



Port of Portland
Site Based
Management Plan
October 2013

REVISION HISTORY

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DOCUMENT ACCEPTANCE

Action	Name	Signed	Date
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Reviewed by	Terry Bailey		
Approved by	Jim Cooper		
On behalf of	Port of Portland		

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1. INTRODUCTION

1.1 Background

Port of Portland Pty Ltd (POPL) owns manages and / or leases all of the commercial land including the berths and tenanted areas within the port environs. Tenancies are offered on both long and short-term occupancies to companies seeking to import or export products. This also includes the safe and environmentally responsible operation of all berths as part of the port activities which POPL expects all users will operate in a manner that considers other port users and the environment.

1.2 Purpose of this Site Based Management Plan (SBMP)

The purpose of this SBMP is to ensure POPL's expectations for all employees, port users, tenants and the community are not subjected to undue safety and environmental impacts. For this to occur, all Tenants and Users must have in place a structured program to prevent or minimise personal or environmental harm as a result of activities undertaken at the port. The requirement for the implementation of a SBMP is also a condition to operate at the port. This SBMP will outline the types of products that are likely to be imported / exported through the port and the environmental management expected for these. Being a multi-user facility, specific products and management controls cannot be provided in this document. These aspects will be addressed by the individual Tenants and Users in their operation-specific SBMPs. Tenant and User SBMPs must be developed prior to the commencement of operations and submitted to POPL's Environment staff for review.

1.3 Tenant and User SBMP Requirements

Tenants and Users must develop SBMPs that are consistent with this SBMP and the requirements of the Environment Protection Act 1970 Regulations. Tenants and Users of any port facility will be required to submit their SBMP for review and approval by POPL's Environment staff. The documents must outline the product and operation-specific aspects, impacts and controls to manage potential environmental impacts.

2. PORT OF PORTLAND PTY LTD (POPL)

POPL is responsible for the operation and management of one of Victoria's busiest bulk commodity ports. The primary role of POPL is to facilitate trade and growth through the commercial management of an efficient and customer-focussed port. Part of POPL's role is to:

- provide and maintain the port infrastructure;
- manage and maintain the Portland rail siding for cargo movements into and out of the port;
- lease and manage land for port-related purposes;
- maintain navigable access to the port for commercial shipping; and
- manage all port land and facilities for the import and export of cargoes.

2.1 Environmental Policy

POPL's Senior Management and staff are committed to effective environmental management for all its activities and operations and compliance with all relevant environmental laws. This is demonstrated through POPL's Environmental Policy:

Environmental Policy

The Port of Portland is a bulk port providing for both import and export of a range of commodities including grains, forestry products, fertilisers, aluminium products, mineral sands, project cargo and livestock. Safe harbour and operating facilities for the cray fishing industry are also provided.

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

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

- Comply with all relevant environmental legislation and regulations and all other requirements to which the Port subscribes, including meeting our obligations under the Port Management Act 1995 and the Port of Portland Safety and Environment Management System (which we call SEMS).
- Develop and maintain environmental policies and procedures in consultation with employees, contractors, customers, suppliers, lessees, port users, government service providers and the Portland community.
- Establish and pursue environmental objectives and targets that are designed to improve the environmental management performance of the port.
- Apply measures to prevent pollution of the environment (e.g. oil spills, contamination of marine ecosystems, noise and fugitive dust generation).
- Ensure environmental awareness and competence for Port of Portland employees, contractors and directors.
- Encourage environmental awareness and responsibility for all personnel operating on the port's land through the establishment of Port User operating licences, contracts, inductions and regular communication through the Port User Group committee (PUG).
- Maintain a certified environmental management system in accordance with the requirements of AS/NZS ISO 14001:2004.

About this Policy

A successful port is an essential part of the economic resources of the national, regional and local communities. POPL is committed to ensuring that our activities are conducted in an ecologically sustainable manner, with a high standard of environmental performance. This will be achieved while ensuring that the needs of the community and the values attached to natural and physical resources are taken into account in corporate planning and demonstrated by the way we do business.

To achieve environmental performance consistent with this Policy, POPL will apply the following principles:

Planning

- include environmental considerations in POPL's decision making;
- provide adequate resources for people at all levels to fulfil their responsibilities as directed under this policy;
- implement procedures to enable activities to be carried out in an environmentally responsible way;
- set environmental objectives and targets for POPL activities and to review these on an annual basis;
- conduct regular reviews of POPL's environmental performance and act on the results;
- continuously improve the environmental performance of POPL;
- continuously improve the environmental management system of POPL.

Practices

- meet environmental standards in POPL's key activities;
- assess the environmental impacts of POPL's activities;
- plan, design, operate and complete any operation in a manner that reduces environmental risks;
- monitor environmental compliance in a professional manner;
- abide by and comply with the Environmental Protection Act 1970 and all other applicable environmental laws, regulations, policies, standards and codes of practice;
- comply with the codes of practice of appropriate industry representative organisations;
- prevent pollution from all activities at POPL.

People

- employ skilled people to carry out work in a way that is compatible with good environmental performance and this policy;
- train people to the appropriate skill level to ensure that operations are completed with the utmost respect for the environment;
- specify the need for all contractors to carry out their work in accordance with this policy and to supervise such compliance;
- communicate POPL's activities to all relevant parties.

2.2 Roles and Responsibilities

Tenants and Users of the facilities will have their own organisational structure representing management arrangements within their organisation. This will be reflected in their own SBMP relating to their activities and products. The lead manager or supervisor of all operations will report directly to POPL's Port Operations staff, who will work with POPL's Environmental staff regarding environmental management of the facility.

Management of the leased areas will be the responsibility of the Tenant or User as specified in their lease agreements. Details of the Tenants and Users relevant roles and responsibilities will be provided in their SBMP.

The day to day management of non-tenanted operational areas, such as roads, idle berths etc. will be the responsibility of POPL's Port Operations staff, who will manage the facility with input from other POPL staff, as identified in Table 1 below.

Position	Role / Responsibilities	Report to
All Port Staff	<ul style="list-style-type: none"> Implement POPL's environmental responsibilities Respond to site Incidents Undertake site inspections prior to, during and following occupancies 	Operations Manager
Environmental Staff	<ul style="list-style-type: none"> Implement POPL's environmental responsibilities Review Tenant and User SBMPs Undertake environmental monitoring as required Provide support to Port Operations Staff, Tenants and Users with regards to environmental management Receive and investigate environmental complaints Review this SBMP as required 	Manager SHE
Port Security and Safety	<ul style="list-style-type: none"> Initial response to emergencies, incidents and enquiries Direct / notify emergencies, incidents and enquiries to emergency services and / or appropriate POPL Staff 	Port Security Officer and Manager SHE

Position	Role / Responsibilities	Report to
Duty Staff	<p>Respond to after-hours emergencies, incidents and enquiries</p> <p>Direct / notify emergencies, incidents and enquiries to emergency services and / or appropriate POPL Staff</p>	<p>Operations Manager and Manager SHE</p> <p>Harbour Master</p>
Tenant and User	<p>Comply with all occupancy documentation, including the Tenants and Users own SBMP</p> <p>Prevent discharges of contaminants as a result of operations</p> <p>Ensure all operations are undertaken in accordance with environmental legislation, regulations and licence requirements</p>	All Port Staff
Environment Protection Authority (EPA)	<p>Administering Authority for Environmental issues across the Port</p> <p>Respond to reports of pollution</p>	N/A
Transport Safety Victoria (TSV) and Harbour Master	<p>Manage shipping within Port Limits</p> <p>Respond to releases of contaminants into the Harbour or Canal Court (First Strike Response)</p>	Harbour Master

2.3 Contact Details

Current contact details of the above representatives are shown in Table 2.

Position	Name	Contact Details
Port Operations Staff	N/A	03 5525 0900
Operations Manager	Shannon Curran	0438 680 679
Manager SHE	Terry Bailey	0417 229 979
Port Security	David Shennan	0439 209 120
Duty Officers	N/A	Shipping 03 5525 0905 Pilot 03 5525 0999 Linesmen 03 5525 0922
Tenant and User	N/A	Contact the Port all hours 03 5525 0900
Environment Protection Authority (EPA)		Pollution Watch line 1800 444 004
Transport Safety Victoria (TSV)	N/A	1800 223 022
Harbour Master	David Shennan	0439 209 120

3. SITE DESCRIPTION

The port is accessed from the Henty Highway via Cliff Street, R B Anderson Road and the Smelter Berth Road access gate adjacent to Incitec Pivot Fertilisers. Appendix 1 shows the layout of the port including the GP berths, shown as, Smelter berth, No. 1, No. 2, No. 5 and No. 6 Berths.

The berths in particular are subject to Department of Agriculture, Fisheries and Forestry, (DAFF) who pay particular attention to cargo left on berths which can cause cross contamination and possibly stop a vessel from berthing and / or working until the spilt cargo has been cleaned up. This is also the case for airborne cargoes which can contaminate other cargoes.

No. 1 consists of a 257 metre concrete wharf, whilst No. 2 is 155 metres long. Each berth has a relatively narrow deck space which accommodates 2 travelling ship loading gantries. There are also storage sheds 18 metres from the wharf edge. Access to the site is via Barton Place or the Smelter Berth Road. Vehicle movement to and from the berths is controlled by the User. The berths include a small office and amenities building plus the Mission to Seamen. The berth area provides a relatively flat sealed surface, which generally meets the requirements of each individual User.

No. 5 berth consists of a 240 metre concrete wharf with a large open area behind the wharf edge. There is also a storage shed 70 metres from the wharf edge. Access to the site is via R B Anderson Road. Vehicle movement through the area is controlled by the User. The terminal includes a number of offices and amenities building. The terminal area provides a relatively flat sealed surface, which generally meets the requirements of each individual User.

No. 6 berth is similar in all respects to No. 5 berth however is shorter at 228 metres in length.

3.1 Adjoining Areas

The port is surrounded by a mix of industrial development associated with the operation of the Port of Portland. Immediately surrounding the Port are the Incitec Pivot Limited facility to the east and the Fishermen's Wharf area to the west. Immediately south of the Port is the residential area which at its closest is only 100 metres from the Port. The Port itself faces north towards Portland Bay which provides vessel access via the Port's navigational channels.

3.2 Sensitive Environmental Areas

The port is in proximity to several sensitive environmental areas, which are described below:

Portland Bay - all berths front the bay. The entire area is of special interest for whales, seals and dolphins plus incorporates areas of critical shore bird habitat.

Fawthrop Lagoon - the Canal Court storage area and Fishermen's Wharf are adjacent to an intertidal lagoon area to the south west of the site which provides significant habitat to birdlife and numerous fish species.

Residential area - the closest residential area is located 100 metres south east of the port along Madeira Packet Road. This distance makes the activities at the port, if not managed, likely to impact upon these sensitive areas.

4. GENERAL DESCRIPTION OF OPERATIONS

All berths, except for the Smelter berth are managed as multi- user facilities, providing flexibility in the operations undertaken and products imported or exported through the facility. The demand for such a facility comes from the amount of bulk commodities produced in and around the region. There is a wide variety of bulk products coming through the port which if not managed can create environmental issues. The general range of bulk products being handled are;

- dry bulk materials - such as fertilisers, woodchips, mineral sands, grain and aluminium raw materials;
- wet bulk materials - including acid and chemicals; and
- larger bulk materials - such as, but not limited to whole logs, paper pulp and aluminium ingots.

The berths may also be used for non-bulk goods such as project cargoes, machinery, oil and gas industry components and stores plus livestock. While these products are not considered bulk, the environmental outcomes identified in this SBMP also apply to these.

All tenants who have lease arrangements in place are subject to the same environmental responsibilities. Particular attention must be paid to;

- unsealed roadways and storage areas becoming dry causing dust to rise and drift;
- spilled cargo on roads and berths creating environmental and contamination issues;
- cargo spilling or blowing from truck trailers;
- inadequate or inappropriate refuelling systems;
- a lessee in close proximity to berths allowing cargo to fall or blow across the berths in an uncontrolled manner;
- inadequate noise control measures.

4.1 Operating Arrangements

As a multi-user facility, POPL allows short-term occupancies for all or part of the facility, depending on the requirements of the Tenant or User. There are a number of types of occupancies at the GP berths and storage areas include;

- occupy – for use of the wharf and back of berth areas (or part thereof);
- occupy – for use of the wharf only, where the product is transported immediately from the berth (i.e. no back of berth use);
- occupy – for use of the wharf only, where permanent infrastructure remains on the wharf (e.g. acid and chemical unloading systems), and are not subject to this SBMP (refer Section 4.2);
- occupy – for use of land and sheds for storage; and
- operation of a delivery only service between storage and the berth.

Tenants and Users will be required to:

- develop and implement a SBMP specific to their product and operations that is consistent with POPL's SBMP, and submit this document for review by POPL's Environment staff; and
- agree with POPL that, along with commercial and administrative matters, the SBMP re-enforces clear compliance with acceptable environmental management practices whilst using the port land or facilities.

POPL currently manage and perform exporting activities at No. 5 berth plus import of wet bulk material and are required to complete a SBMP.

4.2 Co-Users of the GP Berths

Incitec Pivot Ltd and Koppers, currently have licences over KSA 2 berth for below deck pipelines. These occupiers are required to develop SBMPs for their activities and comply with all conditions of both their license and SBMP. A description of the berth co-users is outlined below:

Incitec Pivot Ltd – is located at the corner of Madeira Packet and the Smelter Berth Roads with the facility linked to the berth by a fixed pipeline which delivers sulphuric acid to a storage tank on the Incitec Pivot Ltd site. The pipeline which is located at the berth is situated below the berth and crosses to the Main Breakwater before coming to the surface.

Koppers – is also located on the corner of Madeira Packet and Smelter Berth Roads with the facility connected to the berth via a fixed pipeline allowing for liquid pitch at a high temperature, to be delivered from the ship docked at the berth directly to storage tanks on the Koppers leased site. The pipeline which is located at the berth is situated below the berth only coming to the surface at the back of the berth.

5. LOADING, UNLOADING AND STOCKPILING ACTIVITIES

5.1 Loading and Unloading at the Berths

Loading and unloading of products occurs on the berths between ships docked alongside and transport vehicles waiting on the wharf deck. Transport vehicles may move products between the berth and off-site locations. There will be no temporary stockpiling of bulk products on the berths during loading and unloading operations without express permission from POPL.

The method of loading and unloading products will be specific to the product and entity undertaking these operations, with specific details outlined in their SBMPs. Examples of methods of loading and unloading bulk products is provided below:

- wet bulk materials, such as fuels and chemicals, will be loaded and unloaded via pumps and below ground hoses or pipes between the vessel and storage facility;
- dry bulk products, such as fertilisers, woodchips, grain, mineral sands, feed for livestock and aluminium raw materials will be transferred by ship or shore based cargo handling facilities between the ships' hull and hoppers, transport vehicles and storage areas; and
- larger bulk materials, such as whole logs, paper pulp, and aluminium ingots will be loaded and unloaded by ships crane directly between the ships' hull and transport vehicles.

5.2 Stockpiling at all Berths

The berths have been designed to allow for the temporary stockpiling of goods by Users, either between delivery and distribution, or where temporary stockpiling is required but not directly associated with importing or exporting. Bulk materials likely to be stockpiled will be limited to dry bulk and larger bulk materials.

This provides the flexibility to allow stockpiling of goods adjacent to the berths, without precluding access for loading, unloading and / or stockpiling by other Users. Users may take up one or a combination of temporary stockpiling areas. Stockpiling will not occur as part of each short-term occupancy issued for the berths, but is available where required.

It is unlikely that wet bulk products will be stored on site at the berths as these products will be transported directly between the ship and storage areas. If this does occur, storage containers will be compliant with the relevant Australian Standards and will be containerised prior to arrival at the berths, the Tenants and Users SBMP will address these operations.

5.3 Stockpiling at Leased Sites

Generally leased sites have been designed to allow for the stockpiling of product by leaseholders following either receipt or delivery of cargoes. There is also temporary stockpiling provided which is not directly associated with importing or exporting. Bulk materials likely to be stockpiled will be limited to dry bulk and larger bulk materials.

This provides the flexibility to allow stockpiling of goods closer to the berths, to allow for a speedier turnaround time for Tenants and Users. Tenants and Users may take up one or a combination of stockpiling areas.

It is unlikely that wet bulk products will be stored on site as these products will be transported directly between the ship and storage areas. If this does occur, storage containers will be compliant with the relevant Australian Standards and will be containerised prior to arrival at the berths, the Tenants and Users SBMP will address these operations.

6. POTENTIAL ENVIRONMENTAL IMPACTS

6.1 Sources of Potential Environmental Impacts

All port areas have the potential to impact on sensitive environmental areas (refer section 3.2) through uncontrolled operations, including:

- the suspension of contaminants in stormwater – where stormwater comes into contact with products suspending them in run-off from the facility;
- spills and leaks – from equipment or vehicles involved with operations (e.g. fuels, hydraulic oils);
- contaminant releases as dust emissions – where high wind conditions influence products during loading, unloading or stockpiling;
- direct contamination of product into the harbour – for example, through direct spills over the side, leaking grabs or deliberate actions of the wharf / ships personnel; and
- noise emissions – from operations impacting on the public or sensitive areas.

Contamination of land is not considered a high risk as the site is completely enclosed, however must be considered when completing an individual SBMP.

6.2 Controlling Potential Environmental Impacts

The management and control of environmental impacts during short and long term occupancies across the site will be the responsibility of the Tenant or User of the facility, and must be outlined in their product and operation specific SBMP. Management and controls are not specified in this SBMP, but must be selected by the Tenant or User based on their applicability to their activities and their effectiveness in achieving the key outcome of environmental management which is: zero releases of contaminants from the facility.

POPL is endeavouring to ensure that appropriate environmental management and controls are in place by requiring the Tenants and Users to develop a SBMP in compliance with expected best practice conditions for this facility and consistent with this SBMP.

The Tenants and Users SBMP must be submitted to POPL's Environment staff for review prior to the commencement of operations.

POPL's environmental management and controls for the site are provided below as guidance; however product and operation-specific management and controls must be supplied by each Tenant and User if they wish to develop their own.

6.2.1 Stormwater

Element	Stormwater Management	
Objective	To minimise impacts on stormwater quality due to operations on the site To comply with the EPA 1970 and this SBMP	
Management Strategy	Products are managed to prevent contact with stormwater run-off All stormwater is to comply with release limits if it is identified that material handling is unacceptable	
Actions and / or Controls	Responsibility	Timing
Tenants and Users must develop a SBMP that is consistent with POPL's SBMP and the requirements of the EPA 1970	Tenant or User	Prior to the start of operations
If necessary stormwater drains to be checked prior to cargo operations starting	POPL Ops. staff	Prior to commencement
Stormwater drains to be blocked if cargo enters the system or operations to cease	Tenant or User	Throughout operations
Tenants and Users must not stockpile or temporarily place products for any period of time over stormwater drains on	Tenant or User	At no time throughout operations
Tenants and Users must use well maintained hoppers during cargo transfers to contain dry bulk product and prevent spillage onto the deck	Tenant or User	Throughout operations
Tenants and Users must ensure grabs are held within the ship's hull while excess material falls, before transferring cargo to recipient hoppers where the grab will be lowered completely within their confines to minimise wind influence and prevent release of product	Tenant or User	Throughout operations
Tenants and Users must monitor dry bulk cargo transfers (where there is a risk of product releases) in high wind conditions	Tenant or User	Throughout operations

Tenants and Users may be required to install bunding around stockpile areas, depending on the product and risk of stormwater contamination	Tenant or User	Throughout operations
Tenants or Users must remove all residual material from the facility (e.g. by mechanical means or manual cleaning) at the end of operations	Tenant or User	Bollards with ships lines are to be cleared of cargo immediately. Berth cleaning must be completed by the next ship starting work or cover the cost of cleaning
Performance Indicators	Responsibility	Timing
Zero discharges of contaminants from the site No infringement notices received from the EPA No complaints received regarding stormwater quality	POPL Ops. & Environmental staff Tenant or User	Throughout operations
Monitoring	Responsibility	Timing
POPL will undertake inspections of the stormwater facilities when required	POPL Ops. & Environment staff	As required
POPL Operations and / or Environment staff will undertake pre and post occupancy inspections to identify potential contamination	POPL Ops. & Environment staff	Prior to the commencement and upon completion of operations
POPL Operations and / or Environment staff will undertake inspections during occupancies as required	POPL Ops. & Environment staff	As required
POPL Environment staff will undertake stormwater monitoring if requested by the EPA	POPL Environment staff	Immediately following official request
Reporting	Responsibility	Timing
Port Operations must be contacted in the event of product / contaminant releases	Tenant or User	Within 1 hour of the event occurring
EPA will be advised of any significant releases of contaminants from operations of this facility	POPL Environment staff Tenant or User	In the event of a contaminant release from the Port boundary
Corrective Action	Responsibility	Timing
Where an incident or release of contaminants has occurred, a detailed report of the incident and the cause shall be	POPL Ops. & Environment Staff	In the event of a contaminant release from the Port

prepared by POPL and kept in the Electronic Filing System		boundary
Tenants or Users must prepare a detailed report of the incident and the cause and provide this to POPL	Tenant or User	In the event of a contaminant release from the Port boundary
Interfaces	Responsibility	Timing
Tenants and Users must develop a SBMP that is consistent with POPL's SBMP and the requirements of the EPA 1970 Regs	Tenant or User	Prior to the commencement of operations

6.2.2 Spills and Leaks

Element	Spill and Leak Management	
Objective	To prevent and where required manage spills and leaks that may occur during operations on the site	
	To comply with the EPA 1970 Regs and this SBMP	
Management Strategy	Operations are managed to prevent and where required manage spills and leaks on the site	
Actions and / or Controls	Responsibility	Timing
Tenants and Users must develop a SBMP that is consistent with POPL's SBMP and the requirements of the EPA 1970 Regs	Tenant or User	Throughout operations
All coupling / connection points for bulk liquid transfers are located within the confines of the ship - any leaks will be captured and contained within the ship while emergency / spill responses are implemented	Tenant or User	Throughout operations
Tenants and Users must ensure that connection and coupling points on bulk liquid transport vehicles are wired shut to prevent accidental separation	Tenant or User	Throughout operations
Tenants and Users must ensure personnel monitor bulk liquid loading and unloading operations at all times	Tenant or User	Throughout operations
Basic spill kits are located at liquid transfer points and are managed and replenished by the importer / exporter as required	Tenant or User	Prior to operations commencing and throughout operations
Tenants and Users must provide any additional Spill Response equipment required (e.g. marine booms) depending on the requirement	Tenant or User	As required
Tenants and Users must ensure drip trays and or absorbent pads / socks are available to place underneath connection points to capture any minor spills	Tenant or User	As required

The First Strike Response will be initiated in the event of a major spill that enters the harbour	POPL staff	As required
POPL may restrict the handling of certain products at the berths where the product and / or environmental controls are deemed to have a high risk of emissions	POPL Staff	As required
Performance Indicators	Responsibility	Timing
Zero discharges of contaminants at the berths, storage or transport facilities	POPL Ops. & Environment staff Tenant or User	Throughout operations
Zero spills / leaks at the berths, storage or transport facilities	POPL Ops. & Environmental staff Tenant or User	Throughout operations
Monitoring	Responsibility	Timing
POPL operations and / or Environment staff will undertake pre- and post-occupancy inspections to identify potential contamination	POPL Ops & Environment staff	Prior to the start and upon completion of operations
POPL Operations and / or Environment staff will undertake inspections during occupancies as required	POPL Ops. & Environment staff	As required
If a spill or leak occurs the User will undertake monitoring as required by POPL. If there is any evidence that liquid cargo has entered either the harbour or storm water system, sampling for any potential contamination is to be performed until it is proven that no contamination is evident	Tenant or User	As required
Reporting	Responsibility	Timing
POPL must be contacted in the event of product / contaminant releases	Tenant or User	Immediately following a contaminant release
The EPA will be advised of any significant releases of contaminants from operations on the GP berths	POPL Ops. & Environmental staff Tenant or User	Immediately following a recommendation from POPL
Corrective Action	Responsibility	Timing
Where a release of contaminants has occurred, a detailed report of the incident and the cause shall be prepared by the user and provided to POPL	Tenant or User	Within 48 hours in the event of a contaminant release

Tenants and Users must fully comply with all recommendations made following discussions on the report of the incident and the cause	Tenant or User	As required
Interfaces	Responsibility	Timing
Tenants and Users must develop a SBMP that is consistent with POPL's SBMP and the requirements of the EPA 1970 Regs	Tenant or User	Prior to the commencement of operations

6.2.3 Dust Emissions and Direct Contamination

Element	Air Quality and Operational Management to prevent air, water or ground contamination	
Objective	<p>To prevent dust emissions and adverse impacts on air quality during the all operations</p> <p>To prevent contamination of the Portland Harbour, Canal or other environments surrounding the port through direct contamination (i.e. the direct spillage or release of product)</p> <p>To comply with the EPA 1970 Regs and this SBMP</p>	
Management Strategy	Operations are managed to prevent, and where required manage, product any releases	
Actions and / or Controls	Responsibility	Timing
Tenants and Users must develop a SBMP that is consistent with POPL's SBMP and the requirements of the EPA 1970 Regs	Tenant or User	Prior to commencement of operations
Tenants and Users must manage dry bulk product handling to minimise dust creation and ensure no cargo becomes airborne enough to leave the site	Tenant or User	Throughout operations
Tenants and Users must use well maintained hoppers and cargo chutes with no visible product leaking from poorly fitting doors etc. when transferring dry bulk products to minimise dusting	Tenant or User	Throughout operations
Tenants and Users must ensure that during transfers grabs and are held above the cargo pickup point while excess material falls, before transferring material to recipient hoppers / hold	Tenant or User	Throughout operations
Tenants and Users must ensure that during transfers grabs and cargo chutes are lowered as far as possible to minimise wind influence and prevent the release of product	Tenant or User	Throughout operations

Tenants and Users must not stockpile or temporarily place products for any period of time on the berth decks without express permission from POPL	Tenant or User	As permitted
Tenants and Users must remove all residual material from the berths means at the end of their occupancy	Tenant or User	At completion of operations or occupancy
Tenants and Users, where possible, must mist products with water to prevent wind influence	Tenant or User	As required
POPL may restrict the handling of certain products at the berths where the product and / or environmental controls are deemed too high a risk of emissions	POPL staff Tenant or User	As required
Performance Indicators	Responsibility	Timing
Zero uncontrolled spills of products from cargo handling equipment	Tenant or User	Throughout operations
Zero cargo leaving the berths in an uncontrolled manner	Tenant or User	Throughout operations
Monitoring	Responsibility	Timing
POPL staff will undertake pre- and post-occupancy inspections to identify potential contamination	POPL Ops. & Environmental staff	Prior to the start and upon completion of operations
POPL staff will undertake inspections during occupancies as required	POPL Ops. & Environmental staff	As required
POPL will request Tenants and Users to undertake dust / air quality monitoring when required (e.g. in response to an external complaint)	Tenant or User and POPL staff	As required
Reporting	Responsibility	Timing
POPL must be contacted in the event of product releases that leave working areas including leased sites and berths	Tenant or User	Immediately following the event of a product release
The EPA will be advised of any significant releases of product from operations following an external complaint	Tenant or User and POPL staff	Immediately following a recommendation from POPL
Corrective Action	Responsibility	Timing
Where product has become airborne sufficiently to leave the site has occurred, a detailed report of the incident and the cause shall be prepared by the User and provided to POPL	Tenant or User	Within 48 hours in the event of an airborne product release has occurred
Tenants and Users must fully comply with all recommendations made	Tenant or User	As required

following discussions on the report of the incident and the cause		
Interfaces	Responsibility	Timing
Tenants and Users must develop a SBMP that is consistent with POPL's SBMP and the requirements of the EPA 1970 Regs	Tenant or User	Prior to the commencement of operations

6.2.4 Noise Emissions

Element	Noise Management	
Objective	To prevent noise impacts from operations on the site and berths on noise-sensitive receivers To comply with the EPA 1970 Regs and this SBMP	
Management Strategy	Operations are managed to prevent, and where required manage, noise impacts from all site based operations. Operate within the POPL Noise Management Plan.	
Actions and / or Controls	Responsibility	Timing
Tenants and Users must develop a SBMP that is consistent with POPL's SBMP and the requirements of the EPA 1970 Regs.	Tenant or User	Prior to commencement of operations
Tenants and Users must, where available, fit all vehicles and equipment with noise attenuation devices	Tenant or User	Throughout operations
Tenants and Users must ensure all vehicles and equipment are maintained as per the manufacturers specifications to minimise noise generation	Tenant or User	Throughout operations
Tenants and Users must ensure all road transport vehicles enter and leave the port and storage areas in a forward direction, limiting the use of reversing alarms	Tenant or User	Throughout operations
Performance Indicators	Responsibility	Timing
Zero external noise complaints as a result of operations	Tenant or User	Throughout operations
Monitoring	Responsibility	Timing
POPL staff will undertake inspections during occupancies as required	Tenant or User and POPL staff	Throughout operations
POPL will request the Tenant or User to undertake noise monitoring when required (e.g. in response to an external complaint)	Tenant or User and POPL staff	As required
Reporting	Responsibility	Timing
Port Operations must be contacted in the event of excessive noise from operations or receipt of complaints	Tenant or User	Immediately following the event of a noise complaint

The EPA will be advised of any noise issues from operations on the site following an external complaint	Tenant or User and POPL staff	Immediately following a recommendation from POPL
Corrective Action	Responsibility	Timing
Where a complaint is received and / or an event of excessive noise experienced, a detailed report of the incident and the cause shall be prepared by the Tenant or User and provided to POPL	Tenant or User	Within 48 hours in the event of excessive noise or receipt of an external complaint
Tenants and Users must fully comply with all recommendations made following discussions on the report of the incident and the cause	Tenant or User	As required
Interfaces	Responsibility	Timing
Tenants and Users must develop a SBMP that is consistent with POPL's SBMP and the requirements of the EPA 1970 Regs	Tenant or User	Prior to the commencement of operations

7. WASTE MANAGEMENT

7.1 General and Recyclable Waste

Waste generated at all sites will be managed on site, with a focus on waste minimisation, recycling and appropriate disposal, and removed from the site by the Tenant or User or licensed waste removal contractors. General and recyclable waste receptacles are not provided on the site by POPL with Tenants and Users being required to provide any facilities to manage their own wastes.

Some minor wastes may be generated on-site by workers, truck drivers and / or auxiliary activities such as security and administration, and will be disposed of in on-site general and recyclable waste receptacles.

All residual products will be sought for recovery from the wharf deck and terminal apron (e.g. via mechanical or manual sweeping) to be added to the shipment or correctly disposed of.

7.2 AQIS Waste

All wastes generated on-board ships are handled by AQIS approved staff and are not subject to this SBMP.

7.3 Prescribed Industrial Waste

It is a requirement of the EPA 1970 Regs. and POPL that records are kept of all regulated waste generated at, and transported from, the all port sites including:

- date of pick-up of waste;
- description of waste;
- quantity of waste;
- origin of the waste; and
- destination of the waste.

Prescribed Industrial wastes are defined under Part III Environment Control of Wastes Regulation 1970. The collection and transportation of Prescribed Industrial Wastes must be undertaken by the hirer or an appropriately licensed entity.

7.4 Waste Management Plan

Potential waste streams from the site are outlined in Table 3, along with management strategies and destinations of these wastes.

7.5 Waste Streams and Management Controls

Waste Type	Source	Disposal	Management Controls
General, paper, cardboard and plastics	On-Site by staff in crib rooms, offices and during operations	Waste to be transported off site	Some recycling and general waste bins provided on site by POPL Tenants and Users must include additional waste management in their SBMP POPL will perform random inspections to ensure cleaning is effective
	Off-Site generated by vessels	Waste to be managed according to AQIS regulations	Bins may be provided by POPL when requested Vessel agents must abide by POPL directions POPL will perform random inspections to ensure cleaning is effective
Residual Bulk Dry Cargo	On-Site handling and stockpiling cargo	Tenants and Users must recover all residual cargoes from the berths and storage areas following completion of the vessel working	POPL requires the Tenant or User to remove all cargo from berths and storage areas Tenants and Users must include residual cargo handling in their SBMP

			POPL will carry out random inspections following cargo completion
Hydrocarbons	On- Site spills or leaks from mobile equipment moving about the site	Spent spill kit / absorbent materials to be disposed of as per Tenants and Hirers SBMP	Spill kits are to be kept on site during operations. Specialised equipment such as marine booms if required must also be available Storm water outlets must also be covered by Tenants and Users in the advent of a spill

Table 3: Waste Streams and Management Controls

8. EMERGENCY RESPONSE

POPL Emergency Response Procedures and Evacuation Plan are identified in the POPL Emergency Procedures Manual and also within the POPL Site Induction. POP or the Tenant / User must contact '000' Emergency in the event of an emergency, then POPL Port Operations.

EPA Victoria, Regional branch on 1800 444 004 must be contacted in the event of a contaminant entering the harbour or Canal.

9. MONITORING

9.1 Stormwater

POPL is responsible for stormwater management at the port. However the Tenants and Users will be held responsible for any contaminants entering the stormwater system. If there is any contaminants identified entering the stormwater system, the Tenant or User will be required to sample and test for contamination. The Tenant or User will then be required to either stop any possible further contamination or provide constant surveillance until cargo operations and subsequent clean-up are complete.

9.2 Air Quality

The Tenant or User of a berth or storage area may be required to operate to restricted dust and particulate matter levels if there are repeated complaints made. The dust and particulate matter level restrictions will relate to distance travelled with dust and particulate matter entering an opposing lease area or leaving the port environs being the main criteria. Actual dust monitoring will be undertaken by the Tenant or User upon a request by the administering authority (EPA) and / or the receipt of external complaints, with results provided to POPL within 14 days following the completion of monitoring. All dust and particulate monitoring will be undertaken by appropriately qualified persons in accordance with the requirements of the EPA 1970 Regs.

While the EPA 1970 Regs do not require ongoing monitoring of dust and particulate matter at the berths or storage areas, POPL may undertake dust sampling at the facility on a monthly basis, as part of a wider Port of Portland Dust Monitoring Program.

9.3 Noise

The EPA 1970 Regs outline noise limits at any sensitive or commercial place as a result of the operations in the workplace. The Tenant or User, when requested by the administering authority or POPL, must undertake noise monitoring to investigate an external complaint of noise issue and the results notified within 14 days to POPL. The monitoring must be undertaken by a suitably qualified person, and the method of measurement and reporting of noise levels must comply with the latest edition of the EPA's regulations.

10. ENVIRONMENTAL IMPACT ASSESSMENTS

POPL will keep records and track the number of environmental incidents and complaints reported at the berths and storage areas. These will be reviewed annually with the review of this SBMP to identify any trends or areas for improvement.

Tenants and Users must have similar tracking systems in place for their operations.

11. AWARENESS AND TRAINING

POPL staff involved in the day to day management of the port areas in general will be briefed on the requirements of the EPA 1970 Regs. and this SBMP by POPL's Environmental staff.

Tenants and Users will undergo a site induction completed by the POPL port operations staff to identify key operational, environmental, safety and emergency aspects of the facility. This induction will be available to all Tenant and User staff involved in operations at the facility; alternatively the Tenant and User can undertake their own staff inductions including all information provided within the SBMP. POPL, plus Tenant and User staff must be trained in the use of spill kits and any other environmental controls implemented to manage operations across the port.

POPL is responsible for ensuring the Tenant or User is suitably inducted.

The Tenant or User is responsible for ensuring all personnel involved in their operations are suitably inducted and trained.

12. COMPLAINTS REGISTER

All Hirers and Users must establish a complaints register and notify POPL immediately in the event a complaint is received regarding their operations, providing information including:

- the time, date, name and contact details of the complainant;
- reasons for the complaint;
- any investigations undertaken;
- conclusions formed; and
- any actions taken.

These details must also be made available to the EPA upon request. POPL will maintain complaint records regarding Tenant and User activities in the electronic filing system.

POPL will lodge all complaints received regarding activities across the port into the electronic filing system, including the information outlined above. All such complaints will be responded to within 24 hours.

13. RECORDS AND RECORD KEEPING

It is a requirement that environmental records are kept by the Tenants and Users for all environmental related issues including environmental incidents, complaints, potential and actual environmental impacts, site inductions and inspection reports. Copies of these records will be made available to POPL upon request.

POPL will keep copies of environmental records obtained from the Tenants and Users in relation to any incidents.

POPL will keep copies of environmental records including environmental incidents, complaints, environmental monitoring results, potential and actual environmental impacts, site inductions and inspection reports. Records will be kept in POPL's electronic filing system, and be made available to the EPA upon request.

All records will be kept for a minimum of ten (10) years, as required by POPL record keeping management procedures.

14. COMMUNICATION / NOTIFICATION

Tenants and Users will contact POPL's General Manager Operations and / or Environmental staff in the event of any environmental incident or contaminant release anywhere within the port environs. POPL, the Tenant or User will contact EPA's Pollution Hotline 1800 444 004 as soon as practicable after becoming aware of any release of contaminants not in accordance with the conditions outlined in the SMBP.

15. CONTINUAL IMPROVEMENT

POPL's Environmental staff will undertake annual reviews of this SBMP to ensure the SBMP effectively manages environmental aspects of this facility. Further reviews will occur when triggered by a change in operations, change in expected standards and / or events such as incidents or emergencies, to identify the effectiveness of the SBMP in these instances. POPL's day to day management of the site will be included as an operational site under its ISO14001 accredited Environmental Management System, and will be audited under the established accreditation and surveillance audits by external third parties.

These audits and reviews will allow opportunity to identify areas of improvement in the management of the berths and storage areas. Where any non-compliances or deficiencies are identified in the plan, these will be investigated and rectified immediately. Tenants and Users of the facility are required to address continual improvement aspects under their SEMP.

Appendix 1: Aerial photo of Port of Portland

