




Port of Melbourne Operations Pty Ltd  
Safety and Environment  
Management Plan (SEMP)  
2020

Port of Melbourne



## Approvals

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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. As a result of the Port of Melbourne Lease Transaction (PLT), PoM's functions include:

- the use of shipping channels for commercial operations
- channel maintenance and dredging
- hydrographic survey
- provision and maintenance of navigation aids
- provision and maintenance of port infrastructure
- the provision of Emergency Management response and support in accordance with Clause 8 – Emergency Management of the Port Concession Deed (PCD).

Following the completion of the PLT, Victorian Ports Corporation (Melbourne) (VPCM) became the successor organisation to the Port of Melbourne Corporation (PoMC). As a result, VPCM is now the responsible authority for a number of former PoMC managed activities (refer Section 2).

PoM has prepared this Safety and Environment Management Plan (SEMP) in accordance with the *Port Management Act 1995* (Vic) (PMA). This SEMP and its supporting safety, environmental and risk management systems were externally audited in May 2019 and found to be fully compliant with the PMA (refer Section 13).

## 2 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 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 plan 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)
- *Dangerous Goods Act 1985* (Vic)
- *Environment Protection Act 1970* (Vic)
- *Marine and Coastal Act 2018* (Vic)
- *Marine (Drug, Alcohol and Pollution Control) Act 1988* (Vic)
- *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.

### **Port of Melbourne Lease Transaction (PLT) and VPCM Activities**

Effective 1 November 2016, the following functions and activities were retained by VPCM:

- management of vessel traffic in port waters
- provision and maintenance of a Vessel Traffic Service (VTS) for the safe and efficient movement of vessels in Port of Melbourne waters
- maintenance of land and water assets under its areas of management control (e.g. Station Pier, Port Operations Control Centre (POCC), Lonsdale VTS)
- provision of emergency management and Tier 1 marine pollution response capability in accordance with VICPLAN
- enabling the management and provision of essential port services by other parties in the port e.g. tugs and lines boats.

In accordance with the PMA and Guidelines, VPCM's SEMP is required to reflect its post-PLT functions.

### **3 SEMP CHANGES SINCE 2016**

- PoM's first SEMP was developed from the former PoMC SEMP which had been previously certified in May 2016.
- PoM updated the SEMP in 2018 to reflect PoM's Integrated Management System (refer Section 5).
- There have been no material changes to the SEMP since the audit that was undertaken in May 2019.

### **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:

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

## 5 INTEGRATED MANAGEMENT SYSTEM (IMS)

In March 2019 PoM's Integrated Management System (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 certification, the IMS ensures that PoM:

- identifies and systematically meets customer, stakeholder and interested party needs, expectations and compliance requirements
- operates in a manner that minimises potential harm to staff, sub-contractors, the community and the environment
- manages 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.

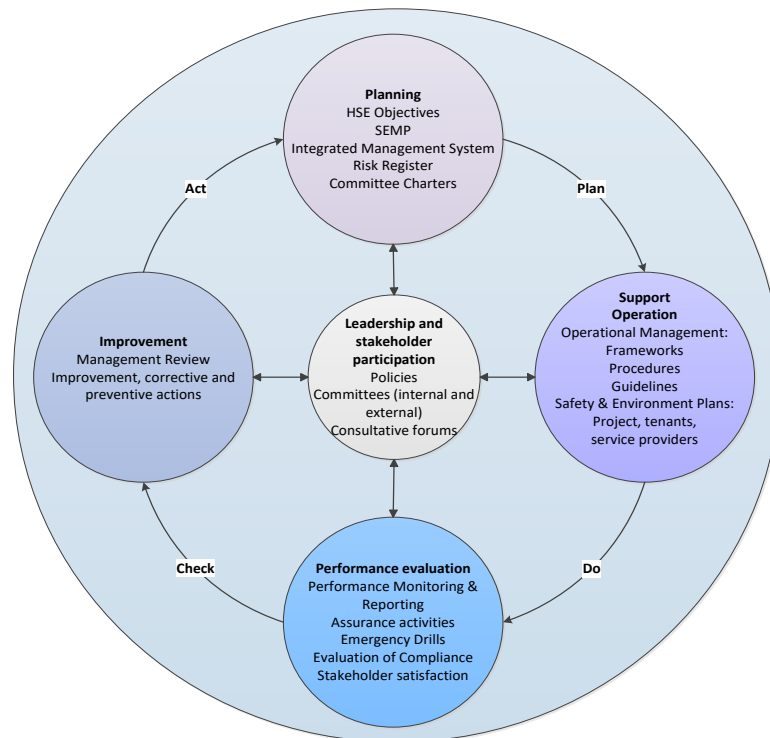


Figure 1 – Integrated Management System

The key system elements are summarised below:

Element	Metric
SEMP	<ul style="list-style-type: none"> <li>▪ The SEMP provides a tool for PoM to work through key safety, environment and emergency management activities with its stakeholders</li> <li>▪ The SEMP is published on PoM's website (<a href="http://www.portofmelbourne.com">www.portofmelbourne.com</a>)</li> </ul>
Port Activity Map	<ul style="list-style-type: none"> <li>▪ 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 to Section 9 and Annexes 1, 2 and 3)</li> </ul>
Safety and Environment Management Systems	<ul style="list-style-type: none"> <li>▪ Certification of the IMS to ISO 45001:2018 <i>OH&amp;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</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>▪ PoM's Enterprise Risk Management Framework (ERMF) includes operational safety and environment risk registers which are regularly reviewed by PoM Management</li> </ul>

### Operational Management

PoM has several operational management activities and plans in place which support the objectives of the SEMP.

Operational Management	Detail
PoM Activities	<ul style="list-style-type: none"> <li>▪ Maintain an appropriate PAM and the ERMF operational risk registers to identify risks and the required risk treatments</li> <li>▪ Maintain incident reporting as a key source of information for identifying hazards and risks in the port</li> <li>▪ Emergency incidents are coordinated through a central point via VPCM's Vessel Traffic Services (VTS) at VPCM's Port Operations Control Centre</li> <li>▪ Incidents are recorded and managed within a central database and subject to management reviews, investigations and reporting</li> <li>▪ Conduct appropriate safety and environmental inspections and maintenance works</li> <li>▪ Provide contracted security services within the port</li> <li>▪ Provides employee and contractor induction training to assist in advising of hazards or requirements at specific workplaces</li> <li>▪ Have assurance processes so that third parties (e.g. tenants) implement their own health, safety and environment management plans</li> <li>▪ Require third parties (e.g. tenants) to obtain PoM's consent prior to undertaking any development or planning works within the port.</li> </ul>

Operational Management	Detail
PoM Plans	<ul style="list-style-type: none"> <li>▪ PoM's Maritime Security Plan (MSP) and procedures to help safeguard maritime transport in accordance with the <i>Maritime, Transport and Offshore Facilities Security Act 2003</i> (Commonwealth) and supporting Regulations (refer Section 10)</li> <li>▪ PoM's Emergency Management Plan that provides guidance to effectively discharge its emergency management responsibilities (refer Section 11)</li> <li>▪ Site Evacuation Plans to provide standard procedures for evacuation to reduce the loss and injury to life and property on PoM common user berths</li> <li>▪ Relevant supporting business continuity and crisis management plans</li> </ul>
Third Parties and Port users	<ul style="list-style-type: none"> <li>▪ PoM requires third parties (e.g. 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</li> <li>▪ There is also a range of associated safety and environment documents provided on PoM's website to assist third parties with port operations and the use of port facilities (refer to <a href="http://www.portofmelbourne.com">www.portofmelbourne.com</a>)</li> </ul>



## 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 summarises the broader Port of Melbourne area:

Port Areas	Details
Description of Port Areas	<ul style="list-style-type: none"> <li>▪ The Port of Melbourne is Australia's largest container and general cargo port and is located at the north of Port Phillip Bay</li> <li>▪ 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</li> </ul>
Port of Melbourne Waters	<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Figure 2 shows Port Phillip Bay and the boundaries of Port of Melbourne Waters and Figure 3 shows the 'Port Phillip Channels and distances'</li> </ul>
Port land and land use	<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ 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</li> </ul>
Ecologically significant areas	<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Figure 6 shows the location of these ecologically significant areas</li> </ul>
Dangerous goods and hazardous materials	<ul style="list-style-type: none"> <li>▪ Figure 7 shows the location of Dangerous Goods storage and handling areas</li> </ul>

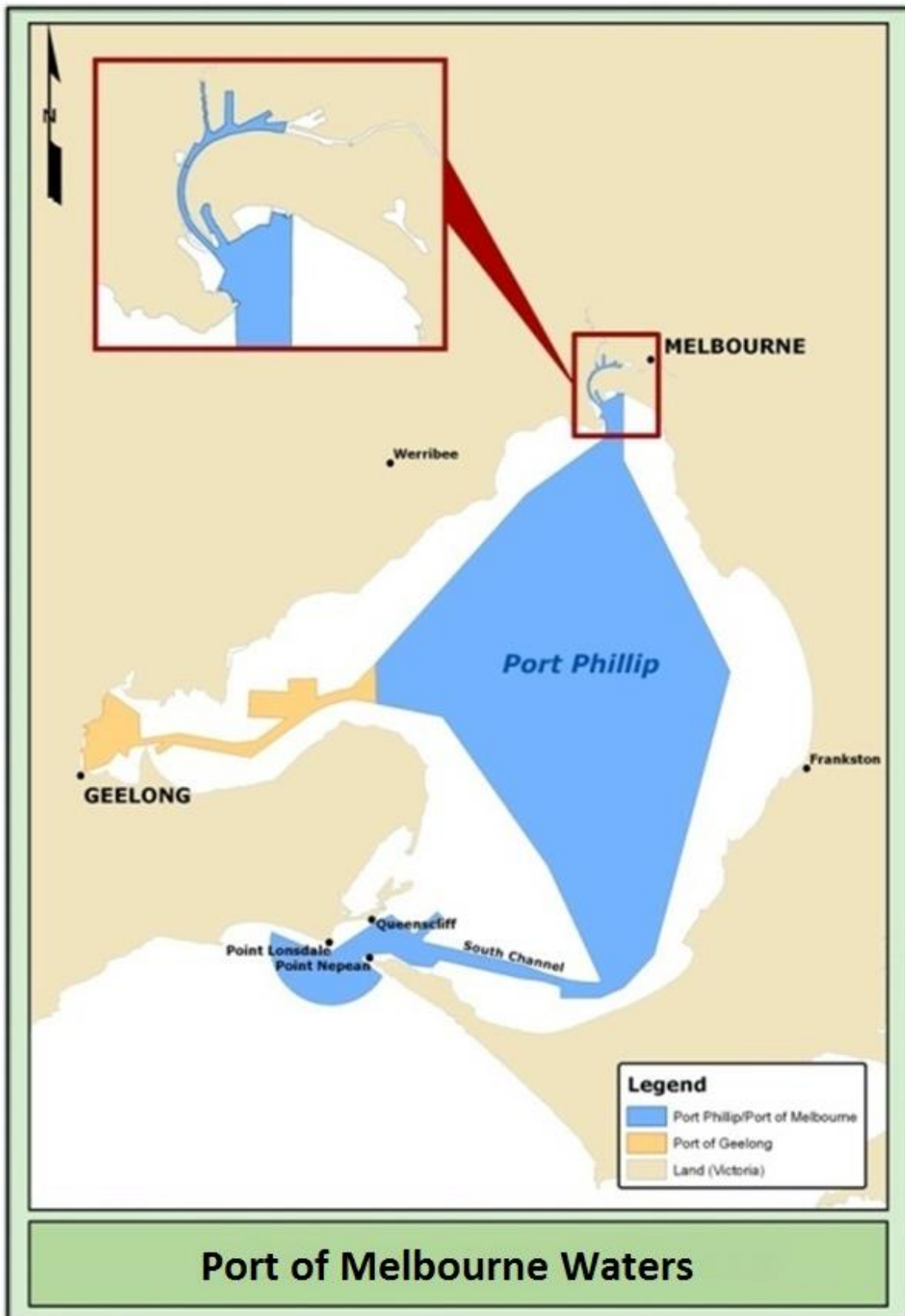


Figure 2 – Port of Melbourne Waters

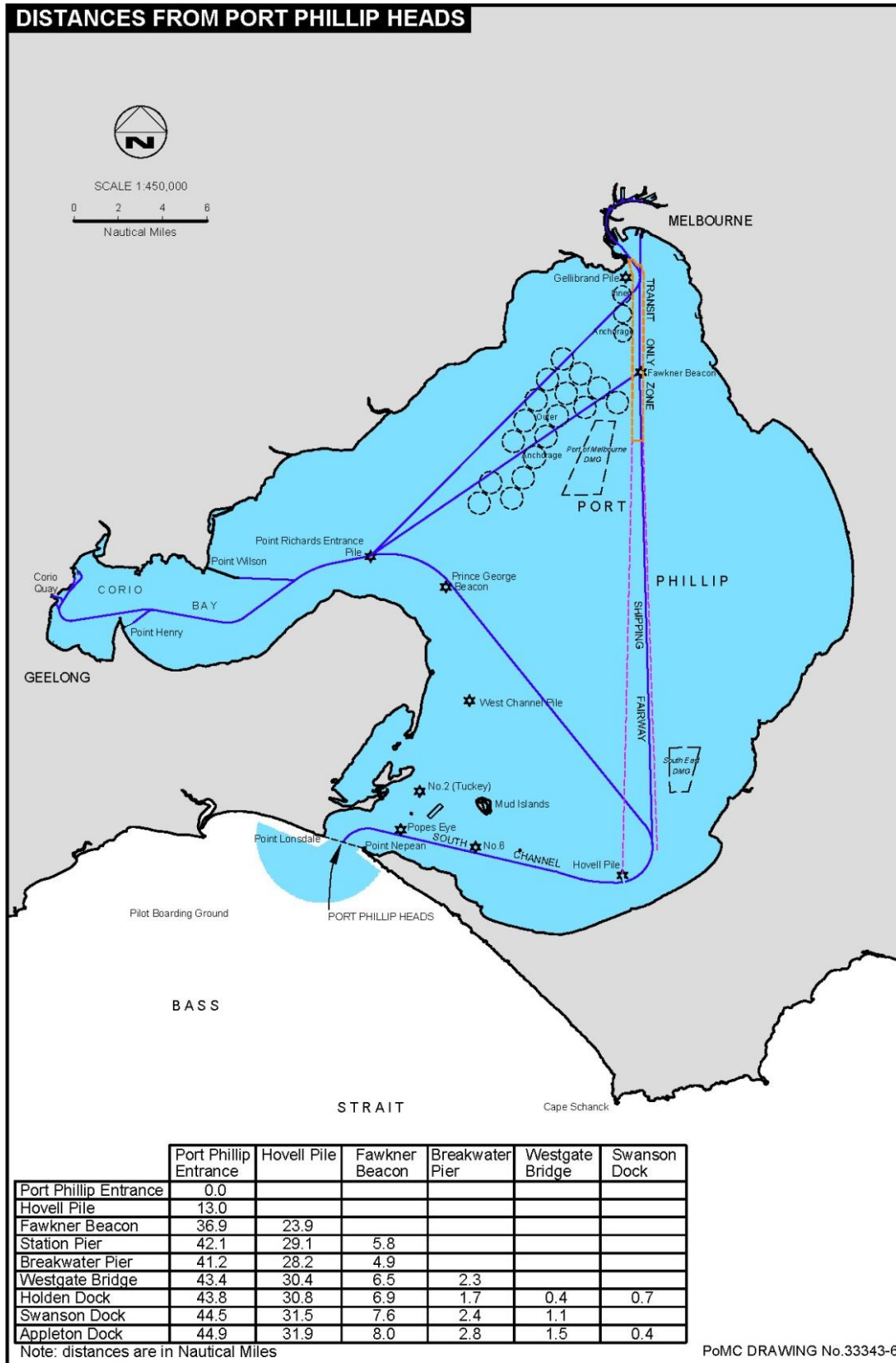


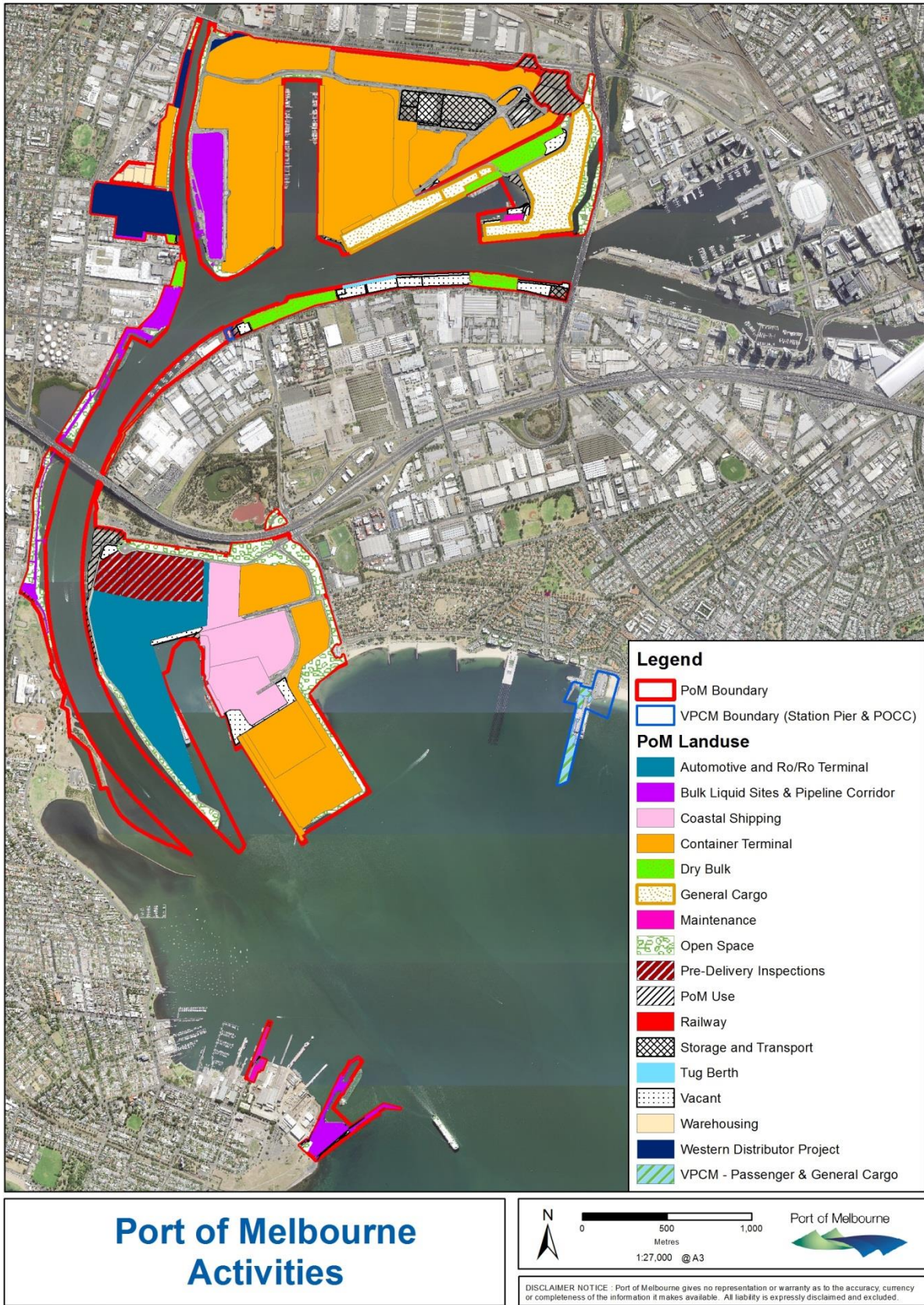
Figure 3 – Port Phillip Channels and Distances





Figure 4 – Port of Melbourne Land





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Figure 5 – Port of Melbourne Land Use and Activities

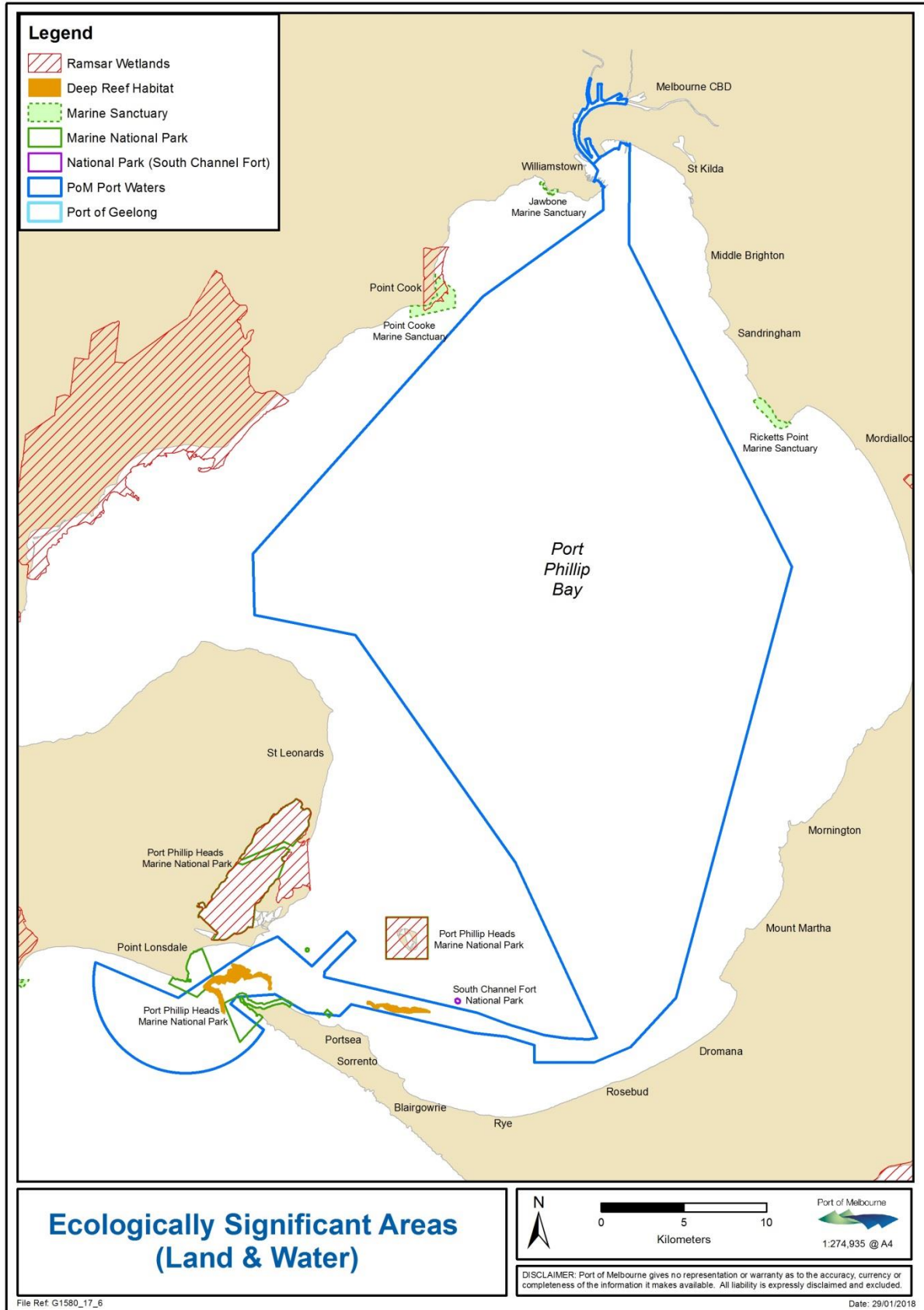


Figure 6 – Ecologically Significant Areas (Land and Water)



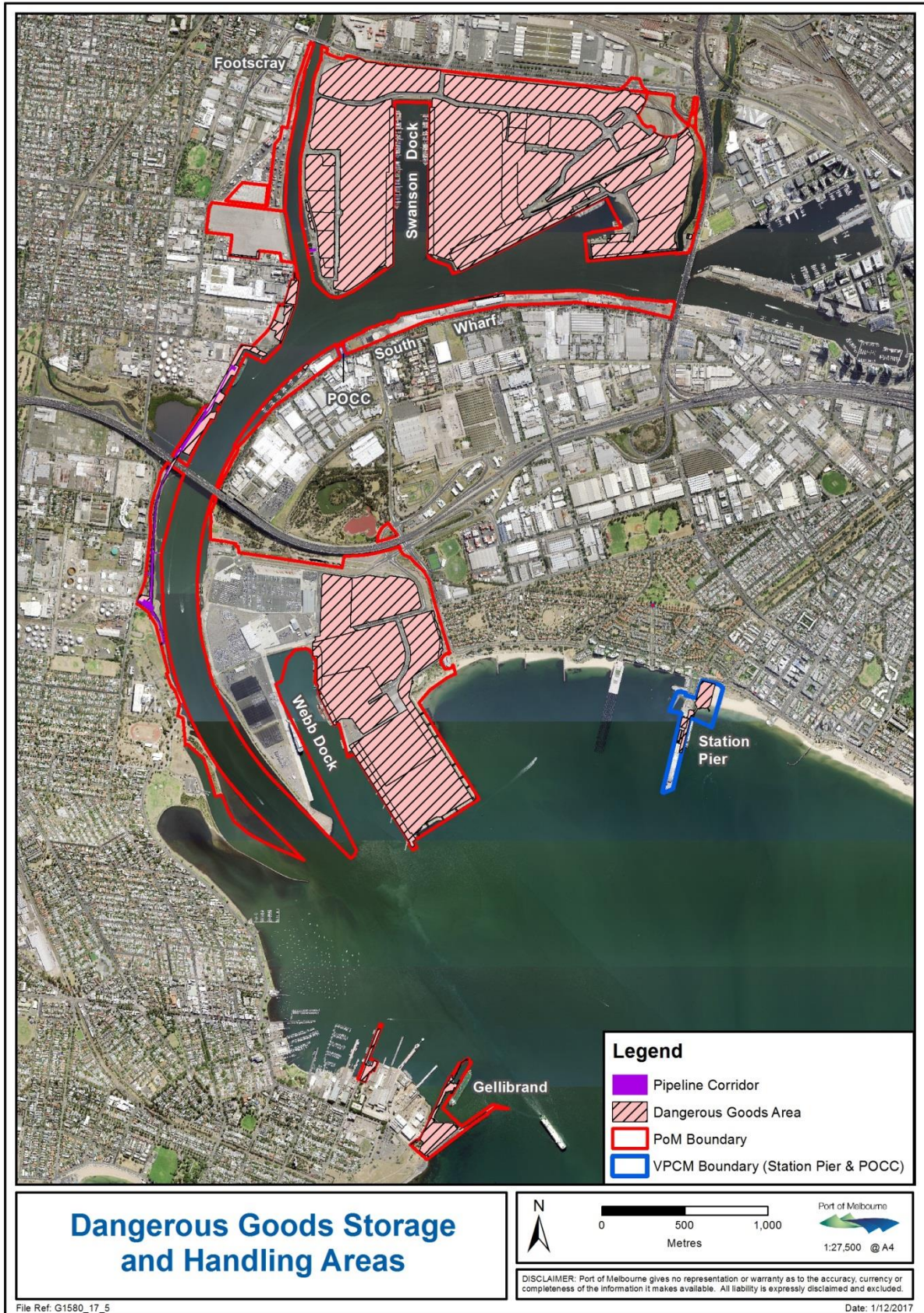


Figure 7 – Dangerous Goods Storage and Handling Areas

## 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 June 2019)
B, C, D and E Appleton Dock	Multi-purpose general cargo and automotive terminal. 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, Emerald Grain
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 Pty Ltd
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 fleet parking (trucks)	Transfleet Transport Pty Ltd
26-27 South Wharf	Dry bulk cargo terminal. Storage of cement related materials (imported cement, blast furnace slag and fly ash)	Independent Cement & Lime Pty Ltd Cement Australia Pty Ltd Boral Australia Gypsum Pty Ltd
29 South Wharf	Multi-purpose cargo terminal	PoM common user facility
30-31 South Wharf	Warehouse and Tug Berth	Myer Timber Strang Systems
32 South Wharf	Storage and batching of cement related materials (imported cement, blast furnace slag and fly ash)	Hy-Tec Industries (Victoria) Pty Ltd
33 South Wharf	Dry bulk cargo terminal. Currently being used for fleet storage (trucks)	PoM Common user facility Cement Australia Pty Ltd
1, 2, 3 and 4 Swanson Dock East	International container terminal storage and handling	Patrick Stevedores Pty Ltd



<b>Berth</b>	<b>Port users include</b>	<b>Tenant / Licensees and Users (at June 2019)</b>
1, 2, 3 and 4 Swanson Dock West	International container terminal storage and handling	DP World Melbourne Ltd
24 Victoria Dock	Multi-purpose cargo terminal including container storage, warehousing and rail terminal	Qube Logistics (Vic) Pty Ltd
5 Yarraville	Dry bulk cargo terminal - privately owned berth. Storage facilities located off port land	CSR Gyprock, Wilmar Sugar and Steel Cement
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
Station Pier (VPCM)	Coastal shipping, cruise ship passenger and Navy vessel terminal	VPCM Common User Facility Various cruise operators, TT-Line Company Pty Ltd Naval Vessels
Breakwater Pier	Used for berthing only	Vacant
Rail infrastructure	Bulk, general and container cargo transport	Australian Rail Track Corporation Ltd
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 Pty Ltd
3 Webb Dock East	Not currently occupied/in use	Unoccupied berth
4-5 Webb Dock East	International container terminal storage and handling	Victorian International Container Terminal Limited (VICT)
Webb Dock West	Automotive terminal	MIRRAT

## 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 June 2019)
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	Stolthaven Terminals Pty Ltd Anchor Tank Pty Ltd Grain Corp Liquid Terminals Gordon Brandon Quantem Bulk Liquid Storage and Handling
Gellibrand Pier - Williamstown	Gellibrand Pier is used for importing crude oils and exporting crude oil derivatives	Mobil Refining Australia Pty Ltd
Holden Dock – Yarraville	Holden Dock is a bulk liquid common user berth and is used by four oil companies who 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 Ltd Viva Energy BP Australia Pty Ltd Caltex Australia Petroleum Pty Ltd
Yarraville No. 6 berth	Yarraville No. 6 is a common-user berth and facilitates the importation of material including sulphuric acid	Ixom Pty Ltd
Swanson Dock	Shipping containers noting around five per cent of these contain dangerous goods	DP World Melbourne Ltd Patrick Stevedores Pty Ltd
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"> <li>▪ No. 1 Maribyrnong</li> <li>▪ Gellibrand Pier</li> <li>▪ Holden Dock</li> <li>▪ Newport</li> <li>▪ 6 Yarraville</li> </ul>	Bulk liquid dangerous goods transfer pipes	Ixom Pty Ltd Stolthaven Coode Island Pty Ltd Anchor Tank Pty Ltd Gordon Brandon

## 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 Victorian Marine Pollution Contingency Plan (VICPLAN)
- 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.

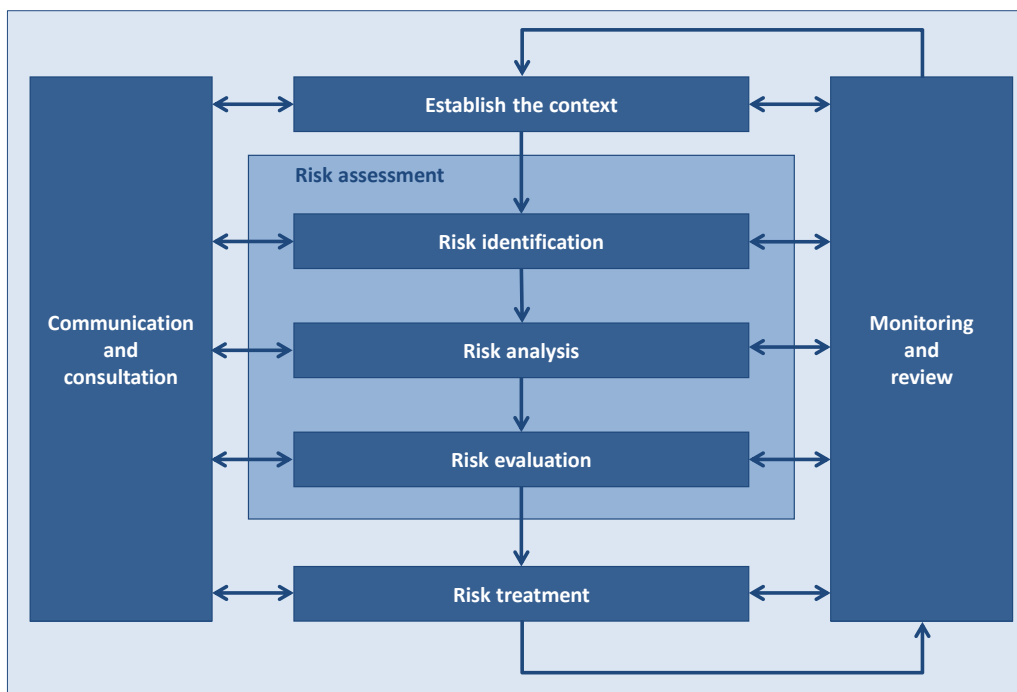
There are a number of independent commercial businesses that operate and provide services across the wider Port as shown below (refer [www.vicports.vic.gov.au](http://www.vicports.vic.gov.au) for the current Port Information Guide).

Service	Provider
Shipping Lines	A list is maintained on the PoM website ( <a href="http://www.portofmelbourne.com">www.portofmelbourne.com</a> )
Pilots	Port Phillip Sea Pilots Australian Pilotage Group
Towage	Svitzer Smit Lamnalco
Mooring	1 Port Ausport Marine
Lines boats	LW Marine Launches Pty Ltd Steve Turner Port Services
Bunkering (by Sea)	Viva Energy via vessel <i>ICS Reliance</i>
Security	Wilson Security
Marine Facility Maintenance	Bhagwan Marine CJ Pearce Pty Ltd Platinum KP Electric (Australia) Pty Ltd

## 9 MANAGEMENT OF HAZARDS AND RISKS

**Risk assessment methodology**

The methodology employed to assess and effectively manage OHS and environmental risk is aligned to AS/NZS ISO 31000:2009 *Risk Management Principles and Guidelines*. The risk management process employed by PoM is depicted in Figure 8 and discussed further in the subsequent table.



**Figure 8 – Risk management methodology**

Risk Item	Details
Establish the context	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	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	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	Involves a management review of the items according to criteria established under the internal PoM risk management framework
Risk Treatment	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	PoM identifies and engages with port stakeholders to advise of the identified risks and resulting treatments (refer Annexure 1)
Monitoring and Review	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.

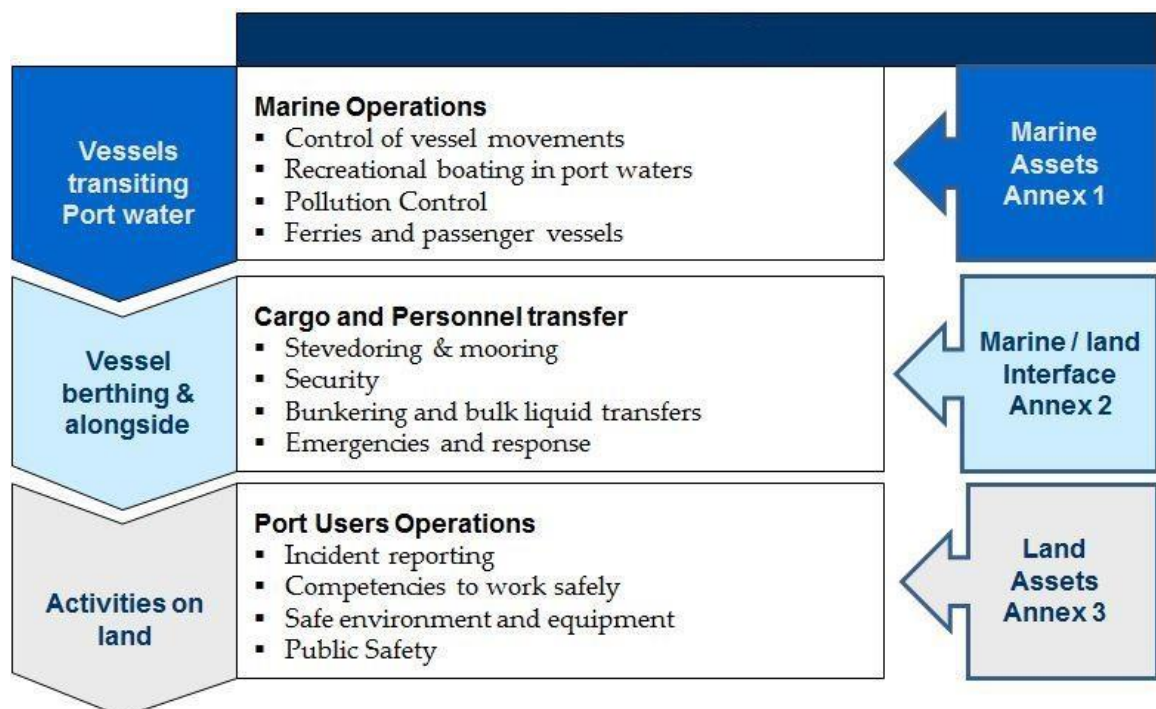


Figure 9 – Overview of Port Activity Map

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.

## 11 EMERGENCY MANAGEMENT

Plan/Activity	Details
Port of Melbourne Emergency Management Plan (EMP)	<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ PoM's EMP is integrated with VPCM's Melbourne Port Emergency Management Plan (MPEMP)</li> </ul>
Incident Reporting	<ul style="list-style-type: none"> <li>▪ All landside emergency and pollution events must be reported via the VPCM POCC after being reported to emergency services (000). <ul style="list-style-type: none"> <li>– VPCM Melbourne VTS: 9644 9777</li> <li>– PoM Emergency Contact: 9689 0224</li> </ul> </li> </ul>
Key Emergency Plans and Linkages	<ul style="list-style-type: none"> <li>▪ Emergency Management Manual Victoria (EMMV)</li> <li>▪ National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances (NATPLAN)</li> <li>▪ Victorian Marine Pollution Contingency Plan (VICPLAN)</li> <li>▪ North West Metro Region, South West Metro Region and Municipal Emergency Response Plans</li> <li>▪ Nuclear Powered Warship Visits Plan (ARPANSA)</li> </ul>
Integrated "Whole of Port" planning	<ul style="list-style-type: none"> <li>▪ VPCM's MPEMP Committee (MPEMPC) is an advisory emergency committee which aims to ensure the performance and integrity of VPCM's MPEMP is maintained</li> <li>▪ Membership of the Committee involves PoM, key agencies and stakeholders within the port and surrounding communities</li> </ul>
PoM critical assets	<ul style="list-style-type: none"> <li>▪ Survey Boat – <i>John Norgate</i></li> <li>▪ Coordination Centre - Port Education Centre/Holden Dock</li> </ul>

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

## 13 SEMP PROCESS REQUIREMENTS

Activity	Process
Involvement of stakeholders	<ul style="list-style-type: none"> <li>▪ PoM undertakes external consultation with VPCM and other stakeholders via quarterly meetings of the PoM Health Safety &amp; Environment Consultative Forum (PoMHSECF) to encourage port users to share information and undertake risk and hazard identification for areas under their control. The forum is jointly chaired by PoM and VPCM</li> </ul>
Review of the SEMP and SEMP Annual Report	<ul style="list-style-type: none"> <li>▪ PoM management undertakes a review of the SEMP and its implementation on an annual basis. Additional reviews and updates may also occur due to changes in key legislation or regulation, changes in port activities, significant new hazards are identified, incident, near-misses or other safety concerns and/or review of monitoring programs</li> </ul>
Endorsement of the SEMP	<ul style="list-style-type: none"> <li>▪ EGM Operations</li> </ul>
SEMP Publication and Availability	<ul style="list-style-type: none"> <li>▪ PoM will hold copies of the SEMP, any certificates required to be attached to the plans and the audit reports at PoM's offices and are available for inspection by authorised persons in accordance with the PMA</li> <li>▪ The SEMP is published on PoM's website (<a href="http://www.portofmelbourne.com">www.portofmelbourne.com</a>)</li> </ul>
SEMP Auditing	<ul style="list-style-type: none"> <li>▪ In May 2019 PoM's (2018) SEMP was externally audited by an environmental auditor (Brian Eva of Eva &amp; Associates) approved by the Minister for Ports. The auditors finding were: <ul style="list-style-type: none"> <li>– <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></li> <li>– <i>The PoM SEMP adequately provides for the matters required by s.91G of the PMA</i></li> <li>– <i>In the context of the scope of the audit, PoM as Port Manager, is complying with the documented PoM SEMP, 2018.</i></li> </ul> </li> <li>▪ As per the PMA, the next audit will be undertaken in 2022.</li> </ul>

## 14 SEMP CONSULTATION AND COMMUNICATION

Consultation Forum	Details
PoM and VPCM	<ul style="list-style-type: none"> <li>▪ PoM meets on a regular basis with VPCM to share safety, emergency and environmental information to increase the robustness of hazard identification and assessment</li> </ul>
PoMHSECF	<ul style="list-style-type: none"> <li>▪ PoM established the Port of Melbourne Health, Safety and Environment Consultative Forum (PoMHSECF) to replace the Whole of Port Health Safety and Environment Committee (WoPHSEC) originally established by the former PoMC in 2005</li> <li>▪ PoM and VPCM jointly chair the PoMHSECF</li> </ul>
Other Forums	<ul style="list-style-type: none"> <li>▪ Industry Group Forums (e.g. Bulk Cargo, Vehicle, Container)</li> <li>▪ Navigation Safety Advisory Committee (NAVSAC)</li> <li>▪ Port Security Committee</li> <li>▪ MPEMPC</li> <li>▪ Port Phillip Region Marine Pollution Contingency Plan Committee</li> <li>▪ VICPLAN – State Operational and Management Committees</li> <li>▪ Regional Emergency Management Planning Committees</li> <li>▪ Municipal Emergency Management Planning Committees</li> <li>▪ Stakeholder meetings</li> <li>▪ Shipping Terminal Management meetings (Bulk Liquid)</li> <li>▪ Development Planning</li> <li>▪ Meetings with Regulators e.g. Australian Maritime Safety Australia (AMSA), Transport Safety Victoria (TSV), WorkSafe Victoria, Environment Protection Authority of Victoria (EPA)</li> <li>▪ Community and Resident Group meetings</li> <li>▪ Local Council Consultative Meetings</li> <li>▪ Ports Australia Forums (Planning and Environment, Health and Safety).</li> <li>▪ Noise Management Committee</li> </ul>



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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	<p>Shipping and navigational incidents are rated at the highest level of risk. The consequences may be:</p> <ul style="list-style-type: none"> <li>- loss of life or serious injuries</li> <li>- economic loss</li> <li>- environmental harm</li> </ul> <p>Hazards include vessel collision or grounding</p>	Provision of safe shipping and navigation systems and controls	VPCM	Review and update VTS Operations, Harbour Masters Directions and Port Information Guide as required	VPCM	
			External parties dedicated roles and responsibilities	MSV	Regulation of <i>Marine Safety Act 2010</i> (Vic)	Responsible Authority	
				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	TSV	TSV authorised pilots safely navigating vessels in accordance with Harbour Master's Directions	Responsible Authority
				Maintain declared depth of channels and maintenance of navigational aids	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	Shipping and navigational incidents may involve the following consequences: - loss of life or serious injury - economic loss - environmental harm Hazards include vessel collisions, damage, pollution events or excessive noise generation	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		Department of Agriculture and Water Resources (DAWR)	External parties dedicated roles and responsibilities	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 Noise Management Program(s)	PoM EGM Operations	
			DJPR	Incident Controller for Tier 2 and Tier 3 pollution response	Responsible Authority	
			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 Safety, Security and Emergency Management	
	Facilitating safe passenger operations at Station Pier		Coordinate and monitor compliance with the 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 and terrorism	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	Monitor and audit dangerous goods, bunkering and bulk liquid transfers	VPCM
	Preventing incidents during stevedoring and mooring activities	Risks associated with mooring and stevedoring may include: - loss of life or serious injuries - damage to property and equipment - operational disruption  Hazards include line snaps, falls, and mechanical failures.	Implementation of the national Code of Practice, Managing Risks in Stevedoring	Stevedores	Implement Code of Practice into Stevedore operations	Responsible Authority
				WorkSafe Victoria	Ensure safe work practices are undertaken by mooring companies	Responsible Authority
				Pilots and Mooring Service operators	Safe berthing and mooring of vessels in concert with the vessel master and Harbour Master's Directions	Responsible Authority
		External parties dedicated roles and responsibilities				

## 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) leading to severe 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 and bunkering may include: - loss of life or serious injuries - damage to property and equipment - operational disruption	Provide Port Authorised Officer(s) (PAO) to monitor hazardous port activities	VPCM	Maintain risk-based assurance inspection and compliance monitoring program	VPCM
				PoM	Undertake appropriate assurance regime to meet operational requirements	PoM Head of Safety, Security and Emergency Management
	Loading/unloading, transit, storage and handling of Dangerous Goods	Hazards include pollution, mechanical failure, fire/explosion	Maintain Dangerous Goods (DGs) booking and compliance Program	WorkSafe Victoria	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 dangerous goods and bunkering may include: <ul style="list-style-type: none"> <li>- loss of life or serious injuries</li> <li>- damage to property and equipment</li> <li>- operational disruption</li> </ul> Hazards include pollution, mechanical failure, fire/explosion	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		PoM Head of Safety, Security and Emergency Management
		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 dangerous goods and bunkering may include: <ul style="list-style-type: none"> <li>- loss of life or serious injuries</li> <li>- damage to property and equipment</li> <li>- operational disruption</li> </ul> Hazards include pollution, mechanical failure, fire/explosion	Coordinating the integration of site, port and state emergency plans including response capabilities	DELWP and 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	<p>Workplace OHS&amp;E is a high level corporate risk and may involve:</p> <ul style="list-style-type: none"> <li>- loss of life or serious injuries</li> <li>- damage to property and equipment</li> <li>- operational disruption</li> </ul> <p>Hazards include pollution, excessive noise generation, construction activities, security incidents, maintenance works</p>	Undertake appropriate OHS&E assurance and due diligence activities	VPCM	Conduct appropriate due diligence activities for air, noise, land and marine environments as required	VPCM
				PoM	Noise Management Program(s)	PoM Head of Safety, Security and Emergency Management
	Planning and responding to emergency events		Victorian Critical Infrastructure Resilience Arrangements	VPCM	Maintain obligations to 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 OHS&E and Security is a high level corporate risk and may involve: - loss of life or serious injuries - damage to property and equipment - operational disruption Hazards include, construction activities, security incidents, maintenance works.	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 / PoM Maritime Security Plan.	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
			Maintain an appropriate hazard and incident reporting system	VPCM	Maintain appropriate site assurance and inspection programs	VPCM
			PoM	PoM Head of Safety, Security and Emergency Management		
	Managing legislative compliance for safety in the workplace		Maintain an appropriate Safety Management System	VPCM	Maintain appropriate risk based safety management and training systems	VPCM
				PoM		PoM Head of Safety, Security and Emergency Management
				VWA (Worksafe)	Regulation of health, safety and welfare in the workplace and Dangerous Goods management.	Responsible Authority

Annexure 4: ISO Certificates

