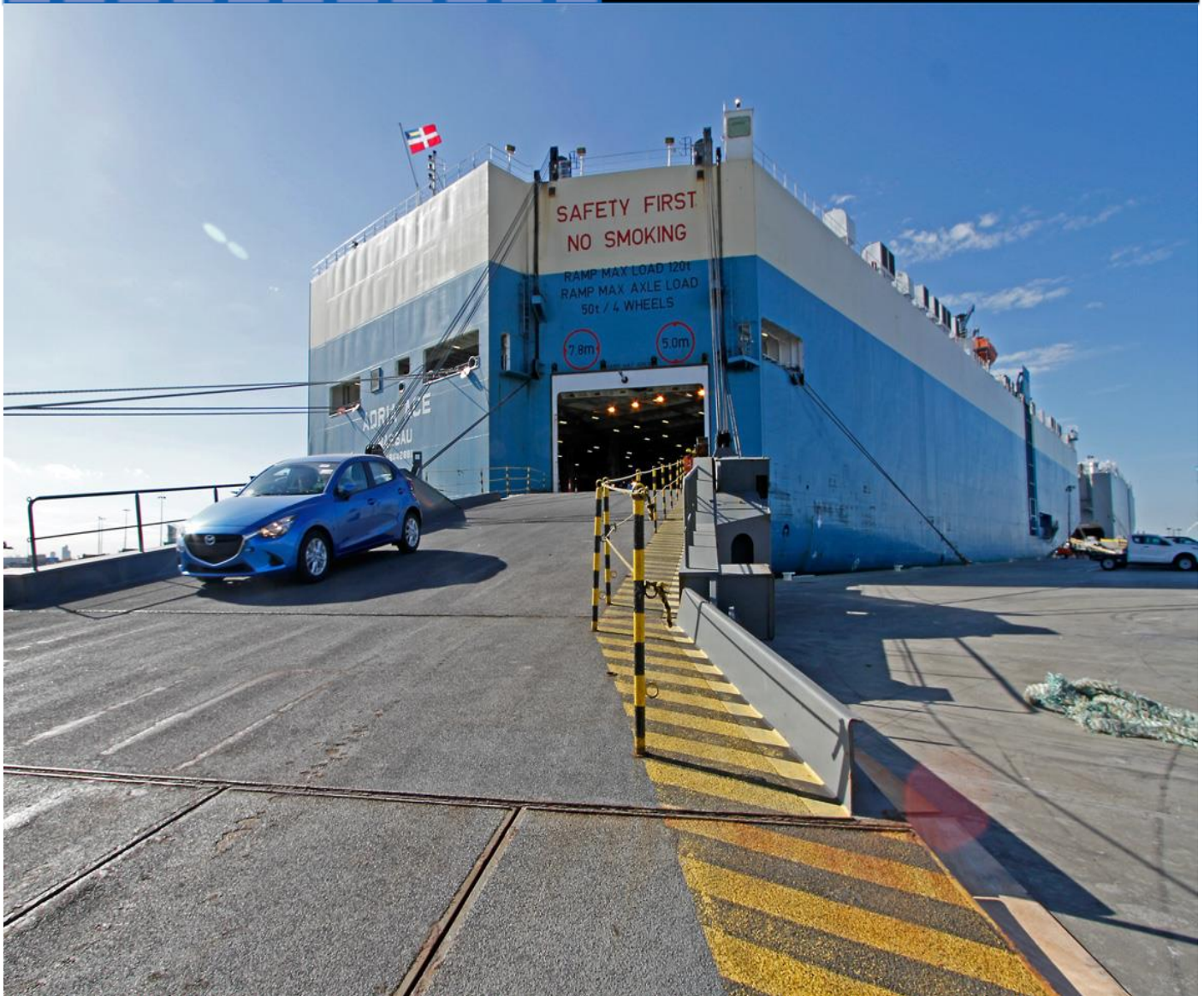


Port of Melbourne



Port of Melbourne Operations Pty Ltd
Safety and Environment
Management Plan (SEMP)



Port of Melbourne



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Disclaimer

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1 INTRODUCTION

In accordance with the *Delivering Victorian Infrastructure (Port of Melbourne Lease Transaction) Bill 2015*, Port of Melbourne Operations Pty Ltd (as Trustee for the Port of Melbourne Unit Trust (PoM)) was established as the private operator of the Port of Melbourne effective 1 November 2016.

Following the completion of the Port of Melbourne Lease Transaction (PLT), concurrently on 1 November 2016 the Victorian Ports Corporation (Melbourne) (VPCM) became the successor organisation to the former Port of Melbourne Corporation (PoMC) and became the responsible authority for a number of former PoMC-managed activities. The activities and functions of both PoM and VPCM following the completion of the PLT are shown in the table below.

PoM Activities & Functions	VPCM Activities & Functions
<ul style="list-style-type: none"> ▪ the provision of shipping channels for commercial operations ▪ channel maintenance and dredging ▪ hydrographic survey ▪ the provision of Emergency Management response and support in accordance with Clause 8 – Emergency Management of the Port Concession Deed ▪ the provision and maintenance of navigation aids ▪ the maintenance of berths and related structures ▪ leasing of land to tenants ▪ the maintenance of non-tenanted land including port roads, port rail infrastructure and shared pathways 	<ul style="list-style-type: none"> ▪ the management of vessel traffic in port waters ▪ the provision and maintenance of a Vessel Traffic Service (VTS) for the safe and efficient movement of vessels in Port of Melbourne waters ▪ the maintenance of land and water assets under its areas of management control (e.g. Station Pier, Port Operations Control Centre, Lonsdale VTS) ▪ the provision of emergency management and ‘Level 1’ marine pollution response capability in accordance with State arrangements ▪ enabling the management and provision of essential port services by other parties in the port e.g. tugs and lines boats

PoM’s Safety and Environment Management Plan (SEMP) has been prepared in accordance with:

- the *Port Management Act 1995 (Vic)* (PMA) and *Port Management Further Amendment Act 2012 (Vic)*
- the ‘Ministerial Guidelines: Port Safety and Environment Management Plans’, November 2012.

As required under the PMA, PoM’s SEMP (2018 version) and its supporting safety, environmental and risk management systems were externally audited in 2019 by Mr Brian Eva of Eva & Associates, who is an auditor approved by the Minister for Ports and Freight to audit Port SEMPs. Mr Brian Eva’s audit confirmed that PoM’s SEMP was fully compliant with the PMA (refer Section 13).

2 SEMP LEGISLATIVE BACKGROUND

Port Management Act 1995 (Vic) (PMA)

Section 91(CA) of the PMA requires a SEMP to promote the objectives of safety and environmental planning by encouraging:

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

In accordance with Section 91D of the PMA, PoM’s SEMP has been:

- prepared in accordance with the PMA and the SEMP Guidelines issued by the Minister in November 2012
- developed in accordance with Sections 91E and 91F of the PMA.

Under Section 91C(2) of the PMA, PoM is also required to take reasonable steps to:

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

Other Key Legislation

Other relevant safety and environmental legislation includes:

- the *Occupational Health and Safety Act 2004* (Vic) (OHS Act)
- the *Dangerous Goods Act 1985* (Vic)
- the *Environment Protection Act 1970* (Vic)*
- the *Marine and Coastal Act 2018* (Vic)
- the *Marine (Drug, Alcohol and Pollution Control) Act 1988* (Vic)
- the *Marine Safety Act 2010* (Vic).

PoM is also subject to relevant obligations under other State and Commonwealth legislation regarding maritime safety, security and the protection of the environment.

(*Note: From 1 July 2020 the *Environment Protection Act 1970* (Vic) will be superseded by the *Environment Protection Amendment Act 2018* (Vic)).

3 SEMP CHANGES SINCE 2016

- PoM's first SEMP was developed from the former PoMC SEMP which was certified in 2016
- PoM updated the SEMP in 2018 to include discussion on the status of PoM's Integrated Management System (IMS) (refer Section 5)
- there are no material changes in this SEMP (2020 version) arising from the SEMP audit undertaken in May 2019 by Mr Brian Eva.

4 KEY PERFORMANCE INDICATORS

PoM's Key Performance Indicators (KPIs) aim to assess the extent to which the implementation of the SEMP achieves the planning objectives set out in section 91CA of the PMA, as shown below:

KPI	Performance Metric
Ensure no preventable harm to people	<ul style="list-style-type: none"> ▪ Number of incidents and injuries for PoM staff and contractors ▪ Number of incidents reportable to regulator(s)
Minimise impacts to the environment	<ul style="list-style-type: none"> ▪ Number of assurance inspections scheduled and conducted
No works to be undertaken without induction	<ul style="list-style-type: none"> ▪ Number of inductions completed
Facilitate and participate in consultative forums	<ul style="list-style-type: none"> ▪ Number of consultative forums with stakeholders facilitated and/or attended

5 INTEGRATED MANAGEMENT SYSTEM (IMS)

In March 2019 PoM's IMS was independently certified by Bureau Veritas to ISO 45001:2018 *OH&S management systems*; ISO 14001:2015 *Environmental management systems*; ISO 9001:2015 *Quality management systems*; and ISO 55001:2014 *Asset Management* (refer Annexure 5). As a result of the successful certification, the IMS enables PoM to:

- identify and systematically meet customer, stakeholder and interested party needs, expectations and compliance requirements
- operate in a manner that minimises potential harm to staff, sub-contractors, the community and the environment
- manage its assets with consideration of stakeholder requirements and expectations and in accordance with its compliance obligations and strategic objectives
- continually improves its performance in the above areas.

The design of PoM's IMS is shown below in Figure 1.

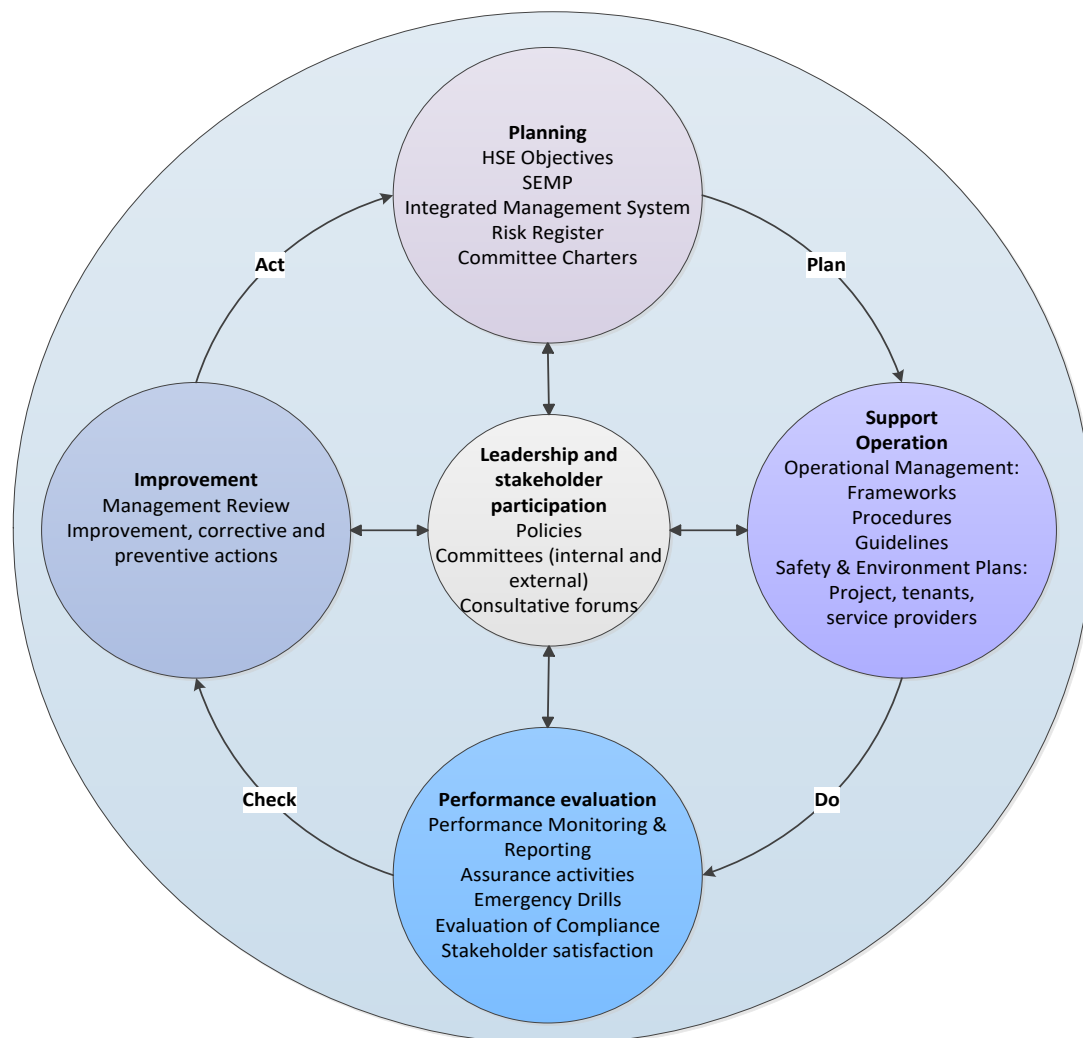


Figure 1 – Integrated Management System

The key system elements of PoM's IMS are summarised below:

Element	Metric
SEMP	<ul style="list-style-type: none"> The SEMP provides a tool for PoM to work through key safety, environment and emergency management activities with its stakeholders An electronic version of this SEMP is available on the PoM website: https://www.portofmelbourne.com/port-operations/safety-environment/safety-environment-management-plan/
Port Activity Map	<ul style="list-style-type: none"> PoM's Port Activity Map (PAM) describes significant activities within the port that give rise to potential risks and hazards, including activities carried out by tenants, service providers and other parties (refer Section 9 and Annexures 1-3)
Safety and Environment Management Systems	<ul style="list-style-type: none"> The certification of PoM's IMS by Bureau Veritas in 2019 to ISO 45001:2018 <i>OH&S management systems</i>; ISO 14001:2015 <i>Environmental management systems</i>; ISO 9001:2015 <i>Quality management systems</i>; and ISO 55001:2014 <i>Asset Management</i> ensures a systematic approach to PoM's management of safety and the environment
Risk Management	<ul style="list-style-type: none"> PoM's Enterprise Risk Management Framework (ERMF) includes operational safety and environment risk registers which are regularly reviewed by PoM Management

Operational Management

The following operational management activities and plans in place support the SEMP objectives:

Operational Management	Detail
PoM Activities	<ul style="list-style-type: none"> Maintain an appropriate PAM and the ERMF operational risk registers to identify risks and the required risk treatments Maintain incident reporting as a key source of information for identifying hazards and risks in the port Emergency incidents are coordinated through a central point via VPCM's Vessel Traffic Services (VTS) at VPCM's Port Operations Control Centre Incidents are recorded and managed within a central database and subject to management reviews, investigations and reporting Conduct appropriate safety and environmental assurance activities and maintenance works Provide contracted security services within the port Provides employee and contractor induction training to assist in advising of hazards or requirements at specific workplaces Have assurance processes so that third parties (eg. tenants) implement their own health, safety and environment management plans Require third parties (eg. tenants) to obtain PoM's consent prior to undertaking any development or planning works within the port
PoM Plans	<ul style="list-style-type: none"> PoM's Maritime Security Plan (MSP) and procedures help safeguard maritime transport in accordance with the <i>Maritime, Transport and Offshore Facilities Security Act 2003</i> (Cwlth) and supporting Regulations (refer Section 10) PoM's Emergency Management Plan provides guidance to effectively discharge its emergency management responsibilities (refer Section 11) Site Evacuation Plans provide standard procedures for evacuation to reduce the loss and injury to life and property on PoM common user berths Relevant supporting business continuity and crisis management plans

Operational Management	Detail
Third Parties and Port users	<ul style="list-style-type: none"> ▪ PoM requires third parties (eg. tenants) to prepare safety and environment management plans in certain circumstances to provide risk management planning processes across the whole port. This requirement is generally incorporated into PoM’s leases, service contracts and within development guidelines as part of the works consent process for all longer-term leases ▪ There is a range of associated safety and environment documents provided on PoM’s website to inform third parties on port operations including dredging (refer to https://www.portofmelbourne.com/port-operations/) ▪ There is also a range of information provided on PoM’s website on the use of port facilities (refer to https://www.portofmelbourne.com/facilities-development/use-of-port-facilities/) ▪ There is also further information available to port users on the VPCM website (refer to the Harbour Master’s Directions and the Port Information Guide at https://www.vicports.vic.gov.au/publications/Pages/hmd-and-port-information-guide.aspx)

6 THE PORT OF MELBOURNE

Noting PoM’s SEMP applies to the functions of PoM as described in Section 1 and to PoM’s Lease area, the following table and Figures 2 to 7 summarises the broader Port of Melbourne area:

Port Areas	Details
Description of Port Areas	<ul style="list-style-type: none"> ▪ The Port of Melbourne is Australia's largest container and general cargo port and is located at the north of Port Phillip Bay ▪ The Port of Melbourne contains more than 100 nautical miles of shipping channels and fairways between the Port Phillip Heads, the Yarra and Maribyrnong Rivers, Williamstown and Port Melbourne
Port of Melbourne Waters	<ul style="list-style-type: none"> ▪ The Port of Melbourne waters cover an area of more than 1000 square kilometres, which include part of the River Yarra, Williamstown, Port Melbourne and South channels, Port Phillip entrance and three nautical miles to seaward from Port Phillip Heads ▪ Figure 2 shows Port Phillip Bay and the boundaries of Port of Melbourne Waters and Figure 3 shows the ‘Port Phillip Channels and distances’
Port land and land use	<ul style="list-style-type: none"> ▪ The Port of Melbourne occupies defined precincts in and adjacent to the River Yarra within the municipal districts of Melbourne, Hobsons Bay, Maribyrnong, and Port Phillip. Figure 4 shows an aerial picture of the Port indicating the port of Melbourne’s ‘declared lands’ (i.e. port boundaries). Note VPCM occupies the POCC on Figure 4 ▪ The Port of Melbourne also supports a wide range of port related activities which are outlined in the figures and tables below. Figure 5 indicates the land use activities within the port of Melbourne
Ecologically significant areas	<ul style="list-style-type: none"> ▪ Port of Melbourne waters are proximate to Commonwealth and Victorian recognised areas of ecological significance including internationally recognised Ramsar wetlands and State-managed Marine Sanctuaries and Marine National Parks ▪ Figure 6 shows the location of these ecologically significant areas
Dangerous goods / hazardous materials	<ul style="list-style-type: none"> ▪ Figure 7 shows the location of Dangerous Goods storage and hazardous materials handling areas

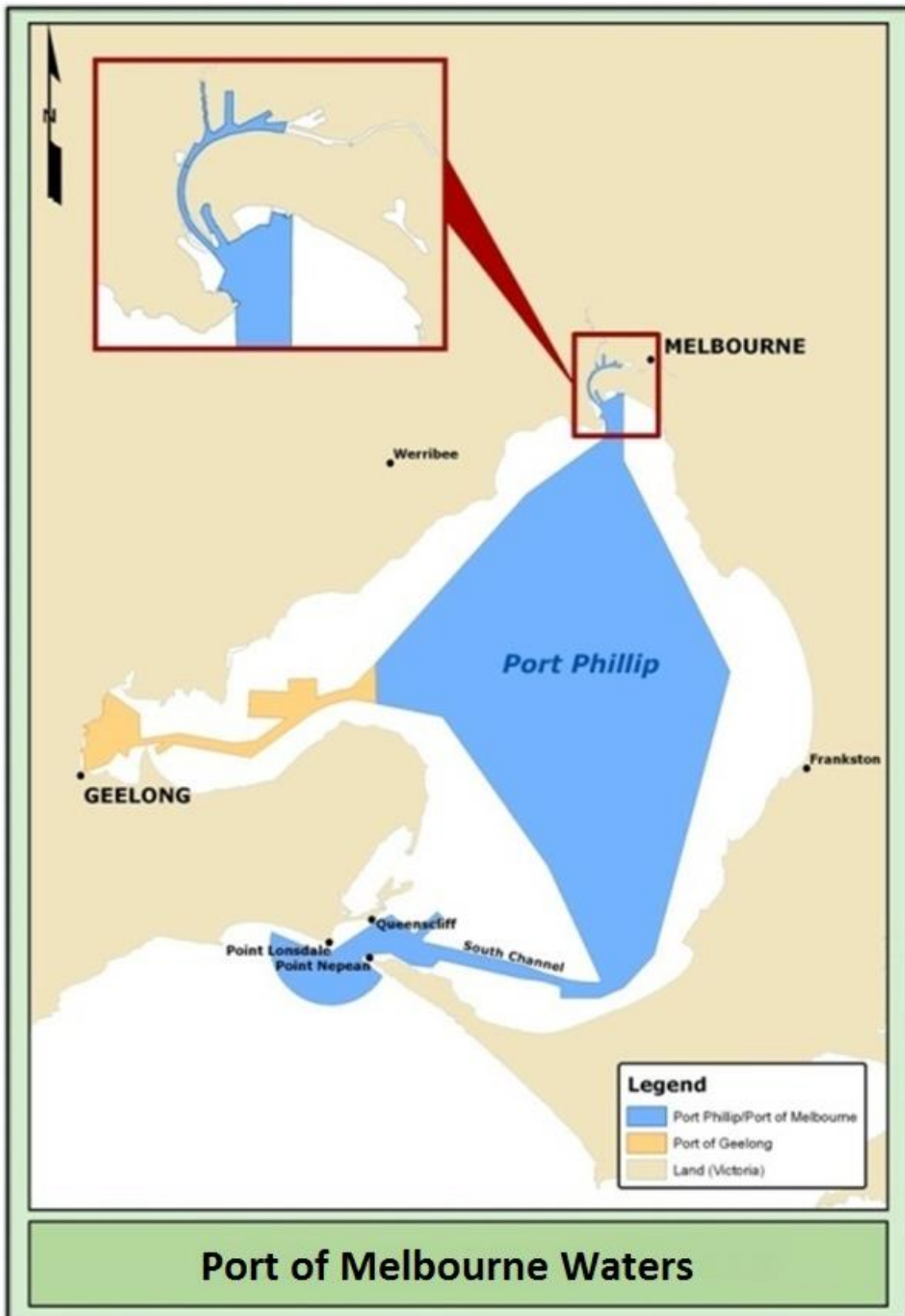


Figure 2 – Port of Melbourne waters

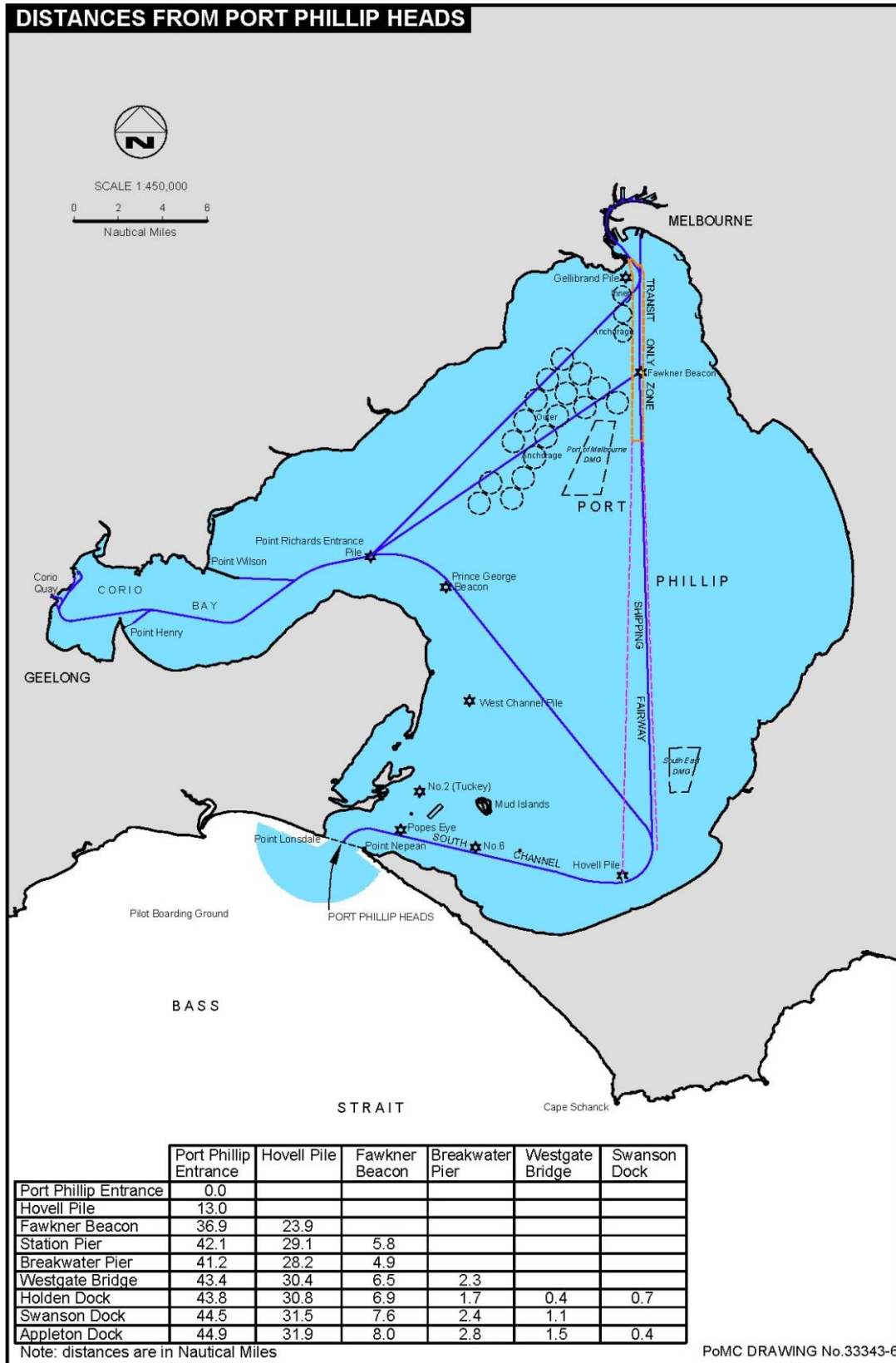


Figure 3 – Port Phillip Channels and distances



Figure 4 – Port of Melbourne Land

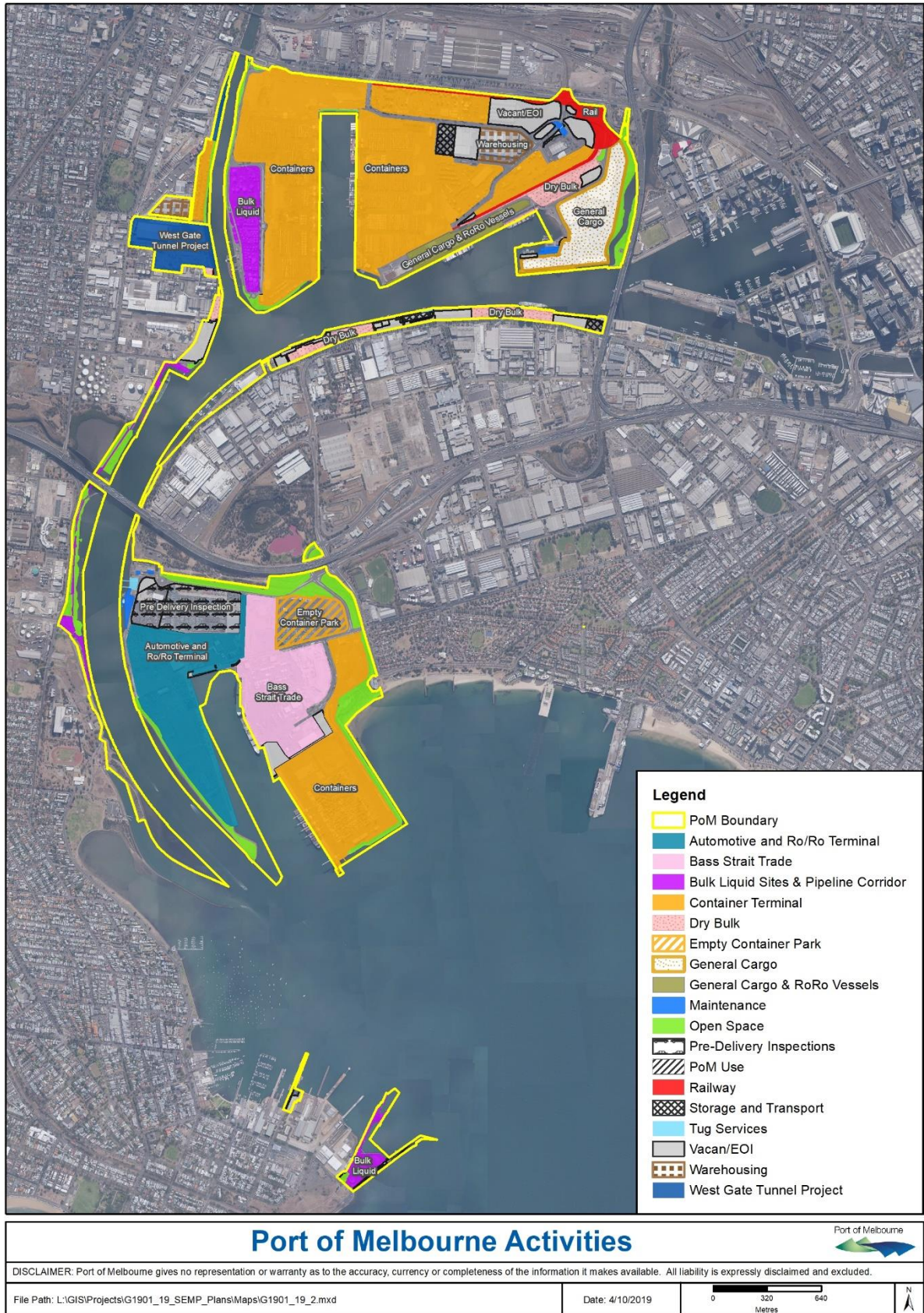


Figure 5 – Port of Melbourne Land use and activities

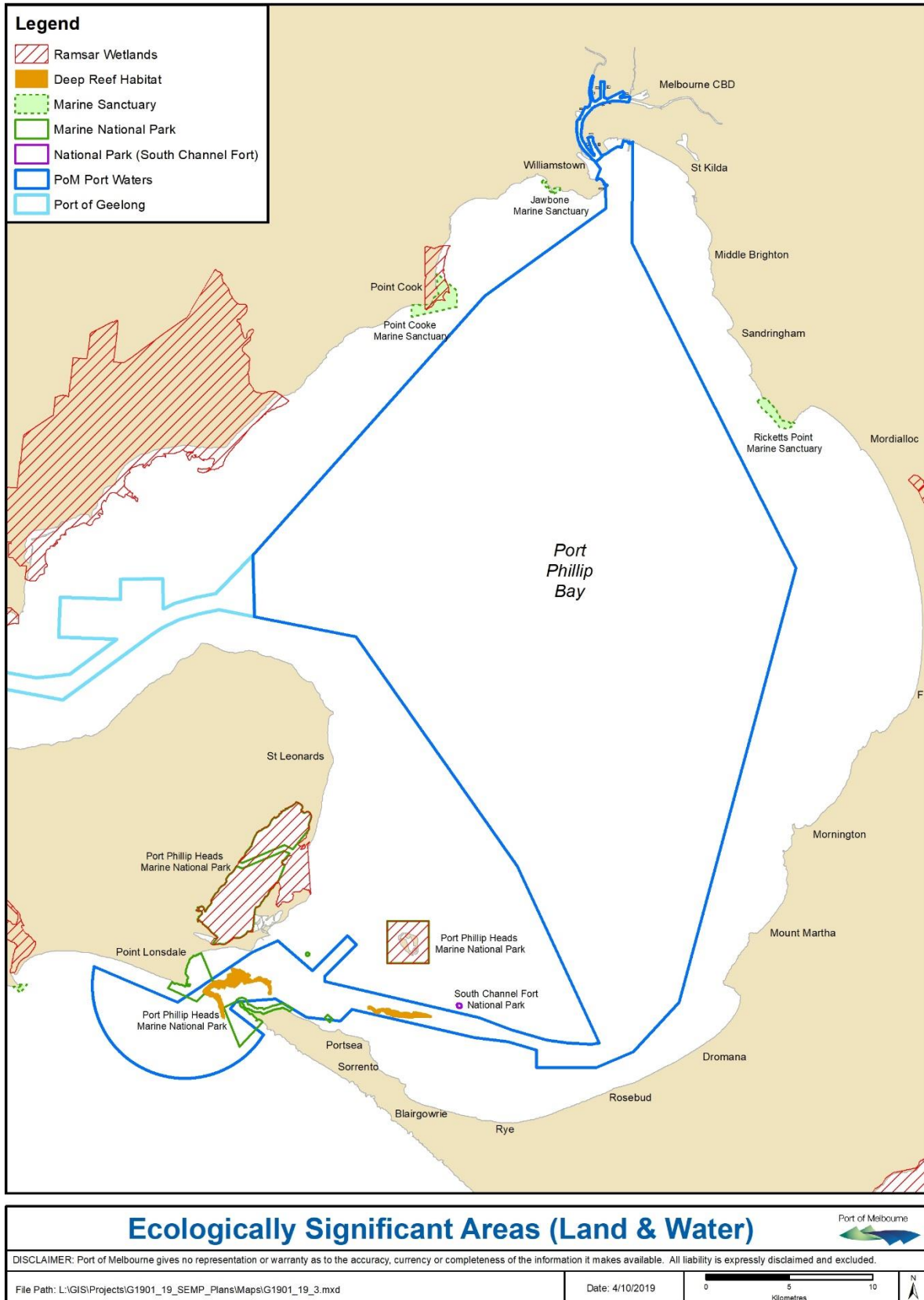


Figure 6 – Ecologically significant areas (land and water)

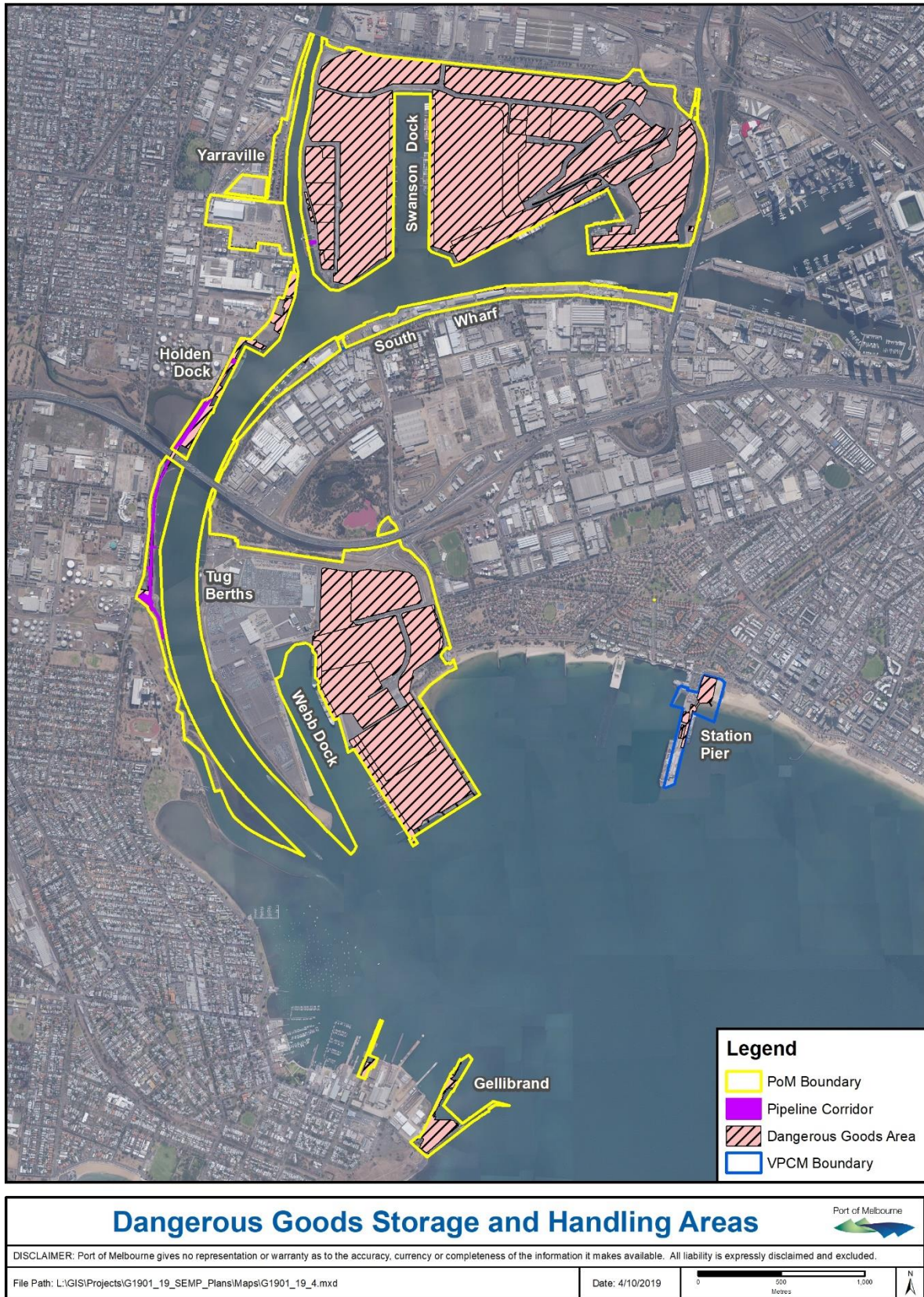


Figure 7 – Dangerous Goods storage and handling areas

7 PORT FACILITIES AND USERS

At the time of publishing the Port of Melbourne provides six types of commercial shipping facilities:

- container terminals
- multi-purpose terminals (including general cargo, motor vehicles and coastal trade)
- dry bulk berths and storage
- bulk liquid berths and storage
- cruise shipping (note: Station Pier is VPCM controlled)
- storage areas (refer to Figure 5 – Land use and activities).

A summary table of the berths and respective port uses and key tenants is shown below:

Berth	Port users include	Tenant / Licensees and Users (at 1 January 2020)
B, C, D and E Appleton Dock	Multi-purpose general cargo. Low volume container storage	Australian Amalgamated Terminals (AAT)
F Appleton Dock	Dry bulk cargo terminal Primary user Melbourne Terminals Operations (Emerald) for grain exports	PoM Common user facility
Gellibrand Pier	Bulk liquid terminal for import/export and storage of crude oil and crude oil derivatives. Pipeline connection to Altona refinery	Mobil Refining Australia
Holden Dock	Bulk liquid terminal import/export of refined petroleum products. Off port land storage facilities	PoM Common user facility
Maribrnong No. 1	Bulk liquid terminal for import/export of hazardous and non-hazardous chemical products. Operators maintain bulk liquid storage facilities on Coode Island	PoM Common user facility
24-25 South Wharf	Short term logistics operations, container storage	Transfleet Transport
26-27 South Wharf	Dry bulk cargo terminal. Storage of cement related materials (imported cement, blast furnace slag and fly ash)	Independent Cement & Lime Cement Australia
28-29 South Wharf	Multi-purpose cargo terminal	Common User Berth (part occupied by Meyer Timber)
30 South Wharf	Timber storage and bulk cargo	Myer Timber (shed only)
31 South Wharf	Port-related use	Boskalis Australia (temporary occupation)
32 South Wharf	Storage and batching of cement related materials (imported cement, blast furnace slag and fly ash)	Steel Cement sublease to Hy-Tec Industries
33 South Wharf	Dry bulk cargo terminal. Currently used for fleet storage (trucks)	PoM Common user facility Pozzolanic Enterprises
1, 2, 3 and 4 Swanson Dock East	International container terminal storage and handling	Patrick Stevedores

Berth	Port users include	Tenant / Licensees and Users (at 1 January 2020)
1, 2, 3 and 4 Swanson Dock West	International container terminal storage and handling	DP World Melbourne
24 Victoria Dock	Multi-purpose cargo terminal including container storage, warehousing and rail terminal	Qube Logistics
5 Yarraville	Dry bulk cargo terminal - privately owned berth. Storage facilities located off port land	CSR Ltd and Suger Australia Independent Cement & Lime
6 Yarraville	Dry and liquid bulk cargo terminal – common user. Pipeline connection to bulk liquid storage facilities located on both on and off port land	PoM Common user facility Ixom
Breakwater Pier	Currently unused	-
Rail infrastructure	Bulk, general and container cargo transport	Australian Rail Track Corporation
1 Webb Dock East	Coastal shipping terminal. Multi-purpose cargos and moderate container storage	Toll Shipping
2 Webb Dock East	Coastal shipping terminal. Multi-purpose cargos and moderate container storage	SeaRoad Shipping
3 Webb Dock East	Not currently occupied/in use	Unoccupied berth
4-5 Webb Dock East	International container terminal storage and handling	Victoria International Container Terminal Limited (VICT)
Webb Dock West	Automotive terminal	MIRRAT
Station Pier (VPCM)	Coastal shipping, cruise ship passenger and Navy vessels	VPCM Common User Facility Various cruise operators, TT-Line Company Naval Vessels

For further information on the use of PoM's facilities refer to PoM's website:
(<https://www.portofmelbourne.com/facilities-development/use-of-port-facilities/>).

For further information on the use of Station Pier refer to the VPCM website:
(<https://www.vicports.vic.gov.au/cruise-shipping/Pages/cruise-shipping.aspx>).

Dangerous Goods Facilities

At the time of publishing the following dangerous goods facilities are available within the port:

Berth/Area	Key activities with Dangerous Goods	Key Tenants, Licensees and Users (at 1 January 2020)
Coode Island Precinct	Bulk liquids (chemical and food-grade products) including Dangerous Goods are imported and exported. Coode Island is a transit storage facility for imported and exported hazardous and non-hazardous chemical and food grade bulk liquid products	Terminals Stolthaven Coode Island Anchor Tank Grain Corp Liquid Terminals Gordon Brandon
Gellibrand Pier - Williamstown	Gellibrand Pier is used for importing crude oils and exporting crude oil derivatives	Mobil Refining Australia
Holden Dock – Yarraville	Holden Dock is a bulk liquid common user berth used by oil companies which import and export refined petroleum products. Mobil's Yarraville terminal situated next to Holden Dock on freehold land has storage facilities for refined oil products (petroleum, jet fuel and diesel fuel)	Mobil Oil Australia Viva Energy BP Australia Caltex Australia
Yarraville No. 6 berth	Yarraville No. 6 is a common-user berth and facilitates the importation of material including phosphoric and sulphuric acid	Ixom
Swanson Dock	Shipping containers noting around five per cent of these contain dangerous goods	DP World Melbourne Patrick Stevedores
Webb Dock	Minor quantities are handled in shipping containers	Toll Shipping, SeaRoad Shipping VICT
Other areas within port	Minor quantities of dangerous or hazardous goods either in break-bulk cargo or containers at other berth areas, transport terminals or depot sites	Station Pier (VPCM)
Bulk liquid pipelines at: <ul style="list-style-type: none"> ▪ No. 1 Maribyrnong ▪ Gellibrand Pier ▪ Holden Dock ▪ Newport ▪ 6 Yarraville 	Bulk liquid dangerous goods transfer pipes	Oil companies Ixom Terminals Stolthaven Coode Island. Anchor Tank Grain Corp Liquid Terminals Gordon Brandon

For further information on Dangerous Goods requirements in the port refer to the VPCM website: (<https://www.vicports.vic.gov.au/safety-and-security/safety/Pages/dangerous-cargoes.aspx>).

8 PORT SERVICES

In addition to dredging and maintaining the channels and berths and associated ancillary areas, PoM maintains navigational aids and also provides the following:

- 'first strike' marine pollution response capability at berths in accordance with the State Maritime Emergencies (non-search and rescue) Plan
- security and other services under contract by a specialist provider.

VPCM operates the Melbourne and Lonsdale Vessel Traffic Service (VTS) which is based at the Port Operations Control Centre (POCC) on a 24/7 basis and is responsible for:

- providing a central coordination point for the ordering of pilot services, towage, line boats and mooring services
- port emergency notification and activation protocols.

VPCM's Executive General Manager, Marine and Navigation is the licensed Harbour Master for the Port of Melbourne.

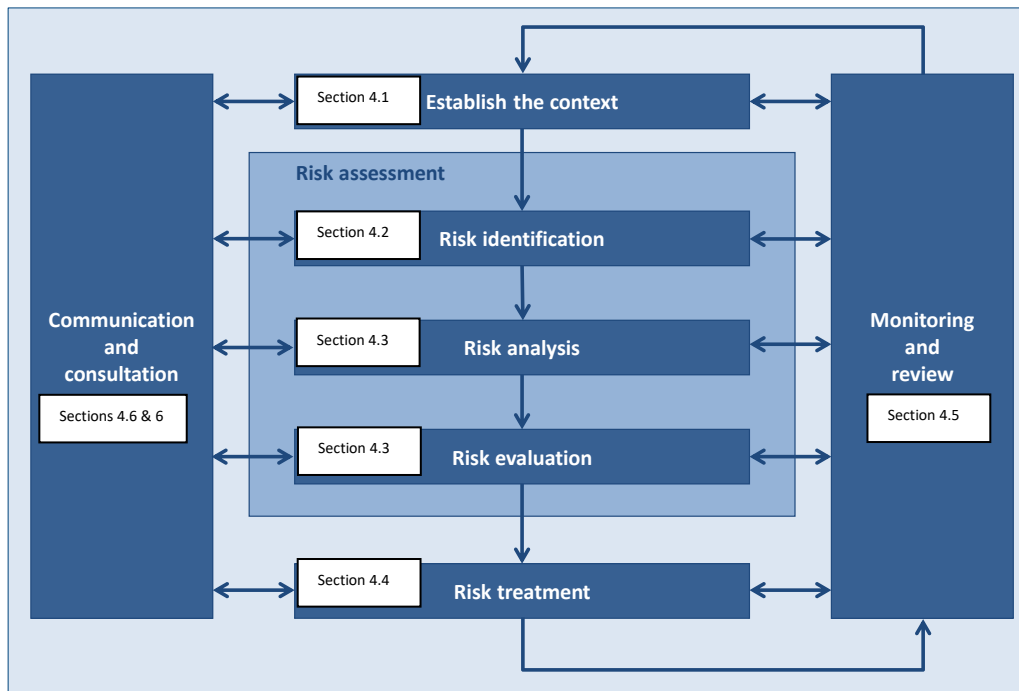
There are a number of independent commercial businesses that operate and provide services across the wider Port as shown below. Information on the current third party service providers is also available from the VPCM website (refer to the 'Port Information Guide' on the VPCM website at: <https://www.vicports.vic.gov.au/publications/Pages/hmd-and-port-information-guide.aspx>).

Service	Provider
Shipping Lines	A list is maintained on the PoM website (www.portofmelbourne.com)
Pilots	Port Phillip Sea Pilots Australian Pilotage Group
Towage	Svitzer Smit Lamnalco
Mooring	1 Port Skilled Maritime Services (Programmed) Australian Port Services
Lines boats	LW Marine Launches Steve Turner Port Services
Linesmen	Skilled Maritime Services (Programmed) Melbourne Port Services
Bunkering (by Sea)	Viva Energy via vessel <i>ICS Reliance</i>
Security (PoM Contractor)	Wilson Security
Port Landside/ Marine Facility Maintenance (PoM Contractors)	Bhagwan Marine Tempo Australia Platinum Facility Maintenance Citywide Service Solutions

9 MANAGEMENT OF HAZARDS AND RISKS

Risk Management Process

PoM's Risk Management Process aligns with the ISO 31000:2018 process as per Figure 8 below.



(Source: Based on AS/NZS ISO 31000:2018)

Figure 8 – Risk Management Process

Risk Item	Details
Establish the context	<ul style="list-style-type: none"> PoM articulates its objectives, defines the external and internal parameters to be taken into account when managing risk, and sets the scope and risk criteria for the remaining process
Risk Identification	<ul style="list-style-type: none"> involves the identification of potential sources of risk, their potential consequences and their interaction with PoM's strategic and operational risk assessments. The registers record the risks identified, the risk analysis undertaken, the risk treatments to be used and an outline of the risk reporting to be undertaken
Risk Analysis	<ul style="list-style-type: none"> examines the nature and extent of each hazard and risk, including those that could result in an emergency that might be of a high consequence
Risk Evaluation	<ul style="list-style-type: none"> involves a management review of the items according to criteria established under the internal PoM risk management framework
Risk Treatment	<ul style="list-style-type: none"> aims to eliminate or reduce risk via treatments. Risk treatment measures may also be utilised to optimise, transfer or retain risk. A range of parties manage the various risk treatments which are identified in the PAM
Communications and consultation	<ul style="list-style-type: none"> PoM identifies and engages with port stakeholders to advise of the identified risks and resulting treatments (refer Annexure 1)
Monitoring and Review	<ul style="list-style-type: none"> the process whereby PoM ensures the controls are effective and efficient in both the design and operation by analysing and reviewing information from risk events

Risk management with tenants, licensees, and service providers

Promoting safety and environment risk management is a ‘whole-of-port’ approach with the support of VPCM. New PoM leases and licences require tenants and licensees to prepare their own safety and environment management plans. Their plans must outline the key activities and include a risk management process that considers wider port activities.

Tenants are subject to the safety planning conditions at lease renewal or renegotiation, or whenever a development is proposed through the works consent process. Site inspections and incident reporting processes are used to identify and treat risks.

Consultation with PoM is required for any proposed development works taking place on port land. PoM’s ‘Port Development Guidelines’ set out the process for obtaining approval from PoM to undertake developments on port land.

Consent must also be granted by PoM prior to development works commencing. PoM manages this process such that safety and environmental management strategies for the design, construction and use of a development are provided.

Port Activity Map (PAM)

The PAM divides all key port activities into three categories (refer Figure 9 below):

- Activities relating to vessels transiting port waters
- Activities relating to the berthing and mooring of vessels
- Activities relating to land and land based operations.

The PAM is shown in Annexures 1-3 (inclusive) to this SEMP and identifies the following:

- key PoM and stakeholder activities and areas within the port
- the nature and extent of the risks arising with respect to the key activity areas
- risk treatments and strategies to prevent or reduce those risks
- the third parties involved in each activity and documents the role of each party, including VPCM
- the person(s) or parties responsible for implementing the treatment measures and strategies.

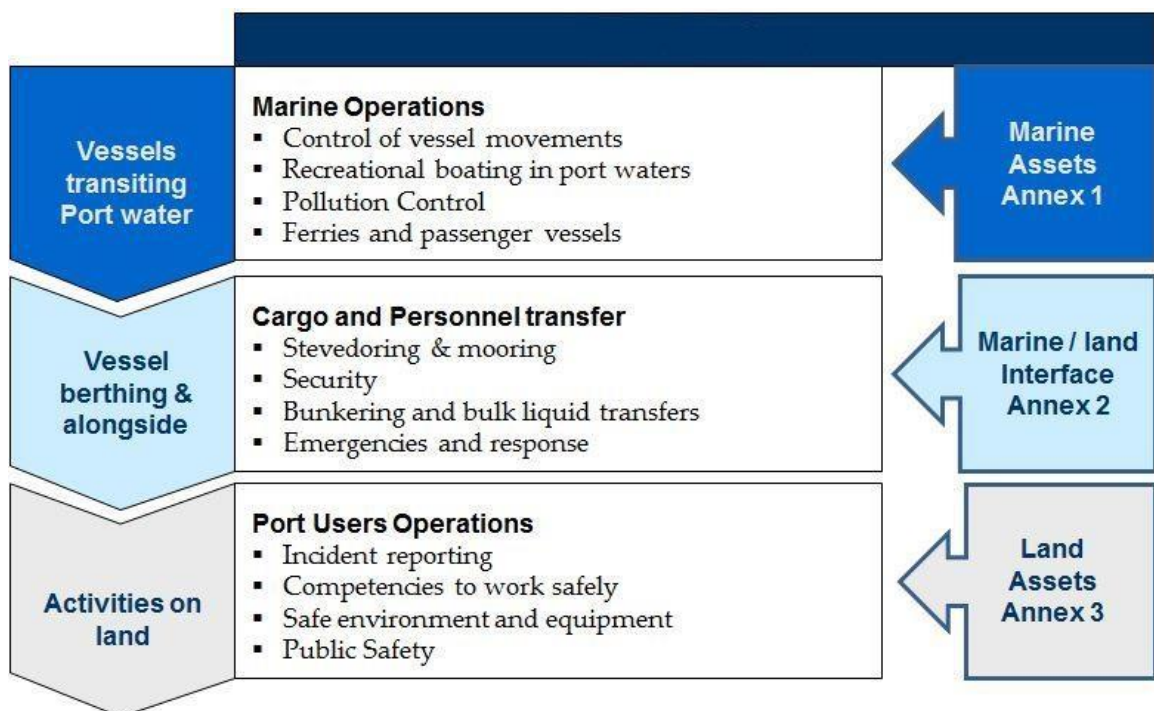


Figure 9 – Overview of Port Activity Map

The activities relating to activities on land (with the exception of the land/water interface activities identified as the responsibility of VPCM) are the responsibility of PoM to manage. PoM reviews the PAM on a minimum annual basis.

10 SECURITY

In accordance with Australian legislation (*Maritime Transport and Offshore Facilities Security Act and Regulations 2003* (Cth) (MTOFSA) (MTOFSR)), PoM as the operator of a security regulated port is required to implement Maritime Security Planning which is approved by the Department of Home Affairs (Aviation and Maritime Security Division).

To fulfil regulatory requirements, PoM has an approved Maritime Security Plan (MSP) which excludes Station Pier as VPCM has its own Station Pier MSP. The MSP is the primary mechanism that defines the application of security practices to protect PoM's people and assets by providing strategic and operational guidance for the provision of security practices within the Port of Melbourne.

For further information on PoM's security requirements refer to the following on PoM's website: (<https://www.portofmelbourne.com/port-operations/security-emergency-management/>).

11 EMERGENCY MANAGEMENT

Plan/Activity	Details
Port of Melbourne Emergency Management Plan (EMP)	<ul style="list-style-type: none"> ▪ PoM's Emergency Management Plan (EMP) provides an integrated framework for emergency management within PoM's areas of responsibility and seeks to support an "all agencies" and "all hazards" approach for the prevention, preparedness, response and recovery of port related emergencies ▪ PoM's EMP is integrated with VPCM's Melbourne Port Emergency Management Plan (MPEMP)
Incident and Emergency Reporting	<ul style="list-style-type: none"> ▪ All emergency and pollution events must be reported via the VPCM POCC immediately after being reported to emergency services (000): <ul style="list-style-type: none"> – VPCM Melbourne VTS: 9644 9777 – PoM Emergency Contact: 9689 0224 ▪ Refer to the PoM website (https://www.portofmelbourne.com/port-operations/security-emergency-management/emergency-contacts/)
Other Key Emergency Plans and Linkages	<ul style="list-style-type: none"> ▪ Emergency Management Manual Victoria (EMMV) ▪ National Plan for Maritime Environmental Emergencies (NatPlan) ▪ State Maritime Emergencies (non-search and rescue) Plan ▪ North West Metro Region, South West Metro Region and Municipal Emergency Response Plans ▪ Nuclear Powered Warship Visits Plan (ARPANSA)
Integrated "Whole of Port" planning	<ul style="list-style-type: none"> ▪ VPCM's MPEMP Committee (MPEMPC) is an advisory emergency committee which aims to ensure the performance and integrity of VPCM's MPEMP is maintained ▪ Membership of the Committee involves PoM, key agencies and stakeholders within the port and surrounding communities
PoM critical assets	<ul style="list-style-type: none"> ▪ Survey Boat – <i>John Norgate</i> ▪ Coordination Centre - Port Education Centre/Holden Dock

For further information on PoM's emergency management requirements refer to PoM's website: (<https://www.portofmelbourne.com/port-operations/security-emergency-management/>).

12 RISK TREATMENTS

A key component of PoM's SEMP is the implementation of the following risk treatments by nominated personnel:

Responsible Manager	Treatment measures category
Head of Environment, Safety & Compliance	<ul style="list-style-type: none"> ▪ Maintain emergency management obligations ▪ Maintain an incident reporting procedure and database
Manager Security & Emergency Response	<ul style="list-style-type: none"> ▪ Maintain an approved MSP ▪ Maintain compliance with the MSP
EGM Operations	<ul style="list-style-type: none"> ▪ Comply with environmental approvals for dredging activities and the maintenance of navigational aids

13 SEMP PROCESS REQUIREMENTS

Activity	Process
Involvement of stakeholders	<ul style="list-style-type: none"> ▪ PoM undertakes external consultation with VPCM and other stakeholders via quarterly meetings of the PoM Health Safety & Environment Consultative Forum (PoMHSECF) to encourage port users to share information and undertake risk and hazard identification for areas under their control ▪ This forum is jointly chaired by PoM and VPCM and attended by tenants, contractors, port users and regulators
Review of the SEMP and SEMP Annual Report	<ul style="list-style-type: none"> ▪ PoM management undertakes a review of the SEMP and reports on its implementation on an annual basis as per the PMA requirements ▪ Additional reviews and updates may also occur due to changes in key legislation or regulation, changes in port activities, significant new hazards, incident, near-misses or other safety concerns and/or review of monitoring programs
Endorsement of the SEMP	<ul style="list-style-type: none"> ▪ EGM Operations
SEMP Publication and Availability	<ul style="list-style-type: none"> ▪ PoM publishes a copy of the SEMP on the PoM website (refer Section 5) ▪ All relevant certificates and audit reports are held at PoM's offices and are available for inspection by authorised persons in accordance with the PMA
SEMP Auditing	<ul style="list-style-type: none"> ▪ In May 2019 PoM's SEMP (2018 version) was externally audited by an auditor (Brian Eva of Eva & Associates) approved by the Minister for Ports (refer Annexure 4). The auditors finding were: <ul style="list-style-type: none"> – <i>The PoM SEMP (2018) has been prepared in accordance with Ministerial Guidelines for Port SEMPS (November 2012), as required by section 91D of the PMA</i> – <i>The PoM SEMP adequately provides for the matters required by s.91G of the PMA</i> – <i>In the context of the scope of the audit, PoM as Port Manager, is complying with the documented PoM SEMP, 2018.</i> ▪ As a result of the audit, PoM's SEMP (2018 version) has been updated in 2020 to reflect these administrative changes ▪ As per the PMA, the next audit is required to be undertaken in 2022

14 SEMP CONSULTATION AND COMMUNICATION

Consultation Forum	Details
PoM and VPCM	<ul style="list-style-type: none"> ▪ PoM meets on a regular basis with VPCM to share safety, emergency and environmental information to increase the robustness of hazard identification and assessment
PoMHSECF	<ul style="list-style-type: none"> ▪ PoM and VPCM jointly chair the quarterly PoMHSECF forum attended by PoM, VPCM, tenants, contractors and agencies (refer Section 13)
Other Forums	<ul style="list-style-type: none"> ▪ Industry Group Forums (e.g. Bulk Cargo, Vehicle, Container) ▪ Navigation Safety Advisory Committee (NAVSAC) ▪ Port Security Committee ▪ MPEMPC ▪ Transport Sector Resilience Network (Dept. of Transport) ▪ National Plan for Maritime Environmental Emergencies (NatPlan) ▪ State Operational and Management Committees (marine pollution) ▪ Regional and Municipal Emergency Management Planning Committees ▪ Stakeholder meetings ▪ Shipping Terminal Management meetings (Bulk Liquid Operators) ▪ Development Planning ▪ Meetings with Regulators (eg. Australian Maritime Safety Australia (AMSA), Maritime Safety Victoria (MSV), (Victorian Workcover Authority (VWA, (Worksafe)), Environment Protection Authority of Victoria (EPA), Dept. of Transport (DOT). Dept. of Jobs, Precincts and Regions (DJPR)), Dept. of Environment, Land, Water and Planning (DELWP) ▪ Community and Resident Group meetings ▪ Local Council Consultative Meetings ▪ Ports Australia Forums (Planning and Environment, Health and Safety)

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Annexure 1: Port Activities – Marine assets

Significant Activity	Key Risk Area	Nature of risk	Strategy or risk treatment	Parties involved	Role	Treatment allocation
Commercial vessels transiting port waters	Providing for the safe movement and navigation of commercial vessels in Port Waters	Risks associated with shipping and navigation (eg. vessel collision, grounding etc) can cause: - loss of life or serious injuries - economic loss - environmental harm.	Provision of safe shipping and navigation systems and controls.	Victorian Ports Corporation (Melbourne) (VPCM)	Review and update VTS Operations, Harbour Masters Directions and Port Information Guide as required	VPCM
			External parties dedicated roles and responsibilities	Maritime Safety Victoria (MSV)	Regulation of <i>Marine Safety Act 2010</i> (Vic)	Responsible Authority
				Australian Maritime Safety Australia (AMSA)	National Regulator Provider of response and maritime and aviation search and rescue	Responsible Authority
				Victorian Regional Channels Authority (VRCA)	Management of vessels transiting Port of Geelong Waters	Responsible Authority
				Vessel Owner	Seaworthiness of vessels	Responsible Authority
				Shipping Agents	Engaging suitable vessels for trade	Responsible Authority
				Vessel Master	The master or a pilot (engaged by the vessel operator) has control of navigation and control of the vessel	Responsible Authority
				Towage and Mooring Service Operators	Private operators engaged to provide towage and mooring services. Compliance with VPCM Towage Requirements Determination	Responsible Authority
				Ensuring Pilots operating in the port are competent and licensed	MSV	TSV authorised pilots safely navigating vessels in accordance with Harbour Master's Directions
			Maintain declared depth of channels and maintenance of navigational aids	Port of Melbourne Operations (PoM)	Implementation of 10 year maintenance dredging program and maintenance of navigational aids	PoM EGM Operations

Annexure 1: Port Activities – Marine assets

Significant Activity	Key Risk Area	Nature of risk	Strategy or risk treatment	Parties involved	Role	Treatment allocation
Commercial vessels transiting port waters	Interactions between commercial and recreational vessels	Risks associated with shipping and navigation (eg. vessel collision, grounding etc.) can cause: - loss of life or serious injuries - economic loss - environmental harm	Provide an ongoing “Steer Clear”, or equivalent, promotion and enforcement campaign	VPCM	Maintain an appropriate education and enforcement program for users of the port to keep clear of commercial vessels.	VPCM
			External parties dedicated roles and responsibilities	Parks Victoria	Management and regulation of parks within Victoria including marine protected areas within Port Phillip Bay waters	Responsible Authority
				MSV and AMSA	Maintain regulatory responsibilities in relation to safety and environmental requirements for shipping, including outside Port waters	Responsible Authority
	Mitigating pollution impacts and implementing effective responses		External parties dedicated roles and responsibilities	Dept. of Agriculture	Biosecurity, Ballast Water Management	Responsible Authority
						Responsible Authority
				EPA	Environmental compliance and enforcement	Responsible Authority
				PoM	Comply with approved Dredging and Navigational Aids Environmental Management Plans	PoM EGM Operations
				Dept. of Jobs, Precincts and Regions (DJPR)	Incident Controller for Tier 2 and Tier 3 pollution response	Responsible Authority
	Provide management programs to protect the marine environment and other waters from pollution by oil and noxious substances		VPCM	Provide Incident Controller services for Tier 1 pollution events	VPCM	
			PoM	Ensure ‘First-Strike’ pollution response capability at Common User Berths	PoM Head of Environment, Safety & Compliance	
Facilitating safe passenger operations at Station Pier	Coordinate and monitor compliance with Station Pier management plans	VPCM	Provide for safe operations and facilities at Station Pier for passengers, cruise ships and TT Line operations	VPCM		

Annexure 2: Port Activities – Marine / Land interface

Significant Activity	Key Risk Area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Commercial vessels during berthing and at berth	Preventing security breaches and providing security services	Risks associated with security breaches and terrorism-related activities	Implementation, development and coordination of Marine Security Plans	PoM	Ensure port compliance with <i>Maritime Transport and Offshore Facilities Security Act 2003</i> (excl. Station Pier)	PoM Manager Security and Emergency Response
				VPCM	Ensure compliance of Station Pier with <i>Maritime Transport and Offshore Facilities Security Act 2003</i>	VPCM
	Dangerous goods, bunkering and bulk liquid transfers	Risks associated with Hazardous Port Activities and the handling, storage and transport of Dangerous Goods (DGs)	Implementation, development and coordination of plans, guidelines and assurance activities	VPCM, Worksafe	Monitor and audit dangerous goods, bunkering and bulk liquid transfers	VPCM
	Preventing incidents during stevedoring and mooring activities	Risks associated with mooring and stevedoring (eg. line snaps, falls, and mechanical failures etc.) can cause: - loss of life or serious injuries - damage to property and equipment - operational disruption.	External parties dedicated roles and responsibilities	Worksafe	Ensure safe work practices are undertaken by mooring companies	Responsible Authority

Annexure 2: Port Activities – Marine / Land interface

Significant Activity	Key Risk Area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Commercial vessels berthing and at berth	Condition of berth and associated infrastructure	Structural failure of asset(s) can cause injuries, loss of life, damage and/or operational disruption	Maintain PoM's Asset Management Strategy and supporting asset management plans	PoM	Implement Asset Management Strategy and plans, undertake supporting assurance, inspection and monitoring programs	PoM EGM Operations
	Preventing safety and environmental incidents during bunkering and bulk liquid transfers	Operational risks with dangerous goods management and bunkering activities (eg. spills, mechanical failure, fire/explosion etc.) may cause: - loss of life or serious injuries - damage to property and equipment - operational disruption - pollution.	Provide Port Authorised Officer(s) (PAO) to monitor hazardous port activities	VPCM	Maintain risk-based assurance inspection and compliance monitoring program	VPCM
	Loading/unloading, transit, storage and handling of Dangerous Goods			PoM	Undertake appropriate assurance regime to meet operational requirements	PoM Head of Environment, Safety & Compliance
			Maintain Dangerous Goods (DGs) booking and compliance Program	Worksafe	Regulation of DGs over the requirements for the manufacture, storage, transport, transfer, sale and use of DGs	Responsible Authority

Annexure 2: Port Activities – Marine / Land interface

Significant Activity	Key Risk Area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Commercial vessels berthing and at berth	Planning and responding to safety and emergency events.	Operational risks with emergency responses (eg. uncontrolled release of product, fire/explosion, marine casualties, vessel collisions may cause: - injury or loss of life - damage to property and equipment - operational disruption.	Implementation of Emergency Management Planning in consultation with stakeholders	VPCM	Protect staff and stakeholders by ensuring preparedness and an appropriate response to a range of potential emergencies.	VPCM
			Implementation of relevant VPCM policies and State Marine Pollution Contingency Plan(s) and supporting procedures		Coordination and testing of MPEMP and supporting plans in consultation with stakeholders	
			Implementation of PoM's business continuity procedures	PoM	Coordination and testing of Emergency Management Plan and supporting plans in consultation with stakeholders	PoM Manager Security and Emergency Response
			Provide a port-wide hazard and incident reporting process	VPCM	Report incident and hazards and implement appropriate corrective actions to reduce risks	VPCM
				PoM		
Coordinate the integration of site, port and state emergency plans including response capabilities via the MPEMPC	VPCM	Test the resilience of the MPEMP and integration with state emergency management plans	VPCM			

Annexure 2: Port Activities – Marine / Land interface

Significant Activity	Key Risk Area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Commercial vessels berthing and at berth	Planning and responding to safety and emergency events.	Operational risks with emergency responses (eg. uncontrolled release of product, fire/explosion, marine casualties, vessel collisions may cause: - loss of life or serious injury - damage to property and equipment - operational disruption.	Coordinating the integration of site, port and state emergency plans including response capabilities	Dept. of Environment, Land, Water and Planning (DELWP) and Metropolitan Fire Brigade (MFB)	Management of fire safety risks on public land. Agency for the recovery, treatment, rehabilitation and release of wildlife affected by an emergency incident	Responsible Authority
				AMSA	Implementation and enforcement of international standards governing marine environment protection	Responsible Authority

Annexure 3: Port Activities – Land assets

Significant Activity	Key Risk Area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Security/ Port Asset Management	Significant environmental incidents	Workplace OHSE is a high level corporate risk (eg. construction activities, maintenance activities etc.) and may cause: - loss of life or serious injuries - damage to property and equipment - operational disruption.	Undertake appropriate assurance and due diligence activities	VPCM	Conduct appropriate due diligence activities for air, land and marine environments as required	VPCM
				PoM		PoM Head of Environment, Safety & Compliance
	Planning and responding to emergency events		Victorian Critical Infrastructure Resilience Arrangements	DJPR	Victorian Critical Infrastructure Resilience arrangements	Responsible Authority
				VPCM	Maintain obligations to Victorian Critical Infrastructure arrangements as appropriate	VPCM
				PoM		PoM Manager Security and Emergency Response

Annexure 3: Port Activities – Land assets

Significant Activity	Key Risk Area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation	
Security/ Port Asset Management	Provision of security services	Workplace OHSE is a high level corporate risk (eg. construction activities, maintenance activities etc.) and may cause: - loss of life or serious injuries - damage to property and equipment - operational disruption.	Land Based Security Plan (excluding Station Pier)	PoM	Implement landside Security Plan	PoM Manager Security and Emergency Response	
	Collection and reporting of incidents from staff, contractors, third parties including the public.		Provide and coordinate the integration of Maritime Security Plans and the Joint TT Line / PoMC Maritime Security Plan at Station Pier	VPCM	Implement Station Pier Security requirements	VPCM	
				Department of Home Affairs (Aviation and Maritime Security Division)	Regulation and enforcement of the <i>Maritime Transport and Offshore Facilities Security Act 2003</i> and Regulations.	Responsible Authority	
	Managing legislative compliance for safety in the workplace		Maintain an appropriate hazard and incident reporting system	VPCM	Maintain appropriate site assurance and inspection programs	VPCM	
				PoM		PoM Head of Environment, Safety & Compliance	
			Maintain an appropriate Safety Management System		VPCM	Maintain appropriate risk based safety management and training systems	VPCM
					PoM		PoM Head of Environment, Safety & Compliance
					Worksafe	Regulation of health, safety and welfare in the workplace and Dangerous Goods management.	Responsible Authority

Annexure 4: 2019 PoM SEMP Compliance Verification

Eva and Associates Pty Ltd

ABN 44 005 788 287
 67 Atherton Road, Oakleigh, VIC 3166
 P.O. Box 2093 OAKLEIGH, VIC 3166
 Phone: (03) 9563 2234



29 May 2019

Our ref: M3305.7 - PoM Peter Gibb Letter

Mr Peter Gibb
 Head of Environment, Safety & Compliance
 Port of Melbourne Operations Pty Ltd

peter.gibb@portofmelbourne.com

**RE: RE: Port of Melbourne Operations Pty Ltd –
 Port Safety & Environment Management Plan Compliance Audit Report.**

Please find enclosed the Compliance Audit report for Port of Melbourne Operations Pty Ltd, which is being provided to you within 21 days of the Compliance Audit being completed, as required under section 91F(A) of the Port Management Act 1995.

The Auditor's findings with regard to section 91E of the PMA - Audits of Compliance, are as follows:

1. The Port of Melbourne Operations Pty Ltd Safety and Environment Management Plan, dated 2018, has been prepared in accordance with Ministerial Guidelines Port Safety and Environment Management Plans (November 2012), as required by section 91D of the Port Management Act 1995; and.
2. The Port of Melbourne Operations Pty Ltd Safety and Environment Management Plan, dated 2018, adequately provides for the matters required by s.91G of the Port Management Act 1995.
3. In the context of the scope of the audit, Port of Melbourne Operations Pty Ltd, as Port Manager, is complying with the documented Port of Melbourne Operations Pty Ltd Safety and Environment Management Plan, 2018.

Copies of the audit report have been provided to:

- The Hon Melissa Horne - Minister for Ports and Freight
- Transport Safety Victoria – Cameron Toy Acting Director Maritime Safety
- EPA Victoria – Dr Cathy Wilkinson Chief Executive Officer
- Worksafe Victoria – Clare Amies Chief Executive
- Maritime Safety Victoria – Graham Boileau-Evans Senior Project Officer Ports and Shipping
- Freight Victoria - Mr Garry Button Chief Executive Officer

Yours sincerely,

Brian Eva

**Brian Eva
 APPROVED PERSON FOR THE AUDIT OF PORT SAFETY MANAGEMENT PLANS (APPROVED
 UNDER SECTION 91E(5) OF THE PORT MANAGEMENT ACT 1995**

M3305.7 - PoM Peter Gibb Letter

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Annexure 5: ISO Certificates



BUREAU VERITAS
Certification

Certification

Awarded to
PORT OF MELBOURNE OPERATIONS PTY LTD
AS TRUSTEE FOR PoM UNIT TRUST
L4, 530 COLLINS STREET, MELBOURNE, VIC, 3000
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

STANDARD

ISO 55001:2014

SCOPE OF SUPPLY

PORT FACILITIES INCLUDING CHANNELS AND AIDS TO NAVIGATION

Original Approval Date: **12 April 2019**

Subject to the continued satisfactory operation of the organisation's Management System,
this certificate is valid until: **11 April 2022**

To check the validity of this certificate please call tel. **1800 855 190**

Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: **AU003505-1**  Date: **12 April 2019**

Andrew Mortimore
Vice President – I&F Pacific Region

Managing office: Bureau Veritas Pty Ltd, 3/435 Williamstown Road,
Port Melbourne, Victoria, 3207

Issuing office: Bureau Veritas Pty Ltd, 3/435 Williamstown Road,
Port Melbourne, Victoria, 3207




Asset Management ISO 55001 Certificate



Environment ISO 14001 Certificate



BUREAU VERITAS
Certification

Certification

Awarded to
PORT OF MELBOURNE OPERATIONS PTY LTD
AS TRUSTEE FOR PoM UNIT TRUST
L4, 530 COLLINS STREET, MELBOURNE, VIC, 3000
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

STANDARD

ISO 45001:2018

SCOPE OF SUPPLY

THE PROVISION OF PORT FACILITIES AND SERVICES INCLUDING CHANNELS AND AIDS TO NAVIGATION

Original Approval Date: **12 April 2019**

Subject to the continued satisfactory operation of the organisation's Management System,
this certificate is valid until: **11 April 2022**

To check the validity of this certificate please call tel. **1800 855 190**

Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: **AU003504-1**  Date: **12 April 2019**

Andrew Mortimore
Vice President - I&F Pacific Region

Managing office: Bureau Veritas Pty Ltd, 3/435 Williamstown Road,
Port Melbourne, Victoria, 3207

Issuing office: Bureau Veritas Pty Ltd, 3/435 Williamstown Road,
Port Melbourne, Victoria, 3207




OHS ISO 45001 Certificate



BUREAU VERITAS
Certification

Certification

Awarded to
PORT OF MELBOURNE OPERATIONS PTY LTD
AS TRUSTEE FOR PoM UNIT TRUST
L4, 530 COLLINS STREET, MELBOURNE, VIC, 3000
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

STANDARD

ISO 9001:2015

SCOPE OF SUPPLY

THE PROVISION OF PORT FACILITIES AND SERVICES INCLUDING CHANNELS AND AIDS TO NAVIGATION

Original Approval Date: **12 April 2019**

Subject to the continued satisfactory operation of the organisation's Management System,
this certificate is valid until: **11 April 2022**

To check the validity of this certificate please call tel. **1800 855 190**

Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: **AU003502-1**  Date: **12 April 2019**

Andrew Mortimore
Vice President - I&F Pacific Region

Managing office: Bureau Veritas Pty Ltd, 3/435 Williamstown Road,
Port Melbourne, Victoria, 3207

Issuing office: Bureau Veritas Pty Ltd, 3/435 Williamstown Road,
Port Melbourne, Victoria, 3207




Quality ISO 9001 Certificate