

Safety and Environment Management Plan: Port of Geelong

2022

Revision history

Date	Version	Name	Reason
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11 August 2022	Brendan Webb Chief Executive Officer	Approved for release

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1. Purpose

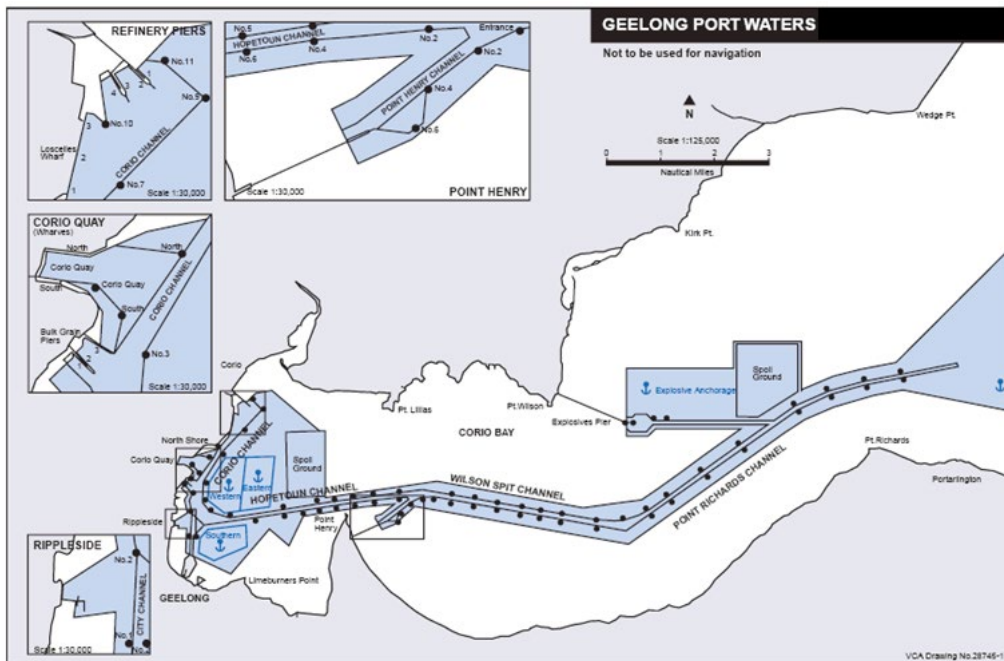
The *Port Management Act 1995 (Vic)* (PMA) was amended in 2003 to require all ports to have in place a Safety Management Plan and an Environment Management Plan (under Part 6A of the Act), collectively known as SEMP or Management Plans.

The Management Plans are intended to facilitate the systematic examination of whole of port activities by port managers to ensure that hazards and risks are identified and controlled either by the port manager, or by other responsible parties.

Ports Victoria must develop a safety management plan and an environment management plan which may be prepared as a single Safety and Environment Management Plan (SEMP) for each of its commercial ports. This SEMPs has been developed for Ports Victoria Port of Geelong operations.

Ports Victoria is the nominated Port Manager for the waters of the Port of Geelong. This SEMPs is directed at operations to provide safe and environmental sound services for activities in port waters. Port land and berths are the responsibility of GeelongPort and GrainCorp. Where there is a nexus between water and land, such as a berth, the three port managers engage to ensure their safety and environment planning integrate.

The SEMPs demonstrates how Ports Victoria undertakes planning around the management of the safety and environment. It does not include detailed policies and procedures around safety and environment as these occur within Ports Victoria's broader management systems. This approach avoids duplicating the content within Ports Victoria's management system in the SEMPs. GeelongPort is the principal organisation responsible for the management of piers and wharves in the Port of Geelong. It manages fifteen berths in the port and approximately 90 hectares of declared port land. GrainCorp's manages one berth servicing its Geelong export terminal. Declared port land incorporates the Bulk Grain Pier. Other berths within port waters include the privately owned Cunningham Pier and Department of Defence's Point Wilson pier.



Geelong Port Waters

2. Distribution list

The SEMP document will be maintained by Ports Victoria. A hard copy of the SEMP, certificate of compliance and audit reports will be held at Ports Victoria's Geelong office and made available for viewing by persons authorised by the Minister or other external agencies.

Other uncontrolled hard copies will be distributed to the following persons or organisations. It is the responsibility of these persons or organisations to verify it is current prior to use.

Copy holder	Copy no.
Ports Victoria Geelong	1
Department of Transport and Planning	2
GeelongPort	3
GrainCorp	4
Environmental Protection Authority Victoria	5
Worksafe Victoria	6
Safe Transport Victoria	7

3. Background

Under the *Port Management Act 1995 (Vic)* (PMA) and the *Transport Integration Act 2010 (Vic)* (TIA), Ports Victoria is responsible for managing a number of marine activities in the port of Geelong.

Ports Victoria's functions include to:

- provide and maintain a marine control function for vessel traffic service (VTS) for the safe and efficient movement of vessels in port waters
- manage shipping in port waters
- maintain land and water assets under its areas of management control
- provide emergency management preparedness and response for Tier 1 marine pollution and maritime casualty events in a lead agency role and support these emergency events at a Teir 2 and 3 level.
- enable the management and provision of services by other parties in the port.

Further to the above legislation, Ports Victoria is required to:

- carry out its functions consistently with relevant State legislation, policies and strategies
- have regard to the 'transport system objectives' and 'decision making principles' under the TIA
- to exercise its powers and perform its functions subject to general direction from the Minister for Ports and Freight.
- have certain functions and powers with respect to towage services and the abatement of pollution.

Under the PMA, Ports Victoria has developed this safety management plan and an environment management plan for its port of Geelong operations.

4. Ports Victoria's safety and environment obligations

Ports Victoria, and other persons involved in activities within the port, are subject to a range of legal duties in relation to safety and protection of the environment which arise under legislation and at common law.

Relevant safety and environmental duties and obligations are from the following legislation:

- Port Management Act 1995 (Vic)
- Transport Integration Act 2010 (Vic)
- Marine Safety Act 2010 (Vic) (MSA)
- Marine (Drug, Alcohol and Pollution Control) Act 1988 (Vic)
- Occupational Health and Safety Act 2004 (Vic) (OHS Act)
- Dangerous Goods Act 1985 (Vic)
- Environment Protection Act 2017 (Vic)
- Marine and Coastal Act 2018 (Vic)
- the International Maritime Dangerous Goods Code (2020)

Ports Victoria is also subject to duties and obligations under a range of other State and Commonwealth legislation that deal with maritime safety, security and protection of the environment.

Ports Victoria maintains a register of legal and other requirements within its safety and environment management systems which identify health and safety and environmental legislation, associated regulations, policies, codes of practice and other legal requirements that apply to Ports Victoria's activities within the port of Geelong.

4.1. Objectives of the SEMP

The purpose of this Ports Victoria SEMP is to:

- bring together and develop relevant plans, policies, strategies and procedures including VTS procedures for managing hazards and risks that may lead to safety, emergency or environmental consequences
- promote a co-operative approach to safety and environmental management between Ports Victoria, Geelong Ports, port tenants, licensees, users, service providers and other stakeholders
- assess best practice safety and environmental management within a framework of continuous improvement.

For background, Section 91CA of the PMA requires a SEMP advance the objectives of safety and environmental planning by promoting:

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

Section 91D of the PMA sets out the general requirements for a SEMP. The PMA allows the Minister to issue guidelines in relation to the preparation of SEMP.

This SEMP has been prepared in accordance with the Guidelines issued by the Minister in November 2012.

Under section 91C(2) of the PMA, Ports Victoria is required to take reasonable steps to:

- implement measures and strategies specified in the SEMP to prevent or reduce hazards and risks associated with its operations
- 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.

4.2. Relationship between SEMP and Integrated Management Framework

Ports Victoria has a range of operational management systems (Figure 1). The framework is built around corporate policies and three key pillars to ensure:

- availability: ensuring controlled access to relevant information and assets if required
- integrity: accuracy and completeness of information and processing methods
- performance monitoring: processes of measurement, evaluation, and review are in place.



Figure 1 – Ports Victoria Operational management Systems Framework

4.3. Ports Victoria policies

Ports Victoria maintains safety and environment policies which sit at the top of Ports Victoria management framework to provide a broad framework to enable Ports Victoria to meet its responsibilities and goals.

Ports Victoria's policies relevant to safety and environmental management are operational documents. They may be subject to audit in accordance with section 91E of the PMA but are not publicly available.

4.4. Safety and Environment Management Plan

The SEMP has been structured to address the requirements outlined in the PMA and supporting Ministerial Guidelines. The SEMP provides a tool for Ports Victoria to work through key safety, environment and emergency management activities, with its stakeholders, on an ongoing basis.

The SEMP is also audited every three years in accordance with section 91E of the PMA and is a publicly available document. An electronic copy of the SEMP is available on Ports Victoria's website (ports.vic.gov.au). Ports Victoria SEMP was last audited in April 2021 and found to be in compliance with the PMA and the Ministerial guidelines.

4.5. Port activities

Activities falling within the scope of Ports Victoria's SEMP have been generally be categorised into vessel navigation, navigation and berth asset management and emergency response.

Vessel navigation

Vessel navigation deals with the transit through the Port of Geelong's waters. This incorporates a number of service providers including marine control, tugs, lines boats, ship owners, master, pilots, recreational users and safety regulators.

Navigation and berth asset management

To enable vessel transit the management of relevant assets needs to be undertaken. For Ports Victoria there are assets under its direct control such as the channel and navigation aids and assets controlled by others such as the berth infrastructure where Ports Victoria does not have control but is reliant on them for vessel safety within port waters. This is a key area where Ports Victoria's SEMP interacts with Geelong's other port managers.

Emergency response

Whilst Ports Victoria's goal is to prevent any safety or environmental incident, it is cognisant that there remains some chance that an event will occur. These can be due to factors outside Ports Victoria's control. If an incident occurs, Ports Victoria needs to plan effective emergency responses to minimise the impact. Integrating emergency response between port managers, other port stakeholders and emergency agencies is important in ensuring its effectiveness.

4.6. Safety and Environment Management Systems

To give effect to the SEMP, Ports Victoria has supporting safety and environment management systems (SEMS) that have been developed based on ISO 14001 – Environmental Management Systems and ISO 45001 – Occupational Health and Safety Management Systems. The SEMS are management tools that establish a structure for the identification, assessment and treatment of Ports Victoria's safety and environmental risks.

The SEMS consist of operational documents which may be subject to audit in accordance with section 91E of the PMA, but which are not publicly available.

4.7. Operational management

Ports Victoria has several operational management activities and plans in place which form part of the Management Framework and support the aims of the SEMP.

These activities and plans apply at an operational level and, in some cases, with respect to specific activities. Some of the activities and plans are briefly described below.

Activities

- Provide and maintain a marine control function to manage Vessel Traffic Service (VTS) and supporting VTS operating procedures for the safe and efficient movement of vessels in port waters.
- Manage the port of Geelong anchorages and channels.
- Maintain a Port Activity Map and supporting Ports Victoria Risk Management Framework and system which identifies risks and treatments.
- Maintain incident reporting as a key source of information for identifying hazards and risks in the port.
- Coordination of incident reports through a central point via VTS located in the Ports Victoria Geelong office.
- Recording and management of relevant incidents within a central database subject to management reviews, investigations and reporting.
- Conduct appropriate safety and environmental inspections.
- Provide employee and contractor induction training to assist in advising of hazards or requirements at specific workplaces.
- Have processes so that relevant third parties (for example, contractors and ancillary service providers) implement their own health, safety and environment management plans.

- Require third parties (for example, tenants) to obtain Ports Victoria's approval and consent or notification before undertaking relevant construction/development works within its controlled areas of the port.

Plans

- The Ports Victoria Geelong Emergency Response Guide which provides guidance to effectively discharge Ports Victoria's emergency management responsibilities.
- A Crisis Management Plan to provide guidance for managing a crisis event that impacts upon Ports Victoria, and a mechanism for recording key decisions and actions.
- A Port Information Guide and Harbour Master's Directions that form a set of operating procedures for vessels using port of Geelong waters. They contain information, advice, and guidance for ships' masters, agents, and owners to facilitate the safe and efficient operation of shipping within the port and set out written directions of the Harbour Master.
- VTS operating procedures aligned to meet Australian Maritime Safety Authority (AMSA) audit requirements.
- Site Evacuation Plan(s) to provide standard procedures for evacuation to reduce loss and injury to life and property on Ports Victoria sites.
- Relevant supporting business continuity plan(s).

Most of the documents related to the activities and plans described in this section are operational documents. They may be subject to audit in accordance with section 91E of the PMA, but not all are publicly available. There are a range of documents provided on the Ports Victoria website to assist third parties such as the Harbour master Direction, Emergency contacts and specific Management Guidelines and Procedures for specific activities; refer to the website at ports.vic.gov.au.

4.8. Safety and environment plans (third parties, tenants, service providers and other port users)

In certain circumstances Ports Victoria requires third parties to prepare safety and environment management plans to provide risk management planning processes across the port.

There is a range of associated documents provided on the Ports Victoria website to assist third parties; refer to the website at ports.vic.gov.au.

5. The port of Geelong

5.1. General description of port of Geelong areas

The Port of Geelong is the largest regional port in Victoria. Bulk exports include petroleum products, bulk grain and woodchips. Imported materials include crude oil, petroleum products, chemicals, break bulk and fertiliser.

5.2. Port Waters

'Port waters' refers to the waters of the port of Geelong declared by Order in Council made under Section 5 (2) of the Port Management Act 1995. The port is defined by plan number LEGL./04-231 accessible through the Central Plan Office.

5.3. Channels and anchorages

Geelong is approached from seaward via three dredged channels lit by beacons on either hand, namely, the Point Richards Channel, the Wilson Spit Channel and the Hopetoun Channel. They are each 120 metres wide through the straight sections. Declared depth for the channels is 12.3 metres.

Point Henry Channel lies at the junction of Wilson Spit and Hopetoun Channels. The channel is narrower at 115 metres and shallower with a 12.0 metre declared.

Corio Channel with a declared depth of 12.3 metres connects the approach channels to the main wharf facilities at Geelong.

The City Channel coming off Corio Channel provides access to Cunningham Pier.

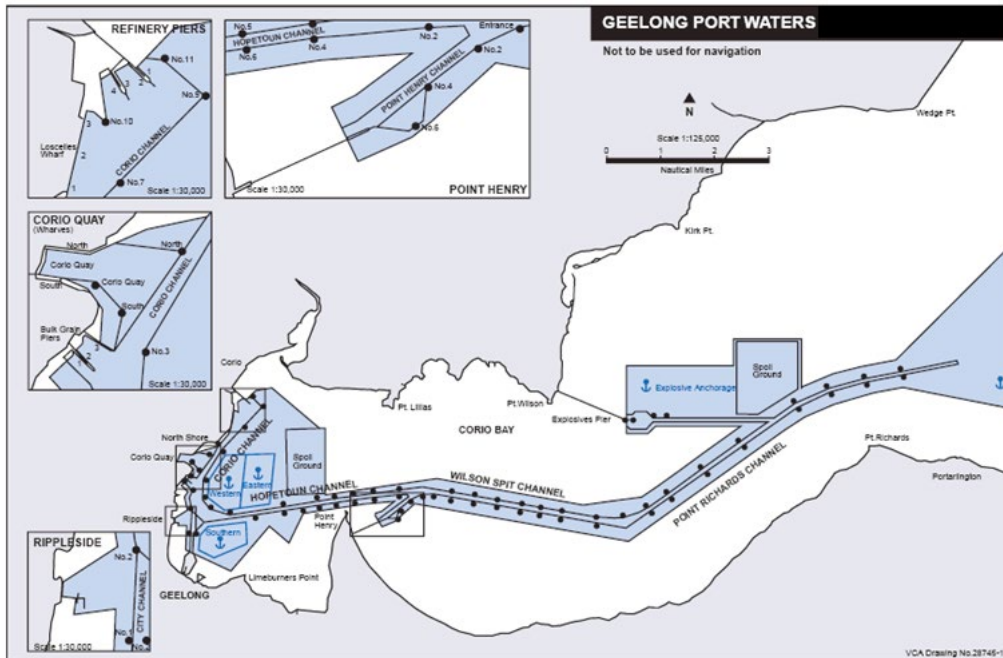


Figure 2 - Port Waters of Geelong

Limited anchorage space is available to the north and south of Hopetoun Channel in the Eastern, Western and Southern anchorages. The least depths are Southern 7.7 metres, Eastern 7.3 metres and Western 8.5 metres.

Vessels unable to anchor in Corio Bay due to draught restrictions may anchor to the SW and NW of the Point Richards Channel Entrance Beacon. Depth 12.5 to 15 metres.

5.4. Land and wharf assets

'Port land' means the lands of the port of Geelong declared by Order in Council made under Section 5 (2) of the Port Management Act 1995. Plans defining the declared port land are referenced on plan number LEGL./04-231 accessible through the Central Plan Office . Section 11 provides operational maps of port land showing key port tenants, landowners and assets.

5.5. GeelongPort

GeelongPort is the principal organisation responsible for the management of piers and wharves in the Port of Geelong. GeelongPort is owned by SAS Trustee Corporation (STC) and Brookfield's LINX Cargo Care Group, with 50% ownership by each party at a unit trust and operator level.

It manages fifteen berths in the port and approximately 90 hectares of land declared as port land.

5.6. GrainCorp

GrainCorp's manages one berth servicing its Geelong export terminal. Declared port land incorporates the Bulk Grain Pier. The majority of land owned by GrainCorp is not declared port land and is covered by the port zone in the planning scheme.

5.7. Other assets

Cunningham Pier is a privately owned and operated pier. It is used as a tourist attraction, for restaurants and function centre. Joy flights and children's attractions are also located in the vicinity.

Point Wilson is a Commonwealth Government owned site and presently is not currently in use. Department of Defence is actively exploring the remediation of the pier.

5.8. Land based assets

Table 1 summarises the ownership and operational control of land based assets at the Port of Geelong.

Table 1

Asset manager	Asset	No. of berths	Use
GeelongPort	Refinery Pier	4 Berth	Oil, petroleum & liquid chemicals. Main user Viva Energy Australia, which owns all pipes and equipment for transfer of crude oil and & petroleum products. Terminals Pty Ltd imports liquid chemicals and operates a number of transfer pipes in its own right.
	Lascelles Wharf	3 Berth	Dry & Liquid Bulk and break bulk handling facility.
	Corio Quay Wharves	5 Berth	Bulk and break-bulk handling facility.
	Pt Henry Pier	1 Berth	Layup berth for GeelongPort.
	Old Bulk Grain Pier	2 Berth	Decommissioned. Used as lay-up berth and for berthing of Svitzer Australasia tug boats.
GrainCorp	GrainCorp	1 Berth	Grain and wood chip.
Point Wilson Pier	Commonwealth Government	1 Berth	Decommissioned. In the process of being rebuilt and will be in operation in 2023.
Cunningham Pier	Private	2 Berth	Restaurant located on deck. Berthing by private arrangement.

5.9. Ecologically significant areas

Port 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. Information on the Ramsar declared sites is available here [Home | Ramsar Sites Information Service](#).

6. Port Activity Map

The port activity map aims to capture the key operational areas that Ports Victoria is involved in. This includes activities where Ports Victoria has primary responsibility but also where Ports Victoria's responsibilities interact with other port managers. This provides for the capture of whole of port safety and environment issues.

Table 2 Port Activity Map Ports Victoria - Geelong

Role	Description of activity	Frequency of activity	Parties involved in activity	Location of activity	Parties with responsibilities
Navigation and berth asset management					
Channel assets	Manage dredging of channels and berths for safe navigation of ships	Infrequent	Ports Victoria, dredging contractors, DECCA	Port Waters	Ports Victoria
	Hydrographic surveying	Periodic	Contractors	Port Waters	Ports Victoria
Navigation aids	Construct and maintain water and land based navigational aids	Regular	Ports Victoria, GeelongPort and GrainCorp	Port waters, wharves, piers and jetties	Ports Victoria
Berth assets	Provision of berth assets to maintain safe berthing of vessels	Continuous	GeelongPort and GrainCorp	All wharves, piers, jetties and port waters	GeelongPort and GrainCorp
Emergency response					
Ports Victoria Geelong Harbour Master					
Port Managers			Ports Victoria, GeelongPort and GrainCorp		
Harbour control	Provision of emergency response	Continuous	Ports Victoria, Harbour control, towage providers, Mooring supervisor	Port of Geelong Waters	Ports Victoria

Role	Description of activity	Frequene of activity	Parties involved in activity	Location of activity	Parties with responsibilities
Towage provider	Provision of fire-fighting tugs	Continuous	Towage providers, AMSA, STVic, Ships agents	Port Waters	Towage providers
	Provision of salvage	Continuous	Towage providers, AMSA, STVic, Ships agents	Port Waters	Towage providers
Ship Masters	Implementation of vessel emergency procedures	Infrequent	Port Phillip Sea Pilots, Ship's Master	Channels and berths within port waters	Ship agent/owners,
	Compliance with Harbour Master Directions				
Safety regulators	Regulation of shipping and waterway management	Continuous	AMSA, STVic, Ports Victoria	Port Waters	AMSA and STVic
Pollution responder	Response to pollution event	Infrequent	Ports Victoria Emergency Management Victoria, Ship owners, EPA	Port Waters	Emergency Management Victoria
Emergency agencies	Incident control and expertise	Infrequent	Police, Fire, Ambulance, Emergency Management Victoria		Police, Fire, Ambulance, Emergency Management Victoria
Adjacent waters	Management of safety and environment of waters adjoining port waters,	Continuous	Parks Victoria	All waters except for declared port waters	Parks Victoria
			Ports Victoria Melbourne VTS	Port of Melbourne waters	Ports Victoria Melbourne VTS

7. Port Services

7.1. Channel services, Marine Control Centre and Harbour Master

The port of Geelong channels and anchorages are managed by Ports Victoria.

The Ports Victoria Geelong Harbour Master is the licensed Harbour Master for the port of Geelong. The Harbour Master is engaged pursuant to the MSA. The Harbour Master's functions and powers are set out in Chapter 6 of that Act. Ports Victoria also provides marine pollution response and investigation services in accordance with the State Emergency Management Plan under the Emergency management Act and the subordinate Maritime Emergencies (Non-Search and Rescue) Sub Plan.

7.2. Third party services provided within the port of Geelong

There are a number of independent commercial businesses that operate and provide services across the wider port as outlined in Table 3.

Table 3: Port services

Service	Provider
Shipping lines	A list is maintained on the Geelong Port website (www.geelongport.com.au)
Pilots	Port Phillip Sea Pilots Pty Ltd Australian Pilotage Group Pty Ltd
Towage	Svitzer Australia Pty Ltd Engage Towage Services Smit Lamnalco
Mooring	LW Marine
Lines boats	LW Marine Services
Lines workers	LW Marine
Bunkering (by sea)	Viva Energy
Security	Contracted security services provider
Marine facility maintenance (PORTS VICTORIA Contractors)	Elstones Diving Services Bhagwan Marine CJ Pearce Pty Ltd
Stevedoring	

8. Management of Hazards and Risks

8.1. Risk Management Methodology

The methodology employed within Ports Victoria SEMS to assess and effectively manage relevant OHS and environmental risks is aligned to ISO 31000:2018 Risk Management Principles and Guidelines. This approach provides for the collection and analysis of hazard and incident data to identify, implement, and review risk reduction treatments.

The risk management process employed by Ports Victoria is depicted in Figure 3 and discussed below:

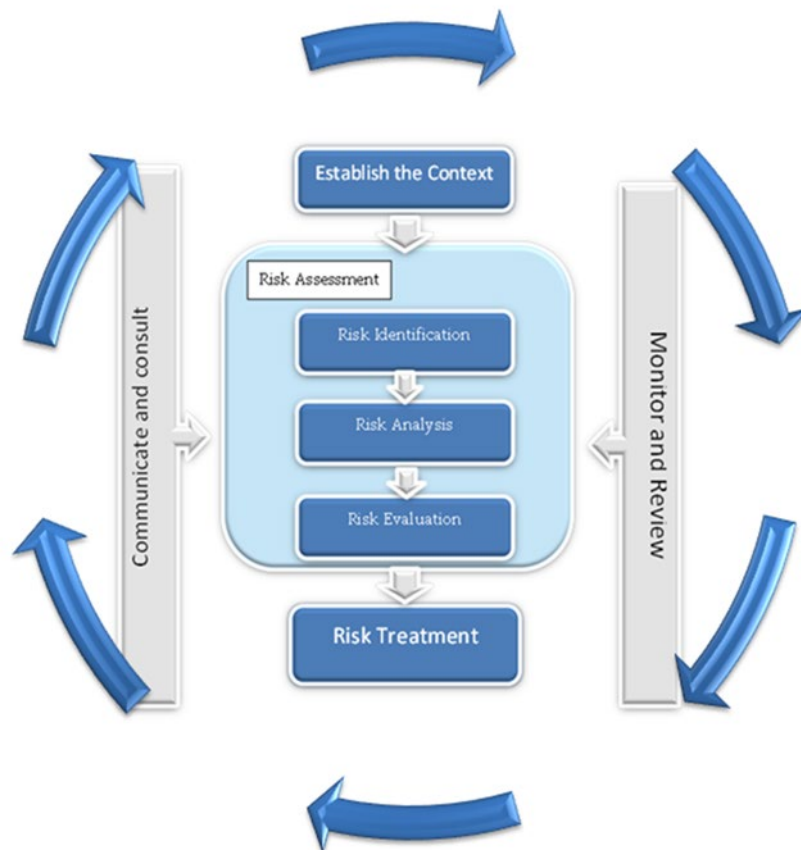


Figure 3 – Risk management methodology

Risk identification - The risk identification process is undertaken to identify hazards and risks and document their nature and extent. Risk assessments and registers cover such operational aspects as Ports Victoria activities, workplace, and marine environments. Operational risk activities are then included in Ports Victoria's risk management tool or SEMS (where relevant). The risk register contains key risk activities in the annexures to this SEMP.

Risk analysis - The aim is to examine the nature and extent of each hazard and risk, including those that could result in an emergency that might be of a high consequence. Key operational risks are then recorded in the risk register.

Risk evaluation - Evaluation of the levels of risk involves a management review of the items according to criteria established under the internal Ports Victoria risk management framework.

Risk treatment - The aim is 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. The relevant parties are identified in the risk register.

Communications and consultation – Ports Victoria identifies and engages with the appropriate port stakeholders to be consulted and advised of SEMP risks and resulting treatments (refer to Annexure 1 for more information).

8.2. Risk management

Promoting safety and environment risk management is via a ‘whole-of-port’ approach. New Ports Victoria leases, licenses, works contracts generally require tenants and licensees to prepare their own safety and environment management plans. The plans must outline the key activities and include a risk management process.

Consultation with Ports Victoria is required for any proposed development works taking place on port land which is under Ports Victoria control.

A works consent must also be granted by Ports Victoria before development works start on areas under its operational control. Ports Victoria manages this process such that safety and environmental management strategies for the design, construction, and use of a development on Ports Victoria land are provided.

8.3. Overview of port activities

Ports Victoria undertakes a hazard and risk identification process that identifies and assesses the nature and extent of hazards and risks. A summary of the Risk Register is shown in the annexures to this SEMP which:

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

The Port Activity Map divides the key port activities into three categories (refer Figure 4 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.

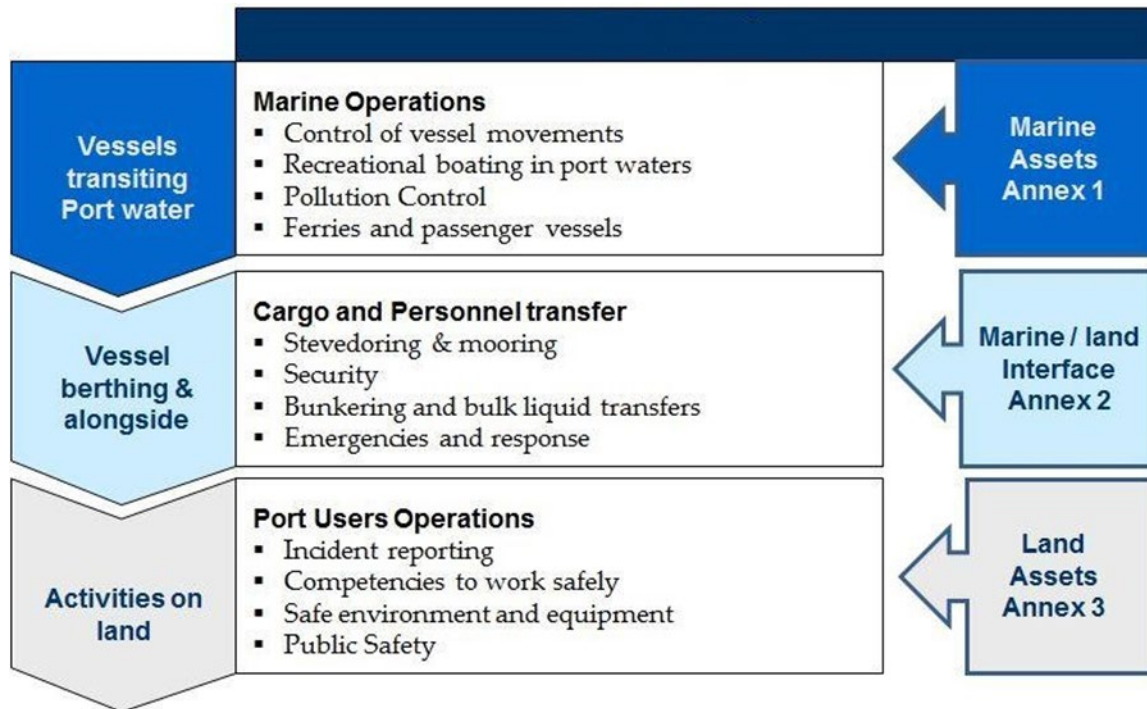


Figure 4 – Summary of key port activities

Note the activities relating to the landside within the Port of Geelong are the responsibility of Geelong Port to manage.

The Risk Register is reviewed annually or as required from time to time by Ports Victoria management.

9. Security and emergency management

9.1. Security

In accordance with Australian legislation [*Maritime Transport and Offshore Facilities Security Act 2003 (MTOFSA) and Regulations 2003 (MTOFSR)*], Geelong Port is the operator of a security regulated facilities and manage and implement maritime security planning which is approved by the Department of Home Affairs' Aviation and Maritime Security Division.

9.2. Emergency management planning

9.2.1. Geelong Port Emergency Management Plan

Ports Victoria has a comprehensive plan in place to manage emergencies which is referred to as the Ports Victoria Geelong Emergency Response Plan. This provides a framework for emergency management within the port of Geelong. It seeks to encourage an 'all agencies', 'all hazards' approach to support the prevention, preparedness, response and recovery of port-related emergencies.

9.2.2. Key contacts

All shipping, emergency and pollution events must be reported to Ports Victoria through the Geelong Marine Control after calling Emergency Services. An emergency, or event that has the potential to become an emergency, must also first be reported to the Emergency Services.

These contacts are made via the following 24-hour telephone numbers:

Emergency Services - 000

Port Victoria Geelong marine Control (24/7) – 0429 300 031

9.3. Key State emergency plans and linkages

Other relevant plans include the following:

- State Emergency Management Plan (Victoria) (Emergency Management Victoria) which provides information and guidance on emergency management arrangements in Victoria
- Maritime Emergency (Non-Search and Rescue) Sub Plan which describes Victoria's response arrangements for marine pollution and maritime casualty incidents
- Australian Maritime Safety Authority (AMSA) National Plan which sets out the national framework for managing SOLAS, MARPOL and Maritime Casualty incidents and the preparedness and response aspects of these emergencies.
- Barwon Southwest Region Emergency Response Plans
- Nuclear Powered Warship Visits Plan
- Department of Health (Vic) Radiation Sub Plan

9.4. Ports Victoria critical assets for port emergencies

Ports Victoria has established a declared assets list for the provision of resources to support an emergency management response.

The current list of declared Ports Victoria assets is included in Table 4.

Table 4: Declared Ports Victoria assets

Asset type	Asset
Harbour Master vessel	Motor Vessel (MV) <i>Tim Muir</i>
Harbour Master vessel	Motor Vessel (MV) <i>Lonsdale</i>
Communications equipment	VHF Marine/Geelong Marine Control/ Point Lonsdale Lighthouse
Towage Requirements Determination	Emergency towage Fire-fighting resources (Fire Rescue Victoria) and Country Fire Authority and Coast Guard

9.5. Risk Treatments

A key component of Ports Victoria's SEMP is the implementation of risk treatments which are summarised in Table 5 below.

Table 5: Risk treatment implementation plan

Treatment measures category	Responsible manager
Provision of safe shipping and navigation systems and controls.	Geelong Harbour Master
Promulgation of declared depth of channels, approaches and all port waters	
Maintain the port Emergency Plan	Deputy Harbour Master, VTS
Maintain the Port Authorised Officer Roles	General Manager Safety, Emergency Management & Business Continuity
Keep Clear campaign	
Maintain hazard and near-miss incident reporting procedures and database	

10. Key Performance Indicators

The high-level Key Performance Indicators (KPIs) supporting the SEMP planning objectives set out in Section 91CA of the PMA are detailed below.

Ports Victoria has set KPIs to enable it to assess the extent to which the implementation of this SEMP achieves the safety and environment management planning objectives set out in section 91CA of the PMA.

Ports Victoria's high-level SEMP KPIs are as follows:

- no preventable shipping or navigational incidents
- no preventable harm to people and environment
- no works to commence without the relevant inductions being completed
- no non-conformances received from the security regulator
- consultative forums occur with stakeholders.
- undertake annual monitoring of the shipping channels by hydrographic survey to determine the available depth
- monitor the reliability of aids to navigation to determine their compliance to Safe Transport Victoria's standards for performance reliability.

A range of performance measures are incorporated into Ports Victoria's corporate business reporting processes which enable it to monitor and assess its performance against the SEMP KPIs.

Measures which enable Ports Victoria to assess KPIs include:

- incident and injury rates including lost time injury frequency rates
- the number of reportable incidents
- the number of assurance inspections scheduled and conducted
- the number of inductions completed.

Ports Victoria monitors performance via incident reporting processes and provides regular performance reports. The annual SEMP report provides an overview of the SEMP KPIs.

11. SEMP Process Requirements

11.1. Normal Involvement of Stakeholders

Ports Victoria undertakes external consultation with Geelong Port and other stakeholders including tenants, licensees and service providers via several consultation mechanisms. These measures are listed in the table below.

11.2. Processes for consulting with those affected by the SEMP

Ports Victoria is required to consult with relevant stakeholders who are interested in or impacted by the Port's operations in relation to safety and environmental issues. This process is guided by Section 7 of the Ministerial Guidelines (3rd Edition, November 2012).

11.3. Consultative strategy and objectives

The aim of the consultative strategy is to provide a cohesive strategy for the implementation and on-going performance of the SEMP. Specific objectives of the consultative process are to

- Inform, consult, involve and collaborate with stakeholders as relevant

- Broad engagement on the significant projects and operational changes. These projects and changes will likely undertake detailed consultation as part of their development and implementation.
- Monitor, evaluate and update the consultation strategy so it remains relevant and of value to the implementation of the SEMP

Systematic consultation is conducted by utilise three core groups, as detailed in table 6. These groups encompass the community, commercial entities involved in the port, government and port managers.

Significant projects and operational changes will undertake consultation processes on their safety and environmental impacts.

Table 6 Consultative groups

Group	Role
Geelong SEMP port managers	Coordination between the three port managers for the Port of Geelong
Port-City Coordination Group	A forum for the port users, service providers, regional advocacy groups and governments representatives to consult on port issues.
GeelongPort community consultative committee	Facilitated by GeelongPort provides an opportunity community representatives to engage with the port managers.

11.4. Consultation activities

Monitoring of the consultation process is necessary to measure stakeholder satisfaction and ensure continual improvement of the process in keeping with Ports Victoria's objectives.

Table 7 Activities for environmental and safety consultation

Objective	Activity	Stakeholders	Timing
Inform stakeholders	Significant audit findings that impact the SEMP are communicated to port managers	Port managers	As required
	Annual Community Update delivered via the website. This yearly update keeps all interested stakeholders informed of Ports Victoria's activities, providing a summary on SEMP relevant recent port operations.	All stakeholders	Annually
	The annual report is to inform the Minister and prescribed bodies – the EPA, Safe Transport Victoria and WorkSafe – about relevant matters	Minister and prescribed agencies	Annually
	Ports Victoria's activities and relevant information including the SEMP (or part thereof, e.g. the executive summary) will be published on Ports Victoria Internet web page. It contains a contact email address for any comments.	All stakeholders	Ongoing
Consult stakeholders	Communication channels are published including telephone number, email address and postal address for enquiries and feedback from stakeholders. These details are published via Ports Victoria's website www.vrca.vic.gov.au	All stakeholders	Ongoing
	The Marine Manager manages responses to stakeholder. Records of relevant communications are maintained.	Stakeholder enquiries Community Consultative Committee	As needed
Involve/ Collaborate with stakeholders to ensure innovative solutions are adopted in line with views of interested stakeholders	Participate in the GeelongPort Community Consultative Committee. The committee enhances the port's relationship with port users, neighbours and the broader community and may act as a communication channel to interested stakeholders.	Community Consultative Committee	Ongoing
	Include SEMP agenda items at meetings with the Port-City Coordination Group. Ports Victoria / Harbour Master updates the committee on SEMP issues and any relevant decisions or actions. Ports Victoria also receives feedback on SEMP issues and disseminates these with other port managers.	Port users and service providers	Quarterly

Objective	Activity	Stakeholders	Timing
Monitor and evaluate consultation strategy	Monitor and review of consultation activities is a necessary part of the ongoing consultation process. The annual report is provided to the Community Consultative Committee.	Community Consultative Committee Other interested stakeholders	Annually
	Certification & auditing of the SEMP will be conducted every 3 years by an appointed SEMP Auditor. The Auditor is required to forward copy of report to State Government within 21 days of audit. Provide a report on safety & environmental performance to the Minister and prescribed bodies, EPA, Safe Transport Victoria and WorkCover on an annual basis.	Minister and prescribed agencies	Every three years
Update consultation strategy	Review and update of the consultation strategy based on the audit report.	Port Managers	Every three years

Ports Victoria conducts Navigational Safety risk assessments and key risk mitigations are detailed in this document. Key interdependencies and risk controls that sit with external port stakeholders are discussed and shared with these port stakeholders to manage the collective risks and apply appropriate treatments across the port.

12. SEMP implementation and review

12.1. Implementation

Ports Victoria's business planning regimes underpin the SEMP implementation process and include a stakeholder framework and continuous improvement processes within SEMs.

SEMP implementation activities to achieve the SEMP objectives include the following:

- undertaking corporate risk management processes
- undertaking annual SEMP and SEMs management reviews
- engaging in consultative forums including
- undertaking SEMs auditing and assurance programs
- the activities of Ports Victoria Port Authorised Officers, including compliance inspections and audits
- maintaining and encouraging an interface with regulators and working groups
- undertaking risk assessments and workplace inspections
- implementing processes for, and undertaking, hazard and incident reporting and investigations
- reviewing tenant health and safety plans where applicable
- requiring and, where appropriate, providing works consent and port development standards compliance (with appropriate conditions)
- complying with legislative requirements and undertaking compliance reviews
- engaging with stakeholders and the community.

12.2. Review

Ports Victoria management undertakes a review of the SEMP and its implementation on an annual basis. Additional reviews and updates may also occur due to:

- changes of key legislation or regulation
- changes in the nature, scale or extent of port activities
- identification or introduction of significant new hazards
- occurrence of incidents, near-misses or other safety issues
- introduction of significant new plant or equipment
- assessment or review of monitoring programs.


12.3. Endorsement

Future versions of the Ports Victoria SEMP will be endorsed by the Chief Operations Officer before approval by Ports Victoria Chief Executive Officer.

12.4. SEMP publication and availability

Ports Victoria maintains an Information Management Policy to manage the availability and access to records and comply with the *Public Records Act 1973 (Vic)* and the *Freedom of Information Act 1982 (Vic)*.

Ports Victoria will hold copies of the SEMP, any certificates required to be attached to the plans and the audit reports at Ports Victoria's offices. These documents will be made available for inspection by authorised Victoria website (ports.vic.gov.au).



Copies of the SEMP Annual Report will be made available to the Minister and prescribed bodies (Safe Transport Victoria, Environmental Protection Agency Victoria, Department of Transport, Freight Victoria and WorkSafe Victoria) in accordance with the Port Management (Prescribed Bodies) Regulations 2012 (Vic) and the Ministerial Guidelines.

The PMA currently requires the SEMP to be audited every three years; the most recent audit of the SEMP was in August 2020.

Figure 5 – Refinery Pier

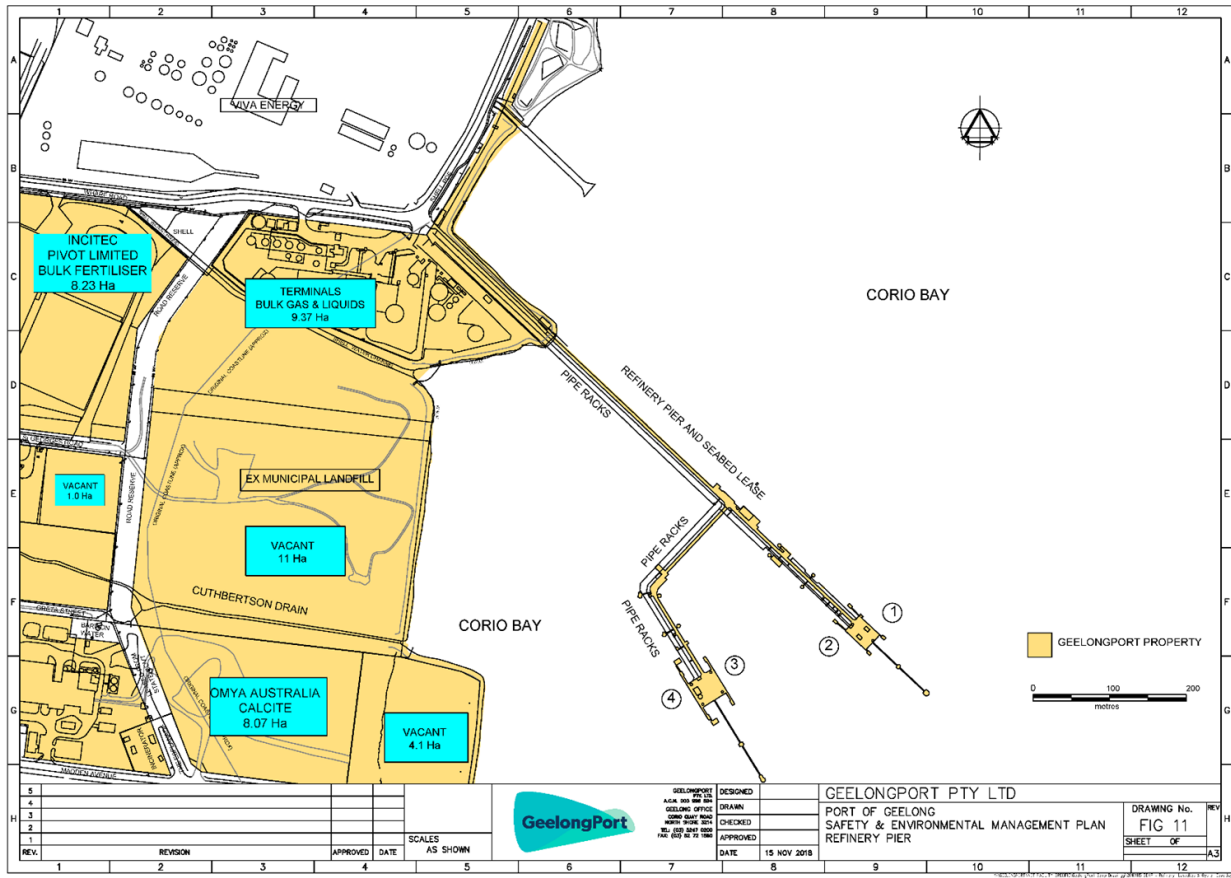


Figure 6 - Lascelles Wharf

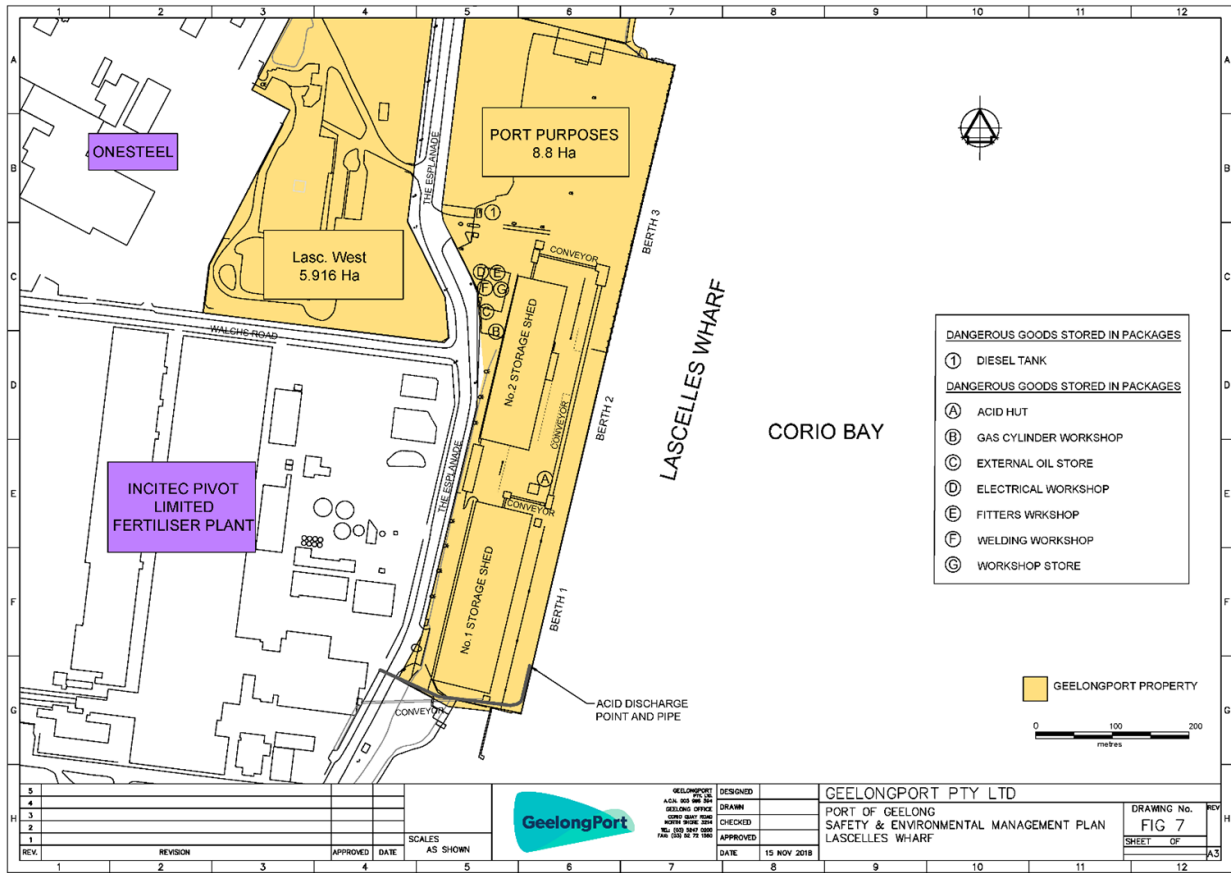


Figure 7 – Corio Quay

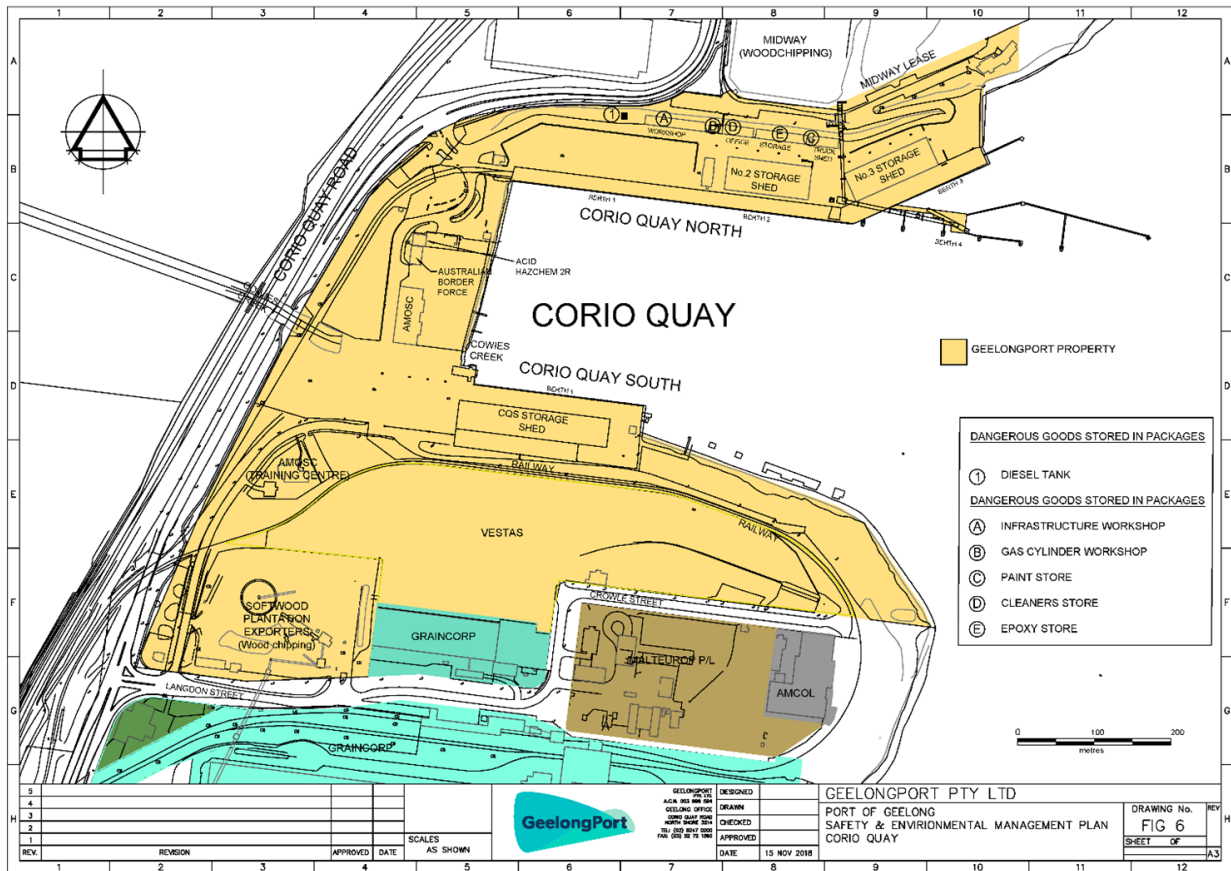
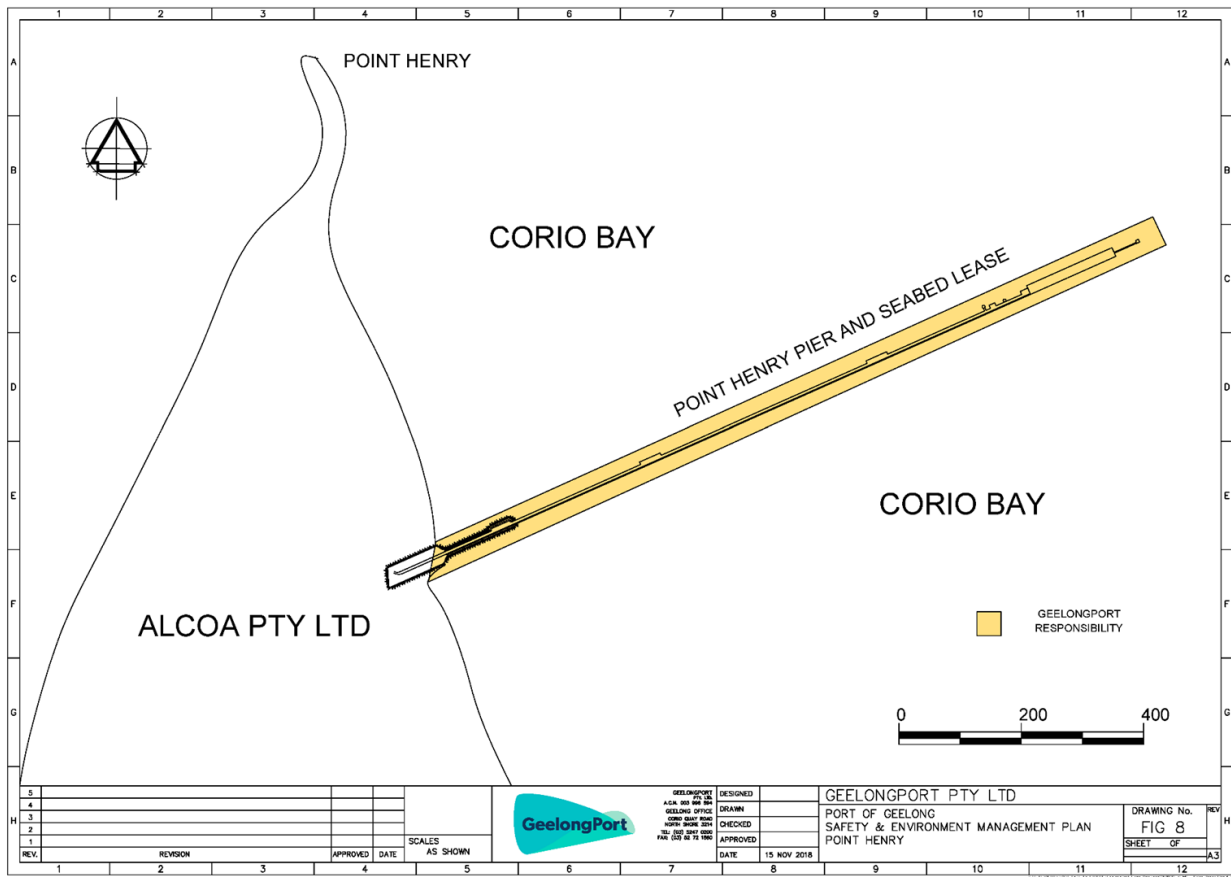


Figure 8 – Corio Bay



External Auditors certification – August 2020

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

1. The Victorian Regional Channels Authority Safety and Environment Management Plan – Port Waters of Geelong (March 2019), has been prepared in accordance with Ministerial Guidelines Port Safety and Environment Management Plans (November 2012), as required by section 91G of the Port Management Act 1995; and.
2. The Victorian Regional Channels Authority Safety and Environment Management Plan – Port Waters of Geelong (March 2019), adequately provides for the matters required by s.91D of the Port Management Act 1995; and
3. In the context of the scope of the audit, the Victorian Regional Channels Authority, as Port Manager, is complying with the documented VRCA Port Waters of Geelong Safety and Environment Management Plan dated March 2019.

Document Title and Reference	M3587 - VRCA Port Waters of Geelong SEMP Audit 2020 Final
Authorised/ Prepared by:	Brian Eva FRACI COH® Certified Occupational Hygienist Environmental Auditor (Industrial Facilities) – pursuant to the EPA Act 1970 Approved person to undertake audits of Commercial Port Safety & Environmental Management Plans.

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