

Port of Port Fairy Delegated Committee Meeting

Minutes

Held on Tuesday 10 June 2025

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Minutes of the Port of Port Fairy Delegated Committee Meeting
held on Tuesday 10 June 2025, at Old Chambers,
Port Fairy Council Offices, Princes St, Port Fairy
commencing at 4:00 pm.

Present

Committee Members

Cr Myra Murrphy (Chair)
Cr Jordan Lockett
Mr Daniel Hoey
Mr Russell Allardice
Mr Craig Fox
Mr Peter Ryan
Mr Peter O'Keeffe

Officers (non-voting attendees)

Jodie McNamara – Director Environment Economy & Place
Darby Lee – Manager Economic Development & Customer Experience
Cameron Brown – Port of Port Fairy Coordinator
Emma Leach – Executive Administration

1 Procedural

1.1 Acknowledgement of Country

The Chair 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.

1.2 Apologies

None at this meeting.

1.3 Declarations of Conflict Interest

No declarations made at this meeting.

1.4 Public Participation

No public participants at this meeting.

1.5 Confirmation of Minutes from previous meeting

Resolution ID: POPF002

Peter O'Keeffe moved, Russell Allardice seconded that the Minutes of the and Confidential Minutes of the previous Port of Port Fairy Delegated Committee meeting held on 15 April 2025 be accepted and confirmed as correct.

CARRIED UNANIMOUSLY

2 Business Arising from Previous Meeting

The Port of Port Fairy Committee noted the report item Business Arising and discussed the following updates:

Immediate Term Priority Medium Term Priority Long Term Priority/Ongoing

	Meeting Date	Action Item	Officer	10 June 2025 Meeting Update
1	27/05/21	Budget bid through Tourism Department for media centre at bait shed.	Committee Members and Officers	• Exploration of funding opportunities ongoing.
2	22/11/22	Port of Port Fairy Training wall assessment	Port Co-ord	• State Government Funding of \$7m announced, to be split between Port Campbell and Port Fairy. Split amount TBC.
3	11/10/22	Battery Hill Signage requires updating	Port Co-ord	• Removed from 25/26 budget bid draft. • May be opportunity to collaborate with lifeboat committee if they are successful in funding request through community bank.
4	22/11/22	Obtain costing for historic lifeboat slipway replacement	Port Co-ord	• Budget bid for \$10,000 submitted to MSC Draft Budget which is now out for public consultation. Works can take place once budget approved.
5		PoPF Masterplan Implementation.	PoPF Committee Members (lead by Peter O'Keefe)	ACTION: Peter O'Keefe to further investigate costings of masterplan items. Masterplan to be tabled at each meeting moving forward for report on progress.
6	6/8/2024	Bait Shed lease.	Director EEP/Manager Economy & Tourism	ACTION: Investigate a common sense and cost effective approach to having a lease agreement prepared.
7	6/8/2024	History/Story telling of the Port opportunity	PoPF Committee Members	• Garry Kerr has alot of existing material on Youtube which he is happy to share with the PoPF. • Garry happy to be involved with new content, would be looking to cover costs. • Bob Handby could be contacted to assist with combining videos together.

				Explore inclusion of QR Code link to any content created on new signage installed. ACTION: Peter and Darby to catch up to further explore options ie. VIC kiosks. Council Economic Development Department to explore funding options available to assist with costs.
8	7/02/23	Further investigate options for Kayak access and building of the floating ramp pontoon for the Marine Rescue Service	Port Co-ord	No Update for this meeting.
9	7/02/23	Dredging	Port Co-ord	Dredge Tender for 25-26 is currently out to market, closes 18-6/2025.
10	7/02/23	Round Bollard Assessment	Port Co-ord	No update for this meeting.
11	22/8/23	Dredge Replacement (purchase of a new dredge)	Port Co-ord	No update for this meeting.

3 Correspondence In/Out

The Port of Port Fairy Committee noted the correspondence in received.

4 Port Quarterly Operations Report

The Port of Port Fairy Delegated Committee noted the report item Port Quarterly Operations for April - May 2025.

5 Reports

5.1 Port of Port Fairy Masterplan Review

The Port of Port Fairy Committee noted the report.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Committee to gain further costing estimates to complete items identified in the Masterplan to assist with prioritisation.	Committee Members (lead by Peter O'Keeffe)	Ongoing

5.2 SEMP Audit Report - March 2025

The Port of Port Fairy Coordinator provided an overview of the report and highlighted the following:

- Audit is required to be completed every 3 years by accredited Auditor
- The Auditors visited for 1 day, reviewing OHS Systems and documentation in place.
- The Audit resulted in 4-5 minor recommendations.

The Port of Port Fairy Committee noted the report item SEMP Audit Report - March 2025.

6 General Business

The Committee discussed the following:

Dredging Tender

- Dredging tender currently advertised.

Speed limit compliance

- Noted increase in Port users travelling at excessive speeds.
- Confirmed Safe Transport Victoria has been notified via email.
- Opportunity for increased signage.
- Peak times (April/May) appear to be the most problematic times.
- Council Officers to arrange additional signage.
- Council Officers to contact Fisheries, see if they can increase presence April/May next year during Tuna season.

15 minute berthing compliance

- Users overstaying the 15 minute berthing limits - near pontoon at the boat ramp.
- Opportunity for larger signage in a position more visible on approach to the Port.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Committee and Officers to meet (Craig and Dan happy to attend, open invite to all Committee Members) on site to agree on most suitable siting options for new signage. Communicate timing for meeting to all Committee members.	Port Coordinator	ASAP

Parking issues

- No line marking or coordination of parking is causing disorganisation.
- Opportunity to undertake linemarking even with spray painting etc and no parking signs for peak seasons (April/May and summer).
- Included in the masterplan.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Include Rob Stewart Murray in site visit for signage to assess traffic/parking management options that could be implemented.	Port Coordinator	ASAP

Floating Jetty:

- Needs a pressure wash, is a hazard at the moment with slippery surface.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Arrange pressure washing of floating jetty	Port Coordinator	ASAP

Unleaded Fuel Offering

- Committee queried if there is capacity to offer unleaded fuel at the Port in addition to diesel - could be worth considering in the future as a revenue/income stream opportunity.

Recent Diesel Spill

- Noted.
- Reported to EPA
- Likely a bilge overflow.

Fish sales on jetty/wharf

- Noted previous incident in relation to use of bins etc
- There has not historically been a Port Permit in relation to food sales etc - Prime Safe responsibility.
- EHO presence may be increased in the area to keep an eye on food safety.
- Committee flagged comments from the public on works underway in one of the boats and noise associated with the works. Committee encouraged to refer community members to use snap send solve to log these concerns for Council to further investigate.
- Fuel Pricing to be included as agenda item for next meeting.

7 Confidential Items

Overview: Under section 3 of the Act, the Committee may consider report items in closed business if they contain certain information which is defined to be confidential information because premature or improper release may cause harm to the Council or to a person or persons.

Confidential Information remains confidential unless it can lawfully be released and the Committee has determined that it should be publicly available.

The following is a list of confidential Items:

- Confidential Correspondence In/Out
- Debtors Report

Peter O'Keeffe moved, Dan Hoey seconded that the meeting be closed in order to consider confidential items.

CARRIED UNANIMOUSLY

8 Next Meeting

4pm, Tuesday 5th August, Port Fairy Council Office.

9 Close Meeting

The Port of Port Fairy Delegated Committee meeting was declared closed at 5:43pm.