



PORT OF APOLLO BAY SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN



Version 7

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Safety and Environment Management Plan for Port of Apollo Bay

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1. SUMMARY

1.1 Safety and Environmental Management Plan 2016-2018

This Safety and Environmental Management Plan is prepared under Part 6A of the Port Management Act 1995 (Victoria), and provides the basis and direction of Safety and Environmental Management for the Port of Apollo Bay (the Port).

The Management Plan intends to promote improvements in safety and environmental compliance and performance across all aspects of port activities and support management of related issues arising from port activities and operations for the benefit of employees, port users, visitors and members of the local and wider Victorian community.

1.2 Safety and Environmental Management Plan Audit and Review

Section 91E of the Port Management Act 1995 (the Act) details SEMP audit requirements including the requirement for audits to be conducted by a person approved by the Minister every three years. The Port of Apollo Bay's SEMP is due to be audited again by April 2019.

An independent audit of the Plan was conducted in 2016 and concluded that the Port complies with the Ministerial requirements and that the Colac Otway Shire, as Port Manager, is complying with the documented Safety and Environment Management Plan for the Port.

The audit did include some recommendations most of which the port has addressed or is progressively addressing.

Importantly, Section 7.3 of the current SEMP requires that an internal review be conducted on an annual basis and to be completed by the end of each financial year. These internal reviews are to 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

These annual internal reviews are undertaken by Port and Council staff.

Section 7.3 also prescribes that the Port Manager undertake an external, third party review of the Safety and Environment Management Plan on a triennial basis (every three years).

The Act also requires all local port managers to prepare a SEMP annual report on the safety and environmental performance of their port with this report to be prepared by Council and provided to the Minister, the EPA, the TSV and WorkSafe. These are the three agencies with responsibility for administration of port safety and environmental legislation.

Danny Keating of DJK Consulting was commissioned to undertake this external SEMP review.

1.3 Purpose of the Safety and Environmental Management Plan

This Safety and Environmental Management Plan (SEMP) has been developed in accordance with the Ministerial Guidelines: Port Safety and Environmental Management Plans November 2012.

The SEMP aims to promote improvements in safety and environmental compliance and performance across all aspects of port activities.

It supports management of port activities and operations for the benefit of employees, port users, port tenants, visitors and the community.

The SEMP is intended to facilitate the systematic examination of the whole of port activities to ensure that hazards and risks are identified and where possible controlled.

As a result of this review the Colac Otway Shire as Port Manager, encourages everyone involved to improve safety and environmental outcomes.

The SEMP provides for:

- Contemporary and effective environmental and safety management arrangements that satisfy statutory requirements;
- Identification, evaluation and control of significant safety and environmental risks across the port environs;
- Improved integration and clarification of safety and environmental responsibilities;
- Increased awareness by port users and the community of safety and environmental management issues at the port;
- Improved safety and environmental outcomes the Port.
- Beneficiaries of the plan will be port employees, users, visitors, and the local and wider Victorian communities.

All Port managers have general duties, supported by specific legislative requirements to prevent or reduce hazards and risks to safety and the environment so far as is reasonably practical.

The Act requires all local port managers to prepare an SEMP annual report on the safety and environmental performance of their port.

This reviewed SEMP is also intended to provide guidance and direction to Port staff and other stakeholders with regard to operating and using the port in the safest way possible and in establishing risk mitigation processes and key performance indicators relevant to the major identified safety, environmental and operational risks. The emphasis has been to concentrate on the major identified risks rather than minor remote risks.

In summary the major risk categories identified relate to:

- Maintaining accessible harbour entrance (sand dredging)
- Ensuring operational navigation aids
- Maintaining safe and functional port infrastructure
- Ensuring safe working environment for employees
- Ensuring safe plant and equipment
- Maximising port usage and business patronage

- Ongoing identification of risks and potential mitigation or negation of risks
- Ensuring appropriately qualified and experienced staff complements
- Ensuring all environmental risks are identified and mitigated

1.4 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.

The port is a 'local port' declared by Order in Council under section 6 of the Port Management Act 1995.

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, light truck (incorporating crane), 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 and is still in operation.

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 currently employs four staff namely the Port Coordinator, a Port Leading Hand two assistants and a part time administration support officer as well as occasional casual staff engaged on an as required basis all of whom are attached to the Colac Otway Shire's Services and Operations 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 capacity to undertake some wharf maintenance works is restricted now due to the sub-structure of the wharf driveway being unstable in parts and unable to cope with the weight of heavy plant.

The slipway is maintained and operated by the Port Leading Hand. 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 a number of public safety issues.

However, public safety is somewhat compromised by and inoperable boom gate at the wharf

entrance which allows for unauthorised vehicle entry and movements.

1.5 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 a 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.

1.6 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 untraversable 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.

However, a number of other risks have been identified as part of this review which will vary in likelihood and impact but nevertheless impact on the port and some of its operations. These risks include:

- difficulty in recruiting appropriately qualified and experienced staff
- unstable sub-structure of parts of wharf driveway limiting access by some maintenance vehicles and equipment
- inoperable boom gate
- handrail corrosion and anchor plate insecurity
- dry berth scaffold height limitations
- sand build-up under floating marina
- corroded vertical metal ladders
- dredge line location inappropriate (on top of rock wall) loose and can't be adequately affixed
- ongoing rock wall water entry potentially resulting in wall instability
- signage aged and requires review
- due to dredging licence being limited to harbour entrance and adjacent rock wall area sand build up is occurring in other areas of the harbour limiting boat access a egress
- dry dock winch is aged and now inappropriate
- oil receptacles inappropriately located
- some boat owners operate the fuel dispensing equipment when only Fishing co-op personnel are technically authorised
- numerous trip hazards on walkways
- dredge limited in manoeuvrability due to no self-propulsion
- boat ramp rail unstable
- Minor contamination under fuel dispensing equipment

A number of these risks will only be alleviated through the availability of State government funding.

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.

1.7 Triggers for Review

The currency of this SEMP will be maintained through the plan being externally reviewed every three years coupled with internal reviews undertaken by staff 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.

1.8 Accountable Contact Persons Within the Port Organisation and other Contacts

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

Apollo Bay Port Coordinator

Phone: (03) 5237 6082

Mobile: 0448 423 192

Email: POAB@colacotway.vic.gov.au

Apollo Bay Port On-Call Contact Number

Mobile: 0418 320 441

Marine Pollution Enquiries/Assistance

Phone: (03) 9655 9797

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 (Council) remained the local port manager for Port of Apollo Bay and the daily operation of the port continues to be overseen by a Port Coordinator employed by Council.

The SEMP's were originally 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 SEMP underwent independent audits 2008 and 2013 and 2016 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. (refer section 1.2 of this plan).

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 responsible Department 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 SEMP's.

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 Head of Transport for Victoria', 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 2015* 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 installations 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.*

The Port also has a 'Port Operating Procedures Manual' which also promotes safe operations.

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 high-risk hazards listed in sections 5.9 and 5.11. The objectives are:

- To undertake or participate in the planning and management of sustainable port safety and environmental outcomes
- To provide a safe port environment for all users
- To eliminate work-related injuries and illness arising from its operations
- To encourage tenants, service providers and the community to eliminate work-related injuries and illness arising from their activities and operations
- To communicate educate and inform commerce, industry, relevant agencies and the public of port related safety and environmental management issues
- To encourage tenants, service providers and the community to minimise waste, prevent pollution, utilise resources efficiently and reduce environmental impacts.
- To prevent or minimize pollution arising from its operations
- 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 Transport for Victoria.

The KPI's for the Port of Apollo Bay are:

KPI	Management Strategy
1. Maintaining safe depth of water at the harbour entrance by carrying out dredging in a planned, regular and effective manner – 95% of the time or greater	<ul style="list-style-type: none"> • carry out proactive dredging • maintain dredge in working order • undertake sounding for estimating water depth before and after dredging • ensure annual hydrographic survey
2. Ensure proper functioning of navigation aids – 99% of the time or greater	<ul style="list-style-type: none"> • daily inspections • completion of checklist

	<ul style="list-style-type: none"> • retention of checklists • backup generator available • stock of lights and parts maintained • electrician on 24 hour call
3. A reduction in workplace OHS incidents	<ul style="list-style-type: none"> • ensure staff and contractors' compliance with OHS policies and procedures • provide regular staff OHS training • ensure staff use protective clothing and aids • regular safety inspections of all port assets and vessels • ensure regular auditing of assets and port infrastructure • enforce traffic control measures • conduct post incident investigations and identify any available and affordable risk alleviation measures • ensure plant and equipment is adequately maintained and serviced • ensure adequate regulatory and other signage. • focus on risk mitigation strategies and measures
4. Timely completion of incident forms – within 24 hours or next working day	<ul style="list-style-type: none"> • complete incident report and file in incident book • ensure signatures of port officers • undertake rectification measures • report incidents to department
5. Monthly inspection of assets for preventative maintenance works	<ul style="list-style-type: none"> • carry out monthly inspections and complete checklist • carry out proactive maintenance work • program significant works in future budgets • retain all inspection checklists
6. Availability of accurate and current 'Material Safety Data Sheets' – 95% of time or greater	<ul style="list-style-type: none"> • ensure necessary data is available • ensure regular updating • ensure retention of sheets
7. Allocation of berthing and mooring – 90% occupancy or greater	<ul style="list-style-type: none"> • reallocate vacant berths • check occupancy rates • check documentation • compliance with SEMP conditions
8. Availability of slipway – 90% of the time	<ul style="list-style-type: none"> • maintain slipway register • ensure routine maintenance • ensure programmed booking • consider priority for urgent

	maintenance requirements
9. Annual review of harbour long term capital works program	<ul style="list-style-type: none"> • reviewed each September by team leader and port manager • allocate project priority criteria • consider level of risk and risk mitigation measures • apply for government funding
10. Obtain coastal consent for all physical works undertaken at the port – 100% of the time	<ul style="list-style-type: none"> • mandatory application process for all projects • projects not commenced until consent received
11. Continuously improve consultation methods with port stakeholders to share and implement best practice solutions	<ul style="list-style-type: none"> • implement measures to re-establish the Port of Apollo Bay Consultative Committee (PABCC) • If when established, convene (PABCC) meetings at minimum of quarterly
12. Consider potential effects of extreme climate events during planning for all major port infrastructure maintenance and upgrade projects.	<ul style="list-style-type: none"> • document extreme climate event possibilities for all major maintenance and upgrade projects

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 Location of Key Tenancies 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 State. 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 August 2017	3 Years
Apollo Bay Fishermen's Cooperative Society Ltd	Refueling Facility	18 November 2002	Ongoing
Apollo Bay Sailing Club Inc.	Portion of land on foreshore for Club rooms (77.8 m ³)	10 September 2016	21 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 kelp 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

would immediately be reported to the Australian Quarantine and Inspection service (AQIS) now part of the Federal Department of Agriculture and Water Resources 24 hr Melbourne airport office number – 1800 084 881.

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

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

Website: epa.vic.gov.au/water/ballastwater

4. ORGANISATIONAL FUNCTIONS

4.1 Internal Port Structure and Interactions

Colac Otway Shire Council is the Port of Apollo Bay Committee of Management. The Council employs all staff associated with and responsible for the ports management and operation.

Council has responsibilities for management of the port delegated from the Victorian Government.

The Council's CEO has ultimate responsibility for employing all staff associated with the port's management and operations and for allocating their responsibilities.

Effectively the operational staff employed at the port (Port Team Leader, Port Foreman, Port General Hands x 2, and any casual staff) are under the control of the Port Manager.

The Port Manager is Council's Services and Operations Manager with the port being only one of a range of operations for which this officer is responsible. The Port Manager reports to Council's Infrastructure and Leisure Service General Manager.

In recent times there has been significant staff turnover within the Council with contractors fulfilling a number of staff roles including the Port Team Leader role which has impacted the port's management and operations.

4.2 External Port Structure and Interactions

Council has responsibilities for management of the port delegated from the Victorian Government. The Government's Minister for Ports (also the Minister for Roads and Road Safety) has overall responsibility for local ports within the government.

The Minister is supported by the Department of Economic Development, Jobs, Transport and Resources. The department oversees transport regulatory policy and legislation and is engaged in the delivery of a number of major transport projects, initiatives for local ports and the boating and fishing industries.

The departmental division responsible for Local ports is 'Transport for Victoria'. This division has a 'Head' who is responsible to the departmental secretary. Transport for Victoria is a statutory office that is responsible for the planning and coordination of all transport systems in Victoria, Australia. It also acts as an umbrella agency for Public Transport Victoria and VicRoads.

Local ports are managed with the support of a funding program managed by Transport for 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
<ul style="list-style-type: none"> Minor injuries immediately treated on-site with first aid treatment No need to contact regulatory authorities No fines or prosecution 	<ul style="list-style-type: none"> Moderate injuries requiring medical treatment but without hospital admission Need to contact regulatory authorities due to potential non-compliance Possible fines 	<ul style="list-style-type: none"> Serious and / or extensive injuries requiring medical treatment with hospital admission Need to contact regulatory authorities due to non-compliance Possible fines and prosecution 	<ul style="list-style-type: none"> Paraplegia, quadriplegia, brain damage or death Need to contact regulatory authorities due to non-compliance Fines and prosecutions likely 	<ul style="list-style-type: none"> 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 and Operational Likelihood Descriptors

	A	B	C	D	E
Indicative Frequency	<ul style="list-style-type: none"> Almost certain 1 or more incidents in 1 month 	<ul style="list-style-type: none"> Likely 1 or more incidents in 1 year 	<ul style="list-style-type: none"> Moderate 1 or more incidents in 5 years 	<ul style="list-style-type: none"> Unlikely 1 or more incidents in 10 years 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Almost certain 1 or more incidents in 1 month 	<ul style="list-style-type: none"> Likely 1 or more incidents in 1 year 	<ul style="list-style-type: none"> Moderate 1 or more incidents in 5 years 	<ul style="list-style-type: none"> Unlikely 1 or more incidents in 10 years 	<ul style="list-style-type: none"> 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						
Likelihood		1	2	3	4	5
	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
			Before controls			After controls		
1.	The risk of sand build up at harbour entrance preventing safe vessel access.	Dredge breakdown	4	C	H	4	D	M
		Equipment failure	4	C	H	4	E	M
		Insufficient qualified staff to operate dredge	4	C	H	4	C	H
		Storm conditions restricting dredging	4	D	M	4	C	H
		Dredge operation permit	3	B	H	3	B	H

		restrictions						
2.	The risk of inoperative navigation aids resulting in vessel collisions and accidents, capsizes etc.	Inspections not undertaken to schedule	4	E	M	2	E	L
		Equipment breakdown	4	D	M	3	D	M
		Lack of available parts	4	D	M	2	D	L
		Unavailability of electrician	4	D	M	2	D	L
		Backup generator inoperative	4	D	M	2	D	L
3.	The risk of boat users or harbour visitors falling onto rocks and/or into water caused by unsafe infrastructure (dock ladders & handrails) resulting in death or serious injury.	Maintenance of infrastructure not undertaken	4	C	H	4	C	H
		Asset/Infrastructure inspections not undertaken	4	E	M	4	E	M
		Funding not available for remedial works	3	C	H	3	C	H
4.	The risk of people slipping on uneven walkways and paths or on other obstructions and colliding with vehicles	Maintenance of walkways and paths not checked and undertaken	4	D	M	4	E	M
		Walkway/path inspections not undertaken	4	E	M	4	E	M
		Boom gate repairs	4	E	M	4	E	M
5.	The risk of breakwater wall failures caused by a lack of maintenance against sea activity resulting in pedestrian falls, heavy vehicle loss, interruption to dredge operations and harbour silting through sand accretion.	Storm activity results in wall failure	5	D	H	5	D	H
		Preventative maintenance not undertaken	4	D	M	4	E	M
		Lack of funding for preventative works						
6	The risk of a slipway incident caused by unsafe work practices (scaffolding, power tools, hazardous materials) resulting in death or serious injury to boat owners or COS employees.	Unsafe equipment e.g. aged winch	4	C	H	4	D	M
		Inadequate scaffolding resulting in worker improvisation	4	D	M	4	E	M
		Falls by slipway users	3	C	H	3	D	M
		Unauthorised work activities at slipway						
7	The risk of sand accretion under the marina caused	Lack of steel sheeting condition inspections and maintenance	2	D	L	2	E	L

	by failures in the steel sheeting under the jetty resulting in the marina listing and breaking apart.	Unforeseen storm events	2	E	L	2	E	L
8	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
9	Harbor 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
10	Pedestrian pathway – main road	Access roads pedestrian vehicular conflict	4	E	M	4	E	M
11	Itinerant berth area	Trips / falls (public) – Injuries	2	D	L	2	D	L
		Cars reversing/ pedestrians - Injuries	2	D	L	2	D	L
12	Marina	Trips / falls – Injuries	2	C	M	2	C	M
		Falls into water – Injuries/drowning	2		M	3		M
		Falls from boats - Injuries	2	C	L	2	D	L
		Boat fires – Injuries / economic	4	D	L	2	D	L
				D			D	

13	East jetty	Trips / falls - Injuries	2	D	L	2	D	L
		Jumping to sea / harbour – Injuries / drowning	3	B	H	4	C	H
14	Lee rock wall	Trips / falls - Injuries	3	D	M	3	D	M
		Quicksand dredge spoil – Injuries / death / drowning	4	E	M	4	E	M
15	Main breakwall	Trips / falls – Injuries / drowning	3	C	H	3	C	H
		Fish hook injuries – Injuries	2	D	L	2	D	L
16	Harbor 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

17	Workshop and yard	Machine shop tools - Injuries	3	D	M	2	D	L
		Power and hand tools - Injuries	3	D	M	2	D	L
18	Dredge line location	Unstable on top of rock wall	2	C	M	2	C	M
		Difficulty in securing	2	C	M	2	C	M
		Potential for misplacement and public risk	2	C	M	2	C	M
19	The risk of conflict between port users and / or boat collisions caused by a lack of 7 day supervision of the harbour resulting in serious injury or civil liability.	Lack of staff presence	2	E	L	2	E	L
		Inadequate signage	1	E	L	1	E	L
		Equipment misuse	3	D	M	3	D	M
		Lack of emergency contact knowledge	1	E	L	1	E	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 cut-off 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
			BEFORE CONTROLS			AFTER CONTROLS		
1	The risk of the Undaria seaweed entering Apollo Bay caused by an incorrect disposal of dredge spoils outside the harbour resulting in prosecution or further restrictions to operations by State Government	Infestation impacting on natural environment	3	D	M	2	D	L
		Propagation to other areas	3	D	M	2	D	L
		Destruction of native species	3	D	M	2	D	L
2	The risk of a hazardous material spill into the harbour caused by a lack of active governance of port activities resulting in a loss of community and DELWP confidence	Water contamination	3	C	H	3	E	M
		Impact on marine life	3	C	H	3	E	M
		Inadequate, insufficient or inappropriate dissemination of information	3	E	M	2	E	L
3	Boating including powerboat operations	General wastes – contamination of beaches, soil, water or air	2	A	H	2	D	L
		Transport of	3	C	H	2	D	L
		pests	2	C	M	2	E	L

4	Slipway Operations	Wrong disposal of hazardous chemical	2	C	M	2	C	M
		Slipway interceptor pit overflow	2	B	M	2	D	L
5	Solid waste disposal	Inappropriate disposal of waste smell and odour	2	B	M	2	C	M
		Recycling waste going to litter	1	C	L	2	D	L
			1	A	M	2	D	L
6	Fuelling -not from a fixed installation	Leakage in fuel tank explosion or fire	3	D	M	3	D	M
			3	D	M	3	D	M
7	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
8	Marine pest	Destruction of non-local species	4	D	M	4	E	M
		Propagation to other areas	4	D	M	4	E	M
9	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
10	Interaction with harbour user	Inadequate, insufficient or inappropriate dissemination of information	1	C	L	1	D	L
11	Events at the harbor	Lack of waste management	1	B C	M L	1	D	L
		Contamination of waterways	1	B	M	1	D	L
		Lack of local area traffic management	1			1	D	L
12	Oil receptacles location	Location close to walkway and accessible by public – spills occur	2	D	L	2	D	L
13	Traffic	Road fuel tanker spill – pollution / environment damage	3	D	M	3	D	M

As a result of the appointment of a new Port Coordinator (July 2018) it is intended to conduct a complete review of the Port's risk registers during the 2018/19 financial year.

6. RISK TREATMENT AND MANAGEMENT

6.1 High Risk Safety and Environmental 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 high risk safety and environmental hazards listed in the risk registers (Sections 5.9 and 5.11).

Activity	Risk Rating	Current Controls	Time frame/ targets	Responsible person	Monitoring of control measures
Harbour Entrance Inaccessibility due to Sand Buildup	H	Dredging undertaken regularly and as required Daily inspections and monitoring Regular water depth testing Acquisition of new dredge	Ongoing Daily Ongoing 2016	Port Coordinator Port Coordinator Port Coordinator	Daily Monitoring
Navigation Aids Inoperable	H	Daily inspections Backup generator Spare parts maintained Contract electricians available			
Port Users – Trips, Falls, Drowning	H	Designated footpaths for pedestrians Hazard inspections Warning Signage Maintenance of walkways Staff surveillance	Complete Ongoing Ongoing As Required Ongoing	Port Coordinator	Regular monitoring Monthly asset infrastructure inspections Notifications from users and public
Breakwater Wall Failures	H	Regular monitoring	Ongoing	Port Coordinator	Monthly inspections & recordings

		Department Notifications	As required	Council	Regular monitoring
		Capital works programming	Annually	Council	
Undaria Seaweed Contamination	M	Regular Monitoring Staff Surveillance	Ongoing Ongoing	Port Coordinator	Daily Observations
Hazardous Materials Spillage	M	Enforcement and Enactment of Risk Mitigation Measures Adequate Warning Signage Immediate Response Strategies	Ongoing As Required Immediate	Port Coordinator	Daily Compliance

The control strategies listed in the risk control register above will involve implementation of the following controls hierarchy depending on available resources and control opportunities:

- elimination of the hazard
- substitution of the hazardous substance or plant with an inherently less hazardous one
- engineering controls
- separation/isolation of persons from the hazard
- use of work aids/changed working conditions
- personal protective equipment

6.2 Risk Treatment and Emergency Management

Port of Apollo Bay recognises that the development of this plan will not always 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.

In the event of a significant marine pollution event *VicPlan* the Victorian marine pollution contingency plan will be utilised and referred to in responding to such events.

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 many of which have been developed with Colac Otway Shire and through staff collaboration. The Port of Apollo Bay endeavours to improve its management systems by progressively reviewing existing practices and procedures and incorporating these into the Port Operations Procedures Manual.

The SEMP implementation process also involves periodic 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 Legislative References

The Port of Apollo Bay has prepared this Safety and Environment Management Plan (SEMP) in accordance with the *Port Management Act 1995* (Vic).

Section 91(CA) of the *Port Management Act 1995* (the Act), requires a SEMP to promote the objectives of safety and environmental planning by encouraging:

- improvements in safety and environmental outcomes
- facilitating the development, maintenance and implementation of appropriate safety and environmental systems
- an integrated and systematic approach to risk management.

In accordance with Section 91D of the Act, the Port of Apollo Bay's SEMP has been: prepared in accordance with the Act and Guidelines issued by the Minister in November 2012 in accordance specifically with Sections 91E and 91F of the Act.

Under Section 91C(2) of the Act, the Port of Apollo Bay is also required to take reasonable steps to:

- implement measures and strategies specified in the SEMP to prevent or reduce hazards and risks associated with the operation of the port
- follow processes set out in the SEMP to involve its tenants, licensees and service providers with the implementation of the plan
- follow the procedures set out in the plan for implementing, reviewing and revising the SEMP.

Other relevant and key safety and environmental legislation includes:

- the *Occupational Health and Safety Act 2004* (Vic) (OHS Act)
- the *Occupational Health and Safety Regulations 2017*

- the *Dangerous Goods Act 1985* (Vic)
- the *Dangerous Goods Storage and Handling Regulations 2012*
- the *Emergency Management Act 1986*
- the *Environment Protection Act 1970* (Vic)
- the *Pollution of Waters by Oil and Noxious Substances Regulations 2012*
- the *Coastal Management Act 1995* (Vic)
- the *Marine (Drug, Alcohol and Pollution Control) Act 1988* (Vic)
- the *Marine Safety Act 2010* (Vic).
- the *Marine Safety Regulations 2012*
- the *Transport Integration Act 2010*
- the *Pollution of Waters by Oil and Noxious Substances Act 1986*

The Port of Apollo Bay may also be subject to other relevant obligations under other State and Commonwealth legislation regarding maritime safety, security and the protection of the environment.

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 internal 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 initial SEMP.

- Public notice placed in local newspapers and letter sent to key stakeholders outlining SEMP's program and calling for comment on list of port activities
- Internal staff risk assessment session
- External stakeholder contact and briefing
- Public notice placed in local newspapers and letter sent to key stakeholders outlining program update and draft SEMP's invitation to comment
- Public notice placed in local newspapers and letter sent to key stakeholders outlining final document availability and future consultation processes

In the development of the initial 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:

- Colac Herald
- Colac Otway Shire Newsletter
- Apollo Bay Community News Sheet
- Community Newsletters

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

- 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 Coordinator and associated Council staff.

The Ministerial Guidelines: Port Safety and Environment Management Plans (November 2012) are the primary reference for relevance, inclusions or omissions to this latest version of the plan.

During 2018 monthly meetings have been conducted with the Apollo Bay Harbour user's group with an emphasis on reviewing existing risks and identifying any new risks as well as consideration of possible risk mitigation measures.

The Port Coordinator has also initiated steps to reconvene the Port of Apollo Bay Consultative Committee involving all interested stakeholders. It is intended that this committee will have input into future versions of the SEMP.

A public notice will be placed in locally circulating newspapers and newsletters and key stakeholders will be notified of the reviewed 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 1 – 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 minimisation 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.

Local Port

A port declared to be a local port by Order in Council under section 6 of the Port Management Act 1995

Port Manager

The body (Colac Otway Shire Council) appointed under section 44A of the Port Management Act 1995 to be the port manager of the port.

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 2 – 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 3 – 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



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

LAND VICTORIA, 3740 VICTORIA PARADE, EAST MELBOURNE 3002
FACSIMILE: (03) 9412 4742



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



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

Victoria ON THE MOVE

APPENDIX 4 – RELATED DOCUMENTATION

- Colac Otway Shire Environmental Policies, Procedures and Plans
- Colac Otway Shire Health and Safety Policies, Procedures and Plans
- Colac Otway Shire Municipal Emergency Management Plan 2017
- Colac Otway Shire Municipal Emergency Relief and Recovery Plan 2015

APPENDIX 5 – PORT OF APOLLO BAY Map 1




APPENDIX 5 – PORT OF APOLLO BAY Map 2 (Enlargement)

APPENDIX 5 – AIDS TO NAVIGATION Map 3

APPENDIX 6 – 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	Transport for Victoria	Local Ports Officer

APPENDIX 7 – 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
<p>In accordance with Section 91E of the <i>Port Services Act 1995</i> (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:</p>	
<ol style="list-style-type: none">1. Adequately provides for the matters required by s.91D of the <i>Port Services Act 1995</i>; and2. Has been prepared in accordance with Ministerial Guidelines made under s.91G of the <i>Port Services Act 1995</i>.	
Certifier's Signature:	
Date:	31/08/05

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APPENDIX 7 – 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
<p>In accordance with Section 91E of the <i>Port Services Act 1995</i> (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:</p>	
<ol style="list-style-type: none">1. Adequately provides for the matters required by s.91D of the <i>Port Services Act 1995</i>; and2. Has been prepared in accordance with Ministerial Guidelines made under s.91G of the <i>Port Services Act 1995</i>.	
Certifier's Signature:	
Date:	31/08/05

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NOTES: