



# LOCAL PORT OF PORTLAND BAY- EMERGENCY MANAGEMENT PLAN



**November 2021**

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# Contents

Introduction .....	3
General Description of Local Port of Portland Bay .....	4
Major Risks .....	4
Pollution/Oil Spill .....	5
Marine Pest Sighting .....	6
Fire/Explosion .....	7
Sinking Vessels .....	8
Local Port of Portland Bay Risk Register .....	9
Local Port of Portland Bay Aerial Photo .....	10
Contact Details for Key Stakeholders .....	11

## **INTRODUCTION**

This 'Site Specific Local Port of Portland Bay- Emergency Management Plan' forms part of the Municipal Emergency Plan and should be read in conjunction with that plan.

The aim of this plan is to:

- Provide a brief description of the Local Port of Portland Bay.
- Analyse risks and consequences of identified emergencies within the Local Port.
- Provide a guide to resources likely to be required for response and recovery.
- Outline responsibilities.

The Glenelg Shire has an obligation under the Emergency Management Act 1986 to provide resources under its control at the request of the Municipal Emergency Response Coordinator and to undertake the short and long-term recovery process in the advent of an emergency.

This Plan has been developed under the provisions of the Port Management Act (1995), which requires the adoption of a Safety and Environment Management Plan (SEMP) for the purpose of identifying potential hazards and determining the appropriate response and responsible Control Agency and Key Support Agencies.

This EMP will be reviewed in line with the Local Port of Portland Bay SEMP, and as required following any emergency incident.

## **GENERAL DESCRIPTION OF THE LOCAL PORT OF PORTLAND BAY**

As of 1 July 2009, the Glenelg Council accepted appointment as Manager of the Local Port of Portland Bay on behalf of the Crown (under the Crown Land Reserves Act 1978). Council adopted a management structure with Council as Local Port Manager.

The Glenelg Shire Council acts as Port Manager 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.

A significant change to the Local Port of Portland Bay occurred in 2012/13 with the Local Port boundary extended to cover the waters within Council's Committee of Management area. As well as the Trawler Wharf, the Local Port of Portland Bay includes the 70 berth Portland Bay Marina, swing moorings, Transit Jetty and navigational aids, Boat Ramp South and the Boat Ramp North facility which was commissioned in 2014.

## **IDENTIFIED POTENTIAL RISKS**

The potential risks have been rated in the attached risk register (Appendix A).

The risks rated as high are listed below, and have been addressed in this Emergency Plan along with their control measures:

Pollution/Oil Spill  
Marine Pest Sighting  
Fire/Explosion  
Medical Emergency

<b>HAZARD/EMERGENCY</b>		<b>CONTROL AGENCY</b>	<b>KEY SUPPORT AGENCIES</b>
Pollution/Oil/ Diesel/ Fuel Spill		Port of Portland	Port of Portland Coastguard Ambulance Glenelg Shire Council Staff Department of Transport (VIC). 000 Emergency Services.
1	Prevention	As per risk register controls. Spill containment onsite. Adherence to User Agreements and Safety & Environmental Management Plan (SEMP).	
2	Preparedness	Emergency Management Plan in place and readily accessible. Local Port Officers trained in Spill Response procedures and methods. EMP (This document) is to be reviewed annually. Local Port staff are to participate in PoP Pollution response training and associated events.	
3	Response	Contact Local Port Manager, If unavailable contact Port of Portland (PoP) Harbour Master. Assess danger to oneself and others. Ensure PPE is used at all times. Secure the area and clear of any unnecessary personal. Adhere to direction from Control Agency at all times. Assist in clean up of site as required and when safe to do so.	
4	Recovery	Follow up support in relation to Economic impacts of incident (in relation to commercial vessels). Contact Council's designated Recovery Officers who will provide information and advice to the affected persons on services and assistance available from support agencies.	
5	Advice	Port of Portland (Harbour Master) is the regulatory Authority for the Glenelg Shire Council waters and also control the waters from the South Australian border to Cape Otway. They report to the Environmental Protection Agency (EPA).	

<b>HAZARD/EMERGENCY</b>		<b>CONTROL AGENCY</b>	<b>KEY SUPPORT AGENCIES</b>
Marine Pest Sighting		To be determined depending on the incident. First contact- Officer of Invasive Marine Species.	Port of Portland. Local Port Staff. Department of Jobs, Precincts and Regions- Officer of Invasive Marine Species (Dr Richard Stafford Bell). Environmental Protection Agency. Glenelg Shire Council Staff.
1	Prevention	As per risk register controls. Adherence to User Agreements and SEMP as required.	
2	Preparedness	Emergency Plan in place and readily accessible. Local Port staff are to participate in PoP Pollution response training and associated events. Provide education where available of potential pest in nearby ports, etc. Encourage and enforce good vessel housekeeping for all operators.	
3	Response	Contact Local Port Manager. Contain infestation as much as possible. Identify and quarantine vessel causing spread of pest. Alert nearby Ports who may have been exposed due to vessel movement. Adhere to direction from experts in relation to identified pest. Instigate eradication program as per expert direction. Set up regular monitoring plan.	
4	Recovery	Follow up support in relation to Economic impacts of incident (in relation to commercial vessels). Contact Council's designated Recovery Officers who will provide information and advice to the affected persons on services and assistance available from support agencies.	

<b>HAZARD/EMERGENCY</b>		<b>CONTROL AGENCY</b>	<b>KEY SUPPORT AGENCIES</b>
Fire/Explosion		Coutry Fire Authority	CFA Victorian Police Port of Portland Local Port Staff Coastguard (on water) Worksafe 000 Emergency Services
1	Prevention	As per risk register controls. Adherence to User Agreements and SEMP as required.	
2	Preparedness	Emergency Plan in place and readily accessible. Regular inspections of fire fighting and other safety equipment carried out 6 monthly. Local Port Officers trained in fire fighting techniques via coxswaines certificate and GSC fire warden training.	
3	Response	Contact 000 Emergency Services to report. Assess danger to oneself and others. Ensure PPE is always in use. Secure the area and clear of any unnecessary persons. Remove any flammable materials from area where safe to do so. Adhere to direction from Control Agency at all times. Assist in clean up of site as required and when safe to do so.	

<b>HAZARD/EMERGENCY</b>		<b>CONTROL AGENCY</b>	<b>KEY SUPPORT AGENCIES</b>
Sinking Vessels		Local of Portland Bay	Coastguard (on water) Port of Portland Local Port Staff
1	Prevention	As per risk register controls. Adherence to User Agreements and SEMP as required.	
2	Preparedness	Emergency Plan in place and readily accessible. Regular inspections of vessels (As per the abandoned and derelict vessels procedure). Local Port Officers trained in use of Local Port bail out pump.	
3	Response	Contact 000 Emergency Services (Water Police) to report and activate Coastguard for Emergency pump). Assess danger to oneself and others. Ensure PPE is always in use. Secure the area and clear out any unnecessary persons. Local Port Manager will be personal in charge.	



## **APPENDICES**

Local Port of Portland Bay Risk Register

Aerial Photo of Local Port of Portland Bay

Contact Details for Key Stakeholders

Local Port of Portland Bay- Emergency Management Plan 2021



LOCAL PORT OF PORTLAND BAY EMERGENCY MANAGEMENT PLAN - Risk Register

Hazard	Risk	Probability	Consequence (Impact)	Risk Level (Score)	Responsible Person(s)	Control Measures	Probability	Consequence (Impact)	Residual Risk (controls in place)
Boating Collision/Accident	Damage to wharf/marina infrastructure	Possible	Moderate	Moderate	Vessel Operators	Operating Procedures including User Agreement in place. Operators to be licensed. Regular inspections and monitoring in place. Operators inducted on wharf.	Rare	Moderate	Low
	Injury to persons								
	Disturbance to or destruction of natural habitat / flora & fauna								
Pollution/Oil Spill	General wastes- contamination of beaches, soil, water or air	Possible	Major	High	Vessel Operators Vessel Owners Port Officers	Operating procedures in place; Adherence to User Agreements, SEMP and associated processes. Spill containment in place when transferring fuels. Regular inspections and monitoring.	Unlikely	Major	Moderate
	Disruption to commercial activities								
	Disturbance to or destruction of natural habitat / flora and fauna								
Major Incident at Port of Portland	Impacting on day to day commercial activities. Closure of Local Port facilities. Negative affects on Tourism	Unlikely	Major	Moderate	Port of Portland Port Officers	Familiarisation with Port of Portland (PoP) Emergency Management plan. Attend SEMP meetings. Regular contact with PoP.	Unlikely	Major	Moderate
Motor Vehicle Incident/ Accident	Injury/fatality to persons. Damage to Infrastructure	Unlikely	Major	Moderate	Vessel Operators Port Officers General Public	Traffic Management Plan in place. Signage and speed restrictions. Use of designated work zones.	Rare	Major	Moderate
Drowning	Fatality. Interruption to Local Port operations	Rare	Catastrophic	Moderate	General Public Port Officers	Swimming prohibited within Local Port. Permits required for events.	Rare	Catastrophic	Moderate
Flooding and Storm Threat	Damage to property. Injury to person. Economic impacts. Tourism Impacts	Unlikely	Major	Moderate	Vessel Operators Vessel Owners Port Officers	Monitor weather warnings at high risk times. Evacuate/close Local Port as required.	Rare	Major	Moderate
Marine Pest Sighting	Threat of major environmental, economic and social, including human health impacts.	Likely	Major	High	Vessel Operators Vessel Owners Port Officers	No out of port bilge water to be discharged within Local Port waters. Education of users in cleaning vessels, marine pest transfer.	Possible	Major	High
Tsunami	Damage to property and/or person. Economic impacts.	Rare	Catastrophic	Moderate	Vessel Operators Vessel Owners Port Officers	Low risk area. Monitor sea condition warnings at high risk times. Evacuate.	Rare	Catastrophic	Moderate
Fire/Explosion	Damage to property and/or person. Economic impacts.	Possible	Major	High	Vessel Operators Vessel Owners Port Officers	Refuelling procedures in place. Safety equipment readily available. User Agreement and SEMP in place.	Unlikely	Major	Moderate
Vessel breaking mooring lines	Damage to property including wharf/marina infrastructure	Unlikely	Minor	Low	Vessel Owners Port Officers	Regular checks by Port Officers and education of Owners	Rare	Minor	Low
Pontoon separation/sinking or structure collapsing	Damage to property and/or person. Economic impacts.	Unlikely	Major	Moderate	Port Officers	Regular inspections by Port Officers and Engineers	Rare	Major	Moderate

## LOCAL PORT OF PORTLAND BAY PHYSICAL BOUNDARIES



## LIST OF KEY STAKEHOLDER EMERGENCY CONTACT DETAILS

### List of Key Stakeholder Emergency Contact List

Organisation	Name	Position	Contact Number	Email
Emergency Services	Police, Fire, Ambulance, Water Police		0 0 0	
Glenelg Shire Council	Scott Easson	Local Port manager	0408 627 296	<a href="mailto:season@glenelg.vic.gov.au">season@glenelg.vic.gov.au</a>
Port of Portland	Andrew Hays	Harbour Master	0439 209 120	<a href="mailto:ahays@portofportland.com.au">ahays@portofportland.com.au</a>
EPA Victoria		Victoria	1800 444 004	<a href="mailto:contact@epa.vic.gov.au">contact@epa.vic.gov.au</a>
Worksafe VIC		Victoria	132 360	<a href="mailto:info@worksafe.vic.gov.au">info@worksafe.vic.gov.au</a>
Maritime Safety Victoria		Victoria	1800 223 022	<a href="mailto:information@transportsafety.vic.gov.au">information@transportsafety.vic.gov.au</a>
DELWP	Barwon South Coast	Victoria	1800 226 226	
Australian Maritime Safety Authority	AMSA Melbourne	Victoria	1800 627 484	
Victorian Regional Channels Authority	VRCA Melbourne	Victoria	03 5225 3500	<a href="mailto:admin@vrca.vic.gov.au">admin@vrca.vic.gov.au</a>
Australian Customs Service		Portland	0418 631 178	<a href="mailto:dmvicportland@border.gov.au">dmvicportland@border.gov.au</a>

### Contractors

Company	Name	Position	Contact Number	Email
Warrnambool Locksmiths	Michael Jongeblood	Manager	0418 529 132	<a href="mailto:mickj@warrnamboollocksmiths.com.au">mickj@warrnamboollocksmiths.com.au</a>
G & N Menzle Electrical	Gary Menzel	Owner	0488 798 494	<a href="mailto:menzelectrical@bigpond.com">menzelectrical@bigpond.com</a>
Days Electrical	Stephen Day	Manager	0418 527 093	
Ace Sheetmetal	Jamie Pridham	Manager	0438 233 304	

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