Colac Otway
SHIRE
Naturally Progressive

Port of Apollo Bay

Safety and Environment Management Plan

Document Title:

Safety and Environment Management Plan for Port of Apollo Bay

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Authorization for Revisions

The Port Manager is the authorised officer for determining revisions to this plan.

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SECTION CONTENTS PAGE

1. Summary

1.1 Aim of the Safety and Environment Management Plan (SEMP)

The aim of this Safety and Environment Management Plan (SEMP) is to present an integrated system for managing and improving environmental and safety performance at Port of Apollo Bay and to promote best practice safety and environment risk management across all aspects of port activities.

Beneficiaries of the plan will be port employees, users, visitors and the wider Victorian community.

1.2 Description of the Port and Key Activities

The Port of Apollo Bay encompasses an area of 19 ha. The current configuration of the port was completed in 1952 and is enclosed by a main breakwater and a smaller lee breakwater. The location and defined area of the port is presented in the plan attached as Appendix 5.

A 28 pen marina is located adjacent to the lee breakwater. All swing moorings are located in the south eastern section of the port, and a 35 tonne slipway is located in the south western corner of the port. Port staff carry out slipping and proper anchoring, and arrange scaffolding for vessels in dry dock.

Almost 40% of the water area enclosed by the breakwater is shallow due to the presence of a limestone reef and is not available for mooring. Boats are guided through little Henty Reef to the port vicinity by the aid of lead lights located on land at Skenes Creek and another set of lead lights guide the boats into port. Checking the daily operation of the navigation lights is the responsibility of Port staff.

The land on which the Apollo Bay Fisherman's Co-operative is located is leased to the Co-operative and the Co-operative also operates the fuelling facility, a redevelopment of which was undertaken in 2002/03.

A public boat ramp and landing jetty is located inside the port.

A depot facility is located in the port for management and maintenance functions.

During 2001/02 a small portable public toilet/shower facility was provided for public amenity. This facility is still in operation.

Colac Otway Shire Council has been appointed Port of Apollo Bay Port Manager.

The majority of buildings, jetties and wharfs are located within an area of the Port as defined in Appendix 5. There are a number of small storage buildings on the site, including an office workshop and two small sheds. Buildings are all small single level comprising a combination of timber, steel and masonry construction.

One of the small buildings contains minimal quantities of dangerous goods, mostly oils. This is within the minor storage quantities requirements of the

dangerous goods regulations. There is a diesel fuel storage tank of about 20,000 litre capacity in the wharf area.

The port consists of the main wharf and breakwater and incorporates marina facility berths which are leased to members of the public through annual licences. It also includes a slipway, public boat ramp, dredge, mobile crane, light truck, car, two tender boats for the dredge, almost 500 meters of dredge line and the causeway structure itself which extends from the harbour area into the Bay.

Navigational aids, including the beacons at the mouth of the causeway, are also within the care of the harbour operations.

A slipway waste interceptor collection facility, adjacent to the slipway, became operational in 2002/03.

The port operations include dredging, wharf and breakwater repairs and other maintenance, slipping, maintaining navigational aids, care of the breakwater, and maintenance and operation of port equipment such as the dredge. As detailed in further sections of this plan, the dredge and its operation is a critical aspect of the port's operations due to the ongoing sand silting of the port's entrance and surrounds.

The commercial operations carried out from the harbour include mooring for commercial fishermen, slip usage and mooring for vessels in the marina. The general public activities carried out within the boundaries of the Port of Apollo Bay include recreational boating, walking and fishing from wharfs/jetties and walking along the banks of the breakwater.

The Port of Apollo Bay employs four staff namely the Harbour Team Leader and three assistants, all of whom are attached to the Colac Otway Shire's Services and Governance Department. To undertake dredging safely and efficiently a minimum of four staff are required to operate the dredge. Additionally, when the erection of scaffolding at the slipway/dry dock area is required a minimum of two staff are required for this task. Consequently, staff resources are currently limited. However, a number of other specialist activities require the engagement of contractors and occasional casuals. The port takes fees for commercial vessel mooring, private marina mooring, slipway usage and leased buildings and crane hire.

Dredging is the major operation carried out in the harbour due to significant sand silting particularly at the port entrance. Port staff use a vertical sounder to determine depth before dredging and a hydrographic survey is carried out on a regular basis. The latest survey was conducted on 18 May 2015.

Wharf repairs are carried out on a 'scheduled' and 'as needed' basis. Some major operations, for example structural repairs to the main breakwater wall and wharf reconstruction works, are contracted out on a tender basis

The slipway is maintained and operated by the Port Team Leader. The slip underwent an almost total rebuild in 2010 – 2011, only the original winch remained. Slipway settings are recorded per boat in a register for regular users. Once a vessel is secured in the dry dock, the boat owner is given a set of keys for the enclosure and is responsible for all works carried out. Some equipment,

such as scaffolding, owned by the port is available for usage by the vessel owner, after placement and erection by port staff.

The navigational aids for the harbour include the beacons located on top of the breakwater and two navigational beacons for Marengo Reef located at Skenes Creek at Evans Lookout and near the Great Ocean Road. Major aspects of the additional navigational aids are maintained on a formal schedule including a daily check for correct operation of an evening. Lumination controls are inspected every six to eight months with lights replaced as required. In addition, any obvious faults are noted by commercial vessel users who inform the port as soon as practicable. The rock wall warning light is serviced on a monthly basis.

In recent years, the Fisherman's Landing was reconstructed and the main breakwater was strengthened. The upgrade of the East End Jetty and replacement of timber marina with floating marina was accomplished in 2008 and has significantly improved the public safety issues.

1.3 Major Tenants, Licensees and Service Providers

The Port of Apollo Bay's major tenant operating under a formal lease arrangement is the Apollo Bay Fisherman's Co-operative Society Ltd. The Co-operative (or Co-op) occupies a building on port land and also operates the port's fuelling facility under a licence agreement. The Co-op exists to service the commercial fishing fleet which operates from the port. Services to the fleet include refrigerated storage provision, unloading and consigning facilities and some marketing, administrative and political support services. The Co-op also acts as a fresh fish and crayfish exporter and wholesaler as well as providing a small retail outlet. In 2015 the lease was extended for a period of 5 years with SEMP conditions incorporated into the lease agreement and request made for Risk Management and Environmental Management Plans.

A commercial fishing fleet operates from the port and the Apollo Bay Fishing and Adventure Tours business occupies a permanent berth at the port wharf. The Apollo Bay Sailing Club occupies clubrooms within the port under a licence agreement.

The commercial operations carried out by the port include mooring for commercial fishermen, slip usage and mooring for vessels in the marina. The general public activities carried out within the boundaries of the Port of Apollo Bay include recreational boating, walking and fishing from wharfs/jetties and walking along the banks of the breakwater.

1.4 Significant Safety Hazard and Environmental Impact Risk Contributors and Associated Controls

The Port of Apollo Bay has used the SEMP process to identify safety hazards and environmental impacts that occur within the port area. In the first versions of the management plan, the SEMP identified a great many possible risks to safety and environment. In recent versions, a new approach has been taken to properly reflect the day to day operation of the port; the actions of staff,

commercial operators and the visiting public and to make the SEMP more suited to perform as the management tool it was designed to be.

The hazards and impacts identified are associated with all aspects of the port activities. The most significant risk has both safety and environmental implications and relates to the ongoing sand silting of the port's entrance and surrounds. Without continuous dredging at certain times of the year the port entrance would become untraversible and silt accumulation would result in altered tidal patterns for the port environment Additional safety hazards include potential for strong currents and water turbulence, inclement weather, navigational and seamanship inexperience or carelessness and slips, trips and falls.

The most significant environmental risks concern dredging and the current infestation of the marine pest Undaria (Japanese Kelp).

A number of measures have been identified to control hazards and impacts such as a Port Waterways Environmental Management Plan, a Waste Management Plan, a Port Waterways Safety Management Plan, a slipway user's induction, education strategies, environmental and safety patrols and ongoing monitoring regimes. There is an ongoing Undaria removal program that is attempting to contain the marine pest within the harbour. This involves volunteer and professional divers removing Undaria by hand. The Port of Apollo Bay is working closely with Department of Environment, Land, Water and Planning and Parks Victoria on this issue.

The remainder of significant safety hazards and environmental impacts refer generally to emergency situations such as collisions with other boats and infrastructure, explosions and fire, alteration or disturbance of coastal processes, and a lack of planning, training, auditing and inadequate / insufficient local knowledge / experience.

The measures listed to control these hazards and impacts include the above mentioned plans and strategies as well as a Long Term Dredging Management Plan developed in 2009 and establishment of safety and environmental management criteria for permits, licences and lease agreements and the establishment of safety boating charts.

All these proposed controls are additional to or enhancements of existing controls and together these measures will improve safety hazard and environmental impact risk management.

1.5 Triggers for Review

The currency of this SEMP will be maintained through the plan being reviewed annually. The Port Manager also commits to conducting more frequent revisions in response to any medium to extreme incidents or 'near miss' incidents occurring and in response to major changes to related key legislation or regulation or significant changes to port operations, activities or functions.

1.6 Accountable Contact Persons Within Port Organisation

The accountable contact persons for the Port of Apollo Bay SEMP and for managing queries in relation to the plan are:

Mr Brian Shields
Harbour Team Leader
Port of Apollo Bay
Breakwater Road
APOLLO BAY VIC 3233
Ph: 5237 6614
Mobile: 0418 320 441

Mr Ranjani Jha
Port of Apollo Bay Manager
Colac Otway Shire
PO Box 283
COLAC VIC 3250
Ph: 5232 9400
Mobile: 0427 563 896

For queries:
Colac Otway Shire Duty Officer
Hours: 24/7

2. Introduction

In early 2000 the Minister for Ports announced that Professor Bill Russell was to undertake a review of Victorian port reform. The subsequent report, *The Next Wave of Port Reform in Victoria 2001,* recommended a number of changes aimed at improving the efficiency of Victorian ports. The Government's response to the Russell Report was to commit to a range of actions across aspects of port management including safety and environmental management.

The *Port Services Act 1995* (now *Port Management Act 1995)* was amended in 2003 and included in part 6A the requirement for port managers to prepare Safety Management Plans and Environment Management Plans. The Port of Apollo Bay prepared both together in this Safety and Environment Management Plan (SEMP).

In July 2010 responsibility for local port management passed from the Department of Sustainability and Environment to the Department of Transport. Colac Otway Shire remained the local port manager for Port of Apollo Bay and the daily operation of the port is overseen by the Harbour Team Leader, Brian Shields.

The SEMPs were written to be working documents, identifying all significant risks involved in the spectrum of port activities and detailing the Port's actions to control them. This enabled smoother integration of the different safety and environment regulatory regimes that currently apply.

The SEMP is updated annually and reviewed externally every three years. The Port of Apollo Bay underwent Department of Infrastructure (now Department of Economic Development, Jobs, Transport and Resources) audits in 2008 and 2013 to assess the extent to which the implementation of the management plan achieved the safety and environment management planning objectives set out in the Port Management Act.

The *Ministerial Guidelines: Port Safety and Environment Management Plans* were revised late in 2012 and required the addition of Key Performance Indicators (KPIs) and an annual SEMP Report from the Port Managers. These additional tools enable the Department of Economic Development, Jobs, Transport and Resources to better monitor the port manager's performance on safety and environmental issues.

The Port of Apollo Bay has taken reasonable steps to involve all tenants, licensees and service providers in the SEMP process as participation of organisations is a key element in the successful development and implementation of the SEMPs.

2.1 Port Functions

Colac Otway Shire was appointed under the *Port Management Act 1995* to be the port manager for the Port of Apollo Bay and under this Act has the following functions:

- To manage the operations of the port, particularly with respect to shipping

and boating activities in the port, with a view to ensuring that those operations are carried out safely, efficiently and effectively

- To provide, develop and maintain port facilities, including wharves, jetties, slipways, breakwaters, mooring, buildings and vehicle parks
- To provide, develop and maintain, in accordance with any relevant standards developed by the Director of Transport Safety, navigation aids in the port
- To carry out the functions and powers of a local authority in respect of any State waters within the port
- To provide, develop and maintain, in accordance with any relevant standards developed by the Director of Transport Safety, navigational channels in the port
- To manage the operations of the port, and the construction and operation of port facilities and navigation channels in a manner that minimises the risk of environmental damage
- To participate in the control of marine and land pollution in the port as a relevant statutory authority under the Victorian component of the *National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances*
- To allocate and manage moorings and berths in the port
- To exercise any other functions of the port manager of a local port under the *Port Management Act 1995* or any other Act
- To undertake dredging as per Section 44E of the *Port Management Act 1995*
- To control and direct vessels entering and leaving the waters of the port, including the time and manner of doing so
- To control and direct the navigation and other movement of vessels in those waters
- To control and direct the position where and the manner in which any vessel may anchor or be secured in those waters
- To control and direct the time and manner of taking in or discharging from any vessel of cargo, stores, fuel, fresh water and water ballast in those waters
- To control and direct the securing or removal of any vessel in those waters in, from or to any position the harbour master thinks fit
- Any other functions that are conferred on harbour masters by or under the *Marine Act* or any other Act

The *Port Management (Local Ports) Regulations 2004* give the port manager the power to authorise activities such as:

- Setting aside areas for certain purposes

- Fuelling operations
- Activities on or adjacent to navigation aids
- Movement of explosives through a local port
- Discharge of explosives or fireworks
- Vehicle access to designated areas
- Commercial or industrial activities e.g. private jetty development over port waters
- Special events e.g. triathlons, yachting regattas and the like
- Electrical instillations on port structures
- Mooring and berthing of vessels in local port waters

Port of Apollo Bay is not responsible for:

- Private, commercial, industrial, council or other government agency related infrastructure that may be located within port waters and/or port land.

2.2 Port Safety and Environmental Policies

Port of Apollo Bay has introduced a Safety and Environment Policy that incorporates key safety and environment management goals. The Policy states:

Port of Apollo Bay is committed to operating in a safe manner for the benefit of present and future generations and in a manner that is environmentally sustainable.

To achieve this Port of Apollo Bay will:

- *Establish, maintain and continually improve the Safety and Environment Management Plan for the port and ensure policies, objectives and targets for performance are relevant and appropriate*
- *Meet all applicable safety and environmental legislation, regulations and other requirements to which the organisation subscribes*
- *Conduct activities and operations with the aim to eliminate work-related injuries and illness and which aim to eliminate or minimise waste, prevent pollution, promote efficient use of resources and reduce environmental impacts*
- *Encourage staff, tenants, licensees, service providers and the community to participate in the development and implementation of the Safety and Environment Management Plan; and*
- *Communicate and make available the Safety and Environment Management Plan and Policy to staff, tenants, licensees, service providers and the community.*

2.3 Port Safety and Environmental Management Objectives and Key Performance Indicators

The Port of Apollo Bay has established eight key safety and environmental objectives to meet the requirements of its policy and to manage the significant hazards listed in section 5.9 and 5.11. The objectives are:

1. To undertake or participate in the planning and management of sustainable port safety and environmental outcomes
2. To provide a safe port environment for all users
3. To eliminate work-related injuries and illness arising from its operations
4. To encourage tenants, service providers and the community to eliminate work-related injuries and illness arising from their activities and operations
5. To communicate educate and inform commerce, industry, relevant agencies and the public of port related safety and environmental management issues
6. To encourage tenants, service providers and the community to minimise waste, prevent pollution, utilise resources efficiently and reduce environmental impacts.
7. To prevent or minimize pollution arising from its operations
8. To maintain and continually improve the Safety and Environment Management Plan

Key performance indicators (KPIs) have been identified and set in order to achieve these objectives. The KPIs are used by the port managers to assess the extent to which the above objectives are being achieved.

In addition to the safety and environmental indicators, port management lists economic indicators as well, integrating the new KPIs into the whole of port management strategy. The overall effectiveness of this management plan in mitigating risk to safety and the environment is assessed in an annual SEMP report to the Department of Economic Development, Jobs, Transport and Resources.

The KPIs for the Port of Apollo Bay are:

	KPI	Management Strategy

1	Allocation of berthing and mooring - 90% occupancy or greater	• Reallocate vacant berths
		• Check occupancy rates
		• Check documentation
		  o Certificate of registration
		  o Insurance certificate of currency
		  o Certificate of survey for commercial vessels
		• Compliance with SEMP conditions

2	Occupancy of slipway - 90% or greater.	• Maintain slipway booking register • Ensure routine maintenance • Ensure programmed booking • Consider priority for urgent maintenance required

3	Maintaining safe depth of water at the harbour entrance by carrying out dredging in a planned and effective manner – 95% of the time or greater	• Carry out proactive dredging • Purchase new dredge • Undertake sounding for estimating depth of water before and after dredging • Annual hydrographic survey (May 2015)
4	Ensure proper functioning of navigation aids – 99% of the time or greater	• Daily inspections • Completion of checklist • Save checklists in Record Management System • Backup generator available and stock of globes and parts kept. • Electrician on 24 hour call
5	Timely completion of incident form – within 24 hours or next working day	• Complete incident report and file in Incident Report Book • Ensure signature of port officers • Carry out rectification measures • Report to Department of Economic Development, Jobs, Transport and Resources on occurrence
6	Monthly inspection of assets for preventative maintenance works	• Carry out inspection and complete checklist • Carry out proactive maintenance work • Program significant works in future budgets • Save all inspection checklists in Record Management System
7	Annual review of harbour long term capital works program	• Reviewed each September by team leader and port manager • Apply project priority criteria • Consider level of risk and risk mitigation measures • Apply for government funding
8	Annual performance appraisal for all port staff with an aim to monitor performance and provide necessary training and development opportunities	• Identify future training requirements • Organise training • Assess port training skills enhancement Maintain training records
9	Availability of updated Material Safety Data Sheet – 95% of time or greater	• Council's online MSDS library • Ensure necessary data is available • Ensure regular updating
10	Reduction in the number of incidents by a reasonable amount"	• Focus on risk minimisation strategies • Post incidence investigation and risk alleviation measures • Use of safe plant and machinery and protective equipment • Training in OH&S area for all staff mandatory
11	All future major upgrade works to take into account the effects of climate change	• Interact with planning staff • Consider climate change impact in Apollo Bay Harbour Master plan • Special attention in all major projects

12	Reduction in the number of water craft incidents by 10% per year	• Check documentation
		  o Certificate of registration
		  o Insurance certificate of currency
		  o Certificate of survey for commercial vessels
		• Liaise with TSV to monitor speed control compliance

13	Zero % workplace death due to incidents per year	• Compliance with OH&S Policy • Regular inspection of all port assets and vessels • All infrastructure and assets to be regularly audited • Traffic control measures • Control of hoon behaviour (work with Police) • Monitor and control unauthorised activities, e.g. diving from jetty etc. • Ensure adequate signage

2.4 Role of the SEMP in the Port's Management of Safety and Environmental Matters

The role of this plan is to act as an overarching instrument to guide, equip and direct staff, organisations, tenants, licensees, service providers, agencies and community members to fulfil outcomes for effective and efficient safety and environmental management within the Port of Apollo Bay.

The plan does not intend to displace or supersede past or proposed day to day operational activities and documentation such as audits, assessments, controls or other safety and environmental programs. Instead, it encapsulates and compliments current and future safety and environmental management practices.

3. Port Description

A map of the Port of Apollo Bay, its boundaries and facilities is provided at Appendix 5 of this report.

3.1 Physical Boundaries and Area of Management

The Port of Apollo Bay was established in 1952. It encompasses an area of 19 hectares. The port has a harbour enclosed by a main breakwater to the east (constructed in the early 1950's); a lee breakwater and sheet pile wall to the north east (constructed in 1957); and, on the west, a roadway with retaining wall.

The area of the port also includes coastal waters to the north of the lee breakwater and to the east of the main breakwater and beach areas to the south of the Bunbury groyne as denoted on the map. Additionally the port area includes some natural coastal land and some reclaimed land which is largely utilised for roadways and parking mainly to the southwest of the harbour.

3.2 Identification and location of Key Tenancies located within the Port Boundary

The major formal tenancy within the port relates to the Apollo Bay Fisherman's Co-operative.

The Co-operative operates from a building located on port land under a lease agreement with the Department of Economic Development, Jobs, Transport and Resources. The co-operative also operates the port fuelling facility under a licensing agreement with the port manager (Colac Otway Shire).

A fishing and adventure tours business also operates from the port. However, this business pays berthing fees only and is therefore not operating under a contractual tenancy agreement.

Additionally, the Apollo Bay Sailing Club occupies clubrooms within the Port under a licence agreement.

Name	Facility	Year Commenced	Term
Apollo Bay Fishermen's Cooperative Society Ltd	Fishermen's Cooperative site (Allotment 20 section 2 Township of Apollo Bay)	1 July 1995	21 Years
Apollo Bay Fishermen's Cooperative Society Ltd	Refuelling Facility	18 November 2002	Ongoing
Apollo Bay sailing Club Inc.	Portion of land on foreshore for Club rooms (77.8 m^3)	1 September 2013	3 Years

3.3 Dangerous Goods or Hazardous Materials Storage Facilities

Port of Apollo Bay has no dedicated licensed dangerous goods or hazardous materials storage facilities.

Small quantities (<100 litres) of flammable materials are stored in the harbour depot workshop. These include oils, solvents, paints and two stroke fuel.

A diesel fuel storage tank of about 20,000 litres is located in the harbour car park (fuel dispensing unit located on wharf).This tank is operated and maintained by the Fisherman's Co-operative in accordance with dangerous goods regulations.

3.4 Other Key Features

Marengo Reefs Marine Sanctuary

Located near Apollo Bay and close to the shore at Marengo, this sanctuary covers 12 hectares, comprising two small reefs that provide for a wide variety of microhabitats. Protected conditions on the leeward side of the reefs (unusual for reefs on this high wave energy coastline) allow bull kelps and other seaweed to grow densely.

The sandstone reefs that are within the Marine Sanctuary are known as Little Henty Reefs and are about 80 metres offshore from the beach. Both reefs are clearly visible at low tide and at high tide the tops are still visible.

Henty and Little Henty Islands have been flattened over thousands of years by the waves and now barely show above the surface. The topmost parts of the reefs are exposed at low tide and still visible at high tide. The substrate is relatively smooth cretaceous sandstone surrounded by sand.

Average depth around the reefs is 5 metres with a depth range to approximately 16 metres. The northern side of the reef is protected from prevailing swells. Strong currents flow in the channel between the reefs.

3.5 Slipway

The Port of Apollo Bay includes a 35 tonne slipway and boat maintenance yard which is available to both commercial and recreational vessels. Vessel owners wishing to use the slipway are required to make application on the prescribed form. Approval is subject to the waiting list, induction and acceptance of the conditions for use of the slipway and maintenance yard. Vessel maintenance is undertaken by the vessel operator, contractors and/or support personnel.

Port staff are responsible for the slipping of all vessels on and off the slipway. If scaffolding is required for vessel maintenance the Port staff who are licenced scaffolders are responsible for the erection /dismantling of the scaffolding. Once the vessel has been slipped it is then the vessel's owner's responsibility for the security of the slipway yard.

3.6 International Vessel Quarantine Requirements

There are only four proclaimed ports of entry into Victoria for international vessels. These are Melbourne, Geelong, Portland and Western Port. There should be no vessels landing at Port of Apollo Bay that have come directly from an international port. Any contravention should immediately be reported to the Australian Quarantine and Inspection service (AQIS) 24 hr Melbourne airport office number – 8318 8200.

3.7 Management of Ballast Water

Boat owners and masters should be aware of their ballast water responsibilities prior to entering Victorian State waters and must manage their domestic ballast water in accordance with the Policy and the Protocol for Environment Management – Domestic Ballast Water Management in Victorian State Waters.

Colac Otway Shire as port manager will assist, when required, with the dissemination to port users of relevant information regarding the statutory responsibilities for domestic ballast water management and provide advice to EPA regarding expected vessel arrivals that may be carrying domestic ballast water. This, however, is not expected to occur with any frequency at Apollo Bay.

Further information can be obtained at all hours from EPA Victoria:

Telephone: (03) 9695 2547

Facsimile: (03) 9695 2520

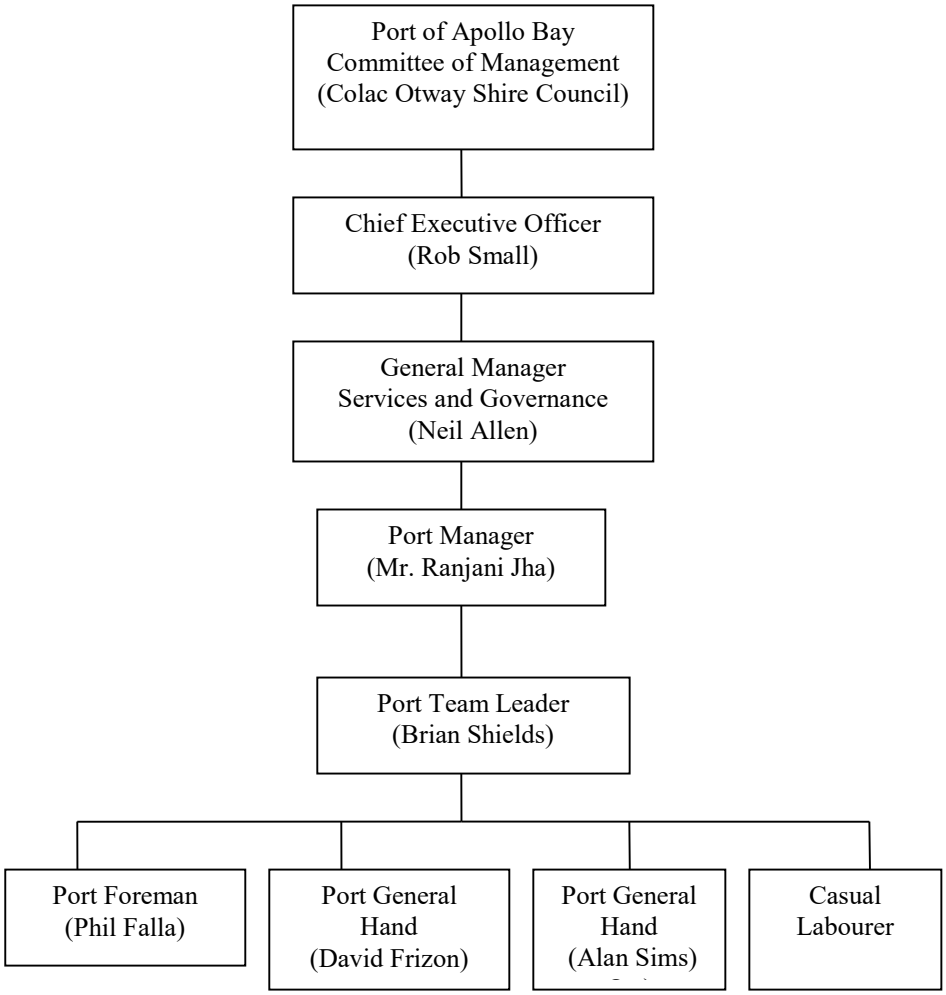
Email: ballast.water@epa.vic.gov.au

Website: www.epa.vic.gov.au

4. Organisational Functions

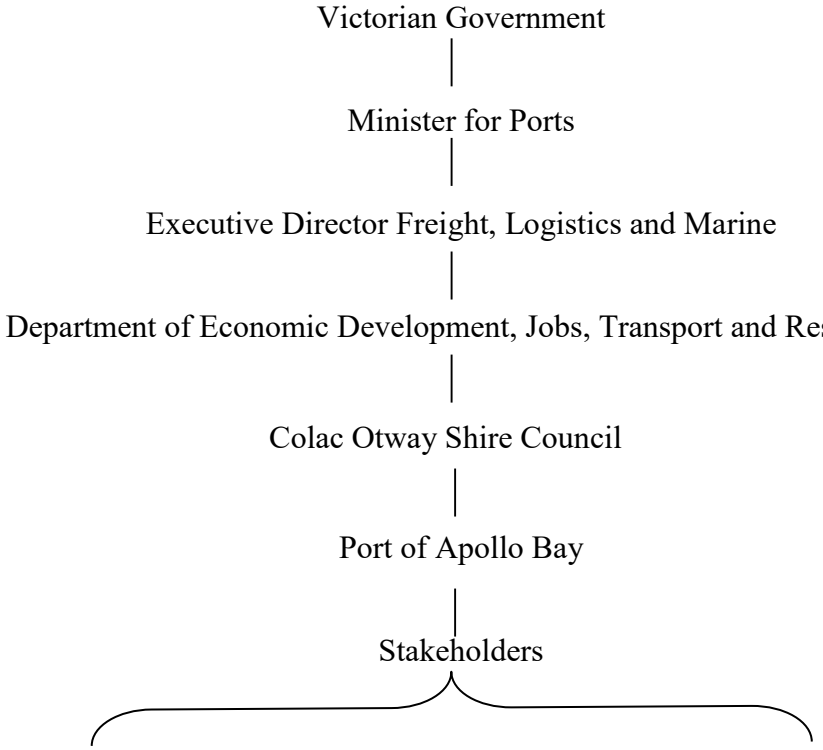
4.1 Internal Port Structure and Interactions

The following chart represents the Port's organisational structure:



The Port Team Leader and General Hands are attached to the Shire's Services and Governance Department

4.2 External Port Structure and Interactions



Key stakeholders

Berth and mooring permit holders

Apollo Bay Fishermen's Co-operative

COS Apollo Bay Harbour Steering Committee

Apollo Bay Sailing Club

Apollo Bay Golf Club

Apollo Bay Fishing and Adventure Tours

Other stakeholders

Parks Victoria

Local Ports Managers Network

Victoria Coastal Council

Department of Environment, Land, Water and Planning

Royal Australian Navy

Victoria Police

Corangamite Catchment Management Authority

V R Fish

WorkSafe Victoria

Apollo Bay Chamber of Commerce

Environment Protection Authority

Transport Safety Victoria

4.3 Persons Responsible for Safety and Environment Management

Port of Apollo Bay believes that all port and associated users, temporary visitors through to permanent residents including staff, associated organisations, tenants, licensees, service providers, agencies and community members are responsible for safety management. This plan is not exclusive to Port of Apollo Bay nor is it a final document. This plan will develop and continually evolve and improve over time to act as an overarching instrument to guide, train, inform and provide direction to Port of Apollo Bay staff, associated organisations, tenants, licensees, service providers, agencies and community members for participation in fulfilling the outcomes for effective and efficient safety and environmental management within the Port of Apollo Bay.

Colac Otway Shire through budget allocations will allocate human resources and forecast budgets to assist in the implementation of this plan.

5. Risk Assessment

Effective management of safety hazards and environmental impacts and their associated risks involves a structured and systematic approach to analysing and assessing risk which enables controls to be targeted to provide efficient, cost-effective solutions which achieve the desired safety environmental outcomes.

5.1 Risk Assessment Framework

The development of the Port of Apollo Bay Risk Assessment Framework was based on the application of the following Australian-New Zealand and International Standards:

- *AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines;*
- *AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use;*
- *AS/NZS ISO14001:2004 Environmental management systems – Requirements with guidance for use;* and
- *AS/NZS ISO14004:2004 Environmental management systems –General guidelines on principles, systems and supporting techniques.*

The framework was originally presented to the Department of Sustainability and Environment, Environment Protection Authority, Department of Transport and Parks Victoria for comment and appraisal. After consideration and inclusion of agency comments the framework was endorsed and became effective.

5.2 Risk Assessment Process

The risk assessment process involves comparing the level of risk found during the analysis with previously established risk criteria. Each risk will be expressed as a value of Very High, High, Medium or Low risk. The output list of risk (or risk register) is a prioritised list of risks requiring action. Focus will be placed on Very High and High risks which are deemed to be significant. Low and Medium risks may fall into an acceptable level of risk category though these will be monitored and periodically reviewed to ensure they remain acceptable. A review of all risks is to be conducted annually or earlier if there is a major change in the nature of activity conducted at the port.

Port of Apollo Bay has established the following risk qualitative measures and matrix (Tables 5.3 – 5.7 below) to assess safety hazards and environmental impacts associated with key activities, products and services within port.

The risk assessment process involves Port of Apollo Bay management, staff and stakeholders taking a unified approach towards relating safety hazards and environmental impacts to applicable consequence and likelihood descriptors to finally obtain a level of risk. Working examples of how this is achieved are set out below.

5.3 Table of Safety Hazard Consequence Descriptors

1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 – Catastrophic
• Minor injuries immediately treated on-site with first aid treatment • No need to contact regulatory authorities • No fines or prosecution	• Moderate injuries requiring medical treatment but without hospital admission • Need to contact regulatory authorities due to potential non-compliance • Possible fines	• Serious and / or extensive injuries requiring medical treatment with hospital admission • Need to contact regulatory authorities due to non-compliance • Possible fines and prosecution	• Paraplegia, quadriplegia, brain damage or death • Need to contact regulatory authorities due to non-compliance • Fines and prosecutions likely	• Multiple deaths • Need to contact regulatory authorities due to non-compliance • Severe fines and prosecutions likely and/or employees/ directors jailed

5.4 Table of Safety Hazard Likelihood Descriptors

	A	B	C	D	E
Indicative frequency	• Almost certain • 1 or more incidents in 1 month	• Likely • 1 or more incidents in 1 year	• Moderate • 1 or more incidents in 5 years	• Unlikely • 1 or more incidents in 10 years	• Rare • 1 or more incidents in 100 years
General definition	• Is expected to occur in most circumstances	• Will probably occur in most circumstances	• Should occur some time	• Could occur at some time	• May occur at some time but only in exceptional circumstances

5.5 Table of Environment Impact Consequence Descriptors

Components	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 – Catastrophic
Species	No observable impacts to local viability of non-endangered species	Short term impacts to local viability of non-endangered species	Long term impacts to local viability of non-endangered species	Impacts likely to result in upward change in status of one or more endangered and threatened species	Extinction of one or more species or life cycle of species impaired
Environmental Stress	Effects not transmitted and not accumulating	In most cases, effects not transmitted or accumulating	Effects can be transmitted or accumulate	Effects are transmitted and/or accumulate	Effects are synergistic or cumulative, and/or are easily transmitted and/or accumulate
Ecosystems	Localised temporary effects on environment within natural variability	Localised temporary effects on environment beyond natural variability	Alteration or disturbance of a component of an ecosystem but sustainability unaffected	Alteration or loss of sustainability of one or more ecosystems or several components of these systems	Irreversible damage to one or more ecosystems or landforms
Sustainability (& Resources)	No effect on resources or sustainability	Demands placed on selected resources with no observable effect on sustainability	Limitations placed on selected resources with long term sustainability affected	Loss of sustainability of unique habitats, landforms or selected resources	Loss of sustainability of most resources
Bio-regional Outcomes	Area of <500 m^2 of limited environmental significance affected	Area of >500 m^2 and <1,000 m^2 of limited environmental significance affected	Area of >1,000 m^2 and <10,000 m^2 of limited environmental significance affected	Relatively widespread impacts of area >10,000 m^2 and <10 square kilometres	Area affected is >10 square kilometers or any area of international, national, state or local significance is affected
Commercial & Legal Relationships	May need to contact regulatory authorities to notify of situation	Need to contact regulatory authorities due to potential non-compliance	Need to contact regulatory authorities due to non-compliance	Need to contact regulatory authorities due to non-compliance	Need to contact regulatory authorities due to non-compliance
Commercial & Legal Outcomes	No fines or prosecution	Possible fines	Possible fines and/or prosecution	Fines and/or prosecution impending	Fines and prosecution impending and/or employees/directors jailed

5.6 Table of Environmental Impact Likelihood Descriptors

	A	B	C	D	E
Indicative frequency	• Almost certain • 1 or more incidents in 1 month	• Likely • 1 or more incidents in 1 year	• Moderate • 1 or more incidents in 5 years	• Unlikely • 1 or more incidents in 10 years	• Rare • 1 or more incidents in 100 years
General definition	• Is expected to occur in most circumstances	• Will probably occur in most circumstances	• Should occur some time	• Could occur at some time	• May occur at some time but only in exceptional circumstances

5.7 Risk Assessment Matrix

		Consequence				
		1	2	3	4	5
Likelihood	**A**	**MEDIUM**	**HIGH**	**HIGH**	**VERY HIGH**	**VERY HIGH**
	B	**MEDIUM**	**MEDIUM**	**HIGH**	**HIGH**	**VERY HIGH**
	C	**LOW**	**MEDIUM**	**HIGH**	**HIGH**	**HIGH**
	D	**LOW**	**LOW**	**MEDIUM**	**MEDIUM**	**HIGH**
	E	**LOW**	**LOW**	**MEDIUM**	**MEDIUM**	**HIGH**

Key Outcomes:	Very High (Significant)	Immediate action required
	High (Significant)	Detailed research and management planning required
	Medium	Management responsibility must be specified
	Low	Management by routine procedures

5.8 Safety Hazard Risk Assessment Example

The example activity 'boat operations' can involve many safety hazards. One safety hazard includes the scenario by where the boat operator may slip, trip or fall into the water.

To assess the level of risk for this safety hazard one would firstly match it to the most relevant and practical consequence descriptor category from Table 5.3 above. During this process many questions and scenarios may be raised that will add to the determination. In this case they may include: what would generally be the outcome if someone fell off a boat and entered the water? Would the person survive? Would they be conscious? Is there always a second person on the boat to assist or raise the alarm?

During this process, it is important to maintain an objective viewpoint. One critical point is to ensure that safety hazards are assessed without controls.

Assessing with controls undervalues the risk. Controls are processes, systems and mechanical devices that are put in place to prevent or reduce the severity of the safety hazard. In our case, sample safety hazard controls may include training and lifejackets. Controls themselves come with inherent risks and should be evaluated for their effectiveness over time and not at this stage. Therefore as part of the assessment one must assume a worst-case scenario, that the person is not trained for the situation and did not wear a lifejacket.

Therefore under these circumstances, the person may die. This may classify the consequence as major (4).

The next step is to identify the likelihood of this safety hazard occurring. This is done by choosing the appropriate definition listed in Table 5.4 and further asking: what is the likelihood of this occurring? Have there been any past incidents and/or near misses?

An example for the likelihood of this occurring may be moderate (D) as records show that this has occurred in the last ten years.

Extrapolating from Table 5.7, a consequence of 4 and a likelihood of D will intersect and give us medium risk outcome. All high and very high-risk outcomes will be deemed as significant and therefore must incorporate detailed research, management planning and action.

5.9 Safety Hazard Risk Register

To improve the efficiency of the development and implementation of this management plan, Port of Apollo Bay has developed a safety hazard risk register (below).

The register documents all significant land and water based activities that are conducted within the port, including those undertaken by tenants, licensees and service providers and further identifies and rates associated safety hazards.

#	Activity	Hazards and risks	Consequence	Likelihood	Risk Rating	Consequence	Likelihood	Risk Rating
		Safety	**Before controls**			**After controls**		
1	Slipway	Winch failure - damage	1	E	L	1	E	L
		Scaffold failure – injury	4	D	M	3	D	M
		Fall from heights – injury	4	D	M	3	D	M
		Fire	2	E	L	2	E	L
		Power tool mishap - injury	3	D	M	2	D	L
2	Harbour car park	Car accident or crash - fuel truck	3	D	M	3	D	M
		Car / pedestrian injuries	4	E	M	4	E	M
		Golf balls – Injuries / damage to cars	3	E	M	3	E	M
		Speeding cars or bikes – Injuries	4	C	H	3	E	M

3	Pedestrian pathway – main road	Access roads pedestrian vehicular conflict	4	E	M	4	E	M
4	Fishermens Landing	Vessel hitting wharf – Injuries or economic damage	1	B	M	1	D	L
		Fuel Spill – Economic damage	3	B	H	3	D	M
		Fish Hook public - Injuries	2	D	L	2	D	L
		Fall/Trips public - Injuries	3	D	M	3	D	M
		Injuries from stowed fishing equipment – Injuries	2	A	H	2	C	M
5	Itinerant berth area	Trips / falls (public) – Injuries	2	D	L	2	D	L
		Cars reversing/ pedestrians - Injuries	2	D	L	2	D	L
6	Marina	Trips / falls – Injuries	2	C	M	2	C	M
		Falls into water – Injuries/drowning	2	C	M	3	D	M
			2	D	L	2	D	L
		Falls from boats - Injuries	4	D	L	2	D	L
		Boat fires – Injuries / economic						
7	East jetty	Trips / falls - Injuries	2	D	L	2	D	L
		Jumping to sea / harbour – Injuries / drowning	3	B	H	4	B	H
8	Lee rock wall	Trips / falls - Injuries	3	D	M	3	D	M
		Quicksand dredge spoil – Injuries / death / drowning	4	E	M	4	E	M
9	Lee wall rebutment	Trips / falls – Injuries	3	C	H	3	C	H
10	Main breakwall	Trips / falls – Injuries / drowning	3	C	H	3	C	H
		Fish hook injuries – Injuries	2	D	L	2	D	L
11	Fish cleaning tables	Cuts from knifes – Injuries	2	D	L	2	D	L
12	Harbour waters	Jet ski / Swimmer collision – Injuries	4	D	M	4	D	M
			4	E	M	4	E	M
		Boat / Jet Ski collision – Injuries	4	E	M	4	D	M
		Boat / Boat collision – Injuries						
13	Harbour entrance	Swimming / diving – Injuries/ drowning	4	D	M	4	B	H
		Vessel grounding – Injuries / drowning / economic	5	C	H	3	C	H
		Vessel capsize – Injuries / drowning / economic	5	C	H	3	C	H
14	Workshop and yard	Machine shop tools - Injuries	3	D	M	2	D	L
		Power and hand tools - Injuries	3	D	M	2	D	L

5.10 Environment Hazard Risk Assessment Example

The example activity of "boat operations" can also involve many environmental impacts. Examples include the contamination of soil, water or air which may originate from the spillage of fuel during fuelling or if the boat's fuel tank ruptures or leaks.

To assess the level of risk for this environmental impact one would firstly match it to the most relevant and practical consequence descriptor category from Table 5.5 above. During this process many questions and scenarios may be raised that will add to the determination. In this case they may include: The size of the spill? What would generally be the outcome if fuel leaked from the boat or the pump? Would it pollute not only the water but also the nearby beach or the air? Would it affect fish, birds or even humans? Is the area affected of international, national or state significance?

During this process, it is important to maintain an objective viewpoint. One critical point is to ensure that the environmental impacts are assessed without controls. Assessing with controls undervalues the risk. Controls are processes, systems and mechanical devices that are put in place to prevent or reduce environmental impacts. In this case, environmental impact controls may include training, containment devices, fuel cutoff switches and valves. Controls themselves come with inherent risks and should be evaluated for their effectiveness over time and not at this stage. Therefore as part of the assessment one must assume a worst-case scenario, that the person is not trained for the situation, the fuel could not be contained, there is no fuel isolation switch in sight and 100 litres of diesel fuel entered the waters of a National Park.

Depending on the size of the fuel spill (in our case <100 litres), humans may not be directly affected but other organisms such as endangered or threatened fish and birds possibly will, even though the impacts are localised and short term, the spill occurred in a National Park and authorities (e.g., EPA and Parks Victoria) will need to be contacted immediately. This may classify the consequence as Catastrophic (5).

The next step is to identify the likelihood of this environmental impact occurring. Choosing the appropriate definition listed in Table 5.6 and further asking what would be the likelihood of this occurring? Have there been any past incidents and/or near misses?

An example for the likelihood of this occurring may be unlikely (D), as records show a spill of this type has occurred once in the last ten to twenty years.

Extrapolating from Table 5.7, a consequence of 5 and a likelihood of D will intersect and give us a high-risk outcome. All high and extreme-risk outcomes will be deemed as significant and therefore must incorporate detailed research, management planning and action. If the above scenario did not occur in a National Park but rather in open coastal waters with some distance from significant areas, then the consequence attained may be 3. With likelihood unchanged at D, a medium-risk outcome is then achieved. Low and medium risk outcomes may not be classified as significant but they still must be managed appropriately to prevent these risks from escalating and becoming significant.

5.11 Environment Hazard Risk Register

To improve the efficiency of the development and implementation of this management plan, Port of Apollo Bay has developed an environmental impact risk register (below).

The register documents all significant land and water based activities that are conducted within the port, including those undertaken by tenants, licensees and service providers and further identifies and rates associated environmental impacts.

#	Activity	Hazards and risks	Consequence	Likelihood	Risk Rating	Consequence	Likelihood	Risk Rating
ENVIRONMENT			**BEFORE CONTROLS**			**AFTER CONTROLS**		
1	Boating including powerboat operations	General wastes – contamination of beaches, soil, water or air	2	A	H	2	D	L
		Transport of pests	3	C	H	4	A	VH
		Over speeding	2	C	M	2	E	L
2	Swimming	Waste dispersal to land and water	1	D	L	1	D	L
3	Slipway Operations	Wrong disposal of hazardous chemical	2	C	M	2	C	M
		Slipway interceptor pit overflow	2	B	M	2	D	L
4	Solid waste disposal	Inappropriate disposal of waste	2	B	M	2	C	M
		Smell and odour	1	C	L	2	D	L
		Recycling waste going to litter	1	A	M	2	D	L
5	Fuelling -not from a fixed installation	Leakage in fuel tank	3	D	M	3	D	M
		Explosion or fire	3	D	M	3	D	M
6	Boat charter and touring	Inappropriate disposal of wastes	2	D	L	2	D	L
7	Tenant activities	Inappropriate disposal of industrial waste	1	A	M	1	A	M
8	Dredging	Disturbance / release of clean sediment – destruction of marine life	3	D	M	3	D	M
		Dredging wrong areas	3	D	M	3	E	M
		Disposal of sludge in inappropriate areas	3	D	M	3	D	M
9	Marina infrastructure maintenance	Growth of weed /marine pest on marine structures	2	C	M	4	A	VH

#	Activity	Hazards and risks	Consequence	Likelihood	Risk Rating	Consequence	Likelihood	Risk Rating
ENVIRONMENT			**BEFORE CONTROLS**			**AFTER CONTROLS**		
10	Beach nourishment	Excavation of sand from wrong areas within the harbor boundary	3	E	M	3	E	M
11	Navigation aids maintenance	Greenhouse gas emission	1	D	L	1	D	L
		Use of non-energy efficient globes	1	B	M	1	D	L
12	Spray painting (solvents & emulsions)	Fugitive air emissions	2	B	M	2	D	L
		Inappropriate disposal of industrial wastes – contamination of soil, water or air	2	C	M	2	C	M
13	Demolition of old structures	Inappropriate disposal of industrial and building and demolition waste	2	D	L	2	D	L
14	Marine pest	Destruction of non-local species	4	D	M	4	A	VH
		Propagation to other areas	4	D	M	4	A	VH
15	Emergency due to natural disaster	Lank of resources in major emergencies	4	B	H	4	D	M
16	Zoning of waters (speed limits)	Inadequate, insufficient or inappropriate dissemination of information	2	C	M	2	D	L
		Boating wash	1	C	L	1	D	L
17	Interaction with harbour user	Inadequate, insufficient or inappropriate dissemination of information	1	C	L	1	D	L
18	Interaction with other agencies	Inadequate, insufficient or inappropriate dissemination of information	1	C	L	1	D	L
19	Events at the harbor	Lack of waste management	1	B	M	1	D	L
		Contamination of waterways	1	C	L	1	D	L
		Lack of local area traffic management	1	B	M	1	D	L
20	Sea level rise – global warming	Submerging of physical infrastructure	4	C	H	4	C	H
21	Traffic	Road fuel tanker spill – pollution / environment damage	3	D	M	3	D	M

6. Risk Treatment and Management

6.1 Significant Safety Hazard Control Register

The register below outlines specific controls to be implemented and the objectives and targets to eliminate, prevent or reduce the risks associated with significant safety hazards listed in the risk register (Section 5.9).

Activity	Risk Rating	Current Controls	Required Control	Time frame/ targets	Responsible person	Monitoring of control measures
Safety						
Slip / trips / falls	H	Designated footpaths for pedestrians to be constructed - Harbour Masterplan developmental works (EC) Maintenance of walkways (EC) Notification from users / public		5 Years Ongoing Ongoing	R.Jha B.Shields Funding Bodies	Harbour Masterplan Monthly maintenance checklists
Vessel capsize or grounding	H	Boating Chart (Ed) User Induction (Ed) Navigation aids checked regularly (EC) Check vessel safety compliance requirements and operator's license (A) Dredging (EC) NTM issued when required (A)		Complete Ongoing Ongoing Ongoing Ongoing As needed	B.Shields Vessel captain	Hydrographic surveys (E) Notification from users Undaria diver's reports – when available Monthly maintenance checklists
Jumping / diving / swimming	H	Educate (Ed) Signage (EC) TSV / Police (En) Verbal warnings where appropriate (Ed) Ladders (EC) Life buoys (EC)		Ongoing Ongoing Complete Ongoing Ongoing Complete Complete	B.Shields R. Jha TSV Vic Police	Play it safe by the water campaign etc Monthly maintenance checklists

Note: Control Hierarchy – 1. Elimination (E) 2. Substitution (S) 3. Engineering Control (EC) 4. Separation (S) 5. Changed Working Conditions (WC) 6. Personal Protective Equipment (PPE) 7. Administrative Control (A) 8. Enforcement (En) 9. Education (Ed)

6.2 Significant Environment Hazard Control Register

The register below outlines specific controls to be implemented and the objectives and targets to eliminate, prevent or reduce the risks associated with significant environmental impacts listed in the risk register (Section 5.11).

Activity	Risk Rating	Current Controls	Required Control	Time frame/ targets	Responsible person	Monitoring of control measures
Environment						
Marine Pests	VH	Working with Marine Pest Division of DELWP (Ed) Manual removal by divers (E) Option Paper prepared (A) Coordinated approach – all SW Ports (Ed) Boats stripped of pest on slip (E)		Ongoing seasonal basis	DELWP PV DEDJTR B Shields R Jha	Diver's reports User's reports
Sea level rise	H	Addressed at Planning Permit Application stage (A) The design level of top of roads and infrastructure to be determined considering sea level increases in 100 years' time span (EC)	Ongoing Joint study to be commissioned for all Ports (A)	Ongoing 5 years	COS Planning DELWP DEDJTR Harbour Management	Ongoing Discuss at port meetings

Note: Control Hierarchy – 1. Elimination (E) 2. Substitution (S) 3. Engineering Control (EC) 4. Separation (S) 5. Changed Working Conditions (WC) 6. Personal Protective Equipment (PPE) 7. Administrative Control (A) 8. Enforcement (En) 9. Education (Ed)

6.3 Risk Treatment and Emergency Management

Port of Apollo Bay recognises that the development of this plan will not completely eliminate risks associated with port operations and activities. The risks that remain are known as 'residual risk'.

To counteract this, Port of Apollo Bay has developed a Port Emergency Management Plan that is linked with the Colac Otway Shire Council's MEMP. This will ensure that response and recovery arrangements are in place in the event of emergency situations. The Emergency Management Plan will incorporate an integrated manual of various port policies and procedures.

7. Implementation, Review and Revision

7.1 Management Systems

Over the years, Port of Apollo Bay has established various procedures and protocols to manage issues pertaining to safety and environmental management. Operational procedures and guidelines utilised by Colac Otway Shire (COS) and its works unit Cosworks are operative at the port including those associated with Safety Map accreditation. The Port of Apollo Bay is proceeding to formalise its management systems by progressively reviewing existing practices and procedures and incorporating these into the development and implementation of an integrated SEMP Operations Manual.

The manual will encompass the contents of this plan and further outline:

- COS Safety and Environment Policy Guide
- Safety and Environment Review Procedure
- Document Control Register
- Safety and Environment Hazards Identification and Review Procedure
- Legal and Other Requirements Procedure
- Safety and Environment Objectives and Targets Procedure
- Safety and Environment Management Program Procedure
- Structure and Responsibility Procedure
- Training, Awareness and Competence Procedure
- Communications Procedure
- Safety and Environment Training Matrix
- COS Training Attendance Record
- Safety Committee Procedure
- Safety and Environment Documentation Procedure
- Safety and Environment Documentation Control Procedure
- COS Information management system
- Operational Control Procedure
- Operational Control Procedure Register
- Safety and Environment Emergency Preparedness and Response Procedure
- Safety and Environment Monitoring and Measurement Procedure
- Safety and Environment Monitoring Plan
- Risk / Event Report Procedure
- Risk / Event Report (Incident) Register
- Injury Report Procedure
- COS Injury Report
- Risk Assessment Framework
- Injury Register
- Safety and Environment Records Procedure
- Safety and Environment Audit Procedure
- Safety and Environment Audit Program
- Safety and Environment Management Review Procedure

The SEMP implementation process will also involve liaison with tenants and licensees and key user groups and by extension consideration of SEMP matters for inclusion in future leases and licenses.

7.2 Regulatory Compliance Register

The register below outlines key safety legislation, agreements, conventions, standards and other related documentation that Port of Apollo Bay must comply with. Highlighted rows indicate documentation pertaining to day-to-day activities. Legislated acts and regulations are in italics.

International
International Convention for the Safety of Life at Sea (SOLAS) 1974
International Maritime Organisation Dangerous Goods Code (IMDG Code) 2004
The United Nations Convention on the Law of the Sea (UNCLOS) 1982
International Association of Lighthouse Authorities (IALA) Maritime Buoyage Guidelines
Commonwealth (National/Federal)
National Standards for the Control of Major Hazard Facilities 2002
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
Quarantine Act 1908
Quarantine Regulations 2000
Road Transport Reform (Dangerous Goods) Act 1995
Road Transport Reform (Dangerous Goods) Regulations 1997
State (Victoria)
Building Act 1993
Building Regulations 1994
Dangerous Goods Act 1985
Dangerous Goods (Explosives) Act 1988
Dangerous Goods (Storage and Handling) Regulations 2012
Emergency Management Act 2013
Emergency Management Regulations 2003
Equipment (Public Safety) Act 1994
Equipment (Public Safety) (General) Regulations 2007
Equipment (Public Safety) (Incident Notification) Regulations 1997
Freedom of Information Act 1982
Freedom of Information Regulations 2009
Gas Industry Act 1994
Gas Industry Act 2001
Gas Safety Act 1997
Gas Safety (Gas Installation) Regulations 2008
Health Act 1958
Health (Pest Control) Regulations 1992
Landlord and Tenants Act 1958
Land (Surf Life Saving Association) Act 1967
Major Events (Crowd Management) Act 2003
Marine Safety Act 2010

Marine Safety Regulations 2012
Occupational Health and Safety Act 2004
Occupational Health and Safety (Asbestos) Regulations 2003
Occupational Health and Safety (Certification of Plant Users and Operators) Regulations 2004
Occupational Health and Safety (Confined Spaces) Regulations 2007
Occupational Health and Safety (Hazardous Substances) Regulations 1999
Occupational Health and Safety (Incident Notification) Regulations 1997
Occupational Health and Safety (Issue Resolution) Regulations 1999
Occupational Health and Safety (Lead) Regulations 2000
Occupational Health and Safety (Major Hazard Facilities) Regulations 2003
Occupational Health and Safety (Manual Handling) Regulations 1999
Occupational Health and Safety (Mines) Regulations 2002
Occupational Health and Safety (Noise) Regulations 2004
Occupational Health and Safety (Plant) Regulations 2007
Occupational Health and Safety (Prevention of Falls) Regulations 2007
Ombudsman Act 1973
Pipelines Act 2005
Port Management Act 1995
Port Management (Local Ports) Regulations 2015
Road Safety Act 1986
Road Transport (Dangerous Goods) Act 1995
Seafood Safety Act 2003
Water Act 1989
Water Industry (Waterways Land) Regulations 2002
Whistleblowers Protection Act 2001
Whistleblowers Protection Regulations 2001
Associated Guidelines and Standards
Aquatic and Recreational Signage Style Guide (Life Saving Victoria)
AS 1657:2013 Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation 1992
AS 1940 Storage and Handling of Flammable and Combustible Materials 1993
AS/NZS 31000:2009 Risk Management– Principles and guidelines
AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
Australian Code for the Transport of Dangerous Goods by Road and Rail (6th Edition) 1998
Code of Practice – Confined Spaces (VWA)
CS FP 001:1995 Fire Emergency Response
Framework for Undertaking Work Near Overhead and Underground Assets (VWA) 2004
Guidance on OHS Reporting in Annual Reports (NOHSC) 2004
Guidelines for Powered Mobile Plant (VWA) 1997
HB 76:2010 Dangerous Goods – Initial Emergency Response Guide
Industrial Equipment Requiring Certificates of Competency to Use or Operate (VWA) 1996
Industry Standard for Concrete Cutting and Drilling (VWA) 1999
Managing Safety in Your Workplace (VWA) 2003
Officewise – A Guide to Health and Safety in the Office (VWA) 1997
Prevention of Bullying and Violence at Work Guidance Note (VWA) 2003

International
Agreement between the Government of Australia and the Government of Japan for the Protection of Migratory Birds in Danger of Extinction and their Environment 1974
Agreement between the Government of Australia and the Government of the People's Republic of China for the Protection of Migratory Birds and their Environment 1986
Basle Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, 1989 (Basle Convention)
Convention for the Protection of the Natural Resources and Environment of the South Pacific Region 1986
Convention for the Protection of the World Cultural and Natural Heritage 1972
Convention of Biological Diversity, Rio de Janeiro, 1992
Convention on International Trade in Endangered Species 1973
Convention on the Conservation of Migratory Species of Wild Animals, Bonn 1979
Convention on the Conservation of Nature in the South Pacific 1976
Convention on the Wetlands of International Importance (RAMSAR), Iran 1971
Food and Agriculture Organisation of the United Nations International Code of Conduct for Sustainable Fishing 1995
Guidelines for the Control and Management of Ships' Ballast Water to Minimise the Transfer of Harmful Aquatic Organisms and Pathogens (IMO) 1997
International Convention for the Prevention of Pollution from Ships (MARPOL), 1973/78
International Convention on Prevention of Marine Pollution by Dumping of Wastes and other Matter, London 1972
Kyoto Declaration and Plan of Action on the Sustainable Contribution of Fisheries to Food Security 1997
South Pacific Regional Environment Program Protocol Concerning Co-Operation in Combating Pollution Emergencies in the South Pacific Region 1986
South Pacific Regional Environment Program Protocol for the Prevention of Pollution of the South Pacific Region by Dumping 1986
The Jakarta Mandate on Marine and Coastal Biological Diversity 1995
The United Nations Convention on the Law of the Sea (UNCLOS) 1982
United Nations Agreement on Straddling Fish Stocks and High Migratory Fish Stocks 1992
United Nations Commission on Environment and Development (UNCED) 1992
Agenda 21, chapter 17 (covering the protection and use of oceans seas and coastal areas) 1992
United Nations Framework Convention on Climate Change 1992
Commonwealth (National/Federal)
Aboriginal & Torres Strait Islander Heritage Protection Act 1984
Australia's Ocean Policy 1998
Australian Ballast Water Management Requirements (AQIS) 2001
Endangered Species Protection Act 1992
Environment Protection and Biodiversity Conservation Act 1999
Environment Protection and Biodiversity Conservation Regulations 2000
Environment Protection (Sea Dumping) Act 1981
Environment Protection (Sea Dumping) Regulations 1983
Historic Shipwrecks Act 1976
Historic Shipwrecks Regulations 1978
National Environment Protection (Assessment of Site Contamination) Measure 1999

National Environment Protection Measures (Implementation) Regulations 1999
National Greenhouse Strategy 1998
National Standards for the Control of Major Hazard Facilities 2002
National Strategy for Ecologically Sustainable Development 1992
National Strategy for the Conservation of Australia's Biological Diversity 1986
Ozone Protection and Synthetic Greenhouse Gas Management Act 1989
Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995
Protection of the Sea (Prevention of Pollution from Ships) Act 1983
Protection of the Sea (Prevention of Pollution from Ships) (Orders) Regulations 1994
Quarantine Act 1908
Quarantine Regulations 2000
Whale Protection Act 1980
State (Victoria)
Archaeological & Aboriginal Relics Preservation Act 1972
Archaeological & Aboriginal Relics Preservation Regulations 2003
Catchment and Land Protection Act 1994
Catchment and Land Protection Regulations 2002
Coastal Management Act 1995
Conservation, Forests and Lands Act 1987
Conservation, Forests and Lands (Contracts) Regulations 2000
Conservation, Forests and Lands (Infringement Notice) Regulations 2002
Crown Land (Reserves) Act 1978
Emergency Management Act 2013
Emergency Management Regulations 2003
Environmental Effects Act 1978
Environment Protection Act 1970
Environment Protection (Fees) Regulations 2001
Environment Protection (Prescribed Waste) Regulations 1998
Environment Protection (Residential Noise) Regulations 1997
Environment Protection (Scheduled Premises & Exemptions) Regulations 2007
Environment Protection (Vehicle Emissions) Regulations 2003
Fences Act 1968
Fisheries Act 1995
Fisheries Regulations 1998
Flora and Fauna Guarantee Act 1988
Flora and Fauna Guarantee Regulations 2011
Freedom of Information Act 1982
Freedom of Information Regulations 1998
Health Act 1958
Health (Pest Control) Regulations 1992
Heritage Act 1995
Heritage (General) Regulations 2005
Heritage (Historic Shipwrecks) (General) Regulations 2001
Heritage (Infringement Notice) Regulations 2002
Heritage Rivers Act 1992
Industrial Waste Management Policy (Prescribed Industrial Waste) 2000
Industrial Waste Management Policy (Protection of the Ozone Layer) 2001
Industrial Waste Management Policy (National Pollution Inventory) 1998
Industrial Waste Management Policy (Waste Acid Sulfate Soils) 1999
Land Act 1958

Land Act Regulations 1996
Landlord and Tenants Act 1958
Landscape Setting Types for the Victorian Coast 1998
Litter Act 1987
Marine Safety Act 2010
Marine Safety Regulations 2012
National Environment Protection Council (Victoria) Act 1995
National Parks Act 1995
National Parks (Park) Regulations 2003
Ombudsman Act 1973
Pipelines Act 1967
Planning and Environment Act 1987
Planning and Environment Regulations 1988
Pollution of Waters by Oil and Noxious Substances Act 1986
Pollution of Waters by Oil and Noxious Substances Regulations 2002
Port Management Act 1995
Port Management (Local Ports) Regulations 2004
State Environment Protection Policy (Waters of Victoria) 1988
State Environment Protection Policy (Groundwaters of Victoria) 1997
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
Victoria's Biodiversity: Directions in Management 1997
Victoria's Biodiversity: Our Living Wealth 1997
Victoria's Biodiversity: Sustaining Our Living Wealth 1997
Victorian Coastal Strategy 2002
Victorian Heritage Strategy 2000-2005, 2000
Victorian Heritage Strategy: Shipwrecks 2000-2005, 2000
Water Act 1989
Water Industry (Waterways Land) Regulations 2002
Waste Management Policy (Ships' Ballast Water) 2004
Whistleblowers Protection Act 2001
Whistleblowers Protection Regulations 2001
Wildlife Act 1975
Wildlife Regulations 2002
Wildlife (Whales) Regulations 1998
Local/Regional
Colac Otway Shire Planning Scheme
Western Coastal Board Strategic Planning Strategy
Associated Guidelines & Standards
A Guide to the Measurement and Analysis of Noise (EPA Victoria) 1991
A Guide to the Sampling and Analysis of Waters, Wastewaters, Soils and Waste (EPA Victoria) 2000
Aquatic and Recreational Signage Style Guide (Life Saving Victoria)
AS/NZS ISO 31000:2009 Risk management - Principles and Guidelines

AS/NZS ISO 14001:2004 Environmental Management Systems – Requirements with guidance for use
Australian and New Zealand Guidelines for Fresh and Marine Water Quality (Environment Australia) 2000
Best Practice Guidelines for Waste Reception Facilities at Ports, Marina & Boat Harbours in Australia and New Zealand (ANZECC)
Bunding Guidelines (EPA Victoria) 1992
Cleaner Marinas: EPA guidelines for protecting Victoria marinas (EPA Victoria)
Code of Practice for the Control of Effluent from Service Stations (AIP) 1992
Code of Practice for the Design, Installation and Operation of Underground Petroleum Storage Tanks (AIP) 2002
Code of Practice for the Removal and Disposal of Underground Petroleum Storage Tanks (AIP) 1994
Code of Practice – Septic Tanks On-Site Domestic Wastewater Management (EPA Victoria) 1996
Construction Techniques for Sediment Pollution Control (EPA Victoria) 1991
Control of Erosion and Construction Sites (Solid Conservation Authority) 1987
CS FP 001: 1995 Fire Emergency Response
Disinfection of Treated Wastewater – Guidelines for Environmental Management (EPA Victoria) September 2002
Dutch Guidelines 1986
Environment Auditor (Contaminated Land) – Guidelines for Issue of Certificates and Statements of Environmental Audit (EPA Victoria) June 2002
Environment Guidelines for Major Construction Sites (EPA Victoria) 1996
Groundwater Sampling Guidelines (EPA Victoria) 2000
Guidelines for Dredging 2001 (EPA Victoria) 2001
Guidelines for the Assessment and Management of Contaminated Sites (ANZECC) 1992
Guidelines on the Design, Installation and Management of Contaminated Sites (ANZECC) 1992
Guidelines on the Design, Installation and Management Requirements for Underground Petroleum Storage Systems (EPA Victoria) 2003
HB 76.2010 Dangerous Goods – Initial Emergency Response Guide
Identification of PCB Containing Capacitors (ANZECC) 1997
National Pollution Inventory Guide) Environment Australia) 2000
Noise Control Guidelines (EPA Victoria) 1992
Protocol for Environmental Management – Domestic Ballast Water Management in Victorian State Waters (EPA Victoria) 2004
Protocol for Environment Management – Greenhouse Emissions and Energy Efficiency in Industry (EPA Victoria) 2002
Protocol for Environment Management: Minimum Control Requirements for Stationary Sources (EPA Victoria) 2002
Siting and Design Guidelines for Structures on the Victorian Cost (Victorian Coastal Council) 1998
Use of Reclaimed Water – Guidelines for Environmental Management (EPA Victoria) 2002

7.3 Internal / External Review and Update of Management Plans

Port of Apollo Bay will undertake an internal review of the Safety and Environment Management Plan on an annual basis (scheduled to be completed by the end of each financial year).

The internal review will address the following:

- General currency of SEMP contents
- Progress in implementation of risk reduction measures
- Adequacy and performance of current controls
- The need to update any or all sections of the plan
- Assessment of changes to associated legislation and industry guidelines

Additional reviews will be considered whenever any of the following occur:

- Incidents and near miss incidents
- Changes to key legislation or regulations
- Changes in the nature, scale or extent of port activities

The annual review process will also involve liaison with tenants, licensees and key user groups as applicable.

Port of Apollo Bay will undertake an external, third party review of the Safety and Environment Management Plan on a triennial basis (every three years). This review will provide an independent assessment of the plan, drawing attention to any areas of concern and /or opportunities for improvement.

Port of Apollo Bay will establish an audit procedure outlining the programme and methodology for undertaking annual internal and triennial external reviews to ensure that planned arrangements are being implemented and participating staff are appropriately trained. Tenants, licensees and service providers will be encouraged to participate in the triennial review process.

7.4 Incident Management Register

Port of Apollo Bay has established a Risk / Event Report- (refer to Appendix II). Once complete the report must be actioned and details entered into the Risk / Event (Incident) Management Register and kept on file for a minimum of 7 years. The Risk / Event Report and Risk / Event (Incident) Management Register will be reviewed as part of the annual internal review process.

The incident management register will be modified after each incident to include the control measures implemented in response to the incident including the nomination of the person responsible for the implementation of the control measure.

8. Plan Endorsement

This Apollo Bay Safety and Environment Management Plan is endorsed by:

1. CHIEF EXECUTIVE OFFICER

   COLAC OTWAY SHIRE COUNCIL

   – Name

   – Signature

   – Date

2. PORT OF APOLLO BAY

   MANAGER

   – Name

   – Signature

   – Date

The above signatories commit to the implementation of the plan and to the conduct of periodic reviews of the plan.

They also commit to co-operation and participation in the annual audit of the plan.

9. Consultation Process Outline

Ports throughout Australia and the world are under increasing pressure from urban communities to address safety, environmental and amenity impacts of port operations both within the port and at the port interfaces. Improved communication and understanding between Victoria's ports, their communities and stakeholders is essential for the ongoing operation and sustainable long term development of Victoria's ports.

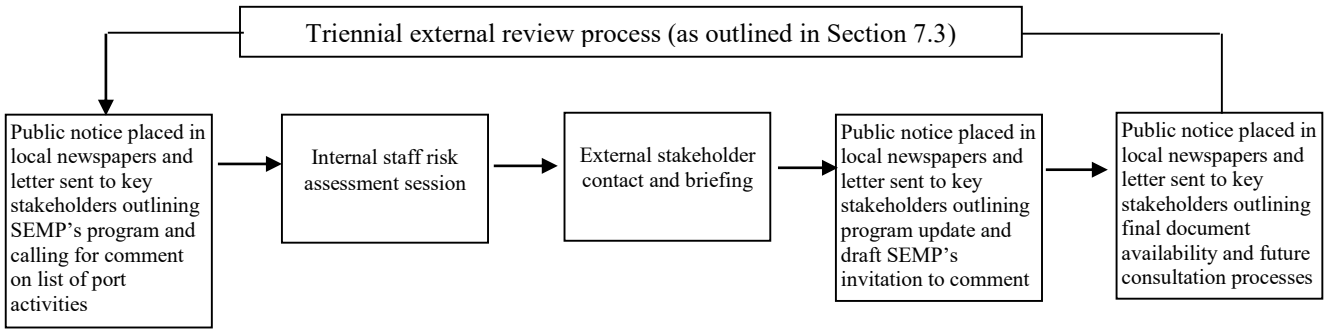
For the purposes of the Port of Apollo Bay SEMP, people affected by the plans are considered to be those persons and organisations that are or may potentially be impacted by port operations.

Examples include:

- Residents living near the port
- Community groups with an interest in port matters
- Colac Otway Shire
- Interested members of the public
- Adjacent sporting clubs and businesses
- Services providers, such as police and emergency service organisations.

Appropriate community consultation is an important ingredient in the effective management of potentially hazardous facilities, such as ports. Consultation methods need to be appropriate to the scale and nature of a ports operation.

Colac Otway Shire as the designated Port of Apollo Bay Port Manager implemented the following consultation process during the establishment of the SEMP:



In the development of the SEMP members of the Port of Apollo Bay Consultative Committee were provided with a draft of the plan for comment.

Public notices were placed in the following locally circulating publications seeking comment on the draft SEMP:

Colac Herald

Colac Otway Shire Newsletter

Apollo Bay Community Newssheet

Community Newsletters

Copies of the draft SEMP were also made available at the following community centers:

Colac Otway Shire Offices, Colac

Colac Otway Shire Customer Service Centre Apollo Bay

Port of Apollo Bay Office

Colac Otway Shire Web Site at www.colacotway.vic.gov.au

Staff risk assessment sessions were conducted during the development of the SEMP with significant input sought from both the Port Manager and Team Leader.

Copies of the draft SEMP were circulated to the following for review and feedback:

- Colac Otway Shire Council
- Apollo Bay Chamber of Commerce
- Victoria Police, Colac and Apollo Bay
- Apollo Bay Fisherman's Co-Operative
- Department of Transport
- Department of Sustainability and Environment
- Parks Victoria
- Victorian WorkCover Authority
- Transport Safety Victoria
- Southern Rural Water
- CFA Region 6
- Corangamite Catchment Management Authority

All comments received through the consultation process are assessed against the Ministerial Guidelines: Port Safety and Environment Management Plans (November 2012) for relevance, inclusion or omission.

A public notice was placed in locally circulating newspapers and newsletters and key stakeholders were notified of the final document's availability and given information regarding future consultation.

10. Publication and Availability of SEMP

Copies of the SEMP are available for inspection and referral at:

- The Port of Apollo Bay Office
- The Shire of Colac Otway Customer Service Office, Apollo Bay
- The Shire of Colac Otway Customer Service Office, Colac
- The Colac Otway Shire Website - www.colacotway.vic.gov.au

Appendix I – Definitions

Consequence

The outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range or possible outcomes associated with an event.

Control

The process of elimination or minimization of risks.

DEDJTR

Department of Economic Development, Jobs, Transport and Resources

DELWP

Department of Environment, Land, Water and Planning

Event

An incident or situation, which occurs in a particular place during a particular time interval.

Environment

Surroundings in which an organisation operates, including air, water, land and natural resources, flora, fauna, humans and their interaction.

Environment aspect

Element of an organisation's activities, products or services that can interact with the environment.

Environmental impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

Environmental impact risk assessment

Overall process of identifying activities, products or services and estimating the magnitude and significance of risk and deciding what actions will be taken.

Environmental objective

Overall environmental goal, arising from the Environmental Policy that the organisation has set itself to achieve and which is quantified where practicable.

Environmental target

A detailed performance requirement, quantified where practicable, applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

Frequency

A measure of the rate of occurrence of an event expressed as the number of occurrences of an event in a given time.

Likelihood

Used as a qualitative description of probability or frequency.

Probability

The likelihood of a specific event or outcome, measured by the ratio of specific events or outcomes to the total number of possible events or outcomes.

Risk

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood.

Risk management

The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

Risk management process

The systematic process of management policies, procedures and practices as applied to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

Safety hazard

A source or a situation with a potential to cause harm or loss in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

Safety hazard risk assessment

Overall process of identifying activities, products or services and estimating the magnitude and significance of risk and deciding what actions will be taken.

Safety objective

Overall environmental goal, arising from the Safety Policy that the organisation has set itself to achieve and which is quantified where practicable.

Safety target

A detailed performance requirement, quantified where practicable, applicable to the organisation or parts thereof, that arises from the safety objectives and that needs to be set and met in order to achieve those objectives.

Appendix II – Risk / Event Report

Risk / Event Report (RER 01)	
Instructions • This form is to be used by any Port of Apollo Bay staff member, contractor, tenant or licensee to report a current or potential hazardous situation, risk, safety related event that is or has the potential to affect staff, public, customers, equipment, property or the environment. • If you are in any doubt, please submit a report. • After completion, fax the report to the Harbour Team Leader – Fax: (03) 5237 6614 • If the event caused injury or was otherwise a serious incident, notify your supervisor and/or relevant emergency service immediately. • Reports are regarded as confidential, and should not be discussed with uninvolved third parties. • Your report should include as much information as possible and any suggestions you may have to rectify the problem. • If the risk or the event caused injury to Port of Apollo Bay staff, a Port staff member must also complete the Injuries Register.	Date Stamp Office Use Only Ref:

Date: / /	Subject: (e.g., Ship collided with wharf)		
Priority: What is your assessment of the urgency of this issue? (tick relevant box)	Critical:	Urgent:	Routine:
Location:		Time (24 hr.):	
Environment / Weather:			
Details: Describe below the details of the risk or event and related actions of personnel			
Suggestions: Do you have any recommendations to rectify the problem or prevent recurrence?			

Person lodging report to enter details here	Name:	Signature:	Date: / /
Report received by Harbour Team Leader	Name:	Signature:	Date: / /
Department Manager or other Agency notified	Department/Agency:	Acknowledgement Action: YES/NO	Date: / /
Data entered into system register & report filed	Name:	Signature:	Date: / /

Appendix III – Orders and Appointments

MINISTER FOR CONSERVATION
AND ENVIRONMENT

COMMITTEE OF MANAGEMENT

COLAC - OTWAY SHIRE COUNCIL

PORT OF APOLLO BAY

Under section 14(2) of the Crown Land (Reserves) Act 1978 I appoint Colac- Otway Shire Council as a committee of management over the reserved land described in the schedule hereunder.

Such appointment is to come into operation on 1 February 1996 and is subject to the council entering into a management agreement with the Secretary to the Department of Conservation and Natural Resources.

This appointment is in lieu of any previous appointments in respect of this area which are hereby revoked.

SCHEDULE

The reserved Crown land in the Township of Apollo Bay, Parish of Krambruk as shown bordered red on the plan marked "AB/12.4.95" attached to Department of Conservation and Natural Resources correspondence No. 94/1172 **excluding** Crown Allotments 18 and 19, Section 2, Township of Apollo Bay.

94/1172

The Hon. Mark Birrell M P
Minister for Conservation and Environment

19 JAN 1996

240 Victoria Parade East Melbourne Victoria Private Bag 12 East Melbourne Victoria 3002 Tel (03) 412 4004 Fax (03) 417 6225

Natural Resources and Environment

AGRICULTURE • RESOURCES • CONSERVATION • LAND MANAGEMENT

COMMITTEE OF MANAGEMENT

PUBLIC PURPOSES RESERVE - APOLLO BAY

Under Section 14 of the Crown Land (Reserves) Act 1978 I hereby appoint, on behalf of the Minister for Conservation and Land Management, the Colac-Otway Shire Council as a committee of management of the land being Crown Allotment 20, Section 2, Township of Apollo Bay, Parish of Krambruk, temporarily reserved as a site for Public purposes by Order in Council of 15 December, 1998 vide Victoria Government Gazette of 17 December, 1998 page - 3096.

05-13233

APPROVED
BY DELEGATION OF THE MINISTER FOR CONSERVATION AND LAND MANAGEMENT
Date: 29 DEC 1998
Schedule: C 43/1998

Elizabeth O' Keeffe
Executive Director
Land Victoria
(As delegate of the Minister for Conservation and Land Management)

LAND VICTORIA, 3/340 VICTORIA PARADE, EAST MELBOURNE 3002
FACSIMILE: (03) 9412 4742

Appendix III – Orders and Appointments (cont.)

The Honourable Marie Tehan, MP

Minister for Conservation
& Land Management

240 Victoria Parade,
PO Box 41, East Melbourne, Victoria 3002, Australia
Telephone: 03 9412 4004 Facsimile: 03 9417 6225

COMMITTEE OF MANAGEMENT

PORT OF APOLLO BAY

Under section 14 of the Crown Land (Reserves) Act 1978 I appoint the Colac-Otway Shire Council as a committee of management of the land being Crown Allotments 18 and 19, Township of Apollo Bay, Parish of Krambruk temporarily reserved as a site for public purposes by Order in Council of 21 May, 1996.

05/94/1172

APPROVED
BY THE MINISTER FOR CONSERVATION
AND LAND MANAGEMENT
Date: 7 JUN 1995
Schedule: C/96/956

Hon. Marie Tehan, MP
MINISTER FOR CONSERVATION
and LAND MANAGEMENT

Victoria ON THE MOVE

Appendix IV – Related Documentation

Colac Otway Shire Environmental Plan

Colac Otway Shire Health and Safety Policy

Colac Otway Shire Municipal Emergency Management Plan

SafetyMap Audit Report 2011

Port Slipway Induction

Appendix V – Port of Apollo Bay
Map 1

Appendix V – Port of Apollo Bay

Map 2 - Enlargement

Appendix V – Port of Apollo Bay

Map 3 – Aids to Navigation

Appendix VI – Internal Distribution List

Copy No.	Organisation	Person/Position
1	Colac Otway Shire	Port Manager
2	Colac Otway Shire	Port Team Leader
3	Colac Otway Shire	Customer Service Centre – Colac
4	Colac Otway Shire	Customer Service Centre – Apollo Bay
5	Colac Otway Shire	Web Site
6	DEDJTR	Local Ports Officer

Appendix VII – Certificates of Compliance

Port of Apollo Bay Safety Management Plan Certification

PORT SAFETY MANAGEMENT PLAN

CERTIFICATE OF COMPLIANCE WITH PART 6A OF THE *PORT SERVICES ACT 1995*

PORT: Apollo Bay

PORT MANAGER: Colac Otway Shire

CERTIFIED BY: Paul Fridell

In accordance with Section 91E of the *Port Services Act 1995* (the Act), I hereby certify that the port manager nominated above has prepared a Safety Management Plan for the port or the part of the port, also nominated above, for which it is the responsible port manager under the Act, that:

1. Adequately provides for the matters required by s.91D of the *Port Services Act 1995*; and
2. Has been prepared in accordance with Ministerial Guidelines made under s.91G of the *Port Services Act 1995*.

Certifier's Signature: Paul Fridell

Date: 31/08/05

1

Appendix VII – Certificates of Compliance (continued)

Port of Apollo Bay Environment Management Plan Certification

PORT ENVIRONMENT MANAGEMENT PLAN

CERTIFICATE OF COMPLIANCE WITH PART 6A OF THE *PORT SERVICES ACT 1995*

PORT: Apollo Bay

PORT MANAGER: Colac Otway Shire

CERTIFIED BY: Paul Fridell

In accordance with Section 91E of the *Port Services Act 1995* (the Act), I hereby certify that the port manager nominated above has prepared an Environment Management Plan for the port or the part of the port, also nominated above, for which it is the responsible port manager under the Act, that:

1. Adequately provides for the matters required by s.91D of the *Port Services Act 1995*; and
2. Has been prepared in accordance with Ministerial Guidelines made under s.91G of the *Port Services Act 1995*.

Certifier's Signature: Paul Fdll

Date: 31/08/05

1