PORT OF PORTLAND

SAFETY AND ENVIRONMENT MANAGEMENT PLAN (SEMP)

February 2019

PORT OF PORTLAND PTY LTD

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Approval:

Document type	Owner	Target Audience	Approver
SEMP	Chief Executive Officer	Port of Portland	Chief Executive Officer
Signature of Chief Executive Officer: Date: 15/02/2019			
This SEMP relates to the management of risks associated with health, safety, environment, communities and social performance activities, product regulation and quality.			

The following persons are authorised to amend or update the Port of Portland Safety and Environment Management Plan (SEMP): Chief Executive Officer, Operations Manager, Safety, Health & Environment Manager.

THIS DOCUMENT HAS BEEN APPROVED FOR INCORPORATION INTO THE SAFETY / ENVIRONMENTAL MANAGEMENT SYSTEM.		
Date	**Revision Details**	**Revised by**
July 2005	New document	Maunsell Australia
Jan 2007	No details available	Australian Corporate Environmental
June 2007	No details available	Australian Corporate Environmental
July 2007	No details available	Australian Corporate Environmental
17-12-2007 Version 3	The addition of this document approval template to the front page and details of persons authorised to amend SEMP. A Hyperlink attachment to the Environmental Aspects Register (Section 6.2), OHS Hazards Register & Emergency Procedures Manual. Update of the list of key stakeholders. Update of organizational chart. Addition of a map of tenancies and shared responsibility in the Port. Development of a SEMP Action plan for Dec07-Dec08 which is referenced in the SEMP. Removal of the Risk rating below the Port Activity Map (Excel Doc) which is not referenced anywhere.	Penelope Becker (POPL SEPC)
May 2009 Revision 4	Updated references to SEC, reformatted revision table, 1.2 updated trade growth volumes, updated Port Maps, 3.0 roles & responsibilities, organisational chart, 3.2 Port Operators & Services Providers, 3.3 Government Agencies, 4.0 Legal & Other Requirements, 6.0 Best Practice Environmental Management, 6.2 Environmental Aspects & Impacts (Port User Activities), 6.2.2 Assessment of Environmental Impacts, 6.2.3 Determination of Significant Environmental. Aspects, 6.3 Objectives & Targets, 7.2 Safety Management Strategies, 8.0 Emergency Response, 9.0 Implementation, Review & Revision of Management Plans, 9.1 HSE Procedures, 9.4 Training & Awareness, 9.5 Corrective & Preventative Action, 9.8 Management Review.	Melissa Berry (POPL SEC)
August 2009 Revision 4.1	Relocated revision details box, formatted document, revised opening letter from CEO, 1.5 updated Figure 1: Port of Portland Declared Port Waters map, 8.0 added definition of incident types, Emergency Register referenced, 9.3 revised whole section, 9.8 added annual SEMP review, Added appendices 2, 3, & 4 with hyperlinks to documents, replaced reference to General Manager Operations to Operations Managers, 1.5 Port boundaries – exclusion zone referenced, Updated organisational chart	Melissa Berry (POPL SEC)
October 2010 Revision 4.2	2.4 Now an integrated SEMP, 1.5 updated Figure 2: Port of Portland Declared Port Waters map, 3.1 Revised roles & responsibilities, 3.3 legislation updated, 4.0 legal framework revised, 6.1 included safety as now an integrated system, 6.2 title change, 8.0 added definition of incident types, Emergency Register referenced, 9.3 revised whole section, 9.8 added annual SEMP review, Added appendices 2, replaced reference to General Manager Operations, 1.5 Port boundaries – exclusion zone referenced, Updated organisational chart,6.0 & 7.0 revised whole section as now integrated, updated risk matrix,	Melissa Berry (POPL SEC)
April 2011 Revision 5	Refreshed front cover, relocated revision details box, formatted document, revised opening letter from CEO, Updated Safety & Environment policies. updated organisational chart, 1.3 Included statement regarding objectives in the risk register, 3.2 updated port users and tenants, 8.0 title changed, 9.0 revised section to reflect integrated system. Added sections 9.4.3 Port Emergency response, 7.4 Incident register and 7.5 Incident Investigation. Section 8.0 added EHS procedures. Section 9.0 added annual revision of SEMP. Revised sections 6.0 & 7.0 added description in 6.o. All maps were updated.	Melissa Berry (POPL SEC)
June 2012 Revision 6	Reviewed all components in light of the revised Ministerial Guidelines Third Edition	Melissa Berry (POPL SEC)
January 2013 Revision 6.1	Reviewed components in light of the updated Ministerial Guidelines dated November 2012 including the addition of KPI's and an annual Report.	Melissa Berry (POPL SEC)
February 2013 Revision 6.2	Review of whole document. Maps updated. Abbreviation page included.	Janine Marra (EA)

March 2013 Revision 6.3	Included roles and responsibilities for the Harbour Master – Section 3.2. Updated section 4 – Legal.	Melissa Berry (POPL SEC)
May 2014 Revision 6.4	Removed Draft from front page and updated date. Updates abbreviation PUSEC. 3.1 The port manager updated job titles, contact details for Operations Manager. 3.2 Harbour Master updated contact details. 6.7 Updated PUG name and abbreviations. 9.3 Updated PUG committee details from PUSEC and updated committee convenor details. Document removed from draft. Update of Organisational Chart.	Brooke King (SH&E Administrator) Janine Marra (EA)
September 2014 Revision 6.5	Updated 3.3 Port Operators and Service Providers.	Julie Shelton (Administration Assistant)
December 2015 Revision 6.6	Full review and revision of whole document. The following sections have been revised: Page 1 authorised persons. Page 2 Table of Contents. Page 5 Abbreviations. Section 1.2 Strategic context. Section 1.5 Port of Portland boundaries. Figure 1. Section 2.2 Environment Policy. Section 2.3 Occupational Health and Safety Policy. Section 3.1 The Port Manager. Section 3.2 Harbour Master. Figure 3. Section 3.3 Port operators and service providers. Section 3.4 Government agencies. Figure 4. Section 4.2 Federal. Section 4.4 Local. Section 5.2 Environmental Values. Section 6 SEMS. Section 6.1 Best practice safety management. Section 6.5 Environmental management plan. Section 7.1 Identification of aspects/hazards and impact/risk. Section 7.2 Assessment of Impacts. Section 7.2.2 likelihood determination table. Section 7.3 Determination of Significant Risks. Section 7.4 Incident register. Section 8 Emergency and incident preparedness. Section 9.3 Communication tools and reporting. Section 9.4.3 Port Emergency Response. Section 9.8 Management review. Appendix 2.	Terry Bailey (Manager SHE)
April 2016 Revision 7	Revisions made after statutory SEMP audit completed by EnviroRisk during February 2016.	Terry Bailey (Manager SHE)
August 2018 Revision 7.1	Review of entire document in preparation for SEMP Audit due February 2019.	POPL Management Team

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Abbreviations

ACRONYMS	DEFINITION
SEMP	Safety and Environment Management Plan
POPL	Port of Portland Pty Limited
PUOL	Port User Operating Licence
OTS	Office of Transport and Security
EMP	Environment Management Plan
SMP	Safety Management Plan
SEMS	Safety and Environment Management System
SPTB	Safe Place to Be
PUG	Port User Group
EHS	Environment Health and Safety
IMO	International Maritime Organization
DEDJTR	Department of Economic Development, Jobs, Transport and Resource
EPA	Environment Protection Authority
SEPP	State Environment Protection Policies
TSV	Transport Safety Victoria
DELWP	Department of Environment, Land, Water and Planning
DAWR	Department of Agriculture and Water Resources
AMSA	Australian Maritime Safety Authority
CFA	Country Fire Authority
EMS	Environment Management System
OHS	Occupational Health and Safety
MSP	Maritime Security Plan
KPI's	Key Performance Indicators
LTI	Lost Time Injury
PEC	Port Emergency Controller
VICPLAN	Victorian Marine Pollution Contingency Plan
JSEA	Job Safety and Environment Analysis
SES	State Emergency Service

Message from the Chief Executive Officer

The Port of Portland Safety and Environment Management Plan (SEMP) documents the way in which the Port of Portland Pty Limited (POPL) manages safety and environmental risks, values and responsibilities.

Effective safety and environment management is paramount to the continuing sustainability of the Port of Portland's business and its users, neighbours and industries which rely upon it. The adoption and successful application of risk management by tenants, licensees and port users is essential to sustain the Port's business which will allow POPL to remain competitive.

The SEMP has the following objectives:

- Promoting the protection of the environment and enhancement of environmental performance at Port of Portland.
- A workplace that is safe with mitigation of risks to health.
- Encouragement of safety and environmental awareness for all personnel operating within the port.
- Continuous improvement and measurement of safety and environmental performance within the Port of Portland.
- Promoting an integrated and systematic approach to risk management in relation to the port.
- Establishing effective safety and environmental management systems as a key component of the Port's business.

The SEMP has been developed in accordance with the *Port Management Act* and the *Department of Economic Development, Jobs, Transport and Resources (DEDJTR) Ministerial Guidelines for Port Safety and Environment Management Plans* and builds upon the large amount of existing risk management documentation and knowledge which are entrenched in POPL's existing operations. The SEMP takes a 'whole of port' approach to the identification and management of the Port's safety and environmental risks; this involves a risk-based approach to the analysis of all land and marine based activities within the port.

The SEMP is a live document which is subject to review and improvement that reflects changing circumstances and legislation, through regular review and revision of POPL's Safety and Environment Management system.

Greg Tremewen
Chief Executive Officer

Port of Portland Pty Limited

15 February 2019

1.0 INTRODUCTION

1.1 Background

To address the legislative requirements of the *Port Management Act (PMA)under Part 6A of the Act*, the Port of Portland maintains a compliant Safety and Environment Management Plan (SEMP). Section 91D (1) of the *Port Management Act,* requires Safety & Environmental Management Plans to:

a) Identify by a description, map or plan the area or areas of the port lands and waters to which it applies.

b) Identify the nature and extent of the hazards and risks associated with the operation of the port.

c) Assess the likely impact of those hazards and risks on the port and the surrounding area.

d) Specify the measures and strategies to be implemented to prevent or reduce those hazards or risks.

e) Nominate the person who is responsible for implementing those measures and strategies.

f) Set out the processes to be followed to involve tenants, licensees and service providers in the port with the implementation of the management plan.

g) Set out the procedure to be followed for implementing, reviewing and revising the management plan.

h) Set out those measures (if any) that the port manager intends to implement to eliminate or reduce the safety and environmental risks and hazards (as the case requires) of the port.

i) Set out the key performance indicators through which the port manager can assess the extent to which the implementation of the management plan achieves the safety and environment management planning objectives.

The SEMP was initially developed in 2005 and was based on the Ministerial Guidelines for Port Safety and Environment Management Plans (2005) These Guidelines, issued under section 91G (1) of the *Port Management Act* provide direction and advice on the form, content, and method and process for preparing plans, including stakeholder involvement, consultation with those potentially affected by the plans and the publication and availability of management plans.

The development of the Port of Portland Pty Ltd SEMP includes:

- Clarification of port boundaries and activities;
- Risk assessment workshops involving key tenants, licensees and service providers;
- Review, revision and incorporation of health & safety and environmental policies, objectives and targets, strategies, procedures and instructions already developed and systematically applied at Port of Portland;
- Consultation with key regulatory agencies;
- Development of communications tools to facilitate ongoing involvement of port stakeholders.

This current SEMP builds on the plan developed and initially certified in 2005, including associated safety, health and environmental performance monitoring, communication and management review.

1.2 The Port of Portland – Strategic Context

Port of Portland is a key transport gateway for the import and export of bulk commodities in south western Victoria. The Port's key bulk commodities include agricultural, forestry, mineral sands, aluminium, fertiliser and project cargoes such as wind farm components. Annual throughput in FY18 was approximately 7.6 million tonnes. The port currently delivers in excess of $2 billion into the region and the nation each year.

The Victorian Ports Strategic Study (Maunsell 2000) predicted that trade growth through the Port would grow between 5.1mtpa (base) and 10mtpa (high) by 2030, with considerable volumes of hardwood chips expected to flow through the Port over the next three to five years.

The Port of Portland offers a deep-water port, with the approach channels maintained at a depth of 13.6m. The port is readily accessible by road and rail (standard gauge) and provides 24-hour access. The Port's close proximity to shipping lanes and deep-water approaches provides unimpeded access right to the entrance of the harbour basin. It is served by both road and rail systems, which bypass the township of Portland to allow 24-hour access.

The wider harbour provides for a variety of recreational uses including swimming, boating and fishing. The harbour and port facilities are very close to the town centre and form an important focus for visitors and residents.

1.3 Objectives

The objective of the SEMP is to meet specific legislative requirements outlined in the *Port Management Act,* and in addition:

- Promote improvements in safety and environmental outcomes
- Promote and facilitate the development, maintenance and implementation of systems that enable compliance with various safety and environmental duties that apply to the operation of the port
- Promote an integrated and systematic approach to risk management in relation to the operation of the port
- Improve interactions between stakeholders, port users and community
- Apply sustainable development principles at Port of Portland;
- Create opportunities for the continued improvement of safety and environmental performance at the Port.

Objectives relating to safety and environmental management are documented using the POPL Safety Environment Risk Register. Objectives are updated annually, with progress of objectives, targets, actions and milestones achieved.

1.4 Scope

Port of Portland Pty Ltd is the designated Port manager for the Port of Portland and owns the port land and manages the port waters on behalf of the Victorian Regional Channels Authority. Port of Portland is defined as a "commercial trading port" under section 3 of the *Port Management Act*.

This SEMP also takes into consideration the activities and responsibilities of other port stakeholders including tenants, licensees and service providers. The port stakeholders engaged in the development of this SEMP are listed in section 3.2 of this plan.

In accordance with section 91C (1) port manager must ensure that:

a) a safety management plan; and
b) an environment management plan

are prepared and certified in accordance with Part 6A of the Port Management Act or part of the port that the port manager manages, superintends or controls.

1.5 Port of Portland boundaries

Port of Portland comprises five bulk cargo berths including a dedicated smelter berth. It also has bulk storage facilities available for customers. The Port of Portland owned tug boats and pilot boat are located in a separate berthing area. POPL owns the Port Quarry site located at Point Danger, approximately 6 km south of the main Port area. This site is an active quarry site and also used for log and wind farm component storage.
The Port is bordered by a mix of Industrial and public park and recreational zones, with the residential community relatively buffered from port operations. The declared port boundary, as defined by the Office of Transport and Security and Department of Infrastructure, is shown in Figure 2.

The local Port of Portland Bay, managed by Glenelg Shire Council, operates within its SEMP. The POPL SEMP does not consider the local Port of Portland Bay waters.

The SEMP applies to the area of land and waters as indicated in Figure 1, 2 and 3. This map defines the declared port boundaries as specified under section 5 of the *Port Management Act.* The SEMP also addresses impacts that may be generated within the Port boundaries which may impact on the adjacent environment or landholders. Typically, these would be noise and dust impacts.

All roads, berths, designated car parks, amenities and other areas not specifically leased to a company are common user areas where joint or shared responsibility exists. Parties will take up their responsibilities for areas of joint or shared responsibility to the extent that they apply.

A 25 metre security exclusion zone exists from the wharf edge as per the requirements of the Office of Transport and Security (OTS). POPL has chosen not to define this on the Port of Portland boundary map.

A key objective of the SEMP is to further characterise and assess risks posed by operations and future developments within these declared port boundaries. The key hazards identified and illustrated on Figure 6: Safety and Environmental Hazard Map, include the woodchip storages, two bulk diesel tanks, Koppers Liquid Pitch Terminal, GrainCorp terminal and the fertiliser facility. These hazards are discussed in further detail in sections 6 and 7 of this SEMP.

This section of the SEMP addresses s.91D (1) (a) of the *Port Management Act*:

A management plan must identify by description, map or plan the area or areas of the port lands and waters to which it applies (s.91D (1)(a))

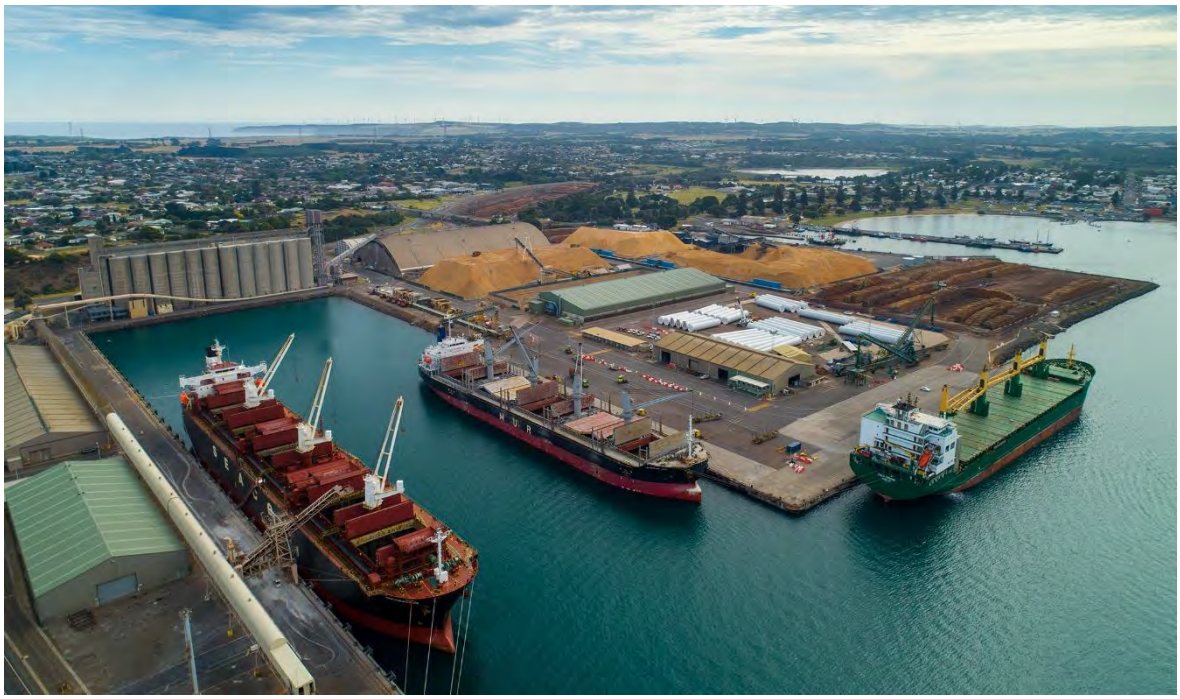

Figure 1: Port of Portland Boundary

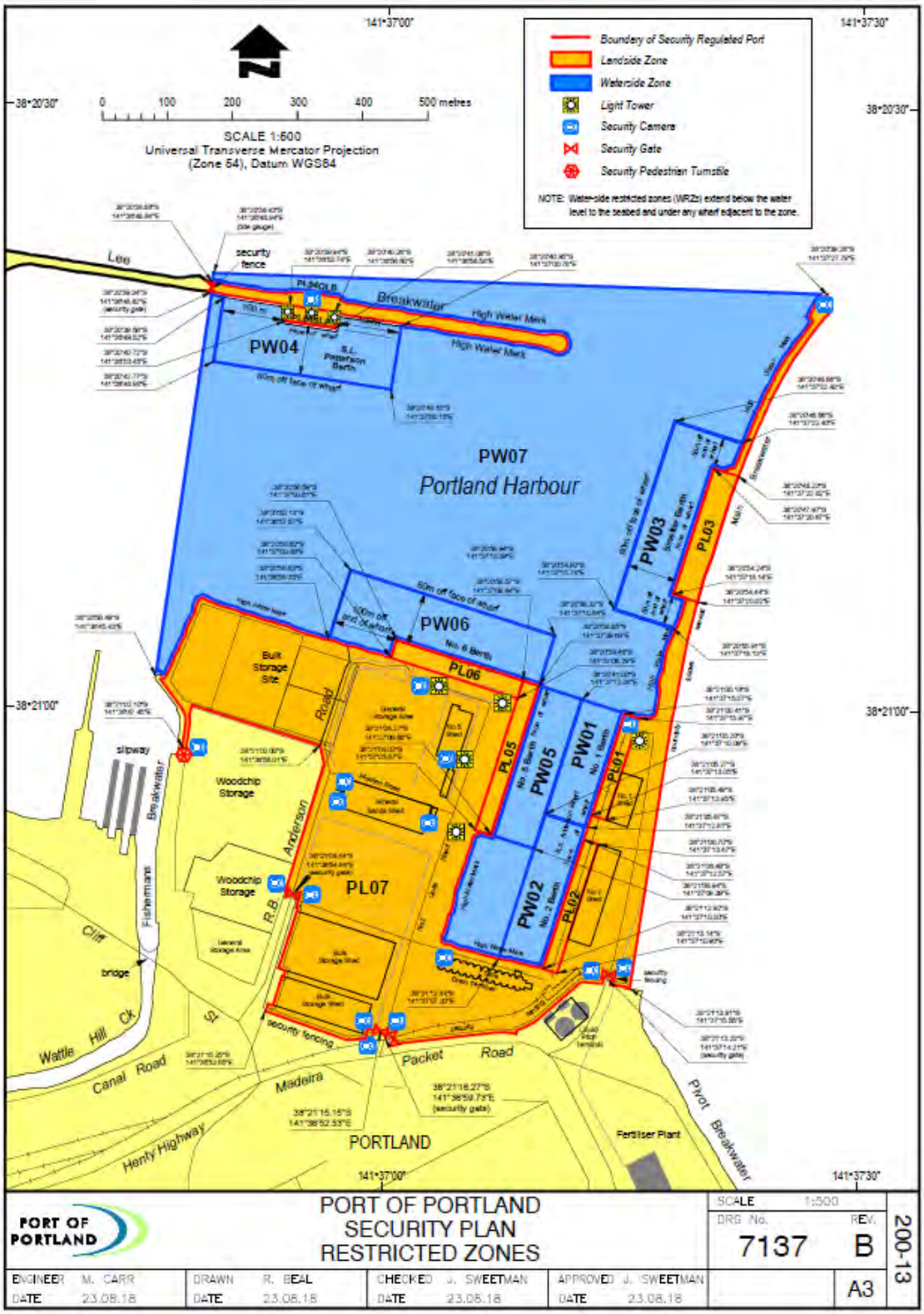

Figure 2: Port of Portland Security Regulated Port Boundary

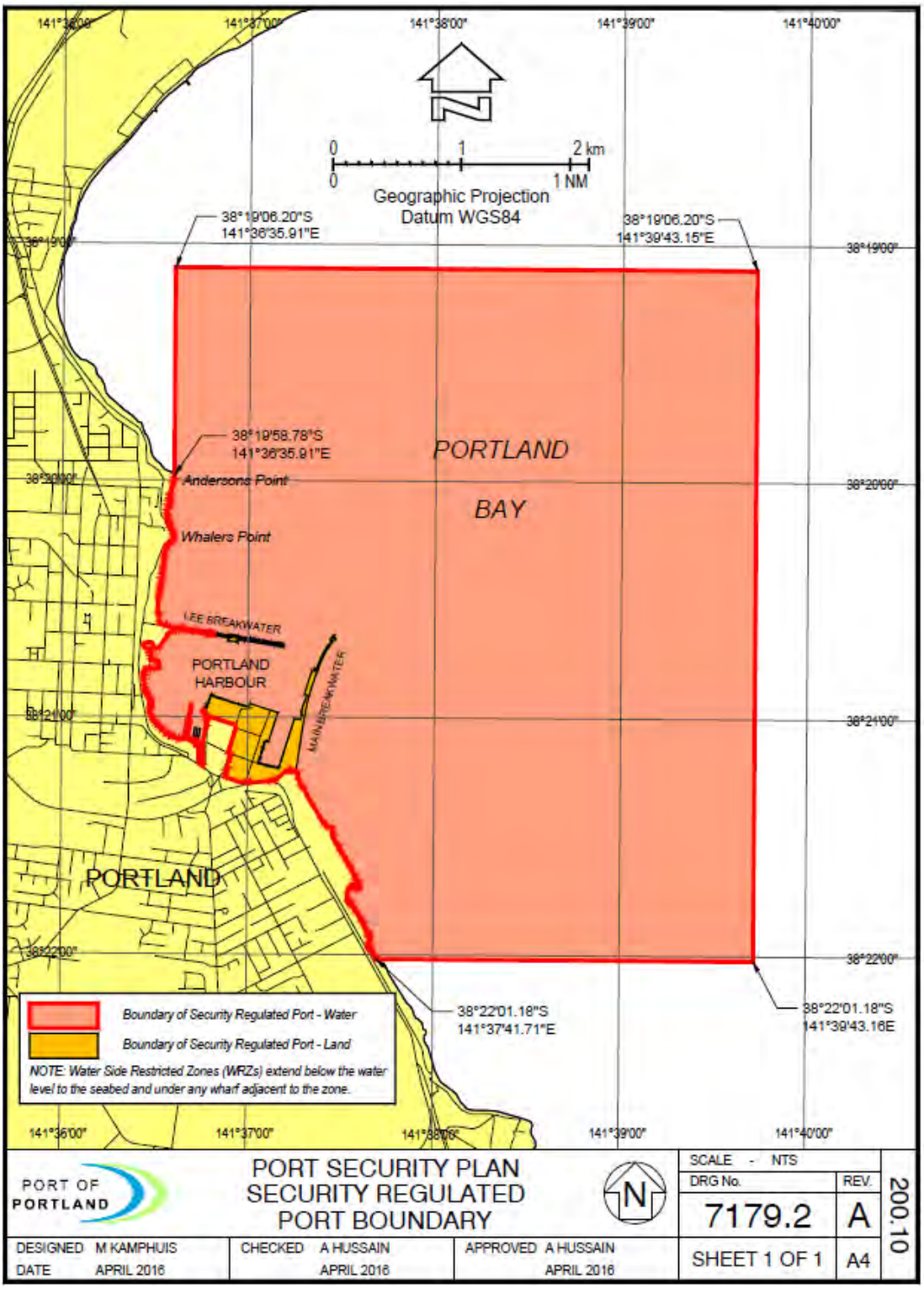

Figure 3: Port of Portland – Sir William Cape Grant Quarry

2.0 SAFETY AND ENVIRONMENT POLICY FRAMEWORK

2.1 State Government framework for port management

The Victorian Government's Review of Port Reform identified the need to improve environmental and safety management across Victoria's Ports. The review determined that the 1995 port reform process focussed predominantly on financial and business objectives rather than taking environmental and safety outcomes into consideration.

To address this deficiency, the government amended the legislation to formalise requirements for port managers to develop an Environment Management Plan (EMP) and a Safety Management Plan (SMP). The intention of the legislation is to formalise Ports' current operations and to ensure that a risk management framework is in place to effectively manage risks posed by port operations. Outcomes sought from the port reform process in relation to safety and environment requirements, were to achieve integration of land and marine based management activities and assign accountabilities for safety and environmental management. The provisions under the *Port Management Act* are intended to complement existing legislation rather than duplicate it and the safety and environmental requirements do not supersede other legislative requirements. The key legislative requirements are discussed further in Section 4.

In November 2009, GHD, a consulting firm, was commissioned by Government to identify if the SEMP remained a practical working document. The report prepared by GHD contained 10 recommendations and 15 findings. Port of Portland prepared a response to the 10 recommendations contained in the report.

After the review in 2010 was completed improvements were identified of the requirements for the Management plan that could be made to reduce duplication, improve communication, consolidate certification and auditing, and to make the system more outcomes focused.

In 2012 several amendments to the Government Ministerial Guidelines have been incorporated into the revised document. One of the Government Legislative Amendments for the audit and certification process is to "consolidate auditing and certification requirements into a single audit process to take place once every three years", opposed to auditing every 2 years and certification every 4 years.
Other changes were also included but not exclusive to;

- The addition of SEMP objectives, which focus on integration, outcomes and ongoing improvement;
- Safety and environment key performance indicators and monitoring;
- Preparation of annual reporting.
- Safe Place to Be program
- All of Port environmental monitoring program
- Safety Environmental Management System (SEMS)

2.2 Port of Portland environment policy

POPL's commitment to environmental management is demonstrated by its approved environmental policy detailed below:

The Port of Portland is a bulk port providing both import and export of a range of commodities including grains, forestry products, fertilisers, aluminium products, mineral sands, livestock and project cargoes such as wind farm components. Safe harbour and operating facilities for the fishing industry are also provided by the local Port of Portland Bay.

The Board of Directors and Management have a strong commitment to ensuring continual improvement of the Port of Portland's environmental management performance. This commitment comes from the understanding that quality environmental management is integral to quality work practices and successful business performance.

To protect and improve the state of the environment Port of Portland will:

- Comply with all relevant environmental legislation and regulations and all other requirements to which the Port subscribes, including meeting our obligations under the Port Management Act and the Port of Portland Safety and Environment Management System (SEMS).
- Develop and maintain environmental policies and procedures in consultation with employees, contractors, customers, suppliers, lessees, port users, government service providers and the Portland community.
- Establish and pursue environmental objectives and targets that are designed to improve the environmental management performance of the port.
- Apply measures to prevent pollution of the environment (for example oil spills, contamination of marine ecosystems and fugitive dust generation).
- Ensure environmental awareness and competence for Port of Portland employees, contractors and directors.
- Encourage environmental awareness and responsibility for all personnel operating on the port's land through the establishment of Port User operating licences, contracts, inductions and regular communication through the Port User Group (PUG).
- Maintain a certified environmental management system in accordance with the requirements of AS/NZS ISO 14001:2015.

2.3 Port of Portland occupational health and safety policy

POPL is committed to protecting the health and safety of all persons in the workplace including employees, contractors, customers and visitors. POPL demonstrates this commitment through its Safety and Environment Management System (which we call SEMS) that is integrated with all organisational activities related to services and people.

POPL will take all reasonable and practical steps to improve work safety conditions and priority will be given to areas of accident prevention and control, hazard control and removal, injury protection, health preservation, health promotion and rehabilitation.

As a minimum POPL is committed to comply with all occupational health and safety legislation and other voluntary standards applying to Port of Portland's operations.

Occupational health and safety are both an individual and shared responsibility of all employees, contractors, customers and visitors. Acceptance of the following responsibilities is essential to the success of the policy.

MANAGEMENT is responsible for:

- Maintaining a healthy and safe workplace;
- Integration of occupational health and safety into all aspects of the workplace;

- Communication about occupational health and safety as an integral component of all aspects of work;
- The development, implementation and monitoring of an occupational health and safety program;
- Maintaining a risk management process to appropriately control risks in the workplace.

ALL EMPLOYEES are responsible for:

- Working in a healthy and safe manner at all times;
- Encouraging others to work in a healthy and safe manner;
- Co-operating and supporting Management and the Occupational Health and Safety representatives in promoting occupational health and safety in the workplace;
- Reporting and addressing unsafe conditions that come to their attention.

THE ENVIRONMENT HEALTH AND SAFETY (EHS) COMMITTEE will:

- Work to ensure that occupational health and safety in the workplace is effectively managed;
- In conjunction with this policy a series of site rules, procedures, programs and policy statements on specific health and safety matters will be issued.

Reduced disease, accident and related insurance costs will ensure that the Port is competitive and will in turn contribute to the security of employment.

2.4 Whole of Port SEMP

The *Port Management Act* stipulates that port managers are to develop both an EMP and SMP, or alternatively, a single integrated Safety and Environment Management Plan (SEMP). POPL currently operates an integrated Safety and Environment Management System (SEMS) which includes common procedures, plans, programs and instructions.

Given the recognised interactions between environmental and safety issues in the Port, and the potential efficiencies that can be achieved by using common management system tools, the port stakeholders supported the development of an integrated SEMP.

This integrated approach serves to describe "Whole of Port" safety and environment management and identify opportunities to further integrate safety and environmental management. However, the Management Plan has been structured to ensure that it can be separately certified and audited with respect to the safety and environmental requirements.

This Whole of Port SEMP is a strategic document that describes and establishes the framework for safety and environmental management at the Port. It brings together and contributes to the development and application of policies, objectives, strategies, outcomes and responsibilities for the key issues within the Port. Most importantly the SEMP has been developed to promote a co-operative approach between stakeholders with respect to applying sustainable development principles and best practice safety and environmental management within the Port.

The SEMP document is supported by the SEMS operated by Port of Portland. Conformance with these systems equates to compliance with the requirements of the *Port Management Act,* and where the latter requires additional or revised procedures, these have been developed and incorporated into POPL's systematic management approach.

POPL's EMS has been certified as complying with the requirements of AS/NZS ISO 14001:2004 since 2002 and in 2018 transitioned to 14001:2015 to further improve our environmental focus and continuous improvement.

The safety management system has been certified as complying with the requirements of AS/NZS 4801:2001and OHSAS 18001:2007.

The Port SEMP is a dynamic document which is reviewed periodically and up-dated to document current safety and environmental management planning and practice. Accordingly, applied safety and environmental management planning and practice will be audited, reviewed and revised to ensure compliance with the *Port Management Act,* and conformance with other standards (e.g. AS/NZS 4801, OHSAS 18001 and ISO 14001).

3.0 ROLES AND RESPONSIBILITIES

3.1 The Port Manager (POPL)

POPL is a private-sector company and is the designated Port Manager for the Port of Portland that owns the land of the port and manages the port waters on behalf of the Victorian Regional Channels Authority. Port of Portland is defined as a "commercial trading port" under s.3a of the *Port Management Act*.

POPL is responsible for implementing and maintaining the SEMP according to the requirements of the *Port Management Act.*

All personnel employed by POPL assume responsibility for safety and environmental management performance in accordance with the commitments and requirements of Port of Portland's safety and environmental policies. Specific roles, responsibilities and authorities are documented in position descriptions and in approved management procedures and operating instructions.

The Chief Executive Officer is accountable for the management of the Port of Portland. The Manager Safety Health and Environment is responsible for the establishment, implementation and maintenance of occupational health, safety and an environmental management system operated by POPL, and accordingly is responsible for implementing measures and strategies to prevent or reduce hazards and risks identified in this Plan.

The Operations Manager supports the Safety Health and Environment Manager by assisting in the POPL safety, health and environmental management performance and helping to coordinate safety and environmental management for the whole of port including tenants.

The current POPL organization chart is depicted in Figure 4.

3.2 Harbour Master/ Marine Manager

A licenced Harbour Master has been appointed for the Port of Portland under the provisions of the Marine Safety Act and Marine Determination No. 7.2, sections 4.1, 4.2 and 4.3.

As described in Harbour Masters position description the Harbour Masters responsibilities are exercised independent of POPL in the overall interests of and in compliance with specific responsibilities under the Marine Safety Act and other legislation. In some instances, the Harbour Master is directly responsible to the regulatory authority – the Director, Maritime Safety, Transport Safety Victoria.

The Harbour Masters Directions controls the safe movement of shipping and the navigational safety of all vessels in the waters of the Port of Portland.

The Harbour Master monitors and coordinates the essential services to shipping as well as develops and implements strategies to ensure the efficient and reliable provision of essential services to the port. The Harbour Master has control of the emergency response to shipping incidents. A harbour master has all the powers that are necessary and convenient to enable him or her to carry out the functions given to the harbour master under this or any other Act.

This position supports the CEO in managing and enhancing the Port's Health & Safety and Environmental management systems to achieve a safe and environmentally responsive workplace to ensure regulatory compliance.

An organisational chart demonstrating the key Port personnel is provided in Figure 4.

For further details contact:

Jason Sweetman
Harbour Master/Marine Manager
T: 03 5525 0980
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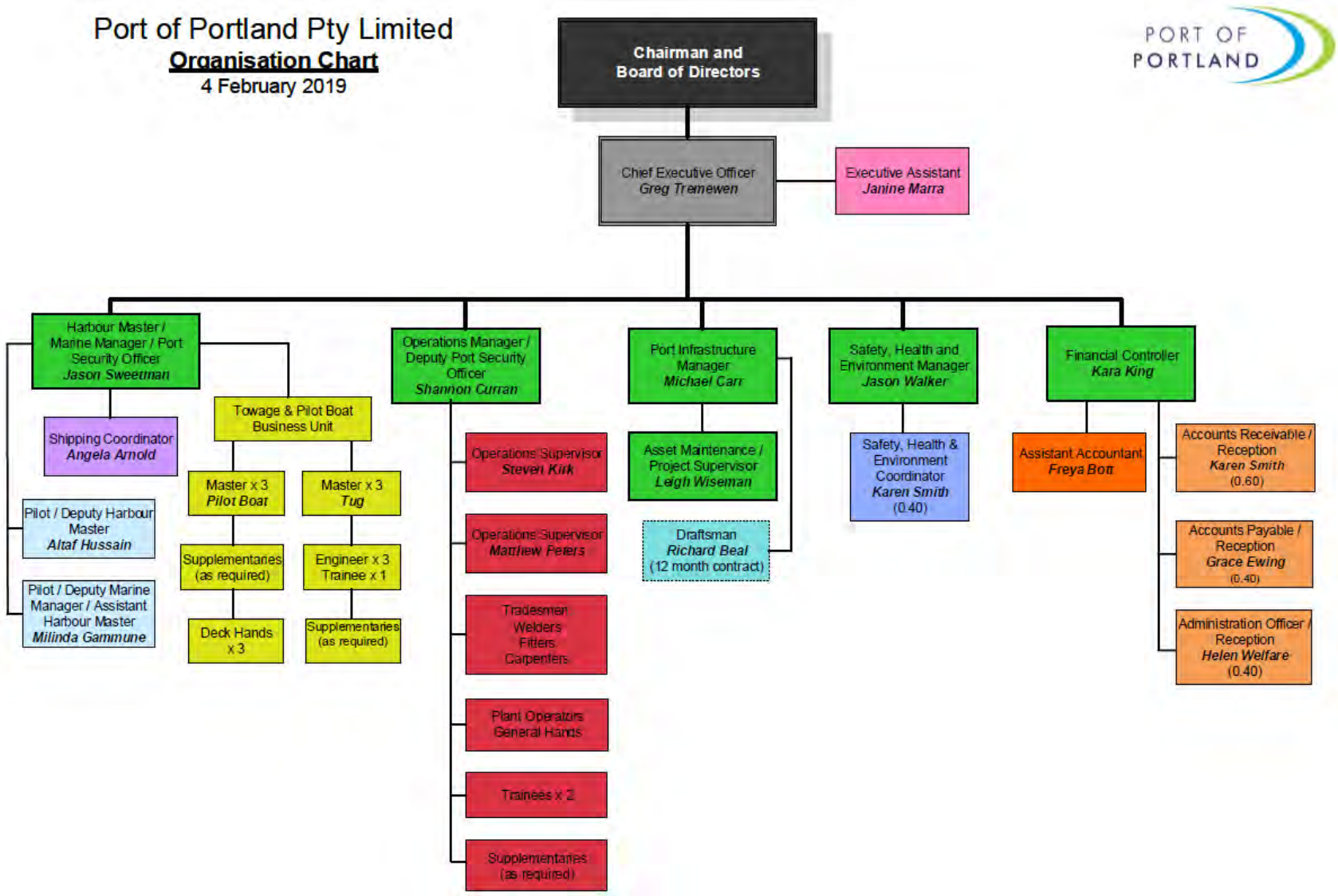
E: jsweetman@portofportland.com.au

Figure 4: Port of Portland Pty. Ltd Organisation Chart



3.3 Port operators and service providers

The Port of Portland has taken all reasonable steps to develop a 'whole of port' SEMP and engage tenants, licensees and service providers in the SEMP development and implementation process. The following lists key stakeholders:

Lease Holders/Tenants

- Australian Bluegum Plantations (ABP)
- Australian Volunteer Coast Guard
- Geelong Marine Services
- GrainCorp
- Hancock Victorian Plantations (HVP)
- Hanson Construction Materials
- Incitec Pivot
- Koppers
- K&S Freighters
- Mission to Seafarers
- Qube Ports & Bulk
- Heywood Shiploaders
- One Forty One Plantations (OFO)
- Timberlands Pacific Pty Ltd (TPPL)

Shipping Agents

- Inchcape Shipping Services
- Great Ocean Logistics
- Wave Shipping
- Indian Ocean Shipping Agencies
- Gulf Agency Company Australia
- Monson Shipping Pty Ltd
- Monson Agencies
- Asia World
- Wilhelmsen Ship Service
- Sturrock Grindrod Maritime
- Swan Shipping Agencies
- Allways Shipping Pty Ltd

Port Service Providers

- C3
- ISO
- Wannon Security

Stevedores

- QUBE
- Geelong Marine Services
- Port of Portland

Trucking Companies

- Kalari Transport
- Force 8
- Porthaul
- AA Scott Transport
- Glenn Carron
- P J Annett Transport
- Pearce Logistics
- Merritt Logging
- Glenn Carron
- Kelly Transport Group
- Moreland Holdings
- Fennel Forestry
- Other Transport companies
- Individual truck operators

Rail Companies

- Pacific National

POPL Contractors

- Eldridge Electrical
- GR Carr Pty Ltd
- Berry and Whyte Surveyors Pty Ltd
- Fulton Hogan Industries
- Kempe Maintenance & Engineering
- Maritime Constructions Pty Ltd & MC Dredging and Port Development
- Boral Resources
- Keppel Prince
- Mick Wilson Plumbing
- Professional Diving Services
- Portland Precision Engineering

Shipping Lines and Agents

It is the responsibility of shipping lines to ensure that they comply with Port of Portland safety and environmental requirements and relevant international, federal, state and local regulations and protocols. This responsibility includes compliance with the *Occupational Health and Safety Act* and the *Environment Protection Act.*

A range of international conventions also apply to shipping including the International Convention on Civil Liability for Oil Pollution Damage, International Maritime Organization (IMO), Basel Convention on the Control of Transboundary Movements of Hazardous Waste, and MARPOL 73/78. ANNEX 1: Regulations for the Prevention of Pollution.

Tenants and service providers

It is the responsibility of tenants to ensure that they are operating within the conditions of their lease and to ensure that their activities do not result in a breach of planning approvals, the *Occupational Health and Safety Act,* the *Dangerous Goods Act,* the *Environment Protection Act,* and subordinate legislation. In addition, all Port users are required to enter into Port User Agreements with POPL. These agreements cover safety, environment and security operating conditions.

3.4 Government agencies

The key government agencies and their role in administering safety and environmental legislation of specific relevance to the Port of Portland's activities are detailed below and maintained in POPL Risk Register. These agencies were engaged in the development of the SEMP and will be involved in the ongoing implementation of the Plan.

ORGANISATION	RESPONSIBILITY
Department of Economic Development, Jobs, Transport and Resource (DEDJTR)	The Department of Transport managed the "Review of Port Reform" process that identified a requirement to improve safety and environmental outcomes within Victoria's Ports. The Minister for Ports is the Responsible Authority for administering the *Port Management Act* and the relevant provisions relating to the preparation and certification of Safety and Environment Management Plans.

Environment Protection Authority (EPA)	The EPA is responsible for the administration and enforcement of the *Environment Protection Act* and the *Pollution of Waters by Oil and Noxious Substances Act*. The *Environment Protection Act* gives the Authority the power to license particular waste discharges to the environment. The *Environment Protection (Scheduled Premises and Exemptions) Regulations* describes those scheduled premises that require EPA licenses. Scheduled premises are required to apply to the EPA for works approval prior to the commencement of operation. The *Environment Protection Act* also provides for a range of enforcement tools that can be used to regulate specific activities in order to protect the environment from a range of activities including the management of land and groundwater, storm water discharges, prescribed waste and discharge of ballast water. The EPA is also responsible for ensuring compliance with *State Environment Protection Policies (SEPP)*. These policies set objectives and requirements that must be adhered to. Enforcement action can be taken against individuals or organisations not complying with SEPP's.
WorkSafe Victoria	WorkSafe Victoria is responsible for administering and enforcing the following legislation throughout Victoria: • *Occupational Health and Safety Act* • *Dangerous Goods Act* • *Road Transport (Dangerous Goods) Act* • *Dangerous Goods (Storage & Handling) Regulations* • *Dangerous Goods (Explosives) Regulations* Victoria's occupational health and safety and dangerous goods legislation applies to land-based activities within the Port of Portland and during the transfer of dangerous goods from ship to terminal.
Transport Safety Victoria (TSV)	TSV is the State's marine safety agency and is responsible for the administration of the *Marine Safety Act* (Vic). DEDJTR is responsible for management of the *National Plan to Combat Pollution of Sea by Oil and Other Noxious and Hazardous Substances* in Victoria (3 nautical mile limit) and for ensuring State and Regional Plans are maintained to deal with marine pollution events. DEDJTR is the Primary Agency responsible for oil pollution response in Victoria.
Department of Environment, Land, Water and Planning (DELWP)	DELWP works in partnership with industry to manage Victoria's land, water and living resources. DELWP has the key roles of a 'land owner' for the river/sea bed and coastal waters of Victoria. DELWP provides policy and direction as to how these areas are to be managed and, it oversees, and in some cases has a statutory responsibility, for activities within the Port that relate to the protection and maintenance of natural assets. Relevant legislation includes the *Coastal Management Act*, *Fisheries Act*, *Crown Land (Reserves) Act* and the *Flora and Fauna Guarantee Act.*

Other relevant commonwealth, state and local government agencies include:

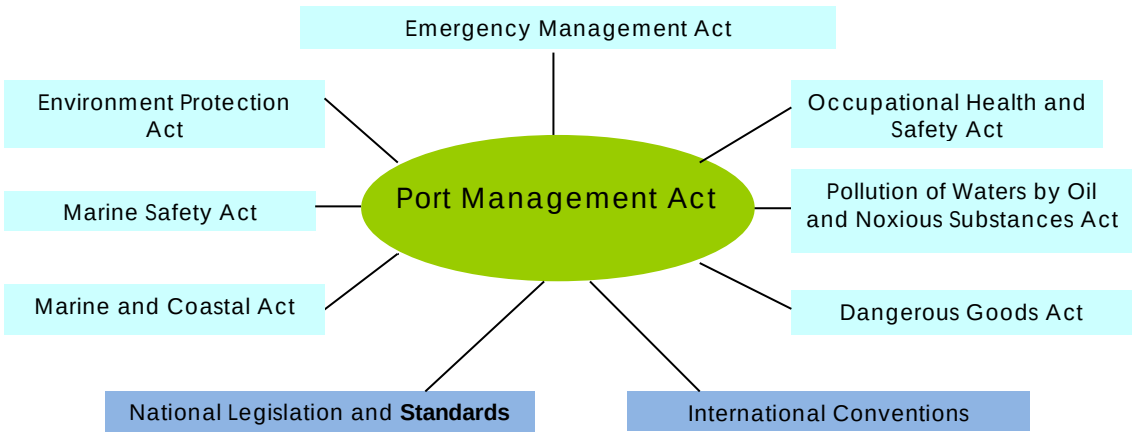
COMMONWEALTH	STATE	LOCAL GOVERNMENT
Department of Agriculture and Water Resources (DAWR)	Victoria Police	Glenelg Shire Council
Department of Infrastructure and Regional Development	Country Fire Authority (CFA)	
Australian Maritime Safety Authority (AMSA)	Rural Ambulance Victoria	
Australian Customs and Border Protection Service		

4.0 LEGAL AND OTHER REQUIREMENTS

The development of the SEMP has been undertaken in the context of the state and federal environmental and planning framework that governs commercial ports. The provisions under the *Port Management Act* are intended to complement existing legislation rather than duplicate it and the safety and environmental requirements do not supersede other legislative requirements.

The key legislative requirements referenced in the Ministerial Guidelines are represented below in Figure 4.

Figure 4: Legislative Framework



POPL maintains safety and environmental, legal and other requirements register (Risk Register), which identify applicable health, safety and environmental legislation and associated regulations, policies, codes of practice, guidelines and other legal requirements under international, federal and state laws. In addition, the register identifies non-legislative requirements (known as "Other Requirements") to which POPL subscribes.

The register documents POPL's specific obligations and required management actions for each of the legal and other requirements identified.

Procedures governing legal and other requirements are audited annually to evaluate identification, access and compliance.

The international, commonwealth, state and local legislation, conventions, regulations, policies, guidelines etc. are listed in the Port of Portland Legal Register, which forms part of the overall Safety and Environment Management System (SEMS).

Other requirements

- Glenelg Shire Council Planning Scheme.
- Port of Portland Emergency Procedures Manual.
- Safety and Environmental Management Sub-System Document –
- 4.5 Emergency Preparedness and Response Procedure.
- Port of Portland Environment Management System (EMS) – AS/NZS ISO 14001 (third party certified).
- Port of Portland Occupational Health and Safety System - AS/NZ 4801 & OHSAS 18001(third party certified).
- Port of Portland Oil Spill Contingency Plan.
- Maritime Transport and Offshore Facilities Securities Act
- Navigation Act
- Occupational Health and Safety (Marine Industry) Act
- Environment Protection and Biodiversity Conservation Act (e.g. Ramsar Wetlands)
- Australian Maritime Safety Authority Act
- Environmental Management and Pollution Control Act
- Protection of the sea (Harmful Anti-fouling systems) Act

5.0 THE PORT ENVIRONMENT

5.1 Port activities

The key port activities within the Port were identified taking into consideration the following:

- Land use and industry types;
- Safety and environmental risks and values;
- Surrounding land uses; and
- Geographical location.

The following key activities are undertaken at the Port:

- Berthing/Unberthing;
- Vessel Loading/Unloading;
- Assets Maintenance;
- Dangerous Goods Management;
- Warehousing;
- Storage of bulk goods;
- Inter-Modal Transport movements (road, rail, pipeline, conveyor);
- Waste Disposal;
- Stevedoring;
- Food processing (fisheries);
- Boat repairs and maritime services;
- Bunkering;
- Surveillance;
- Pilotage and Towage;
- Quarrying.

At the commencement of the SEMP development, a Port Activity Map was prepared to describe the key activities undertaken at the Port and their location, frequency of occurrence, roles and responsibilities, and a description and extent of associated hazards. This information has been incorporated into POPL's safety and environment risk registers, contributing to the risk assessment processes. A map of the tenants and lessees can be found at Appendix 1.

5.2 Environmental Values

Ecological

The Port of Portland is situated in an area that is characterised by natural and heritage features. The Harbour, its adjacent waters, coastline and hinterland contain productive and diverse ecosystems on which many depend for their livelihood and chosen lifestyle.

The operation of an international deep-water sea port presents considerable environmental risks, responsibilities and opportunities. Significant environmental risks include pollution of marine ecosystems by oil spills and other contaminants, the generation of dust, noise and odour, and the introduction of foreign plants, animals and diseases. However, operation of the Port also provides opportunities for enriching the environment through planning and action designed to protect and improve environmental values of the Port and its surrounds, including working with DELWP, local council, businesses and community groups to control pest animals and plants within the Port precinct and the area supporting coastal heath on Point Danger, Cape Sir William Grant and adjacent public and private land near Portland is known informally as the Portland Heathland.

The area has significant recreation and conservation values and is of interest to the local and wider community. The Heathland Management Committee consisting of landowners / manager and management authorities has been established to maintain these values and ensure the continued existence of the heath to cooperatively

manage the area and act jointly to protect and restore endemic heath vegetation and dependant fauna.

The Portland Heathland Management Plan guides the rehabilitation and ongoing protection and restoration of the most important values of the Heathland.

There are no declared conservation sites within the port precinct; however, the Harbour on which the Port has been constructed contains a wealth of benthic flora and fauna, some of which may be threatened or vulnerable. A penguin colony was known to frequent the area immediately adjacent to the Port some 15 years ago and habitat restoration works were completed on the boundary of port land and port water to help re-establish the colony.

The Port is highly visible from the historic Portland Township where tourism, community services and rural commerce thrive in partnership. The Port is in in proximity to several sensitive environmental areas, which are described below,

Portland Harbour – the Port of Portland and its berths are located in the Portland Harbour where recreational boating and fishing occur. The area is of special interest for whales, dolphins, seals and penguins providing a secure habitat throughout the seasons.

Canal – Port of Portland and its marinas front the Canal which provides stormwater release from the lagoon. Various vessels consisting of tugs, lines boat, pilot, coast guard and trawlers (with live product in holding tanks) dock at the marina.

Township – the port is located in the township of Portland. Due to the close proximity, activities at the port can have a significant impact upon the township as well as a visual impact, if not managed appropriately.

Residential areas – the closest residential areas are located 500m south of the port. Due to the close proximity of residencies, activities at the port can have a significant impact upon these sensitive receivers.

Heritage

European Heritage

There no significant European heritage within the port activity area. However, there are Historic Shipwrecks located within the Portland Bay area. Shipping activities will not impact on these areas but are however considered. Refer to Appendix 5 – Shipwreck Coast map.

Aboriginal Heritage

There no known significant Aboriginal cultural heritage site within the activity area. Any activities that may impact on Aboriginal cultural heritage will be assessed in managed in accordance with Aboriginal Heritage Act.

5.3 Safety values

Port of Portland has sole responsibility for many activities and facilities. The port also includes several operators who take responsibility for their individual activities and manage safety issues within their leased boundaries. However, the users share many common facilities and some user activities affect other users.

As with environmental issues, many safety items are common to other ports with several safety items specific to POPL. Some of the generally recognised safety issues include items such as mooring and unmooring of vessels, electrical safety, manual handling, fall protection, vehicle and personnel interface, slip and trip hazards.

Security and public access have received considerable focus. The port has implemented security and access controls and members of the public cannot access operational areas.

In addition to lease holders and operators, safety is also of concern for other groups at the port. Issues include:

- General public in areas such as the Lee Breakwater during high seas;
- Ship's crew accessing wharf aprons where there may be vehicle movement plus loading/unloading activities; and
- Truck drivers working at heights and around vehicles.

Relatively few safety issues that originate within the port extend beyond the port boundary; exemptions would be transporting rocks onto public roads and releases of dusts from various cargoes and into the air.

6.0 SEMS

Port of Portland has developed a SEMS which provides a framework for safety and environment management for port employees, contractors, port environment and surrounding community.

The SEMS is aligned *with ISO 14001 Environmental Management Systems, Australian Standard 4801 Occupational Health and Safety Management Systems and OHSAS 18001 Occupational Health and Safety Management Systems*.

The SEMS identifies safety and environmental hazards and risks that result from:

- activities planned and carried out by, or on behalf of POPL;
- activities, services or projects over which POPL has control and/or is expected to have an influence; and
- emergency conditions.

These activities undergo a risk assessment and decisions made on the need and form for controls through standard work procedures. Each work procedure provides a method of undertaking POPL's functions and activities to minimise the safety or environmental risk.

6.1 Best practice safety management

Port of Portland has sole responsibility for many activities and facilities. The port also includes a number of operators who take responsibility for their individual activities and manage safety issues within their leased boundaries. Tenants also share many common facilities and some user activities affect other users. It is therefore important that safety management at the port is managed in a cohesive and integrated manner to ensure

that all safety issues that involve a number of responsible parties, are managed effectively across the port.

In order to meet its OH&S policy objectives POPL's mission is to:

- Provide and maintain so far as is practicable a workplace free from hazards;
- Operate to the highest standards of health and safety;
- Provide and maintain for our employees, safe plant and systems of work;
- Provide adequate information on hazards to our employees; and
- Provide adequate training in occupational health and safety matters.

POPL's SEMS has been developed in accordance with *AS/NZ4801 Occupational Health and Safety Management Systems and AS/NZS ISO 14001 Environmental Management Systems.* These standards provide guidance to assist organisations in hazard/risk assessment and auditing of these procedures. These standards require the development of measurable and documented objectives and targets in order to foster continual improvement and ensure that POPL meets its policy objectives.

The Port of Portland has maintained AS/NZ 4801 and OHSAS 18001 certification since May 2014; achieving no major non-conformances in this time. AS/NZS 4804:2001 Occupational health and safety management systems – general guidelines on principles, systems and supporting techniques is adopted by POPL to implement, develop and improve its internal management system through the systematic elimination or reduction of risks. In July 2018 the Port of Portland attained certification to AS/NZS 14001:2015 Environmental Management Systems and was re-certified to AS/NZS 4801 and OHSAS 18001.

6.2 Risk-based approach to the development of safety and environment management strategies

AS 4801 requires organisations to have a method of identifying, assessing and controlling hazards and risks due to activities, products and services, including those of contractors and suppliers. The process used to identify risks in the development of the SEMP is detailed below:

The initial risk assessment workshop held on 31 January 2005, was directed at hazard and issues identification. Attendees were asked to consider their particular operations within the Port precinct and identify conditions where hazards were posed to others or imposed by others, from or to their operations. Operations solely within each operators lease boundary were not considered.

A second workshop was held in early April 2005. This workshop followed the general principles of hazard identification and risk assessment in AS4801 and covered the following elements:

- Hazard identification based on an activity review for each type of activity undertaken at the port by the users; and
- Hazards were defined by reference to a list of OHS guide words with the workshop leader and attendees prompting discussion on each activity.

All known hazards were recorded during the discussions and ranking of hazards was undertaken using a typical likelihood and consequence risk matrix table. Workshop attendees considered each hazard and agreed on the current risk rating.

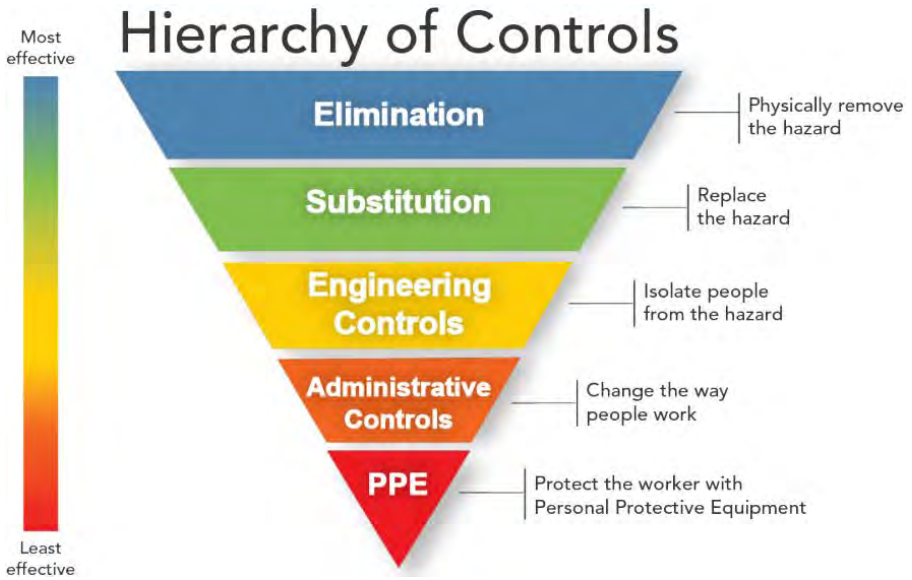
A "Whole of Port" workshop was undertaken in May 2009 which was directed at the revision of the identified hazards. Each hazard and its associated risk rating were revised.

The outcomes of the risk assessment are presented in the risk register. This register is reviewed and maintained by POPL in accordance with the management review procedure defined in section 9 to ensure that they are effectively minimising risk.

Some of the generally recognised safety issues at POPL relate to recreational boating and people vehicle interface, the age and condition of the port infrastructure. Typical hazards include items such as POPL employees shipping interaction with vessel, electrical safety, manual handling, fall protection, safe access for vehicles and personnel, slip, trips and falls, traffic management/collisions (plant and vessels), overweight / loaded plant and vessels and drowning.

The Port of Portland has in place a Maritime Security Plan and is required to comply with it and the requirements under the federal government's Maritime Transport and Offshore Facilities Security Act. The Port of Portland Maritime Security Zone is protected by security fencing, strict access controls, and is continuously monitored by CCTV. Maritime Security Guards complete random audits at security checkpoints and patrols throughout the Maritime Security Zone. POPL restricts unauthorised public access into the Port Regulated Security area through electronic security gates and allows entry to persons who have completed a Port Entry Induction which covers all areas of security, biosecurity, OH&S, Australian Customs and operational requirements.

The management controls have been developed in accordance with the following hierarchy of controls:



The controls listed below are ranked in order from most to least effective.

a) Elimination of the hazard;
b) Substitution (e.g. substitute for a less hazardous substance, process, equipment or plant);
c) Isolation (e.g. distance or enclosure);
d) Engineering controls (guarding, interlocks);
e) Administrative controls (e.g. use of work aids, training, procedures);
f) Personal protective equipment.

In accordance with section 91D (1) (b) of the *Port Management Act:*

A management plan must identify the nature and extent of the hazards and risks associated with the operation of the port.

6.3 Best practice environment management

During the year 2000, the Board of Directors and management of POPL formally recognised the need for, and advantages of, rigorous environmental commitment, then understanding what actions were required. Therefore, the development and implementation of an EMS was commissioned. In September 2002, the EMS was formally certified as complying with the requirements of AS/NZS ISO 14001:1996 by an accredited third party. POPL was the first privately owned, and the second port in Australia to have achieved certification for its EMS. In September 2005, the EMS was re-certified and up-graded to conformance status with the 2004 version of the ISO 14001 standard. POPL has successfully continued to maintain ISO 14001 certification. In July 2018 the Port of Portland maintained certification to AS/NZS 14001:2015 Environmental Management Systems and was re-certified to AS/NZS 4801 and OHSAS 18001.

In concord with the requirements of the *Port Management Act,* the EMS developed by POPL takes a "whole of port" approach and exerts influence on the environmental management performance of all individuals and organisations operating within the Port's confines. This approach has involved the identification and assessment of actual and potential impacts on the environment resulting from the activities of lessees and contractors, as well as the planning and operational activities undertaken by POPL management.

POPL's SEMS addresses all the environmental planning, documentation and operational management requirements of the *Port Management Act.*

6.4 Environmental objectives and targets

In accordance with section 91D (1) (d) of the *Port Management Act*:

A management plan must specify the measures and strategies to be implemented to prevent or reduce those hazards or risks.

POPL established and maintain documented environmental objectives and targets that consider, and are consistent with, the Environmental Policy, compliance with applicable legal and other requirements (for example *Port Management Act)*, identified significant environmental aspects, and to continual improvement.

The process of setting and reviewing objectives and targets includes consideration of technological options; financial, operational and business requirements, and the views of interested parties.

Key environmental objectives are identified and can be found in the Safety and Environment Risk Register.

6.5 Environmental management plan

The Port of Portland has maintained ISO AS/NZS 14001 certification since September 2002; achieving no major non-conformances in this time.

Objectives and targets are achieved through the documentation, implementation and maintenance of an Environmental Management Plan (EMP). The EMP includes specific "actions" detailing the means/methodologies, responsibilities and timeframes required for the achievement of each objective and target. Objectives, targets and actions are quantified where practicable, and used to demonstrate environmental performance.

The EMP is audited annually to track progress and to provide information to the Management Team. Audit and review of the environmental management system considers changing circumstances in the environmental management of POPL and the implications of objective and target achievements.

Progress related to the EMP is tracked using the objectives table which is located as a tab in the Safety & Environment Risk Register. The table is updated regularly, with progress of objectives, targets, actions and milestones achieved.

6.6 Environmental monitoring and measurement

Port of Portland maintains procedures and programs to monitor and measure on a regular basis, components of the environment that may be significantly impacted upon by POPL operations and activities. These include:

- Air Quality - dust, emissions, odour and noise;
- Noise – residence complaints;
- Water – groundwater, surface water and drainage;
- Waste Management and Minimisation;
- Fuel and Chemical storage and handling controls;
- Land - saturated and unsaturated;
- Biodiversity - flora (weeds), health of native vegetation, including planted vegetation and fauna (pest animals).

Monitoring and measurement also include the documenting of information to monitor performance, application of operational controls and conformity with the POPL's EMP (Environmental Management Plan).

Internal audits and housekeeping inspections are key tools for monitoring the state of the environment at the Port of Portland and its immediate surrounds.

An Environmental Monitoring Program (Subset of the Safety and Environmental Management System Implementation Plan) was developed in mid 2018 to monitor and measure the key activities that can cause a significant environmental impact.

This monitoring program details:

- A monitoring schedule for the Port of Portland operations and summarises the specific monitoring and testing requirements associated with dust, noise, stormwater, waste and storage of fuels and chemicals. Figure 1 in the program document displays the monitoring and testing locations referred to in the monitoring schedule;
- Methods of operation and management measures required to be adopted to manage potential environmental impacts at the Port of Portland; and

Protective and mitigating measures to be implemented to manage the Port of Portland's significant environmental hazards.

This program will be implemented in the 2018-19 financial year onwards.

6.7 Key Performance Indicators

The revised Ministerial Guidelines now include the requirement for port managers to set out 'whole of port' performance indicators in which the port manager can assess and monitor the extent to which implementation of the management plans SEMP.

Portland has set the following key performance indicators (KPI's) to achieve this goal:

- POPL Safety, Health and Environment Improvement Plan

  The following KPI's are monitored monthly:
  - Improvement Plan action completion
  - Routine Actions
  - Corrective Actions and close out
  - Internal and External Audit and Inspection
  - Safety Observations / Conversations
  - Training
  - Lost Time Injury Rate
  - Total Injury Rate

- POPL will hold four Port Users Group (PUG) Committee Meetings annually;

- Bi-monthly Safety, Health and Environment Committee Meetings

- POPL will provide information regarding shipping movements at the port on a daily basis via the port website and issue Harbour Masters Directions to alert of swell conditions and inclement weather that is likely to affect the safety of individuals;

- Investigate all genuine noise, dust and OHS complaints and generate a short summary of the event and actions taken; and

- Maintain zero workplace fatalities every year;

- Safe Place to Be – Employee Key Performance Indicators (KPI's).

7.0 RISK MANAGEMENT

In accordance with section 91D (1) (b) of the *Port Management Act:*

A management plan must identify the nature and extent of the hazards and risks associated with the operation of the port.

The expectations of this requirement as defined in the Ministerial Guidelines are to ensure that:

- The process is systematic;
- The nature and extent of the hazards are identified and recorded; and
- A preliminary assessment is made of the nature and extent of the risks associated with the identified hazards.

POPL's SEMS includes a procedure to identify and analyse for significant management activities that may impact on health and safety and the environment. This process has resulted in the development and maintenance of safety and environment risk registers. The registers include management priorities, activities and associated impacts that the Port can control, and over which it can influence, including all those undertaken by Port management and employees, lessees, contractors, customers, suppliers, government service providers and regulators.

7.1 Identification of aspects/hazards and impact/risk

Safety and environmental risks are identified by the Management Team. They consider all activities undertaken by POPL that may impact upon the environment, including those that the Port might have some influence over; these include impacts to air, water, land, natural resources and biodiversity taking into account planned or new developments, or new or modified activities and those activities which can have impact on human safety (chemical, physical, ergonomic, biological, electrical etc.). For each aspect/hazard, all possible impacts/risks (both adverse and beneficial) are documented in the Safety Environment Risk Register as a part of the SEMS.

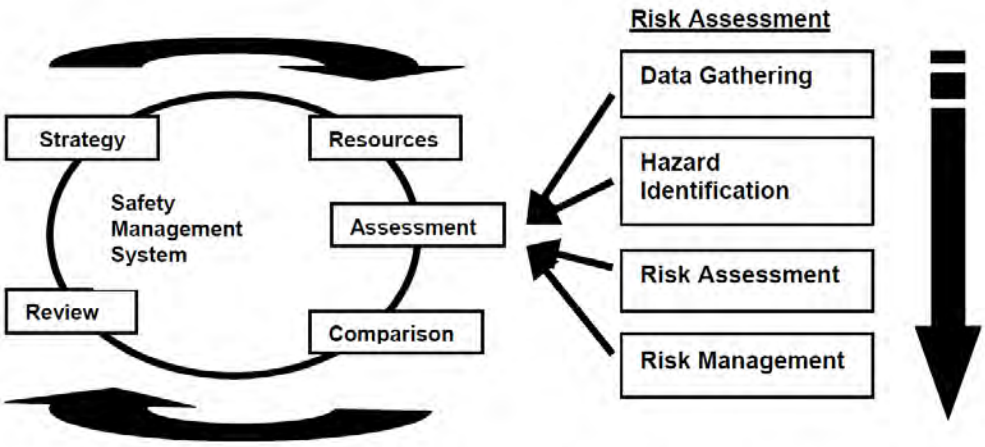


Figure 1: Relationship between Risk Assessment and the Safety Management System

Methodology for identifying environmental aspects and impacts includes:

- The undertaking of an initial safety or environmental review;
- Facilitation of discussion, comment and contribution from employees and relevant interested parties (tenants, contractors, customers, regulatory authorities, industry bodies and other stakeholders);
- Consideration of knowledge generated by the development and maintenance of the SEMS (for example monitoring and measurement and audit results); and
- Periodic environmental management system review.

The Safety Environment Risk Register comprises of a series of worksheets including:

1) Safety risk register – whole of Port activities
2) Safety Critical Groups – POPL activities
3) Environmental risk register – POPL activities
4) Environmental risk register – Tenant and Port User activities
5) Emergency risk register – whole of Port
6) Legal requirements
7) Risk Assessment Matrix
8) Risk Criteria (qualitative measures of consequence and likelihood)
9) Objectives Program

Notes:

- The Port Users environmental register lists activities according to the organisation undertaking the activity;
- Monitoring and measurement is incorporated into the risk register;
- Long term tenants provide POPL with a copy of their own risk register.

7.2 Assessment of Impacts

The impacts of each aspect / hazard are assessed for its relative importance to assist in the process of determining management priorities.

Risk criteria was developed in accordance with POPL's corporate risk model (POPL Business Risk Report) (Ernst and Young Feb 2008), revised in June 2009 (Powell and Co) and further reviewed in December 2015 (KPMG Australia)- these were founded on AS4360:2004 and AS/NZS ISO 31000:2009). This collaborative approach sees greater ownership in the process and assists the business to understand risk in the context of organisational priorities. The risk criterion is revised annually with the Port management team to ensure it remains relevant. Corporate risk has been divided into 12 categories, one being reviewed each month ensuring that all 12 are reviewed annually at the management team meetings.

<u>Risk Criteria involves:</u>

- Determination of severity of consequence to safety, environment, regulatory, financial and social (community) descriptors.
- Determination of the likelihood of its occurrence;

The criterion is allocated a score according to the following qualitative measures:

Consequence determination table

Severity of Consequences					
DESCRIPTOR	SCORE	REVENUE IMPACT - Penalties & OR Clean-up.	IMPACT	REGULATORY REQUIREMENT	COMMUNITY EXPECTATION
Catastrophic Inability to achieve business objectives	5	>$5M	Port closure for 3 months.	Prosecution will severely impact business objectives and reputation.	Damage to Corporate image at National Level and possible international reputation damage.
			Loss of multiple port infrastructure.	Breach of SEMP Penalty 240 units($24,000) + Improvement required as per government requirement. Major EPA prosecution.- Inditable offence 6 months incarcation up to 7 years in prison for individual 2500 penalty units ($250,000K) Section 59A EPA Act but also finable under POWBOND (National) $10K.	
			Environmental Pollution with health impact (Biodiversity & Human).		Massive reduction on company reputation with stakeholders.
			Long term (>5 year) environmental damage - clean -up.		National or State Campaign to close Port or severely restrict operations.
			Repeated incidents of loss of life and/or serious harm injury.	Breach of State & Federal Legislation resuling in Port Closure for >3 months or loss of Port franchise.	
			Default of banking covenant.	Loss of Port franchise.	Inability to discharge obligations under Sales Deed.
High Constrained ability to achieve business objectives	4	>$3M - <$5M	Port Closure – Up to 2 months.	Breach of legislation – prosecution likely with requirement to cleanup.	Significant, but recoverable damage to company reputation at state level including State Campaign to constrain Port or Local campaign to close Port.
			Loss of multiple port infrastructure for sustained periods.	Significant breach of State & Federal Legislation resuling in Port Closure for 2 months.	
			2-5 years Environmental damage - clean up required.	Continued breach of sandshifting obligations resulting in State intervention to address backlog at estimated cost of $5M.	
			Loss of life or repeated serious harm injury.		
Moderate Moderate impact on achievement of business objectives	3	$1M - $3M	1 Month Port closure.	Breach of State and Federal Legislation, Regulations, Standards, Guidelines resulting in fines >$1M.	Temporary, but recoverable reduction in credibility/reputation from Local Community. Local campaign to constrain Port operations e.g. restricts operational hours or products handled.
			Loss of multiple port infrastructure for sustained periods.		
			Short term < 2 years Environmental damage - clean up required.	EPA notice issued - against major business in Port.	
			Serious harm injury and/or loss of significant number of key personnel.	Loss of ISO Accreditation due to system failures.	
Low Limited impact on the achievement of business objectives	2	$250K - $1 Million	Repeated and or ongoing failure of internal control. Environmental damage readily repaired.	Breach of regulations or standards resulting in fines $250K - <$1M.	Multiple complaints to EPA.
			Repeated loss time injury	EPA enforcement notice issued.	Short term or limited reputation damage.
			Loss of single port infrastructure for sustained periods (2 months).	Continued Internal audit related finding or breaches of internal targets.	
Minor	1	<$250K	Failure of internal controls.	Breach of regulations or standards resulting in fines <$250. Internal audit finding and failure to comply with internal targets.	Multiple community complaints to Port.
			Single loss time injury or repeated medical treatment injury.		
			Loss of single port infrastructure for sustained periods (1 month).		Single complaint to EPA.
			Minor Environmental Impact – easily cleaned up with no adverse effects.		

Likelihood determination table

LIKELIHOOD		
Rating	Score	Description
Expected	5	The event is expected to occur one or more times per year
Highly Likely	4	The event will probably occur every 1-3 years
Likely	3	The event should occur every 4-6 years
Not Likely	2	The event could occur every 7-9 years
Rare	1	The event may occur once every 10 years and beyond

The following formulae are used to determine the importance and management priority of each identified impact:

Risk Score = Likelihood x Consequence. Consequence is determined through review of the Safety, Environmental, Social and Regulatory descriptors with the highest denominator being used for the rating.

Subsequent to the inherent risk assessment, the residual risk is determined by the Management Team through discussion, consultation and review of evidence presented by the Functional Manager accountable for the activity. The Manager shall be able to validate the operational controls with evidence of actions. Consideration shall be given to the following:

- Existing operational controls in place that are designed to decrease the risk or increase the benefit of the impact. Operational controls may include written

procedures and work instructions, emergency and accident plans, physical controls, and specific regulatory and non-regulatory requirements and periodic internal auditing;

- Objectives and targets that have been programmed to decrease the risk of adverse impacts or increase beneficial impacts.

- Management commitment and competency of the assessed Port Users aspects and whether or not contractual arrangements or operator agreements detailing performance expectations have been established.

7.3 Determination of Significant Risks

A significant risk is an aspect or hazard that has or can have a significant impact. Significant risks are determined on the following criteria:

- Using the likelihood x consequence risk score any risk score rated High is considered as significant risk;

- Any safety and environment impact assessed may, at the discretion of the Management Team, be considered significant for special reasons.

The Safety Environment Risk Register also includes responsibilities and various management commitments and requirements associated with each risk / aspect (e.g. objectives and targets and monitoring and measurement).

Aspects that are considered significant and relate directly to their potential impact on the Port environment, are determined by the likelihood and consequence matrix; aspects that are determined significant have a risk matrix score of High and above.

Risk Matrix = Likelihood x Consequence

RISK MATRIX					
	Consequence				
Likelihood	Minor 1	Low 2	Moderate 3	High 4	Catastrophic 5
Expected 5	Moderate	High	High	Extreme	Extreme
Highly Likely 4	Moderate	Moderate	High	Extreme	Extreme
Likely 3	Low	Moderate	Moderate	High	Extreme
Not Likely 2	Low	Low	Moderate	Moderate	High
Rare 1	Low	Low	Low	Moderate	High

Key safe, health and environmental aspects associated with Port of Portland are maintained in POPL Safety, Health and Environment Risk Register.

Port Activity Map (PAM)

The PAM separates key port activities into three key areas (refer to Table 1 below):
- Activities relating to vessels transiting port waters
- Activities relating to berthing and mooring of vessels
- Activities relating to land and land-based operations

The PAM outlined in Appendix 6 to this SEMP identified the following:
- Key POPL and stakeholder activities and areas within the port
- Parties involved in each activity and the role of each party
- The nature and extent of the risks arising from the key activity areas

- Risk controls and SEMS document

Table 1.

Vessels transiting Port waters • Pilotage • Towage • Lines boat	Marine Operations • Control of vessel movements • Recreational boating in port waters • Pollution controls • Pilotage • Towage operations
Vessels berthing • Mooring/unmooring	Cargo and personnel transfers, other activity • Stevedoring and mooring • Security • Bunkering and bulk liquid transfers • Emergencies and response • Ballast water operations • Dredging • Public safety (cruise ships, SLP)
Activities on land	Port Users and Tenants • Incident reporting • Competencies to work safely • Safe environment • Public safety-(tours) • Safe equipment • Mobile Plant • Fixed Plant • Slipway • Common user activity • Infrastructure maintenance • Tenant and contractor activity • Rail activity • Quarrying • Sand shifting

Note: An Occupational Health & Safety Emergency Risk Register has been documented. This register is tabulated in the Safety & Environment Risk Register.

Detailed Port Activity map refer to:

- Appendix 4: Port Activity Map – Operational Areas (PAM)
- Appendix 5: Port Activity Map – Marine Areas (PAM)

7.4 Incident register (STEMS)

An organisation is required by AS4801 to develop a process to investigate, respond to and take action to minimise harm from incidents and system failures. POPL takes appropriate corrective and preventative actions and retains a comprehensive incident and injury register database (STEMS).

POPL has established comprehensive "Incident Notification and Investigation" procedures for both POPL and Port Users that assist in the identification of the cause of incidents. Furthermore, POPL has developed environment, health and safety (EHS)

workplace inspections/audits which includes the Port of Portland, its tenants and port users.

As stated above, AS 4801 also requires action to be taken in the instance of a system failure being identified. This includes non-achievement of an internal target, the failure to follow a procedure, or non-compliance with a legal requirement that was not the result of an injury or accident (for example not complying with a legal administrative requirement).

POPL maintains an incident and Injury register database (STEMS) of all safety and environmental incidents (including near misses) that occur in areas of the port which POPL has direct control. Incidents which occur within leased areas are maintained by the tenant.

The register data base (STEMS) includes details of:

- Report details (date, time, report number);
- Category (injury, Safety, Environment);
- Type of incident (near miss, first aid, lost time injury (LTI), equipment, dust, water contamination etc.);
- Who was involved (POPL employee, contractor, tenant, port user, visitor, public);
- A description of the incident (what happened and why);
- Root cause (if known);
- Immediate action taken;
- Details of plant & equipment damage;
- Incident risk score;
- Injury details (if applicable);
- Corrective actions (priority, responsible person, completion date and signature);
- Review (Safety Health and Environment Manager and Health and Safety Representative); and
- Incident close out.

7.5 Incident investigation

Port of Portland further investigates all extreme and high-risk incidents using a documented proforma. Investigation findings and recommendations may require implementation of improved control measures, amendments to plans, procedures or follow up preventative action.

8.0 EMERGENCY AND INCIDENT PREPAREDNESS

Port of Portland maintains procedures, instructions and plans to identify potential emergency situations and potential accidents that can have an impact on the health and safety of Port personnel and on the environment. Procedures, instructions and plans include response processes to actual emergency situations and accidents and to prevention and mitigation of associated adverse environmental impacts and illness and injury.

POPL maintains a Safety and Environmental Management Sub-System Document – 4.5 Emergency Preparedness and Response Procedure as well as an Emergency Procedures Manual with the aim to provide clear guidelines to deal with emergencies having regard to safety, life, property, infrastructure and the environment within the Port of Portland.

An emergency is defined as a crisis in which any, or all, of the following are threatened:

- Safety of life;
- Integrity of property;
- Degradation of the environment.

The objective of the Emergency Procedures Manual is to effectively address, manage and minimise the effects of any emergencies within the limits of the Port. It is designed to assist the Port to manage emergencies ranging in nature and intensity from small-scale localised incidents lasting minutes or hours which are managed on site, to large-scale incidents which require external assistance, and which may last for several days. It identifies roles and responsibilities of staff, contractors and visitors during an emergency.

All emergency incidents likely to affect the safety and wellbeing of staff, port users, visitors, property, infrastructure and the environment are to be reported immediately to the Port office and responded to as soon as possible. The safety and wellbeing of all people exposed to the emergency are to be considered at all stages of the emergency.

Any organisation or person working within the Port area is required to report any notable incident involving injury to persons or damage to property and/or near misses immediately to Port of Portland Pty Limited.

The Port Emergency Controller (PEC) is responsible for coordinating emergency response activities, determines the appropriate incident level and will be responsible for scaling an incident up or down as may be required. When deciding the level of incident, the PEC will take into account the following factors:

- Incident Type
- Scale
- Severity
- Sensitivity
- Impact of regulatory compliance

Minor Incident:

- Incident in which the situation can be addressed without involving outside agencies.
- Internal response and local evacuation.
- Minor environmental impact – easily cleaned up with no adverse effect.

Moderate Incident:

- Incident in which emergency services need to be involved and external response required.
- Evacuation from the area is necessary.
- Short-term environmental impact – less than two years environmental damage and clean up required.

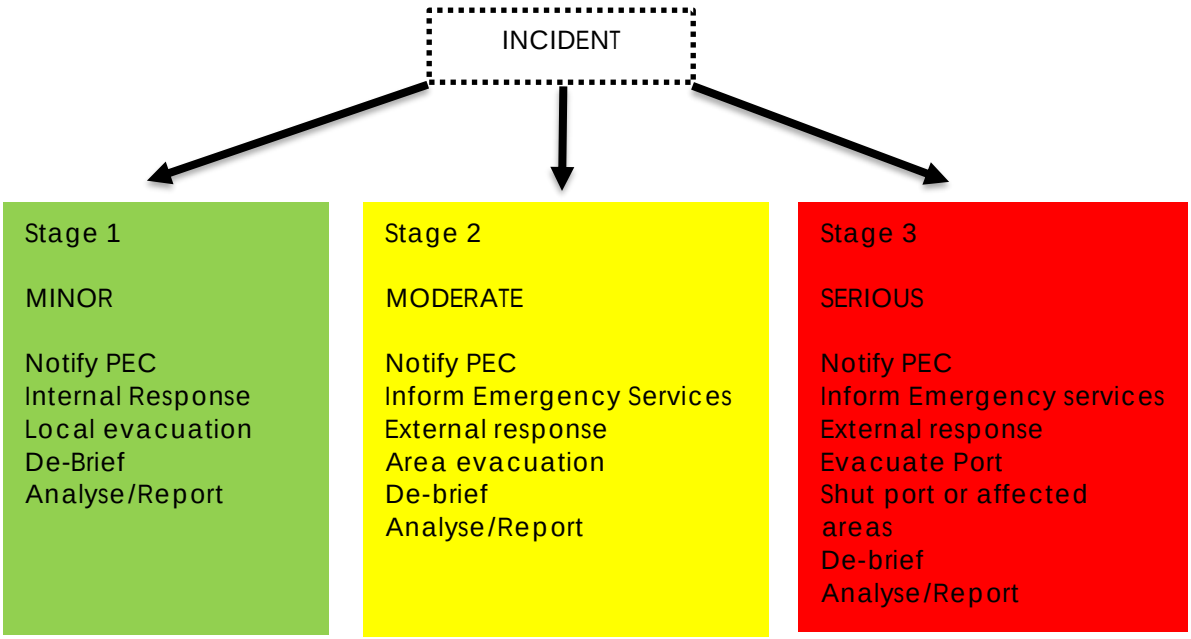
Serious Incident:

- Incident where life and Port property in grave danger. Threats are real and immediate.
- Involve state emergency services and external assistance. Port evacuation and shut down may be necessary.
- Expecting significant environmental damage.

This will assist the PEC with notification and reporting requirements to external parties including regulatory authorities.

The incident levels and the management response triggered for each level are depicted below:

Figure 5: Stage of Incidents



The POPL Safety and Environmental Hazard Map (figure 6) illustrates the locations of the environmental and safety (i.e. mechanical, traffic, electrical flammable, chemicals) hazards at the Port. Storage areas, particularly those that contain dangerous goods or hazardous materials are also highlighted.

The Marine Manager is responsible for the maintenance of the Emergency Management Plan and in the event of an emergency, the plan is to be reviewed as soon as possible after the event to determine its' "practical effectiveness".

A master copy of the Emergency Procedure Manual is located at the Port administration office.

POPL periodically tests emergency preparedness and response plans.

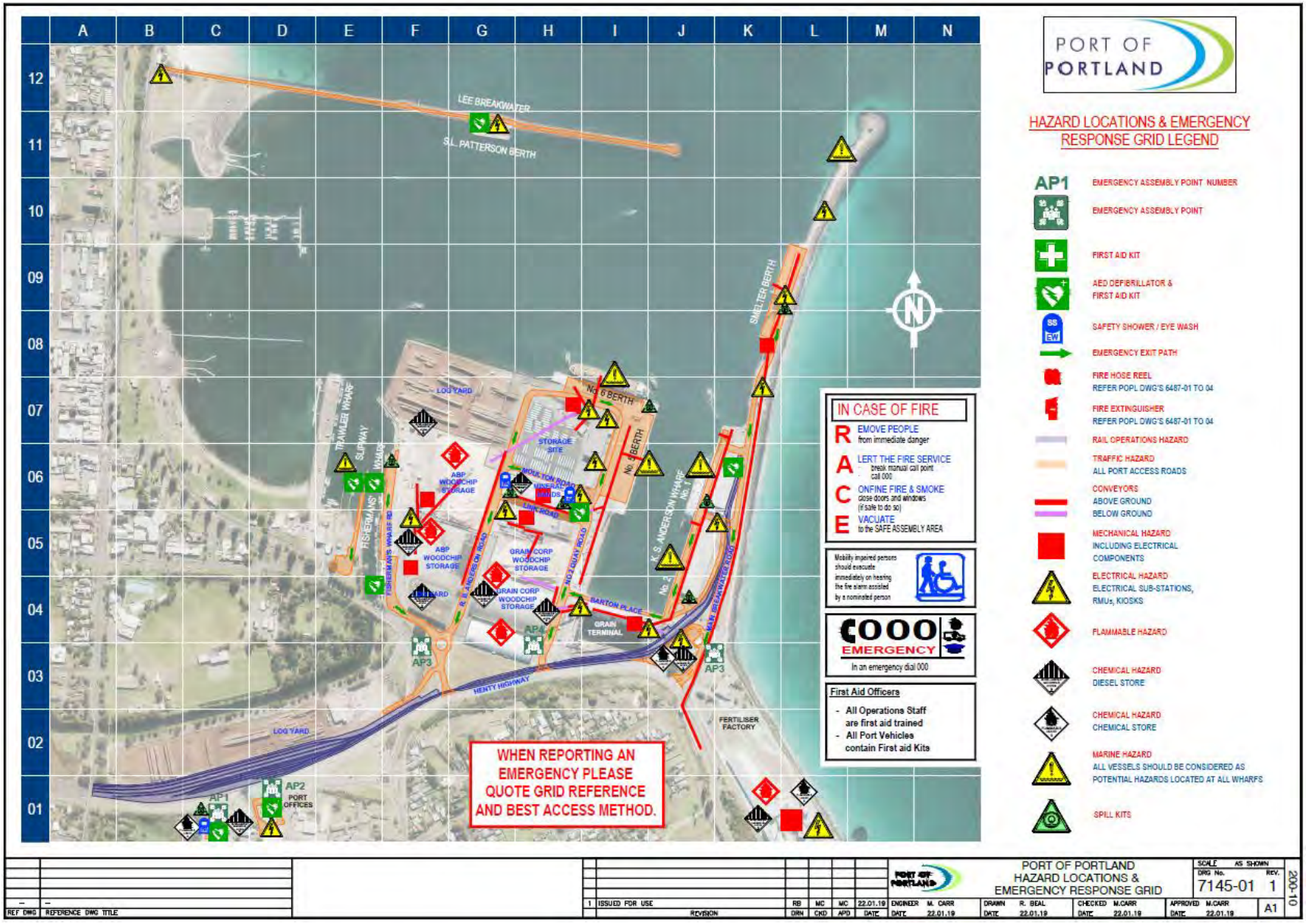
External emergency response manuals that may take a lead role in emergency response, or support the Port of Portland's Emergency Procedure Manual include:

EMERGENCY MANAGEMENT MANUAL VICTORIA	Principal policy and planning document for Emergency Management in Victoria.
National marine oil spill contingency plan	Principal policy and planning document to combat marine oil pollution in Australia.
National marine chemical spill contingency plan	Principal policy and planning document to combat marine chemical pollution in Australia.
State maritime emergencies (non-search and rescue) plan (EMV) Edition 1	Principal policy and planning document to combat marine pollution in Victoria.
Portland region marine pollution contingency plan	Principal policy and planning document to combat marine pollution in Portland.
Koppers liquid pitch terminal emergency plan	Emergency Plan to deal with spills and emergencies at the Liquid Pitch Terminal.
GrainCorp emergency procedures manual	May be used in conjunction with the port's Emergency Procedures Manual in the event of an emergency at the grain terminal.
Pivot emergency management / response plan	May be used in conjunction with the port's Emergency Procedures Manual in the event of an emergency at the fertiliser factory.
Woodside energy – south-east Australia oil spill contingency plan	Woodside Energy's policy and planning document to combat marine oil pollution off the South-Eastern coast of Australia.

Port of Portland Operations Procedures Manual includes instructions for preventing and mitigating injury and illness and environmental impacts that may be associated with accidents not considered serious enough to invoke emergency response. This Manual also provides technical and medical guidelines for the support of emergency response and clean-up operations (e.g. first aid & spill control).

Port of Portland SEMS includes guidelines for incident management (e.g. incident notification procedures, injury and rehabilitation).

Figure 6: Safety and Environmental Hazard Map



9.0 IMPLEMENTATION, REVIEW AND REVISION OF MANAGEMENT PLANS

In accordance with section 91D (1) (g) of the *Port Management Act:*

"A management plan must set out the procedures to be followed for implementing, **reviewing and revising the management plan".**

Port of Portland operates an integrated SEMS. This was developed in accordance with Australian Standard AS/NZ 4801: 2001 and International Standard AS/NZS ISO 14001:2015. This system recognises, documents, implements, reviews and revises all the specific requirements detailed in Ministerial Guidelines prepared in accordance with the *Port Management Act.* These systems are designed to protect and improve POPL's environmental and health and safety performance, and require environmental, health and safety understanding and responsible behaviour by all Port's users and visitors.

POPL undertakes a review of the SEMP on an annual basis. The review covers the SEMPs:

- Currency;
- Relevance of the environmental and OHS policies;
- Progress in implementation of risk reduction measures;
- Performance and adequacy of current controls; and
- The need to update any or all sections of the SEMP.

9.1 Health, safety and environmental procedures, instructions and guidelines

Port of Portland's SEMS includes procedures, instructions and guidelines that have been prepared to ensure all activities including maintenance are planned and undertaken according to specified conditions; these conditions include:

- Establishing and maintaining documented instructions that address the requirements of policies, procedures, objectives and programs;
- Maintaining access to all legal and other requirements, and measuring compliance performance;
- Implementing programs designed to achieve set health, safety and environmental objectives and targets;
- Stipulating environmental, health and safety operating criteria in instructions, and
- Establishing contract arrangements, Port Operator Agreements and Job Safety and Environment Analysis (JSEA) with contractors, lessees, suppliers, customers and all other Port users.

Port of Portland Operations Procedures Manual includes procedures and instructions that stipulate operating criteria for activities that may have an impact on the environment, and the health and safety of port personnel.

9.2 Involvement of tenants, licensees and service providers

The Ministerial Guidelines recognise the difficulty in fully incorporating operations of tenants, licensees and service providers in internal management systems and the Port SEMP. Port managers are also restricted in their capacity to ensure compliance against these procedures. Given these constraints the Ministerial Guidelines stipulate that:

"The Port manager must demonstrate that reasonable steps have been taken to involve tenants, licensees and service providers in the development of the Management Plans". (section 6.1.2)

The Ministerial Guidelines also requires Ports to identify those hazards associated with tenants, and states that:

"*Where part or parts of the port area are primarily managed or controlled by one or more tenants, the Port Manager must actively encourage the tenant(s) to undertake this process for that area and must, to the extent possible, incorporate or reference that work in the Port Manager's Plan*." (section 4.5)

In accordance with section 91C (2)(b) of the *Port Management Act*, and section 6.1 of the Ministerial Guidelines, a port manager must follow the processes that are set out in the management plan to involve tenants, licensees and service providers in the port with the implementation of the management plan.

Common user berths are particularly vulnerable to safety and environmental impacts given the diversity of activities and operators using the site. Safety and environmental management requires a coordinated effort from all port users. As such, a common risk assessment approach was agreed by port stakeholders and the port tenants will continue to be encouraged to develop their own risk management procedures. The ways and means of encouraging and contributing to the effective implementation of these procedures is a permanent item on Port Safety and Environmental Review Committee agendas.

To meet OH&S, security and environment objectives across the Port, POPL implemented a Port User Operating Licence. This licence defines management responsibilities for port tenants, licensees and service providers, including the requirement for the Port User to undertake a Job Safety and Environmental Analysis (JSEA), prepare a SEMP, provide Induction training and validate Port entry permits for sub-contractors.

Appropriate controls of significant environmental risks identified by the Tenant and Contractor Aspect Register are the responsibility of the relevant tenant and contractor. To facilitate the development, implementation and maintenance of adequate operational control procedures and instructions for identified significant aspects relating to lessee and contractor activities POPL uses tenant contract negotiations, Port User Operating License and requirements to develop Job Safety & Environment Analysis (JSEA).

Although a risk assessment approach was agreed with port stakeholders at the Risk Management Workshops, POPL will continue to help tenants in achieving compliance and recognising site-specific hazards by:

- Involving tenants, licensees or service providers in the Port Safety and Environment Committee;
- Establishing ongoing dialogue to identify safety and environmental hazards and risks and to cooperatively establish work practices to avoid or minimise such risks and hazards;
- Providing relevant information that may be of use to improve safety and environmental management performance.

9.3 Communication tools and reporting

Communication is the key to ensuring that this whole of Port SEMP is successfully implemented. Sound communication systems will allow for the input, distribution, debate, response and feedback of information regarding safety and environmental management within the Port. To

ensure that an effective communication system is maintained across the Port the following communications methods are used:

- Regular liaison and dialogue between POPL and key government agencies such as EPA, DELWP, DEDJTR, TSV, Glenelg Shire Council and WorkSafe Victoria. This regular liaison is essential for keeping track of legislative reforms, reporting requirements, new developments etc.
- Communication via community forums, newsletters, media releases, social media platforms etc. This form of communication informs the broader community of key issues as they arise, for example notice of 'works', new port developments and altered public access arrangements around the port area.
- The current version of the POPL SEMP can be found on the Port of Portland website. This website also provides the community with the opportunity to email comments and queries regarding Port operations.

POPL is committed to the ongoing consultation forum for the implementation of the SEMP. The Port User Group (PUG) Committee was formed in consultation with key port stakeholders. The PUG committee meets approximately every three months. This committee provides guidance for the key environment and safety issues requiring attention and action across the Port environment. Resident Meeting are conducted to discuss all port issues on a six-monthly basis.

Adhoc meetings and communications occur on a regular basis with lessees and port users to discuss safety and environment issues. Each month all major lease holders are contacted to report monthly safety and environment incidents in addition to accidents statistics.

The convenor of the committee is the Operations Manager.

9.4 Training and awareness

Environmental, Health & Safety competency and training needs are managed and maintained via POPL's training register database (STEMS). The STEMS system identifies:

- competencies required for each position in the organisation;
- competencies held by employees occupying each position;
- training needed by each employee; and
- environmental training received by each employee.

All employees are provided with environmental and safety awareness training covering:

- The importance of conformity with Port of Portland's safety and environment policies and with the requirements of the SEMS;
- The significant safety and environment risks associated with their work;
- Their roles and responsibilities regarding the achievement of safety and environment policies and procedures; and
- The potential consequences of departure from specified procedures.

Site Induction

All visitors undertaking works within the Port of Portland complete an overall site induction prior to works commencement. The induction covers: security and port access, health and safety, port operations and environment.

The awareness component of the induction program includes an overview of:

- POPL's commitment to responsible safety and environmental management practices;
- Individual roles and responsibilities with respect to safety and environmental management;
- Key areas near the works including 'no-go' areas; and

- Injury prevention and procedures for reporting incidents.

POPL maintains records of induction attendance.

Port Stakeholder Training

All stakeholders and tenants within the Port must ensure that all personnel and contractors have the skills required to properly manage or undertake the tasks for which they are responsible. To ensure that this requirement is fulfilled, Port stakeholders are encouraged to establish training systems for the following to ensure that:

- All personnel and contractors are aware of their safety and environmental obligations and relevant procedures within the Port, and the consequences of departure from these obligations and procedures;
- Training needs and requirements are identified, and programs subsequently implemented to satisfy these needs and requirements; and
- Records of all training activities carried out are maintained in the STEMS.

Port Emergency Response

POPL maintains a Safety and Environmental Management Sub-System Document – 4.5 Emergency Preparedness and Response Procedure as well as an Emergency Procedures Manual with the aim to provide clear guidelines to deal with emergencies having regard to safety, life, property, infrastructure and the environment within the Port of Portland.

Port of Portland, together with emergency services departments, undertake an annual "whole of port" emergency response exercise which includes site evacuation. This exercise includes all tenants and port users who are on site at the time.
Emergency Services may include, but are not limited to:

- Victorian Police
- CFA
- Ambulance
- State Emergency Service (SES)
- 000 Switchboard operators
- Local Hospital
- Office of Transport Security
- Transport Safety Victoria
- Customs
- DAWR

In the event of an emergency at the Port of Portland, emergency services will be called for assistance. Any effect on the surrounding community will be managed by the appropriate emergency services department.

9.5 Nonconformity, corrective and preventive action

Port of Portland operates an improvement, non-conformance, preventive and corrective action process using a form known as Safety Observation/Conversation. This form has been established to record opportunities for improvement, actual and potential nonconformities, complaints, and to investigate and initiate action.

Other key components of these reports are:
- Origin of report (for example non-conformance, improvement opportunity, positive recognition and complaint);
- Description of issue or event or improvement identified;
- Identification of the root causes where escalated to an incident/event report;

- Action(s) proposed, responsibilities and approvals;

- Verification of completion.

Non-conformance and improvement opportunities are identified by:

- Workplace inspections;
- Incidents and accidents that may result in environmental impact;
- Testing of emergency and accident response plans;
- Observations/Suggestions/ideas from Port staff and stakeholders;
- External complaints/observations (suggestions);
- Monitoring and measurement activities, and
- Management review.

9.6 Document and data control

The SEMS operated by Port of Portland includes procedures for document and data control in accordance with the POPL Document Filing Procedure.

Documentation is controlled to ensure:

- It can be easily located;
- It is periodically reviewed, revised and approved for adequacy by authorised personnel;
- Current versions of all relevant documents are available at locations where operations essential to the effective functioning of the system are performed;
- Obsolete documents are removed from all points of issue and points of use, or otherwise assured against unintended use, and
- Any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified.

The identification, storage, protection, retrieval, retention and disposal of environmental and health and safety records are included in the SEMS procedures.

Specific approved SEMS documents are kept on POPL intranet and maintained for employee access.

All documents, registers and procedures associated with the safety and environment management at POPL are kept as controlled documents at the Port of Portland and are available for viewing by authorized persons pursuant to s 91C (4) and (5) of the *Port Management Act*.

9.7 Internal and external auditing

Port of Portland maintains management system procedures that direct and identify internal and external auditing of occupational health, safety and environmental performance. These audits include evaluation of:

- Safety and Environmental Management Plan (SEMP): Under part 6 A of the *Port Management Act* and associated Ministerial Guidelines, Port of Portland are required to prepare Safety & Environmental Management Plans (SEMPs). SEMPS must be independently certified that they adequately provide for the matter required by Section 91d of the *Port Management Act* and prepared in accordance with the Ministerial Guidelines. SEMPs are required to be audited every three years with an annual report submitted to the Minister and prescribed bodies such as the EPA, TSV and WorkSafe.

- Safety and Environment Management System: Internal and third-party environmental certification audits of Policy and Procedures Manual. Internal audit of Safety Policy and Procedures Manual.

- Environmental, Health & Safety Inspections. Internal audits of the Port "State of the Environment" and Operational Controls over activities that may cause significant environmental or occupational health & safety impacts. Tenant EHS compliance audits are included in the audit program.

- Legal and Other Requirements and Due Diligence: An audit of the identification and access to legal and other requirements, and the evaluation of compliance.

- Other specified audits. Includes third party certification audits, due diligence audits, specific technical audits, including emergency preparedness and response.

9.8 Management review

The Management Team meets regularly to review elements of the SEMS, including the possible need for changes to policy, aspect/hazards and impact/risk and objectives and targets. Reviews are scheduled via the Safety Environment Management System Audit Program. All review meetings are minuted and include observations, conclusions and recommendations for necessary actions.

Changes to the SEMS are considered in the light of a system audit, changing circumstances and the commitment to continual improvement. An internal report is prepared for the management review meeting comprising of:

- results of audits;
- communication from external interested parties, including complaints;
- the environmental performance of POPL;
- the extent to which objectives and targets have been met;
- environmental information and determinations resulting from other formal management and staff meetings;
- follow-up actions from previous management reviews;
- the status of Improvement opportunity reports
- the continuing suitability of the environmental management system in relation to changing conditions and information, and
- recommendations for improvement.

The site Management Team is comprised of:

- Chief Executive Officer
- Harbour Master / Marine Manager
- Manager Safety, Health and Environment
- Port Infrastructure Manager
- Financial Controller
- Operations Manager

The SEMP is reviewed annually after audit findings or significant changes.

9.9 Annual Report

The primary purpose of the annual report is to inform the Minister and prescribed bodies, the EPA, TSV and WorkSafe, about relevant matters. The report will be a stand-alone document.

The annual report should include an assessment of all KPI's, including any:

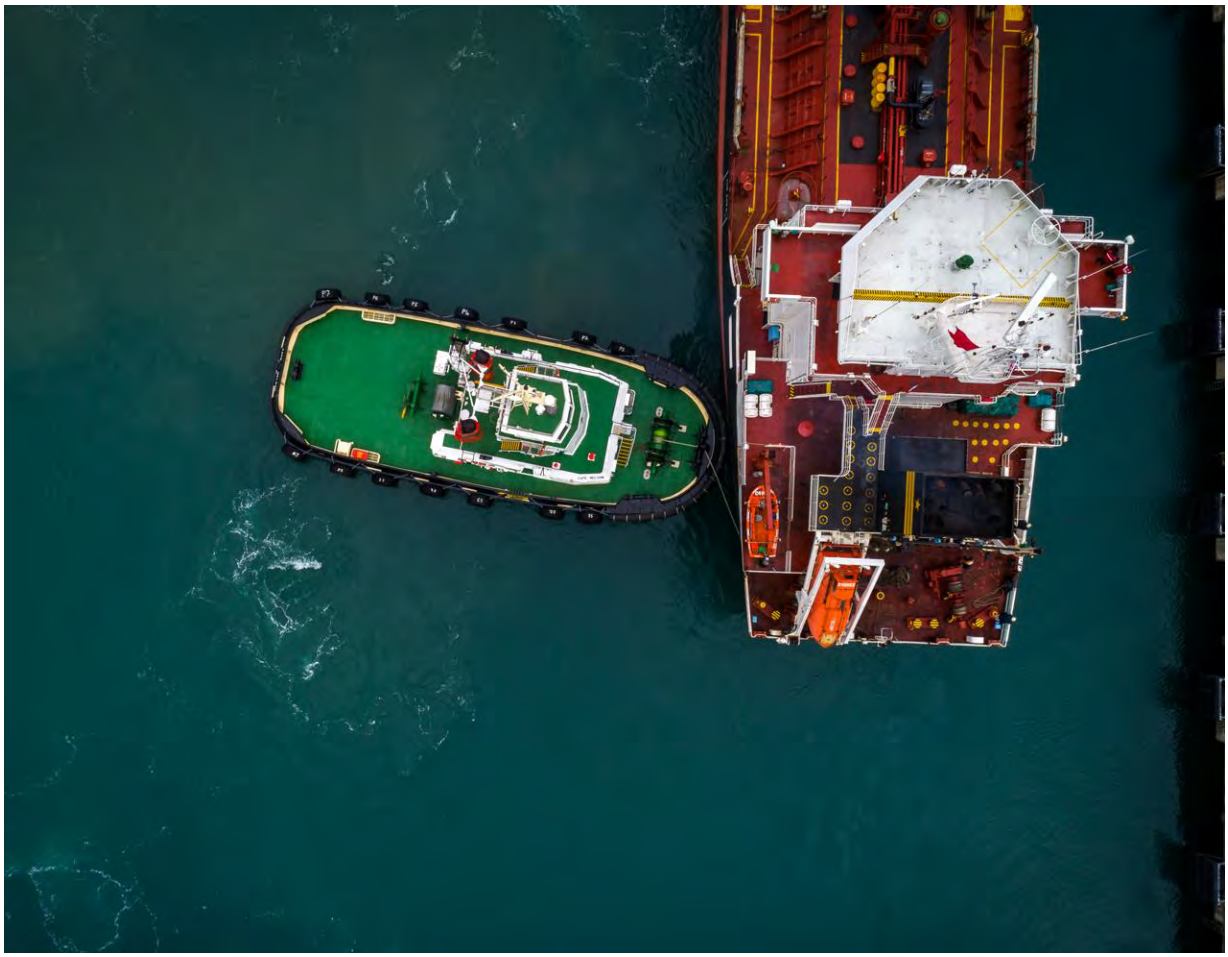
- achievements

- shortfalls, the reason behind any shortfalls and the improvement actions taken or to be taken

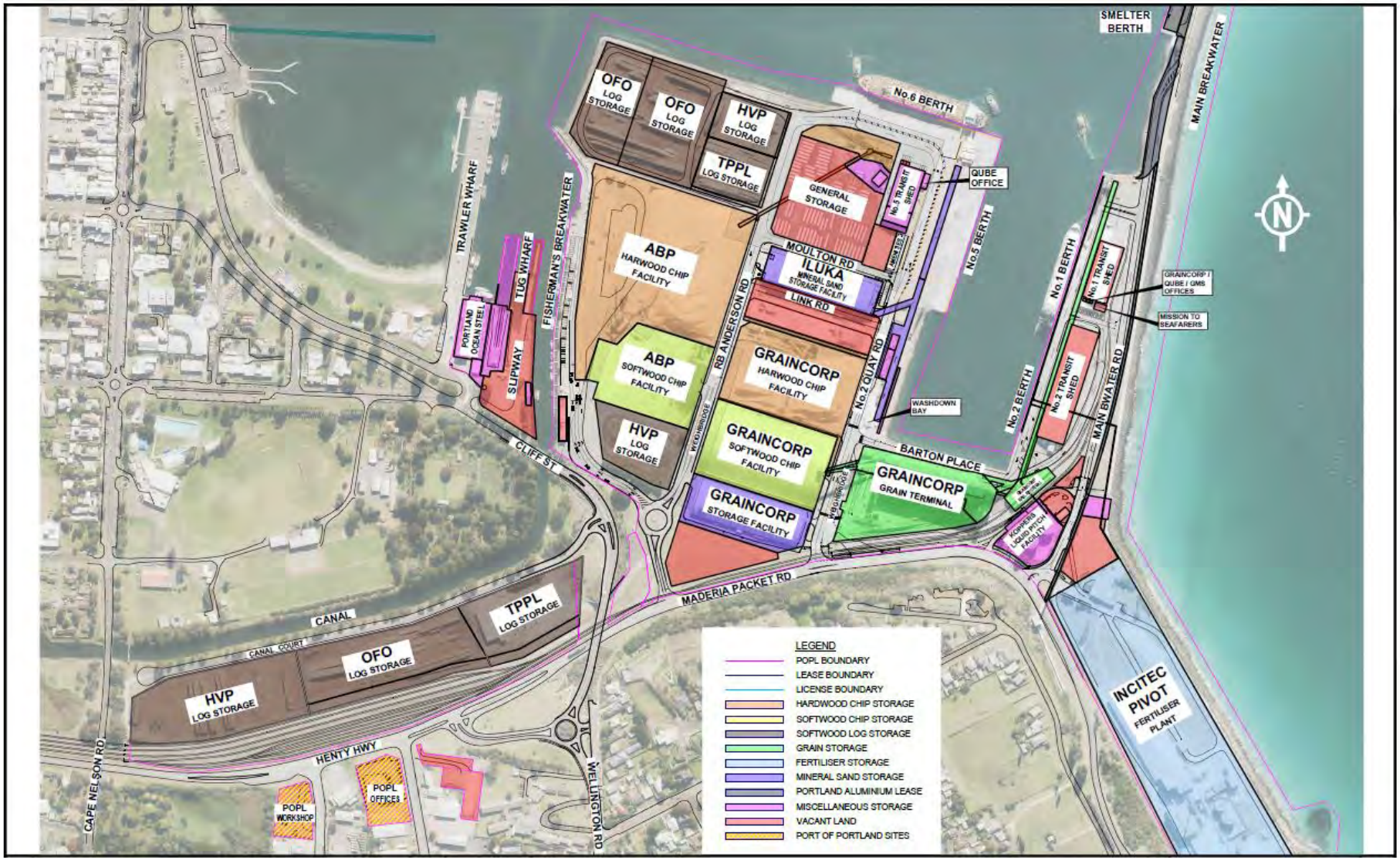
- noteworthy measuring and monitoring methodologies and outcomes
- changes and the reason behind any changes

Other information that should be included in the annual report:

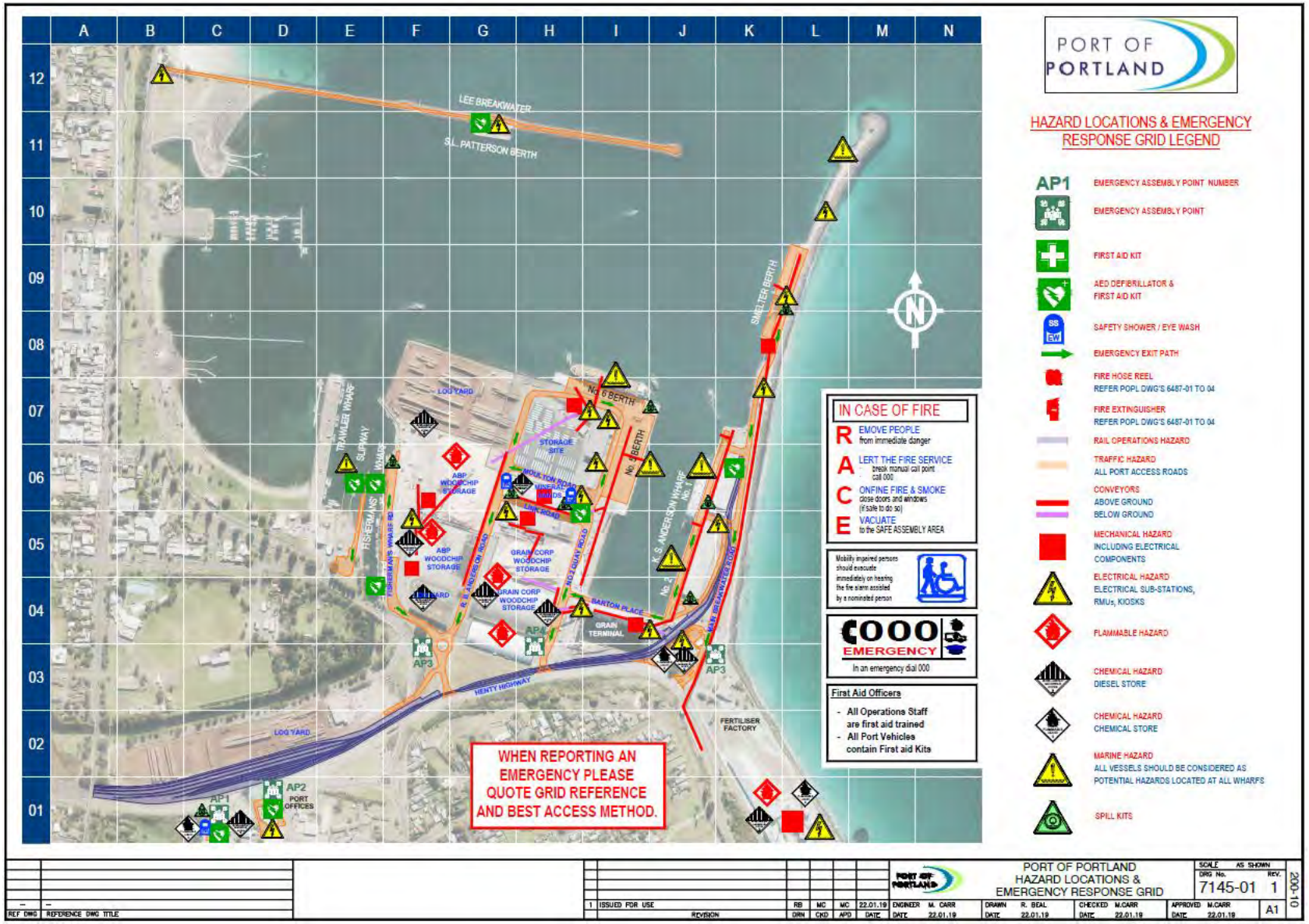
- any major issues with the management plans and improvement measures or strategies;
- any reviews of the management plans undertaken during the year and any noteworthy findings changes;
- the number and type of consultation meetings undertaken during the year and any noteworthy outcomes, if any;
- any issues with consultation processes and improvement measures and strategies;
- the total number of significant incidents reported to a regulatory authority (i.e. TSV, EPA, WorkSafe) during the year, if any (details of individual incidents are not required in the report);
- any major actions taken to mitigate safety and environmental risks, for example, because of a significant incident or near miss.



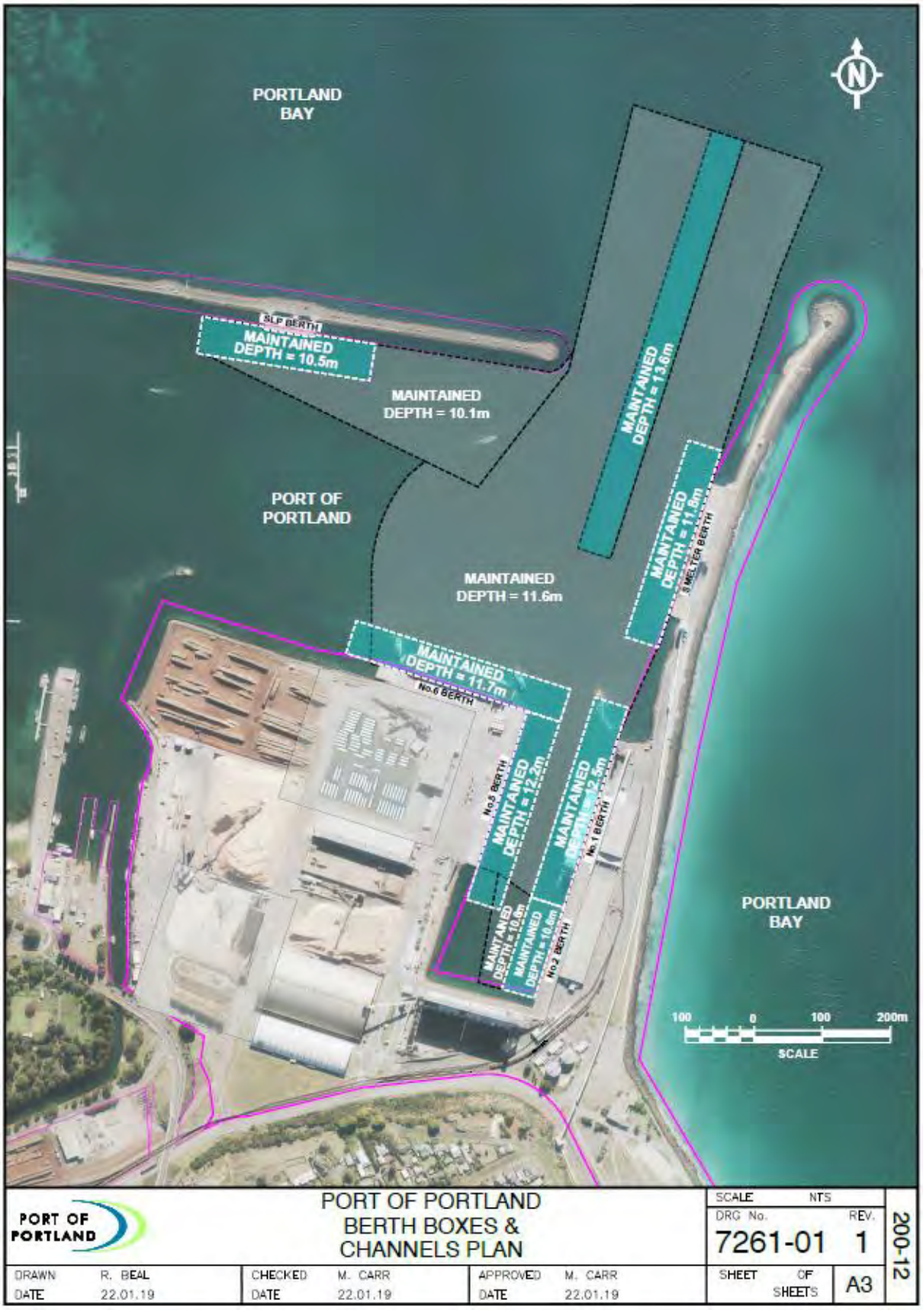
Appendix 1: Port Leased Areas



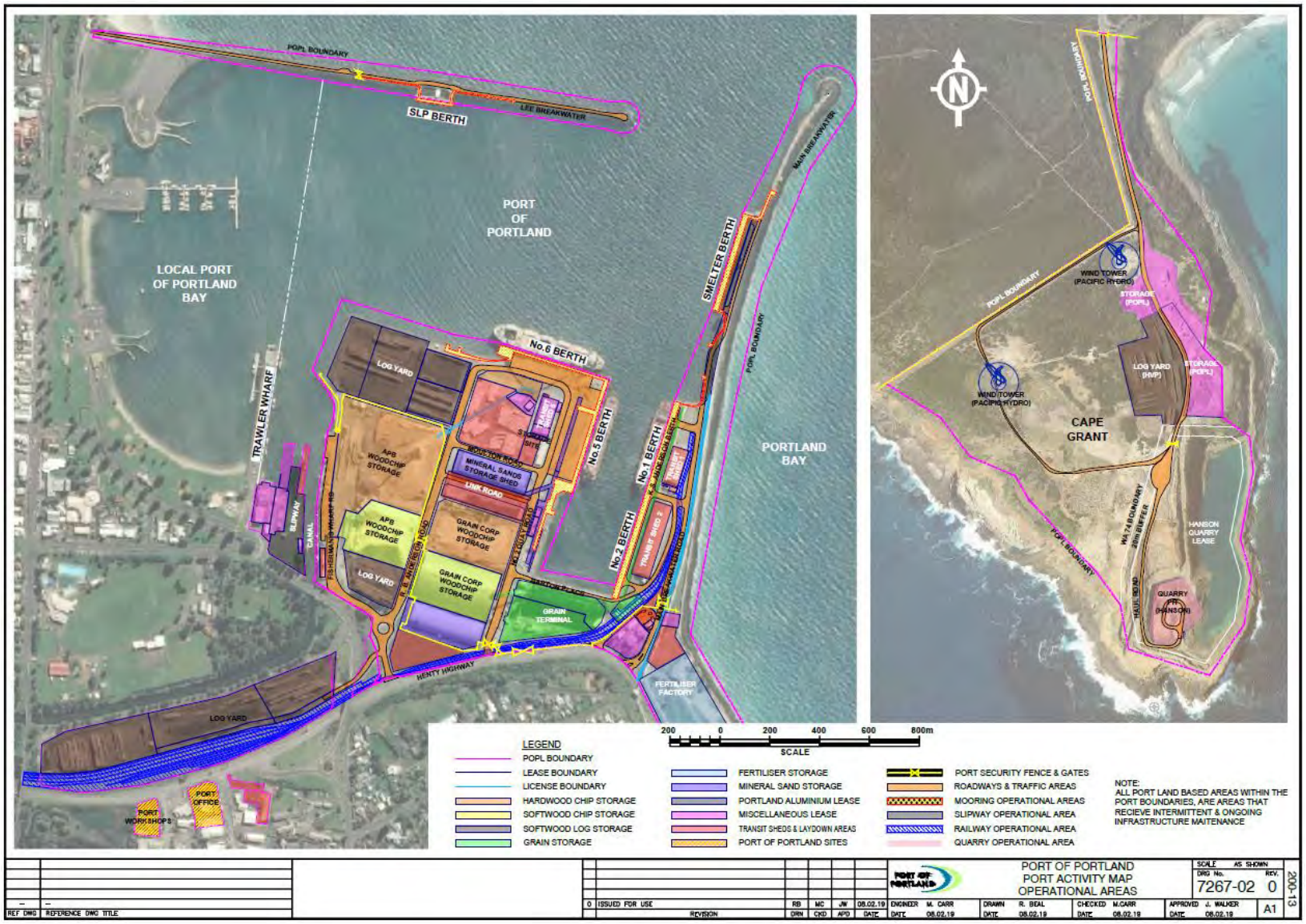
Appendix 2: Port Infrastructure



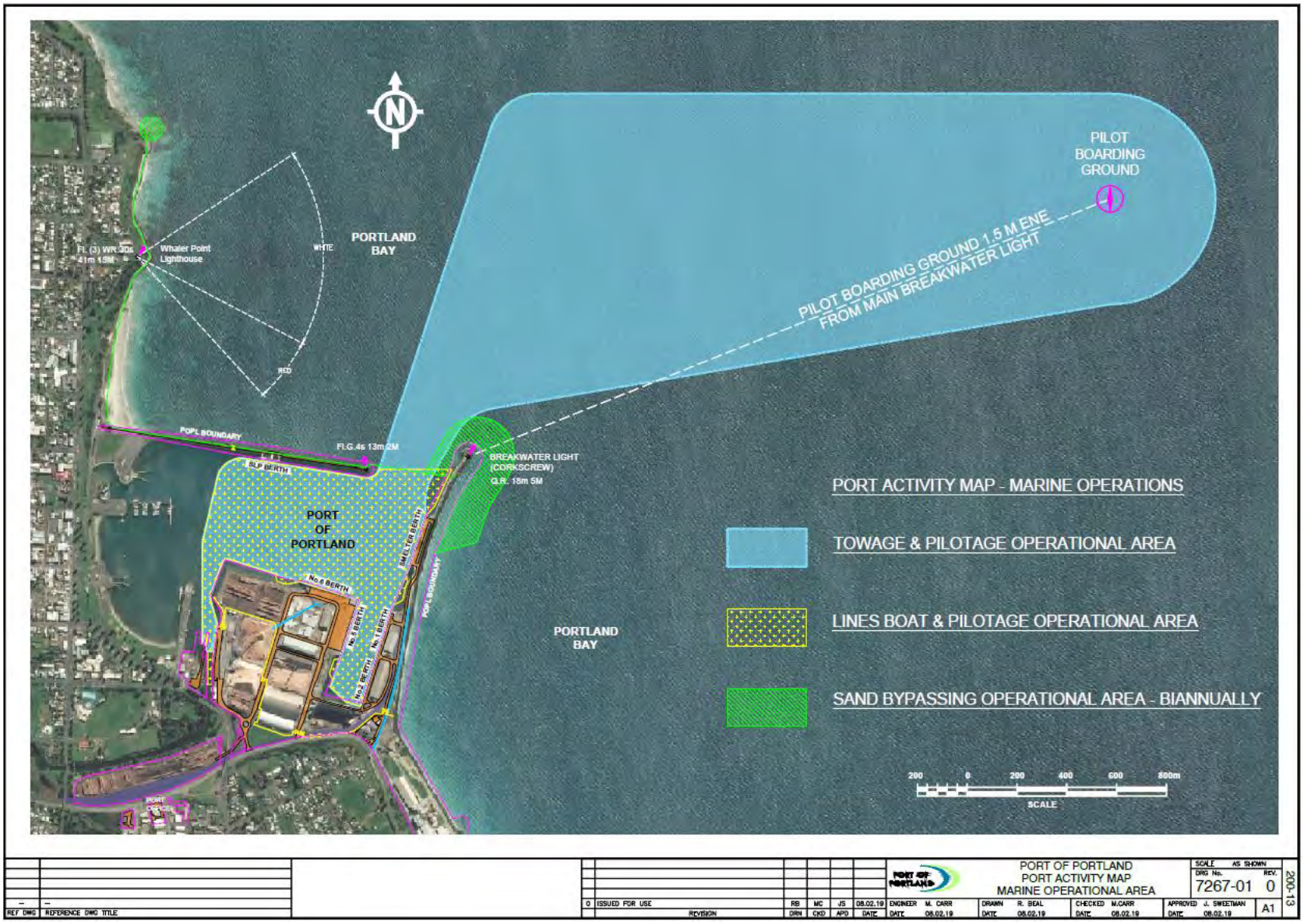
Appendix 3: Port Berth Boxes and Channels



Appendix 4: Port Activity Map – Operational Areas (PAM)



Appendix 5: Port Activity Map – Marine Areas (PAM)



Appendix 6: Historic Ship Wreck – Portland Bay