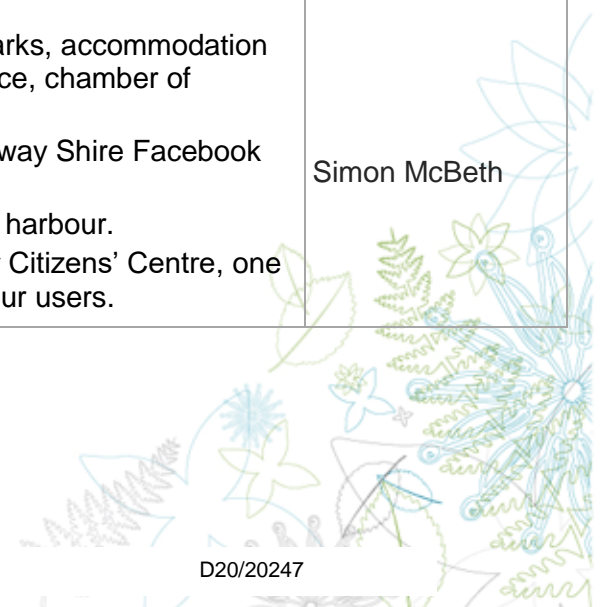


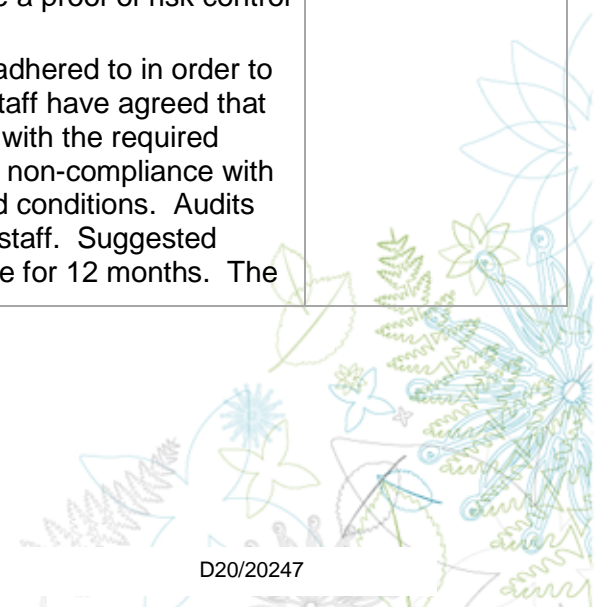
MINUTES.

1.	<p>ATTENDEES:</p> <p><u>Andrew Orchard</u> – Apollo Bay Recreational Boating and Fishers, <u>John Marriner</u> – Apollo Bay Community Representative, <u>Peter Biddle</u> – Apollo Bay Ocean Rescue, <u>Mick Heland</u> – Apollo Bay Sailing Club, <u>Markus Nolle</u> – Apollo Bay Fishermen’s Coop, <u>Frank Castles</u> / <u>Simon McBeth</u> / <u>Marcus Pola</u> / <u>Fiona Waddington</u> – Colac Otway Shire.</p>	
2.	<p>APOLOGIES.</p> <p>Bill Gross, Lisa Deppeler, Nick Polgeest, Tony McGann, Cr Chris Potter.</p>	
3.	<p>MINUTES FROM LAST MEETING</p> <p>No issues</p>	Frank Castles
4.	<p>PARKING ON THE LEE BREAKWALL</p> <p>Thank you to harbour users for complying with Port Management’s request not to park vehicles on the break wall. The situation has improved enormously.</p> <p>John Marriner asked if alternate parking for berth holders can be formalised on the fishermen’s landing. Mother’s Beach carpark is the current preferred option. If vessel work needs to be done Port Management can sometimes offer workspace in the yard when possible.</p> <p>Review possibility of parking on the fishermen’s wharf next quarter meeting.</p>	Simon McBeth Simon McBeth
5.	<p>SLIPWAY CHARGES – AN UPDATED MODEL</p> <p>Concessional charges for wet weather days – discussion.</p> <p>Port Management proposes that rainfall above 5mm on a given day (Bureau of Meteorology weather station at Cape Otway is the closest site) constitutes a wet day.</p> <p>Markus Nolle suggests a ‘fair use’ policy. John Marriner suggests a Winter price.</p> <p>All discussed. The proposal is twofold:</p> <ul style="list-style-type: none"> To trial the 5mm policy for 12 months To trial a Winter (June-August) discount of 50% of vessel slipway occupancy only (the slipping/launching fee will remain unchanged) for 12 months. <p>These alterations will need to be adopted by Council.</p>	Simon McBeth Simon McBeth
6.	<p>ANNUAL FEES FOR BERTHS – A PER METRE CHARGE</p> <p>Port Management have proposed an updated fee structure which benchmarks against the fee structure of the local Port of Portland. It is planned to move to these benchmarked prices over a 5-year period. We currently provide a free berth</p>	Simon McBeth

	<p>to Ocean Rescue and a free swing mooring to the Sailing Club for community service. The new fee structure will assist in subsidising these 2 community service moorings.</p> <p>Vessel lengths are classed into 4 groups by length as below:</p> <ul style="list-style-type: none"> <12m 12-15m 15-18m >18m <p>The reasoning behind the charge per metre model is that larger vessels create more wear and tear on Port infrastructure.</p> <p>Most POAB vessels are <12m in length. There are 5 vessels in each of the next 2 categories and 2 are in the >18m class.</p> <p>The fee increases are generally 2.5%. This amount has been applied to the <12m class of vessel. The larger sized vessels will have a bigger increase in annual fee from 10% up to 20% for the vessels >18m. This fee structure replicates the</p> <p>POAB day rate (visitor) fees are well below the Portland fees. Our facilities are not of the same calibre as Portland but the additional after-hours cost of a Port officer to greet the visitors is high.</p> <p>Swing moorings will also have a 2.5% increase in price.</p> <p>Port of Queenscliff has a much higher price structure but our facilities are not comparable to theirs.</p> <p>John Marriner questioned the after-hours rates for use of crane truck etc. He feels it is excessive. We have not ever actually used these fees. They have been inherited from a previous Manager. To review.</p>	<p>Simon McBeth</p>
<p>7.</p>	<p>CURRENT PROJECTS</p> <p><u>In-harbour dredging.</u></p> <p>The dredging is scheduled to commence after Easter from 20 April.</p> <p>Communication and community engagement plan is attached.</p> <p>Black sand, rotten egg smell and macerated sea grass is expected. Colour and smell are expected to dissipate in 48 hours.</p> <p>The communication plan includes:</p> <p>A press release to the Colac Herald and full page fact sheet to Apollo Bay News Sheet.</p> <p>A4 Information sheets to GORVIC, local shops, caravan parks, accommodation providers, SLSC, Surf and Fish (fishing shop) and VFA office, chamber of commerce and local businesses.</p> <p>Factsheets provided via social media platforms – Colac Otway Shire Facebook page and Apollo Bay Community Forum Facebook page.</p> <p>Signage to be provided at Mothers’ Beach and entrance to harbour.</p> <p>2 x public info sessions to be held at the Apollo Bay Senior Citizens’ Centre, one for the general public and one targeted for berth and harbour users.</p>	<p>Simon McBeth</p>



	<p>Direct communication via email to all stakeholders on the Port of Apollo Bay stakeholder database.</p> <p>The chosen contractor (Maritime Constructions) is highly experienced. The environmental management plan is currently being finalised. We are confident the project will be delivered under budget. All being well without costly hiccups, any excess budget will be used for extra dredging. Our advice from Heini Evers (dredging consultant) was that dredging could not be done between the channel and the boat ramp because of the sandstone rock. However, the contractor has suggested that it may be at least partially possible.</p> <p>Mick Heland expressed concerns about safety of stingrays and fur seals. These concerns are to be addressed in the environmental management plan.</p> <p>Coastal consent for the project is for the dredging to occur between 1 April- 31 July. Dredging will commence after Easter 20 April.</p> <p>Carpark restrictions will exist during the setup period just after Easter.</p> <p><u>Detailed design for fishermen’s wharf/lee break wall remediation.</u></p> <p>Request for tenders has just closed. There are 12 interested parties. Department of Transport (DOT) have a program that enables provision of progressively staged funding over several years. The report produced by the detailed design will be instrumental in achieving a sensible remediation budget funded by DOT over the next few years. The selected tenderer will be required to complete the design so works can be staged according to priority and potential cost savings, over several years. Detailed design work will not change over the next 8-10 years. It will create a sustainable harbour.</p> <p><u>Rock revetment lee break wall.</u></p> <p>Commences after Seafood Festival (14-15 Feb) and will take 2-3 weeks. Access will be available to pedestrians who are berth and mooring holders only. Marcus and Simon suggested a 1m wide pedestrian access to Mothers’ Beach. There will be a spotter to assist with traffic management during this time. No recreational fishing will be permitted from the break wall during this time.</p>	Simon McBeth
8.	<p>SAFETY – RISKS, ISSUES AND INCIDENTS.</p> <p><u>Slipway.</u></p> <p>A recent fall of a slipway user from the ladder with his dog had a very lucky outcome that could have been far worse. Worksafe require a proof of risk control measures that are in place <u>now</u>, not tomorrow.</p> <p>Terms and conditions of slipway use exist and need to be adhered to in order to comply with Worksafe and insurance requirements. Port staff have agreed that the issues are less in the process but rather in compliance with the required processes. Port Management proposes consequences for non-compliance with required processes to be included in slipway use terms and conditions. Audits are suggested to be done by outside staff rather than Port staff. Suggested penalties for non-compliance could be a ban on slipway use for 12 months. The</p>	Frank Castles



	<p>slipway conditions of use document is currently being updated to reflect some necessary changes to operations.</p> <p>1 harbour staff member will be required to be on any vessel when it is slipped. This will ensure that the site is safe (and free of dogs).</p> <p>Markus Nolle suggested procedure sheets for the various tasks that are performed on the slipway – eg painting, grinding.</p> <p>Slipway rules and JSA's for various tasks will be available in the slipway winch house.</p> <p>Induction will be done every time the slipway is used. All workers and visiting tradesmen will require to be inducted before they are allowed to go on site and before any vessel is slipped. The induction will be formalised with a slideshow and customised question and answer session for each slipway user. Once the induction process is signed, the user is bound to abide by the process.</p> <p>There will be warnings/penalties introduced for non-compliance. If warnings don't change behaviour, we suggest a penalty of some form.</p> <p>Markus suggested compulsory supervision for non-compliers – difficult to achieve with our current staff.</p> <p>Different tiers of seriousness to safety issues have been suggested.</p> <p>We want to secure ongoing access to our slipway. We must be proactive in lowering the risks to ensure long term availability of access to the slipway. We hope to be able to develop a model that will ensure safety processes are adhered to and that we can keep our slipway open.</p> <p>By comparison, at Queenscliff only certified contractors can be in the slipway. The vessel owner is locked out after slipping and all works are performed by certified contractors at a high expense.</p> <p>To create a new model of slipway operations to be endorsed by POABCC.</p> <p>Andrew Orchard reports a lot of ropes and other equipment on the marina fingers. This creates a tripping risk and is unsightly. A reminder to berth users is needed to keep the area around their vessels tidy. Email to berth users.</p> <p>By engagement with the users of the port we aim for voluntary compliance with rather than penalties.</p>	<p>Simon McBeth Marcus Pola</p> <p>Fiona Waddington</p>
9.	BRIEF STATUS OF THE PORT CONDITION AND COMPLETED PROJECTS.	Simon McBeth
10.	PORT FINANCIAL STATUS.	Simon McBeth
11.	GENERAL BUSINESS.	Frank Castles

	<p>John Marriner suggests handicapped parking near the public toilets at the boat ramp. VFA have funds available for this sort of project to encourage more people to fish and use the water. To investigate with VFA.</p> <p>To check compliance with DDA (Disability Discrimination Act) with Kristy Cochrane.</p> <p>Mick Heland suggested a longer floating pontoon at launch ramp. This would be useful to both fishing trailer boats and sail boats when the boat ramp is busy. To investigate with VFA.</p> <p>COS website improvements – The website has been upgraded and it will soon be possible to ‘subscribe’ to various pages on the website. The Port of Apollo Bay webpage will soon have this feature enabled. Subscribers will be notified by email of any changes to the web page. Port management intends to make more information available to Port users via the web page. A link to the Marine Safety website will be introduced. In time the Port will provide cameras in the boat ramp carpark and at the harbour entrance, to be hosted on Marine Safety Victoria Website, so that boat users will be able to see the conditions live.</p> <p>Andrew Orchard has moved to Geelong and has returned his key to the fishing gantry. To remove Andrew Orchard from the fishing gantry list of contact numbers.</p> <p>The Sailing Club has also proposed to use a harness to assist the club’s disabled sailor to get into his boat using fishing gantry. This is acceptable with an appropriate harness. To train sailing club officers to use the fishing gantry crane.</p> <p>Ocean Rescue – Port staff requested one point of contact for official Port business. Peter Biddle has self-nominated. We require an email from the organisation to confirm the point of contact.</p> <p><u>Community Infrastructure Plan.</u></p> <p>Reference to email regarding change to the suggested plans for the harbour redevelopment. The plans generated by consultant TRACT have been shelved because model involving using land currently occupied by the gold club was not supported by the golf club and DELWP. Sally Conway and Simon Clarke (planners) have requested a meeting with stakeholders and POABCC members to gain feedback before a redesign is made. Requested meeting Thursday 20 Feb Thursday 10-11 am in the Mothers’ Beach carpark with POABCC members. POABCC members are encouraged to attend if possible.</p> <p>The position of Project Manager for the City Deal has been advertised.</p> <p>To send out any information that is available on the amended plan with the minutes of this meeting.</p>	<p>Simon McBeth</p> <p>Frank Castles</p> <p>Simon McBeth</p> <p>Fiona Waddington</p> <p>Marcus Pola</p> <p>Marcus Pola</p> <p>Peter Biddle</p> <p>Frank Castles</p>
<p>12.</p>	<p>ITEMS FOR FUTURE MEETINGS</p> <p>John Marriner raised the subject of increased berth capacity in the harbour. What is needed? Geo tech testing, Wave study and cost benefit analysis. (to go in</p>	<p>Simon McBeth</p>

	general business next meeting of POABCC). Libby Coker visited recently. In favour of upgrade to capacity.	
13.	NEXT MEETING Meeting closed 2.20pm Next meeting Tuesday 5 May 2020.	

