Document Title:
Local Port of Portland Bay – Safety and Environment Management

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Officers authorised to make changes and update the Local Port of Portland Bay Safety and Environment Management Plan are:

- Chief Executive Officer, Glenelg Shire Council
- Group Manager, Planning & Economic Development
- Executive Officer, Local Port of Portland Bay
- Port Officer, Local Port of Portland Bay

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<tr>
<th>Date Revised</th>
<th>Author</th>
<th>Details Revised</th>
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<th>Verified by</th>
<th>Version</th>
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<td>April 2010</td>
<td>C.Malone</td>
<td>New document</td>
<td></td>
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<td>1</td>
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<tr>
<td>February 2013</td>
<td>C.Malone</td>
<td>Whole of document – to comply with Dec’12 Ministerial Guideline changes</td>
<td>C.Malone</td>
<td>S.Deam</td>
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Document Distribution List

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<td>Date</td>
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*Please note as this document is available from Glenelg Shire Council’s website, it is not possible to keep a true document issue log.
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1.0 Introduction

As of 1 July 2009, the Glenelg Council accepted appointment as Manager of the Local Port of Portland Bay (Trawler Wharf) on behalf of the Crown (under the Crown Land Reserves Act 1978). Council adopted a management structure with Council as Local Port Manager with advice as required from a skills-based Advisory Committee.

Glenelg Shire Council acts as Port Managers to manage and administer the Local Port of Portland Bay striving to ensure the secure, safe, efficient and environmentally responsible operation of the Local Port.

This SEMP was initially developed in 2010 and was based on the Ministerial Guidelines: for Port Safety and Environment Management Plans (2005). These Guidelines, issued under section 91G(1) of the Port Management Act 1995 provide direction and advice on the form, content, and method and process for preparing plans, including stakeholder involvement, consultation with those potentially affected by the plans and the publication and availability of management plans. These Guidelines were superseded by Ministerial Guidelines: Port SEMP’s November 2012 and the SEMP has been updated accordingly.

The SEMP is a dynamic document that will change as a consequence of regular review and revision. The maintenance of this SEMP is an important component of the ongoing process of continuous safety and environmental management improvement.

The aim of this SEMP is to present an integrated system for managing and improving environmental and safety performance at the Local Port of Portland Bay and to promote quality safety and environment risk management across all aspects of port activities. Beneficiaries of the plan will be the local port management, service providers, commercial users, visitors and the community.

Through the development of the SEMP, the Glenelg Shire Council has formed a systematic approach to the identification and management of safety and environmental hazards and risks.

The SEMP reflects the Local Port of Portland Bay’s commitment to sustainable management and embodies the key environment and safety principles relating to:

- protection and improvement of the Local Port of Portland Bay environment
- provision and maintenance of a safe working and recreational environment
- safety and environmental management of visitors to the Port
- continuous improvement to safety and environmental performance at the Port
- establishing effective safety and environmental management is a key component of the local port’s business management plan

The Local Port Managers, Glenelg Shire Council, are responsible for the operation and maintenance of the trawler wharf which includes: planning, issuing permits, allocating moorings, maintaining wharves, jetties and navigation aids and operating facilities.
1.1 Objectives

In compliance with the legislative requirements of the amended Port Management Act 1995 (PSA), and section 91D(1) of the PSA the Local Port of Portland Bay Safety & Environmental Management Plan is required to:

a) identify by a description, map or plan the area or areas of the port lands and waters to which it applies.
b) identify the nature and extent of the hazards and risks associated with the operation of the port.
c) assess the likely impact of those hazards and risks on the port and the surrounding area.
d) specify the measures and strategies to be implemented to prevent or reduce those hazards or risks.
e) nominate the person who is responsible for implementing those measures and strategies.
f) set out the processes to be followed to involve tenants, licensees and service providers in the port with the implementation of the management plan.
g) set out the procedure to be followed for implementing, reviewing and revising the management plan.

In addition to these objectives the SEMP also aims to:

- Integrate environmental and safety considerations, where practical, into the development and operation of the Port;
- Further characterise safety and environmental issues associated with future development at the Port;
- Improve interactions between issues, stakeholders and safety and environmental components;
- Apply sustainable development principles at the Port;
- Create opportunities for the continued improvement of safety and environmental performance at the Port.

1.2 Scope

The SEMP addresses safety and environmental hazards and impacts which apply to the activities occurring at the Local Port of Portland Bay. The boundaries or scope of the SEMP encompass activities which are the responsibility of the Port Managers, including commercial and permit holder operations, recreational uses and general public visitors. Primarily these activities pose potential safety and environmental risks to the surrounding port environment (beaches, water, soil, air, sewer) and the people involved in them; service providers, general public, commercial users. Activities on the wharf such as fishing, waste management and vehicle access are addressed in the SEMP as are activities in the waters surrounding the wharf; boating and fishing, recreational swimming or diving and movement of catch between vessels and the wharf.
1.3 Local Port of Portland Bay Physical Boundaries

The Local Port of Portland Bay is comprised of a trawler wharf which measures approx 1.758ha. Attached to the wharf is a smaller floating pontoon suited for boat mooring with electricity and water amenities. The image below outlines the boundaries of the Port of Portland and the locality of the Local Port of Portland Bay – Trawler Wharf, which are 10m around the wharf structure. To the right of the Local Port is the Commercial Port which is run by Port of Portland, and the area to the left of the Local Port is run by the Glenelg Shire Council as Committee of Management.

A map of the gazetted Local Port of Portland Bay can be found in Appendix A at back of this document.
1.4 **Key Activities**

The Local Port of Portland Bay is primarily home to commercial fishing trawlers and cray fishing boats that are allocated permanent berths on the Trawler Wharf and Floating Pontoon. There are also designated itinerant berths allocated for visiting commercial vessels. Visiting vessels such as Oil and Gas Rig tenders, Government boats, ie Customs and DPI Fisheries, Tall Ships and Oceanographic Research vessels utilize the Local Port of Portland Bay itinerant facilities. Occasionally large recreational vessels are accommodated in the Local Port due to safety concerns if vessels were anchored.

Key activities undertaken within the Local Port of Portland Bay include but are not limited to:

- Unloading of fish from trawlers into refrigerator trucks. There can be up to 5 trucks loading at any given time.
- Stevedoring.
- Refueling – by mobile fuel tanker.
- Netting repairs.
- Wire works.
- Minor vessel maintenance.
- Minor sand blasting works.
- Crane works.
- Crew changeovers.
- Recreational fishing.

From March to June the Local Port can be home to up to 10-12 visiting squid vessels that use the Trawler wharf as their base for the length of the squid season.

The Local Port is also popular with recreational anglers who utilize the northern end of the Trawler Wharf and the floating pontoon.
2.0 Local Port of Portland Bay Health Safety & Environment Policy

The Glenelg Shire Council is responsible for the management and administration of the Local Port of Portland Bay (a.k.a. “The Trawler Wharf”). The Trawler Wharf is a commercial and public facility designed to provide for commercial needs of the fishing industry, and recreational opportunities for the Glenelg Shire community and visitors to Portland.

The Shire of Glenelg makes the following commitments with respect to environmental care, and the health and safety of all those managing, using and enjoying the Local Port and its facilities:

- Develop, implement and maintain processes for health and safety hazard, and environmental impact, identification, assessment and control;
- Maintain compliance with applicable health & safety and environmental legislation and regulations, and other requirements to which Council subscribes;
- Apply Glenelg Shire’s Organisational Policy (i.e. OHS Policy);
- Establish measurable objectives and targets that are designed to eliminate or minimise safety and health hazards and prevent injuries and illness for all Port users;
- Establish measurable objectives and targets that are designed to improve the health of the local environment and prevent pollution, including oil spills, waste contamination and the introduction of damaging exotic biodiversity;
- Communicate and encourage safety and environmental awareness and responsibility for all Port users, and
- Provide and regularly inspect commercial facilities conditions and equipment to ensure they are safe, effective and considerate of the health of the environment.

To achieve these commitments, the Shire of Glenelg will prepare and maintain a Safety & Environment Management Plan (SEMP) that is subject to independent certification against requirements of the Port Management Act 1995.

This plan is endorsed by:
Syd Deam  :  .............................................................
Group Manager
Economic Development & Tourism
3.0 Roles and Responsibilities

The management of the Portland Local Port has been the responsibility of the Glenelg Council since 1 July 2009. The roles of management responsibility within the port structure include liaison with trawler wharf service providers and permit holders, maintaining public amenities and wharf structure, implementing the SEMP, associated controls and procedures.

3.1 The Port Manager and Organisational Structure
3.2 Government Agencies

The key Government agencies and their role in administering safety and environmental legislation of specific relevance to the Local Port of Portland Bay activities are listed below. These agencies will be involved in the ongoing implementation of the Plan.

**Department of Transport (DoT)**
The Department of Transport took over management and administration responsibilities for Local Ports from DSE from 1 July 2010. Processes from Council’s point of view as Port Managers for the Local Port of Portland Bay will remain the same as they were under DSE.

**Environmental Protection Authority (EPA)**
EPA Victoria’s purpose is to protect, care for and improve the environment. EPA work with the community, industry and other groups to build a sustainable, healthy future. The EPA has statutory authority and enforcement functions such as delivering pollution abatement notices and charging persons who are responsible for environmental pollution. In addition the EPA also undertakes research and modeling work and manages sophisticated programs to monitor the quality of Victoria’s air, land and water.

**Worksafe Victoria**
Worksafe Victoria is responsible for enforcing safety legislation, such as the following within Victoria:
- Occupational Health & Safety Act 2004
- Occupational Health & Safety Regulations 2007
- Equipment (Public Safety) Act 1994

Worksafe’s role is to ensure the Local Port of Portland Bay is a safe and healthy workplace for employees, contractors and members of the public.

**Transport Safety Victoria**
Marine Safety Victoria is the state’s marine safety agency which is responsible for establishing the regulatory environment under which all ports operate. MSV is responsible for the administration of the Marine Safety Act 2010 (Vic) and management of pollution response in State waters (3 nautical mile limit).

**Victoria Police**
The Water Police have the primary role of coordinating all marine incidents involving recreational vessels, yachts and commercial vessels within Victorian Coastal and inland waters.
3.3 Service Providers, Permit Holders and Recreational Users

The Local Port of Portland Bay (Trawler Wharf) accommodates nine trawlers from the local trawler fleet and four crayboats on the attached floating pontoon. These vessels all occupy permanent berthing areas which have designated utility access to all occupants and signage and line marking reflecting the berth zones is installed.

Itinerant vessels are occupied on the north eastern section of the wharf, and the northern end as required. Utility access is also available.

Visiting ships vessels such as Government boats, ie Customs and DPI Fisheries, Oil and Gas Ring Tenders, barges and Tall Ships utilize the Local Port of Portland Bay itinerant facilities. Occasionally large recreational vessels are accommodated in the Local Port due to safety concerns if vessels were anchored.

The Local Port of Portland Bay is also extremely popular with recreational fishermen, as well as school groups who often utilize the facility for education programs.

4.0 Legal and Other Requirements

The development of the Local Port of Portland Bay SEMP has been undertaken in the context of the State and Federal environmental and safety legislative framework that governs Victorian ports. The new provisions under the Port Management Act 1995 are intended to complement existing legislation rather than duplicate it; as such the safety and environmental requirements do not supersede other legislative requirements.

Figure: Legislative Framework

The Local Port of Portland Bay maintains access and understanding of Safety and Environmental Legal and Other Requirements through the maintenance of its Health and Safety Hazards Register and Environmental Aspects Register. These Registers include the identification of applicable health & safety and environmental legislation and associated regulations, policies, codes of practice, guidelines and other legal requirements under international, federal and state laws against each identified health & safety hazard and environmental aspect/impact. In addition, the Registers identify non-legislative requirements (known as “Other Requirements”) to which the Local Port of Portland Bay subscribes.
The Registers also document the requirements of each piece of legislation/regulation as they apply to the activities associated with each health and safety hazard and environmental impact.

The International, Commonwealth, State and local legislation, conventions, regulations, policies, guidelines etc. of most relevance to Safety and Environment Management for the Port of Portland are listed below;

5.0 Health & Safety Hazards & Environmental Aspects and Impacts

Risk Assessment Process

The risk assessment process involves comparing the level of risk found during the analysis with previously established risk criteria. Each risk will be expressed as a value of Very High, High, Medium or Low risk. The outputs of this process will create a prioritised list of risks (or risk register) that require further action. Focus will be placed on Very High and High risks that are deemed to be significant. Low and Medium risks may fall into an acceptable level of risk category. These risks may require monitoring and periodic review to ensure they remain acceptable. A review of all risks will be conducted annually or if there is a major change in the nature of activity conducted at the port.

The matrix was drawn from the Ministerial Guidelines: Port Safety and Environment Management Plans November 2012.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insignificant</td>
</tr>
<tr>
<td>Almost Certain</td>
<td>Moderate</td>
</tr>
<tr>
<td>Likely</td>
<td>Moderate</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
</tr>
</tbody>
</table>

The identification of hazards includes safety reviews, consultancies, discussions, comment and contribution from council employees and stakeholders (e.g. Local Port of Portland Bay Advisory Committee, contractors and regulatory bodies and industry organisation etc.) and consideration of the health and safety risks knowledge generated by the implementation and maintenance of the SEMP (e.g. training, monitoring, incident reporting, audits and management review). Health and Safety and Environmental hazards and risks are documented according to local port activities in the attached Risk Register. This Register is a fluid document continually recording hazards and risks associated with Port operations as they are identified and refined.

In accordance with section 91D (1) – a SEMP must:

(h) “set out those measures (if any) that the port manager intends to implement to eliminate or reduce the safety and environmental risks and hazards…”

(i) “set out the key performance indicators through which the port manager can assess the extent to which the implementation of the management plan achieves the safety and environment management planning objectives…”
Hazards and associated risks are assessed considering the both the “likelihood” and “consequence” of occurrence as shown in Tables 1, 2 and 3.

Table 1 – Likelihood table

<table>
<thead>
<tr>
<th>DESCRIPTOR</th>
<th>LIKELIHOOD OF EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Is expected to occur in most circumstances</td>
</tr>
<tr>
<td>Likely</td>
<td>Will probably occur in most circumstances</td>
</tr>
<tr>
<td>Possible</td>
<td>Might occur at some time</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Could occur at some time</td>
</tr>
<tr>
<td>Rare</td>
<td>May occur only in exceptional circumstances</td>
</tr>
</tbody>
</table>

Table 2 – OHS Consequence

<table>
<thead>
<tr>
<th>DESCRIPTOR</th>
<th>EXAMPLE CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insignificant</td>
<td>Activities do not cause any personal risk and will not result in injury</td>
</tr>
<tr>
<td>Minor</td>
<td>Activities may cause injuries or personal health problems requiring local first aid and no rehabilitation period</td>
</tr>
<tr>
<td>Moderate</td>
<td>Activities may cause injuries or health problems requiring medical attention and where short rehabilitation period is required</td>
</tr>
<tr>
<td>Major</td>
<td>Activities may cause serious injuries or health problems requiring hospitalisation and a significant period of rehabilitation before being able undertake normal activities or return to work</td>
</tr>
<tr>
<td>Catastrophic</td>
<td>Activities that could cause death or permanent disability prevent any undertaking of normal activities or return to work</td>
</tr>
</tbody>
</table>

Table 3 – Environmental risk consequence

<table>
<thead>
<tr>
<th>DESCRIPTOR</th>
<th>EXAMPLE CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insignificant</td>
<td>Activities do not adversely impact on the environment</td>
</tr>
<tr>
<td>Minor</td>
<td>Activities may cause an environmental impact that can be immediately cleaned up with no residual impact</td>
</tr>
<tr>
<td>Moderate</td>
<td>Activities may cause an environmental incident that can be cleaned up over a short period of time with minimal residual adverse impact</td>
</tr>
<tr>
<td>Major</td>
<td>Activities may cause a considerable environmental impact that is of public interest and which may only be cleaned up over a prolonged period of time and may result in considerable residual adverse impact</td>
</tr>
<tr>
<td>Catastrophic</td>
<td>Activities may cause a major environmental incident that is of national or international concern; requires an extensive period (years) to clean up; causes major long term adverse impact on the environment</td>
</tr>
</tbody>
</table>
In accordance with section 91CA the SEMP objectives are:
(a) “promoting improvements in safety and environmental outcomes…”
(b) “promoting and facilitating the development, maintenance and implementation of systems that enable compliance with various safety and environmental duties that apply to the operation of the port…”
(c) “promoting an integrated and systematic approach to risk management in relation to the operation of the Port”.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Target</th>
<th>Actions</th>
<th>Responsibility</th>
<th>Time frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop IMS</td>
<td>Prepare SEMP</td>
<td>Publish SEMP</td>
<td>Port Officer</td>
<td>March 2010</td>
</tr>
<tr>
<td>Certify SEMP</td>
<td></td>
<td>3rd party Audit</td>
<td>Port Officer</td>
<td>May 2010</td>
</tr>
<tr>
<td>Maintain Certification</td>
<td></td>
<td>Triennial 3rd party audit</td>
<td>Port Officer</td>
<td>March 2013</td>
</tr>
<tr>
<td>Minimise Pollution Risks</td>
<td>Establish Permit System for bunkering</td>
<td>Develop permit system with fuel contractors</td>
<td>Port Officer &amp; Fuel Contractors</td>
<td>June 2010</td>
</tr>
<tr>
<td></td>
<td>No fugitive waste</td>
<td>Segregated waste disposal facilities - waste oils are not stored on the Wharf.</td>
<td>Port Officer</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Reduce risk of diesel spill to Portland Bay</td>
<td>Undertake upgrade works on wharf edge to eliminate risk of puncturing fuel tanks during berthing – DSE funded</td>
<td>Port Officer &amp; DSE - design &amp; funding</td>
<td>Dec 2010</td>
</tr>
<tr>
<td>Minimise Safety Risks</td>
<td>Establish pier capping</td>
<td>Undertake upgrade works on wharf edge to eliminate risk of slips &amp; falls – DSE funded</td>
<td>Port Officer &amp; DSE - design &amp; funding</td>
<td>Dec 2010</td>
</tr>
<tr>
<td></td>
<td>Eliminate slips &amp; trips &amp; falls</td>
<td>As above; and work with Commercial users to develop safe works systems, ie ropes, etc</td>
<td>Port Officer &amp; Port Commercial Users</td>
<td>Dec 2010</td>
</tr>
<tr>
<td></td>
<td>Develop loading &amp; unloading procedure</td>
<td>Establish safe work systems in conjunction with contractors for loading &amp; unloading</td>
<td>Port Officer &amp; Commercial users</td>
<td>June 2013</td>
</tr>
<tr>
<td></td>
<td>Prepare traffic management plan</td>
<td>Monitor movement of traffic for commercial activities &amp; recreational users. Prepare plan</td>
<td>Port Officer</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Construct storage area</td>
<td>Install storage shed to store safety equipment</td>
<td>Port Officer</td>
<td>June 2010</td>
</tr>
<tr>
<td></td>
<td>Load limits</td>
<td>Determine load limits for vehicles &amp; ensure compliance with appropriate signage</td>
<td>Port Officer</td>
<td>Dec 2010</td>
</tr>
<tr>
<td></td>
<td>Develop procedure for electrical insp/works</td>
<td>Develop procedures and inspection regimes for electrical testing, monitoring &amp; maintenance</td>
<td>Port Officer</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Objective 4 Consultation</td>
<td>Encourage Community consultation/input</td>
<td>Develop webpage for Local Port of Portland Bay; include feedback form for Community input</td>
<td>Port Officer &amp; Admin Officer</td>
<td>June 2011</td>
</tr>
</tbody>
</table>
### 6.1 Local Port of Portland Bay Key Performance Indicators

The *Ministerial Guidelines: Port Safety and Environment Management Plans* were revised late in 2012 and required the addition of Key Performance Indicators (KPIs) from the Port Managers. The KPIs will be used by the port managers to assess the extent to which implementation of the management plan achieves the safety and environment management planning objectives set out in section 91CA of the *Port Management Act 1995*. The overall effectiveness of this management plan in mitigating risk to safety and the environment will be assessed from 2013 in an annual SEMP report to the Department of Transport.

The KPIs for the local Port of Portland are:

<table>
<thead>
<tr>
<th>KPI</th>
<th>Management Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inspections of Local Port (including weekends and public holidays) – daily</td>
<td>Daily inspection forms completed and any hazards identified are controlled.</td>
</tr>
<tr>
<td>2. Maintenance electrical services inspection – Bi-annually</td>
<td>Bi-annual inspection undertaken, report received and any non conformances identified are repaired.</td>
</tr>
<tr>
<td>3. Underwater diving inspection of floating pontoon and anodes – annually</td>
<td>Annual diving inspection undertaken, report received and any non conformances programmed for repair.</td>
</tr>
<tr>
<td>4. Timely completion of incident reports – within 24 hours or next working day</td>
<td>Incident/hazard reporting and investigation report completed for all incidents within Local Port.</td>
</tr>
<tr>
<td>5. Allocation of berthing with minimal delay to unloading</td>
<td>Inspections undertaken, any berthing issues addressed. A Port Officer on call 24 hours a day for any berthing queries to be addressed without delay.</td>
</tr>
<tr>
<td>6. Conducting Performance Appraisal for all port staff with an aim to monitor performance and provide necessary training and development opportunities - annually</td>
<td>Performance Appraisals completed by 30 June each year. Training and development to be listed as a priority, with identified training undertaken within agreed timeframe.</td>
</tr>
<tr>
<td>Activity</td>
<td>Hazard</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>Slip, trip and fall hazards</td>
<td>Possible</td>
</tr>
<tr>
<td>Slip, trip and fall hazards</td>
<td>Possible</td>
</tr>
<tr>
<td>Collision of moving plant with personnel</td>
<td>Possible</td>
</tr>
<tr>
<td>Collision of moving plant on what</td>
<td>Possible</td>
</tr>
<tr>
<td>Collision of boats when berthing</td>
<td>Unlikely</td>
</tr>
<tr>
<td>Collision of boats with what when berthing</td>
<td>Likely</td>
</tr>
<tr>
<td>Provision of waste disposal and recycling facilities</td>
<td></td>
</tr>
<tr>
<td>Vehicle access, operations, movements, egress and parking arrangements</td>
<td>Possible</td>
</tr>
<tr>
<td>What weight load limits not being recognised</td>
<td>Rare</td>
</tr>
<tr>
<td>Fuel containment and supply</td>
<td>Rare</td>
</tr>
<tr>
<td>Pollution and spill response</td>
<td>Unlikely</td>
</tr>
<tr>
<td>Provision of public access and recreational facilities</td>
<td>Possible</td>
</tr>
<tr>
<td>Provision of electrical power cutters</td>
<td>Likely</td>
</tr>
<tr>
<td>Weather maintenance</td>
<td>Possible</td>
</tr>
<tr>
<td>Filled and floating plant maintenance</td>
<td>Unlikely</td>
</tr>
<tr>
<td>Emergency management</td>
<td>Possible</td>
</tr>
<tr>
<td>Information provision</td>
<td>Rare</td>
</tr>
<tr>
<td>Website</td>
<td>Rare</td>
</tr>
<tr>
<td>Commercial Fishing Operations</td>
<td>Possible</td>
</tr>
</tbody>
</table>
## LOCAL PORT OF PORTLAND BAY - OH&S Hazard and Environmental Risk Register

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Risk Level (Score)</th>
<th>Responsible Officer</th>
<th>Controls</th>
<th>Status</th>
<th>Residual Risk (controls in place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessels berthing</td>
<td>Collisions</td>
<td>Unlikely</td>
<td>Moderate</td>
<td>High</td>
<td>Vessel Operators</td>
<td>Speed restrictions, adherence to boating regulations; licenced operators (continued through User Agreement requirements)</td>
<td>Monitoring ongoing, User Agreements March 13</td>
<td>Moderate</td>
</tr>
<tr>
<td>Boat maintenance</td>
<td>Personal Strain</td>
<td>Possible</td>
<td>Moderate</td>
<td>High</td>
<td>Vessel Operators &amp; Contractors</td>
<td>SWMS for loading &amp; unloading, developed. Conveyors to be used when reasonably practicable to do so.</td>
<td>Completed, Process reviewed during inspections</td>
<td>Low</td>
</tr>
<tr>
<td>Commercial plant &amp; equipment maintenance (e.g. nets, lines, buoys)</td>
<td>Splits</td>
<td>Possible</td>
<td>Moderate</td>
<td>High</td>
<td>Vessel Operators &amp; Contractors</td>
<td>Funding to be used for maintenance works. SWMS to be submitted by contractors.</td>
<td>In place.</td>
<td>Low</td>
</tr>
<tr>
<td>Bunkering</td>
<td>Slip, trip and fall hazards</td>
<td>Possible</td>
<td>Major</td>
<td>Extreme</td>
<td>Vessel Operators &amp; Contractors</td>
<td>Designated work area to be utilised for netting, etc. as per User Agreement. Appropriate traffic control to be used in vicinity. Working area to be kept clean and free of debris at all times.</td>
<td>In place &amp; reviewed during daily inspections</td>
<td>Low</td>
</tr>
<tr>
<td>Raising</td>
<td>Explosion or fire</td>
<td>Possible</td>
<td>Major</td>
<td>Extreme</td>
<td>Port Users &amp; Contractors</td>
<td>CTA contract maintained &amp; authorised officers identified. Adherence to Emergency Management Plan. Prevention of Marine pollution committee. Current fuel plan to be held by operator before any refuelling undertaken.</td>
<td>Ongoing</td>
<td>Moderate</td>
</tr>
<tr>
<td>Heavy commercial vehicles on wharf loading and unloading</td>
<td>Collision</td>
<td>Possible</td>
<td>Major</td>
<td>Extreme</td>
<td>Contractors</td>
<td>Traffic Management plan &amp; controls to be in place. Contractors SWP to be reinstated. WMS to be closed off during times of peak operation. Session to be identified &amp; monitored activities, such as vessel movement, etc.</td>
<td>In place.</td>
<td>Low</td>
</tr>
<tr>
<td>Manual Handling</td>
<td>Splits</td>
<td>Possible</td>
<td>Major</td>
<td>Extreme</td>
<td>Port Users &amp; Contractors</td>
<td>Traffic Management plan &amp; controls to be used. SWMS to be developed for process. Unloading crews to be trained in manual handling procedures.</td>
<td>Ongoing</td>
<td>Moderate</td>
</tr>
<tr>
<td></td>
<td>Slip, trip and fall hazards</td>
<td>Possible</td>
<td>Catastrophic</td>
<td>Extreme</td>
<td>Port Users &amp; Contractors</td>
<td>Traffic Management plan &amp; controls to be used. WMS to be developed for process.</td>
<td>In place.</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>What weight load limits not being recognised</td>
<td>Rare</td>
<td>Catastrophic</td>
<td>Low</td>
<td>All Port Users</td>
<td>Signage, freemarking advising weight limits. Contractors aware of restrictions.</td>
<td>Complete</td>
<td>Low</td>
</tr>
</tbody>
</table>

### GENERAL PUBLIC ACCESS & USE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Risk Level (Score)</th>
<th>Responsible Officer</th>
<th>Controls</th>
<th>Status</th>
<th>Residual Risk (controls in place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fishing from wharf</td>
<td>Slip, trip and fall hazards</td>
<td>Possible</td>
<td>Moderate</td>
<td>High</td>
<td>Vessel operators &amp; Members of the public</td>
<td>What areas to be kept clean &amp; free of debris, ropes, etc. as far as reasonably practicable. If ropes must be kept on wharf, to be moved out of walkway as far as reasonably practicable.</td>
<td>Monitoring ongoing with daily inspections</td>
<td>Low</td>
</tr>
<tr>
<td>Boating, sailing canoeing etc</td>
<td>Collision with submerged obstructions, infrastructures, etc</td>
<td>Rare</td>
<td>Major</td>
<td>Low</td>
<td>Members of the public</td>
<td>Recreational boating not permitted in Local Port area. Signage on wharf outlining permitted vessels. Regular inspections by authorised officers.</td>
<td>Ongoing</td>
<td>Low</td>
</tr>
<tr>
<td>Diving</td>
<td>Diving in shallow water</td>
<td>Rare</td>
<td>Major</td>
<td>Low</td>
<td>Members of the public</td>
<td>Diving, Jetty Jumping, Swimming, Snorkelling is not permitted in Local Port area. Signage erected, regular patrols by authorised officers &amp; Victoria Police, public awareness.</td>
<td>Process in place.</td>
<td>Low</td>
</tr>
<tr>
<td>Swimming/Scuba diving/ Jetty Jumping</td>
<td>Diving or injury due to strong currents, inclement weather or a lack of experience or knowledge</td>
<td>Unlikely</td>
<td>Major</td>
<td>High</td>
<td>Port Authorised Officers, All Port Users, Vic Police</td>
<td>Only diving permitted is for authorised what inspections by suitably licensed operators engaged by Council. Authorised Officers - SWMS for activities to be submitted plan for these works being undertaken, and all commercial operators to be notified of works being undertaken. PPE and navigational aids to be used at all times.</td>
<td>Process in place.</td>
<td>Low</td>
</tr>
<tr>
<td>Public access - walking/lightseeing</td>
<td>Deficient, defective or no signage or navigational aids</td>
<td>Possible</td>
<td>Catastrophic</td>
<td>Extreme</td>
<td>All Port Users</td>
<td>Signage, markings, work areas to be designated restrict public access with ppe, etc.</td>
<td>Complete</td>
<td>Moderate</td>
</tr>
<tr>
<td>Public access - via vehicles</td>
<td>Deficient, defective or no signage or navigational aids</td>
<td>Possible</td>
<td>Minor</td>
<td>High</td>
<td>All Port Users</td>
<td>Work areas to be kept clean &amp; free of debris. Regular inspections of surfaces for patina, slippery surfaces.</td>
<td>Process in place.</td>
<td>Moderate</td>
</tr>
</tbody>
</table>
6.3 Risk Register – Residual High Risks

The outputs of the Risk assessment process has created a prioritised list of risks (attached Risk register) that require further action. Focus is placed on High risks that are deemed to be significant. Low and Medium risks may fall into an acceptable level of risk category. These risks may require monitoring and periodic review to ensure they remain acceptable. A review of all risks is to be conducted annually or earlier if there is a major change in the nature of activity conducted at the port.

Major risks, including actions to be followed up are:

1. Wharf structure and design – including slips, trips and fall hazards; collision of moving plant with personnel; and collision of moving plant on wharf.

   Funding application in to extend the wharf modifications to the second and third tier of the h-beams on the Trawler Wharf. In the interim inductions are undertaken with all visiting vessels, particularly those with bulbous bows. Further vigilance and education is required with contractors utilizing heavy plant to eliminate risk of moving plant on wharf.

2. Pollution and spill response – spill incidents at Commercial Port impacting on operation of Local Port.

   Emergency Management Plan for Local Port that has been developed and needs to be introduced amongst users. Also further education and consultation with Commercial Port regarding incidents which occur that impact on the day to day operations of the Local Port.

3. Provision of electrical power outlets – including wiring contact with water; damage to power outlets due to incorrect coupling and usage; and slips trips & falls over power leads on wharf connected to vessels.

   Ongoing education process with permanent users of the wharf in relation to power usage and requirements for leads to be tagged. This process to be extended to itinerant users. JSA’s undertaken with contractors working for Port Management – formal induction process to be developed and implemented.


   High risk due to vessels moving between Local Ports with undetected marine pests. Ballast water discharge not permitted, however vessel inspections are difficult to monitor. Ongoing issue with Local Ports and being addressed at strategic level. Will need to involve education process amongst all users, as well as cooperation from associated authorities for monitoring and identification, i.e DSE, etc.
7.0 Emergency & Accident Preparedness and Response

7.1 Emergency Planning

An Emergency Management Plan has been developed for the Local Port of Portland Bay. That plan includes the operations and activities within Local Port and based upon adopted risk management principles to meet our commitment to the safety of all persons who enter for business operations and for the welfare and good of the wider community.

Appropriate contact details and responsibilities are documented in regard to emergency services, authority’s roles in incidents that may occur within the Local Port, eg Victorian Water Police, Port of Portland in a water incident.

The Local Port of Portland Bay lies within the Municipal area of the Glenelg Shire Council and their emergency management plan is referenced so that the Local Port of Portland Bay’s Emergency Management plan is consistent in application and operation.

The Local Port of Portland Bay’s Safety and Environmental Management Plan will be reviewed annually. The Local Port of Portland Bay’s Emergency Management Plan is integrated into the SEMP.

7.2 Incident Management

The Glenelg Shire Council maintains an incident management register to track safety and environmental incidents.

The Port of Portland’s Harbour master must be notified on 55250900 if a fuel/oil spill or navigational incident occurs in the waters of the Local Port and/or adjacent areas. The Port of Portland is responsible for coordinating emergency response activities in this instance, and determines the appropriate incident level and will be responsible for scaling an incident up or down as may be required. The Victorian Marine Pollution Contingency Plan is the basis for all emergency management principles.

The Local Port of Portland Bay Officer must be notified of any contamination that occurs to the Local Port Area and/or adjacent areas, and the responsible persons must arrange clean up to the reasonable satisfaction of the authorized officer or alternatively Port Officer will arrange clean up at the cost of the User.

Port Users are required to report any notable incident involving injury to persons or damage to property and/or near misses immediately to the Port Officer.

A copy of the incident form is attached - Appendix 4.
8.0 Implementation, Review and Revision of SEMP

In accordance with section 91E (1) A SEMP must be audited to determine whether:
(b) “the plan has been prepared in accordance with any Ministerial guidelines”.

In accordance with section 91HB:
(1) “The port manager must make an annual report to the Minister and any bodies that are prescribed by the regulations on the safety and environmental performance outcomes for the port.”.

The Glenelg Shire Council acting as Port Managers on behalf of the Crown established under the Crown Land (Reserves) Act 1978, to manage and administer the Local Port of Portland Bay will be responsible for the implementation of this plan.

The Port Officer under delegation carries out the development and implementation process.

Following assessment in this plan, associated levels of risk will identify what controls are put in place. Extreme and high levels of risk will be addressed foremost, and referred to DOT for further funding if required to implement control measures through the annual budget process.

The SEMP will be audited every three years, with the document reviewed annually. A report of the annual review will be provided to Department of Transport.

8.1 Health & Safety and Environment Procedures, Instructions and Guidelines

The Local Port of Portland Bay Operating Manual contains procedures, instructions and guidelines that have been prepared to ensure that activities undertaken within the Local Port are planned and undertaken according to specified conditions; these conditions include:

- Operating instructions and safe work procedures for unloading.
- Refueling processes and permits.
- Crane permits
- Job Safety and Environment Analyses (JSEAs) with contractors. (The process of JSEA’s for lessees and itinerant customers is still under development).
- Hot Work Permit Forms.
- Incident forms.
- Berthing forms for itinerant users.
- It is envisaged the induction process for new users will also be included in this manual when it is developed.
- Communication Strategy.
- Emergency Management Plan (EMP)
Involvement of Service Providers, Local Port and Recreational Users

The Ministerial Guidelines recognize the difficulty in fully incorporating operations of Local Port users and service providers in internal management systems and the Local Port of Portland Bay SEMP. Port Officers are also restricted in their capacity to ensure compliance against these procedures. Given these constraints the Ministerial Guidelines stipulate that:

“The Port manager must demonstrate that reasonable steps have been taken to involve the relevant port business in the development of the Management Plans”. (section 6.1.2)

The Ministerial Guidelines (2009) also requires Ports to identify those hazards associated with tenants, and states that:

“Where part or parts of the port area are primarily managed or controlled by one or more tenants, the Port Manager must actively encourage the tenant(s) to undertake this process for that area and must , to the extent possible, incorporate or reference that work in the Port Manager’s Plan.” (section 5.4)

In accordance with section 91C (2) (b) of the Port Management Act1995, A port manager must follow the processes that are set out in the management plan to involve tenants, licensees and service providers in the port with the implementation of the management plan. (section 6.1)

In order to meet the OH&S and environmental objectives, the Local Port of Portland Bay has Agreement introduced a Local Port of Portland Bay Berthing and Mooring Authorisation. This document defines management responsibilities for Local Port Users.

Appropriate controls of significant environmental and OHS risks identified by the Risk Register are the responsibility of the relevant lessee and contractors. To facilitate the development, implementation and maintenance of adequate operational control procedures and instructions for identified significant risks relating to Local Port users and contractors activities, the Local Port uses Advisory Committee consultation, Local Port Berthing and Mooring Authorisations and requirements for the development of Job Safety and Environment Analyses (JSEAs) (for contractors).
8.3 Monitoring and Measurement

Daily inspections are a key tool for monitoring the state of the environment of the Local Port of Portland Bay and its immediate surrounds. Port Officers liaise directly with users if safety hazards are identified.

8.4 Communication and Reporting

Communication is the key to ensuring that this Local Port of Portland Bay SEMP is successfully implemented. Good communication through consultation with all key stakeholders will allow for solid model of safety and environmental management within the Local Port. The following communication systems are used as tools to distribute this information:

- Regular liaison between the Local Port of Portland Bay and key stakeholders such as permanent tenants, Port of Portland and Dept of Transport. Regular contact enables the passing of important information such as legislative changes, reporting requirements and any new developments.
- A copy of the Local Port of Portland Bay SEMP can be found on the Glenelg Shire Council website [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)
- A hard copy of the Local Port of Portland Bay SEMP is available from the Portland Customer Service Centre (Shire Offices).
- A page is included on Council’s website which provides information on the day to day running of the Local Port. It is envisaged a section will be included which provides the Community an opportunity to provide comments and email queries.

8.5 Competence Awareness and Training

Stakeholders and tenants using the Local Port must ensure that all personnel and contractors have the skills required to properly manage or undertake the tasks for which they are responsible. Stakeholders and tenants are also responsible to make sure any person carrying out or intending to carry out works within the Local Port are familiar with all Safety Systems of Work.

A system for checking of contractors licenses is under development.

8.6 Non-conformity, Corrective and Preventive Action

Identification of non-conformances and improvement opportunities are identified by:

- Result of incidents
- Stakeholder feedback
- Data collection from inspections
8.7 Internal and External Auditing

Safety and Environmental Management Plan
Local Port of Portland Bay is required to prepare a Safety & Environmental Management Plan (SEMP) under part 6A of the Port Management Act 1995 and associated Ministerial Guidelines. A SEMP must be independently certified that they adequately comply with the matter required by Section 91d of the Port Management Act and have been prepared in accordance with Ministerial Guidelines.

Environmental, Health and Safety Inspections
Inspections are undertaken by Council’s Port Officers daily to identify and control any Environmental or OHS risks. The SEMP document is reviewed annually with the risk register controls updated.

8.8 Management Review
Prior to the end of each financial year, the SEMP will be reviewed. The Port Officer also commits to conducting more frequent revisions in response to any medium to extreme incidents or ‘near miss’ incidents occurring and in response to any major changes to related key legislation or regulations or significant changes to port operations, activities or functions.

Appendix 1 Local Port of Portland Bay Gazetted Port Boundary Map
Appendix 2 Daily Inspection Sheet
Appendix 3 List of Relevant Agencies
Appendix 4 Incident Form (DSE)
Appendix 5 Aerial Photo (labeled) Local Port of Portland Bay
Appendix 1 - Local Port of Portland Bay Gazetted Port Boundary Map

Designated Portland Bay Local Port Boundary
PORTLAND BAY LOCAL PORT
DAILY INSPECTION SHEET

Date:………………………Time:………………………

VESSELS ON WHARF

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castella Rosa</td>
<td></td>
</tr>
<tr>
<td>Celtic Rose</td>
<td></td>
</tr>
<tr>
<td>Derwent Venture</td>
<td></td>
</tr>
<tr>
<td>Margaret Pearl</td>
<td></td>
</tr>
<tr>
<td>Moira Elizabeth</td>
<td></td>
</tr>
<tr>
<td>San Tangaroa</td>
<td></td>
</tr>
<tr>
<td>Vivienne Jane</td>
<td></td>
</tr>
<tr>
<td>Zeehan</td>
<td></td>
</tr>
<tr>
<td>Veteran</td>
<td></td>
</tr>
<tr>
<td>Pera</td>
<td></td>
</tr>
<tr>
<td>Eumeralla</td>
<td></td>
</tr>
<tr>
<td>Krak-a-tini</td>
<td></td>
</tr>
<tr>
<td>Southern Pride</td>
<td></td>
</tr>
</tbody>
</table>

ITINERANTS:


INSPECTION DETAILS - Any works being undertaken?

<table>
<thead>
<tr>
<th>Work</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netting</td>
<td></td>
</tr>
<tr>
<td>Wire Works</td>
<td></td>
</tr>
<tr>
<td>Loading/Unloading</td>
<td></td>
</tr>
<tr>
<td>Refueling</td>
<td></td>
</tr>
<tr>
<td>Vessel Maintenance</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

STANDARD CHECKS

<table>
<thead>
<tr>
<th>Check</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conveyors</td>
<td></td>
</tr>
<tr>
<td>Fire Reels</td>
<td></td>
</tr>
<tr>
<td>Gates closed</td>
<td></td>
</tr>
<tr>
<td>Service boxes</td>
<td></td>
</tr>
<tr>
<td>Wharf clear of obstacles</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

ANY ACTIONS ARISING FROM INSPECTION:

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Any HAZARDS identified

<table>
<thead>
<tr>
<th>HAZARDS identified</th>
<th>RISK CONTROL MEASURES</th>
<th>WHO (I responsible)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(list measures to be taken to eliminate or minimize risk of injury)</td>
<td></td>
</tr>
</tbody>
</table>

|                  |                        |                     |
|                  |                        |                     |

|                  |                        |                     |
|                  |                        |                     |

|                  |                        |                     |
|                  |                        |                     |
Appendix 3  List of relevant Legislations, policies and guidelines

The International, Commonwealth, State and local legislation, conventions, regulations, policies, guidelines etc. of most relevance to Safety and Environment Management for the Local Port of Portland Bay are listed below:

**International - International Environmental Legislation/Conventions**

- Guidelines for the Control and Management of Ships’ Ballast Water to minimise the Transfer of Harmful Aquatic Organisms and Pathogens (IMO) 1997
- International Convention for the Prevention of Pollution from Ships (MARPOL), 1973/78
- International Convention for the Safety of Life at Sea (SOLAS) 1974
- International Maritime Organisation Dangerous Goods Code (IMDG Code) 2004
- The Jakarta Mandate on Marine and Coastal Biological Diversity 1995

**Commonwealth - Environmental Legislation (National/Federal)**

- Aboriginal & Torres Strait Islander Heritage Protection Act 1984
- Australia’s Ocean Policy 1998
- Australian Ballast Water Management Requirements (AQIS) 2001
- Australian Marine Safety Authority Act 1990
- Endangered Species Protection Act 1992
- Environment Protection and Biodiversity Conservation Act 1999
- Environment Protection and Biodiversity Conservation Regulations under the EPBC Act 1999
- Environment Protection (Sea Dumping) Act 1981
- Environment Protection (Sea Dumping) Regulations 1983
- Environmental and Heritage Legislation Amendment Act (No. 1) 2003
- Fisheries Management Act 1991
- National Environmental Protection Measures
- National Environment Protection (Assessment of Site Contamination) Measure 1999
- National Environment Protection Measures (Implementation) Regulations 1999
- National Greenhouse Strategy 1998
- National Greenhouse and Energy Reporting Act 2007
- National Standards for the Control of Major Hazard Facilities 2002
- National Strategy for Ecologically Sustainable Development 1992
- National Strategy for the Conservation of Australia’s Biological Diversity 1986
- Ozone Protection and Synthetic Greenhouse Gas Management Act 1989
- Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995
- Protection of the Sea (Prevention of Pollution from Ships) Act 1983
- Protection of the Sea (Prevention of Pollution from Ships) (Orders) Regulations 1994
- Quarantine Act 1908

**Commonwealth Government Health and Safety Legislation**

- Australian Workplace Safety Standards Act 2005
- Australian Workplace Safety Standards Regulations 2005
- NOSHC: 2079(200) National Standard of Occupational Noise
- NOSHC: 3008 atmosphere 10039(200) National Standard of Occupational Noise
State of Victoria - State Environmental Legislation (Victoria)

- Archaeological and Aboriginal Relics Preservation Act 1972
- Archaeological & Aboriginal Relics Preservation Regulations 2003
- Catchment and Land Protection Act 1994
- Catchment and Land Protection Regulations 2002
- Coastal Management Act 1995
- Conservation, Forests and Lands Act 1987
- Conservation, Forests and Lands (Contracts) Regulations 2000
- Conservation, Forests and Lands (Infringement Notice) Regulations 2002
- Crown Land (Reserves) Act 1978
- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2000
- Emergency Management Act 1986
- Emergency Management Regulations 2003
- Environmental Effects Act 1978
- Environment Protection Act 1970
- Environment Protection (Fees) Regulations 2001
- Environment Protection (Residential Noise) Regulations 1997
- Environment Protection (Scheduled Premises & Exemptions) Regulations 1996
- Environment Protection (Vehicle Emissions) Regulations 2003
- Equipment (Public Safety) Act 1994
- Equipment (Public Safety) (General) Regulations 1995
- Equipment (Public Safety) (Incident Notification) Regulations 1997
- Fisheries Act 1995
- Fisheries Regulations 1998
- Flora and Fauna Guarantee Act 1988
- Flora and Fauna Guarantee Regulations 2001
- Heritage Act 1995
- Heritage (General) Regulations 1996
- Heritage (Infringement Notice) Regulations 2002
- Industrial Waste Management Policy (Prescribed Industrial Waste) 2000
- Litter Act 1987
- Marine Act 1988
- Marine Regulations 1999
- Planning and Environment Act 1987
- Planning and Environment Regulations 1988
- Pollution of Waters by Oil and Noxious Substances Act 1986
- Pollution of Waters by Oil and Noxious Substances Regulations 2002
- Port Services Act 1995
- Port Services (Local Ports) Regulations 2004
- State Environment Protection Policies (SEPPs)
- State Environment Protection Policy (Waters of Victoria) 1988
- State Environment Protection Policy (The Air Environment) 1988
- State Environment Protection Policy (Air Quality Management) 2001
- State Environment Protection Policy (Ambient Air Quality) 1999
- State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No N-1 1989
- State Environment Protection Policy (Groundwaters of Victoria) 1997
- Sustainability Act 2005
- Victoria’s Biodiversity: Directions in Management 1997
Victoria’s Biodiversity: Our Living Wealth 1997
Victoria’s Biodiversity: Sustaining Our Living Wealth 1997
Victorian Coastal Strategy 2002
Water Act 1989
Water Industry (Waterways Land) Regulations 2002
Waste Management Policies (WMPs)
Waste Management Policy (Ships’ Ballast Water) 2004
Wildlife Act 1975
Wildlife Regulations 2002
Wildlife (Whales) Regulations 1998

Victorian Government Health and Safety Legislation

- Accident Compensation Act 1985
- Accident Compensation (Workcover Insurance) Act 1993
- Building (Legionella) Act 2000
- Dangerous Goods Act 1985
- Dangerous Goods Legislation (Amendment) Act 2004
- Dangerous Goods (Storage and Handling) Regulations 2000
- Electricity Safety Act 1998
- Electricity Safety (Network Assets) Regulations 1999
- Electricity Safety (Management) Regulations 1999
- Equipment (Public Safety) Act 1994
- Building (Legionella) Act 2000
- Emergency Management Act 1986
- Environment Protection Act 1970
- Health Act 1958
- Local Government Act 1989
- Occupational Health and Safety Act 2004
  - Part 5 Incident Notification
- Occupational Health and Safety Regulations 2007
  - 2.1 General Duties
  - 2.2 Issue Resolution Procedures
  - 3.1 Manual Handling
  - 3.2 Noise
  - 3.3. Prevention of Falls
  - 3.4 Confined Spaces
  - 3.5 Plant
  - 3.6 High Risk Work
  - 4.1 Hazardous Substances
  - 4.3 Asbestos
  - 4.4 Lead
  - 5.1 Construction
- Occupational Health and Safety (Incident Notification) Regulations 1997
- Occupational Health and Safety (Maritime Industry) Act 1993
- Occupational Health and Safety (Maritime Industry) (National Standards) Regulations 2003
- Occupational Health and Safety (Maritime Industry) Regulations 1995
Local Government

Local/Regional

- Glenelg Shire Planning Scheme
- The Glenelg Shire Coastal Action Plan January 2004
- Glenelg – Hopkins (CMA) Regional Catchment Strategy
- Port of Portland - Port Land Use Strategy (PLUS)

Other Requirements

Associated Guidelines

- Aquatic and Recreational Signage Style Guide (Life Saving Victoria)
- AS/NZS 4360:2004 Risk Management
- Australian and New Zealand Guidelines for Fresh and Marine Water Quality (Environment Australia) 2000
- Best Practice Guidelines for Waste Reception Facilities at Ports, Marina & Boat Harbours in Australia and New Zealand (ANZECC)
- Bunding Guidelines (EPA Victoria) 1992
- Cleaner Marinas: EPA guidelines for protecting Victoria marinas (EPA Victoria)
- CS FP 001: 1995 Fire Emergency Response
- Guidance on OHS Reporting in Annual Reports (NOHSC) 2004
- Guidelines for Dredging 2001 (EPA Victoria) 2001
- Noise Control Guidelines (EPA Victoria) 1992
- Protocol for Environment Management – Greenhouse Emissions and Energy
- Siting and Design Guidelines for Structures on the Victorian Cost (Victorian Coastal Council) 1998
- Statements of Environmental Audit (EPA Victoria) June 2002
Appendix 4 Incident Reporting form