

Port of Melbourne Operations Pty Ltd

Safety and Environment Management Plan (SEMP) 2021




13 October 2021
Port of Melbourne Operations Pty Ltd

Port of Melbourne





Approvals

| | | |
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Revision history

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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, Ports Victoria (formerly Victorian Ports Corporation (Melbourne) (VPCM)) became the successor organisation to the Port of Melbourne Corporation (PoMC). As a result, Ports Victoria 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 SEMF 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 SEMF 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 SEMF 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 SEMF to prevent or reduce hazards and risks associated with the operation of the port
- follow processes set out in the SEMF 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 SEMF



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 Ports Victoria Activities

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

- 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, Ports Victoria'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 in 2018 has since updated the SEMP 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:

| KPI | Performance Metric |
|--|--|
| Ensure no preventable harm to people | Number of incidents and injury rates for PoM staff and contractors Number of incidents reportable to regulator(s) |
| Minimise impacts to the environment | Number of assurance inspections scheduled and conducted |
| No works to be undertaken without induction | Number of inductions completed |
| Facilitate and participate in consultative forums | Number of consultative forums with stakeholders facilitated and/or attended |



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
- ISO 55001:2014 Asset Management (refer Annexure 5)

As a result of the certification and ongoing surveillance audits, the latest occurring in June 2020, 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.

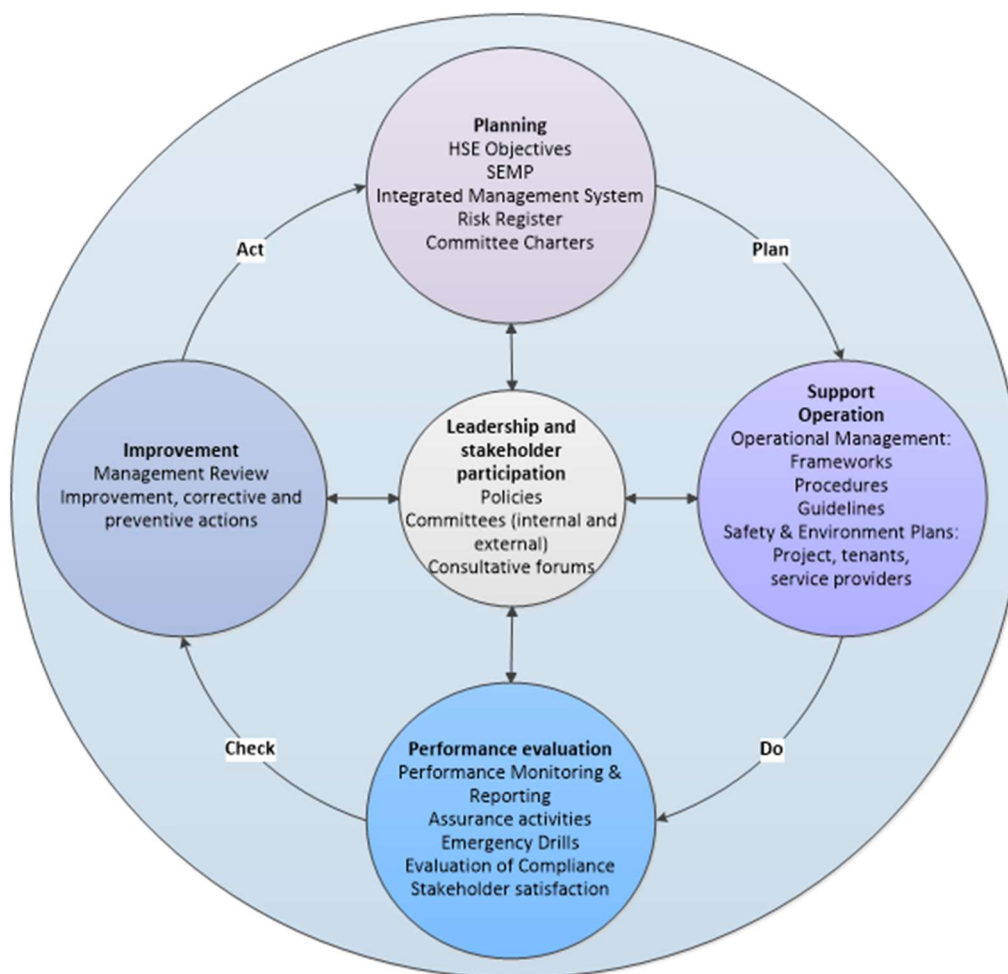


Figure 1 – Integrated Management System



The key system elements are summarised below:

| Element | Metric |
|--|---|
| SEMP | The SEMP provides a tool for PoM to work through key safety, environment and emergency management activities with its stakeholders. The SEMP is published on PoM’s website (www.portofmelbourne.com). |
| Port Activity Map | 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). |
| Safety and Environment Management Systems | Certification of the IMS 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 ensures a systematic approach to PoM’s management of safety and the environment. |
| Risk Management | PoM’s Enterprise Risk Management Framework (ERMF) includes operational safety and environment risk registers which are regularly reviewed by PoM Management. |

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"> • 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 • Ensure emergency incidents are coordinated through a central point via Ports Victoria’s Vessel Traffic Services (VTS) at Ports Victoria’s Port Operations Control Centre • Ensure incidents are recorded and managed within a central database and subject to management reviews, investigations and reporting • Conduct appropriate safety and environmental inspections and maintenance works • Provide contracted security services within the port • Provide employee and contractor induction training to assist in advising of hazards or requirements at specific workplaces • Require third parties (e.g. 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 to help safeguard maritime transport in accordance with the Maritime, Transport and Offshore Facilities Security Act 2003 (Commonwealth) and supporting Regulations (refer Section 10) • PoM’s Emergency Management Plan that provides guidance to effectively discharge its emergency management responsibilities (refer Section 11) • Site Evacuation Plans to 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 (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 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 www.portofmelbourne.com |

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 | Detail |
|--|---|
| Description of Port Areas | <p>The Port of Melbourne is Australia's largest container and general cargo port and is located at the north of Port Phillip Bay.</p> <p>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.</p> |
| Port of Melbourne Waters | <p>The Port of Melbourne waters cover an area of more than 1000 square kilometres, which include part of the Yarra River, Williamstown, Port Melbourne and South channels, Port Phillip entrance and three nautical miles to seaward from Port Phillip Heads.</p> <p>Figure 2 shows Port Phillip Bay and the boundaries of Port of Melbourne Waters and Figure 3 shows the ‘Port Phillip Channels and distances’.</p> |
| Port land and land use | <p>The Port of Melbourne occupies defined precincts in and adjacent to the Yarra River 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 Ports Victoria occupies the POCC on Figure 4.</p> <p>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.</p> |
| Ecologically significant areas | <p>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.</p> <p>Figure 6 shows the location of these ecologically significant areas.</p> |
| Dangerous goods and hazardous materials | <p>Figure 7 shows the location of Dangerous Goods storage and handling areas.</p> |

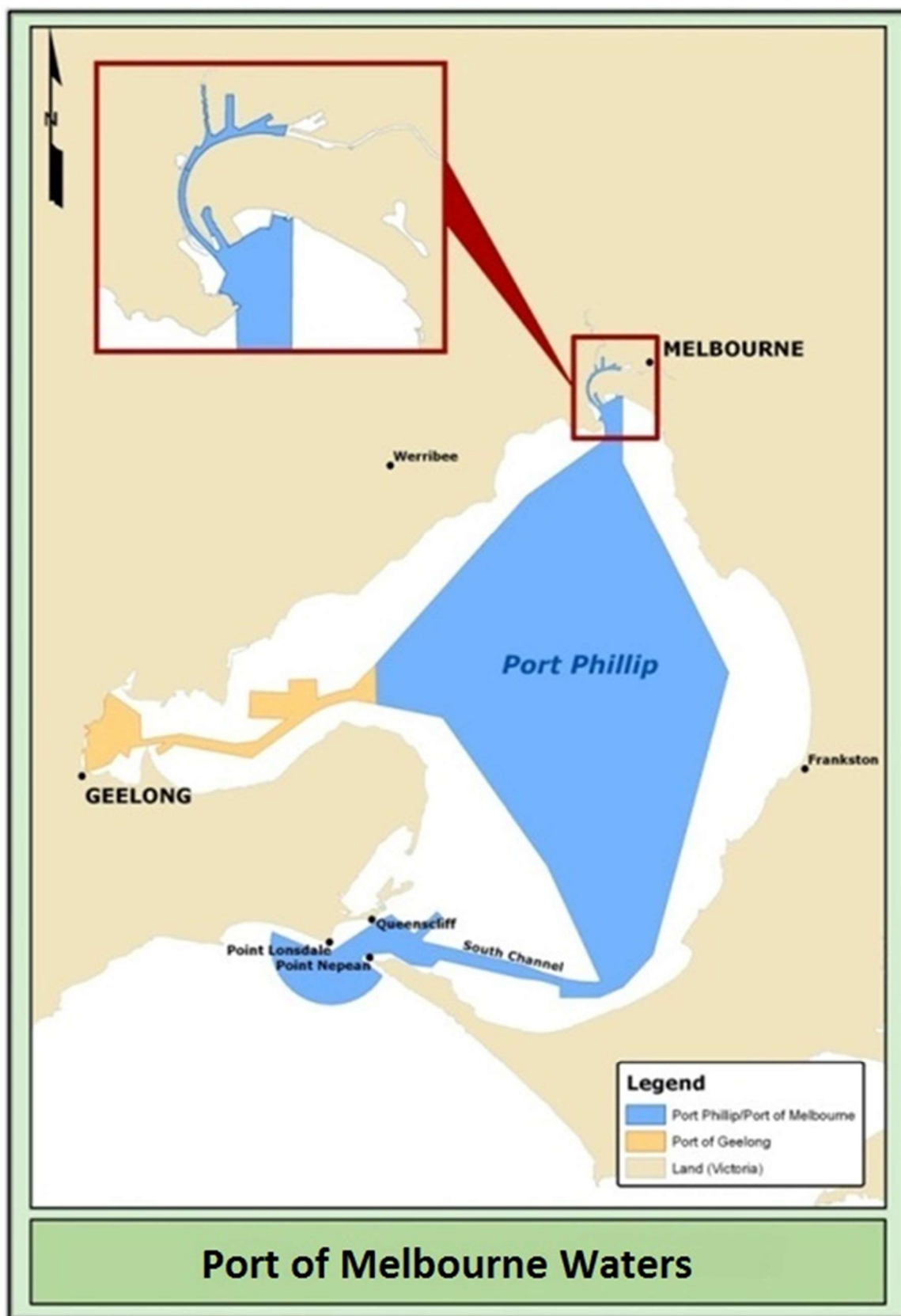


Figure 2 – Port of Melbourne Waters

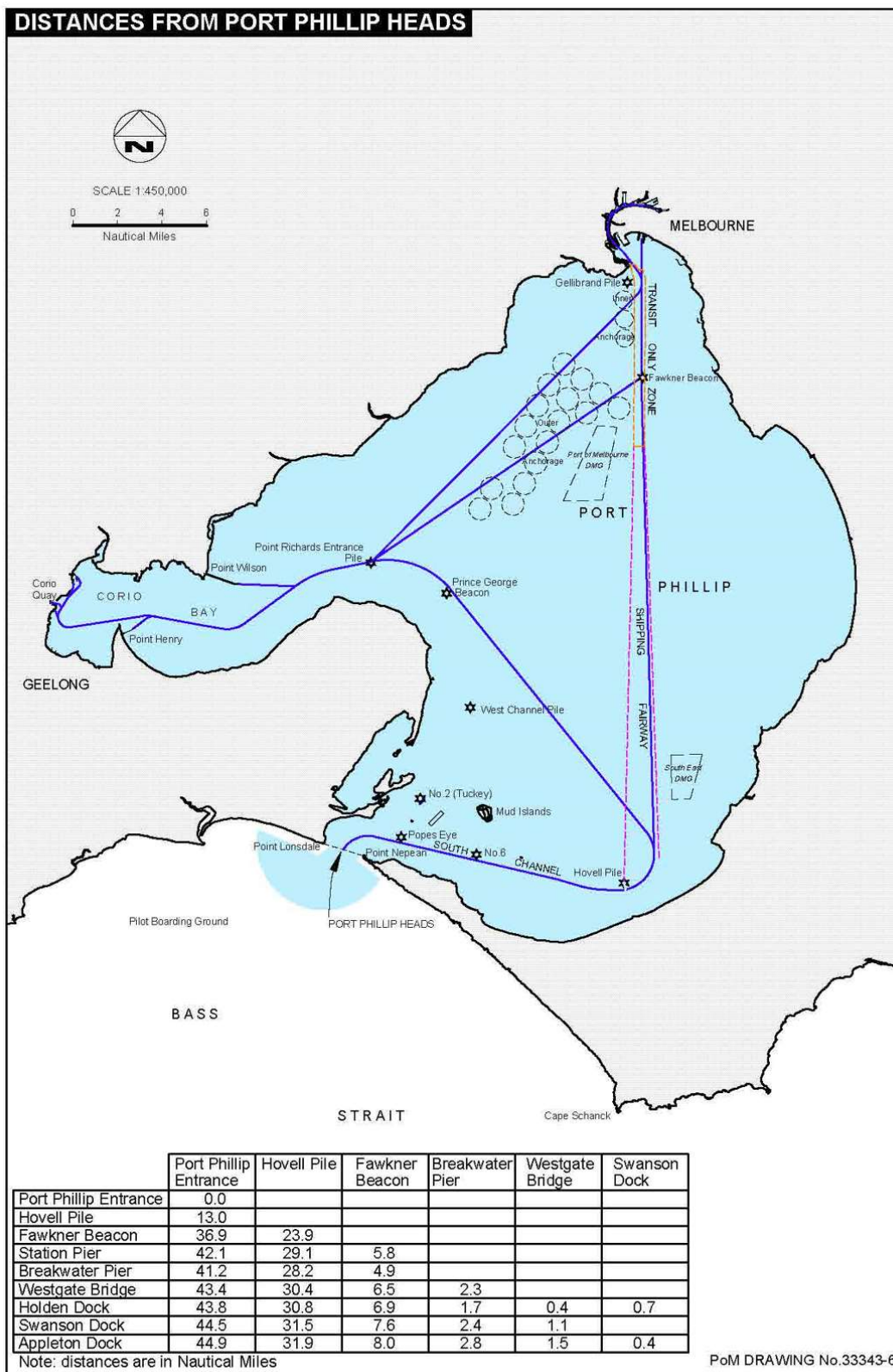


Figure 3 – Port Phillip Channels and Distances



Figure 4 – Port of Melbourne Land

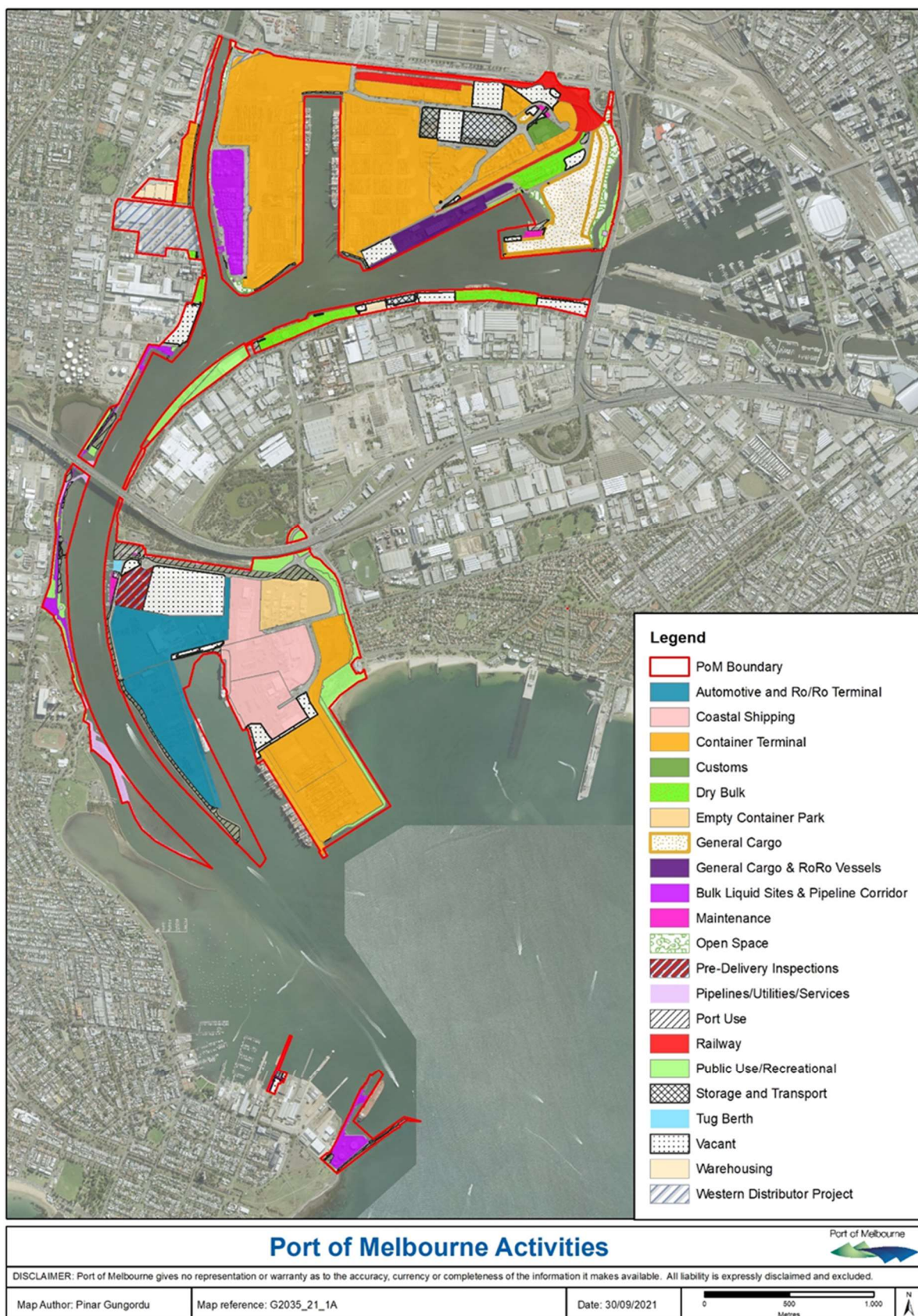


Figure 5 – Port of Melbourne Land Use and Activities

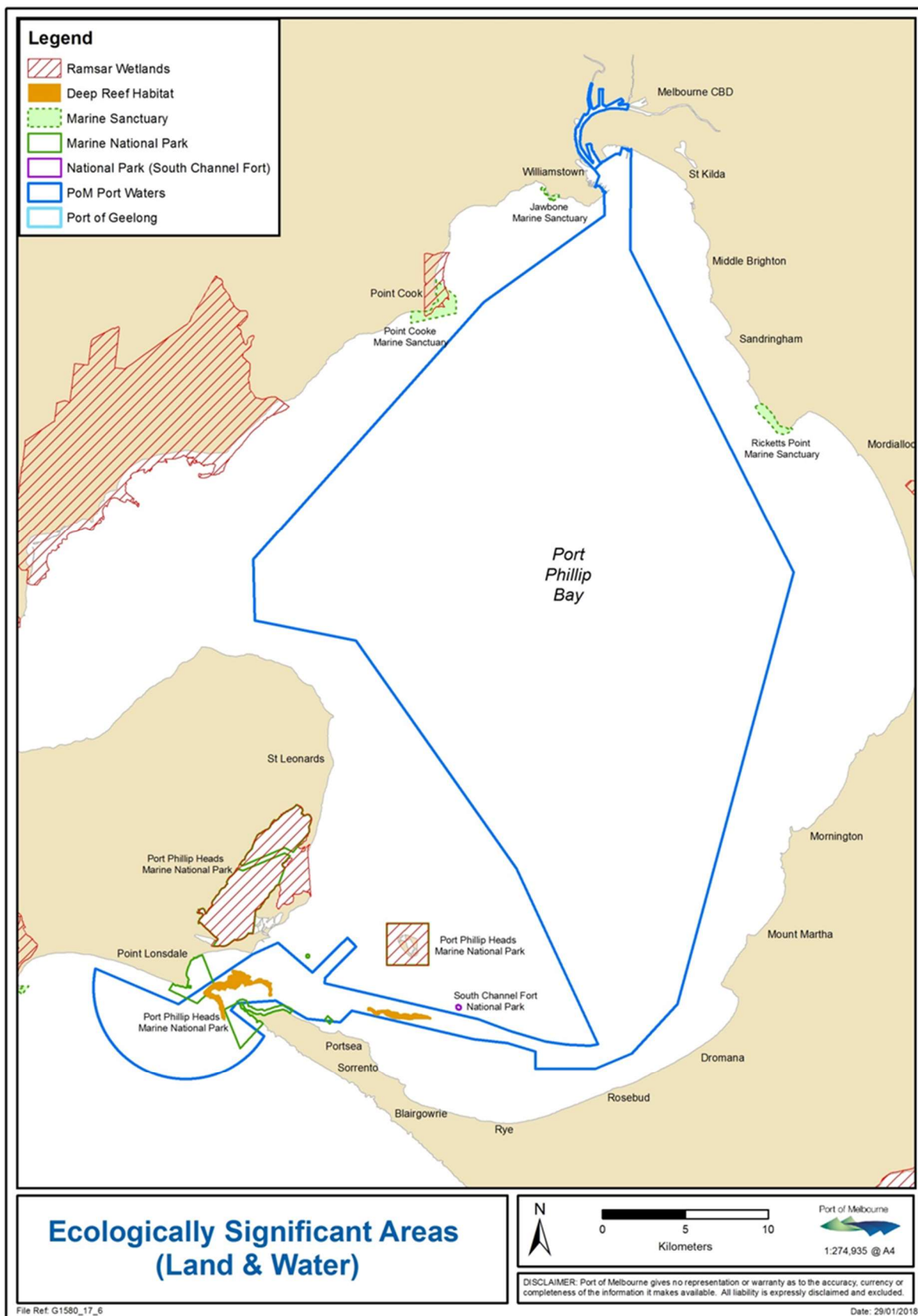


Figure 6 – Ecologically Significant Areas (Land and Water)

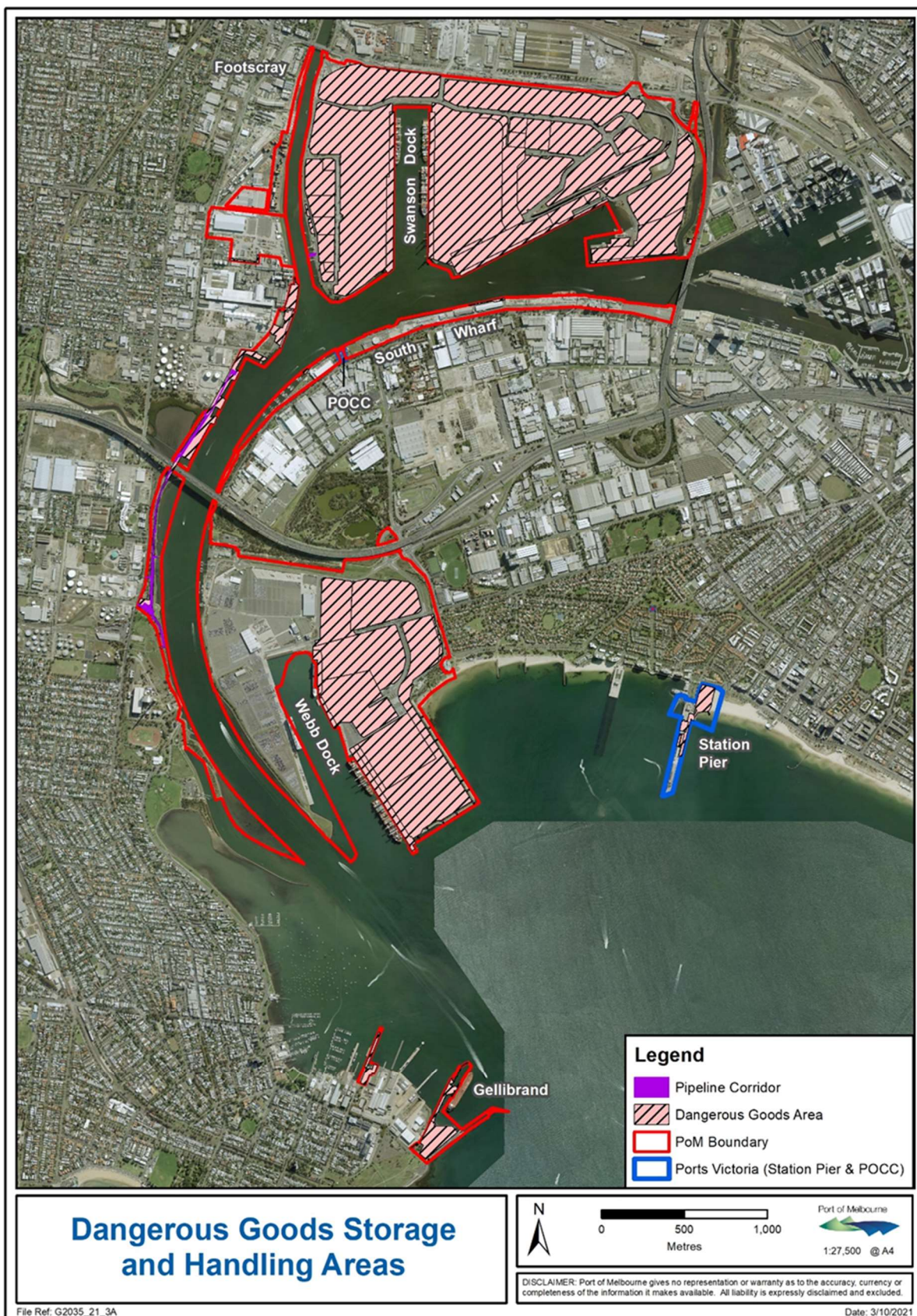


Figure 7 – Dangerous Goods Storage and Handling Areas



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 Ports Victoria 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 September 2021) |
|------------------------------------|--|---|
| B, C, D and E Appleton Dock | Multi-purpose general cargo 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 has priority berthing |
| Appleton Dock | Empty container terminal and rail logistics | Zed Group Australia Pty Ltd |
| Gellibrand Pier | Bulk liquid terminal for import/export and storage of refined petroleum products. Pipeline connection to Altona terminal | Mobil Refining Australia Pty Ltd Jemena Electricity Networks (Vic) Ltd |
| Holden Dock | Bulk liquid terminal import/export of refined petroleum products. Off port land storage facilities | PoM Common User Facility |
| Maribyrnong 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 |
| 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 | Myer Timber Strang Systems |
| 32 South Wharf | Concrete batching plants and Storage of blast furnace slag) | Hy-Tec Industries (Victoria) Pty Ltd Steel Cement Pty Ltd |
| 33 South Wharf | Dry bulk cargo terminal. | PoM Common User Facility Cement Australia Pty Ltd |



| Berth | Port Users Include | Tenant / Licensees and Users (at September 2021) |
|--|--|--|
| 1, 2, 3 and 4 Swanson Dock East | International container terminal storage and handling | Patrick Stevedores Pty Ltd |
| 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 Steel Cement IXOM Pty Ltd |
| Station Pier (Ports Victoria) | Coastal shipping, cruise ship passenger and Navy vessel terminal | Ports Victoria 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 |
| Webb Dock West | Automotive pre-delivery inspections | Prixcar Services Pty Ltd |



| Berth/Area | Key Activities with Dangerous Goods | Key Tenants, Licensees and Users (at September 2021) |
|--|---|--|
| Coode Island Precinct | <p>Bulk liquids (chemical and food-grade products) including Dangerous Goods are imported and exported.</p> <p>Coode Island is a transit storage facility for imported and exported hazardous and non-hazardous chemical and food grade bulk liquid products.</p> | <p>Stolthaven Coode Island Pty Ltd</p> <p>Anchor Tank Pty Ltd</p> <p>Grain Corp Liquid Terminals (Australia) Pty Ltd (Quantem)</p> <p>Gordon Brandon (Victoria) Proprietary Limited</p> <p>Terminals Pty Ltd (Quantem)</p> |
| Gellibrand Pier - Williamstown | Gellibrand Pier is used for importing crude oils and exporting crude oil derivatives | Mobil Refining Australia Pty Ltd |
| Holden Dock – Yarraville | <p>Holden Dock is a bulk liquid common user berth and is used by four oil companies who import and export refined petroleum products.</p> <p>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).</p> | <p>Mobil Oil Australia Ltd</p> <p>Mobil Refining Australia Pty Ltd</p> <p>Viva Energy Australia Pty Ltd</p> <p>BP Australia Pty Ltd</p> <p>Ampol Petroleum Pty Ltd</p> |
| 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. | <p>DP World Melbourne Ltd</p> <p>Patrick Stevedores Pty Ltd</p> |
| Webb Dock | Minor quantities are handled in shipping containers. | <p>Toll Shipping</p> <p>SeaRoad Shipping</p> <p>VICT</p> |
| 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 (Ports Victoria) |
| <p>Bulk liquid pipelines at:</p> <ul style="list-style-type: none"> • No. 1 Maribyrnong • Gellibrand Pier • Holden Dock • Newport • 6 Yarraville | Bulk liquid dangerous goods transfer pipes. | <p>Ixom Pty Ltd</p> <p>Stolthaven Coode Island Pty Ltd</p> <p>Anchor Tank Pty Ltd</p> <p>Grain Corp Liquid Terminals (Australia) Pty Ltd (Quantem)</p> <p>Gordon Brandon (Victoria) Proprietary Limited</p> <p>Terminals Pty Ltd (Quantem)</p> <p>APA Gasnet Australia (Operations) Pty Ltd</p> <p>Mobil Oil Australia Ltd</p> <p>Mobil Refining Australia Pty Ltd</p> <p>Viva Energy Australia Pty Ltd</p> <p>BP Australia Pty Ltd</p> <p>Ampol Petroleum Pty Ltd</p> <p>WAG Pipeline Pty Ltd</p> |



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

Ports Victoria 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

Ports Victoria’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 for the current Port Information Guide).

| 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 Ausport Marine |
| Lines Boats | LW Marine Launches Pty Ltd Steve Turner Port Services |
| Bunkering (by Sea) | Viva Energy via vessel ICS Reliance |
| 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.

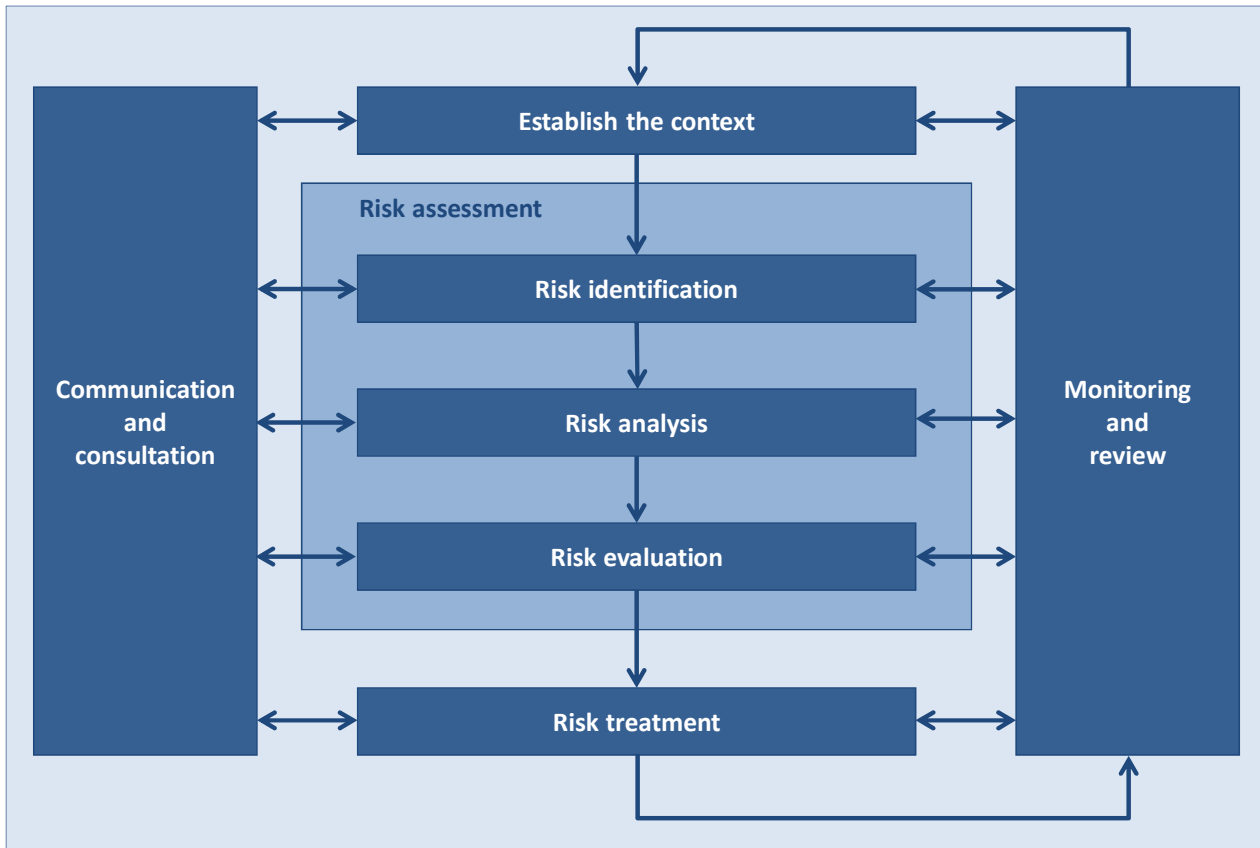


Figure 8 – Risk management methodology



| 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 Ports Victoria. 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 Ports Victoria
- the person(s) or parties responsible for implementing the treatment measures and strategies

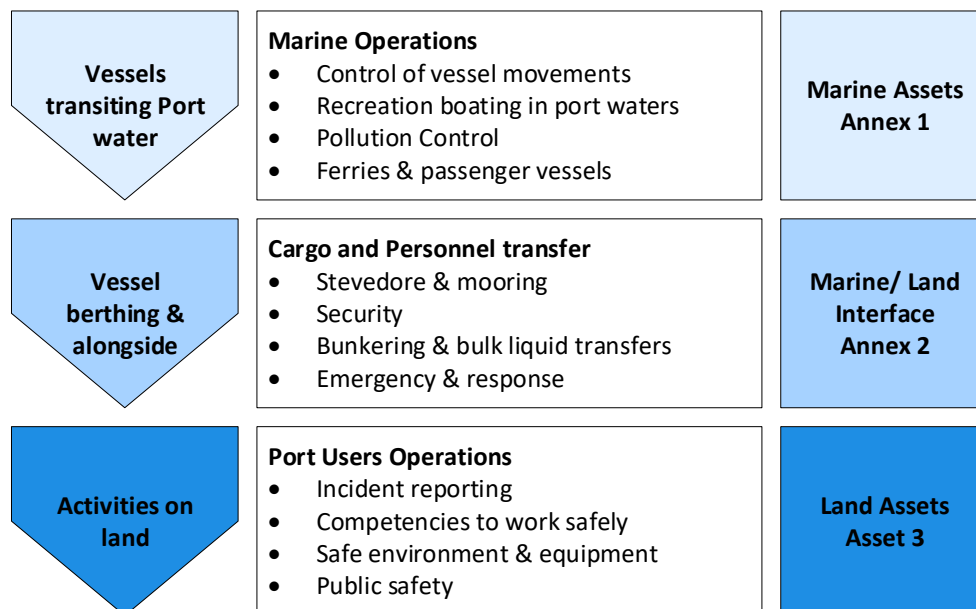


Figure 9 – Overview of Port Activity Map

The activities relating to activities on land (with the exception of the land/water interface activities identified as the responsibility of Ports Victoria) 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). The MSP is the primary mechanism for outlining the security practices necessary to protect PoM’s people and assets.



11. Emergency Management

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

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 & Emergency Manager | <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 | PoM undertakes external consultation with Ports Victoria 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. The forum is jointly chaired by PoM and Ports Victoria. |
| Review of the SEMP and SEMP Annual Report | 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. |
| Endorsement of the SEMP | EGM Operations |
| SEMP Publication and Availability | <p>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.</p> <p>The SEMP is published on PoM’s website www.portofmelbourne.com</p> |
| SEMP Auditing | <p>In May 2019 PoM’s (2018) SEMP was externally audited by an environmental auditor (Brian Eva of Eva & Associates) approved by the Minister for Ports. The auditors finding were:</p> <p>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.</p> <p>The PoM SEMP adequately provides for the matters required by s.91G of the PMA.</p> <p>In the context of the scope of the audit, PoM as Port Manager, is complying with the documented PoM SEMP, 2018.</p> <p>As per the PMA, the next audit will be undertaken in 2022.</p> |



14. SEMP Consultation and Communication

| Consultation Forum | Details |
|-------------------------------|---|
| PoM and Ports Victoria | PoM meets on a regular basis with Ports Victoria to share safety, emergency and environmental information to increase the robustness of hazard identification and assessment. |
| PoMHSECF | <p>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.</p> <p>PoM and Ports Victoria jointly chair the PoMHSECF.</p> |
| 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 • Port Phillip Region Marine Pollution Contingency Plan Committee • VICPLAN – State Operational and Management Committees • Regional Emergency Management Planning Committees • Municipal Emergency Management Planning Committees • Stakeholder meetings • Shipping Terminal Management meetings (Bulk Liquid) • Development Planning • Meetings with Regulators e.g. Australian Maritime Safety Australia (AMSA), Transport Safety Victoria (TSV), WorkSafe Victoria, Environment Protection Authority of Victoria (EPA) • Community and Resident Group meetings • Local Council Consultative Meetings • Ports Australia Forums (Planning and Environment, Health and Safety). • Noise Management Committee |

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"> • loss of life or serious injuries • economic loss • environmental harm <p>Hazards include vessel collision or grounding</p> | Provision of safe shipping and navigation systems and controls | Ports Victoria | Review and update VTS Operations, Harbour Masters Directions and Port Information Guide as required | Ports Victoria |
| | | | External parties dedicated roles and responsibilities | MSV | Regulation of Marine Safety Act 2010 (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 Ports Victoria 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 | <p>Shipping and navigational incidents may involve the following consequences:</p> <ul style="list-style-type: none"> • loss of life or serious injury • economic loss • environmental harm <p>Hazards include vessel collisions, damage, pollution events or excessive noise generation</p> | Provide an ongoing “Steer Clear”, or equivalent, promotion and enforcement campaign | Ports Victoria | Maintain an appropriate education and enforcement program for users of the port to keep clear of commercial vessels. | Ports Victoria | |
| | | | 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 | | <p>Shipping and navigational incidents may involve the following consequences:</p> <ul style="list-style-type: none"> • loss of life or serious injury • economic loss • environmental harm <p>Hazards include vessel collisions, damage, pollution events or excessive noise generation</p> | External parties dedicated roles and responsibilities | Department of Agriculture and Water Resources (DAWR) | Ballast Water Management | 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 |
| | | | | | Provide management programs to protect the marine environment and other waters from pollution by oil and noxious substances | Ports Victoria | Provide Incident Controller services for Tier 1 pollution events |
| | 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 | Ports Victoria | Provide for safe operations and facilities at Station Pier for passengers, cruise ships and TT Line operations | Ports Victoria | |

Annexure 2: Port Activities – Marine / Land Interface

| Significant Activity | Key Risk Area | Nature of Risk | Strategy or 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 Maritime Transport and Offshore Facilities Security Act 2003 (excl. Station Pier) | PoM Manager Security and Emergency Response |
| | | | | Ports Victoria | Ensure compliance of Station Pier with Maritime Transport and Offshore Facilities Security Act 2003 | Ports Victoria |
| | 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 | Ports Victoria | Monitor and audit dangerous goods, bunkering and bulk liquid transfers | Ports Victoria |
| | Preventing incidents during stevedoring and mooring activities | Risks associated with mooring and stevedoring may include: <ul style="list-style-type: none"> 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 External parties dedicated roles and responsibilities | 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 |
| | Condition of berth and associated infrastructure | Structural failure of asset(s) leading to sever 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: <ul style="list-style-type: none"> loss of life or serious injuries damage to property and equipment operational disruption | Provide Port Authorised Officer(s) (PAO) to monitor hazardous port activities | Ports Victoria | Maintain risk-based assurance inspection and compliance monitoring program | Ports Victoria |
| | | | | 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 | Strategy or Risk Treatment | Parties involved | Role | Treatment Allocation |
|---|--|--|---|------------------|---|---|
| Commercial vessels during berthing and at berth | Planning and responding to safety and emergency events | <p>Operational risks with dangerous goods and bunkering may include:</p> <ul style="list-style-type: none"> loss of life or serious injuries damage to property and equipment operational disruption <p>Hazards include pollution, mechanical failure, fire/explosion</p> | Implementation of Emergency Management Planning in consultation with stakeholders | Ports Victoria | Protect staff and stakeholders by ensuring preparedness and an appropriate response to a range of potential emergencies. | Ports Victoria |
| | | | Implementation of relevant Ports Victoria 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 | Ports Victoria | Report incident and hazards and implement appropriate corrective actions to reduce risks | Ports Victoria |
| | | | | PoM | | |
| | | | Coordinate the integration of site, port and state emergency plans including response capabilities via the MPEMPC | Ports Victoria | Test the resilience of the MPEMP and integration with state emergency management plans | Ports Victoria |
| | | | | 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 | Strategy or Risk Treatment | Parties involved | Role | Treatment Allocation |
|---------------------------------|---|---|---|---|--|---|
| Security/ Port Asset Management | Significant environmental incidents | Workplace OHS&E is a high level corporate risk and may involve: <ul style="list-style-type: none"> loss of life or serious injuries damage to property and equipment operational disruption | Undertake appropriate OHS&E assurance and due diligence activities | Ports Victoria | Conduct appropriate due diligence activities for air, noise, land and marine environments as required Noise Management Program(s) | Ports Victoria |
| | | | | PoM | | PoM Head of Safety, Security and Emergency Management |
| | Planning and responding to emergency events | Hazards include pollution, excessive noise generation, construction activities, security incidents, maintenance works | Victorian Critical Infrastructure Resilience Arrangements | Ports Victoria | Maintain obligations to Critical Infrastructure Arrangements as appropriate | Ports Victoria |
| | | | | PoM | | PoM Manager Security and Emergency Response |
| | Provision of security services | Workplace OHS&E and Security is a high level corporate risk and may involve: <ul style="list-style-type: none"> 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. | Ports Victoria | Implement Station Pier Security requirements | Ports Victoria |
| | | | Maintain an appropriate hazard and incident reporting system | Department of Home Affairs and Maritime Security Division | Regulation and enforcement of the Maritime Transport and Offshore Facilities Security Act 2003 and Regulations. | Responsible Authority |
| | Managing legislative compliance for safety in the workplace | | | Maintain an appropriate Safety Management System | Ports Victoria | Maintain appropriate site assurance and inspection programs |
| | | | PoM | | PoM Head of Safety, Security and Emergency Management | |
| | Managing legislative compliance for safety in the workplace | | Maintain an appropriate Safety Management System | Ports Victoria | Maintain appropriate risk based safety management and training systems | Ports Victoria |
| PoM | | | | PoM Head of Safety, Security and Emergency Management | | |
| | | | WorkSafe Victoria | Regulation of health, safety and welfare in the workplace and Dangerous Goods management. | Responsible Authority | |

Annexure 4: ISO Certificates



