



Safety and Environment Management Plan

Local Ports of Port Phillip and Western Port

November 2024

Acknowledgement of Country

Victoria's network of parks and reserves form the core of Aboriginal cultural landscapes, which have been modified over many thousands of years of occupation. They are reflections of how Aboriginal people engaged with their world and experienced their surroundings and are the product of thousands of generations of economic activity, material culture and settlement patterns. The landscapes we see today are influenced by the skills, knowledge, and activities of Aboriginal land managers. Parks Victoria acknowledges the Traditional Owners of these cultural landscapes, recognising their continuing connection to Victoria's parks and reserves and their ongoing role in caring for Country.



This publication may be of assistance to you but Parks Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Authorised and published by Parks Victoria
Level 10, 535 Bourke St, Melbourne

Cover image: South Channel Pile in Port Phillip.

Amendment

Minor changes to the Safety and Environment Management Plan (SEMP) are endorsed by Parks Victoria's Regional Director Southern and Maritime Region. Any further edits which result in significant changes to the content of the SEMF will be endorsed by Parks Victoria's Chief Executive Officer.

Date	Version	Summary of Action and/or section amended
2005	SEMP for Port Phillip and Western Port	Initial SEMF document published. SEMF drafted in accordance with Ministerial Guidelines (February 2005) and the <i>Port Services Act 1995</i> .
2008	SEMP for Port Phillip and Western Port	External audit by Coffey Environments Pty Ltd. SEMF document not amended.
2013	SEMP for Port Phillip and Western Port	External audit by Landserv Pty Ltd. SEMF document not amended.
2014	SEMP for Port Campbell	Port Campbell SEMF developed; draft published for community consultation.
2016	SEMP for Port Phillip, Western Port and Port Campbell	2 nd Edition SEMF published. SEMF drafted in accordance with Ministerial Guidelines: Port Safety and Environment Management Plans, November 2012 and the <i>Port Management Act 1995</i> .
2024	SEMP for Port Phillip and Western Port	Minor currency revisions, reform Key Performance Indicator 1, and recognise the transfer of duties relating to the local port of Port Campbell.

Endorsement

Date: 21/11/2024

Matthew Jackson, Chief Executive Officer



Executive Summary

Parks Victoria is a statutory authority of the Victorian Government and the local port manager for the local ports of Port Phillip and Western Port under Section 44A of the *Port Management Act 1995* and appointed as the Waterway Manager for the port waters under Section 6 of the *Marine Safety Act 2010*.

All Victorian port managers are required by Part 6A of the *Port Management Act 1995* to have a plan to assess and control safety and environmental risks within port waters and on port land. These plans are referred to as Safety and Environment Management Plans (SEMP). The Parks Victoria SEMP provides the basis and direction for the safety and environmental management of its two local ports. As an overarching plan it references the Parks Victoria *Corporate Plan 2024–28*, *Strategic Direction 2032*, corporate strategies, plans and procedures that drive the organisation including port oversight.

Terminology

Local Port

Means a port declared to be a local port by Order in Council under section 6 of the *Port Management Act 1995* (Vic). An Order must contain a description of the port lands or waters that is sufficient to identify it and to define its boundaries.

Port Manager

The person or body appointed under section 44A of the *Port Management Act 1995* (Vic).

Waterway manager

A person or body established or constituted by or under any Act for any public purpose declared by order of the Minister under section. 6 of the *Marine Safety Act 2010* (Vic). A waterway manager is a recognised transport body, participating in the shared principles of marine safety, it is rarely charged with issues of amenity or the environment (beyond marine casualty).

Abbreviations

AMSA	Australian Maritime Safety Authority
CoM	Committee of Management
DEECA	Department of Energy, Environment and Climate Action
DTP	Department of Transport and Planning
EMP	Emergency Management Plan
EPA	Environment Protection Authority
IALA	International Association of Marine Aids to Navigation and Lighthouse Authorities
LTO	Licensed Tour Operator
MPA	Marine Protected Area
MSA	<i>Marine Safety Act 2010</i> (Vic)
OHS	Occupational Health and Safety
PMA	<i>Port Management Act 1995</i> (Vic)
RAMP	Risk Assessment and Management Plan
SEMP	Safety and Environment Management Plan
ST-V	Safe Transport Victoria (formerly of Maritime Safety Victoria)

Contents

1	Introduction	7
2	Purpose	8
3	Background	8
4	Parks Victoria's approach	9
5	Local Port Descriptions.....	18
6	Key Performance Indicators	25
7	Port activity mapping	29
8	Assessment and management of risk.....	32
9	Implementation.....	40
10	Communications & Engagement plan	41
11	SEMP review.....	43
	Appendix 1: Parks Victoria business and port systems.....	45
	Appendix 2: Crown land Reserves - PV as Committee of Management.....	47
	Appendix 3: Local port tenancy – PV as lessor	48
	Appendix 4: Harbour and mooring agreements.....	49
	Appendix 5: Target audiences and communication methods	50

1 Introduction

Parks Victoria is the appointed port manager for the local ports of Port Phillip and Western Port under the *Port Management Act 1995 (PMA)* and the waterway manager for the port waters under the *Marine Safety Act 2010*.

Local ports provide a range of economic and social benefits by providing facilities that support recreation, tourism, and commercial activities. Port Phillip and Western Port are the most heavily used recreational boating locations in Victoria (Better Boating Victoria, *Victorian Recreational Boating Strategy 2021–2030*, p.11).

Port managers have the responsibility of managing and continually improving safety and environmental performance across all aspects of local port and waterway management. The SEMP explains our risk management system. A Risk Assessment and Management Plan (RAMP) process ensures that risks are recognised, and treatment plans are implemented in a priority manner.

Local port operations are shaped by partnerships and ongoing engagement with community and stakeholders. Maintaining effective relationships with key stakeholders and government at local and state level is important to effectively oversee the diversity of activities within local ports. The SEMP outlines a plan to communicate with the local port community to ensure stakeholders and users are kept informed of and included in developing and implementing effective management outcomes.

With operational management of the local ports delivered through Parks Victoria's Southern and Maritime Region, key performance indicators have been developed to monitor management effectiveness in accordance with section 91CA of the PMA. Operational delivery is guided by a range of legislation and core strategies that shape how the local ports can be used.

This edition of the SEMP reflects machinery of government, legislative, and our operational changes. It provides Key Performance Indicators, and outlines improvements to organisational management systems which have improved the safety and environmental management of the local ports.

For enquiries relating to the SEMP please contact Parks Victoria.
Phone 13 1963 or email info@parks.vic.gov.au

2 Purpose

The SEMP aims to identify and manage significant risks to the safety of port users and the environment by using appropriate control measures that are integrated into Parks Victoria's management and operating systems.

The SEMP support's Parks Victoria's mission to provide healthy and resilient environments that are fundamental to the daily lives of Victorians. It serves to guide the community, user groups, peak bodies, tenants, partner organisations, government agencies and Parks Victoria staff.

3 Background

Parks Victoria and its predecessors have been managing local ports since they were separated from the commercial port delivery in 1988. Parks Victoria published a SEMP for Port Phillip and Western Port in 2005 as a tool to improve local port management and prioritise risk mitigation works in Victoria's busiest and most diverse local ports. Parks Victoria supported the SEMP with a risk analysis and treatment tracking system to ensure a living document with relevant currency on local port issues.

The *SEMP Ministerial Guideline: Port Safety and Environment Management Plans November 2012* (Ministerial Guideline), expands on PMA requirements for the SEMP and includes annual reporting and an external audit conducted every 3 years. The most recent external audits of this Parks Victoria SEMP were conducted in 2016, 2019, and 2022. The auditor found that the SEMP was prepared in accordance with the PMA and Ministerial Guideline, and that Parks Victoria was complying with its SEMP.

4 Parks Victoria's approach

4.1 Who we are

Parks Victoria is one of the largest local port and waterway managers in Victoria. We commenced operations on 12 December 1996 and were established on 4 July 1998 as a statutory authority under the *Parks Victoria Act 1998* (Vic) to manage Victoria's diverse parks system. Re-established on 12 September 2018 under the *Parks Victoria Act 2018* (Vic), with clear objectives and functions, we now act as a strengthened park and port management agency for the community and the environment. We care for around 18 per cent of Victoria's landmass (4.1 million hectares).

We manage this estate in partnership with Traditional Owners, government and non-government organisations, park neighbours, friends' groups, and the broader community.

Our responsible ministers are the Hon. Steve Dimopoulos MP, Minister for Environment and the Hon. Melissa Horne MP, Minister for Ports and Freight for the management of local ports.

We are committed to providing accessible, enjoyable, diverse programs and destinations while protecting and enhancing environmental and cultural values. The network of parks we manage includes national and state parks, marine protected areas, wilderness areas, metropolitan parks, thousands of Aboriginal and post-European cultural and heritage sites, major rivers and around 70 per cent of Victoria's coastline.

As specified by the *Parks Victoria Act 2018*, section 8, our functions include:

- To control and manage parks in a manner that protects, conserves and enhances the land and in a manner which provides for the land to be appropriately used, enjoyed and appreciated
- To provide services to Victorians and its agencies for the management of parks, reserves, and other land
- Develop management and other plans and strategies in consultation with the community, and undertake works, improvements and other activities
- To carry out the functions of a committee of management, waterway manager, and port manager as appointed

4.2 Our vision

Into nature to create a better Victoria.

Our purpose is to inspire Victorians to protect and enjoy our unique natural and cultural heritage. In partnership with Traditional Owners, we help connect people with Country, understand cultural heritage and contribute to human health and wellbeing.

Putting nature first today for tomorrow, we champion the importance of nature by managing, protecting, and sharing Victoria's precious places.

4.3 Parks Victoria Strategic Direction

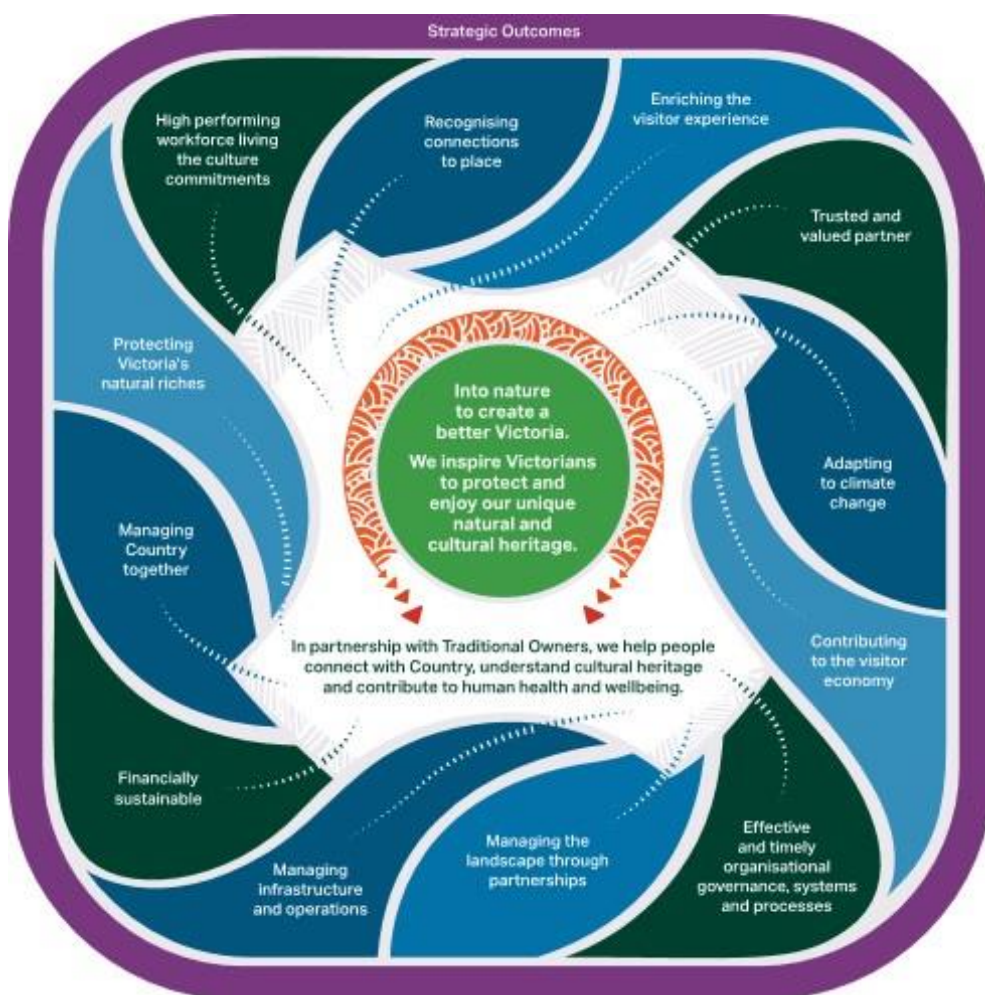
To support our legislative and Government policy obligations, long-term strategic objectives for 2024-2032 have been established for Parks Victoria which reflect the aspirations of the Land Management Strategy (2022 to 2032), the requirements of the *Parks Victoria Act 2018*, and the Minister's Statement of Obligations.

Parks Victoria's *Strategic Direction 2032* outlines the organisation's vision and strategic direction for the next decade and beyond. It articulates how we will deliver on our vision through the achievement of goals associated with four organisational themes that are compatible with local port management.

There are 12 objectives that underpin our *Strategic Direction 2032* (represented in the diagram below) incorporating the eight park management themes from the Land Management Strategy (illustrated in blue waves) and four organisational enablers (illustrated in green leaves) that are essential to our success in delivering on our commitments.

Parks Victoria has many stakeholders with many interests, our strategic direction strives to balance the 12 objectives and encourage us to work together to achieve our shared goals. More information can be found in the Corporate Plan 2024–28.

Local ports are valuable ‘blue’ open spaces that provide Victorians with diverse environmental services, commercial and recreational opportunities and preserve cultural heritage. The SEMP is directed by legislation to examine environmental and safety management. Aboriginal cultural heritage and maritime heritage are also managed under our organisation goals.



4.4 Staff safety

Safety First, Zero Injuries is Parks Victoria’s safety goal. To achieve this goal, we establish specific and measurable objectives and targets to promote continuous improvement of our safety systems and processes. All levels of line management incorporate safety into work plans, new staff are inducted into a safe practice approach, while existing members of staff are trained and supported in safety practices.

Parks Victoria uses a safety management system, which meets the obligations of the *Occupational Health and Safety Act 2004*. Occupational health and safety (OHS) policies and procedures prioritise safety in all meetings, project planning and delivery.

4.5 Co-operative arrangements

Local port and waterway responsibilities and objectives are achieved through several partnership arrangements between federal, state, and local government. Several core strategies and legislation across government departments drive and inform the service delivery. These help shape Parks Victoria's systems and process regarding how recreational and commercial activities are responsibly undertaken in the local ports, refer to Appendix 1.

Parks Victoria works closely with Department of Transport and Planning (DTP), Safe Transport Victoria (ST-V), Ports Victoria, commercial port managers, Victoria Police, Traditional Owners, Melbourne Water, volunteer organisations, licensed tour operators (LTOs), lessees, community groups, peak bodies, and research institutes.

Parks Victoria's delivery is informed by DEECA, who coordinate the Victorian Government's public land management including the seabed, foreshore reserves and oversight of community-based committees of management as well as administering the *Marine and Coastal Act 2018* (Vic).

4.6 Parks Victoria as a local port and waterway manager

Structure and relationships

Parks Victoria's operations are governed through a management structure that defines accountabilities for all members of staff and officers, who are accountable to Parks Victoria's Board, the Minister for Environment, and the Minister for Ports and Freight.

The role of the Minister

Parks Victoria is accountable to Parliament through the Minister. The Minister may:

- Give directions and exercise control over its operations
- Appoint and remove Board members (either directly or via a recommendation to Governor in Council)
- Initiate reviews of the agency's performance

The role of the Departments

DEECA is an extension of the Minister for Environment, performing a crucial role in supporting and overseeing Parks Victoria on behalf of the Minister. The Secretary to the Department has an expanded oversight role pursuant to the provisions of the *Public Administration Act 2004* (Vic).

DTP is an extension of the Minister for Ports and Freight, responsible for coordinating and providing broad strategic planning of the local port. Safe Transport Victoria (ST-V) regulates the safe operation of vessels on state waters under the *Marine Safety Act 2010* (Vic).

The Environment Protection Authority (EPA) is responsible for administering the *Environment Protection Act 2017* (Vic), containing duties such as the general environmental duty and subordinate instruments.

The role of Parks Victoria

Parks Victoria is appointed port manager for the local ports of Port Phillip and Western Port.

Port Management Act 1995 (PMA)

Section 44A of the PMA sets out local port managers functions being: the delivery of safe, effective, efficient, and environmentally considered port operations and facilities; safe navigation including aids to navigation and channels; participation in the control of marine and land pollution; and management of moorings, anchorages, and berths.

Marine Safety Act 2010 (MSA)

The MSA is focused on vessel safety and sets out a chain of responsibilities for waterway use. Parks Victoria is the waterway manager for the waters of the local ports of Port Phillip and Western Port under the MSA. Additional waterway manager responsibilities include the Yarra, Maribyrnong and Patterson rivers, ex-HMAS Canberra dive site, Lake Moodemere, and Albert Park Lake. Management of these additional waterways are not covered in this SEMP however the Parks Victoria's approach and state-wide systems work to deliver similar services to a high standard.

The functions of the waterway manager include management of vessel activity, waterway rule oversight, event and works permitting, removal and marking of obstructions, zoning, and channel maintenance. The MSA also states that a waterway manager must carry out its functions in a manner that ensures the safe operation of vessels in the waters under their control and minimise the risk of environmental damage from the operation of vessels in those waters.

4.7 Local and commercial port management

Both of the local ports managed by Parks Victoria - Port Phillip and Western Port - have adjacent commercial trading ports managed by Ports Victoria, these are the Port of Melbourne, Port of Geelong, and Port of Hastings, with additional private port operators of Geelong Port, Port of Melbourne, and BlueScope. Within these waters, Ports Victoria among other entities manage shipping trade, maintain wharfs, terminals and shipping channels, provide and monitor vessel traffic services, pilotage, tug operations, and deliver appropriate security and emergency management.

Ports Victoria is a Victorian Government statutory authority embedded in legislation including the *Transport Integration Act 2010* (Vic) (TIA), MSA and PMA. Starting operations on 1 July 2021, Ports Victoria was created from its two predecessor organisations through a Transport Restructuring Order. The *Transport Legislation Amendment (Port Reforms and Other amendments) Act 2022* (Vic) amended the TIA to incorporate Ports Victoria's functions on 1 July 2022. The TIA reformed Ports Victoria's charter to promote and facilitate trade, undertake operational activities and provide technical and consultancy services concerning the whole of the Victorian ports system.

In Port Phillip and Western Port, vessel operators and other users operate freely across much of the commercial ports, often unaware of port management boundaries and arrangements. Many recreational vessels entering commercial ports set out from and return to facilities in local ports. The commercial ports have a direct responsibility for vessel safety in their waters under the MSA and for maintaining the security of the commercial ports including restricting access to terminal areas by unauthorised recreational vessels, managed by Victorian Water Police.

Parks Victoria works closely with commercial port operators to address shared issues, ensure risk management is considered in context, management strategies such as education and compliance are effective and key messages are delivered consistently.

For further information regarding waterway management and commercial activities visit the Parks Victoria website.¹

4.8 Statement of port safety and environmental duties

Parks Victoria's operations are guided by corporate and business plans, policies and legislative obligations to provide services to the state and its agencies. The Safety and Environmental Management Plan provides a comprehensive framework for managing port safety and environmental responsibilities by linking the community, stakeholders, management, and operational procedures with the fulfilment of Parks Victoria's legislative duties. Parks Victoria as a port manager has a duty under Section 91CA of the PMA to:

- Promote improvements in safety and environmental outcomes at Victoria's ports

¹ <https://parksvic.sharepoint.com/sites/Warnawi/managingparks/localportsandwaterways/SitePages/welcome.aspx> - Internally accessible.
<https://www.parks.vic.gov.au/water-management> - Publicly accessible.

- Promote and facilitate the development, maintenance and implementation of systems that enable compliance with the various safety and environmental duties that apply to the operation of the ports
- Promote an integrated and systematic approach to risk management in relation to the operation of the port

As port manager, Parks Victoria's responsibilities include managing facilities, channels, moorings, permits, and rules to maintain standards of navigational safety and important port infrastructure. These responsibilities support a wide range of activities including domestic commercial vessels, public transport, tourism, public and commercial fisheries, recreational waterway users, sporting and filming events, and infrastructure-based sightseeing. Parks Victoria's duties also extend under other relevant legislation including the *Dangerous Goods Act 1985* (Vic), *Environment Protection Act 2017* (Vic), *Occupational Health and Safety Act 2004* (Vic), *Marine Safety (Domestic Commercial Vessels) National Law Act 2012* (Cth), and *Emergency Management Act 2013* (Vic).

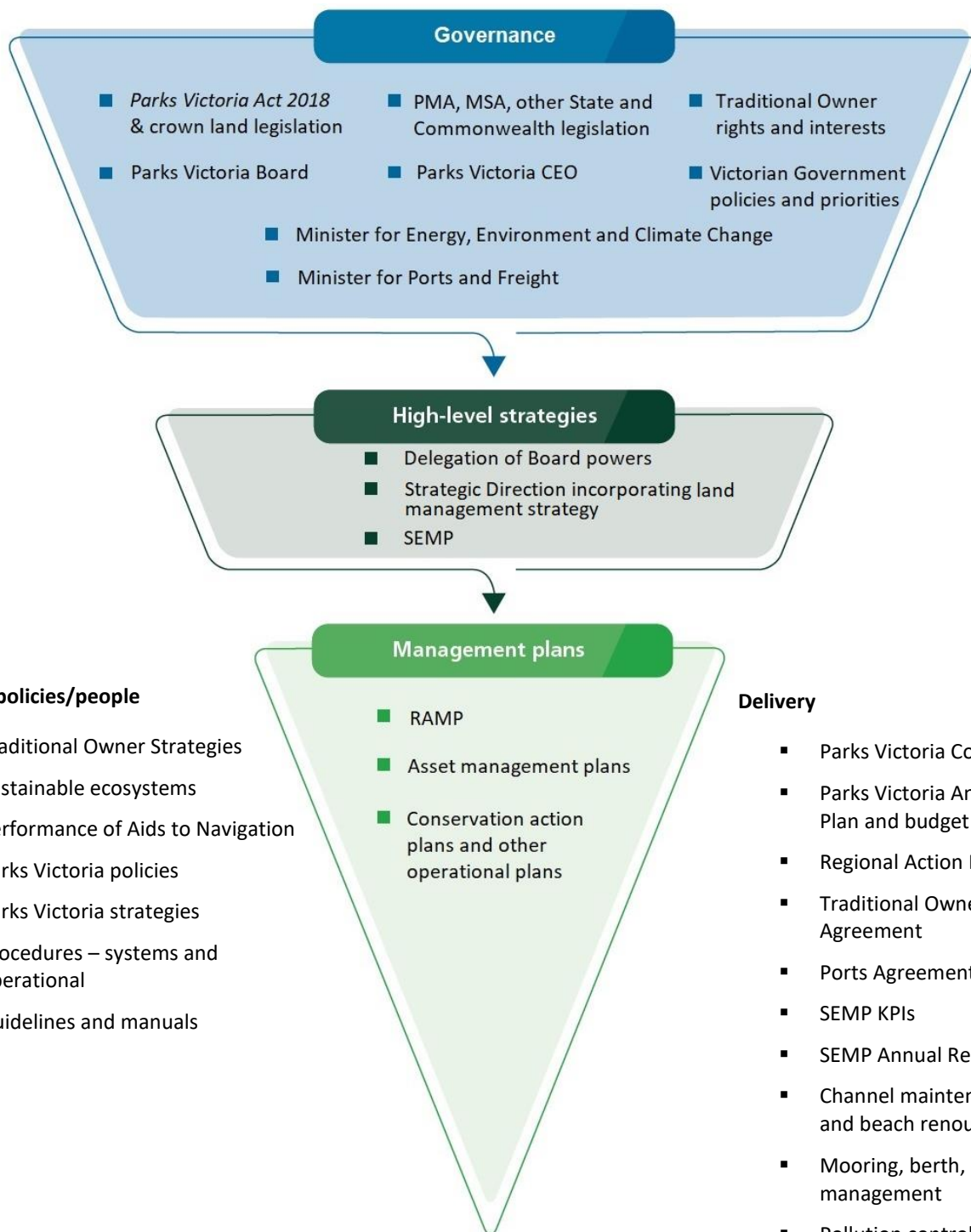
Within Port Phillip and Western Port there are areas of high environmental significance including marine national parks and sanctuaries, areas of international significance, migratory bird treaties, and the natural interfaces between shoreline reserves and the marine environment, collectively referred to as marine protected areas (MPA), and special management areas (SMA). Parks Victoria manages these areas and values under other legislation and agreements that include the *National Parks Act 1975* (Vic), *Environment Protection and Biodiversity Conservation Act 1999* (Cth), *Wildlife Act 1975* (Vic), *the Ramsar Convention on Wetlands 1971* (UNESCO), and *Flora and Fauna Guarantee Act 1988* (Vic).

4.9 Organisational structure

Parks Victoria is established under the *Parks Victoria Act 2018* and has accountabilities to the Minister for Environment, DEECA and Minister for Ports and Freight, DTP. The following diagram illustrates the relationship between key powers, legislative functions, and port processes.

Below the Chief Executive Officer, the organisation is split into divisions, each managed by an executive director to achieve responsibilities and functions:

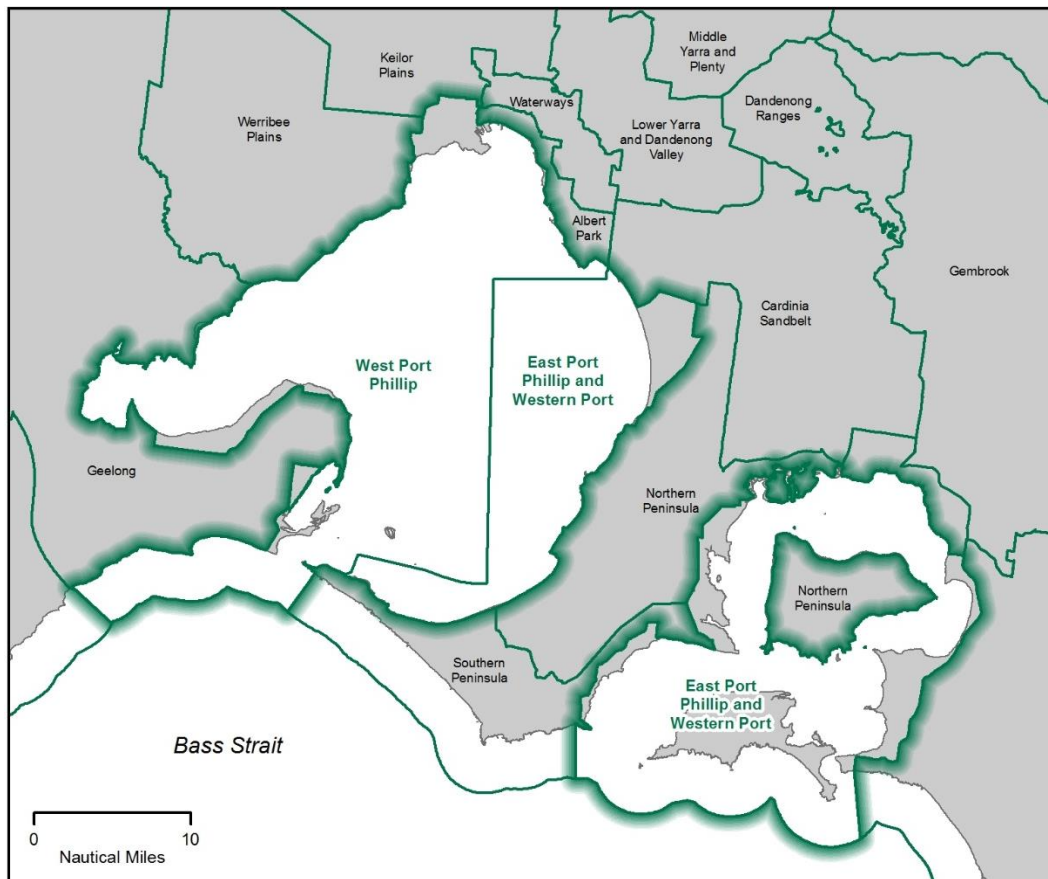
- Conservation and Planning
- Operations
- Infrastructure
- Visitor Experience
- Corporate Services



4.9.1 Local port operational management

Operational management of the local ports is delivered through the Operations Division - Southern and Maritime Region. Regions are made up of districts, each managed by a District Manager with Area Chief Rangers responsible for sections of the ports within their management boundary. To ensure effective and efficient port management, the local teams are responsible for the day to day operations of the local port such as berth and mooring management, compliance activities and stakeholder engagement.

The local ports are split into two management areas: West Port Phillip and East Port Phillip-Western Port.



A specialised Regional Operations Team provides expertise to support operational teams to deliver port management functions as defined in the PMA and MSA including:

- Provision of services to ensure compliance with the PMA and SEMP Ministerial Guidelines
- Maritime asset condition monitoring, design, and management advice
- Management of aids to navigation, notices to mariners, and dredging
- Coordination of marine permits, rules, and authorities
- Planning and delivery of minor works

Delivery of capital asset replacement projects (e.g. pier and jetty replacement works) is managed through Parks Victoria's Infrastructure Division.

4.10 Accountabilities

Organisational programs and accountabilities are described through the business planning tools and delegation register. Key outcomes of the SEMP are local port accountabilities and implementation of risk treatments as set out in the Risk Assessment and Management Plan (RAMP). The RAMP identifies responsibilities and timeframes for treatments and actions. This document is stored in Parks Victoria's document management system and is available to staff via the internal website and external website.

Business and operational planning

Business and operational planning within the local ports is delivered in accordance with the Parks Victoria Strategic Direction 2032. The following diagram explains the relationship between the Vision and the delivery of activities by staff.



In addition to the Parks Victoria Annual Business Plan and Budget the Department of Transport and Planning (DTP) require Parks Victoria to prepare a Local Ports Program Plan. The Local Ports Program Plan, is approved by the Board and provides direction regarding the allocation of resources for the operation of the local ports for the year ahead and informs the funding agreement with DTP.

The Local Ports Program is one of many mechanisms used to exchange information with DTP regarding the prioritisation of asset replacement and to communicate challenges Parks Victoria has in delivering local port management.

These strategies and plans are referenced in the development of a Southern and Maritime Regional Annual Plan, which drives individual staff work plans for the delivery of the ports program and SEMP outcomes. This approach ensures delivery is integrated with the broader organisation, and with appropriate support. Operational delivery is regularly reviewed and reported on using a line management approach.

Delegations

Parks Victoria's Board may delegate functions and powers to appropriate positions (s.13, *Parks Victoria Act 2018*; and s.44C, PMA). This ensures staff have sufficient authority to undertake their responsibilities in a lawful, effective, and efficient manner. This is documented in the Delegations Register, published on Parks Victoria's internal site, which is updated on a regular basis to ensure that it is meeting business needs.

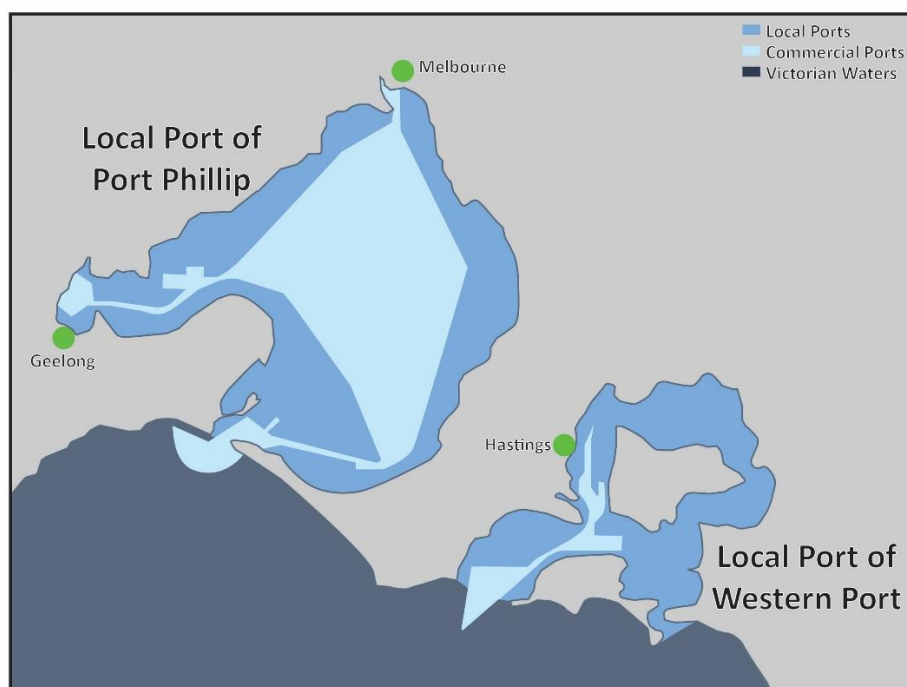
The PMA also enables a port manager to access certain powers and functions of a Harbour Master as specified in the MSA. Parks Victoria's Board has delegated these powers and functions to specific positions within the organisation.

Importantly, Parks Victoria staff can exercise the powers delegated to them only where the powers do not contradict their responsibilities to Parks Victoria, or any limitations imposed by the internal delegation. An officer must produce their port identity card before or during the exercise of a port management power (reg. 24, PMLPR).

The table below summarises general Parks Victoria roles and responsibilities in relation to safety and environment.

Position	Responsibilities	SEMP accountability
Chief Executive Officer	Lead the organisation to achieve Board strategic objectives	Endorses SEMP
Executive Director	Lead divisions and directorates in the delivery of strategic objectives	SEMP preparation and delivery
Regional Director	Lead the delivery of a regional operation or major output to achieve corporate objectives	Assigns resources and priorities
Manager Regional Operations	Lead the delivery of a defined function or project in support of delivering corporate and/or business plan objectives	Program overview and coordination
District Manager	Lead the delivery of a defined function or project in support of delivering corporate and/or business plan objectives	Prioritising risk modification actions
Area Chief Rangers	Lead a team or defined activity	Coordination of risk modification actions Operational management and stakeholder interaction
Rangers	Permanent or fixed term positions undertaking operational duties supported by Ranger Team Leaders and Area Chief Rangers. Dedicated Marine Rangers operate vessels and deliver port services	Risk modification actions

5 Local Port Descriptions



Local ports consist of specified waters and lands which are approved by the Governor in Council on the recommendation of the Minister for Ports and Freight and published in the Victorian Government Gazette. The local ports land managed by Parks Victoria are Crown land reserves created under the *Crown Land (Reserves) Act 1978* (Vic) for which Parks Victoria is appointed as the Committee of Management (see Appendix 2).

Parks Victoria manages port infrastructure facilities across a diverse range of commercial and recreational activities which include swimming, in-water pursuits and infrastructure or vessel-based experiences. Managing the interaction between these activities and the infrastructure that supports them is complex and resource intensive.

Infrastructure use varies dramatically across the ports, and along with changing asset use and aging infrastructure there is pressure to rationalise and redesign traditional structures. Our local ports include 41 piers and jetties, 3,140 moorings and berths, 1,000 aids to navigation, 12 dredged channels, as well as additional harbours, slipways, breakwaters, sea walls, heritage assets and launching sites.

Beyond ensuring waterway user safety and environmental standards, each port contributes to the community identity, landscape, and amenity, providing considerable social, environmental and economic benefits. In managing the two local ports, we play a crucial role in the supporting the state economy.

There are currently 448,422 boat license holders and 203,062 registered powered vessels in Victoria.² Almost 700,000 Victorians regularly participate in boating, with Port Phillip and Western Port representing the most frequented waterways in the state. Our two local ports combined receive approximately 83.52 million visits per year.³ Recreational boating is a key economic driver in Victoria, generating nearly \$8 billion annually in direct and indirect economic activity.⁴

² Safe Transport Victoria, *Boating Vic Application*, <<https://www.boating.vic.gov.au/home>>, accessed 21 August 2024.

³ Port Phillip comprises 86% of visitation. Parks Victoria, *Visitor Number Monitor 2022/23*.

⁴ Better Boating Victoria, *“Charting The Course: Victorian Recreational Boating Strategy 2021-2030”*, 2021, p. 6, 9, 11, 13.
Parks Victoria Safety and Environment Management Plan – Port Phillip and Western Port 2024

Parks Victoria provides key services to industries through the management of essential infrastructure, dredging, moorings, berthing, and navigation assets. Access to local ports enables commercial fishing and aquaculture activities to operate at coastal communities, benefiting food producers and consumers. Provision of landings, berths, moorings, and safe harbours for commercial vessels is an essential service to these operations which include tourism, ferries, and ship resupply.

Local ports are also a natural and built hub for a range of seasonal activities. While weather can also influence the local ports delivery, there are a cluster of activities that operate year-round such as commercial vessel operations, fishing, swimming, diving, and recreational boating.

The marine and coastal environments within our local ports are of high importance, characterised by a high level of endemic southern shore species, and marine habitats that are internationally recognised for their diversity and conservation significance. This includes flora from the smallest seagrass meadows, providing fish nurseries, mangroves which stabilise the coastline, and rocky reefs that provide an anchoring point for kelp and sponge gardens.

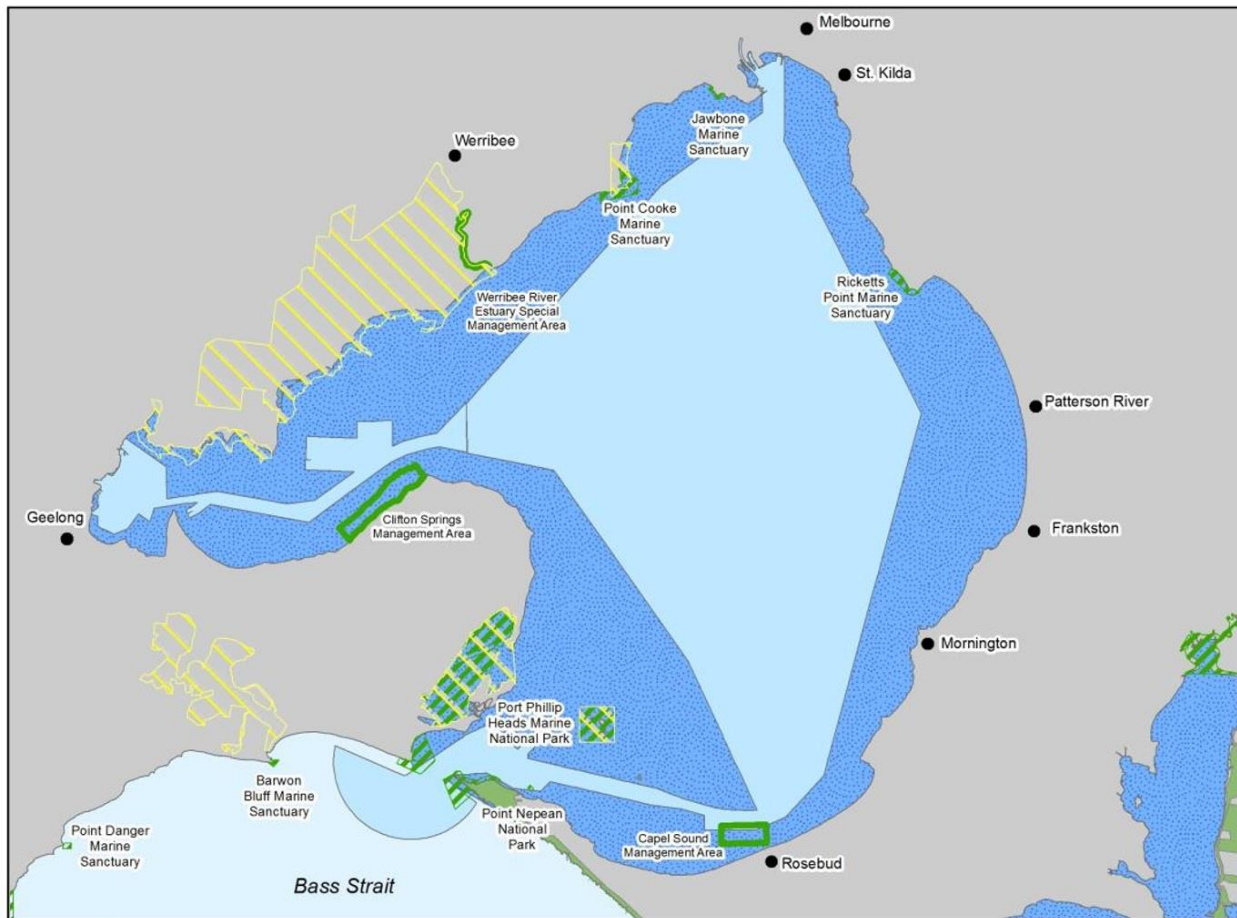
The distribution and complexity of how these habitats interact is detailed in a state-wide database. This database captures themes such as bathymetry, geology, habitats, threatened species, and management boundaries in a multitude of layers. Information is constantly being updated across government and can be utilised by Parks Victoria staff to inform local port management.

5.1 Local port of Port Phillip

Port Phillip is a dynamic and heavily utilised port that features a unique range of marine activities and environments. The port is used year-round, receiving approximately 72-million visits per year with numbers peaking during the warmer months and fish migrations. The variable Melbourne weather featuring cold water in the winter, and a succession of fronts and stronger winds shapes visitor behaviour, which sees most water activity opportunistic with the exception of some fishing and sailing activity.

There are a wide variety of port users and at times competing and conflicting user activity types. Users can often be unaware of the needs of other groups or potential risks that their activities create. Cooperative arrangements between the local port manager, government, private sector, clubs and sporting bodies, and volunteers support the port delivery.

There is a growing appreciation of the environmental, recreational, and commercial services offered. Over 1,300 marine plant and animal species call these waters home and are protected in a series of easily accessible marine protected areas that attract local and international visitors. A strong set of legislation and strategies help protect the port's natural resources while local governments actively invest in enhancing foreshore amenities.



Local Port of Port Phillip

25/11/2015

Coordinate System: GDA 1994 MGA Zone 55

Projection: Transverse Mercator

Datum: GDA 1994



Disclaimer: Parks Victoria does not guarantee that this data is without flaw of any kind and therefore disclaims all liability which may arise from you relying on this information.
Data source acknowledgements: State Digital Mapbase, The State of Victoria and the Department of Environment, Land, Water and Planning

- Local Port of Port Phillip
- Victorian Waters
- Commercial Port Waters
- Marine Protected Area
- RAMSAR Wetlands
- Special Management Area
- National Park



2,688
Moorings & Berths



29
Piers and Jetties



8
Dredged channels



4
Marine Protected Areas



650
Aids to Navigation



94
Waterway rules & set asides



8
Aquaculture Fisheries Reserves



2
Adjacent commercial ports



10
Local Government Areas

Characteristics of the Local port of Port Phillip

- The local port includes a significant portion of Victoria's largest embayment, and is bisected by commercial port waters and shipping lanes
- Adjacent to Australia's busiest container port – the Port of Melbourne, and major commodities port – the Port of Geelong is located within Port Phillip
- Year-round destination for local, regional, national and international visitors pursuing a range of water-based recreational activities that include fishing, diving swimming, surfing, sailing and the use of piers and jetties.
- Shallow but mostly navigable, typical depth is 8m deep. Maximum depth is 24m
- Subject to strong tidal streams in the south due to a single narrow entrance to the bay, The Rip extends between Point Lonsdale and Point Nepean
- Eastern section is characterised by sandy beaches extending from St Kilda to Portsea. Seasonal longshore drift carries sand along the beaches. Structures and erosion control can however prevent the movement of sand to popular beaches and beach renourishment is necessary
- Western side features a variety of beach types, including sandy and sandstone rocky beaches. Popular locations include Queenscliff, St Leonards, Indented Head, Portarlington, Werribee, Altona, and Geelong's Eastern Beach
- Numerous sandbanks and shoals in the southern section of the bay, with parts of the adjacent commercial port's South Channel requiring periodic maintenance dredging
- Shipping movements in the adjacent commercial port, including cruise ship visits, with some to the local port
- Five islands: South Channel Fort, Popes Eye Annulus, Mud Islands, Duck Island and Swan Island
- Almost the entire coastline of Port Phillip is public land managed by many different public land authorities
- Includes some freehold property, such as Martha Cove and a large number of private jetties
- Numerous recreational dive sites and about 175 heritage wrecks and sites
- Commonwealth Defence Facilities at Point Wilson, Point Cook and Swan Island, and two areas of either permanently or periodically declared Naval Waters
- Over 100 Licenced Tour Operators (LTOs) and charters provide organised recreational activities and on water commercial services including a vehicle and passenger ferry linking the Mornington and Bellarine Peninsulas
- Large boating hubs, mooring grounds, and marinas include Blairgowrie-Sorrento, Rye-Safety Beach, Mornington, Patterson River, Sandringham, Brighton, St Kilda, Docklands-Yarra River, Williamstown, Altona, Werribee, Geelong, Portarlington Harbour, and Queenscliff Harbour
- Maritime precincts located at Williamstown and Geelong
- Navigable tributaries with regular vessel traffic include Kananook Creek, Patterson River and Lakes, Mordialloc Creek, Lower Yarra River, Maribyrnong River, Kororoit Creek and Werribee River
- Car and passenger ferry connecting Sorrento and Queenscliff utilises a berth with a vehicle loading/unloading facility; and high-speed passenger ferry connecting Portarlington, Geelong and Docklands
- Commercial aquaculture and fishing fleets operate out of Portarlington, Queenscliff, and Mornington harbours

Niche habitats

- Ramsar Convention wetland areas (Western Shoreline and Bellarine Peninsula)
- Seabird and seal habitat at South Channel Fort, South Channel Pile Light, Chinamans Hat, Mud islands, and Popes Eye Annulus
- Established breakwaters are home for a variety of wildlife, St Kilda Harbour Breakwater is home to a resident colony of 1,400 Little Penguins. Port Phillip is an important feeding ground for Little Penguins
- Wetlands, rock walls, and breakwaters inhabited by Rakali
- Habitats that are often tidal and are susceptible to marine pollution and shoreline erosion
- Ticonderoga Bay Dolphin Sanctuary that has specific regulations that provide a higher level of protection to the dolphins within the sanctuary
- A unique subspecies of Burranan Bottlenose Dolphins plus Common Dolphins are present
- Popular diving sites at Portsea, Mornington, St Leonards, and Blairgowrie break-walls
- Shipwrecks including the 'Eliza Ramsden' near Point Nepean, the 'Ozone' and 'Dominion' at Indented Head, and the 'Clarence' and 'Johanna' near St Leonards
- Six artificial recreational fishing reefs off Carrum, Aspendale, Seaford, Frankston, Portarlington, and Altona
- Mangroves and salt marsh habitats for sea birds and marine life in the north and west shorelines
- Special Management Areas that include Clifton Springs, Werribee River estuary and Capel Sound

Port waters

Parks Victoria is appointed as port manager as defined by Victorian Government Gazette, S227, 19 September 2007 and Governor in Council Order made Tuesday 5th May 2009. The local port of Port Phillip (including the navigable reaches of smaller creeks and tributaries) is comprised of the waters of Port Phillip as described in the Victoria Government Gazette G25, 26 June 1997, pp. 1454. This includes the waters of the navigable rivers and creeks flowing into Port Phillip including the Werribee, Maribyrnong and Patterson Rivers, and Mordialloc and Kananook Creeks. Regarding the Yarra River, the local port was limited to waters downstream of Victoria Dock as per Victoria Government Gazette, G51, 21 December 2000, pp. 3047, later amended to include the waters of the Maribyrnong River to Shepherds Bridge (Footscray Rd) by Victoria Government Gazette G42, 18 October 2012⁵. The waters in the shipping channels (commercial port waters) connected to the Port of Melbourne and the Port of Geelong overlap with local port waters. In these areas of overlap Parks Victoria's functions as the local port manager are restricted, as described in the Victoria Government Gazette S231, 20 September 2007. The effect of the restriction is that Parks Victoria does not manage shipping and boating activities in commercial port water.

Port land

Port land within the local port of Port Phillip includes all public jetties and piers for which Parks Victoria is the committee of management, appointment published in the Victoria Government Gazette G8, 29 February 1996, pp. 487. 24 separate Crown land reserves are managed by Parks Victoria as Committee of Management, where port infrastructure is located – see Appendix 3. Gazettes are maintained in a database where amendments may be collated.

⁵ Revoking and formalising the declaration of Port Phillip to include West Channel in PV waters by Victoria Government Gazette G43, 23 October 2008, pp. 2516 (revoked). Declaring the port waters coloured blue on plans numbered LEGL./12-105, LEGL./12-106 and LEGL./12-107 lodged in the Central Plan Office of the Department of Sustainability and Environment to be the port waters of the port of Melbourne and the port of Melbourne waters. Parks Victoria Safety and Environment Management Plan – Port Phillip and Western Port 2024

5.2 Local port of Western Port

Western Port is a unique combination of natural values, small coastal centres, and heavy industry. A large portion has international significance, as one of the most important destinations on the Ramsar flyways for migratory birds. Mangroves and tidal flats fringe much of the coastline, which present important feeding and roosting areas for birds.

A network of ramps and small vessel channels support year-round boating and fishing, receiving approximately 12-million visits per year. Deep channels lead from Bass Strait into the western section of the port, giving access to the facilities utilised by commercial shipping and irregular cruise liners.

Mariners require a reasonable skill level to operate in waters with a large tidal variation, strong currents, reefs, drying mud flats, and beaches exposed to the open sea and swell. Powerful swells shape sandy beaches and rocky points from Flinders to Sandy Point and from the Nobbies to Ventnor.



Local Port of Western Port

25/11/2015

Coordinate System: GDA 1994 MGA Zone 55
Projection: Transverse Mercator
Datum: GDA 1994



Disclaimer: Parks Victoria does not guarantee that this data is without error of any kind and therefore disclaims all liability which may arise from you relying on this information.
Data source acknowledgements: State Digital Mapbase, The State of Victoria and The Department of Environment, Land, Water and Planning



	500 Moorings & Berths		11 Piers and Jetties		4 Dredged channels
	3 Marine Protected Areas		350 Aids to Navigation		21 Waterway rules & set asides
	1 Aquaculture Fisheries Reserves		1 Adjacent commercial port		4 Local Government Areas

Characteristics of the local port of Western Port

- Second largest bay in the State, formerly a major river drainage estuary
- Adjacent commercial ports and shipping lanes on the west and north arm for the import/export of oil, liquid petroleum gas, steel and unleaded petrol
- Protected deep water anchorage for shipping in the East arm (between French and Phillip Islands)
- Large tidal range with several natural tide-dependent channels provide access for boats to the northern reaches
- Extensive low tide mud flats, reefs, and banks that have breaking waves during larger swell events. Relative seamanship is required
- Boating hubs and marinas include Flinders, Stony Point, Hastings, Yaringa, Warneet, Tooradin, Corinella, San Remo, New Haven, Rhyll, and Cowes
- Tributaries include Bunyip River, Lang Lang River, Bass River, Cardinia Creek, Merricks Creek, Redbill Creek, Mosquito Creek, Brella Creek, and Tankerton Creek
- Year-round destination for visitors pursuing a range of water-based recreational activities such as fishing, diving, swimming, surfing, sailing, and pier use
- Adjacent land to the north is experiencing significant urban growth and is used for farming
- Populations of Australian Fur Seals, Dolphins and Weedy Seadragons (State marine emblem)
- HMAS Cerberus tri-services base at Crib Point with access to Hahn Inlet and adjacent waters designated restricted Commonwealth Naval Waters
- A passenger ferry service connecting Stony Point, Tankerton, and Cowes
- A barge service moving vehicles and machinery between French Island and Corinella
- Includes some freehold property e.g., BlueScope Steel and a small number of private jetties
- Several recreational dive sites and over 31 heritage wrecks and sites
- There are other public land managers within the local port waters who manage boating infrastructure such as boat ramps and marinas, such as Hastings, Yaringa, and Newhaven
- 40 popular surf breaks between Balnarring and Flinders, and Ventnor to the Nobbies

Niche habitats

- The sea floor is complex, diverse, and shaped by the wind and tides. It includes seagrass meadows, rock platforms, reefs, and channels with shifting mud and sand
- A diverse range of 16 islands, drying banks, and reefs. Phillip Island, French Island, Elisabeth Island, Sandstone Island, Quail Island, Chinamans Island, Reef Island, Middle Bank and Snapper Rock. These areas experience less pressure from introduced predators

- Extensive mangroves north of Sandy Point and Newhaven provide habitats for a wide range of flora and fauna
- Special Management Areas that include Crawfish Rock, Rhyll, San Remo Reef, and Honeysuckle Reef
- Habitats that are often tidal and are susceptible to marine pollution and shoreline erosion
- Popular dive and snorkelling sites at San Remo, Phillip Island, and Flinders Pier

Port waters

Parks Victoria is appointed as the local port manager as defined by Victorian Government Gazette, S227, 19 September 2007 and Governor in Council Order made 5 May 2009. The waters of Western Port including the navigable rivers and creeks flowing into Western Port Bay, excluding the commercial port waters of the Port of Hastings, as described in the Victoria Government Gazette, G8, 29 February 1996, pp. 495.

Port land

Port land with the local port of Western Port includes all public jetties and piers for which Parks Victoria is the committee of management, appointment published in the Victoria Government Gazette G8, 29 February 1996, pp. 487. 11 separate Crown land reserves are managed by Parks Victoria as Committee of Management, where port infrastructure is located – see Appendix 3. Gazettes are maintained in a database where amendments may be collated.

6 Key Performance Indicators

Parks Victoria provides services for the Minister for Environment and the Minister for Ports and Freight, under a management agreement with DEECA and by annual agreement with DTP. The performance targets and measures included within these agreements shape the focus and resourcing of the corporate and business plan. As a result, the local port delivery is influenced by several higher order performance measures.

Parks Victoria's Corporate Services Division (Business Strategy and Performance Team) assists with the development and maintenance of organisational Key Performance Indicators (KPIs) to ensure that they remain consistent with Parks Victoria's organisational vision, values, objectives and responsibilities. These are documented and communicated through the Parks Victoria Corporate and Annual Business Plans.

SEMP Key Performance Indicators enable Parks Victoria, as the local port manager, to assess the extent to which the implementation of the SEMP achieves the safety and environment management objectives as set out in s. 91CA, PMA. KPIs provide a clear direction for prioritising actions and resource allocation.

6.1 Department of Energy, Environment and Climate Action - management services agreement

The purpose of the management services agreement is to detail the arrangements between the Secretary, DEECA and Parks Victoria for the management of the parks and reserves estate. At its core, the agreement provides direction in the areas of environmental management, fire prevention, fire and emergency response, access and use, asset management, cultural heritage and compliance. The agreement is significant for Parks Victoria's local ports delivery because it also sets KPIs for the organisation and confirms that the majority of Parks Victoria's business outcomes are delivered on behalf of Secretary of DEECA, therefore underpinning the structure and delivery model of the organisation.

6.2 Department of Transport and Planning - Funding agreement

On an annual basis, Parks Victoria and Department of Transport and Planning (DTP) enter into a funding agreement based on a Local Port Program Plan prepared by Parks Victoria. An intent is to enter into a management agreement that focuses on Parks Victoria's role as port manager, outlining the accountabilities and funding provided to deliver port management services for a five-year period.

6.3 Parks Victoria's corporate and business plan KPIs

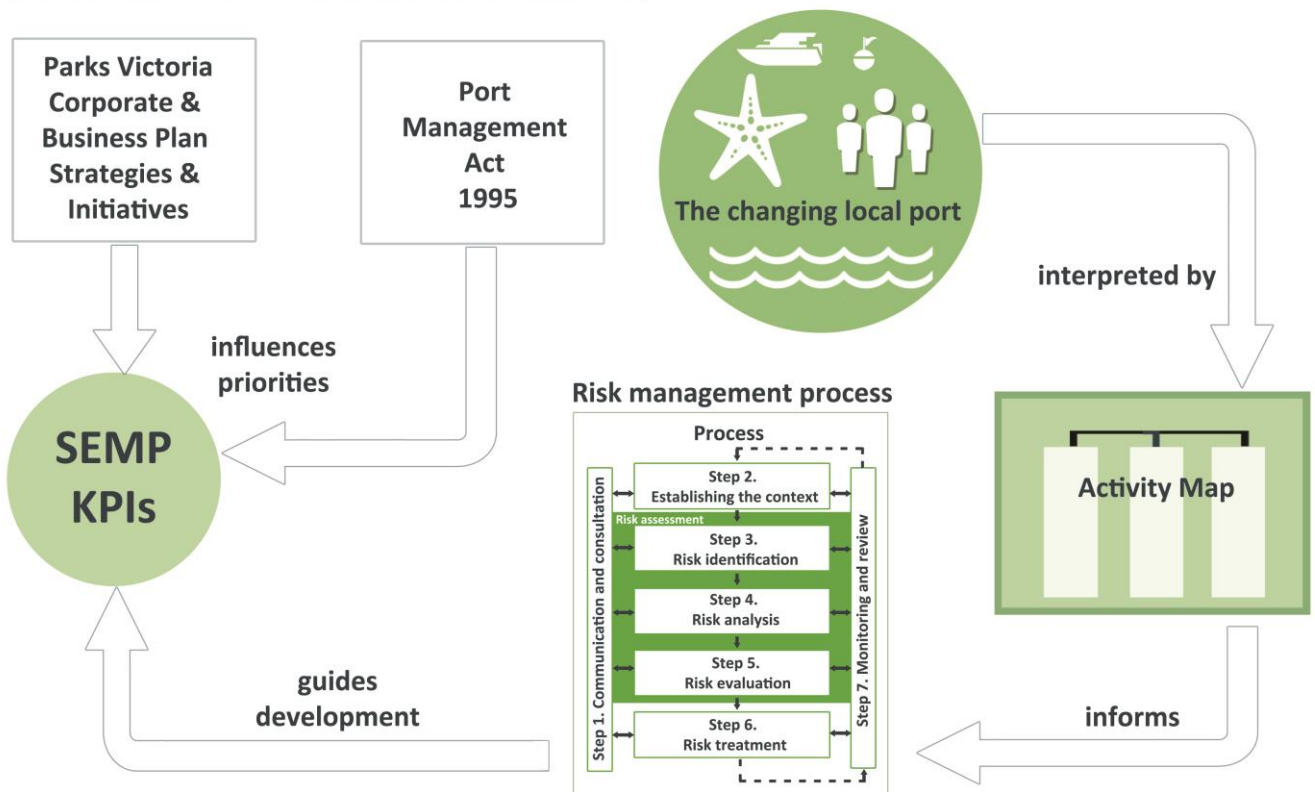
Whole of organisation KPIs are described in the Corporate Plan and Annual Business Plan. The business plan component is reviewed annually in Parks Victoria's publicly available annual report. They will therefore not be duplicated or reported on through the SEMP.

The current KPIs that relate specifically to local ports are:

- Level of satisfaction of visitors to local ports
- Number of visits to piers, jetties and bays
- Percentage of bay assets in average to excellent condition
- Number of visits to parks through licensed tour operators
- Parks Victoria establishing a 'Safety First' culture. The target for Total Recordable Injury Frequency Rate (TRIFR) is 11.5
- Parks Victoria continuing to work with partners to generate additional revenue to those provided through general appropriations

The following diagram summarises the primary influences on SEMP KPIs. Local port activity mapping and the risk management process are developed in subsequent chapters.

SEMP KPIs



SEMP key performance indicators

The SEMP Key Performance Indicators (KPI) tabled below are maintained in accordance with SEMP planning objectives under the PMA, section 91CA. These indicators provide specific measures to ensure port management activities within the control of Parks Victoria are environmentally sustainable, promote continuous safety improvement as far as is reasonably practicable, recognise best practice standards, and operate consistently with the standards for Victorian local port management.

#	KPI	Measure / Action	Position responsible	Targets
Objective (a) Promoting improvements in safety and environmental outcomes at Victoria's ports.				
1	Contractors undertaking safe, compliant work within our local ports	Audit work sites within the local ports to ascertain compliance with PV issued works permit conditions	Area Chief Rangers assisted by the Permit & Port Services Officer	10% of annual works permits
Objective (b) Improvement of stakeholders, tenants, licensees and service providers' understanding of environment and safety best practices within the local port.				
2	Maintain a local port stakeholder database inclusive of tenants, partner organisation and authorities, councils, major pressure groups and individuals contributing to local port discussions	Number of reviews annually of three databases relevant to Port Phillip and Western Port	Port and Maritime Governance Officer	1
3	Digital publication of an annual local ports e-newsletter	Number of page hits and downloads of e-newsletter to inform of any changes in port management practices and provide relevant guides to best practice. Emailed to stakeholders, tenants, and made available on Parks Victoria web page	Manager Regional Operations	50
Objective (c) Promoting an integrated and systematic approach to risk management in relation to the operation of the port.				
4	Inclusion of local port risk issues and SEMP KPIs as a standard agenda item for in District Management Team meetings	Number of targeted and agenda-based discussions of local port risk issues and SEMP KPIs at District Management Team meetings annually	Manager Regional Operations assisted by District Manager	3
5	Facilitate local ports risk workshop to review existing risks and priorities. Incorporate internal and external incident report data	Annual workshop inclusive of field based and technical staff members (prior to annual SEMP reporting) to review new and standing risks and prioritise hazard treatments. Summary of risks consistent with Parks Victoria's GUI-131 Risk Management Guideline with treatment strategies and response approved within delegations	Port and Maritime Governance Officer assisted by manager	1

#	KPI	Measure / Action	Position responsible	Targets
6	Conduct SEMP Steering Committee meetings	Number of meetings each year to review/ modify /endorse prioritisations of existing and arising risks. Internal governance of SEMP publication and document control	Manager Regional Operations assisted by Port and Maritime Governance Officer	4
7	Reliable operation of Aids to Navigation in Parks Victoria's local ports	Categorised aids to navigation that meet Safe Transport Victoria's <i>Standard for Aids to Navigation on Victorian State Waters 2012</i> Category 1 – Vital – Availability 99.8% Category 2 – Important – Availability at least 99% Category 3 – Necessary – Availability at least 97%	District Manager assisted by Navigation and Ports Officer	3

6.4 KPI reporting

Whole of organisation KPIs are outlined in Parks Victoria's three-year corporate and business plans. SEMP KPIs are analysed in the SEMP Risk Assessment and Management Plan (RAMP), described subsequently, and document:

- Identified risks
- Actions and tasks
- Resourcing
- Allocation of responsibility to appropriate position within the organisational structure

Annual review and reporting of SEMP KPIs occurs in the below table format to assess the effectiveness of port management in achieving safety and environmental objectives.

Target met	✓	Target has been met or exceeded within agreed timeframes
Target not met	X	Target has not been met – exceeds 5% variance
	(X)	Target has not been met – within 5% variance
No result	◆	Recorded as unmeasured

7 Port activity mapping

The local ports provide opportunities for a large variety of activities. The intensity of use, interaction between activities, conditions and the port geography can influence the number of risks and their rating. The activity map below provides an overview of activities in the local ports.

Predicting usage and risk at specific locations is complex and evolving but generally comprises factors such as frequency, consequence, environmental, infrastructure, behavioural, conflicting user groups, sporting clubs, emerging marine technologies, and established incident data. Risk and hazard management can include behavioural change through information and education along with enforcement, safety equipment and zoning rules.

Marine safety is a shared responsibility in Victoria, where a duty to eliminate or reduce a risk sits with the person or entity most able to do so. This includes port managers, marine designers, manufacturers and suppliers, contractors and safety workers, boating event managers, vessel masters, and passengers (MSA chpt. 2).

Responsibility for the safe conduct of local port activities can be the sole responsibility of Parks Victoria (such as the provision of aids to navigation), or a shared responsibility (such as the cooperative management arrangement for marine pollution response with DTP, Ports Victoria, and Emergency Management Victoria).

The activity map provides a thorough starting point for exploring the range of activities that might occur in a specific area within the local ports.

7.1 Activity map

Local port users		
Swimmers	Commercial	- Commercial ports, shipping, cruise liners - Port management (infrastructure maintenance and delivery) - Scientific, training, and education activities - Commercial vessel operators, ferries, hire-and-drive vessels, carters (tourism, fishing, diving, sailing) - Resource industries (fishing, aquaculture, seawater extraction) - Licensed Tour Operators - Marinas, boatyards, slipways - Waterfront businesses, tenants (clubs, services, retail) - Government and defence
	General	- Swim from bank/shore/boat/ infrastructure - Snorkelling
	Specialist	- Scuba - Spear fishing - Nature-based (dolphin & seal tour) - Sporting, club activities (training & competition)

Infrastructure-based	Access to water	• Boat ramps, rigging & launching areas • Managed beaches • Piers & jetties • Heritage assets • Breakwaters, groynes, & sea walls • Pontoons, gangways • Stairs, ladders • Fishing platforms
	Powered	• Displacement vessels • Planing vessels, fast craft, towed sports (water-skiing, tubes, wakeboarding) • Personal watercraft • Fun craft (water jet aerial devices, powered surfboards) • Hovercraft, seaplanes
	Sail	• Keel boats • Trailable yachts • Dinghies and off-the-beach catamarans • Heritage ships • Kiteboards & windsurfers
Vessel-based	Human-powered	• Canoes & kayaks (touring, sea, sit on, surf) • Stand up paddle boards • Rowing boats • Dragon-boats • Inflatable toys

Note: Local residents may or may not be local port users and are often keen to maintain the amenity of the local port.

7.2 Partnership approach

The activity map assists the identification of likely activities for a site. Generally, these activities are managed using partnerships to inform and guide behaviour. The following table highlights key partners associated with the delivery of safety and environmental outcomes.

Activity	Key partnerships	Key safety considerations	Key environment considerations
Infrastructure Based	Local Government DTP DEECA	- Access to and from infrastructure - Jumping and diving from heights - Construction codes - Aids to navigation - Permitted works, set asides, navigation directions, exclusion zones, notice to mariners - Local laws - Placement in the context of the broader foreshore and vessel navigation - Personal safety – handrails, ramps, ladders, lighting, cameras - Construction and maintenance approach - Appropriate event management	- Litter management - Fishing waste management - Need for dredging to support the infrastructure - Construction and maintenance impacts
Swimming	Local Government Safe Transport Victoria Victorian Water Police Life Saving Victoria Environment Protection Authority	- MSA & Vessel Zoning and Operating Rules - Separation between vessels and swimmers - Access to, in and out of the water - Signage - Lifesaving services - Emergency services access - Beach and in water hazard management - Appropriate event management	- Litter management - Separation between swimmers and outfalls or drains
Vessel based	Ports Victoria Safe Transport Victoria Victorian Water Police Local Government Coast Guard AMSA (for commercial operations) VR Fish Boating Industry Australia Victoria Peak sporting bodies	- MSA & Vessel Zoning and Operating Rules - Aids to navigation - Separation between vessels and swimmers - Marine search and rescue - Separation between vessels - Separation between types of activities - Appropriate event management - Navigation directions, set asides, notice to mariners	- Impact of vessels on shores and flora and fauna - Seabed damage (anchors, moorings) - Marine pollution - Incidents and salvage - Refuelling - Litter management - Waste management - Biofouling - Invasive marine species in ballast water

8 Assessment and management of risk

Parks Victoria's risk approach is based on the *International Standard ISO 31000 Risk Management Principles and Guidelines*. It includes an enterprise-wide risk framework and detailed in the following internal documents:

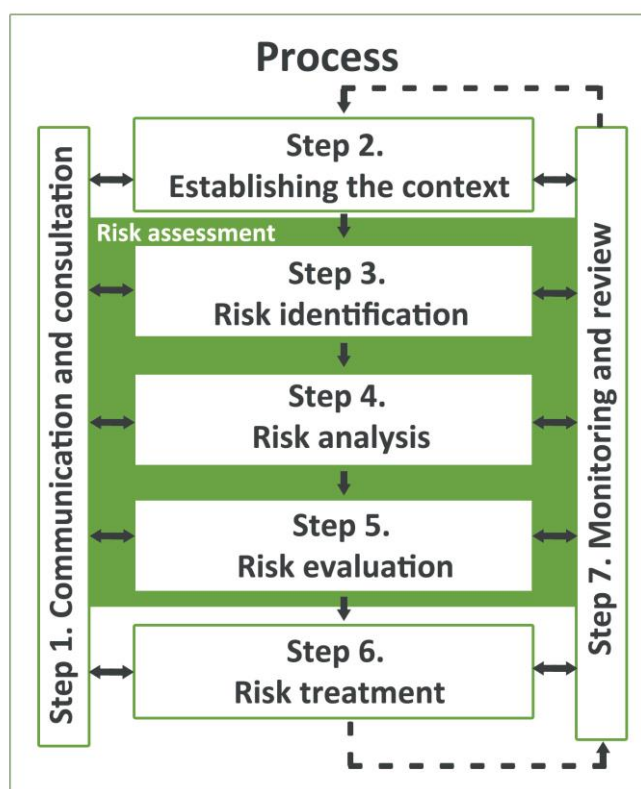
- *POL-130 Internal Risk and Compliance Policy*
- *PRO-132 Risk Management Procedure*
- *GUI-131 Risk Management Guideline*

These documents guide decisions and actions undertaken by Parks Victoria employees to ensure they are all based on sound risk management, are consistent with Parks Victoria's business objectives and comply with statutory, legislative and regulatory responsibilities. They provide members of staff with tools to complete risk assessments and treat risk. The development of the SEMP is in turn aligned with the risk management framework above.

There are a wide range of risks inherent in undertaking local port operations. Parks Victoria recognises that a failure to adequately identify and treat the risk will impact on the local ports' safety and environmental performance, which will in turn prevent or delay Parks Victoria from achieving its business objectives. The process outlined aims to establish a comprehensive understanding of the risks that Parks Victoria's local ports are subject to and review the adequacy of controls in place to modify these risks.

Parks Victoria's risk management process involves the systematic application of seven steps.

The approach and language used to discuss risk is formal and unambiguous. Risk discussions within Parks Victoria and with local port stakeholders need to be kept on track. The *Risk Management Guideline (GUI-131)* enables members of staff to maintain consistent terminology and a process of clear and accessible information regarding control, consequences, likelihoods, overall consequences, risk ratings and how to escalate and report risk.



8.1 Step One: Communication and consultation

Communication and consultation has taken place throughout all stages of the risk process in relation to the development of the SEMP. External and internal consultation remains an essential part of risk management in the local port. The development of the initial SEMP in 2004-5 provided a significant opportunity to consult internally and externally with local port users. From these interactions the original activity map, risk register and implementation plan were developed.

Parks Victoria's operation of the ports is influenced by many stakeholders and user groups. Ongoing scheduled meetings with government agencies and peak bodies provide opportunities for risks to be raised and discussed. Regular discussions about local port risks also ensure stakeholders understand the basis on which decisions are being made and why particular actions are required.

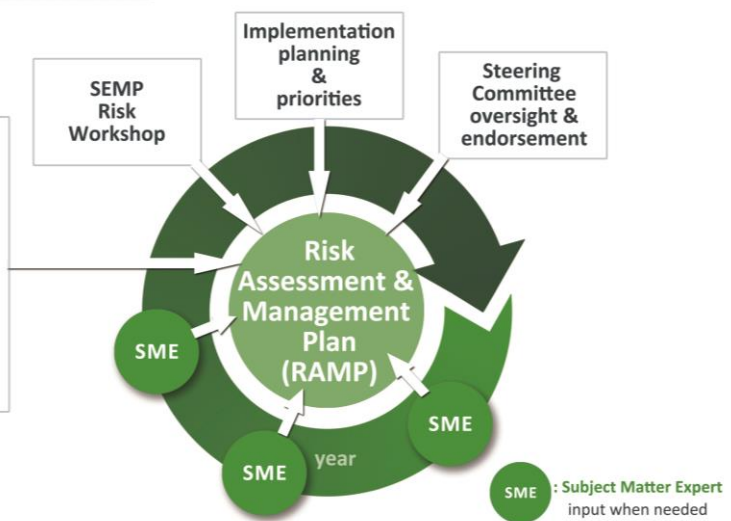
Local port risk review workshops have been held to review and update the SEMP Risk Assessment and Management Plan (RAMP). This forum maintains engagement with members of staff and is an opportunity for those with a strong working knowledge of port operations to share views on risk and potential control solutions. The workshop also emphasises the living nature of the RAMP and the role operational staff members play in identifying emerging risks and involving stakeholders in the risk process.

The following diagram illustrates the sources of information that inform the SEMP risk process. External information arrives year-round from a wide variety of sources. This information can trigger technical specialist input and additional risk management responses. The annual risk workshop provides the opportunity to prioritise the program. New priorities are reviewed by a Steering Committee and can influence the Parks Victoria corporate and business plans and annual reporting.

Risk assessment & management plan inputs

Unscheduled information

- Reports from agencies & local government
- User issues & queries to 13 1963 - info@park.vic.gov.au
- Parks Victoria corporate strategies initiatives review & reporting
- Asset monitoring & management
- Audits, reviews, inquiries & inquests
- Incident & emergency responses
- Peak body & stakeholder input
- Local port networking



8.2 Step Two: Establishing the context

To identify where risks may arise in local ports, an activity map was developed using the knowledge of stakeholders and Parks Victoria staff members responsible for the management of port waters, port land, moorings, and port infrastructure, see 7.1 Activity Map. This lists all significant activities undertaken and enables staff members to research relationships between activities and potential risks in local ports.

Local ports are a complex interaction of behaviours, infrastructure, weather conditions and geography with seasonal recreation and commercial drivers. Social trends and new maritime technologies can also introduce challenges. Activities are either managed directly by Parks Victoria, co-operatively or by emergency response agencies. Staff also have a range of environmental responsibilities that include MPAs, Ramsar sites and Special Management Areas.

Parks Victoria representatives need to guide the context of internal and stakeholder risk discussions. To inform discussions staff need to consider:

- Strategic priorities, goals, and objectives of risk management activities
- Defining responsibility for and within the risk management process
- The scope of risk management activities (usually confined to the local port)
- Stakeholder needs and preference
- Relevant legislation, standards, guidelines, and procedures
- Whether voluntary codes of behaviour are utilised

- The presence and adequacy of infrastructure provided to build user situational awareness
- Previous risk information
- Resources available
- The relationship between particular projects, processes and activities
- Risk assessment methodologies
- How performance and effectiveness are evaluated
- Integrated management with partner agencies

8.3 Step Three: Risk identification

This process identifies risks and events that may impact SEMP objectives. Risk identification should always be considered in the context of Parks Victoria's business objectives and sources of risk. Risk sources are elements that, alone or in combination can give rise to risk. Sources of risk have been linked to risk categories and identified as:

- Governance
- Economic and financial
- Human resources and safety
- Business disruption
- Corporate information
- Service delivery and external relations

Risks need to be documented and communicated in an easy-to-understand format. Initial risks for local ports were developed in the original 2005 SEMP by Parks Victoria operational staff. This comprehensive process included consultation with relevant government agencies and stakeholder groups. It remains a resource for identifying and managing risks. This SEMP document has been updated to reflect the changes to port use and improvement in the Parks Victoria risk management processes. New risks and associated management responsibilities are now added to the Risk Register within the Risk Assessment and Management Plan (RAMP). Parks Victoria holds risk assessment workshops with key local port staff to review any change to risks driven by changes in the environment, activities, or stakeholders.

Concise language is a foundation of the risk process.

"There is a risk of (an event – something may happen) ... caused by (a threat or an opportunity) ... resulting in (an outcome)".

Risks and issues: A risk is the effect of uncertainty on objectives. An issue is an event that has materialised. A risk that is not managed may become an issue.

Risks and hazards: A risk is the effect of uncertainty on objectives, while a hazard is exposure to danger or harm or a potential source of harm.

8.4 Step Four: Risk analysis

Understanding risks is critical to effective management. To ensure consistency of risk analysis across Parks Victoria, risk analysis matrices are used in combination with other tools. The RAMP documents this risk analysis phase comprehensively. A risk assessment requires appraisal and understanding of the risks identified by considering the controls and their effectiveness, consequences and the likelihood of the risk occurring.

Controls: A response that modifies the risk. It is effective when accountability is assigned, and management is confident the control can manage the risk. A range of control measures are used to manage risks within the Local Ports including revising rules, setting aside areas where activities are permitted or prohibited, the implementation of management plans, education and compliance programs and the application of government policies. For those

activities that Parks Victoria partially or wholly manages, an assessment of the adequacy of the control is undertaken. Controls are reviewed and described as Effective, Adequate or Ineffective.

Consequences: The effect on Parks Victoria if the risk event was to occur. When comparing local port risks and determining risk profiles, consequence assessments need to be consistent. The descriptors are: Insignificant; Minor; Moderate; Major and Extreme. The descriptors are viewed across the categories; Safety, Workforce, Financial, Stakeholders and Community, Service Delivery and Environment.

Likelihood: The chance of a risk event occurring. There are multiple knowledge points within Parks Victoria that will support this assessment, such as lessons learned, opinion based on known factors, forecasts based on the current environment, and relevant and historical data. The descriptors are Rare, Unlikely, Possible, Likely or Almost Certain.

The outcomes of the risk assessment workshop include the review and validation of documented local port risks. Risk ratings are examined and where necessary updated.

8.5 Step Five: Risk evaluation

Risk evaluation assists with decisions based on the outcomes of risk analysis and to establish priorities for risk treatment. Decisions about how much risk Parks Victoria can tolerate in the local ports and which risks require mitigation are considered in the context of Parks Victoria's risk attitude, available resources, legislative and regulatory environment, ethical, financial, business processes and other considerations.

The level of risk rating is the risk level after controls are identified, their effectiveness is rated, and consequence and likelihood rating are assessed and assigned. Parks Victoria's level of risk descriptors are High, Significant, Moderate and Low.

Risks rated Significant or High require action to modify the risk to a level that is acceptable to Parks Victoria. Risks with Low or Medium ratings have been determined to be tolerable to the organisation. Parks Victoria uses a 'heat' map to qualitatively rank its risks.

8.6 Step Six: Risk treatment

Modifying risks

Risk treatment involves selecting one or more options for modifying risks, assigning ownership of the risk, formulating a treatment plan for the required risks and implementing accordingly. Local port management staff consider the following broad risk treatment options:

- Accept the risk - Retaining the risk through informed decision-making and appropriate endorsement
- Reduce the risk - Changing the risk through determining a treatment that reduces either the consequence, the likelihood or both of the risk event, or its severity if the risk was to occur
- Share the risk - Sharing the management of the risk with another party or parties (including contractors)
- Avoid the risk - Deciding not to start or continue with the activity that gives rise to the risk

Once implemented, treatments provide additional controls or modify existing controls. Any identified enhancements to the control environment for a risk will be included in the SEMP Risk Assessment and Management Plan.

Existing Systems

Many of the risks identified in the RAMP draw on controls that are within established business systems such as:

- Commonwealth and Victorian legislation, including subordinate notices such as *Vessel Operating Zone Rules* and local port set asides
- OH&S systems: Job Safety Analysis, plant and equipment assessments
- Organisational policies, procedures, and guidelines

- Staff and contractor training and inductions
- Contract management specifications and standards
- Standard Operating Procedures
- Mooring and berthing authorisation system
- Marine national park management plans
- Lease, licenses, permits and authorities
- Insurance
- Asset management approaches including condition assessment information and load limit advice
- Public education and compliance programs, Notice to Mariners
- Maintained Aids to Navigation system including dredging specific channels
- Integrated management with partner agencies such as Safe Transport Victoria, Victoria Police, and DEECA

8.7 Step Seven: Risk monitoring and review

Processes to monitor and review the risk are incorporated into all aspects of the risk management framework and consider:

- Effectiveness of controls
- Implementation and effectiveness of treatments in managing risks
- Lessons learned from events (near misses), changes, trends, successes and failures
- Detection of changes in the external and internal environment
- Identification of emerging risks

Operational teams periodically review activities and risks to ensure the effectiveness of existing controls and to identify new hazards. Treatment actions required are included in the RAMP and prioritised according to risk rating allocation and resourcing.

The 'live' RAMP is informed by Parks Victoria incident records, patrol logs and incident reports from key agencies such as Safe Transport Victoria. The Parks Victoria Information Centre provides an important service to support local port users to report potential or existing risks. Risk information is also gathered during communications between operational staff and stakeholder groups, tenants, licensees and service providers.

An annual risk assessment workshop is undertaken to assess existing risks and to identify emerging risks in the RAMP. This process includes the application of the risk assessment processes outlined above. Any increases in the risk rating are highlighted and/or effectiveness of controls noted and prioritised through the RAMP.

8.8 Further risk considerations

Systems across Parks Victoria are in place to guide a consistent approach to broad risk areas that effect local ports. These areas include:

1. Emergency management including preparedness and response
2. Responding to climate change
3. Major tenants, licensees, and service providers
4. Management of dangerous goods or hazardous materials

The following sections outline the integration of the local port program with Parks Victoria's broader risk modification strategies.

8.8.1 Emergency management preparedness and response

It is recognised that emergency incidents will occur within the local ports. Accordingly, Parks Victoria has in place an emergency management policy, guidelines and incident response procedures.

Under the *Emergency Management Act (2013)* the Emergency Management Commissioner is responsible for the State Emergency Management Plan which describes agencies responsible for emergencies. Parks Victoria is not an emergency response agency but is responsible for responding to certain emergencies as a control or support agency. Parks Victoria is a control agency for level 1 maritime casualty non-search and rescue and a support agency for a range of other maritime incidents. Where Parks Victoria does not have the jurisdiction as a control agency it cannot set emergency response times for other emergency response organisations. The State Emergency Management Plan requires Parks Victoria to have plans for how it responds to emergencies on our estate. To facilitate an emergency response, Emergency Response Plans (ERPs) have been prepared for the Port Phillip Western Port District which incorporates the local ports. These are reviewed annually by Area Chief Rangers and District Manager and focus on:

- Risk assessment of the emergencies likely to occur
- The type of emergency response is documented in a Parks Victoria standard Emergency Response Instruction that provides clear instructions to staff when responding to emergency situations
- Actions to be undertaken in the emergency and the role responsible for performing the action
- Key contacts
- Reporting and notification requirements
- Procedures for high-risk days

Parks Victoria also has an incident reporting procedure that requires staff to report incidents and hazards. It identifies the information which is to be captured when an incident has occurred and the reporting channels for communicating the details of the incident within the organisation.

8.8.2 Climate change

Climate change is recognised by the Victorian Government as presenting major risks to our environment, our way of life and our economy. Parks and local ports are at substantial risk from climate change. Projections for Victoria's future climate include:

- Higher annual mean temperatures
- Reduced average rainfall and stream flows
- Fewer and heavier rainfall days
- Sea-level rise and storm surges
- Likely shifts in prevailing winds and wave climate
- Increased intensity of extreme weather events

Increased risks to local port environments and assets include heatwaves, accelerated erosion events and coastal impacts. These trends place sustained pressure on port services as marine infrastructure has an elevated vulnerability.

The Marine and Coastal Policy guides decision makers in the planning, management, and sustainable use of our coastal and marine environment. It provides direction to decision makers including local councils and land managers on a range of issues such as dealing with the impacts of climate change, population growth and ageing coastal structures. The Victorian Government is committed to implementing the Policy through the implementation of the Marine and Coastal Policy and Strategy.

Parks Victoria's asset management system ensures expected life cycles, design, construction and maintenance of local port assets adapts to climate change. The renewal and rationalisation of facilities and the planning and building of

new facilities within the local ports recognises the challenges of climate change. Long term and immediate impacts of extreme weather are becoming more common and severe.

The challenge is to provide a safe and reliable service offer by maintaining boating channels, aids to navigation, piers and jetties, breakwaters and launching facilities. Local port environments will also be affected by climate change with coastal landforms, habitats, flora and fauna experiencing more rapid change. Understanding these impacts will be informed through coastal hazard assessments such as the Port Phillip Bay Coastal Hazard Assessment prepared by DEECA and local technical assessments undertaken as part of asset renewal planning.

8.8.3 Major tenants, licensees and service providers

There are tenanted premises on port land (reserved Crown land listed in the designation of the local ports) at Williamstown, St Kilda, Brighton, Sandringham and Queenscliff, within the local port of Port Phillip. A small shed at Hastings Pier is the only tenancy in the local port of Western Port managed by Parks Victoria.

All leases and licenses issued on port land are granted under provisions of the *Crown Land (Reserves) Act 1978*. Parks Victoria maintains a database of all such tenancy agreements.

There are a number of significant leases in Port Phillip and Western Port not managed by Parks Victoria; these include Royal Geelong Yacht Club, Wyndham Harbour, St Kilda Marina, Blairgowrie Yacht Squadron, Hastings Marina, Yaringa Marina, Newhaven Marina and SeaRoad Ferries terminals. Appendix 4 provides a list of agreements by location.



Service providers undertaking commercial activities within the local ports include hire and drive boat operators, charter operators (diving, site seeing etc.) and recreational equipment hire, such as paddle boards and powered vessel hire.

Operators conducting organised tours and recreational activities within port waters, except charter fishers, are required to obtain a license from Parks Victoria.

Boating activity events such as racing, regattas, fireworks, and on-water festivals, contribute significant visitation to the local ports. An event permit should be obtained by persons who propose to conduct an event or organised activity on Parks Victoria managed waters.⁶

There are about 40 private jetties in Port Phillip and Western Port, not including the rivers, which are licensed by authorities other than Parks Victoria.

Parks Victoria manages berthing and mooring permits in the local port. Set asides designate mooring and berthing areas as required by the *Port Management (Local Port) Regulations 2015*. Through these set asides the port manager is enabled to manage safe and efficient operation of the port. There are 41 mooring areas in Port Phillip and 23 mooring areas in Western Port. Some mooring grounds are also managed on behalf of Parks Victoria by Agents through a Harbour and Mooring Management Agreement 1992.

Private marinas within Port Phillip and Western Port also offer berths, moorings, and other services. These facilities may be located on Crown Land managed by DEECA or a Committee of Management other than Parks Victoria, or on private land (such as Martha Cove). Parks Victoria works to ensure that the marina managers are aware of our role in managing the local port and maintaining safety and environmental standards.

⁶ <https://www.parks.vic.gov.au/get-into-nature/events-and-filming-permits/bays-and-waterways-application-guidelines>

Commercial and aquaculture sites exist within Aquaculture Fisheries Reserves in Port Phillip and Western Port. Aquaculture licences are issued under Section 43 of the Fisheries Act 1995. Licensees are required to apply for works permits, for infrastructure including aids to navigation.

Fishing fleets operate from a number of locations in the ports (including San Remo, Portarlington, Flinders, Mornington, and Queenscliff), and professional fishers often rely on permitted access to piers and jetties and berths.

During daily operational duties, Parks Victoria staff routinely speak with tenants, licensees, and commercial operators to ensure they understand the safety, environmental risks, and obligations of operating in a port environment. Communications tools used are outlined in Communications Plan section of the SEMP. This strategy includes a target of producing an annual e-newsletter and outlines the methods used to provide and capture information from tenants, licensees, and commercial operators.

8.8.4 Dangerous goods or hazardous materials

Several dangerous goods or hazardous materials storage facilities are located within the local ports, some of which are managed by other agencies or entities either directly or under a lease or licence. For example, refuelling facilities at St. Kilda Marina, Sandringham Yacht Club, Martha Cove Marina, Queenscliff Harbour, Wyndham Harbour, Western Port Marina, Yaringa Boat Harbour, San Remo, and Queenscliff Harbour. Tenants may at times store dangerous goods or hazardous materials on leased or licenced areas as part of their service offer. It is a feature of all agreements that tenants are required to manage land, facilities, and operations consistent with current legislative requirements including dangerous good legislation.

In both Port Phillip and Western Port, adjacent commercial port waters include commercial ferry routes and shipping lanes where large ships (250m in length) carry tonnes of fuel, and trade in dangerous cargo including oil and petroleum products, and liquified gas.

9 Implementation

9.1 Risk assessment and management plan

Using the Risk Assessment and Management Plan (RAMP) allows Parks Victoria to consolidate risk assessments and track actions. It is designed to be simple to access, report, and discuss in management forums.

The RAMP is informed by local operations incident records, patrol logs and incident reports from key agencies such as Safe Transport Victoria. Additional information is collected in consultation with stakeholder groups, tenants, licensees and service providers by operational staff members. When more complex risks need to be explored, technical working groups are established to utilise expertise from across the organisation or gain insights from stakeholders.

The RAMP documents risks by consequence and likelihood to record risk levels. Lower risk levels do not typically receive risk modifying actions as their controls may be assessed as effective, adequate, or a potential treatment determined impractical. Completed risk treatments may also be retained in the RAMP to provide perspective for ongoing management.

The RAMP is a living document that incorporates the four main sections of the organisational risk management procedures and guideline outlined below:

1. Risk register (risk, cause, identifier and risk number)
2. Risk analysis (likelihood, consequence, inherent risk rating and existing control, revised assessment or risk and controls)
3. Risk treatment (actions, responsibility and timing)
4. Risk monitoring and review (key risk indicators, reporting/monitoring and timing of reviews)

The plan prioritises actions based on the assessment of activities and controls (controls versus risk priorities) and a risk review of the activities (likelihood and consequence). It is held within the corporate document management system as a digital file. Local ports staff are directed to the RAMP by:

- Accessing the shared drive, Port Management file
- Business planning elements such as regional and personal work plans
- Meeting minutes i.e. district management teams and project planning

9.2 Action planning

Action planning is driven by the risk treatment phase of the RAMP. It focuses on the delivery of actions to modify risks rated Significant and High. Straight forward solutions may only require tracking while more complex risks will require specific action plans that can include:

- Information available and information gaps
- SMART objectives (Specific, Measurable, Assignable, Relevant, Timely)
- Stakeholder communication planning
- Funding path
- Accountabilities
- Evaluation process (what the outcome to be measured is)

9.3 Prioritising

The RAMP requires resources to identify and track the progress of emerging issues. Three mechanisms ensure the plan is current and include:

1. **District management team and SEMP Steering Committee meetings** - Routinely contributes to the RAMP focusing on emerging risks and the delivery and review of the prioritised treatment actions. Treatment actions are prioritised according to the risk rating allocation and resourcing.
2. **Annual risk assessment workshop** - Includes the stepped risk process, assesses residual risk and identifies emerging risks. Activities with increased risk ratings are highlighted, gaps in controls noted and risk prioritised through the RAMP. Particular activities within each category and the current risk rating are reviewed.

10 Communications & Engagement plan

This plan outlines the approach to communicating key safety and operational messages contained in the SEMP. It has been prepared in consultation with the broader community and stakeholders.

Parks Victoria undertook targeted stakeholder consultation from September to October for the 2024 SEMP, limited to key effected port and government agency stakeholders.

10.1 Background

The SEMP for Port Phillip and Western Port is a management tool used to systematically examine the full scope of activities in these local ports. The purpose of the SEMP is to ensure that significant risks to the safety of port users and the environment are identified and addressed with appropriate control measures that are integrated into Parks Victoria's management and operating systems. The SEMP approach has been used to coordinate safety and environment risk management since 2005.

10.2 Communication and engagement objectives

- Communicate and clarify Parks Victoria's role and responsibilities as a port manager
- Communicate stakeholder roles and responsibilities when operating within the local port
- Inform the community, user groups, peak bodies, partner organisations, government departments and Parks Victoria staff of the form, function, and goals of the SEMP
- Increase community awareness and use of the SEMP
- Promote the safe and environmentally responsible use of the local port
- Provide opportunities for community and stakeholders to contribute ideas

10.3 Current situation

Parks Victoria has a significant number of stakeholders and communities associated with the two local ports. Effectively engaging with our partners, stakeholders and communities is a key strategic priority underpinning effective port management.

Key target audiences and the types of communication tools employed are attached as an Appendix 5.

10.4 Key messages

- Ensuring piers and other port assets are safe is a priority for Victoria's Local Port Managers. Parks Victoria conducts regular inspections to assess the condition of this vital infrastructure

- The Safety and Environment Management Plan sets a framework to identify and address significant risks to the safety of port users and the environment
- The 2024 SEMP has been updated to reflect minor changes including internal operating models, machinery of government, and the transfer of port management duties for the local port of Port Campbell. A key alteration was made to KPI 1 for improved safety outcomes and measurement capability. Therefore, SEMP consultation was limited to port managers and key government agencies
- At times, undertaking asset inspections leads to recommendations to vary or restrict access for safety reasons while more detailed investigations are undertaken, port managers do so in the interests of public safety or environmental protection
- The Safety and Environment Management Plan for Port Phillip and Western Port 2024 is available online by searching SEMP at www.parks.vic.gov.au
- Local port and waterway enquiries can be emailed to info@parks.vic.gov.au by phone on 13 1963 or via the website www.parks.vic.gov.au

10.5 Secondary messages

- A safe environment will be provided in local ports as far as reasonably practicable, while recognising that risk and adventure are part of experiencing the outdoors.
- If you observe a potential or current safety or environment risks at any time, please contact us by calling 13 1963 or emailing info@parks.vic.gov.au
- We will update stakeholders and/or general community when significant legislative, safety or environmental issues, or projects affect the local port
- Notices to Mariners are issued regularly to inform local port users of potential hazards. You can subscribe for updates and find a record of updates at: www.parks.vic.gov.au/water-management/notices-to-mariners

10.6 Implementation

Project/activity	Action/tactic	Target publications/channels	Timing	Responsible
SEMP 2024 draft for impacted stakeholder consultation	• Provide opportunity for key port and government stakeholders to participate in the SEMP renewal process • Compilation and consideration of submissions	• Email correspondence to key stakeholders	Oct 2024	• Manager Regional Operations • Port and Maritime Governance Officer
SEMP 2024 Edition finalisation and release	• Inform stakeholders that the SEMP 2024 has been released	• Website (PV and external) • Communication issued to stakeholders (esp. tenants, LTOs) • Internal publications • Internal staff email	Dec 2024	• Manager Community Engagement and Partnerships • Port and Maritime Governance Officer
Ongoing liaison with local port users regarding the SEMP	• Broad scale information update to promote SEMP outcomes	• e-newsletter • Response to queries received by 13 19 63 and info@parks.vic.gov.au • Facilitate specific stakeholder meetings	Ongoing	• Manager Regional Operations • District Manager • Area Chief Rangers

	- Highlight further information on PV website - Update relevant documents, collateral, and website pages to link the SEMP	Internal RAMP and Steering Committee reviews		
SEMP external audit	Inform internal stakeholders	Internal email and briefing	Early 2025	- Manager Regional Operations - Port and Maritime Governance Officer

11 SEMP review

To measure the effectiveness and manage risks in the local port regularly, the SEMP is reviewed through three cycles.

Cycle	Review and report type	Year 1			Year 2			Year 3		
Review Cycle 1	RAMP risk process documentation including action reporting									
	Annual local ports risk workshop. Includes a comprehensive RAMP review		✓			✓			✓	
Review Cycle 2	Parks Victoria annual reports		✓			✓			✓	
	SEMP Steering Committee		✓			✓			✓	
	Regional Action Plan reporting via monthly report - exception reporting covers areas of non-performance	✓	✓	✓		✓	✓	✓	✓	✓
	District management team reviews, captured in actions of meetings for major projects and results of audits	✓	✓	✓		✓	✓	✓	✓	✓
	Individual work plans and half year review	✓		✓		✓		✓		✓
Review Cycle 3	SEMP audit									✓

Cycle 1: On-going review of the RAMP - Utilises information from operational staff, partner agencies and other port managers to identify and assess risks, develop actions that modify the risk and evaluate the effectiveness of actions. This process is captured in the RAMP, a living document that can also capture emerging issues. It requires a review of actions for significant and high risks and reprioritisation when risks are added. This process is complemented by an annual local port risk workshop that comprehensively reviews the RAMP and reports on the proportion of Low, Moderate, Significant and High risks. Emerging trends, resourcing of risk actions, new legislation and inputs by partner agencies are discussed and the development of potential actions is initiated.

Cycle 2: Corporate reporting - Annual cycle of business and corporate plan development and KPI review flows on to Regional Action Plans and district actions. Staff members who have project accountabilities undertake monthly project reporting that includes an overview of progress toward KPIs and strategic goals that includes SEMP delivery. Individual work planning completes the link between broad strategic goals, KPIs, works in the local port and culminates in the Parks Victoria Annual Report.



An annual review process of the SEMP is undertaken to inform the submission of the annual report. This is supported by a systematic review of the RAMP. Reporting focuses on:

- Currency of information
- Control performance
- Implementation of risk reduction measures
- KPIs and any revisions
- Legislative changes

Additional reviews will be triggered by significant legislative amendments, safety or environmental incident, or development of a new risk profile for the local port. The review should focus on local port KPIs, current operating models, internal policy, and actions to treat risks to safety and the environment.

Cycle 3: External review - Parks Victoria assists and informs the external audit as required by the PMA to occur every three years via an approved auditor on a list maintained by DTP. Audits are finalised with final input from Parks Victoria and provided to the Minister for Ports and Freight among other mandatory reporting stakeholders.

Appendix 1: Parks Victoria business and port systems

Title	Outcomes	Lead
Asset Management Information System	AMIS collates information that supports Parks Victoria's built assets	Corporate
Safety First Culture for Zero Injuries program	State-wide initiative to reduce lost time injuries	People and Safety Directorate
Marine National Parks and Marine Sanctuaries Management Plans	Prepared to guide the management of Victoria's highly protected system of 13 Marine National Parks and 11 Marine Sanctuaries. The system makes up 5.3% of Victoria's marine waters	Corporate
Research Partners Program	The Research Partners Program is a collaborative partnership involving Parks Victoria, universities, and other research institutions. Parks Victoria and researchers undertake applied research to improve park management and ecological understanding	Corporate
Parks Victoria Enforcement Strategy 2022-2026	Internal document that focuses priorities, legal process, safety, and responsibilities	Senior Manager Enforcement and Regulatory Services
Tenancy Database	Database of tenants on Public Land maintained by Parks Victoria provides details of agreements and conditions attached	Corporate
Licensed Tour Operator System	Licensed Tour Operators offer a wide range of appropriate organised recreation activities on public land that includes local ports. These organised recreation opportunities are conducted under a licensing system administered by Parks Victoria	Corporate
Emergency management planning	Framework that defines the Parks Victoria emergency management planning, preparation and response and sets parameters for the ongoing development of this delivery	Region
Filming and photography permits	A permit is required for professional, and some amateur filming and photography in areas managed by Parks Victoria. Permits are required so filming and photography in parks is managed safely and responsibly	District
Event permits	Waterway event permits are used by Parks Victoria under the PMA or MSA to allow an activity that is prohibited or requires exclusive use of an area	Region
Moorings and berths management system	The moorings team manages berthing, annual moorings permits, destination moorings intended for short-term (overnight) stays, Port Phillip seasonal moorings for exclusive use between November and April. Moorings are displayed online on our interactive map and set aside rules are displayed online and also signed applicably (berthing colour coded system)	Manager Moorings and Berths
Works permits	If proposed works interact with or are within local port waters, infrastructure, or lands, they require a works permit. The type of works requiring a permit include maintenance or modification of	Manager Regional Operations

existing infrastructure, dredging or other seabed/beach disturbance, marina, boat ramp, jetty or infrastructure construction, installation of aids to navigation or signs, and hot works or dangerous goods. The applicant is responsible for obtaining all other regulatory permits and approvals

Notices to Mariners

Advises mariners of important matters affecting navigational safety including new or temporary hydrographic information, rules, channels, aids to navigation, and hazards

Permit and Port
Services Officer

Appendix 2: Crown land Reserves - PV as Committee of Management

Local port of Port Phillip (24 Crown land reserves) * Leased wholly or partially

• Altona Pier	• Black Rock Jetty	• Dromana Pier
• Frankston Pier	• Kerferd Road Pier	• Lagoon Pier
• Middle Brighton Pier and Breakwater	• Mordialloc Pier	• Mornington Pier and Fishermans Jetty
• Patterson River Rock Walls	• Portsea Pier	• Point Lonsdale Jetty
• Portarlington Harbour	• Queenscliff Harbour and Precinct Reserve* (Queenscliff South Pier)	• Rosebud Pier
• Rye Pier	• Sandringham Harbour and Breakwater (Hampton Pier)	• Seaford Pier
• Sorrento Pier	• St Leonards Jetty and Breakwater	• St Kilda Pier and Breakwater*
• Swan Bay Jetty	• Werribee South Jetty	• Williamstown Workshop, Piers and Stony Creek Backwash * (leased Workshops, Boyd, and Commissioners Jetties, Gem Pier and Ferguson St Pier).

Local port of Western Port (11 Crown land reserves)

• Corinella Pier	• Cowes Jetty	• Flinders Jetty
• Hastings Pier*	• Newhaven Jetty	• Rhyll Jetty
• San Remo Jetty	• Tankerton Jetty	• Tooradin Jetty
• Warneet North Jetty	• Warneet South Jetty	

Appendix 3: Local port tenancy – PV as lessor

A lease grants an exclusive right to occupy a defined area of land. The State Government policy for leasing Crown land in Victoria establishes overarching leasing principles around public benefit, consistency, and transparency in process, along with ecological sustainability to guide land managers, existing tenants and prospective tenants when making decisions about leasing. Where there is restricted or exclusive access, the tenant is often responsible for the safety and environmental management of the site. Leases, licences and other agreements specify that the tenants must comply with all laws that apply to the use of the site. Leases directly managed by Parks Victoria are tabled below.

There are significant leases on lands and waters adjacent to and within the local port for which Parks Victoria is not the lessee entity and hence not managed by Parks Victoria such as marinas, harbour developments, residential, commercial, and industrial precincts. As the port manager for the local ports, Parks Victoria only has regulatory control to the extent that such control is not contrary to the conditions of the respective lease/s (PMLPR does not take precedence over several other legislative Acts). Activities within these external leases are largely managed by the lessee, although operations within lease areas may remain subject to permissions under the Port Management Act and Regulations, such as requirement for works permits.

Numerous licences are also issued in relation to third party activities and operations within the local ports, such as Mobil Oil Australia P/L and Petroleum Refineries Australia P/L.

Area	Tenants	
Local port of Port Phillip		
• Frankston Pier	- Frankston City Council	
• Middle Brighton Pier and Breakwater	- Royal Brighton Yacht Club Incorporated	
• Queenscliff	- Queenscliff Cruising Yacht Club - Queenscliff Harbour Pty Ltd	- Queenscliff Marina Pty Ltd
• Sandringham	- Sandringham Yacht Club Inc	- Hampton Sailing Club
• St Kilda Pier and Breakwater	- Royal Melbourne Yacht Squadron (marina & part slipway)	
• Williamstown Workshop, Piers & Stony Creek Backwash	- Parsons Marina Pty Ltd	- JJ Savage and Sons Pty Ltd
	- Williamstown Sailing Club Inc	- Seaworks Foundation
	- C. Blunt Boat Builders Pty Ltd	- Squadron Yachts Pty Ltd
	- Hobsons Bay Yacht Club Inc	- Royal Yacht Club of Victoria Inc
	- Department of Defence (Cth) (Australian Navy Cadets, TS Voyager)	- Royal Victorian Motor Yacht Club Inc
	- Knights Slipway (Nelson Place Marina)	- 4th Williamstown Sea Scouts
	- The Anchorage Marina	- Aussie Boat Sales Pty Ltd
Local port of Western Port		
• Hastings	- Western Port Tourism Inc (Hastings Fish Shed)	

Appendix 4: Harbour and mooring agreements

Marinas within Port Phillip and Western Port offer private berths and moorings, which are managed by DEECA as Crown land manager, local government, and other entities as committees of management, clubs, and associations, and in one case as freehold title, through a:

- Harbour and mooring management agreement; and/or
- Crown Lease under the *Crown Land (Reserves) Act 1978* or the *Land Act 1958* issued either by the relevant Minister, DEECA, Committee of Management, or granted under specific legislation

Local Port of Phillip

-
- | | | |
|-----------------------------------|--------------------------------------|--|
| • Beaumaris Motor Yacht Squadron | • Mordialloc Motor Yacht Club | • Royal Melbourne Yacht Squadron (clubhouse & part slipway) |
| • Blairgowrie Yacht Squadron | • Mornington Yacht Club | • Seabrae Boat Club |
| • Geelong Western Beach Boat Club | • Queenscliff Pt Lonsdale Yacht Club | • St Kilda Marina |
| • Lagoon Boat Club | • Rosebud Motor Boat Squadron | • Wyndham Harbour |
| • Martha Cove Marina | • Royal Geelong Yacht Club | • Peninsula SeaRoad Transport – Sorrento & Queenscliff Ferry Terminals |
-

Local Port of Western Port

-
- | | |
|--------------------------|-----------------------|
| • Hayman Pacific Pty Ltd | • Western Port Marina |
| • Newhaven Marina | • Yaringa Marina |
-

Appendix 5: Target audiences and communication methods

	Local Ports Target Audience/Tools	Notice to Mariners	Printed brochures	Government Gazettes	Website (PV)	Info Centre (PV)	Letters & Emails	Meetings & briefings	Site inductions	LTO Updates	Media Release	Ministerial Launch	Trade Boat Shows	Boat Guides	Emergency Management plans	Aids to Navigation	Signs: Temporary	Signs: permanent	Social Media	Formal agreements
	• Issue based /reactive • Scheduled / proactive																			
PV	Parks Victoria contractors	•	•		•	•	•		•						•	•	•	•		
Government	Ministers for Environment, Minister for Ports							•			•	•								•
	Local MPs						•	•			•									
	DTP	•		•			•	•			•	•								•
	DEECA	•	•	•			•	•			•	•								•
	Local Government							•												
	Safe Transport Victoria	•	•	•	•		•	•			•	•				•		•		•
	Victorian Water Police	•	•	•			•	•					•		•	•		•		
	Victorian Fisheries Authority		•				•	•					•			•				
	Melbourne Water							•												
	Tourism Victoria						•	•												
	Ports Victoria	•		•			•	•			•				•	•		•		
	Emergency response control agencies							•	•						•			•		
	Australian Hydrographic Office	•					•	•								•				
	Australian Maritime Safety Authority	•													•	•				
Peak Bodies	Snorkelling and Scuba Diving	•	•	•	•		•	•			•					•				
	Human-powered craft (paddle)	•	•	•	•		•	•			•					•				
	Marine wildlife, and foreshore conservation	•	•	•	•		•	•			•					•				
	Power boating (Boating Industry Association, sporting)	•	•	•	•		•	•			•		•	•		•				
	Lifesaving	•	•	•	•		•	•			•					•	•	•		•
	Yachting Victoria/ Australian Sailing	•	•	•	•		•	•			•			•		•				
	Victorian Recreational Fishing, VRFish	•	•	•	•		•	•			•					•				
	Commercial fishing advocacy groups	•	•	•	•		•	•			•					•				

	Commercial vessel advocacy (e.g. Maritime Industry Australia)	•	•	•	•		•	•			•					•				
	Marine Search and Rescue	•	•					•			•					•				
	Victoria Tourism Industry Council						•	•												

	Local Ports Target Audience/Tools • Issue based /reactive • Scheduled / proactive	Notice to Mariners	Printed brochures	Government Gazettes	Website (PV)	Info Centre (PV)	Letters & Emails	Meetings & briefings	Site inductions	LTO Updates	Media Release	Ministerial Launch	Trade Boat Shows	Boat Guides	Emergency Management plans	Aids to Navigation	Signs: Temporary	Signs: permanent	Social Media	Formal agreements
Land managers	Port Phillip and Western Port LGA's	•		•			•	•				•		•	•	•	•	•		
	Association of Bayside Municipalities			•			•	•												
	Foreshore Committees of Management		•		•			•						•		•	•	•		
Recreational	Yachts, boats, PWC & assoc. clubs	•	•	•	•	•	•	•	•		•		•	•		•	•	•	•	•
	Wind boards, paddlers, towed sports & assoc. clubs	•	•	•	•	•	•	•			•		•	•		•	•	•	•	
	Swimmers	•	•	•	•	•		•			•		•	•		•	•	•	•	
	Pier visitors	•	•	•	•	•		•			•		•	•		•	•	•	•	
	Fishers	•	•	•	•	•		•			•		•	•		•	•	•	•	
	Snorkelers and Scuba divers	•	•	•	•	•		•			•		•	•		•	•	•	•	
	Local residents	•	•	•	•	•	•	•			•			•		•	•	•	•	
Commercial	Harbour developers				•			•	•							•				•
	Tenants	•									•					•	•	•	•	•
	Mooring and berth holders	•	•	•	•	•		•			•		•	•		•	•	•	•	•
	Event managers	•	•	•	•	•		•	•		•		•	•	•	•	•	•	•	•
	Commercial maritime contractors	•	•	•	•			•	•		•		•	•		•	•	•		•
	Commercial vessel operators	•	•	•	•	•	•	•	•	•	•		•	•		•	•	•	•	•
	Licensed Tour Operators	•	•	•	•	•	•	•	•	•	•		•	•		•	•	•	•	•
	Marine retailers, outlets, and service centres	•	•	•	•		•	•			•		•	•		•		•	•	

Communications with specific groups and lead agencies in the above table are managed using Parks Victoria's stakeholder database which is routinely updated.

Groups and agencies are advised to communicate any updates to info@parks.vic.gov.au.

