Safety and Environment Management Plan – Port of Melbourne

2022

PORTS VICTORIA

Revision history

Date	Version	Name	Reason
August 2022	1	Col Strawbridge General Manager Safety, Emergency Management & Business Continuity	1st Ports Victoria SEMP

Ports Victoria contact person

Date	Name and title	Contact number and email
August 2022	**Col Strawbridge** General Manager Safety, Emergency Management & Business Continuity	(03) 9644 9755 Col.Strawbridge@ports.vic.gov.au

Ports Victoria's approvals

Date	Name and title	Comments
10 August 2022	**Peter Mannion** Chief Operating Officer	Endorsed for release
11 August 2022	**Brendan Webb** **Chief Executive Officer**	Approved for release

Disclaimer

This is a proprietary Ports Victoria document and is not to be relied upon by any person other than Ports Victoria and its employees, contractors and authorised representatives. Ports Victoria makes no express or implied guarantees, representations or warranties to any third party as to whether the requirements of this document will be fulfilled by Ports Victoria, its employees, agents or contractors or anyone else to whom the document relates. Ports Victoria accepts no liability for any reliance by any third party on the procedures detailed in this document.

Contents

1. Purpose

The *Port Management Act 1995* (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 SEMPs 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 SEMP has been developed for Ports Victoria Port of Melbourne operations.

2. 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 Melbourne, Station Pier and relevant land based marine infrastructure.

Ports Victoria's functions include to:

- provide and maintain a Vessel Traffic Service (VTS) for the safe and efficient movement of vessels in port waters

- manage shipping in port waters

- manage and develop Station Pier and West Finger Pier consistent with the vision statement and the transport system objectives

- 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 Melbourne operations.

3. 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 Melbourne.

3.1.   3.1 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, Port of Melbourne Operations (Port of Melbourne), 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.

3.2.   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

3.3. 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.

3.4. 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.

3.5. Port activities

Ports Victoria's Port Activity Map (PAM) contains a description of significant activities within the port, including activities carried out by tenants, service providers and others; that give rise to potential risks and hazards. An overview of the PAM is provided in Figure 4 which is shown in Annexures 1, 2 and 3.

The PAM is supported by a number of operational documents which are not publicly available.

3.6. 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.

3.7. 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 Vessel Traffic Service (VTS) and supporting VTS operating procedures for the safe and efficient movement of vessels in port waters.

- Manage the port of Melbourne anchorages, channels and Station Pier and West Finger Pier.

- 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 Port Operations Control Centre (POCC).

- Recording and management of relevant incidents within a central database subject to management reviews, investigations and reporting.

- Conduct appropriate safety and environmental inspections.

- Provide contracted security services within the defined Ports Victoria areas of the port, Station Pier.

- 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

- Maritime security plans and procedures at Station Pier to prevent unlawful interference to maritime transport at Station Pier in accordance with the Maritime, Transport and Offshore Facilities Security Act 2003 (Cwlth) and supporting Regulations.

- The Ports Victoria Melbourne Port Emergency Management Plan (MPEMP) 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 Melbourne 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 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 the Harbour master Direction, Emergency contacts and specific Management Guidelines and Procedures for specific activities; refer to the website at www.vicports.vic.gov.au.

3.8. 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.

4. The port of Melbourne

4.1. General description of port of Melbourne areas

The port of Melbourne is currently Australia's largest container and general cargo port. The port is located at the north of Port Phillip Bay. The port of Melbourne contains more than 100 nautical miles of shipping channels and fairways between the Port Phillip Heads, the Yarra and Maribyrnong Rivers, Williamstown and Port Melbourne.

This SEMP applies to all Ports Victoria controlled land and port waters within the port of Melbourne.

4.2. Port of Melbourne waters

The port of Melbourne waters cover an area of more than 1000 square kilometres, which include part of the River Yarra, Williamstown, Port Melbourne and South channels, Port Phillip entrance and three nautical miles to seaward from Port Phillip Heads. The Governor in Council declared the current boundaries of the port of Melbourne waters on 18 October 2012 by Order in Council published in the Victorian Government Gazette.

Figure 2 shows Port Phillip Bay and the boundaries of port of Melbourne waters and Figure 2a shows the 'Port Phillip Channels and distances'.

4.3. Port land and land use

The port of Melbourne occupies defined precincts in and adjacent to the River Yarra within the municipal districts of Melbourne, Hobsons Bay, Maribyrnong, and Port Phillip. Figure 3 shows an aerial picture of the port indicating the port of Melbourne's 'declared lands' (i.e. port boundaries).

Note: Ports Victoria occupies and manages the POCC and manages Station Pier as shown on Figure The port of Melbourne supports a wide range of port related activities which are outlined in the figures and tables. Figure 4 indicates the land use activities within the port of Melbourne (refer Tables 1 and 2 for more information).

4.4. 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. Figure 5 shows the location of these ecologically significant areas.

4.5. Dangerous goods and hazardous materials

Figure 6 shows the location of Dangerous Goods storage and handling areas. A list of dangerous goods facilities is also provided in Table 2.

PORT WATERS: PORT PHILLIP AREA OF RESPONSIBILITY, VTS SECTORS AND COMMUNICATIONS

NOT TO BE USED FOR NAVIGATION

SCALE 1:450,000

Nautical Miles

Melbourne VTS

Lat.38° 05' S
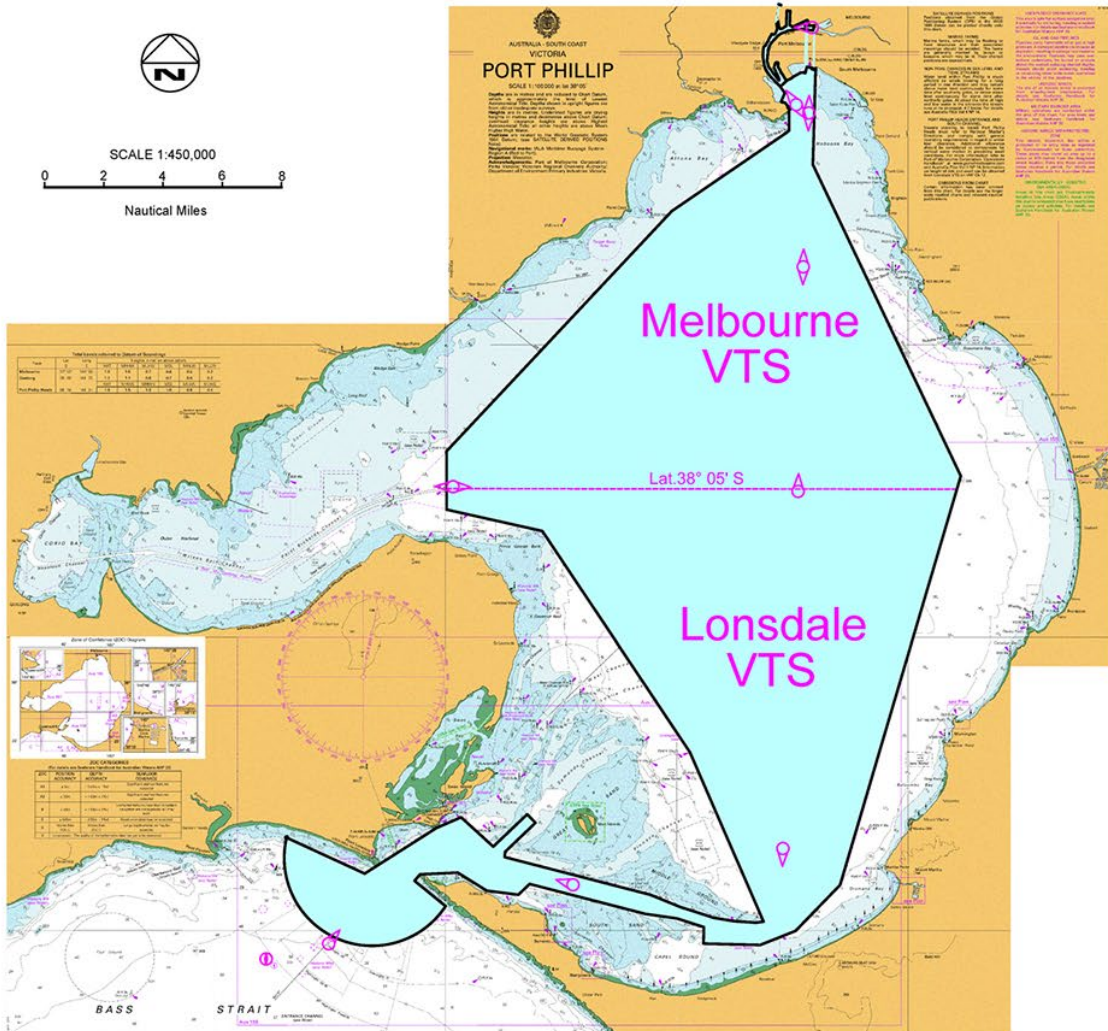
Lonsdale VTS

SHIP REPORTING & COMMUNICATIONS

Melbourne VTS — Port Operations Control Centre (POCC)

Lonsdale VTS — Point Lonsdale Signal Station

— Reporting Stations

— Pilot Boarding Ground

— Port Waters of the Port of Melbourne

DRAWING No.36645

Figure 2 – Port of Melbourne waters

DISTANCES FROM PORT PHILLIP HEADS

NOT TO BE USED FOR NAVIGATION

PORTS VICTORIA

SCALE 1:450,000

0   2   4   6   8

Nautical Miles
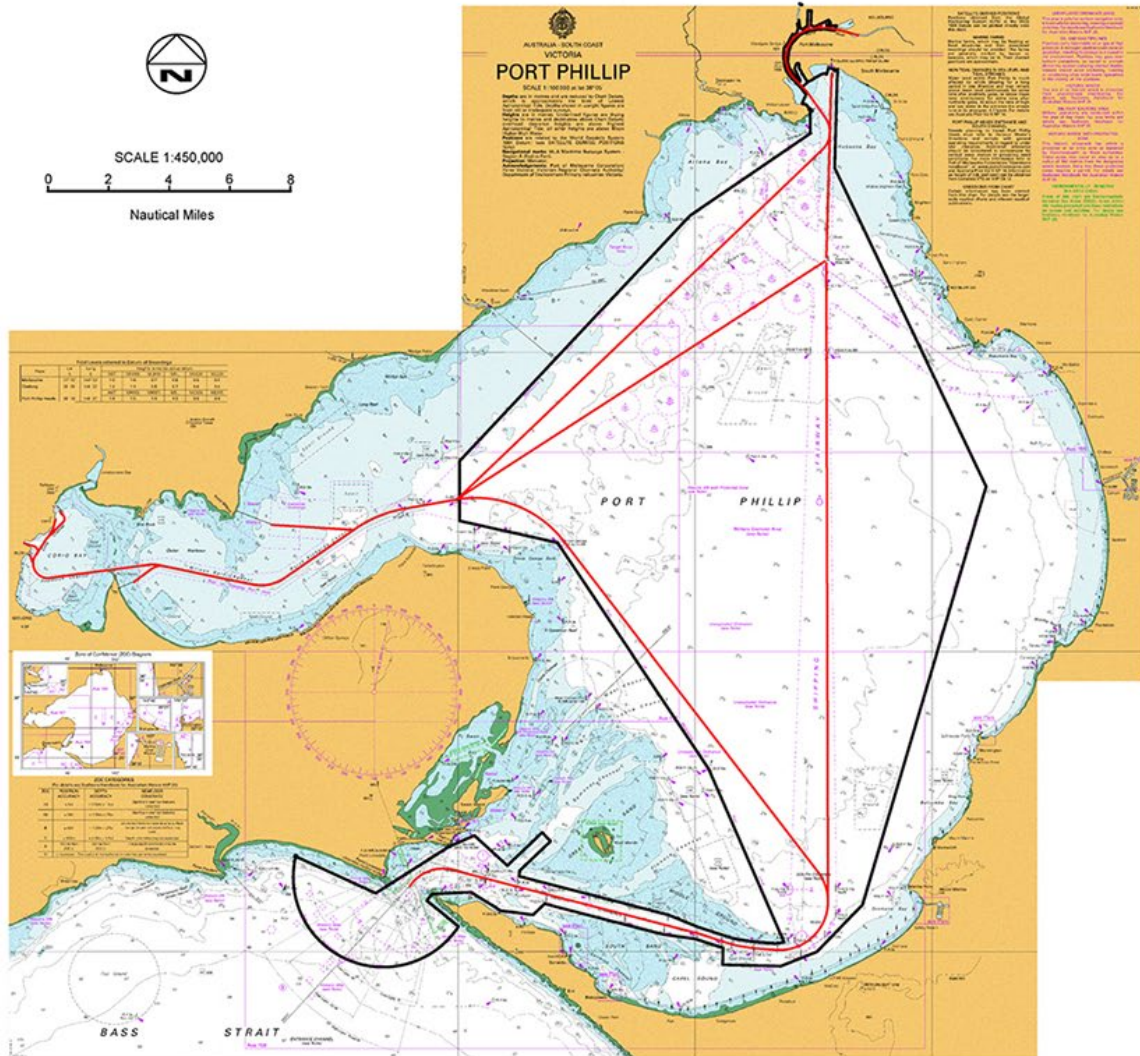
	Port Phillip Entrance	Hovell Pile	Fawkner Beacon	Breakwater Pier	Westgate Bridge	Swanson Dock
Port Phillip Entrance	0.0					
Hovell Pile	13.0					
Fawkner Beacon	36.9	23.9				
Station Pier	42.1	29.1	5.8			
Breakwater Pier	41.2	28.2	4.9			
Westgate Bridge	43.4	30.4	6.5	2.3		
Holden Dock	43.8	30.8	6.9	1.7	0.4	0.7
Swanson Dock	44.5	31.5	7.6	2.4	1.1	
Appleton Dock	44.9	31.9	8.0	2.8	1.5	0.4

Note: distances are in Nautical Miles

DRAWING No.36650

Figure 2a – Port Phillip channels and distances

Port of Melbourne Lands
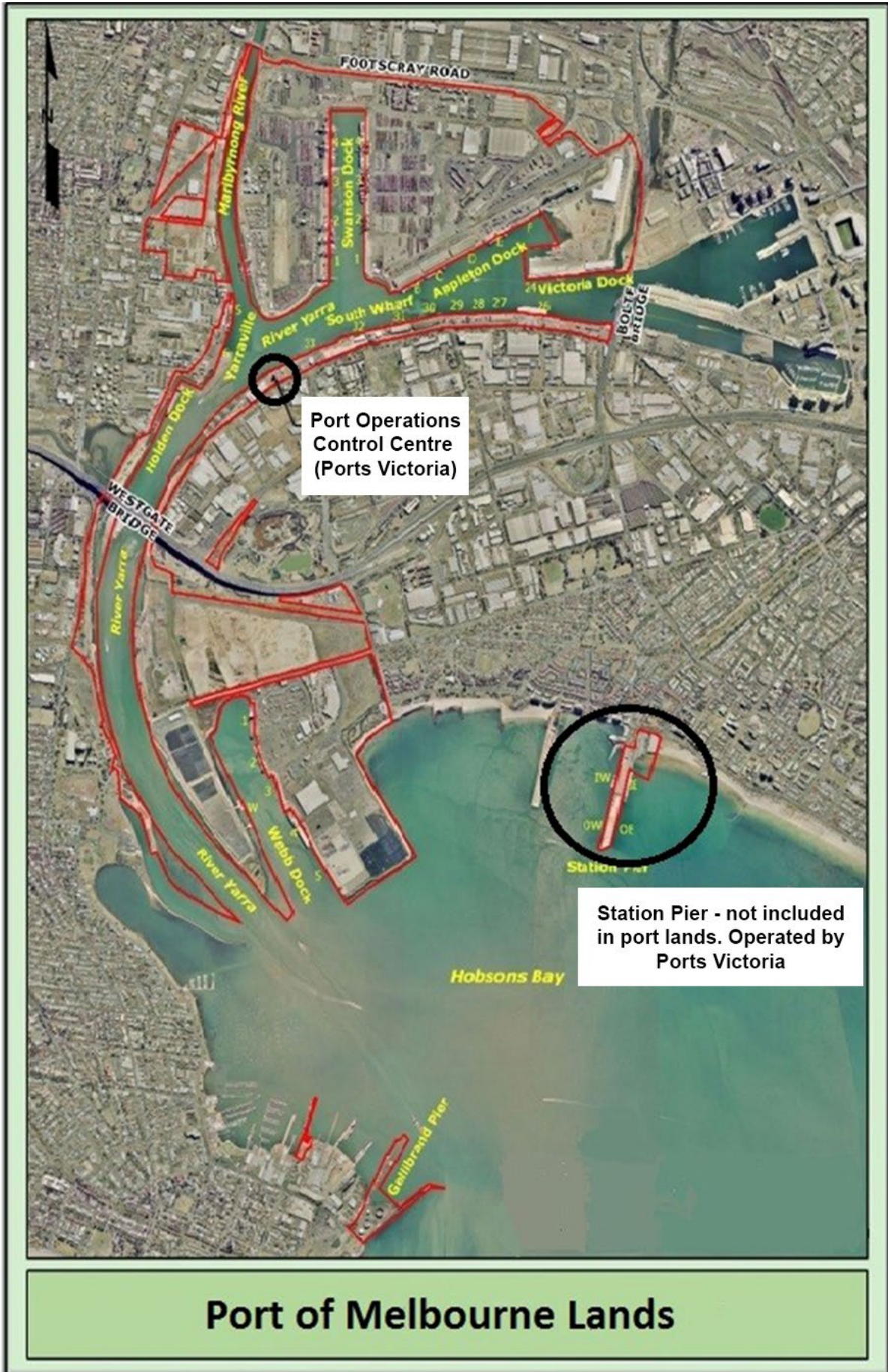
Figure 3 – Port of Melbourne lands

Figure 4 – Port of Melbourne land use and activities
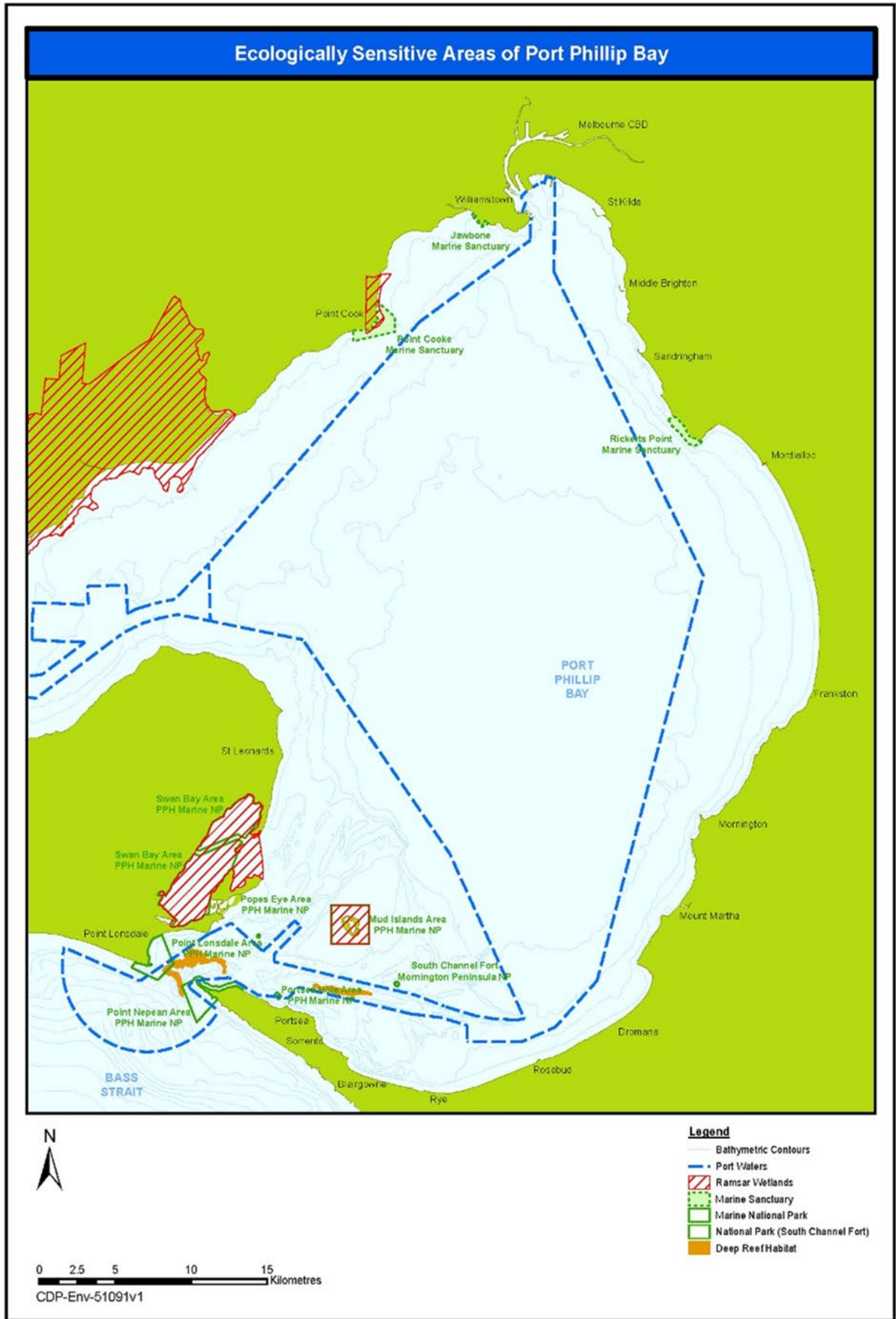
Figure 5 – Ecologically significant areas (land and water)
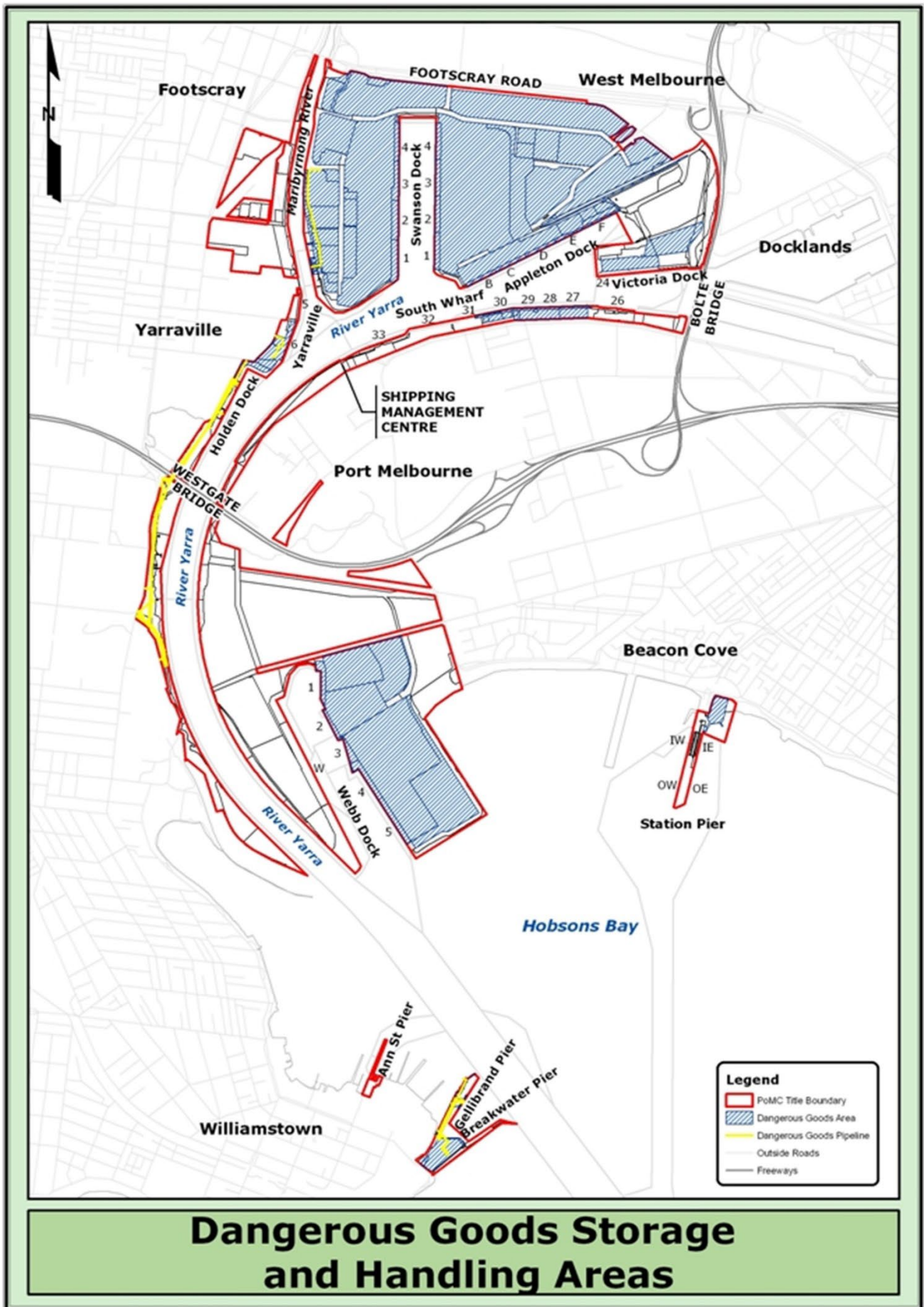
Figure 6 – Dangerous Goods storage and handling areas

5. Key tenancies, storage and other facilities

The port of Melbourne has several commercial berths at docks, river wharves, and piers.

- PORTS VICTORIA manages Station Pier and West Finger Pier, cruise and ferry shipping activities and the POCC.

- Port of Melbourne manages the following types of commercial operations:

  - container terminals

  - multi-purpose terminals (including general cargo, motor vehicles and coastal trade)

  - dry bulk berths and storage

  - bulk liquid berths and storage

  - storage – refer to Figure 4 – Land use and activities.

A summary of the berths and respective port uses, and key tenants is provided in Table 1. Table 2 provides a list of dangerous goods facilities within the port and notes the associated location and tenants.

Table 1: Key tenancies, storage areas and other facilities

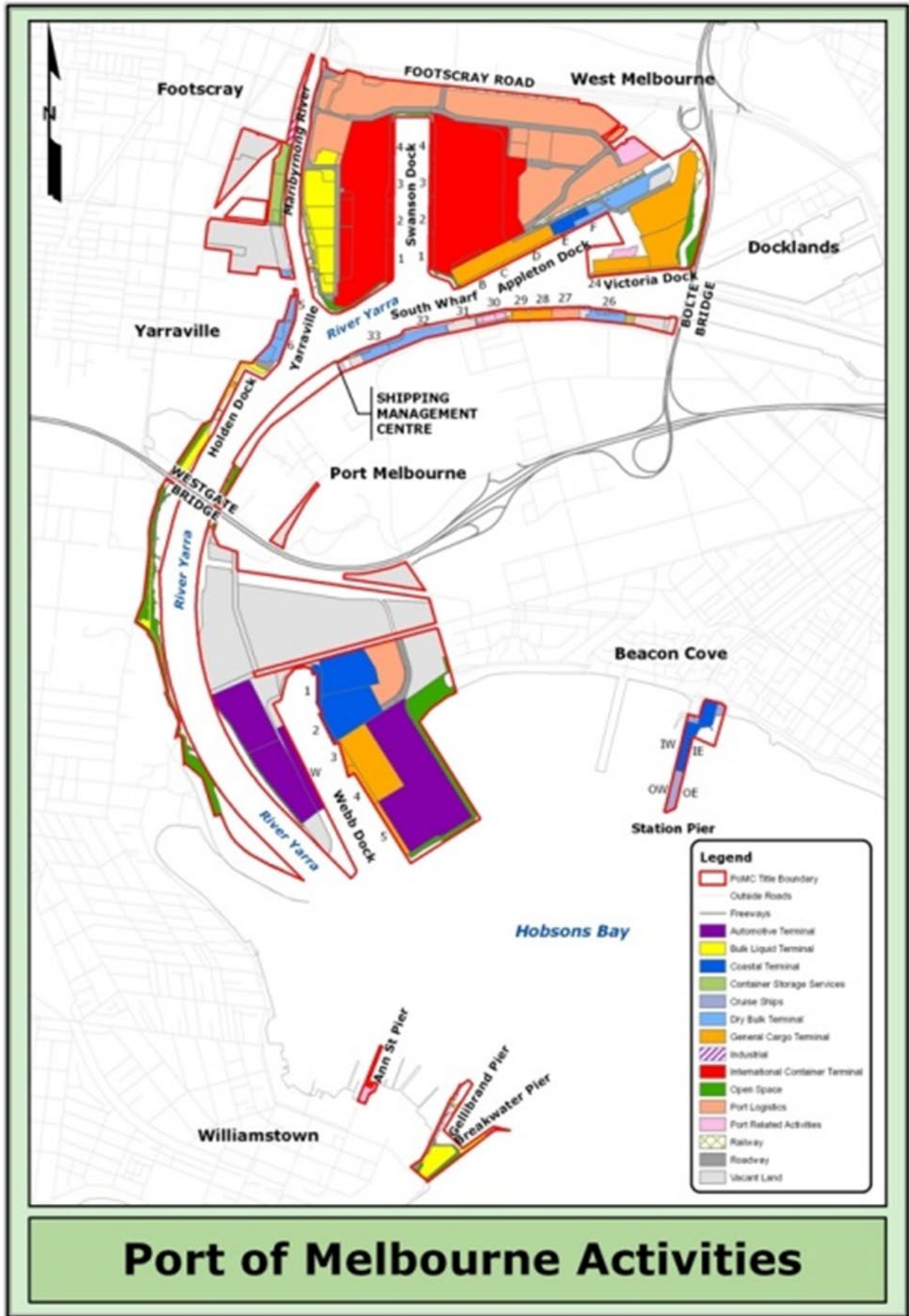| Berth	Port uses include	Tenant
B, C, D and E Appleton Dock	Multi-purpose general cargo and automotive terminal. Low volume container storage.	Australian Amalgamated Terminals (AAT)
F Appleton Dock	Dry bulk cargo terminal. Primary user Melbourne Terminals Operations for grain exports.	Port of Melbourne common user facility
Gellibrand Pier	Bulk liquid terminal for import/export and storage of crude oil and crude oil derivatives. Pipeline connection to Altona refinery.	Mobil Refining Australia Pty Ltd
Holden Dock	Bulk liquid terminal import/export of refined petroleum products. Off port land storage facilities.	Port of Melbourne 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.	Port of Melbourne common user facility
24-35 South Wharf	Short-term logistics operations, container storage.	Transfleet Transport
26-27 South Wharf	Dry bulk cargo terminal. Storage of cement-related materials (imported cement, blast furnace slag and fly ash).	Independent Cement & Lime Pty Ltd Cement Australia Pty Ltd
28-29 South Wharf	Multi-purpose cargo terminal.	Port of Melbourne common user facility (part occupied by Meyer Timber)
30 South Wharf	Timber storage and bulk cargo.	Meyer Timber (shed only)
31 South Wharf	Port-related use.	Boskalis Australia
32 South Wharf	Storage and batching of cement related materials (imported cement, blast furnace slag and fly ash).	Steel cement (sublease to Hy-Tec Industries)
33 South Wharf	Dry bulk cargo terminal. Currently used for fleet storage (trucks).	Port of Melbourne common user facility

Berth	Port uses include	Tenant
		Pozzolanic Enterprises
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 Ltd and Sugar Australia Independent Cement & Lime
6 Yarraville	Dry and liquid bulk cargo terminal – common user. Pipeline connection to bulk liquid storage facilities located on both on and off port land.	Port of Melbourne common user facility
Breakwater Pier	Not currently occupied.	Unoccupied berth
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	Not currently occupied.	Unoccupied berth
4-5 Webb Dock East	International container terminal storage and handling.	Victorian International Container Terminal Limited
Webb Dock West	Automotive terminal.	MIRRAT
Station Pier	Coastal shipping, cruise ship passenger and navy vessel terminal.	Ports Victoria Common User Facility Various cruise operators Naval vessels

Table 2: Dangerous goods facilities

Berth/Area	Key activities with dangerous goods	Key tenant
Coode Island Precinct	Bulk liquids (chemical and food-grade products) including dangerous goods are imported and exported. Coode Island is a transit storage facility for imported/exported hazardous and non-hazardous chemical and food grade bulk liquid products.	Terminals Pty Ltd Stolthaven Coode Island Pty Ltd Anchor Tank Pty Ltd Grain Corp Liquid Terminals Gordon Brandon
Gellibrand Pier - Williamstown	Gellibrand Pier is used for importing crude oils and exporting crude oil derivatives.	Mobil Refining Australia Pty Ltd
Holden Dock – Yarraville	Holden Dock is a bulk liquid common user berth and is used by four oil companies who import and export refined petroleum products. Mobil's Yarraville terminal situated next to Holden Dock on freehold land has storage facilities for refined oil products (petroleum, jet fuel and diesel fuel).	Mobil Oil Australia Ltd Viva Energy BP Australia Caltex Australia
Yarraville No. 6 berth	Yarraville No. 6 is a common-user berth and facilitates the importation of materials such as phosphoric and sulphuric acid.	IXOM
Swanson Dock	Shipping containers, noting around five per cent of these contain dangerous goods.	DP World Melbourne Ltd Patrick Stevedores Pty Ltd
Webb Dock	Minor quantities are handled in shipping containers.	Toll Shipping SeaRoad Shipping Victorian International Container Terminal Limited
Other areas within port	Minor quantities of dangerous or hazardous goods either in breakbulk cargo or containers at other berth areas, transport terminals or depot sites.	Limited at Station Pier
Bulk liquid pipelines at: • No. 1 Maribyrnong • Gellibrand Pier • Holden Dock • Newport • 6 Yarraville	Bulk liquid dangerous goods transfer pipes.	Oil companies IXOM Terminals Pty Ltd Stolthaven Coode Island Pty Ltd Anchor Tank Pty Ltd GrainCorp Liquid Terminals Gordon Brandon

6. Port Services

6.1. Channel services, Port Operations Control Centre and Harbour Master

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

Ports Victoria also operates and manages Melbourne and Lonsdale Vessel Traffic Service (VTS) which is based at the POCC and or Point Lonsdale Light House on a 24/7 basis, which includes:

- the provision of a Vessel Traffic Service to all vessels within Ports Victoria's jurisdictional waters
- management and implementation of VTS operating procedures
- maintaining a VTS to the prescribed requirements of AMSA
- a central coordination point for the ordering by others of third-party services (e.g. pilot services, towage, lines boats and lines workers)
- port emergency notification and activation protocols.

The Ports Victoria Melbourne Harbour master is the licensed Harbour Master for the port of Melbourne. 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.

6.2. Third party services provided within the port of Melbourne

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 Port of Melbourne website (www.portofmelbourne.com)
Pilots	Port Phillip Sea Pilots Pty Ltd Australian Pilotage Group Pty Ltd
Towage	Svitzer Australia Pty Ltd Smit Lamnalco
Mooring	1 Port Pty Ltd Australian Port Services (Vic) Pty Ltd trading as AusPort Marine
Lines boats	Australian Port Services (Vic) Pty Ltd trading as AusPort Marine LW Marine Services
Linesmen	AusPort Marine 1Port
Bunkering (by sea)	Viva Energy
Security	Contracted security services provider Advent Security Wilson Security (Station Pier)

Service	Provider
Marine facility maintenance (PORTS VICTORIA Contractors)	Bhagwan Marine CJ Pearce Pty Ltd
Stevedoring	DP World Melbourne Ltd Patrick Stevedores Pty Ltd Qube Ports

7. Management of Hazards and Risks

7.1. 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 7 and discussed below:
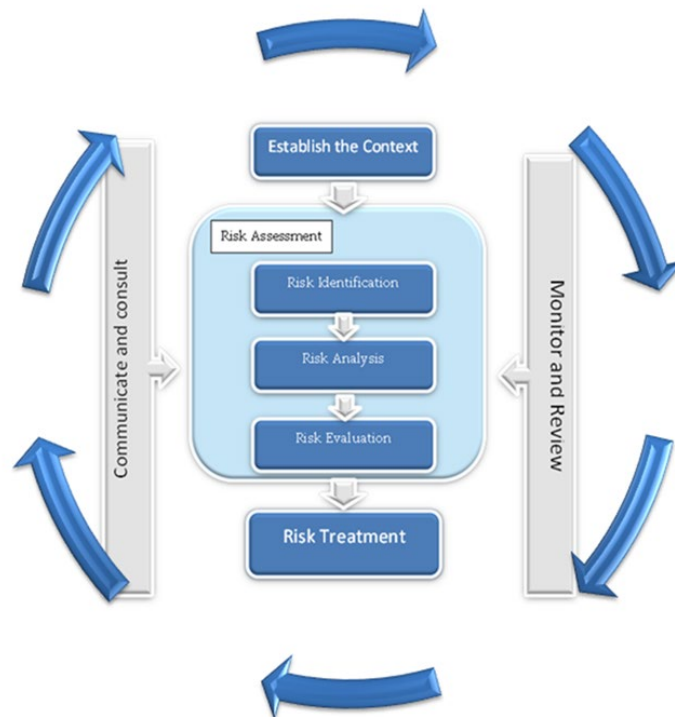
Figure 7 – Risk management methodology

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 consultatio*n – 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).

7.2. 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, such as Station Pier. 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.

7.3. 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 Port of Melbourne

- 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 8 below):

- activities relating to vessels transiting port waters

- activities relating to the berthing and mooring of vessels
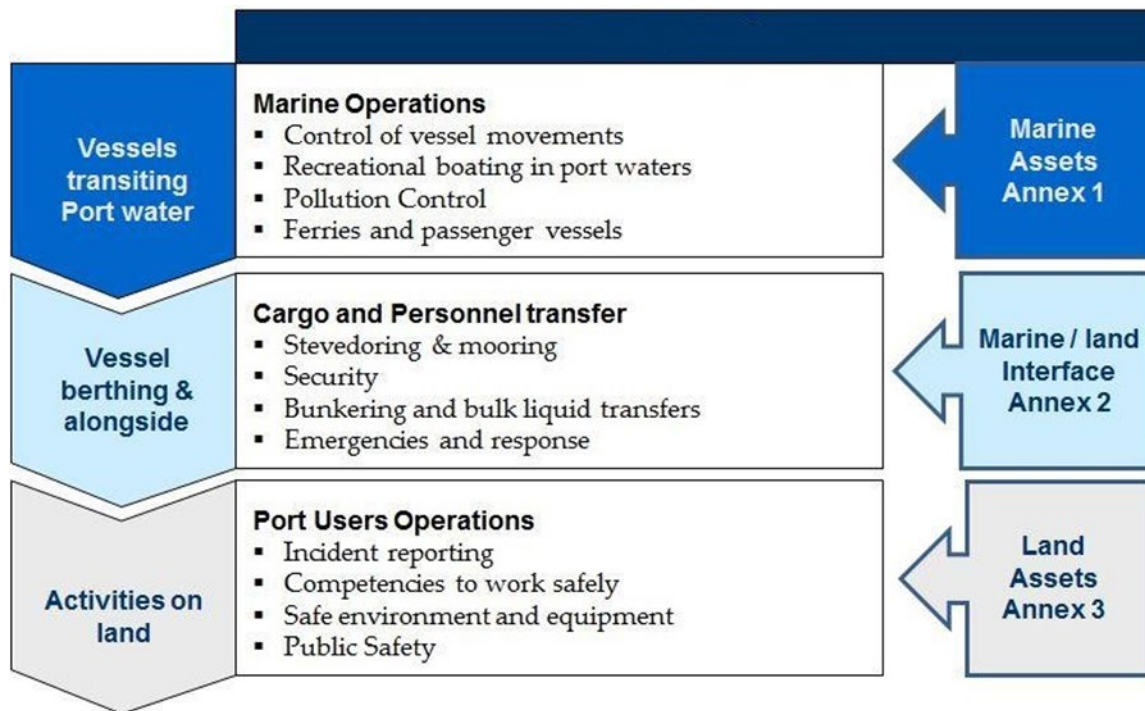
Figure 8 – Summary of key port activities

Note the activities relating to the landside within the port of Melbourne (with the exception of Station Pier and West Finger Pier, Port Operations Control Centre and the land/water interface activities identified as the responsibility of Ports Victoria) are the responsibility of Port of Melbourne to manage.

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

8. Security and emergency management

8.1. Security

In accordance with Australian legislation (Maritime Transport and Offshore Facilities Security Act 2003 (MTOFSA) and Regulations 2003 (MTOFSR)), Ports Victoria as the operator of a security regulated facility (Station Pier), 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, Ports Victoria has an approved Maritime Security Plan (MSP) for Station Pier and West Finger Pier. The MSP is the primary mechanism that defines the application of security practices within Ports Victoria to protect Ports Victoria people and assets by providing strategic and operational guidance for the provision of security practices within the port of Melbourne.

8.2. Emergency management planning

8.2.1. Melbourne Port Emergency Management Plan

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

8.2.2. Key contacts

All shipping, emergency and pollution events must be reported to Ports Victoria through the POCC 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
- POCC - (03) 9644 9777

8.3. 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.
- North West Metro Region, South West Metro Region and Municipal Emergency Response Plans
- South East Metro Region, South West Metro Region and Municipal Emergency Response Plans
- Nuclear Powered Warship Visits Plan
- Department of Health (Vic) Radiation Sub Plan

8.4. Melbourne Port Emergency Planning Committee

The Melbourne Port Emergency Management Planning Committee (MPEMPC) is an advisory committee which aims to ensure that the performance and integrity of the MPEMP is maintained. Membership of the committee involves key agencies and stakeholders within the port and surrounding communities.

8.5. 8.5 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) Tim Muir
Harbour Master vessel	Motor Vessel (MV) Lonsdale
Communications equipment	VHF Marine/POCC/ Point Lonsdale Light House
Towage Requirements Determination	Emergency towage Fire-fighting resources (Fire Rescue Victoria)

8.6. 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	Asset
Provision of safe shipping and navigation systems and controls	Melbourne Harbour Master
Promulgation of declared depth of channels, approaches and all port waters	
Maintain the MPEMP	Deputy Harbour Master, Navigational Services
Maintain the Port Authorised Officer Roles	General Manager Safety, Emergency Management & Business Continuity
Keep Clear campaign	
Review Dangerous Goods (DG) Class 1 Management Plan and DG and Hazardous Port Activities management guidelines	
Maintain hazard and near-miss incident reporting procedures and database	
Maintain the Ports Victoria Emergency response elements with DTP, EMV, AMSA and other government agencies	General Manager Safety, Emergency Management & Business Continuity
Maintain the Station Pier Management Evacuation Plan	Station Pier Operations Manager
Maintain the Ports Victoria Maritime Security Plan	

9. Key Performance Indicators

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

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.

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.

10. SEMP Process Requirements

10.1. Normal Involvement of Stakeholders

Ports Victoria undertakes external consultation with Port of Melbourne and other stakeholders including tenants, licensees and service providers via the Port of Melbourne Safety, Health, Environment Consultative Forum (PoMSHECF) which is an ongoing consultative forum to encourage others to share information and undertake risk and hazard identification for areas under their control.

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.

10.2. SEMP implementation and review

10.2.1.   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 PoMHSECF, MPEMPC and Port Security Committees
- 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)
- requiring and, where appropriate, issuing authorities for hazardous activities (e.g. hot work) (with appropriate conditions)
- complying with legislative requirements and undertaking compliance reviews
- engaging with stakeholders and the community.

10.3. 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.

10.4. Consultation and communication

10.4.1.   Ports Victoria and Port of Melbourne

Ports Victoria and Port of Melbourne will meet on a regular basis with to consult and share safety, emergency and environmental information to increase the robustness of hazard identification and assessment.

10.4.2.   Port of Melbourne Safety, Health and Environment Consultative Forum

Port of Melbourne Safety, Health and Environment Consultative Forum (PoMHSECF) was established in 2005 by the former PoMC with representation from a broad section of port stakeholder groups to encourage open and confidential communications and sharing of safety and environment information. Previous key outcomes from the PoMWHSECF have included:

- acting as a communication conduit between stakeholders

- understanding changes to safety legislation (proposed and actual)

- closer working relationships between stakeholders

- more accurate and timely information directly delivered to stakeholders

- enhancement of dangerous goods management plans.

PoMHSECF is co-chaired and facilitated by Ports Victoria and Port of Melbourne.

10.4.3.   Other PORTS VICTORIA consultative forums

In relation to consulting with the people affected by this plan, Ports Victoria will continue to use other existing forums where required. These forums involve representatives from a range of industry groups, service providers, local councils as well as the public and private sector. The forums include:

- International Harbour Masters Congress; as required

- industry group forums (e.g. bulk cargo, vehicle, container); annually

- Navigation Safety Advisory Committee (NAVSAC); quarterly

- Port Security Committee; six-monthly

- Melbourne Port Emergency Management Plan Committee (MPEMPC); biannually

- State Emergency Management Working Group (SEMWG) – State Operational and Management Committees; biannually

- regional emergency management planning committees; as required

- municipal emergency management planning committees; as required

- stakeholder meetings; as required

- shipping terminal management meetings (bulk liquid); as required

- development planning; on receipt

- meetings with regulators (Safe Transport Victoria (TSV), WorkSafe Victoria, Environment Protection Authority Victoria (EPA), Department of Transport and Planning); as required

- community and resident group meetings; as required

- local council consultative meeting; as required.

10.5. Endorsement

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

10.6. 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 persons in accordance with the PMA. An electronic copy of the SEMP is publicly available on the Ports 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 fo 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 April 2022.

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	Shipping and navigational incidents are rated at the highest level of risk. The consequences may be: • loss of life or serious injuries • economic loss • environmental harm. **Hazards** include vessel collision or grounding. (The **frequency** of the activity rated as more than one per day.)	Provision of safe shipping and navigation systems and controls.	Ports Victoria	Review and update VTS Operations, Harbour Master's Directions, Port Information Guide and operational availability of navigational aids and systems, as required.	Melbourne Harbour Master
			External parties' dedicated roles and responsibilities	Ports Victoria	Promulgation of declared depths in all port waters.	
				Safe Transport Victoria (STVic)	Regulation of *Marine Safety Act 2010* (Vic).	Responsible Authority
				Australian Maritime Safety Authority (AMSA)	National regulator Provider of response and maritime and aviation search and rescue.	Responsible Authority
				Ports Victoria (Geelong VTS)	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

Significant activity	Key risk area	Nature of risk	Strategy or risk treatment	Parties involved	Role	Treatment allocation
			Ensuring pilots operating in the port are competent and licensed	STVic, Port Phillip Sea Pilots, Australian Pilotage Group.	STVic authorised pilots safely navigating vessels in accordance with Harbour Master's Directions.	Responsible Authority
			Maintain declared depth of channels and maintenance of navigational aids	Port of Melbourne	Implementation of 10-year maintenance dredging program and maintenance of navigational aids.	Port of Melbourne
Commercial vessels transiting port waters	Interactions between commercial and recreational vessels	Shipping and navigational incidents may involve the following consequences. • Loss of life or serious injuries • Economic loss • Environmental harm. **Hazards** include vessel collisions, damage or pollution events. (The **frequency** of shipping activities is rated as more than one per day.)	Provide the ongoing 'Keep Clear' promotion and enforcement campaign	Ports Victoria	Maintain an education and enforcement program for users of the port to keep clear of commercial vessels.	Head of Development
			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
				STVic & AMSA.	Regulatory responsibilities in relation to safety and environmental requirements for shipping, including outside port waters.	Responsible Authority
	Mitigating pollution impacts and implementing effective responses		External parties dedicated roles and responsibilities	Environment Protection Authority Victoria (EPA)	Regulatory environmental compliance and enforcement.	Responsible Authority
					Ballast water management.	Responsible Authority
				Port of Melbourne	Comply with approved dredging and navigational aids environmental management plans.	Port of Melbourne
				Department of Jobs, Precincts	Incident Controller for Tier 2 and Tier 3 pollution response.	Responsible Authority

Significant activity	Key risk area	Nature of risk	Strategy or risk treatment	Parties involved	Role	Treatment allocation
				and Regions (DJPR)		
			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.	GM Safety, Emergency Management and Business Continuity
				Port of Melbourne	Ensure 'First-Strike' pollution response capability at common user berths.	Port of Melbourne
	Facilitating safe passenger operations at Station Pier		Coordinate and monitor compliance with the Station pier management plans	Ports Victoria	Management of vessels transiting Port of Geelong Waters	Station Pier Operations Manager

Annexure 2: Port activities – Marine/Land interface

Significant activity	Key risk area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Commercial vessels berthing and alongside	Preventing security breaches and providing security services	Risks associated with security and terrorism	Implementation, development and coordination of marine security plans	Port of Melbourne	Ensure port compliance with Maritime Transport and Offshore Facilities Security Act 2003 (Cwlth) (excluding Station Pier).	Manager Security and Emergency Response
				Ports Victoria/ Port of Melbourne	Ensure compliance of Station Pier with Maritime Transport and Offshore Facilities Security Act 2003 (Cwlth).	Station Pier Operations Manager
	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/ WorkSafe Victoria	Monitor dangerous goods, bunkering and bulk liquid transfers.	General Manager Safety, Emergency Management and Business Continuity
	Preventing incidents during stevedoring and mooring activities	Risks associated with mooring and stevedoring may include: • loss of life or serious injuries • damage to property and equipment	Implementation of the National Code of Practice, Managing Risks in Stevedoring	Stevedores	Stevedores implement Code of Practice into their operational manuals.	Stevedoring organisations
			External parties' dedicated roles and responsibilities	Mooring operators	Ensure mooring operations are carried out in accordance with organisations' safe work method statements.	Responsible organisation

Significant activity	Key risk area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
		operational disruption.		Pilots	Safe berthing and mooring of vessels in concert with the vessel master and Harbour Master's Directions.	Pilotage organisations
Commercial vessels berthing and alongside	Condition of berth and associated infrastructure	Structural failure of asset(s) leading to severe injuries, loss of life, damage and/or operational disruption	Maintain the Asset Management Strategy and supporting asset management plans	Port of Melbourne	Implement Asset Management Strategy and plans, undertake supporting assurance, inspection and monitoring programs.	Port of Melbourne
	Preventing safety and environmental incidents during bunkering and bulk liquid transfers	Operational risks with dangerous goods and bunkering may include: • loss of life or serious injuries • damage to property and equipment • operational disruption. **Hazards** include pollution, mechanical failure, fire/explosion. (The **frequency** of bunkering/handling Dangerous Goods operations is rated as more than one per day.)	Provide Port Authorised Officer(s) (PAO) to monitor hazardous port activities including Class 1 DGs.	Ports Victoria	Maintain risk-based assurance inspection and compliance monitoring program.	General Manager Safety, Emergency Management & Business Continuity
				Port of Melbourne	Undertake appropriate assurance regime to meet operational requirements.	Port of Melbourne
	Loading/unloading, transit, storage and handling of Dangerous Goods		Maintain DGs booking and compliance program	WorkSafe Victoria	Regulation of DGs over the requirements for the manufacture, storage, transport, transfer, sale and use of DGs and the import of explosives.	Responsible Agency

Significant activity	Key risk area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Commercial vessels berthing and alongside	Planning and responding to safety and emergency events.	Operational and safety risks with emergency responses may include: • loss of life or serious injuries • damage to property and equipment • operational disruption. (The **frequency** of potential for emergency events is rated as more than one per week.)	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.	Deputy Harbour Master, Navigation Services
			Implementation of Ports Victoria Crisis Management Policy, Port Phillip Marine Pollution Contingency Plan and supporting Procedures		Coordination and testing of MPEMP and supporting plans in consultation with stakeholders.	
			Implementation of Port of Melbourne Business Continuity Policy and supporting Procedures	Port of Melbourne	Coordination and testing of emergency and supporting plans in consultation with stakeholders.	Port of Melbourne
			Providing a port-wide hazard and incident reporting process and database	Ports Victoria	Report incident and hazards then implement corrective actions to reduce risks.	Port Safety Coordinator
				Port of Melbourne		Port of Melbourne
			Coordinating the integration of emergency plans including response capabilities via the MPEMPC	Ports Victoria	Create and test the resilience of plans and systems within the port.	Coordinating the integration of emergency plans including response capabilities via the MPEMPC
Commercial vessels berthing and alongside	Planning and responding to safety	Operational risks with emergency	Coordinating the integration of site, port and state emergency plans	Department of Environment, Land, Water and Planning (DELWP) and Fire	Management of fire safety risks on public land. Agency for the recovery, treatment,	Responsible Authority

Significant activity	Key risk area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
	and emergency events.	responses may include: • loss of life or serious injury • damage to property and equipment • operational disruption. (The **frequency** of potential for emergency events is rated as more than one per week) **Hazards** include uncontrolled release of product, fire/explosion, marine casualties, vessel collisions.	including response capabilities	Rescue Victoria (FRV)	rehabilitation and release of wildlife affected by an emergency incident.	
				AMSA	Implementation and enforcement of international standards governing marine environment protection.	Responsible Authority

Annexure 3: Port activities – Land assets

Significant activity	Key risk area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Security/ Port asset management	Provision of security services	Workplace OHSE and Security is a high level corporate risk and may involve: • loss of life or serious injuries • damage to property and equipment • operational disruption. (The **frequency** of risk activities is rated as more than one per day.) **Hazards** include construction activities, security incidents, maintenance works.	Land Based Security Plan (excluding Station Pier)	Port of Melbourne	Implement landside security plan.	Port of Melbourne
	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/PORTS VICTORIA Maritime Security Plan	Ports Victoria	Implement Station Pier security requirements.	Station Pier Operations Manager
				Australian Department of Infrastructure, Transport, Regional Development and Communications	Regulation and enforcement of the Maritime Transport and Offshore Facilities Security Act 2003 (Cwlth) and Regulations.	Responsible Agency
			Maintain hazard and incident reporting system	Ports Victoria	Maintain appropriate site assurance and inspection programs.	General Manager, Safety, Emergency Management and Business Continuity
				Port of Melbourne		Head of Environment, Safety & Compliance
	Managing legislative compliance for safety in the workplace		Maintain a documented safety management system	Ports Victoria	Maintain appropriate risk-based safety management and training systems	General Manager Safety, Emergency Management and Business Continuity
				Port of Melbourne		Head of Environment, Safety & Compliance
				WorkSafe Victoria	Regulation of health, safety and welfare in the workplace and Dangerous Goods management.	Responsible Agency

Significant activity	Key risk area	Nature of risk	Risk treatment	Parties involved	Role	Treatment allocation
Security/Port asset management	Significant environmental incidents	Workplace OHSE is a high-level corporate risk and may involve: • loss of life or serious injuries • damage to property and equipment • operational disruption. (The **frequency** of the activity is rated as more than one per day.) **Hazards** include, construction activities, security incidents, maintenance works.	Undertake appropriate assurance and due diligence activities	Ports Victoria	Conduct appropriate due diligence activities for air, land and marine environments as required.	General Manager Safety, Emergency Management and Business Continuity
				Port of Melbourne		Head of Environment, Safety & Compliance
	Planning and responding to emergency events		Victorian Critical Infrastructure Resilience Arrangements	Ports Victoria	Maintain obligations to Critical Infrastructure Resilience Arrangements as required.	General Manager Safety, Emergency Management and Business Continuity
				Port of Melbourne		Head of Environment, Safety & Compliance

Annexure 4: SEMP Compliance Verification

PORT ENVIRONMENT MANAGEMENT PLAN

CERTIFICATE OF COMPLIANCE WITH PART 6A OF THE *PORT MANAGEMENT ACT 1995*

PORT: PORT OF MELBOURNE

PORT MANAGER: PORTS VICTORIA

CERTIFIED BY: BRIAN CHARLES EVA
                   EVA & ASSOCIATES PTY LTD

In accordance with Section 91E of the *Port Management Act 1995* (the Act), I hereby certify that Ports Victoria has prepared an Environment Management Plan for the Port of Melbourne, for which it is the responsible port manager under the Act, that:

1. Adequately provides for the matters required by s.91D of the *Port Management Act 1995;* and
2. Has been prepared in accordance with Ministerial Guidelines made under s.91G of the *Port Management Act 1995.*

Certifier's Signature: *Brian Eva.*

Date: 28 July 2022

-1-

PORT SAFETY MANAGEMENT PLAN

CERTIFICATE OF COMPLIANCE WITH PART 6A OF THE *PORT MANAGEMENT ACT 1995*

PORT: PORT OF MELBOURNE

PORT MANAGER: PORTS VICTORIA

CERTIFIED BY: BRIAN CHARLES EVA
EVA & ASSOCIATES PTY LTD

In accordance with Section 91E of the *Port Management Act 1995* (the Act), I hereby certify that Ports Victoria has prepared a Safety Management Plan for the Port of Melbourne, for which it is the responsible port manager under the Act, that:

1. Adequately provides for the matters required by s.91D of the *Port Management Act 1995*; and
2. Has been prepared in accordance with Ministerial Guidelines made under s.91G of the *Port Management Act 1995*.

Certifier's Signature: *Brian Eva.*

Date: 28 July 2022

- 1 -

Ports Victoria

Head office:
East 1E, 13-35 Mackey Street
North Geelong VIC 3215
Australia

GPO Box 1135
GEELONG VIC 3220
Australia

Tel: 61 3 5225 3500