

Works Permit Guidelines

Port Phillip, Western Port and Port Campbell

Parks Victoria is the local port manager for the designated ports of Port Phillip, Western Port and Port Campbell (excluding the areas managed by the commercial ports). The statutory functions of a local port manager are defined in Section 44 of the *Port Management Act 1995* and the *Port Management (Local Ports) Regulations 2015*. In particular, works within the local port can only be undertaken in accordance with a permit issued by Parks Victoria.

Works within the port are not permitted to commence until a permit has been issued under Regulation 17. Penalties are applicable under Regulation 48 for works carried out without a permit. The holder of a permit must comply with the conditions of the permit. In certain circumstances Parks Victoria may cancel or vary the conditions of a permit, for example, if the activity is deemed a safety risk or interferes with environment, property, navigation or other activities authorised in the local port.

What works require a permit?

Works include, but are not limited to:

- Marina, boat ramp or jetty construction
- Dredging
- The use of hot works and dangerous goods
- Installation of aids to navigation, signs or markers
- Disturbance of the seabed (e.g. for research purposes)

What information should a permit contain?

An application must be made to Parks Victoria in writing and must contain:

- Name of proponent;
- Location of proposal;
- Scope of proposed works including evidence that the proposed works are suitable for the use and conditions of the site;
- Demonstration that consultation has been completed with other waterway users and consideration has been applied in the design to minimise the impact on safe navigation and/or legitimate activities in the area;

- Certification of the design to ensure that proposed works are in accordance with applicable Australian Standards. Certified drawings should include details in accordance with Australian Standard for Limited Mobility Access if the facility is to be advertised and signed as complying with such standards. Certified designs 'issued for construction' must be submitted;
- Proposed construction methodology and timing;
- Proposed details of on-water plant and equipment;
- Proposed marking of navigation hazards to IALA standards during and post construction;
- Copies of all statutory approvals obtained including planning permits and Coastal Management Act consent where applicable;
- Demonstration that all necessary steps will be taken to ensure that any vessel and/or equipment will be appropriately cleaned to prevent the spread of marine pests. Refer to the Department of Environment, Land, Water and Planning (DELWP) fact sheet Aquatic Pests: Treat 'em mean – keep your boat clean which can be found at www.depi.vic.gov.au
- Proposed communication strategy, including details of signs to be installed at strategic locations outlining scope and timing of works, possible delays to public, potential hazards and project manager contact details.
- For applications involving dredging, Parks Victoria requests the following:
 1. A recent pre-dredge hydrographic survey, including the proposed area, proposed dredge depth & volume to be dredged;
 2. A post-dredge hydrographic survey once works are completed;
 3. Proposed dredging program including contractor details, methodology, timing, type of plant & equipment, how and where the spoil will be disposed, placement & marking of pipeline (if applicable), public notification strategy and boating safety practices;
 4. Proposed ongoing dredging maintenance and monitoring program; and



5. A copy of the *Coastal Management Act 1995* consent for dredging application as approved by Department of Environment, Land, Water and Planning.

Conditions

In issuing a works permit, it is understood that:

- All works will be carried out in accordance with the certified specifications and drawings forwarded to Parks Victoria. Any variation to the works as detailed is to be forwarded to Parks Victoria for reassessment.
- Certified 'as constructed' drawings will be submitted to Parks Victoria upon project completion to ensure that the works were completed in accordance with the authorisation.
- The proponent shall indemnify Parks Victoria for the works.
- A Notice to Mariners may be required to be issued prior to the commencement of the works. Parks Victoria requires notification one week prior to the commencement of the works to enable sufficient time for processing of the Notice.
- All necessary steps shall be taken and relevant Occupational Health and Safety regulations and codes of practice shall be adhered to in order to ensure a safe environment for employees and public during construction.
- All plant, equipment or potential hazards to navigation will be appropriately marked during construction with flashing yellow lights from sunset to sunrise.

Request for additional information

Parks Victoria may request additional information relevant to an application. Until that information is received, Parks Victoria is unable to proceed with the application.

Deciding on an application for a works permit

Parks Victoria will notify the proponent in writing of the outcome of the application. The proponent should allow a minimum of four weeks for the application to be processed.

The proponent is recommended to consult with Parks Victoria during the scoping stage of the project to identify issues which may require resolution during the planning process.

Other approvals may be required

Depending on the nature and location of the works, a planning permit may also be required. Seek further advice on this matter from the relevant local council.

The proponent is to seek *Coastal Management Act 1995* consent from the Regional Planning and Approvals team at the local regional DELWP office where the proponent is proposing to use or develop Crown land within 200 metres of the high water mark of Victorian coastal waters.

Refer to the fact sheet 'Use and Development of Coastal Crown Land' available from the DELWP Regional Planning and Approvals team on 13 6186.

For works involving dredging, the proponent is advised to refer to the following documents and seek appropriate statutory approvals where required:

- DELWP 'Dredging Application Form' by contacting a local DELWP office.
- EPA 'Best Practice Environmental Management Guidelines for Dredging' at www.epa.vic.gov.au
- The National Assessment Guidelines for Dredging prepared by the Federal Department of Environment available from www.environment.gov.au

The proponent is advised to seek all other approvals prior to applying for a works permit. Should the proposal fail to receive other appropriate approvals, a works permit cannot be granted.

Applying for a works permit

The Parks Victoria Works Permit application should be addressed to:

Permit and Port Services Officer
Parks Victoria
P.O. Box 400
Rosebud VIC 3939
shaarn.pateman@parks.vic.gov.au

Safety and environmental management plans

Parks Victoria currently has three Safety and Environment Management Plans. They are used as a management tool to systematically examine the full scope of activities in the local port of Port Phillip, Western Port and Port Campbell to ensure significant risks to safety and environmental management are identified. These plans highlight the risks that need to be considered when making a work permit application.

Further information

For further information on the works permit application process, contact Parks Victoria on 13 1963 or visit www.parks.vic.gov.au

