

**P O R T O F W A R R N A M B O O L - P O R T M A S T E R P L A N R E F E R E N C E  
G R O U P M E E T I N G  
M I N U T E S**

<b>Date:</b>	Monday 13 August 2018	Time: 6.00 pm	Finish: 7.00 pm	Lady Bay Function Room
<b>Meeting Objective:</b>	Update works completed, planned for the next financial year, and upcoming opportunities.			
<b>Attendees:</b>	COMMUNITY REFERENCE GROUP Craig Hartwich (CH), Bruce Campbell (BC), Tammy Good (TG), Steve Tippett (ST), Leon Van Kempen (LVK), Rod Blake - on behalf of Warrnambool Offshore and Light Game Fishing Club (RB)			
	CONSULTANT Christian Taylor (CT), Mahtab Moalemi (MM) from GHD			
	TRANSPORT FOR VICTORIA Marcus Higgins (MH)			
<b>Apologies:</b>	WARRNAMBOOL CITY COUNCIL Robert Anderson (RA), Kylie Gaston (KG), Sue Cassidy (SC), Tony Herbert (TH), Michael Neoh (MN), David Owen (DO), Scott Cavanagh (SC), Rohan McKinnon (RM), Thomas Hall (ThH)			
	Russell Worland (RW), Lisa Owen (LO), Neville Dance (ND), Phil Kerr (PK), Hugh Parker (HP), Gary Ryan (GR), Peter Hulin (PH), Ben Storey (BS)			

No	Schedule	Description	Who	Notes
1.	6:00-6:05	Welcome and introductions	Chair - Robert Anderson	
2.	6:05-6:20	Port of Warrnambool Asset Managed Plan <ul style="list-style-type: none"> <li>Port of Warrnambool - Breakwater Report</li> </ul>	Christian Taylor (GHD)	SC - Introduced the breakwater asset management plan noting the concerning signs breakwater

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		<ul style="list-style-type: none"> <li>Port of Warrnambool - Review of Port Operations</li> </ul>		<p>deterioration.</p> <p>The plan incorporates three key components; Asset management plan, Breakwater assessment, and Port operations plan</p> <p>The intention is to release the document to reference group in advance of the formal public release,</p> <p>It will go to Council in September with a recommendation that it be released for public comment for 28 days.</p> <p>Reference Group Members are encouraged to provide feedback for Councils consideration.</p> <p>CT - presentation on the port asset management plan</p> <p>RB - comments around last dredge and waste effort putting sand on beach and fact washed bank into the boat ramp area</p>
3.	6:20-6:35	<p>2018/19 Port Projects</p> <ul style="list-style-type: none"> <li>Minor capital, maintenance, events</li> <li>Dredging</li> <li>Minor Capital Works Completed 2017/18</li> </ul>	Thomas Hall	<p>ThH - Presented the list of works including;</p> <ul style="list-style-type: none"> <li>Breakwater Nav. Aid Beacon</li> <li>Lighthouse ATON markers (Upper &amp; Lower)</li> <li>Broken Storm Water Pit</li> <li>Wave Attenuator Trial Repair</li> <li>Breakwater Stair Repair and upcoming stair nosing treatment</li> <li>Repairs will be undertaken to the lower</li> </ul>

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				<p>landing, boat ramp, and the north and south jetties. This includes wrapping some of the damaged piles and replacement of ladders</p> <ul style="list-style-type: none"> <li>• Funding application details around the fish cleaning table upgrade.</li> <li>• Upcoming dredging works</li> <li>• Assess ramp construction works in October/ November this year.</li> <li>• Safety Environmental Management Plan is being undertaken this year. This outlines the framework of safety and condition audits.</li> <li>• Safety Signage and CCTV has both been successful funding applications and will be rolled out this year.</li> <li>• The success of the Breakwater New Year's Fireworks and Winter Solstice Film Festival Events, and the upcoming return of the fireworks, offshore fishing competition, and the February Yacht Club regatta.</li> </ul> <p>ST - Highlighted the current colour used for the nav. aid lights at flagstaff hill is difficult to see due to the ambient wash of the town's backdrop of lighting.</p> <p><b>Action: Council to discuss project with ST</b></p> <p>TG - the bollard at the rear of the boat ramp and not a prominent colour and makes it difficult to clearly see where the end of the ramps.</p>
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			<p><b>Action: Council to consider installing high contrasting coloured bollards to maximise effectiveness.</b></p> <p>ST - Highlighted the current use of treated pine does not look to be the best choice of material, as it has rotted out. Please consider using something more durable for future works.</p> <p><b>Action: Council to assess what materials other ports use and trial composites.</b></p> <p>ST - The square shape of timber bollards is not ideal. Please consider implanting rounded bollards in future works.</p> <p><b>Action: Council to meet with ST to understand issue.</b></p> <p>TG - the boat ramp has about an inch of slime build up and is a hazard.</p> <p><b>Action: Council to arrange cleaning of the ramp at soonest available.</b></p> <p>CH – Highlighted the dredging project could potentially present some good opportunities for the surfing community with the extra sand from the dredged site if pumped into the flume / grannies area.</p> <p><b>Action: Consideration for surfing amenity to be</b></p>
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				<b>included when determining the dredging scope of works.</b>
<b>4.</b>	6:35-6:55	Safer Launching Facilities Grant	Marcus Higgins / Scott Cavanagh	<p>MH - Recap on Warrnambool's past funding application and upcoming opportunities. Further information was provided as to the process of the application evaluation.</p> <p>Information included the total number of application received in the funding round (53 application), number funded (23) and funding available within the pool (4.2 million).</p> <p>4 applications were received requesting more than 1 million dollars, only one was funded (Corinella boat ramps).</p> <p>Limited number of 1 million dollar plus project funded in the last 5 years.</p> <p>TG/ST/RB - Raised safety concerns and displeasure as to the lack of funding that has been provided to port infrastructure maintenance, noting this is an ongoing concern raised for many years. Noted the current ramp did not comply with Australian Standards.</p> <p>SC - To raise concerns identified to state government.</p> <p><b>Action: Council to meet with state and highlight issues.</b></p> <p>TH - Raised the question to MH as to the advocacy process and the opportunities the group</p>

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				<p>can proactively undertake.</p> <p><b>Action: Council, Councillors and Group Members to work with group members on advocacy for funding.</b></p> <p>ST - Raised concerns that incident reports were not well promoted for use by the general public and poorly managed when received by Council.</p> <p><b>Action: Council to review process for lodgement of incident forms.</b></p> <p>CH - implementation of signage to give the general public guidance as to who to call in the event of an incident.</p> <p><b>Action: Council to check if this can be incorporated onto signage.</b></p>
5.	6:55-7:00	Reference Group Function	Scott Cavanagh	<p>SC - Council to draft amendments to the terms of reference from the group, noting the current terms of reference note the development of a Master Plan.</p> <p>It is anticipated the aments will include;</p> <ul style="list-style-type: none"> <li>- Confirming commitment from existing members</li> <li>- Role of the group to focus on operational functions with project updates.</li> </ul>

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				<b>Action: Council will circulate updated terms of reference</b>
<b>6.</b>	7:00-7:05	General Business Items	Scott Cavanagh	Nil
<b>7.</b>	7:05	Confirmation of actions for delivery to be detailed within Minutes	Chair - Robert Anderson	SC/ThH - Minutes to be issued to the group for reference.  Next Meeting: November 2018

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