



LOCAL PORT OF PORTLAND BAY-

SAFETY & ENVIRONMENT MANAGEMENT PLAN (SEMP)

March 2024



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.

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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.

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 Portland Bay Marina , the existing Old Marina Jetty (now the new Town Jetty), the Swing Mooring area, and the existing Boat Ramp. The Boat Ramp North was commissioned in 2014.

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 to predominantly cater for the Southern Rock Lobster fishing fleet.

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 Local Port's commitment to sustainable management and embodies the key environment and safety principles relating to:

- Protection and improvement of the Local Port's environment.

- Provision and maintenance of a safe working and recreational environment.
- Safety and environmental management of visitors to the Local Port.
- Continuous improvement to safety and environmental performance at the Local Port; and
- Establishing effective safety and environmental management as a key component of the Local Port's business 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, Town Jetty, Swing Moorings, Boat Ramp South, Boat Ramp North and adjacent carpark area, Transit Jetty, Aids to Navigational and the water ways that 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 the above mentioned and 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 Local 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 survey 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 has 101 floating berths after 2021 seen an extension to the existing 70 berth Marina. All berths have power and water. CCTV is also provided at numerous locations throughout the Marina and carpark area. Yachts, charter boats, recreational cruisers, commercial fishing vessels, training vessels and historic 'couth boats' are berthed within the Marina. The Glenelg Shire Council offers both short- and long-term bookings.

2.3 Boat Ramps

The Local Port's Boat Ramp North was completed in July 2014, there is now enough ramp capacity to cater for the peak trailer boat periods. In 2022, Council received funding via the Victorian Fisheries Authority to install a toilet block on the back bone of the Local Ports stakeholders lobbying since the boat ramps inception back in 2014.

2.4 Swing Moorings

Currently the Local Port have 5 active swing moorings and 6 Aids to Navigation.

There are 6 navigational aids to be maintained as part of the key activities in the Local Port. 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 4 Special Marker Buoys indicating 'No Clear Passage' which are located within the swing mooring area, Town Jetty, Trawler Wharf pontoons North and Trawler Wharf pontoons West.

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 Local Port, 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 Local Port's 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 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 Local Port 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).

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.

4.0 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.

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 Local Port.

- Committed Management of the Local Port.
- 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 Local Port.
- 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 and Planning is responsible for managing the overall funding for Local Ports program across the State of Victoria and providing broad strategic planning services for all of Victoria's Local Port's.

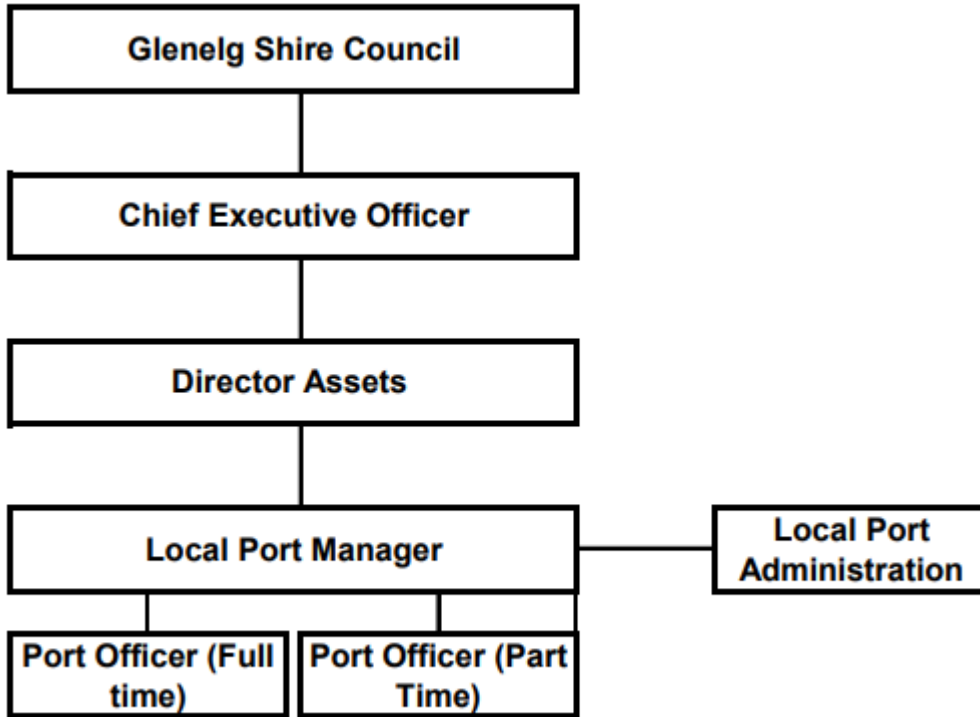
Transport Safety Victoria (Maritime Safety) regulates the efficient and safe operation of vessels on State waters under the Marine Safety Act 2010.

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).
- 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 Local Port users (Including 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 and Planning <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 Energy, Environment and Climate Action (DEECA) <https://www.deeca.vic.gov.au>

5.6 Service Providers, Permit Holders and Recreational Users

The Local Port 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 Local Port 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 Local Port 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 Local Port's 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 Local Port.

The identification of hazards includes safety reviews, consultation, discussions, comment and contribution from council employees and stakeholders. 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 Local Port are:

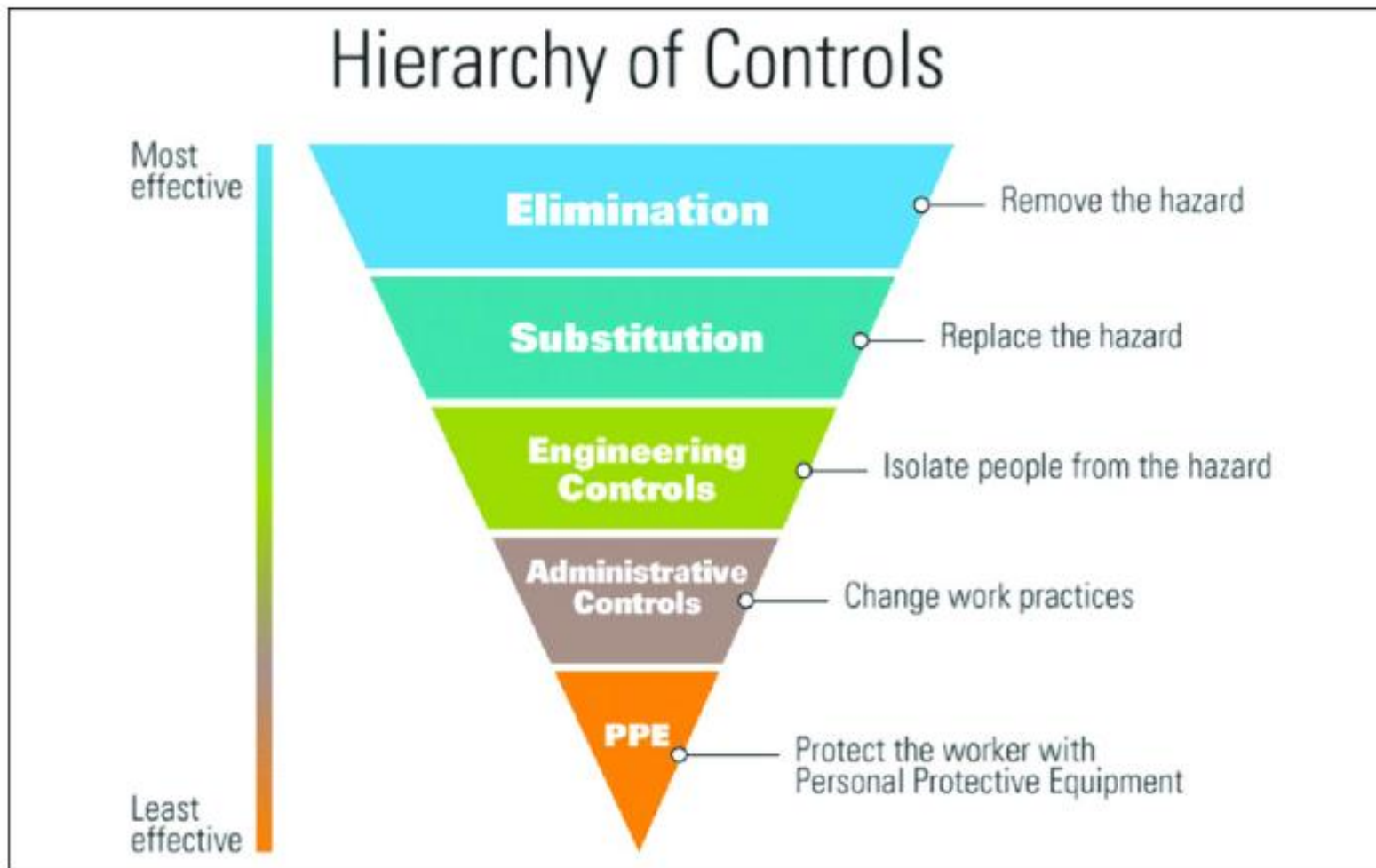
(The Port Manager is responsible for all the delegations surrounding the below Key Performance Indicators).

	KPI	Management Strategy	Person Responsible
1	Inspections of Local Port (including weekends and public holidays) – daily	Digital daily inspection forms completed and filed within Councils electronic content manager, and any hazards identified are controlled.	Local Port Manager
2	Bi-monthly Inspection of lighting, Including AtoNs.	Bi- monthly inspections undertaken to ensure all lights and AtoNs are operational.	Local Port Manager
3	Maintenance electrical services inspection – annually	Annual inspection undertaken, report received, and any non-conformances identified are rectified.	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.	Local Port Manager
8	Continued effort to meet the needs of the 2016 Marine Master Plan	Advocate for funds to complete on water fuel facility and Vessel maintenance facility.	Local Port Manager

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

RISK MATRIX		Likelihood				
		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
Consequence		Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	<ul style="list-style-type: none"> • Fatality • Legal action involving major criminal charges and/or civil suits with possible fines/costs exceeding \$1m. • Long term cessation of core activities (months) • Destruction or long term unavailability of infrastructure, systems and resources directly impacting operations. • Financial loss not covered by insurance more than \$1 million 	Extreme	Extreme	High	High	Medium
Major	<ul style="list-style-type: none"> • Serious injury (months) • Legal action involving major criminal charges and /or civil suits with possible fines/costs exceeding \$500k • Short term cessation of core activities (weeks) • Major shutdown • Financial loss \$500k - \$1m 	Extreme	High	High	Medium	Medium
Moderate	<ul style="list-style-type: none"> • Lost time injury (weeks) • Costs between \$50k and \$500k • Significant disruption to core activities (days) • Partial shutdown 	High	High	Medium	Medium	Low
Minor	<ul style="list-style-type: none"> • Minor injury (medical only) • Short term disruption to core activities (days) • Minor damage \$10-\$50k • Financial loss \$10-\$50k 	High	Medium	Medium	Low	Low
Insignificant	<ul style="list-style-type: none"> • Negligible impact • Minor breach of contractual obligations • No disruption to core operations • Slight damage less than \$10k 	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)
PORT MANAGEMENT									
Commercial Operations	Trawler Wharf	<ul style="list-style-type: none"> Collision of moving plant with personnel Collision of moving plant on wharf Collision of boats when berthing Collision of boats with wharf when berthing Safe access to vessels from wharf 	Possible	Major	Extreme	All Port Users	<ul style="list-style-type: none"> Contractors and Local Port users to have Safe Work Method Statements and traffic plans in place for High-Risk activities undertaken. Traffic Plans to be submitted, Speed restrictions, adherence to boating regulations. Licensed operators. Monthly "On Water Inspection" to inspect for wharf obtrusions or maintenance issues. Gangway provided to both permanent and itinerant users for both Trawler Wharf and Marina users. Signage and instruction present on site. 	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	<ul style="list-style-type: none"> No hazardous materials or dangerous goods stored in Local Port. Skip provided for waste disposal. Waste oil dispenser installed to cater for waste oil. All waste oil to be in 20 litre containers or less. Cardboard recycling station installed for Southern Rock Lobster Fisherman's Bait Boxes. 	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	<ul style="list-style-type: none"> Skips provided for fish waste only. Waste and recycle bins provided for general waste. Skips regularly emptied and cleaned. Regular inspections of skip bins to monitor waste. General weekly clean by Local Port staff. Monthly pressure wash of entire area by contractor. 	Ongoing	Low
Vehicle access, operations, movements, egress, and parking arrangements	Local Port Trawler wharf	<ul style="list-style-type: none"> Collision with cyclists, pedestrians, infrastructure, or other vehicles Wharf weight load limits not being recognised 	Unlikely	Catastrophic	High	<ul style="list-style-type: none"> All Port Users incl. members of public All Port Users incl Contractors 	<ul style="list-style-type: none"> Speed restrictions, signage, and adherence to traffic regulations, line marking, and designated car parking areas. 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. High-risk activity permit and procedure created which entails lane closure instructions. 5 Tonne Load limit area designated, i.e., line marked & signage in place. Regular monitoring by Local Port staff. 	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)
Refuelling, fuel containment and supply	Local Port Portland Bay Marina	Inadequate or inappropriate storage of flammable goods Inadequate or no spill containment or spill response materials Explosion or fire. Fuel spill.	Possible	Major	Extreme	Vessel Operators & Contractors Marina Users	Flammable goods to be stored as per Regulations. Spill containment to be used when fuelling or working with oil or chemical. Contractors transferring fuel to vessels must have an annualised High-Risk permit. No hazardous chemicals stored on wharf. Signage erected. Spill containment kit stored in Trawler Wharf emergency shed and Portland Bay Marina. Fire hose reels and extinguishers in place on Marina. Fire Hose reels located on trawler wharf. Maximum of 20 litres to be refuelled within the Marina environment. If more than 20 litres is required, the refuelling is to occur on transit jetty (Isolated area).	Complete with Regular monitoring	High
Pollution and spill response	Local Port	Oil, fuel or chemical spills Spill incident at Commercial Port – impacting operation of Local Port	Possible	Catastrophic	Extreme	All Port Users including Commercial Port	Immediately report to Port of Portland Harbour Master so action and POLREP can be completed. Spill containment to be used when fuelling or working with oil. Contractors transferring fuel to vessels must have a High-Risk permit. Signage erected. Spill containment kit stored in emergency shed. Education process regarding reporting processes. Adherence to Local Port Emergency Management Plan and Commercial Port EMP. Participation in PoP Pollution Control response training and exercises. If required, Education for all Local Port Users of process in event of incident.	Complete and 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	Inadequate dissemination of health & safety information, signage etc. Inadequate provision for disabled persons Inadequate provision of safeguards, bollards, sea to wharf ladders etc. Deficient or defective safety/emergency response equipment	Possible	Major	High	All Port Users	Comprehensive signage in place. At least twice Daily inspections conducted. Designated car parking for disabled persons throughout Local Port facilities. Ladders in place on all Local Port facilities. Designated workplaces established when works underway. Daily Inspections and monthly 'On Water' Inspections recorded. Emergency Management Plan to be followed. Emergency response equipment to be stored on wharf and Marina for immediate response.	Complete and ongoing	High
Provision of electrical power outlets	Trawler Wharf and Portland Bay Marina	Wiring contact with water. Damage to power outlets due to incorrect coupling and usage. Damage to power outlets due to incorrect coupling and usage. Slip, trip & fall over power leads on wharf connected to vessels.	Possible	Major	High	All Port Users and Port Officer	Annual Electrical Inspection to be undertaken by qualified contractor of both the Marina and Trawler Wharf. All electrical equipment connected to shore power must be in good working order. At least twice daily inspections. Ensure walkways clear of electrical leads/trip hazards.	Ongoing	Medium
Berth maintenance	Local Port Portland Bay Marina Trawler wharf	Slip, trip and fall hazards Injury due to deficient or no maintenance regime (or program)	Unlikely	Major	High	Port Officer/ Contractor	Wharf and pontoons to be kept clear of obstacles as far as practicable. Any ropes required to be stored on the wharf to be coiled as far out of walkway as possible. At least twice daily inspections. Works prioritized according to risk, and budget allocation. ¼ OHS Inspections to check on all Local Port facilities with at least 2 Glenelg Shire staff members. Non-conformances to be addressed as a priority.	Ongoing	Medium
Fixed and floating plant maintenance	Local Port assets	Plant failure or Injury due to deficient or no maintenance regime (or program) Translocation and spread of marine pests, including identified invasive species.	Unlikely	Major	High	Port Officer	Inspected as part of monthly inspection program. Inspections to be undertaken as per inspection regime; subsequent non-conformances to be addressed as a priority. Bi-monthly night inspection of lights, annual underwater inspection and regular monthly 'On Water' inspection. A survey will be completed for target pest species prior to any major construction works.	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 Injury due to deficient or no emergency response procedure	Possible	Major	Extreme	Port Officer	Emergency Management Plan reviewed annually. Local Port Emergency management plan to be reviewed annually. Emergency Marker signage for each facility to be kept in legible condition.	Complete and in place	Medium
High Risk Activity permits	Local Port	Falling from heights, crane collision with vehicles, falling items, bunkering. Falling objects, weld flash, sparks, burns, fire	Possible	Major	Extreme	Port Officer	All crane movements to be issued High Risk Permit prior to works. High Risk Permit to include works such as Bunkering, crane, Diving, Hot Works, and major works. Audits program to be completed 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. Signage on wharf advising staff contact details. Regular email contact with permanent users regarding activities, corrective actions, or developments within the Local Port. Media releases issued for significant events or closures affecting traffic flow within the Local Port. Local Port 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. Participation as requested by Departmental agencies in studies regarding Marine Pest transfer between Ports. Annual underwater inspection results to be forwarded to officer of evasive marine species. 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) Speed limit signage.	Monitoring ongoing.	Medium
Boat maintenance	Trawler Wharf and Portland Bay Marina	Personal injury/strain Spills	Possible	Moderate	High	Vessel Operators & Contractors	All major works require High Risk Activity permit prior to works. Bonding 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. Appropriate traffic control to be used i.e. witches' hats, bunting, TW Gates 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 Slip, trip and fall hazards Wharf weight load limits not being recognised	Possible	Catastrophic	Extreme	All Port Users	Traffic Management plan & controls to be in place. Contractors SWMS to be obtained. Sections of Trawler Wharf to be closed off during times of peak operation. Traffic Management plan & controls to be used; SWMS to be developed for process Signage, line marking advising weight limits. Contractors aware of restrictions.	Complete and in place. 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. Minimum of Coxswains Grade 2 or exemption required to operate work vessel. Refer to Local Port vessel Safety Management Plan for further information.	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 block within the Portland Bay Marina. Daily inspections.	Complete and ongoing.	High
PUBLIC ACCESS & USE									
Fishing from wharves	Trawler Wharf 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. If ropes must be kept on wharf, to be moved out of walkway as far as reasonably practicable. Signage to remain clear and legible. Fishing from Marina is prohibited	Monitoring ongoing with daily inspections	Low
Boating, sailing canoeing etc.		Collision with submerged obstructions, infrastructure, etc. Deficient, defective or no signage or navigational aids Collision with commercial vessels	Rare	Major	Extreme	Members of the public Port Officer	Signage on wharf outlines permitted vessels. Regular monitoring and inspections by Port officers. Commercial group learning activities (i.e. Canoeing, paddle boarding etc) are required to apply for High Risk Activity permit.	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)
Swimming	Local Port	Diving in shallow water Deficient, defective or no signage or navigational aids 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. Diving is not permitted from jetties. . No access to swimming pontoon via Trawler Wharf. 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. Injury from falling objects underneath jetties Deficient, defective or no signage or navigational aids. Vessel collision with submerged obstructions or swimmers. Deficient, defective or no signage or navigational aids	Possible	Catastrophic	Extreme	Stakeholders	No swimming or diving signage. Diving permitted for authorised wharf inspections or vessel maintenance by suitably licenced operators/ Commercial divers. Authorised diving events required to apply for high-risk activities permit. All diving activities within Local Port are subject to High-Risk Activity permit.	Process in place.	Medium
Public access - walking/sightseeing	Local Port	Slip, trip or fall hazards Deficient, defective or no signage instructions	Possible	Catastrophic	Extreme	All Port Users	Signage, line marking, work areas to be designated & to restrict public access with traffic bollards. Work areas to be kept clean & free of debris. Regular inspections of surfaces for potholes, slippery surfaces.	Complete 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. 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. Signage. Enforcement of 'Not Feeding Wildlife' rules. Reporting of incidents to DEECA as per Seal Management Plan.	Completed	Low

Activity/ Factor	Related Asset	Detailed Hazard/ Risk	Probability	Consequence	Risk Level (Score)	Responsible person	Controls & Measures	Status	Residual Risk (Controls in place)
SWIMMING PONTOON									
Wildlife Interaction.	Swim Pontoon Other LPPB Assets.	-Aggressive Seals -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 -Hygiene concerns	Possible	Moderate	Medium	Local Port Officers	Monthly inspections and clean. Annual inspection of pontoon and mooring equipment. Complete Near Miss investigation if wildlife interactions occur on or around 10m proximity to pontoon. 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. 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. -Infection.	Likely	Moderate	High	Local Port Officers	Monthly Inspections using Local Port Vessel. Annual Dive Inspection of mooring tackle.	Complete and in progress	Low
Pontoon Design	Swim Pontoon	-Entrapment under pontoon. -Cuts, lacerations, abrasions. -Freeboard of pontoon -Slips on pontoon deck.	Likely	Catastrophic	Extreme	Local Port Management	Ensure pontoon has a flat base to no swimmers can be caught underneath. Ensure that all mooring tethers and chains are covered in adequate protective coverings. Ensure pontoon is compliant with slip resistant certificates. Ensure the pontoon freeboard is less than 380mm above the waterline. Signs on pontoon 'Do not swim under pontoon'. Ensure no sharp edges are present on pontoon or moorings.	Complete and in progress.	Low
Mooring Design	Swim Pontoon	-Entanglement with mooring -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. Ensure mooring tethers and chains are not loose enough for entanglement. Regular OH&S Inspections.	Complete and in progress. Superior Jetty Design covers all aspects stated.	Low
Pontoon Location	Swim Pontoon	-Submerged objects in water -Water depth (Impact with sea floor). -Vessel movements -General interference with Local Port operations.	Possible	Catastrophic	High	Local Port Management	Include moorings and seabed floor are inspected in the Local Port annual underwater inspection.	Complete and in progress.	Low

		-Swimmers utilizing Trawler Wharf pontoons to access pontoon.					<p>Ensure a minimum of 2.0 metres of water depth is always available.</p> <p>Keep pontoon far enough away from Trawler Wharf pontoons.</p> <p>Signs on Trawler Wharf 'NO SWIMMING'.</p> <p>Boat Ramp signs to have power boating exclusion zone overlay introduced.</p> <p>Signboard to have approx. distance of swim (Return).</p>		
Supervision of users	Swim Pontoon and waterway.	-Providing facility with no supervision. -Drowning. -Unwilling behaviour -Non competent swimmers	Possible	Catastrophic	High	Local Port Management	<p>Seek advice from Lifesaving Victoria regarding supervision requirements.</p> <p>No Legislative requirements to supervise such areas or facilities.</p> <p>Signage to include reporting duties to Local Port.</p> <p>Signage to display all children under 13 must have parent supervision.</p>	Complete	Medium
Storm/ weather events	Swim Pontoon	-Damage to pontoon or moorings. -Pontoon becomes unsecure and damages other facilities or vessels.	Possible	Moderate	Medium	Local Port Management	<p>Include moorings and seabed floor are inspected in the Local Port annual underwater survey inspection.</p>	In Progress	Low

6.3 Emergency & Accident Preparedness and Response

6.3.1 Emergency Planning

An Emergency Management Plan has been developed for the Local Port. That plan includes the operations and activities within the Local Port 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 Local Port. The Local Port also works with and liaises with the Portland Coastguard in assisting with emergency responses that may impact the Local Port's.

The Local Port lies within the Municipal area of the Glenelg Shire Council and their Emergency Management Plan is referenced so that the Local Port 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 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 required. The Victorian Marine Pollution Contingency Plan is the basis for all emergency management principles.

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

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

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 and Planning 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, with any significant changes reported to the Local Port’s stakeholders.

7.0 HEALTH, SAFETY AND ENVIRONMENT PROCEDURES, INSTRUCTIONS AND GUIDELINES

The Local Port 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.
- Berth permits issued 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. Local 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 Local Port operates off the Local Port Berthing and Mooring Authorisation. This document defines responsibilities for all Local Port Users, along with the Local Port users terms and conditions.

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 Local Port and its immediate surrounds. Local Port management liaise directly with users if safety hazards are identified.

7.3 Communication and Reporting

Communication is the key to ensuring that this Local Port SEMP is successfully implemented. Good communication through consultation with all key stakeholders will enable 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 and key stakeholders such as permanent tenants, Port of Portland and the Department of Transport and Planning. Regular

contact enables the passing of important information such as legislative changes, reporting requirements and any new developments/changes within the Local Port.

- A copy of the Local Port's SEMP is available on the Glenelg Shire Council website www.glenelg.vic.gov.au;
- A hard copy of the Local Port SEMP can be also made 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 Local Port. The community also has an opportunity to provide comments through email to the Local Port management team, and
- the Local Port management team also email information to the Local Port stakeholders as well as the advising of any compliance issues or safety related information.

7.4 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 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 Local Port 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 Local Port management team.

7.6.1 Environmental, Health and Safety Inspections

Inspections are undertaken by a member of the Local Port 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.
- The Local 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 commits 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

AMA (2020). Marine Habitat Survey. Portland Marina Expansion. Australasian Marine Associates. Report prepared for Glenelg Shire Council. Melbourne. Victoria.

Biruu (2016). Glenelg Shire Council. Portland Marine Master Plan. Prepared by Biruu for the consideration of Glenelg Shire Council and the Victorian and Australian Governments.

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

- 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
- 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
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- 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

- 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
- 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 2020-2040
- The Glenelg Shire Council- Environmental Sustainability Policy 2014

DEPARTMENTAL PROCEDURE



TITLE:	ANNUAL REVIEW OF THE LOCAL PORT SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN (SEMP)
DOCUMENT NUMBER:	DPR-ASSETS-LPPB-012 (DocSetID: 2561587)
DEPARTMENT:	Assets Department
UNIT:	Local Port of Portland Bay
RESPONSIBLE OFFICER:	Local Port of Portland Bay Manager <i>Checked</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

APPROVED BY:	Director Assets
APPROVAL DATE:	20 July 2023
EXPIRY DATE:	Not Applicable
REVIEW DATE:	May 2027 <i>This procedure will be reviewed every four years or as required by any legislative or council changes.</i>

AVAILABILITY:	Staff - Unit only	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Staff - Department	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Public	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
ADVISE AVAILABILITY:	Email designated Groups & Staff	<input type="checkbox"/>	

REFERENCES: (If applicable)	Local Port SEMP (DocSetID: 2526427) Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001 (DocSetID: 1933907) <i>Port Management Act 1995</i>
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1. Purpose

The purpose of this document is to provide guidance as to how the Local Port of Portland Bay Management team conduct their annual review of the Glenelg Shire Council's Local Port of Portland Bay Safety & Environmental Management Plan (SEMP). Ensures compliance with the *Port Management Act 1995* (and amendments) and the corresponding Ministerial Guidelines.

2. Scope

This procedure will provide the steps required to conduct the compulsory annual review of the Local Port's SEMP. It will also guide Local Port Management on how to consult on any proposed SEMP changes with the Local Port of Portland Bay stakeholders.

3. Departmental Procedure

February:

The Local Port Manager is to circulate current SEMP to Local Port team for their personal / independent review.

March:

Local Port Administration Officer to organise a SEMP review session for the entire Local Port Management Team.

- Send out a calendar appointment for the Local Port Team (include a meeting room with computer and projector into the meeting booking).
- Agenda with accurate timelines to be provided prior to the meeting.

Local Port administration to take detailed notes of discussions held around any areas of interest/changes made throughout the review session. Notes of the planning session to be filed in ECM by Administration under Local Port SEMP review notes.

April:

A draft version of the reviewed SEMP will be circulated to the Local Port Management Team for their final comment on the review that has taken place.

The draft version will be circulated to all stakeholders for comment.

The draft version will also be distributed to the Local Ports stakeholders, with 2 weeks for comment. Final Comments will be required by April 30.

May:

Reviewed SEMP to be uploaded onto the Glenelg Shire Council webpage and the new version uploaded to ECM (DocSetID: 2526427)

4. Records Management

All Council records created and managed because of implementing this procedure will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this procedure. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

5. Victorian State Legislation Copyright Acknowledgement

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6. Approval and Amendment History

Original Approval Date	27 May 2019
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Approval and Amendment History	Details
Amendment Date	May 2023
Notes	Administration updates