Port of Melbourne Operations Pty Ltd

Safety and Environment Management Plan (SEMP) 2024

November 2024
Port of Melbourne Operations Pty Ltd

Port of Melbourne

Port of Melbourne

Approvals

Prepared by:	Steve Holmes Head of Landside Operations and Safety	
Endorsed for approval by:	Craig Faulkner Executive General Manager Operations	
Approved by:	Saul Cannon Chief Executive Officer	

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Glossary

Acronym	Term
AMSA	Australian Maritime Safety Authority
DEECA	Department of Energy, Environment and Climate Action (Vic)
CISC	Cyber and Infrastructure Security Centre – Department of Home Affairs (Cth)
DAFF	Department of Agriculture, Fisheries and Forestry (Cth)
EMP	Emergency Management Plan
ERMF	Enterprise Risk Management Framework
EPA	Environment Protection Authority of Victoria
FRV	Fire Rescue Victoria
IMS	Integrated Management System
KPI	Key Performance Indicators
MSP	Maritime Security Plan
MPEMP	Melbourne Port Emergency Management Plan
MPEMPC	Melbourne Port Emergency Management Committee
NATPLAN	National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances
NAVSAC	Navigation Safety Advisory Committee
PAM	Port Activity Map
PMA	Port Management Act 1995 (Vic)
PLT	Port of Melbourne Lease Transaction
PoM	Port of Melbourne Operations Pty Ltd
PoMSHECF	Port of Melbourne Safety, Health & Environment Consultative Forum
POCC	Port Operations Control Centre
STV	Safe Transport Victoria
SEMP	Safety and Environment Management Plan
SMEWG	State Maritime Emergencies Working Group
VTS	Vessel Traffic Services
VSEMP	Victorian State Emergency Management Plan

1. Introduction

In March 2016, the Victorian Parliament passed the Delivering Victorian Infrastructure (Port of Melbourne Lease Transaction) Act 2016 (Vic). This legislation provides for the commercial operations of the port to be leased to the private sector for a period of 50 years.

On 1 November 2016, Port of Melbourne Operations Pty Ltd (as Trustee for the Port of Melbourne Unit Trust) (**PoM**) commenced a 50-year lease of the port. Operating predominately as a 'landlord port', PoM is responsible for planning, development and management of port land and shipping channels. Management of navigation remains with the State, managed by Ports Victoria and particularly the Harbour Master which is appointed by and sits within Ports Victoria (under the Marine Safety Act 2010 (Vic)).

This Safety and Environment Management Plan (**SEMP**) is the safety management plan and the environmental management plan PoM is required to have under section 91C of the Port Management Act 1995 (Vic) (**PMA**). The SEMP and its supporting safety, environmental and risk management systems were externally audited in May 2022 and found to be fully compliant with the PMA (see audit details in Section 12). As required by the PMA, the next audit will be undertaken in 2025.

2. Legislative Background

Port Management Act 1995 (Vic) (PMA)

Section 91CA of the PMA provides that the objectives of a SEMP are promoting:

- improvements in safety and environmental outcomes in the port;
- facilitating the development, maintenance and implementation of systems that enable compliance with various safety and environmental duties that apply to the operation of the port; and
- an integrated and systematic approach to risk management in relation to the operation of the port.

Section 91D of the PMA sets out the key requirements for the SEMP which include preparing the SEMP in accordance with the Ministerial Guidelines Port Safety and Environment Management Plans - November 2012. The SEMP has been prepared to meet these requirements.

Under Section 91C (2) of the PMA, PoM is also required to take reasonable steps to:

- implement measures and strategies specified in the SEMP to prevent or reduce hazards and risks associated with the operation of the port;
- follow processes set out in the SEMP to involve its tenants, licensees and service providers with the implementation of the plan; and
- follow the procedures set out in the plan for implementing, reviewing and revising the SEMP.

Other Key Legislation

Other relevant Victorian safety and environmental legislation includes the:

- Occupational Health and Safety Act 2004
- Dangerous Goods Act 1985
- Environment Protection Act 2017
- Marine and Coastal Act 2018
- Marine (Drug, Alcohol and Pollution Control) Act 1988
- Marine Safety Act 2010
- Emergency Management Act 2013
- Pollution of Waters by Oil and Noxious Substances Act 1986

Associated regulations or other instruments under the above Acts must also be complied with. PoM is also subject to relevant obligations under other State and Commonwealth legislation regarding maritime safety, security and the protection of the environment.

Port of Melbourne Lease Transaction and Ports Victoria Activities

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

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

As these are not functions of PoM they are not covered in the SEMP.

3. Key Performance Indicators (KPI)

PoM's Key Performance Indicators (**KPI**) aim to assess the extent to which the implementation of the SEMP achieves the planning objectives set out in section 91CA of the PMA, as shown below:

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

4. Integrated Management System (IMS)

In March 2019, PoM's Integrated Management System (**IMS**) was independently certified by Bureau Veritas to:

- ISO 45001:2018 OH&S Management Systems
- ISO 14001:2015 Environmental Management Systems
- ISO 9001:2015 Quality Management Systems
- ISO 55001:2014 Asset Management

A copy of each certificate is provided in Annexure 4.

As a result of the certification and ongoing surveillance audits, the latest occurring in March (ISO 55501) 2024 and September (ISO 45001, ISO 14001 and ISO 9001) 2024, the IMS ensures that PoM:

- identifies and systematically meets customer, stakeholder and interested party needs, expectations and compliance requirements
- operates in a manner that minimises potential harm to employees, sub-contractors, the community and the environment
- manages its assets with consideration of stakeholder requirements and expectations and in accordance with its compliance obligations and strategic objectives
- continually improves its performance in the above areas

The design of PoM's IMS is shown below in Figure 1.

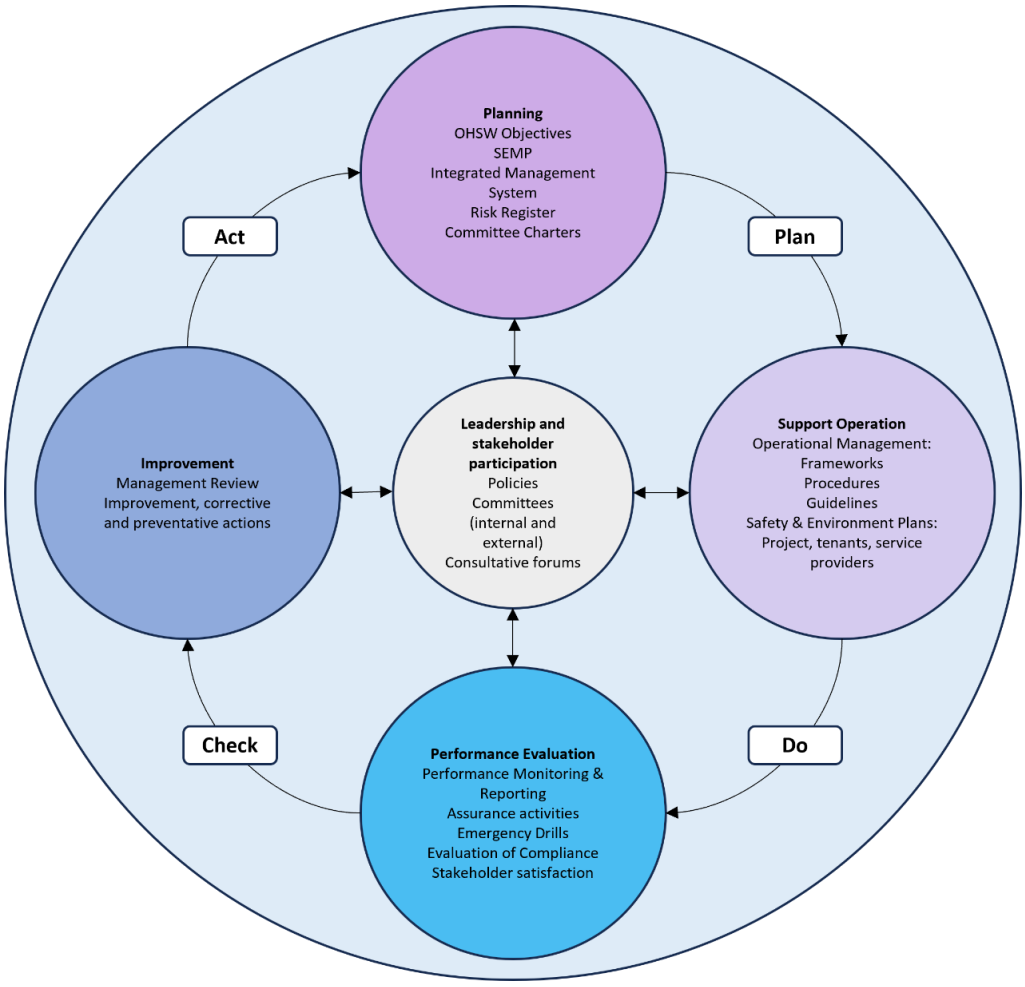


Figure 1 – Integrated Management System

The key system elements are summarised below:

Element	Metric
SEMP	The SEMP provides a tool for PoM to work through key safety, environment and emergency management activities with its stakeholders. The SEMP is published on PoM's website (www.portofmelbourne.com).
Port Activity Map	PoM's Port Activity Map (**PAM)** describes significant activities within the port that give rise to potential risks and hazards, including activities carried out by tenants, service providers and other parties (refer to Section 8 and Annexes 1, 2 and 3).
Safety and Environment Management Systems	Certification of the IMS to ISO 45001:2018 OH&S Management Systems; ISO 14001:2015 Environmental Management Systems; ISO 9001:2015 Quality Management Systems; and ISO 55001:2014 Asset Management ensures a systematic approach to PoM's management of safety and the environment.
Risk Management	PoM's Enterprise Risk Management Framework (**ERMF**) includes operational safety and environment risk registers which are regularly reviewed by PoM Management.

Operational Management

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

Operational Management	Detail
PoM Activities	• Maintain an appropriate PAM and the ERMF operational risk registers to identify risks and the required risk treatments • Maintain incident reporting as a key source of information for identifying hazards and risks in the port • Ensure incidents are recorded and managed within a central database and subject to management reviews, investigations and reporting • Conduct appropriate safety and environmental inspections and maintenance works • Provide contracted security services within the port • Provide employee and contractor induction training to assist in advising of hazards or requirements at specific workplaces • Require third parties (e.g. tenants) to obtain PoM's consent prior to undertaking any development or planning works within the port
PoM Plans	• The Maritime Security Plan (**MSP**) and procedures to help safeguard maritime transport in accordance with the Maritime, Transport and Offshore Facilities Security Act 2003 (Cth) and supporting Regulations (see Section 9) • The Emergency Management Plan (**EMP**) that provides guidance to effectively discharge its emergency management responsibilities (see Section 10) • Site Evacuation Plans to provide standard procedures for evacuation to reduce the loss and injury to life and property on PoM common user berths • PoM's Crisis Management and Business Continuity Plan and relevant supporting documents

Third Parties and Port users	• PoM requires third parties (e.g. tenants) to prepare Health, Safety and Environmental Management Plans (**HSEMP**) in certain circumstances to provide risk management planning processes across the whole port. This requirement is generally incorporated into PoM's leases, service contracts and within development guidelines as part of the works consent process for all longer-term leases • There is also a range of associated safety and environment documents provided on PoM's website to assist third parties with port operations and the use of port facilities. Refer to www.portofmelbourne.com

5. The port environment of Melbourne

Noting the SEMP applies to the functions of PoM as described in Section 1 and to PoM's Lease area, the following table summarises the broader port of Melbourne area:

Port Areas	Detail
Description of Port Areas	Port of Melbourne is Australia's largest container and general cargo port, located at the north of Port Phillip Bay. The port environment of Melbourne contains approximately 52 km of commercial shipping channels and fairways between the Port Phillip Heads, the Yarra and Maribyrnong Rivers, Williamstown, and Port Melbourne.
Port of Melbourne Waters	Port of Melbourne covers an area of 95,000 ha of declared port waters, which include part of the Yarra River, Williamstown, Port Melbourne and South channels, Port Phillip entrance and three nautical miles to seaward from Port Phillip Heads. Figure 2 shows Port Phillip Bay and the boundaries of Port of Melbourne Waters and Figure 3 shows the Port Phillip Channels and distances.
Port Land and Land Use	Port of Melbourne occupies defined precincts in and adjacent to the Yarra River within the municipal districts of Melbourne, Hobsons Bay, Maribyrnong, and Port Phillip. Figure 4 shows an aerial picture of the Port indicating Port of Melbourne's 'declared lands' (i.e. port boundaries). Note Ports Victoria occupies the POCC shown on Figure 4. Port of Melbourne also supports a wide range of port-related activities, which are outlined in the figures and tables below. Figure 5 indicates the current land use and activities within the Port.
Ecologically Significant Areas	Port of Melbourne waters are proximate to Commonwealth and Victorian recognised areas of ecological significance, including internationally recognised Ramsar wetlands and State managed Marine Sanctuaries and Marine National Parks. Figure 6 shows the location of these ecologically significant areas.
Dangerous Goods and Hazardous Materials	Figure 7 shows the location of dangerous goods storage and handling areas.

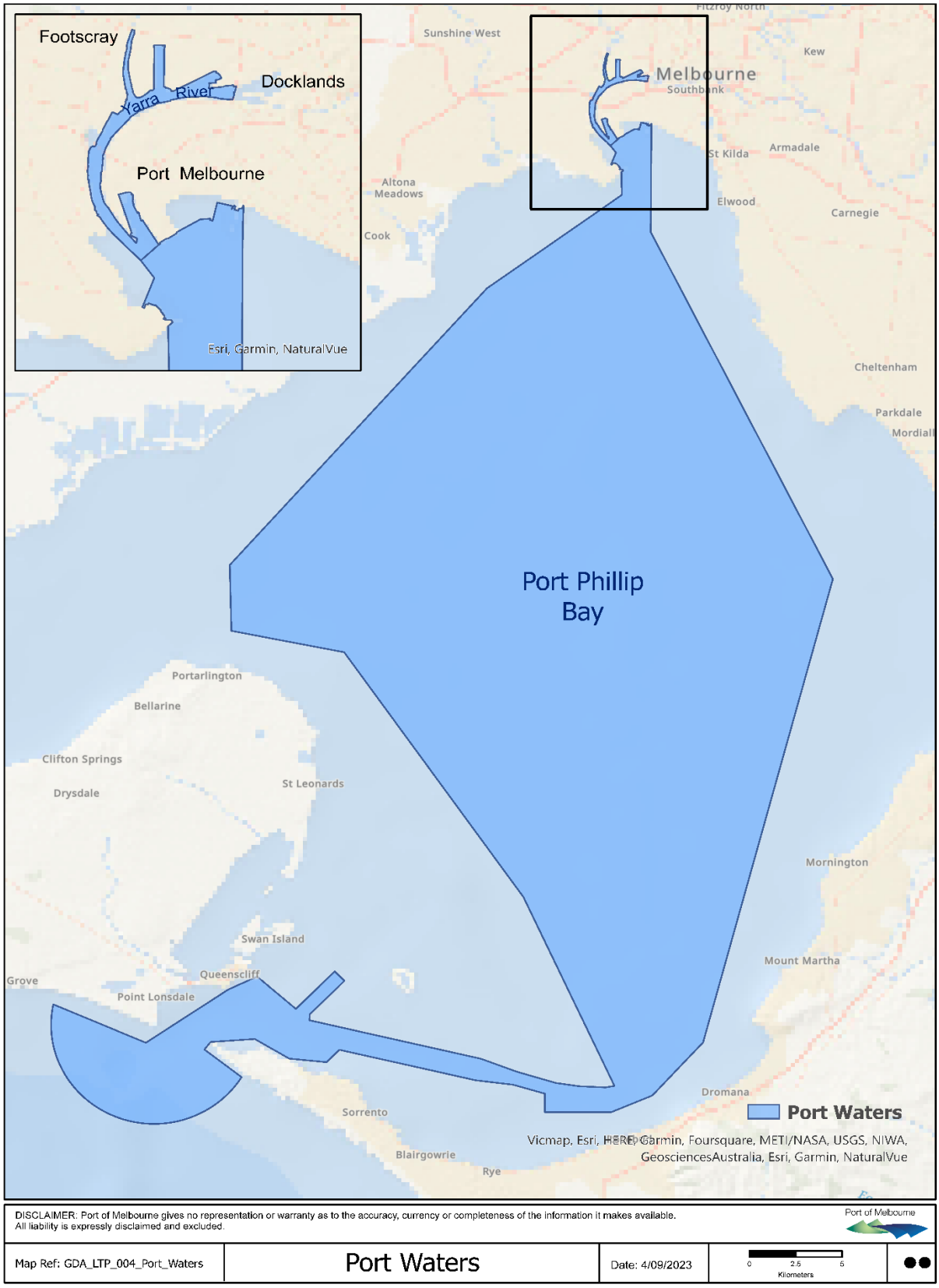
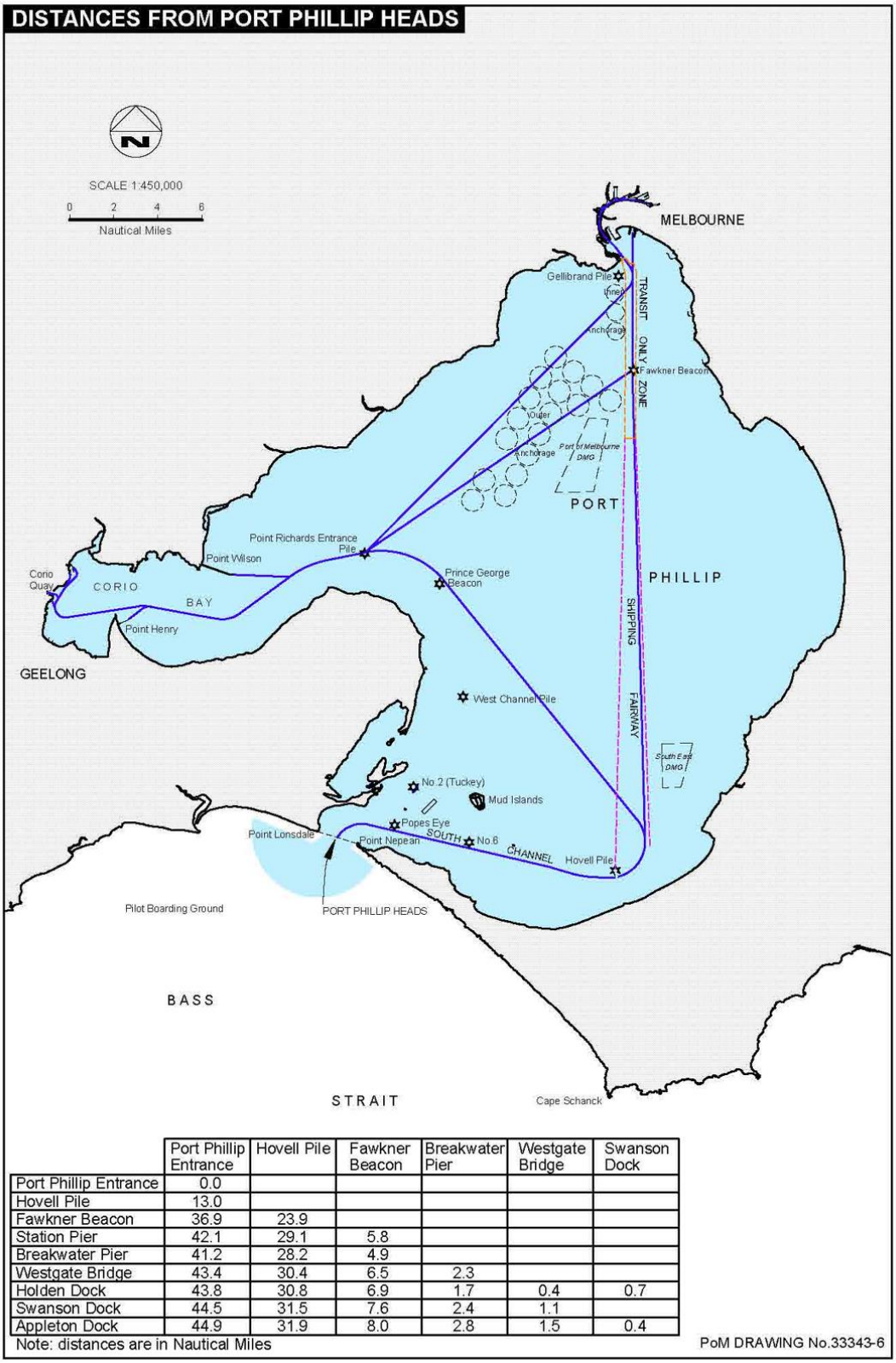


Figure 2 – Port of Melbourne Waters



	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

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Figure 3 – Port Phillip Channels and Distances

Figure 4 – Port of Melbourne Land

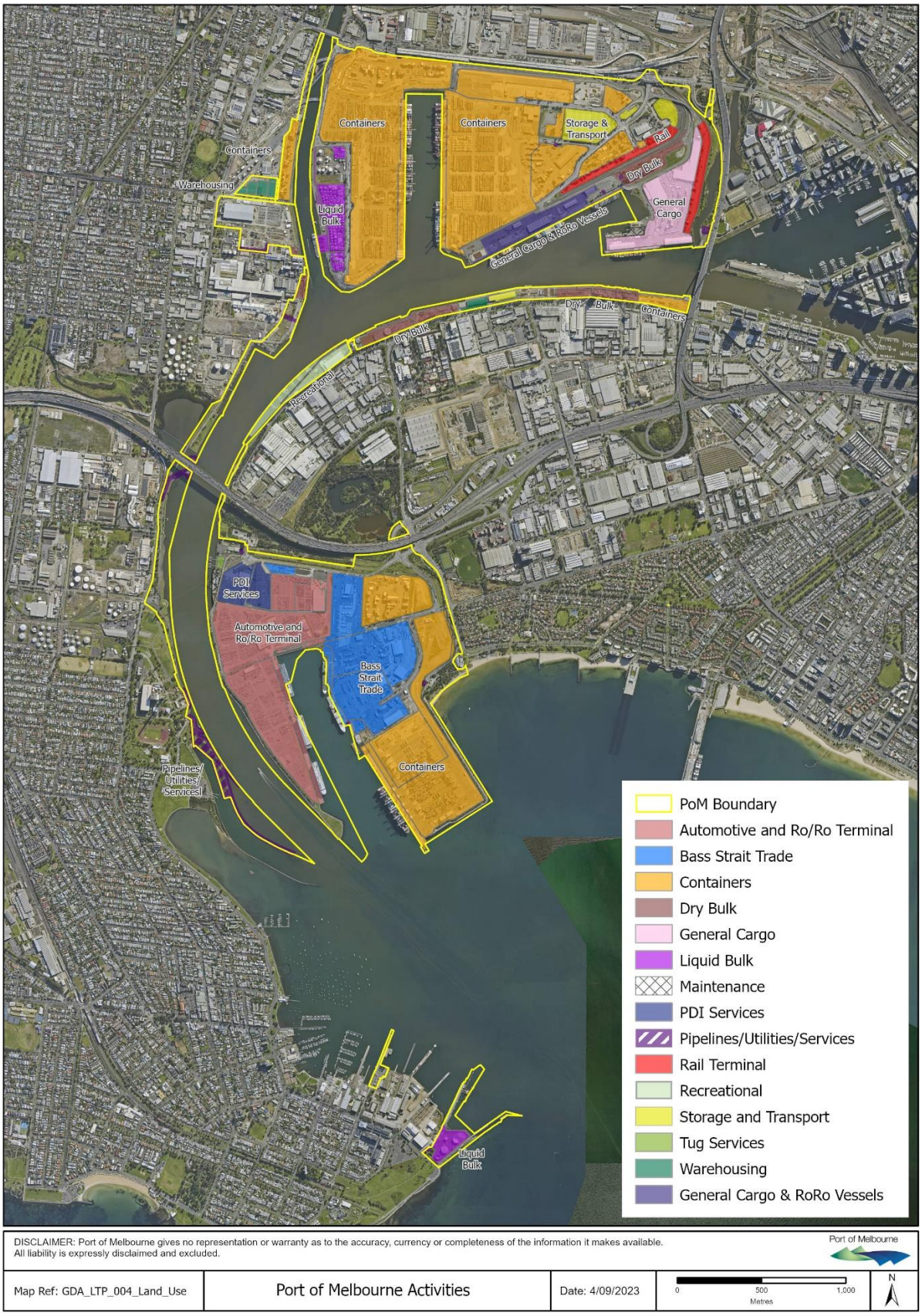

Figure 5 – Port of Melbourne Current Land Use and Activities

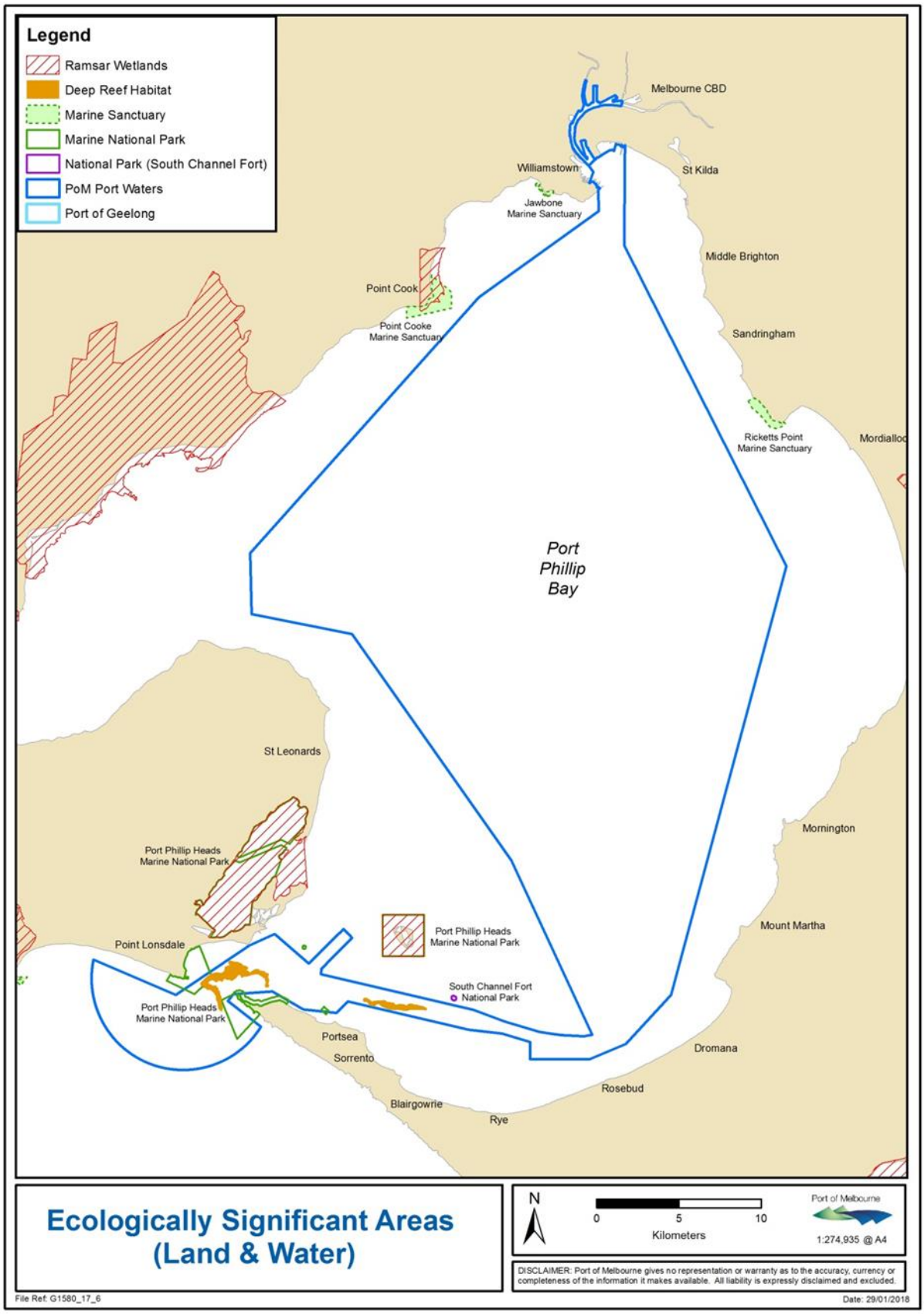

Figure 6 – Ecologically Significant Areas (Land and Water)

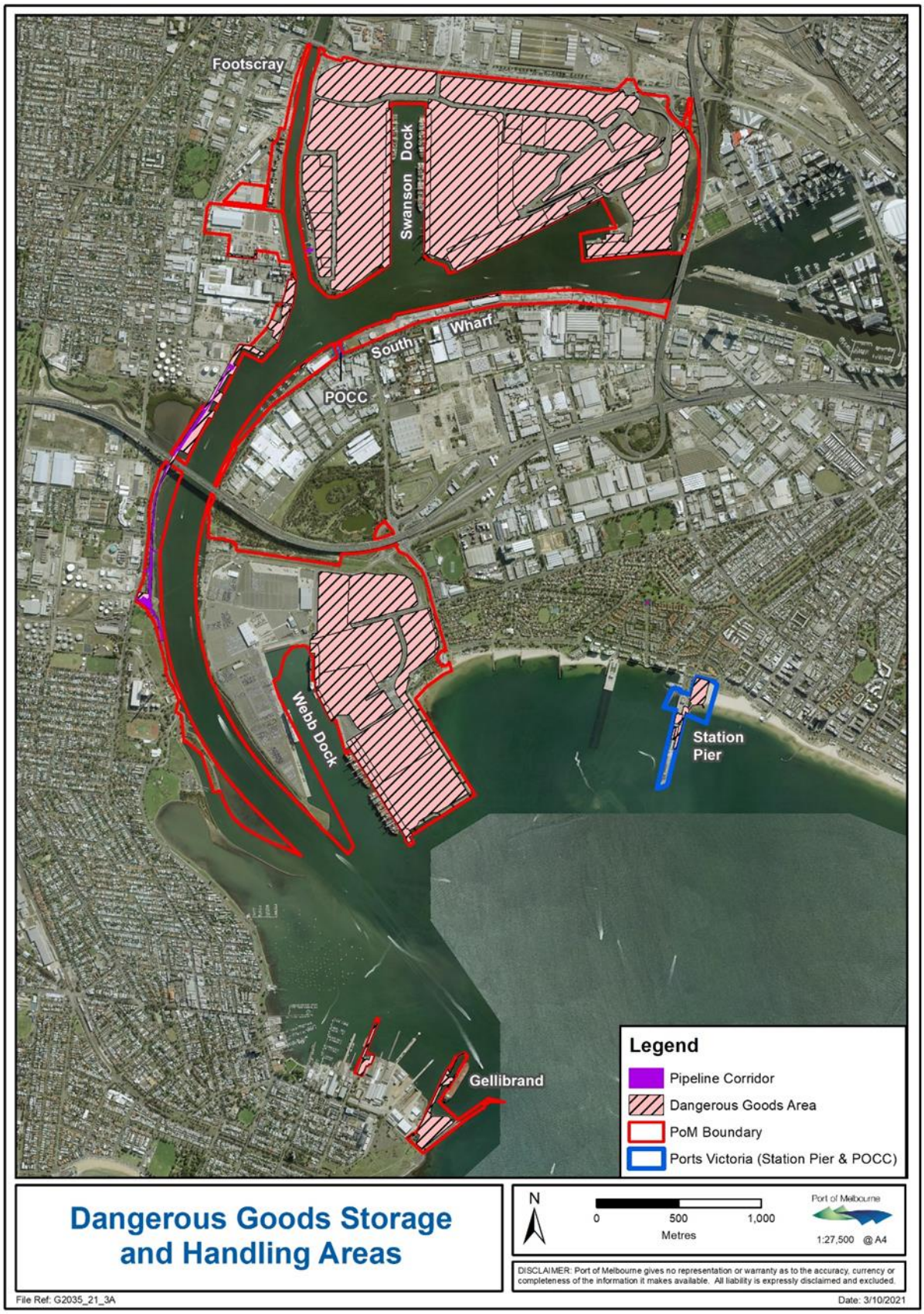

Figure 7 – Dangerous Goods Storage and Handling Areas

6. Port Facilities and Users

At the time of publishing the port of Melbourne provides six types of commercial shipping facilities:

- Container terminals
- Multi-purpose terminals (including general cargo, motor vehicles and coastal trade)
- Dry bulk berths and storage
- Bulk liquid berths and storage
- Cruise shipping (noting Station Pier is Ports Victoria controlled)
- Storage areas (refer to Figure 5 – Land Use and Activities).

A summary table of the berths and respective port uses and key tenants is shown below:

Berth	Port uses include	Tenant/ Licensees and Users (as at 31 August 2024)
B, C, D and E Appleton Dock	Multi-purpose general cargo terminal. Low volume container storage	Australian Amalgamated Terminals
F Appleton Dock	Dry bulk cargo terminal. Primary user Melbourne Terminals Operations (Louis Dreyfus Company) for grain exports	PoM Common User Facility. Louis Dreyfus Company has berthing licence over the berth
Gellibrand Pier	Bulk liquid terminal for import/export and storage of refined petroleum products. Pipeline connection to Altona terminal	Mobil Refining Australia Pty Ltd
Holden Dock	Bulk liquid terminal import/export of refined petroleum products. Storage facilities located off port land	PoM Common User Facility
No. 1 Maribyrnong	Bulk liquid terminal for import/export of hazardous and non-hazardous chemical products. Operators maintain bulk liquid storage facilities on Coode Island	PoM Common User Facility
26-27 South Wharf	Dry bulk cargo terminal. Importation and storage of cement related materials (imported cement, blast furnace slag and fly ash)	Independent Cement & Lime Pty Ltd Cement Australia Pty Ltd Knauf Gypsum Pty Ltd
29 South Wharf	Used for the storage of piles for Swanson Dock	PoM Common User Facility – McConnell Dowell is contractor who occupy
30-31 South Wharf	Wharf not used for commercial shipping	Meyer Timber Pty Ltd Strang Systems Pty Ltd Svitzer
32 South Wharf	Concrete batching plants	Hy-Tec Industries (Victoria) Pty Ltd
Part 32-34 South Wharf	Dry bulk cargo terminal	PoM Common User Facility Cement Australia Holdings Pty Ltd

Berth	Port uses include	Tenant / Licensees and Users (as at 31 August 2024)
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 Limited (Gyprock), Wilmar Sugar Pty Ltd and Steel Cement Pty Ltd
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. Shipping limited to sulphuric acid.	PoM Common User Facility Steel Cement Pty Ltd IXOM Pty Ltd
Station Pier (noting Station Pier is Ports Victoria controlled)	Cruise ship and Navy vessel terminal.	Ports Victoria Common User Facility Various cruise operators Naval Vessels
Appleton Dock	Empty container terminal and rail logistics.	Zed Group Australia Pty Ltd
Breakwater Pier	Used for berthing only.	Vacant
Rail infrastructure	Bulk, general and container cargo transport.	Port of Melbourne
1 Webb Dock East	Coastal shipping terminal. Multi-purpose cargos and moderate container storage.	Strait Link Logistics Pty Ltd
2 Webb Dock East	Coastal shipping terminal. Multi-purpose cargos and moderate container storage.	SeaRoad Shipping Pty Ltd
4-5 Webb Dock East	International container terminal storage and handling.	Victorian International Container Terminal Limited
Webb Dock West	Automotive terminal.	Melbourne International RoRo & Auto Terminal Pty Ltd
Webb Dock West	Automotive pre-delivery inspections.	Prixcar Services Pty Ltd

A summary table of the berths and key activities with dangerous goods is shown below:

Berth/Area	Key Activities with Dangerous Goods	Key Tenants, Licensees and Users (as at 31 August 2024)
Coode Island Precinct	Coode Island Precinct is a bulk liquid common user berth where chemical and food-grade products are imported and exported. Coode Island is a transit storage facility for imported and exported hazardous and non-hazardous chemical and food grade bulk liquid products.	Stolthaven Coode Island Pty Ltd Anchor Tank Pty Ltd Quantem Gordon Brandon (Victoria) Proprietary Limited
Gellibrand Pier – Williamstown	Gellibrand Pier is used for the import and storage of refined petroleum products. Pipeline connection to Altona terminal.	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 Mobil Refining Australia Pty Ltd Viva Energy Australia Pty Ltd BP Australia Pty Ltd Ampol Petroleum Pty Ltd
Yarraville No. 6 Berth	Yarraville No. 6 is a common-user berth and facilitates the importation of material including sulphuric acid.	Ixom Pty Ltd
Swanson Dock	Shipping containers noting around five per cent of these contain dangerous goods.	DP World Melbourne Ltd Patrick Stevedores Pty Ltd
Webb Dock	Minor quantities are handled in shipping containers.	Strait Link Logistics Pty Ltd SeaRoad Holdings Pty Ltd Victorian International Container Terminal Limited
Other areas within port	Minor quantities of dangerous or hazardous goods either in break-bulk cargo or containers at other berth areas, transport terminals or depot sites.	Station Pier (Ports Victoria)
Bulk liquid pipelines at: • **No. 1 Maribyrnong** • **Gellibrand Pier** • **Holden Dock** • **Newport** • **6 Yarraville**	Bulk liquid dangerous goods transfer pipes.	Ixom Pty Ltd Stolthaven Coode Island Pty Ltd Anchor Tank Pty Ltd Quantem Gordon Brandon (Victoria) Proprietary Limited APA Gasnet Australia (Operations) Pty Ltd Mobil Oil Australia Ltd Mobil Refining Australia Pty Ltd

7. Port Services

In addition to hydrographic survery, dredging and maintaining the channels and berths and associated ancillary areas, PoM maintains navigational aids and also provides the following:

- 'first strike' marine pollution response capability at berths in accordance with the State Emergency Management Plan, Maritime Emergencies (non-search and rescue) Sub-Plan (VIC)
- security and other services under contract by a specialist provider.

Ports Victoria operates the Melbourne and Lonsdale VTS which is based at the POCC on a 24/7 basis and is responsible for:

- discharging Ports Victoria's responsibilities for navigational safety
- complying with the applicable Victorian, Australian and international laws and conventions and Ports Victoria's Harbour Master's Directions
- providing a Vessel Traffic Service on a continuous 24-hour basis to improve safety of life at sea, the safety and efficiency of vessel navigation, and the protection of the marine environment, the adjacent shore area and worksites from possible adverse effects of maritime traffic.

Ports Victoria appoints the licensed Harbour Master for the port of Melbourne.

There are a number of independent commercial businesses that operate and provide services across the wider port as shown below (refer www.ports.vic.gov.aufor the current Port Information Guide).

Service	Provider
Shipping Lines	A list is maintained on the PoM website www.portofmelbourne.com
Pilots	Port Phillip Sea Pilots Auriga Pilots Poseidon Sea Pilots
Towage	Svitzer
Mooring	Ausport/1 Port
Lines Boats	LW Marine Launches Pty Ltd
Bunkering (by Sea)	Viva Energy via vessels ICS Reliance, ICS Allegiance
Security	Advent Security
Maintenance Services	Bhagwan Marine Platinum FM Pty Ltd Quad Services Citywide Service Solutions Pty Ltd Tasman Asset Management Services (TAMS) Group Australian Rail Track Corporation (ARTC)

8. Management of Hazards and Risks

Risk assessment methodology

In alignment with PoM's ERMF, the methodology employed to assess and effectively manage health, safety and wellbeing and environmental risk is aligned to AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines. The risk management process employed by PoM is depicted in Figure 8 and discussed further in the subsequent table.

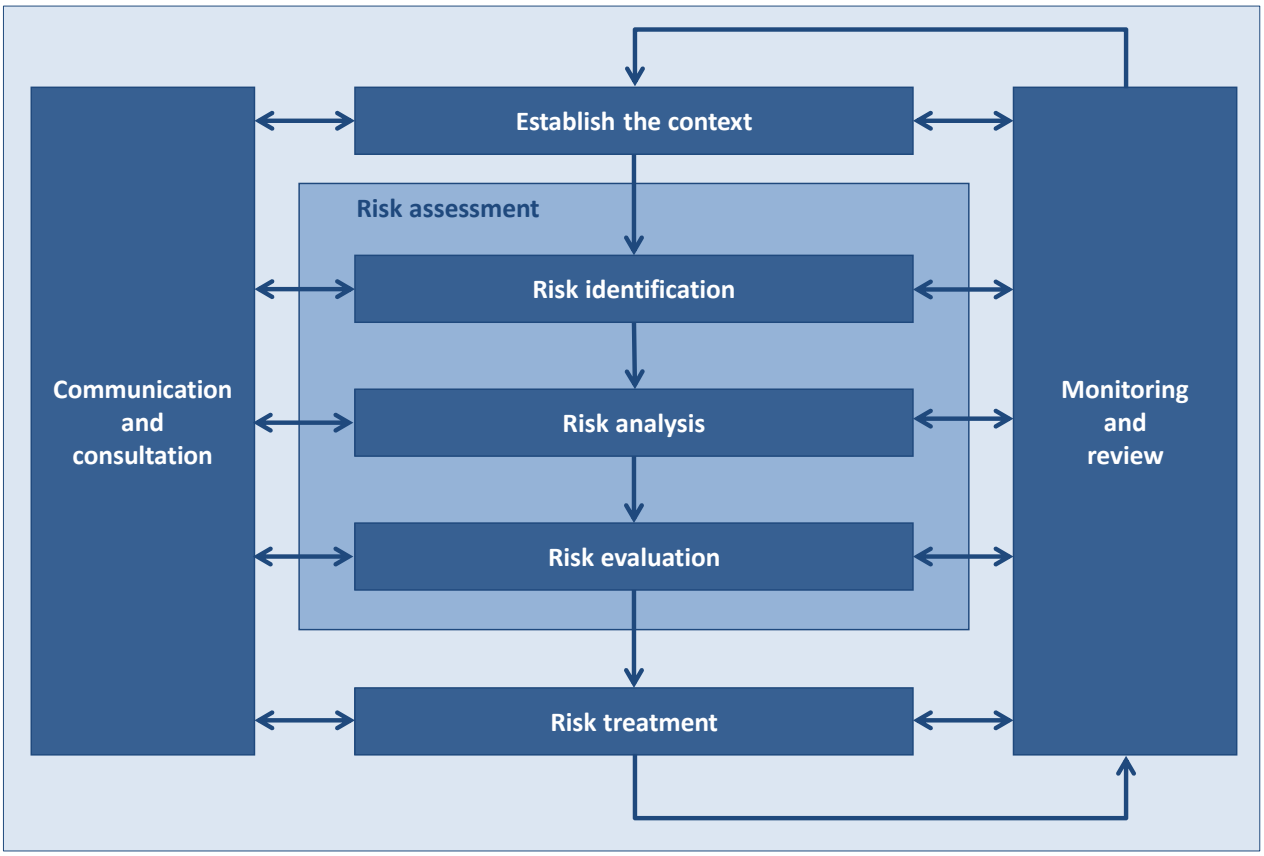

Figure 8 – Risk Management Methodology

Risk Item	Details
Establish the Context	PoM articulates its objectives, defines the external and internal parameters to be taken into account when managing risk, and sets the scope and risk criteria for the remaining process.
Risk Identification	Involves the identification of potential sources of risk, their potential consequences and their interaction with PoM's strategic and operational risk assessments. The registers record the risks identified, the risk analysis undertaken, the risk treatments to be used and an outline of the risk reporting to be undertaken.
Risk Analysis	Examines the nature and extent of each hazard and risk, including those that could result in an emergency that might be of a high consequence.
Risk Evaluation	Involves a management review of the items according to criteria established under the internal PoM risk management framework.
Risk Treatment	Aims to eliminate or reduce risk via treatments. Risk treatment measures may also be utilised to optimise, transfer or retain risk. A range of parties manage the various risk treatments which are identified in the PAM.
Communications and Consultation	PoM identifies and engages with port stakeholders to advise of the identified risks and resulting treatments (refer Annexure 1).
Monitoring and Review	The process whereby PoM ensures the controls are effective and efficient in both the design and operation by analysing and reviewing information from risk events.

Risk management with tenants, licensees, and service providers

Promoting safety and environment risk management is a 'whole-of-port' approach with the support of Ports Victoria. New PoM leases and licences require tenants and licensees to prepares their own HSEMP.

Tenants are subject to the safety planning conditions at lease renewal or renegotiation, or whenever a development is proposed through the works consent process. Site inspections and incident reporting processes are used to identify and treat risks.

Approval from PoM is required for any proposed development works taking place on port land. PoM's 'Port Development Guidelines' set out the process for obtaining this approval from PoM to undertake developments on port land.

Consent must also be granted by PoM prior to development works commencing. PoM manages this process such that safety and environmental management strategies for the design, construction and use of a development are provided.

Port Activity Map (PAM)

The Port Activity Map (**PAM**) divides the key port activities into three categories (refer Figure 9 below):

- activities relating to vessels transiting port waters
- activities relating to the berthing and mooring of vessels
- activities relating to land and land-based operations.

The PAM is shown in Annexures 1-3 to this SEMP and identifies the following:

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

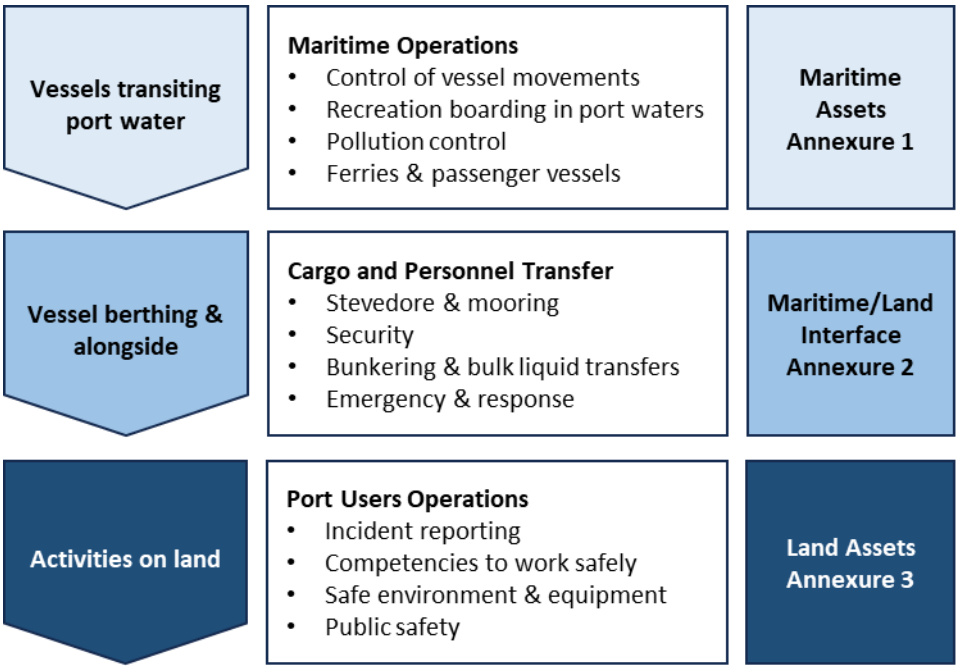

Figure 9 – Overview of PAM

The activities relating to activities on land (with the exception of the land/water interface activities identified as the responsibility of Ports Victoria) are the responsibility of PoM to manage. PoM reviews the PAM at least annually.

9. Security

In accordance with Australian legislation (Maritime Transport and Offshore Facilities Security Act (Cth) (**MTOFSA**) and Regulations 2003 (Cth) (**MTOFSR**)), PoM as the operator of a security regulated port is required to implement Maritime Security Planning which is approved by the Department of Home Affairs, Cyber and Infrastructure Security Centre (**CISC**).

To fulfil regulatory requirements, PoM has an approved MSP. The MSP is the primary mechanism for outlining the security practices necessary to protect PoM's people and assets.

10. Emergency Management

Plan/Activity	Details
Port of Melbourne Emergency Management Plan (EMP)	The **EMP** provides an integrated framework for emergency management within PoM's areas of responsibility and seeks to support an "all agencies" and "all hazards" approach for the prevention, preparedness, response and recovery of port related emergencies. The EMP is integrated with Ports Victoria's Melbourne Port Emergency Management Plan (**MPEMP**).
Incident Reporting	All landside emergency and pollution events must be reported via the Ports Victoria POCC after being reported to emergency services (000). • Ports Victoria Melbourne VTS: 9644 9777 • PoM Emergency Contact: 9689 0224
Key Emergency Plans and Linkages	• Victorian State Emergency Management Plan (**VSEMP**) • National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances (**NATPLAN**) • VSEMP Maritime Emergencies (non-search and rescue) Sub-Plan • North West Metro Region, South West Metro Region and Municipal Emergency Response Plans
Integrated "Whole of Port" planning	Ports Victoria's MPEMP Committee (**MPEMPC**) is an advisory emergency committee which aims to ensure the performance and integrity of Ports Victoria's MPEMP is maintained. Membership of the Committee involves PoM, key agencies and stakeholders within the port and surrounding communities.
PoM Critical Assets	• Survey Boat – John Norgate • Incident Control Centre – Port Education Centre / Holden Dock

11. Risk Treatments

A key component of PoM's SEMP is the implementation of the following risk treatments by nominated personnel:

Responsible Manager	Treatment measures category
Head of Landside Operations and Safety	• Maintain an incident reporting procedure and database
Manager, Protective Security and Resilience	• Maintain an approved MSP • Maintain compliance with the MSP • Maintain emergency management obligations
General Manager Asset & Infrastructure Delivery	• Maintenance of navigational aids
Head of Environment	• Comply with environmental approvals for dredging activities

12. SEMP Process Requirements

Activity	Process
Involvement of Stakeholders	PoM undertakes external consultation with Ports Victoria and other stakeholders via quarterly meetings of the Port of Melbourne Safety, Health & Environment Consultative Forum (**PoMSHECF**) to encourage port users to share information and undertake risk and hazard identification for areas under their control. The forum is jointly chaired by PoM and Ports Victoria.
Review of the SEMP and SEMP Annual Report	PoM Management undertakes a review of the SEMP and its implementation on an annual basis. Additional reviews and updates may also occur due to changes in key legislation or regulation, changes in port activities, significant new hazards are identified, incident, near-misses or other safety concerns and/or review of monitoring programs.
Endorsement of the SEMP	Executive General Manager, Operations.
SEMP Publication and Availability	PoM will retain copies of the SEMP, any certificates required to be attached to the plans and the audit reports at PoM's offices and are available for inspection by authorised persons in accordance with the PMA. The SEMP is published on PoM's website www.portofmelbourne.com

Activity	Process
SEMP Auditing	In May 2022, PoM's (2021) SEMP was externally audited by an environmental auditor (Brian Eva of Eva & Associates) approved by the Minister for Ports. The auditor's findings in 2022 were: • The PoM SEMP (2021) has been prepared in accordance with Ministerial Guidelines for Port SEMPS (November 2012), as required by section 91D of the PMA. • The PoM SEMP (2021) adequately provides for the matters required by s.91G of the PMA. • In the context of the scope of the audit, PoM as Port Manager, is complying with the documented PoM SEMP (2021). As required by the PMA, the next audit will be undertaken in 2025.

13. SEMP Consultation and Communication

Consultation Forum	Details
PoM and Ports Victoria	PoM meets on a regular basis with Ports Victoria to share safety, emergency and environmental information to increase the robustness of hazard identification and assessment. These include the following:
PoMSHECF	PoM established the PoMSHECF in 2016 as required under the Port Concession Deed. PoM and Ports Victoria jointly chair the PoMSHECF.
Other Forums	• Industry Group Forums (e.g. Bulk Cargo, Vehicle, Container) • Navigation Safety Advisory Committee • Port Security Committee • Melbourne Port Emergency Management Plan Committee • Port Phillip Region Marine Pollution Contingency Plan Committee • State Maritime Emergencies Working Group • Regional Emergency Management Planning Committees • Municipal Emergency Management Planning Committees • Stakeholder meetings • Shipping Terminal Management meetings (Bulk Liquid) • Development Planning • Meetings with Regulators e.g. AMSA, STV, WorkSafe Victoria, EPA • Community and Resident Group meetings • Local Council Consultative Meetings • Ports Australia Forums (Environment, Planning and Sustainability; Health and Safety and Port Operations)

14. Annexure 1: Port Activities – Maritime 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	Provision of safe shipping and navigation systems and controls	Ports Victoria	Review and update VTS Operations, Harbour Masters Directions and Port Information Guide as required	Ports Victoria
			External parties dedicated roles and responsibilities	STV	Regulation of Marine Safety Act 2010 (Vic)	Responsible Authority
				AMSA	National Regulator, provider of response and maritime and aviation search and rescue	Responsible Authority
				Ports Victoria	Management of vessels transiting Port of Geelong Waters	Responsible Authority
				Vessel Owner	Seaworthiness of vessels	Responsible Authority
				Shipping Agents	Engaging suitable vessels for trade	Responsible Authority
				Vessel Master	The master or a pilot (engaged by the vessel operator) has control of navigation and control of the vessel	Responsible Authority
				Towage and Mooring Service Operators	Private operators engaged to provide towage and mooring services. Compliance with Ports Victoria Towage Requirements Determination.	Responsible Authority
			Ensuring Pilots operating in the port are competent and licensed	Ports Victoria/STV	Ports Victoria are responsible for the licensing of Pilot Service Providers while STV retains responsibility for the licensing of individual pilots.	Responsible Authority
			Maintain declared depth of channels and maintenance of navigational aids	PoM	Implementation of 10-year maintenance dredging program and maintenance of navigational aids	PoM Head of Maritime Operations and PoM GM Asset & Infrastructure Delivery
	Interactions between commercial and recreational vessels	Shipping and navigational incidents may involve the following consequences: • loss of life or serious injury • economic loss • environmental harm Hazards include vessel collisions, damage, pollution events or excessive noise generation	Provide an ongoing "Keep Clear", or equivalent, promotion and enforcement campaign	Ports Victoria	Maintain an appropriate education and enforcement program for users of the port to keep clear of commercial vessels.	Ports Victoria
	Mitigating pollution impacts and implementing effective responses		External parties dedicated roles and responsibilities	Parks Victoria	Management and regulation of parks within Victoria including marine protected areas within Port Phillips Bay waters	Responsible Authority
				STV and AMSA	Maintain regulatory responsibilities in relation to safety and environmental requirements for shipping, including outside Port waters	Responsible Authority
				DAFF	Ballast Water Management	Responsible Authority
				EPA	Environmental regulation and enforcement	Responsible Authority
				PoM	Comply with approved Dredging Environmental Management Plan (EMP) and environmental management programs	PoM Head of Environment
				Department of Transport and Planning	Incident Controller for Tier 2 and Tier 3 pollution response	Responsible Authority
			Provide management programs to protect the marine environment and other waters from pollution by oil and noxious substances	Ports Victoria	Provide Incident Controller services for Tier 1 pollution events	Ports Victoria
				PoM	Ensure 'First-Strike' pollution response capability at Common User Berths	PoM Head of Landside Operations & Safety
	Facilitating safe passenger operations at Station Pier		Coordinate and monitor compliance with the Station pier management plans	Ports Victoria	Provide for safe operations and facilities at Station Pier	Ports Victoria

15. Annexure 2: Port Activities – Maritime / Land Interface

Significant Activity	Key Risk Area	Nature of Risk	Strategy or Risk Treatment	Parties involved	Role		Treatment Allocation
Commercial vessels during berthing and at berth	Preventing security breaches and providing security services	Risks associated with security and terrorism	Implementation, development and coordination of Marine Security Plans	PoM	Ensure port compliance with Maritime Transport and Offshore Facilities Security Act 2003 (excl. Station Pier)		PoM Manager, Protective Security and Resilience
				Ports Victoria	Ensure compliance of Station Pier with Maritime Transport and Offshore Facilities Security Act 2003		Ports Victoria
	Dangerous Goods (DGs), bunkering and bulk liquid transfers	Risks associated with Hazardous Port Activities and the handling storage and transport of DGs	Implementation, development and coordination of plans, guidelines and assurance activities	Ports Victoria	Monitor and audit dangerous goods, bunkering and bulk liquid transfers. DGs information supply is provided via DGHUB		Ports Victoria
	Preventing incidents during stevedoring and mooring activities	Risks associated with mooring and stevedoring may include: • loss of life or serious injuries • damage to property and equipment • operational disruption Hazards include line snaps, falls, and mechanical failures	Implementation of the national Code of Practice, Managing Risks in Stevedoring	Stevedores	Implement Code of Practice into Stevedore operations		Responsible Authority
			External parties dedicated roles and responsibilities	WorkSafe Victoria	Ensure safe work practices are undertaken by mooring companies		Responsible Authority
				Pilots and Mooring Service Operators	Safe berthing and mooring of vessels in concert with the vessel master and Harbour Master's Directions		Responsible Authority
	Condition of berth and associated infrastructure		Structural failure of asset(s) leading to sever injuries, loss of life, damage and/or operational disruption	Maintain PoM's Asset Management Strategy and supporting asset management plans	PoM	Implement Asset Management Strategy and plans, undertake supporting assurance, inspection and monitoring programs	PoM GM Asset & Infrastructure Delivery
	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	Provide Port Authorised Officer(s) (PAO) to monitor hazardous port activities	Ports Victoria	Maintain risk-based assurance inspection and compliance monitoring program	Ports Victoria
					PoM	Undertake appropriate assurance regime to meet operational requirements	PoM Head of Landside Operations & Safety
	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	Responsible Authority

Significant Activity	Key Risk Area	Nature of Risk	Strategy or Risk Treatment	Parties involved	Role		Treatment Allocation
Commercial vessels during berthing and at berth	Planning and responding to safety and emergency events		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	Implementation of Emergency Management Planning in consultation with stakeholders	Ports Victoria	Protect employees and stakeholders by ensuring preparedness and an appropriate response to a range of potential emergencies.	Ports Victoria
				Implementation of relevant Ports Victoria policies and State Marine Pollution Contingency Plan(s) and supporting procedures		Coordination and testing of MPEMP and supporting plans in consultation with stakeholders	
				Implementation of PoM's business continuity procedures	PoM	Coordination and testing of Emergency Management Plan and supporting plans in consultation with stakeholders	PoM Manager, Protective Security and Resilience
				Provide a port-wide hazard and incident reporting process	Ports Victoria	Report incident and hazards and implement appropriate corrective actions to reduce risks	Ports Victoria
					PoM		PoM Head of Landside Operations & Safety
				Coordinate the integration of site, port and state emergency plans including response capabilities via the MPEMPC	Ports Victoria	Test the resilience of the MPEMP and integration with state emergency management plans	Ports Victoria
					DEECA and FRV	Management of fire safety risks on public land. Agency for the recovery, treatment, rehabilitation and release of wildlife affected by an emergency incident	Responsible Authority
					AMSA	Implementation and enforcement of international standards governing marine environment protection	Responsible Authority

16. Annexure 3: Port Activities – Land Assets

Significant Activity	Key Risk Area	Nature of Risk	Strategy or Risk Treatment	Parties involved	Role	Treatment Allocation
Security/Port Asset Management	Significant safety and environmental incidents	Workplace OHS&E is a high-level corporate risk and may involve: • loss of life or serious injuries • damage to property and equipment • operational disruption Hazards include pollution, excessive noise generation, construction activities, security incidents, maintenance works	Undertake appropriate OHS&E assurance and due diligence activities	Ports Victoria	Conduct appropriate OH&S and environmental due diligence activities for OH&S, air, noise, land and marine environments, as required	Ports Victoria
				PoM		PoM Head of Landside Operations & Safety PoM Head of Environment
	Planning and responding to emergency events		Victorian Critical Infrastructure Resilience Arrangements	Ports Victoria	Maintain obligations to Critical Infrastructure Arrangements as appropriate	Ports Victoria
				PoM		PoM Manager, Protective Security and Resilience
	Provision of security services	Workplace OHS&E and Security is a high level corporate risk and may involve: • loss of life or serious injuries • damage to property and equipment • operational disruption Hazards include construction activities, security incidents, maintenance works	Land Based Security Plan (excluding Station Pier)	PoM	Implement landside and waterside Security Plan	PoM Manager, Protective Security and Resilience
	Collection and reporting of incidents from employees, contractors, third parties including the public		Provide and coordinate efforts of the Port Security Committee in the collaboration of port wide Maritime Security Plans (MSP)	Ports Victoria	Implement Station Pier Security requirements	Ports Victoria
				CISC	Regulation and enforcement of the Maritime Transport and Offshore Facilities Security Act 2003 and Regulations.	Responsible Authority and MSP holders
			Maintain an appropriate hazard and incident reporting system	Ports Victoria	Maintain appropriate site assurance and inspection programs	Ports Victoria
				PoM		PoM Head of Landside Operations & Safety
	Managing legislative compliance for safety in the workplace		Maintain an appropriate Safety Management System	Ports Victoria	Maintain appropriate risk-based safety management and training systems	Ports Victoria
				PoM		PoM Head of Landside Operations & Safety
				WorkSafe Victoria	Regulation of health, safety and welfare in the workplace and Dangerous Goods management	Responsible Authority

17. Annexure 4: ISO Certificates

BUREAU VERITAS Certification

Certification

Awarded to

PORT OF MELBOURNE OPERATIONS PTY LTD

AS TRUSTEE FOR PoM UNIT TRUST

L 19, 839 COLLINS STREET, DOCKLANDS, VIC 3000
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

STANDARD

ISO 9001:2015

SCOPE OF SUPPLY

THE PROVISION OF PORT FACILITIES AND SERVICES INCLUDING CHANNELS AND AIDS TO NAVIGATION

Original Approval Date: 12 April 2019
Subject to the continued satisfactory operation of the organisation's Management System, this certificate is valid until: 11 April 2025
To check the validity of this certificate please call tel. 1800 855 190
Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: AU004982-2 Date: 8 April 2022

Andrew Mortimore
Vice President – I&F Pacific Region

Managing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street Melbourne, Victoria, 3000 ,Australia Tel: 1800 855 190

Issuing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street Melbourne, Victoria, 3000 ,Australia Tel: 1800 855 190

JAS-ANZ

BUREAU VERITAS Certification

Certification

Awarded to

PORT OF MELBOURNE OPERATIONS PTY LTD

AS TRUSTEE FOR PoM UNIT TRUST

L 19, 839 COLLINS STREET, DOCKLANDS, VIC 3000
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

STANDARD

ISO 45001:2018

SCOPE OF SUPPLY

THE PROVISION OF PORT FACILITIES AND SERVICES INCLUDING CHANNELS AND AIDS TO NAVIGATION

Original Approval Date: 12 April 2019
Subject to the continued satisfactory operation of the organisation's Management System, this certificate is valid until: 11 April 2025
To check the validity of this certificate please call tel. 1800 855 190
Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: AU004985-2 Date: 8 April 2022

Andrew Mortimore
Vice President – I&F Pacific Region

Managing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street Melbourne, Victoria, 3000 ,Australia Tel: 1800 855 190

Issuing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street Melbourne, Victoria, 3000 ,Australia Tel: 1800 855 190

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BUREAU VERITAS Certification

Certification

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L 19, 839 COLLINS STREET, DOCKLANDS, VIC 3000
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

STANDARD

ISO 14001:2015

SCOPE OF SUPPLY

THE PROVISION OF PORT FACILITIES AND SERVICES INCLUDING CHANNELS AND AIDS TO NAVIGATION

Original Approval Date: 12 April 2019
Subject to the continued satisfactory operation of the organisation's Management System, this certificate is valid until: 11 April 2025
To check the validity of this certificate please call tel. 1800 855 190
Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: AU004984-2 Date: 8 April 2022

Andrew Mortimore
Vice President – I&F Pacific Region

Managing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street Melbourne, Victoria, 3000 ,Australia Tel: 1800 855 190

Issuing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street Melbourne, Victoria, 3000 ,Australia Tel: 1800 855 190

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AS TRUSTEE FOR PoM UNIT TRUST

LEVEL 19, 839 COLLINS STREET, DOCKLANDS, VIC 3008
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

STANDARD

ISO 55001:2014

THE PROVISION OF PORT FACILITIES AND SERVICES INCLUDING CHANNELS AND AIDS TO NAVIGATION

Original Approval Date: 12 April 2019
Subject to the continued satisfactory operation of the organisation's Management System, this certificate is valid until: 11 April 2025
To check the validity of this certificate please call tel. 1800 855 190
Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: AU005111-1 Date: 25 July 2022

Andrew Mortimore
Vice President – I&F Pacific Region

Managing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street, Melbourne, Victoria, 3000, Australia

Issuing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street, Melbourne, Victoria, 3000, Australia

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