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Rev	By	Date	Change Description
0	JP/JS	12/10/2010	Issued for approval
1	JP	13/01/2010	Update to OHS section
1	SM	21/01/2010	Re-issued for Implementation
2	JP/SM	18/02/2010	Updated 3.12 Monthly Reporting. Deleted item (b)
3	PGB	30/03/2010	Add Union Rep visit requirements
4	JP	15/05/2010	Change Section 3.6 to include vehicles
5	JP	30/09/2010	Change Section 4.5 Correct storage of paints and solvents
6	JP	17/12/2010	Delete duplication of reporting requirements identified in Section 5.1
7	JP	20/04/2011	Section 3.1 reword part e and f Remove reference to Unpowered vessels Section 3.9 remove reference to Visitor vehicles Section 3.11 reword Section 3.12 change title and reword Section 4.3 change to request copy of paint records Section 4.11 part a reword Section 4.4 and 4.5 add reference to the AMC Registration issued by the DEC Section 5.3 add visitor escorts to be nominated Section 6.0 remove reference to contact the Operations and Maintenance Manager
8	JP	20/02/2012	Incorporate: - WI-AM-001 Facility Rules for User - WI-AM-002 Facility Rules for FMs Contractors - WI-AM-003 Facility Rules for Shipping Agents into one document. Change name to Facility Rules
9	JP	03/09/2012	Section 2.9 Emergency Response Add information about notifying the FM Operations and Maintenance Department and FM Security Supervisor prior to undertaking an exercise
10	JP	15/01/2013	General update to include feedback and audit findings
11	JP	24/04/2013	Update Emergency Response Section post bomb threat to incorporate lessons learnt and feedback. Clarify User and FM responsibilities during an emergency
12	JP	04/10/2013	Change title of 3.2.3 section 3.2.3 from "Management of Invasive Marine Species" to Bio-fouling to align with change of title in WI-HSE-024 Marine Maintenance

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1.0 GENERAL

You must comply with these Facility Rules and the Facility Rules act in conjunction with your contract¹.

You are reminded of the following obligations under your contract. You must:

- a. Co-operate with the Facility Manager (FM), LandCorp employees, their contractors, subcontractors or agents;
- b. Do not interfere with other Users going about their business;
- c. Report any damage to FM assets or another User's assets to the FM;
- d. Not remove FM property without LandCorp's or the FM's written consent;
- e. Not display signs or advertise at the Facility without authorisation of the FM;
- f. Gain approval from the FM before using Berths and Harbour;
- g. Not interfere with Navigational Aids
- h. Not impede access or interfere with any authority to any water way, foreshore, retaining wall or berths;
- i. Not carry out works on FM assets without written approval or Permit to Work from the FM; and
- j. You are responsible for the actions of your employees, contractors, subcontractors and visitors
- k. You must ensure that all employees, contractors and sub-contractors are aware of these obligations.

2.0 HEALTH AND SAFETY

Prior to mobilisation onto the Facility, you will present the FM, for review, a Health and Safety (HS) Management plan, or procedures that demonstrates how you will manage health and safety while at the Facility.

You are expected to be familiar with and comply with all relevant health and safety legislation, and have also considered all guidance notes and codes of practise affecting the Facility and your industry. Legislation which must be complied with includes but are not limited to the following;

- Occupational Health and Safety Act 1984 (WA)
- Occupational Health and Safety Regulations 1986 (WA)
- Occupational Health and Safety (Maritime Industry) Act 1993
- Dangerous Goods and Safety Act 2004
- Dangerous Goods and Safety Regulations 2007
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Occupational Health and Safety (Maritime Industry)(National Standards) Regulations 2003 (CTH)
- Australian Maritime Safety Authority Act 1990

Neither LandCorp nor the FM accepts any responsibility in relation to the preparation and implementation of your HS Management Plan or procedures

¹ Your contract may be a User Agreement, Service Agreement, Purchase Order or Work Order

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2.1 Safety Incidents

- a. You must report any WorkSafe or Comcare Notifiable Incident immediately to the FM. You are responsible for notifying WorkSafe or Comcare.
- b. You must report any incidents that were a result of a failure of a facility asset immediately to the FM.
- c. Notification may be by way of your own internal reporting forms or by using the FM form (HSE-001 Accident / Incident Report) which can be obtained from the FM on request.
- d. The report is to include details of how the incident occurred, the injury or damage that occurred and any investigations that have been carried out.
- e. The FM has the authority to investigate User incidents if the incident involved an FM asset, FM personnel or has the potential to affect other AMCCUF Users.

2.2 Isolations and Permits

A permit to work must be obtained from the FM before any work is carried out on an FM controlled asset or that may affect common areas or areas outside your work area.

An FM permit is to notify the FM of the planned activity. You are still in control of the planned activity and are responsible for notifying others that may be affected by, or that may affect, your planned activity.

Permits are required for:

- Excavations
- Electrical Isolations / installations
- Diving
- Crane / Lifting / over-weight / over-length activities in common areas. A traffic management plan must also be submitted as part of the application for the Permit
- Servicing
- Oversized traffic
- Confined space entry
- Working at height
- Hydraulic services
- Radioactive operations (RADHAZ)
- Sonar testing

2.3 Personal Protective Equipment (PPE)

- a. PPE is exempt within the designated areas marked by the blue lines at the Facility
- b. The minimum PPE requirement for working outside the blue lines is safety helmet and enclosed footwear.
- c. The minimum PPE requirement for Visitors is a safety helmet and enclosed footwear
- d. The Visitor's Host is responsible for ensuring the visitor has sufficient PPE to enter the Host's working area.
- e. You can specify additional PPE within your working area.

2.4 Licenses, Certification and Qualifications

- a. You must ensure that all professionals, trades people and plant operators are licensed and / or hold suitable qualifications and experience to perform their tasks.

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- b. Only suitably trained and qualified people are authorised to operate equipment
- c. All vehicles, tools, rigging and equipment used at the Facility must have current certification or registration as required.

2.5 Hazards

You are expected to undertake a Hazard analysis / risk assessment of all Hazards identified arising from your operations which could impact on Common Use Areas and other Users' activities. This risk assessment is to nominate controls which will be implemented to address the identified hazards / risks.

These Hazards include but are not limited to:

- a. Vehicles
- b. Cranage
- c. Working next to water
- d. Noise
- e. Dust
- f. Compressed Air
- g. Mooring Lines
- h. Electricity
- i. Access
- j. Blasting and Painting
- k. Working at Height
- l. Asbestos
- m. Radioactive Material / Operations
- n. Spray Painting

2.6 Weather Conditions

- a. The Facility is subject to extreme weather conditions. Users are expected to keep your work area clean and tidy and in the event of high winds secure their materials and equipment.
- b. All temporary buildings are to be tied down against wind loading
- c. You are expected to monitor upcoming weather conditions and modify their activities accordingly. Weather conditions can be monitored at: www.bom.gov.au/weather/wa or www.seabreeze.com.au/graphs/wa

2.7 CUF Road Rules

- a. Roads at the Facility are marked with Yellow lines
- b. Pedestrian pathways are marked with blue lines
- c. WA State road rules apply at the Facility
- d. Speed limit is 30km/hr on Facility roads and carparks and 15km/hr on Wharves and laydown areas
- e. The FM reserves the right to ban an individual or organisation from driving on the Facility in the event of a breach of the Road Rules
- f. You are required to maintain access into your work area for emergency vehicles

2.8 Inductions

- a. All people entering the Facility must complete an AMCCUF Induction to gain access to the CUF. You will be responsible for inducting your workers for the activities that they will be undertaking.
- b. If you are working on the Floating Dock you will require specific Floating Dock Induction
- c. Visitors must complete an AMC CUF Visitor Induction form at the Gate House before being released to the Host
- d. Delivery Drivers must complete an AMC CUF Delivery Driver Induction at the Gate House

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2.9 Emergency Response

2.9.1 General

- a. You must have evacuation plans and muster points for your Designated Facility/s (DF) or work area
- b. The evacuation plan must include a map of your muster locations at which the FM can contact, meet and direct you in the event of an evacuation. A copy of this must be supplied to the FM security office
- c. You must supply the FM with two emergency contacts
- d. The FM to be immediately informed if there are changes to the nominated emergency contacts
- e. You are responsible for appointing Fire Wardens and Evacuation Controllers for your DF or work area
- f. You shall provide adequate response equipment for your activities
- g. In the event of an incident that requires Emergency Services the you shall:
- h. Firstly, contact the relevant Emergency Service on 000
- i. Secondly, inform FM Security 94370 999 or 0402 576 901
- j. Emergency response within the AMCCUF is divided into 2 sections User Controlled Emergency Response and FM Controlled Emergency Response refer to points below.
- k. If you wish to carry out an emergency response exercise you must notify in writing the FM Operations and Maintenance department (maintenance@accuf.com.au) and the FM Security Supervisor (security.supervisor@amccuf.com.au) 24 hours prior to the exercise

2.9.2 User Controlled Emergency Response

- a. User controlled emergency response are emergencies which occur within a User's DF, but will not affect other AMCCUF Users and are responded according to your internal processes
- b. In the event of a User controlled emergency response you must notify the FM Security and the FM will monitor the situation and assist if required or requested

2.9.3 FM Controlled Emergency Response

- a. FM controlled emergency responses are emergencies which has the potential to affect more than one User at the AMCCUF.
- b. In such emergencies the FM will assemble its emergency control organisation and assume control of the situation and coordinate between the affected parties and where required the appropriate emergency response service
- c. In such a situation your emergency contact will be notified and you are required to send a messenger to the nominated control and coordination centre to relay instructions to your Wardens (refer to commands below)
- d. You will comply with any direction to evacuate your DF, or work area or the Facility under any direction made to you by the FM, Emergency Service or the Regulatory Authority

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Commands that may be issued by the FM are (but not limited to)

Go to Muster Point

- All people within your area are to assemble at your nominated muster point and await further instruction
- DO NOT evacuate the AMCCUF unless instructed

Send Runner

- Send a runner to the nominated control and command centre to relay instructions to your Wardens

Search your area

- Request volunteers who know the work area search for unknown or suspicious objects
- Report findings back to FM Chief Warden via your runner

Return to Normal Operations

- Return to normal operations

Evacuate Site

- Evacuate the AMCCUF as directed by your runner or AMC Warden

2.10 Safety / Environmental Observations

- a. The FM may issue a Safety / Environmental Observation Notice to you, your employees, contractors, sub-contractors and visitors if it is noted that they are engaging in an apparently unsafe or environmentally unfriendly act or activities.
- b. You are expected to address any notice issued under this section as quickly as reasonably possible.

2.11 Material Safety Data Sheets

A copy of all Material Safety Data Sheets for chemicals that you bring to the Facility must be submitted to the FM security team. These must be kept current at all times.

Additional information relating to Dangerous and Hazardous Goods is given in Section 3.10.

2.12 Alcohol and Drugs

Alcohol and illegal drugs are not permitted at the AMCCUF.

Persons thought to be under the influence of alcohol or drugs will be denied access to the facility and their manager contacted regarding the situation.

The FM may allow alcohol for functions at the facility upon request.

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3.0 ENVIRONMENT

Prior to mobilisation onto the Facility, You will present the FM, for review, an Environmental Management plan or environmental procedures that demonstrate how you will manage Environmental impacts of your operations while at the Facility.

You are expected to be familiar with and comply with all relevant laws and take account of all relevant guidance notes and codes of practise for your industry which are not mandatory guidance notes or codes of practice. The laws involved include but are not limited to:

- Environmental Protection Act 1986 (WA)
- Environmental Protection Regulations 1987 (WA)

Neither LandCorp nor the FM accepts any responsibility in relation to the preparation and implementation of your Environmental Management Plan or procedures

AMC Management (WA) Pty Ltd (FM) has the following Department of Environment Registrations for the CUF and CUF North.

- Abrasive Blasting
- Metal Coating
- Marine Maintenance
- Concrete Batching

These works can be undertaken on the CUF as long as you comply with the processes according to the relevant legislation and these Facility Rules.

3.1 Environmental Incidents

- a. All environmental incidents must be reported to the FM immediately
- b. The report may be submitted in your own internal reporting forms or by using the FM form (HSE-001 Accident / Incident Report) which will be provided by the FM on request.
- c. The report is to include details of when and how the incident occurred, the potential environmental impacts of the incident, any investigations that have been carried out, corrective actions taken and residual impacts that may occur subsequent to corrective actions being taken.

3.2 Marine Maintenance

3.2.1 Bilge Water

- a. Bilge water shall not to be discharged into the harbour
- b. Bilge water must be transferred ashore for disposal by a licensed contractor

3.2.2 Ballast Water

- a. Users must comply with AQIS legislation

3.2.3 Management of Invasive Marine Species

- a. No hull cleaning residues are to enter the marine environment.
- b. No in water hull cleaning and maintenance activities are permitted at the Facility
- c. All hull cleaning residues must be contained, collected, and disposed of appropriately off site.

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3.2.4 Anti-Fouling

- a. The CUF is not a licensed TBT Facility. Works with paints that contain TBT is prohibited.
- b. You must inform the FM of any planned anti-fouling activities in the Users Activity Questionnaire (BDU-002) and in the Environmental Management Plan (EMP).
- c. You must be able to present a copy of the anti-fouling records to the FM upon request.
- d. Refer to Hydro-wash and Abrasive Blasting (Section 3.3)

3.3 Hydro-Wash and Abrasive Blasting

- a. Hydro-Wash waters must be clean before they enter the storm water drainage
- b. Dust generated by abrasive blasting must be controlled to an acceptable level. Such control measures included, but not limited to:
 - Encapsulation
 - Vacuum blasting
- c. All wastes must be disposed of by a licensed contractor
- d. Housekeeping practices must be consistent with the above
- e. You must carry out abrasive blasting activities as per the FM's registration conditions.

3.4 Painting

- a. Paint from your activities must not disturb other Users
- b. Paint spray must take place in an encapsulation and all overspray must be contained
- c. Painting of vessels / structures alongside the wharf or at sea is only to be undertaken via brush or roller only
- d. Painting wastes must be separated and disposed of appropriately
- e. You must carry out spray painting activities as per the FM's registration conditions.
- f. All paints and solvents must be stored correctly

3.5 Waste Management

3.5.1 Waste Management General

- a. You shall be responsible for your waste management
- b. All bins must be appropriately labelled and suitably enclosed for the types of waste contained.
- c. Bins must be emptied regularly to match waste generation.
- d. Wharves must be cleared immediately after vessels have departed
- e. Littering is prohibited on the Facility
- f. All Wastes must be segregated and removed by licensed contractors in a timely manner.

Liquid Waste

- a. Liquid wastes shall not be disposed of on the Facility
- b. Liquid wastes must be kept in appropriate labelled containers and stored on a bunded area
- c. Liquid waste is to be removed from the Facility in a timely manner.
- d. Licensed contractors must be used for the removal and disposal of all liquid wastes.

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3.5.2 Quarantine Wastes

- a. Quarantine waste shall be collected, stored and disposed of in accordance with AQIS requirements.

3.5.3 Hazardous Wastes

- a. Hazardous materials must be separated from general wastes, stored and disposed of appropriately

3.6 Dust Management

- a. You must manage your activities to minimise dust creation
- b. Dust from your activities must not disturb other Users

3.7 Noise

You must control noise to minimise the impact on neighbouring Users and conform with State and Federal legislation.

3.8 Storm Water Drainage

Only cleaned waters and storm water only is permitted to be discharged into the storm water drainage system.

3.9 Fire Systems

Fire fighting systems have been installed at locations around the facility for FESA access in case of emergency. Access to these systems must remain clear at all times.

If you wish to utilise the fire fighting systems, or water from the fire fighting systems, you must notify Operations and Maintenance 1 business day prior to the event.

3.10 Noxious Weeds, Pests and Feral Animals

- a. All noxious weeds, pest and feral animal sightings must be reported to the FM
- b. Reports can be made to the Operations and Maintenance Department 9410 5400

3.11 Dangerous Goods and Environmentally Hazardous Goods

- a. Hazardous substances or dangerous goods entering the Facility must be recorded by the User and this register must be made available to the FM on request.
- b. You must maintain a register of all chemicals used on site. A copy of each MSDS must be supplied to the FM as per section 2.11.
- c. Chemicals must be stored in accordance with the applicable legislation in regard to the chemicals in question.
- d. Only chemicals associated with your approved activities can be stored on site. The AMC-CUF is an asbestos free site. Users must notify the FM if asbestos is present or used on any equipment that is brought to the Facility. All removal, transport, site cleanup and disposal of asbestos must be in accordance with State and local government regulations.

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3.12 Spill Response

- a. You must have adequate spill response equipment and trained spill response personnel for your activities.
- b. You are liable for all associated clean-up costs and penalties
- c. You will comply with any direction to suspend activity, evacuate your DF, work area or the Facility under any direction made to it by the Manager, Emergency Service or a relevant Regulatory Authority

3.12.1 Land Based Spill

- a. In the event of a Land Based Spill you shall:
 - Contact the Department of Environment Spill Response 1300 784 782 if you are unable to contain the spill
 - Contact the FM Security 9437 0999 or 0402 576 901

3.12.2 Marine Spill

- a. In the event of a Marine Spill you shall:
 - Contact Fremantle Ports 9335 1300
 - Contact the FM Security 9437 0999 or 0402 576 901

3.13 Facility Environmental Emergency Response

3.13.1 Fire

- a. You shall provide adequate fire and emergency response equipment and personnel for your activity.
- b. In the case of a fire the you shall:
 - Fight the fire if it is safe to do so and the personnel are adequately trained
 - Raise the alarm and evacuate if necessary
 - Contact FESA 000
 - Call Security 9437 0999 or 0402 576 901

3.13.2 Hazardous Materials

- a. In the case of an incident involving Hazardous Materials Substances you shall:
 - Evacuate the Area
 - Call FESA 000
 - Call Security 9437 0512 or 0402 576 901

4.0 SECURITY

4.1 General Security

- a. You must immediately notify the FM of any security breach within your DF, work area or general CUF area. A security Breach includes, but is not limited to:
 - Unauthorised entry into your DF or work area
 - Unauthorised entry into the Facility
 - Theft
 - Breach of the Facility Road Rules
 - Storage of Unauthorised Goods
- b. The report may be submitted in your own internal reporting forms or by using the FM form (HSE-001 Accident / Incident Report) which will be provided by the FM on request.

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- c. The report is to include details of the breach, items lost or damaged and any investigations that have been carried out.

4.2 Maritime Security

- a. The Facility has been classified as a Security Regulated Port Facility under the Maritime Transport and Offshore Facilities Security Act 2003 (MTOFSA 2003).
- b. Personnel that require access to the Landside Restricted Zones (LRZs), which are marked and are generally the fenced off wharf areas must hold a valid Maritime Security Identification Card (MSIC).
- c. You must abide by any lawful direction under the FM's Port Security Plan.
- d. The shipping agent is required to notify the FM if any vessels that the agent is representing at the CUF require a Declaration of Security contract with the FM.

4.3 Access Passes

The FM will issue a CUF access pass once the relevant AMCCUF induction has been completed and required forms submitted.

The User must nominate authorised Visitor escorts.

5.0 EMPLOYEE RELATIONS

Visiting Union Representatives are treated as a visitor, that is, the User has the right to decide who and under what circumstances they receive visitors.

The representative may arrive at the gatehouse and park in the adjacent parking lot, either on a planned visit e.g., in accordance with the Right of Entry provisions or at your invitation; or un-announced.

- In the first instances, you will provide an escort to and from the gatehouse in accordance with the Facility Rules.
- In the case of an un-announced visit, the Facility Manager's security personnel will contact your representative and ask them to attend the gatehouse and discuss the visit with the Union Representative. You can then make arrangements to escort the Union Representative onto the Users Designated Facility or deny access.

Should you host a Union Representative, or any other visitor, to their Designated Facility, work area or vessel, you must ensure the Union Representative is escorted back to the Main Gate Security on completion of the Union Representative's business. You are not permitted to transfer the visitor to another User, Shipping Agent or Contractor.

6.0 OPERATIONS AND MAINTENANCE

- a. The FM is responsible for all Planned (scheduled) and Unplanned (breakdown) maintenance upon LandCorp assets.
- b. You are to make these assets available upon request for planned maintenance. Assets that require unplanned maintenance are to be reported to the FM's Operations and Maintenance Department by either emailing maintenance@amccuf.com.au or telephoning 9410 5400.
- c. The Operations and Maintenance Manager is responsible for managing all activities on the Facility except the activities undertaken by the User as part of it permitted use in the DF after the User has mobilised including;

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- Assigning Designated Facility areas
- Assigning power and water meters
- Assigning access routes
- Issuing Permits to Work (PTW)
- Traffic management
- Facility and Port Security
- Emergency responses
- Safety and Environmental incidents
- Ship scheduling

7.0 SPECIFIC USER RULES

7.1 General

Users are required to:

- Submit an outline of planned activities to be undertaken at the Facility. This information will be used to classify the risk level the activities pose to the Facility. This can be undertaken by the completion of the form BDU-002 User Activity Questionnaire
- Submit a bond / initial deposit if deemed required by the FM
- Have a "mobilisation meeting" with Operations and Maintenance prior to commencing work at the Facility. This meeting will take place after the signing of the UA. At the meeting the User's representative will be issued with a User Manual relevant to the asset that they are licensed to use. An up-to-date copy of the Facility Rules shall be kept by the Users Manager at the onsite location.

7.2 User Designated Facility

- a. Under the User Agreement (UA) the User is allocated a Designated Facility (DF). Activities that occur within this DF are under the exclusive control of the User.
- b. The User must fence its boundary. Fencing is to be of a type, agreed by the FM, to be suitable to the activity being undertaken and is to include the working area, car park and offices.
- c. The User must display its Company name, Site and Emergency Contact details at the point of access to their DF.
- d. Within the User's DF, items or equipment must not contact, interfere with, overhang or cover floodlight masts, electricity supply, fire fighting equipment,
- e. AMC-CUF buildings, formal roads or marked vehicle lanes, boundary fences, bollards and capstans (within white lines) manhole covers or storm grates.
- f. Users must leave their DF in the same condition as it was received (subject to fair wear and tear)

7.3 User Meeting

A User representative is requested to attend Users meetings as scheduled by the FM

7.4 Reviews

The User may be subject to Health, Safety, Environmental and Employee Relations reviews against these rules and their submitted plans or procedures to determine if the User is meeting their contractual obligations.

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7.5 Employee Relations

Prior to acceptance of the application to access the AMC CUF, the User must:

- Submit an Employee Relations Management Plan for acceptance by the FM prior to being granted access to the AMC CUF.
- Ensure all sub-contractors also comply with employee relations requirements and arrange for their plans to be included in the User's submission

All industrial disputes, or the possibility of an industrial dispute, must be reported to the FM immediately.

The AMC CUF document P-IR "Employee Relations Management Plan for Acceptance of User's Employee Relations Management Plan" is a guide to assist Users to meet the AMC CUF requirements.

8.0 SPECIFIC RULES FOR SHIPPING AGENTS

8.1 Fremantle Ports

The Agent is responsible for:

- a. Applying the FPA for the vessels to berth at the AMCCUF
- b. Communicating with the FPA to establish the nature of the cargo. If part of the cargo is deemed to be non-project the FPA may require the non-project component of the cargo to be offloaded in Fremantle or it may be subject to cargo rent charges

8.2 Berthing

The Agent is responsible for:

- a. Booking the tugs, pilots, line gangs and any other labour and infrastructure for berthing a vessel
- b. Ensuring that the FPA line gangs are aware of the berth that the FM has allocated and the correct orientation and position of the vessel to meet their requirements.
- c. Completing and submitting BDU-012 Application for AMCCUF Berth for each booking

8.3 Cargo handling / Cargo storage

The Agent is responsible for:

- a. Any work undertaken with an AMCCUF access pass issued under the authority of the Agent
- b. Organising for all labour and infrastructure requirements for the handling of cargo at the berth.
- c. If cargo is to be stored at the CUF under the agents name then the Agent will have to complete and submit BDU-002 User Activity Questionnaire to the FM

8.4 Priority Booking

- a. Wharf Priority booking enables an Agent to secure guaranteed access to a wharf for a defined period agreed in writing with the FM.
- b. Priority booking to wharves is available at a rate of three times the standard wharf rate. Where it is possible to provide priority booking, the Priority Period (priority arrival date to priority departure date) required by the Agent and agreed by the FM will be made available to the Agent. The Agent will be liable to pay for the Priority

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Period at the priority rate whether the vessel occupies the berth for all, part or none of the priority period. The Agent will be invoiced the total fee for the Priority Period when the Priority Period is agreed by the FM, the fee is not transferable to another Priority Period nor refundable.

- c. Any vessel that may be at the priority booked wharf will be required to vacate the wharf on advice to the FM from the Agent that the priority booked vessel is scheduled to arrive.
- d. Should the priority booked vessel arrive before the priority arrival date and the wharf is occupied, the priority booked vessel will wait.
- e. Should the priority booked vessel not arrive on the priority arrival date, the FM will utilise the wharf until advice to the FM from the Agent that the priority booked vessel is scheduled to arrive.
- f. Should the priority booked vessel not arrive at all during the priority period, the FM will utilise the wharf and the priority booked vessel will revert to standard booking conditions.

8.5 Use of 300T Crane

- a. The 300T crane is available for use on AMC 4. The FM has trained a number of drivers in various companies associated with crane operations and can provide the Agent with a list of certified drivers upon request.
- b. The crane is "dry hire" and the Agent is responsible for rigging and lift studies to ensure the work is carried out safely.

8.6 Vessel Maintenance

- a. If works are to be undertaken on the vessel while at the berth the Agent shall notify the FM.
- b. Contractors employed to carry out any works on the vessels are deemed to be employed by the Agent.
- c. The Agent shall arrange for access passes as required, or visitor escorts to enable these contractors to board the vessel.

8.7 Hazards

- a. The Agent is to advise the FM of hazardous activity that may be undertaken on the vessel at the CUF.
- b. The Agent shall notify the FM if hazardous / dangerous goods are being handled at the CUF.
- c. The Agent shall seek written approval from the FM if it intends to handle explosives at the CUF.

8.8 Bunkering

- a. Bunker can be either by barge or road tanker.
- b. No bunkering activities are to occur without adequate spill response equipment on hand.
- c. The spill response equipment is to be provide by the vessel being bunkered or by the barge/road tanker.

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8.9 Access

- a. All personnel entering the CUF associated with the vessel the Agent has brought to the CUF are the responsibility of the Agent.
- b. Personnel must have completed an induction and been issued a CUF access pass. The Agent must ensure that their client company and any of their sub contractors are aware of this and that suitable arrangements are made to have passes issued prior to the berthing.

8.10 Crew Welfare

- a. The FM is obligated to provide access to the crews of IMO vessels for family, welfare and labour organisations.
- b. If a crew member wishes to leave the Facility and return later they must present a valid photo ID at the gate house, which will be kept and returned when the wish to re-enter.
- c. Access for the vessel's crew to and from the vessel while at the CUF can be arranged using the Flying Angel bus service, or taxis. There are designated taxi ranks at each berth. The vessel's master or crew are responsible for organising these services. Facilities Security should be notified on the number above when the service is expected and at which wharf the service is to attend.
- d. Crew Lists are to be provided the Facilities Security. The crew lists are to include the bridge / master and first officer's contact details – Please contact the FM security team on 9437 0512 or 0402 576 901 to advise of the numbers.

8.11 Services

- a. Potable water, salt water fire mains, sewerage, communications and some 50 Hz power can be made available for ships. The FM does not carry a large range of adaptors; therefore the Agent should ensure that the vessel has access to the required adaptors.
- b. Further information can be obtained from the FM's Operations and Maintenance Department.

9.0 SPECIFIC RULES FOR FM CONTRACTORS

9.1 FM Contractor Agreement

Prior to works commencing the contractor must have a 'mobilisation meeting' with Operations and Maintenance. This meeting will address interface, planning and permit issues required for the works.

The Contractor must ensure that all employees and sub-contractors are aware of their obligations.

The following extracts from the Contractor Agreement are presented as notes or reminders to the Contractor. The contractor must:

- a. Work under the FM's Permit to work system
- b. Comply with any reasonable direction given by the FM or LandCorp
- c. Permit to FM or LandCorp to inspect and audit any of its activities and the level of compliance to its approved plans and the Facility Rules;

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- d. Comply with all requirements of LandCorp and applicable laws in relation to the use of any water, waterway or foreshore adjacent to the CUF

For major works the Contractor shall submit an outline of the planned activities to be undertaken at the Facility.

For major works a copy of these Facility Rules shall be kept by the Contractor's manager / supervisor at the on-site location and this person must ensure that all Contractors employees and sub-contractors working at the Facility are aware of its contents. For minor works a copy of these rules will be available at the Operations and Maintenance Office.

9.2 Safety Management Plans

The Contractor will present to the FM a Health and Safety Management Plan or procedures that demonstrate how the Contractor will manage health and safety while carrying out works at the Facility.

9.3 Insurances

- a. The contractor must have all relevant insurances as per the Contractor Agreement, Purchase Order or Work Order
- b. Certificates of currency and workers compensation must be valid at all times
- c. Damage caused by the contractor, the Contractor's employees or sub-contractors are the responsibility of the contractor to rectify and this includes damage that occurs in carparks
- d. Certifications of competency and licenses should be able to be provided if requested.