



Port of Port Fairy Delegated Committee Meeting

Agenda

4:00 pm Tuesday 5 August 2025

Old Chambers, Port Fairy Council Offices
Princes St, Port Fairy

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1 Procedural

1.1 Acknowledgement 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.

Apologies were received from Peter O'Keeffe.

1.3 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 Part 6 (Conflict of Interest) – Division 2 (Councillor conflict of interest disclosures) of the Governance Rules]
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.

1.4 Public Participation

Reference: Governance Rules - Division 5 – Clause 62 Public Participation/Clause 63 Public questions/Clause 64 Public statements

Public Participation attendees for this meeting:

None registered at time of printing.

1.5 Confirmation of Minutes from previous meeting

Recommendation

That the Minutes of the and Confidential Minutes of the previous Port of Port Fairy Delegated Committee meeting held on 10 June 2025 be accepted and confirmed as correct.

Attachments

- | | |
|----|---|
| 1. | 2025-06-10 Port of Port Fairy Delegated Committee Minutes [1.5.1.1 - 9 pages] |
| 2. | CONFIDENTIAL - 2025-06-10 Confidential Port of Port Fairy Delegated Committee Meeting Minutes [1.5.1.2 - 3 pages] |



Port of Port Fairy Delegated Committee Meeting

Minutes

Held on Tuesday 10 June 2025



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Unconfirmed 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 Murrihy (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 a lot 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.



Port of Port Fairy Delegated Committee Meeting

Confidential Minutes

Held on Tuesday 10 June 2025



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1 Officers Reports

1.1 Confidential Correspondence In/Out

Port Coordinator provided background information on the vessel referred to in the correspondence received and invited committee feedback on process moving forward in relation to waving or following up outstanding fees.

The Committee agreed that the Port shouldn't be charging fees for services not used etc once the vessel was physically moved on from the Port.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Investigate amount owing at the time the vessel was sold, waive any fees incurred following the date of sale.	Port Coordinator	ASAP
Communicate back to correspondent that fees owed at the time of sale are required to be paid and the remainder will be waived.	Port Coordinator	ASAP

1.2 Debtors Report

The Committee reviewed the Debtors report and discussed opportunities to reduce the debtors list.

Resolution ID: PoPF002

Peter O'Keeffe moved, Craig Fox seconded the recommendation to amend the Port of Port Fairy fee billing cycle from quarterly to monthly and update any agreement documentation to reflect the same.

CARRIED UNANIMOUSLY

2 Confidential Meeting Closure

The Confidential Port of Port Fairy Delegated Committee Meeting was declared closed at 5:32PM.

2 Business Arising from Previous Meeting

Overview: Business Arising table to be reviewed and updates to be received from Committee Members.

Immediate Term Priority Medium Term Priority Long Term Priority/Ongoing

	Meeting Date	Action Item	Officer	5 August 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. Moyne's portion of this funding amount TBC.
3	11/10/22	Battery Hill Signage requires updating	Port Co-ord	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 was approved and endorsed as part of the 2025/26 Council Budget. Works can now be scheduled for completion.
5	10/06/25	PoPF Masterplan Implementation.	PoPF Committee Members	Updated costings have been applied to each of the masterplan items and a copy has been provided to the Committee within this agenda for consideration. Masterplan Review has been added as a standing item to agendas moving forward.
6	6/8/2024	Bait Shed lease.	Director EEP/Manager Economy & Tourism	Discussions ongoing with Council Property team to further investigate options available.
7	10/06/25	Onsite meeting re. Signage and parking/traffic management issues	Port Co-ord	Complete. Port Co-Ordinator to provide verbal update of outcome at this meeting.
8	10/06/25	Floating Jetty Pressure Wash	Port Co-ord	Complete

7	6/8/2024	History/Story telling of the Port opportunity	PoPF Committee Members	
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	Preferred tender candidate identified, pending CEO approval.
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

None received at the time of printing agenda.

4 Reports

4.1 Port Operations Report – July 2025

FENDER MAKING

Fender making has been in full swing, as the winter months are upon us. Installation looks likely to start around the end of August.



DEPOT MAINTENANCE

Council is undertaking a Health and Safety accreditation audit. Some very minor actions from a recent in-house Health and safety inspection have been rectified by port officers.

SLIPWAY

7 Vessels have been out of the water for maintenance.

Attachments

Nil

4.2 Port of Port Fairy Masterplan Review

A review of the Masterplan has been undertaken by Peter O'Keefe and updated cost estimates have been applied. A current copy of the masterplan is attached for Committee review and discussion.

rev 1	Recommendation	Project Cost 2025	Business Risk		Year of planned completion 2025 to 2030 Board	Comments	Completed yes/no/under way
	Priorities assume the following timeframes: High Priority: Year 2021/22 – 2025/26 Medium Priority: Year 2026/27 – 2030/31 Low Priority: Year 2032/33 – 2036/37		1 Extreme				
			2 High				
			3 Moderate				
			4 Low				
			5 No risk				
Access and Circulation		Committee to review					
1	Provide a formal pedestrian path along the eastern side of the Moyne River, connecting the Moyne River footbridge with East Beach, Port Fairy Botanic Gardens and Battery Hill. Through the main Port Management Precinct, this path would occur along the service road on the western side of Griffiths St.	\$	200,000	4	2026	\$250 per M x 500metres + bollards \$60,000	No
2	Provide formal marking of parking spaces within the boat ramp car park and clear direction of traffic flow for access and egress.	\$	125,000	2	2026	Signage \$20,000 hard surfacing \$80,000, line marking \$25,000	No
3	Encourage use of the Rogers Place car park through provision of line marked parking spaces on existing pavement (to utilise available space efficiently) and provision of clear direction to the port, Battery Hill and Little East Beach.			3	2027	Cement edging North & South sides with raised bay markers	No
4	Retain the Port Fairy Yacht Club / Battery Hill car park at the end of Griffiths Street as an unsealed surface, and provide signage to indicate entrance to Battery Hill, including walking paths and park amenities.	\$	8,000	4	2028	Signage plan & installation	No
5	Investigate the provision of universal access to the footbridge from Smale Lane	\$	30,000	3	2028	Engineered drawn plans	No
Landscape and Open Space							
6	Enhance the Battery Hill landscape and amenity through path maintenance and management; on-going revegetation with indigenous species; weed control; seating and signage at key points of interest along path systems.					Moyne Shire parks gardens (not Port control)	
7	Remove the Sea Scouts building and retain the area as grassed open space, with seating, picnic tables, as well as the potential for overflow parking at peak times	\$	100,000	2	2029	Demolition \$25,000, Ground reinstatement \$25,000, \$25,000 outdoor furniture, \$25,000 carpark Setout	No
8	Retain the informal open space amenity of King George Square to support community activity such as markets, displays or occasional performance. Provide simple infrastructure such as seats and historic interpretive signage, as well as informal lawn. Support the development of the Bait Shed for cultural interpretation.	\$	100,000	4	2028	\$25,000 Furniture, \$25,000 Signage, \$50,000 Interpretation project	No
9	Prepare a landscape concept plan for upgrade of the Martins Point landscape amenity including enhancement of toilet facilities for all abilities access, upgrade of the existing playground, improved traffic control and provision of new seats.	\$	50,000			Moyne Shire responsibility	

10	Enhance the landscape amenity of Charles Mills Reserve, following removal of the Sea Scouts building, with upgraded park furniture, shelters, tree management and access to the river edge.			Scope to be developed		Should we have amenities block close to boat ramp/Charles Mills Reserve	No
11	As demand increases, enhance the picnic/barbecue area near the Port Fairy Yacht Club / Battery Hill car park, with shelters, seats, amenity planting and signage explaining Battery Hill and the Moyne River history and environment.	\$	100,000	5	2028	\$25,000 Furniture, \$25,000 Signage, \$50,000 shelter	No
12	Remove existing Moyne Shire Parks and Gardens sheds and redevelop to provide additional space around the Yacht Club and Historic Lifeboat Station.	\$	300,000	5	2030	Keep land within Ports yard	No
13	Make provision for art installations throughout the port precinct.	\$	50,000	TBA			
Port and Waterway							
14	Review the existing training walls, undertake an asset assessment and management plan and gradually reconstruct training walls as required, utilising traditional methods. Note requirements of the Victorian Heritage Register.	\$	14,000,000	1	2026	Funding amount to be locked in from grant	underway
15	Prepare an asset management plan for all constructed port infrastructure and budget for on-going repair as required.	\$	20,000	2	2026	Consultant engaged	No
16	Provide for itinerant trading opportunities.	\$	5,000	4	2027	Opportunity for berth	No
17	Investigate provision of non-powered craft infrastructure on the east bank near the Moyne River footbridge.	\$	20,000	5	2027	Design floating pontoon	No
18	Provide a permanent mooring for the Marine Rescue Service vessel. Consider upgrading of the floating pontoon to provide security and ease of access. Ensure the mooring is available for Sail-ability and other periodic users.						yes
19	Maintain / enhance capacity for riverbank fishing as an inclusive, accessible recreational activity adjacent Martins Point.	\$	20,000	4	2028		No
20	Investigate extension of the Martins Point jetty to provide additional temporary recreational moorings and improved recreational fishing opportunities.	\$	250,000	3	2029	Consultant engaged	No
21	Retain existing private berths north of King George Square.			2	2026		yes
22	Focus active commercial berths in the area adjacent to King George Square and along South Wharf, giving a high profile to this activity and encouraging community interaction with it.			2	2026	On going	underway
23	Monitor, schedule and budget for regular dredging to maintain required draft for port activity			1	2026		yes
24	In future, as demand increases, and as repair of existing infrastructure is completed, investigate a location for a second boat ramp, potentially in the south-west passage, south of Martins Point.	\$	80,000	3	2030	Subject to funding	No
Signage and Wayfinding							
25	Develop and implement an integrated signage system promoting key Port features and directing visitors to other points of interest including Battery Hill, East Beach, Port Fairy Botanic Gardens, the boat ramp, the Town Centre and Griffiths Island.	\$	100,000	5	2027	Port signage inline with Moyne shire plan	No

\$ 15,558,000

5 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:

1. Confidential Correspondence In/Out
2. Debtors Report
3. Diesel Bulk Tank Funding Agreement

6 General Business

A pre dredge hydrograph of the Moyne River has been completed.

The hydrograph forms part of our Marine and Coastal Act consent to dredge.

No real anomalies have been detected.

2023 and 2025 Hydrographs are attached



SERCEL BUOY

A monitoring buoy owned by Sercel a company from France, has been towed into port by Salty Dog charters, the buoy is usually stationed off the coast off Warrnambool and monitoring whale movements. Port staffed have lifted the buoy out and are storing it until the company can ship over spare parts for repair.



SEDIMENT SAMPLING

Pre dredge sediment sampling has been organised to be completed on 12-8-2025.

This is a requirement of our consent to dredge.

PORT PERMITS

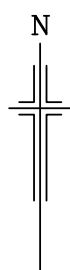
Attached is a draft permit for commercial trading in the port, the current permit systems allow for mooring only.

Attachments

- | |
|--|
| <ol style="list-style-type: none"> 1. PF Hydrograph 2025 [6.1.1 - 1 page] 2. PF Hydrograph 2024 [6.1.2 - 1 page] 3. Port of Port Fairy Commercial Trade Application [6.1.3 - 7 pages] |
|--|



ORIGINAL SHEET SIZE A1



NOTES:

COORDINATES BASED ON: MGA94, ZONE 54
HEIGHT DATUM BASED ON: CHART DATUM 0.76
CONTOUR INTERVAL: 0.5M



COORDINATES: MGA 94	SURVEY: PB	24 JUL 2025
HEIGHT DATUM: CHART DATUM	CALC.: PB	25 JUL 2025
CAD REF.: J21417	DRAWN: PB	26 JUL 2025
FLD/LVL BOOK:	CHECKED:	



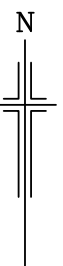
74 Maribyrnong Street Footscray 3011
Phone 9689 1000 Mob 0409 432 241
hydro@farrengroup.com.au

MOYNE RIVER
CURRENT SITUATION
HYDROGRAPHIC SURVEY

DRAWING No. PF25	SHEET 1	REVISION 0
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ORIGINAL SHEET SIZE: A1



NOTES:

COORDINATES BASED ON: MGA94, ZONE 54
HEIGHT DATUM BASED ON: CHART DATUM 0.76
CONTOUR INTERVAL: 0.5M



SCALE 1:1500

COORDINATES: MGA 94	SURVEY: PB	6 SEP 2023
HEIGHT DATUM: CHART DATUM	CALC.: PB	7 SEP 2023
CAD REF.: J20104	DRAWN: PB	8 SEP 2023
FLD/LVL BOOK:	CHECKED:	



MOYNE RIVER
CURRENT SITUATION
HYDROGRAPHIC SURVEY

DRAWING No. PF24	SHEET 1	REVISION 0
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Application for Permit - Commercial Trader

Port Management (Local Ports) Regulations 2025 (25-54sra001)

Complete in **BLOCK LETTERS**. Please tick relevant boxes.

Applicant Details		
Name in Full		
Trading/Organisation name		
Postal address Street name / PO Box		
Town		
State Postcode		
Contact details	Phone	
	Email	
Briefly describe the nature of your business		

Permit Details			
New permit	☐		
Permit renewal	☐		
If renewal, are you requesting any changes to conditions	Yes	☐	No ☐
If yes, please specify changes to conditions below			

Detail of Proposed Itinerant Trading (where relevant)	
BERTH NO. of proposed trading: From vessel? From Land?	
What Items/Service are you offering?	Tours ☐ Sporting classes ☐ Food sales ☐ Other ☐ If other, please specify below

Attachment 1 describes the details of the items/services that I will be providing ☐
Will you be accessing and or using Community Assets such as jetties, halls, rotunda, toilets etc.? Yes ☐ No ☐ If yes, please specify below

Detail of Proposed Itinerant Trading (continued)							
Preferred Start Date	/	/	Preferred End Date:	/	/		
Preferred Operating times							
	Mon	Tues	Wed	Thurs	Frid	Sat	Sun
Opening Time							
Closing Time							
Any other comments on operating times?							

Proposed signage
No signage ☐
Fixed to vehicle/mobile equipment ☐
Freestanding/moveable A frame ☐
Please specify dimensions if signs proposed will exceed a height of one metre and a width of 750mm

Vessel / Vehicle details of Trading Source
Boat/ Vessel ☐ Car ☐ Trailer ☐ Van ☐ Other ☐ If other, please specify below
Length of vehicle

Public Liability Insurance – Vessel Insurance Details			
Insurer and PL Cover Amount \$		Policy Expiry Date	/ /

Street Trader Registration Number – food trade only	
Number	
Food Act Registration – food trade only	
Which Council are you registered with?	
Food Act registration number	

Signatures			
Applicant		Date	/ /
Proprietor – if different to applicant		Date	/ /
Name of Proprietor			

Application checklist – the following steps must be undertaken for your application to be assessed	
1.	Complete all areas of the application. If you require assistance completing the application, contact Port Coordinator on 0408 529 190 or via email moyne@moyne.vic.gov.au
2.	Attach Public Liability Insurance Certificate of Currency to \$20 M to this application
3.	Attach trade site plan – the plan must detail the proposed layout or route of your itinerant trading site
4.	Pay your permit fee – refer to methods of payment on page 5 - Please note the fee will be refunded in full if permit is not issued
Permit fee required; request applicable fee from Port Coordinator	
\$ _____	Fees are set and reviewed by Council annually
5.	Return completed form with relevant documents and fee to: Moyne Shire Council - Port of Port Fairy PO Box 51, Port Fairy Vic 3284 Or email moyne@moyne.vic.gov.au

Attachment 1 –Detail of Items/Service to be provided:

Provide details of the items/service that you will be providing including:
Who, what, where, when and how?

Methods of payment															
In person	Payments may be made at Council offices by cash, cheque or EFTPOS <table border="0"> <tr> <td> Moyne Shire Council Princes Street Port Fairy VIC 3284 </td> <td> Moyne Shire Council 1 Jamieson Ave Mortlake VIC 3271 </td> </tr> </table>	Moyne Shire Council Princes Street Port Fairy VIC 3284	Moyne Shire Council 1 Jamieson Ave Mortlake VIC 3271												
Moyne Shire Council Princes Street Port Fairy VIC 3284	Moyne Shire Council 1 Jamieson Ave Mortlake VIC 3271														
By mail	Cheque, money order, credit card details may be forwarded along with completed form to: Moyne Shire Council PO Box 51 Port Fairy VIC 3284														
Credit card	<table border="0"> <tr> <td>Master Card ☐</td> <td>Visa ☐</td> </tr> <tr> <td>Card number</td> <td>/ /</td> </tr> <tr> <td>CCV</td> <td>Expiry date / /</td> </tr> <tr> <td colspan="2">Name on card</td> </tr> <tr> <td colspan="2">Telephone</td> </tr> <tr> <td>Date / /</td> <td>Amount \$</td> </tr> <tr> <td colspan="2">Signature</td> </tr> </table>	Master Card ☐	Visa ☐	Card number	/ /	CCV	Expiry date / /	Name on card		Telephone		Date / /	Amount \$	Signature	
Master Card ☐	Visa ☐														
Card number	/ /														
CCV	Expiry date / /														
Name on card															
Telephone															
Date / /	Amount \$														
Signature															
Please note the credit card details are collected for the specific purpose for payment of your itinerant trading permit. This information will be destroyed once payment has been made															
Indemnity and declaration															
The proprietor agrees to indemnify and keep indemnified the council, its servants and agents and each of them from and against all actions, costs, claims, expenses, penalties, demands and damages whatsoever which may be brought or made claimed against them or any of them arising from the proprietor's performance or purported performance of its obligations under this use agreement and be directly related to the negligent acts, errors, or omissions of the user. The proprietor's liability to indemnify council shall be reduced proportionally to the extent that any act or omission of the council, its servants or agents, contributed to the loss of liability.															

Regulations and Law - Port of Port Fairy Commercial Permit

1. The Owner must obey the Act, Regulations, Council Policies, and other applicable Laws
2. Must fully inspect the area and have accepted that its current condition is suitable for the running of your business.
3. Must not request the Port to undertake any additional works that would not normally occur as part of routine programmed site maintenance for its public reserves, jetties and walkways.
4. Must take responsibility for the suitability of the area where activities are to be conducted.
5. Must cancel any activity if you or the Port deem the area as unsuitable for the activity. There will be no action taken against the Port as result of the activity not being able to be conducted.
6. Must not change the day, time or location for the activity unless a written request is considered and approved by the Port.
7. Must take responsibility for ensuring that the area is in a clean condition prior to, and at the conclusion of each day. This includes that all materials, equipment, and any vehicles, brought by you or your participants are removed from the site. All rubbish or litter originating from your activities must be removed and appropriately disposed of.
8. Commercial business must dispose of all waste material and rubbish responsibly and independently. Use of Port/Council supplied waste units / bins will be cause for termination of Permit(s) issued. This act is a breach of Itinerant Trading and Commercial Trading Permits.
9. Does not have exclusive rights to the area regardless of this permit and must work around other port users.
10. Must ensure that any damage caused by the permit holder or their activities shall be repaired by the permit holder at their expense to the satisfaction of the Port.
11. May erect one temporary sign / A frame to advise other reserve users of their operation. Such signage must be removed at the completion of the activity
12. Must indemnify the Port, Council and Crown in respect of any claim or liability for property damage and/or injury or death of any person which arises directly or indirectly out of negligence, tort, contract, or breach of a statutory duty by the permit holder or any associated party consequential to the use or occupation of the area, including, but without restricting the generality of the foregoing, the pollution or contamination of land or water, and any costs, charges and expenses incurred in connection therewith
13. Must give the Port prompt notice in writing of any accident to or defect in the permit area and of any circumstances likely to cause any damage risk or hazard to any person on it
14. Must not spruik services.
15. Must not cause or permit to be done anything which constitutes an actionable nuisance, annoyance or disturbance to other persons lawfully entitled to use area or to use any land in the vicinity or to occupiers of properties adjoining the area

16. All water hoses, electrical cords and dock line tails shall be stowed aboard the Vessel when not in use to minimise tripping hazards on the wharf.
17. Without exception, all electrical connections made to the PoPF's receptacles must be approved, weatherproof, and earthed connected. Wiring must be of sufficient amperage for its use as specified by the applicable electrical code. Power cords may not cross walkways nor be affixed or secured to docks and must have current test tag in place. Non-tagged or damaged power cords will be disconnected by PoPF Staff.
18. The supply and issuance of all electrical and water connections between a Vessel and PoPF property are the responsibility of the Owner. The PoPF makes no warranty as to the suitability or standard of utilities provided for any specific Vessel. It is the Owner's responsibility to ensure their Vessel requirements and connectivity is sufficient for receiving supply.

19. LAWS

- These Terms and Conditions and the issuing of the Permit is subject to, and is governed by, the Act, Regulations, and any other relevant Law, and the Council's General Local Law No. 1-2015.
- If there is any inconsistency between these Terms and Conditions and the Act, Regulations, other relevant Law, the Act, Regulations or other relevant Law will prevail.
- The Owner and the Vessel may be bound by Laws that impose additional obligations to these Terms and Conditions on the Owner, and the Owner agrees to abide by any relevant Law.
- If the Owner breaches this clause 19, the PoPF may, at its sole discretion, immediately terminate the Permit.

7 Next Meeting

The next Port of Port Fairy Delegated Committee meeting is scheduled for 4pm Tuesday 30 September 2025.

8 Close Meeting