



Victorian Regional Channels
Authority

Patrick Ports, GrainCorp & Victorian Regional Channels Authority

GeelongPort Safety and
Environment Management Plan
2011

June 2011 Update

Executive Summary

Purpose of plan

In 2003, The *Port Management Act 1995* (PMA) previously, The *Port Services Act 1995* (PSA) was amended to include a new Part 6A, which sets out the broad legislative scheme requiring port managers to develop and implement safety and environment management plans (SEMPs) for their ports. The SEMP requires a comprehensive, risk based approach to safety and environment management by port managers and to address overlaps or gaps. The SEMP is intended to complement existing legislation by bringing a “whole of port” perspective to the management of safety and environment within the port.

This SEMP examines the full range of activities by the port managers, GeelongPort, Victorian Regional Channels Authority and GrainCorp, with a view to ensuring that hazards and risk are identified and controlled by the responsible parties.

Purpose of Key Stakeholder Interviews

As part of the Ministerial Guideline: Port Safety and Environmental Management Plans, the port managers are required to review the SEMP (Safety, Environment Management Plan) for the Port of Geelong on a regular basis. GHD (as an independent reviewer) were engaged to interview key stakeholders for the Port of Geelong to see if they were meeting the requirements of the SEMP. The key stakeholders were nominated by Patrick Ports for GeelongPort and the interviews were undertaken using a set of structured questions.

Port Management structure

In the Port of Geelong, there are two private-sector companies that own and manage the land assets of the port. These are GeelongPort and GrainCorp. There is also a statutory corporation, the Victorian Regional Channel Authority (VRCA), which is the port manager for the port waters of Geelong. Parks Victoria manages the waters outside the Victorian Regional Channels Authority’s defined “port waters” and has prepared a SEMP to cover this area.

Statement of port safety and environmental values

The following outlines the safety and environmental values of each port manager.

GeelongPort

- ▶ The prime objective is to achieve the highest possible level of service to our customers;
- ▶ Provide Training and Leadership for employees to maintain the ongoing Safety Culture within the Port Operations Business; and
- ▶ Ensure ongoing compliance and accreditation to ISO 9001, ISO 14001, AS/NZS 4801 and compliance to Victorian WorkSafe Safety Map.

The SHEQ Management Systems Manual has been developed by the Patrick Ports business to ensure that all activities, which may have an impact on safety, occupational health, the environment or quality, are carried out in a manner that comply with:

- ▶ Relevant statutory regulations and codes;
- ▶ ISO 14001 Environmental Management Systems;

- ▶ ISO 9001 Quality Management Systems;
- ▶ AS/NZS 4801 OH&S Management Systems (or equivalent e.g. SafetyMAP); and
- ▶ Asciano Corporate Policies and Procedures.

The Patrick Ports core values are:

"Safety. Customer. One Team".

Our overall safety principle for Patrick is that all employees go *'Home Safely Everyday'*. Our Strategy centres on the three key areas of Safe People, Safe Systems, and Safe Plant. Also essential to the strategy are the fundamentals of Felt Leadership, Functioning Safety Systems, and Engaged Employees.

2011 Update - Environmental Sustainability & Safety Initiatives for the Port

General

Minister for Ports announcement of a Feasibility Study for Car Imports & Exports from Geelong.

The new Minister for Ports recently announced a \$2 million Feasibility Study would be conducted on behalf of Government into the possible relocation of the vehicle trade from the Port of Melbourne to the Port of Geelong. The Feasibility Study will be conducted during 2011 and will involve all stakeholders in the industry.

Geelong Car Carrier Study – Report on Overseas Tug Investigations

VRCA indicated that car carriers were high sided vessels and therefore were difficult to navigate in Geelong's shipping channels. VRCA had a look around at various technologies including a new type of ROTOR tug to address the problem. The new ROTOR tugs allow greater manoeuvrability in all directions, can be used as an escort for vessels and to assist them to berth safely in all conditions. Recently VRCA and some Port Phillip Sea Pilots returned to Copenhagen to view the tugs in action. They are currently waiting on a report on simulations that were undertaken using the tugs.

Whole of Port Development Strategy

VRCA indicated that 2010 had been a busy year in terms of legislation which included the passing of the Transport Integration Act. The intention of the Act was to have a single legislative framework for all forms of transport and the process also requires consideration of economic, social and environmental impacts having regard to local issues.

Annual Internal SEMP Review

A review of the GeelongPort SEMP document was conducted in June resulting in the SEMP document being updated.

In accordance with the consultation process with principle port stakeholder's formal interviews are required to be conducted by an external consultant every five years. The purpose of the interviews is to identify changes to risks and hazards. The interviews were conducted in August 2010 by GHD.

SEMP meetings are held four times a year with the Community Consultative Committee consisting of members from the community and Government agencies.

Government SEMP Review

GHD were commissioned by Government to identify if the SEMP remained a practical working document. The GeelongPort had recently received from DoT a report entitled Review of SEMP Arrangements prepared by consultants GHD. This lengthy report contained 10 recommendations and 15 findings. The report follows a series of stakeholder interviews conducted by GHD with commercial and local port operators earlier in the year. GeelongPort, VRCA and GrainCorp prepared a joint response to the 10 recommendations contained in the report.

Proposed Legislative Amendments for Port Safety and Environmental Management Plans

The Minister for Ports, The Hon Dr Denis Napthine MP states-

“The Port Safety and Environment Management Plans (SEMPs) required under Part 6A of the Port Management Act 1995 (PMA), were due to be audited at the Port of Geelong by 15 July 2011.

The response to the Review of Port Safety and Environment Management Plan Arrangements 2010 proposed a number of legislative amendments to be considered.

The Minister for Ports now declares that the port managers of the Victorian commercial trading ports – Port of Portland, Port of Geelong, Port of Melbourne, Port of Hastings, must have each of their safety management plans and environmental management plans audited in accordance with section 91F of the PMA by newly fixed date of 1 July 2012.

One of the Government Proposed Legislative Amendments for the Audit & 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.

The joint managers of the Port of Geelong provided the following response to the Department of Transport’s Proposed Legislative Amendments for Port Safety and Environment Management Plans.

Geelong Port managers have endorsed the establishment of a purpose statement to promote improvements in safety and environmental outcomes through an integrated approach to risk management.

Geelong Port Managers have also endorsed a requirement that port managers include in their SEMP’s a statement that indicates that they are aware of their statutory duties and obligations in relation to safety and environmental protection.

ISO Certification

GeelongPort has maintained certification to AS/NZS4801, ISO AS/NZS9001 and ISO AS/NZS14001 for 2010, achieving no major non-conformances after the annual external audit by DNV. A second periodical audit is due in July 2011.

Port Activities.

Port Repair and Maintenance Program

GeelongPort has an ongoing repair and maintenance program to ensure that the structural integrity of its wharves and piers are maintained into the future. The Port is currently undertaking repair and maintenance work at Refinery Pier and Lascelles Wharf No 2 berth. This program includes some pile replacement work where required.

Potential Heavy Lift Shipments including Wind Turbines and Generators for Power Plants through Lascelles wharf

GeelongPort has been approached by a heavy haul transport company about using Lascelles Wharf for a number of upcoming heavy lift shipments. These projects potentially include equipment for a number of planned new power stations, wind farms and gas expansion projects in Victoria and southern New South Wales. Discussions have taken place with VicRoads about suitable transport routes from the wharf once the equipment arrives by ship.

Proposed Special Building Overlay for Part of Oyster Cove

The port has been notified by the City of Greater Geelong that some low lying parts of Oyster Cove, especially land in and around Cuthbertson Creek, are likely to be subject to a proposed new Special Building Overlay (SBO) which will be incorporated into the Geelong Planning Scheme. At this stage it would appear that the SBO will mean any future buildings would have to be built to a height that covers a one in a hundred year flood level. The SBO will also cover large urban areas located upstream of port land.

Port Emergency Management Plan

The Port Emergency Plan is due for review later in the year. The revised plan will be placed on the GeelongPort website at www.geelongport.com.au.

Joint Security and Emergency Exercise

GeelongPort hope to have a joint security and safety exercise later in the year. The exercise will include the CFA and a more active role for the port's marine controllers.

GeelongPort Safety Update

LTI Free Days as at 30/06/2011

By continual effort and involvement from all employees with reporting of Near Miss incidents and conducting Safety Observations GeelongPort has been Lost Time Injury free for over 6 years.

(LTI free days of = 2,124)

Port Stop for Safety Exercise – Health Expo for GeelongPort employees

GeelongPort held a Health Expo on 23rd March with Expo stalls on - Exercise Planning, Alcohol Awareness, Inner Body Scan, Iridology, Antioxidant stall and an Education stand.

National Safety Campaign

In March the team had a presentation on the new National Safety Campaign for “Prevention of POTENTIAL Injuries / Damage” (Near Miss) emphasising the importance of preventing any fatality from occurring in the workplace. The presentation was followed with a safety video - Too close for Comfort.

GeelongPort implemented the “Home Safely Everyday” campaign which is also implemented across all Patrick sites.

OHS Commitment & Consultation

GeelongPort OHS representatives attended the Victorian WorkSafe, "Safety in Action Week" held in Melbourne in April and delivered a presentation to the OHS Committee on the events of the day.

As part of the ongoing improvement to Safety at Geelong the OHS Committee will be visiting other worksites at Portland, Melbourne Stevedoring and GrainCorp in Geelong to determine what safety initiatives other sites have in place and any learning's we can gain from the visits.

Health Surveillance

As part of our Ports Health Surveillance Program for employees, Dermoscopy (skin cancer checks) were undertaken in April, Flu vaccinations, Bowel scans, and Health checks were given to employees.

Safety and Operating Improvements – New Workboat for the Port

GeelongPort has recently acquired a new workboat to assist with survey and barge work. The new boat will provide a safe platform for port employees to work from and will be used to manoeuvre the port's barge when maintenance work is undertaken.

Safety Improvements - Corio Quay South Cargo Shed

GeelongPort has recently undertaken re-asphalting and underpinning work on the floor of the Corio Quay South cargo shed to counter some subsidence which had made forklift operations dangerous. The cargo shed is currently used for the storage and importation of steel coils from Japan.

GeelongPort Environmental Update

GeelongPort had no reportable Environmental Infringements in 2011. The Port continues monitoring the environment through an auditing process and safety observations which are conducted on a regular basis by management and employees.

Reduction in Water Usage at Lascelles

The Port aims to reduce the amount of water used at Lascelles wharf and through a monitoring programme which has been established for this purpose.

Continual monitoring of port infrastructure is conducted to identify any leaks that may occur from pipes therefore minimising the amount of water which potentially could be wasted.

The water usage is tracked on a monthly basis and compared with previous years usage.

Reduction in Greenhouse Gas Emissions

GeelongPort continue to collect data on our total Carbon Footprint to provide a basis for energy reduction going into the future in accordance with Asciano Sustainability Plan.

GeelongPort Dry Bulk Cargo Handling Protocol

The purpose of this protocol is to set standards for the handling of dry bulk cargoes on vessels and on wharves at the Port of Geelong.

In complying with this protocol, users are also requested to refer to other existing guidelines in relation to the handling of dry bulk cargoes, including "The loading and Unloading of Solid Bulk Cargoes" published by ICHCA, "Code of Practice for the Safe Loading and Unloading of Bulk Carriers" published by AMSA and "The Handling and Transport of Dangerous Cargoes in Port Areas (Section 9) under the Australian Standard AS 3846 2005.

The objective of this protocol is to ensure that all dry bulk handling operations at the Port of Geelong are conducted in accordance with the GeelongPort Standards and Procedures. Operations are required to be conducted in a manner that will appropriately manage waste and pollution, promote efficient use of resources and manage environmental impacts.

Hirers, Licensees and Tenants must comply with all applicable environmental legislation and other requirements, and ensure that they manage their environmental impacts.

This protocol is subject to regular review to ensure that dry bulk cargo handling operations at GeelongPort are continually improved.

In order to ensure that users are complying with this protocol, GeelongPort carry out random inspections of operations at their facilities.

Figee Crane Grabs – Lascelles wharf

The figee crane grabs are continually monitored for leakage through the GeelongPort preventative maintenance programme.

Victorian Regional Channels Authority

The mission of the VRCA is to provide safe marine services, for the betterment of Victoria, by meeting our customers' and stakeholders' current and future needs in harmony with the environment.

In pursuit of its mission, the VRCA will:

- ▶ Operate a safe and efficient channel operations business;
- ▶ Exhibit a culture of social and environmental responsibility;
- ▶ Provide the State with a reasonable return;
- ▶ Provide quality service to its customers at a reasonable charge;
- ▶ Manage all assets and liabilities on a prudent basis; and
- ▶ Be a good employer by adopting and applying personnel policies aimed at maintaining good relations with employees.

GrainCorp

GrainCorp's corporate objectives are to:

- ▶ Provide sustainable and improving returns to shareholders;
- ▶ Maximise value from the agri-food value chain;
- ▶ Reduce income volatility through diversification;
- ▶ Grow core business to maximise economies of scale and scope;
- ▶ Assist our employees to develop their potential in a rewarding, safe and enjoyable workplace; and
- ▶ Give back to the communities we live and work in.

GrainCorp 12 month snapshot:

- ▶ Held all required OHS committee meetings
- ▶ Held a Desktop exercise and audit of their Emergency Management Plan
- ▶ Conducted four environmental audits, achieving no non-conformances

Brief description of port

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

- ▶ Refinery Pier;
- ▶ Lascelles Wharf;
- ▶ Corio Quay Wharves;
- ▶ GrainCorp piers;
- ▶ Point Henry Pier; and
- ▶ Point Wilson Pier.

Operations and activities at Cunningham Pier, which provides berthing for cruise ships and navy ships, and which is privately owned and operated, is not included in this SEMP.

Brief description of key activities

GeelongPort is the principal organisation responsible for the management of piers and wharves in the Port of Geelong. It manages fifteen berths in the port and approximately 90 hectares of port-zoned land. The port was privatised in July 1996, when GeelongPort assumed the port operating rights under an agreement with the asset owners, Ports Pty. Ltd. GeelongPort leases and controls all the land-based assets.

Established by the *Port Management Act 1995*, the Victorian Regional Channels Authority (VRCA), a Victorian Government Statutory Authority, commenced operations on 1 April 2004. The VRCA is responsible for regional shipping channels and manages the commercial navigation channels in the port waters of Geelong, Portland and Hastings. All commercial vessels entering or leaving the Port of Geelong are required to use the defined shipping channels managed by VRCA.

GrainCorp's core business is to provide storage, logistics and marketing of grain, seeds, meal and other free flowing bulk commodities such as woodchips, minerals, fertiliser and stock feed pellets.

List of major tenants, licensees, service providers and customers

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

- | | |
|----------------------------------|--|
| ▶ Vitera | ▶ MSS Security |
| ▶ Alcoa | ▶ NYK Logistics |
| ▶ AMOSC | ▶ Offshore Oil Exploring companies |
| ▶ AQIS | ▶ Omya Australia |
| ▶ Australian Customs Service | ▶ P & O Ports |
| ▶ Barrett Burston | ▶ Patrick Stevedoring |
| ▶ Blue Circle Southern Cement | ▶ Port Phillip Sea Pilots |
| ▶ Bruce Stevens Bulk Commodities | ▶ Quinlan Cranes |
| ▶ Corio Waste Management | ▶ Selected commercial diving companies |

- ▶ Eastside Cranes
- ▶ Gearbulk
- ▶ Hi-Fert
- ▶ Hunter Grain
- ▶ Impact Fertilizer
- ▶ Incitec Pivot Limited
- ▶ Interfert
- ▶ K & S Transport
- ▶ Kalari Transport
- ▶ Koch Fertiliser
- ▶ Noske Transport
- ▶ LW Marine Services
- ▶ Midway
- ▶ Selected consultants
- ▶ Selected contractors
- ▶ Shell Australia
- ▶ Ship Agents/Owners
- ▶ Softwood Plantation Exporters
- ▶ Svitzer Australasia
- ▶ Terminals
- ▶ Toll Logistics
- ▶ Various Provedores
- ▶ Amcol
- ▶ Weng Fu
- ▶ Williamstown Cranes

Overview of the plan development, implementation and review process

In 2005 and in 2010, interviews were conducted with port managers and key port stakeholders within the Port of Geelong, either on an individual basis or with a small group from the same company. The “one-on-one” interview process allowed each participant a degree of confidentiality without the presence of its customers or competitors. All participants were encouraged to raise significant “whole of port” safety and environment hazards or risks, particularly those that affected other parties or where other parties affected them.

Key port stakeholders also shared their risk registers and safety and environmental management plans and system documentation, so that duplication would not occur in the preparation of the SEMP.

Some of the information supplied by key port stakeholders was verified by observing some of their daily port activities.

The information obtained from interviews with key port stakeholders, including individual stakeholder management plans, and the observation of key port stakeholders’ activities, was reviewed in conjunction with the existing safety and environment management procedures in place at GeelongPort, VRCA and GrainCorp. The combined data were assessed against the *Ministerial Guidelines: Port Safety and Environment Management Plans*, to enable preparation of a “whole of port” SEMP. This SEMP addresses the *Ministerial Guidelines: Port Safety and Environment Management Plans* and encompasses the pre-existing risk assessments, which are already in place.

Interviews with each of the Port Managers from GeelongPort included discussions on:

- ▶ Safety and environment management systems that are in use;
- ▶ Responsibilities and liaison with other port managers;
- ▶ Agencies reporting to and key legislation that affects their organisation;
- ▶ Significant safety and environmental incidents in the past five years and any existing control measures fore these hazards and risks;

- ▶ Managing tenants, licenses and service providers and their health, safety and environmental requirements;
- ▶ Safety and environmental monitoring programs;
- ▶ Availability of asset register; and
- ▶ Community consultation.

This SEMP is a high level document and is integrated into the existing safety and environment management system by each port manager. Port managers are responsible for implementation of their own parts of the SEMP. For example, GeelongPort has a “Safety, Health, Environment and Quality Plan” which includes the implementation of the SEMP in its objectives and targets, and similarly for GrainCorp. VRCA has incorporated the risks and actions plans identified in the SEMP into their overall risk register and included the action plans as part of their business action plan.

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

During the process of obtaining information, it became clear that many of the processes that underpin safety and environmental management are already in place at the Port of Geelong, and are contained within the documentation and procedures implemented by key stakeholders.

The implementation of this management plan will be by a process of review, revision and refinement of existing procedures for effectiveness and applicability, and by a progressive gap analysis by stakeholders that will identify any new procedures or extension of existing procedures that might be required. The SEMP was reviewed internally on an annual basis by all the port managers and updated. In 2007, an EPA appointed auditor conducted an external audit of the SEMP and no non-conformances were found.

When tenant agreements, leases, licences or any other form of agreements to operate in or gain access to areas of the port are entered into, negotiated or reviewed, GeelongPort, GrainCorp and VRCA, with the consent of the tenant, licensee, customer or service provider, will endeavour to incorporate the appropriate safety and environmental management planning requirements. Only in extreme cases, which posed unacceptable risks, would GeelongPort, GrainCorp or VRCA seek assistance from the relevant agency.

Summary of the significant hazards/risks and additional control measures

The port managers and many of the key port stakeholders have safety and environment management plans or systems in place for the control of hazards and risks.

Additional proposed control measures under the responsibility of GeelongPort are to:

- ▶ Ensure a baseline environment site assessment is completed prior to construction activities on reclaimed land at Oyster Cove.
- ▶ Risks associated with the use of the new berth, ship loader and conveyors at Corio Quay are available for review in a separate document
- ▶ Ongoing replacement program of loading grabs.

- ▶ Ongoing baseline monitoring programme of “Noise and Dust, Employee Health Surveillance programme.

Under the responsibility of VRCA, there are no additional proposed control measures.

Proposed additional action items identified in the risk registers, which are the responsibility of other parties within the port, are not included in the above lists and should appear under the individual party's safety and environment management plan

Under the responsibility of GrainCorp, there are no additional proposed control measures.

Proposed additional action items identified in the risk registers, which are the responsibility of other parties within the port, are not included in the above lists and should appear under the individual party's safety and environment management plan.

Summary of process for consultation with people affected by the plan

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

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

Amendment Notification Form

This form is to be used for notifying GeelongPort of suggested amendments to the GeelongPort, GrainCorp and Victorian Regional Channels Authority (VRCA) SEMP, or of changes to contact or resource details.

Please photocopy form, complete details and return to:

Heather Rogers

National SHEQ Manager Patrick Ports

GeelongPort

PO Box 344

Geelong VIC 3220

Email: H.Rogers@patrick.com.au

From:

Contact Person:

Organisation:

Address:

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City:Postal Code.....

Phone / Fax:..... Email:.....

Suggested Amendments:

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Details:

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Signed:

Date.....

Distribution List

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VRCA	K Szakiel	1	6
VRCA	K Szakiel	0	7
GrainCorp	C Cochrane	1	8
GrainCorp	C Cochrane	0	9

Amendment History

Proposed amendments/additions to the text of this plan should be forwarded to the National SHEQ Manager Patrick Ports, GeelongPort.

Rev	Date	Description	Editor	Approved
0	21/09/05	Original Document Prepared	GHD	Keith Gordon
1	09/06/06	VRCA – Annual Review SEMP document and Risk Register	K Szakiel/GHD	K Szakiel
1	09/06/06	GrainCorp – Annual Review SEMP document and Risk Register	Shaun Williams/GHD	Shaun Williams
1	28/11/06	GeelongPort – Annual Review SEMP document and Risk Register	Heather Rogers/GHD	Lindsay Ward
2	11/12/07	VRCA – Annual Review SEMP document and Risk Register	K Szakiel/GHD	K Szakiel
2	11/12/07	GrainCorp – Annual Review SEMP document and Risk Register	Shaun Williams/GHD	Shaun Williams
2	11/12/07	GeelongPort – Annual Review SEMP document and Risk Register	Heather Rogers/GHD	Lindsay Ward
3	23/06/08	VRCA – Annual Review SEMP document and Risk Register	K Szakiel/GHD	P McGovern
3	23/06/08	GrainCorp – Annual Review SEMP document and Risk Register	Shaun Williams/GHD	Shaun Williams
3	23/06/08	GeelongPort – Annual Review SEMP document and Risk Register	Heather Rogers/GHD	Lindsay Ward
4	24/04/09	GeelongPort – Annual Review SEMP document and Risk Register	Heather Rogers/GHD	Noel Kimberley
4	24/04/09	VRCA – Annual Review SEMP document and Risk Register	K Szakiel/GHD	P McGovern
4	24/04/09	GrainCorp – Annual Review SEMP document and Risk Register	Craig Cochrane/GHD	Craig Cochrane
5	23/06/10	GeelongPort - Annual Review SEMP document and Risk Register	Heather Rogers/GHD	Shane Collins
5	23/06/10	VRCA – Annual Review SEMP document and Risk Register	K Szakiel/GHD	P McGovern
5	23/06/10	GrainCorp – Annual Review SEMP document and Risk Register	Craig Cochrane/GHD	Craig Cochrane
5	23/09/10	GHD – Review of June 2010 SEMP document – Stakeholder Interviews update	GHD	Heather Rogers

Rev	Date	Description	Editor	Approved
6	23/06/11	GeelongPort - Annual Review SEMP document and Risk Register	Heather Rogers	John Murray
6	23/06/11	VRCA – Annual Review SEMP document and Risk Register	Kas Szakiel	P McGovern
6	23/06/11	GrainCorp – Annual Review SEMP document and Risk Register	Craig Cochrane	Craig Cochrane

7 Consultation, Publication and Availability

7.1 Processes for Consulting with those affected by the Management Plan

7.1.1 SEMP Consultation Context

GeelongPort, Victorian Regional Channels Authority and GrainCorp (the Port Managers) are required to consult with relevant stakeholders who are interested in, or impacted by, the Port's operations in relation to safety and environmental issues. This process is guided by Section 7 of the *Ministerial Guidelines: Port Safety and Environment Management Plans, June 2009*.

GeelongPort commenced formal consultation with stakeholders in early 2005 and has formed the SEMP Consultative Committee/Port of Geelong Emergency Management Steering Committee. A "whole of port" approach to the SEMP consultation process has been adopted as outlined in this section.

Stakeholder participation will vary depending on: the activities being undertaken generally and at any particular time within the Port's boundary; and the extent to which stakeholders may be impacted by or interested in these operations. The key contacts for consultation activities are outlined in Table 1 below.

While acknowledging the stakeholders' right to know, it is recognised that commercial confidentiality can affect the amount of information that can be given to the public, such as:

- ▶ Preliminary talks or discussions that have yet to be concluded or agreed;
- ▶ Lease provisions; or
- ▶ Items subject to confidentiality agreements.

7.1.2 Consultation Strategy and Objectives

The aim of this consultation strategy is to provide a cohesive strategy for the SEMP consultation process for the Port Managers. The consultation effort has been directed to achieving formalised objectives. Specific objectives of the consultative process are to:

- ▶ Identify all relevant community stakeholders and interest groups who have, or may have, a legitimate interest in the safety and environmental performance of the port;
- ▶ Inform, consult, involve and collaborate with stakeholders as relevant;
- ▶ Engage with the "SEMP Consultative Committee";
- ▶ Ensure adequate consultation with stakeholders is undertaken for any new projects or major changes to existing practices that have safety and environment implications; and
- ▶ Monitor, evaluate and update the consultation strategy so it remains relevant and of value to the implementation of the SEMP.
- ▶ Formal interviews of principle port stakeholders will be conducted by an external consultant every five years. The purpose of the interviews will be to identify changes to risks and hazards.
- ▶ The next interviews by an external consultant are due in August 2010.

7.1.3 Consultation Key Contacts & Roles and Responsibilities

The personnel listed in Tables 18, 19 and 20 will represent the Port Managers in conducting consultations with the SEMP Consultative Committee

Table 1 Key Contacts for Consultation Strategy

Port Organisation	Port Representatives and key roles
GeelongPort	<p>David Kenwood –Consultation Manager (Property Manager)</p> <ul style="list-style-type: none"> ▶ Key contact for the consultation process
Victorian Regional Channels Authority (VRCA)	<p>Kas Szakiel – Commercial Manager</p> <ul style="list-style-type: none"> ▶ Represent the Port organisation and assist Consultation Manager ▶ Attend meetings as required
GrainCorp	<p>Craig Cochrane—Geelong Terminal Manager</p> <ul style="list-style-type: none"> ▶ Represent the Port organisation and assist Consultation Manager ▶ Attend meetings as required
All Ports representatives	<p>Responsibilities (refer also to Table 2 below for consultation activity descriptions):</p> <ul style="list-style-type: none"> ▶ Brief Consultative Committee and other key stakeholders (as relevant) on consultation plan, activities and communications; ▶ Oversee consultation process; ▶ Attend and lead consultation activities as outlined; ▶ Attend meetings as required; ▶ Manage and record all consultation data/records, provide updates and distribute meetings minutes with actions as required; and ▶ Keep Consultative Committee and stakeholder database records up to date.

7.1.4 SEMP Consultative Committee

The SEMP Consultative Committee has been appointed by consultation to represent key stakeholders.

Membership is for two years and may be extended subject to performance assessment. The Port's Consultation Manager maintains names and contact details of committee members in a database.

The committee meets at least four times per annum. Meetings with the committee include Port Managers and other delegate representatives (including industry and agency representatives) depending on the agenda items to be discussed.

A Terms of Reference (TOR) for selection and responsibilities of committee members has been prepared and will be reviewed every two years. Listed below is a summary of the key roles and responsibilities of Consultative Committee members.

Summary of key roles of the SEMP Consultative Committee

- ▶ Take a proactive role in providing feedback to the Ports on port-related Environmental and Safety issues that may impact stakeholders, including the community;
- ▶ Provide a direct link between the community and the Ports ensuring the organisation is responsive to all stakeholder interests;
- ▶ Provide a mechanism by which Ports can understand and resolve possible issues from the perspective of various interest groups;
- ▶ Provide Ports with access to relevant information;
- ▶ Assist in liaising with general community when required;
- ▶ Become knowledgeable about the Ports' operations and activities;
- ▶ Report to Ports Consultation Manager on relevant committee business; and
- ▶ Review the annual update of the SEMP.

7.1.5 Key Stakeholders for Consultation and Communication

Ports will consult a range of immediate neighbours, local community members, landholders, interested individuals/community groups, special interest groups and agency stakeholders as appropriate.

Stakeholder Database

The Ports' Consultation Manager will maintain a database of stakeholders and current contact details, separately from this document. This database will be updated regularly.

7.1.6 Consultation Activities

The consultation strategy consists of *Consultation Activities* as described in Table 2. Each supports an objective from the Public Participation Spectrum¹ (IAP2). The spectrum indicates increasing levels of public impact and is adopted by the Port as follows:

1. **Inform** – keep all stakeholders informed.
2. **Consult** – keep relevant stakeholders informed, listen to and acknowledge their concerns and provide feedback on how their input has influenced decisions.
3. **Involve** – work with key stakeholders to ensure their concerns and knowledge are directly reflected in the decisions for the port and provide feedback on this process.
4. **Collaborate** – seek innovative input and direct advice from key stakeholders in formulating solutions and incorporate these recommendations into decisions to the maximum extent possible.

Timing for activities is provided in the right hand column.

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

¹ The Public Participation Spectrum, developed by the International Association for Public Participation is a supporting tool to determine and select the appropriate level of participation by stakeholders. It's tabular in format and identifies for each level of public engagement the goal, promise to the public and examples of tools to use.

Table 2 Consultation Activities

Objective	Activity	Stakeholders	Timing
Inform all stakeholders	Annual Community Update delivered via the website. This yearly update keeps all interested stakeholders informed of the Port's activities, providing a summary on SEMP relevant recent port operations.	All stakeholders	Annually
Inform all stakeholders	The Port's activities and relevant information including the SEMP (or part thereof, e.g. the executive summary) will be published via an Internet web page. This is managed by the Port's Consultation Manager, hosted on GeelongPort's website. www.geelongport.com.au The web page ensures commercial organisations; schools and other interest groups can source information. It contains an email address for any comments.	All stakeholders	Ongoing
Inform Port stakeholders	Significant audit findings that impact the SEMP are communicated to Port Stakeholders.	Port stakeholders	As needed
Consult all stakeholders	Communication channels are published including telephone number, email address and postal address for enquiries and feedback from stakeholders. These details are published via the GeelongPort's website. www.geelongport.com.au	All stakeholders	Ongoing
Consult with interested stakeholders by providing feedback	The Consultation Manager manages the response to stakeholder enquiries/comments and records communications. The Consultation Manager reports enquiries to the Consultative Committee if appropriate. Records of relevant communications are maintained.	Stakeholder enquiries Consultative Committee	As needed
Consult with principle port stakeholders	Formal interviews of principle port stakeholders will be conducted by an external consultant every five years. The purpose of the interviews will be to identify changes to risks and hazards. Next interviews by external consultant are due August 2015	Principle port stakeholders	Every 5 years
Involve/ Collaborate with stakeholders to ensure innovative solutions are adopted in line with views of interested stakeholders	Maintain the SEMP Consultative Committee. The committee enhances the Port's relationship with port users, neighbours and the broader community and may act as a communication channel to interested stakeholders.	Consultative Committee Community and other stakeholders	Membership review every two years

Objective	Activity	Stakeholders	Timing
Involve/ Collaborate	Meetings with the Consultative Committee and representatives from the Port and agencies etc. as appropriate to agenda items. The Port updates the committee on SEMP issues and any decisions or actions relevant to committee discussion items. The Port also receives information from the committee, particularly feedback on SEMP issues.	Consultative Committee Other key stakeholders	Committee to meet four times per year
Monitor and evaluate consultation strategy	Approved person to certify and audit Port Management Plans under Sec. 91E (5) & F (3) of the Port Management Act 1995 for Commercial and Local Ports. SEMP to be audited every two years (next proposed audit 1st July 2012). Auditor is required to forward copy of report to State Government within 21 days of audit. SEMP to be certified every four years by Environmental Auditor approved and appointed by State Government under section 53s, Environmental Protection Act 1970 (next proposed certification review 1st July 2012). Government Proposed Legislative Amendments : <i>"Consolidate auditing and certification requirements into a single audit process to take place once every three years"</i>	Consultative Committee Other interested stakeholders	Proposed Every three years Govt to confirm Govt to confirm
Monitor & evaluate consultation strategy	Monitor and review of consultation activities is a necessary part of the ongoing consultation process. An annual SEMP report is provided to the consultative committee and is published on the website.	Consultative Committee Other interested stakeholders	Annually
Update consultation strategy	Review and update of the consultation strategy based on the consultation report.	Consultative Committee	Every two years

7.2 Details of the publication and availability of the plan

The SEMP Executive Summary will be made available to the public and the SEMP (or relevant parts thereof) will be available to the Consultative Committee. Copies of the SEMP, Certification Certificates and Audit reports prepared under Sec. 91 © of the PSA are available in hard copy for authorised persons to examine from relevant agencies, e.g. DOT, MSV, EPA and WorkSafe. The documents are held at the GeelongPort Head Office, Corio Quay Road, North Geelong.

Plan endorsement by port management

For GeelongPort:

Signed:

Business Manager, GeelongPort, Patrick Ports Hastings, Ocean Islands

For Victorian Regional Channels Authority:

Signed:

Chief Executive Officer

Victorian Regional Channels Authority

For GrainCorp:

Signed:

Geelong Terminal Manager

GrainCorp

Contact details for comments/inquiries

Contact details for comments and inquiries regarding this SEMP are detailed below:

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