

AUSTRALIAN MARINE COMPLEX
COMMON USER FACILITY

FACILITY RULES

Document No.

WI -AM-001

Australian Marine Complex Common User Facility
124 Quill Way, Henderson, WA 6166
Australia

Rev	By	Date	Change Description
0	JP/JS	27/11/09	Issued for Implementation
1	JP	13/01/10	Update to OHS section
1	SM	21/01/10	Re-issued for Implementation
2	JP/SM	18/02/10	Updated 3.12 Monthly Reporting. Deleted item (b)
3	PGB	30/03/10	Add Union Rep visit requirements
4	JP	15/05/10	Change Section 3.6 to include vehicles

1.0 OBLIGATION TO COMPLY

The User is obliged to the Facility Rules as pursuant of clause 7.2 (b) of the User Agreement.

2.0 GENERAL

The User is encouraged to read these rules in conjunction with the User Agreement, but is reminded of the following obligations which arise pursuant to the User Agreement:

- (a) Have a signed User Agreement prior to mobilisation at the Facility;
- (b) Submit the following plans prior to mobilisation at the Facility;
 - (i) OHS Management Plan
 - (i) Environmental Management Plan
 - (ii) Employee Relations Plan
- (c) Abide by the terms and conditions of the User Agreement;
- (d) Abide with any lawful direction given under the AMCM Port Facility Security Plan
- (e) Comply with all applicable laws and ensure that in undertaking activities relevant guidance notes and codes of practise are considered;
- (f) Co-operate with the FM, LandCorp employees, their contractors, subcontractors or agents;
- (g) Do not interfere with other users going about their business;
- (h) Report any damage to LandCorp assets or another User's assets to the FM;
- (i) Do not remove LandCorp property without LandCorp's or the FM's written consent;
- (j) Do not display signs or advertise at the Facility without written authorisation of the FM or LandCorp;
- (k) Gain approval from the FM before using Berths and Harbour;
- (l) Do not interfere with Navigational Aids
- (m) Do not impede access or interfere with any authority to any water way, foreshore, retaining wall or berths;

- (n) Do not carry out works on LandCorp assets without written approval; and
- (o) A User is to be responsible for the actions of its contractors and subcontractors

Other items of note:

Users must:

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. (User Activity Questionnaire BDU-002)

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 they are licensed to use.

An up-to-date copy of the Facility Rules shall be kept by the User's Manager at the onsite location.

The User must ensure that all employees, contractors and sub contractors are aware of their obligations.

3.0 SAFETY

Prior to mobilisation onto the Facility, the User will present the FM, for review, an OHS Management plan that demonstrates how the User will manage OHS while at the Facility.

Users are expected to be familiar with and comply with all relevant laws, and have considered all guidance notes and codes of practise (which are not mandatory guidance notes or codes of practise) affecting the Facility and the User's industry. Laws which must be complied with include 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
- Occupational Health and Safety Act 1991 (CTH)
- Occupational Health and Safety (Maritime Industry)(National Standards) Regulations 2003 (CTH)
- Occupational Health and Safety (Commonwealth Employment) Regulations 2007 (CTH)

Neither LandCorp nor the FM accepts any responsibility in relation to the preparation and implementation of the User OHS Management Plan.

3.1 USER DESIGNATED FACILITY

- (a) Under the User Agreement (AU) 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) Users must provide muster points within their DF
- (e) User must provide the FM with a plan of their DF. The plan must show entry and exit points, muster points, hazardous substances stores, offices and ablutions.
- (f) Users must have an evacuation plan if they are requested to evacuate the Facility.
- (g) Within the User's DF, items or equipment must not contact, interfere with, overhang or cover floodlight masts, electricity supply, fire fighting equipment, AMC-CUF buildings, formal roads or marked vehicle lanes, boundary fences, bollards and capstans (within white lines) manhole covers or storm grates.
- (h) Users must maintain their DF in a clean, tidy and safe condition
- (i) Users must leave their DF in the same condition as it was received (subject to fair wear and tear)

3.2 SAFETY INCIDENTS

- (a) As required by the User Agreement the User must report any Notifiable Incident (as that term is defined in the User Agreement) immediately to the FM
- (b) Notification may be by way of the User's own internal reporting forms or by using the FM form (OSH-001 Accident / Incident Report) which can be obtained from the FM on request.
- (c) 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.

3.3 ISOLATIONS AND PERMITS

- (a) A permit to work must be obtained from the FM before any work is carried out on an FM controlled asset. Permits are required for:
- (i) Excavations
 - (ii) Electrical Isolations / installations
 - (iii) Diving
 - (iv) Crane / Lifting / over-weight / over-length activities outside of the User' DF. The User will submit a traffic management plan as part of the application for the Permit

3.4 UNPOWERED VESSEL

- (a) A unpowered vessel movement plan must be submitted to the O&M Department prior to the movement of unpowered vessels within the Harbour

3.5 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 to ensure that the visitor has sufficient PPE to enter the User's DF.
- (e) The User can specify additional PPE within the User's DF.

3.6 LICENSES, CERTIFICATION AND QUALIFICATIONS

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

3.7 HAZARDS

- (a) The User is expected to at least undertake a Hazard analysis of all Hazards identified arising from its operations which could impact on

Common Use Areas and other users' activities. These Hazards include but are not limited to:

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

3.8 WEATHER CONDITIONS

- (b) The Facility is subject to extreme weather conditions. Users are expected to keep their DF clean and tidy and in the event of high winds secure their materials and equipment.
- (c) All dongas and site huts are to be tied down against wind loading
- (d) Users 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

3.9 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 15km/hr on Wharves and car parks
- (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) Users are required to maintain access into their DF for emergency vehicles
- (g) Visitors vehicles are not allowed in the CUF. User is required to escort all visitors from the Gate house to the DF.

3.10 INDUCTIONS

- (a) All people entering the Facility must attend a CUF Induction which applies to movement outside of any DF. Working activities are not covered by this induction

- (b) A Floating Dock induction will be provided for personnel working on the Floating Dock.
- (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

3.11 EMERGENCY RESPONSE:

- (a) Users must provide a copy of their evacuation plans and muster points to the FM
- (b) The evacuation plan must include a map of their muster locations within the User's DF at which the FM can contact, meet and direct the User in the event of a site wide evacuation.
- (c) Users must supply two emergency contacts as required by the UA.
- (d) The FM to be immediately informed if there are changes to the nominated emergency contacts
- (e) The User is responsible for appointing Fire Wardens and Evacuation Controllers for the User's DF
- (f) The User shall provide adequate response equipment to deal with the event of a fire.
- (g) In the event of an incident that requires Emergency Services the User shall:
 - (i) Contact the relevant Emergency Service
 - (ii) Contact the FM Security 94370 512 or 0402 576 901
 - (iii) Advise the FM 9410 5400 Business hours or 0438 798 980
- (h) The User will comply with any direction to evacuate its DF or the Facility under any direction made to it by the FM, Emergency Service or the Regulatory Authority

3.12 MONTHLY REPORTING

- (a) A User representative must attend the Monthly Users Meeting

3.13 SAFETY / ENVIRONMENTAL OBSERVATIONS

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

3.14 MATERIAL SAFETY DATA SHEETS

- (a) A copy of all Material Safety Data Sheets for User activities must be submitted to the FM. These must be kept current at all times

4.0 ENVIRONMENT

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

Users 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 their 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 the User Environmental Management Plan.

4.1 ENVIRONMENTAL AUDITS

The User may be subject to and Environmental Audit against their Environmental Management Plan (EMP) or environmental procedures to determine compliance with the stated plans.

4.2 ENVIRONMENTAL INCIDENTS

- (a) All environmental incidents must be reported to the FM immediately

- (b) The report may be submitted in the User's own internal reporting forms or by using the FM form ENV-001 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.

4.3 MARINE MAINTENANCE

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

Ballast Water

- (c) Users must comply with AQIS legislation

Management of Invasive Marine Species

- (d) No hull cleaning residues are to enter the marine environment.
- (e) No in water hull cleaning and maintenance activities are permitted at the Facility
- (f) All hull cleaning residues must be contained, collected, and disposed of appropriately off site.

Anti-Fouling

- (g) The CUF is not a licensed TBT Facility. Works with paints that contain TBT is prohibited.
- (h) Users must inform the FM of any planned anti-fouling activities in the Users Activity Questionnaire (BDU-002) and in the Environmental Management Plan (EMP).
- (i) The User shall present the FM NATA accredited laboratory analysis of any anti-fouling paint the User proposes to use before any antifouling works commence
- (j) Refer to Hydro-wash and Abrasive Blasting (Section 4.4)

4.4 HYDRO-WASH AND ABRASIVE BLASTING

- (a) Hydro-Wash waters must be clean before they enter the stormwater drainage
- (b) Dust generated by abrasive blasting must be controlled to an acceptable level. Such control measures included, but not limited to:
 - (i) Encapsulation
 - (ii) Vacuum blasting
- (a) All wastes must be disposed of by a licensed contractor
- (b) Housekeeping practices must be consistent with the above
- (c) The User must hold or obtain a DEC licence before commencing any hydro-wash or abrasive blasting activities.

4.5 PAINTING

- (a) Paint from User activities must not disturb other Users
- (b) Paint spray must be contained
- (c) Painting wastes must be separated and disposed of appropriately
- (d) The User must hold or obtain a DEC licence before commencing any spray painting activities.

4.6 WASTE MANAGEMENT

Waste Management General

- (a) Users shall be responsible for their 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) Wastes must be segregated and removed by licensed contractors in a timely manner.
- (g) Burying wastes is prohibited

Liquid Waste

- (h) Liquid wastes shall not be disposed of on the Facility
- (i) Liquid wastes must be kept in appropriate labelled containers
- (j) Liquid waste is to be removed from the Facility in a timely manner.
- (k) Licensed contractors must be used for the removal and disposal of all liquid wastes.

Quarantine Wastes

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

Hazardous Wastes

- (m) Hazardous materials must be separated from general wastes, stored and disposed of appropriately

4.7 DUST MANAGEMENT

- (a) Users must manage their activities to minimise dust creation
- (b) Dust from Users activities must not disturb other Users

4.8 NOISE

- (a) Users must control noise to minimise the impact on neighbouring Users and conform with State and Federal legislation

4.9 STORM WATER DRAINAGE

- (a) Storm water only is permitted to be discharged into the storm water drainage system.

4.10 NOXIOUS WEEDS PEST 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 94370 400

4.11 DANGEROUS AND ENVIRONMENTALLY HAZARDOUS GOODS

- (a) No Hazardous substances or dangerous goods are to enter the Facility without the approval of the FM. All materials entering the Facility must be recorded by the User in its own manifests and must be made available to the FM on request.
- (b) The User must maintain a register of all chemicals used on site. A copy of each MSDS must be supplied to the FM.
- (c) Chemicals must be stored in accordance with the law applicable in Western Australia in regard to the chemicals in question.
- (d) Only chemicals associated with the approved Users 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 clean up and disposal of asbestos must be in accordance with State and local government regulations.

4.12 SPILL RESPONSE

- (a) Users must have adequate spill response equipment and trained spill response personnel for their activity.
- (b) In the event of a Land Based Spill the User Shall:
 - (i) Contact the Department of Environment Spill Response 1300 784 782
 - (ii) Contact the FM Security 94370 512 or 0402 576 901
 - (iii) Advise the FM 9410 5400 Business hours or 0438 798 980
- (c) In the event of a Marine Spill the User Shall:
 - (i) Contact Fremantle Ports 9335 1300
 - (ii) Contact the FM Security 94370 512 or 0402 576 901
 - (iii) Advise the FM 9410 5400 Business hours or 0438 798 980
- (d) The User is liable for all associated clean up costs and penalties
- (e) The User will comply with any direction to suspend activity, evacuate its DF or the Facility under any direction made to it by the Manager, Emergency Service or a relevant Regulatory Authority

4.13 FACILITY ENVIRONMENTAL EMERGENCY RESPONSE

Fire

- (a) The User shall provide adequate fire and emergency response equipment and personnel for their activity.
- (b) In the case of a fire the User shall:
 - (i) Fight the fire if it is safe to do so and its personnel are adequately trained
 - (ii) Raise the alarm and evacuate if necessary
 - (iii) Contact FESA 000
 - (iv) Call Security 94370 512 or 0402 576 901
 - (v) Call the FM 9410 5400 Business hours or 0438 798 980

Hazardous Materials

- (c) In the case of an incident involving Hazardous Materials Substances the User Shall:
 - (i) Evacuate the Area
 - (ii) Call FESA 000

- (iii) Call Security 94370 512 or 0402 576 901
- (iv) Call the FM 9410 5400 Business hours or 0438 798 980

5.0 SECURITY

5.1 GENERAL SECURITY

- (a) Users must immediately notify the FM of any security breach within their DF or general CUF area. A security Breach includes, but is not limited to:
 - (i) Unauthorised entry into your DF
 - (ii) Unauthorised entry into the Facility
 - (iii) Theft
 - (iv) Breach of the Facility Road Rules
 - (v) Storage of Unauthorised Goods
- (b) Report can be in the User's own internal form or the attached Security Breach / Incident Report Form
- (c) The report may be submitted in the User's own internal reporting forms or by using the FM form SEC-001 which will be provided by the FM on request.
- (d) The report is to include details of the breach, items lost or damaged and any investigations that have been carried out.

5.2 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) The User, as a Shipping Agent is required to notify the FM if any ships that the agent is representing at the CUF require a Declaration of Security (DOS) contract with the FM. The User, as agent should contact the AMCM Port Security Officer on 9437 0504 or 0438 798 980
- (c) 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).

5.3 ACCESS PASSES:

- (a) The FM will issues a User pass once the following has been completed:
 - (i) CUF and User induction

- (ii) The User has nominated a primary Authorising Signatory and Primary Inductor
- (iii) Proof of identification has been provided to the Pass office with the completed paperwork
- (iv) Signing of the User Agreement

6.0 EMPLOYEE RELATIONS

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

- (a) Submit an Employee Relations Management Plan for acceptance by the FM prior to being granted access to the AMC CUF.
- (b) 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.

Visiting Union Representatives are treated exactly the same as any other 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 the invitation of the User; or un-announced.

- In the first instances, the User 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 the User Representative and ask them to attend the gatehouse and discuss the visit with the Union Representative. The User can then make arrangements to escort the Union Representative onto the Users Designated Facility or deny access.

To enable this procedure to work effectively, the User is to supply contact names for such visits to the Operations and Maintenance Manager, attn: Ian Cope (ph: 94370504). These names will be held at the gatehouse. At least two names are required per User.

It should also be pointed out, that should a User host a Union Representative, or any other visitor, to their Designated Facility, the User must ensure the Union Representative is escorted back to the Main Gate Security on completion of the Union Representative's business. A User is not permitted to transfer the visitor to another User.

7.0 OPERATIONS AND MAINTENANCE

- (a) The FM is responsible for all Planned (scheduled) and Unplanned (breakdown) maintenance upon LandCorp assets.
- (b) The User is to make these assets available upon request for planned maintenance. Assets that require unplanned maintenance are to be reported to the Facility Manager (Operations and Maintenance) by either emailing maintenance@amccuf.com.au or telephoning 94370 400.
- (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 its permitted use in the DF after the User has mobilised including;
 - (i) Assigning Designated Facility areas
 - (ii) Assigning power and water meters
 - (iii) Assigning access routes
 - (iv) Issuing Permits to Work (PTW)
 - (v) Traffic management
 - (vi) Port Security
 - (vii) Emergency responses
 - (viii) Safety and Environmental incidents
 - (ix) Ship scheduling

8.0 ATTACHMENTS

NIL