PORT OF PORTLAND

SAFETY AND ENVIRONMENT MANAGEMENT PLAN (SEMP)

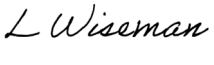
March 2025

PORT OF PORTLAND PTY LTD

www.portofportland.com.au

Approvals

This Management Plan, prepared under Part 6A of the Port Management Act 1995 (Victoria), provides the basis and direction for Safety and Environmental Management (SEMP) and relates to the management of risks associated with health, safety, environment, communities and social performance activities, product regulation and quality.

Prepared by	Leigh Wiseman Safety, Health, and Environment Manager 14 March 2025	
Approved by:	Greg Burgoyne Chief Executive Officer 19 March 2025	

A copy of the SEMP is available to download from the Port of Portland website or from the Port of Portland office:

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Revision History

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 and 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 and responsibilities, organisational chart, 3.2 Port Operators and Services Providers, 3.3 Government Agencies, 4.0 Legal and Other Requirements, 6.0 Best Practice Environmental Management, 6.2 Environmental Aspects and Impacts (Port User Activities), 6.2.2 Assessment of Environmental Impacts, 6.2.3 Determination of Significant Environmental. Aspects, 6.3 Objectives and Targets, 7.2 Safety Management Strategies, 8.0 Emergency Response, 9.0 Implementation, Review and Revision of Management Plans, 9.1 HSE Procedures, 9.4 Training and Awareness, 9.5 Corrective and 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, and 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 and 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 and 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 and 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 and 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)

THIS DOCUMENT HAS BEEN APPROVED FOR INCORPORATION INTO THE SAFETY / ENVIRONMENTAL MANAGEMENT SYSTEM.		
Date	**Revision Details**	**Revised by**
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 (SHandE 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.	The Port Management Team
March 2021 Revision 7.2	Review and general updates. **Section 7.2** Assessments of Impacts Consequence and likelihood tables updated to reflect consistency against the Port Risk Profile. Update Figure 4: Port of Portland Pty. Ltd Organisation Chart. Update changes name changes to Government Departments	Jason Walker (SHE Manager)
February 2022 Revision 7.3	Full document review by management team and general updates included in preparation for statutory audit.	The Port Management Team
February 2023 Revision 7.4	Annual review and updates	Mark Curran (SHE Manager)
February 2024 Revision 7.5	Full document review by management team and updates included update of acronyms including government agencies, message from CEO, document format and structure, consolidation of organisational chart, update or risk matrix and appendices,	Leigh Wiseman (SHE Manager)
February 2025 Revision 7.5	Full document review following statutory SEMP audit completed by EnviroRisk during February 2025.	Leigh Wiseman (SHE Manager)

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Abbreviations

ACRONYMS	DEFINITION
SEMP	Safety and Environment Management Plan
PMA	Port Management Act
SMP	Safety Management Plan
SEMS	Safety and Environment Management System
PUG	Port User Group
PAM	Port Activity Map
IC	Incident Controller
EHS	Environment Health and Safety
IMO	International Maritime Organization
DOT	Department of Transport
DEECA	Department of Energy, Environment and Climate Action
DAFF	Department of Agriculture, Fisheries and Forestry
EPA	Environment Protection Authority
ERS	Environment Reference Standard
STV	Safe Transport Victoria
DAWR	Department of Agriculture and Water Resources
DITRDC	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
AMSA	Australian Maritime Safety Authority
CFA	Country Fire Authority
FRV	Fire Rescue Victoria
EMS	Environment Management System
OHS	Occupational Health and Safety
KPI's	Key Performance Indicators
JSEA	Job Safety and Environment Analysis
SHE	Safety, Health and Environment

Message from the Chief Executive Officer

Port of Portland is pleased to present the Safety and Environment Management Plan (SEMP) for 2025.

Effective safety and environmental management are crucial to the Port of Portland, its employees and the industries and community which rely upon us.

The SEMP outlines the way in which the Port of Portland Pty Limited ('the Port') manages safety and environmental risks including its values and responsibilities in accordance with the *Port Management Act* and the *Department of Transport (DoT) Ministerial Guidelines for Port Safety and Environment Management Plans.*

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.

Looking ahead, the Port is dedicated to continuous improvement taking into consideration evolving circumstances and legislative changes to maintain a safe and environmentally responsible workplace. The Port remains resolute in its commitment to long-term and robust risk management framework.

Greg Burgoyne
Chief Executive Officer

Port of Portland Pty Limited

19 March 2025

INTRODUCTION

Background

This Safety and Environment Management Plan (SEMP) has been prepared to address the legislative requirements of the *Port Management Act (PMA) Part 6A*, and in accordance with the Ministerial Guidelines Port Safety and Environment Management Plans (2012).

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 the Port;
- 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 Safety Environment Risk Register. Objectives are updated annually, with progress of objectives, targets, actions, and milestones achieved.

The Port of Portland – Strategic Context

Strategically located on the Western Victorian coast between Adelaide and Geelong, the Port has operated as a deep-water bulk commodity port since 1834. The Port's proximity to the Green Triangle and Murray Basin regions positions it as a key player in global trade, significantly contributing to economic growth in Victoria and South Australia.

Handling a range of high-value commodities, from renewable forestry products, grain, mineral sands, to aluminium, fertilisers, and wind farm components. The Port is of national significance, exporting 6.1 million tonnes of cargoes valued at approximately $5 billion in FY23, the Port is critical for regional prosperity. Direct linkages to major rail and road networks across western Victoria, enable multi-modal connectivity.

Offering a 12.9-meter deep-water access direct from the Southern Ocean, our berths accommodate large bulk vessels and provides unimpeded access right to the entrance of the harbour basin, connecting our region to global export markets.

Port Vision and Strategy Statement

Our Vision

"We enable our customers to access global markets by providing reliable, safe and high-quality infrastructure and port services that will create lasting value for customers, employees, shareholders, and the community."

The Port is an enabling enterprise, empowering the region by connecting business to global markets through efficient infrastructure. Our strategic vision reflects a focus on creating future value for current and prospective customers and commodities.

Scope

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

The Port currently operates an integrated Safety and Environment Management System (SEMS) which includes common procedures, plans, programs, and instructions. This integrated approach serves to describe "Whole of Port" SEMP, 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.

This SEMP builds on the initial plan developed and certified in 2005, including associated safety, health and environmental performance monitoring, communication, and management review. The Port SEMP is a dynamic document which is reviewed periodically and updated to document current safety and environmental management planning and practice.

The Port has maintained ISO 45001:2018 and ISO 14001:2015. The emergency management system has been certified as complying with the requirements of ISO 14001 and the safety management system has been certified as complying with the requirements of ISO 45001:2018 to further improve our safety management system. An ISO Surveillance Audit was completed in June 2024 certifying compliance, with no major non-conformances recorded as a result. An audit of this SEMP was completed by EnviroRisk Management Pty Ltd in February 2025, certifying compliance with the requirements of the PMA and prepared in line with the ministerial guidelines.

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 the risk management section of this plan.

Port of Portland boundaries

The Port comprises five bulk cargo berths and a sixth berth used primarily for visiting cruise ships or as a layover berth for loaded log vessels being fumigated prior to departure. It also has bulk storage facilities available for customers. The Port also maintains dedicated tug and pilot boat berths located away from the main Port area in the Marine Precinct. The Port 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 used for log and wind farm component storage.

The SEMP applies to the port boundaries area of land and waters as indicated in Figure 1, 2 and 3 with port berth boxes and channels defined in appendix 1. The key hazards identified within these declared boundaries including location of dangerous goods storage and handling areas are illustrated in Figure 5 and discussed in further detail in risk management section of this SEMP.

Figure 4 indicates the designated tenancy areas in the port land use activities within the Port. 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.

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

The Port 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, however, there are no declared conservation sites or ecologically significant areas within the port precinct.

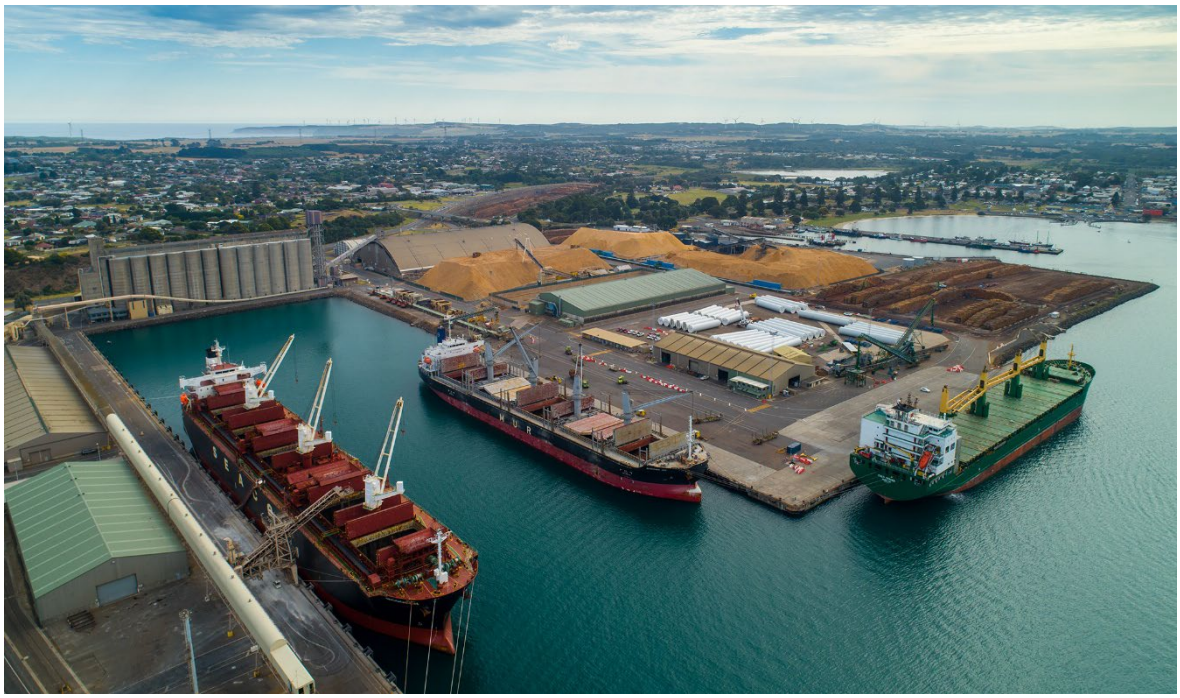


Figure 1: Port of Portland Boundary

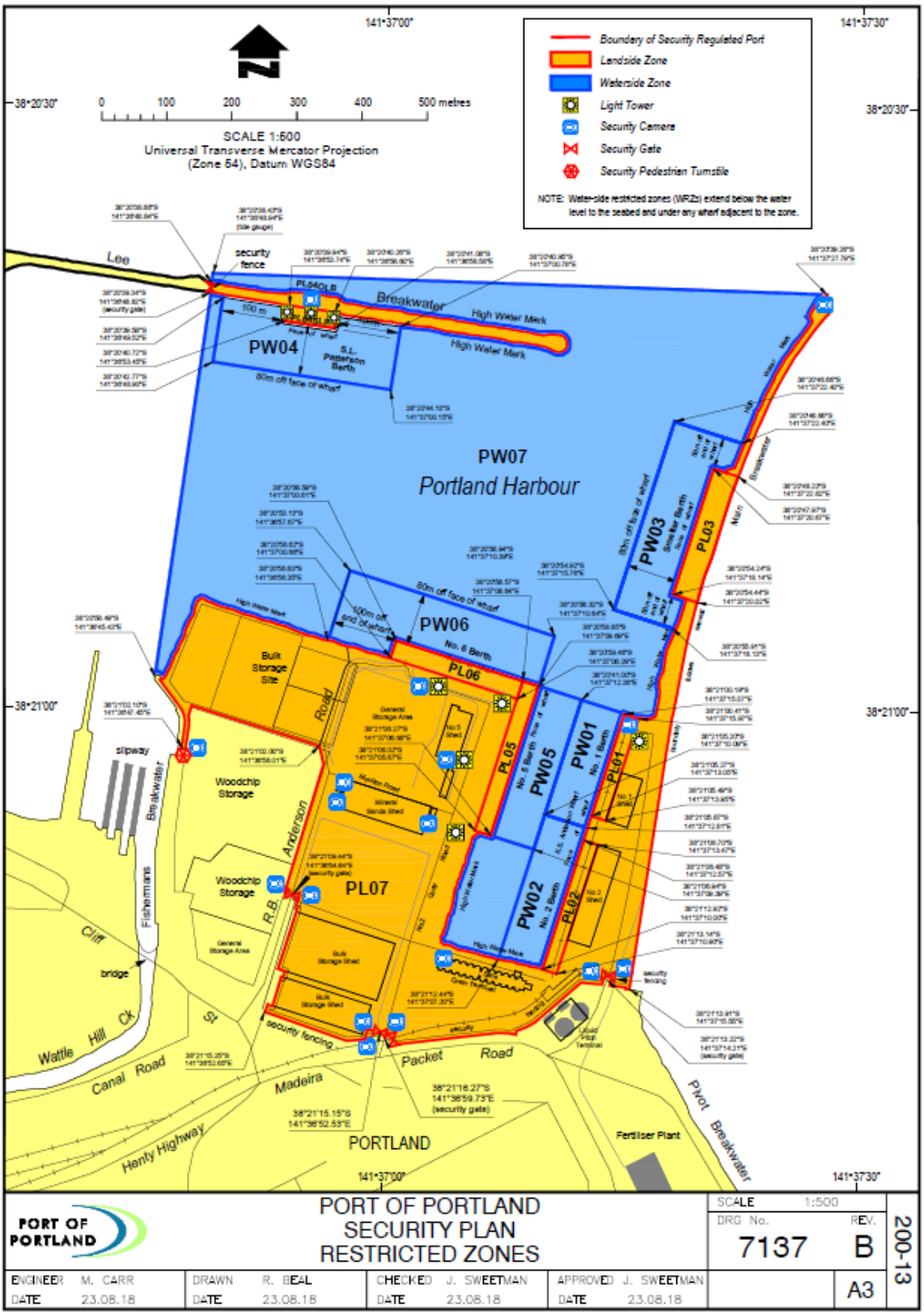


Figure 2: Port of Portland Security Regulated Port Boundary

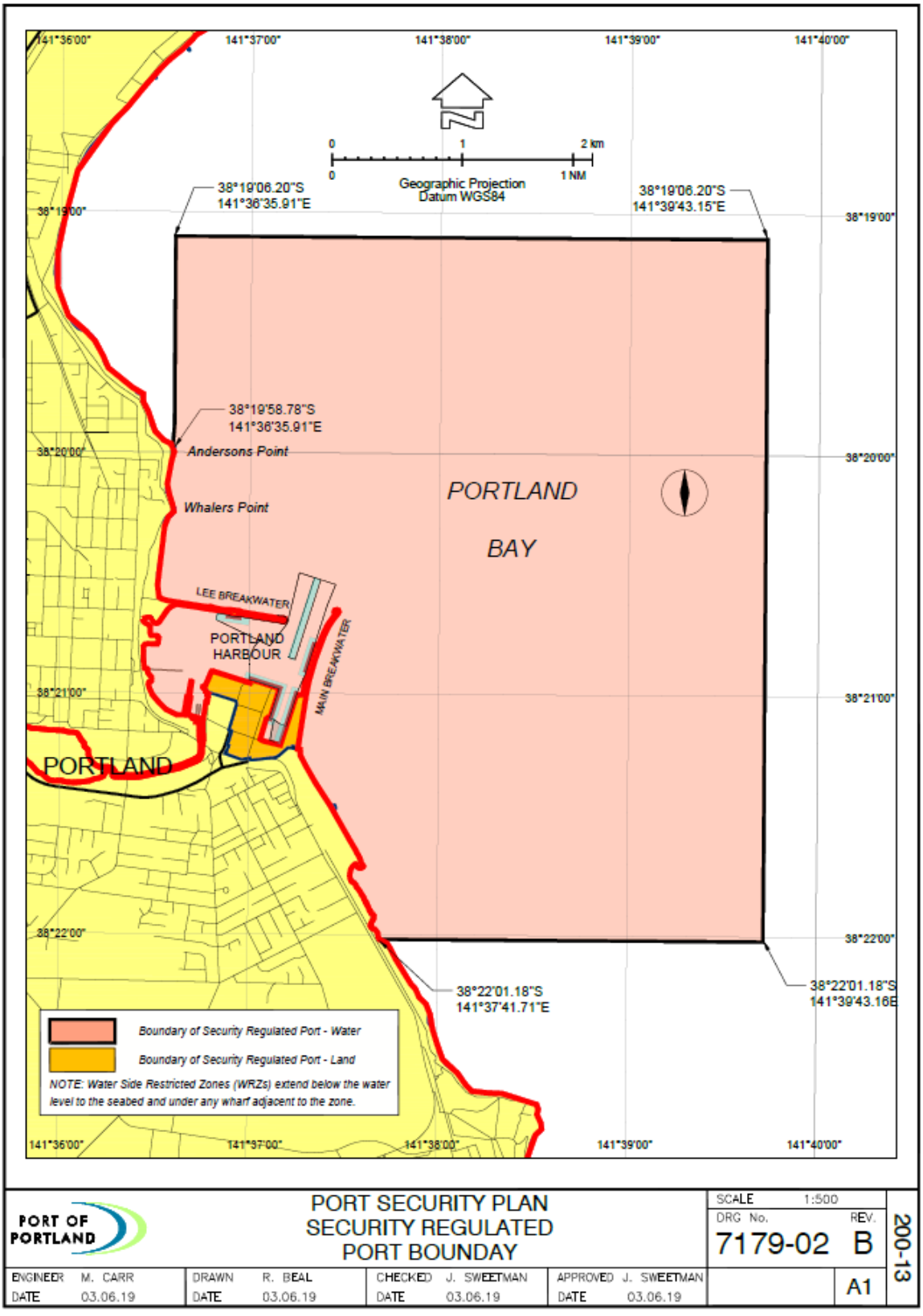
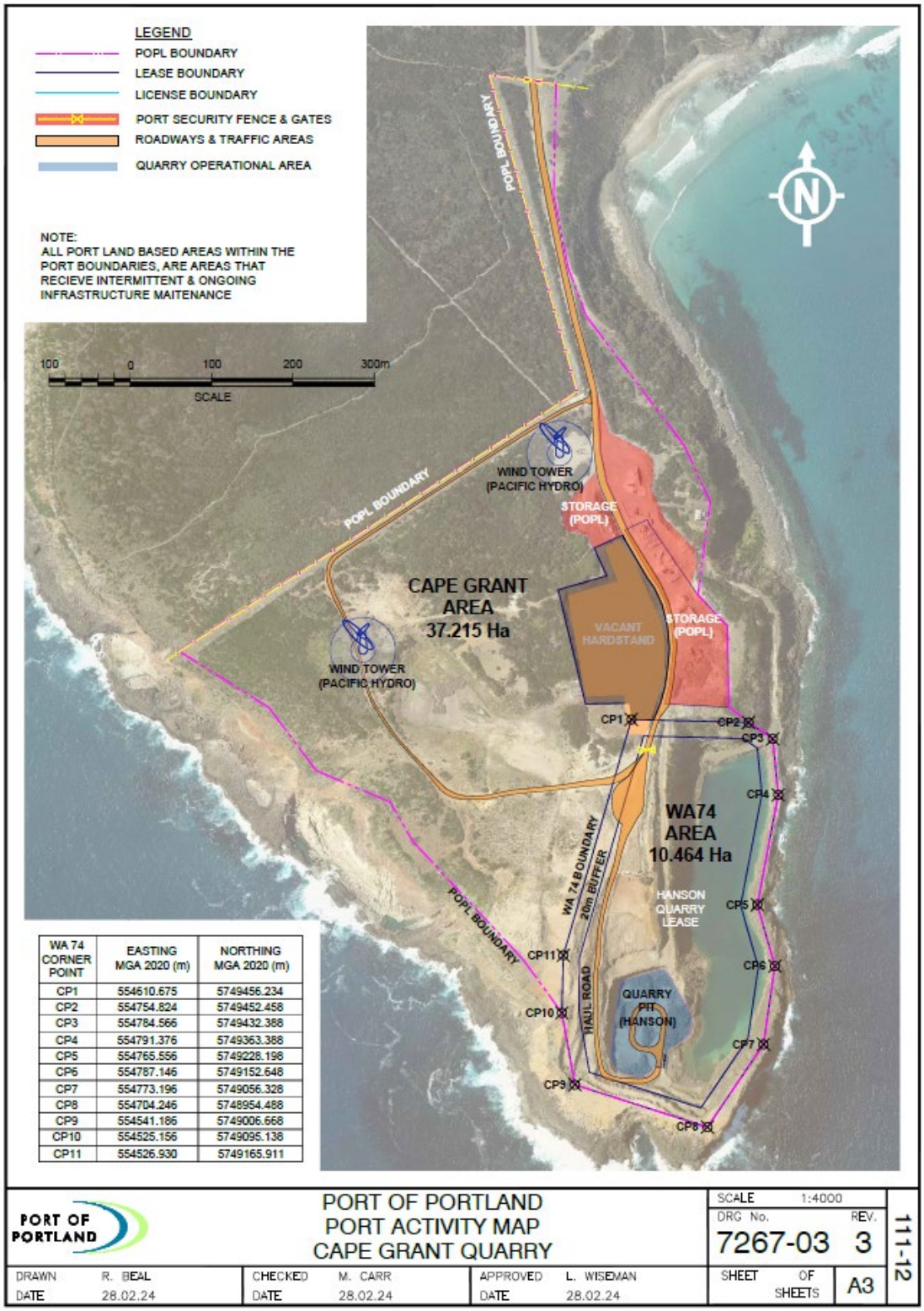
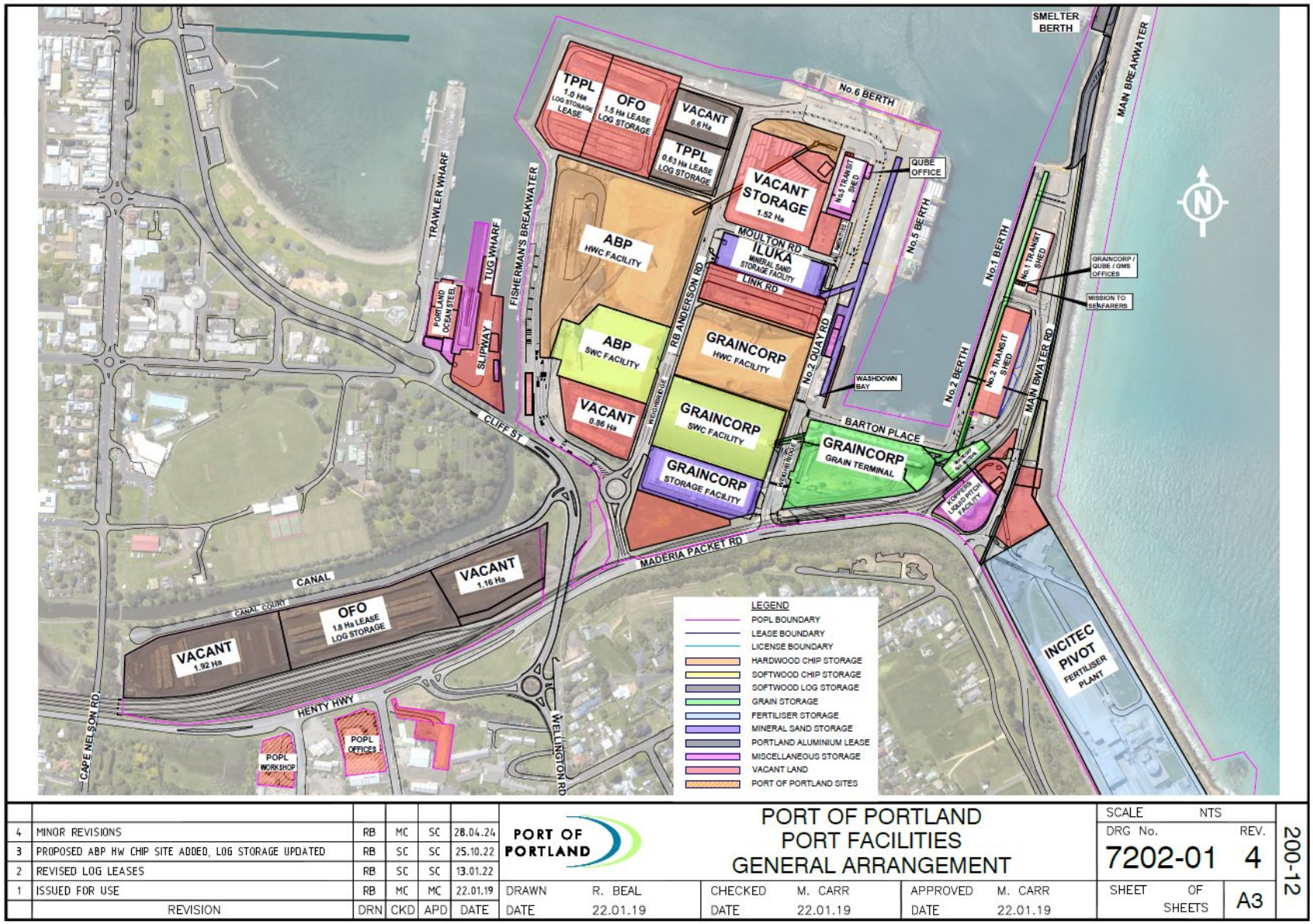


Figure 3: Port of Portland – Sir William Cape Grant Quarry



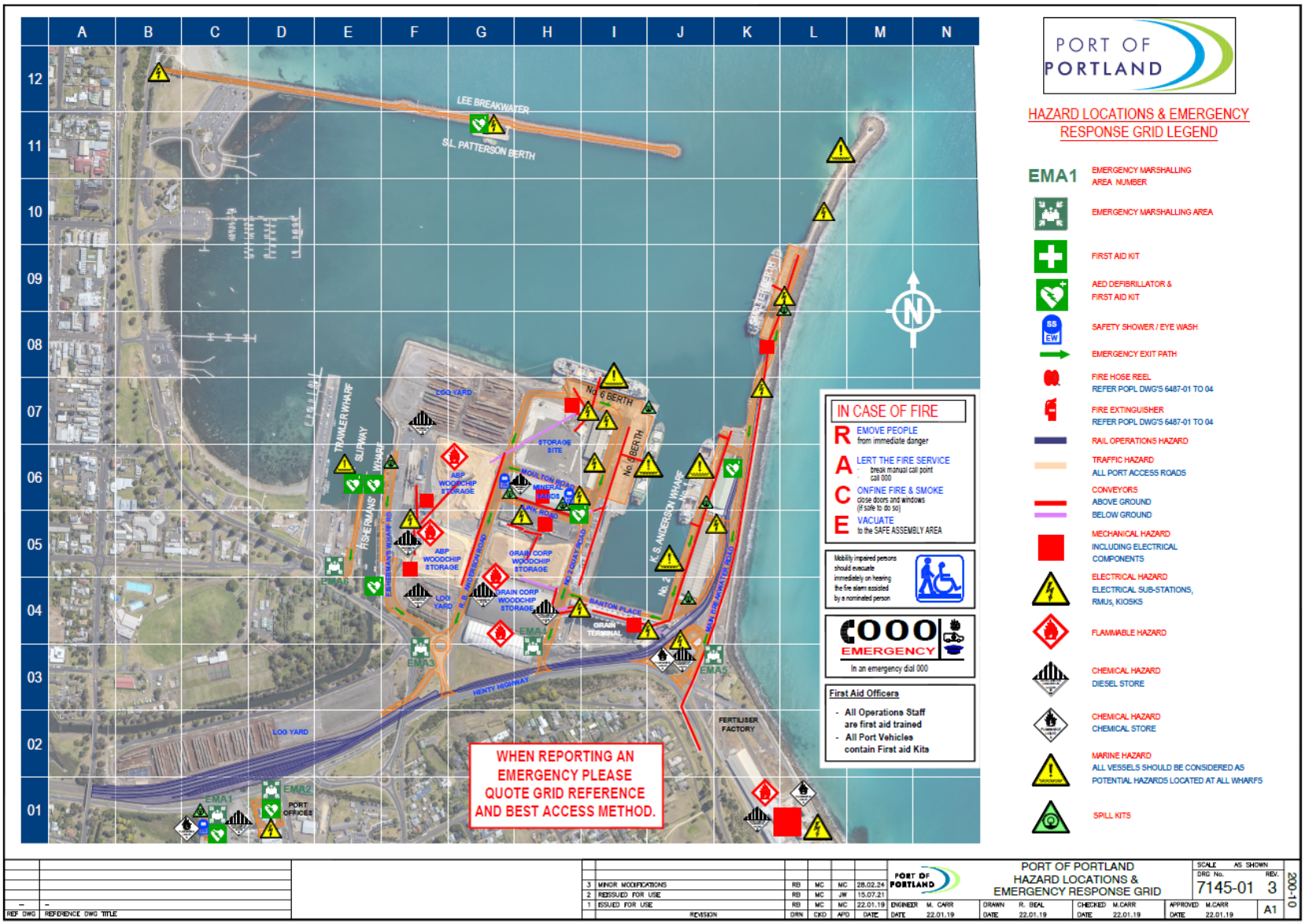
WA 74 CORNER POINT	EASTING MGA 2020 (m)	NORTHING MGA 2020 (m)
CP1	554610.675	5749456.234
CP2	554754.824	5749452.458
CP3	554784.566	5749432.388
CP4	554791.376	5749363.388
CP5	554765.556	5749228.196
CP6	554787.146	5749152.648
CP7	554773.196	5749056.328
CP8	554704.246	5748954.488
CP9	554541.186	5749006.668
CP10	554525.156	5749095.138
CP11	554526.930	5749165.911

Figure 4: Port Leased Areas



4	MINOR REVISIONS	RB	MC	SC	28.04.24	PORT OF PORTLAND	PORT OF PORTLAND PORT FACILITIES GENERAL ARRANGEMENT	SCALE NTS	
3	PROPOSED ABP HW CHIP SITE ADDED, LOG STORAGE UPDATED	RB	SC	SC	25.10.22			DRG No. 7202-01	REV. 4
2	REVISED LOG LEASES	RB	SC	SC	13.01.22				
1	ISSUED FOR USE	RB	MC	MC	22.01.19	DRAWN R. BEAL	CHECKED M. CARR	APPROVED M. CARR	SHEET OF SHEETS A3
	REVISION	DRN	CKD	APD	DATE	DATE 22.01.19	DATE 22.01.19	DATE 22.01.19	200-12

Figure 5: Port Hazardous Storage and Handling Areas and Emergency Response Grid



THE PORT ENVIRONMENT

Port activities

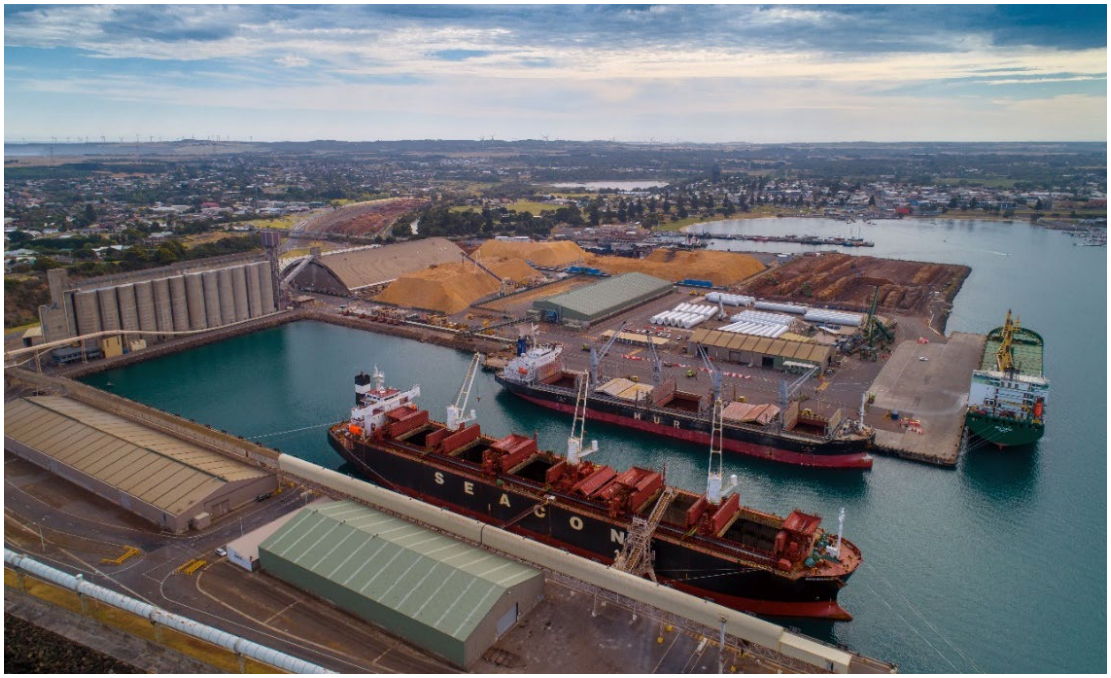
The key port activities within the Port were identified taking into consideration the following:

- 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 the safety and environment risk registers, contributing to the risk assessment processes. A map of the tenants and lessees can be found at figure 4.



Key Performance Indicators

To assess and monitor the extent to which the SEMP achieves the planning objectives set out in section 91D(1) of the PMA, the Port has established key performance indicators (KPI's). These KPI's have been defined in alignment with the three-year Occupational Health and Safety (OHS) Strategic Plan and FY2025 OHS Annual Action Plan implemented.

KPI	Performance Monitoring
Maintain zero Lost Time Injuries and less than five Total Injury Rate	• Monthly review of incident and injury rates including lost time injury frequency rates, number of reportable incidents
Increase Internal and External Audit and Inspection	• Monthly review of number of assurance inspections scheduled and conducted in alignment with FY2025 Audit Plan • Maintain third party certifications and compliance obligations • No Major Non-Conformances identified from certification audits
Increase in safety reporting and close out	• Monthly review of incident reports, safety observations and close out rate of corrective actions
Facilitate and participate in consultative forums	• Daily shipping movement, Harbour Masters Directions to alert of swell conditions and inclement weather updates daily • Ongoing Noise, dust and OHS complaint investigations. • Monthly Safety, Health, and Environment Committee Meetings • Quarterly Port Users Group (PUG) Committee Meetings • Six-monthly Resident Meetings

The Port monitors performance through incident reporting processes, reviewing regularly through leadership team forums. This plan is discussed monthly at a dedicated Safety Plan forum and reviewed quarterly through Management Team meetings.

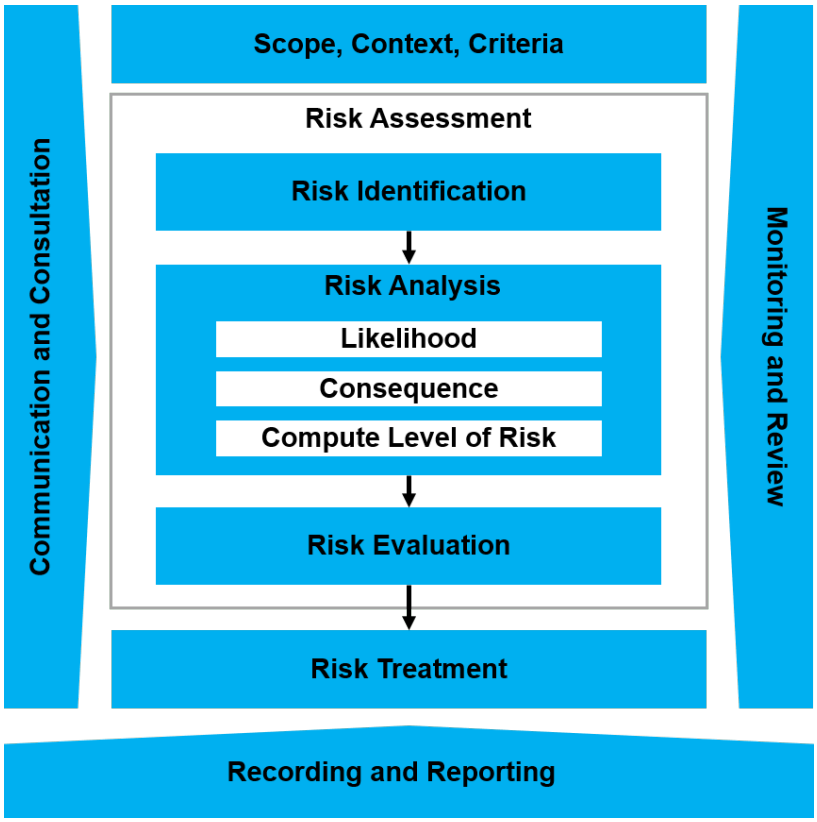
RISK MANAGEMENT

The Port's SEMS includes a procedure to identify and analyse for significant management activities that may impact on health and safety and the environment aligned to 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.

In concord with the requirements of the *Port Management Act,* the EMS developed 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 the Port management.

Risk criteria was developed in accordance with Port's corporate risk model and revised 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. The corporate risk register is reviewed bi-annually through a risk management workshop conducted by the Management Team.

Figure 6 Risk Methodology Table



The methodology employed to assess and effectively manage health, safety and wellbeing and environmental risk is depicted in Figure 6. 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.

Risk identification

Safety and environmental risks are identified by the Management Team and documented in the Safety Environment Risk Register. This considers all activities undertaken by the Port that may impact upon the environment, including those that the Port might have some influence over with relevant actions to mitigate risk included in the compliance calendar and OHS Plan.

Some of the generally recognised safety issues at the Port relate to recreational boating and people vehicle interface, the age and condition of the port infrastructure. Typical hazards include items such as 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.

In accordance with ISO 45001:2018 the Port have established comprehensive "Incident Notification and Investigation" procedures for both the Port and Port users (SEM Sub-System 5.4 Incident Investigation and SEM Sub-System 5.2 Incident Management). All safety and environmental incidents (including near misses) and relevant corrective actions are managed in the safety management system (Noggin). Incidents which occur within leased areas are maintained by the tenant. The Port maintain incident reporting as a key source of information for identifying hazards and risks in the port.

Risk assessment

The impact of each risk is assessed for its severity and likelihood to assist in the process of determining management priorities. The criterion is allocated a score according to the qualitative measures included in figure 7 and figure 8.

Figure 7 Consequence determination table

Consequence	Risk Categories					
		Financial	Operational	Health, Safety and Environment	Legal Regulatory / Compliance	Reputation/ Stakeholder Relations
	Catastrophic (5)	• EBITDA impact > $15m • The bank steps in	• Loss of multiple port infrastructure for a sustained period (berths, breakwater, channels, workforce) – six months	• Loss of life or catastrophic environmental damage leading to a regulatory of operational closure of port for 6 months	• Breach of State and Federal Legislation resulting in closure for 3 months or loss of port franchise (e.g. Security) • Loss of port franchise (environmental, health)	• Massive reduction in company reputation with stakeholders • Inability to discharge obligations under Sales Deed
	High (4)	• EBITDA impact > $5m < $15m • Default of banking covenant • Excessive costs dramatically impacting long term profitability and viability • Incurring excessive costs that impact current earnings and profitability • Misappropriation of financial assets • Lockup	• Loss of multiple port infrastructure for a sustained period (berths, breakwater, channels) – three months	• Repeated serious harm injuries or significant environmental damage leading to regulatory or operational closure of port for 3 months (including permanent disability)	• Significant breach of State and Federal Legislation resulting in closure for a month	• Significant but recoverable reduction in company credibility and/or reputation
	Moderate (3)	• EBITDA impact > $3m < $5m	• Loss of multiple port infrastructure for a sustained period (berths, breakwater, channels) – one month • Loss of significant number of key personnel	• Serious harm injury/injuries or environmental damage, repeated loss time injury (LTI) or low environmental impact	• Breach of State and Federal Legislation resulting in fines >$1m	• Temporary, but recoverable reduction in credibility/reputation
	Low (2)	• EBITDA impact > $1m < $3m	• Loss of single port infrastructure for a sustained period (berths, breakwater, channels) – two months	• Low environmental impact, loss time injury (LTI)	• Breach of State and Federal Legislation resulting in fines > $250K < $1m	• Short term or limited reputation damage
	Minor (1)	• EBITDA impact < $1m	• Loss of single port infrastructure for a sustained period (berths, breakwater, channels, workforce) – one month	• Repeated medical time injuries (MTI) or minor environmental impact	• Breach of State and Federal Legislation resulting in fines < $250K	

Figure 8 Likelihood determination table

Likelihood Rating	Description	Likelihood of Occurrence	
		Control failures or repetitive risk events in BAU	Discrete risk events
5	Almost Certain	Possibility of occurring more than 75%	May occur multiple times in a year
4	Likely	Possibility of occurrence between 50%-75%	May occur once a year
3	Possible	Possibility of occurrence between 25%-50%	May occur at least once in 2-5 years
2	Unlikely	Possibility of occurrence between 5%-25%	May occur at least once in 5-10 years
1	Rare	Possibility of occurrence less than 5%	May occur less than once in 10 years

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.

Figure 9 Risk Matrix = Likelihood x Consequence

Consequence	Potential Consequences			Likelihood				
	Personal	Environment	Property	A - Rare Only in exceptional circumstances	B - Unlikely Not likely to occur	C - Possible Could occur, less than 50/50 chance	D - Likely is known to occur	E - Expected Common for frequent occurrence
1 Insignificant	No injury	Insignificant damage with no impact upon the environment	Readily repairable	Low	Low	Low	Moderate	High
2 Minor	First aid injury	Insignificant damage or impact restoration expected within 1 day	Locally repairable damage	Low	Low	Moderate	Moderate	High
3 Moderate	Off-site medical treatment or Lost time injury	Short term or controllable damage upon the natural environment, restoration expected within 1 month to 2 years	$10k to $200k	Low	Moderate	Moderate	High	Extreme
4 Major	Multiple lost time cases	Medium term damage or effect upon the natural environment, restoration expected within 1 month to 2 years	Serious damage $200k to $1M	Moderate	Moderate	High	Extreme	Extreme
5 Catastrophic	Permanent disability or fatality	Long term damage or effect upon the natural environment, restoration likely to exceed 2 years	Serious Damage >$1M	Moderate	High	High	Extreme	Extreme

Following the inherent risk assessment, the residual risk is determined by the Management Team through discussion, consultation and review of evidence presented by the 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 existing operational controls in place, objectives and targets that have been programmed to decrease the risk of adverse impacts.

Risk monitoring

All incidents and safety observations captured in the central database (Noggin) are and subject to management reviews, investigations, and reporting. Further, safety, health, and environment (SHE) workplace inspections/audits undertaken by the Port on its tenants and port users.

The Safety Environment Risk Register includes responsibilities and various management commitments and requirements associated with each risk (e.g. objectives and targets and monitoring and measurement). Long term tenants provide the Port with a copy of their own risk register.

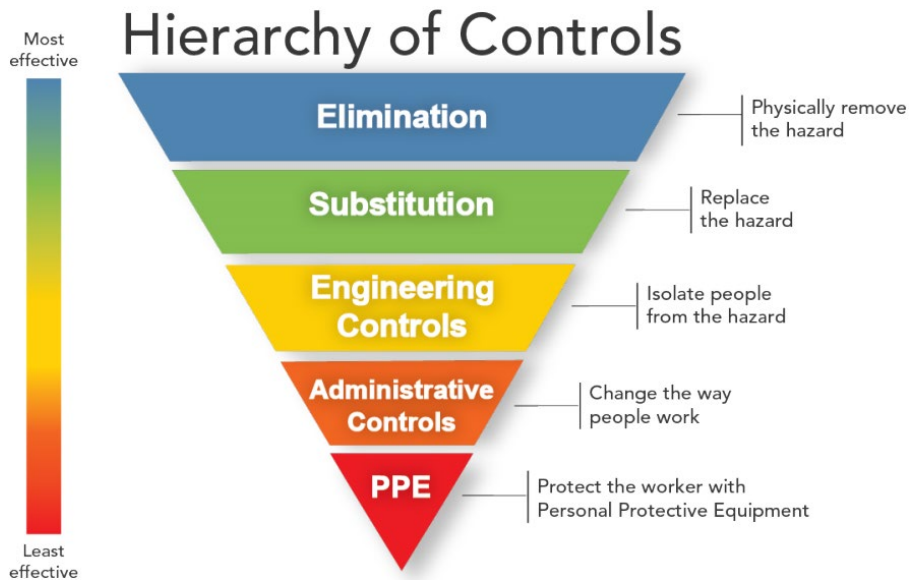
Nonconformity, corrective and preventive action

The Port promotes proactive safety reporting to identify potential hazards, unsafe actions, and near-miss incidents, with a focus on preventing harm. Reports are submitted via Noggin, capturing opportunities for improvement, non-conformances, and complaints. Corrective actions are assigned to address identified risks and ensure appropriate follow-up.

Risk controls

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

Figure 10 Hierarchy of Controls Matrix



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.

Involvement of tenants, licensees, and service providers

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 manage OH&S, security, and environment objectives a Port User Operating Licence is in place, defining 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. Common user berths are particularly vulnerable to safety and environmental impacts given the diversity of activities and operators using the site.

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 the Port uses tenant contract negotiations, Port User Operating License, and requirements to develop a JSEA.

Although a risk assessment approach was agreed with port stakeholders at the Risk Management Workshops, the Port 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.

PORT ACTIVITY MAP (PAM)

The Port Activity Map (PAM) separates key port activities into three key areas:

- 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 shown in Appendix 2 and 3 to this SEMP identifies the following:

- Key Port 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

Figure 11 – Port Activity Map

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 and Safety Emergency Risk Register has been documented. This register is tabulated in the Safety and Environment Risk Register.

For detailed Port Activity maps refer to Appendix 2: Port Activity Map – Operational Areas (PAM) and Appendix 3: Port Activity Map – Marine Areas (PAM).

EMERGENCY AND INCIDENT PREPAREDNESS

The Port maintains a Safety and Environmental Management Sub-System Document, 4.5 Emergency Preparedness and Response Procedure and 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.

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.

The Port, 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 those detailed in figure 13.

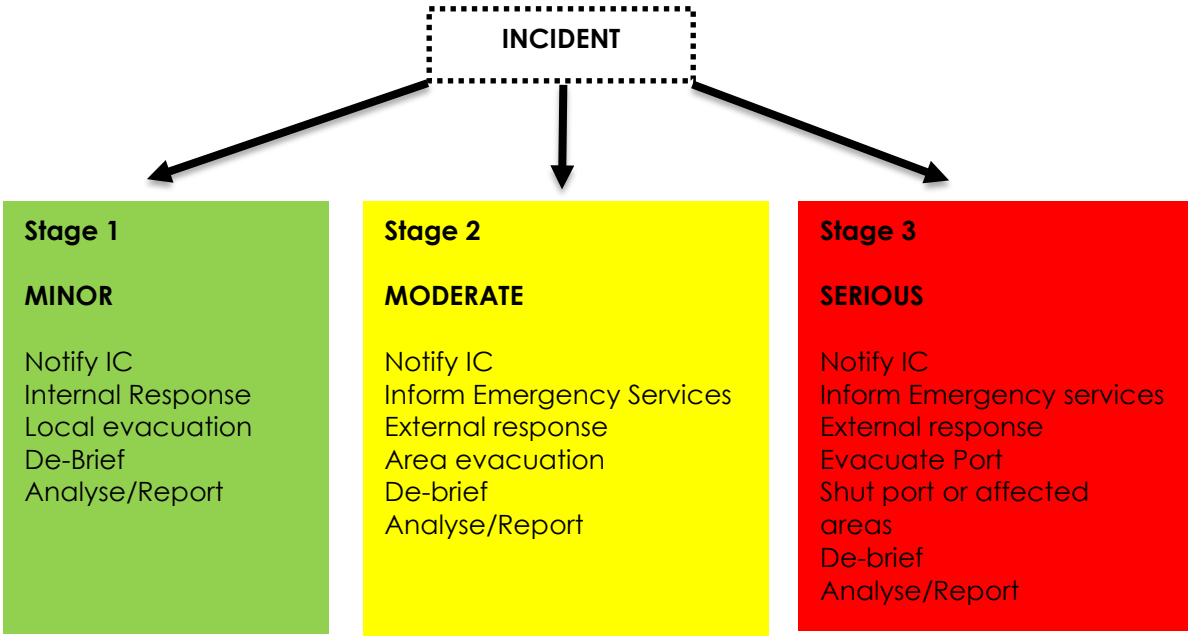
An emergency is defined as a crisis in which any, or all, of the following are threatened; Safety of life; Integrity of property; Degradation of the environment. In the event of an emergency at the Port, emergency services will be called for assistance. Any effect on the surrounding community will be managed by the appropriate emergency services department.

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. 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 the Port.

The Incident Controller (IC) 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 IC will consider the incident type, scale, severity, sensitivity, and impact of regulatory compliance.

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

Figure 12: Stage of Incidents



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 IC with notification and reporting requirements to external parties including regulatory authorities.

The Port Safety and Environmental Hazard Map (figure 4) 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. The Port periodically tests emergency preparedness and response plans.

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

EMERGENCY MANAGEMENT MANUAL VICTORIA	Principal policy and planning document for Emergency Management in Victoria.
National Plan for Maritime Environmental Emergencies	Principal policy and planning document to combat marine oil 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.

The Port's 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 and spill control).

The Port's SEMS includes guidelines for incident management (e.g. incident notification procedures, injury, and rehabilitation).

Security

The port has implemented security and access controls and members of the public cannot access operational areas.

The Port has implemented 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 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. The Port 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 Border Force, and operational requirements.

ROLES AND RESPONSIBILITIES

The Port Manager

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

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

All personnel employed by the Port assume responsibility for safety and environmental management performance in accordance with the commitments and requirements of the Port'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. 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 the Port 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 safety, health and environmental management performance and helping to coordinate safety and environmental management for the whole of port including tenants.

The current organisation chart is depicted in appendix 4.

Harbour Master/ Marine Manager

A licenced Harbour Master has been appointed for the Port 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 the Port 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.

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 and Safety and Environmental management systems to achieve a safe and environmentally responsive workplace to ensure regulatory compliance.

For further details contact:

Andrew Hays
Harbour Master/Marine Manager
T: 03 5525 0980
M: 0439209120
E: ahays@portofportland.com.au

Port operators and service providers

The Port 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
- Hanson Construction Materials
- Incitec Pivot
- Portland Aluminium
- Koppers
- K&S Freighters
- Mission to Seafarers
- Qube Ports and 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
- JP Shipping Agency
- Monson Agencies
- Asia World
- Wilhelmsen Ship Service
- Sturrock Grindrod Maritime
- Swan Shipping Agencies
- Allways Shipping Pty Ltd
- Ben Line Agencies

Port Service Providers

- QUBE Forestry
- Wannon Security
- Lycopodium Infrastructure Pty Ltd
- Corio Waste Services
- Tams Cleaning Service
- Southwest Pest Control

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

Port Contractors

- Eldridge Electrical
- Mick Wilson Plumbing
- Peter Jones Electrical
- Berry and Whyte Surveyors Pty Ltd

- GR Carr Pty Ltd
- Fulton Hogan Industries
- Waterjet Technologies Pty Ltd
- Vic Tech Consulting and construction Pty Ltd
- Hanson Construction Materials
- Maritime Constructions Pty Ltd and MC Dredging and Port Development
- Portland Conveying Services
- William Adams (CAT)
- Skiddys Diesel Services
- BMAC Auto electrical
- Southern Divers Pty Ltd

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 the Port. These agreements cover safety, environment, and security operating conditions.

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 maintained in the Port 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 Transport (DoT)	The Department of Transport (DoT) 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.
ORGANISATION	**RESPONSIBILITY**
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 *Environment Reference Standard (ERS)*. These standards set objectives and requirements that must be adhered to. Enforcement action can be taken against individuals or organisations not complying with ERS.
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 and 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.
Safe Transport Victoria (STV)	STV is the State's marine safety agency and is responsible for the administration of the *Marine Safety Act* (Vic). DoT 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. DoT is the Primary Agency responsible for oil pollution response in Victoria.
Department of Energy, Environment and Climate Action (DEECA)	DEECA works in partnership with industry to manage Victoria's land, water and living resources. DEECA has the key roles of a 'landowner' for the river/seabed and coastal waters of Victoria. DEECA 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*.

Figure 13 Other relevant commonwealth, state and local government agencies include:

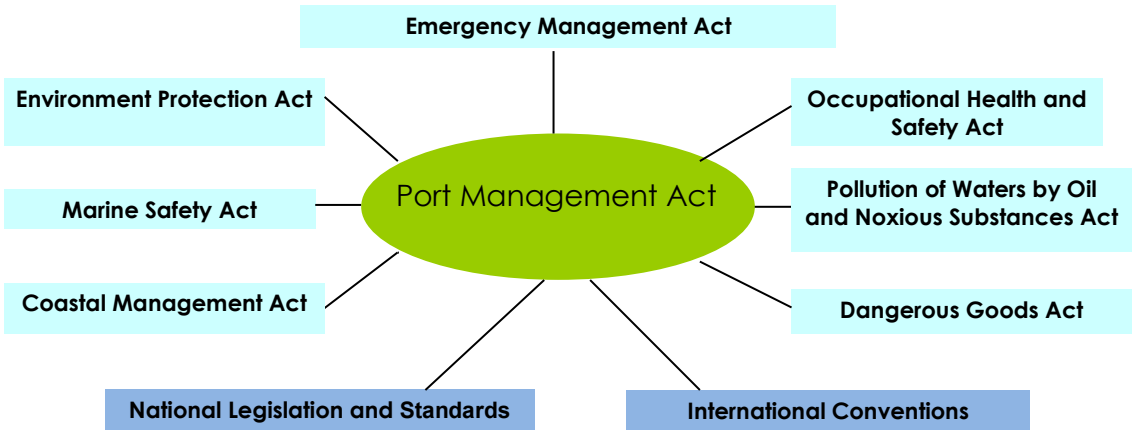
COMMONWEALTH	STATE	LOCAL GOVERNMENT
Department of Agriculture and Water Resources (DAWR)	Victoria Police	Glenelg Shire Council
Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDC)	Country Fire Authority (CFA)	
Australian Maritime Safety Authority (AMSA)	Fire Rescue Victoria (FRV)	
Australian Boarder Force	Rural Ambulance Victoria	

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 14.

Figure 14: Legislative Framework



The Port maintains safety and environmental, legal, and other requirements register (Compliance Calendar), 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 compliance calendar identifies non-legislative requirements (known as "Other Requirements") to which the Port subscribes.

The compliance calendar documents the Port's specific obligations and required management actions for each of the legal and other requirements identified. The Port engages legal consultants to review and provide guidance monthly on any changes to commonwealth, state and local legislation, conventions, regulations, policies, guidelines.

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

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) – ISO 14001 (third party certified)
- Port of Portland Occupational Health and Safety System – ISO 45001(third party certified)
- Port of Portland Oil Spill Contingency Plan.
- Maritime Transport and Offshore Facilities Securities Act 2003
- Navigation Act 1912

- Occupational Health and Safety (Marine Industry) Act 1993
- Environment Protection and Biodiversity Conservation Act 1999
- Australian Maritime Safety Authority Act 1994
- Environmental Management and Pollution Control Act 1994
- Protection of the sea (Harmful Anti-fouling systems) Act 2006
- Occupational Health and Safety Act 2004
- Dangerous Goods Act 1985
- Environment Protection Act 2017
- Emergency Management Act 1986
- Coastal Management Act 1995

Safety and Environment Management Systems (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, ISO 45001 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 the Port;
- activities, services, or projects over which the Por 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 the Por's functions and activities to minimise the safety or environmental risk.

Health, safety and environmental procedures, instructions, and guidelines

The Port'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 JSEA with contractors, lessees, suppliers, customers, and all other Port users.

The 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.

Environmental management plan

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

Objectives and targets are achieved through the documentation, implementation, and maintenance of the Safety Environmental Management Plan (SEMP). Progress related to environmental management is managed through the OHS Annual Plan and updated regularly, with progress of objectives, targets, actions, and milestones achieved.

Port of Portland environment policy

The Port's commitment to environmental management is demonstrated by its approved environmental policy and in 2023 development of an Environmental Strategy. The Port established and maintained documented environmental objectives and targets that consider, and are consistent with, the Environmental Policy.

Port of Portland occupational health and safety policy

The Port is committed to protecting the health and safety of all persons in the workplace including employees, contractors, customers, and visitors. The Port delivers this commitment through its SEMS that is integrated with the Port organisational activities related to services and people.

Port of Portland Environment Health and Safety Committee

- 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.

Environmental monitoring and measurement

The Port recognised the environment may be impacted upon by the Port operations and activities. This include:

- Air Quality – groundwater, surface water and drainage;
- Waste 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).

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

The Port may require tenants to conduct environmental monitoring within their leased site. Results of all site-based monitoring undertaken by tenants that relates to neighbouring tenancies, residencies will be submitted to the Port.

IMPLEMENTATION, REVIEW AND REVISION OF MANAGEMENT PLANS

Implementation

Overall responsibility for implementation, monitoring, and review of the SEMP is the responsibility of the Chief Executive Officer, reporting to the Board. Specific measures and strategies are implemented by the Management Team as identified in the Corporate Risk Register and the OHS Annual Plan. The Safety, Health and Environment Manager has day-to-day responsibility for preparation and review of the SEMP, and the monitoring and reporting of risk management performance.

The Port operates an integrated SEMS developed in accordance ISO 45001: 2001 and International Standard 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 the Port's environmental and health and safety performance, and require environmental, health and safety understanding and responsible behaviour by all Port's users and visitors.

Communication and consultation

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 the Port and key government agencies such as EPA, DEECA, DoT, 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 ongoing consultation forums including quarterly Port User Group (PUG) Committee and six-monthly Resident Meetings to discuss safety and environment issues and the implementation of the SEMP. These committees are chaired by the Operations Manager.
- Further, newsletters, media releases, social media post are used to inform 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 Port SEMP can be found on the Port's website. This website also provides the community with the opportunity to email comments and queries regarding Port operations.

Training and awareness

Environmental, Health and Safety competency and training needs are managed and maintained via the Port training register identying:

- 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 the Port'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 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:

- The Port'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.

The Port 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 Noggin.

Document and data control

The SEMS operated by the Port includes procedures for document and data control in accordance with the Port Document Filing Procedure. The identification, storage, protection, retrieval, retention, and disposal of environmental and health and safety records are included in the SEMS procedures.

All documents, registers and procedures associated with the safety and environment management at the Port are kept as controlled documents at the Port and are available for viewing by authorised persons pursuant to s 91C (4) and (5) of the *Port Management Act*. The Safety, Health and Environment Manager and the CEO are the designated persons authorised to make changes to these documents.

Internal and external auditing

The Port maintains management system procedures that direct and identify internal and external auditing of occupational health, safety, and environmental performance. The SEMP is reviewed annually after audit findings or significant changes. These audits include evaluation of:

- **Safety and Environmental Management Plan (SEMP):** Audited every three years with an annual report submitted to the Minister and prescribed bodies such as the EPA, TSV and WorkSafe. This was completed in February 2025 by EnviroRisk Management Pty Ltd.

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

- **Safety, Health and Environmental Audits:** Internal audits of the Port "State of the Environment" and Operational Controls over activities that may cause significant environmental or occupational health and safety impacts. Tenant SHE 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 alignment with the compliance calendar.

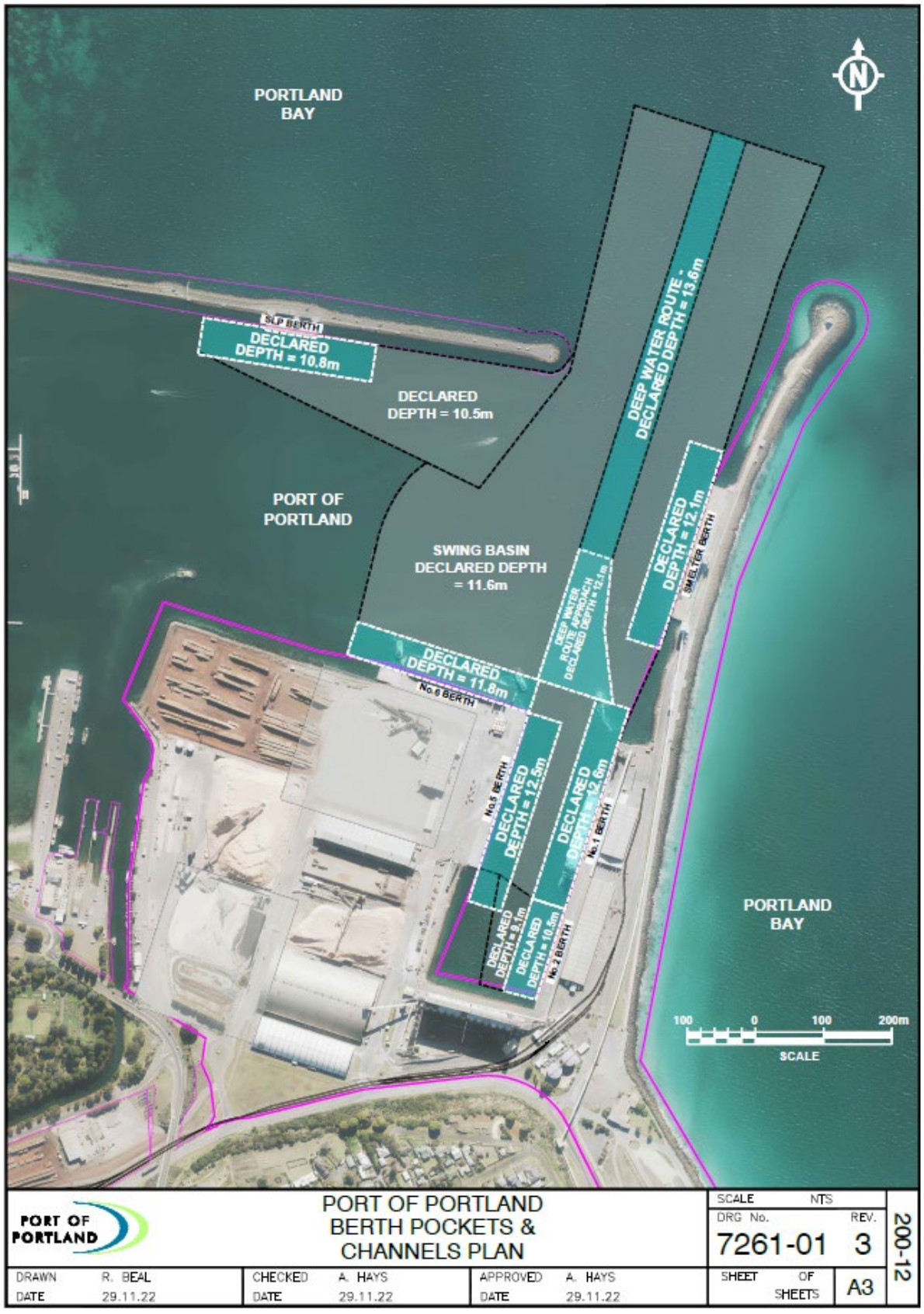
- **Other specified audits**. Includes third party certification audits, due diligence audits, specific technical audits, including emergency preparedness and response.

Management review

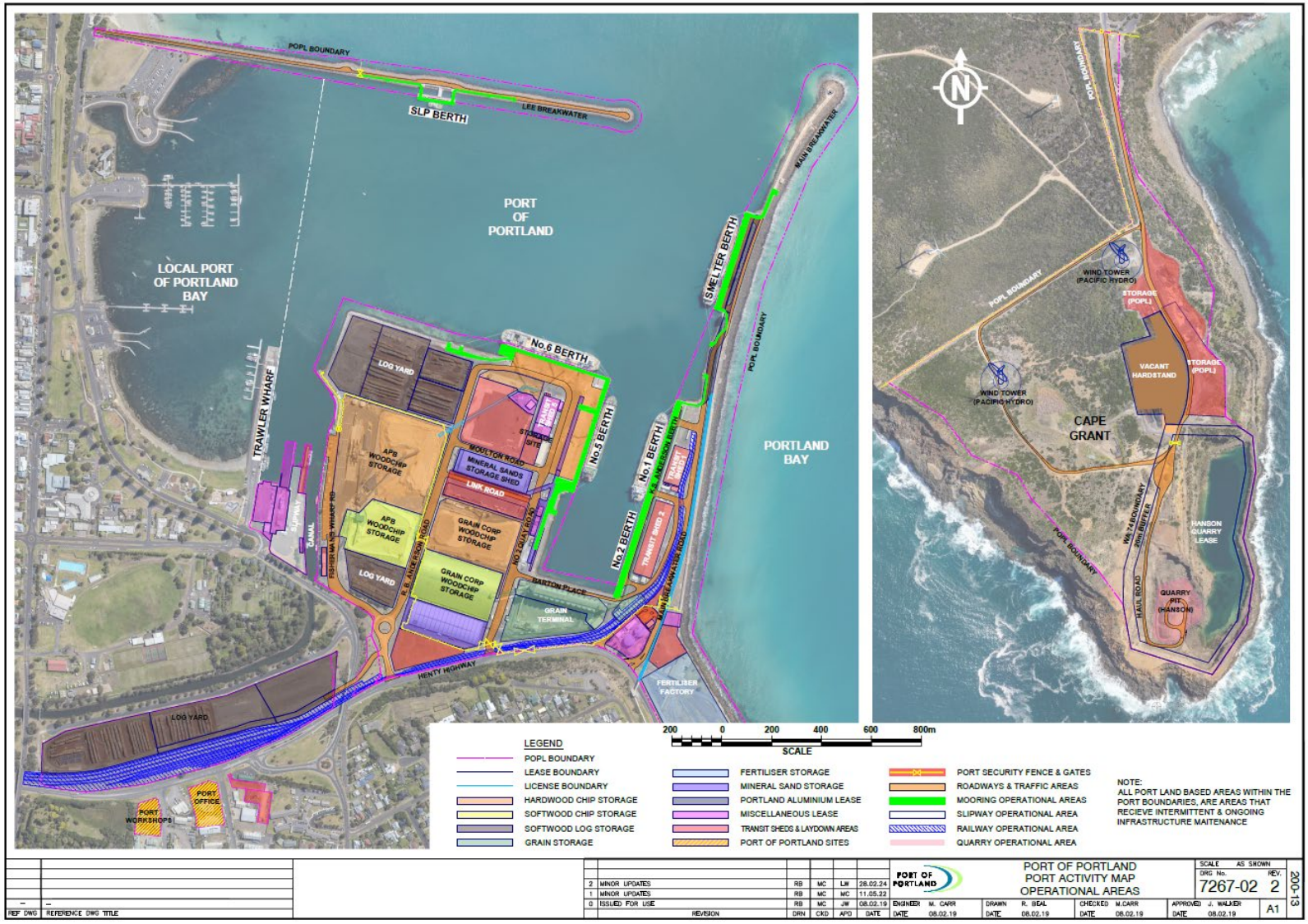
The Port undertakes a review of the SEMP on an annual basis. Further reviews may occur following changes in legislation or regulations, port activities, significant new hazards identified, incident, near-misses or other safety concerns.

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 of the SEMP are scheduled via the compliance calendar and SEMS via the OHS Annual Plan.

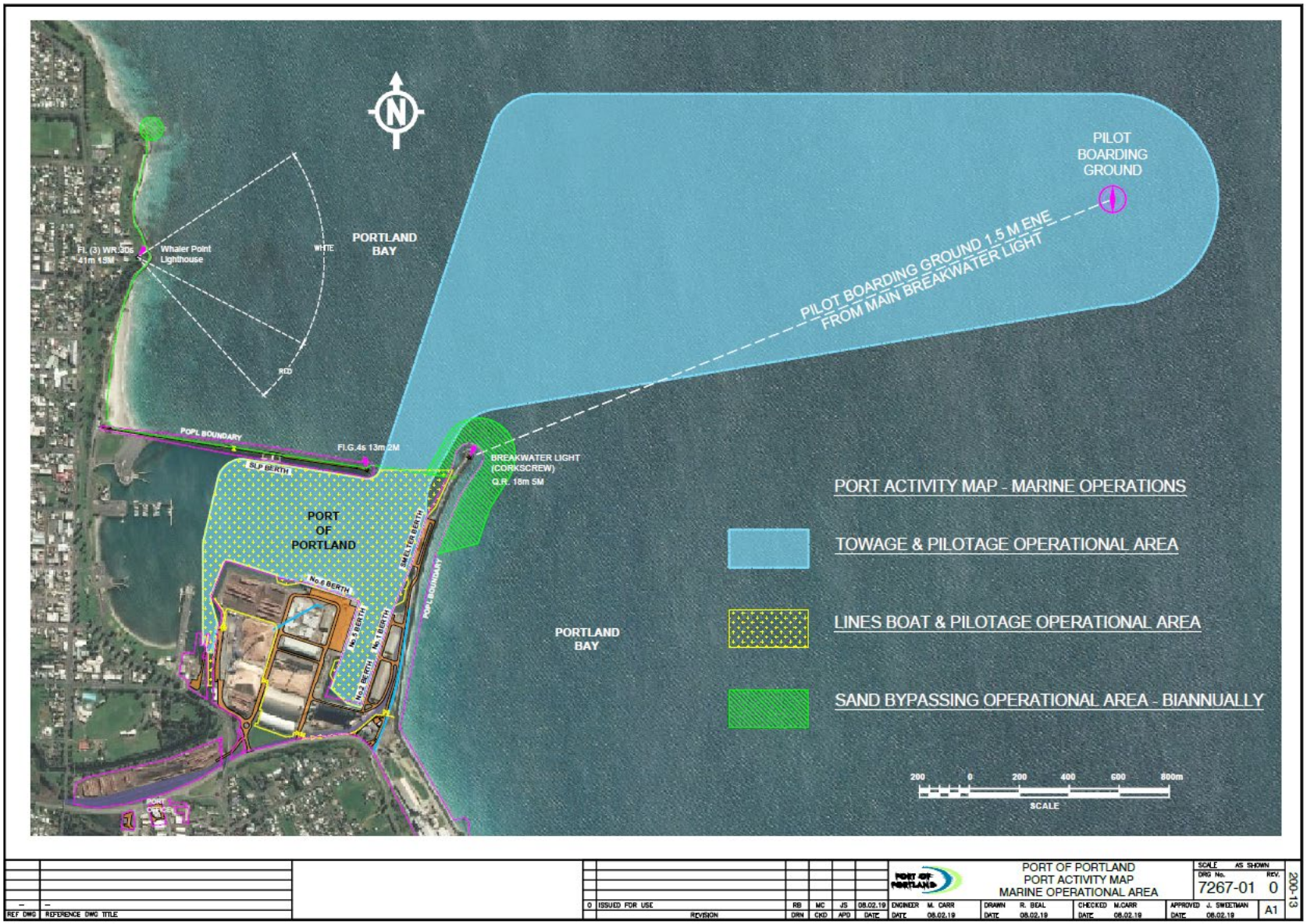
Appendix 1: Port Berth Boxes and Channels



Appendix 2: Port Activity Map – Operational Areas (PAM)



Appendix 3: Port Activity Map – Marine Areas (PAM)



Appendix 4: Port of Portland Organisation Chart