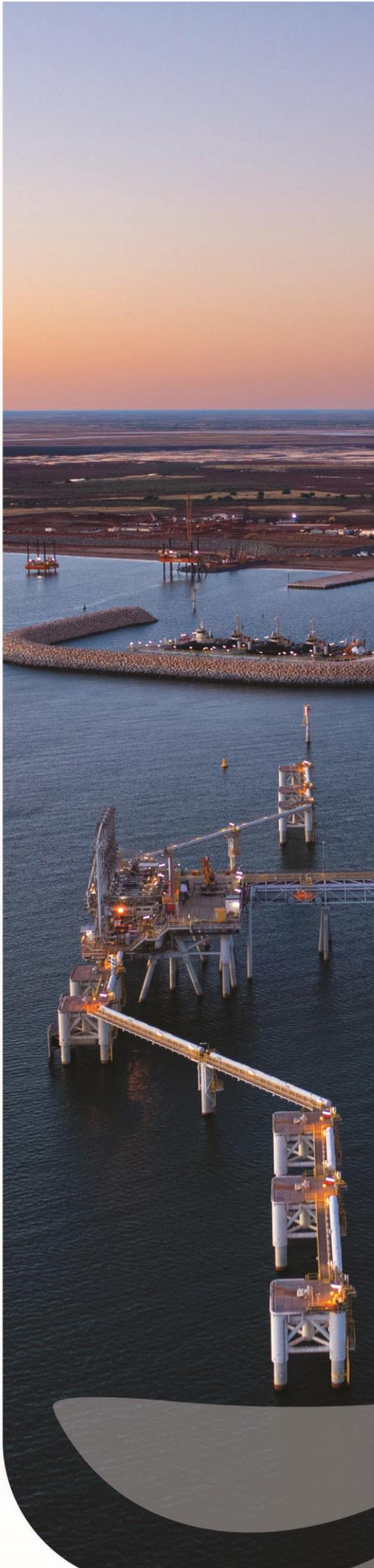




PORT OF ASHBURTON PUBLIC BERTHS AND FACILITIES HANDBOOK

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1. INTRODUCTION

1.1 Ashburton Public Berths and Facilities Handbook

This document is intended to provide information to owners, operators, charterers, agents, and masters of vessels regarding safety & security regulations, general conditions, port facilities and available services at the Ashburton Cargo Wharf (ACW) and the surrounding facilities.

Detailed marine information for vessels arriving, departing, navigating and any other marine matters generally within the port can be located within the *Port of Ashburton Handbook* published on the Pilbara Ports website. All marine and navigation information within this *Public Berths and Facilities Handbook* is of a general nature only and is given to provide and assist shore-based personnel and logistics chains with some basic information for planning purposes.

1.2 Pilbara Ports

Pilbara Ports Authority was formed on 01 July 2014 following the amalgamation of the existing Dampier (DPA) and Port Hedland Port Authorities (PHPA) and is governed under the *Port Authorities Act 1999*.

1.3 Contact Information

The ACW and associated cargo handling and laydown areas are managed by the Pilbara Ports Landside Operations department. All initial and general inquiries may be directed to the Landside office.

Table 1: Landside Operations Contact Details

CONTACT DETAILS	
Hours	0600-1800, 7 days per week, 365 days per year
Telephone	+61 8 9181 3602 (urgent calls only if outside of normal hours,)
email	landside.ashburton@pilbaraports.com.au
Location	Landside Operations Building, ACW entry gate, Port of Ashburton

A full list of contact details for all relevant departments and external entities can be found in Annexure C.

1.4 Abbreviations

Please see Table 2 below for abbreviations used throughout this handbook.

Table 2: Abbreviations

ABBREVIATION	DEFINITION
ACW	Ashburton Cargo Wharf
AMSA	Australian Maritime Safety Authority
DAFF	Department of Agriculture, Fisheries & Forestry (Biosecurity)
DFES	Department of Fire and Emergency Services
HAC	Hazardous Area Classification
HM	Harbour Master
IMO	International Maritime Organisation
LOC	Landside Operations Coordinator
LOPS	Pilbara Ports Landside Operations
MSIC	Maritime Security Identification Card
RORO	Roll On Roll Off
SOLAS	Safety of Lives at Sea
VBRAMP	Vessel Biofouling Risk and Management Procedure
VTS	Vessel Traffic Services

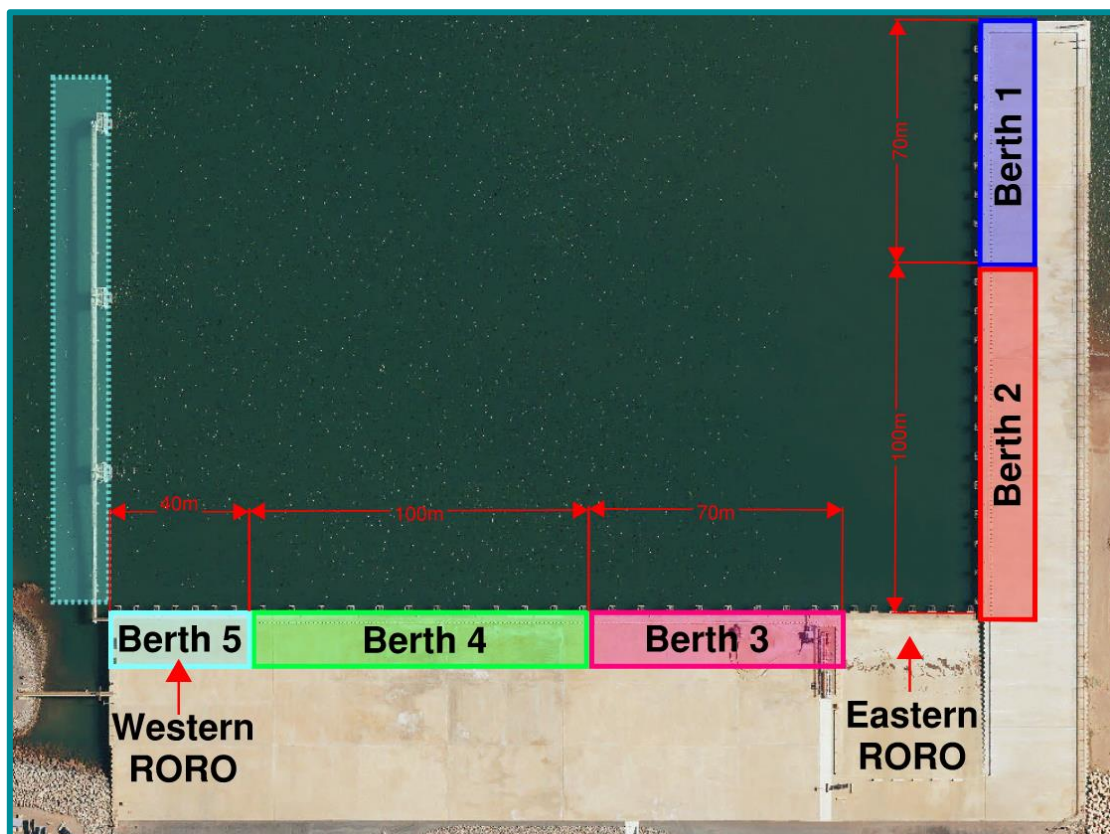
1.5 Ashburton Cargo Wharf (ACW)

The Ashburton Cargo Wharf (formerly known as the Material Offloading Facility or MOF) exists to the South of the Wheatstone Marine Terminal (WMT) in the Port of Ashburton. This facility was initially constructed for the development of the Wheatstone Gas Plant and is now a multi-user terminal operated by Pilbara Ports.

The ACW lies within a protected harbour. The ACW has 3 sections divided into 5 nominated berths.

- ACW East is a sheet pile quay structure running north/south with a concrete hard top. The quay is 170m in length which has 2 nominated berths.
 - ACW Berth 1 – 70m
 - ACW Berth 2 – 100m. Berth 2 also provides access to the 40m wide barge/RORO ramp.
- ACW South is a land backed sheet pile wharf running east/west with a concrete hard top. The wharf is 170m in length and has 2 nominated berths.
 - ACW Berth 3 – 70m
 - ACW Berth 4 – 100m
- ACW West is a series of mooring dolphins with landside access to support ACW 5 RORO berth which is 40m wide.

Figure 1: Berth Arrangement



1.6 Imports & Exports

The Ashburton Cargo Wharf is currently used for general cargo imports and exports, supporting the offshore oil and gas industry, and the resources sector.

Due to public berth size constraints, geographical position, and the local road network; specialised, oversize or unusual cargoes must be approved to land prior to arrival. Potential charterers, agents or purchasers should contact the port prior to booking berth space at the ACW.

For cargo ship arrivals at the ACW or upon request for other vessel types, a pre-arrival cargo briefing must be convened prior to final confirmation of berthing approval. Agents, Stevedores, transport and all other key parties are required to be in attendance. The Pilbara Ports representative will advise of approval to berth, or actions required at the meeting.

1.7 Ship acceptance

All ships calling at the ACW must comply with all International Maritime Organisation (IMO) guidelines and all Australian legislation and regulations applicable to operations.

Pilbara Ports has the right to refuse entry or berths to vessels that cannot show or prove compliance upon request.

1.8 Schedule of port charges

The current schedule of port charges is available from the Pilbara Ports website.

2. SHIPS SERVICES

2.1 Bunkering

Bulk marine diesel fuel is available at the ACW via fuel tankers only and must be supplied by an authorised and licensed supplier.

Permits are required for bunkering operations to be carried out. Permit application forms are available on the Pilbara Ports website for submission to the Landside Operations office. Fuel providers typically submit permits on the vessel's behalf; however, masters/agents are to ensure that all appropriate permits are in place prior to refuelling commencing.

Operational details and procedures can be obtained from the chosen supplier. See section 6.13 for further general information.

2.2 Potable Water

Potable water is not available at the ACW from Pilbara Ports.

Arrangements can be made with a supplier of potable water to have the water delivered by road tanker at the agent's or vessels expense. If arrangements are made, then Landside Operations are to be notified.

2.3 Waste Disposal

Vessel, industrial or construction waste is to be disposed of in an appropriate manner by utilising a professional licensed waste disposal company.

With prior arrangement with LOP's, vessels may have a skip bin placed alongside their vessel whilst in port. This service is to be arranged via the vessel agent contracting a properly licensed waste disposal service.

For detailed information regarding waste management at the Port please refer to section 8.5.

2.4 Shipping Agents

The choice and appointment of a shipping agent is purely at the ship owner or charterer's discretion. It is highly recommended that a shipping agent is engaged to ensure all requirements are met prior to vessel arrival and avoid any delays.

It is advised that any vessel visiting the ACW engage the services of a local agent. Local agents are well versed in the requirements of Pilbara Ports.

2.5 Repairs

The option to undertake repairs of vessels is limited whilst alongside the ACW. Approval of requests is dependent on requirement, berth availability and available labour.

Repairs that will immobilise propulsion or steering or in any other way prevent the vessel leaving at short notice are not permitted whilst alongside the ACW without HM permission.

Requests for main engine immobilisation should be made via email to dampier.vts@pilbaraports.com.au utilising the 'Engine Immobilisation Request Form' on the Pilbara Ports website.

Repairs that require shoreside labour (working from the wharf) inclusive of cranes, plant etc. will require an *Authority to Work permit* to be approved. See section 6.1.1

2.6 Shore leave

All crew must ensure that they have met Health, Australian Customs and quarantine requirements prior to commencing any shore leave.

Ship's crew that hold a valid MSIC and have completed a Pilbara Ports site induction have full unescorted access to the Pilbara Ports site. Crew without one or both requirements must be escorted by a qualified person, bus driver, taxi driver or ships agent. Those personnel must also report to the security gate upon leaving or entering the port.

The following activities are strictly prohibited at the Pilbara Ports Ashburton Cargo Wharf:

- Swimming
- Beach and foreshore access
- Fishing
- Collection of marine life, flora or fauna from anywhere on the Pilbara Ports site

Please refer to Pilbara Ports' *Fitness for Duty Alcohol and Drugs Procedure* for further information.

3. MARINE OPERATIONS

3.1 Navigation

Detailed information for vessels arriving, departing, navigating and any other marine matters within the port can be found within the *Port of Ashburton Handbook* published on the Pilbara Ports website.

All marine and navigation information within this handbook is of a general nature only and is given to provide and assist shore-based personnel and logistics chains with some basic information for planning purposes.

3.2 Channel, berth and basin information

Mariners must refer to the *Port of Ashburton Handbook* and latest *Local Notice to Mariners* for declared depths.

Table 3: Wharf Basin and Berth Pocket information

LOCATION	LENGTH	WIDTH	DESIGN DEPTH
Wharf basin		163m	7.0m
Berth Pocket ACW East	170m	40m	8.0m
Berth Pocket ACW South	170m	40m	8.0m
Berth Pocket ACW5 RORO	140m	40m	8.0m

3.3 Vessel Pens

The ACW harbour has 6 cyclone rated vessel pens supported by floating pontoons. These pens are under licence and are not available for use.

3.4 Notice of Arrival

Masters of all vessels arriving at the Port of Ashburton should keep their agents and terminal operators informed of their ETA to port limits and berth.

The Master and/or agent is required to provide notices of arrival in accordance with Pilbara Ports regulations.

Ashburton VTS should be informed if there is a variation of more than one hour, so that the shipping schedule can be updated.

Vessels intending to berth at the ACW should note the Berth Allocation and communication protocols in Section 4.

3.5 Arrival Requirements

All vessels arriving at the Port from overseas must comply with customs and quarantine requirements. The Port may request verification of these clearances.

To ensure all regulations and requirements are met, cargo vessels, other international arrivals as well as most domestic vessels are required to provide

- General Arrangements
- Manifests
- Packing slips
- Stowage plans
- Any other documentation as required

A checklist is sent to Agents at time of application or upon request.

Any Port permit requirements identified must have an approval prior to the specified work commencing. Please refer to Section 6.1 for Permit details.

3.6 Permits (Marine)

Pilbara Ports has a permit system to ensure that operations being undertaken that have an increased risk whilst vessels are alongside or, create a risk to shipping is planned, safe and duly authorised.

The below permit types are to be sought via VTS for Harbour Master approval.

3.6.1 Ships Hot Work Permit

Vessels alongside the public berths in the Port of Ashburton that wish to conduct hot works of any kind must apply for a permit using the forms available on the Pilbara Ports website.

3.6.2 Diving Permits

Diving Operations must not be undertaken in the Port unless a Dive Permit Application has been approved by the Harbour Master. Dive plans must be submitted at least 24 hours prior to intended commencement of dive operations to allow time for review and amend as required. Instructions contained in the dive application must be always adhered to.

Dive Permit Application forms, including a list of required documentation is available from the Pilbara Ports website.

4. BERTH BOOKING PROCESS AND PRIORITIES

4.1 Introduction

This procedure is established under the provisions of the *Port Authorities Act 1999* and is designed to maximise Port efficiency and meet customer service levels. All vessels using and accessing the ACW must follow the protocols and requirements contained in the *Port of Ashburton Public Berths and Facilities Handbook* and the *Port of Ashburton Handbook*.

4.2 Arrival reporting and berth applications

Berth applications for every vessel expected at the berth should be submitted seven (7) days prior to the vessel's arrival at the Port when practicable. Berth applications are accepted up to 21 days in advance.

Prior to submission of a berth application, vessel agents should first contact Landside Operations to ensure that there is berth availability. Advice and berth availability are given using the information to hand at the time of the inquiry.

A berth will not be reserved for a vessel without a berth application being properly submitted.

4.3 Governing Guidelines

At all times, berth allocation and the order in which vessels are allowed to proceed to, or be asked to vacate from, any berth will be decided entirely at the discretion of the Harbour Master.

Pilbara Ports reserves the right to:

- order the removal of any vessel for any legitimate reason including a vessels failure to maintain the requirement of continuous cargo operations.
- change, cancel or reschedule any berth allocation or the order in which vessels are allowed to proceed to berth at any time.
- ensure that any directions or orders given by Pilbara Ports concerning berthing be complied with as soon as possible.

Pilbara Ports will not be liable in any way for any delays, demurrage or other costs or losses of any kind that may arise as a consequence of any directions or orders that are given.

4.4 Berth Allocation and Priority

The overarching principle governing the allocation of berths is to maximise Port efficiency consistent with safety and as far as practicable, manage that process in a manner that over time can be seen to be fair and equitable.

In general terms, the allocation of berths and the order in which Pilbara Ports allows vessels to proceed to berth is based on the order of a vessel's arrival at Port limits.

In considering berth allocations and the order in which vessels are allowed to proceed to berth, Pilbara Ports will also take the below factors in to account;

- The timely reception of a berth application submitted via the Pilbara Ports website. Berth applications are expected a minimum of 7 days prior to arrival unless extenuating circumstances exist.
- Port of Ashburton *Vessel Declaration and Mooring Compliance* form completed and returned by the Master 48 hours prior to arrival.
- The ability to undertake continuous (24h) cargo operations whilst alongside the public berths.
- The suitability of an available berth for the vessel and the cargo to be handled, this includes factors such as vessel dimensions, proposed drafts, the nature of the cargo, whether vessel is geared or requires a shore side crane and other safety considerations.
- The vessel's readiness and its capability to commence loading or unloading of its nominated cargo immediately upon arrival.
- The vessel, vessel agent or other nominated logistics coordinator providing sufficient evidence that arrangements have been made for Stevedores and suitable logistics/transport to attend to the vessel upon berthing and to discharge or load cargo in an expeditious manner.
- Type of work to be carried out i.e. cargo operations, bunkers, tank cleaning, repairs, etc.
- Vessels that occupy multiple berths will need to be considered due to their length. Vessels of this length impact on the occupancy of adjacent berths and may lead to a vessel being held out or the berthing order modified.
- Conventional or highly manoeuvrable vessel.

In the event of conflicting adjacent arrival times and if all criteria are equal, the HM or delegate will decide which ship will berth first based on information supplied from the vessels Master and the Ports AIS monitoring system. Ships Masters will be required to provide an accurate ETA to port limits including current position and ships speed. Vessels AIS systems must be functioning. This information must be supplied 24 hours before the expected arrival to port limits.

Pilbara Ports may, without limiting its other rights or powers in any way, depart from this general position at any time.

The shipping schedule is updated regularly and available to view at <https://kleinpod.pilbaraports.com.au/dashb.ashx?db=audam.ash.dailyshipping>

4.5 Priority Berthing Order

The order of priority may be varied in the following circumstances:

- in the event that the vessel is a passenger cruise vessel
- Special Case Priority Vessels in accordance with Section 4.8
- an agreement between relevant parties is reached in order to change the berthing order. Evidence must be provided.
- a vessel arriving first is not scheduled to work cargo immediately
- a hold condition survey (where required) has not been passed
- tide and/or weather conditions may provide unsafe conditions for berthing a vessel. Berthing and un-berthing of vessels during severe weather conditions is at the Harbour Master's discretion. Once a decision to cease berthing/un-berthing operations has been made, Pilbara Ports will advise all affected parties. It should be noted that under certain climatic conditions it may not be possible to berth/un-berth certain vessels. Such decisions are made at the discretion of the Harbour Master:
- in support of overall port efficiency as decided by the Harbour Master
- to avoid conflicting logistical requirements at adjacent berths
- a ministerial direction provides guidance for berthing priority, or
- a vessel is restricted to working at a particular berth

4.6 Notification of Changes

Pilbara Ports' Landside Operations office must be promptly notified of any variations to any information provided in the berth pro forma documentation.

The Landside Operations office is to be advised 72, 48 and 24 hours prior to the vessels scheduled arrival of:

- the estimated time of arrival
- any variation to the vessel's estimated time of arrival, and
- any variations to the vessels manifest

A vessel that for any reason other than natural causes or a safety issue, orders cargo work to be suspended or which the Australian regulatory authorities detain, may remain alongside provided that another vessel is not competing for the same berth.

If a vessel wants to exceed its booked berth time by more than 4 hours and another vessel is waiting for that berth, then Pilbara Ports may, at its discretion, order the berthed vessel to be removed to an anchorage or another suitable berth if available. All costs associated with extending a berth time alongside and/or moving a vessel from a berth will be charged to the agent, owner or the principal of the vessel.

4.7 Berth changes or cancellations

Should you no longer require a booked berth, Pilbara Ports expects the booking agent to notify the Port in writing as soon as possible to allow the berth to be released to other parties.

Changes to arrival and departure times can be accommodated if availability allows. Any significant changes (>1hr) should be communicated to LOPs as soon as possible.

Agents should be aware that when you request a berth for a vessel you have not booked a berth; rather, you have booked a vessel. If the vessel is cancelled, a new berth application will be required for a proposed change of vessel. Booked vessels may negotiate changes between each other however, Pilbara Ports must be notified of this change in berthing arrangement by both parties in writing. Any proposed change requires Pilbara Ports approval.

4.8 Special Case Priority Vessels

Pilbara Ports may determine from time to time that vessels involved in new and diversified trades or performing work of a unique and time critical nature should be treated as Special Case Priority Vessels and may enter into User Agreements or, apply certain conditions relating to berth priority on a trial basis in order to support such trades.

5. BERTHING INFORMATION

5.1 Berthing Parameters

Acceptable berthing parameters will be advised by the Harbour Master in conjunction with the Pilots. Consideration will also be given to other vessel operations being conducted to ensure overall port efficiency is maintained. The berthing parameters for vessels arriving and departing to and from the ACW are detailed below. These parameters may be changed at any time without notice by the Harbour Master to ensure safety and efficiency of shipping operations in the Port:

- Vessel arrivals and departures to and from the ACW are permitted 24 hours however night arrivals may be subject to conditions or HM review
- Berthing and transit conditions will be subject to environmental factors and towage capability, including the size and manoeuvrability of vessels
- Conventionally powered vessels may have arrival and departure restrictions if another vessel is alongside an adjacent berth

5.2 Arrival displacements

- Berths 1, 2, 3 & 4 – 15,000t
- Berth 5 – 14,000t

Any arrival displacements that are outside of these limits will require specific Harbour Master approval. Engineering studies to support an application to exceed these limits may be at the cost of the requestor.

5.3 Mooring

Vessels are to have a suitable mooring plan relating to its size and purpose of operations at the ACW. Pilbara Ports may require the plans to be provided for approval prior to a mooring operation.

All operations involving double banking of vessels or for RORO operations will need to have a mooring plan approved by the Harbour Master.

Ships winches must always be in good working condition. All roller leads must be free. It is of utmost importance that correct and sufficient moorings are used to prevent the vessel ranging at the berth.

The ship will make fast to 50t capacity single bollards. Lines will be dipped when sharing bollards with other vessels.

5.4 Mooring lines

With respect to mooring lines, the following applies to all vessels.

- Any incident of parted mooring lines at the ACW should be immediately reported to Ashburton VTS on VHF 14

- All mooring lines used by vessels berthed at Pilbara Ports facilities are to be in good condition with no joins (splices, knots, bends or shackles) in them
- The use of wire mooring lines is prohibited on all berths
- Standing lines and lines to winch drums must be deployed symmetrically fore and aft
- Mooring lines are to be kept tight, and the ship kept firmly alongside and parallel to the fender line
- Ships mooring lines are to be properly tended 24 hours per day by a competent person whilst a vessel is moored alongside
- Ships will comply with and be responsible for any extra berthing requirements as imposed by HM or their delegate such as the use of Yokohama fenders
- Masters are to monitor and take every effort to prevent damage to the wharf fenders or structure. Any noted damage shall be reported immediately to Pilbara Ports

Any vessel moored alongside a Pilbara Ports berth in the Port that fails to tend or maintain mooring lines adequately may be issued an infringement notice under the *Port Authorities Act 1999* and liable to a fine of \$20,000.00.

5.5 Static UKC

A 1m under keel clearance (UKC) must be maintained at all times whilst alongside the ACW.

5.6 Departures

Vessels departing the ACW are expected to have dropped the last line and be clear of the berth by the end of their booked time alongside. For example, a vessel booked to be alongside the berth from 0600 to 1800 should be clear of the berth by 1800hrs.

Masters, Stevedores, Agents and Pilots should plan operations accordingly.

5.7 Warping

From time to time, a vessel may be required to reposition on the ACW. Where the repositioning requires all lines to be let go, for a conventional vessel, pilotage and the use of tugs is required. Highly manoeuvrable vessels do not require tugs and do not require a pilot if the Master holds a valid PEC.

If the movement can be achieved by warping, permission must be sought from the Harbour Master via Landside Operations to warp the vessel into the new position. Landside Operations will advise of any conditions or restrictions imposed by the HM.

Vessels with obstructions, protrusions or 'D' Fenders will not be permitted to warp.

6. LANDSIDE OPERATIONS (WHARF)

All wharf activity, cargo handling, management and allocation of laydown areas as well as any other operational activity across Pilbara Ports land is controlled and managed by the Landside Operations department.

Initial inquiries and general questions about operational matters can typically be directed to the Landside Operations team in the first instance. Please see contact details in Annexure C.

Licensees may be exempt from these permit requirements when conducting works within the scope of their licence. Refer to your licence or contact Landside Operations for specific information.

6.1 Permit System

Pilbara Ports has a permit system in place for many operational works.

Below is specific information relating to the more common permits issued for operations at the ACW. This list is not exhaustive, and it is the masters/agents/contractor's responsibility to ensure that all required permits are in place.

Pilbara Ports has the right to stop all operations pertaining to a particular vessel if a required and valid permit is not in place or if a breach of permit conditions is noted.

6.1.1 Authority to work

An Authority to Work (ATW) is required by anyone performing any works or services for Pilbara Ports or for 3rd parties engaged in works, on Pilbara Ports controlled areas including the ACW & laydown yards, either directly or indirectly.

An ATW may be linked to other permits that are mandatory across Pilbara Ports sites. Some exceptions apply to this requirement. See the *Authority to Work Procedure* for further details.

6.1.2 Dangerous Goods Permits

Dangerous Goods Permits are required when loading, discharging or transporting DG on the Port site irrespective of other permits or licences held outside of Pilbara Ports. Any DG in transit on vessels that fall under the IMDG code must also be declared and a permit sought.

See Section 6.2 for detailed information on Dangerous Goods.

6.1.3 Oversize Permits

Any oversize and/or heavy loads as defined below must apply for an oversize permit from Landside Operations at least 24hours prior to

requirement. Additional or more detailed information may be requested by Pilbara Ports to assist in the approval process.

Landside Operations may remove this requirement at their discretion. Waivers will need to be received from LOPS to the transporter in writing prior to conducting any movements without a permit.

(a) Oversize Loads

- Any vehicle or vehicle combination exceeding 19m long, 2.5m wide and/or 4.3m in total height
- A movement study may be requested to prove that a certain vehicle/load combination can negotiate all wharf access and exit points.

(b) Over mass or heavy Loads

- Any single item of cargo, equipment, bulk product or other load exceeding 20 tons
- Any single crane lift exceeding **30 tons** will require a lift study to be completed and submitted at the same time the oversize permit is applied for.
- The Landside Operations team may request one or both documents to be completed for loads of a weight less than that specified should they believe that wharf load limits may be exceeded i.e. excessive reach with the crane.
 - Refer to Annexure B – Ashburton Cargo Wharf (ACW) Live Load on Concrete Deck Drawing
- Should a load or lift be near to permissible load limits on site, the application will be referred to the Engineering team for review and approval. Engineers may require more detailed information or be required to have engineering consultants review which may be at the shippers or agents expense.

6.1.4 Hot Work Permits

Any process that can be a source of ignition when flammable material is present or, can be a fire hazard regardless of the presence of flammable material in the workplace, requires a Hot Work Permit application to be submitted for approval. Common hot work processes include, but are not limited to, welding, drilling, cutting and grinding.

An ATW is required when applying for a hot work permit.

6.1.5 Working at Heights (WAH) Permits

Working at heights (WAH) and all required permits shall be carried out in accordance with *Pilbara Ports Fall Prevention Procedure*.

Due to the unnecessary risk of interaction between a moving vessel and a fixed platform, permits will not be issued for personnel to work on a vessel from a shore-based EWP or equivalent without Pilbara Ports approving a completed risk assessment indicating all risks are fully mitigated.

An ATW is required when applying for a WAH permit.

WAH permit applications are not required from vessels conducting work on board. Masters are to manage works conducted under their own SMS and permit system.

6.2 Dangerous Goods



The handling of Dangerous Goods (DG's) in the Ports of WA is regulated by a suite of Federal and State legislation. The *Dangerous Goods Safety Act 2004* and its associated regulations is the Western Australian Legislation which applies to DG's in the state. The Australian Standard *AS3846-2005 'The Handling and Transport of Dangerous Cargoes in Port Areas'* is referred to in the Act and many of the Ports requirements are sourced from this standard. Shipping is also bound by Marine Order 41 which brings the International Maritime Dangerous Goods Code (IMDG) into force.

The Port, in determining the conditions under which dangerous goods are handled, transported, stored and segregated in operational areas within the Port, draws on the information and advice from the IMDG Code and AS3846-2005. The ACW is classified as an 'ordinary berth' for the purposes of the standard.

Pilbara Ports will always ensure compliance with any legislation but may in some cases impose rules or requirements that exceed the minimum requirements.

All companies and personnel (land and/or marine based) shall understand their legal responsibilities and requirements prior to entering the Pilbara Ports site.

Where required, personnel will be adequately trained and certified in the handling, carriage and transport of DG's. Pilbara Ports may request proof of same.

At least 24 hours prior to a vessel's proposed time of entry or the proposed time of delivery of goods to a berth, the Master, his agent or their representative must lodge details of dangerous goods being carried or intended for carriage on the vessel with the Port in order to apply for and be granted a *Dangerous Goods Permit*.

Applications for approval to transport or handle dangerous goods at the ACW are made via a berth application and a *Dangerous Goods Permit* application. A correctly filled out and signed AMSA approved Multimodal Dangerous Goods Form or equivalent for each type of DG is to be attached to the *Dangerous Goods Permit* application.

Irrespective if dangerous goods and explosives are being imported/exported at the ACW, a vessel transporting dangerous goods as transit cargo must declare same on a *Dangerous Goods Permit* form. Ships equipment e.g. flares, do not need to be declared.

Certain conditions or logistical circumstances may necessitate a berth closure.

It is a requirement to ensure that the Dangerous Goods are labelled in accordance with standards. Operators must ensure that all Dangerous Goods and Explosives are segregated from other Explosives and Dangerous Goods in accordance with the IMDG code and AS3846.

6.2.1 Dangerous Goods (Class 1) – special requirements



The ACW is not classed as a special berth nor is the Pilbara Ports site licensed for the storage of Class 1 DG. As such, there are strict limitations on how and what can be handled across the ACW.

If a permit is issued (see section 6.1.1) to load or unload dangerous goods from a vessel and those goods are Class 1 explosives, in addition to requirements in AS3846-2005, the following additional specific handling and transport requirements are highlighted:

- Class 1 items will be the first items unloaded from a vessel immediately after arrival.
- Class 1 items when unloaded must be immediately removed from site utilising approved transport.
- Class 1 items will not be stored anywhere on the Pilbara Ports site
- Class 1 items being loaded, will not be brought on to site and loaded until immediately prior to vessel departure.
- The multimodal for the Class 1 goods must show the Net Explosive Quantity (NEQ) for that item.
- The maximum NEQ permitted at the ACW (Except for Class 1.4S¹) is up to 200kg total if both berths are occupied.
- Amounts greater than 200kg NEQ may be considered with strict conditions. Contact Landside Operations for information.

6.2.2 Dangerous goods storage

On site storage of DG cargo is not permitted without express written permission from Landside Operations. No Dangerous Goods site licences are applicable to the Ports common user areas therefore, any request for temporary storage of Dangerous Goods must be within limits set by the *Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007*.

All classes of DG (except class 1) may be brought on to site for immediate loading to a vessel at any time. Placement and storage of any DG on the ACW is not permitted except during normal loading operations.

6.2.3 Segregation of Dangerous Goods

Dangerous goods on the ACW shall be treated and segregated as per table 5.2 in the Australian Standard, *The handling and transport of dangerous cargoes in port areas AS3846-2005*.

6.3 Traffic Management

The ACW is a multi-user facility with many and varied vessels, cargoes and transport requirements. The dynamic nature of operations does not allow for vehicle and pedestrian traffic to be managed the same way, every day.

Pilbara Ports has developed a general *Traffic Management Procedure* for the Port of Ashburton site which can be located on the Pilbara Ports website.

10km/h is the maximum speed limit for ALL vehicles and plant on the ACW. Drivers and operators are expected to drive to the conditions and congestion, which may mean reducing their speed further.

¹ Explosives of division 1.4S are not restricted in terms of quantity at an ordinary berth

Drivers will obey directions from Pilbara Ports staff, Stevedores or other personnel conducting traffic control duties by signs or hand signals.

If traffic control markers are used on the ACW, they must be in good condition, high visibility colours and either:

- a T-Top portable delineator at least 1000mm in height with reflective tape, or
- a traffic cone of at least 700mm in height and weighted base with reflective tape

Any other form of marker must be approved by LOP's.



The ACW has some special requirements within the traffic management procedure. Full details can be found within the TMP located on the website. Below are some key points from those special requirements:

- For all vessels alongside the ACW, a Daily Traffic Control Plan (DTCP) specific to that operation will be prepared by Landside Operations and distributed to and managed by the engaged Stevedoring company.
- All personnel involved in the operation must be fully briefed on the DTCP prior to commencing operations.
- Positive communications must be established between Stevedores and transport providers.

6.4 Vessel footprint and cargo management

The dimensions of the ACW mean the available space for all services, cargoes, vehicular traffic and personnel is required to be maximised to maintain efficiency and safety for all.

The berths are not to be used for the prepositioning or storage of cargo or equipment outside of the immediate vicinity (within reason) of the vessel that is loading or discharging same.

Well considered alternative plans, arrangements and management will always be considered however all requests to deviate from this sections requirements must be approved by the Landside Operations team.

This requirement applies irrespective of what other vessels (if any) are alongside other berths, what works are being done or if there is one or more Stevedore companies working on the wharf. Each vessel is considered a separate entity and will be treated as such.

6.5 Laydown on Ashburton Cargo Wharf (ACW)

No cargo is permitted to be pre-positioned or stored on the ACW. Plant and equipment will not be left on the berths without permission from LOP's.

6.6 Mobile Plant & Equipment

All plant (including cranes and forklifts) in use by personnel on or around the ACW must be fully tested and compliant with any testing or tagging requirements in place for that type of plant. Pilbara Ports staff can request proof of compliance at any time.

Only personnel properly trained and/or licensed (if required) in plants use may use such equipment.

No refuelling of equipment or plant is to be conducted on the ACW without permission from the Landside Operations office. Permission will only be given under exceptional circumstances and if granted, must comply with the *Port of Ashburton – Plant and Equipment Refuelling Procedure*. Pilbara Ports can halt the operation at any time.

Landside Operations may allocate an area for plant refuelling away from the ACW upon request.

6.7 Parking

Parking of vehicles (commercial or private) is not permitted on the ACW unless authorised. Only vehicles that are an integral part of vessel operations being conducted at the time will be authorised.

Vehicles that are authorised to park on the ACW must:

- Only park in areas designated as a parking area when possible
- Leave car unlocked with vehicle keys in ignition.
- Ensure vehicles not identified by a company name and phone number shall leave a contact name and number clearly displayed on the dashboard of the vehicle.
- Reverse park in the first instance or alternatively parallel to an edge in a manner that allows immediate forward movement.
- Keep clear of all emergency appliances including emergency showers.
- Keep clear of waste bins.
- Understand that the vehicle may be moved or removed from the ACW by Stevedores or Pilbara Ports staff without notice.

Contractors, agents and any other persons authorised to visit the vessel shall keep the number of vehicles parked on the ACW to a minimum. No vehicle is permitted to park where a work zone or no parking zone is established.

Pilbara Ports operations or security staff retains the right to order the moving of or to remove a vehicle at any time.

6.8 Stevedoring Services

The Port is serviced by licensed Stevedore companies. The choice of licensed Stevedoring company is purely at the agents or charterers discretion.

All cargo handling is performed by the nominated Stevedoring company. All cargo handling will conform to Work Safe and Australian Standards practices, relevant codes of practice, relevant legislation, the Stevedoring companies safety management systems and within Pilbara Ports own safety systems.

A list of licensed Stevedore providers can be found in Annexure A .

6.8.1 Application of Marine Order 32

Section 94 of the Navigation Act 2012 prevents ship's crew being employed in handling cargo in connection with the loading and unloading of a ship if sufficient shore labour is available.

Cargo is defined in section 14 of the *Navigation Act 2012* and does not include ballast or goods (stores) intended for consumption on board the vessel. Whilst ship's crew are permitted to load stores manually or with ships gear; the vessel Master, ship's crew or agents are not permitted to engage external services (i.e., cranes, additional labour) to assist with the operation other than through a licensed Stevedore services provider.

Should all licensed Stevedore providers be unable to provide shoreside services upon request then the vessel may apply to the Port via Landside Operations to engage shore side services directly.

6.9 Mooring

Mooring services on Pilbara Ports Public Berths are provided by licenced Stevedores and are coordinated principally by the vessels nominated agent in consultation with the Pilbara Ports Landside Operations Department.

6.10 Cranes

All cranes and registered plant entering or transiting the Port of Ashburton must be registered and approved by an authorised person to perform operations on site. Any crane not registered with Pilbara Ports will be refused access at the gate.

The operation of mobile cranes on the ACW and specifically the requirement to monitor and ensure point load reactions do not exceed the limits on the attached

Wharf Load Limit drawing (Figure 4: Wharf live load limits), is the responsibility of the operator of the crane and the Stevedoring company that contracts or hires the crane. Ensure that prior to lifting any load by crane on the ACW that:

- Point loads are calculated and do not exceed the limits as shown in the Wharf Load Limit drawing.
- The correct type and size of load bearing pads are placed under the outrigger feet as noted in the Wharf Load Limit drawing. Lifts will be halted if the pads do not meet the requirements in the Wharf Load Limit drawing or as specified in an approved lift plan.

Unless pre-approved by Landside Operations, cranes moving on the ACW, Port Access Road and approaches will comply with counterweight restrictions. Road legal cranes must be configured for movement on the main roads (boom down and no counterweights). Rough terrain cranes are not designed to be moved on public roads, so may move on the wharf with booms raised, but must not have counterweights added.

6.11 Heavy vehicles

Combination and heavy rigid trucks are permitted on the ACW for the purpose of loading or discharging cargo and supplies to vessels. Due to load limits and proximity to personnel and other operations the following applies:

- Only 1 (one) truck is to be within a vessel's footprint, for the purpose of load or discharge, at a time. Cargo vessels may have 2 trucks operating (1 loading, 1 waiting) if this can be done without interfering with any other operation on the ACW.
- Trucks waiting to enter the ACW must do so at the nominated truck staging area.
- Landside Operations may modify, change or implement further rules to improve overall efficiency at the ACW on a case-by-case basis.

6.12 Securing of loads

All loads traversing the Port of Ashburton site must be secured in compliance with *Road Traffic Act*, *Chain of Responsibility* Legislation and the *Heavy Vehicle National Law*.

This includes cargoes and goods being moved to/from the ACW to/from laydown areas regardless of distance travelled. Reduced requirements may be requested via Landside Operations (such as the use of container pockets rather than twist locks). Requests must be accompanied by a risk assessment that supports the proposed change.

6.13 Bunkering Operations

All bunkering services are required to be provided under the charge of a bunkering services providers licence. Important points in the bunkering process are:

- Bunkering (combustible or flammable liquid) requires a Pilbara Ports Dangerous Goods Permit, which is applied for via the Landside Operations office.
- Prior to ordering bunkers, Masters should ensure that a berth has been allocated to their vessel at the scheduled time.
- A 'ship to shore safety checklist' or equivalent must be completed and signed off by the fuel company representative and the Master of the vessel before commencing. This checklist may be audited and verified by Pilbara Ports.
- Bunkering and loading cargo may take place concurrently, if all parties agree, but under no circumstances can cargo be lifted directly over the bunker point, the hose or the operator.
- Every endeavour should be made to position the vessel and shore equipment (including cranes) correctly to allow bunkering operations to take place in an efficient and safe manner. Bunkering will cease if the operator considers any aspect of the process unsafe.
- Vessels shall have their own supply of pollution response, containment and recovery equipment on board. This equipment should be strategically placed to assist in the immediate action to prevent environmental harm. This equipment, especially absorbents, booms, pads and floor sorbent granules should be kept in good condition and replaced if deteriorated.
- Scuppers on board all vessels must be blocked and sealed during the bunkering process. Save-alls are another way to prevent small spills as well as providing breather bags or buckets to capture small overflows. Vessels with large freeing ports and/or vessels not fitted with proper containment should deploy absorbent material or booms on deck near the filling point and bunkering vents

6.14 Ship to Shore Bulk Tanker Transfer

Bulk transfers at the ACW are a common necessity. Most processes are controlled by the established procedures typically managed by the vessel, service provider or a combination of both.

All bulk transfer operations must adhere to the *Port of Ashburton - Tanker Transfer Procedure* requirements.

7. LANDSIDE OPERATIONS (LAYDOWN)

The Port of Ashburton has a 30,000m² Cargo Handling Area (CHA) available for transit and short-term laydown of cargoes.

In addition, a further 150,000m² of unsealed laydown may be available for short to mid term staging of cargoes or projects operating from the Port.

7.1 Cargo Handling Area

The CHA is typically made available for short term staging, laydown and clearance for import/export cargo or, equipment for vessels using the ACW. Costs and conditions can be provided by Landside Operations on request. Requests are reviewed on a case-by-case basis.

The area may be further utilised to preposition equipment, trailers and or vehicles for transport requirements of vessels being serviced at the ACW.

Contact should be made with Landside Operations to discuss options and availability. Entry is not permitted into the laydown area without Pilbara Ports' authorisation.

For all inquiries regarding laydown availability, please contact Landside Operations.

7.1.1 Biosecurity control RESERVED

Refer to the *Biosecurity Risk Response Procedure* or contact Landside Operations for current biosecurity arrangements for cargoes.

7.2 Operations in laydown areas

All operations within the Cargo Handling Area (CHA) must be performed by a licensed Stevedore company.

Import cargoes or goods in other laydown areas must be handled by Stevedores until released to the receiver (considered as delivered). Released cargoes, goods or project materials may be handled by other qualified parties however work would only be permitted under permit or licence.

Export cargoes or goods in other laydown areas must only be received by Stevedores when listed within an active manifest for shipping. Cargoes, goods or project materials not due for immediate export may be handled by other qualified parties however work would only be permitted under permit or licence.

7.3 Fees and charges

A schedule of fees and charges can be found on Pilbara Ports website.

8. ENVIRONMENTAL MANAGEMENT

Under the *Port Authorities Act 1999*, one of the functions of Pilbara Ports is “*to protect the environment of the port and minimise the impact of port activities on that environment*”. Pilbara Ports achieves this by maintaining an Environmental Management System to ISO14001 standard and has a published Environmental Management Plan, which is available from Pilbara Ports’ website.

This section outlines important environmental controls and requirements that set the minimum standard for operating on or alongside the Ashburton Cargo Wharf.

8.1 Environmental Incidents

8.1.1 Spill Response

Any individual, group or company that causes a spill of oil, chemical or other noxious substance on the wharf must immediately respond to the spill by:

- **Controlling the spill** – attempt to stop or stem the loss if it is safe to do so
- **Containing the spill** – minimise the spread of the spill and prevent it from entering Port waters
- **Cleaning up the spill** – recover the spill using the appropriate spill response equipment provided by your employer and / or Pilbara Ports
- **Communicate to Pilbara Ports** – notify Pilbara Ports Landside Operations Coordinator immediately and submit an incident report form via Pilbara Ports’ website.

Pilbara Ports provides mobile spill kits on the berths, located on the Eastern and Southern Quays. The spill kits are suitable for response to hydrocarbon spills and contain sorbent kitty litter, socks, absorbent pads as well as brooms, shovels and basic PPE.

The yellow mobile spill kits can be used by anyone however, it is Pilbara Ports expectation that licensed Stevedores and Port users also use their own spill response equipment and resources for any larger / type of spills commensurate to their activities.

Pilbara Ports will inspect and replenish the mobile spill kits on the berths as required, on a routine basis. It is the requirement of Pilbara Ports that if the mobile spill kit is used, Landside Operations are to be notified as soon as practical.

8.1.2 Incident Notification

Any actual or suspected spill of oil, noxious substance or product (irrespective of volume) to the deck of the ACW or other port operational area must be immediately reported to the Landside Operations team. If the spill also enters Port waters from the deck of the ACW, then Ashburton VTS must also be notified immediately on (08) 9159 6556.

8.1.3 Incident Report

For all environmental incidents, Pilbara Ports requires an initial incident report within 24 hours that outlines what happened and actions that have been undertaken (or planned) to prevent a recurrence of the incident. See section 11 for further details on incident reporting.

8.1.4 Spill Prevention Measures

To assist with the prevention of spills directly entering the Ports waters from the ACW, it is a requirement that a spill kit is readily accessible and, where practicable, the area immediately surrounding the area of risk is sealed or banded during the following operations.

- Bunkering operations
- Liquid product transfers
- Liquid waste transfers

This requirement does not remove the responsibility of operators maintaining robust internal spill prevention kits and associated action plan. Such plans may require review by Pilbara Ports before operations will be permitted.

8.2 Biosecurity

Under the *Biosecurity Act 2015*, all international vessels and goods become subject to biosecurity control when they enter Australian territorial seas. If a vessel is subject to biosecurity control, it can only enter Australia at ports that are first points of entry (FPOE). This is unless the vessel has been granted permission by DAFF under section 229 of the *Biosecurity Act 2015* to enter a non-first point of entry. There may be conditions the vessel will still need to comply with to enter this type of port. This ensures that vessels enter Australia at a location with appropriate facilities and personnel to manage the biosecurity risks to an acceptable level.

The Port of Ashburton is not declared as a FPOE port under the *Biosecurity Act 2015*². There is potential for exotic species transported on vessels to enter the terrestrial or marine environment significantly impact native species and habitats.

If any non-native fauna (for example birds, lizards, Asian gypsy moth, bees) or flora (cargo with mud or dirt has the potential to contain seeds) are observed at the Port of Ashburton the appropriate authorities should be notified.

Sightings or findings of non-native species must be reported to Biosecurity at the Commonwealth Department of Agriculture, Fisheries and Forestry (DAFF) via the link below.

² The Port of Ashburton is managed as a First Point of Entry for foreign vessels and goods and implements quarterly pest management programs in accordance with the *Biosecurity Act 2015*.

<https://www.agriculture.gov.au/biosecurity-trade/pests-diseases-weeds/report>

Alternatively call the **See. Secure. Report.** Hotline on **1800 798 636**

All biosecurity incidents shall be reported to Landside Operations immediately. If you are unsure if the observed fauna is native or non-native, it should be reported to Pilbara Ports regardless.

8.3 Fauna

Native wildlife may be present on site. Abiding by site speed limits and maintaining situational awareness whilst on site will reduce unintended interactions with the local wildlife such as snakes and kangaroos. Do not provide food or water to wildlife and ensure all food wastes are disposed of in covered waste receptacles to prevent egress. Food scraps have the potential to attract vertebrate pests (for example feral cats, wild dogs and rats) and must be managed accordingly.

If any injured, distressed or dead wildlife is found on port land or waters, notify Pilbara Ports LOPS or Pilbara Ports 24-hour security team. It should be noted that some native wildlife is protected (for example marine turtles) and should not be handled without advice and approval from the Department of Biodiversity, Conservation and Attractions.

8.4 Flora

Pilbara Ports maintains native flora and vegetation in non-operational areas and seeks to maintain biodiversity and native habitats by preventing new weed incursions and limiting the spread of weeds known in the local area.

All ground engaging and tracked equipment required to access site must be clean and free from dirt, mud and seeds prior to entering the Pilbara Ports site. All other vehicles shall be maintained to acceptable hygiene standards to prevent the introduction of weeds.

Site activities shall be kept to designated roadways and operational areas unless otherwise authorised by the LOPS.

8.5 Waste Management and Housekeeping

Vessels and vessel agents should make appropriate arrangements to dispose of general waste generated as a result of ships operations alongside the ACW.

Biosecurity waste from international vessels must be managed by a licensed waste service provider and must not be placed in general waste bins on the ACW.

Controlled wastes such as oily rags and oil filters must not be placed within the general waste stream – it is the responsibility of the waste originator to appropriately package and dispose of such items offsite.

Controlled waste from the clean-up of small spills on the ACW (e.g. oiled kitty litter) should be placed in the heavy-duty plastic bags provided in the large yellow mobile spill kits and sealed with cable ties to prevent further spread of contamination.

All loose items and litter on the ACW have the potential to be carried directly into the marine environment by wind and rainfall. Wastes must not be released or placed in a location where they may potentially be released from the ACW into the marine environment. Note that this applies to all vehicle loads (e.g. Utes / trucks) and waste receptacles on the ACW.

Loose waste must not be transported in an unsecured manner in vehicle trays, trucks, or trailers. All transport vehicles may be randomly subjected to secure load inspections at the Ports entry and exit points.

8.6 Transfers of Hazardous Ships Stores and Cargo

Hazardous materials such as lube oils, cleaning products and paints may be delivered to a vessel as arranged by the agent, owner or master as ship stores.

Storage of these drums, full or empty, on the wharf deck, creates an increased and unnecessary risk to the environment.

Containers of hazardous material delivered to a vessel, once removed from the truck, should be immediately loaded onto the vessel. If due to other loading/discharge activities, this action is not possible, permission is to be sought from Landside Operations for the containers to be temporarily stored on the wharf until operations allow for them to be placed onto the vessel.

At no time are containers of hazardous material, either full or empty, to be left on the wharf deck without the approval of Landside Operations.

The contents of the containers are not to be transferred to the vessel from the wharf deck. The transfer must be done from the vessel deck and only where spill kits and spill recovery equipment is readily available.

9. SAFETY, HEALTH AND SECURITY

9.1 Occupational safety and health policy

Pilbara Ports is committed to achieving a safe and healthy work environment for all employees, contractors and visitors to the port.

Pilbara Ports will maintain the right to stop any operation at any time should those operations be deemed to be unsafe to personnel, property or the environment.

This is irrespective of whether any written or verbal plan, instruction or procedure has been previously agreed to. Operations will not recommence until all parties agree the safety issue has been addressed.

9.2 Safe Work Procedures

9.2.1 Alcohol/Drugs

Pilbara Ports is committed to maintaining a safe and healthy workplace and managing the effects of factors including fatigue, alcohol consumption, drug use and general fitness and wellbeing (Fitness for duty).

Alcohol and illicit drugs are prohibited within the Port. Any person found under the influence, or in possession of either alcohol or illicit drugs will be refused admittance and/or removed from the premises.

Refer to the Pilbara Ports *Fitness for Duty - Drug and Alcohol Policy* and the Pilbara Ports *Fitness for Duty Alcohol and Drugs Procedure* for detailed information.

Frequent random alcohol and drug testing is carried out on the Pilbara Ports site.

Persons involved in any incident on the Pilbara Ports site may be required to submit a Drug and Alcohol test as soon as practicable after the event.

9.2.2 Crew Change, Contractors and Visitors

Crew change activities must be carried out in accordance with the shipping company's safety management system. They must also follow the requirements of the Pilbara Ports Site Access Control Procedure.

Crew changes are not permitted during hook-up or disconnection of bulk transfer equipment and should be limited when cranes are in use.

Incoming and outgoing crew who are unable to comply with PPE requirements when arriving or departing their vessel must be collected or dropped off directly at the ship's gangway. Those crew are not permitted to loiter on the wharf deck.

All crew and contractors on the wharf must have a photo ID and proof of being required to attend the vessel.

9.2.3 Electronic Equipment

There is no requirement to turn off electronic equipment on the Ashburton Cargo Wharf however, you should:

- Turn off electronic equipment when near a vessel bunkering.
- Turn off electronic equipment when Dangerous Goods are being handled (See Dangerous Goods section).
- Obey any signs or instructions regarding electronic equipment.
- Not use headphones in areas requiring PPE.

9.2.4 Mobile phones

The use of mobile phones on the berths is discouraged due to the reduced awareness and attention by the user that they tend to create. Pilbara Ports does recognise the need for communications from time to time, so if a call must be made or taken, you should:

- Move to a safe area away from vehicles and cargo operations prior to answering/making a call and remain stationary whilst on the phone.
- Keep the calls as short as possible. If you expect to be making multiple or lengthy phone calls, you should leave the wharf area.

Never use a mobile phone while operating a vehicle, plant or equipment. Anyone observed using a mobile phone whilst driving may have their port entry pass revoked.

9.2.5 First Aid

First aid kits and defibrillators are available in the security gatehouse and the landside operations office. Refer to site map at Annexure B.

The Pilbara Ports Security Guards are available to provide first aid assistance if required at the Security Gatehouse or on site from their patrol vehicle.

The nearest defibrillator to the ACW is located in the Landside Operations office.

9.2.6 Gangway

A Master of any vessel berthed at the ACW must ensure that a safe means of access and egress is always available as per SOLAS requirements. Where gangways are landed on the ACW, they will be marked with high visibility traffic control markers.

9.2.7 Hazardous Materials

The ACW is utilised for the transfer of hazardous substances in bulk quantities between ship/shore/ship and incidents have the potential to result in a major accident involving:

- Fire.
- Explosion.
- Release of a toxic substance.
- Release of a corrosive substance.
- Release of a marine pollutant.

Due to the potential for a significant incident, ships, Stevedores, and contractors are to have emergency plans in place. These plans are to be used in conjunction with the *Port of Ashburton – Emergency Response Plan*.

9.2.8 Lighting

The ACW is not fitted with permanent lighting stations. Supplementary portable floodlighting may have to be provided by the operators for specific operations as required for the type of work being conducted or deemed necessary through risk assessment and/or by the procedure.

If portable lighting is provided by a contractor or operator, every effort must be made to ensure that the light beams remain on the work area and don't interfere with other operations, cause a danger to vessel or vehicle traffic by obscuring vision or disturbing native fauna.

9.2.9 Protective Clothing and Safety Equipment

Personal Protective Equipment (PPE) must be worn at all times on the ACW, designated areas and other spaces designated by signage. PPE includes, as a minimum

- Hard hat
- High visibility vest or clothing
- Long sleeve shirt and long pants
- Safety boots
- Safety glasses
- Personal Flotation Devices (PFD's) are required when within 2m of the unprotected wharf edge

All PPE requirements can be found in the *Personal Protective Equipment (PPE) Procedure*.

9.2.10 Working alone

Any personnel working on the ACW either alone or out of sight of other personnel must ensure their own personal safety. Some suggestions include

- Wear all required PPE
- Ensure a call back or check in procedure is in place
- Carry a Personal Locator Beacon (PLB) if available

9.2.11 Permit system

All non-operational work may require a work permit. To check on permit requirements, contact the Landside Operations office or refer to the Pilbara Ports website (Ashburton section) for application forms as most permits must be submitted from 24 hours up to 7 days prior to requirement.

9.2.12 Smoking

Smoking is not permitted anywhere on the ACW.

9.3 Security

The Ashburton Cargo Wharf lies within a *Boating Safety Exclusion Zone* established under the *Port Authorities Act 1999*.

A landside restricted zone (LRZ) will be in operation from 30 minutes prior to the arrival of security regulated fuel or chemical ships and will remain in force until 30 minutes after the departure of all security regulated fuel or chemical ships. The LRZ, when in force, will operate at MARSEC level 1, 2 and 3.

Port security zones are displayed in Annexure B.

CCTV cameras with 24-hour monitoring are located throughout the area. Port security conducts regular patrols of all areas of the Port including the ACW.

Any person/s requiring unescorted access to the ACW, for example maintenance personnel or ships agents, must have completed all Pilbara Ports requirements for such access. Further information can be obtained from the Pilbara Ports website.

9.4 Unions & right of entry

The facilitation of port entry for any union representatives accessing all Pilbara Ports facilities in accordance with Right of Entry Notices (ROE) issued under the *Fair Work Act 2009* is being undertaken in a uniform manner.

Pilbara Ports *Site Access Control Procedure* covers union access requirements in detail and can be located on the Pilbara Ports website: www.pilbaraports.com.au.

10. EMERGENCY PREPAREDNESS

Pilbara Ports has a full suite of emergency procedures. For detailed and in-depth information regarding emergency and disaster planning and processes, please refer to the documents noted in this section and on the Pilbara Ports website.

This section provides general guidance and direction only.

10.1 Emergency procedures

For any emergency (other than a medical emergency) raise the alarm and then contact Ashburton VTS on VHF channel 14 or 16, or on UHF Channel 17. Give the VTSO as much information as possible regarding the incident. The VTSO will then contact the appropriate authority to deal with the situation.

- Ashburton VTS: **(08) 9159 6556**
- Ashburton VTS backup mobile: **0428 888 800**
- Security Gatehouse: **0407 301 936**

For a full list of emergency telephone numbers, see Annexure C.

10.2 Medical emergency

Call **000** immediately to activate the medical services. If possible, have another person notify VTS as per above section so they can assist with the coordination of help to your location. The port has placed defibrillation units around the site for use.

- Ashburton VTS: **(08) 9159 6556**
- Ashburton VTS backup mobile: **0428 888 800**
- Security Gatehouse: **0407 301 936**

For a full list of emergency telephone numbers, see Annexure C .

10.3 General Precautions

Vessels moored at the ACW shall always retain sufficient officers and crew on board to deal with any emergency that may arise and if necessary to move the ship from the wharf.

Repairs and other work that may impair the safety of the ship and/or its ability to manoeuvre are only permitted by authority of the Harbour Master.

Tugs or other support craft proceeding to a vessel laden with petroleum, chemicals, explosive or other dangerous cargoes and/or through a spill composed of such products floating on the water surface will stop all smoking on board and eliminate all ignition sources.

10.4 Drills and exercises

From time to time, Pilbara Ports, vessel Master's or other personnel and companies working at the ACW may wish to conduct emergency drills and

exercises. Pilbara Ports understands and encourages emergency preparedness however 'no-notice' drills are not permitted without prior authorisation from the Security Supervisor, to prevent confusion to persons not involved.

Pilbara Ports requests that any company or vessel wishing to conduct an exercise contact the Security Supervisor in the first instance to assist with coordination and required notifications.

10.5 Fire

The following instructions and requirements will be complied with, in conjunction with ships emergency plans, Port emergency plans and AMSA & DFES requirements.

10.5.1 Fire precautions

Firefighting appliances on the vessel including the main and emergency fire pumps must be kept ready for immediate use.

The international ship/shore connection shall be readily available.

Vessels hoses, nozzles, fire extinguishers and firefighting equipment generally, should be in good condition and ready for use.

10.5.2 Fire appliances on shore

A firefighting pump and monitor supplying sea water is located on the southern quay at the eastern end and requires trained personnel to operate.

The wharf can accommodate local fire and emergency service vehicles.

Pilbara Ports will tag any equipment that is not fully functional.

10.5.3 Fire alarm

Vessels discovering a fire on board shall follow the vessel Safety Management System (SMS) and report fire immediately to Ashburton VTS.

Persons discovering a fire on shore or on the ACW will raise the alarm and/or use every other available means to report the fire to Ashburton VTS.

10.5.4 Fire Fighting Foam AFFF / PFAS

PFAS (per- and poly- fluoroalkyl substances) are manufactured chemicals that have been used widely in a range of specialty applications, including some types of fire-fighting foams. The release of PFAS into the environment is an emerging concern globally, because these chemicals are highly persistent, bioaccumulate, can move long distances in the environment, and are linked to adverse impacts on some plants and animals. Recently, PFAS contamination has been found at a number of sites, including where fire-fighting foams containing PFAS have been used. At some sites, PFAS have moved over time from the contaminated soil, and

contaminated surface and ground water, and migrated into adjoining environments. Pilbara Ports is currently undertaking a formal review of Pilbara Ports and leaseholder fire-fighting foam stocks to determine presence of PFAS, and (where applicable) implement a program to phase-out the use of these products on Pilbara Ports land. Further information on PFAS is available in the PFAS National Environmental Management Plan, available at: <http://www.environment.gov.au/protection/chemicals-management/pfas>

11. INCIDENT REPORTING

Under the *Port Authorities Act 1999*, Pilbara Ports is responsible for the safe and efficient operation of the Port, the preservation of property, and the protection of the environment.

Pilbara Ports maintains a robust and comprehensive suite of procedures, systems and documentation to support port users.

11.1 Ship or shore-based incidents

Any emergency, accident, hazardous situation, near miss and/or any pollution incident that a ship or shore-based port user is aware of must be reported to Pilbara Ports.

It is a requirement that the operator and/or company responsible for any incident will undertake a proper investigation and implement appropriate remedial action.

Where the Pilbara Ports considers that a report or an investigation has not occurred or remedial action is inadequate, Pilbara Ports will take action under the *Port Authorities Act 1999* to remedy the situation.

Pilbara Ports reserves the right to require all incidents, regardless of the apparent seriousness, to be reported and investigated if so requested.

11.2 Reporting Guidelines

All incidents and near misses that occur at the ACW or anywhere within the Port area, including those on board a vessel, are to be reported immediately to Pilbara Ports.

Where an incident or near miss is reportable to a regulator or the WA Police, the scene must not be disturbed until express authorisation is obtained from the relevant body, except where required to prevent further injury, minimise environmental impact, or to otherwise make the area safe.

Pilbara Ports uses the following definitions.

- **Incident** - Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.
- **Near Miss** - An unplanned event or loss of control that does not result in injury, illness, damage, or any other impact but with the potential to do so.

11.3 Vessel Incidents and Near Misses

All incidents and near misses on a vessel must be reported to Pilbara Ports Ashburton Vessel Traffic Services (VTS) immediately. Contact details for Ashburton VTS are

- VHF 14 (Port vessel working channel)
- VHF 16 (Port vessel emergency channel)
- UHF Channel 17 (Landside emergency)

- (08) 9159 6556 (Landline telephone)
- 0428 888 800 (24-hour emergency mobile telephone)
- dampier.vts@pilbaraports.com.au

It is a Pilbara Ports requirement that the operator responsible for any incident or near miss shall provide an initial incident report by the end of shift or as soon as practicable. For all reports send to dampier.vts@pilbaraports.com.au The report must include an investigation into the incident or near miss, an identification of the root cause(s) and any corrective and preventative actions undertaken / proposed.

Depending on the nature of the incident or near miss it may require reporting to AMSA, these shall be reported by the Master on board the vessel. Agents shall ensure AMSA Forms 18 and 19 are promulgated and that the local AMSA surveyor is advised.

11.4 Landside Incidents and Near Misses

All landside incidents and near misses shall be reported to Landside Operations immediately so that appropriate action can be taken to recover from, or reduce the risk of further harm to people, the environment, plant and equipment.

- Landside Operations Duty Phone: **+61 8 9181 3602**
- Security Gatehouse UHF Channel 17, or **0407 301 936**

It is a Pilbara Ports requirement that the operator responsible for any incident or near miss shall prepare a report. This should be sent to Pilbara Ports within 48 hours. The report must include an investigation into the incident or near miss, an identification of the root cause(s) and any corrective and preventative actions undertaken/proposed.

Lease holders, Licensees and permanent contractors on the Pilbara Ports site must submit a notification via Pilbara Ports incident management system 'CGR'. Contact the Health and Safety department for further information.

12. LICENSED SERVICE PROVIDERS

The *Port Authorities Act 1999* requires the providers of the following services to be licensed by the Port Authority.

- Pilotage services
- Bunkering Services
- Towage Services
- Line boat services
- Stevedoring services

The purpose of these licences is to satisfy the Port Authority that a service provider has the appropriate qualifications, training and experience as well as the appropriate equipment and operational procedures to provide the service.

12.1 Pilotage

Pilotage services can only be provided by licensed providers. Please see Annexure A for contact details.

12.2 Bunkering Service Providers (MDO/MGO)

Refuelling of vessels may only be conducted by licensed bunkering service providers. Please see Annexure A for contact details.

12.3 Towage Service Providers

Towage and tug services must be provided by a licensed provider. The Harbour Master and/or pilots will advise shippers of tug requirements for berthing operations. Please see Annexure A for contact details.

12.4 Line Boat Services

There are currently no licensed providers of line boat services at the ACW.

12.5 Stevedore Service Providers

All vessels are required to utilise Stevedores for mooring operations and to handle and manage cargo load/discharge. Please see Annexure A for contact details.

13. REFERENCES

Table 4: References

DOCUMENT NAME	AUTHOR
Australian Dangerous Goods Code	National Transport Commission (NTC) Australia
Authority to Work Procedure	Pilbara Ports
Biosecurity Act 2015	Commonwealth Government
Chain of Responsibility Legislation	Western Australian Government
Dangerous Goods Safety Act 2004	Western Australian Government
Environmental Management Plan	Pilbara Ports
Fitness for Duty Alcohol and Drugs Procedure	Pilbara Ports
Fitness for work	Pilbara Ports
Handling and transport of dangerous cargoes in port areas (AS3846-2005)	Standards Australia
Hazard Management Procedure	Pilbara Ports
Incident Management Procedure	Pilbara Ports
International Maritime Dangerous Goods Code (IMDG)	IMO
Load Restraint Guide 2004	National Transport Commission (NTC) Australia
Personal Protective Equipment (PPE) Procedure	Pilbara Ports
Port Authorities Act 1999	Western Australian Government
Port Authorities Regulations 2001	Western Australian Government
Port of Ashburton - Tanker Transfer Procedure	Pilbara Ports
Port of Ashburton – Emergency Response Plan	Pilbara Ports
Port of Ashburton – Plant and Equipment Refuelling Procedure	Pilbara Ports
Port of Ashburton – Traffic Management Procedure	Pilbara Ports
Port of Ashburton Handbook	Pilbara Ports
Road Traffic (Vehicles) Regulations 2014	Western Australian Government
Site Access Control Procedure	Pilbara Ports
Work Health and Safety Act 2020	Western Australian Government

14. PROCESS OWNER

The Port Manager (Ashburton) is responsible for this external document.

Date approved: 05/02/2025

Review date: 05/02/2027

Version: 2.0

Approved by: Port Manager (Ashburton)

15. DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT DETAILS
1.0	Landside Supervisor	01/11/2024	New document. First Issue
2.0	Landside Supervisor	06/02/2025	VBRAMP process removed

ANNEXURE A: SERVICE PROVIDERS

Table 5: Pilotage Service Providers

PROVIDER	CONTACT	REMARKS
Auriga	onslowdutypilot@auriga.com.au +61 0477 021 126	Bookings for pilotage are made via the Auriga website

Table 6: Bunkering Service Providers

PROVIDER	CONTACT	REMARKS
Base Marine Pty Ltd	+61 08 9783 4030 admin@basemarine.com.au	MGO (Diesel) provider
Viva Energy Pty Ltd	+61 418 884 079 DampierBunkering@vivaenergy.com.au	MGO (Diesel) provider
Qube Energy	Nil	Exclusive service

Table 7: Towage Service Providers

PROVIDER	CONTACT	REMARKS
Bhagwan Marine	+61 8 9424 2300 enquiries@bhagwanmarine.com	https://www.bhagwanmarine.com/
Svitzer	+61 8 9432 3300 aus.commercial@svitzer.com	https://svitzer.com/australia/

Table 8: Line Boat Services
RESERVED

Table 9: Stevedore Service Providers

PROVIDER	CONTACT	SERVICES (NON-EXHAUSTIVE)
Base Marine Pty Ltd	admin@basemarine.com.au +61 08 9783 4030 +61 418 805 187	Stevedoring Mooring/unmooring Cargo management Bulk materials handling
Linx Port Services Pty Ltd	portservices@linxcc.com.au +61 427 406 754	Stevedoring Mooring/unmooring Cargo management
OMSB Pty Ltd	ops@omsb.com.au +61 475 927 235	Stevedoring Mooring/unmooring Cargo management Bulk materials handling
Qube Ports	Josh.mackinnon@qube.com.au +61 459 192 083	Stevedoring Mooring/unmooring Cargo management Bulk materials handling

ANNEXURE B: DRAWINGS

Figure 2: Port of Ashburton Areas

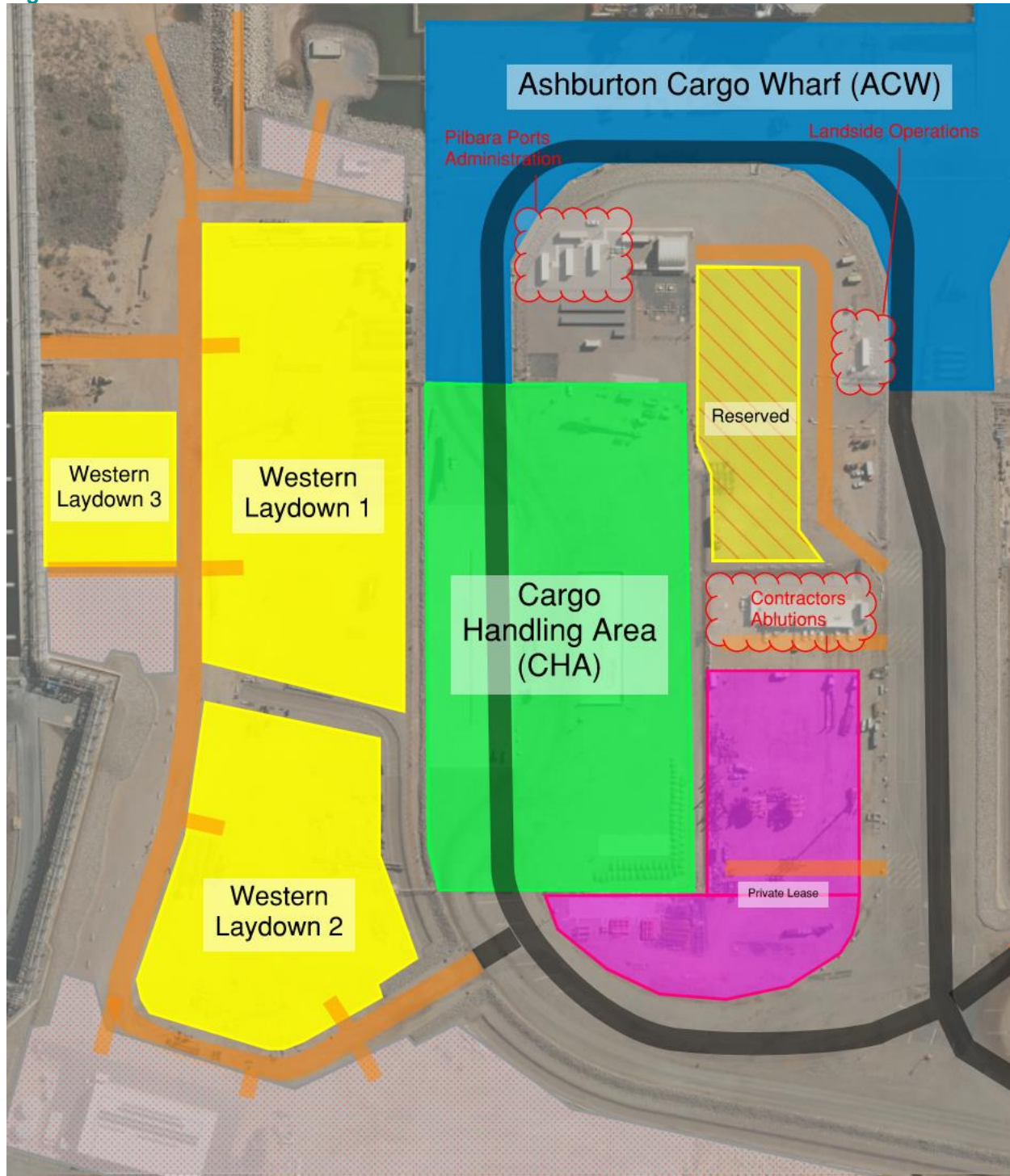


Figure 3: Public Berth Design Depths

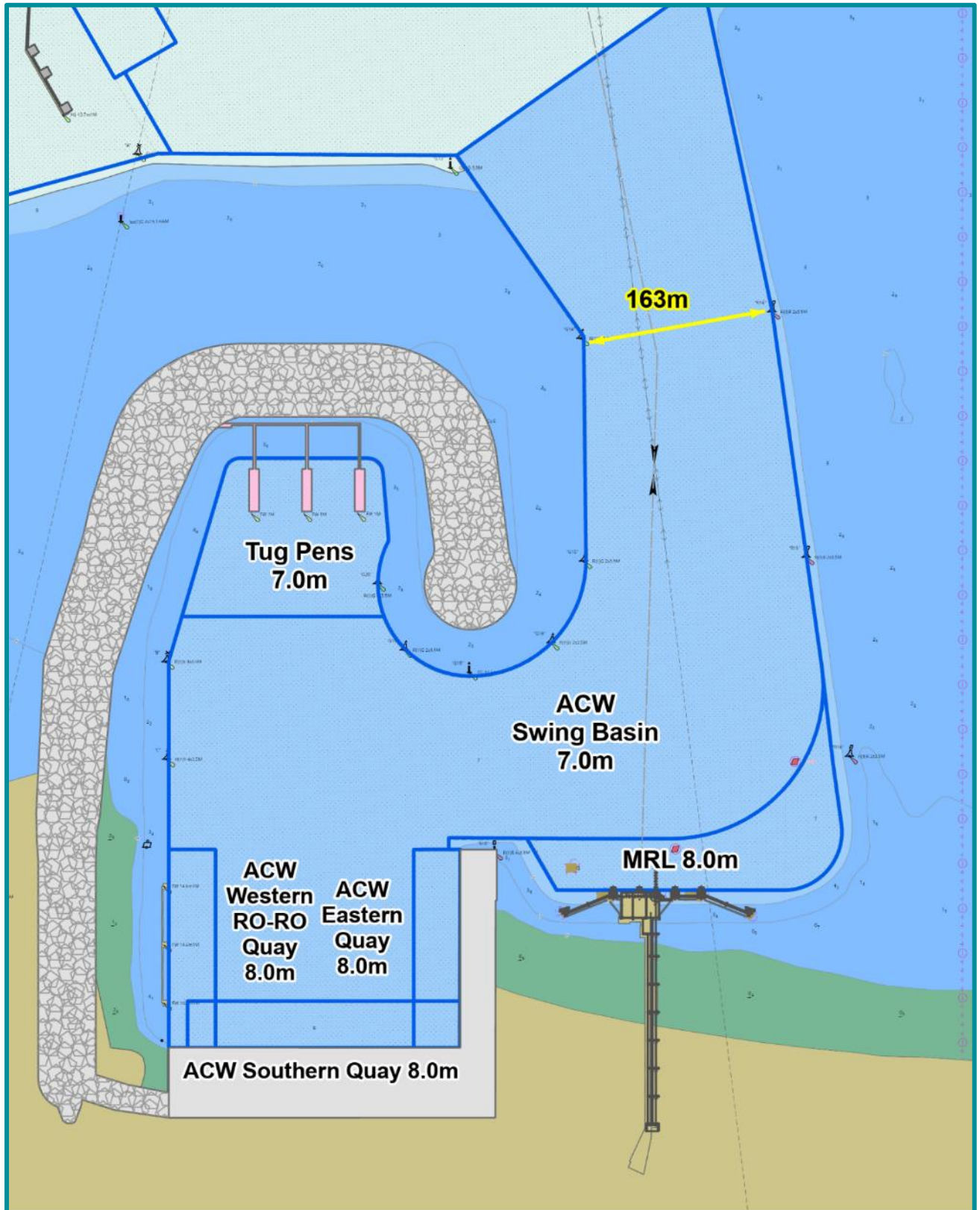


Figure 4: Wharf live load limits

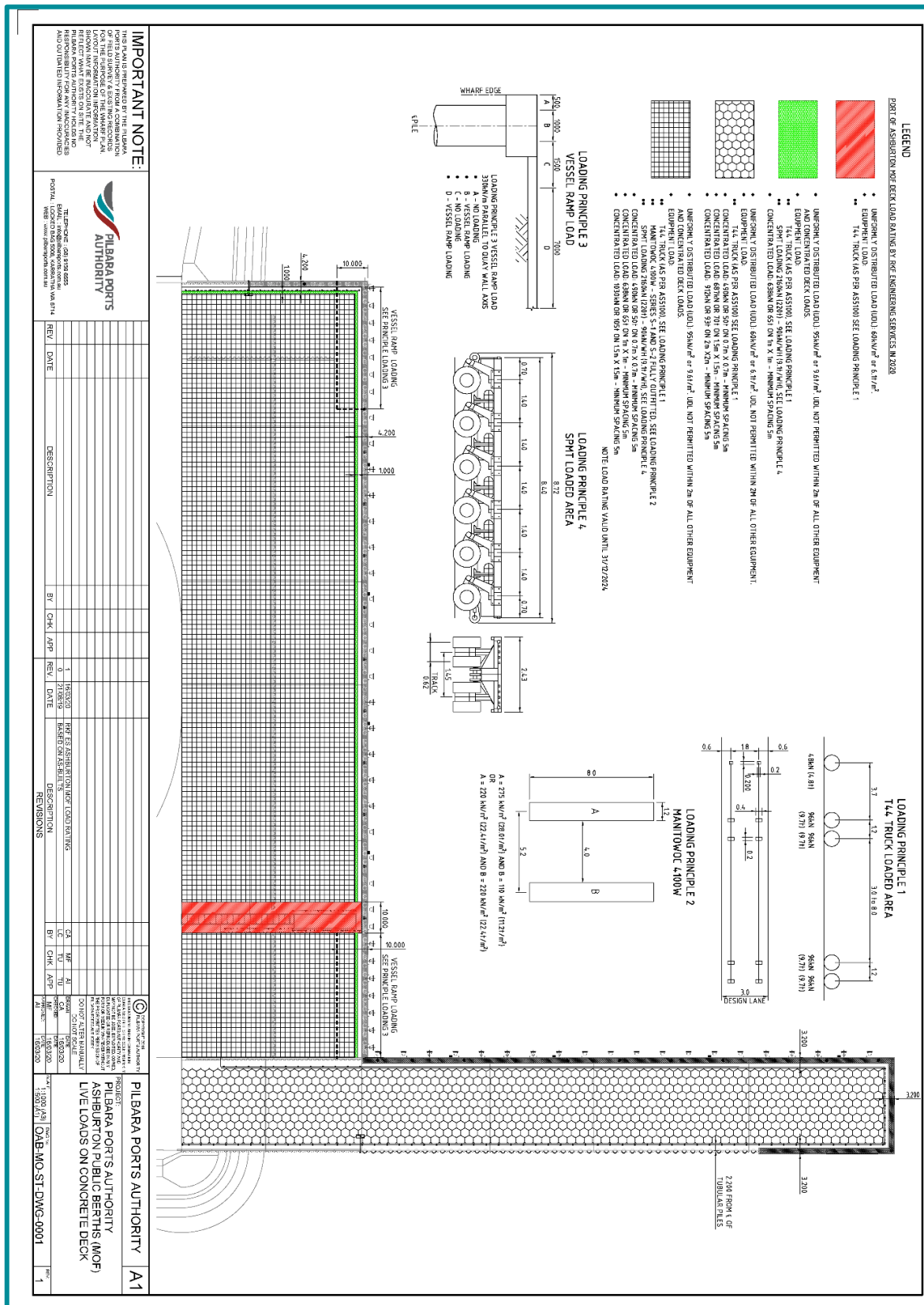
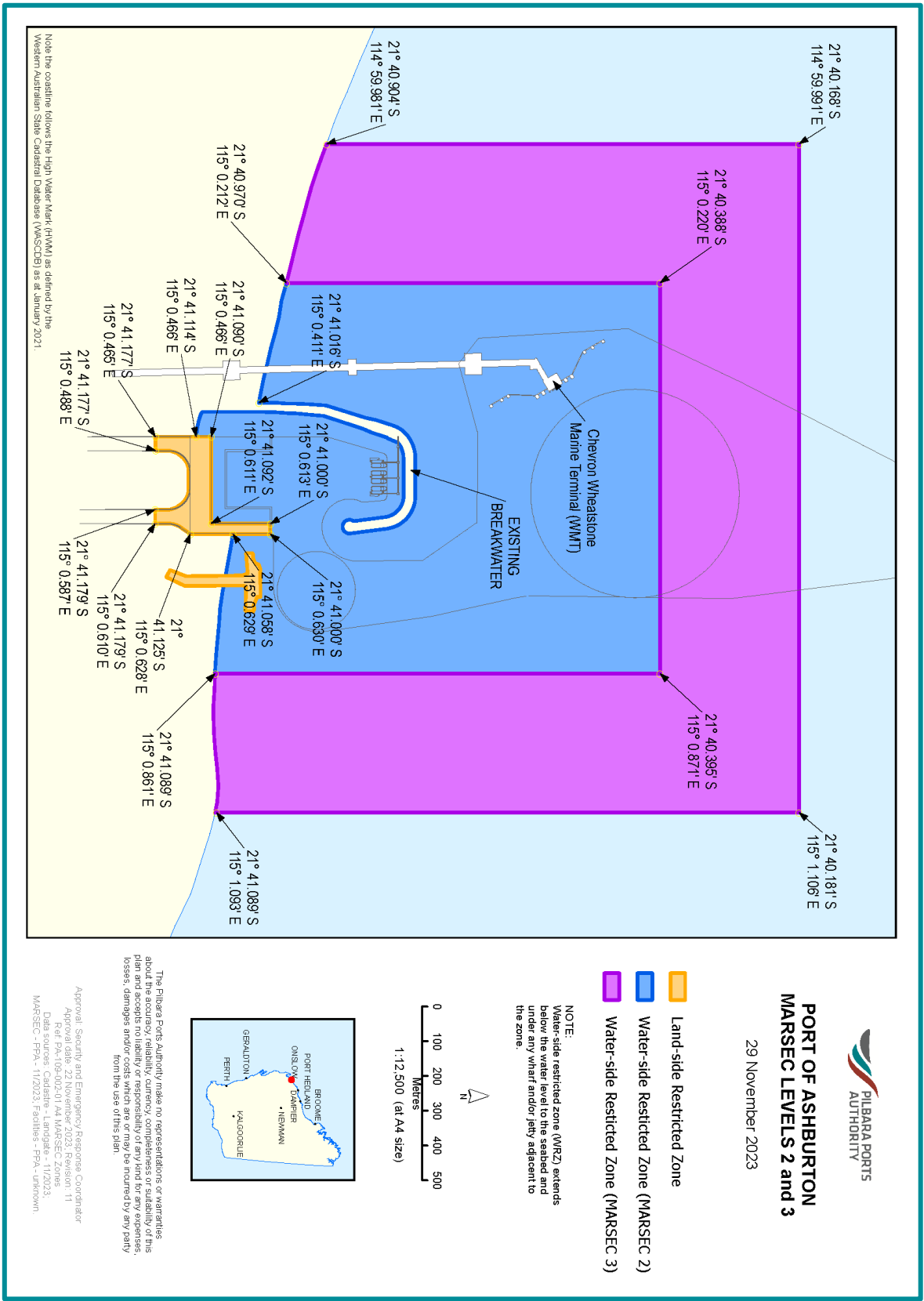


Figure 5: Emergency equipment and muster locations



Figure 6: Security Zones



ANNEXURE C: CONTACT LISTS

Table 10: Contact Lists

AREA	PHONE	RADIO	EMAIL
Ashburton VTS (24hrs)	9159 6556 0428 888 800	VHF14 VHF16	dampier.vts@pilbaraports.com.au
Australian Border Force	9144 3500 (Dampier) 9941 6400 (Carnarvon)		
Environment			environment.westpilbara@pilbaraports.com.au
Harbour Master (Duty)	0407 405 797		hm.dhm@pilbaraports.com.au
Health & Safety			healthsafety.westpilbara@pilbaraports.com.au
Landside Operations	9181 3602	UHF17	landside.ashburton@pilbaraports.com.au
Onslow Hospital	9184 3200		
Police	000 (Emergency) 131 444 (General)		
Security Gate	9159 6584 0407 904 226	UHF17	