



# **Class 1 Dangerous Goods Management Plan – Port of Melbourne**

DECEMBER 2024

## Revision history

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## Approval history

Date	Name and title	Signature
July 2022	C Strawbridge, GM HSE, Emergency Management and Risk	
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## Document Location:

The most up-to-date document and central source for referenced forms and additional guidelines can be located on the Ports Victoria website at <http://www.ports.vic.gov.au>

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## Foreword

The purpose of this Ports Victoria Class 1 Dangerous Goods - Management Plan (the plan) is to provide guidance to a Master of a vessel, ship managers, terminal operators, Port of Melbourne Operations (Port of Melbourne) and other relevant parties on the responsibilities for the safe transfer and handling of Class 1 Dangerous Goods (explosives) as defined in the Dangerous Goods Act 1985 (Vic) in the port of Melbourne (the port).

The plan is to be carried out in compliance with:

- Dangerous Goods Act 1985 (Vic) (the Act)
- Dangerous Goods (Explosives) Regulations 2022 (Vic) (the regulations); and
- Australian Standard 3846:2005 - The handling and transport of dangerous cargoes in port areas (AS 3846).

With the introduction of the regulations, WorkSafe Victoria requires that all parties involved in the handling and transport of Class 1 Dangerous Goods through the port comply with Part 13 of the regulations and sections 2, 3 and 4 of AS 3846.

The parties involved in the safe handling and transport of Class 1 Dangerous Goods through the port all have areas of responsibility aligned with the activities they manage including the following mandatory safety requirements:

- The Ship manager/Master of the vessel must provide accurate timely information on the Class 1 Dangerous Goods to be shipped via Ports Victoria's 'Dangerous Goods Hub' (DG Hub) system at least 24 hours before loading onto the vessel.
- The Ship Manager/Master of the vessel and the Terminal Operator must ensure compliant compatibility and mixed stowage requirements by vessels in port areas to meet the requirements of AS 3846 including Table 4.1.
- The Ship Manager/Master of the vessel and the Terminal Operator must ensure the separation distances from protected places and vessels carrying Class 1 Dangerous Goods meet the requirements of AS 3846 including Table 4.2.
- Emergency management plans determined, implemented, and tested to manage any potential emergency scenario.
- Assurance and/or monitoring programs to be undertaken by all stakeholders to check the application and compliance of the procedures as detailed in the plan.

Notes:

Contravention of a regulation may constitute an offence under Section 45 of the Act.

Ports Victoria and/or the Port of Melbourne reserves the right at any time to refuse or restrict the passage of goods deemed to be dangerous or hazardous through the port.

# 1. Introduction

## 1.1. Scope

The scope of the plan is for those Class 1 Dangerous Goods that are covered by the regulations and detailed in the relevant sections of AS 3846.

In summary, the requirements for the safe vessel operation, handling and transport of Class 1 Dangerous Goods are for quantities greater than 25 kg net explosive quantity (NEQ).

## 1.2. Requirements

All Class 1 Dangerous Goods on vessels either transiting through the port or at berth, or being handled by Terminal Operators in the port, must be managed in accordance with the requirements of this plan and the Dangerous Goods regulations.

## 1.3. Definitions

### AEC

Australian Code for the Transport of Explosives by Road and Rail.

### AS 3846

Australian Standard (AS) 3846-2005: The handling and transport of dangerous cargoes in port areas.

### AS/NZS ISO 31000-2018

AS/New Zealand Standard (NZS) International Standards Organisation (ISO) 31000-2018 Risk management – Principles and guidelines.

### Berth

Any dock, pier, jetty, quay, wharf, marine terminal, or similar structure (whether floating or not) at which a vessel may berth. It includes any plant or premises, other than a vessel, used for the purposes of loading or unloading of Class 1 Dangerous Goods.

### Classification Code

Code assigned to an explosive, a combination of the

number of the Hazard Division to which the explosive belongs followed by the letter of the Compatibility Group to which the explosive belongs, as determined in accordance with the AEC.

### Compatibility Group

The letter which follows the Hazard Division Number in the Classification Code of an explosive, and which is used to identify the kinds of explosive substances and articles that are taken, as a result of testing, to be compatible for transport or storage purposes.

### DG Hub

Ports Victoria's Dangerous Goods Notification system

### Exclusion Zone

The area defined by the separation distances clear of any protected places adjacent to a vessel carrying Class 1 Dangerous Goods as per AS 3846 Table 4.2 (Appendix A).

## Form 5

Document used to declare the pre-loading of Class 1 (Explosives) greater than 25 kg NEQ. This mandatory document is used to communicate to Ports Victoria the details required to transfer and handle Class 1 Dangerous Goods in the Port of Melbourne.

Form 5 is available at:

<https://ports.vic.gov.au/marine-operations/port-of-melbourne/dangerous-goods/>

## Handling

The operation of loading or unloading of a ship, railway wagon, vehicle, freight container or other means of transport, transfer to, from or within a warehouse or terminal area or within a ship or transshipment between ships or other modes of transport and includes intermediate keeping, i.e., the temporary storage of dangerous cargo in the port area during its transport from the point of origin to its destination for the purpose of changing the modes or means of transport (IMO).

## Management Plan Agreement

A general obligation on a terminal operator to manage the operations of the port which they lease or licence and which specifically deals with the Dangerous Goods (Explosives) Regulations 2022.

## MARSEC

MARSEC (Maritime Security) is the security system (alert state) designed to easily communicate to the maritime industry pre-planned scalable responses for credible threats.

## MVTS

Melbourne Vessel Traffic Services.

## NEQ

Net Explosive Quantity - the mass of explosives contained in an explosive. Also known as Net Explosive Content (NEC).

## Packaging

One or more receptacles and any other components or materials necessary for the receptacles to perform their containment and other safety functions.

## Port of Melbourne Operations (Port of Melbourne)

The private operator of the Port of Melbourne commercial operations following the conclusion of the Port of Melbourne Lease Transaction in 2016.

## Port of Melbourne DPAO

A Port of Melbourne Duty Port Authorised Officer tasked with monitoring Hazardous Port Activities on Port of Melbourne controlled areas is carried out in accordance with the conditions of the issued authority.

## Protected Places

Any of the following:

- a. A dwelling, place of worship, public building, school or college, hospital, theatre or any building or open area in which persons are accustomed to assembling, whether within or outside the port area.
- b. A factory, workshop, office, store, warehouse, shop or building where people are employed that is outside the boundary of the site where the Class 1 Dangerous Goods are handled.
- c. A vessel lying at permanent berthing facilities.
- d. Any storage facility for dangerous cargo that is outside the property boundary of the port area, except those defined as minor storages in other standards or regulations.

## Ship Manager

Ship manager is the registered agent (individual or company) who will be managing the day-to-day activities of the ship.

## Terminal Operator

The manager/operator of the Terminal at which Dangerous Goods are to be stored, loaded onto or unloaded from ships.

## Ports Victoria

Established on 1 July 2021, Ports Victoria is a statutory authority. Its statutory objects, powers and functions are carried out under the *Transport Integration Act 2010* (Vic) and are the combined objects, powers, and functions of the former Victorian Ports Corporation (Melbourne) and the Victorian Regional Channels Authority.

## Ports Victoria Duty Port Authorised Officer (DPAO)

A Ports Victoria officer tasked with issuing authorities and monitoring that Hazardous Port activities on port land and in port waters are carried out in accordance with the conditions of the issued authority.

## Water Side

Vessel side nearest the seaward side when at berth.

### 1.4. Referenced documents

- Dangerous Goods Act 1985 (Vic)
- Port Management Act 1995 (Vic)
- Marine Safety Act 2010 (Vic)
- Dangerous Goods (Explosives) Regulations 2022 (Vic)
- International Maritime Dangerous Goods Code Edition 2022 and supplements, including amendments
- AS 3846: 2005 - The handling and transport of dangerous cargoes in port areas
- AS/NZS ISO 31000-2018 Risk management – Principles and guidelines

## 2. Hazard and risk management

Hazard and risk management principles consistent with AS/NZS ISO 31000-2018 Risk Management inform the principals and guidelines used when developing the plan for the handling of Class 1 Dangerous Goods through the port.

In some circumstances, supplementary or augmented procedures may be required by those responsible for the handling and transiting through the port of Class 1 Dangerous Goods and will occur via further risk assessment conducted by the terminal operator.

The operational requirements for the most likely risks are identified in the plan.

Risk management is required to be an ongoing process for all stakeholders and consists of both formal and informal processes.

To safeguard ongoing compliance all parties must demonstrate diligence in regularly monitoring their operational responsibilities, compliance with the regulations, AS 3846 and the plan (Refer Appendix B for compliance matrix).

### 2.1. Monitoring and review

One of the critical factors in the risk management process is the establishment of ongoing monitoring and review to account for changes in circumstances.

Factors that may affect the assessment of a risk may alter, as may factors that affect the suitability or cost of risk reduction measures. It is therefore important that the process of identification, analysis and evaluation is repeated on a regular basis to reassess each risk.

## 2.2. Communication and consultation

Communication and consultation between all stakeholders throughout the Dangerous Goods handling process are fundamental to the risk management process. It is important to establish that all those who are involved have a common understanding of the basis on which decisions are made.

## 3. Compliance

The plan was developed to comply at a minimum with the regulations and referenced sections of AS 3846. To provide ongoing compliance all parties must demonstrate diligence in regularly monitoring their operational responsibilities, compliance with the regulations, AS 3846 and the plan. See Appendix B for compliance matrix.

## 4. Heightened security level

The plan operates at MARSEC Level 1. At any other MARSEC level, the transfer and handling of Class 1 Dangerous Goods will be reassessed in consultation with all relevant stakeholders including government agencies.

## 5. Responsibilities of Parties

Parties with key responsibilities under the plan are as follows:

### 5.1. Ship manager/Master of the vessel

- Must provide accurate timely information on the Class 1 Dangerous Goods via Ports Victoria's 'Dangerous Goods Hub' (DG Hub) to be shipped – this information is to be supplied at least 24 hours before loading.
- Must complete Form 5 (Part 1) notifying Ports Victoria and the terminal operator of a cargo of Class 1 Dangerous Goods greater than 25 kg NEQ intended to be handled and transported on a vessel wishing to berth at the port before they are loaded.
- 24 hours before the Estimated Time of Arrival (ETA) at the port by sea, road or rail, must reconfirm with Ports Victoria and the terminal operator that the Class 1 Dangerous Goods are stowed on board in accordance with AS 3846, the plan and endorsed Form 5.
- At berth, the Class 1 Dangerous Goods must be handled and transported as per AS 3846 and the International Maritime Dangerous Goods Code (IMDG) code.
- Must berth the vessel in compliance with agreed vessel and berth separation distances.

### 5.2. Terminal operator

- Must determine the separation distances to protected places as per the regulations and AS 3486.
- Confirm to Ports Victoria that full compliance with the regulations and AS 3846 (Form 5, Part 2) is achieved.
- Have in place an emergency management plan that meets the requirements of the regulations, AS 3846 and the plan.



### 5.3. Ports Victoria

- Approve/endorse shipping movements and berthing arrangements in the port.
- Collate and review DG Hub and Form 5 notification information including separation distance compliance and deny entry of vessels for non-compliances.
- Notify Port of Melbourne when a Form 5 is endorsed.
- Monitor water side exclusion zones during handling of Class 1 Dangerous Goods.
- Monitor compliance by the Ship Manager/master of the vessel and the Terminal Operator through an assurance process.
- Conduct ongoing and annual reviews of the plan with Port of Melbourne.

### 5.4. Port of Melbourne

- Monitor information on dangerous goods in the port via DG Hub.
- Where necessary notify neighbouring landside properties if they are affected by exclusion zones.
- Conduct ongoing and annual reviews of the plan with Ports Victoria.
- Ports Victoria reserves the right at any time to refuse or restrict the passage of goods deemed to be dangerous or hazardous through the port.

### 5.5. Victorian WorkCover Authority

WorkSafe Victoria is a trading name of the Victorian WorkCover Authority. WorkSafe Victoria is the state regulatory authority empowered to enforce and regulate Victoria's occupational health and safety laws including the regulations.

## 6. Procedures

The plan requires that all relevant parties communicate using the Form 5. The responsibilities and workflow are discussed in the following section of the plan and Appendix B.

The plan consists of a process with procedural requirements in each step, managed by Form 5 Declaration, for pre-loading of Class 1 (Explosives) greater than 25 kg NEQ.

The steps are:

- Notification to Ports Victoria via DG Hub through completion of a Form 5 and provision of a Dangerous Goods Manifest as per the requirements of Section 3, AS 3846 (24 hours).
- Handling of Class 1 Dangerous Goods in port areas as per regulations and AS 3846.
- Monitoring and assurance.

### 6.1. Notification

#### 6.1.1. DG Hub

DG Hub is Ports Victoria's communication portal for advance notification of all dangerous goods being handled or transported through the port

The Ship manager/master of a vessel must notify Ports Victoria of the dangerous goods being handled or transported in the port using DG Hub at least 24 hours before entry to the port.

Failure to notify Ports Victoria may lead to an infringement or prosecution under the Port Management Act and/or Dangerous Goods Regulations.

Failure to comply may result in the vessel being denied entry to the port or, if at a berth, immediate removal to the Outer Anchorage.

### 6.1.2. Ship manager/master of the vessel

The ship manager/master of the vessel is to notify Ports Victoria and the terminal operator using the Form 5 (Part 1) when they become aware of the requirement to load Class 1 Dangerous Goods greater than 25 kg NEQ of any division on board a vessel planning to berth in the port.

Note:

- Failure to comply may result in the vessel being denied entry to the port or, if at a berth, immediate removal to Outer Anchorage by Ports Victoria (i.e., the Harbour Master and/or Vessel Traffic Services).

#### 6.1.2.1. STEP 1 – PROCESS SUMMARY

Output	Responsible	Schedule	Recipient
Form 5 (Part 1) Risk Assessment	Ship manager Master of the vessel	Before loading Class 1 Dangerous Goods greater than 25 kg NEQ of any division on board a vessel planning to berth in the port.	Terminal operator and Ports Victoria

### 6.1.3. Terminal operator

The terminal operator on receipt of the Form 5 must confirm and declare to Ports Victoria that the Class 1 Dangerous Goods will meet the separation distance to protected places in the port.

The terminal operator shall also confirm that the terminal has in place a management plan for the safe handling and transport of all Dangerous Goods including Class 1 Dangerous Goods.

The terminal operator completes Part 2 of the Form 5, which is returned to Ports Victoria with Parts 1 and 2 completed.

- The terminal operator is responsible for convening and undertaking a risk assessment where an exclusion zone is created that will impact port operations.
- The terminal operator must notify Ports Victoria and Port of Melbourne when a risk assessment is required to be undertaken.

Notes:

- The terminal operator reserves the right at any time to refuse Class 1 Dangerous Goods at their terminal.
- Failure to comply may result in the vessel being denied entry to the port or, if at a berth, immediate removal to Outer Anchorage.

## Step 2 – Process summary

Output	Responsible	Schedule	Recipient
Initial Notification Form 5 (Part 1) Risk Assessment	Ship manager Master of the vessel	Before loading Class 1 Dangerous Goods greater than 25 kg NEQ of any division on board a vessel planning to berth in the port.	Terminal operator Ports Victoria
Notification Form 5 (Part 2) Risk Assessment	Terminal operator	Before loading Class 1 Dangerous Goods greater than 25 kg NEQ of any division on board a vessel planning to berth in the port.	Ship manager Master of the vessel Ports Victoria

### 6.1.4. Ports Victoria

On receipt of a completed Form 5 (Parts 1 and 2), Ports Victoria will verify the Form against a Dangerous Goods Manifest in DG Hub:

- If the information contained in the Form 5 and the received DG manifest matches and an exclusion zone is created that will NOT impact port operations, Ports Victoria will endorse the Form 5 and send it to the terminal operator, the ship manager/master, and Port of Melbourne.
- If the information contained in the Form 5 and the received DG manifest does NOT match, or where an exclusion zone is created that WILL impact port operations, Ports Victoria will not endorse the Form 5 and will inform the terminal operator, the ship manager/master, and Port of Melbourne.

#### 6.1.4.1. STEP 3 – PROCESS SUMMARY

Output	Responsible	Schedule	Recipient
Initial issue Notification Form 5 (Part 1) Risk Assessment	Ship manager Master of the vessel	Before loading Class 1 Dangerous Goods greater than 25 kg NEQ of any division on board a vessel planning to berth in the port.	Terminal operator Ports Victoria
Notification Form 5 (Part 2) Risk Assessment	Terminal operator	Before loading Class 1 Dangerous Goods greater than 25 kg NEQ of any division on board a vessel planning to berth in the port.	Ship manager Master of the vessel Ports Victoria
Notification Form 5 (Part 3) Risk Assessment (Waterside)	Ports Victoria	Before loading Class 1 Dangerous Goods greater than 25 kg NEQ of any division on board a vessel planning to berth in the port.	Ship manager Master of the vessel Terminal operator Port of Melbourne

#### Note:

- Failure to comply may result in the vessel being denied entry to the port or, if at a berth, immediate removal to Outer Anchorage by the Harbour Master.

## 6.2. Handling of Class 1 Dangerous Goods in port areas

The ship manager/master of the vessel is required to stow Class 1 Dangerous Goods on board their vessel in compliance with requirements of:

- IMDG Code
- AS 3846 Table 4.1 – Permitted mixed stowage for dangerous goods of Class 1,
- AS 3846 Table 4.2 – Separation distance from ordinary berths to protected places
- AS 3846 Appendix F
- this plan.

For Class 1 Dangerous Goods in a quantity greater than 25 kg NEQ the ship manager/master of the vessel and the Terminal Operator must ensure the Class 1 Dangerous Goods are stowed on the berthing side of the vessel to give no water side exclusion zone.

Note:

- Failure to comply may result in the vessel being denied entry to the port or, if at a berth, immediate removal to Outer Anchorage.

### 6.2.1. Berthing arrangements

Ports Victoria and the terminal operator will determine the berthing arrangements based on, amongst other things, the information contained in the Form 5 and the compliance requirements of this plan and the regulations.

### 6.2.2. Separation distances

Where there is a separation distance between the Class 1 Dangerous Goods and protected places:

- less than the beam of the vessel, there is no impact on port operations other than meeting the requirements of the plan
- greater than the beam of the vessel, there may be an impact on port operations. In this case the terminal operator must convene a risk assessment including all affected parties that will determine any potential impacts and will be used to mitigate the risk by re-determining the berthing arrangement and vessel movements.

Note:

- Affected parties include the ship manager, terminal operators, near neighbours, wider shipping operations, Port of Melbourne and potentially WorkSafe Victoria if there is any risk to protected places on land.
- The separation distance is determined by the Ship manager/Master of the vessel and terminal operator using table 4.2 of AS 3846 and the distance is calculated from the stowage location and quantity of Class 1 Dangerous Goods on the vessel.
- Failure to comply may result in the vessel being denied entry to the port or, if at a berth, immediate removal to the Outer Anchorage.

### 6.2.3. Safety in port areas

The terminal operator, the ship manager and master of the vessel will ensure that the vessel berths as per the agreed berthing arrangements and the handling of Class 1 Dangerous Goods will comply with the requirements of Section 2 and Section 4 of AS 3846, the plan and Harbour Master's Directions.

Ports Victoria has responsibility for maintaining the separation distances clear of any protected places on the waterside of the vessel carrying Class 1 Dangerous Goods with the set exclusion zone created by the vessel at berth.

The terminal operator has the responsibility on the landside to monitor compliance as per Section 4.3, AS 3846.

Note:

- Failure to comply may result in the vessel being denied entry to the port or, if at a berth, immediate removal to the Outer Anchorage.

### 6.3. Monitoring and assurance

#### 6.3.1. Performance monitoring and assurance

The terminal operator must have in place a monitoring program that validates the handling of Class 1 Dangerous Goods from ship to terminal gate.

Ports Victoria has in place an assurance program that monitors the validity of the declaration (Form 5).

#### 6.3.2. Management review

Ports Victoria and Port of Melbourne will conduct a joint management review of the plan annually and will consult with industry on any changes that will materially change the plan.

### Appendix A: Table 4.2 (taken from AS 3846)

Net Explosive Quantity (NEQ) of explosives	Separation distances (m)			
	Division			
kg	1.1, 1.5, 1.6 (See Note 2)	1.2	1.3	1.4
25	10	50	10	10
50	25	50	10	10
100	33	50	10	10
200	52	52	10	10
300	68	68	10	10
400	82	82	10	10
500	95	95	10	10
1,000	150	150	10	10
1,500	191	191	10	10
2,000	240	210	10	10
2,500	257	220	87	10
3,000	284	225	92	10
4,000	350	235	105	10
5,000	380	245	110	10
7,500	424	265	125	10
10,000	480	280	140	10
15,000	546	300	158	10
20,000	610	320	175	10
25,000	650		186	10
30,000	689	340	199	10
40,000	762	360	218	10
50,000	820	375	240	20
75,000	940	400	273	20
100,000	1 040	410	300	20
150,000	1 180	410	345	20
200,000	1 300	410	375	20
250,000	1 400	410	405	20

Notes:

1. The separation distance for intermediate quantities of explosives may be obtained by linear interpolation from the two adjacent values.
2. For one type of article of Division 1.6, the total NEQ is that of one article. Where different types of articles of Division 1.6 are involved, the total NEQ of all articles should be used.
3. NEQ is referred to as NEC in the IMDG Code.
4. If dangerous cargoes of Class 1 (except 1.4S) are to be handled simultaneously with emulsion precursors, then the total quantity of these materials shall be considered as Class 1 and the relevant separation distances shall apply.
5. Where ammonium nitrate is to be handled simultaneously with explosives of Divisions 1.1, 1.5 or 1.6, and within the separation distances given in this table, then 50% of the quantity of ammonium nitrate shall be added to the explosives quantity to obtain the resultant NEQ, and the relevant separation distance shall apply.

**Appendix B: Compliance Matrix - Regulations/AS 3846**

Plan	Legislation	Australian Standard
Section	Dangerous Goods (Explosives) Regulations 2011 Part 13 - PORTS	AS 3846 – 2005 The handling and transport of dangerous cargo in port areas
5	168, 169, 170, 171, 172, 173	2, 3.2, 3.3, 4.3, 4.4, 4.5,
5.1	168, 169, 170	3.2, 3.3, 4.3, 4.4, 4.5, Table 4.2
5.1.1	168, 170	3.2, 3.3,
5.1.2	168, 169, 170	3.2, 3.3, 4.3, 4.4, 4.5, Table 4.2
5.1.3	168, 169, 170	3.2, 3.3, 4.3, 4.5, 4.5, Table 4.2
5.1.4	168, 170	3.2, 3.3,
5.1.5	168, 170	3.2, 3.3
5.2	169, 170, 172, 173,	2, 4 (Tables 4.1 & 4.2, Appendix F)
5.2.1	169, 170, 172,	3.2, 3.3, 4.3, 4.4, 4.5, Table 4.2
5.2.2	169, 170, 172, 173	3.2, 3.3, 4.4, 4.5, Table 4.2
5.2.3	170, 171, 172, 173	2, 4
5.3		2.4.9

Regulation 168 - Notification of explosives on board Regulation 169 - Restriction on entry into ports  
Regulation 170 - Berths for vessels

Regulation 171 - Emergency procedures

Regulation 172 - Vessel operations, handling & transport of explosives to proceed with due care Regulation  
173 - Compatibility and mixed stowage

AS 3846 Section 2 – General Requirements

- 2.2 - Risk Assessment, requirements and precautions
- 2.4.4 – Trained personal in attendance
- 2.4.9 – Inspections and Audits AS 3846 Section 3 – Advance Notification

- 3.3 – Packaged Dangerous Goods

AS 3846 Section 4 – Dangerous Cargoes of Explosive Class 1

- 4.3.1 – Handling and transport
- 4.3.7 – Emergency Procedures

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