

The Port of Lorne



Safety and Environment Management Plan

2008 – 2011

Port of Lorne – Safety & Environment Management Plan
Version 5

Document Title:

Port of Lorne – Safety and Environment Management Plan 2008 – 2011

Document Status and Reference:

The Port of Lorne Port Manager (Rod Goring) and the Acting Port Manager (Mike Bodsworth) are authorised to make revisions to this plan.

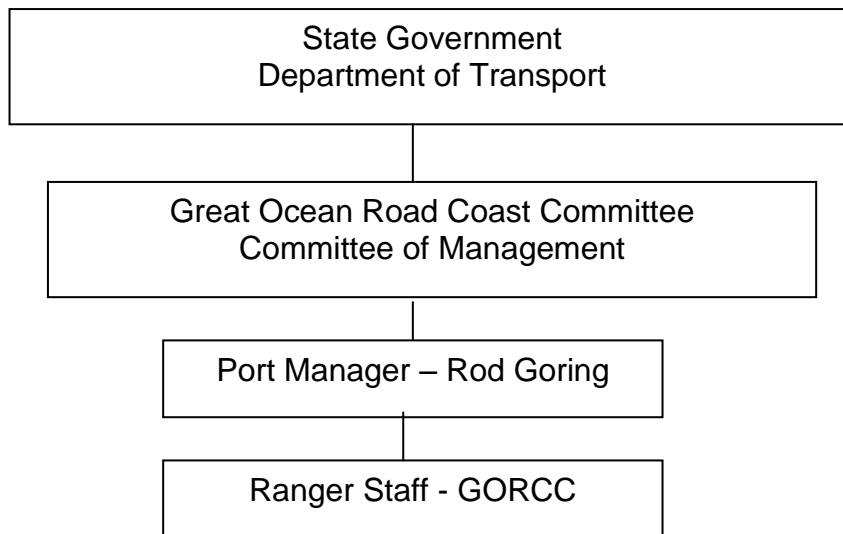
| Revision Code | Date Revised | Sections revised | Author |
|----------------------|---------------------|---|---|
| Version 1 | 25 May 05 | | Tony Flynn |
| Version 2 | 9 August 05 | 1.10, 1.12, 2, 3.5, 6, 6.1 | Tony Flynn |
| Version 3 | 4 April 07 | 1.2, 1.9, 1.11, 3.1, 3.2, 5, 6, 7.1, 7.5 | Rod Goring |
| Version 4 | 30 June 2008 | 1.2, 1.5, 1.6, 1.7, 1.9, 1.12, 2, 3.1, 3.4, 4.1, 5, 6, 7.1, 7.3, 7.4, 7.5, 8, 10, 11, App's 1a, 1b, 2, 3, 4 | Rod Goring |
| Version 5 | 15 December 2010 | 1.2, 1.9, 1.11, 1.12, 3.4, 3.6, 4.1, 4.2, 6, 7.4, 7.5, 8, 9, 11, App 2 | Mike Bodsworth (Acting Port Manager) |
| | | | |
| | | | |
| | | | |

Part 1 - Executive Summary

1.1 Aim of the Safety and Environment Management Plan

Great Ocean Road Coast Committee (GORCC) utilises this plan as a management tool to systematically examine the full scope of activities in its Port and to ensure that all significant safety and environmental risks are identified and controlled.

1.2 Port Organisational Structure



1.3 Plan Endorsement by Port Management

The Great Ocean Road Committee of Management (formerly the Lorne Foreshore Committee of Management) has endorsed the SEMP.

1.4 Safety and Environment Values Statement

The operation and management of the Port of Lorne is to be conducted in such a manner as to ensure the safety and well being of all port users and to ensure that Port activities do not adversely impact on the environment of the Port or adjacent waters.

1.5 Description of Port

The Port of Lorne encompasses the Lorne Pier, an old boat ramp, the remnant of the original pier, surrounding waters (50 metres around the original pier) and shoreline. The Port also consists of land adjoining the pier which is currently occupied by the Lorne Angling Club.

1.6 Key Activities

Recreational fishing and promenading are the two key activities that currently take place at the Port of Lorne. The original pier was used extensively for the storage and launching of Cousta boats for the local commercial fishing fleet. The fleet has now been reduced to a single landbased operation, targeting Southern Rock Lobster.

1.7 Major Stakeholders

The following is a list of tenants, licensees and service providers to the Port:

- Pier Restaurant
- Lorne Aquatic and Angling Clubs
- Lorne Fisheries

1.8 Overview of the SEMP Process

Considering the size and responsibilities of the port, it was considered appropriate that the port manager carry out the majority of risk identification and control mechanisms associated with the production of the Port of Lorne's SEMP.

The identification of risks and hazards was based on the Port Activity Map, which lists the possible uses of the port.

The impact of the identified risks and hazards was assessed using the Australian Standard Risk Analysis Process.

Great Ocean Road Coast Committee undertakes an annual review of this plan. In the event of any significant change in activity within the Port, the Plan is adjusted accordingly. An external and independent review takes place every three years.

1.9 Hazards/Risks and Prevention and Reduction Measures

| Risk | Consequence | Likelihood | Risk Rating | Controls |
|--|-------------|------------|-------------|--|
| SAFETY | | | | |
| Boating (deficient or no safety equipment) | 5 | D | Extreme | Circulate safe boating information, TSV to check compliance |
| Boating (deficient or no signage/ nav aid) | 5 | D | Extreme | Check nav aids/signage, 5 knot sign on lower landing, TSV boating safety sign erected at sand ramp |
| Swimming (strong currents, lack of experience) | 5 | D | Extreme | Signage, life buoys |
| Boating / Jet Skiing / Sailing / Canoeing / Surf Skiing / Sea Kayaking / Wind Surfing / Kite Surfing | 5 | E | High | Check nav aids/signage, circulate safe boating information, police response to dangerous activities, TSV to check compliance |
| Swimming (recreational) | 5 | E | High | Signage, life buoys |
| Swimming (organised event) | 5 | E | High | Event Management Plan |
| Diving and jumping off pier | 4 | D | High | Signage, life buoys |
| Snorkelling | 4 | D | High | Life buoys, ladders |
| Promenading (on pier) | 4 | D | High | Monthly risk assessment |
| Sitting | 4 | E | High | Life Buoys, ladders, rail over shallow waters |
| Vehicle operations & movements (on pier) | 4 | E | High | Lock barrier, life buoys, ladders, JSEAs, supervision, adherence to load capacity specifications |
| ENVIRONMENTAL | | | | |
| Marine Pests | 4 | C | Extreme | Pest spotting program |
| Oil Spill | 4 | E | High | Victorian Marine Pollution Contingency Plan, assistance from Apollo Bay |

1.10 Consultation

The Port of Lorne SEMP was developed with the participation of GORCC Committee members and managers. WorkCover, Environment Protection Authority, Lorne Surf Life Saving Club, Lorne Aquatic Club, Lorne Fisheries and Pier Restaurant. were also consulted during the production of this plan.

1.11 Contact Person

The accountable people at Great Ocean Road Coast Committee who are responsible for managing queries relating to the management plan are:

Mr Rod Goring

Coastal Manager
Great Ocean Road Coast Committee
Phone – (03) 52 20 5023
Mobile – 0427 342 179

Mr Peter Miller

Leading Hand
Great Ocean Road Coast Committee
Mobile –0419 352 565

1.12 Plan Endorsement

The Port of Lorne Safety and Environment Plan is endorsed by:

Acting Port Manager, Great Ocean Road Coast Committee

Name - Mike Bodsworth

Signature - 

Date - 30 June, 2011

Part 2 - Introduction

In early 2000 the Minister for Ports announced that Professor Bill Russell was to undertake a Review of Victorian Port Reform. The independent review recommended a number of changes aimed at improving the effectiveness and efficiency of Victorian ports.

The Government's response to the Russell Report was to commit to a range of actions across aspects of port management including safety and environment management. These actions are intended to address perceived inadequacies in the Victorian port management system.

In 2003 the Port Services Act 1995 was amended to include a broad legislative scheme requiring port managers to develop and implement Safety and Environmental Management Plans (SEMP) for their ports.

The Port of Lorne SEMP is used as a management tool to assist the port manager in systematically examining the full scope of activities in the port to ensure that all significant risks are identified and controlled. This assists in a smoother integration of the different safety and environment regulatory regimes that currently apply.

The Port of Lorne underwent a Department of Infrastructure (now Department of Transport) audit in 2008 to determine the influence of the document on the practical running of the Port.

In July 2010 responsibility for local port management passed from the Department of Sustainability and Environment to the Department of Transport.

The Port of Lorne SEMP was reviewed on completion of the new pier and circulated to key stakeholders for comment prior to certification. Throughout the SEMP implementation process port management has taken reasonable steps to involve all tenants, licensees and service providers as participation of organisations is a key element in the successful development and implementation of the SEMP.

2.1 Port functions

The Great Ocean Road Coast Committee (formerly the Lorne Foreshore Committee of Management Inc.) manages the Port of Lorne on behalf of the Department of Transport.

Great Ocean Road Coast Committee was appointed under the *Port Services Act 1995* to be the port manager for the Port of Lorne and under this Act has the following functions:

- To manage the operations of the port, particularly with respect to shipping and boating activities in the port, with a view to ensuring that those operations are carried out safely, efficiently and effectively;
- To provide, develop and maintain port facilities, including wharves, jetties, slipways, breakwaters, moorings, buildings and vehicle parks;
- To provide, develop and maintain, in accordance with any relevant standards developed by the Director of Marine Safety, navigational 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 Marine Safety, navigation channels in the port;
- To manage the operations of the port, and the construction and operation of port facilities and navigation channels in a manner that minimises the risk of environmental damage;
- To participate in the control of marine and land pollution in the port as a relevant statutory authority under the Victorian component of the National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances;
- To allocate and manage moorings and berths in the port;
- To exercise any other functions of the port manager of a local port under the Port Services Act or any other Act
- To undertake dredging as per Section 44E of the *Port Services Act 1995*.

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

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

2.2 The Port of Lorne Safety and Environment Policy

The Great Ocean Road Coast Committee of Management is an Incorporated Association in accordance with the *Crown Lands (Reserves) Act 1978*

appointed by the Minister responsible for the *Port Services Act* 1995 to manage the Port of Lorne.

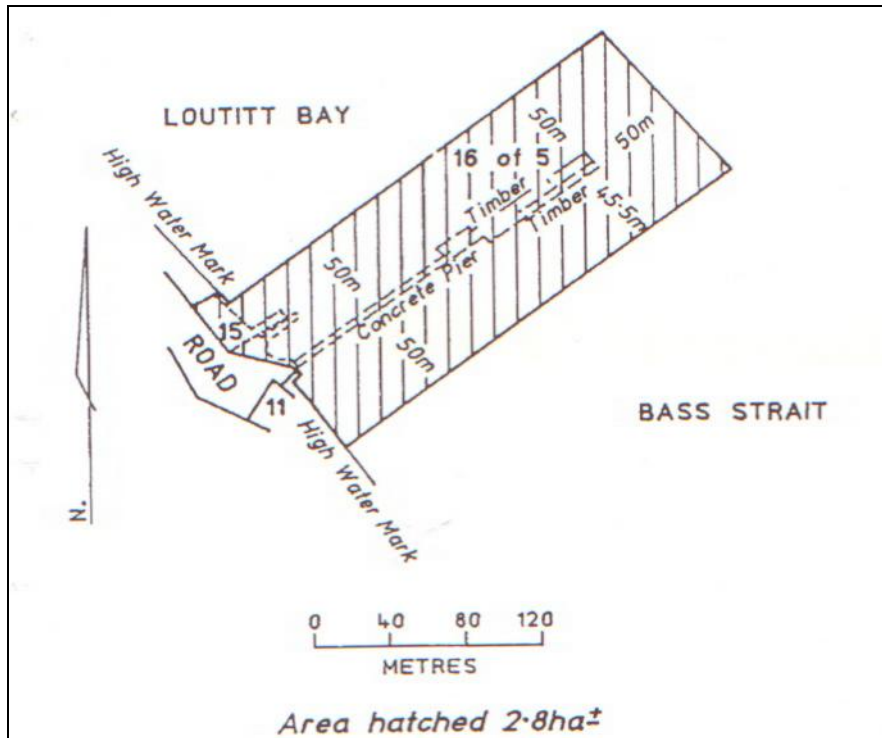
The Port of Lorne has introduced a Safety and Environmental Policy that is in line with the policy of the Great Ocean Road Coast Committee. The Policy states:

- The Great Ocean Road Committee of Management employs staff to manage, maintain and improve the crown land reserves and Port of Lorne that have been assigned to it.
- The health and safety of all employees, contractors and visitors to the Port of Lorne is of vital concern and importance to the Committee of Management.
- By means of a consultation, regular communication and co-operation, all staff of the foreshore including management, have a role in identifying hazards and actively working to eliminate or reduce the risk of injury.
- The Great Ocean Road Coast Committee will through its management and staff performance procedures implement and maintain a system of hazard identification, risk assessment and control of risk processes that may affect the health and safety of any staff member, contractor or visitor to the Port of Lorne.
- Key staff and safety representatives will be trained to equip them with the adequate knowledge to identify, assess and control risks in the various operational areas of the Port including manual handling, operation and maintenance of plant, confined spaces, hazardous substances, noise and first aid.
- All new staff will undergo an induction program that will include a comprehensive written and practical induction in safe work practices and hazard identification.
- Systems of recording incidents and accidents, staff training and induction, maintenance of equipment and vehicles and safety checks will be maintained.
- A culture of continuous improvement will be adopted.

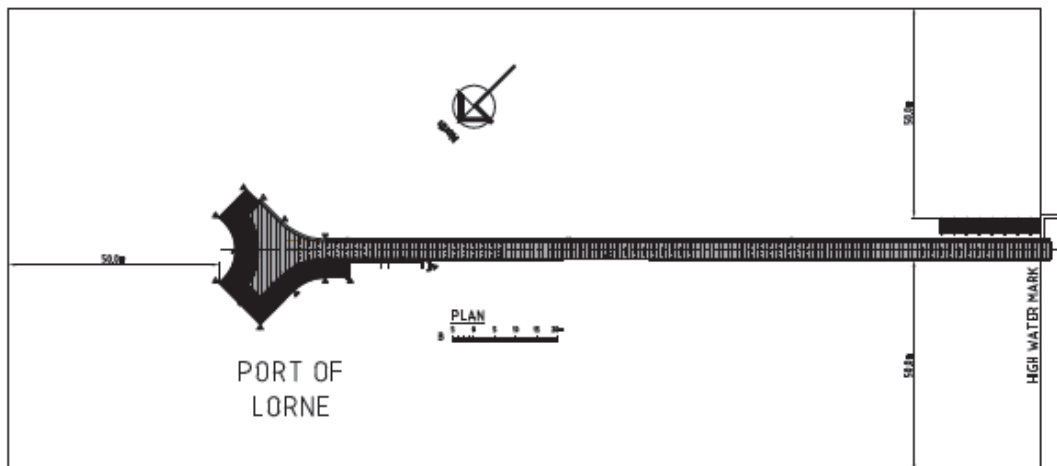
Part 3 – Description of Port Areas

3.1 Area Applicable to this Management Plan

The area that is covered by this Safety and Environment Management Plan is within the boundary of the gazetted Port (see Figure below).



The original pier has since been removed and replaced with the structure below though the port waters remain the same.



The Port of Lorne encompasses the new pier, the remnant of the original pier and the surrounding 50m of water. It also includes an old boat ramp and the land adjoining the pier which is currently occupied by the Lorne Angling Club. The Lorne Pier is a 198 metre timber and concrete structure located at Point Grey, Lorne. The current pier was constructed in 2007.

3.2 Port Assets

The Port of Lorne consists of the following assets:

Fixed Assets – The remnant of the old pier and the new Lorne Pier including public lighting

Navigation Aid – Electric and solar powered navigation light on the end of pier

Tide Gauge - Tide gauge and housing of gauge for the Port of Melbourne Authority. The gauge is located below the main deck

3.3 Port Operations

Formerly the pier was used extensively for the storage and launching of Cousta boats for the local commercial fishing fleet. The fleet has now been reduced to a single landbased operation targeting Southern Rock Lobster.

Today, the Port is popular with recreational fisherman and promenading visitors. The Port is also important for the starting point for the annual Pier to Pub Swim.

3.4 Key Stakeholders at the Port

The Lorne Aquatic and Angling Club is located within the port area of management. The Pier Restaurant and Lorne Fisheries are located outside the port area and are considered stakeholders.

The Port also has further potential users of the structure and Port:

- Fisheries Victoria
- Victorian Water Police
- Coast Guard
- Australian Customs
- Lorne Surf Life Saving Club

The following outlines the major licenses that operate alongside the Port of Lorne.

Lorne Fisheries

Lessee: Kofkeri Catering

Contact: Peter Grapsas
Phone: (03) 52443453
Email: grapsascorp@gmail.com

Located outside the Port boundary at the entrance to the Pier, Lorne Fisheries is situated on the western end of the building. Lorne Fisheries shares tenancy with the Pier Restaurant. This business provides an outlet for the purchase of fresh fish and seafood to the public and operates 7 days per week during the peak summer period.

Pier Restaurant

Licensee: Spiros and Angelo Gazis
Phone: (03) 52891119

Located on the eastern end of the above building, the business services the general public, providing a licensed restaurant with outdoor and enclosed dining areas. The business operates all year round, with the exception of Christmas Day.

Lorne Aquatic & Angling Club

Club President: Glen Dwyer
Phone: (03) 52895108

Located on the northern side of the pier entrance, the Aquatic Club is inside the Port boundaries. Operating under a lease the club holds a licence for the sale and consumption of alcohol and has a large local social membership. The club contains a marine band radio and a small timber and concrete boat ramp. The Lorne Aquatic and Angling Club manage the ramp which is situated inside the Port boundary.

3.5 Stakeholder Consultation

The following stakeholders had the opportunity to make comment on the Port of Lorne SEMP prior to certification. Appropriate comments from stakeholders have been incorporated into the plan. Considering the size and operations undertaken at the port, the list given below was considered appropriate for consultation:

- Lorne Aquatic Club and Angling Club
- Pier Restaurant
- Lorne Fisheries
- Victorian Police
- Fisheries Victoria
- Australian Customs
- Lorne Surf Life Saving Club

3.6 Dangerous goods or hazardous materials storage facilities

There are no dangerous good or hazardous material storage facilities within the Port of Lorne boundaries.

Refuelling of vessels is not conducted at the port.

Part 4 – Identification of Hazards and Risks

4.1 Port Activity Map

The following table lists all the activities that occur within the Port. The activities are divided into five different zones within the port to identify where activities crossover. This process will aid in the identification of responsibilities and control options. The table also identifies the responsibilities of the Port Manager within the different zones. The other agencies involved with the management of the zone are also included.

| 1. OUTSIDE PORT WATERS Approaching or leaving port waters. | 2. IN PORT WATERS Approaching or leaving the berth. | 3. TRANSFER FROM PORT WATER TO PORT LAND AT THE BERTH (or Vice Versa) | 4. ON PORT LAND | 5. TRANSFER TO OR FROM PORT LAND |
|---|---|--|---|--|
| <p>Recreational</p> <ul style="list-style-type: none"> • Fishing • Power Boating • Jet Skiing • Sailing • Canoeing • Surf Skiing • Sea Kayaking • Swimming • Wind Surfing • Kite Surfing • Snorkelling <p>Commercial</p> <ul style="list-style-type: none"> • Swimming (organised event) • Pollution and oil spill response • Commercial shipping • Commercial fishing | <p>Recreational</p> <ul style="list-style-type: none"> • Fishing • Power Boating • Jet Skiing • Sailing • Canoeing • Surf Skiing • Sea Kayaking • Swimming • Wind Surfing • Kite Surfing • Diving and jumping (off pier) • Snorkelling <p>Commercial</p> <ul style="list-style-type: none"> • Swimming (organised event) • Contractor activities • Pollution and oil spill response • Tide monitoring equipment | <p>Recreational</p> <ul style="list-style-type: none"> • Fishing • Swimming • Diving and jumping (off pier) • Snorkelling • Promenading (on pier) <p>Commercial</p> <ul style="list-style-type: none"> • Swimming (organised event) • Contractor activities • Committee maintenance work • Pollution and spill response | <p>Recreational</p> <ul style="list-style-type: none"> • Fishing • Cycling • Diving and jumping (off pier) • Promenading (on pier) • Sitting <p>Commercial</p> <ul style="list-style-type: none"> • Pyrotechnics displays • Vehicle operations & movements (on pier) • Contractor activities • Committee maintenance work • Restaurant/Café • Seafood business | <p>Recreational</p> <ul style="list-style-type: none"> • Cycling • Promenading <p>Commercial</p> <ul style="list-style-type: none"> • Vehicle operations & movements (on pier) • Contractor activities • Committee maintenance work |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | | | | |
|---|---|--|---|---|
| <p>Port Management Authority</p> <ul style="list-style-type: none"> • Oil spill response <p>Other Agency's Activities</p> <ul style="list-style-type: none"> • Parks Victoria • DoT • DSE • Fisheries • Transport Safety Victoria • Surf Life Saving Club • Police | <p>Port Management Authority</p> <ul style="list-style-type: none"> • Oil spill response <p>Other Agency's Activities</p> <ul style="list-style-type: none"> • Parks Victoria • DoT • DSE • Fisheries • Transport Safety Victoria • Surf Life Saving Club • Police | <p>Port Management Authority</p> <ul style="list-style-type: none"> • Pier maintenance <p>Other Agency's Activities</p> <ul style="list-style-type: none"> • Parks Victoria • DoT • DSE • Fisheries • Transport Safety Victoria • Police | <p>Port Management Authority</p> <ul style="list-style-type: none"> • Pier maintenance • Navigation aid maintenance • Litter control • Lighting maintenance • Public access management • Signage • Event management <p>Other Agency's Activities</p> <ul style="list-style-type: none"> • Parks Victoria • DoT • DSE • Fisheries • Transport Safety Victoria • Police | <p>Port Management Authority</p> <ul style="list-style-type: none"> • Public access management • Event management • Maintain vehicle access <p>Other Agency's Activities</p> <ul style="list-style-type: none"> • Parks Victoria • DoT • Police • DSE |
|---|---|--|---|---|

4.2 Risk Assessment

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

Risk Assessment Framework

The development of the Port of Lorne risk assessment framework is based on the application of the following Australian-New Zealand and International Standards:

- AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines
- AS/NZS 4801:2001 Occupational health and safety management systems – Specifications with guidance for use;
- AS/NZS ISO14001:2004 Environmental management systems – Requirements with guidance for use; and
- AS/NZS ISO14004:1996 Environmental management systems – general guidelines on principles, systems and supporting techniques.

4.3 Definitions

Consequence

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

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.

Environmental 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.

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 and 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.

4.4 Risk Assessment Process

The risk assessment process involves comparing the level of risk found during the analysis process with previously established risk criteria. Each risk will be expressed as a value of Extreme, High, Medium or Low risk. The outputs of this process will create a prioritised list of risks that require further action. Focus will be placed on Extreme and High risks that are deemed to be significant. Low and Medium risks may fall into an acceptable level of risk category. These risks may require monitoring and periodic review to ensure they remain acceptable. A review of all risks is to be conducted annually or if there are major changes in the nature of activity conducted at the port.

The Port of Lorne has established the following risk qualitative measures and matrix (as per table below) to assess the safety and environmental impacts associated with key activities, structures and services within the port.

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

Table of safety impact consequence descriptors

| 1 – Insignificant | 2 – Minor | 3 – Moderate | 4 – Major | 5 – Catastrophic |
|---|--|---|--|---|
| <ul style="list-style-type: none"> Minor injuries immediately treated on-site with first aid treatment No need to contact regulatory authorities No fines or prosecution | <ul style="list-style-type: none"> Moderate injuries requiring medical treatment but without hospital admission Need to contact regulatory authorities due to potential non-compliance Possible fines | <ul style="list-style-type: none"> Serious and / or extensive injuries requiring medical treatment with hospital admission Need to contact regulatory authorities due to non-compliance Possible fines and prosecution | <ul style="list-style-type: none"> Paraplegia, quadriplegia, brain damage or death Need to contact regulatory authorities due to non-compliance Fines and prosecutions likely | <ul style="list-style-type: none"> Multiple deaths Need to contact regulatory authorities due to non-compliance Severe fines and prosecutions likely and/or employees/directors jailed |

Table of environmental impact consequence descriptors

| 1 – Insignificant | 2 – Minor | 3 – Moderate | 4 – Major | 5 – Catastrophic |
|--|---|---|---|--|
| <ul style="list-style-type: none"> • No observable environmental impact. • Localised temporary effects on environment within natural variability. • Effects not transmitted and not accumulating. • No need to contact regulatory authorities • No fines or prosecution | <ul style="list-style-type: none"> • Localised temporary effects on environment beyond natural variability • For all cases, effects not accumulating & recovery within 5 years • Short term impacts to local viability of non-endangered species • Area of less than 5000m² of limited environmental significance affected • Need to contact regulatory authorities due to potential non-compliance • Possible fines | <ul style="list-style-type: none"> • Alteration/disturbance of a component of an ecosystem but sustainability unaffected • Recovery within 10 years • Long term impacts to local viability of non-endangered species • Significant ecological events (e.g. algal bloom, fish kills) • For all cases, effects not transmitted or accumulating • Loss of resources, but sustainability unaffected • Need to contact regulatory authorities due to non-compliance • Possible fines and prosecution | <ul style="list-style-type: none"> • Widespread environmental damage, involving alteration or loss of sustainability of one or more eco-systems or several components of these systems • Recovery within 50 years • Impacts likely to result in upward change in status of one or more endangered and threatened species • Likely loss of sustainability of unique habitats or landforms • Relatively widespread impacts (50-100 square kilometres) • Loss of sustainability of selected resources • Effects can be transmitted and/or accumulate • Need to contact regulatory authorities due to non-compliance • Fines and prosecutions likely | <ul style="list-style-type: none"> • Irreversible damage to one or more eco-systems or landforms • No recovery • Extinction of one or more species or life cycle of species impaired • Area affected is 100 square kilometres or greater • Loss of sustainability of most resources • Effects are synergistic or cumulative, and/or can be transmitted and/or accumulate • Need to contact regulatory authorities due to non-compliance • Severe fines and prosecutions likely and/or employees/directors jailed |

Table of Environmental Impact Likelihood Descriptors

| | A | B | C | D | E |
|----------------------|--|---|--|---|--|
| Indicative frequency | <ul style="list-style-type: none"> • Almost certain • 1 or more incidents in 1 month | <ul style="list-style-type: none"> • Likely • 1 or more incidents in 1 year | <ul style="list-style-type: none"> • Moderate • 1 or more incidents in 5 years | <ul style="list-style-type: none"> • Unlikely • 1 or more incidents in 10 years | <ul style="list-style-type: none"> • Rare • 1 or more incidents in 100 years |
| General definition | <ul style="list-style-type: none"> • Is expected to occur in most circumstances | <ul style="list-style-type: none"> • Will probably occur in most circumstances | <ul style="list-style-type: none"> • Should occur some time | <ul style="list-style-type: none"> • Could occur at some time | <ul style="list-style-type: none"> • May occur at some time but only in exceptional circumstances |

Risk Assessment Matrix

| | | Consequence | | | | |
|----------|---------------|--------------------|----------------|----------------|----------------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| A | HIGH | HIGH | EXTREME | EXTREME | EXTREME | |
| B | MEDIUM | HIGH | HIGH | EXTREME | EXTREME | |
| C | LOW | MEDIUM | HIGH | EXTREME | EXTREME | |
| D | LOW | LOW | MEDIUM | HIGH | EXTREME | |
| E | LOW | LOW | MEDIUM | HIGH | HIGH | |

Key Outcomes:

| | |
|------------------------------|---|
| Extreme (Significant) | Immediate action required |
| High (Significant) | Detailed research and management planning required |
| Medium | Management responsibility must be specified |
| Low | Management by routine procedure |

4.5 Example of Safety Risk Assessment

The example activity “pier fishing“ can bare many safety hazards. One safety hazard includes the scenario by where the fisherman may slip, trip or fall in the water.

To assess the risk for this safety hazard one would firstly match it to the most relevant and practical consequence descriptor category. During the 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 the pier? Would the person survive? Would they be conscious? Would there be another person present to assist or raise an alarm?

During this process, it is important to maintain an objective viewpoint. One critical point is to ensure that the safety hazard is assessed without controls. Assessing with controls undervalues the risk. Controls are processes, systems and mechanical devices that are put in place to prevent or reduce the severity of the safety hazard. In this case, sample safety hazard controls may include hand railing and additional lifebuoys mounted on the pier. 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 cannot swim and the sea is running a high swell.

Therefore 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 and further asking; what is the likelihood of this occurring? Have there been any past incidents and/or near misses?

An example for the likelihood of this occurring may be moderate (C).

Extrapolating from the risk matrix a consequence of 4 and a likelihood of C will intersect and give us an extreme-risk outcome. All high and extreme-risk outcomes will be deemed as significant and therefore must incorporate detailed research, management planning and action.

Part 5 – Impact of Hazards and Risks

The following table documents all significant land and water based risks that are conducted with in the port. The Activity Map in Chapter 4 was used as a basis for the identification of risks within the port. The previous chapter (Chapter 4) outlines the methodology used in determining the risk rating for each activity listed.

| Activity | Description | Consequence | Likelihood | Risk Rating |
|---|---|-------------|------------|-------------|
| SAFETY | | | | |
| Boating / Jet Skiing / Sailing / Canoeing / Surf Skiing / Sea Kayaking / Wind Surfing / Kite Surfing | Strong currents, inclement weather, lack of experience or knowledge | 5 | E | High |
| | Deficient, defective or no safety equipment | 5 | D | Extreme |
| | Deficient, defective or no signage or navigation aids | 5 | D | Extreme |
| Swimming (recreational/organised events) | Collision with other boats, infrastructure or swimmers | 5 | E | High |
| | Strong currents, inclement weather, lack of experience or knowledge | 5 | D | Extreme |
| | Deficient, defective or no safety equipment | 5 | E | High |
| Cycling | Collision with other boats, infrastructure or swimmers | 5 | E | High |
| | Collision with pedestrians, fishermen or port infrastructure | 2 | E | Low |
| | Deficient, defective or no safety equipment | 3 | E | Medium |
| Diving / Jumping (off pier) | Riding off pier structure either accidental or deliberate | 1 | E | Low |
| | Strong currents, inclement weather, lack of experience or knowledge | 4 | D | High |
| | Deficient, defective or no safety equipment | 4 | D | High |
| Snorkelling | Collision with other boats, infrastructure or swimmers | 4 | D | High |
| | Strong currents, inclement weather, lack of experience or knowledge | 4 | D | High |
| | Deficient, defective or no safety equipment | 4 | D | High |
| Pyrotechnics displays | Collision with other boats, infrastructure or swimmers | 4 | D | High |
| | Close proximity exposure to explosives | 2 | E | Low |
| Promenading (on pier) | Ignition resulting in fire damage to the pier structure | 2 | E | Low |
| | Trip, fall on pier deck | 2 | C | Medium |
| | Trip and fall over pier edge | 4 | E | High |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | | | | |
|---|---|---|---|---------|
| Sitting (on pier) | Fall over pier edge | 4 | E | High |
| Fishing | Hooking accidents | 2 | C | Medium |
| Vehicle operations & movement (on pier) | Staff activity, maintenance works | 4 | E | High |
| Contractor activities | Navigation aid and tide gauge maintenance | 3 | E | Medium |
| Maintenance works | Routine maintenance works (i.e. painting, electrical) | 3 | D | Medium |
| Pollution and spill response | Exposure to public | 1 | E | Low |
| ENVIRONMENTAL | | | | |
| Oil Spill | Oil spill from passing ship, outside port waters | 4 | E | High |
| Fishing/Promenading | General waste, litter | 2 | C | Medium |
| Maintenance works | Maintenance waste, contamination | 2 | E | Low |
| Marine Pests | Vessel hulls | 4 | C | Extreme |

Part 6 – Controls to Prevent and Reduce Hazards and Risks

All high and extreme risk outcomes were deemed as significant and therefore must be further examined. The following table outlines those activities with high and extreme outcomes. The table also examines the current control measures associated with the risk and outlines any further controls that may be required. Time frames for the implementation of proposed new controls and the responsible person for the implementation of these controls is also outlined.

In assessing control measures, the concept of a 'hierarchy of controls' has been considered. The hierarchy of controls recognises that different types of controls have different effectiveness and/or reliability. For new or additional controls, where reasonable and practicable, upper hierarchy controls will be favoured. It is also important to note those available resources and funding also influence the hierarchy on control selected to minimise the risk.

The hierarchy of controls includes:

1. Elimination (E)
2. Substitution (S)
3. Engineering Controls (EC)
4. Administrative Controls (A)
5. Personal Protective Equipment (PPE)

In the table below, the hierarchy of control for both the existing and additional controls is indicated next to the control in brackets.

| Activity | Risk Rating | Current Controls | Required Control | Time frame/ targets | Responsible person | Monitoring of control measures |
|--|----------------|--|----------------------------|---------------------|-----------------------|--------------------------------|
| SAFETY | | | | | | |
| Boating (deficient or no safety equipment) | Extreme | TSV to check compliance to licensing/standards when operating in port waters (A) Port Manager circulates information regarding boating safety from TSV (A) | No further action required | | TSV Rod Goring | |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | | | | | | |
|--|----------------|--|----------------------------|--|---|---|
| Boating (deficient or no signage / nav aid) | Extreme | Check nav aids/signage to ensure all are operational and to standard (EC) 5 knot sign on lower landing (EC) TSV boating safety sign erected at sand ramp (EC) | | | Rod Goring Rod Goring | Nav lights visually checked weekly |
| Swimming (strong currents, lack of experience) | Extreme | Signage (EC) Life Buoy (EC) | | | Rod Goring Rod Goring | |
| Boating / Jet Skiing / Sailing / Canoeing / Surf Skiing / Sea Kayaking / Wind Surfing / Kite Surfing | High | Check nav aids/signage to ensure all are operational and to standard (EC) TSV to check compliance to licensing & standards when operating in port waters (A) Port Manager circulates information regarding boating safety from TSV (A) Police respond to any observed dangerous operations or activity with Port waters (E) | No further action required | | Rod Goring TSV Rod Goring Rod Goring | Nav lights visually checked weekly |
| Swimming (organised event) | High | Liaise with body running the event to ensure adequate event management plan and compliance with regulatory authorities (A) | No further action required | | Rod Goring | Management plan submitted by event organisers |
| Diving / jumping (off pier) | High | Signage on pier (EC) Life Buoy (EC) Ladders (EC) GORCC staff to patrol and advise where appropriate (E) | | | Rod Goring Rod Goring Rod Goring | |
| Snorkelling | High | Life Buoy (EC) Ladders (EC) | | | Rod Goring | |
| Promenading (on pier) | High | Monthly Risk Assessment (App 3) to check structure and lighting (A) Construction of new pier has reduced trip hazards (EC) | | | Rod Goring | Continue existing monthly assessment |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | | | | | | |
|---|---------|--|---|--|--|--------------------------------------|
| | High | Entry surface area levelled out to reduce fall risk (EC) | | | | |
| Sitting | High | Rail extended over shallow area (EC) Seat removed over shallow area (EC) Life Buoy (EC) Ladders (EC) | | | Rod Goring | Continue existing monthly assessment |
| Vehicle operations & movements (on pier, staff & contractor activity) | High | Lockable bollards at pier entrance (EC) Staff awareness of risk associated with vehicle activity (A) Life buoys and ladders on pier (EC) Complete JSEAs (App 2) (A) For contractors, GORCC staff supervise, restrict public access to work site (EC) | No further action required | | Rod Goring Rod Goring Rod Goring Rod Goring Rod Goring | |
| ENVIRONMENT | | | | | | |
| Marine Pests | Extreme | Pest spotting program facilitated by the Reef Watch project “The Great Victorian Fish Count” (annual event held in December) | Complete Environmental Incident Report (Appendix 4) | | Rod Goring | |
| Oil Spill | High | Port Manager training (A) Victorian Marine Pollution Contingency Plan (A) Assistance from Apollo Bay (E) | Complete Environmental Incident Report (Appendix 4) | | Rod Goring | |

6.1 Interaction with Emergency Management

The SEMP will operate as a useful guide to identify hazards that could occur in the future. These hazards will be considered in the committee Emergency Management Plan, developed by the Great Ocean Road Coast Committee.

Part 7 – Implementation

7.1 Responsible person(s)

Rod Goring, as Port Manager, will be responsible for the implementation of this plan.

7.2 Implementation Procedures for Management Plan

Annual Budgets will reflect costs for risk and control issues raised within the Plan.

Control measures will be prioritised according to the assessment outlined in the Plan. The activities that were assessed as extreme and high will be the focus of upcoming works in accordance with the timeframes outlined in Part 6.

If additional funding is required to implement these control measures, the Committee will apply for funds in the annual Budget process with the Department of Transport.

7.3 Process for involvement of tenants, licensees and service providers in development and implementation

If any future arrangements are made concerning tenant agreements, licensee renewals and service contracts in the port area, the issues and risks raised in this plan will be incorporated into any new agreements.

Service providers to the port include

- Lorne Electrics (Mr Len Tank: 0412 352 182)
- Lorne Plumbing (Mr Graham Conn: 0412 530 140)
- Lateral Technology (Mr Terry Conway: (03) 9772 9019)

The level of incorporation of the plan into a new agreement, contract and/or license will be dependent upon the activity undertaken and the possible risk involved. The plan will be used as a reference to determine any associated risks with the tenant's activities. Operations performed in the port area by contractors require the submission and approval of JSEAs before work can commence.

7.4 Documentation and implementation systems

Where appropriate, project reports, SWMSs or JSEAs will be completed when works are carried out at the Port.

7.5 Port Incident Register

Incidents are reported to the port manager as soon as possible after the event. Any incidents are forwarded to the Department of Transport on a monthly basis. Copies of the Committee's Incident Report Forms are available in Appendices 3 and 4.

Details of all incidents reported will be retained on the Committee and the Department's file system for any future reference.

The incident reports will contain information on

- incident description
- incident cause
- response
- control measures put in place
- responsibility for response and
- proposed amendments to the SEMP

7.5 Regulatory Compliance Register

The register below outlines key safety and environmental legislation, agreements, conventions, standards and other related documentation that the Port of Lorne must comply with.

International

| Title | Comment |
|---|---------|
| Agreement between the Government of Australia and the Government of Japan for the Protection of Migratory Birds in Danger of Extinction and their Environment 1974 | |
| Agreement between the Government of Australia and the Government of People's Republic of China for the Protection of Migratory Birds in Danger of Extinction and their Environment 1986 | |
| Basle Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, 1989 (Basle Convention) | |
| Convention for the Protection of the Natural Resources and Environment of the South Pacific Region 1986 | |
| Convention for the Protection of the World Cultural and Natural Heritage 1972 | |
| Convention of Biological Diversity, Rio de Janeiro, 1992 | |
| Convention on International Trade in Endangered Species 1973 | |
| Convention on the Conservation of Migratory Species of Wild Animals, Bonn 1979 | |
| Convention on the Conservation of Nature in the South Pacific 1976 | |
| Convention on Wetlands of International Importance (RAMSAR), Iran 1971 | |
| Food and Agriculture Organisation of the United Nations International Code of Conduct for Sustainable Fishing 1995 | |
| Guidelines for the Control and Management of Ships Ballast Water to Minimise the Transfer of Harmful Aquatic Organisms and Pathogens (IMO) 1997 | |
| International Convention for the Prevention of Pollution from Ships (MARPOL), 1973/78 | |
| International Convention for the Safety of Life at Sea (SOLAS) 1974 | |
| International Convention on Prevention of Marine Pollution by Dumping of Wastes and other Matter, London 1972 | |
| International Maritime Organisation Dangerous Goods Code (IMDG Code) 2004 | |
| Kyoto Declaration and Plan of Action on the Sustainable Contribution of Fisheries to Food Security 1997 | |
| South Pacific Regional Environment Program Protocol Concerning Co-operation in Combating Pollution Emergencies in the South Pacific Region 1986 | |
| South Pacific Regional Environment Program Protocol for the Prevention of Pollution of the South Pacific Region by Dumping 1986 | |
| The Jakarta Mandate on Marine and Coastal Biological Diversity 1995 | |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | |
|--|--|
| The United Nations Convention on the Law of the Sea (UNCLOS) 1982 | |
| United Nations Agreement on Straddling Fish Stocks and Highly Migratory Fish Stocks 1992 | |
| United Nations Commission on Environment and Development (UNCED) 1992 | |
| Agenda 21, Chapter 17 (covering the protection and use of oceans, seas and coastal areas) 1992 | |
| United Nations Framework Convention on Climate Change 1992 | |

Commonwealth

| Legislation | Applicable Aspect |
|---|--|
| Aboriginal & Torres Strait Islander Heritage Protection Act 1984 | Promotes the protection of archaeological sites, places and objects. |
| Environment Protection & Biodiversity Conservation Act 1999 Environment Protection and Biodiversity Conservation Regulations 2000 | Promotes the conservation of biodiversity and ecologically sustainable use of Australia's natural resources. Implements Australia's environmental responsibilities (i.e. Ramsar wetlands). |
| Environment Protection (Sea Dumping) Act 1981 Environment Protection (Sea Dumping) Regulations 1983 | Provides protection to the environment by regulating dumping into the sea of wastes |
| Historic Shipwrecks Act 1976 Historic Shipwreck Regulations 1978 | Protects the wrecked vessels and articles of historical significance. |
| Maritime Transport Security Act 2003 | When applicable, port managers must take appropriate measures to enhance maritime security to meet the Maritime Transport Security Regulations 2003. |
| National Plan to Combat Pollution of the Sea by Oil & other Noxious and Hazardous Substances National Marine Chemical Spill Contingency Plan National Marine Oil Spill Contingency Plan | These plans are designed to give effect to the International Protocol on Preparedness, Response and Co-operation to Pollution Incidents by Hazardous and Noxious Substances 2000 |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | |
|---|---|
| Occupational Health & Safety (Maritime Industry) Act 1993 | Secures the health, safety and welfare at work of maritime industry workers. |
| Occupational Health & Safety (Maritime Industry)(National Standards) Regulations 2003 | |
| Occupational Health & Safety (Maritime Industry) Regulations 1995 | |
| Protection of the Sea (Prevention of Pollution from Ships) Act 1983 | Prevents the discharge of harmful substances from ships. |
| Protection of the Sea (Prevention of Pollution from Ships) (Orders) Regulations 1994 | |
| Whale Protection Act 1980 | When applicable, port managers must ensure the protection and conservation of whales. |

State (Victoria) **SAFETY** Legislation

| Legislation | Applicable Aspect |
|---|---|
| Dangerous Goods Acts 1985 | Ports Managers are to ensure a safe workplace in relation to the manufacture, storage, transfer, sale, purchase and use of dangerous goods on the port. |
| Dangerous Goods (Storage & Handling) Regulations 2000 | |
| Emergency Management Act 1986 | Provides for the organisation of emergency management in Victoria. |
| Equipment (Public Safety) Act 1994 | Ensures the safety of the public, in relation to port equipment and equipment sites. |
| Equipment (Public Safety)(General) Regulations 1995 | |
| Equipment (Public Safety)(Incident Notification) Regulations 1997 | |
| Gas Safety Act 1997 | Makes provision for the safe conveyance, measurement, control of gas and to generally regulate gas safety. |
| Gas Safety (Gas Installation) Regulations 2008 | |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | |
|--|---|
| Major Events (Crowd Management) Act 2003 | Promotes the safety and enjoyment of participants and spectators at major events. |
| Marine Act 1988 Marine Regulations 1999 Marine (Further Amendment) Act 2001 | Port Managers must ensure that they follow a range of marine safety requirements and standards that are administered by Transport Safety Victoria (i.e. navigation aids). |
| Occupational Health & Safety Act 2004 | Port Manager shall provide and maintain so far as practicable a working environment that is safe and without risk to health. |
| Occupational Health & Safety (Certification of Plant Users and Operators) Regulations 2003 | Ensures the minimization of incidents involving cranes, forklifts hoists and other mechanical loadshifting equipment, pressures equipment and scaffolding. |
| Occupational Health & Safety (Hazardous Substances) Regulations 1999 | Intended to protect employees against risks to health associated with the use of hazardous substances |
| Occupational Health & Safety (Incident Notification) Regulations 1997 | Purpose is to identify whether preventative action is necessary following an incident at a workplace |
| Occupational Health & Safety (Issue Resolution) Regulations 1999 | Prescribes a procedure to ensure effective resolution of safety issues as they arise. |
| Occupational Health & Safety (Manual Handling) Regulations 1999 | Intended to reduce the number and severity of staff injuries associated with tasks involving manual handling. |
| Occupational Health & Safety (Noise) Regulations 2004 | Ensures the control of excessive noise in the workplace |
| Occupational Health & Safety (Plant) Regulations 1995 | Protects workers against risk arising from plant and systems of work associated with plant. |
| Occupational Health & Safety (Prevention of Falls) Regulations 2003 | Intended to prevent incidents at workplaces involving falls of more than 2m and reduce injuries resulting from those falls. |
| Port Management Act 1995 Port Services (Local Ports) Regulations 2004 | Port Managers responsibility to produce SEMP and ensure reasonable steps are taken to implement the measures and strategies specified in the plan. |
| Quarantine Act 1908 | When applicable, the correct management of quarantine items must be followed. |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | |
|--|--|
| Quarantine Regulations 2000 | |
| Road Safety Act 1986 | Provides safe, efficient and equitable road use. |
| Road Transport Reform (Dangerous Goods) Regulations 2000 | Ensuring the safe transportation of dangerous goods to and from the port. |
| Seafood Safety Act 2003 | Ensures that all sectors of the seafood chain are required to manage food safety risk in accordance with relative standards. |

State (Victoria) **ENVIRONMENTAL** Legislation

| Title | Applicable Aspect |
|---|--|
| Archaeological & Aboriginal Relics Preservation Act 1972 | Protects all Aboriginal cultural heritage sites, places and objects. |
| Catchment and Land Protection Act 1994 | Provided an integrated management and protection of catchments, also involving the encouragement of community participation and control of noxious weeds and pest animals. |
| Catchment and Land Protection Regulations 2002 | |
| Coastal Management Act 1995 | Provides strategic planning and management for the Victorian coast, such as Coastal Action Plans. |
| Crown Land (Reserves) Act 1978 | Provides for the reservation and management of coastal Crown Land. |
| Environment Protection Act 1970 | Provides legislative framework to protect Victoria's environment. The 'precautionary principle' is relevant to port managers under this Act. |
| Environment Protection (Fees) Regulations 2001 | Sets fees that are payable under the Environment Protection Act 1970. |
| Environment Protection (Prescribed Waste) Regulations 1998 | Proscribes the transport and management of waste prescribed under the Environment Protection Act 1970. |
| Environment Protection (Scheduled Premises & Exemptions) Regulations 1996 | Provide exemptions from provisions of the Environment Protection Act 1970. |
| Fisheries Act 1995 | Provides legislative framework for the regulation, management and conservation of Victorian fisheries. |
| Fisheries Regulations 1998 | |
| Flora & Fauna Guarantee Act 1988 | Enables the conservation of Victoria native flora and fauna, providing procedures that can be used for the conservation, management and control of flora and fauna |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | |
|--|---|
| Flora & Fauna Guarantee Regulations 2001 | |
| Freedom of Information Act 1982 Freedom of Information Regulations 1998 | Provides the public with the right to access information in the possession of the Government of Victoria and other bodies constituted under the law of Victoria |
| Heritage Act 1995 Heritage (General) Regulations 1996 Heritage (Historic Shipwrecks)(General) Regulations 1996 | Provides protection of places and objects of cultural and heritage significance. The Act ensures that such places become registered as significant features. |
| Heritage Rivers Act 1992 | Provides protection of public land in particular parts of the river areas in Victoria that have significant conservation, recreation and cultural heritage attributes. |
| Land Act 1958 Land Act Regulations 1996 | Details the sale and occupation of Crown Land. |
| National Parks Act 1995 National Parks (Park) Regulations 2003 | Makes a provision for National, State, Marine National parks and Marine Sanctuaries for the preservation and protection of the natural environment. |
| Planning and Environment Act 1987 Planning and Environment Regulations 1998 | Provides framework for the planning, use, development and protection of land in Victoria |
| State Environment Protection Policy | Subordinate legislation made under the provisions of the <i>Environment Protection Act 1970</i> , providing more detailed requirements and guidance for the application of the Act. |
| State Environment Protection Policy (Air Quality Management) 2001 | Establishes a framework for managing emissions into the air environment from all sources in Victoria. |
| State Environment Protection Policy (Ambient Air Quality) 1999 | Sets air quality objectives and goals for the state of Victoria. |
| State Environment Protection Policy (Groundwaters of Victoria) 1997 | Developed to meet community demands for an integrated framework of environment protection goals for groundwater |
| State Environment Protection Policy | Aims to provide a coordinated approach for the protection and, where necessary, rehabilitation of the health of |

Port of Lorne – Safety & Environment Management Plan
Version 5

| | |
|--|---|
| (Waters of Victoria) 1988 | Victoria's water environment. |
| Pollution of Waters by Oil & Noxious Substances Act 1986 | Ensures the protection of the sea and port waters from pollution by oil and other noxious substances. |
| Pollution of Waters by Oil and Noxious Substances Regulations 2002 | |
| Victorian Coastal Strategy 2008 | Provides a vision for the Victorian coast and the actions Victorians need to take today to achieve that vision. |

Local/Regional

| Coastal Board | Title |
|---------------|--|
| Western | Central West Victoria Regional Coastal Action Plan |
| Western | Central West Victoria – Guide to Coastal Waterway Planning and Management. |
| Western | Lorne Coastal Action Plan |

Relative Standards

| Code | Title |
|-----------------------|---|
| HB 76:2004 | Dangerous Goods – initial emergency response guide |
| AS/NZS ISO 14001:1996 | Environmental Management Systems – general guidelines on principles, systems and supporting techniques. |
| AS/NZS ISO 14001:1996 | Environmental Management Systems – specifications with guidance for use |
| HB 76:2004 | Environmental Risk Management – Principles and process. |
| CS FP 001:1995 | Fire Emergency Response |
| AS 1657:1992 | Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation |
| AS/NZS 4801:2001 | Occupational Health and Safety Management Systems – Specification with guidance for use |
| AS/NZS 4360:2004 | Risk Management |
| AS 4997 : 2005 | Guidelines for the Design of Maritime Structures |
| AS 1940:2004 | Storage and Handling of Flammable and Combustible Materials |

Port of Lorne – Safety & Environment Management Plan
Version 5

Guidelines

| Organisation | Title |
|---|---|
| Australian and New Zealand Environment Conservation Council | Best Practice Guidelines for Waste Reception Facilities at Ports, Marinas & Boat Harbours in Australia and New Zealand. |
| Department of the Environment and Heritage | Australian and New Zealand Guidelines for fresh and Marine Water Quality 2000 |
| DSE | Melbourne 2030 |
| EPA Victoria | Guidelines for the Monitoring & Assessment of Coastal Point Source Discharges 1999 |
| EPA Victoria | Noise Control Guidelines 1992 |
| Life Saving Victoria | Aquatic and Recreational Signage Style Guide |
| Transport Safety Victoria | Boating Operating Rules |
| Transport Safety Victoria | Vessel Operating and Zoning Rules for Victorian Waters 1999 |
| Transport Safety Victoria | Standard for the provision and maintenance of navigation aids in Victorian State Waters |
| Victorian Coastal Council | Siting and Design Guidelines for Structures on the Victorian Coast 1998 |
| Victorian WorkCover Authority | Managing Safety in Your Workplace |

Part 8 – Review and Revision

The Plan will be reviewed by the end of each financial year by the Port Manager.

The annual review addresses the following:

- Activity map (Part 4.1) to determine any major activity changes.
- If any new activities have been undertaken in the port, a risk assessment on the activity will be carried out.
- Progress in implementing of risk reduction measures (mainly Part 6).
- Adequacy and performance of current controls (mainly Part 6).
- The need to update any or all sections of the plan (i.e. new stakeholders).

Where it is recognised that the plan needs revision/amendment to meet changes it is amended accordingly. Additional reviews will be considered whenever any of the following occur:

- Capital works within the port exceeding \$1,000,000
- Change in nature, scale and extent of major activities within the port (this may include a new stakeholder becoming involved at the port).
- Changes are proposed to the plan as a result of incident management reports and
- Changes are made to relevant legislation

If the Port Manager considers that the content and implications of the plan are significantly changed, then the plan will be circulated for further consultation. The key stakeholders outlined in section 3.5 will be consulted during a review of the plan. If a new stakeholder becomes involved in the port, they will be added to the list of key stakeholders for consultation.

Community consultation will be conducted as per the Port of Lorne Community Consultation Procedure. Stakeholders and the public will be encouraged to participate in review of the plan by personal communication with the port manager and notices in the local media that the Committee is seeking comments on the plan. Public feedback will be recorded and used as specified in the consultation procedure. Public comment is welcome at any time; this is facilitated by public display of the plan.

Copies of the plan have been made available at the Great Ocean Road Coast Committee Offices at the Torquay Caravan Park Office and the Lorne Caravan Park Office if the public wish to comment on the plan.

Copies of amendments will be distributed to document holders listed in Part 9. Document distribution will be limited and controlled to ensure copies are always up to date.

The Great Ocean Road Coast Committee engages an external, third party review of the plan on a triennial basis (every three years). This review provides an independent assessment of the plan, drawing attention to any

areas of concern and/or opportunities for improvement. The plan is then amended to reflect any changes.

Following any major revision of the plan, the Port Manager will formally endorse the plan (as per Part 1.12).

Part 9 – Copies

A copy of the SEMP is kept for viewing at the Great Ocean Road Coast Committee Offices at the Torquay Caravan Park Office and the Lorne Caravan Park Office.

The following agencies, organisations and stakeholders have been provided with a copy of this plan:

- Department of Transport
- Department of Sustainability and Environment
- Lorne Fisheries
- Pier Restaurant
- Lorne Aquatic and Angling Club
- Lorne Surf Life Saving Club

Part 10 – Certification

PORT SAFETY MANAGEMENT PLAN

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

PORT: Lorne

PORT MANAGER: Great Ocean Road Committee of
Management

CERTIFIED BY: Paul Fridell

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

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

Certifier's Signature:



Date: 31/08/05

PORT ENVIRONMENT MANAGEMENT PLAN

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

PORT: Lorne

PORT MANAGER: Great Ocean Road Committee of Management

CERTIFIED BY: Paul Fridell

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

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

Certifier's Signature:

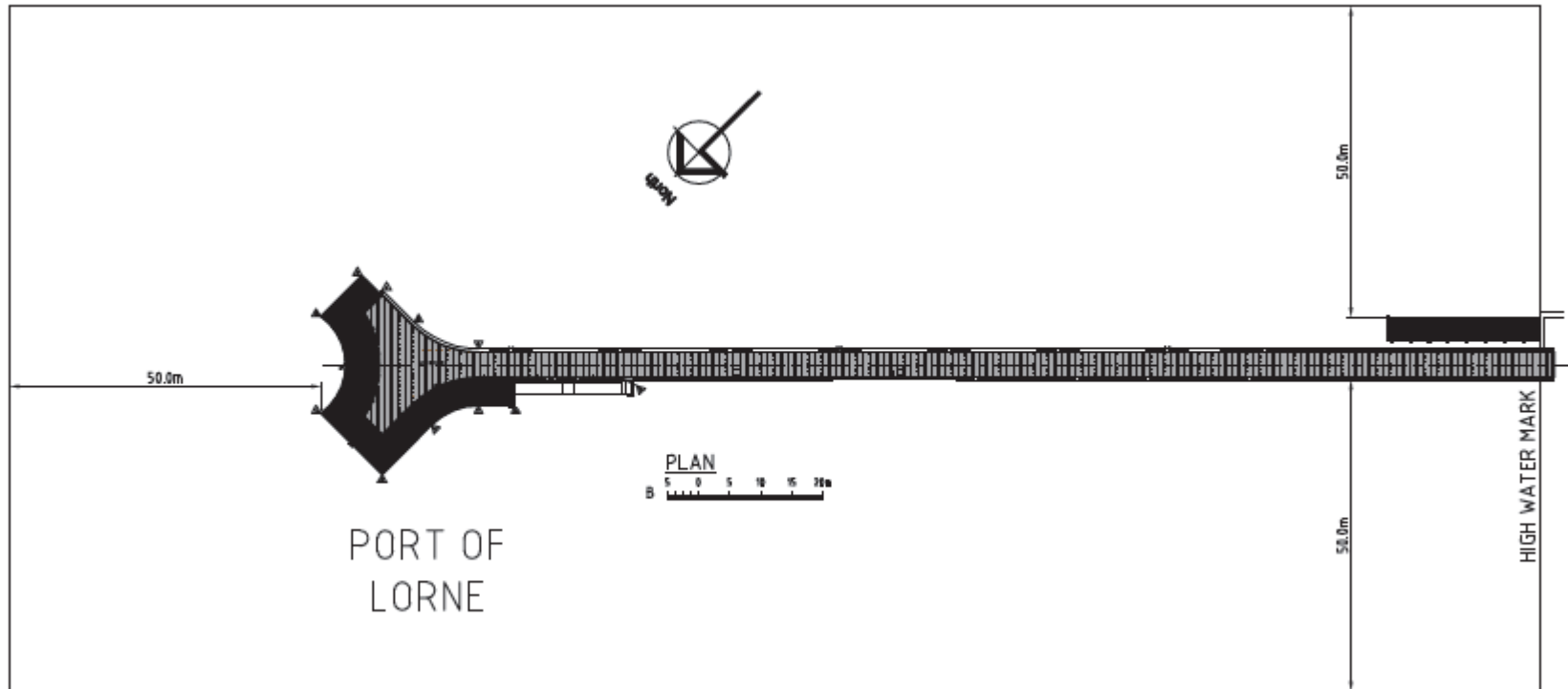


Date: 31/08/05

Part 11 - Audit

The Port of Lorne passed a Department of Infrastructure audit in 2008.
The next external audit will be in late 2011.

Appendix 1b - Lorne Pier



Appendix 2 - GORCC JSEA Form

Job Safety and Environmental Analysis Worksheet

GORCC - Port of Lorne

Date JSEA No.

Site name

Permit to Work Required? Yes

Contractor

Approved by

Activity

| Activity <small>List the tasks required to perform the activity in the sequence they are carried out</small> | Hazards <small>Against each task list the hazards that could cause injury or damage to the environment when the task is performed</small> | Risk control measures <small>List the control measures required to eliminate or minimise the risk of injury or environmental damage arising from the identified hazard</small> | Who is responsible? <small>Write the name of the person responsible (supervisor or above) who will implement the control measure identified</small> |
|---|--|---|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Job Safety and Environmental Analysis Notes

- **The work plan for each job must be discussed in advance so that all workers are informed as to the process and their role.**
- **Operators must have appropriate licenses.**
- **When plant is used, the operator is required to consider, visually inspect and research as appropriate, the environment, location of the public, power lines and underground services, vehicle traffic and other potential hazards such as ground conditions or strong winds.**
- **Separation of the work site from the public should be considered, as should the allocation of a staff member to direct traffic and pedestrians in the vicinity of the work site.**
- **“Men at work” and relevant hazard signage should be employed to alert the public.**



Appendix 3 - Great Ocean Road Coast Committee SAFETY INCIDENT REPORT FORM

REF:

Date and time of occurrence:

Exact place of occurrence:

Incident description:

Incident cause:

Incident response:

Person responsible for incident response:

Control measures put in place:

Proposed amendment/s to management plans:

| | |
|--|-----------------|
| Witnesses: (names, addresses and phone numbers) | |
| | |
| | |
| Name and address of persons injured or owners of property lost or damaged: | |
| | |
| | |
| Nature of personal injury or loss or damage sustained: | |
| | |
| | |
| Estimate of loss or damage: \$ | |
| | |
| Has a claim been made on you either verbally or in writing? If so, give details and attach all correspondence and documents etc.: | |
| | |
| | |
| Name of contact if further information required: | |
| | |
| Address: | |
| | |
| Phone no.: | Fax no.: |
| _____ | _____ |
| Mobile no.: | E-mail: |
| _____ | _____ |
| Form completed by: | |
| | |



Appendix 4 - Great Ocean Road Coast Committee ENVIRONMENTAL INCIDENT REPORT FORM

REF:

Date and time of occurrence:

Exact place of occurrence:

How was the incident brought to the attention of management:

Incident description:

Incident cause:

Person responsible for incident response:

Proposed amendments to the SEMP:

| | |
|--|-----------------|
| Witnesses: (names, addresses and phone numbers) | |
| | |
| | |
| Observed damage to land, flora and fauna within the area: | |
| | |
| | |
| Procedures initiated to localise hazard, marine bodies informed and actions instigated: | |
| | |
| | |
| Estimate of loss or damage: \$ | |
| | |
| Details of outcome and further monitoring: | |
| | |
| | |
| Name of contact if further information required: | |
| | |
| Address: | |
| | |
| | |
| Phone no.: | Fax no.: |
| _____ | _____ |
| Mobile no.: | E-mail: |
| _____ | _____ |
| Form completed by: | |
| | |

Appendix 5 - Cyclic Maintenance and Risk Assessment Checklist for Lorne Pier

Date of Inspection Name of Inspector

| ITEM | Date | Details of Maintenance / Hazard | Action Required | Signed Off |
|----------------------------|------|---------------------------------|-----------------|------------|
| Car park and Road surfaces | | | | |
| Signage | | | | |
| Lighting | | | | |
| Navigational Aid | | | | |
| Plumbing & Fishing Table | | | | |
| Pier Decking & Seating | | | | |
| Lifebuoys | | | | |
| Railings | | | | |
| Steps & Gangway | | | | |
| Ladders | | | | |
| Rubbish Bins | | | | |