Safety and Environment Management Plan: Port of Hastings

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

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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

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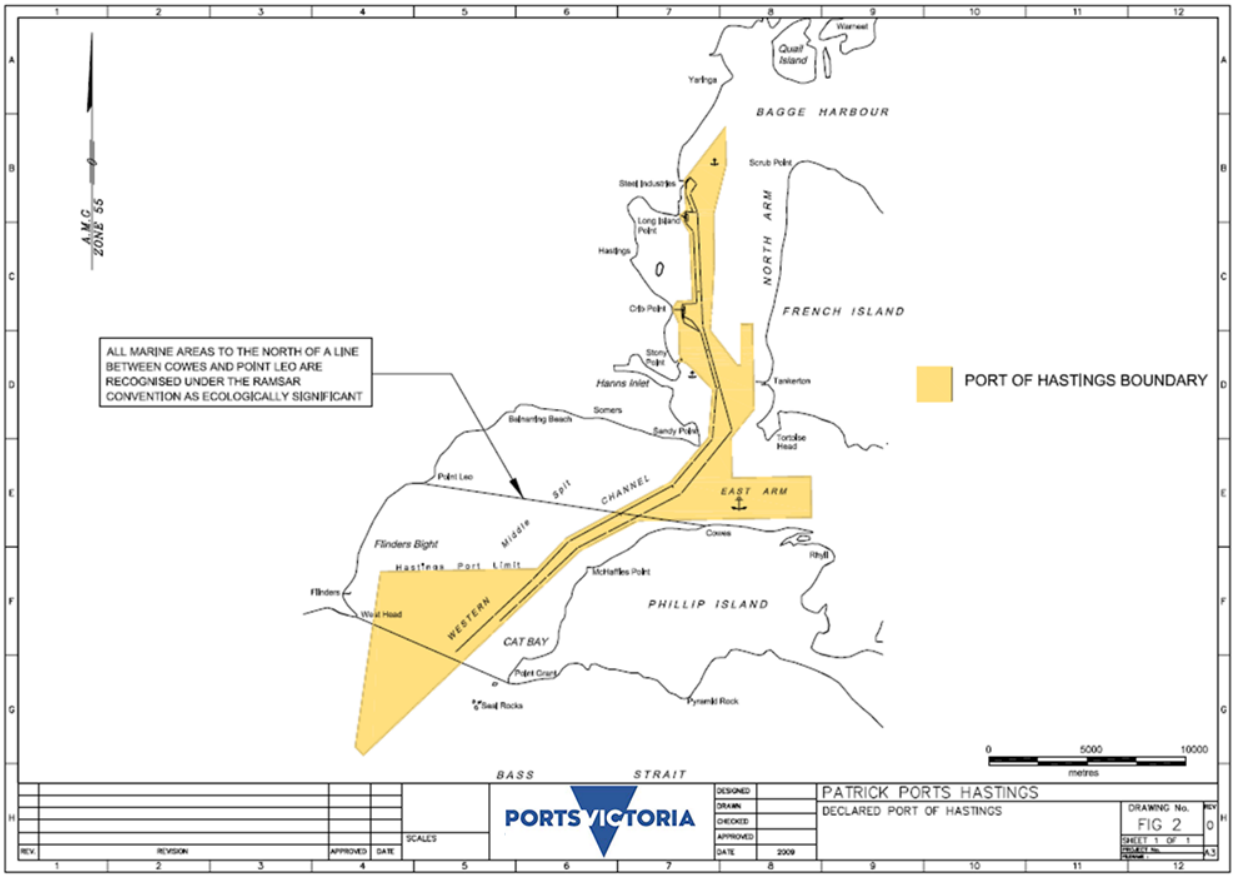
Contents

1. Purpose

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

The SEMP demonstrates how Ports Victoria undertakes planning around the management of the safety and environment. It does not include detailed policies and procedures around safety and environment as these occur within Ports Victoria's broader management systems. This approach avoids duplicating the content within Ports Victoria's management system in the SEMP. Port of hastings Corporation is the principal organisation responsible for the management of piers and wharves in the Port of Hastings.



Port of Hastings port waters

2. Distribution list

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

Other uncontrolled hard copies will be available on the organisation Internet site.

3. Background

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

Ports Victoria's functions include to:

- provide and maintain a marine control function for vessel traffic service (VTS) for the safe and efficient movement of vessels in port waters
- manage shipping in port waters
- maintain land and water assets under its areas of management control
- provide emergency management preparedness and response for Tier 1 maritime casualty events in a lead agency role and support MARPOL and maritime casualty 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.
- 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 Hastings operations.

Port management structure

There are three entities defined through the PMA at the Port of Hastings, with each required to have in place a SEMP.

Ports Victoria is responsible for:

- Management of shipping control;
- Provision of navigational aids;
- Channel management;
- Marine environment protection; and
- Marine Safety.

The Port of Hastings Corporation (PoHC) manages the 'land side" activities of the Port including the piers and wharves that make up the Port of Hastings including:

- Long Island Jetty – crude oil and LPG;
- Crib Point Jetty – unleaded petrol and automotive diesel
- Stony Point Jetty. - access point for the harbour ferry service to French Island and the berth for harbour tugs.

BlueScope owns and operates Steel wharf Numbers 1 & 2.

Parks Victoria manages the waters outside the commercial port waters controlled by Ports Victoria.

4. Ports Victoria's safety and environment obligations

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

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

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

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

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

4.1. Objectives of the SEMP

The purpose of this Ports Victoria SEMP is to:

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

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

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

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

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

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

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

4.2. Relationship between SEMP and Integrated Management Framework

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

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

Figure 1 – Ports Victoria Operational management Systems Framework

4.3. Ports Victoria policies

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

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

4.4. Safety and Environment Management Plan

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

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

4.5. Port activities

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

Vessel navigation

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

Navigation and berth asset management

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

Emergency response

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

4.6. Safety and Environment Management Systems

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

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

4.7. Operational management

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

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

Activities

- Provide and maintain a marine control function to manage Vessel Traffic Service (VTS) and supporting VTS operating procedures for the safe and efficient movement of vessels in port waters.
- Manage the port of Hastings anchorages and channels.
- Maintain a Port Activity Map and supporting Ports Victoria Risk Management Framework and system which identifies risks and treatments.
- Maintain incident reporting as a key source of information for identifying hazards and risks in the port.
- Coordination of incident reports through a central point via VTS located in the Ports Victoria Hastings or Geelong office.
- Recording and management of relevant incidents within a central database subject to management reviews, investigations and reporting.
- Conduct appropriate safety and environmental inspections.

- Provide employee and contractor induction training to assist in advising of hazards or requirements at specific workplaces.
- Have processes so that relevant third parties (for example, contractors and ancillary service providers) implement their own health, safety and environment management plans.
- Require third parties (for example, tenants) to obtain Ports Victoria's approval and consent or notification before undertaking relevant construction/development works within its controlled areas of the port.

Plans

- The Ports Victoria Hastings Emergency Response Guide which provides guidance to effectively discharge Ports Victoria's emergency management responsibilities.
- A Crisis Management Plan to provide guidance for managing a crisis event that impacts upon Ports Victoria, and a mechanism for recording key decisions and actions.
- A Port Information Guide and Harbour Master's Directions that form a set of operating procedures for vessels using port of Hastings 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.
- Marine Control (Local Port Service/VTS) operating procedures aligned to meet Australian Maritime Safety Authority (AMSA) audit requirements.
- Site Evacuation Plan(s) to provide standard procedures for evacuation to reduce loss and injury to life and property on Ports Victoria sites.
- Relevant supporting business continuity plan(s).

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

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

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

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

5. The port of Hastings

5.1. General description of port of Hastings areas

The commercial Port of Hastings is situated in the north arm of Western Port, approximately 70 kilometres southeast of Melbourne. Two large islands, French Island in the middle and Phillip Island to seaward, form the two approaches to the bay. This SEMP includes the gazetted “Port Waters of the Port of Hastings. The port facilities include:

- Stony Point Jetty (PoHC)
- Crib Point Jetty (PoHC)
- Long Island Point Pier (PoHC)
- Steel Wharves (BlueScope Limited)

Figure 1 shows the extent of Ports Victoria’s - Hastings Port Waters.

5.2. Port Waters

‘Port waters’ refers to the waters of the port of Hastings declared by Order in Council made under Section 5 (2) of the Port Management Act 1995. The port is defined by plan number LEGL./00-11 accessible through the Central Plan Office .

5.3. Channels and anchorages

Several anchorage areas are available for vessels to moor. Anchorage may be required for:

- Waiting on cargo
- Repair work
- Offloading or loading of large drilling rigs to purpose-built vessels
- Provision of stores
- Sheltering from adverse weather
- Cruise liners may also use the anchorage on occasions
- Ship to ship transfers at anchor
- A spoil ground, which was last used in the mid-1990s, is located off Stony Point towards French Island

Port Waters are also used for:

- Transiting ships to and from the berths to sea
- Recreational boating and fishing
- Navy or associated naval vessels

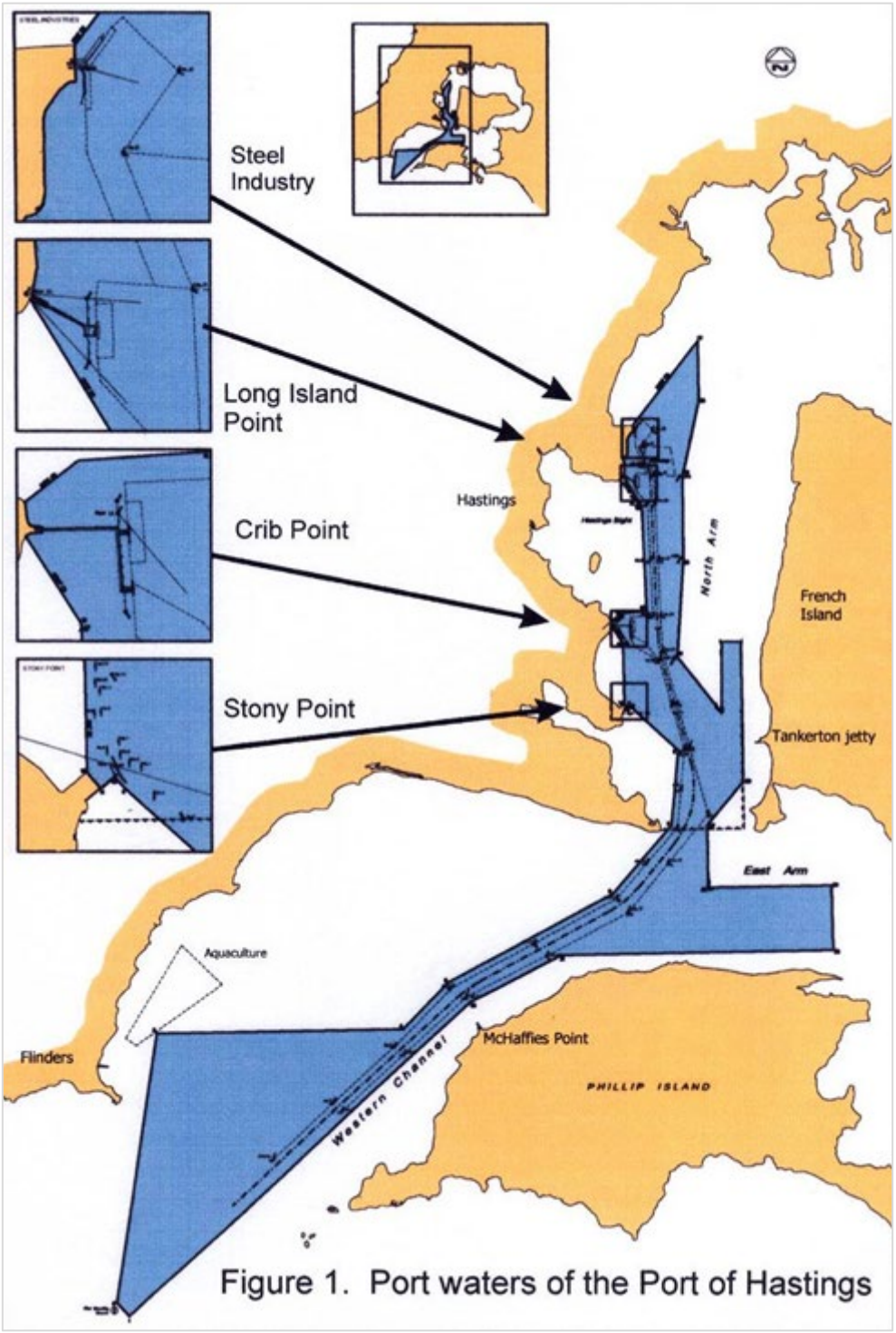


Figure 2- Port Waters of Hastings

5.4. Land and wharf assets

'Port land' means the lands of the port of Hasting declared by Order in Council made under Section 5 (2) of the Port Management Act 1995. Plans defining the declared port land are referenced on plan number LEGL./04-238 and LEGL./04-239 accessible through the Central Plan Office . Section 11 provides operational maps of port land showing key port tenants, landowners and assets.

5.4.1. Port Of Hastings Corporation

Port of Hastings Corporation (PoHC), as Port Operator is responsible for managing the operations at the Port of Hastings, including maintaining the associated port infrastructure (except for the BlueScope owned steel wharves).

The Port of Hastings Facilities include:

- Stony Point jetty and depot - The facilities at Stony Point are used by Harbour service craft, Harbour tugs, passenger ferries, the Royal Australian Navy (training vessel), fishing industry, oil exploration vessels and small commercial vessels.
- Crib Point liquid berths - Crip Point Berth 1 is State owned and utilised by United Australia for the discharge of motor spirit and automotive diesel to their terminal in Hastings. Berth 2 is decommissioned awaiting development opportunities.
- Long Island Point liquid berth - The berth is State-owned and utilised by Esso Australia Ltd for export of Gippsland Crude Oil and LPG on tankers of up to 100,000 DWT.

5.4.2. BlueScope Steel

The BlueScope Steel Wharves are owned by BlueScope Steel. Vessels wanting to berth at the BlueScope steel wharves must get permission from BlueScope Steel to use these wharves in addition to all other Port entry requirements.

5.4.3. Land based assets

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

Table 1

Location	Berth	Max vessel	Depth alongside	Berth pocket size	Channel
BlueScope	Conventional (SW2)	DWT = 50,000 LOA = 190 m	12.0 m	290 x 30 m	9.0 m
	RoRo (SW1)	DWT = 16,000	11.4 m	290 x 30 m	9.0 m
Long Island Point	L.I.P	DWT = 100,000 (Previously 160,000) LOA = 300 m	15.7 m	350 x 90 m	14.2 m
Crib Point	Berth 1	DWT = 80,000 LOA = 300 m	15.7 m	350 x 90 m	14.2 m
	Berth 2	Currently decommissioned	12.7 m		14.2 m
	Berth 3	DWT = 10,000 LOA = 100 m	7.1 m		14.2 m
Stony Point	SPJ	LOA = 70 m	2.5 m to 6.5 m		6.1 m

5.5. Ecologically significant areas and sensitive receptors

The Port of Hastings is within the waters known as Western Port. There are several known sensitive receptors in this area which have a high environmental value and international significance. Western Port contains a variety of sea grass, mangrove and salt marsh communities. These form the basis of its ecosystem, providing much of the primary productivity and habitat for its diverse fauna and flora including fisheries. The mangroves lie close to the southerly limit of their range, and the ecosystems in Western Port are recognized to be of regional, national and international significance. The deep channels contain unusual fauna of scientific interest. Of particular significance, Western Port is one of the most important areas in Australia for migratory shorebirds.

This is recognized by its listing under the Ramsar Convention. The area listed under the Ramsar Convention is all of Western Port to the north and east of Phillip Island, i.e. all marine areas enclosed by lines between Point Leo and Cowes, and between Newhaven and San Remo. The most important areas and seasons for shorebirds (waders) have been documented by Loyn et al (2001) and mapped by PPK (2000). Prior to the serious losses of sea grass since the 1970s, sea grass was considered to be the main source of primary productivity in Western Port, in addition to its role in stabilizing the mud banks and providing habitat. Local species include Amphibolus Antarctica, Zostera Muelleri and Heterozostera Tasmanica.

About half of the gazetted “port waters” (refer to Figure 2), including most of the intensively used areas of the port, lie within the Ramsar site (refer to Figure 2). Areas specifically noted (PPK 2000) as bird feeding areas and sea grass habitat are (by their shallow nature) just outside the port boundaries but in some cases closely border them.

The environmental values specifically within port boundaries have never been separately documented, as studies have used boundaries different from, and generally of larger scale than those of the port. Some studies have been undertaken in the past by the consultants Marine Science and Ecology as part of dredging proposals. Also, much of the biota at selected sites in the port was documented in a “port survey” for exotic marine pests undertaken by MAFRI (Currie and Crookes, 1997).

The environment of Western Port has been recognized as sensitive and important since the first Environmental Study in the 1970s (Shapiro, 1975). This study formed the basis for the State Environment Protection Policy (SEPP) number W-28 (The Waters of Western Port and Catchment, 1979). Much of this work was also published in a special edition of Marine Geology (1979). The results of further studies and our increasing understanding of Western Port over the next 20 years were summarized in EPA's document "The Western Port Marine Environment" (May and Stephens 1996) based on a review by Consulting Environmental Engineers. The values, conservation priorities and management priorities of the Western Port area have been reviewed by PPK on behalf of Parks Victoria and the Central Coastal Board (PPK 2000).

Follow this link for information on the Ramsar declared sites.

6. Port Activity Map

Table 2 describes the activities for Ports Victoria, and its service providers. Water based activities and movements to and from the port are included in the port activity map.

An overview on the process applied to identify “whole of port” hazards and details on the resulting risk registers are provided.

Table 2 Port Activity Map Ports Victoria - Hastings

Port management, Tenant, Licensee, Service Provider or Customer	Description of activity	Location of activity	Frequency of activity	Parties involved in activity	Parties responsible for activity
Cruise vessels	Transport of passengers to anchorage	Cowes anchorage	Infrequent	Ports Victoria, PoHC, Svitzer Australasia, Ships’ Master, Port Phillip Sea Pilots	Ports Victoria
Rigs and heavy lift vessels	Transport of equipment to rig at anchorage and Maintenance on rig	Cowes anchorage	Infrequent	Ports Victoria, PoHC, Svitzer Australasia, Ships’ Master, Port Phillip Sea Pilots	Ports Victoria
LW Marine Services	Provides water based security	All wharves, piers, jetties and port waters	Regular	LW Marine Services, Shipping Agents, Port Phillip Sea Pilots, Ports Victoria (Harbour or Duputy Harbour Master), Svitzer Australasia, Ships’ Master, Esso Australia, United Terminals and BlueScope.	LW Marine Services and Shipping Agents
Parks Victoria	Manager of waters adjoining port waters, including Hastings Marina	All waters except for declared port waters	Continuous	Parks Victoria	Parks Victoria
Ports Victoria	Manage dredging of channels and berths for safe navigation of ships	Ports Victoria	Infrequent	Selected consultants, selected contractors, PoHC, State government	Ports Victoria

Port management, Tenant, Licensee, Service Provider or Customer	Description of activity	Location of activity	Frequency of activity	Parties involved in activity	Parties responsible for activity
	Safe navigation berthing of ships and harbour control		Regular	departments, Port Phillip Sea Pilots, LW Marine Services, United Terminals, Esso Australia, BlueScope, Ships' Master, Shipping agents and Svitzer Australasia	
	Ship to ship transfers at anchor		Infrequent		
	Construct and maintain water and land based navigational aids		Regular		
Port Phillip Sea Pilots	Piloting of ships in Port of Hastings and berths	Channels and berths within port waters	Regular	Port Phillip Sea Pilots, Ship Owners, Svitzer Australasia, LINX Ports Hastings	Port Phillip Sea Pilots
	Directs tugs during berthing and unberthing operations		Regular		
Recreational activities	Boating	All waters	Regular	Public Parks Victoria DEECA Victorian Fisheries Authority Water Police	Public
	Jet skis		Regular		
	Fishing		Regular		
	Swimming		Regular		
	Users of ferry services		Regular		
	Above activities may cause environmental damage and safety issues with commercial users		Regular		
Selected consultants	Provision of design and project management services	Ports Victoria managed port waters	Regular	Selected consultants	Selected consultants
Selected contractors	Dredging of channels	All wharves, jetties and port waters	Infrequent	Selected contractors	Selected contractors
	Hydrographic surveying		Infrequent		

Port management, Tenant, Licensee, Service Provider or Customer	Description of activity	Location of activity	Frequency of activity	Parties involved in activity	Parties responsible for activity
	Provision of design and planning services		Regular		
	Provision of construction and maintenance services		Regular		
	Harbour Control Services		Regular		
Ship agent/owners	Safe transit of channels	Channels and berths within port waters	Regular	Port Phillip Sea Pilots, Ship's Master, Ports Victoria	Ship agent/owners, Ports Victoria
	Berthing and unberthing of ships		Regular		
	Ships at anchorage		Regular		
Svitzer Australasia	Provision of towage services and berthing assistance by tugs under the direction of Sea Pilots and on contract to ship agents	Channels and berths within port waters	Regular	Port Phillip Sea Pilots, LW Marine Services, Svitzer Australasia, PoHC, Shipping companies	Svitzer Australasia
	Provision of fire-fighting tugs		Continuous		
	Holds licence for berths at Stony Point Jetty for two tugs		Continuous		
	Manages and controls own operations, including safety and environment		Continuous		

7. Port Services

7.1. Channel services, Marine Control Centre and Harbour Master

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

The Ports Victoria Hastings Harbour Master is the licensed Harbour Master for the port of Hastings. 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 emergency preparedness, response and investigation services in accordance with the State Emergency Management Plan under the Emergency management Act and the subordinate Maritime Emergencies (Non-Search and Rescue) Sub Plan.

7.2. Third party services provided within the port of Hastings

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 Hastings Corporation Port website (www.portofhastings.vic.gov.au)
Pilots	Port Phillip Sea Pilots Pty Ltd
Towage	Svitzer Australia Pty Ltd
Mooring	LW Marine
Lines boats	LW Marine Services
Lines workers	LW Marine
Bunkering (by sea)	Viva Energy
Security	Contracted security services provider
Marine facility maintenance (PORTS VICTORIA Contractors)	Elstones Diving Services
Stevedoring	Terminals

8. Management of Hazards and Risks

8.1. Risk Management Methodology

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

The risk management process employed by Ports Victoria is depicted in Figure 2 and discussed below:

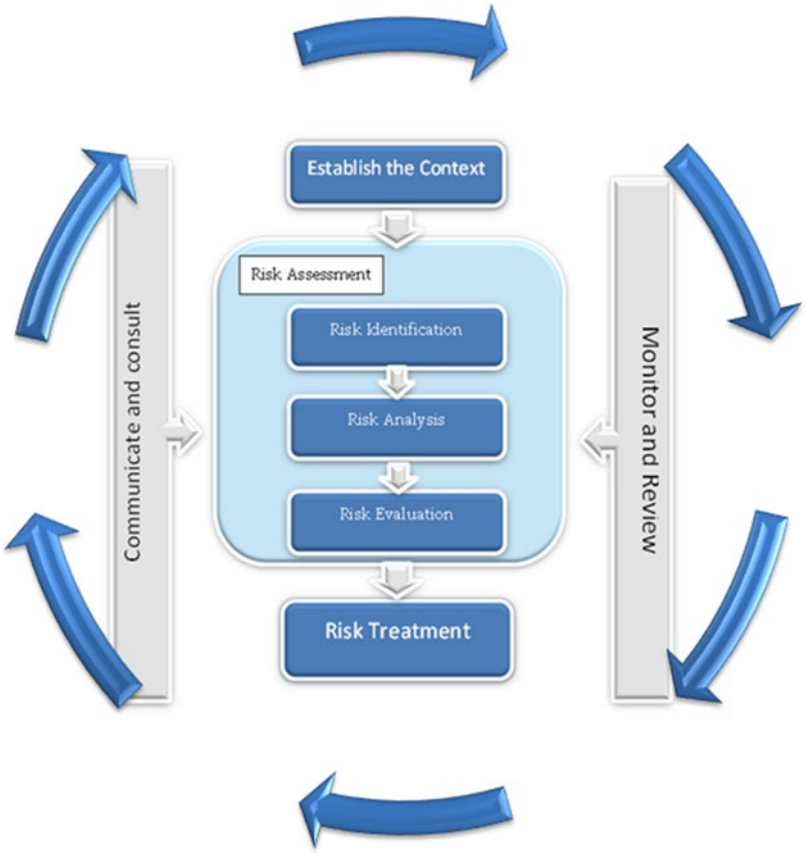


Figure 3 – Risk management methodology

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

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

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

Risk treatment - The aim is to eliminate or reduce risk via treatments. Risk treatment measures may also be utilised to optimise, transfer, or retain risk. A range of parties manage the various risk treatments. The relevant parties are identified in the risk register.

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

8.2. 7Risk 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.

8.3. Overview of port activities

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

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

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

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

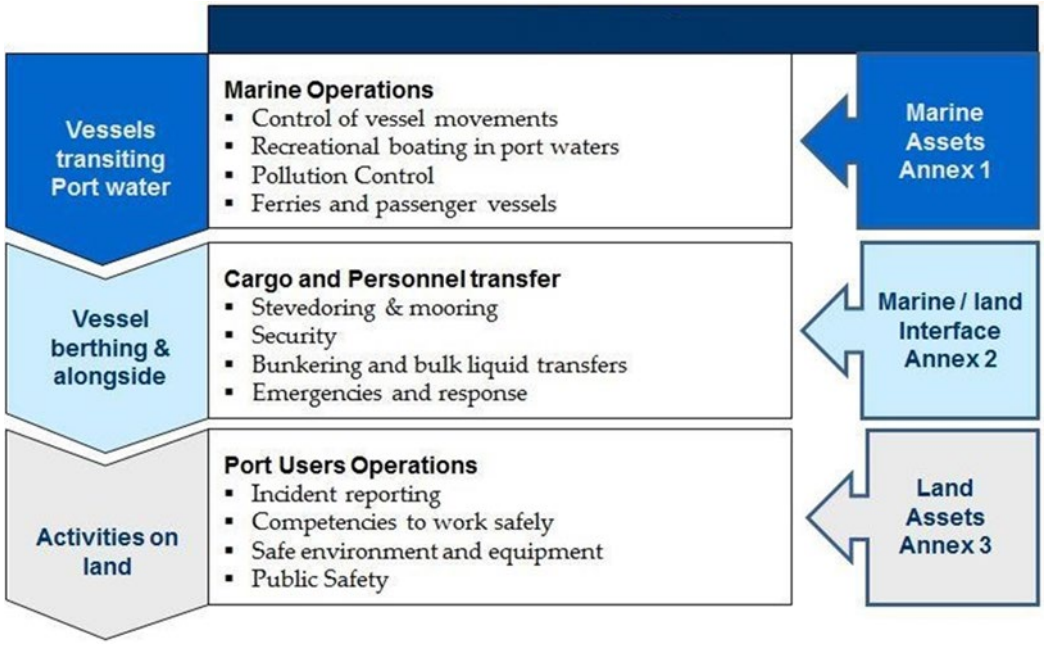


Figure 4 – Summary of key port activities

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

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

9. Security and emergency management

9.1. Security

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

9.2. Emergency management planning

9.2.1. Hastings Port Emergency Management Plan

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

9.2.2. Key contacts

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

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

- **Emergency Services - 000**
- **Port Victoria Hastings/ Geelong marine Control (24/7) – 0429 300 031**
- Port Victoria Port of Hastings Deputy Harbour Master – 0428 549 235
- Port Victoria Port of Hastings Harbour Master – 0457 767 878

9.3. Key State emergency plans and linkages

Other relevant plans include the following:

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

9.4. Ports Victoria critical assets for port emergencies

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

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

Table 4: Declared Ports Victoria assets

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

9.5. Risk Treatments

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

Table 5: Risk treatment implementation plan

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

10. Key Performance Indicators

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

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

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

- no preventable shipping or navigational incidents
- no preventable harm to people and environment
- no works to commence without the relevant inductions being completed
- no non-conformances received from the security regulator
- consultative forums occur with stakeholders.
- undertake annual monitoring of the shipping channels by hydrographic survey to determine the available depth

- monitor the reliability of aids to navigation to determine their compliance to Safe Transport Victorias Victoria standards for performance reliability.

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

Measures which enable Ports Victoria to assess KPIs include:

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

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

11. SEMP Process Requirements

11.1. Normal Involvement of Stakeholders

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

11.2. Processes for consulting with those affected by the SEMP

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

11.3. Consultative strategy and objectives

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

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

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

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

Table 6 Consultative groups

Group	Role
Port of Hastings SEMP port managers	Coordination between the port managers for the Port of Hastings
PoHC's "Whole of Port" consultative committee.	A forum for the port users, service providers, and other port stakeholder to discuss Safety, Security, Emergency Management and other matters that have the ability to effect the whole port or move between various users within the port.

11.4. Consultation activities

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

Table 7 Activities for environmental and safety consultation

Objective	Activity	Stakeholders	Timing
Inform stakeholders	Significant audit findings that impact the SEMP are communicated to port stakeholders.	Port stakeholders	As required
	Annual Community Update delivered via the website. This yearly update keeps all interested stakeholders informed of the Ports Victoria's activities, providing a summary on SEMP relevant recent port operations.	All stakeholders	Annually
	The annual report is to inform the Minister and prescribed bodies – the EPA, St Vic and WorkSafe – about relevant matters and is prepared by the Harbour Master.	Minister and prescribed agencies	Annually
	Ports Victoria' s activities and relevant information including the SEMP (or part thereof, e.g. the executive summary) will be published on the VRCA Internet web page. It contains a contact email address for any comments.	All stakeholders	Ongoing
Consult stakeholders	Communication channels are published including telephone number, email address and postal address for enquiries and feedback from stakeholders. These details are published via the VRCA' s website www.regionalchannels.vic.gov.au	All stakeholders	Ongoing
	The Harbour Master manages responses to stakeholder enquiries/comments and records communications. The Harbour Master reports enquiries to the Whole of Port Consultative Committee if appropriate. Records of relevant communications are maintained.	Stakeholder enquiries WOP Consultative Committee	As needed
Involve/ Collaborate with stakeholders to ensure innovative solutions are adopted in line with views of interested stakeholders	Participate in the PoHC SEMP Consultative Committee. The committee enhances the port's relationship with port users, neighbours and the broader community and may act as a communication channel to interested stakeholders.	Consultative Committee	Review of membership as prescribed by PoHC
	Meetings with the Consultative Committee and representatives from the port and agencies etc. as appropriate to agenda items. Ports Victoria/ Harbour Master updates the committee on SEMP issues and any decisions or actions	Consultative Committee Other key stakeholders	Committee to meet as prescribed by PoHC

Objective	Activity	Stakeholders	Timing
	relevant to committee discussion items. Ports Victoria also receives information from the committee, particularly feedback on SEMP issues.		
Monitor and evaluate consultation strategy	Monitor and review of consultation activities is a necessary part of the ongoing consultation process. An annual SEMP report is provided to the consultative committee. The provision of the annual SEMP report to the consultative committee is included as an item in the agenda and minutes for the consultative committee at which it is tabled.	Consultative Committee Other interested stakeholders	Annually
	Certification & auditing of the SEMP will be conducted every 3 years by an appointed SEMP Auditor. The Auditor is required to forward copy of report to State Government within 21 days of audit. Provide a report on safety & environmental performance to the Minister and prescribed bodies, EPA, St Vic and WorkSafe Vic on an annual basis.	Consultative Committee Other interested stakeholders	Every three years
Update consultation strategy	Review and update of the consultation strategy based on the audit report.	Consultative Committee Other interested stakeholders	Every two years

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

12. SEMP implementation and review

12.1. Implementation

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

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

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

12.2. Review

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

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

12.3. Endorsement

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

12.4. SEMP publication and availability

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

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

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 of Transport, Freight Victoria and WorkSafe Victoria) in accordance with the Port Management (Prescribed Bodies) Regulations 2012 (Vic) and the Ministerial Guidelines.

The PMA currently requires the SEMP to be audited every three years; the most recent audit of the SEMP was in August 2021.

External Auditors certification – August 2021

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

1. The Victorian Regional Channels Authority Safety and Environment Management Plan - Hastings (May 2021 Update), has been prepared in accordance with Ministerial Guidelines Port Safety and Environment Management Plans (November 2012), as required by section 91G of the Port Management Act 1995;
2. The Victorian Regional Channels Authority Safety and Environment Management Plan – Hastings (May 2021 Update), adequately provides for the matters required by s.91D of the Port Management Act 1995; and
3. In the context of the scope of the audit, the Victorian Regional Channels Authority, as Port Manager, is complying with their documented VRCA Port Waters of Hastings Safety and Environment Management Plan dated May 2021.

Document Title and Reference	M3951 VRCA Hastings SEMP Compliance Audit Final - August 2021
Authorised/ Prepared by:	**Brian Eva FRACI COH** Certified Occupational Hygienist Environmental Auditor (Industrial Facilities) – pursuant to the EPA Act 1970 Approved person to undertake audits of Commercial Port Safety & Environmental Management Plans.

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