

PART 1: DETAILS OF OWNER AND VESSEL.

I/We, _____ (name)

of _____ (home address)

Telephone _____ (best contact number/s)

being the registered owner(s) of the vessel described below, hereby apply for permission for that vessel to be slipped and to occupy the slipway for:

_____ (no of days) commencing on _____ (date)

VESSEL NAME: _____

VESSEL LENGTH: _____ (metres)

VESSEL WEIGHT: _____ (tonne) REGISTRATION NO: _____

IN CONSIDERATION of the Colac Otway Shire slipway space for my/our use and occupation, I/we agree to pay the fees requested by the Colac Otway Shire and comply with the Conditions of Use and Occupation as detailed on the reverse side of this application form, which I/we have read and understood.

Signature of Applicant _____ Date _____

PART 2: SLIPWAY CHARGES.

Fees are charged in accordance with the Colac Otway Shire Schedule of Rates. The charges will include a fee for slipping/launching (the removal from the water and relaunch after time spent on the slipway and a daily rate for occupancy of the slipway and yard (this fee is calculated based on full days of occupancy). Ancillary fees will be charged if Port of Apollo Bay crew are used for additional tasks.

Time and date slipped: _____ am/pm on _____ (date)

Time and date launched: _____ am/pm on _____ (date)

Fee Description	Qty.	Price per	Total
Slipping/Launching	1		
Storage	days @		
	@		
		TOTAL:	

PART 3: REQUEST FOR LAUNCHING FROM SLIPWAY

I/We hereby request the launching of the above named vessel from the slipway having agreed with the slipways charges shown above.

Signature of Applicant _____ Date _____

Signature of Slip Operator _____ Date _____

SLIPWAY CONDITIONS OF USE

1. A separate application shall be made for each vessel. Approval to slip vessel is not transferable to another vessel.
2. The applicant, or any person working on the vessel in or about the slipway, uses the slipway/storage area at their own risk on the explicit understanding that neither the Colac Otway Shire ("the Authority") or its servants or agents will be liable in any manner whatsoever for any loss or damage suffered by any person whilst the vessel is being slipped, is on the slipway or is being launched from the slipway.
3. The applicant shall furnish to the Authority all details requested in relation to the vessel prior to slipping the vessel.
4. The fees payable for using the slipway/storage area are set out in the current schedule of rates, a copy of which is available on request.
5. The application to use the slipway/storage area shall not be registered until a non-refundable application deposit as per current schedule of rates is paid and all required information has been provided to the satisfaction of the Authority. The deposit shall be forfeited in the event that the applicant cancels his/her slipway booking.
6. The applicant acknowledges that Colac Otway Shire reserves the right to reject an application for use of the slipway/storage area notwithstanding that the application has been previously accepted and all fees have been paid. The applicant acknowledges that the Authority is not liable for any loss or damage, which may be suffered by the applicants or any other person arising from such rejection of the application.
7. The Authority will use its best endeavours to ensure that the slipway is available for the time stated on the application. In the event that the slipway is not available, the applicant acknowledges that the Authority will not be liable for any loss or damage suffered by the applicant or any other person arising from such non availability.
8. The applicant shall ensure that a crew of sufficient numbers and expertise are on board the vessel during the slipping procedure. Failure to do so shall be assessed in the sole judgement of the Authority, and may result in the Authority countermanding the application and denying access to the slipway.
9. All movements or trials of the vessel are carried out at the sole risk of the applicant. It is the applicant's responsibility to ensure that all work undertaken on the slipway and in the storage area complies with all relevant laws and regulations associated with such work. The applicant is responsible for making his/her own enquiries concerning the requirements of these laws and regulations. In the event that the applicant does not comply with any applicable laws and regulations, the Authority reserves the right to cancel the application and refuse the applicant the right to further occupy the slipway.
10. Any losses or damage to the equipment in the slipway/storage area in the slipway occupancy period, shall be paid for by the applicant.
11. No dry sand blasting permitted.
12. Grit or wet sand blasting will be carried out only at the direction of the Authority. The applicant must comply with all requirements imposed by the Authority and other statutory Authorities. Any extra costs incurred by the Authority in administering such work shall be paid for in advance by the applicant.
13. In the event that the vessel is not removed from the slipway by the due date, the Authority reserves the right to remove the vessel and any extra costs incurred by the Authority in undertaking such work shall be paid for by the applicant.
14. Extension of time for occupation of the slipway may be granted by the Authority upon receipt of a further application in writing and payment of the fee specified in the schedule of rates.
15. The applicant is responsible for leaving the slipway/storage area in a clean and tidy condition. The Authority reserves the right to clean and tidy the area. Any costs incurred by the Authority in this regard will be paid for by the applicant. The slipway/storage area shall be cleaned and tidied to the satisfaction of the Authority.
16. Vessels shall not be launched from the slipway without prior approval of the Authority and until all fees in relation to that vessel have been paid to the Authority.
17. Ensure compliance with the Port of Apollo Bay – Safety and Environmental Management Plan (SEMP) at all times whilst operating within the Harbour.
18. Any painting carried out on or around the slipway area shall comply with the code of practice for antifouling and painting as specified in the ANZECC to protect the marine environment.
19. Vessels will be slipped and launched during normal business hours (Monday to Friday, 7:30am to 4:30pm excluding public holidays and rostered days off). The applicant agrees to pay costs associated with any requirement to slip or launch a vessel outside normal business hours.

DECLARATION:

The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

PART 4: INDUCTION OF SLIPWAY USERS.

Public Liability Insurance (contractors and commercial slipway users).	Provider:	Policy Number:
WorkCover Insurance (contractors and commercial slipway users).	Provider:	Employer Number:
Accident Illness insurance (for non-commercial slipway users).	Insurer & Policy Number:	

Initial.

I understand that work cannot commence unless I have completed a JSEA/SWMS detailing all risks and appropriate controls for the tasks I am undertaking.	
<p>I understand Port of Apollo Bay procedures including but not limited to:</p> <p>Compilation and use of JSEA/SWMS The requirement for Hot Work and Enclosed Space Entry permits Evacuation Reporting of: Hazards Incidents, injuries and near misses Damage Access to and security of work area/yard Health and Safety Representative (HSR) Emergency Contact (0418-320441) I have read, discussed and understood the PowerPoint Slipway Induction presentation at the office of the Port of Apollo Bay.</p>	
I agree to follow all reasonable instructions from Port of Apollo Bay staff.	
The identity of trained first aid providers, locations of First Aid kits and emergency equipment in my work area have been clearly explained.	

INDUCTEE DETAILS

Name: _____ Signature: _____

Business Name: _____ Phone: _____

INDUCTION PROVIDED BY:

Name: _____ Signature: _____

Position: _____ Date: _____

PART 5: ACKNOWLEDGEMENT OF SAFETY AND ENVIRONMENT MANAGEMENT PLAN.

The Port of Apollo Bay Safety and Environment Management Plan (S.E.M.P.) is located at

<http://www.colacotway.vic.gov.au/Council-the-shire/Permits-applications-forms/Port-of-Apollo-Bay-permits-applications>

I _____ (name)

being a:

- Berth/Swing Mooring holder
- Slipway User
- Contractor

Tick as required.

acknowledge that I am familiar with the Port of Apollo Bay Safety and Environment Management Plan (SEMP). I accept to abide with the overall objectives and action plans contained within the document.

Name of Inductor: _____

Signature of Inductor: _____

Signature of Applicant: _____

Date: _____

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PART 6 – JOB SAFETY ENVIRONMENTAL ANALYSIS (JSEA)

SITE NAME AND LOCATION WITHIN MAIN SITE: PORT OF APOLLO BAY - SLIPWAY

VESSEL OWNER OR CONTRACTOR/COMPANY NAME: _____ DATE: _____

SITE COORDINATOR (FOR CONTRACTOR): _____ JSEA APPROVED BY: _____
(Port of Apollo Bay Staff)

GENERAL ACTIVITY OR WORK DESCRIPTION: VESSEL MAINTENANCE USING PORT OF APOLLO BAY SLIPWAY AND YARD

Please note – This JSEA includes a range of expected activities that often occur in the slipway. It is, at all times, a work in progress and should be modified/added to as required. If additional activities are to occur, please write them in before submitting the signed JSEA for approval by Port of Apollo Bay staff. Please include all of your workers in the development of this JSEA. Thank you for your commitment to safe work practices.

Activity <i>List the tasks required to perform the activity in the sequence they are carried out</i>	Hazard <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Control Measures <i>List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard</i>	Who is responsible <i>Write the name of the person responsible (supervisor or above) to implement the control measure identified</i>
Getting off vessel on slipway	Fall	Ladder must be secured by the port officer, three points of contact must be maintained at all times on the ladder	Port officer and the Vessel owner / Master must be satisfied that the ladder is secure
Clean hull with pressure washer	Eye and face injury from high pressure water and antifoul	Face mask and eye protection PPE equipment in good working order	Vessel Owner / Master or contractor/ pressure washer operator
Remove old zinc anodes Install new zinc anodes	Damage to oneself from tools	Correct PPE, gloves	Vessel Owner / Master / contractor /Painter
Hull repairs metal, wood or fibreglass	Damage to self from tool or toxic substances and Burns/ welding flash	Correct PPE for task MSDS (Material Safety Data Sheets) available and safe work practices	Vessel Owner / Master or contractor

PART 6 – JOB SAFETY ENVIRONMENTAL ANALYSIS (JSEA)



<p>Activity <i>List the tasks required to perform the activity in the sequence they are carried out</i></p>	<p>Hazard <i>Against each task list the hazards that could cause injury when the task is performed</i></p>	<p>Risk Control Measures <i>List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard</i></p>	<p>Who is responsible <i>Write the name of the person responsible (supervisor or above) to implement the control measure identified</i></p>
Sand and prepare hull	Antifoul residue/dust in eyes and lungs, Falls, electrical equipment in good working order	Face mask and eye protection Protective gloves PPE, Ladders and scaffold secured correctly	Vessel Owner / Master or contractor/ sander operator
Electrical work 12V	Electrical Shock/burns	Safe work practices, PPE tag out disconnect electrical system when working on it	Vessel Owner / Master or contractor
Work under boat	Falling objects	Safe work practices ,PPE Hard hat	Vessel Owner / Master or contractor
Any activities within the slipway yard	Dangers to the public.	Gates must be closed and access should be restricted to persons that have been inducted to the site	Vessel Owner / Master or contractor

Signed: _____ **Date:** _____
(Vessel Owner or Site Coordinator/Superintendent)