



PORT OF BROOME

PORT AND TERMINAL HANDBOOK

Current version number: 7.0 File reference: HBR025/200783 Maintained by: Harbour Master

Original issue date: February 2010 Last review date: October 2022 Next review date: October 2024

CONTENTS

1. EMERGENCY AND USEFUL CONTACT NUMBERS.....	8
2. GENERAL INFORMATION.....	8
2.1. Position and Function.....	8
2.2. Port Limits	8
3. PILOTAGE.....	8
3.1. Compulsory Pilotage	8
3.2. Exemption from Compulsory Pilotage.....	8
3.3. Pilot Boarding Places	9
3.4. Pilot Boarding Arrangements.....	9
3.5. Pilotage Communications Assignments.....	10
3.6. Pilot Booking	10
3.7. Notice Required of Cancellation	10
3.8. Pilotage Fees and Charges	10
3.9. Approach and Entry.....	11
3.9.1. Seaward Approach Channel.....	11
3.10. Fuel Bunker Points.....	12
3.11. Water Points	12
3.12. Wharf Loading and Cranes	12
4. IMMOBILISATION REQUIREMENTS.....	12
5. KPA PERMIT TO WORK SYSTEM.....	13
6. BUNKERING OPERATIONS WITHIN PORT LIMITS	15
7. GANGWAY AND MOORING LINE VIGILANCE	15
8. WHARF EVACUATION PROCEDURE	16
8.1. Activation of Alarm	17

8.2.	Vessels Alongside	18
8.3.	During Emergency.....	18
8.4.	Alarm Testing	18
8.5.	Evacuation Exercises	18
9.	BROOME WHARF HAZARDOUS ZONE.....	19
10.	RADAR USE IN THE VICINITY OF BROOME WHARF	19
11.	SPEED LIMIT WITHIN BROOME INNER HARBOUR	19
12.	SECURITY AND VEHICLE ACCESS TO BROOME WHARF.....	19
12.1.	General Security	19
12.1.1.	Landside Restricted Zone (LSZ).....	19
12.1.2.	Waterside Restricted Zone (WRZ).....	20
12.1.3.	Maritime Security Zone (MSZ).....	20
12.1.4.	Access to Maritime Security Zones (MSZ).....	20
12.1.5.	Display of MSIC and Port Induction Cards.....	20
12.1.6.	MSIC Issuing Bodies	22
12.1.7.	Port Induction Card	22
12.1.8.	Cancellation and/or Confiscation of Port Induction Card.....	22
12.1.9.	Lost or Stolen MSIC / Port Induction Card	22
12.2.	Vehicle Access to the Wharf	22
12.2.1.	General Access to the Wharf.....	22
12.2.2.	Vehicles Allowed Access to Broome Wharf	22
12.2.3.	Failure to Comply	23
12.2.4.	Persons Requiring Escort.....	23
12.2.5.	Escort Duties.....	23
13.	BIOSECURITY AND DISCHARGE OF WASTE IN THE PORT OF BROOME	24
13.1.	General.....	24
13.2.	Sewage.....	24
13.3.	Sewage Treatment and Discharge.....	24
13.4.	Ballast.....	24
13.5.	Water Hull Cleaning	25
13.6.	Relevant Legislation and Penalties	25
13.7.	Discharge to Shore	25
13.8.	Introduction of Exotic Pests.....	25
14.	SAFETY AND ENVIRONMENTAL MANAGEMENT	25
14.1.	Safety	25
14.1.1.	Reporting Hazards, Incidents and Near Misses	26

14.1.2. Personal Protective Equipment (PPE) Requirements	26
14.2. Environmental Management	26
15. MANAGEMENT OF DANGEROUS GOODS	27
15.1. Dangerous Goods Standard	27
15.2. Dangerous cargoes handled through the Port of Broome.....	28
15.3. Notification and Permissions	29
15.4. General Requirements	29
15.4.1. Packaging and Labelling	29
15.4.2. Documentation	29
15.4.3. Road Traffic.....	30
15.4.4. Training	30
15.4.5. Personal Protective Equipment	30
15.4.6. Confined Spaces	30
15.4.7. Safety Showers	30
15.4.8. Hot Work	30
15.4.9. Smoking	30
15.4.10. Communication	30
15.4.11. Segregation.....	30
15.4.12. Safety Management System.....	31
15.4.13. Emergency Preparation.....	31
15.4.14. Inspections and Audits	31
16. RESTRICTED VISIBILITY PROCEDURE	32
17. WHARF LOGISTICS.....	33
17.1. Introduction	33
17.2. Procedure	33
17.2.1. Governing Rules.....	33
17.2.2. Priority Management of Cargo Operations.....	33
17.2.3. Notification of Changes to Cargo Operations.....	34
18. BERTH BOOKING PROCESS AND PRIORITIES	34
18.1. Introduction	34
18.2. Procedure	34
18.2.1. Governing Guidelines	34
18.2.2. Arrival notification process.....	35
18.2.3. Berth allocation.....	35
18.2.4. Berthing Order.....	35
18.2.5. Arrival Notices	35

18.2.6.	Notification of Changes	36
18.2.7.	Cancellation of Berthing Requirements	36
18.2.8.	Surveys (Condition)	36
18.2.9.	Departure - Completion of Cargo Operations	37
19.	ARRIVAL INFORMATION FOR PRODUCT TANKERS.....	37
19.1.	General Information	37
19.2.	Mooring Line Vigilance.....	37
19.3.	Diagram of Recommended Tanker Mooring Configuration.....	39
19.4.	Side Alongside	40
19.5.	Local Environmental conditions.....	40
19.6.	Requirement for Weather Watch.....	40
19.7.	Number and Size of Hose Connections and Manifolds	40
19.8.	Vapor Emission Control (VEC) System	40
19.9.	Inert Gas Requirements	40
19.10.	Confined Space Entry	40
19.11.	Gangway Arrangements	41
19.12.	Restrictions on Crude Oil washing, Tank Cleaning and Gas Freeing	41
19.13.	Advise on Environmental and Load Restrictions Applicable to the Berth.....	41
19.14.	Facilities for the Reception of Slops, Oil Ballast Residues and Garbage	41
19.15.	Security at the Port	41
20.	GUIDANCE TO SMALL RECREATIONAL CRAFT	42
20.1.	Recreational Craft Crossing the Wake of Larger Vessels.....	42
20.2.	Prohibited Anchorage Area	42
21.	MOORINGS (SMALL VESSEL SEABED MOORINGS).....	42
22.	USE OF BROOME SLIPWAY AND CAREENING GUIDANCE	43
22.1.	Use of Broome Slipway	43
22.2.	Careening of Vessels in Roebuck Bay	43
23.	COVID-19 INFORMATION SHEET – VESSELS UNDER 14 DAY QUARANTINE PERIOD	44
23.1.	Vessel Arrival.....	44
23.2.	Access Requirements	44

Figure 1: Outer and Inner Pilot Boarding Places	9
Figure 2: Required boarding arrangement for pilot.....	10
Figure 3: Matrix of KPA Permits.....	14
Figure 4: Broome Wharf Emergency Evacuation Arrangements	17
Figure 5: Combined are of LRZ and WRZ.....	20
Figure 6: Security Access Protocol	21
Figure 7: Yawuru Nagulagun / Roebuck Bay Marine Park (map from the Yawuru Nagulagun Roebuck Bay Marine Park Joint Management Plan 2016)	27

VARIATION RECORD:

Version No.	Version Date:	Brief Description of Change:
1.0	December 2009	
1.1	October 2011	Separate from document Key Contact List - now document IFM006/38742 and update email addresses.
2.0	August 2014	Full review.
3.0	July 2015	Full review.
4.0	June 2016	Full review.
5.0	Jan 2019	Full Review. Major changes amended Tide levels and Pilotage Information.
6.0	February 2020	Full Review, major changes and amended approach description.
6.1	July 2021	Added Covid-19 information sheet.
7.0	October 2022	Full review.



Purpose

This Port and Terminal Handbook has been prepared by the Kimberley Ports Authority (**KPA**) for the Port of Broome, to provide information and directions to all port users, masters, vessel owners and operators, and agents in relation to the port and port operations.

For further clarification this publication is to be read in conjunction with the Port Standards and Procedures also found on KPA's website.

Disclaimer

The information contained within this handbook is considered correct at the time of issue, every effort will be made to ensure the efficacy of this Handbook by issuing periodic corrections. Short notice amendments to this handbook will be made by the issue of a Port of Broome Local Marine Notice (**LMN**) as required. All current LMNs and the current version of this handbook are available on the KPA website: www.kimberleyports.wa.gov.au

Any inconsistencies or inaccuracies within this handbook should be brought to the immediate attention of the Harbour Master. Contact details are as follows:

The Harbour Master
Kimberley Ports Authority
PO Box 46
Broome WA 6725
Phone: +61 8 9194 3100
Fax: +61 8 9194 3188
Email: info@kimberleyports.wa.gov.au
Web: www.kimberleyports.wa.gov.au



1. EMERGENCY AND USEFUL CONTACT NUMBERS

Operations on Call Officer +61 417 173 679

Security Gatehouse +61 419 044 765

2. GENERAL INFORMATION

Disclaimer: Some of the following information is an abridged version of information provided to the Australian Hydrographic Office for inclusion in the Australia Pilot Volume 1 (NP 13).

2.1. Position and Function

The Port of Broome is situated on the northwest shore of Roebuck Bay, close within the entrance to the Bay. The Port is a major export outlet for cattle to a range of countries with the majority of export going to Indonesia. The Port of Broome is also a major supply base for fishing, pearling and vessels supporting the offshore oil and gas industry. Cruise and Charter vessels are a growing industry.

2.2. Port Limits

Port limits are detailed in the *Port Authorities Act 1999* as reflected in Chart AUS 50 and Figure 1.

3. PILOTAGE

3.1. Compulsory Pilotage

In accordance with the *Port Authorities Act 1999* and *Port Authorities Regulations 2001*, pilotage within Broome port limit is compulsory for the following vessels:

- Any vessel over 150 Gross Registered tonnes (GRT).
- If engaged in towing, the combined GRT of the tug and tow together exceeds 150 GRT.
- Commercial fishing vessel over 35 meters length overall.

A Pilotage handbook with passage plans is available through the Harbour Master on request.

3.2. Exemption from Compulsory Pilotage

The following categories of vessels shall be exempt from compulsory pilotage:

- Australian Defence Force vessels other than those used primarily to transport troops, fuel, stores or equipment;
- A vessel used for commercial fishing that is registered in Australia and has a length overall not greater than 35 m;
- Vessels less than 150 GRT or - this includes the combined GRT of tug and tow;
- Vessels that are under the command of an exempt master and may be moved under cover of the exempt master's valid Pilotage Exemption Certificate (PEC);



- Vessels being led by another vessel under the control of a pilot in the circumstances outlined in Port Authorities Regulation 40; and
- For the convenience of shipping in the Port or because the vessel is engaged in dredging operations and exempted by the Harbourmaster from using pilotage services.
- The Harbourmaster may direct an exempt Master to use a Pilot under certain circumstances as outlined in the Port Authorities Regulations 2001 / No. 31.

3.3. Pilot Boarding Places

The following Pilot Boarding Places are established in the Port of Broome are both located on chart AUS 50:

- Outer Pilot Boarding Place - 17° 58.04' S 122° 05.40' E; and
- Inner Pilot Boarding Place - 17° 59.25' S 122° 09.9' E abeam of Gantheaume Lt.

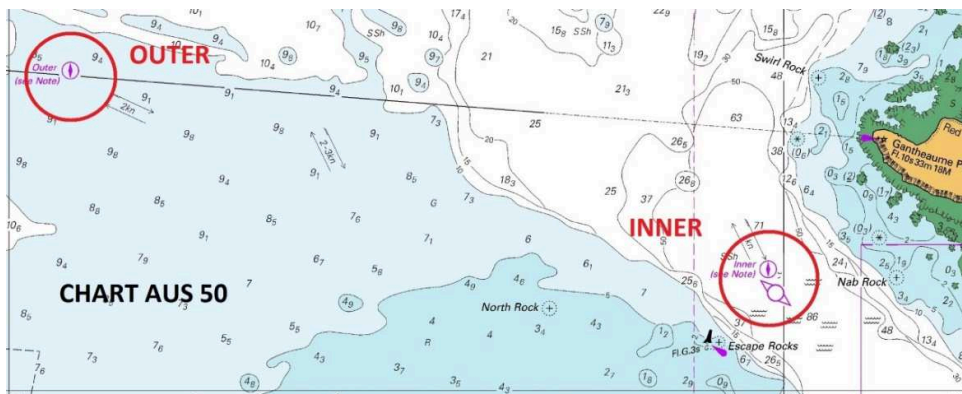


Figure 1: Outer and Inner Pilot Boarding Places

Vessels should normally plan to embark the pilot at the Outer Pilot Boarding Place unless other arrangements have been confirmed by the Pilot. The Inner Pilot Boarding Place is normally only used for vessels less than 80m in length after prior arrangement with the Harbourmaster.

3.4. Pilot Boarding Arrangements

Pilots will board by pilot launch. Boarding ladders are to be rigged on the lee side, 1.5 metres above the water. Boarding speed should be between 6-8 knots. Manropes are always required, even for low freeboard vessels where pilot boarding and clearing occurs through a rescue zone. Pilot ladders are to be rigged strictly in accordance with SOLAS guidelines as shown in figure 3.



3.9. Approach and Entry

The Port is approached through Roebuck Deep and entered passing Gantheaume Point.

3.9.1. Seaward Approach Channel

Mariners are cautioned to keep a sharp lookout for small traffic and vessels at anchor north of Gantheaume Bay.

If Mariners wish to use the channel to the East of the preferred Channel Marker mariners must be aware of possible shoaling within the Eastern vicinity of the buoy to 4.3m and ensure the tide allows sufficient under keel clearance (UKC).

Broome Outer Wharf has a minimum depth of 9.2 metres (2019) alongside at the extreme northern end of the wharf. Annual surveys are conducted by the Western Australian Department of Transport and depths alongside are updated from this information. The most recent sounding information was collected in September 2022 and is available at www.kimberleyports.wa.gov.au.

There is a 7.7m shoal to the North West of the Main Wharf restricting draft for the inner berths 1, 2 and 3.

Mariners are cautioned there is an 8.1m depth at lowest astronomical tide (LAT) in the swing basin. Masters must ensure there is sufficient UKC during manoeuvring.



3.10. Fuel Bunker Points

Bunker points are shown on the wharf diagram with delivery rates also indicated.

Small vessels normally employ the fuel bowsers at berths 2, 3 and 11. These bowsers are operated by swipe cards. Swipe cards will not be activated until such a time as a system induction has been completed. Inductions can be arranged through Broome Bunkering Services on phone (08) 9193 5554.

3.11. Water Points

Water bunkering points and delivery rates are indicated on the wharf diagram. KPA provides hoses for connection except for 25mm hose for recreational users.

Water quality testing is conducted periodically and results of this testing can be provided on request.

3.12. Wharf Loading and Cranes

Wharf Deck Rated to 4.5 tpm²

Maximum wheel loads are in line with highway regulations.

KPA has their own mobile harbour crane (80T) and a 45T rough terrain crane. KPA will dry hire various size slew cranes up to 300T.

All lifting equipment is maintained in accordance with the manufacturer requirements and complies with AS 2550 and Marine Orders Part 32.

4. IMMOBILISATION REQUIREMENTS

Vessels wishing to immobilise main machinery or auxiliary machinery which affects a vessel's ability to get underway in the Port, are to complete an application form and forward to the Harbourmaster for approval at the first available opportunity prior to any immobilisation. A copy of the application form is on KPA's website under the Permit to Work section.

It should be noted that approval for immobilisation will rarely be given during the Cyclone Season (November – April) because of frequent line squall activity which can affect the Port with little notice.

In the event that an immobilisation request is approved, vessel Masters will be required to maintain an extremely vigilant watch on weather conditions and ensure that their vessel is able to be underway in time to react to any weather event or other emergency which may make a departure from a berth or anchorage necessary.



5. KPA PERMIT TO WORK SYSTEM

KPA operates a Permit System for the conduct of certain activities. Permits are required for the conduct of activities on Port land, including the Slipway area and within Port Waters. The permit system is designed to ensure compliance with relevant safety and environmental guidelines.

Permits are obtained on KPA's website from the Permit to Work section.

KPA permits are compulsory for the following prohibited activities:	All vessels in Port waters	Third party contractors KPA jurisdiction	KPA works operations jetty Engineering land based
Bunkering Permit	✓	✓	✓
Bulks Transfer Permit	✓	✓	✓
Hot Work Permit	✓	✓	✓
Confined Space Entry Work Permit	Notify Port	✓	✓
Working at Height / Over the Side Permit	Notify Port	✓	✓
Diving Permit	✓	✓	✓
Abrasive Blasting and Spray Painting Permit	✓	✓	✓
General Work Permit *	✓	✓	✓
Launching of Life Boats or Rescue Craft other than for an emergency	Request Port permission	Request Port permission	Request Port permission
Immobilise Main Engine	✓	•	•
Electrical Work Permit	•	✓	✓
High Voltage Permit	•	✓	✓
Excavation and Penetration Permit	•	✓	✓

Figure 3: Matrix of KPA Permits

• = Not required ✓ = KPA Permit Format required.

*** General Works:** Required for any work to be performed that is identified as non-routine maintenance work with safety and environmental hazard potential, e.g. high pressure water jetting, removal of handrails/gratings/fixed ladders, pressure testing (all situations), any work involving spraying pesticides or insecticides, any work being conducted at the slipway and launch and retrieval of vessels from the slipway.

If in doubt notify or clarify with Port Operations.



6. BUNKERING OPERATIONS WITHIN PORT LIMITS

Commercial bunkering of other vessels requires a licence from KPA. Vessels are to comply with KPA's permit to work system for undertaking bunkering and petroleum transfer whilst within port limits. The Port Waters (Limits) are identified on Chart AUS 50. These limits extend and encompass Gantheaume (Cable Beach) anchorage.

In addition, vessels must inform KPA of bunkering activities as per the *Port Authorities Regulations, 2001, Schedule 1, Division 2, Regulation 5A & 10*.

Unless authorised by the Harbourmaster, the master of a vessel in the port must not cause or permit the vessel to be bunkered - Penalty: \$12,000.00.

Only those persons/company who are issued a KPA Bunker Licence may provide bunkers or transfer Class 3 products by hose.

Any person/company undertaking the bunkering is required to apply for the bunker permit as per KPA's Permit to Work System as a Permit Applicant.

When bunkering the permit guidelines must be adhered to:

- KPA has a legislative responsibility to monitor and control the conduct of fuel bunkering operations across the wharf. Vessel masters also have a legislative responsibility for the safe conduct of bunkering operations in their vessels;
- vessels are required to carry their own environmental protection equipment including absorbent material for placement around bunker points, associated valves and breather tubes. Masters must not transfer sludge or waste oil during hours of darkness without the express permission of the Harbourmaster, which will not be given unless the transfer is deemed to be an emergency requirement (e.g. a cyclone setting down on the port). No waste oil etc. is to be stored on the deck of any vessel or on the wharf when a cyclone watch has been issued for the area;
- KPA - performs Bunker Audits, any operation not meeting best practice bunkering procedures will have their Bunker Permit cancelled until their systems are satisfactorily rectified; and
- failure to comply with the above regulations and requirements may incur a fine of \$12,000 for each offence.

7. GANGWAY AND MOORING LINE VIGILANCE

The high tidal range in Broome, particularly at spring tide, necessitates the frequent re-positioning of gangways in most vessels. The situation with tidal range will be exacerbated if mooring lines are not properly tended. Vessel Masters are responsible for ensuring that their mooring lines and gangways are in a safe state.

Vessels between 35 and 95 metres LOA are required to moor with a minimum of two Head Stern Lines, and one Spring Line Forward and Aft. Larger vessels will moor in accordance



with their recommended mooring plan but with not less than two head and stern lines, one breast line and one spring line at each end of the vessel.

It is the responsibility of the Master to ensure that the accumulation of moorings on a single Bollard do not result in the rated bollard capacity being exceeded.

Subject to 30 minutes notice to the gatehouse on **VHF Channel 14 or on mobile phone 0419 044 765** or wharf supervisor, the port can provide assistance in the re-positioning of gangways with the use of a fork-lift. Should the angle of gangway become excessive a crane may being required to safely reposition it. The requirement to use a crane causes a significant delay to gangway movement, particularly out of hours, with obvious safety implications and at a substantially greater cost to the vessel.

Should obtaining support through the gatehouse or wharf supervisor for any reason not be possible a vessel's Master, experiencing any problems with a gangway with the potential to lead to serious port safety issues should call the Port "On Call Operations" 0417 173 679 or the Harbourmaster on 0429 121 875 for assistance.

8. WHARF EVACUATION PROCEDURE

An Emergency Alarm is installed on the Broome Wharf. The purpose of this Emergency Alarm is to indicate an emergency situation on the wharf or on a vessel alongside the wharf, which may make an evacuation of the wharf necessary.

The emergency siren can be activated from two positions as shown at Figure 9. The alarm is a continuous siren sound.

Typically, an emergency evacuation will only be required in the event of fire or a major fuel/oil spill. During these types of emergency, personnel will be cleared away from the area, in order to ensure their own safety and to provide unobstructed access for emergency vehicles that may be required to deal with the specific emergency.

The emergency muster point is located at the wharf shed. In the event the wharf shed is closed (for example when a fuel tanker is alongside) the lumpers mess is the alternative emergency muster point.

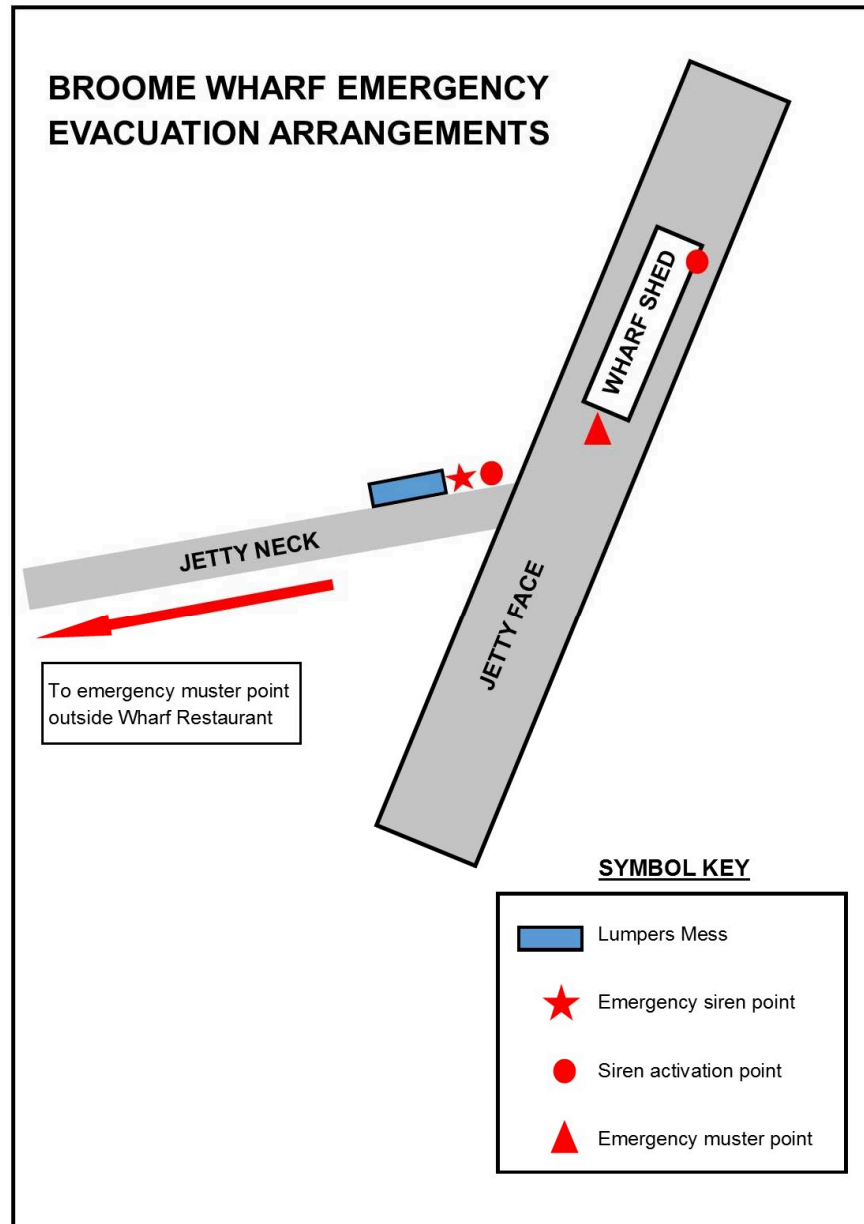


Figure 4: Broome Wharf Emergency Evacuation Arrangements

8.1. Activation of Alarm

On hearing the alarm all personnel on the wharf should follow the guidelines below:

- stop bunkering and all cargo handling operations immediately;
- immediately proceed to the muster point on the wharf shown at Figure 9;
- ships crews and staff on the wharf should return immediately to their own vessel;
- the Wharf Supervisor to organise a roll call of personnel and account for all staff;



- the person raising the alarm or Wharf Supervisor to ensure the emergency and nature of emergency are reported to gatehouse Operations Manager and Harbourmaster; and
- the Wharf Supervisor to assess the situation and in absence of any instructions to contrary prepare to respond to the emergency or to evacuate the wharf to the restaurant muster point.

8.2. Vessels Alongside

Vessels alongside the wharf during the activation of the Emergency Evacuation Alarm are to monitor VHF Channels 16 and 14.

It is recommended that a muster of personnel be arranged to ensure that no one is missing and possibly compromised by the emergency on the wharf. A gangway watch should be posted to ensure that no one leaves or boards the vessel and also serve as a rapid communication link between the Wharf Supervisor and the vessel.

Coordinating instructions and emergency situation reports will be transmitted by Port of Broome" as appropriate on VHF Channel 14. Vessels should bring their engines to immediate readiness, should an emergency departure from the wharf be deemed necessary by individual Masters, or if ordered by KPA.

8.3. During Emergency

The Emergency Evacuation Alarm will continue to sound for one to two minutes or less if ordered by the Harbourmaster to facilitate better communications between emergency response teams. (Instructions for activating and resetting the Emergency Evacuation Alarm are sited next to the activation points shown at Figure 9).

8.4. Alarm Testing

KPA will test the Emergency Evacuation Alarm every second Tuesday at approximately 10:00am. KPA employees will advise vessels prior to the test occurring. Additionally, a warning message will be transmitted on VHF Channel 14 prior to the test occurring.

8.5. Evacuation Exercises

From time to time, KPA will arrange Emergency Muster and Evacuation exercises to familiarise Port users with the evacuation arrangements. A consultation process with affected Port users will be conducted prior to such exercises to ensure that there are no commercial impacts.



9. BROOME WHARF HAZARDOUS ZONE

A Hazardous Zone, declared under the Ports 'Working at Heights and Over the Side Procedure', has been established around the perimeter of the wharf, extending approximately 1 metre back from the wharf edge. This hazardous area is marked by a continuous red line. Due to the risk of falling, no person is permitted to cross the red line unless complying with the requirements of the procedure.

Some tasks may only require a Personal Flotation Device (**PFD**), in addition to standard PPE, others will require the addition of a fall arrest system.

The types of activities that require only the use of a PFD include tasks that are of short duration, do not involve extending your centre of gravity over the wharf edge, have been risk assessed and have a Standard Operating Procedure or a Safe Work Method Statement in place such as mooring operations conducted by competent mooring personnel.

Most other activities in the Hazard Zone will require the use of a fall arrest system or physical barricades.

10. RADAR USE IN THE VICINITY OF BROOME WHARF

While it is understood that the risk posed by standard X or S band radars is low, in the interest of safety, vessels with radar antenna at or below the level of personnel working on the wharf are requested to switch their radars off or to standby when within 10 metres of the wharf.

11. SPEED LIMIT WITHIN BROOME INNER HARBOUR

When passing within 400 metres of the Broome Wharf all vessels, including recreational craft and tender vessels, are to proceed at a speed not exceeding 8 knots. All vessels are to minimise their wake.

The Department of Transport also has gazetted most of the inner harbour at 8 knots.

12. SECURITY AND VEHICLE ACCESS TO BROOME WHARF

12.1. General Security

The Port of Broome is a Security Regulated Port and is required to comply with the *Customs Act 1901* and the *Maritime Transport and Offshore Facilities Security Regulations 2003 Act and Regulations (2005)*. Under the Act and Regulations, a port has defined landside and waterside restricted zones for implementation at different security levels.

12.1.1. Landside Restricted Zone (LSZ)

The KPA Landside Restricted Zone commences at the Security Gatehouse and includes all of the wharf neck and the wharf, with the exception of the public access walkway on the south side of the wharf neck.



12.1.2. Waterside Restricted Zone (WRZ)

An exclusion zone is permanently in force for a distance of 60 metres around all parts of the wharf. This zone is enforced in accordance with the approved Port Security Plan.

12.1.3. Maritime Security Zone (MSZ)

Is the combined area of LRZ and the WRZ.

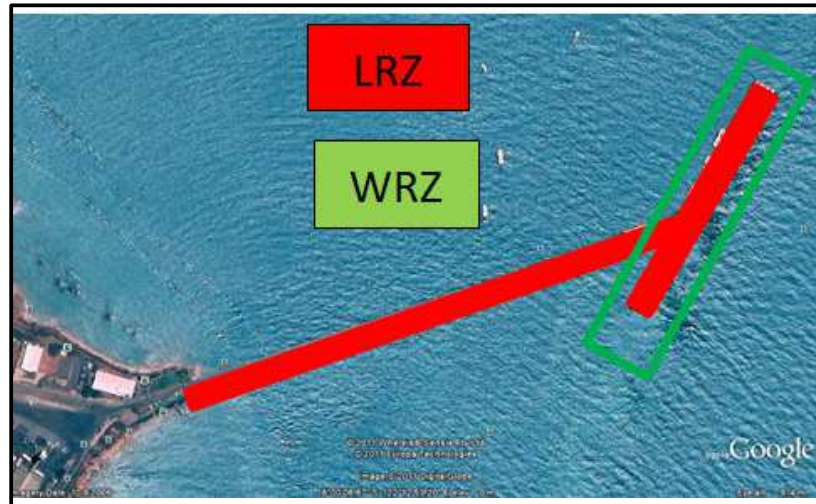


Figure 5: Combined are of LRZ and WRZ

12.1.4. Access to Maritime Security Zones (MSZ)

Persons accessing the MSZ must have a valid reason for doing so and must be:

- in possession of a valid Maritime Security Identification Card (MSIC) and a Port Induction Card; or
- be escorted by a person holding the above and be registered at the security gate; or
- a person from a law enforcement agency displaying ID card or approved by the PSO.

12.1.5. Display of MSIC and Port Induction Cards

MSIC and Induction Cards must be prominently displayed by people on the wharf unless they pose a safety impediment to the activities they are conducting. In any event, cards must be carried at all times so that they can be presented on request. Failure to carry these cards is an offence and is subject to heavy fines.

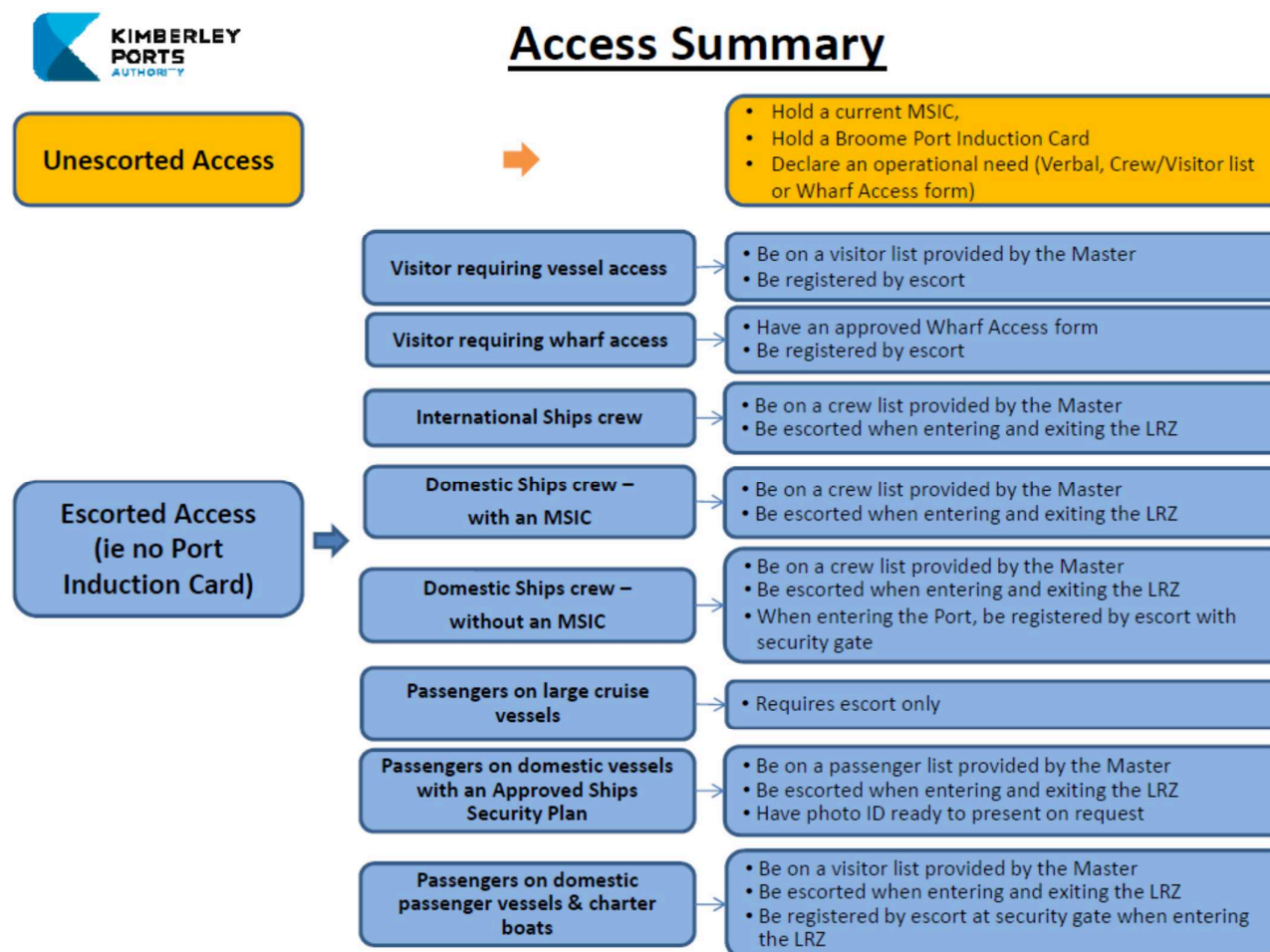


Figure 6: Security Access Protocol



12.1.6. MSIC Issuing Bodies

KPA is not an MSIC issuing body. A list of issuing bodies is available from: www.infrastructure.gov.au.

12.1.7. Port Induction Card

KPA employees, port users and contractors working on KPA premises are required to complete an induction prior to accessing the Maritime Security Zone (wharf) or commencing work at/for KPA. Only people with a verified operational requirement and who possess a valid MSIC card are able to access the Maritime Security Zone (wharf) unescorted. Refer to the Fees and Charges regarding the cost for an induction. Port Induction cards are valid for two years.

12.1.8. Cancellation and/or Confiscation of Port Induction Card

A person deemed by KPA to have breached KPA procedures in relation to safety and/or security, may have their Port Induction privilege suspended or cancelled. The requirements and conditions to be met to restore port access will be determined by the Port Authority and will require the person to redo the port induction. If required during the period of suspension access to the Restricted Zone will require an escort.

Repeated offences may result in an extended or permanent ban being applied to a particular person and denying access to the Landside Restricted Zone, even if an escort is present.

12.1.9. Lost or Stolen MSIC / Port Induction Card

Lost or stolen MSIC's must be immediately reported to the Issuing Body, the Police and KPA.

Lost or stolen Port Induction Cards must be immediately reported to KPA.

12.2. Vehicle Access to the Wharf

12.2.1. General Access to the Wharf

Port users requiring access to the wharf by day or night are to park their vehicles in the public parking area and utilise the port bus/car for access to and from the wharf. During normal working hours, the bus will be driven by a designated driver who can be contacted through the Security gatehouse on VHF Channel 14 or 0419 044 765.

12.2.2. Vehicles Allowed Access to Broome Wharf

Where a Port user demonstrates an operational need to drive a vehicle and/or park on the wharf, access will be provided subject to meeting the requirements of this section and compliance with the following:



- the number of vehicles used by any group is to be kept to a minimum;
- KPA may remove vehicles at owner operator cost;
- vehicles proceeding onto the wharf are only to remain for the time required for the driver to complete the specified task, and if the task requires the driver to leave the vehicle unmanned then **vehicle keys must be left in the ignition or on the driver's seat** so that in the event of an emergency or for operational needs the vehicle can be shifted;
- port users are advised that vehicles will be towed away if they are left unattended on the wharf for more than 4 hours without prior permission;
- KPA may restrict any vehicle access to the wharf area due to congestion or operational needs. KPA will endeavour to give appropriate notice and alternative arrangements;
- access is provided strictly under the terms and conditions of the Ports Standards and Procedures; and
- no liability will be accepted by the port for any damage sustained to a vehicle operating or parked on the wharf or access jetty.

12.2.3. Failure to Comply

Failure to comply with these requirements will result in vehicles being denied access to the wharf. The cooperation of all Port users is appreciated in complying with these requirements, as it will contribute to a safer and more secure work environment.

12.2.4. Persons Requiring Escort

Personnel with a valid reason to access the wharf, who are not in possession of both an MSIC and a Port Access Pass, are to be escorted at all times by a person who does hold these cards.

12.2.5. Escort Duties

The escort may be responsible for a maximum of 10 persons (e.g. for cruise ship passengers or casual pearling company workers) or one-on-one (e.g. a tradesman gaining access to a ship alongside). KPA can supply an escort under certain circumstances, however, frequent port users are expected to make suitable arrangements for the transport and escort of their own employees/tradesmen. Please address any queries to the Operations Manager or Harbourmaster on (08) 9194 3100. After hours, queries should be addressed to the Security Gatehouse Operator on 0419 044 765.



13. BIOSECURITY AND DISCHARGE OF WASTE IN THE PORT OF BROOME

13.1. General

Port users and vessel operators are advised that under Port regulations, the discharge of waste (other than from IMO approved treatment systems), noxious liquid substances, garbage (of any type) or the residue from tank skimming or cleaning is prohibited within Port limits. This prohibition includes grey water and effluent – particularly that from livestock carriers. Livestock carriers are prohibited from washing down both while inside Port limits and within 12 nautical miles distance from the Australian coastal baseline.

Use of MARPOL approved Incinerators is acceptable at the outer anchorages. Incineration in the inner anchorage or alongside is prohibited.

13.2. Sewage

Sewage as defined by the revised MARPOL Annex IV also includes waste (grey) waters when mixed with drainage and other wastes from any form of on-board toilet or urinal, or any drainage from a ship dispensary, sickbay etc. via wash basins, wash tubs, shower or scuppers located in such premises.

13.3. Sewage Treatment and Discharge

All vessels visiting the Port must comply with the following sewage discharge requirements:

- Untreated sewage may only be discharged at a distance of more than 12 nautical miles from the nearest land, provided that sewage held in holding tanks is not discharged instantaneously, but at a moderate rate when the ship is proceeded at a speed of not less than 4 knots;
- Contaminated and disinfected sewage may only be discharged at a distance of more than 3 nautical miles from the nearest land, providing the system meets technical standards set by the Chief Marine Surveyor (AMSA) or survey authority;
- Effluent from an IMO-approved sewage treatment plant (or plant approved by AMSA's Chief Marine Surveyor) may be discharged at any location providing the effluent does not produce visible floating solids nor cause discoloration of the surrounding water; and
- Vessels visiting Broome not equipped with an approved sewage treatment plant must retain sewage on board in a suitable holding tank in accordance with Australian Marine Orders 96 (Marine pollution prevention – sewage) 2018.

13.4. Ballast

Discharge of any ballast that doesn't meet the Australian Ballast Water Management Requirements is prohibited in Port Waters.



13.5. Water Hull Cleaning

In-water hull cleaning, including propeller scaling is likewise prohibited.

13.6. Relevant Legislation and Penalties

State and Commonwealth legislation in relation to marine pollution generally give effect to the International Convention for Oil Pollution from Ships [MARPOL 73/78](#). The equivalent Australian legislation is the *Protection of the Sea (Prevention of Pollution from Ships) Act 1983 (Cwth)* and *Pollution of Waters by Oil and Noxious Substances Act 1987 (State)*.

The maximum penalties for pollution under these regulations are \$220,000 for an individual and \$1,100,000 for companies.

13.7. Discharge to Shore

Should discharge to shore become necessary while in the Port, details for a local contractor for waste services should be sought through shipping agents, while keeping KPA informed. This includes vessels at anchor that may require removal of waste while at such a position. KPA can provide a list of appropriate contractors if required.

13.8. Introduction of Exotic Pests

Biosecurity and agriculture management falls under the Department of Primary Industries and Regional Development, Western Australia (DPIRD) who promulgate required measures to ensure that vessels do not introduce any exotic pests and diseases to local waters. Details of these specific measures are contained at website:

<https://www.agric.wa.gov.au/biosecurity-biosecurity-quarantinebiosecurity-and-agriculture-management>

KPA recommends that all commercial and non-trading vessels complete the WA Vessel check which provides an indicative vessel biosecurity risk assessment. The vessel check portal can be accessed from: <https://www.vessel-check.com/auth/home-page>

The Harbourmaster reserves the right to prohibit a vessel from entering the Port's waters should a vessel be considered a biosecurity risk.

14. SAFETY AND ENVIRONMENTAL MANAGEMENT

14.1. Safety

The safety philosophy of KPA is based upon concepts of cooperative effort, trust, individual responsibility and accountability. A highly visible, supportive and positive leadership is encouraged.

Total commitment is required from KPA management, staff, contractors, operating licence holders and Port users to achieve zero harm and to control all hazards and minimise risk.



The success of safety performance at the Port depends upon the combined capability and contribution of all personnel. Safety is of the utmost importance in all port operations and activities and is factored into the engineering and design of any projects, equipment or plant.

Safety procedures and briefings apply to all activities within the Port. No activities are to be conducted without the conduct of a safety briefing and the completion of a permit if applicable.

14.1.1. Reporting Hazards, Incidents and Near Misses

It is the responsibility of all personnel to report any hazards in the Port or any incidents or near misses during the conduct of activities. Hazards, incidents and near misses should be reported via the Hazard Observation Process or to KPA's Health, Safety and Environmental (HSE) department.

14.1.2. Personal Protective Equipment (PPE) Requirements

All personnel on the Broome wharf or in work areas within KPA's purview are to wear appropriate PPE at all times. The minimum requirement consists of:

- high visibility clothing;
- long sleeve shirts and long-legged trousers;
- safety boots;
- hard hat; and
- safety glasses.

Additional PPE should be worn commensurate with the work activity being conducted.

14.2. Environmental Management

KPA has an Environmental Management System and maintains a close association with the Department of Water and Environmental Regulation and other government and non-government environmental groups.

The Port lies within Roebuck Bay, which is a pristine waterway and home to a number of important species of flora and fauna. As a responsible environmental steward, KPA is dedicated to the protection of the environment and the implementation of best practice in the conduct of our operations. Roebuck Bay contains a dedicated Ramsar site (a wetland of international significance) and the Yawuru Nagulagun Roebuck Bay Marine Park.

Any environmental hazards or concerns should be immediately reported to the Harbourmaster and/or the HSE department.

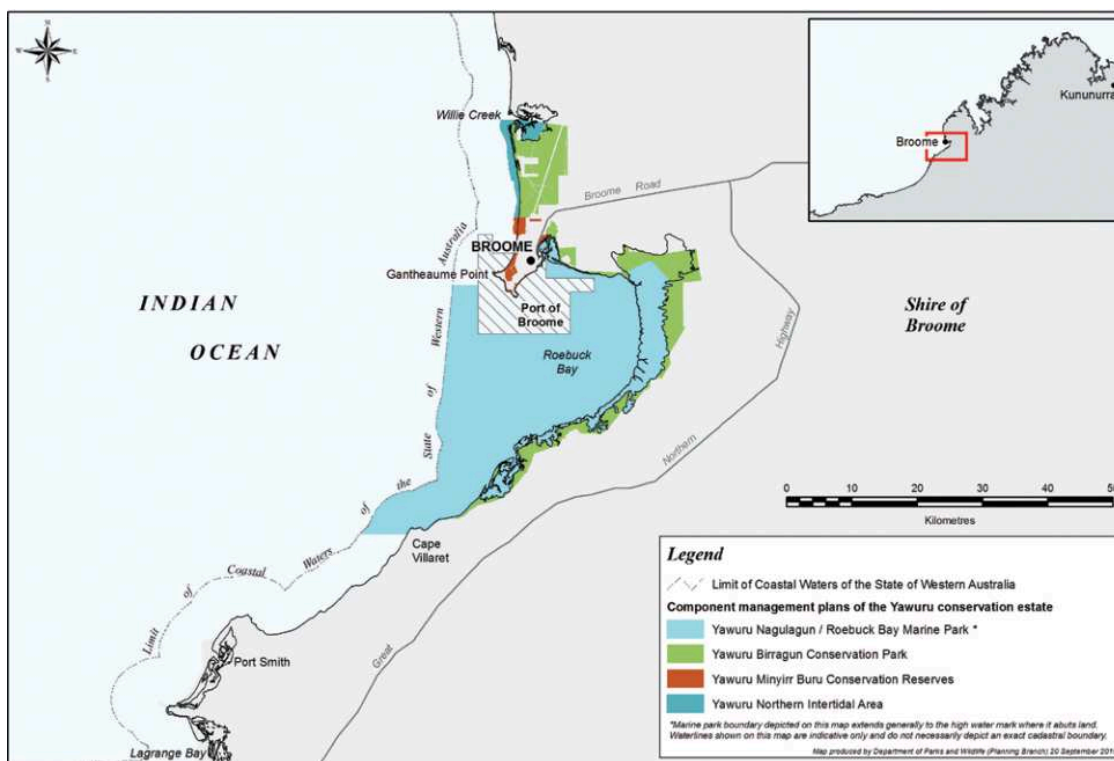


Figure 7: Yawuru Nagulagun / Roebuck Bay Marine Park (map from the Yawuru Nagulagun Roebuck Bay Marine Park Joint Management Plan 2016)

15. MANAGEMENT OF DANGEROUS GOODS

15.1. Dangerous Goods Standard

The Port is the major general cargo port for the Kimberley region in Western Australia, and the handling of potentially dangerous cargoes is an integral part of its operations.

Dangerous cargoes are defined in the Australian Standard 3846-2005 and generally include cargoes that may present a safety hazard to people or the marine environment. Strict controls are in place to ensure that these cargoes are handled safely in the port, and are moved promptly out of the port area.

KPA has a responsibility under the legislation to control the conditions under which dangerous goods are handled and/or kept in the defined port operational areas. The Australian Standard 3846: The handling and transport of dangerous cargoes in port areas, developed in 1998, was designed to complement the International Maritime Dangerous Goods (IMDG) Code.

The key elements of this Standard include:

- notifying port authorities of dangerous cargo shipments;
- general requirements and procedures for the safe handling of dangerous cargoes;
- segregating incompatible products;



The Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (the Regulations) and the Dangerous Goods Safety (Explosives) Regulations 2007 (Explosives Regulations) covers all ports within Western Australia. These regulations provide the legislative application of AS 3846 and outline the specific responsibilities of the different parties such as the berth operator, the vessel owner and the port authority. Refer to http://www.dmp.wa.gov.au/Documents/Dangerous-Goods/DGS_IS_RegulatoryRequirementsDangerousGoods.pdf for an overview of regularity requirements for dangerous goods at ports. KPA has an obligation under the regulations to have in place a safety management system to control the risks associated with the handling and transport of dangerous cargoes in the port area.

For land transport from the Port area, the Australian Dangerous Goods Code for Transport by Road and Rail applies until the product reaches its destination.

The Western Australia State Emergency Management Committee (SEMC) coordinates the State response to hazardous materials emergencies (HAZMAT). The Department of Fire and Emergency Services (DFES) is the lead combat authority, with advice provided by safety and environmental experts.

In preparation for emergencies, a National Plan for Maritime Environmental Emergencies has been developed by the Australian Maritime Safety Authority (AMSA). This plan outline the process for dealing with spills and accidents and are designed to establish a framework for all States to develop their own response plans. The respective State plans integrate with the national plans and include a process for activating the national plans in the case of major accidents.

The term 'dangerous cargoes' includes any empty, uncleaned packaging's (e.g. tank containers, receptacles, intermediate bulk containers (IBCs), bulk containers, portable tanks or tank vehicles) that have previously contained dangerous cargoes, unless the packaging's have been cleaned of residue of the dangerous cargoes and purged of vapour's so as to nullify any hazard, or have been filled with a non-dangerous substance.

Dangerous Goods are further defined in the IMDG code. Shippers and handlers are to ensure familiarity with the Australian code and IMDG code.

Permission from the Harbourmaster or Operations Manager is required for all classes of Dangerous cargoes to pass through the Port.

15.2. Dangerous cargoes handled through the Port of Broome

The following table is the permissible amounts allowed through Port of Broome:

	Ammonium Nitrate	Class 1.1	Class 1.5	Class 1.6	Class 1.2	Class 1.3	Class 1.4
Quantity	10,000 MT	50 MT	50 MT	50MT	>250MT	>250MT	No limit



The majority of dangerous cargoes being transported through the Port are associated with the mining and offshore oil and gas industries and include:

- petroleum products;
- ammonium nitrate;
- explosives;
- flammable gases and liquids;
- radioactive substances;
- corrosive liquids, such as acids and caustic soda; and
- specialty chemicals.

This document describes how the regulations and the Australian Standard 3846 and the responsibilities for the handling of dangerous cargoes through the Port are applied so that:

- dangerous cargoes are handled and transported safely;
- there are no inadvertent breaches of the applicable laws; and
- all parties involved in shipping dangerous cargoes through the Port of Broome have sufficient information regarding the applicable limits, standards and legislation to facilitate the planning and movement of such cargoes.

15.3. Notification and Permissions

Advance notification is required for all dangerous cargoes entering the Port. This notification is required at least 24 hours prior to any dangerous cargo being brought into the Port/wharf area.

In addition to notification, permission is required for the entry of particular high hazard cargoes to the Port. It is strongly recommended that permission be sought well in advance of planning such shipments and in some instances prior to loading at the port of origin. Requests should be directed to the Harbourmaster.

NOTE: Notification and permission also applies to transit cargo.

15.4. General Requirements

The following are general requirements applicable to the handling and transport of any dangerous cargoes within the limits of the Port.

15.4.1. Packaging and Labelling

All dangerous cargoes delivered to or from the Port area must be packaged, marked, labelled and placarded in accordance with the IMDG Code.

15.4.2. Documentation

Documentation accompanying the dangerous cargoes (for delivery by land) must be in accordance with the Australian Dangerous Goods Code (ADG Code).



15.4.3. Road Traffic

Procedures and signs are required to be put in place in the Port area to ensure road traffic operates in a safe manner.

15.4.4. Training

Appropriate training is required to be provided (and refresher training) so that skilled personnel are employed in the handling of dangerous cargoes and in the appropriate emergency procedures.

15.4.5. Personal Protective Equipment

Appropriate personal protective equipment shall be readily available whenever dangerous cargoes are being handled.

15.4.6. Confined Spaces

Any activity requiring personnel, other than the ship's crew, to enter a confined space must be conducted in accordance with AS2865.

15.4.7. Safety Showers

A safety shower and eyewash facilities must be provided ready for use whenever toxic, corrosive or skin sensitising substances are handled in bulk.

15.4.8. Hot Work

Activities involving hot work shall be carried out in accordance with AS1674.1 and AS1674.2 and shall not be conducted within the limits of the Port without approval of the Harbourmaster. Requests for permits to conduct hot works are to be directed to KPA's Operations Department by email or fax.

15.4.9. Smoking

Smoking is only permitted in clearly marked areas declared safe by the ship's master, or Harbourmaster.

15.4.10. Communication

For the duration of dangerous cargo handling and bunkering operations, a reliable and effective means of communication must be in place between the ship and KPA.

15.4.11. Segregation

Packaged dangerous cargoes being prepared for transport by sea or being unloaded from a ship shall be segregated in accordance with Table 5.2 of AS3846.



15.4.12. Safety Management System

A Safety Management System is required to be in place that enables the identification, assessment and control of risks associated with the handling of dangerous cargoes.

15.4.13. Emergency Preparation

A written emergency plan must be in place for dealing with any dangerous situation arising from the handling or transport of a dangerous cargo in the port area. The emergency plan must be developed in consultation with the emergency services authorities.

All persons engaged in handling or transporting dangerous cargoes in a port area must be aware of the emergency plan and competent in operating any necessary response equipment that they may be required to use.

Any safety equipment that may be required for an emergency must be readily available.

15.4.14. Inspections and Audits

The regulatory authority, including KPA, shall be granted access to a ship or berth at any time, to conduct inspections and audits.



16. RESTRICTED VISIBILITY PROCEDURE

Item	Description	Comment	Responsible
1	Weather Zone / Port Dashboard / Operational Forecast. HM /Operations Port Security Pilots / BMT / Agent	Pilot to monitor and inform all parties of FOG RISK. Ensure all persons are in the loop have access to Weather Zone PC and smart phone application.	Pilot
2	Port Security to monitor visibility and be made aware that they perform a critical function in their judgement. Informing the Master via VHF of the visibility and whether the pilotage is on or postponed until further notice.	The agreed benchmark for visibility is that the wharf or wharf flood lights by night can (even partially) be seen from the gatehouse. If no port employees on the jetty to confirm visibility, then drive down the jetty head to check.	Port Security
3	Conducting Pilotage and Fog rolls in.	Port Security to monitor visibility and inform Pilot if the wharf cannot be seen. Pilot to monitor visibility if it is established less than 500m then refer to 4 for contingency.	Port Security/Pilot
4	Pilot boarded - Inbound Commit points a. via NPBP b. via WPBP c. after IPBP and before Entrance Point d. On 040 and past Entrance Point	a. NPBP to Gantheaume and before IPBP anchor or if UKC allows exit Port waters, proceed 275 via WPBP. b. WPBP to Gantheaume and before IPBP. Anchor or exit Port waters proceed towards NPBG c. Proceed to Roebuck Anchorages. d. Proceed and berth Port Side to.	Pilot
5	Procedure for a delay or cancellation.	The Pilot will monitor the Restricted Visibility from the wharf or vessel and take advantage of the first opportunity to effect safe passage. If a delay goes on for one hour or more the Pilot may cancel this passage and describe a time for another attempt.	Pilot
6	KPA owns this policy and procedure.	Dissemination to all effected parties.	HM



17. WHARF LOGISTICS

17.1. Introduction

KPA endeavours to ensure that Port operations are conducted safely and efficiently. This requires the management of all operations on the wharf involving interaction between cranes, trucks, forklifts, light vehicles, trailer mounted equipment, and pedestrians.

The Port of Broome wharf is a unique working environment with a 660m access jetty and a 26m wide by 331m long wharf. This results in all traffic entering and leaving the wharf via a single point and a tight turning circle for trucks on the wharf. Trucks are frequently required to reverse into position.

Where safe systems of work are not available, work will be stopped until the hazards have been rectified by the Port user and it is possible to safely carry out the work. This may result in the delay of cargo operations at a cost to the Port user.

Flexibility, planning and education are critical to maximise the use of the wharf.

17.2. Procedure

17.2.1. Governing Rules

The order of work in which a vessel is allowed to undertake cargo operations will be decided entirely at the discretion of KPA.

KPA always reserves the right:

- to change, cancel or reschedule any cargo operations at any time and for any reason;
- to impose conditions, as it sees fit, in relation to anything concerning cargo operations; and
- any directions or orders given by KPA concerning wharf logistics management must be complied with as soon as possible, and KPA 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. Refer to Port Standards and Procedures for more information.

17.2.2. Priority Management of Cargo Operations

The order in which KPA allows vessels to undertake cargo operations is based on a range of factors including:

- maintaining a safe work environment on the wharf and approaches;
- the vessel's readiness and ability to commence loading or unloading of its nominated cargo on a continuous basis;
- KPA receiving complete and accurate cargo manifests;
- confirmation of resources being booked by the agent, vessel or their representative;
- the cargo type; and



- weather and/or tidal conditions.

17.2.3. Notification of Changes to Cargo Operations

KPA's Operations Department must be promptly notified in writing of any variations to any information provided in the Application for Berth, confirmation of booked resources or manifest information.

Facsimile, email or written confirmation is required for cancellation of Cargo Operations.

Cancellation charges for booked resources may be applicable in accordance with KPA Fees and Charges.

18. BERTH BOOKING PROCESS AND PRIORITIES

18.1. 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.

18.2. Procedure

18.2.1. Governing Guidelines

Subject to Harbourmasters' discretion, suitable berth availability and compliance in full with the arrival notification process vessels will, in principle, berth in order of arrival at the Port outer pilot boarding ground/s (as marked on charts AUS 50). Certain classes of vessel will have priority berthing, such as passenger cruise vessels.

KPA reserves the right, in the interest of port efficiency and or safety to:

- require the removal of any vessel from a berth; or
- reschedule change or cancel a berth allocation.

Operators must ensure that they comply with any directions or orders given by KPA in relation to vessel berthing or sailing.

KPA 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 given.

NOTE: Nothing in these Guidelines limits the powers or discretions of KPA or its Harbourmaster under any of its governing legislation, including, but not limited to the *Port Authorities Act 1999*, the *Port Authorities Regulations 2001*, and KPA's Port Standards and Procedures.



18.2.2. Arrival notification process

Full compliance with the arrival notification process requires the timely receipt of the correct berth booking pro forma documentation, which is obtainable from KPA's website, is prescribed as follows:

- The **Expression of Interest** form (EOI) submitted a minimum of 72 hours prior to arrival;
- The **Berth Application** form submitted a minimum of 72 hours prior to arrival; and
- **Pre-arrival Notification** form completed by the Master and received 48 to 24 hours prior to arrival. (Forms to be submitted to operations@kimberleyports.wa.gov.au)

18.2.3. Berth allocation

In allocating berths KPA will give firm consideration to:

- a vessel's readiness and ability to commence loading or unloading of its nominated cargo immediately upon arrival at the berth; and
- the vessel's readiness and ability to work its nominated cargo on a continuous basis.

KPA's Operations Department will release the berth allocation schedule each day at 1400 hours.

18.2.4. Berthing Order

Order of arrival berthing priority may be modified by KPA in the following circumstances:

- in the event that the vessel is a passenger cruise vessel;
- that agreement between relevant parties is reached in order to change the berthing order;
- 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 are at the Harbourmaster's discretion). Once a decision to cease berthing/un-berthing operations has been made, KPA 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 Harbourmaster;
- a ministerial direction provides guidance for berthing priority; or
- a vessel is restricted to working at a particular berth.

18.2.5. Arrival Notices

The Port Operations Department is to be advised 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, orders cargo work to be suspended or which the Australian regulatory authorities detain, may remain alongside to solve the problem, provided that another vessel is not competing for the same berth.

If a vessel wants to exceed its booked berth time by more than 2 hours and another vessel is waiting for that berth, then KPA 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 booking and/or moving a vessel from a berth will be charged to the agent, owner or the principal of the vessel.

18.2.6. Notification of Changes

The KPA Operations Department must be promptly notified of any variations to any information provided in the Berth pro forma documentation.

18.2.7. Cancellation of Berthing Requirements

If a Port user or their representative wishes to cancel a berth booking they must provide notice of cancellation by facsimile or email to the Operations Department.

KPA may, at its sole discretion, charge for a berth cancellation as set out below:

- Less than 48 hours' notice before berth booking time 50% of the cancellation fee*, or
- Less than 24 hours' notice before berth booking time 100% of the cancellation fee*.

*The cancellation fee will be equivalent to the charges the vessel would have had to pay for berthage, Navigational Aid charges, Infrastructure Levy, Safety Levy and Security Levy, had the vessel visited the Port.

KPA may also, at its sole discretion, charge for any booked resources - associated with the cancelled booking.

Pilotage cancellations will incur a fee if written notice is not received two hours prior to the scheduled pilot movement. The vessel Master/owner or agent must contact Port Operation's on call duty officer for a cancellation.

18.2.8. Surveys (Condition)

If a vessel requires a condition survey prior to the commencement of cargo operations, prior permission by KPA will be required if the survey is to be conducted at the berth. KPA's preference is that such surveys be conducted and completed prior to the vessel's arrival at berth.

If a vessel fails to pass a condition survey the Harbourmaster must be notified immediately.

A vessel which fails to pass a required survey will lose its berthing priority. If the vessel is alongside it may be moved at the Harbourmaster's discretion and at the vessel's account.



18.2.9. Departure - Completion of Cargo Operations

Upon completion of cargo work a vessel must depart from the berth at the first opportunity. A request to delay a departure will be approved or declined at the Harbourmaster's discretion and at the vessel's cost. The Harbourmaster may order a vessel to depart the berth at the vessel's cost.

19. ARRIVAL INFORMATION FOR PRODUCT TANKERS

19.1. General Information

The following information is provided for the benefit of Oil Tanker Masters in accordance with International Safety Guide for Oil Tankers and Terminals ISGOTT Section 22.2.4.

Charts - AUS 50, 51 and 324.

Maximum Wind Limit for Arrival - 20 knots (dependent upon direction and other environmental factors). Wind strength of 15 knots or less is preferred. Maximum wind limit for cargo discharge is 30 knots.

Proximity of Thunderstorm Activity - Discharge is to cease if thunderstorm activity approaches to within 3 miles.

19.2. Mooring Line Vigilance

The large tidal range in the Port requires close attention paid at all times to the arrangement of vessel mooring lines while alongside.

All Masters must be aware of and pay due consideration to the unique environmental challenges associated with Berths in Broome by way of exposure to wind, tidal range and streams, surge and wave height.

Master's must ensure that their vessel is at all times securely and safely moored. It is the Master's responsibility to monitor and evaluate the weather / environmental factors against the forecasted conditions and act in the interests of good seamanship.

When evaluating the associated risks, due regard shall be given to the prevailing circumstances and conditions with due consideration, but not limited to the following:

- expected environmental factors for the duration at the berth by way of forecast weather, tidal range and tidal streams, surge and wave height;
- the vessel's limitations and characteristics by way of its windage area (refer to calculations if available), mooring equipment and available manning; and
- the optimum mooring pattern, number, size (diameter), type, breaking strain and condition of moorings to be used.

All Vessels between 35 to 95 metres will moor with a minimum of two headlines, two stern lines, one forward spring line and one aft spring line. Larger vessels will moor in accordance to their recommended mooring plan.

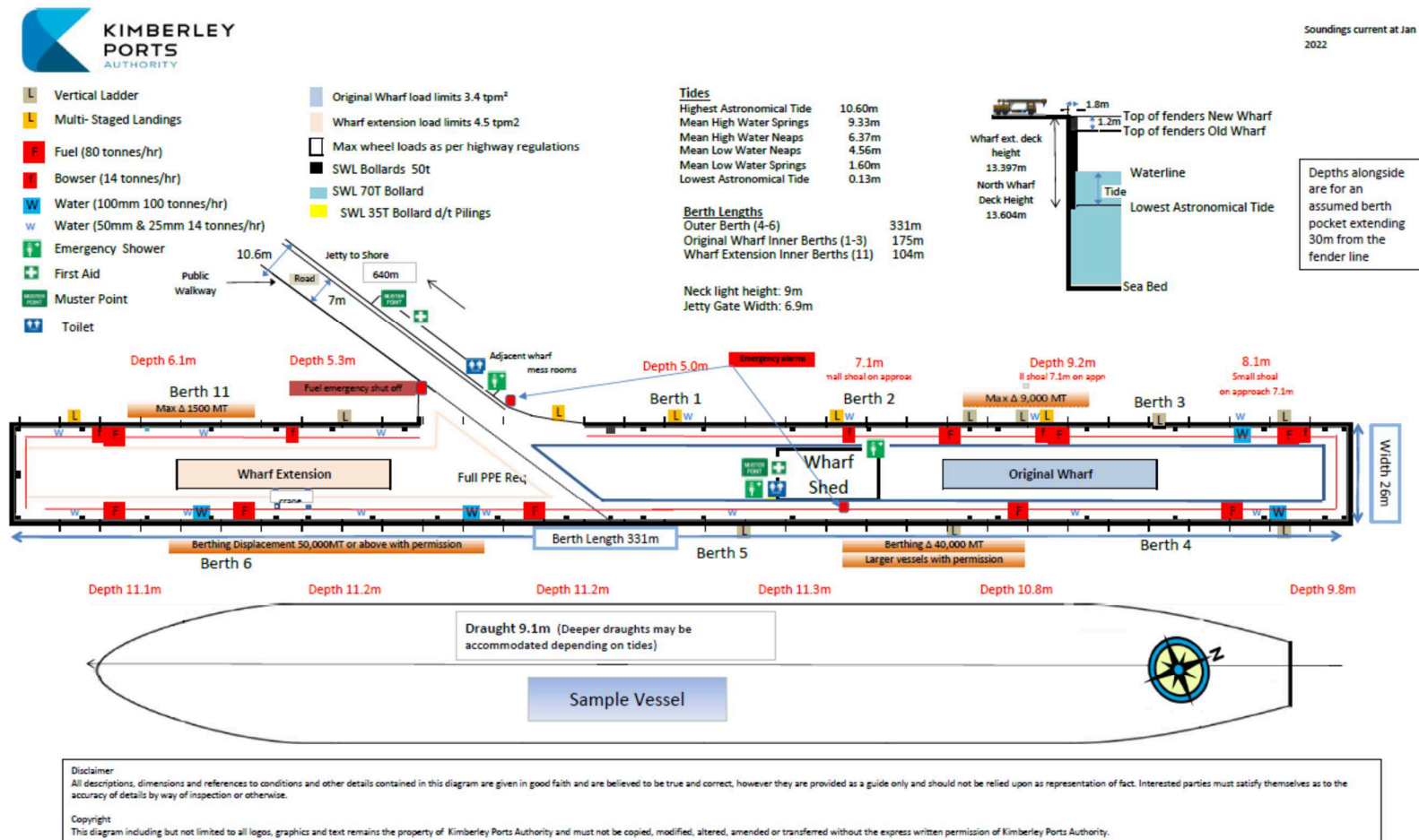


It is the responsibility of the Master to know the rated Bollard strength at the Berth and to ensure that it is not exceeded by the accumulation of moorings on a single Bollard that would result in exceeding the rated bollard strength.

At all times there must be a qualified person available to tender mooring lines as required by tide or operational needs.

19.3. Diagram of Recommended Tanker Mooring Configuration

Broome Wharf Information





19.4. Side Alongside

All vessels especially Product / Tankers will normally be moored starboard -side-alongside on arrival to avoid conducting a 180° turn on departure. This arrangement is considered to be the safest method of mooring in the local conditions and to allow an efficient safe departure.

19.5. Local Environmental conditions

See Section 6 and General information in Sections 3 - 7.

19.6. Requirement for Weather Watch

All vessels alongside are required to maintain a close watch on the weather at all times for weather events which may pose a risk to their ship. This is particularly the case during the Wet Season (Nov-March). The Operations Department can be contacted for generic forecast information, if requested. In the event of cyclone development, ships will be provided with guidance, based upon the special forecasts obtained by the Port.

Masters' are to maintain a good visual watch as well as utilising all other available means to make a full appraisal of the weather situation when alongside. A useful tool for forecasting potential thunderstorm activity is the Broome radar loop located at the Bureau of Meteorology website: www.bom.gov.au

19.7. Number and Size of Hose Connections and Manifolds

Broome Wharf has one receiving manifold situated at berth 5. The discharge hose used comprises 4 lengths of 24 meter, 8 inch hose. A 1 km pipeline runs from the wharf to the tank farm.

19.8. Vapor Emission Control (VEC) System

Ships system to be used.

19.9. Inert Gas Requirements

- Vessels must operate and test I.G System before entering Port;
- Ensure that oxygen levels in cargo tanks is less than 8% by volume;
- Cargo - unloading operations must not take place without an operational I.G system; and
- Non-inerted tankers will not be accepted.

19.10. Confined Space Entry

Confined space entry is to be conducted only with Harbourmaster's approval.



19.11. Gangway Arrangements

Ships will normally employ their own accommodation ladder and use it as the gangway connection to the shore. This is the Port's preferred option. A close watch needs to be maintained on the gangway to ensure safe access at all times, while experiencing the high tidal heights in Broome.

19.12. Restrictions on Crude Oil washing, Tank Cleaning and Gas Freeing

Permission must be obtained from the Harbourmaster before any crude oil washing and tank cleaning operations can take place on-board the vessel.

No gas freeing operations will be allowed at berth.

Ships are not to immobilise engines without a permit approved by the Harbourmaster.

19.13. Advise on Environmental and Load Restrictions Applicable to the Berth

KPA is committed to environmental protection and all Masters are to comply with legislation and the requirements of the Port and Terminal Handbook.

Vessels with a berthing displacement of 50,000 MT or more will require approval of the Harbourmaster to berth at the Broome wharf.

19.14. Facilities for the Reception of Slops, Oil Ballast Residues and Garbage

Details are contained in the Discharge of Waste section of this Handbook. Waste disposal should be coordinated by agents, giving as much notice as possible.

19.15. Security at the Port

Ships are required to declare their security level to the Pilot prior to boarding on VHF Channel 14. A Declaration of Security is required for Product Tankers. A 60 metre waterside exclusion zone surrounds the Broome wharf head.

The landside restricted zone includes all of the wharf and the access jetty. Vessels are required to maintain a visual lookout for suspect vessels approaching from seaward, alerting the Security Gatehouse immediately on +61 419 044 765.

Vessels, crew, agents and contractors are not to walk on the wharf neck at any time other than for an operational reason e.g. draft survey. Transport to and from the wharf from the security gate can be arranged through KPA by the ships agent. Personnel will not be able to pass onto or off the wharf without a valid Maritime Security Identity Card (MSIC) and a KPA Induction Pass. Personnel without these cards are to be escorted at all times by a person in possession of these cards. For transport onto and off the wharf, the Port bus can be arranged by contacting the Port office during working hours on +61 8 9194 3100 or the Security Gate outside working hours on +61 419 044 765.



20. GUIDANCE TO SMALL RECREATIONAL CRAFT

20.1. Recreational Craft Crossing the Wake of Larger Vessels

Recreational boaters within the Port are advised that larger vessels including tugs, rig tenders, support craft and deeper draft vessels often leave a substantial wake behind them and a recreational craft, hitting this wake at speed, may cause injuries to passengers and/or damage to the craft. Recreational boat owners and commercial small craft users are strongly advised to take care when crossing the wake of a larger vessel and to slow down when doing so.

Small craft skippers should also never attempt to pass in front of larger vessels which apart from being sometimes faster than they first appear, can be up to 32 metres wide, a distance which takes longer to cross than is sometimes available. Furthermore, the ship Master and Pilot cannot see small craft passing close in front of their ship because of the angle of sight from the ship's bridge over the bows. Light ships high out of the water have a significantly longer blind arc ahead of them.

Potential problems involving ship wakes and visibility ahead are compounded by darkness – small craft owners cannot see a larger vessel wake by night.

Tugs and support craft within the Port slow down as much as possible to minimise wake, but due to the square shape of some vessels even a slow speed will still produce noticeable waves astern in the wake.

20.2. Prohibited Anchorage Area

Recreational craft anchoring in the approach channel to the Port area, or making fast to navigational marks within the channel represent a potential hazard to both life and vessels, such actions are subject to heavy penalties under the Port Authorities Act. Owners are requested to comply with the intent of this regulation to ensure the safe conduct of all vessels within the Port.

Furthermore, port users are reminded that a prohibited anchorage area exists to the North East of the wharf area. This area is designed as a swinging area for larger vessels either entering or departing the port. Vessels seeking to anchor within the Inner Anchorage are not to anchor south west of the beacons in line (bearing 305° 35') marked on AUS 51. The tug "Yarra" is moored close to this transit line and provides a good visual indication of the north eastern extremity of the prohibited anchorage area.

21. MOORINGS (SMALL VESSEL SEABED MOORINGS)

There are approximately 190 commercial and private moorings situated within Port Waters for which KPA is responsible for administering under the Port Authorities Act. Moorings are administered in accordance with KPA's Mooring Standards Guide which provides information on all processes applicable to moorings.



The main mooring areas are:

- Gantheaume Point;
- Roebuck Bay; and
- Black Ledge.

All vessel moorings within Port Waters must be approved and registered by the Port Authority.

Unregistered or poorly maintained moorings will be removed in the interest of Port safety.

For more information go to:

<https://www.kimberleyports.wa.gov.au/Port-of-Broome/Community-Info/Moorings>

22. USE OF BROOME SLIPWAY AND CAREENING GUIDANCE

22.1. Use of Broome Slipway

The Port operates a Commercial Slipway, and hard stand area located to the West of the wharf. KPA Terms and Conditions apply to all users of these facilities and fees and charges are applicable to its use.

All maintenance work at the slipway, and hardstand area including the launching and recovery, and the storage of vessels is subject to the KPA Permit System. Persons conducting the work must observe all appropriate safety and environmental processes. Refer to the Slipway Terms and Conditions for more information.

22.2. Careening of Vessels in Roebuck Bay

In circumstances where the use of the slipway is impractical, and careening a vessel for urgent or emergency maintenance purposes within the Port is required, the Master must submit an application to the Harbourmaster in the form of a general work permit identifying the intended position for careening. Applications should provide sufficient details about the vessel and the nature of the work needing to be done, the position of the preferred careening location, and careening times to allow a reasonable determination from the Harbourmaster. The application is to include a general safety and security plan for the activity.

Applications to careen vessels in positions outside the general area of the slipway will not be approved.

Masters careening vessels outside these guidelines within the port boundary without sound justification may be issued with an infringement notice and be subject to prosecution under the *Port Authorities Act 1999* and/or the *Environmental Protection Act 1986*.



23. COVID-19 INFORMATION SHEET – VESSELS UNDER 14 DAY QUARANTINE PERIOD

The following information sheet outlines the controls that are in place for vessels arriving within the 14 day quarantine period from an international or interstate port. These controls ensure that KPA complies with the relevant legislation while also minimising the risk of COVID-19 spread in the workplace.

23.1. *Vessel Arrival*

Prior to the vessels arrival there are a range of controls in place including:

- Confirmation by vessel that there is no illness on board
- Pilot to wear appropriate PPE, confirm with master there is no illness reported on board and that regular temp checks have been undertaken and recorded
- Vessel crew to remain onboard at all times

23.2. *Access Requirements*

Once the vessel is alongside there will be no access or egress for any personnel (eg KPA employees, vessel crew, contractors, vessel agent, pilot etc) onto the vessel without the express permission of Harbour Master or delegate.

- KPA will have the following controls in place at the gangway:
- a gangway watch when KPA operations are not being undertaken
- a sign at the gangway advising of no access onto vessel without Harbour Master approval
- a document satchel attached to gangway for remote exchange of documents etc.
- a bucket with diluted disinfectant (eg ViralFx) to clean PPE
- garbage bag and bin for PPE waste. Note: garbage to be segregated for appropriate disposal if detection of COVID-19
- boot wash

If you require access to the vessel and have Harbour Master approval you must have the following in place:

- a document outlining your COVID-19 access controls and equipment decontamination processes (where appropriate)
- wear the minimum PPE requirements including suit, gloves and face mask unless otherwise approved by the Harbour Master



- maintain segregation between vessel crew and approved visitors
- remote communication with Master /rep using Radio comms or mobile phone.