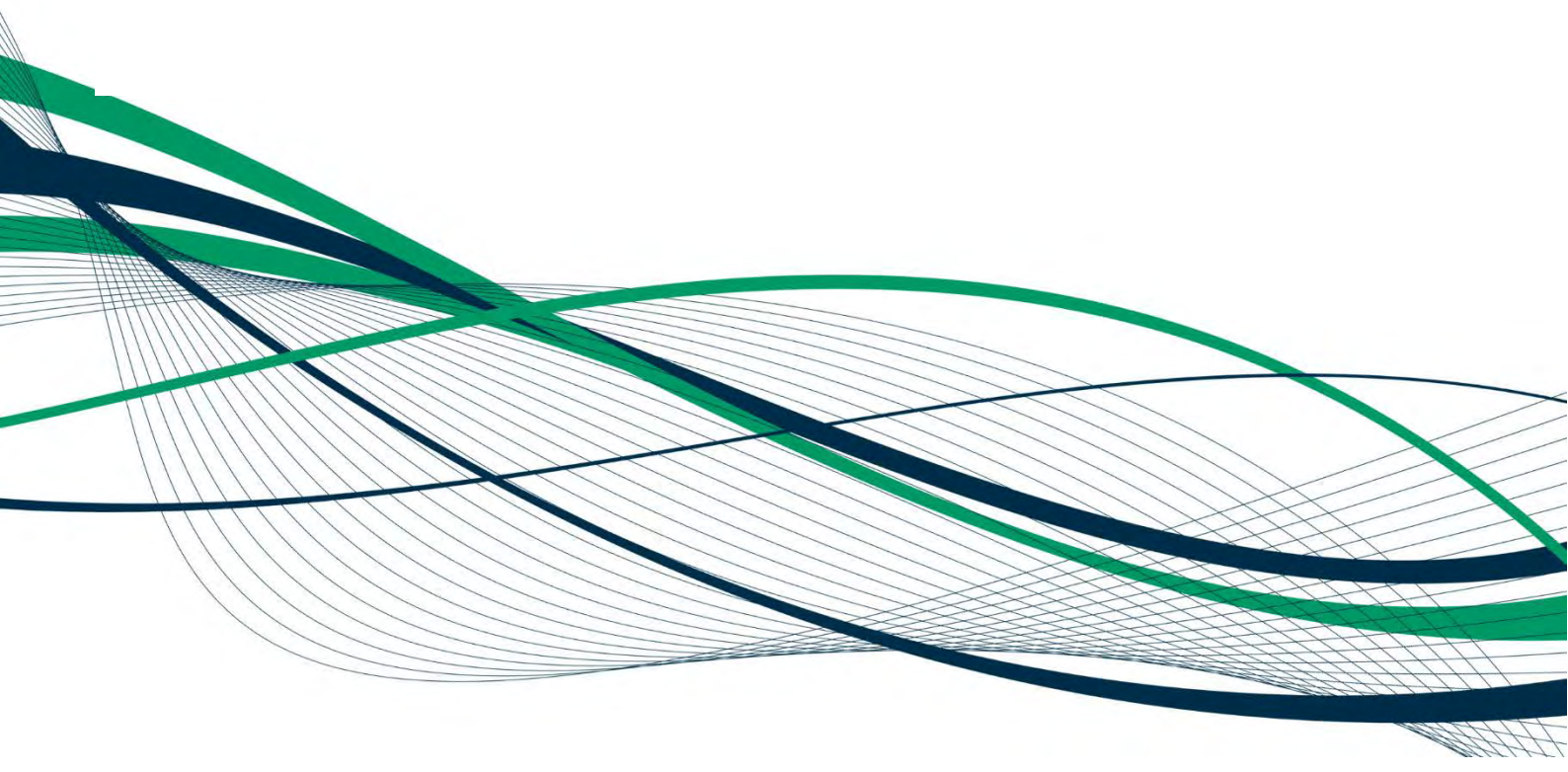
PORT OF PORT FAIRY SAFETY & ENVIRONMENT MANAGEMENT PLAN

August 2020



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Revised copies will be distributed to those individuals and organisations noted in Section 10.

Contents

1. Summary

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

The aim of this Safety and Environment Management Plan (SEMP) is to present an integrated system for managing and improving environmental and safety performance at the Port of Port Fairy and to promote best practice safety and environment risk management across all aspects of port activities. Beneficiaries of the plan will be port employees, users, visitors and the wider Victorian community. The purpose of the SEMP 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 Port Fairy.

The Port of Port Fairy encompasses the area of the Moyne River bounded by the footbridge at the northern boundary of the port to the river mouth at the ocean. It is located within the township of Port Fairy on the south west coast of Victoria.
The length of the river within the port boundary is approximately 1,300 metres and the port area include both sides of the river bank and the land area known as Battery Hill reserve. Appendix 1 is a map of the Port of Port Fairy and its boundaries.

Port infrastructure includes wharves, jetties, itinerant berthing facilities, refuelling facilities, jetty links (large and small), two slipways (for large and small vessels), mooring jetties, training walls, navigational aids, and the yacht club wharf and marina. There are private and public jetties and a number of buildings including a works depot, a former fishing co-operative building (now a commercial restaurant), and a yacht club.

Port services comprise primarily port administration and an infrastructure maintenance program. Port maintenance consists of channel maintenance and dredging operations; rock training wall reconstruction and maintenance; berthing facility maintenance; replacement and painting of whalers, fenders and hand railing; slipway maintenance; and navigational aids maintenance which includes maintenance of speed limit buoys, and the Martins Point Light.

Moyne Shire employees allocated to the port comprise:

- Port Coordinator
- Port Assistant
- Port Maintenance Officer

1.2 Major Tenants, Licensees and Service Providers

Formal lease tenancies within the port are held by the Yacht Club and by The Wharf Restaurant and Fish & Chip shop, which is located in the former fisherman's co-operative building on the north western side of the main port wharf.

Port Fairy's historic lifeboat, built in 1857.

Slipway activity is an important periodic activity within the port and is an activity requiring shared responsibility between the port staff and slipway users. Documented slipway procedures and induction materials are available to users upon application to port staff. The procedures detail the key responsibilities of the maintenance program for Port staff and slipway users.

1.3 Objectives

The Port of Port Fairy has established eight key safety and environmental objectives to meet the commitments of its policy and to manage the significant safety and environmental hazards listed in the risk registers (Appendix III). The objectives are:

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

From these, a series of Key Performance Indicators (KPIs) of effective safety and environmental management at the port have been developed. The KPIs are used by the Port management to assess the extent to which implementation of the SEMP achieves the safety and environment management planning objectives set out in section 91CA of the Act.

1.4 Significant Safety and Environmental Risks and Associated Controls

The Port of Port Fairy has used a systematic risk assessment process to identify safety hazards and environmental risks that are present within the port area. The hazards and risks identified, and their potential impacts, are associated with all aspects of the port activities – commercial, operational and public use.

Significant safety risks identified include:

- jumping/diving off jetty
- swimmers struck by boats
- falls from jetty ladders
- boating injuries
- accidents while maintaining vessels on slipways
- port maintenance works
- boat ramp use,
- wildlife interaction
- vandalism of facilities

Significant environmental risks identified include:

- marine pest incursion
- slipway runoff
- refuelling of vessels,
- fuel and oil spills
- dredging activities

A number of measures have been identified to control these hazards and risks, and these are detailed in the following sections of this SEMP. In addition, a number of safety hazards and environmental risks are associated with emergency situations such as collisions with boats and infrastructure, explosions and fire. The measures adopted to control these hazards and risks are set out in the port's Emergency Management Plan.

Risk management controls are also applied through the establishment of safety and environmental management criteria for permits, licences and lease agreements and the establishment of safety boating charts.

1.5 Triggers for Review

The currency of this SEMP will be maintained by ensuring the plan is reviewed annually. The Port Manager (Moyne Shire Council) also commits to conducting more frequent revisions in response to any "medium" to "extreme" incidents, or "near miss" incidents occurring and in response to any changes to related key legislation or regulations, or changes to port operations, activities or functions.

1.6 Port Contact Persons

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

Port Coordinator	Manager Environment & Regulatory Services
Port of Port Fairy	Moyne Shire Council
Griffith Street	PO Box 51
PORT FAIRY VIC 3284	PORT FAIRY VIC 3284
Phone: (03) 5568 1108	Phone: (03) 5568 0568
Mobile:	Mobile: 0408 529 190

2. Introduction

The historic Port of Port Fairy is a working port used by commercial fishing enterprises and recreational boaters and anglers. Situated on the Moyne River in Port Fairy, the Port has berths that can be rented on a casual or more permanent basis.

Some of the commercial operations that use the Port include abalone, cray, shark and squid fishing operations, as well as charter boat operators. Recreational users include yachts, recreational anglers and leisure craft, and the picturesque Port and wharf area is popular with locals and visitors alike.

The Port boasts beautiful bluestone training walls that run along the river's edge out to sea.

The Port of Port Fairy is operated and managed by Moyne Shire Council (MSC), which employs a full-time co-ordinator and two other staff to oversee operations.

Facilities available at the Port include:

- 24-hour card access to diesel
- Short and long-term berths
- Vessel slipping facilities
- Boat ramp
- Fish cleaning and BBQ facilities

2.1 Safety and Environment Management Plan

The aim of this Safety and Environment Management Plan (SEMP) is to present an integrated system for managing and improving environmental and safety performance at the Port of Port Fairy and to promote best practice safety and environmental risk management across all aspects of port activities. Beneficiaries of the plan will be port employees, users, visitors and the wider Victorian community.

The SEMP has been prepared, and is maintained and implemented, in accordance with the *Port Management Act, 1995,* as amended (the Act), and *Ministerial Guidelines: Port Safety and Environment Management Plans, 2012* (the Guidelines).

The purpose of the SEMP 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 Port Fairy.

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 complements current and future safety and environmental management practices.

Port management will use the SEMP as an ongoing guide to risk management performance and regularly review matters with safety and environmental implications.

As of 01 January, 2019 responsibility for local port management rests with the Department of Jobs, Precincts and Regions (DJPR). Moyne Shire Council remains the local Port Manager for Port of Port Fairy, and the daily operation of the port is overseen by the Port Coordinator and Port staff.

The SEMP is intended to be a working document, identifying all significant risks involved in the spectrum of port activities and detailing the Port's actions to control them.

The SEMP is reviewed and updated annually, and is independently audited every three years as required under the Act. The Port of Port Fairy has also undergone DJPR audits in 2008 and 2013 to assess the extent to which the implementation of the management plan achieved the safety and environment management planning objectives set out in the *Port Management Act 1995*.

The Port of Port Fairy has taken reasonable steps to involve all tenants, licensees and service providers in the SEMP's development and review processes as participation of key stakeholder organisations is a key element in the successful development and implementation of the plan.

2.2 Port Manager's Functions

Moyne Shire Council is the Port Manager for the Port of Port Fairy. Under the *Port Management Act, 1995,* the Port Manager (or its representative) 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, moorings, buildings and vehicle parks.
- To provide, develop and maintain, in accordance with any relevant standards developed by the Director of Transport Safety Victoria, navigation aids in the port.
- To carry out the functions and powers of a local authority in respect of any State waters within the port.
- To provide, develop and maintain, in accordance with any relevant standards developed by the Director of Transport Safety 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*, signed in May 2012.

- 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 Act.
- To control and direct vessels entering and leaving the waters for which he or she has been engaged, 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 Port Manager thinks fit.
- Any other functions that are conferred on Port Managers by or under the *Marine Safety Act, 2010,* or any other Act.

The *Port Management (Local Ports) Regulations 2015* give the Port Manager (or its representative) 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.

The Port of Port Fairy 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.

2.3 Port Safety and Environmental Policy

Port of Port Fairy 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 Port Fairy 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.
- Endeavour to meet all applicable safety and environmental legislation, regulations and other requirements to which the organisation subscribes.
- Conduct activities and operations with the aim of:
    - eliminating work-related injuries and illness; and

    - eliminating or minimising waste, prevent pollution, promote efficient use of resources and minimise 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.
- Communicate and make the Safety and Environment Management Plan available to staff, tenants, licensees, service providers and the community.

The Port of Port Fairy also recognises the safety and environmental planning objectives as set out in S91CA of the Act. The objectives are:

- Promoting improvements in safety and environmental outcomes at Victoria's ports.
- Promoting and facilitating the development, maintenance and implementation of systems that enable compliance with the various safety and environmental duties that apply to the operation of the port.
- Promoting an integrated and systematic approach to risk management in relation to the operation of the port.

2.4 Objectives, Key Performance Indicators and Annual Report

The Port of Port Fairy has established eight key safety and environmental objectives to meet the commitments of its policy and to manage the significant safety and environmental hazards listed in the risk registers (Appendix III). The objectives are:

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

Key Performance Indicators (KPIs) of effective safety and environmental management at the port have been developed, as required under the *Ministerial Guidelines: Port Safety and Environment Management Plans*. The KPIs are used by the Port management to assess the extent to which implementation of the SEMP achieves the safety and environment management planning objectives set out in section 91CA of the Act. The KPIs for the Port of Port Fairy are set out in the following table:

	KPI	Management Strategy	Relevant Objectives:
1	Attempt to maintain 2 metres depth of water in the river by carrying out dredging in a planned and effective manner	Carry out maintenance dredging (high number of tourists and visiting boats makes dredging very difficult in the tourist season – between Christmas and mid-March). Depth checked with leadline and, when needed, with hydrographic survey.	1, 2
2	Ensure proper functioning of Navigation Aids – 95% of the time or greater	Navigation aids are checked visually fortnightly by port staff and documented in Port Coordinator's work diary. Diving checks on the red buoy's tackle every 9 months. Replace the red buoy's tackle every 18 months.	1, 2
3	Completion of Incident Report Form – within 24 hours or next working day	Complete Incident Report. Ensure signature of Port Officers. Carry out rectification measures. Report to DJPR monthly, sooner if major incident (specify reporting time).	1, 2, 3, 4
4	Monthly inspection of assets for preventative maintenance works	Monthly inspections carried out at the end of month or nearest working day.	1, 2, 7, 8
5	SEMP consultation with key users	Berth holders provided with berthing conditions requiring they comply with SEMP. Slipway user's induction includes SEMP information. Copies of SEMP kept available for public perusal. Port Board kept regularly informed of SEMP implementation.	1, 2, 4, 5, 6, 8
6	No workplace death or serious injury	Appropriate selection of staff and equipment. Ongoing Staff training. Equipment regularly serviced. Safe operating procedures and SWMSs in place and followed.	1, 2, 3, 4, 5, 7
7	No major water pollution incidents	Wharf refuelling facility, fuel lines and bulk fuel storage tank regularly checked and maintained. No direct bunkering of fuel without a permit issued by Port management. Spill kits and operator signage in place and regularly checked. Wastewater collection pits servicing slipways regularly checked, and emptied by licensed contractor.	1, 5, 6, 7

The overall effectiveness of the SEMP in achieving its safety and environmental performance objectives and outcomes will be evaluated and presented in an annual SEMP report to the Minister and any bodies prescribed by regulation, as required under S91HB of the Act. Those KPI's not met for the year will be identified in the annual report to the Minister, together with rectification actions taken to ensure the KPI(s) are met into the future.

S5.3 of the Guidelines contains a range of additional information that may be included in the annual report, such as significant incidents, major risk mitigation actions undertaken, outcomes of stakeholder consultations, etc. The Port of Port Fairy will consider these for inclusion in its annual report as it deems appropriate.

3. Port Description & Key Activities

3.1 Physical Boundaries and Area of Management

The Port of Port Fairy encompasses an area bounded by the footbridge over the Moyne River to the mouth of the river, a river length of approximately 1300 metres.

The designated port area (refer Appendix I) includes both side of the river banks from the footbridge to the river mouth and the land area known as Battery Hill reserve. Battery Hill is an important historic site providing an insight into the colonial settlement of Port Fairy. It includes vintage guns and emplacements, and an old bluestone powder magazine. This area is under the control of the port as access is required to Battery Hill for inspection and maintenance of training walls and jetties. Norfolk Island Pines line a number of avenues within the port precinct. The pines are listed by the Heritage Council of Victoria as "of historical significance as one of the oldest surviving street plantings using a single species" (Victorian Heritage Register), and provide a picturesque setting for the port. Griffiths Island is a small island close to the entrance of the port. The island contains significant archaeological sites as well as the historic Griffith Island Lighthouse. In addition, the island is one of the only colonies of the Short-Tailed Shearwater (Mutton Bird) and is home to the rare Rufous Bristle Bird.

Prior to 1995, the State Government-appointed Board for the Port of Portland managed the Port of Port Fairy. Following privatisation of the commercial Port of Portland in 1995, the State Government appointed the Moyne Shire Council as Committee of Management under the Crown Land (Reserves) Act 1978 and as a local authority under the Marine Safety Act 2010.

In accepting this appointment, the Council saw the port as both a significant contributor to the township and integral to Port Fairy and its future development. In addition, it acknowledged that Local Government was the most logical and well-equipped body to undertake such a management role.

A management agreement, held by the then Department of Economic Development, Jobs, Transport and Resources (DEDJTR, now the Department of Jobs, Precincts and Regions, DJPR) as of 1 July 2010, established the roles and responsibilities for the management, funding and operation of the port. The daily operation of the port is overseen by the Port Coordinator and the Council uses the Port of Port Fairy Board as an advisory body. The Board consists of Councillors and external business and industry members.

3.2 Tenancies

The Port's only commercial tenant operating under a formal lease arrangement is The Wharf Restaurant and Fish & Chip shop, which occupies the former fisherman's co-operative building.

The Port Fairy Yacht Club occupies the Yacht Club building, with tenancy arrangements to be determined.

A historic lifeboat shed is located at the port and houses “the oldest surviving self-righting, self-draining lifeboat in the world”. The boat is maintained by a volunteer community group.

Two charter boat businesses also operate at the port, both of which occupy permanent berths at the port wharf.

A commercial fishing fleet also operates from the port with the vessels occupying permanent berths at the wharf.

The commercial operations carried out by the port include mooring for the commercial fishermen and tour operators, slip usage and mooring for other vessels. General public activities carried out within the boundaries of the Port of Port Fairy include recreational boating, yachting, walking, and fishing. The Port is part of the Port Fairy township tourist precinct and attracts many visitors daily.

3.3 Dangerous Goods or Hazardous Materials Storage Facilities

Small quantities (< 20 litres) of flammable materials are stored in the port works depot, within a purpose-designed steel storage cabinet. These may include oils, solvents, paints and two stroke fuel.

A diesel fuel tank of 28 000 litres capacity is located in the port works depot. The diesel bowser is on the refuelling jetty providing access to port users.

3.4 Plant and Equipment

Major plant and equipment available in carrying out port services include:

- 1 x backhoe
- 1 x BHB 8t mobile crane (extendable jib)
- 3 x trailers (one tandem spill response trailer, and two single axle trailers)
- 1 x 6m work barges
- 1 x dredge booster pump
- 2 x utility vehicle
- Assorted power tools

3.5 Slipways

The Port of Port Fairy includes two slipways referred to as the large and small slipways respectively. The large slipway is located on the eastern side of the Moyne River within the port area between Rogers Place and Battery Lane. This slipway is capable of catering for vessels of up to 40 tonnes maximum in displacement weight.

The small slipway is located on the eastern side of the Moyne River approximately 250 metres north of the large slipway, just south of the port footbridge. The small slipway caters for vessels of up to eight (8) tonnes safe working load.

The two slipways are available to both commercial and recreational vessels. Vessel owners wishing to use either of the slipways are required to complete the slipway induction and required documentation. Port staff are responsible for the operation

and maintenance of the slipways. A slipway journal contains reference and guidance in relation to the correct settings of the slip arms etc. relative to the size of the vessel being slipped. Once a vessel has been successfully slipped by port staff, vessel maintenance can be undertaken by the vessel operator, contractors and/or support personnel. All waste materials generated by slipway activities must be removed from the sites by vessel owners and disposed of in accordance with EPA requirements.

Scaffolding is supplied by Port management. Any additional scaffolding must be erected and dismantled by licensed scaffolders.

Documented slipway procedures and induction materials are available to users upon application to port staff. The procedures detail the key responsibilities of the maintenance program for Port staff and slipway users:

1. Port staff:
    - Cable replacement frequency.
    - Slip wheel greasing.
    - Annual equipment inspections.
    - Slipway journal entries.
    - Slipway arm settings.

2. Slipway users:
    - Provision of size of vessels to be slipped.
    - User to sign acknowledgement of usage conditions.
    - All users, staff or contractors working in the slipway area must complete an induction before starting work.
    - Prohibition of sandblasting whilst vessel on slipway.
    - Detailed slipway operation requirements including vessel depth requirements, slipway brake operations, unslipping procedures and specific procedures for yachts, waste management and clean up.

3.6 International Vessel Biosecurity 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 Port Fairy that have come directly from an international port. Any contravention should immediately be reported to the Department of Agriculture and Water Resources (Commonwealth), Biosecurity section. Contact details are available on the Department's website at the following location: https://www.agriculture.gov.au/biosecurity/avm/vessels#other-information

3.7 Management of Ballast Water

Ballast water from vessels contains a variety of environmental contaminants, including fuels and oils and other chemicals, and living organisms that may cause diseases or become pests when released. 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 *Protocol for Environmental Management: Domestic Ballast Water Management in Victorian State Waters,* EPA Publication 949.3.

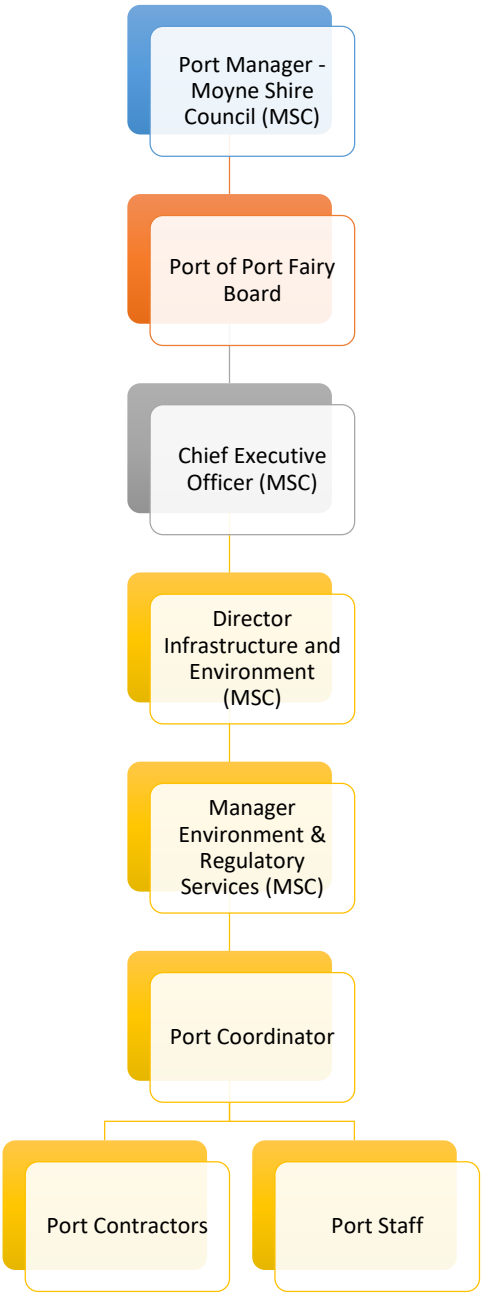
Moyne Shire as Port Manager will assist, when required, with the dissemination to port users of relevant information regarding the statutory responsibilities for domestic ballast water management and provide advice to Environment Protection Authority (EPA) regarding expected vessel arrivals that may be carrying domestic ballast water. This, however, is not expected to occur with any frequency at Port Fairy.

Further information can be obtained at all hours from EPA Victoria:
Telephone: 1300 372 842 (1300 EPA VIC)
Email: contact@epa.vic.gov.au
Website: www.epa.vic.gov.au

4. Organisational Structure

4.1 Internal

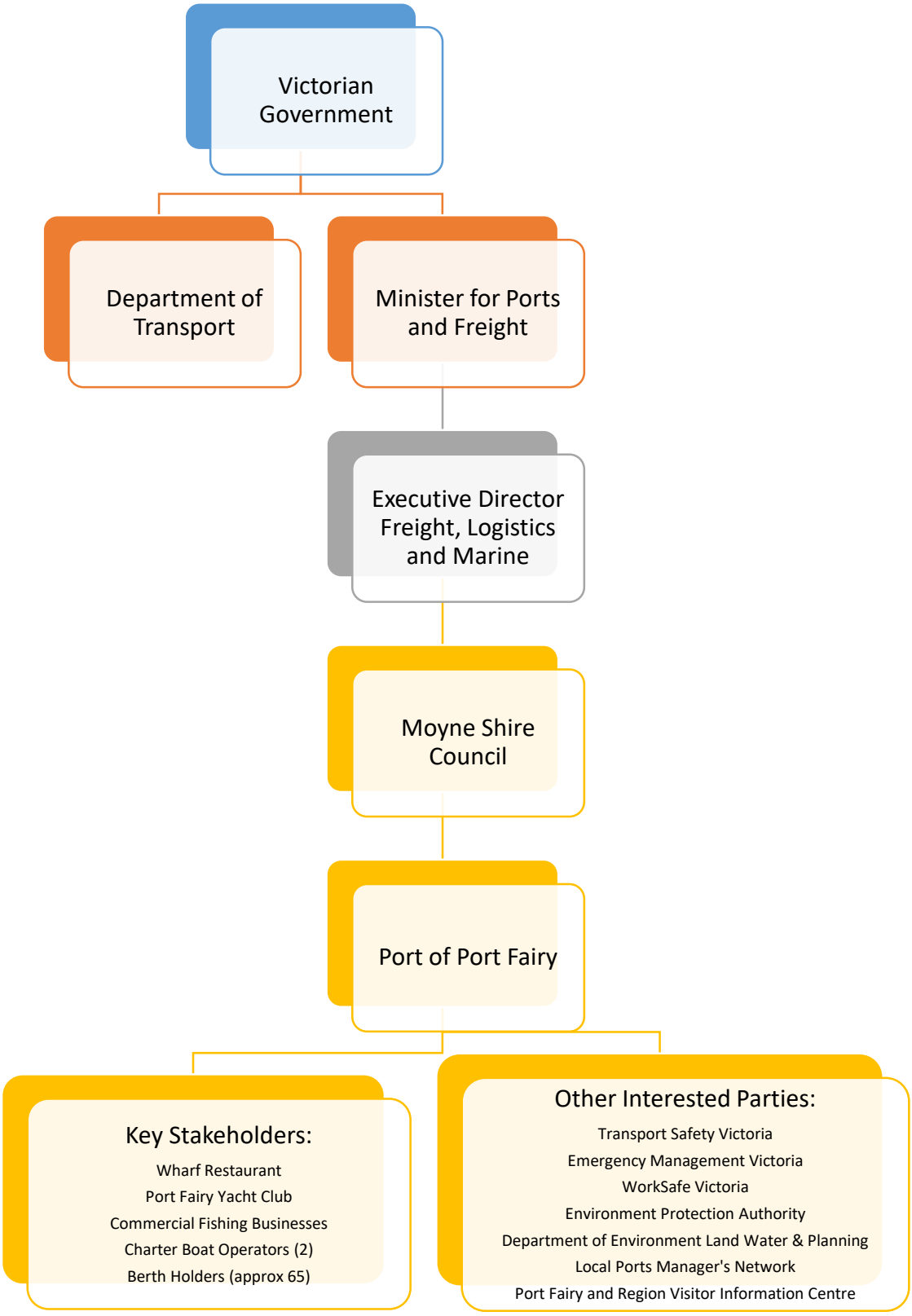
The following chart represents the Port's organisational structure:



The Port of Port Fairy Board comprises two Shire of Moyne Councillors and five local industry/business representatives.

4.2 External Relationships

The following chart represents how the Port's structure relates to State government departments:



4.3 Persons Responsible for Safety and Environmental Management

All port users, including: temporary visitors; permanent Port Fairy residents; Port staff; associated organisations, tenants, licensees, service providers, agencies and community members; are responsible for safety and environmental management. This plan is a ‘living document’ and will develop and continually evolve and improve over time to act as an overarching instrument to guide, train, inform and provide direction to Port 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 Port Fairy.

Port of Port Fairy will allocate human resources and forecast budgets to assist in the implementation of this plan, in conjunction with the DJPR.

5. Risk Assessment

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

5.1 Risk Assessment Framework

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

- AS ISO 31000:2018 Risk Management – Guidelines.
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use.
- AS/NZS ISO14001:2016 Environmental management systems – Requirements with guidance for use.
- AS/NZS ISO14004:2018 Environmental management systems – General guidelines on implementation.

The framework is the same as that used by Moyne Shire Council for risk assessment throughout its jurisdiction, and is broadly the same as was presented to the then DEDJTR for comment and subsequent endorsement during the initial development of this SEMP in 2005/06.

A list of definitions is set out in Appendix II to assist the reader with relevant risk-related terms.

5.2 Risk Assessment Process

The risk assessment process involves a thorough and systematic identification of all actual or potential safety hazards, and environmental aspects and their associated impacts, arising from Port activities. Each hazard and aspect are then risk-rated using a risk assessment matrix. Risk mitigation controls are developed to reduce risks to acceptable levels. The risk assessment process is described in further detail in Appendix III.

A review of all risks is to be conducted annually as part of the annual review of the SEMP, and if there is a major change in the nature of an activity conducted at the port and significant new hazards or impacts are identified or introduced.

5.3 Risk Registers

Following the detailed process described above and in Appendix III, a safety hazard risk register, an environmental aspects risk register has been developed and are attached at Appendices IV and V respectively. Risks are rated twice, before controls (known as “inherent risk”) and after the controls are in place i.e. “residual risk”. All inherent risks above “Low” must be controlled to reduce the risk to an acceptable level.

The registers document all significant land and water-based activities that are conducted within the port, including those undertaken by tenants, licensees and service providers, and further identify and risk-rate the associated safety hazards and environmental aspects and their impacts.

6. Risk Treatment and Management

6.1 Significant Hazard Control Register

All moderate, high and extreme (inherent) risk outcomes are deemed as significant and therefore must be controlled to reduce the risk to an acceptable level, in line with Council's Risk Policy. The following table is a compilation of the significant safety and environmental risks as set out in the risk registers in Appendices IV and V respectively. The table also specifies the control measures associated with each risk, the time frames or targets for their implementation, the responsible persons and the associated monitoring of the controls.

Inspections are conducted on a monthly basis using an electronic tablet-based program (iAuditor). Items not conforming to requirements are identified for corrective action and managed through Moyne Shire Council's non-conformance and corrective action management system procedure.

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
SAFETY								
1	Jumping / diving off jetty	Hit submerged object. Diving in shallow water. Collision with a swimmer. Struck by vessel.	High	Moderate	• Signage & user education. • Strategic ladder placement. • Life buoys where practical. • 5 knot limits in port waters. • Police enforcement.	Yearly	Port coordinator	Incident Reports/ yearly review
2	Swimming / snorkelling / diving	Struck by vessel	High	Moderate	• Signage & user education. • Life buoys where practical. • Navigational aids. • 5 knots limit in port waters. • Strategic ladder placement.	Yearly	Port Coordinator	Incident Reports/ yearly review
3	Boat ramp use	Slip, trip or fall – medical emergency	High	Moderate	• Signage & user education. • Lighting (EC). • Scheduled inspection and maintenance program.	Monthly	Port Coordinator	IAuditor
4	Wildlife Interaction	Injury from wildlife disturbance	Moderate	Low	• Signage & user education. • Scheduled inspection • Implementation of standard waste control measures. • PoPF to provide waste containers and dispose of in compliance with regulations. • https://www.wildlife.vic.gov.au/	Monthly	Port Coordinator	IAuditor
5	Port maintenance (incl: training walls, wharves, depot, pedestrian access of work sites)	Injury associated with manual handling	High	Low	• Staff training in correct manual handling. • The provision of manual handling aids. • Safe operating procedures.	Monthly	Port Coordinator	IAuditor
		Slip, trip or fall	High	Low	• Traffic management: o Advisory signage. o Pedestrian barriers. o Bollards and bunting.	Monthly	Port Coordinator	IAuditor

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
					o Allocation of a spotter as required. • Cables suspended off the ground. • Housekeeping standards enforced.			
		Electrocution	High	Low	• Schedule and documented inspections. • 5Use of fixed and portable RCD protection. • Preference for use of battery powered tools. • Use of licensed contractor electricians as required for all electrical installation and maintenance.	Yearly	Port Coordinator	Risk and Assurance audit
		Chemical burn	Moderate	Low	• The provision and use of adequate Personal Protection that meets relevant Australian Standard requirements. • Safety Data Sheets obtained and referenced prior to use of chemicals. • The provision of trained first aiders. • The provision of first aid kits fixed and within port vehicles.	Yearly	Port Coordinator	Risk and Assurance audit
		Injury associated with crane use	High	Low	• Contracted crane operators sourced from Moyne Shire preferred supplier list. • Lifting plans developed and discussed prior to work.	Yearly	Port Coordinator	Risk and Assurance audit

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
					• SWMS provided reviewed and controls implemented. • Traffic management: o Advisory signage. o Pedestrian barriers. o Bollards and bunting. o Allocation of a spotter as required.			
		Confined Space Management	High	Low	• Refer Moyne Shire procedures for Confined Space Management. • Confined spaces identified, assessed and signed. • Scheduled and documented inspections. • As required the use of suitably qualified confined space trained maintenance contractors for all confined space entries. • Safe Work Method Statements provided and reviewed for all work involving confined spaces.	Yearly	Port Coordinator	Risk and Assurance audit

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
6	Fish loading / unloading	Vehicle movement	Moderate	Low	• Port staff training. • Fixed placement of advisory signage & user education. • Regular documented Port inspections. • No vehicles on wharf without a permit. • Traffic management: o Advisory signage. o Pedestrian barriers. o Bollards and bunting. o Allocation of a spotter as required.	Monthly	Port Coordinator	IAuditor
7	Use of ladders	Falls from ladders	High	Moderate	• Ladder register. • Ladder checklist. • Ladder maintenance program. • Safe work at height training. • Provision of mobile platform ladders. • Necessary information, instruction or training for safe erection, use and dismantling of the scaffold. • Scaffolding HR Licence is held by persons performing scaffolding work where a person or object could fall more than 4 metres from the scaffold. • Development and use through consultation of Safe Work Method Statements for work at height.	Yearly	Port Coordinator	Risk and Assurance audit

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
8	Promenading / cycling (on jetty)	Hit pedestrians / infrastructure slip, trip and fall.	High	Low	• Signage & user education. • Cycling restricted on jetties.	Yearly	Port Coordinator	
9	Vandalism / trespass on vessels	Breakage of safety equipment. Removal of life buoys. Damage to signage.	High	Low	• Scheduled inspection program. • Signage & user education. • Police enforcement.	Monthly	Port Coordinator	IAuditor
10	Boating / fishing from boat / sailing / PWC use (incl: charter, commercial fishing)	Casting injury	Moderate	Low	• Signage & user education.	Yearly	Port Coordinator	Risk and Assurance audit
		Collision with another vessel / infrastructure / swimmer	Extreme	Low	• Signage & user education. • Strategic ladder placement. • Life buoys where practical. • 5 knots limit in port waters. • Navigational lights and markers in place.	Monthly	Port Coordinator	IAuditor
		Boat running aground	High	Low	• Life buoys where practical. • 5 knots limit in port waters. • Navigational lights and markers in place.	monthly	Port Coordinator	IAuditor
11	Owner DIY vessel maintenance on slipway	Slip, trip and fall, personal strain	High	Low	• Induction program. • Safe work procedures. • Equipment inspection and maintenance program. • Provision of mobile platform ladders. • Necessary information, instruction or training for safe erection, use and dismantling of the scaffold. • Scaffolding HR Licence is held by persons performing scaffolding work where a person or object could fall.	Yearly	Port Coordinator	Port Emergency Management Plan

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
					more than 4 metres from the scaffold.			
		Explosion or fire on vessel	Moderate	Low	• Induction program – incorporating site emergency management procedures. • Portable fire extinguishers.	Yearly	Port Coordinator	Port Emergency Management Plan
		Electrocution	High	Low	• Provision of fixed RCD protection. • Electrical test and tag.	Yearly	Port Coordinator	Test and tag program
		Chemical burn	High	Low	• Chemical SDSs. • First aiders and first aid kits available. • Fresh running water.	Yearly	Port Coordinator	Risk and assurance audits
		Injury from hand tools	High	Low	• Induction program. • Safe work procedures. • Equipment inspection and maintenance program.	Yearly	Port Coordinator	Risk and assurance audits
12	Vehicle operations and movement	Collision with pedestrians	Moderate	Low	• Signage & user education. • No vehicles on wharf without a permit. • Vehicle access to Port Depot restricted with placement of automatic gates.	Yearly	Port Coordinator	Risk and assurance audits
13	Dredging	Slip, trip and fall on dredge or training walls	High	Low	• The provision of competent supervision. • Safe work procedures. • Trained and competent operators. • Strategic ladder placement. • Life buoys where practical. • 5 knots limit in port waters. • Navigational lights and markers in place.	Yearly	Port Coordinator	Dredging Safety Management plan

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
		Vessel may strike pipes/anchor/cables	High	Low	• The provision of competent supervision. • Documented prestart planning meetings. • Safe work procedures. • Trained and competent operators. • Exclusion zones in place.	Yearly	Port Coordinator	Dredging Safety Management plan
		Entanglement	Moderate	Low	• Safe work procedures. • Trained and competent operators. • Moving parts guarded where practical. • Exclusion zones in place and enforced.	Yearly	Port Coordinator	Dredging Safety Management plan
		Drowning	Moderate	Low	• Safe work procedures. • Trained and competent operators. • The allocation and use of personal floatation devices. • Strategic ladder placement. • Life buoys where practical.	Yearly	Port Coordinator	Dredging Safety Management plan
14	Navigation aid maintenance	Diving – inclement weather, entanglement	Moderate	Low	• The implementation of a scheduled inspection and maintenance program. • The provision of competent supervision. • Safe work procedures. • Trained and competent operators.	monthly	Port Coordinator	IAuditor
15	Slipping (incl: set up) – Little slip	Slip, trip and fall	High	Low	• Induction program. • Safe work procedures. • The implementation of exclusion zones with the	Yearly	Port Coordinator	Risk and Assurance audit

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
					placement of bollards and bunting. • Regular documented Port inspections.			
		Vessel may tip	Moderate	Low	• Induction program. • Safe work procedures. • Equipment inspection and maintenance program. • The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.	Yearly	Port Coordinator	Risk and Assurance audit
		Public access to area	High	Low	• Induction program. • The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.	Yearly	Port Coordinator	Risk and Assurance audit
16	Slipping (incl: set up) – Large slip	Slip, trip and fall	High	Low	• Induction program. • Safe work procedures. • The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.	Yearly	Port Coordinator	Risk and Assurance audit
		Vessel may tip	Moderate	Low	• Induction program. • Safe work procedures. • Equipment inspection and maintenance program.	Yearly	Port Coordinator	Risk and Assurance audit

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
					• The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.			
		Public access to area	High	Low	• Induction program. • The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.	Yearly	Port Coordinator	Risk and Assurance audit
17	Fishing	Casting injury to people	High	Low	• Signage & user education.	Yearly	Port Coordinator	Risk and Assurance audit
18	Fueling vessels	Spillage – exposure to contaminants	High	Low	• Induction program re safe use of bowser. • Safe use signage in place. • Regular service and maintenance of wharf dispenser and storage tank. • Emergency stop shutoff switch fitted. • Fuel hose breakaway isolation coupling fitted. • Stocked marine spill kit. • The provision of fresh running water. • Regular documented port inspections.	Monthly	Port Coordinator	IAuditor
		Fire – explosion	Moderate	Low	• Induction program re safe use of bowser. • Safe use signage in place.	Monthly	Port Coordinator	IAuditor

Ref No.	Activity	Risk	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
					• Regular service and maintenance of wharf dispenser and storage tank. • Emergency stop shutoff switch fitted. • Fuel hose breakaway isolation coupling fitted. • Regular documented port inspections. • Dry powder fire extinguisher. • Security cameras in place.			

Ref No.	Activity	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
ENVIRONMENTAL							
1	Marine pest incursion	**High**	**High**	• Port staff training. • Signage & user education. • Regular port inspections.	Monthly	Port Coordinator	IAuditor
2	Slipway runoff	**High**	**Moderate**	• Regular pump out and service of waste water pits. • Signage & user education. • Inductions. • Regular port inspections.	Monthly	Port Coordinator	IAuditor
3	Storm water runoff	**Moderate**	**Moderate**	• Regular port inspections.	Monthly	Port Coordinator	IAuditor
4	Fueling – not from fixed installation	**Moderate**	**Low**	• Bunkering permit. • Regular port inspections.	Yearly	Port Coordinator	Risk and assurance audit
5	Fueling – from fixed installation	**Moderate**	**Low**	• Regular service and maintenance of wharf dispenser and storage tank.	Yearly	Port Coordinator	Risk and assurance audit

Ref No.	Activity	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
				• Stocked marine spill kit. • Regular port inspections. • Signage & user education.			
6	Littering	**Moderate**	**Moderate**	• Provision of tackle bins. • Signage & user education. • Provision of waste bins. • Regular port inspections.	Monthly	Port Coordinator	IAuditor
7	Port maintenance (incl: training walls, wharves, depot, pedestrian access of work sites)	**Low**	**Low**	• Signage & user education. • Provision of waste bins. • Regular port inspections.	Monthly	Port Coordinator	IAuditor
8	Plant maintenance (incl: dredge, boat, crane)	**Low**	**Low**	• Signage & user education. • Provision of waste bins. • Regular port inspections.	Monthly	Port Coordinator	IAuditor
9	**Dredging: (for further detail refer to Port of Port Fairy's Dredging Environmental Management Plan (EMP), Advisian, Aug 2018.**						
9a	Sediment removal	**Low**	**Low**	• Archaeologist consulted if potential relics found during sand extraction, appropriate agencies notified if relics confirmed.	Yearly	Port Coordinator	Risk and Assurance audit
9b	Release of contaminants	**Low**	**Low**	• Targeted sampling undertaken prior to dredging near slipways or potential sources of contaminants to confirm contaminated status of sediment and its suitability for inshore disposal.	Yearly	Port Coordinator	EPA Guidelines for dredging
9c	Underwater noise/activity	**Moderate**	**Low**	• Vessel crew will be made aware of operational limits around marine mammals.	Yearly	Port Coordinator	EPA Guidelines for dredging

Ref No.	Activity	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
				• Operations will cease if a cetacean is within limits set by the Wildlife (Marine Mammals) Regulations 2009. • These regulations do not apply to pinnipeds (seals).			
9d	Airborne noise	**High**	**Low**	• Dredging restricted to daylight working hours (between 7am and 5pm) where possible. • Work noise levels to comply with State Environment Protection Policy (SEPP) N-1 requirements and EPA Guidelines for Noise from Industry in Regional Victoria (October 2011). • Noise monitoring may be carried out in response to complaints, if necessary.	Yearly	Port Coordinator	EPA Guidelines for dredging
9e	Vessel exhaust	**Low**	**Low**	• Ensure vessel is serviced in accordance with the manufacturer's specifications and that works are in accordance with AMSA Ship Pollution Regulations.	Yearly	Port Coordinator	EPA Guidelines for dredging
9f	Fuel/chemical spills	**Moderate**	**Low**	• Implement a range of controls as listed in the dredging EMP. • Operators and contractors to be suitably trained and experienced to implement	Yearly	Port Coordinator	EPA Guidelines for dredging

Ref No.	Activity	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
				emergency response procedures for spills. • Bunkering, storage and transfer of oils and fuels will be done according to regulations and PoPF procedures. • Sand extraction not to occur in adverse weather conditions. • Weather limits and breakwater buffer zones to be agreed between the operator and PoPF subject to vessel maneuverability.			
9g	Disposal of vessel wastes	**Moderate**	**Low**	• Implementation of standard waste control measures. • PoPF to provide waste containers and dispose of in compliance with regulations.	Yearly	Port Coordinator	EPA Guidelines for dredging
9h	Introduction of marine pests	**Moderate**	**Low**	• Where dredge arrives by sea, undertake risk assessment. • Confirmation of pest-free status must be provided to the PoPF prior to vessel mobilisation to Port. • All vessels to comply with the “Protocol for Environmental Management: Domestic ballast water management in Victorian State Waters” EPA Publication 949.3 (July 2010).	Yearly	Port Coordinator	EPA Guidelines for dredging

Ref No.	Activity	Inherent Risk	Residual Risk	Controls	Timeframe/ Target	Responsible Person(s)	Monitoring of Controls
				• All vessels are to comply with "Australian Ballast Water Management Requirements" AQIS (November 2011). • Statement of conformance against the requirements of AFS2001 (Antifouling Systems) should be carried on the vessel at all times.			
9i	Sediment placement on beach	**Moderate**	**Low**	• Sediment to be placed in the intertidal zone and shallow subtidal zone where wave action can rapidly move sand along the coast.	Yearly	Port Coordinator	DELWP Marine and Coastal Act
9j	Slurry spills/leaks or pipeline rupture	**Moderate**	**Low**	• Daily inspections of the pipe to be carried out and any leaks fixed.	Yearly	Port Coordinator	EPA Guidelines for dredging
9k	Transient sediment moving northwards from Moyne River mouth	**Moderate**	**Low**	• Discharge end of pipeline positioned clear of pedestrians walking along the coastal path. • Warning signage in place. • PoPF to check no-one present in the area before commencing discharge.	Yearly	Port Coordinator	EPA Guidelines for dredging

6.2 Emergency Management

Port of Port Fairy recognises that the development of this plan will not completely eliminate risks associated with port operations and activities. The risks that remain are known as 'residual risk'. The significant residual risks – drowning, medical emergencies, major spills and marine pest sightings are dealt with in the port's Emergency Management Plan. The Emergency Management Plan has been developed to ensure that response and recovery arrangements are in place in the event of emergency situations, and that co-ordination with outside agencies occurs appropriate to the scale of the emergency. In this regard, the Plan references the Victorian Marine Pollution Contingency Plan where applicable.

The Port Emergency Management Plan is a sub-plan of Moyne Shire Council's Municipal Emergency Management Plan (MEMP).

7. Implementation, Review and Revision

7.1 Management Systems

Moyne Shire Council has established various procedures, plans and protocols to manage issues pertaining to safety and environmental management within its jurisdiction, including the Port of Port Fairy. Port management operates within MSC's safety and environmental management systems.

MSC's OH&S management system is certified by an accredited certification body to Safety Map benchmark. The key objectives of the MSC OHSMS are:

- Implementing, maintaining and reviewing our Occupational Health and Safety Management System.
- Continual and effective improvement of OHS performance, through the setting and review of objectives and targets, which relate to key aspects of the business.
- Elimination of, or reduction of risks, as far as reasonably practicable, to employees, contractors and others that may be affected by the undertakings of the Moyne Shire Council.
- Complying, as a minimum, with all relevant OHS laws and regulations.
- Maintaining a culture of employee consultation and team work in all aspects of health and safety.
- Developing and maintaining an effective program to ensure all employees are trained to carry out their work in a safe manner.
- Working closely with its employees, contractors, and other stakeholders, as Moyne Shire Council recognises the value of these partnerships in improving its OHS performance.

MSC's environmental management system is aligned to the standard AS/NZS ISO14001:2016. MSC procedures and forms apply to all Port of Port Fairy environmental activities relating to the following:

- Document and record control.
- Incident recording, reporting and management.
- Non-conformance and corrective action.
- Management review.
- Training and awareness.
- Legal and other requirements.
- Internal and External Communications.
- Internal and External Audit.

Procedures and forms for operational controls, and monitoring, have been developed specifically for port activities. These are listed in Appendix VI.

7.2 Regulatory Compliance

Key safety and environmental legal and other requirements with which Port management must comply are set out in MSC's Legal Compliance Register. The Register is reviewed annually.

The main Victorian legislation covering safety and environment matters with which port managers must comply is:

- *Port Management Act 1995*
- *Port Management (Local Ports) Regulations 2015*
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Legislation 2017*
- *Dangerous Goods Act 1985*
- *Emergency Management Act 2013*
- *Environment Protection Act 1970 and Environment Protection (Amendment) Act, 2018*
- *Marine and Coastal Act 2018*
- *Marine Safety Act 2010*
- *Marine (Drug, Alcohol and Pollution Control) Act 1988 (Vic)*
- *Pollution of Waters by Oil and Noxious Substances Act 1986*

Refer to https://www.legislation.vic.gov.au/ website to access the relevant Victorian acts and regulations.

Associated regulations or other instruments under the above Acts are also complied with. Some of the key requirements under these and other legislative schemes specifically relevant to this SEMP are briefly summarised in Appendix VII.

A list of other documents related to port safety and environmental management is included at Appendix VI.

7.3 Internal / External Review and Audit

Port of Port Fairy 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, including risk registers.
- Progress in implementation of risk reduction measures.
- Adequacy and performance of current controls.
- The need to update any or all sections of the plan.
- Assessment of changes to associated legislation and industry guidelines.

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

- Injuries or incidents.
- Changes to key legislation or regulations.
- Changes in the nature, scale or extent of port activities.
- Audit recommendations.

The annual reviews will be undertaken in accordance with MSC's Occupational Health and Safety Internal Audit Policy (OHS 033).

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

Port of Port Fairy will undertake an external, third party audit of the Safety and Environment Management Plan on a triennial basis (every three years). This audit will provide an independent assessment of the plan, drawing attention to any areas of concern and /or opportunities for improvement. It will be conducted in accordance with the processes and methods specified in s.8.1 and 8.2 of the Guidelines.

7.4 Incident Management

All safety and environmental incidents occurring in the port are managed in accordance with MSC's Hazard Management, Injury Incident Reporting and Investigation procedure (OHS 008). The procedure sets out how incidents are to be recorded and investigated, and specifies statutory reporting/notification requirements depending on the nature of the incident.

Port users are encouraged to report safety and environmental incidents that occur within the port area to Port management for recording and action (if necessary). This is done through direct contact and communication, and through the inclusion of the incident reporting process in tenancy and berthing agreements. Signs to this effect are displayed at locations within the port area.

Port management will enter the details of all safety and environmental incidents that occur in the port area into an electronic register for management, action and close-out.

8. Consultation

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 this SEMP, people affected by the plan are considered to be those persons and organisations that are or may potentially be impacted by port operations (i.e. stakeholders). Examples include:

- Residents living near the port.
- Community groups with an interest in port matters.
- Moyne Shire Council.
- Interested members of the public.
- Adjacent sporting clubs and businesses.
- Services providers, such as police and emergency service organisations.
- Other government agencies (DJRP, DELWP, EPA, DoT, Maritime Safety Vic).

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 port's activities and operations. Port management, in concert with MSC, implements the following information and consultation processes as part of implementing the SEMP:

- During its periodic SEMP reviews, input is sought from stakeholders through a variety of forums such as the port users' annual forum, face to face meetings, and advertisements in local newspapers seeking written input.
- A port users' forum is convened annually, and all stakeholders are invited to attend and discuss any port-related issues of concern.
- Minutes of the Port of Port Fairy Board quarterly meetings are made available on MSC's website as public documents.
- Public input is sought during MSC's budgeting process (which includes financial matters relating to the Port).
- Comment is sought when significant changes have been made to the SEMP. Notices are placed in the Moyne Gazette, Warrnambool Standard, and on the Moyne Shire website seeking comment from interested parties.
- Regular contact occurs between Port management and tenants and port users on a day to day basis.
- Inclusion of SEMP-related matters into tenancy and berthing agreements and contracts.

9. Plan Endorsement

This Port Fairy Safety and Environment Management Plan is endorsed by:

A. MANAGER ENVIRONMENT & REGULATORY SERVICES MOYNE SHIRE COUNCIL

Name

Signature

Date / /

B. PORT OF PORT FAIRY COORDINATOR

Name

Signature

Date / /

The above signatories commit to the implementation of the plan and to the conduct of regular reviews of the plan. They also commit to co-operation and participation in the triennial audit of the plan.

10. Availability of SEMP

Copies of the SEMP are available for inspection at:

- Port of Port Fairy Depot, Griffiths Street, Port Fairy.
- Port of Port Fairy Slipway shed, Griffiths Street, Port Fairy.
- Moyne Shire Council, Customer Service Office, Port Fairy.
- Moyne Shire Council, Port Fairy Library.
- Moyne Shire Council, Website http://www.moyne.vic.gov.au/Our-Services/Port-of-Port-Fairy

Appendix I – Port of Port Fairy Boundary

Appendix II – 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.

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

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

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

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

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

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

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

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

Likelihood
Used as a qualitative description of probability or frequency.

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

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

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

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

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

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

Safety objective
Overall safety 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 III – Risk Assessment

Risk assessment describes the overall process or method used to:

a. Identify hazards and risk factors that have the potential to cause harm (hazard identification).
b. Analyse and evaluate the risk associated with that hazard (risk analysis, and risk evaluation).
c. Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control).

Safety and environmental risks are identified through a systematic process of examining all Port-related activities, operations and processes that are undertaken within the Port area. Identification is most thoroughly achieved by involving people with knowledge, expertise and experience in those activities and operations and their impacts on human safety and the environment. All stakeholders have a role to play in assisting the risk assessment process.

Once identified, each hazard or risk is analysed and evaluated. By definition, the level of risk of a hazard or environmental impact is the product of its likelihood of occurring, and the consequence(s) if it does occur. A commonly used analysis method is to evaluate the likelihood of a hazard occurring on a 5-step scale (Tables 2 and 4 below), where the steps range from Rare to Almost Certain. A 5-step scale is also used for consequence (Tables 1 and 3), where the steps range from Insignificant to Catastrophic.

A risk assessment matrix (Table 5 below) is then used to generate a risk rating (**Low, Moderate, High, Extreme)**, based on agreed levels of likelihood and consequence for each safety hazard and environmental impact. Low risks fall into an acceptable level of risk category though these are monitored and periodically reviewed to ensure they remain acceptable.

Management focus is placed on **Moderate, High** and **Extreme** risks, which are deemed to be significant. A hierarchy of controls is used to minimise risk. These include elimination, substitution, engineering controls, administrative controls and personal protective equipment (PPE).

Tables 1 - 5 align with those used by Moyne Shire Council in assessing risk elsewhere within its jurisdiction.

The risk assessment process involves Port of Port Fairy 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.

Table 1 **Safety Hazard Consequence Descriptors**

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

Table 2 **Safety Hazard Likelihood Descriptors**

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

Table 3 **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 kilometres 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

Table 4 **Environment Impact Likelihood Descriptors**

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

Table 5 **Risk Assessment Matrix**

		Consequence				
Likelihood		**1**	**2**	**3**	**4**	**5**
	A	**MODERATE**	**HIGH**	**EXTREME**	**EXTREME**	**EXTREME**
	B	**MODERATE**	**MODERATE**	**HIGH**	**HIGH**	**EXTREME**
	C	**LOW**	**MODERATE**	**HIGH**	**HIGH**	**HIGH**
	D	**LOW**	**LOW**	**MODERATE**	**MODERATE**	**MODERATE**
	E	**LOW**	**LOW**	**LOW**	**MODERATE**	**MODERATE**

Key Outcomes:	Extreme (Significant)	High level and possibly multiple control actions required.
	High (Significant)	Multiple control actions required, and monitored.
	Moderate (Significant)	Controls, procedures specified and in place.
	Low	May not require specific ongoing controls, but should be monitored and reassessed regularly.

Safety Hazard Risk Assessment Example

The example activity "boat operations" can involve many safety hazards. One safety hazard includes the scenario of the boat operator slipping, tripping or falling 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 1 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 (i.e. inherent risk). 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 2 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 Unlikely (D) as records show that this has occurred in the last ten years.

Extrapolating from Table 5, a consequence of 4 and a likelihood of D will intersect and give us **Moderate** risk outcome, meaning management controls and procedures must be in place. All moderate, high and extreme risk outcomes will be deemed as significant and therefore must incorporate management planning, controls (documented and/or otherwise) and actions.

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 (inherent) risk for this environmental impact one would firstly match it to the most relevant and practical consequence descriptor category from Table 3 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. Again, one critical point is to ensure that the environmental impacts are assessed without controls as assessing with controls undervalues the risk. 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 4 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.

From Table 5, a consequence of 5 and a likelihood of D will intersect and give us a **Moderate** risk outcome. All moderate, high and extreme risk outcomes will be deemed as significant and therefore must incorporate management planning, controls (documented and/or otherwise) and actions. 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 **Moderate** risk outcome is again achieved. As before Moderate risk outcomes are classified as significant and must be managed appropriately to prevent these risks from escalating.

Appendix IV – Safety Hazard Risk Register

Risk Assessment Identification & Treatment Plan

Activity: Safety Risk Register

Work Unit: Port of Port Fairy Date:

Completed by: Date:

Consultation: SEMP circulated to all stakeholders for input before finalising

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
1.	Jumping / diving off jetty	Hit submerged object. Diving in shallow water. Collision with a swimmer. Struck by vessel.	C	4	High	• Signage & user education. • Strategic ladder placement. • Life buoys where practical. • 5 knots limit in port waters. • Police enforcement.		Moderate
2.	Swimming / snorkelling / diving	Struck by vessel	C	4	High	• Signage & user education. • Life buoys where practical. • Navigational aids. • 5 knots limit in port waters. • Strategic ladder placement.		Moderate
3.	Boat ramp use	Slip, trip or fall – medical Emergency	C	4	High	• Signage & user education. • Lighting (EC). • Scheduled inspection and maintenance program.		Moderate
4.	Wildlife Interactions	Injuries from wildlife disturbance	C	3	High	• Signage & user education. • Scheduled inspection • Implementation of standard waste control measures. • PoPF to provide waste containers and dispose of in compliance with regulations. • https://www.wildlife.vic.gov.au/		Low
5.	Port maintenance (incl: training walls,	Injury associated with manual handling	B	3	High	• Staff training in correct manual handling.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
	wharves, depot, pedestrian access of work sites)					• The provision of manual handling aids. • Safe operating procedures.		
		Slip, trip or fall	B	3	High	• Traffic management: o Advisory signage. o Pedestrian barriers. o Bollards and bunting. o Allocation of a spotter as required. • Cables suspended off the ground. • Housekeeping standards enforced.		Low
		Electrocution	B	4	High	• Schedule and documented inspections. • Use of fixed and portable RCD protection. • Preference for use of battery powered tools. • Use of licensed contractor electricians as required for all electrical installation and maintenance.		Low
		Chemical burn	B	1	Moderate	• The provision and use of adequate Personal Protection that meets relevant Australian Standard requirements. • Safety Data Sheets obtained and referenced prior to use of chemicals. • The provision of trained first aiders. • The provision of first aid kits fixed and within port vehicles.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
		Injury associated with crane use	C	4	High	• Contracted crane operators sourced from Moyne Shire preferred supplier list. • Lifting plans developed and discussed prior to work. • SWMS provided reviewed and controls implemented. • Traffic management: o Advisory signage. o Pedestrian barriers. o Bollards and bunting. o Allocation of a spotter as required.		Low
		Confined Space Management	C	4	High	• Refer Moyne Shire procedures for Confined Space Management. • Confined spaces identified, assessed and signed. • Scheduled and documented inspections. • As required the use of suitably qualified confined space trained maintenance contractors for all confined space entries. • Safe Work Method Statements provided and reviewed for all work involving confined spaces.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
6.	Fish loading / unloading	Vehicle movement	D	4	Moderate	• Port staff training. • Fixed placement of advisory signage & user education. • Regular documented Port inspections. • No vehicles on wharf without a permit. • Traffic management: o Advisory signage. o Pedestrian barriers. o Bollards and bunting. o Allocation of a spotter as required.		Low
7.	Use of ladders	Falls from ladders	C	4	High	• Ladder register. • Ladder checklist. • Ladder maintenance program. • Safe work at height training. • Provision of mobile platform ladders. • Necessary information, instruction or training for safe erection, use and dismantling of the scaffold. • Scaffolding HR Licence is held by persons performing scaffolding work where a person or object could fall more than 4 metres from the scaffold. • Development and use through consultation of Safe Work Method Statements for work at height.		Moderate
8.	Promenading / cycling (on jetty)	Hit pedestrians / infrastructure Slip, trip and fall	C	4	High	• Signage & user education. • Cycling restricted on jetties.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
9.	Vandalism / trespass on vessels	Breakage of safety equipment Removal of life buoys Damage to signage	C	4	High	• Scheduled inspection program. • Signage & user education. • Police enforcement.		Low
10.	Boating / fishing from boat / sailing / PWC use (incl: charter, commercial fishing)	Casting injury	E	4	Moderate	• Signage & user education.		Low
		Collision with another vessel / infrastructure / swimmer	B	5	Extreme	• Signage & user education. • Strategic ladder placement. • Life buoys where practical. • 5 knots limit in port waters. • Navigational lights and markers in place.		Low
		Boat running aground	C	3	High	• Life buoys where practical. • 5 knots limit in port waters. • Navigational lights and markers in place.		Low
11.	Owner DIY vessel maintenance on slipway	Slip, trip and fall, personal strain	C	4	High	• Induction program. • Safe work procedures. • Equipment inspection and maintenance program. • Provision of mobile platform ladders. • Necessary information, instruction or training for safe erection, use and dismantling of the scaffold. • Scaffolding HR Licence is held by persons performing scaffolding work where a person or object could fall more than 4 metres from the scaffold.		Low
		Explosion or fire on vessel	E	5	Moderate	• Induction program – incorporating site emergency management procedures.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
						• Portable fire extinguishers.		
		Electrocution	C	4	High	• Provision of fixed RCD protection. • Electrical test and tag.		Low
		Chemical burn	C	3	High	• Chemical SDSs. • First aiders and first aid kits available. • Fresh running water.		Low
		Injury from hand tools	C	3	High	• Induction program. • Safe work procedures. • Equipment inspection and maintenance program.		Low
12.	Vehicle operations and movement	Collision with pedestrians	D	4	Moderate	• Signage & user education. • No vehicles on wharf without a permit. • Vehicle access to Port Depot restricted with placement of automatic gates.		Low
13.	Dredging	Slip, trip and fall on dredge or training walls	C	3	High	• The provision of competent supervision. • Safe work procedures. • Trained and competent operators. • Strategic ladder placement. • Life buoys where practical. • 5 knots limit in port waters. • Navigational lights and markers in place.		Low
		Vessel may strike pipes/anchor/cables	C	3	High	• The provision of competent supervision. • Documented prestart planning meetings. • Safe work procedures.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
						• Trained and competent operators. • Exclusion zones in place.		
		Entanglement	D	4	Moderate	• Safe work procedures. • Trained and competent operators. • Moving parts guarded where practical. • Exclusion zones in place and enforced.		Low
		Drowning	D	4	Moderate	• Safe work procedures. • Trained and competent operators. • The allocation and use of personal floatation devices. • Strategic ladder placement. • Life buoys where practical.		Low
14.	Navigation aid maintenance	Diving – inclement weather, entanglement	E	4	Moderate	• The implementation of a scheduled inspection and maintenance program. • The provision of competent supervision. • Safe work procedures. • Trained and competent operators.		Low
15.	Slipping (incl: set up) – Little slip	Slip, trip and fall	C	4	High	• Induction program. • Safe work procedures. • The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.		Low
		Vessel may tip	E	4	Moderate	• Induction program. • Safe work procedures. • Equipment inspection and maintenance program.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
						• The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.		
		Public access to area	B	3	High	• Induction program. • The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.		Low
16.	Slipping (incl: set up) – Large slip	Slip, trip and fall	C	4	High	• Induction program. • Safe work procedures. • The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.		Low
		Vessel may tip	E	5	Moderate	• Induction program. • Safe work procedures. • Equipment inspection and maintenance program. • The implementation of exclusion zones with the placement of bollards and bunting. • Regular documented Port inspections.		Low
		Public access to area	C	3	High	• Induction program. • The implementation of exclusion zones with the placement of bollards and bunting.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
						• Regular documented Port inspections.		
17.	Fishing	Casting injury to people	C	3	High	• Signage & user education.		Low
18.	Fueling vessels	Spillage – exposure to contaminants	C	3	High	• Induction program re safe use of bowser. • Safe use signage in place. • Regular service and maintenance of wharf dispenser and storage tank. • Emergency stop shutoff switch fitted. • Fuel hose breakaway isolation coupling fitted. • Stocked marine spill kit. • The provision of fresh running water. • Regular documented port inspections.		Low
		Fire – explosion	E	5	Moderate	• Induction program re safe use of bowser. • Safe use signage in place. • Regular service and maintenance of wharf dispenser and storage tank. • Emergency stop shutoff switch fitted. • Fuel hose breakaway isolation coupling fitted. • Regular documented port inspections. • Dry powder fire extinguisher. • Security cameras in place.		Low

Risk assessment includes consideration of:

a) Legal Requirements
b) Evaluation of Available Information (Worksafe Website)

c) Records of incidents, illnesses and disease (Search injury chart)
d) The potential for emergency situations

Appendix V – Environmental Risk Register

Risk Assessment Identification & Treatment Plan

Activity: Environmental Risk Register

Work Unit: Port of Port Fairy Date:

Completed by: Date:

Consultation: SEMP circulated to all stakeholders for input before finalising

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
1	Marine pest incursion	Loss of biodiversity	C	5	High	• Port staff training • Signage & user education • Regular port inspections		High
2	Slipway runoff	Contamination of waterway	A	2	High	• Regular pump out and service of waste water pits • Signage & user education • Inductions • Regular port inspections		Moderate
3	Storm water runoff	Contamination of waterway	A	1	Moderate	• Regular port inspections		Moderate
4	Fueling – not from fixed installation	Spill contamination of waterway	D	3	Moderate	• Bunkering permit • Regular port inspections		Low
5	Fueling – from fixed installation	Spill contamination of waterway	D	3	Moderate	• Regular service and maintenance of wharf dispenser and storage tank • Stocked marine spill kit • Regular port inspections • Signage & user education		Low
6	Littering	General waste – entanglement / ingestion by fauna General waste – contamination waterway	A	1	Moderate	• Provision of tackle bins • Signage & user education • Provision of waste bins • Regular port inspections		Moderate
7	Port maintenance (incl: training walls,	General waste – contamination of waterway	D	1	Low	• Signage & user education • Provision of waste bins		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
	wharves, depot, pedestrian access of work sites)					• Regular port inspections		
8	Plant maintenance (incl: dredge, boat, crane)	General waste – contamination of waterway	D	1	Low	• Signage & user education • Provision of waste bins • Regular port inspections		Low
9	Dredging: (for further detail refer to Port of Port Fairy's Dredging Environmental Management Plan (EMP), Advisian, Aug 2018.							
9a	Sediment removal	Impact to heritage sites	E	3	Low	• Archaeologist consulted if potential relics found during sand extraction, appropriate agencies notified if relics confirmed.		Low
9b	Release of contaminants	Impact on biota	D	2	Low	• Targeted sampling undertaken prior to dredging near slipways or potential sources of contaminants to confirm contaminated status of sediment and its suitability for inshore disposal.		Low
9c	Underwater noise/activity	Vessel strike by large mammals	D	3	Moderate	• Vessel crew will be made aware of operational limits around marine mammals. • Operations will cease if a cetacean is within limits set by the Wildlife (Marine Mammals) Regulations 2009. • These regulations do not apply to pinnipeds (seals).		Low
9d	Airborne noise	Impacts on terrestrial fauna	C	3	High	• Dredging restricted to daylight working hours (between 7am and 5pm) where possible. • Work noise levels to comply with State Environment Protection Policy (SEPP) N-1 requirements and EPA Guidelines for Noise from Industry in Regional Victoria (October 2011).		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
						• Noise monitoring may be carried out in response to complaints, if necessary.		
9e	Vessel exhaust	Impact on human health and local fauna	E	2	Low	• Ensure vessel is serviced in accordance with the manufacturer's specifications and that works are in accordance with AMSA Ship Pollution Regulations.		Low
9f	Fuel/chemical spills	Impact on marine biota from minor (<20L) and major spills	D	4	Moderate	• Implement a range of controls as listed in the dredging EMP. • Operators and contractors to be suitably trained and experienced to implement emergency response procedures for spills. • Bunkering, storage and transfer of oils and fuels will be done according to regulations and PoPF procedures. • Sand extraction not to occur in adverse weather conditions. • Weather limits and breakwater buffer zones to be agreed between the operator and PoPF subject to vessel maneuverability.		Low
9g	Disposal of vessel wastes	Adverse impacts on biota and visual amenity	D	3	Moderate	• Implementation of standard waste control measures. • PoPF to provide waste containers and dispose of in compliance with regulations.		Low
9h	Introduction of marine pests	Loss of biodiversity	D	4	Moderate	• Where dredge arrives by sea, undertake risk assessment. • Confirmation of pest-free status must be provided to the PoPF prior to vessel mobilisation to Port.		Low

Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
						• All vessels to comply with the "Protocol for Environmental Management: Domestic ballast water management in Victorian State Waters" EPA Publication 949.3 (July 2010). • All vessels are to comply with "Australian Ballast Water Management Requirements" AQIS (November 2011). • Statement of conformance against the requirements of AFS2001 (Antifouling Systems) should be carried on the vessel at all times.		
9i	Sediment placement on beach	Disturbance to intertidal habitat and biota	C	2	Moderate	• Sediment to be placed in the intertidal zone and shallow subtidal zone where wave action can rapidly move sand along the coast.		Low
9j	Slurry spills/leaks or pipeline rupture	Suspended sediment effects on filter feeding fauna	C	2	Moderate	• Daily inspections of the pipe to be carried out and any leaks fixed.		Low
9k	Transient sediment moving northwards from Moyne River mouth	Hazard to beach users, and odour	C	2	Moderate	• Discharge end of pipeline positioned clear of pedestrians walking along the coastal path. • Warning signage in place. • PoPF to check no-one present in the area before commencing discharge.		Low

Risk assessment includes consideration of:

a) Legal Requirements
b) Evaluation of Available Information (Worksafe Website)
c) Records of incidents, illnesses and disease (Search injury chart)
d) The potential for emergency situations

Appendix VI – Related Documentation

Reports, Plans

1. Moyne Shire Council Environmental Sustainability Strategy 2005
2. Port of Port Fairy Master Plan 2008
3. Moyne Shire Council Safety Management Plan 2010
4. Port of Port Fairy SafetyMap Report 2012
5. Port of Port Fairy Environmental Management Plan (EMP) for dredging operations, Advisian, Aug, 2018
6. Moyne Shore Council Municipal Emergency Management Plan, August 2016
7. Port of Port Fairy Emergency Management Plan, 2020
8. Port of Port Fairy Business Plan
9. Port of Port Fairy Annual Reports

Procedures, Policies

1. Moyne Shire Council OH&S Policy 2013
2. Occupational Health and Safety Internal Audit Policy (OHS 033)
3. Port of Port Fairy Slipway Inductions (Large and Small slipway)
4. Hazard Management, Injury Incident Reporting and Investigation procedure (OHS 008)

Appendix VII – Relevant Safety & Environmental Legislation (Summary)

For further details refer to the Moyne Shire Council Legal Compliance Register.

SAFETY

Occupational Health and Safety Act 2004

This Act is administered by WorkSafe Victoria, which also administers the Dangerous Good Act, 1985, and regulations under those acts.
Section 20 of the OH&S Act details the concept of ensuring health and safety –

…regard must be had to the following matters in determining what is (or was at a particular time) reasonably practicable in relation to ensuring health and safety—

a) *the likelihood of the hazard or risk concerned eventuating;*
b) *the degree of harm that would result if the hazard or risk eventuated;*
c) *what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk;*
d) *the availability and suitability of ways to eliminate or reduce the hazard or risk;*
e) *the cost of eliminating or reducing the hazard or risk.*

The 'so far as reasonably practicable' test and an understanding of what is 'reasonably practicable' is of central importance to the OH&S regime in Victoria and to port managers in preparing Management Plans under the PMA.

WorkSafe also administers the associated **Occupational Health and Safety Regulations 2007**. These regulations impact on ports and port operations. It is the responsibility of port managers to be aware of the specific OH&S requirements which relate to operations under their management and control.

Dangerous Goods Act 1985
This Act promotes the safety of persons and property in relation to the manufacture, storage, transfer, transport, sale, purchase and use of dangerous goods and the import of explosives.

There are a number of associated Dangerous Goods (DG) Regulations:
DG (Explosives) Regulations 2000
DG (Transport by Road or Rail) Regulations 2008
DG (Storage and Handling) Regulations 2000

In particular the Storage and Handling regulations are relevant to port operations as they concern management of the vessel refuelling facility.

Transport Safety Victoria
TSV, other than where indicated, administers the **Marine Safety Act 2010** and the **Marine (Drug, Alcohol and Pollution Control) Act 1988**. The Marine Safety Act 2010 in particular places safety duties on port management bodies.

Marine Safety Act 2010

The Marine Safety Act 2010 commenced on 1 July 2012, replacing the Marine Act 1998. The new Act places a duty on port management bodies to ensure safety of marine safety infrastructure operations carried out or supplied by them so far as is reasonably practicable.

The Act provides for safe marine operations in Victoria by, among other things:

- Introducing new objectives and marine safety principles.
- Including new performance-based safety duties, creating a clear 'chain of responsibility' involving all parties who have a role in ensuring safety.
- Providing an improved framework to ensure vessels are fit for purpose and those who operate them have the skills to do so safely.
- Providing a greater capacity to set up exclusion zones and establishing temporary traffic management arrangements for events.
- Providing a number of additional enforcement tools and higher penalties to assist TSV address non-compliance.

The *Marine Safety Regulations 2012*, made under the Act make provision in relation to:

(a) The registration and operation of recreational vessels.
(b) The licensing of masters of recreational vessels and regulated hire drive vessels and endorsements on marine licences.
(c) Various other relevant matters.

Marine (Drug, Alcohol and Pollution Control) Act 1988

This Act, which came into effect on 1 July 2012, provides for safe marine operations in Victoria by:

- Prohibiting persons involved in vessel operations from being under the influence of prescribed drugs or impaired by alcohol when undertaking vessel operations (this includes introducing broader testing powers for drug and alcohol impairment).
- Allocating roles, responsibilities and liabilities for responding to marine incidents that have the potential to result in pollution.

ENVIRONMENTAL

Environment Protection Act 1970

This Act and its successor, the Environment Protection (Amendment) Act, 2018 (due to commence in July, 2021), is administered by the Environment Protection Authority (EPA). It sets a legislative framework for the protection of the environment in Victoria, having regard to the principles of environment protection. These principles include:

- the precautionary principle
- intergenerational equity
- improved valuation, pricing and incentive mechanisms (incorporates polluter pays concept)
- conservation of biological diversity and ecological integrity

The ‘precautionary principle’ is designed to broadly guide the decision-making process in environmental management. It is important for port managers to take this principle into account when developing the environmental component of their Management Plans. The precautionary principle states that:

1. If there are threats of serious or irreversible environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation.
2. Decision-making should be guided by:
    (a) A careful evaluation to avoid serious or irreversible damage to the environment wherever practicable.
    (b) An assessment of the risk-weighted consequences of various options.

The Environment Protection Act 1970 also establishes a broad subordinate legislative framework of regulations and policies. Under this Act, the Governor in Council may, on recommendation of the EPA, declare State Environment Protection Policies (SEPPs) with respect to any elements or segments of the environment. Some of this subordinate legislation has direct implications for the management of ports and port waters.

SEPP (Waters), 2018, has specific requirements for ports to address ‘whole-of-port’ environmental issues:

Clause 20 – Management of discharges to surface waters

To protect beneficial uses, the discharge of wastewater to surface waters must be managed in accordance with the waste’s hierarchy, with priority given to avoiding the generation of wastewater. This clause applies to wastewater generated at the Port’s two vessel slipways. To assure compliance, no wastewater from these sites is to discharge into the Moyne River at any time.

Clause 50 – Management of dredging and desilting

(1) A person that undertakes dredging and desilting activities must minimise risks to beneficial uses associated with those activities, so far as reasonably practicable.
(2) Without limiting subclause (1), a person must implement the environmental management practices outlined in the *Best Practice Environmental Management Guidelines for Dredging*, *2001*, if applicable to the person’s activities.

Clause 51 – Management of waste and wastewater from ports, marinas and vessels

(1) An operator of a port or marina must ensure operations and maintenance activities are conducted in accordance with an environment management plan approved under the Ports Management Act 1995 or any relevant guidance published or approved by the Authority.
(2) An operator of a vessel must ensure that wastes produced on board the vessel are contained and subsequently transferred to an approved or authorised treatment or disposal facility.
(3) An operator or manager of a port or marina should provide appropriate facilities to receive wastes from vessels, consistent with any guidelines published or approved by the Authority.

Further guidance is available from the following references:

- IMO MEPC.1/Circ.834 Consolidated guidance for port reception facility providers and users (2014).
- Best Practice Guidelines for Waste Reception Facilities at Ports, Marinas and Boat Harbours in Australia and New Zealand (1997).
- International clean marina program accreditation guidebook.
- Cleaner marinas: EPA guidelines for protecting Victoria's marinas (EPA Publication 624).

Clause 52 – Management of aquatic pests

Vessel owners and operators should implement effective maintenance practices to prevent the introduction and spread of aquatic pests from biofouling on vessels. As aquatic pests can be introduced by vessel biofouling, vessel operators should undertake regular hull maintenance and cleaning of biofouling, appropriately dispose of biofouling waste, apply anti-fouling paint and ensure that internal and external systems and equipment are cleaned. As the owner and provider of slipways for this activity, PoPF has responsibility for ensuring that vessel owners and operators undertake these activities at port slipways in most effective way reasonably practicable.

Environment Protection (Industrial Waste Resource) Regulations, 2009 (as amended)

These regulations prescribe hazardous waste types (by their properties or characteristics), called prescribed industrial wastes (PIW), as requiring measures to be taken for their effective containment, storage, transport and disposal, to prevent them entering the environment. Prescribed industrial wastes generated from Port activities include paint residues and their containers, oil and fuel residues and their containers (primarily from slipways and their workshops), and potentially asbestos or asbestos containing materials (ACM). These materials must be securely contained and stored, and consigned from the site, accompanied by a Waste Transport Certificate, by an EPA-permitted vehicle. Minor quantities (under 50kg or 50L) can be transported in a vehicle without an EPA permit but for no fee or reward (e.g. Council vehicle used to transfer PIW to transfer station or licensed landfill). The waste must be taken to an EPA-licensed facility for re-use or treatment/disposal.

Further details can be found at the following EPA webpage:
https://ref.epa.vic.gov.au/business-and-industry/guidelines/waste-guidance/industrial-waste-resource-guidelines

In addition to the above, EPA publishes a number of guidelines that apply to PoPF's operations and activities:

- Bunding, #347.1, October, 2015 – hazardous materials management
- Dredging, #691, October, 2001
- Cleaner Marinas, #624, October, 1998 (dated, but a good general overview)

Marine and Coastal Act 2018

An understanding of the requirements of the Act (which replaced the Coastal Management Act, 1995) is important for port managers, particularly in relation to dredging. Capital or maintenance dredging at ports may entail environmental and

other risks that must be considered in the Management Plans. Dredging requires consent under the Act from the Minister for Environment through the Department of Environment, Land, Water, and Planning (DELWP).

The Port has developed an EMP for dredging as a condition of its consent obtained from DELWP.

Marine Pollution Contingency Plan (MPCP)

Under the Marine (Drug, Alcohol and Pollution Control) Act 1988, the Secretary of the Department of Transport has functional responsibility for managing the Victorian Marine Pollution Contingency Plan, which is integrated with the Commonwealth National Plan to Combat Pollution of the Sea by Oil and other Noxious and Hazardous Substances and is linked to the **Emergency Management Act 2013**.

The Secretary of the Department of Transport establishes cooperative arrangements with commercial and local port managers, waterway and coastal and foreshore managers in coastal and inland waters to ensure that appropriate responses are made to all marine pollution incidents in State waters in order to minimise potential harm to the marine environment.

The EPA, in conjunction with the Department of Transport, administers the Pollution of Waters by Oil and Noxious Substances Act 1986 (POWBONS) which implements the International Convention for the Prevention of Pollution from Ships (MARPOL 73/78) at a State level.

The Victorian MPCP is referenced in PoPF's Emergency Management Plan, 2020.

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Vision
Moyne Shire will be a vibrant, liveable, and prosperous community. People are diverse, resilient and feel happy and safe.

Purpose
To work responsibly with the community to provide opportunities, respond to issues, look after assets, encourage investment and empower communities to help themselves.

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