Minister for Transport; Planning; Ports

Our ref: 72-35901
Your ref: GOVE-427334956-128

MR IAN SHEPHERD
CHAIR
SOUTHERN PORTS AUTHORITY BOARD

SOUTHERN PORTS AUTHORITY – MARINE SAFETY PLAN

Thank you for the correspondence from Mr Steve Lewis dated 1 November 2021, seeking my approval of the Southern Ports Authority's (SPA) Marine Safety Plan for the Ports of Albany, Bunbury and Esperance.

I note the SPA Board's endorsed Marine Safety Plan represents an overarching document that governs SPA's marine safety obligations and procedures, having taken into consideration the port amalgamation and structural organisational change, updated standards and State emergency plans, and audit accreditation under the International Pilotage Organisation Standard.

In accordance with section 114 of the *Port Authorities Act 1999*, I approve SPA's Marine Safety Plan as submitted for implementation at the Ports of Albany, Bunbury and Esperance.

HON RITA SAFFIOTI MLA
MINISTER FOR PORTS

20 DEC 2021

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SOUTHERN PORTS
ALBANY BUNBURY ESPERANCE

MARINE SAFETY PLAN

Approved by:

Rita Saffioti - Minister for Transport: Planning; Ports

20 December 2021

Date

DOCUMENT CONTROL

Version Number	Description	Reviewed by	Approved by	Revision Date	Issue Date
01	New Document	Port of Albany HM	A/CEO	1	18/03/2014
02	Review following organisation structure change, updated standards and State emergency plans, audit findings for accreditation under the International Pilotage Organisations Standard	Albany, Bunbury and Esperance Harbour Masters, COO, CEO	Minister for Ports	2	20/12/2021

AUDIT

This plan shall be reviewed / revised

- Where a Risk Assessment / Audit identifies a need to review;
- Following a significant incident involving this plan; or
- At least every 5 years.

CONTENTS

1. INTRODUCTION

Southern Ports Authority (Southern Ports) is committed to preventing personal injury or illness to people, preventing damage to property and to maintaining a healthy and ecologically sustainable port environment.

The aim is to enable our people to maintain safe operations, to demonstrate environmental responsibility, to meet legislative obligations and to facilitate continuous improvement in a co-ordinated way through the integration of our approach to safety, environmental and quality management.

Southern Ports strives to meet safety, environment and quality commitments through an Integrated Management System which is based upon the Australian Business Excellence Framework and the standards outlined in section 5.2 of this plan.

The purpose of this Marine Safety Plan (MSP) is to detail marine operating and safety procedures that will apply to Southern Ports to manage marine operations at its Ports in a safe and responsible manner.

2. SCOPE

This plan is not all encompassing. The marine operational plans and procedures of the individual ports within Southern Ports are well established and documented separately. This Plan is an overarching document that refers to the other plans and documents held by Southern Ports; the other plans and documents provide the supporting detail.

The MSP applies to all marine operations and activities within the limits of the Ports of Albany, Bunbury and Esperance, including commercial shipping operations and marine operations undertaken by any support or service organisation including towage and pilot transport. The interaction between commercial shipping and recreational and leisure craft is also included.

This plan does not extend to matters relating directly to maritime security or to those operations that are covered by the relevant occupational health and safety legislation. Onshore port operations and stevedoring are also excluded, however, there are some areas of overlap such as vessel mooring and line handling which are relevant to the safety of ships and navigation.

3. DEFINITIONS

Within this plan, the following definitions apply;

Minister	Minister for Transport; Planning; Ports
Authority	Southern Ports Authority
Act	Port Authorities Act 1999 as amended
Regulations	Port Authorities Regulations as amended
Board	Directors of Southern Ports Authority
Plan	Southern Ports Marine Safety Plan
Ports	Port of Albany, Port of Bunbury, Port of Esperance.

4. OVERVIEW OF SOUTHERN PORTS

Southern Ports was established on 1 July 2014and manages the safety and operations of three ports as set out below.

4.1. Port of Albany

The Port of Albany is predominantly a bulk loading port and it is situated approximately 400 kilometres south east of Perth on the southern coastline of Australia. The Port is directly adjacent

to the City of Albany and encompasses the waters of Princess Royal Harbour and King George Sound, but it excludes Oyster Harbour and Hanover Bay which is managed by the Department of Planning. The port is a mix of facilities and services managed by the Port of Albany and private operators. The Port maintains four operational berths. The Port of Albany provides and maintains shipping channels, navigation aids and all cargo wharves, road and rail transport infrastructure within the port secure area, seawalls and other port infrastructure such as storage sheds, water, power and public amenities.

Other services provided directly by the Port of Albany include:

- Vessel scheduling and berthing allocation
- Security services
- Incident response
- Quarantine and waste disposal services
- Marine pilotage
- Pilot transport
- Customer information and advice, marketing and property services.

Towage services are provided by a private service provider, as are line boats.

The Port of Albany operates 24 hours a day, seven days a week.

4.2. Port of Bunbury

The Port of Bunbury is predominantly a bulk loading export port. It is a focal point for worldwide distribution of product from the south west of Australia. The Port covers an area of approximately 500 hectares essentially segregated into the following physical areas:

- Port of Bunbury administration offices
- Lighthouse
- Outer harbour area of berths 1 & 2 and storage facilities
- Northern side of the inner harbour
- Southern side of the inner harbour
- The Port of Bunbury seaward port limits extend 3 – 3.5 nautical miles north and north west of Casuarina Lighthouse, covering an area of approximately 12 square nautical miles.

The Port of Bunbury currently administers 5 operational berths. The port provides and maintains shipping channels, navigation aids and all cargo wharves, road transport infrastructure within the port area, seawalls and other port infrastructure such as storage sheds, water, power and public amenities.

Other services provided directly by the Port of Bunbury include:

- Vessel scheduling and berthing allocation
- Security services
- Incident response
- Quarantine and waste disposal services
- Marine pilotage
- Pilot transport

- Customer information and advice, marketing and property services.

Towage services are provided by a private service provider, as are line boats.

Two private alumina export terminals are located within the ports inner harbour. Southern Ports supports these two private operations by maintaining the channels and berth boxes and providing the vessel scheduling and pilotage services,

The Port of Bunbury operates 24 hours a day, seven days a week.

4.3. Port of Esperance

Port of Esperance is located to the south east of the town of Esperance. Servicing container, grain, general dry bulk, iron ore carriers, product tankers and cruise ship vessels. The port is located on Esperance Bay, in the Recherche Archipelago. The port is a mix of facilities and services managed by Port of Esperance and private operators. The Port of Esperance provides and maintains shipping channels, navigation aids and all cargo wharves, road and rail transport infrastructure within the port area, seawalls and other port infrastructure such as storage sheds, water, power and public amenities.

Other services provided directly by the Port of Esperance include:

- Vessel scheduling and berthing allocation
- Security services
- Incident response
- Quarantine and waste disposal services
- Marine pilotage
- Pilot transport
- Lines boat services,
- Bulk and container stevedoring
- Customer information and advice, marketing and property services.

The Taylor Street Jetty is owned and maintained by the Port, but wharf space is leased to a private operator. Bandy Creek Boat harbour is managed by the West Australian Department of Transport. All other jetties within port limits are managed by the Esperance Shire Council. Towage services are provided by a private service provider.

The Port of Esperance operates 24 hours a day, seven days a week.

5. GENERAL

5.1. Statutory Requirement

The statutory requirement for this plan arises as a result of Division 5, Section 114 of the Act, which requires that a port authority is to have, maintain and implement a marine safety plan for its ports.

5.2. Safety Environmental and Quality Management System

Southern Ports safety, environmental and quality management systems are based on best practice standards. The aim is to facilitate continuous improvement in a co-ordinated manner through the integration of safety, environmental and quality system as outlined below:

- ISO 9001:2016 Quality Management Systems
- AS/NZS ISO 14001:2016 Environmental Management Systems

- AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems.

5.3. Linkage to Risk Management

Risk management forms part of the safety management continuum. The risks associated with marine activities are reviewed periodically as part of the Risk Management Framework and Risk Assessment Procedure. Day to day operational risks are addressed through established procedures and mandatory minimum training.

The following section provides an overview of the key marine risk categories relating to safety which are present within Southern Ports and links to the procedures to manage these risks outlined in Section 6.0 of this plan.

- **Grounding**: Grounding of vessels has the potential to occur in numerous areas throughout the ports. The most likely causes of grounding include mechanical or equipment failure, human error, adverse weather conditions, insufficient under keel clearance or collision avoidance (with another vessel or recreational craft). Grounding may occur during transit, berthing or whilst at anchor.
- **Collision**: Collision is a potential risk at many locations within the ports, and may occur between two commercial vessels, or with small craft or recreational vessels. The causes of collision include such events as poor lookout, human error, lack of separation between vessels, multiple vessels in channels, mechanical failure or recreational vessel interference.
- **Allision:** Allision refers to an event where a vessel or craft strikes something fixed, such as a navigation aid or a heavy landing on a berth, or a bridge structure or deck. Allision may occur as a result of human error, mechanical failure or during adverse weather conditions.
- **Fire or Explosion Onboard Vessel**: A fire or explosion onboard a vessel may occur alongside the berth or during transit or at anchorage. The causes include collision with other vessel/objects, dangerous cargos, human error (smoking, maintenance, hot work) or mechanical failure. Such an event may result in extensive damage to the vessel, grounding, marine pollution, injury or fatality to crew members, disruption to port operations, damage to the berth, or vessel capsize.
- **Personal Injury**: The main risk associated with personal injury is injury to a pilot during boarding or disembarkation of a vessel. This may result in significant or minor damage to the pilot or damage to the small craft vessel. The causes of personal injury during pilot boarding include the vessel unable to make suitable lee, weather boarding parameters exceeded, pilot boat coxswain error, pilot ladder incorrectly rigged, incorrect PPE worn by pilot, communication problems with vessel crew, human error or lack of personnel fitness/agility and/or fatigue.
- **Bunkering**: Bunkering is a refuelling operation and involves the transfer of fuel from one location to another. At Southern Ports, bunkering is primarily undertaken directly from a road fuel tanker. A pipeline to vessels for refuelling at Berth 2 Albany is also available. The main fuel type involved in bunkering activities is diesel oil to tugs and port craft. Bunkering operations present a risk of an oil spill, which may be caused by a hose rupture, leakage from pipes, overflow of tanks and spillage.
- **Additional Risks**: These risks are not considered within the scope of the MSP, but rather are managed through standards and procedures incorporated within safety, environment and quality management systems. Where appropriate, actions to reduce the level of risk have been identified and included in the Southern Ports risk register. The following additional risks are present throughout the ports:
    - Working at heights
    - Ergonomics/manual handling

- Bomb threat
- Vehicle traffic
- Heavy machinery collapse
- Oil terminals and pipelines operations
- Operation and maintenance of infrastructure (physical, mechanical and electrical), heavy machinery, conveyors and mobile equipment
- Port security and public access
- Oil/Chemical spills into Port waters
- Liquid and solid waste disposal with the potential to contaminate port waters
- Introduction of marine pests
- Dust and spillage associated with the handling of loose bulk commodities
- Acts of nature

5.4. Associated Documents

This plan must be used in conjunction with Southern Ports' associated plans, which are noted in Section 6.0.

5.5. Audit and Review

Southern Ports will from time to time review this document and other plans to reflect changing circumstances, operational and safety needs and compliance with generally accepted standards. The plan will be capable of being audited by both internal and external auditors. All supporting documentation will be available for review by the auditors. Audits will be in accordance with the Act Section 114(3).

The MSP will be reviewed, updated or amended in the following circumstances:

- Prior to a change in the management, operation or activities of the Port, which would significantly alter the safety associated with the port's operations; or
- As the result of an audit report, requiring such action; or
- At least every five years.

5.6. Reporting

Any marine incident will be reported to the appropriate authorities and
Southern Ports will participate in any investigation as deemed necessary. The reporting officer is the respective port Harbour Master.

6. PLAN CONTENT

6.1. Navigation Aids

Requirements

All navigation aids provided in the port must be approved by Southern Ports and categorised in accordance with the International Association of Lighthouse Authorities (IALA) standards.

Navigation structures comprise a series of beacons and land-based lights that mark the channel approaches to the ports and are marked on respective charts. Generally, navigation aids in Southern Ports will be maintained to a standard to allow their designed use.

Operational Performance

Systems and procedures that will be employed to ensure that navigation aids are effective at all times are as follows:

- Visual inspection of navigation aids.
- Any faulty navigation aid, which is sighted, will be immediately relayed to the Harbour Master/Duty Marine Pilot.
- Structural inspection will be conducted annually in accordance with schedules maintained by respective harbour masters.
- Lights noticed malfunctioning at night will be attended to on the following day or as soon as possible. Where repair cannot be affected immediately, appropriate notices to mariners are to be promulgated or alternate lighting arrangements are to be made.
- Notices to mariners are promulgated whenever necessary by the Port.
- Inspections of navigation aids are to be conducted every 6 months, with structural inspections every 12 months.

6.2. Channel and Berth Depths

Requirements

Southern Ports will undertake all reasonable measures so that channels and berths are maintained to designed depths. Actual depths will be promulgated after hydrographic surveys. The following procedures will apply.

Operational Procedures

- Hydrographic surveys will be undertaken on an as needs basis subject to the prevailing conditions at each port. Hydrographic surveys will be carried out under the supervision of the Harbour Master or other authorised person.
- Interim checks of water depth will be either by hand lead lines, diver inspection or echo sounder. Additional monitoring is undertaken dependent upon the results of checks/surveys.
- Channels will be checked regularly in accordance with prevailing conditions of the port, while the berths checked once per annum. A check consists of measuring and verifying depths at key locations to ensure that there is no appreciable change in stated depths.
- Maintenance dredging will be undertaken if port depths and the safe navigation of vessels is compromised.
- All survey records will be kept in the Southern Ports Document Management System. Surveys are supplied to the Australian Hydrographic Office.
- Any depths found less than those designed will be promulgated both internally and externally by Notices to Mariners.

6.3. Dangerous Goods

Requirements

Southern Ports is to ensure that all relevant legislation regarding the transportation and storage of dangerous goods is adhered to.

Operational Procedures

- All dangerous goods are to be handled in accordance with AS 3846-2005 *The Handling and Transport of Dangerous Cargoes in Port Area* and the appropriate regulations and Mines Department approvals.

- Changes in the above standards will be applied as soon as they become known and are available.
- Procedures for the handling of dangerous goods are documented in the International Maritime Dangerous Goods (IMDG) Code, relevant Mines Department legislation, approvals and licences and AS 3846-2005.
- Training relating to dangerous goods will be undertaken as appropriate.

6.4. Emergency Response and Business Recovery

Requirements

Southern Ports through its individual ports must ensure that it is capable of responding to port-related emergencies within its area of operations. In addition to the Crises & Emergency Management Plan, Business Continuity Plan and Southern Ports Oil Spill Contingency Plan, each Port shall maintain appropriate port specific Emergency Management Procedures.

Plans are to be aligned to the Western Australian State Hazard Plan for Maritime Environmental Emergencies, the National Plan for Maritime Environmental Emergencies, and other appropriate Western Australian State Hazard Plans as outlined by the State Emergency Management Committee.

Operational Procedures

- The respective Harbour Master is an integral member of the emergency management team in each Port. The Harbour Master will perform the role of Incident Controller for a maritime related emergency.
- Plans are updated regularly and concepts aligned to appropriate State Hazard Plans.
- Regular meetings are held with all stakeholders to review and update the contingency plans and discuss relevant issues.
- Southern Ports personnel are trained in safety management procedures and safe work practices as detailed in procedures and work instructions.
- Southern Ports personnel are trained in emergency response to ensure identification and notification of an incident, muster, evacuation and basic emergency response skills including firefighting and first aid commensurate to their role.
- Southern Ports personnel are trained to respond for a Level 1 incident in the Port in accordance with Western Australian State Hazard Plan for Maritime Environmental Emergencies.
- The Ports will respond to an incident as soon as possible utilising Emergency Response Procedures as the basis to ensure 24/7 coverage.
- Command and control responsibility are identified in the Crises & Emergency Management Plan.
- Pre-designated emergency facilities including response equipment, first aid, communications and control centres are identified in the respective Port Emergency procedures.
- Regular exercises will be held to assist with ongoing training.
- Port personnel will in accordance with National Plan requirements carry out maintenance of oil spill equipment.
- Ports will participate with relevant training and seminars provided by WA Department of Transport, AMSA and other appropriate bodies.

6.5. Communications

Requirements

The Ports maintain and operate marine communications centres to suit port operating requirements.

Operational Procedures

- Port Induction's are to be provided to employees and port users detailing the operations of communications within the port.
- Staff are to be fully trained in communication procedures and are appropriately qualified where required.
- Communication procedures to be followed in the event of a marine emergency shall be detailed in respective Port marine standards. Records of communications will be kept where deemed necessary.
- Radio traffic and telephone communication records will be maintained as required.

6.6. Pilotage

Requirements

Each of the Ports has established Marine Pilotage Standards. The Ports will apply the standards to ensure that all pilots meet the minimum competency standards. These standards conform to the Guidelines for Marine Pilotage Standards in Australia and the International Standard for Marine Piloting Organisations (ISPO).

The Chief Operating Officer will act as the Designated Person of Southern Ports for the ISPO Management System. The duty of the Designated Person is to monitor the safety, environmental protection and quality aspects of the piloting system to ensure it fulfils its objectives.

Operational Performance

- Southern Ports endorses the concept of Bridge Team and Bridge Resource Management identified in the Australian Marine Safety Authority (AMSA) Marine Notice 11/2016 - Bridge Resource Management (BRM) and Expected Actions of Bridge Teams in Australian Pilotage Waters.
- Pilots will be appointed in accordance with Port Authorities Act as amended and Port Authorities Regulations as amended
- Ports will ensure a specified training regime tailored to the requirements of the Port is utilised for training new pilots.
- Written records are maintained of every pilotage movement.
- On-going training for pilots is available when required.
- Port procedures and operational requirements are reviewed as part of a continuous improvement program.
- Tug requirements are in accordance with Harbour Master instructions/Local Port Regulations.
- Wind and weather restrictions are laid down.
- All marine pilots are subject to the requirements of Part 3 of the Regulations with respect to pilot competence and medical fitness. All marine pilots must hold a valid medical issued under Marine Order 76 and AMSA Standards for the Medical Examination of Seafarers and Coastal Pilots.

- Pilots are to be fit for work in accordance with the Road Traffic Act and additionally no alcohol is to be consumed within 12 hours before commencing piloting.

6.7. Pilotage Exemptions

Requirement

Ports are to ensure that pilot exemptions are only granted to mariners that satisfy the requirements of the Act.

Operational Performance

- All pilotage exemptions are to be managed in accordance with the provisions laid down in the Act, the Regulations, Guidance material and Southern Ports procedures
- A written record of exemptions is maintained.
- The performance of each exempt master is monitored by the Port.

7. SCHEDULE OF RELEVANT DOCUMENTS

The following is a list of documents that are relevant to and form part of the safety management system at Ports:

7.1. General

- West Australia Port Authorities Act as amended
- West Australia Ports Legislation Amendment Bill 2013 (No. 35-1B)
- Port Authorities Regulations as amended
- West Australia Shipping and Pilotage Act as amended
- Australian Standard - AS 3846 Dangerous Goods
- Guidelines for Marine Pilotage Standards in Australia as amended
- The International Standard for Marine Piloting Organisations
- AMSA Marine Order 76 – Medical Fitness
- AMSA Standards for the Medical Examination of Seafarers and Coastal Pilots December 2020
- International Maritime Dangerous Goods Code (1998) IMDG – IMO
- Western Australian State Hazard Plan for Maritime Environmental Emergencies

7.2. Port of Albany

- Crises & Emergency Management Plan
- Port Emergency Procedures
- Southern Ports Oil Spill Contingency Plan
- Business Continuity Plan
- Risk Management Framework and Procedures
- Occupational Health & Safety Management Plan
- Environmental Management Plan
- Marine Pilotage Standards
- Port of Albany Navaids Maintenance program

- Port of Albany Hydrographic Survey results.

7.3. Port of Bunbury

- Crises & Emergency Management Plan
- Port Emergency Procedures
- Southern Ports Oil Spill Contingency Plan
- Business Continuity Plan
- Risk Management Framework and Procedures
- Occupational Health & Safety Management Plan
- Marine Pilotage Standards
- Provision of Services to the Navigation Aids in the Bunbury Port
- Port of Bunbury Hydrographic Survey Results
- Port Information Guide
- Environmental Management System (EMS) Plan
- Port Induction Handbook

7.4. Port of Esperance

- Crises & Emergency Management Plan
- Port Emergency Procedures
- Southern Ports Oil Spill Contingency Plan
- Business Continuity Plan
- Risk Management Framework and Procedures
- Occupational Health & Safety Management Plan Marine Pilotage Standards
- Navaid Maintenance procedures
- Hydrographic Survey results
- Environmental Management Plan
- Guidelines for Port Users.

8. EMERGENCY CONTACT NUMBERS

A detailed contact directory for emergency numbers is contained in the Crisis & Emergency Management Plan.