

# **LOCAL PORT OF PORTLAND BAY-**

# **SAFETY & ENVIRONMENT MANAGEMENT PLAN (SEMP) Version 12**

**September 2022**

## **Endorsement**

This Safety and Environmental Management Plan, prepared in consideration of section 6A of the Port Management Act 1995 (Victoria), provides the basis and direction for Safety and Environmental Management within the Local Port of Portland Bay.

The Management Plan promotes improvements in safety and environmental compliance and performance across all aspects of activities within the Local Port and supports management of related issues arising from Port activities and operations for the benefit of employees, Port users and the wider community.

**Scott Easson**

**Manager**

**Local Port of Portland Bay**

## **Acknowledgements**

The Glenelg Shire Council respectfully acknowledges the traditional lands and waters of the Gundijmara people, Bunganditj people, Jardwadali people and their respective cultural heritages.

Aboriginal and Torres Strait Islander People provide an improvement contribution to Australia's cultural heritage and identity. We respectfully acknowledge the Aboriginal and Torres Strait Community living throughout the Glenelg Shire and the contribution they make to the Glenelg Shire's prosperity and wellbeing.

Council embraces diversity and is committed to fostering an inclusive community.

### Document Status and Record:

| Date Revised   | Details Revised  | Amended by                       | Verified by                                      | Version |
|----------------|--|----------------------------------|--|---------|
| April 2010     | Port Officer, Author -<br>New document   |                                  | Local Port Manager                               | 1       |
| February 2013  | Whole of document –<br>to comply with Dec'12<br>Ministerial Guideline<br>changes | Port Officer                     | Group Manager Planning &<br>Economic Development | 2       |
| March 2014     | SEMP reviewed to<br>include change in<br>Port boundary                           | Port Officer                     | Group Manager Planning &<br>Economic Development | 3       |
| March 2015     | Annual SEMR review   | Port Officer                     | Group Manager Planning &<br>Economic Development | 4       |
| March 2016     | Annual SEMR review   | Port Officer                     | Group Manager Planning &<br>Economic Development | 5       |
| March 2017     | Annual SEMR review   | Local Port<br>Manager            | Group Manager Assets &<br>Infrastructure         | 6       |
| March 2018     | Annual SEMR<br>Review  | Port Officer                     | Director Assets                                  | 7       |
| February 2019  | Annual SEMR<br>Review  | Local Port<br>Manager            | Director Assets                                  | 8       |
| March 2020     | Annual SEMR<br>Review  | Local Port<br>Management<br>Team | Director Assets                                  | 9       |
| Nov 2020       | Inclusion surrounding<br>Safe access to vessel                                   | Local Port<br>manager            | GSC OH&S Officer                                 | 10      |
| June 2021      | Annual SEMR<br>Review  | Local Port Team<br>and AMA       | Local Port Manager                               | 11      |
| September 2022 | Annual SEMR<br>Review and 2022<br>SEMP Audit<br>recommendations                  | Local Port team.                 | Local Port Manager                               | 12      |

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## 1.0 INTRODUCTION

The Glenelg Shire Council (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) on 1 July 2009. Council adopted a management structure, which included Council as the Local Port Manager, with advice as required from an Advisory Committee. The *Local Government Act 2020* has been the catalyst for significant reform in Council committee governance and no longer outlines the advisory committee structures that were in place under the proceeding 1989 legislation. As such the Local Port will continue to engage with stakeholders via numerous methods including Local Port newsletters, future project consultation sessions, Your Say Glenelg, general notifications upon updates and reviews to major documents etc.

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 (LPPB) occurred in 2012/2013, with the Local Port boundary extended to cover all the waters within Council's Committee of Management area. This included the newly opened 70 berth Portland Bay Marina, the existing Old Marina Jetty, the Swing Mooring area, and the existing Boat Ramp. The new Boat Ramp North was commissioned in 2014.

The Old Marina Jetty was demolished in 2016 due to ongoing deterioration and subsequent safety concerns.

During 2021/ 2022, the Local Port seen some major upgrades to its existing facilities with an extension to the Portland Bay Marina, this included the construction of an extra 34 berths. The reinstatement of the Town Jetty and an extension to the Trawler Wharf floating pontoons, which included the construction of an extra 16 berths.

This Safety and Environment Management Plan (SEMP) has been developed to ensure an ongoing process of continuous improvement for safety and environmental management of the LPPB. The SEMP reflects the LPPB's commitment to sustainable management and embodies the key environment and safety principles relating to:

- Protection and improvement of the LPPB environment.
- Provision and maintenance of a safe working and recreational environment.
- Safety and environmental management of visitors to the LPPB.
- Continuous improvement to safety and environmental performance at the LPPB; and
- Establishing effective safety and environmental management as a key component of the LPPB's business management plan.

The Glenelg Shire Council, as Local Port Manager is responsible for the operation and maintenance of the Trawler Wharf, Trawler Wharf floating pontoons, Henty beach swimming pontoon, Portland Bay Marina, New Town Jetty, Swing Moorings, Boat Ramp South, Boat Ramp North and adjacent carpark area, Transit Jetty, Aids to Navigational and the water ways the spread across the Local Port up to the high tide mark. Duties include future planning, issuing permits, allocating berths and moorings and facility maintenance of all associated facilities.

## 1.1 Objectives

In consideration of the legislative requirements of the amended *Port Management Act 1995* (PMA), and section 91D (1) of the PMA, the LPPB SEMP is required to:

- Identify by a description, map, or plan the area or areas of the Port Lands and waters to which it applies.
- Identify the nature and extent of the hazards and risks associated with the operation of the Local Port.
- Assess the likely impact of those hazards and risks on the Port and the surrounding area.
- Specify the measures and strategies to be implemented to prevent or reduce those hazards or risks.
- Nominate the person who is responsible for implementing those measures and strategies.
- Set out the processes to be followed to involve tenants, licensees, and service providers in the Port with the implementation of the management plan; and
- 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 environment and safety considerations, where practical, into the development and operation of the LPPB.
- Further characterise safety and environmental issues associated with future development.
- Improve interaction between stakeholders on issues and safety and environmental management.
- Apply sustainable development principles; and
- Create opportunities for the continued improvement of safety and environmental performance.

**Figure 1 Local Port of Portland Bay Gazetted Port Boundary Map.**



## **2.0 LOCAL PORT OF PORTLAND BAY FACILITIES**

### **2.1 Trawler Wharf**

The Trawler Wharf is home to mainly commercial fishing vessels which have permanent berths on both the Trawler Wharf and the adjacent floating pontoon. There are also itinerant berths available for visiting commercial vessels, such as commercial fishing, Oil and Gas Rig tenders, Government boats, i.e., Customs and Fisheries, Tall Ships and Oceanographic Research vessels working in or around Portland's waters.

Key activities undertaken on the Trawler Wharf include but are not limited to:

- Unloading of catch from trawlers into refrigerator trucks
- Stevedoring
- Refuelling by mobile fuel tanker
- Netting repairs
- Wire works
- Minor vessel maintenance
- Crane works
- Crew changeovers
- Recreational fishing by members of the public
- General promenading and sightseeing

### **2.2 Portland Bay Marina**

The Portland Bay Marina now has approx. 104 floating berths after 2021 seen an extension to the existing 70 berth Marina. All berths have power, water, CCTV and security. Yachts, charter boats, recreational cruisers, commercial fishing vessels, training vessels and historic 'couta boats' are berthed within this facility. The Glenelg Shire Council offers both short- and long-term bookings.

### **2.3 Boat Ramps**

The LPPB's Boat Ramp North was completed in July 2014, there is now enough ramp capacity to cater for the peak trailer boat period during the Southern Bluefin tuna run from approximately March through to September.

### **2.4 Swing Moorings**

Currently the LPPB have 5 active swing moorings and 3 Aids to Navigation.

There are three navigational aids to be maintained as part of the key activities in the LPPB. These are an essential part of navigational safety in the bay. They consist of two East Cardinal Marker Buoys, indicating safe water to the east of the spoil ground in the north-western corner of the bay and a Special Marker Buoy indicating 'No Clear Passage' via the entrance to the Swing Mooring area.



## **2.5 Heritage**

The Portland Harbour has played a significant role in the Maritime History of Victoria. There are many historical sites and shipwrecks along the Southern Victorian coast and the Portland area has its' share of these. There have been at least 13 shipwrecks within the Portland Harbour itself.

There is one registered shipwreck within the boundary of the LPPB, although no visible remains can be seen. The Regia was a 181-tonne brig built in India in 1835 and wrecked in Portland in 1860. The wreck site is protected under the Commonwealth Historic Shipwrecks Act 1976. The wreck remains are below landfill and lay half in the LPPB waters and half under dry land, in the northwest corner of the harbour.

The 2021- 2022 Glenelg Shire Council adopted fees and charges seen the inclusion of a 25% discount to berthing fees for vessels that qualify for the "Australian Register of Historic Vessels".

## **3.0 RECENT PROJECT ACTIVITIES**

Several projects have been implemented by Council in the past 2 years, which include an extension the Portland Bay Marina (extra 34 berths), Trawler Wharf pontoon extension (Extra 15 berths) and the reinstatement of the Town Jetty. These projects are currently underway and are discussed in this section of the SEMP.



### 3.2 Trawler Wharf Extension

The Trawler Wharf extension is within the Local Port of Portland Bay. The extension took place at the northern western end of the Trawler Wharf and included new fingers along the western extent of the existing pontoon berths.

The Trawler Wharf is also frequently full, leaving no vacant berths for itinerant or opportunistic vessels to access Portland for their operational needs. The extension of the Trawler Wharf was proposed to meet and create local demand (Biruu, 2016). The Portland Marine Master Plan (Biruu, 2016) proposed an expansion of the Trawler Wharf to facilitate more commercial vessels onto the wharf and proposed three different layout designs.

The preferred option for the Trawler Wharf extension design is illustrated in **Figure 4**. This includes the installation of x8 finger berths and an extension of approximately 24m to the northern end of the existing facility.

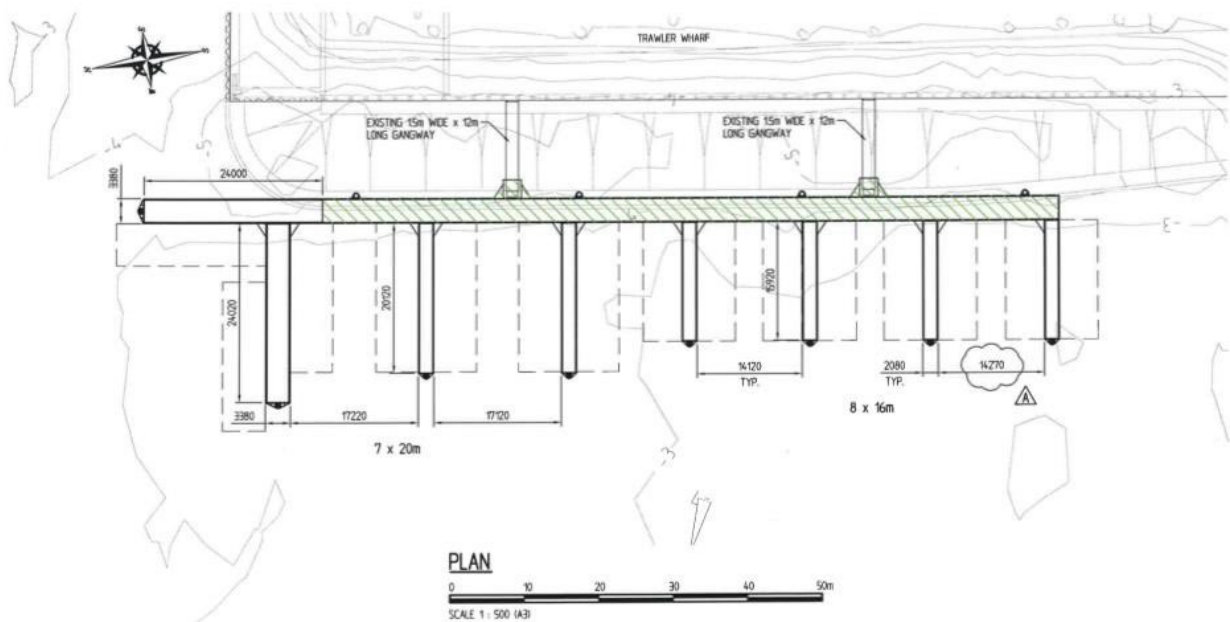
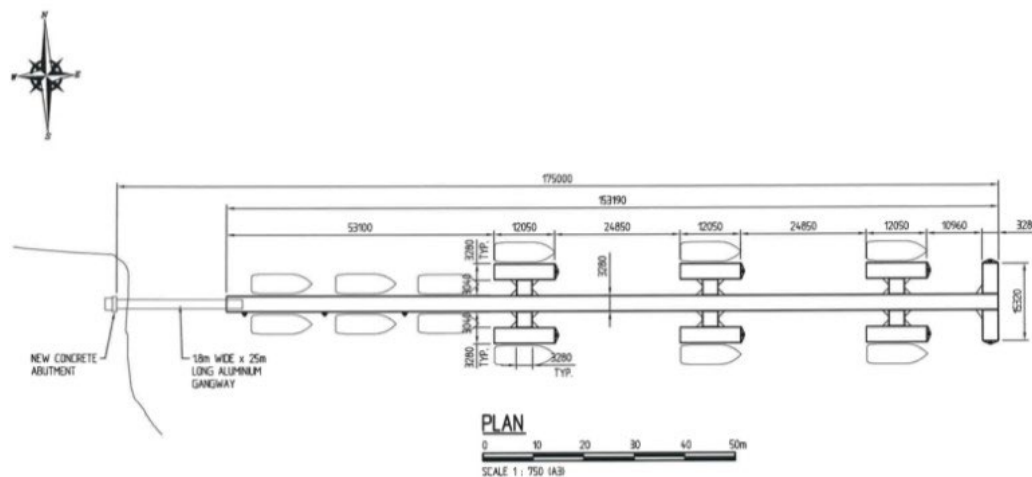


Figure 2. Trawler Wharf pontoon extension. Source: International Marina Consultants (2021).

### 3.3 New Town Jetty Construction

The New Town Jetty is located within in the Local Port of Portland Bay, adjacent to Portland Harbour within the Old Marina Jetty footprint. The New Town Jetty replaces the Old Marina Jetty, which was previously decommissioned and removed.

The proposed Jetty consists of a 25m long gangway abutment and a 150m long pontoon/walkway structure, with a T-section at the end (see **Figure 3**). The design offers seating, fishing areas, lighting and 3.3m wide walkway.



**Figure 3 Town Jetty – General Arrangement Plan. Source: International Marina Consultants (2021).**

A Construction Environmental Management Plan (CEMP) was prepared for each of the new projects and these should be read in conjunction with this SEMP. The CEMP presents an integrated system for managing and improving environmental and safety performance within the Local Port of Portland Bay and assists in promoting best practice safety and environmental risk management across all aspects of port activities.

## 4.0 LEGISLATION AND BEST PRACTICE GUIDELINES

### 4.1 Safety and Environmental Legislation

The legislative requirements that apply to obtaining environmental approvals in Victorian Waters and where applicable in Commonwealth Waters (as part of potential offshore disposal options) are discussed in this section of the SEMP. All existing and proposed Port of Portland Bay activities are undertaken in consideration of the relevant International Conventions and Agreements, as well as Commonwealth and State legislative requirements.

### 4.2 International Conventions and Agreements

International agreements applicable to activities in Portland Harbour, but are not limited to include:

- The International convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL 73/78) (International Maritime Organisation)
- The International Convention for the Control and Management of Ships' Ballast Water and Sediments (International Maritime Organisation (IMO))
- United Nations Convention of the Law of the Sea
- ANZECC Code of Practice for Antifouling and In-water Cleaning and Maintenance
- The Convention on the Conservation of Migratory Species of Wild Animals (Secretariat of the Convention for the Conservation of Migratory Species of Wild Animals 1979)
- Japan-Australia Migratory Bird Agreement (JAMBA), 1974
- China-Australia Migratory Bird Agreement (CAMBA), 1986; and
- republic of Korea-Australia Bird Agreement (ROKAMBA), 2002.

### 4.3 Commonwealth legislation

#### ***Environmental Protection and Biodiversity Conservation (EPBC) Act 1999***

The EPBC Act establishes a process for the assessment and approval of proposed actions that are likely to have a significant impact on matters of national environmental significance or on Commonwealth land. Possible impacts on endangered species or listed migratory species may trigger the Act. Targeted Marine Habitat Surveys are undertaken within Portland Harbour to identify sensitive marine communities and assist to manage and mitigate impacts to marine flora and fauna communities, including managing potential noise impacts from pile driving activities on marine mammals.

#### **Australian and New Zealand Guidelines for Fresh and Marine Water Quality (ANZECC/ARMCANZ 2000)**

The Australian and New Zealand Guidelines for Fresh and Marine Water Quality (ANZECC/ARMCANZ 2000) provide guidance for activities that may affect water

quality. These guidelines provide criteria for establishing levels of ecological protection for marine areas, based on existing levels of disturbance, but also recommend deferring to local site-specific guidelines, where they exist and are relevant. Default trigger values are identified for various water quality parameters (i.e. turbidity), as prescribed in the ANZECC/ARMCANZ (2000) guidelines and adopted in project specific Construction Environmental Management Plans, where applicable.

## 4.4 State Legislation

### ***Port Management Act (1995)***

The main purpose of this *Port Management Act (1995)* is as follows:

- (a) to provide for the establishment, management and operation of commercial trading ports and local ports in Victoria
- (b) to provide for the economic regulation of certain port services
- (c) to provide for the imposition of certain port charges or fees
- (d) to require the engagement of licensed harbour masters in certain circumstances and set out their functions.
- (e) to provide for the transfer of property, rights and liabilities and the management of Crown land and to make provision with respect to the rights of staff; and
- (f) to amend the Port of Melbourne Authority Act 1958, the Port of Geelong Authority Act 1958, the Port of Portland Authority Act 1958, the Marine Act 1988, the Pollution of Waters by Oil and Noxious Substances Act 1986 and the Dangerous Goods Act 1985.

The Act was used by Council to help structure the objectives and framework for this SEMP.

### ***Marine & Coastal Act (2018)***

The *Marine and Coastal Act (2018)* provided the basis for guiding principles for protecting the Victorian coastal and marine environments. Any in water works need to be executed in line with the ecosystem-based considerations, including:

- (a) avoiding detrimental cumulative or incremental ecosystem impacts
- (b) working with natural processes where practical; and
- (c) building ecosystem resilience to climate change impacts where possible

The infrastructure upgrades in the Local Port of Portland Bay aid in improving the total quality of life of Victorians, across current and future generations, in a way that maintains the ecological processes on which life depends (*Marine and Coastal Act 2018*, No. 26 OF 2018 - Sect 10).

### ***Marine and Coastal Policy 2020***

The Policy guides decision makers in achieving the Act's objectives. The policy sets a vision.

The vision is for: a healthy, dynamic and biodiverse marine and coastal environment that is valued in its own right, and that benefits the Victorian community now and in the future.

The Policy outlines intended outcomes for the next 15 years. It includes a Planning and Decision Pathway and the Marine Spatial Planning Framework.

The Act outlines how to protect and manage our marine and coastal environment. It sets objectives and principles to integrate and coordinate its planning and management.

## **Marine and Coastal Strategy 2022**

The Marine and Coastal Strategy 2022 is a five-year action plan to begin implementing the Marine and Coastal Policy 2020. Delivery of this Strategy will allow Victorians to benefit from a healthy marine and coastal environment now and in the future. The Strategy lays the foundation to achieve the vision and intended outcomes of the Policy. The Strategy will:

- Enable Traditional Owners to integrate cultural values, uses and practices in the healing and ongoing management of Country.
- Build the foundations for long-term climate adaptation and environmental protection in Victoria's marine and coastal environment.
- Improve integration and coordination across governments, industries and communities when planning and managing marine and coastal areas.
- Build the skills and capability of Traditional Owners, communities, managers and governments to effectively plan and manage for a healthy and resilient marine and coastal environment.

## **Environment Effects Act 1978**

In Victoria, environment assessment of the potential environmental impacts or effects of a proposed development may be required under the Environment Effects Act 1978.

If the Minister for Planning decides that an Environment Effects Statement (EES) is required, the project proponent is responsible for preparing the EES and undertaking the necessary investigations.

If a project requires assessment under both the Environment Effects Act and the Commonwealth Environment Protection and Biodiversity Conservation Act 1999, the relevant process can be accredited under the new Assessment Bilateral Agreement between the Commonwealth and Victoria. This means that proponents will not have to undertake two separate assessment processes, minimising duplication and saving them time and resources. An Environment Effects Statement (EES) if required, usually contains:

- a description of the proposed development.
- an outline of public and stakeholder consultation undertaken during investigations and the issues raised.
- a description of the existing environment that may be affected.

- predictions of significant environmental effects of the proposal and relevant alternatives.
- proposed measures to avoid, minimise or manage adverse environmental effects; and
- a proposed program for monitoring and managing environmental effects during project implementation.

### **Victorian Coastal Strategy (2014)**

The Victorian Coastal Strategy (2014) promotes the importance of the Victorian coastal environment and presents a vision for a healthy coast, appreciated by all, now and in the future. To achieve this vision, it is acknowledged that access to coast and infrastructure management are central pillars of the strategy. The strategy also includes important context around the impact of climate change and the potential impacts it may have on the coastline.

## **5.0 ROLES AND RESPONSIBILITIES**

The Local Port of Portland Bay:

- Recognises Portland's early maritime heritage.
- Provides safe access to the water.
- Maintains and grows existing maritime infrastructure.
- Supports Glenelg Shire's emphasis on economic development.
- Accepts responsibility for preserving our environment.

### **5.1 Key Strategies**

The Business Plan identifies four primary strategies formulated to provide the overarching direction and impetus to meet the mission of the LPPB.

- Management of the LPPB.
- Improve and expand the Local Ports facilities.
- Responsible asset management.
- Responsible financial management.

### **5.2 Benefits**

The implementation of the Business Plan will deliver several significant benefits, consistent with the thrust of the Government policy:

- Continued efficiency and utilisation of the LPPB.
- Retention and expansion of the commercial fishing fleet in Portland.
- Expansion of economic activity in tourism and other sectors in Portland.

### **5.3 Accountability**

The Department of Transport is responsible for managing the overall funding program for Local Ports across the State and providing broad strategic planning services for all the State of Victoria's Local Port's.

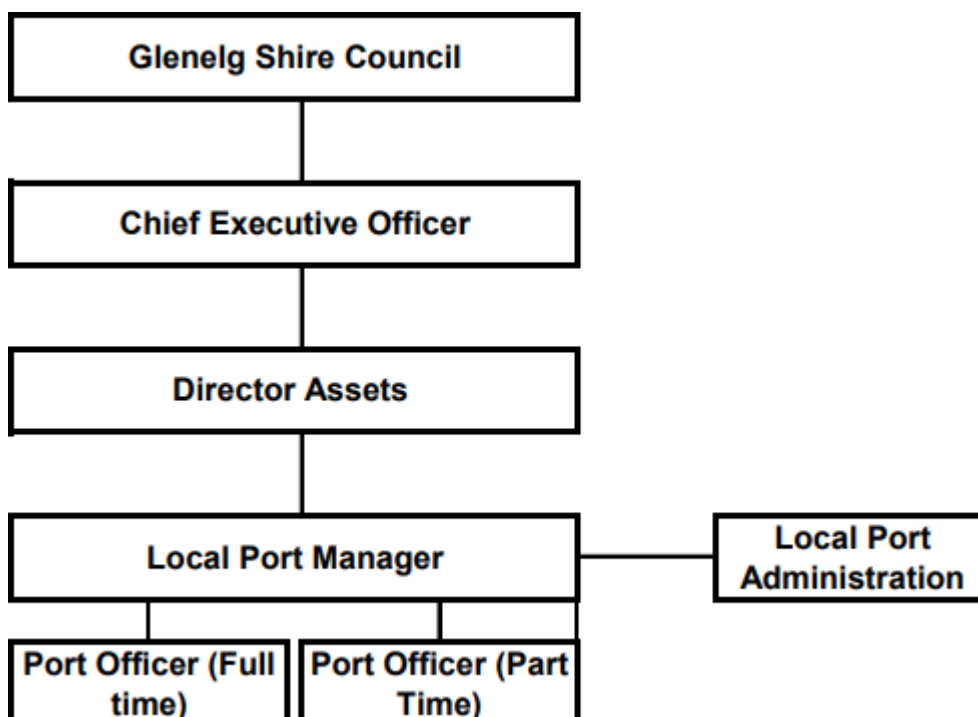


Transport Safety Victoria (Maritime Safety) regulates the efficient and safe operation of vessels on State waters under the Marine Safety Act 2010.

## 5.4 Responsibilities

Responsibilities delegated to management bodies for the operation and maintenance of Local Ports, include:

- Safety and Environmental Management (Port Manager).
- Issuing Permits and Licences (Port Manager, Port Officer).
- Allocating Moorings/ Berths (Port Manager, Port Officer).
- Maintaining Wharves, Jetties and Navigation Aids (Port Manager).
- Ensure Compliance with relevant legislation, Council Local Laws and Council Policies and Procedures (Port Manager, Port Officer).
- Act as an authorised officer under the provisions of the legislation affecting the boating facilities and associated waterways (Port Manager, Port Officer).
- Ensure that all LPPB users and members of the public comply with Environmental Management systems and Occupational Health & Safety requirements (Port Manager, Port Officer).
- Manage and administer the collection of Port Fee's from Vessels (Port Manager, Port Officer).
- Operating and Maintaining Facilities such as Boat Ramps (Port Manager, Port Officer)
- Planning and constructing new facilities (Port Manager), and
- Ensure the safe operation of vessels relating to the Port Management Act and Marine Safety Act (Port Manager).



## 5.5 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.

- Department of Transport <https://transport.vic.gov.au>
- Environmental Protection Authority (EPA) <https://www.epa.vic.gov.au>
- Worksafe Victoria <https://www.worksafe.vic.gov.au>
- Maritime Safety Victoria (MSV) <https://transportsafety.vic.gov.au/maritime-safety>
- Victoria Police <https://www.police.vic.gov.au>
- Department of Environment, Land, Water and Planning (DELWP) <https://www.delwp.vic.gov.au>

## 5.6 Service Providers, Permit Holders and Recreational Users

The Local Port of Portland Bay accommodates trawlers, southern rock lobster fishing vessels, permanent recreational vessels, and charter vessels. These vessels all occupy berthing areas, some of which have designated utility access for occupants and signage.

Visiting vessels such as Government boats, i.e. Customs and DPI Fisheries, Oil and Gas Rig Tenders, Barges and Tall Ships utilise the LPPB and the Trawler Wharf with mainly recreational vessels being accommodated within the Marina.

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

## 5.7 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 provisions under the *Port Safety Act 2010* are intended to complement existing legislation rather than duplicate it.

The LPPB manages access and understanding of Safety, Environmental and Legal requirements through the maintenance of its Risk Register.

This Register includes 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.

The Register also documents the requirements of each piece of legislation/regulation as they apply to the activities associated with each potential risk or hazard and

environmental impact.

## 6.0 RISK ASSESSMENT

The risk assessment process involves comparing the level of risk found during the analysis with previously established risk criteria. The outputs of this process will create the LPPB risk register. 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 activity conducted at the LPPB.

The identification of hazards includes safety reviews, consultation, discussions, comment and contribution from council employees and stakeholders (e.g. LPPB Advisory Committee, contractors, regulatory bodies and industry organisations etc.) and consideration of the health and safety risks generated by the implementation and maintenance of the SEMP (e.g. training, monitoring, incident reporting, audits and management review). Health, Safety and Environment hazards and risks are documented according to Local Port activities within the Risk Register.

### 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 environmental 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 annually.

The KPIs for the LPPB are:

(The Port Manager is responsible for all the delegations surrounding the below Key Performance Indicators).

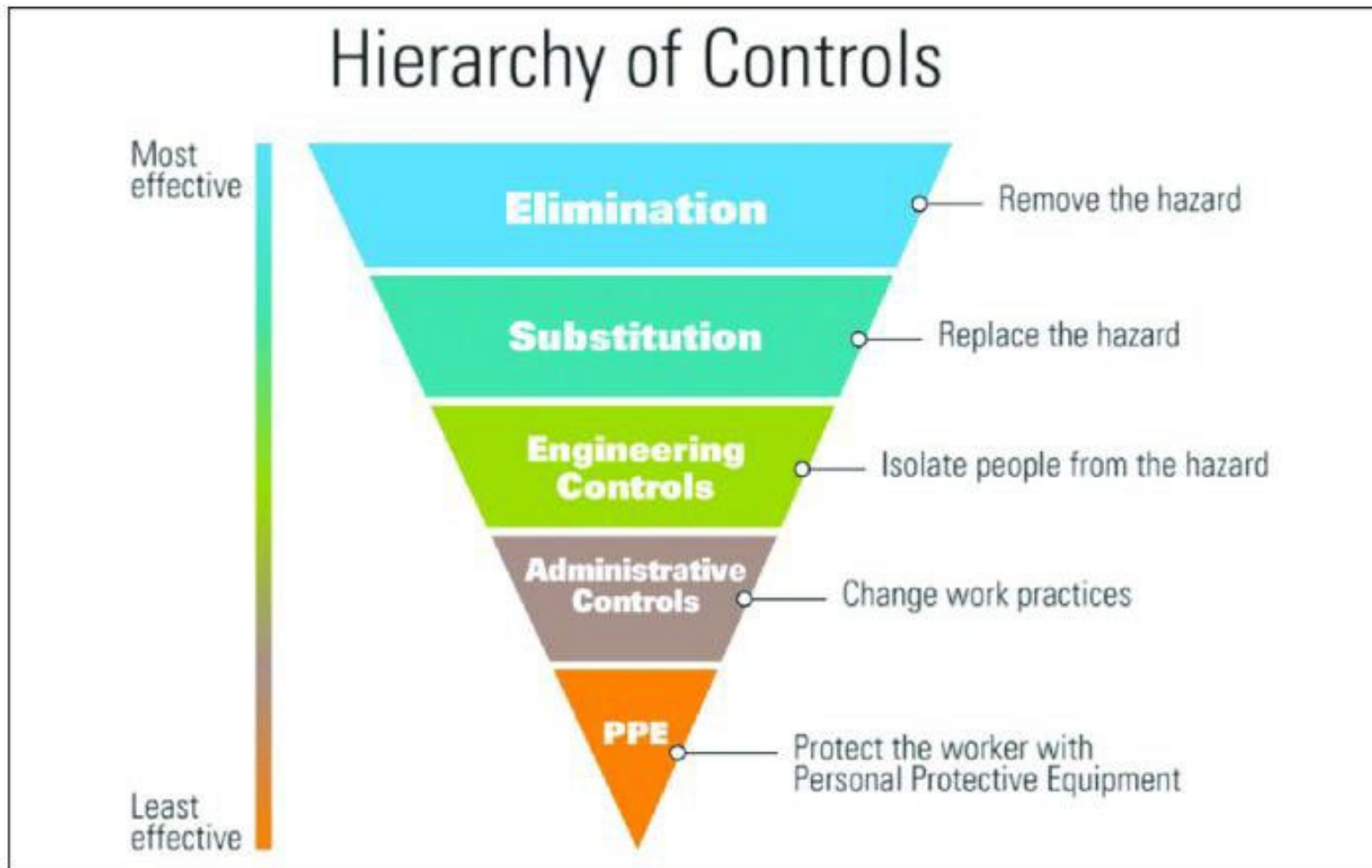
|   | KPI  | Management Strategy  | Person Responsible |
|---|--|--|--------------------|
| 1 | Inspections of Local Port (including weekends and public holidays) – daily | Digital daily inspection forms completed, and any hazards identified are controlled.             | Officer on duty    |
| 2 | Bi-monthly Inspection of lighting, Including AtoNs.                        | Bi- monthly inspections undertaken to ensure all lights and AtoNs are operational.               | Officer on duty    |
| 3 | Maintenance electrical services inspection – annually                      | Annual inspection undertaken, report received, and any non-conformances identified are repaired. | Local Port Manager |

|   |  |  |                    |
|---|--|--|--------------------|
| 4 | Trawler Wharf - Underwater inspection wharf, anodes and floating pontoons – annually | Annual diving inspection undertaken, report received, and any non-conformances programmed for repair.  | Local Port Manager |
| 5 | Underwater inspection of AtoN, swimming pontoon and swing moorings – Annual          | Annual diving inspection undertaken, report received, and any repairs undertaken.  | Local Port Manager |
| 6 | Timely completion of incident reports –within 24 hours or next working day           | Incident/hazard reporting and investigation report completed for all incidents within Local Port via ELUMINA program                                 | Local Port Manager |
| 7 | Allocation of berthing with minimal delay  | Inspections undertaken; any berthing issues addressed. A Port Officer on call 24 hours a day for any berthing queries to be addressed without delay. | Officer on duty    |

This matrix is used throughout the Council for such Risk Assessments.

| <b>RISK MATRIX</b>   |  | <b>Likelihood</b>   |   |  |   |   |
|----------------------|--|---|---|--|---|---|
|                      |  | Event expected to occur most times during normal operations | Will probably occur at some stage based on evidence of previous incidents | Not generally expected to occur but may under specific circumstances | Conceivable but not likely under normal operations. No previous incidents | Only occurs under exceptional circumstances |
| <b>Consequence</b>   |  | Almost Certain  | Likely  | Possible   | Unlikely  | Rare  |
| <b>Catastrophic</b>  | <ul style="list-style-type: none"> <li>• Fatality</li> <li>• Legal action involving major criminal charges and/or civil suits with possible fines/costs exceeding \$1m.</li> <li>• Long term cessation of core activities (months)</li> <li>• Destruction or long term unavailability of infrastructure, systems and resources directly impacting operations.</li> <li>• Financial loss not covered by insurance more than \$1million</li> </ul> | Extreme   | Extreme   | High   | High  | Medium                                      |
| <b>Major</b>         | <ul style="list-style-type: none"> <li>• Serious injury (months)</li> <li>• Legal action involving major criminal charges and /or civil suits with possible fines/costs exceeding \$500k</li> <li>• Short term cessation of core activities (weeks)</li> <li>• Major shutdown</li> <li>• Financial loss \$500k - \$1m</li> </ul>   | Extreme   | High  | High   | Medium  | Medium                                      |
| <b>Moderate</b>      | <ul style="list-style-type: none"> <li>• Lost time injury (weeks)</li> <li>• Costs between \$50k and \$500k</li> <li>• Significant disruption to core activities (days)</li> <li>• Partial shutdown</li> </ul>   | High  | High  | Medium   | Medium  | Low   |
| <b>Minor</b>         | <ul style="list-style-type: none"> <li>• Minor injury (medical only)</li> <li>• Short term disruption to core activities (days)</li> <li>• Minor damage \$10-\$50k</li> <li>• Financial loss \$10-\$50k</li> </ul>   | High  | Medium  | Medium   | Low   | Low   |
| <b>Insignificant</b> | <ul style="list-style-type: none"> <li>• Negligible impact</li> <li>• Minor breach of contractual obligations</li> <li>• No disruption to core operations</li> <li>• Slight damage less than \$10k</li> </ul>  | Medium  | Medium  | Low  | Low   | Low   |

The Glenelg Shire Council apply the Hierarchy of Controls in identifying risks and hazards.



## 6.2 Local Port of Portland Bay - OH&S Hazard and Environment Risk Register

| Activity/Factor   | Related Asset            | Detailed Hazard/Risk  | Probability | Consequence  | Risk Level (Score) | Responsible Persons  | Controls & Measures   | Status                | Residual Risk (controls in place) |
|---|--------------------------|---|-------------|--------------|--------------------|--|---|-----------------------|-----------------------------------|
| <b>PORT MANAGEMENT</b>  |                          |   |             |              |                    |  |   |                       |                                   |
| Commercial Operations   | Trawler Wharf            | <p>Collision of moving plant with personnel</p> <p>Collision of moving plant on wharf</p> <p>Collision of boats when berthing</p> <p>Collision of boats with wharf when berthing</p> <p>Safe access to vessels from wharf</p> | Possible    | Major        | <b>Extreme</b>     | All Port Users   | <p>Unloading contractors and Local Port users to have SWMS and traffic plans in place for activities undertaken on wharf.</p> <p>Contractors and Local Port users to have SWMS in place for activities undertaken on wharf.</p> <p>Traffic Plans to be submitted</p> <p>Speed restrictions, adherence to boating regulations.</p> <p>Licensed operators (confirmed through User Agreement requirements)</p> <p>Monthly "On Water Inspection" to inspect for wharf obtrusions or maintenance issues.</p> <p>Gangway provided to both permanent and itinerant users (Both Trawler Wharf and Marina Signage and instruction present on site.</p> | Complete And in Place | Medium                            |
| Provision of waste disposal and recycling facilities                    | Trawler wharf            | Health hazards due to disease, bacterial infections and fumes.  | Possible    | Moderate     | High               | All Port Users   | <p>No hazardous or dangerous goods stored in Local Port.</p> <p>Skip provided for waste disposal.</p> <p>Waste oil dispenser installed to cater for waste oil.</p> <p>All waste oil to be in 20 litre containers or less.</p> <p>Cardboard recycling station installed for Southern Rock Lobster Fisherman (Bait Boxes)</p>   | Ongoing               | Medium                            |
| Provision of skip bins at fish cleaning tables                          | Boat ramp North          | Health hazards due to disease, bacterial infections and fumes.  | Unlikely    | Moderate     | High               | Local Port Officers  | <p>Skips provided for fish waste only.</p> <p>Waste and recycle bins provided for general waste.</p> <p>Skips regularly emptied and cleaned. Regular inspections of skip bins to monitor waste.</p> <p>General weekly clean by Port staff. Monthly pressure wash of entire area by contractors.</p>   | Ongoing               | Low                               |
| Vehicle access, operations, movements, egress, and parking arrangements | Local Port Trawler wharf | <p>Collision with cyclists, pedestrians, infrastructure, or other vehicles</p> <p>Wharf weight load limits not being recognised</p>   | Unlikely    | Catastrophic | High               | <p>All Port Users incl. members of public</p> <p>All Port Users incl Contractors</p> | <p>Speed restrictions, signage, and adherence to traffic regulations, line marking, and designated car parking areas.</p> <p>Parking strategy developed to provide clear and concise direction for all users including cars with boat trailers and members of public using Local Port facilities</p> <p>New high-risk activity permit and procedure created which entails lane closure instructions.</p>  | Complete              | Medium                            |

## 6.2 Local Port of Portland Bay - OH&S Hazard and Environment Risk Register

| Activity/Factor                         | Related Asset                     | Detailed Hazard/Risk   | Probability | Consequence  | Risk Level (Score) | Responsible Persons                                | Controls & Measures   | Status                              | Residual Risk (controls in place) |
|---|-----------------------------------|--|-------------|--------------|--------------------|--|---|-------------------------------------|-----------------------------------|
|   |                                   |  |             |              |                    |  | 5 Tonne Load limit area designated, i.e. line marked & signage in place.<br>Regular monitoring by Port Officer.   |                                     |                                   |
| Refuelling, fuel containment and supply | Local Port<br>Portland Bay Marina | Inadequate or inappropriate storage of flammable goods<br><br>Inadequate or no spill containment or spill response materials<br><br>Explosion or fire. Fuel spill. | Possible    | Major        | Extreme            | Vessel Operators & Contractors<br><br>Marina Users | Flammable goods to be stored as per Regulations.<br><br>Spill containment to be used when fuelling or working with oil or chemical.<br><br>Contractors transferring fuel to vessels must have a High-Risk permit.<br><br>No hazardous chemicals stored on wharf.<br><br>Signage erected.<br><br>Spill containment kit stored in emergency shed and Portland Bay Marina.<br><br>Fire hose reels and extinguishers in place on PBM.<br><br>Fire Hose reels located on trawler wharf.<br><br>Maximum of 20 litres to be refuelled within 24-hour timeframe within the Marina environment.<br><br>If more than 20 litres are required, the refuelling is to occur on transit jetty (Isolated area). | Complete with<br>Regular monitoring | High                              |
| Pollution and spill response            | Local Port                        | Oil, fuel or chemical spills<br><br>Spill incident at Commercial Port - impacting operation of Local Port  | Possible    | Catastrophic | Extreme            | All Port Users including<br>Commercial Port        | Immediately report to Port of Portland Harbour Master so action and POLREP can be completed.<br><br>Spill containment to be used when fuelling or working with oil.<br><br>Contractors transferring fuel to vessels must have a High-Risk permit.<br><br>Signage erected.<br><br>Spill containment kit stored in emergency shed.<br><br>Education process regarding reporting processes.<br><br>Adherence to Local Port EMP and Commercial Port EMP.<br><br>Participation in PoP Pollution Control Committee.<br><br>Education for all Local Port Users of process in event of incident   | Complete and<br>Ongoing             | High                              |



## 6.2 Local Port of Portland Bay - OH&S Hazard and Environment Risk Register

| Activity/Factor  | Related Asset                                      | Detailed Hazard/Risk   | Probability | Consequence | Risk Level (Score) | Responsible Persons             | Controls & Measures   | Status                | Residual Risk (controls in place) |
|--|--|--|-------------|-------------|--------------------|---------------------------------|---|-----------------------|-----------------------------------|
| Provision of public access and recreational facilities | Local Port   | <p>Inadequate dissemination of health &amp; safety information, signage etc.</p> <p>Inadequate provision for disabled persons</p> <p>Inadequate provision of safeguards, bollards, sea to wharf ladders etc.</p> <p>Deficient or defective safety/emergency response equipment</p> | Possible    | Major       | High               | All Port Users                  | <p>Comprehensive signage in place.</p> <p>Daily inspections</p> <p>Designated car parking for disabled persons on Trawler Wharf, Marina, and existing boat ramps.</p> <p>Ladders in place on all Local Port facilities and Marina.</p> <p>Designated workplaces established when works underway.</p> <p>Daily Inspections and monthly 'On Water' Inspections</p> <p>Emergency Management Plan to be followed.</p> <p>Emergency response equipment to be stored on wharf and PBM for immediate response.</p> | Complete and ongoing  | High                              |
| Provision of electrical power outlets                  | Trawler Wharf and Portland Bay Marina              | <p>Wiring contact with water.</p> <p>Damage to power outlets due to incorrect coupling and usage.</p> <p>Damage to power outlets due to incorrect coupling and usage.</p> <p>Slip, trip &amp; fall over power leads on wharf connected to vessels.</p>                             | Possible    | Major       | High               | All Port Users and Port Officer | <p>Annual Electrical Inspection to be undertaken by qualified contractor of both the PBM and TW.</p> <p>All electrical equipment connected to shore must be test and tagged.</p> <p>Assess usage and connection to shore power.</p> <p>Regular inspections.</p> <p>Ensure walkways clear of electrical leads/trip hazards.</p>  | Ongoing               | Medium                            |
| Berth maintenance                                      | Local Port<br>Portland Bay Marina<br>Trawler wharf | <p>Slip, trip and fall hazards</p> <p>Injury due to deficient or no maintenance regime (or program)</p>  | Unlikely    | Major       | High               | Port Officer/ Contractor        | <p>Wharf and pontoons to be kept clear of obstacles as far as practicable.</p> <p>Any ropes required to be stored on the wharf to be coiled as far out of walkway as possible.</p> <p>Daily inspections to be carried out.</p> <p>Works prioritized according to risk, and budget allocation.</p> <p>¼ OHS Inspections to check on all Local Port facilities with atleast 2 staff members. Non-conformances to be addressed as a priority.</p>  | Ongoing               | Medium                            |
| Fixed and floating plant maintenance                   | Local Port assets                                  | <p>Plant failure or Injury due to deficient or no maintenance regime (or program)</p> <p>Translocation and spread of marine pests, including identified invasive species.</p>  | Unlikely    | Major       | High               | Port Officer                    | <p>Inspected as part of monthly inspection program.</p> <p>Inspections to be undertaken as per construction manual; subsequent non-conformances to be addressed as a priority.</p> <p>Bi-monthly night inspection of lights, annual underwater inspection and regular monthly 'On Water' inspection.</p> <p>A survey will be completed for target pest species prior to any major construction works.</p>   | Complete and ongoing. | Low                               |

## 6.2 Local Port of Portland Bay - OH&S Hazard and Environment Risk Register

| Activity/Factor                | Related Asset                         | Detailed Hazard/Risk   | Probability | Consequence   | Risk Level (Score) | Responsible Persons            | Controls & Measures  | Status                      | Residual Risk (controls in place) |
|--------------------------------|---------------------------------------|--|-------------|---------------|--------------------|--------------------------------|--|-----------------------------|-----------------------------------|
| Emergency management           | Local Port                            | Deficient or defective safety/emergency response plan<br>Injury due to deficient or no emergency response procedure  | Possible    | Major         | Extreme            | Port Officer                   | Emergency Plan developed and reviewed annually.<br>Local Port Emergency management plan to be reviewed annually.<br>Emergency Marker signage for each facility to be kept in legible condition.  | Plan completed and in place | Medium                            |
| High Risk Activity permits     | Local Port                            | Falling from heights, crane collision with vehicles, falling items, bunkering.<br>Falling objects, weld flash, sparks, burns, fire   | Possible    | Major         | Extreme            | Port Officer                   | All crane movements to be issued High Risk Permit prior to works.<br>High Risk Permit to include works such as Bunkering, Diving, Hot Works, and major works.<br>Audits to be completed monthly by LP Management Team.   | Permit system in place      | High                              |
| Communication and Consultation | Local Port                            | Community communication, consultation, public access to trawler wharf management information and Council staff contact details, open and transparent sharing of trawler wharf related news | Rare        | Insignificant | Low                | Port Manager                   | Webpage in place.<br>Signage on wharf advising staff contact details.<br>Regular email contact with permanent users regarding activities and developments within the LPPB.<br>Media releases issued for significant events or closures affecting traffic flow within the LPPB.<br>LPPB newsletter distributed to all Local Port users every 3 months.    | Complete and in place.      | Low                               |
| Commercial Fishing Operations  | Local Port                            | Ballast water uptake and discharge – introduction of exotic marine species.  | Possible    | Major         | Extreme            | Vessel Operators               | Dumping of Ballast water not permitted in Local Port Waters.<br>Participation as requested by Departmental agencies in studies regarding Marine Pest transfer between Ports.<br>Annual underwater inspection results to be forwarded to officer of evasive marine species.<br>Procedure created "Identification and reporting of evasive marine species. | Complete and in place.      | Medium                            |
| Vessels berthing               | Local Port                            | Collisions   | Unlikely    | Moderate      | High               | Vessel Operators               | Speed restrictions, adherence to boating regulations and local water way rules. Licenced operators (condition in User Agreement)<br>Speed limit signage.   | Monitoring ongoing.         | Medium                            |
| Boat maintenance               | Trawler Wharf and Portland Bay Marina | Personal injury/strain<br>Spills   | Possible    | Moderate      | High               | Vessel Operators & Contractors | All hot work and sand blasting require High Risk Activity permit prior to works.<br>Bundling to be used for maintenance works, SWMS or equivalent to be submitted by contractors prior to issuing permit.  | Complete and in ongoing.    | Medium                            |

## 6.2 Local Port of Portland Bay - OH&S Hazard and Environment Risk Register

| Activity/Factor   | Related Asset                        | Detailed Hazard/Risk  | Probability | Consequence  | Risk Level (Score) | Responsible Persons                      | Controls & Measures  | Status   | Residual Risk (controls in place) |
|---|--------------------------------------|---|-------------|--------------|--------------------|--|--|--|-----------------------------------|
| Commercial plant & equipment maintenance (e.g. nets, lines, pots, buoys etc.) | Trawler Wharf                        | Slip, trip and fall hazards   | Possible    | Major        | Extreme            | Vessel Operators & Contractors           | Designated work area to be utilised for netting, etc. as per User Agreement.<br>Appropriate traffic control to be used i.e. witches' hats, bunting, TW Gates<br>All work areas to be always kept clean and free of debris.   | In place & reviewed during daily inspections           | Medium                            |
| Heavy commercial vehicles on wharf loading and unloading                      | Trawler Wharf                        | Collision<br>Slip, trip and fall hazards<br>Wharf weight load limits not being recognised | Possible    | Catastrophic | Extreme            | All Port Users                           | Traffic Management plan & controls to be in place.<br>Contractors SWMS to be obtained.<br>Sections of Trawler Wharf to be closed off during times of peak operation, i.e. multiple unloading activities such as squid season<br>Traffic Management plan & controls to be used; SWMS to be developed for process<br>Signage, line marking advising weight limits.<br>Contractors aware of restrictions. | Complete and in place.<br>Regular monitoring required. | Low                               |
| Operation of Local Port work boat   | Local Port                           | Incident or injury through operation of vessel, damage to vessel or LPPB facilities.      | Unlikely    | Moderate     | Extreme            | Port Officers                            | Vessel Safety Management Plan and Safe Work Procedure developed for vessel.<br>Minimum of Coxswains Grade2 or exemption required to operate work vessel.   | Complete   | Medium                            |
| On-board ablutions into Port  | Local Port                           | Marine pollution due to offload of onboard ablutions.                                     | Possible    | Moderate     | High               | Vessel masters                           | Pursue opportunities for the inclusion of amenities blocks within both the Trawler Wharf and Portland Bay Marina.<br>Daily inspections.<br>Include in quarterly newsletter.  | Complete and ongoing.                                  | High                              |
| <b>PUBLIC ACCESS &amp; USE</b>  |                                      |   |             |              |                    |  |  |  |                                   |
| Fishing from wharves  | Trawler Wharf<br>Portland Bay Marina | Slip, trip and fall hazards   | Possible    | Moderate     | High               | Vessel operators & Members of the public | Wharf areas to be kept clean & free of debris, ropes, etc. as far as reasonably practicable.<br>If ropes must be kept on wharf, to be moved out of walkway as far as reasonably practicable.<br>Signage to remain clear and legible.<br>Fishing from PBM is prohibited   | Monitoring ongoing with daily inspections              | Low                               |

## 6.2 Local Port of Portland Bay - OH&S Hazard and Environment Risk Register

| Activity/Factor                             | Related Asset   | Detailed Hazard/Risk   | Probability | Consequence  | Risk Level (Score) | Responsible Persons                                  | Controls & Measures  | Status                    | Residual Risk (controls in place) |
|---|-----------------|--|-------------|--------------|--------------------|--|--|---------------------------|-----------------------------------|
| Boating, sailing canoeing etc.              |                 | Collision with submerged obstructions, infrastructure, etc.<br>Deficient, defective or no signage or navigational aids<br>Collision with commercial vessels  | Rare        | Major        | Extreme            | Members of the public<br>Port Officer                | Signage on wharf outlines permitted vessels.<br>Regular monitoring and inspections by Port officers.<br>Group learning activities (i.e. Canoeing, paddle boarding etc) are required to apply for High Risk Activity permit.  | Ongoing                   | High                              |
| Swimming                                    | Local Port      | Diving in shallow water<br>Deficient, defective or no signage or navigational aids<br>Collision with submerged obstructions or swimmers  | Possible    | Major        | Extreme            | Port Authorised Officers, All Port Users, Vic Police | Jetty Jumping, diving, swimming, snorkelling is not permitted from Trawler wharf.<br>Diving is not permitted from jetties.<br>All swimming activities within LPPB are to be kept within the beaches and designated swimming pontoon.<br>No access to swimming pontoon via Trawler Wharf.<br>Regular inspections.   | Complete.                 | Medium                            |
| Swimming/Snorkelling/ diving/ Jetty Jumping | Local Port      | Drowning or injury due to strong currents, inclement weather or a lack of experience or knowledge.<br>Injury from falling objects underneath jetties<br>Deficient, defective or no signage or navigational aids.<br>Vessel collision with submerged obstructions or swimmers.<br>Deficient, defective or no signage or navigational aids | Possible    | Catastrophic | Extreme            | Stakeholders   | No swimming or diving signage.<br>Diving permitted for authorised wharf inspections or vessel maintenance by suitably licenced operators permitted by Commercial divers.<br>PPE and navigational aids to be always used.<br>Authorised diving events permitted - permits issued by Port Officers.<br>All diving activities within LPPB are subject to High Risk Activity permit. | Process in place.         | Medium                            |
| Public access - walking/sightseeing         | Local Port      | Slip, trip or fall hazards<br>Deficient, defective or no signage instructions  | Possible    | Catastrophic | Extreme            | All Port Users                                       | Signage, line marking, work areas to be designated & restrict public access with ppe, i.e. traffic cones.<br>Work areas to be kept clean & free of debris.<br>Regular inspections of surfaces for potholes, slippery surfaces.   | Complete<br>And in place. | Low                               |
| Public access - via vehicles                | Local Port      | Collision, deficient signage, Nonadherence to road rules   | Possible    | Major        | High               | Port Officers  | Signage, line marking, designated car parking, regular monitoring.<br>Escalate issues to Police.   | Complete                  | Low                               |
| Public viewing at fish cleaning tables      | North Boat Ramp | Aggressive Seals, sharp objects  | Likely      | Major        | High               | All Port Users                                       | Signage, fence around tables, Enclosed spectator area.<br>Signage. Enforcement of 'Not Feeding Wildlife' rules.<br>Reporting of incidents to DELWP.  | Completed                 | Low                               |

| Activity/ Factor  | Related Asset                      | Detailed Hazard/ Risk   | Probability | Consequence  | Risk Level (Score) | Responsible person    | Controls & Measures  | Status   | Residual Risk (Controls in place) |
|---|------------------------------------|---|-------------|--------------|--------------------|-----------------------|--|--|-----------------------------------|
| <b>SWIMMING PONTOON</b>                                     |                                    |   |             |              |                    |                       |  |  |                                   |
| Wildlife Interaction.                                       | Swim Pontoon<br>Other LPPB Assets. | -Aggressive Seals<br>-Personal Injury.  | Possible    | Moderate     | Medium             | Local Port Officers   | -Safety signage on land- warning 'Do not enter if Wildlife/ seals is visible'.   | Complete   | Low                               |
| Pontoon cleanliness   | Swim Pontoon                       | -Bird mess<br>-Hygiene concerns   | Possible    | Moderate     | Medium             | Local Port Officers   | -Monthly inspections and clean.<br>-Annual removal (May- Sept) to prevent decay of pontoon and mooring equipment.<br>- Complete Near Miss investigation if wildlife interactions occur on or around 10m proximity to pontoon.<br>-Monthly On Water Inspection' to include go pro footage of mooring equipment.   | Complete and in progress   | Low                               |
| General Safety/ Security.                                   | Swim Pontoon                       | -Human Harassment.  | Unlikely    | Minor        | Low                | Local Port Officers   | -Local Port CCTV to scan area for evidence and deterrent.<br>-CCTV notification stickers to be placed on Land signs and pontoon.   | Complete   | Low                               |
| Sea growth (Oysters/ Mussels) on Pontoons or access ladders | Swim Pontoon                       | -Cuts, Lacerations, abrasions.<br>-Infection.   | Likely      | Moderate     | High               | Local Port Officers   | -Regular OH&S Inspections using Local Port Vessel.<br>-Annual Dive Inspection of mooring tackle.<br>-Quarterly cleaning/ scrapping of sea growth.<br>-Take out of water annually for pressure wash and clean.  | Complete and in progress   | Low                               |
| Pontoon Design  | Swim Pontoon                       | -Entrapment under pontoon.<br>-Cuts, lacerations, abrasions.<br>-Freeboard of pontoon<br>-Slips on pontoon deck.  | Likely      | Catastrophic | Extreme            | Local Port Management | -Ensure pontoon has a flat base to no swimmers can be caught underneath.<br>-Ensure that all mooring tethers and chains are covered in adequate protective coverings.<br>-Ensure pontoon is compliant with slip resistant certificates.<br>-Ensure the pontoon freeboard is less than 380mm above the waterline.<br>-Signs on pontoon 'Do not swim under pontoon'.<br>-Ensure no sharp edges are present on pontoon or moorings.                                     | Complete and in progress.  | Low                               |
| Mooring Design  | Swim Pontoon                       | -Entanglement with mooring<br>-Cuts, lacerations, abrasions.  | Likely      | Catastrophic | Extreme            | Local Port Management | Ensure inspection has taken place prior to installation checking for any sharp edges that may cause lacerations.<br>Ensure mooring tethers and chains are not loose enough for entanglement.   | Complete and in progress. Superior Jetty Design covers all aspects stated. | Low                               |
| Pontoon Location  | Swim Pontoon                       | -Submerged objects in water<br>-Water depth (Impact with sea floor).<br>-Vessel movements<br>-General interference with Local Port operations.<br>-Swimmers utilizing Trawler Wharf pontoons to access pontoon. | Possible    | Catastrophic | High               | Local Port Management | -Regular OH&S Inspections.<br>-Include moorings and seabed floor are inspected in the Local Port annual underwater inspection.<br>-Ensure a minimum of 2.0 metres of water depth is always available.<br>-Keep pontoon far enough away from Trawler Wharf pontoons.<br>-Update signs on Trawler Wharf 'NO SWIMMING'.<br>-Boat Ramp signs to have power boating exclusion zone overlay introduced.<br>-Local Port newsletter to enforce Power Boating exclusion zone. | Complete and in progress.  | Low                               |

|                       |                            |   |          |              |        |                       |  |             |        |
|-----------------------|----------------------------|---|----------|--------------|--------|-----------------------|--|-------------|--------|
|                       |                            |   |          |              |        |                       | -Signboard to have approx. distance of swim (Return).  |             |        |
| Supervision of users  | Swim Pontoon and waterway. | -Providing facility with no supervision.<br>-Drowning.<br>-Unwilling behaviour<br>-Non competent swimmers | Possible | Catastrophic | High   | Local Port Management | -Seek advice from Lifesaving Victoria regarding supervision requirements.<br>-No Legislative requirements to supervise such areas or facilities.<br>-Signage to include reporting duties to Local Port.<br>-Signage to display all children under 13 must have parent supervision. | Complete    | Medium |
| Storm/ weather events | Swim Pontoon               | -Damage to pontoon or moorings.<br>-Pontoon becomes unsecure and damages other facilities or vessels.     | Possible | Moderate     | Medium | Local Port Management | -Include moorings and seabed floor are inspected in the Local Port annual underwater survey inspection.  | In Progress | Low    |

## **6.3 Emergency & Accident Preparedness and Response**

### **6.3.1 Emergency Planning**

An Emergency Management Plan has been developed for the LPPB. That plan includes the operations and activities within the LPPB and based upon adopted risk management principles to meet our commitment to the safety of all stakeholders.

Appropriate contact details and responsibilities are documented regarding emergency services, authority's roles in incidents that may occur within the LPPB. The LPPB also works with and liaises with the Portland Coastguard in assisting with emergency responses that may impact the LPPB operations.

The LPPB lies within the Municipal area of the Glenelg Shire Council and their Emergency Management Plan is referenced so that the LPPB Emergency Management Plan is consistent in application and operation.

### **6.3.2 Incident Management**

The Glenelg Shire Council maintains an Incident Management Register to track safety and environment incidents. This is an online system called the Elumina Safety Management System.

The Port of Portland's Harbour master must be notified if a Marine pollution event occurs within the waters of the LPPB 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 required. The Victorian Marine Pollution Contingency Plan is the basis for all emergency management principles.

The LPPB Officers must be notified of any contamination that occurs to the LPPB waterways and/or adjacent areas, and the responsible persons must arrange clean-up to the reasonable satisfaction of the authorised officer or alternatively Port management 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 Port management.

## 6.4 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 Manager on behalf of the Crown, 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 the Department of Transport 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 by the Local Port management team. A copy of the annual review will be provided to the Department of Transport if required.

## 7.0 HEALTH, SAFETY AND ENVIRONMENT PROCEDURES, INSTRUCTIONS AND GUIDELINES

The Local Port of Portland Bay operates under 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:

- High Risk Activities permit, which includes Bunkering, crane movements, Major works to vessels, bay swim events and Diving permits.
- Safe Work Methods Statement (SWMS) or equivalent with contractors.
- Incident reporting.
- Berthing permits for itinerant users.
- The induction process for new permanent users.
- Local Port Emergency Management Plan (EMP).



## 7.1 Involvement of Port Users and Service Providers

The Ministerial Guidelines recognise 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 Act 1995*, 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)

To meet the Local Port SEMP objectives, the LPPB operates off the LPPB Berthing and Mooring Authorisation. This document defines responsibilities for all Local Port Users.

Appropriate control of significant environment and OHS risks identified by the Risk Register is the responsibility of the relevant lessee and contractors. The Local Port facilitates the development, implementation and maintenance of adequate operational control procedures and instructions for identified significant risks. This relates to Local Port users and contractor activities. Local Port Berthing and Mooring Authorisations and requirements for the development of Job Safety and Environment Analyses (or equivalent) for contractors to assist with this.

## 7.2 Monitoring and Measurement

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

## 7.3 Communication and Reporting

Communication is the key to ensuring that this LPPB SEMP is successfully implemented. Good communication through consultation with all key stakeholders will

enable safety and environmental management within the LPPB. The following communication systems are used as tools to distribute this information:

- Regular liaison between the LPPB and key stakeholders such as permanent tenants, Port of Portland and the Department of Transport. Regular contact enables the passing of important information such as legislative changes, reporting requirements and any new developments/changes within the LPPB.
- A copy of the LPPB SEMP is available on the Glenelg Shire Council website [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au);
- A hard copy of the LPPB SEMP is also available from the Local Port office within the Portland Visitor Information Centre if requested.
- A page is included on Council's website which provides information on the LPPB. The community also has an opportunity to provide comments through email to the Local Port management team or the quarterly community consultation meetings; and
- the Local Port management team also email information to all LPPB stakeholders as well as advising of any compliance issues or safety related information.

#### **7.4 Competence Awareness and Training**

Stakeholders and tenants using the LPPB 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 LPPB are familiar with Safe Systems of Work.

#### **7.5 Non-conformity, Corrective and Preventive Action**

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

- Result of incidents.
- Stakeholder feedback; and
- Data collection from inspections.

#### **7.6 Internal and External Auditing**

The LPPB 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. This audit is undertaken every 3 years. An internal review is undertaken annually by the LPPB management team.

##### **7.6.1 Environmental, Health and Safety Inspections**

Inspections are undertaken by a member of the LPPB management team daily to identify and control any Environmental or OHS risks. The SEMP document is reviewed annually with the risk register controls updated.

### **7.6.2 Performance Criteria**

The performance will be measured against the following criteria:

- Controls are in place and incident procedures are clearly defined.
- The response to environmental incident/emergency situations occurs in a timely manner.
- Emergency/incident situations are informed to the relevant authorities in a timely manner.
- How effectively the environmental emergency response minimised potential environmental harm; and
- Development of a weekly checklist of all port related activities and its environmental risk/performance.

### **7.6.2 Corrective actions**

The implementation of the following corrective actions will take place when necessary:

- In case of environmental incident, the emergency response measures will be implemented to minimise environmental harm and all stakeholders are informed.
- In case of a non-conformance is found a non-compliance report will be produced.
- Non-conformances will be dealt with in a timely manner (24 hours) and corrective actions will be implemented to prevent the incident from happening again.
- Port SEMP will be iterative and will be revised as required.
- Emergency response should be implemented in less than 24 hours.
- Complaints should be remedied in a timely manner.
- The relevant stakeholders will be informed of injury or death to marine wildlife in less than 24 hours; and
- Any environmental incident will be notified immediately.

## **7.7 Management Review**

Prior to the end of each financial year, the SEMP will be reviewed. The Local Port manager also commit to conducting more frequent revisions in response to any medium to extreme incidents or 'near-miss's' incidents occurring and in response to any major changes to related key legislation or regulations or significant changes to port operations, activities or functions.

## 8.0 REFERENCES

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## **Appendix 1 List of relevant Legislations, Policies and Guidelines**

The International, Federal, 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:

### **Federal - Environmental Legislation**

- Aboriginal & Torres Strait Islander Heritage Protection Act 1984
- Australia's Ocean Policy 1998
- Australian Ballast Water Management Requirements (AQIS) 2017
- 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
- Environmental and Heritage Legislation Amendment Act (No. 1) 2003
- Fisheries Management Act 1994
- Historic Shipwrecks Act 1976
- National Environmental Protection Council Act 1994
- National Environment Protection (Assessment of Site Contamination) Measure 1999
- National Environment Protection Measures (Implementation) Regulations 1999
- National Greenhouse and Energy Reporting Act 2007
- 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

### **Federal - Health and Safety Legislation**

- Navigation Act 2012
- National Standard of Occupational Noise NOHSC: 1007 (2000)
- National code of practice for noise management and protection of hearing at work NOHSC: 2009 (2004)

## **Appendix 1    List of relevant Legislations, Policies and Guidelines (cont.)**

### **Victorian - Environmental Legislation**

- Archaeological and Aboriginal Relics Preservation Act 1972
- Catchment and Land Protection Act 1994
- Catchment and Land Protection Regulations 2012
- The Marine and Coastal Act 2018
- Crown Land (Reserves) Act 1978
- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2012
- Emergency Management Act 2013
- Emergency Management Regulations 2013
- Environmental Effects Act 1978
- Environment Protection Act 1970
- Environment Protection (Fees) Regulations 2012
- Environment Protection (Prescribed Waste) Regulations 1998
- Environment Protection (Residential Noise) Regulations 2008
- Environment Protection (Scheduled Premises & Exemptions) Regulations 2017
- Environment Protection (Vehicle Emissions) Regulations 2013
- Environment Protection (Environment and Resource Efficiency Plans) Regulations 2007
- Environmental Protection (Industrial Waste resource) Regulations 2009
- Equipment (Public Safety) Act 1994
- Equipment (Public Safety) (General) Regulations 1995
- Equipment (Public Safety) (Incident Notification) Regulations 1997
- Fisheries Act 1995
- Fisheries Regulations 1998
- Heritage Act 2017
- Heritage (General) Regulations 1996
- Heritage (Infringement Notice) Regulations 2012
- Litter Act 1987
- Marine Safety Act 2010
- Marine Regulations 2009
- Planning and Environment Act 1987
- Planning and Environment Regulations 2015
- Pollution of Waters by Oil and Noxious Substances Act 1986
- Pollution of Waters by Oil and Noxious Substances Regulations 2012
- Port Management Act 1995
- Port Management (Local Ports) Regulations 2015
- 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 (Prevention and Management of Contaminated Land) June 2002

## **Appendix 1 List of relevant Legislations, Policies and Guidelines (cont.)**

### **Victorian - Environmental Legislation**

- Sustainability Act 2005
- Victorian Coastal Strategy 2014
- Victorian Heritage Strategy 2000-2005
- Waste Management Policies (WMPs)
- Wildlife Act 1975
- Wildlife Regulations 2013

### **Victorian - Health and Safety Legislation**

- Accident Compensation Act 1985
- Accident Compensation (Workcover Insurance) Act 1993
- Dangerous Goods Act 1985
- Dangerous Goods Legislation (Amendment) Act 2004
- Dangerous Goods (Storage and Handling) Regulations 2012
- Electricity Safety Act 1998
- Electricity Safety (Network Assets) Regulations 2005
- Electricity Safety (Management) Regulations 2019
- Emergency Management Act 2013
- Environment Protection Act 1970
- Local Government Act 1989
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- 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 Area – Planning and Strategy**

- Glenelg Shire Planning Scheme
- Glenelg Shire Council 2016 Marine Master Plan
- Glenelg Shire Council- Local Port of Portland Bay- Emergency Management Plan 2022
- Glenelg Shire Council Plan 2017-2021
- The Glenelg Shire Council- Environmental Sustainability Policy 2014