

Executive summary

Background and Purpose of Plan

This document constitutes a Safety and Environmental Management Plan (SEMP) as required by Part 6A of the *Port Management Act 1995* (PMA). The purpose of the SEMF is to provide a comprehensive, risk based approach to safety and environment management by port managers. This SEMF is intended to complement existing documentation by bringing a “whole of port” perspective to the management of safety and environment within the port.

This SEMF has been prepared in accordance with the requirements of the PMA and the Ministerial Guidelines: Port Safety and Environment Management Plans (November 2012, referred to herein as the ‘Ministerial Guidelines’) and considers the range of activities carried out by the port managers, GeelongPort, Victorian Regional Channels Authority (VRCA) and GrainCorp, with a view to enabling the hazards and risks to be identified and controlled by the responsible parties. The SEMF will assist the port managers to respond to the significant hazards and risks in a coordinated, effective and practical way.

SEMF Objectives (Whole of Port)

The PMA (Section 91CA) sets out the objectives of safety and environmental management planning that the SEMF should address, which are:

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

Port Management Structure

In the Port of Geelong, there are two private-sector companies that own and manage the land assets of the port. These are GeelongPort and GrainCorp. There is also a statutory corporation, the Victorian Regional Channel Authority (VRCA), which is the port manager for the port waters of Geelong. GeelongPort is responsible for the maintenance, review and revision of the SEMF, with input from the two other port managers, VRCA and GrainCorp.

Parks Victoria manages the waters outside the Victorian Regional Channels Authority’s defined “port waters” and has prepared a SEMF to cover this area. Accordingly, Parks Victoria’s activities are not covered by this SEMF.

Brief Description of Port

The Port of Geelong is the largest regional port in Victoria. It handles 25 percent of Victoria’s export including petroleum products, bulk grain and woodchips. Imported materials include crude oil, petroleum products, hazardous materials and fertiliser raw material. The port facilities include:

- Refinery Pier
- Lascelles Wharf
- Corio Quay Wharves
- GrainCorp piers
- Point Henry Pier
- Point Wilson Pier

Operations and activities at Cunningham Pier, which is privately owned and operated, are not included in this SEMP.

List of Major tenants, Licensees, Service Providers and Customers

A list of tenants, licensees, service providers and customers that interact with GeelongPort, GrainCorp or VRCA is provided below:

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|---|---------------------------------|
| • AMOSC | • Noske Transport |
| • AQIS and Australian Border Force | • Oil and Gas Industry |
| • Australian National Stevedores | • Omya Australia |
| • Boral | • Patrick Stevedoring |
| • Bruce Stevens Bulk Commodities | • QUBE Bulk |
| • Corio Waste Management | • Quinlan Cranes |
| • Eastside Cranes | • Riordan Transport |
| • Gearbulk | • Selected consultants |
| • GeelongPort | • Selected contractors |
| • Geelong Marine Services | • Softwood Plantation Exporters |
| • Glencore | • Svitzer Australasia |
| • GrainCorp | • SWIRES |
| • Hoare Bros. Transport | • Terminals |
| • Impact Fertilisers, also known as DFI | • Various provedores |
| • Incitec Pivot Limited | • Viterra |
| • K & S Transport | • VIVA Energy Australia |
| • LW Marine Services | • VRCA |
| • Midway | • WengFu |
| • MSS Security | • Williamstown Cranes |

Safety and environment obligations

All port managers have general duties, supported by specific legislative requirements, to prevent or reduce hazards or risks to safety and the environment so far as is reasonably practicable. GeelongPort has current accreditation to AS/NZS 4801, ISO 9001 & ISO 14001. A Safety, Health, Environment and Quality (SHEQ) Management Systems Manual has been developed by GeelongPort so that all activities that may have an impact on safety, occupational health, the environment or quality, are carried out in a manner that complies with legislative requirements. GeelongPort maintains a legal register as part of the SHEQ Management Systems Manual; this manual also provides an overview of its legislative requirements with regards to safety and environmental management.

GrainCorp also has a Safety, Health, Environment and Quality Plan, which includes the implementation of the SEMP in its objectives and targets.

VRCA has incorporated the risks and actions plans identified in the SEMP into their overall risk register and included the action plans as part of their business action plan. VRCA also has, as a condition of their contracts with service providers, a requirement that VRCA must be notified of all incidents that occur during the contract, so that investigations and reviews may be undertaken and corrective and preventative actions determined to prevent reoccurrence. VRCA's overall risk register and business plan, which includes actions and targets, is then updated. This information is included in the SEMP as appropriate.

GeelongPort encourages all businesses operating in the port area to maintain safety and environmental management systems and incorporates this requirement into lease arrangements with tenants, licensees and customers.

Ship safety in port waters during approach and at berth is the responsibility of the Harbour Master through statutory responsibilities to Transport Safety Victoria. A full description of the Harbour Masters responsibilities and functions are contained in Part 6.4 of the *Marine Safety Act 2010 (Vic)*. The Harbour Master is also responsible for the Port Waters of Geelong Operating Handbook, including Harbour Master's Directions.

GeelongPort manages the Port of Geelong Emergency Management Plan and with VRCA, are signatories to this plan. There is also a Maritime Security Plan for the Port of Geelong, which was prepared by GeelongPort. GeelongPort, VRCA and GrainCorp have implemented the Maritime Security Plan for the Port of Geelong.

GeelongPort and GrainCorp have prepared risk assessment registers or Job Safety Analysis (JSA) for their specific tasks and activities in accordance with ISO 14001 and AS 4801. Each procedure or JSA within the SHEQ Management Systems Manual references the applicable legislative and other requirements applicable to that procedure or JSA.

As GeelongPort, GrainCorp and most of the key port stakeholders have already developed risk registers for their own operations, the SEMP risk registers are only for high level, significant "whole of port" risks and do not include the risk assessments for the individual activities for the port managers, tenants, licensees, customers and service providers.

Each port manager has developed their own whole-of-port key performance indicators (KPIs).

VRCA

VRCA has developed the following high-level KPI:

- To obtain all relevant approvals and permit for all dredging activities

All other KPIs are commercial in confidence.

GeelongPort

GeelongPort has developed the following high-level KPIs:

- Successful implementation of the SHE improvement plan measured by lagging and leading indicators
- Leaders and operating staff to undertake safety engagements with a target of 1020 for the year
- Document "Take 3" safety assessments with a target of 0.6 per shift
- Reduce water use at Lascelles Wharf with a target of 90 kL/ship

GrainCorp

GrainCorp has developed the following high-level KPIs:

- Identify manual handling tasks and risk assess
- Develop risk reduction plans relating to manual handling and gain approval from the SHE Committee
- Leaders to participate in pre shift and post shift stretches with operating staff

Summary of process for consultation with people affected by the plan

The aim of this consultation strategy is to provide a cohesive strategy for the SEMP consultation process for the Port of Geelong. The consultation effort will be directed to achieving formalised objectives with the SEMP Consultative Committee. Specific objectives of the consultative process are to:

- Identify all relevant stakeholders and interest groups who have, or may have, a legitimate interest in the safety and environmental performance of the port
- Inform, consult, involve and collaborate with stakeholders as relevant
- Engage with the SEMP Consultative Committee for the SEMP
- Facilitate adequate consultation with stakeholders for any new projects or major changes to existing practices that have safety and environment implications
- Monitor, evaluate and update the consultation strategy so it remains relevant and of value to the implementation of the SEMP
- Engage an external consultant to conduct formal interviews of principal port stakeholders every five years. The purpose of the interviews will be to identify changes to risks and hazards. The next round of interviews is due in August 2015