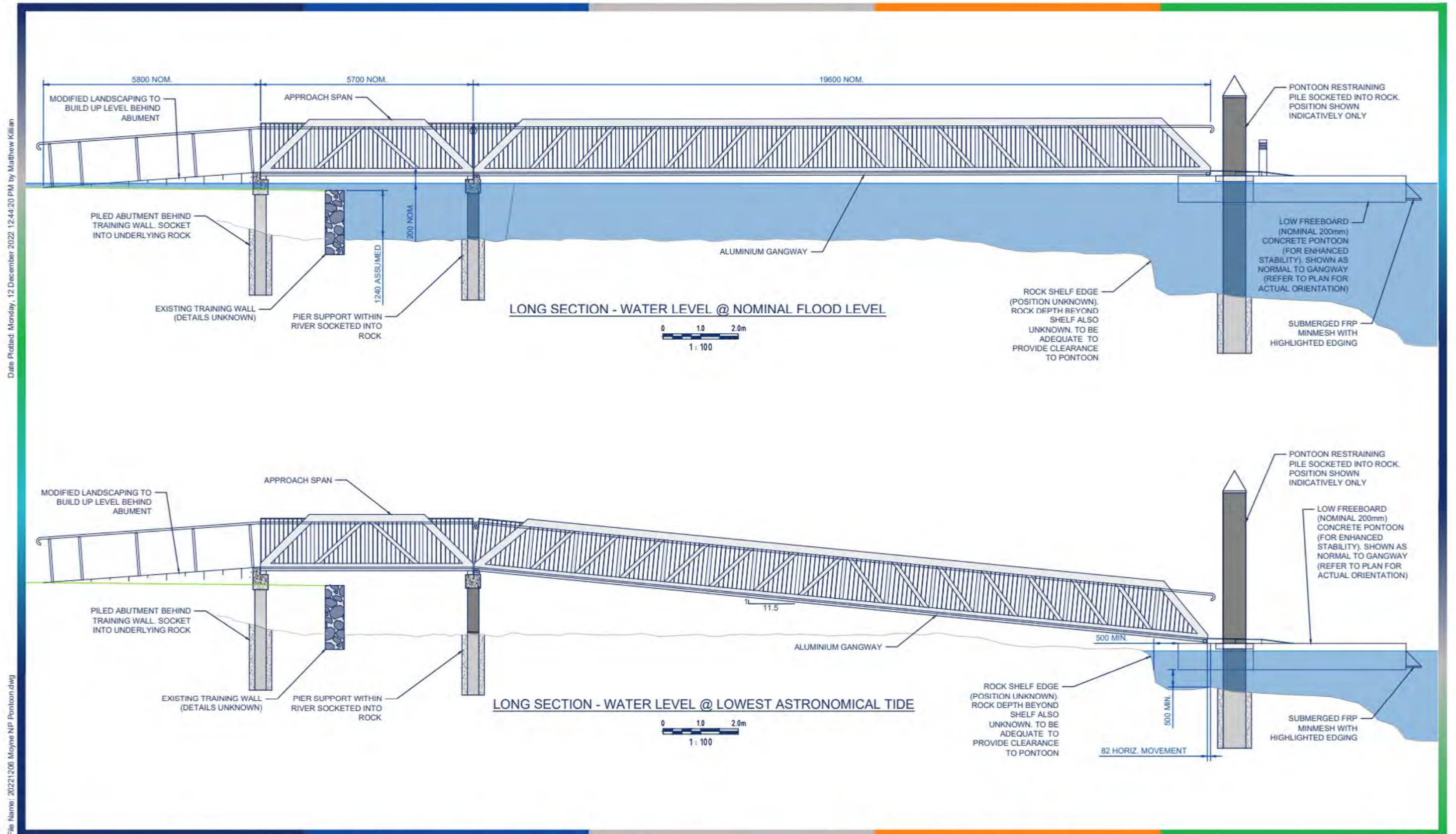
SIZE A3

PROJECT
PORT OF PORT FAIRY
NON-POWERED CRAFT PONTOON

DRAWING TITLE
CONCEPT DESIGN
GENERAL ARRANGEMENT PLAN

DRAWING NUMBER
21/011/DWG/0001

REV
A



Date Plotted: Monday, 12 December 2022 12:44:20 PM by Matthew Killian

File Name: 20221208 Moyn NP Pontoon.dwg

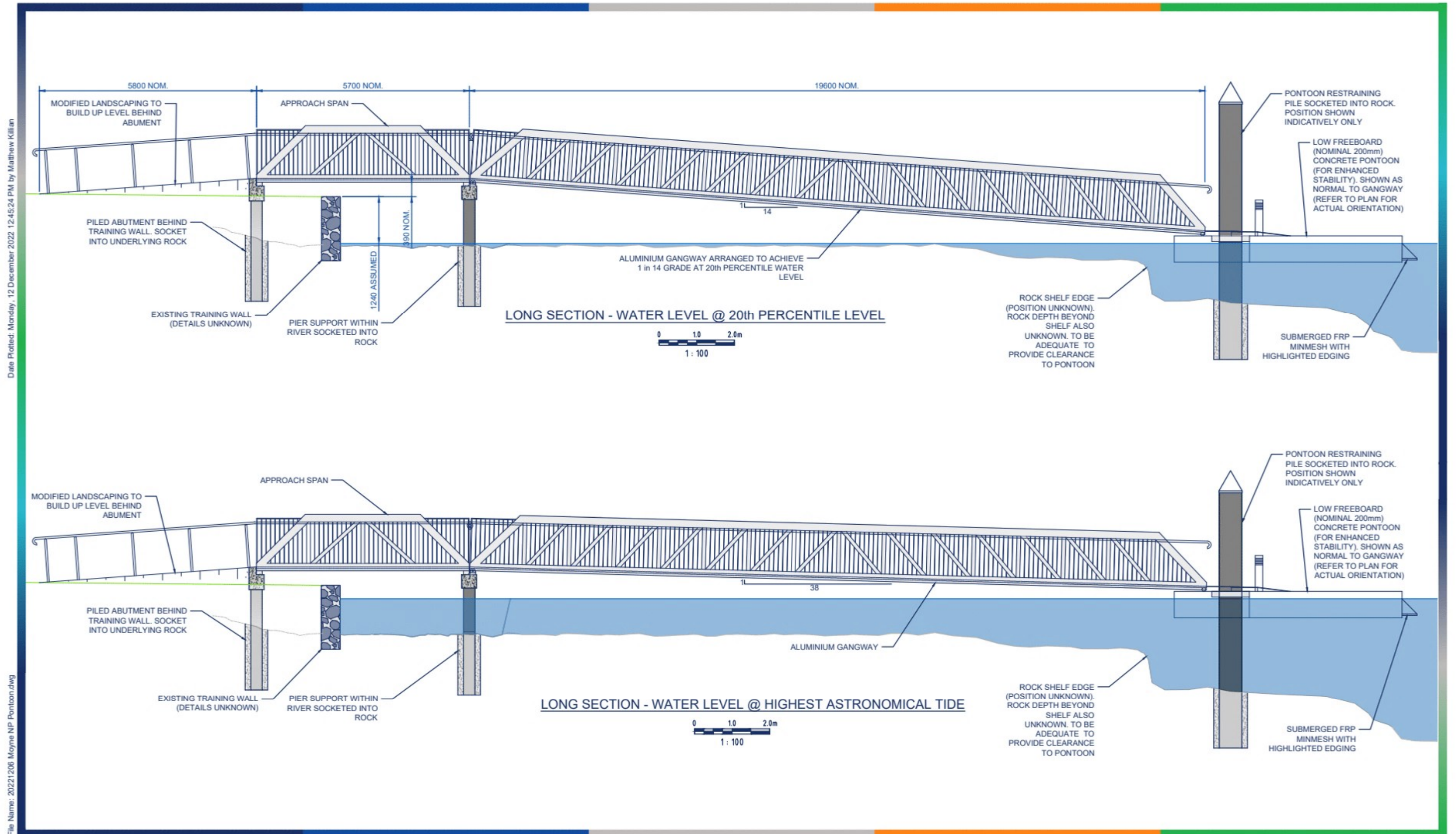
REV	REVISION DESCRIPTION	DATE	POSITION	NAME	SIGNATURE
A	ISSUE FOR REVIEW	12/12/22	DRAFTER	M.KILLIAN	
			DESIGN	M.KILLIAN	
			VERIF.		
			APPROVER	M.KILLIAN	
			CLIENT	R.GIBSON	

PREPARED FOR:



sureside
CONSULTING
SURESIDE CONSULTING PTY. LTD.
ABN: 73 614 566 102
DRAWING SCALE: AS SHOWN

PROJECT: PORT OF PORT FAIRY
NON-POWERED CRAFT PONTOON
DRAWING TITLE: CONCEPT DESIGN
LONG SECTIONS
SHEET 2 OF 2
DRAWING NUMBER: 22/011/DWG/0003
REV: A



Date Plotted: Monday, 12 December 2022 12:45:24 PM by Matthew Killian

File Name: 20221206 Moynes NP Pontoon.dwg

REV	REVISION DESCRIPTION	DATE	POSITION	NAME	SIGNATURE
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			DESIGN	M.KILLIAN	
			VERIF.		
			APPROVER	M.KILLIAN	
			CLIENT	R.GIBSON	

PREPARED FOR:



SURESIDE CONSULTING PTY. LTD.
ABN: 73 614 566 102

DRAWING SCALE: AS SHOWN

PROJECT: PORT OF PORT FAIRY
NON-POWERED CRAFT PONTOON

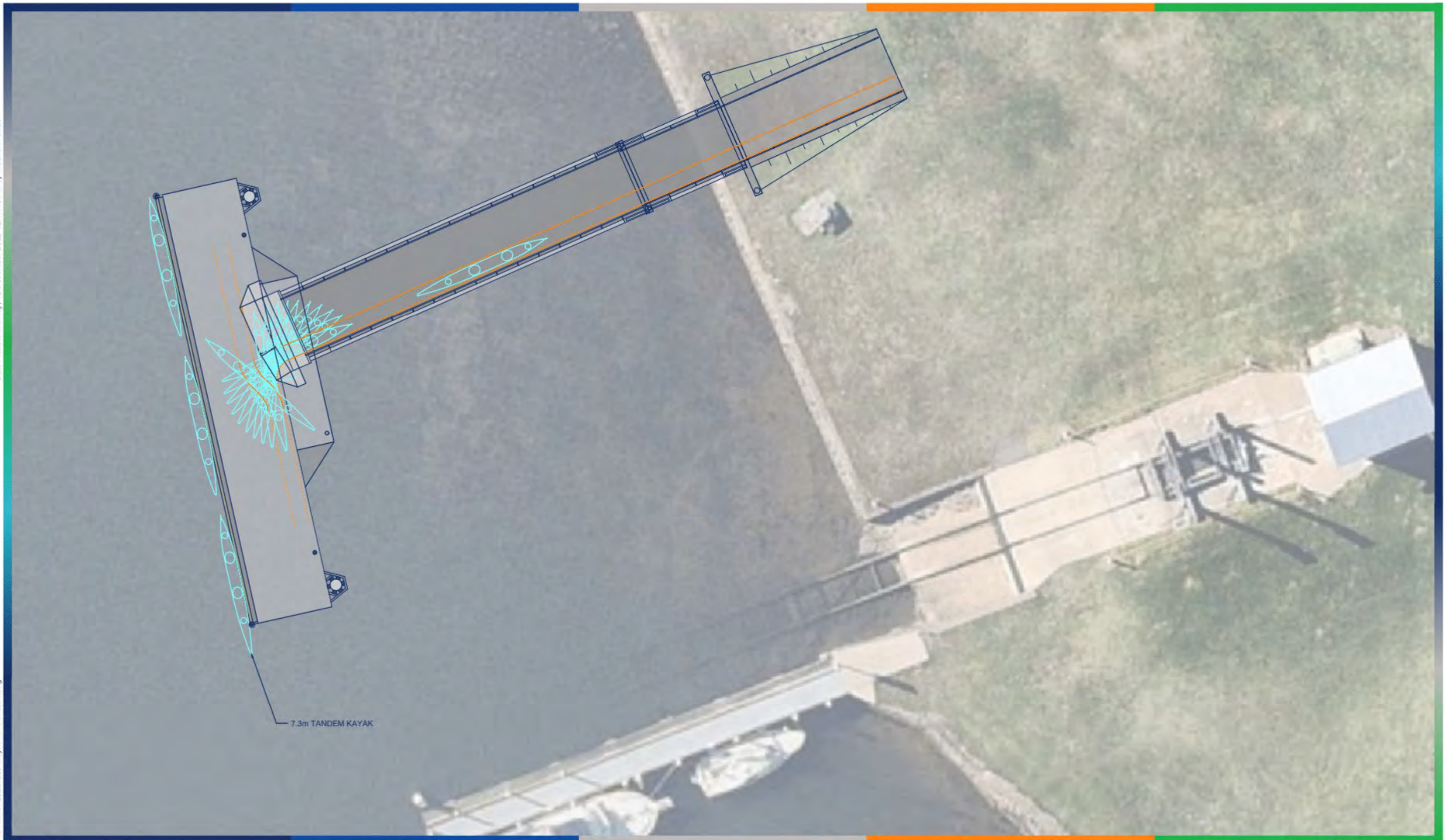
DRAWING TITLE: CONCEPT DESIGN
LONG SECTIONS
SHEET 1 OF 2

DRAWING NUMBER: 22/011/DWG/0002

REV: A

Date Plotted: Monday, 12 December 2022 12:47:46 PM by Matthew Killian

File Name: 20221208 Moynes NP Pontoon.dwg



REV	REVISION DESCRIPTION	DATE	POSITION	NAME	SIGNATURE
A	ISSUE FOR REVIEW	12/12/22	DRAFTER	M.KILLIAN	
			DESIGN	M.KILLIAN	
			VERIF.		
			APPROVER	M.KILLIAN	
			CLIENT	R.GIBSON	

PREPARED FOR:



SURESIDE CONSULTING PTY. LTD.
ABN: 73 614 566 102

DRAWING SCALE: AS SHOWN SIZE: A3

PROJECT: PORT OF PORT FAIRY
NON-POWERED CRAFT PONTOON

DRAWING TITLE: CONCEPT DESIGN
CRAFT TRAVERSAL PLOT

DRAWING NUMBER: 21/011/DWG/0004 REV: A

6. 2023 Port of Port Fairy Business Plan

In accordance with the Port of Port Fairy Management Agreement, the Port of Port Fairy Business Plan has been reviewed and revised.

Focus of the plan continues to be on asset management with an increased focus on the management of the training walls.

Recommendation

The Port of Port Fairy Delegated Committee approve submission of the 2023 Port of Port Fairy Business Plan to the Department of Transport & Planning

[Attachment\(s\)](#)

Attachment – Draft 2023 Port of Port Fairy Business Plan

Moyne Shire Council

Port of Port Fairy Business Plan 2023



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1. Executive Summary

Moyne Shire Council has been the appointed Manager of the Port of Port Fairy since 1995. A Management Agreement between the Department of Transport and Council details the management and administration responsibilities of the Port, inclusive of statutory functions as established in the Port Management Act 1995.

The Port of Port Fairy strives to provide well-designed and maintained infrastructure and services in its capacity as a well-recognised and reputable destination for visitors, users and the community.

Key characteristics of the Port of Port Fairy in the future are expected to include a greater focus on the tourism and recreational user markets including improved universal access; an expanding role in ensuring the safety and guidance of all users of the port; improved management of the Port's asset base; and community and government confidence in management accountability and competence.

Projects considered essential to the Port include the following:

- Addressing structural integrity of the Port's training walls;
- Accommodating improved marine rescue services;
- Implementation of the Port of Port Fairy Masterplan
- Continued procurement of dredging services;
- Improved administration systems;
- Long term financial planning;
- Improving safety in usage of slip ways;
- Assessment and upgrade of marine assets
- Improving lighting and closed circuit television to improve safety and security of assets and people;
- Connection of The Wharf (Restaurant and Café / Fish and Chip shop) into the Port stakeholder environment.
- Improved accessibility throughout the Port.

The Port of Port Fairy Business Plan is designed as a working document. It is intended to be reviewed on a regular basis to monitor the Port's objectives, strategies and performance and to set operational targets.

2. Purpose of the Business Plan

Moyne Shire Council is committed to strategic, inclusive and proactive forward planning. Council in conjunction with the Port of Port Fairy Delegated Committee, has developed the Port of Port Fairy Business Plan to provide a base for the Port's policy development, decision-making, commitment and accountability.

The Plan provides direction to not only the Council, the Port and its staff, but also to the community, local service providers, other levels of government and stakeholders. It is intended to provide confidence in how Port management responds to challenges and opportunities, and provides for development beyond 2024.

The Plan represents priorities in moving toward achievement of the Port vision over the next four years, by detailing the medium term direction and outcomes of the Port. It describes the Port's objectives and strategies and guides the development of all future works and operational plans and annual budgets.

The Plan is the primary strategic planning tool that provides overall direction and links to more detailed information, which is contained within other relevant planning documents and Port programs.

Each year, the Port will produce an annual budget that identifies activities and initiatives that contribute towards achieving the strategic outcomes and strategies identified in this Business Plan. Progress against these activities will be detailed in Annual Port Reports, with results, major projects and service highlights reported to the Port Delegated Committee and Council.

Although the Business Plan describes the strategic direction, the importance of being flexible and adapting to new challenges is recognised.

3. About Moyne Shire

From pastoral land that supports the dairy industry to the stunning coastline, Moyne Shire is a diverse and exciting region.

Moyne Shire Council was created in 1994, as a result of amalgamations conducted by the State Government. The former shires of Belfast, Mortlake, Minhamite and Warrnambool, and the former Borough of Port Fairy, as well as small parts of the shires of Dundas, Hampden and Mount Rouse were all brought together and became Moyne Shire.

Moyne has a total population of 16,693 (Census 2016) residents. Most of the growth within the shire is to the south in the coastal areas, with the entire population growing at approximately 0.5% per annum. Most of the population is dispersed in rural areas across the 5,478km² of the Shire.

Port Fairy has a permanent population of approximately 3,340 people. It is renowned as a high quality tourism destination on Victoria's iconic Great Ocean Road, with significant swells in visitor populations during holiday period. During the internationally renowned Port Fairy Folk Festival weekend, it is estimated that the population increases to 40,000 people.

In the 5 years prior to COVID-19, there was an average of 237,133 visitors per annum to Port Fairy, with an increase in domestic overnight stays of 2% and 5% growth in international overnight stays:

Visit Type	Ave # of visitors
Domestic Overnight Ave	157,822 (67%) – 474,785 nights
Domestic Day trip Ave	61,729 (26%)
International Overnight Ave	17,581 (7%) – 45,640 nights
Ave Domestic Length of Stay	3 nights
Ave International Length of Stay	2.7 nights

4. Priority Issue 2024

Recent asset assessments and the development of the Port of Port Fairy Masterplan have highlighted the significant work required to maintain assets critical to the ongoing operation of the Port. These include pylons under the jetties, anodes to protect slipways and structural metal work, repairs to the training walls and maintenance of the port depot building.

At current rates of funding, this is forecast to require a 20-30 year work plan by which stage many assets will be at considerable risk of failure. Failed assets will require significant more expense to replace than repairs that will extend the useful life of these assets. It is therefore more cost effective and reduces impact on users if adequate funding is available to maintain assets throughout the port.

5. Subject Area and Assets

The land and waters of the Port of Port Fairy occupy an area defined by the footbridge at the northern end of the Port through to the causeway at the south. The training walls designate the eastern boundary of the Port where it meets Port Fairy Bay.

The area encompasses:

- Berthing and marina areas, wharves, jetties, slip ways and boat ramps that provide access into the Moyne River;
- Areas to support commercial activity including commercial fishing and retail businesses such as The Wharf Restaurant and Café;
- Functional spaces providing for depot services, staff amenities and refuelling facilities;
- Historic assets on the river edge and into Battery Hill, provide maritime conservation and interpretation of Port Fairy's rich maritime history; and
- Assets supporting community use and tourism activation through hike and bike networks and passive open space areas.

The Port also acts as a primary access point to Griffiths Island and the Lighthouse, East Beach (Rogers Place), and Martins Point play space.

See Map 1 for spatial representation of the Port boundaries.

The Port is recognised as iconic within the local tourism industry, with walking tours of the Port noted as a 'must do' experience for all visitors. The Port is frequently the lead image of Port Fairy and Moyne Shire, as it is a picturesque feature of the Moyne River and the adjacent historic assets and surrounds of the Port.

Surrounding development includes residential development, the Port Fairy Police Station, Port Fairy Historical Museum, and a number of short-term accommodation complexes including Southcombe by the Sea Caravan Park.

Map 1 – Port Boundary



Port of Port Fairy Assets

Table 1 Provides a summary of local port facilities maintained within the context of this Business Plan.

Table 1 – Asset List

Fixed Assets	Buildings / Equipment	Floating Plant
<ul style="list-style-type: none"> • Training Walls • Refuelling Jetty • Boat Ramp Jetty North • Small Slipway Jetty • Depot Jetty • Martins Point Jetty & Wharf • Yacht Marina • Haldanes Landing • Newmans Landing • Depot Jetty • North Wharf • King George Square Wharf • South Wharf 	<ul style="list-style-type: none"> • Rocket Shed • Lifeboat Shed • Diesel Tank, Bowser & Pipeline • Port Depot & Office • Depot Site Improvements • Bait Shed • Large slipway winch house • Small Slipway Winch House 	<ul style="list-style-type: none"> • Marvin Workboat • Dredge Pipeline • Work Barge
	<p style="text-align: center;">Navigation Aids</p> <ul style="list-style-type: none"> • Starboard Light Marker • Port Light Marker • Martins Point Light • South Entrance Mole Light • Reef Buoy & Solar Light • North Entrance Mole Light 	<p style="text-align: center;">Slipways</p> <ul style="list-style-type: none"> • Large Slipway, Cradle & Winch • Small Slipway, Cradle & Winch

6. Port Governance and Organisational structure

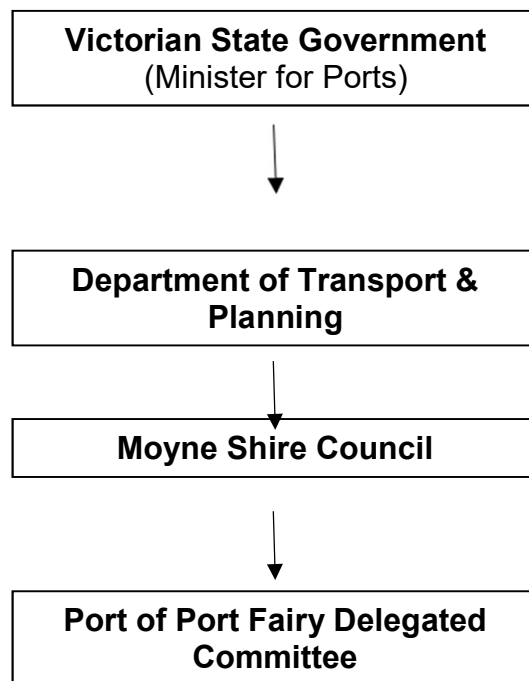
External Organisation Structure

Following privatisation of the commercial Port of Portland in 1995, Moyne Shire Council was appointed as Committee of Management for the Port of Port Fairy.

Since 1999 the State Government has continued to re-appointed Moyne Shire Council as a Committee of Management under the Crown Land (Reserves) Act 1978 and Port Manager under the Port Management Act 1995.

Moyne Shire Council has signed a management agreement that establishes the roles and responsibilities for the management, funding and operation of the Port. Figure 1 represents the external structure of the Port's management. The Management Agreement is due to be replaced by a new Operating Services Agreement in 2023.

- **Figure 1 – Port of Port Fairy External Management Structure**



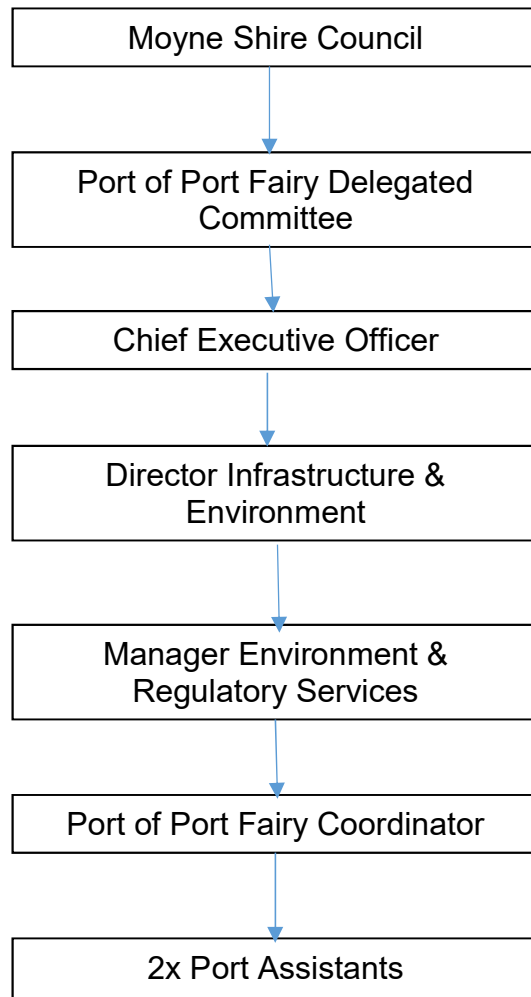
Internal Organisation Structure

Moyne Shire Council governs the local management and operations of the Port of Port Fairy. Council has appointed a Delegated Committee under the Local Government Act 2020, the Port of Port Fairy Delegated Committee, to provide guidance and advice in the ongoing management and development of the Port.

Figure 2 represents the internal structure of the Port as at March 2022.

Committee of Management	Moyne Shire Council
Port of Port Fairy Board -	<ul style="list-style-type: none">- Cr. Jim Doukas (Councillor)- Cr. Jordan Lockett (Councillor)- Mr. Garry Stewart (Community Representative)- Mr. Daniel Hoey (Community Representative)- Mr. John Sproal (Community Representative)- Mr. Peter O’Keeffe (Community Representative)- Mr. Rex Grady (Community Representative)- Mr. Russell Allardice (Community Representative)
Key Staff	<ul style="list-style-type: none">Ms. Edith Farrell (Director Infrastructure & Environment)Mr. Robert Gibson (Manager Environment & Regulatory Services)Mr. Cameron Brown (Port Coordinator)
Board Meeting Frequency -	Every 3 Months
Port of Port Fairy Staff -	3 Fulltime - Port Operations
Financial Services -	Moyne Shire Council Finance Department

Figure 2 – Port Organisational Structure



7. Key Services

The following provides a summary of key Port operations and services as delivered by the Port of Port Fairy team.

Strategic Planning

- Preparation of feasibility studies, business plans, annual reports, asset management and infrastructure plans to ensure the sustainable management of Port assets and services,
- Development of operational frameworks for the governance and management of the Port and adjacent precincts including the development of tools and processes to measure performance.
- Best practise approaches to deliver administrative improvements in Port management, including online technologies and fees for access.
- Coordinate approaches to secure other government sources of funding to develop and maintain Port services and assets.
- Active development and participation in advocacy initiatives, representing the best interests of the Port and the service sector to other levels of government.
- Design and deliver place based promotional activities to build occupancy of assets and improve visitor amenity to create a sense of pride of place through the appearance and function of the Port.

Stakeholder Management

- Facilitate the engagement and participation of local communities, Port users and stakeholders, through a communication framework that supports participation, asset activation and engagement of communal public spaces.
- Support user access to water and assignment of moorings.
- Issuing relevant permits and licenses.
- Maintain active liaison, reporting and support to stakeholders including:
 - o Department of Transport & Planning
 - o Transport Safety Victoria
 - o Department of Energy, Environment & Climate Action
 - o Heritage Victoria
 - o Berth / Mooring permit holders
 - o Commercial Fishing Enterprises
 - o Port Fairy Yacht Club
 - o Port Fairy Marine Rescue Service
 - o Port Fairy Sea Scouts
 - o Local Port Managers' Network
 - o Victoria Police
 - o Victorian Fisheries Authority
 - o Seafood Industry Victoria
 - o Glenelg-Hopkins Catchment Management Authority
 - o Port Fairy Tourism Inc.
 - o Itinerant traders and vessels
- Conservation and promotion of Port heritage assets and maritime history through interpretive signage and active involvement with Port Fairy Historical Society, Port Fairy Historic Lifeboat Committee, Great Ocean Road Regional Tourism Inc. and Port Fairy Tourism Inc.

Project Management

- Coordinate resources to deliver work programs in accordance with timelines, funding and management agreements.
- Manage multi-disciplinary projects including provision of consultants, project teams and working parties that address the planning of Port facilities and services.
- Develop and implement Port Asset Management Plans and Maintenance Programs.
- Undertake regular inspections of Port assets and recommend works for inclusion in the maintenance programme.
- Manage, monitor, maintain and operate Port of Port Fairy floating plant, navigation aids, buildings / depots, equipment (incl. materials, fuel and stock), and fixed assets identified within the Port precinct.
- Organise and supervise slipways and dredging operations.
- Prepare, monitor and report on annual capital works and operating budgets.

Occupational Health and Safety and Risk Management

- Prepare and maintain a Safety and Environment Management Plan within required guidelines and prescribed timeframes.
- Provide information, instruction, and supervision to employees, volunteers and contractors to enable them to perform works safely and without risk to health.
- Provide information and instruction to users of Port boating facilities.
- Develop policies, procedures, guidelines and safe work practises in consultation with stakeholders.
- Enforce the Port of Port Fairy refuelling and pollution regulations in accordance with Pollution of Waters by Oil and Noxious Substance Act 1986.
- Clean up pollutants in the river or on the riverbank.
- Maintain and replace lifesaving buoys.
- Identify and manage risk in accordance with relevant legislative requirements and accepted organisational practices.

8. SWOT

In considering direction and opportunities for the Port, the following provides a summary of identified Strengths, Weakness, Opportunities and Threats.

Strengths and Weaknesses

Strengths that the Port offers in building success	How the Port can continue to leverage off these strengths
<ul style="list-style-type: none"> The advantage of a safe, sheltered port with excellent sea and land accessibility 	<ul style="list-style-type: none"> Explore opportunities to improve relationship with the Visitor Information Centre and relevant tourism associations to promote advantages of and visitation to the port
<ul style="list-style-type: none"> Experienced long term staff 	<ul style="list-style-type: none"> Continue to build upon positive relationships between staff and community to build trust, image and reputation of the Port
<ul style="list-style-type: none"> A local Port Committee with a range of practical and business skills relevant to the Port 	<ul style="list-style-type: none"> Structure meetings and workshops to leverage skills, creativity and ideas of all members
<ul style="list-style-type: none"> Proximity to healthy fishing grounds 	<ul style="list-style-type: none"> Explore improved marketing and communication mechanisms to promote commercial and recreational fishing from Port Fairy
<ul style="list-style-type: none"> High visitation to precinct with strong passive surveillance of port assets and surrounds 	<ul style="list-style-type: none"> Review CCTV systems to ensure protection and security of assets
<ul style="list-style-type: none"> Diverse income streams supporting financial sustainability 	<ul style="list-style-type: none"> Build upon strengths in staff skill for ancillary business opportunities and income streams
<ul style="list-style-type: none"> A wealth of history, stories and artefacts maintained within the port precinct 	<ul style="list-style-type: none"> Leverage marketing and tourism opportunities to build on the reputation of the Port as an interesting and engaging destination to experience
<ul style="list-style-type: none"> An engaged community celebrating and practising the art of boat making and maritime history promotion 	<ul style="list-style-type: none"> Engage with local groups and individuals to support promotion and visitor engagement in the Port

Weakness that the Port could address to build success	How the Port can overcome these weaknesses
<ul style="list-style-type: none"> Absence of evidence based policy to guide transparent and consistent decision making 	<ul style="list-style-type: none"> Develop, promote and maintain required policies in delivering port services
<ul style="list-style-type: none"> Absence of clear procedure and process to support staff operations and community use 	<ul style="list-style-type: none"> Develop, train staff and maintain required procedure in delivering Port services
<ul style="list-style-type: none"> Deterioration in asset stewardship 	<ul style="list-style-type: none"> Develop condition audits and improve inspection regimes to improve asset conditions

<ul style="list-style-type: none"> • Short term view on asset management 	<ul style="list-style-type: none"> • Improve asset management planning for proactive maintenance programs, medium term renewal and long term replacement programs
<ul style="list-style-type: none"> • Over holding lease status and some gap in proactive tenant management 	<ul style="list-style-type: none"> • Implement required leases and licenses with improved tenant engagement processes
<ul style="list-style-type: none"> • Improved engagement with state bodies 	<ul style="list-style-type: none"> • Ensure stakeholder partners are aware of current situation and emerging issues for collective and supported responses

Opportunities and Threats

Opportunities that offer potential for growth and success	How the Port can take advantage of these opportunities
<ul style="list-style-type: none"> • Potential for user pays system in all aspects of Port operations 	<ul style="list-style-type: none"> • Initiate and encourage user pays system for Port services where appropriate and practical
<ul style="list-style-type: none"> • Seek further corporate business opportunities 	<ul style="list-style-type: none"> • Review opportunity for increased tourism and visitor economy business
<ul style="list-style-type: none"> • Capitalise on an engaged and committed Port team, seeking to enhance skills and knowledge to grow capacity and performance 	<ul style="list-style-type: none"> • Provide clear and targeted investment into a skilled, motivated, aligned and performing workforce
<ul style="list-style-type: none"> • Explore options for new asset development and existing asset enhancements 	<ul style="list-style-type: none"> • Review and redevelop assets in accordance with masterplan
<ul style="list-style-type: none"> • Potential for improved tourist amenity 	<ul style="list-style-type: none"> • Explore development of visitor activation planning incl. public art, lighting and signage (directional and interpretive)
<ul style="list-style-type: none"> • Improve relationships with community and stakeholders 	<ul style="list-style-type: none"> • Seek improved feedback and engagement mechanisms by users and stakeholders to ensure improved decision-making and community empowerment
<ul style="list-style-type: none"> • Potential for increasing berthing capacity in some parts of the Port 	<ul style="list-style-type: none"> • Review opportunity to make more efficient use of existing berths to increase capacity

Threats that affect potential for growth and achieving success	What the Port can do to reduce the potential impact of these threats
<ul style="list-style-type: none"> • Unpredictable nature of dredging or other contingencies may create difficulty in managing budget 	<ul style="list-style-type: none"> • Continue to monitor dredging operations to determine efficiencies and improve estimations
<ul style="list-style-type: none"> • Lack of proportional increase in government funding 	<ul style="list-style-type: none"> • Develop new business opportunities, expand revenue base and form robust and innovative business planning to set priorities

	<ul style="list-style-type: none"> • Benchmark and review fee structures
<ul style="list-style-type: none"> • Deterioration and climate impacts on some assets incl. the training walls may create difficulty in managing budget 	<ul style="list-style-type: none"> • Undertake review of integrity of training walls to determine capital works program
<ul style="list-style-type: none"> • Increase in efficiencies will result in comparable reductions in budget 	<ul style="list-style-type: none"> • Monitoring and reporting to focus on outcomes, levels of service and deliverables rather than spending
<ul style="list-style-type: none"> • Need for replacement or major repairs to some assets may be prohibitively expensive 	<ul style="list-style-type: none"> • Need to identify risks associated with not replacing assets and develop replacement and maintenance plans
<ul style="list-style-type: none"> • Growing interest and community dissatisfaction with lengthening waiting lists for berthing allocations 	<ul style="list-style-type: none"> • Review opportunity and cost benefit of evicting non-compliant berth holders to make berths available to others
<ul style="list-style-type: none"> • Increased external cost to boat owners (i.e. survey) to prioritise payment to Port for berths 	<ul style="list-style-type: none"> • Undertake a fees and charges review, considerate of best value and social impacts of changes
<ul style="list-style-type: none"> • Negative interaction between visitors and users with marine wildlife 	<ul style="list-style-type: none"> • Seek improved relationship with Victorian Fisheries Authority to manage interactions
<ul style="list-style-type: none"> • Dilapidation of some vessels impacting on the general amenity of the Port 	<ul style="list-style-type: none"> • Review enforcement options and renewal processes to encourage berth holder compliance and well maintained vessels
<ul style="list-style-type: none"> • Potential decrease in commercial fishing industry due to economic and/or environmental conditions 	<ul style="list-style-type: none"> • Monitoring of commercial fishing fluctuations and meeting the needs of commercial enterprises • Continuing awareness of fish stocks • Strategic review of fishing fleet

9. Port Objectives and Strategies

The business characteristics within the mission statement represent specific objectives for the Port of Port Fairy. The strategies developed to attain these objectives are detailed below.

Priority Area 1 - Port Service Delivery
Outcome - Operating with innovation, transparency, accountability and sustainability
Objective 1.1- Build balanced access, use and community trust through responsible governance for long-term sustainability
<p>1. Practice a strategic evidence based policy approach to guide decision-making.</p> <p>1.1.2 Ensure long term sustainability through responsible financial management.</p> <p>1.1.3 Continually review and improve management systems, structures and processes to ensure they are aligned, efficient and effective.</p> <p>1.1.4 Support transparency through public access to relevant information, decision making and strategic documents.</p>
Objective 1.2 - Provide levels of service that balance user need with organisational capacity
<p>1.2.1 Undertake reviews to determine types and levels of services and assets provided that align with community need and to continuously improve service quality.</p> <p>1.2.2 Implement a strategic evidence based approach for the provision, management and maintenance of assets to ensure sustainable operations and equitable community access.</p> <p>1.2.3 Provide facilities and services in an effective and cost-efficient manner through grant seeking and a range of public and private partnerships.</p> <p>1.2.4 Deliver safety initiatives that address OH&S, risk and crime prevention.</p>
Objective 1.3 - Invest into a skilled, motivated, aligned and performing workforce
<p>1.3.1 Develop the skills and knowledge of employees to grow capacity and optimise performance.</p> <p>1.3.2 Through people leadership, drive accountability of strategic and operational commitments.</p> <p>1.3.3 Generate a culture of learning and development that attracts and retains quality employees and delivers recognition to support innovation and motivate high performance.</p> <p>1.3.4 Promote and support the health and wellbeing of our employees, contractors and volunteers.</p>
Objective 1.4 - Ensure timely compliance with statutory and regulatory obligations

<p>1.4.1 Update documents, local laws, practices and tools in accordance with legislation and best practice in delivering Port operations.</p> <p>1.4.2 Implement and monitor regulatory inspections to ensure industry compliance and public health and safety.</p> <p>1.4.3 Ensure procurement processes and external service contracts and projects are managed with probity to comply with legislative requirements and Council's procurement rules.</p> <p>1.4.4 Develop and maintain the Port's SEMP and emergency management planning, prevention, response and recovery capacity.</p>
<p>Supporting plans</p> <ul style="list-style-type: none"> • Asset Management Plans • Risk Management Strategy • SEMP • Annual Budget • Marketing and communication plans • Moyne Shire Occupational Health and Safety Management Policy • Municipal Emergency Management Plan • Service Contract Management Plans • Moyne Shire Economic Development Strategy

<p>Priority Area 2 - Service Planning and Development</p>
<p>Outcome - A clear vision to develop and maintain a reputable and sustainable Port</p>
<p>Objective 2.1 - Plan for a well designed and built Port</p>
<p>2.1.1 Ensure appropriate land use planning for operational infrastructure and community assets.</p> <p>2.1.2 Create local identity and character through urban design and public art that creates local pride and improves the image and perception of the Port.</p> <p>2.1.3 Collaborate with stakeholders to take advantage of the Port's local distinctiveness through the conservation, protection and enhancement of heritage features and places.</p> <p>2.1.4 Deliver projects to increase knowledge and appreciation of the collective heritage and development of the Port.</p> <p>2.1.5 Continue to review fees and charges and undertake financial planning to ensure best value and achievement of effective and efficient operations</p>
<p>Objective 2.2 - Value and protect the natural environment</p>
<p>2.2.1 Minimise waste through reduction, reuse and recycling of waste products.</p> <p>2.2.2 Educate the community about the value of the Port natural environment.</p> <p>2.2.3 Support community involvement in local area conservation and environmental protection projects.</p>

2.2.4 Engage land owners, boat owners and berth holders to improve the productivity and appearance of the Port landscape and waterway to enhance local pride and the reputation of the Port.
<p>Supporting plans</p> <ul style="list-style-type: none"> • Moyne Shire Open Space Plan • Moyne Shire Health and Wellbeing Plan • Moyne Shire Disability Action Plan • Port Fairy Coastal Structure Plan • Moyne Shire Council Capital Works Program • Moyne Shire Waste Program • Moyne Shire Environmental Sustainability Strategy

Priority Area 3- Community Engagement
Outcome - An engaged Port community
Objective 3.1 - Facilitate community engagement in planning and decision-making
<p>3.1.1 Provide community information about Port services and associated activities through a range of communication tools.</p> <p>3.1.2 Implement feedback and engagement processes by users and stakeholders to ensure improved decision-making and community empowerment.</p> <p>3.1.3 Encourage involvement, planning and decision making through the Port of Port Fairy Committee and stakeholder & user forums.</p> <p>3.1.4 Provide the community with balanced and objective information, to assist them in understanding Port direction and decisions.</p> <p>3.1.5 Engage with key state government departments and associated authorities to build awareness and collaboration.</p> <p>3.1.6 Implement proactive tenant engagement processes for lease and license holders.</p> <p>3.1.7 Build on a coordinated approach to securing other sources of funding that will support the Port’s capacity to deliver community infrastructure, planning and development opportunities and programs.</p>
<p>Supporting plans</p> <ul style="list-style-type: none"> • Moyne Shire Community Engagement Policy • Moyne Shire Customer Service Charter

Priority Area 4 - Asset Management
Outcome - Port facilities and assets managed at consistently high standards
Objective 4.1 - Build a sense of place through an engaging range of Port facilities and open spaces

<p>4.1.1 Provide community access to services and opportunities for all to recreate and operate business through the provision and maintenance of accessible assets, waterways and open space.</p> <p>4.1.2 Practice a ‘place based’ management approach to the planning, design, marketing, operation and maintenance of Port functional areas and precincts.</p> <p>4.1.3 Improve gateways and entry points, open spaces and streetscapes to enhance the presentation, local pride and accessible amenity for residents, businesses and visitors.</p> <p>4.1.4 Prepare comprehensive feasibility studies, management plans and infrastructure plans to ensure the future provision of assets is in line with community need and organisational capacity to deliver and manage.</p> <p>4.1.5 Deliver asset needs through the capital works program.</p> <p>4.1.6 Maintain asset condition through recurrent inspection and works programs.</p> <p>4.1.7 Provide safe water access through slipway, aid to navigation and dredge management programs and associated reporting</p>

<p>Priority Area 5 - Visitor Amenity and Economy</p>
<p>Outcome – An Active Port</p>
<p>Objective 5.1 - Generate a Port economy that provides opportunities for investment, business and employment</p>
<p>5.1.1 Explore opportunities to improve relationship with the Visitor Information Centre and relevant tourism associations to promote visitation to the Port</p> <p>5.1.2 Explore improved marketing and communication mechanisms to promote commercial and recreational fishing in Port Fairy.</p> <p>5.1.3 Support marketing initiatives that generate economic activity, attract visitors and builds the value, identity and reputation of the Port and Port Fairy as a place to visit.</p> <p>5.1.4 Build upon strengths in staff skill for ancillary business opportunities.</p> <p>5.1.5 Engage with local heritage and boating groups / clubs and individuals to support promotion and visitor engagement in the Port.</p> <p>5.1.6 Provide support and opportunities for itinerant traders.</p> <p>5.1.7 Explore development of visitor activation planning including public art, lighting and signage (directional and interpretive).</p> <p>5.1.8 Encourage the promotion and sale of local and fresh produce.</p> <p>5.1.9 Model youth employment initiatives at The Wharf for industry learning, modelling and bench marking.</p>
<p>Supporting plans</p> <ul style="list-style-type: none"> • Moyne Shire Economic Development Strategy • Marketing and communication plans • The Wharf Lease and tender specification

10. 2023/2024 Annual Action Plan

Key actions and activities for the ensuing year are listed in the following table.

Priority Area	Key Actions
Port Service Delivery	<ul style="list-style-type: none"> • Continue to support port walking tours in conjunction with the historic lifeboat committee and the Visitor Information Centre. • Implement actions arising from audit of SEMP • Implement fees and charges strategy.
Service Planning and Development	<ul style="list-style-type: none"> • Develop an Asset Management Plan for the Port of Port Fairy. • Scope implementation of projects identified in Port of Port Fairy Masterplan
Community Engagement	<ul style="list-style-type: none"> • Review annual stakeholder meeting format to be inclusive of safe use around water in conjunction with Transport Safety Victoria.
Asset Management	<ul style="list-style-type: none"> • Review management options for training walls. • Whaler board and bollard replacements. • Continue to wrap pylons • Maintain jetty & navigational aids • Replace red buoy with a permanent fixed marker • Signage upgrades. • Inspection and replacement of anodes on submerged metalwork
Visitor Amenity and Economy	<ul style="list-style-type: none"> • Implementation of Port Masterplan. • Contribute to initiatives in the Economic Development Strategy. • Review and develop draft designs for boat ramp parking area in conjunction with Better Boating Victoria • Upgrade parks and gardens – within Port Area

11. Risk Management

A number of risks can significantly affect the Port of Port Fairy. The areas identified and the possible risk management strategies are detailed below.

Possible Business Risk	Impact on Port	Risk Control
Reduction of Government funding	<ul style="list-style-type: none"> Reduction in overall service and facility provision 	<ul style="list-style-type: none"> Funding plans are developed and maintained Maintain relationships with key funding agencies / sponsors. Maintain an advocacy agenda to influence gov't / maintain existing funds. Maintain contingency plans to manage change if loss of funds occurs.
Dredging becomes financially unviable but the service must continue to be provided	<ul style="list-style-type: none"> Significant political and financial risk Public Liability Significant financial cost (capital and recurrent) to continued exposures 	<ul style="list-style-type: none"> Establish multiple year dredging contract
Inadequate performance of Port management or staff	<ul style="list-style-type: none"> Community dissatisfaction with Port operations. Financial exposure 	<ul style="list-style-type: none"> Port management and staff subjected to periodical review
Native title claim on a Port area	<ul style="list-style-type: none"> Unidentifiable but potentially significant 	<ul style="list-style-type: none"> Not applicable
Unanticipated or unfunded asset replacement required	<ul style="list-style-type: none"> Major drain on available capital funds resulting in change of priorities Loss of service provision Community dissatisfaction 	<ul style="list-style-type: none"> Perform asset maintenance program Develop asset replacement program Identify major future needs
Loss of commercial fishing and other revenue loss	<ul style="list-style-type: none"> Impact on local economy Reduction in berthing revenue No longer a 'working port', loss of vitality of Port Reduction in tourist trade Reduction in services the Port can fund 	<ul style="list-style-type: none"> Maintain close contacts with local fishermen Monitor attitudes, movements and future directions Develop alternative sources of funding Implement 'user pays' for all services

Public liability - slipway, dredging, piers, jetties and cranes	<ul style="list-style-type: none"> • Legal action • Unfavourable publicity 	<ul style="list-style-type: none"> • Need to maintain safety standards diligently • Regular safety inspections • Improved signage • Continuing insurance coverage
Human resources - staff retention	<ul style="list-style-type: none"> • Loss of skills and experience • Loss of identity of the Port 	<ul style="list-style-type: none"> • Monitor staff morale and movements • Develop multi-skilling
Environmental damage	<ul style="list-style-type: none"> • Loss of biodiversity and decline in environmental services in the Port Precinct • Reduction in aesthetic value of Port • Diminished tourism • Rehabilitation costs, unbudgeted expenditure • Unfavourable publicity 	<ul style="list-style-type: none"> • Follow environmental best practice and encourage all Port users to do same • Conduct regular environmental audits to assess the ecological health of the Port area • Act promptly to rectify any apparent deterioration. • Implement disaster recovery plan • Ensure staff adequately trained
Weather damage to assets	<ul style="list-style-type: none"> • Impaired use of assets (eg. damaged navigation aids increase the risk of accidents) • Expensive repairs 	<ul style="list-style-type: none"> • Ensure maintenance is adequate to reduce damage to assets • Implement disaster recovery plan • Ensure staff are adequately trained
Injury to public and or staff	<ul style="list-style-type: none"> • Legal action • Unfavourable publicity • Loss / time 	<ul style="list-style-type: none"> • Ensure staff are adequately trained • Ensure adequate training and induction of works procedures • Ensure documented inspections and remedial work programs
Working alone / In isolation	<ul style="list-style-type: none"> • Physical or psychological injuries to staff • Lack of awareness in management and colleagues of incidents occurring onsite 	<ul style="list-style-type: none"> • Develop working alone policy • Improve work procedures
Inadequate and insecure cash controls	<ul style="list-style-type: none"> • Loss or theft of income • Physical and / or psychological injury to staff or members of the public 	<ul style="list-style-type: none"> • Review current practise • Develop cash handling policy and procedure

12. Financial Resource Planning

The Port of Port Fairy is funded by Department of Transport and Planning and by user fees. The draft operating and maintenance budget for 2023/24, is detailed below. Any carryover funds from 2022/23 will be allocated to jetty and wharf maintenance.

2023/24 Port of Port Fairy Draft Budget

Account	23/24 Draft Budget
1035 Port of Port Fairy Operations	
1330 Consultants	35,000
1440 Registration	2,500
1529 Insurance	7,000
1616 Rates Inc Kerbside Collection	900
2655 Port - Mooring Fees	(132,000)
2660 Port - Slipway Fees	(25,000)
2846 Government Grants - Operating State Gov	(326,000)
Total 1035 Port of Port Fairy Operations	(437,600)
1043 Port Management/Supervision	
1101 Ordinary Pay	265,000
1123 Allowances other	10,000
1125 Annual Leave	24,000
1127 Sick Leave	500
1129 Public Holidays	
1143 Superannuation - Lasplan	30,000
1145 Workcover Premiums	5,800
1149 LSL Provision	7,000
1315 Legal Fees	7,000
1325 Cleaning Offices	5,100
1515 Bank Charges	600
1530 Consumables	1,000
1535 Computer Costs-Internet	1,100
1549 Minor Equipment Purchases	2,500
1620 Telephone	1,200
1710 Photocopying and Printer Expenses	
1775 Protective Clothing	2,000
8020 Plant Hire Expense	4,300
8025 IT Support Overhead Expense	7,100
8030 HR/Payroll Support Overhead Expense	17,000
8031 Finance Overhead Expense	15,200
8045 General Office Overhead Expense	16,000
Total 1043 Port Management/Supervision	422,400

1045 Navigational Aids Maintenance	
1101 Ordinary Pay	
1399 External Contractor	10,000
1770 Plant and Equipment Maintenance	
Total 1045 Navigational Aids Maintenance	10,000
1047 Dredge and Pipeline Maintenance	
1101 Ordinary Pay	
1123 Allowances other	
Total 1047 Dredge and Pipeline Maintenance	0
1048 Marina Maintenance	
1101 Ordinary Pay	
1123 Allowances other	
Total 1048 Marina Maintenance	0
1049 Wharf Maintenance	
1101 Ordinary Pay	0
1123 Allowances other	0
1399 External Contractor	50,000
1605 Electricity	
Total 1049 Wharf Maintenance	50,000
1050 Jetty Maintenance	
1101 Ordinary Pay	0
Total 1050 Jetty Maintenance	0
1051 Boat Ramp Maintenance	
1101 Ordinary Pay	0
Total 1051 Boat Ramp Maintenance	0
1052 Lg Slipway Mtce	
1101 Ordinary Pay	
1123 Allowances other	
1395 Building Supplies	
1399 External Contractor	2,200
Total 1052 Lg Slipway Mtce	2,200
1053 Sml Slipway Mtce	
1101 Ordinary Pay	
1399 External Contractor	2,000
Total 1053 Sml Slipway Mtce	2,000

1054 Lg Slipway Operations	
1101 Ordinary Pay	
1123 Allowances other	
Total 1054 Lg Slipway Operations	0
1055 Sml Slipway Operations	
1101 Ordinary Pay	
1395 Building Supplies	
Total 1055 Sml Slipway Operations	0
1056 Port Parks Maintenance	
1101 Ordinary Pay	
1123 Allowances other	
1399 External Contractor	1,000
Total 1056 Port Parks Maintenance	1,000
1057 Port Garbage and Waste Collection	
1349 Site Maintenance	0
1399 External Contractor	10,000
Total 1057 Port Garbage and Waste Collection	10,000
1058 Port Depot Maintenance	
1101 Ordinary Pay	
1123 Allowances other	
1395 Building Supplies	0
1530 Consumables	1,000
1605 Electricity	4,000
1615 Water & Sewerage	2,500
Total 1058 Port Depot Maintenance	7,500
1059 Port Plant and Equipment Maintenance	
1101 Ordinary Pay	
1399 External Contractor	
1420 Fuel	5,000
1440 Registration	
1530 Consumables	
1549 Minor Equipment Purchases	1500
1770 Plant and Equipment Maintenance	3000
Total 1059 Port Plant and Equipment Maintenance	9,500
1068 Port Plant and Equipment Purchases	
1516 Lease Payments	17,000
Total 1068 Port Plant and Equipment Purchases	17,000

3430 Port - Asset Maintenance	
2846 Government Grants - Operating State Gov.	(134,000)
Total 3430 Port - Asset Maintenance	(134,000)
3768 Port Risk Mitigation	
1101 Ordinary Pay	
1123 Allowances other	
Total 3768 Port Risk Mitigation	0
3917 Port Refuelling Facility	
1420 Fuel	135,000
1515 Bank Charges	2,000
2790 Sales Other	(150,000)
Total 3917 Port Refuelling Facility	(13,000)
Net Budget	0

2023-24 Draft Fees and Charges

Mooring Fees (annual and temporary) - Quarterly (incl. extra 1m)		
-	Alongside Berth	\$ 47.00
Marina Pens		
-	Small Berth	\$ 396.00
-	Large Berth	\$ 464.00
<i>NB. Vessels over 60 feet are charged at 125% of normal fees</i>		
Itinerant Moorings		
-	commercial	\$ 46.00
-	yachts	\$ 40.00
Small Slipway Fees - Day Fee by Vessel Length		
<i>Additional day/s at 50% of day rate</i>		
<i>Small Slip - accommodates vessels up to 4 tonne</i>		
-	< 5 metres	\$ 86.00
-	5.5 metres	\$ 95.00
-	6 metres	\$ 103.00
-	6.5 metres	\$ 111.00
-	7 metres	\$ 122.00
-	7.5 metres	\$ 129.00
-	8 metres	\$ 138.00
-	8.5 metres	\$ 147.00
-	9 metres	\$ 155.00
-	9.5 metres	\$ 163.00
-	10 metres	\$ 173.00
-	10.5 metres	\$ 187.00
-	11 metres	\$ 198.00
-	11.5 metres	\$ 206.00
-	12 metres	\$ 215.00
-	12.5 metres	\$ 224.00
-	13 metres	\$ 233.00
-	13.5 metres	\$ 240.00
-	14 metres	\$ 251.00
-	14.5 metres	\$ 259.00
-	15 metres	\$ 268.00
-	15.5 metres	\$ 276.00
-	16 metres	\$ 287.00

Large Slipway - Day Fee by Vessel Length		
<i>Additional day/s at 50% of day rate</i>		
Large Slipway - accommodates vessels up to 40 tonne		
-	< 7 metres	\$ 159.00
-	7.5 metres	\$ 170.00
-	8 metres	\$ 181.00
-	8.5 metres	\$ 192.00
-	9 metres	\$ 204.00
-	9.5 metres	\$ 215.00
-	10 metres	\$ 226.00
-	10.5 metres	\$ 237.00
-	11 metres	\$ 250.00
-	11.5 metres	\$ 260.00
-	12 metres	\$ 272.00
-	12.5 metres	\$ 283.00
-	13 metres	\$ 294.00
-	13.5 metres	\$ 306.00
-	14 metres	\$ 318.00
-	14.5 metres	\$ 378.00
-	15 metres	\$ 391.00
-	15.5 metres	\$ 403.00
-	16 metres	\$ 417.00
-	16.5 metres	\$ 430.00
-	17 metres	\$ 443.00
-	17.5 metres	\$ 455.00
-	18 metres	\$ 469.00
-	18.5 metres	\$ 482.00
-	19 metres	\$ 495.00
-	19.5 metres	\$ 508.00
-	20 metres	\$ 521.00
-	21 metres	\$ 567.00
-	22 metres	\$ 594.00
-	23 metres	\$ 621.00
-	24 metres	\$ 648.00
-	25 metres	\$ 674.00
-	26 metres	\$ 701.00
-	27 metres	\$ 730.00
-	28 metres	\$ 755.00
-	29 metres	\$ 783.00
-	30 metres	\$ 809.00



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7. Port of Port Fairy Budget Update

Overview: Update of the Port of Port Fairy 2022-2023 Budget.

Recommendation

That the Port of Port Fairy delegated committee received the update for the 2022-2023 budget

There are significant savings at the half year mark due largely to savings in salaries and works that have not been completed in the absence of a Port Coordinator. Additionally, there is 60,000 of unspent funds to be carried forward from the 2022/23 financial year. A summary of savings and proposed expenditure over the remainder of the 22/23 financial year is below.

Summary of Savings and Proposed Expenditure

Savings	Value	Proposed Expenditure Jan-Jun 2023	Value
Pays	\$51,000	Training Wall Report Review	\$12,000
Consultants	\$33,000	Shed Walls	\$18,000
Nav Aid Maintenance	\$35,000	Shed Roof	\$12,000
Wharf Maintenance	\$28,000	Nav Marker	\$35,000
Carry Forward	\$60,000	Pile Wrapping	\$80,000
		Historic Lifeboat Slipway	\$50,000
	\$207,000		\$207,000

Attachment(s)

Attachment – 2022-23 Port of Port Fairy Financials as of December 2022

Moyne Shire Council
Port of Port Fairy Cost Centre
Natural Account Details
For Period January

Natural Account	2022/23 Annual Budget Update	2022/23 YTD Actuals	2022/23 Variance
1035 Port of Port Fairy Operations			
1330 Consultants	40,000	6,590	33,410
1440 Registration	2,500	2,411	89
1529 Insurance	6,814	6,243	571
1616 Rates Inc Kerbside Collection	822	828	(6)
2655 Port - Mooring Fees	(120,000)	(53,356)	(66,644)
2660 Port - Slipway Fees	(27,000)	(10,995)	(16,005)
2846 Government Grants - Operating State Gov	(326,000)	0	(326,000)
Total 1035 Port of Port Fairy Operations	(422,864)	(48,278)	(374,586)
1043 Port Management/Supervision			
1101 Ordinary Pay	242,439	15,377	227,062
1123 Allowances other	10,000	124	9,876
1125 Annual Leave	23,692	13,668	10,024
1127 Sick Leave	0	283	(283)
1129 Public Holidays	0	3,372	(3,372)
1143 Superannuation - Lasplan	28,505	8,672	19,833
1145 Workcover Premiums	5,637	5,378	258
1149 LSL Provision	6,653	4,350	2,303
1315 Legal Fees	5,000	2,108	2,893
1325 Cleaning Offices	5,100	1,426	3,674
1515 Bank Charges	600	316	284
1530 Consumables	1,000	0	1,000
1535 Computer Costs-Internet	1,000	535	465
1549 Minor Equipment Purchases	5,000	0	5,000
1620 Telephone	1,628	299	1,329
1710 Photocopying and Printer Expenses	660	319	341
1775 Protective Clothing	1,000	0	1,000
8020 Plant Hire Expense	4,116	2,058	2,058
8025 IT Support Overhead Expense	6,915	4,034	2,881
8030 HR/Payroll Support Overhead Expense	16,817	9,810	7,007
8031 Finance Overhead Expense	15,022	8,763	6,259
8045 General Office Overhead Expense	15,595	9,097	6,498
Total 1043 Port Management/Supervision	396,379	89,990	306,390
1044 Dredging and Channel Maintenance			
1357 Dredging	40,000	0	40,000
1399 External Contractor	8,000	0	8,000
1420 Fuel	2,000	0	2,000
1620 Telephone	76	24	52
Total 1044 Dredging and Channel Maintenance	50,076	24	50,052
1045 Navigational Aids Maintenance			
1101 Ordinary Pay	0	201	(201)

1399 External Contractor	35,000	0	35,000
1770 Plant and Equipment Maintenance	1,000	0	1,000
Total 1045 Navigational Aids Maintenance	36,000	201	35,799
1047 Dredge and Pipeline Maintenance			
1101 Ordinary Pay	0	1,294	(1,294)
1123 Allowances other	0	41	(41)
Total 1047 Dredge and Pipeline Maintenance	0	1,335	(1,335)
1048 Marina Maintenance			
1101 Ordinary Pay	0	389	(389)
1123 Allowances other	0	41	(41)
Total 1048 Marina Maintenance	0	431	(431)
1049 Wharf Maintenance			
1101 Ordinary Pay	0	19,301	(19,301)
1123 Allowances other	0	664	(664)
1399 External Contractor	30,000	1,699	28,301
1605 Electricity	3,799	1,115	2,684
Total 1049 Wharf Maintenance	33,799	22,779	11,020
1050 Jetty Maintenance			
1101 Ordinary Pay	0	1,825	(1,825)
Total 1050 Jetty Maintenance	0	1,825	(1,825)
1051 Boat Ramp Maintenance			
1101 Ordinary Pay	0	2,358	(2,358)
Total 1051 Boat Ramp Maintenance	0	2,358	(2,358)
1052 Lg Slipway Mtce			
1101 Ordinary Pay	0	3,934	(3,934)
1123 Allowances other	0	138	(138)
1395 Building Supplies	1,500	0	1,500
1399 External Contractor	3,000	0	3,000
Total 1052 Lg Slipway Mtce	4,500	4,072	428
1053 Sml Slipway Mtce			
1101 Ordinary Pay	0	1,397	(1,397)
1399 External Contractor	1,500	0	1,500
Total 1053 Sml Slipway Mtce	1,500	1,397	103
1054 Lg Slipway Operations			
1101 Ordinary Pay	0	2,583	(2,583)
1123 Allowances other	0	41	(41)
Total 1054 Lg Slipway Operations	0	2,624	(2,624)
1055 Sml Slipway Operations			
1101 Ordinary Pay	0	597	(597)
1395 Building Supplies	456	0	456
Total 1055 Sml Slipway Operations	456	597	(141)
1056 Port Parks Maintenance			
1101 Ordinary Pay	0	14,535	(14,535)
1123 Allowances other	0	747	(747)

1399 External Contractor	1,000	100	900
Total 1056 Port Parks Maintenance	1,000	15,382	(14,382)
1057 Port Garbage and Waste Collection			
1349 Site Maintenance	0	6,793	(6,793)
1399 External Contractor	8,500	0	8,500
Total 1057 Port Garbage and Waste Collection	8,500	6,793	1,707
1058 Port Depot Maintenance			
1101 Ordinary Pay	0	5,896	(5,896)
1123 Allowances other	0	166	(166)
1395 Building Supplies	2,500	0	2,500
1530 Consumables	1,000	286	714
1605 Electricity	3,745	824	2,921
1615 Water & Sewerage	2,364	604	1,760
Total 1058 Port Depot Maintenance	9,609	7,777	1,832
1059 Port Plant and Equipment Maintenance			
1101 Ordinary Pay	0	2,657	(2,657)
1399 External Contractor	0	683	(683)
1420 Fuel	3,500	2,543	957
1440 Registration	0	62	(62)
1530 Consumables	1,000	0	1,000
1549 Minor Equipment Purchases	1,000	0	1,000
1770 Plant and Equipment Maintenance	3,000	(17)	3,017
Total 1059 Port Plant and Equipment Maintenance	8,500	5,929	2,571
1068 Port Plant and Equipment Purchases			
1516 Lease Payments	17,000	8,167	8,833
Total 1068 Port Plant and Equipment Purchases	17,000	8,167	8,833
3430 Port - Asset Maintenance			
2846 Government Grants - Operating State Gov	(133,758)	0	(133,758)
Total 3430 Port - Asset Maintenance	(133,758)	0	(133,758)
3768 Port Risk Mitigation			
1101 Ordinary Pay	0	100	(100)
1123 Allowances other	0	41	(41)
Total 3768 Port Risk Mitigation	0	141	(141)
3917 Port Refuelling Facility			
1420 Fuel	80,000	82,391	(2,391)
1515 Bank Charges	0	2,008	(2,008)
2790 Sales Other	(88,000)	(71,090)	(16,910)
Total 3917 Port Refuelling Facility	(8,000)	13,310	(21,310)
Grand Total	2,698	136,853	

8. General Business

Next Meeting

Tuesday 9 May 2023

Meeting Close