Terminal Handbook

WIGGINS ISLAND COAL EXPORT TERMINAL

SPECIFICATION

Published: 23/08/2019

DOCUMENT INFORMATION

DOCUMENT ACCOUNTABILITY

TERM	DEFINITION	POSITION
Owner/Approver	Accountable for approval and authorised discretion to implement or significantly change the system.	Operations Manager
Facilitator	Accountable for implementing the application of the system and facilitating appropriate conformance.	Port Planning Lead

VERSION CONTROL

VERSION	DATE	REVISION DETAILS	FACILITATOR	APPROVER	SIGNATURE
4.0	08/06/16	Updated Document	M Brown	P Randall	
5.0	06/09/16	Updated Document	M Brown	P Randall	
6.0	14/06/17	Updated Document – Issued for Use	G Christie	P Randall	
7.0	18/09/17	Updated Document – Issued for Use	G Christie	P Randall	
8.0	20/06/18	Updated Document – Issued for Use	G Christie/S Carson	A Christensen	
9.0	23/08/19	Updated Document – Issued for Use	M Brown /S Carson	A Christensen	

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EMERGENCY PROCEDURE FOR VESSELS

IN THE EVENT OF AN EMERGENCY, IMMEDIATELY CONTACT THE PORT OF GLADSTONE (VTS CENTRE).

Call Sign	**Gladstone Harbour Control**
VHF Radio	**VHF 13 and 16***

*Both channels are monitored

State:

- **The name and position of the ship;**
- **The nature of the emergency; and**
- **The type of assistance required.**

IF BERTHED ALONGSIDE TERMINAL FACILITIES:

Also inform the shiploader operator on the phone number provided on the Ship/Shore Safety Checklist, and advise them of:

- **the nature of the emergency; and**
- **if the VTS Centre has been contacted (as above).**

1 INTRODUCTION

This Handbook has been developed as a single document and is also available in 2 separate volumes (Volume 1: Handbook & Volume 2: Annexures) to facilitate electronic distribution to interested parties. Both volumes comprise the Handbook and the recipient must read both volumes together. The Annexures are available as separate documents on the WICET website (www.wicet.com.au).

The purpose of this Handbook is to communicate Terminal requirements, procedures and information relevant to the ship-to-shore interface at Wiggins Island Coal Export Terminal (WICET) within the Port of Gladstone, Queensland, Australia.

- The Handbook will provide the Ship's Master, Ship's Agent and other stakeholders interacting with the Terminal with sufficient information to assist WICET in ensuring that vessels are safely, efficiently and effectively berthed, loaded and despatched from the Terminal.
- This Handbook shall be supplied electronically to the Ship's Master, via the Ship's Agent, at approximately 10 days prior to ETA in alignment with the WICET Terminal Rules requirements and vessel vetting procedures.
- A vessel pre-arrival questionnaire (see **Annexure B**) and an acknowledgement of receipt and compliance (see **Annexure H**) must be completed and signed by the Ship's Master or their representative as part of the Vessel Sign-Up process.
- The procedures and requirements set out in this Handbook must be complied with unless otherwise agreed by the Operator. The Operator reserves the right to refuse to allow a vessel to berth in the event of:
  - (i) any failure to complete and return a vessel pre-arrival questionnaire, any documents required to be produced, or a signed acknowledgement of receipt, or
  - (ii) any non-compliance by a Ship's Master, owner or Ship's Agent with the procedures and requirements set out in this Handbook.
- The Port of Gladstone is managed and operated by Gladstone Ports Corporation (GPC). For further information and guidelines to assist Ships' Masters, owners, and Ships' Agents of vessels arriving at and traversing the Port of Gladstone including all matters relating to facilities, navigation, maximum Port vessel size, pilotage, towage, vessel handling, vessel safety, promulgated berth, swing basin and channel depth information, marine regulations, temporary channel or vessel restrictions and marine pollution, please refer to the publications identified in **Annexure G.**
- Recommendations regarding mooring and loading procedures are a guide only, and are in no way intended to be comprehensive or to indicate that all other usual procedures and precautions should not be observed.
- The Operator will not be liable to any person as a result of, or in connection with, any information, requirements, conditions or suggestions in this Handbook.
- This Handbook is governed by the law in force in Queensland, Australia. All parties covered by this Handbook submit to the jurisdiction of the courts of Queensland and of any court that may hear appeals therefrom for any proceedings in connection with this document.

2 DISCLAIMER AND AMENDMENTS

The information and procedures in this Handbook are subject to amendment following prior notification to relevant stakeholders.

To the best of the Operator's knowledge the information contained in this Handbook is true and correct at the time of writing, however, the Operator makes no warranties in respect of and accepts no responsibility for its accuracy or completeness (regardless of its purpose or use).

The Operator reserves the right to change the information contained in this Handbook at any time. It is the user's responsibility to ensure that the latest edition of this Handbook is being referred to. Any inquiries regarding this information should be referred to:

Details	To the Operator
Address	PO Box 5284, Gladstone, QLD 4680
Attention	General Manager
Phone Number	+61 (0)7 4795 2500
Email Address	Terminal.Handbook@wicet.com.au

3 COMMUNICATIONS AND CONTACTS

Where this document requires oral communication/contact to be made between the Ship's Master or other vessel crew and Terminal Personnel, this communication will be made by telephone to the relevant role and number detailed below.

Where this document requires communication/submission of documents, this communication will be made by email to the relevant role and email address detailed below.

If the point of contact is uncertain, please contact the Port Planning Lead in the first instance.

It is a mandatory requirement for all vessels berthing at WICET to be issued with an Australian mobile phone upon berthing or as soon as practicable after berthing – The contact number for the Australian mobile phone onboard the vessel must be notified to the terminal by email as soon as possible to Terminal.Logistics@wicet.com.au

This phone is to be available to the officer on watch at all times in order to be able to contact the agent or Terminal or any other ship's business as required – it is the expectation of the terminal that the phone will be answered immediately upon contact should an urgent operational issue arise.

CONTACT	PHONE	EMAIL
Terminal Supervisor	+61 (0)7 4975 2550	Terminal.Supervisors@wicet.com.au
Port Planning Lead	+61 (0)7 4970 9696	Terminal.Logistics@wicet.com.au
Logistics Planner	+61 (0)7 4975 2567	Terminal.Logistics@wicet.com.au
Port Facility Security Officer	+61 (0)7 4970 9670	Terminal.pfso@wicet.com.au
Central Controller	+61 (0)7 4970 9600	Terminal.Operations@wicet.com.au

4 VESSEL LOADING FACILITIES

4.1 GENERAL INFORMATION

Operating hours:	365 days/year, 24 hours/day
Layout:	Single Berth; Single Shiploader
Vessel sizes:	40,000 to 220,000 dwt
Berthing:	Starboard side-to
Berth pocket depth:	18.8 metres
Dredged length at berth face:	431 metres
Swing Basin depth:	Refer MSQ Port Procedures and Information for Shipping – Gladstone

4.2 EQUIPMENT DESIGN

Berth No. 1

Shiploader type:	Longitudinal travel along quay line, shuttle inboard & outboard reach, hoist luffing
Maximum shiploader rate:	8,250 tph maximum rate
Typical range of Gross Loading Rates:	4,000 – 7,000 tph
Maximum shiploader outreach:	34 metres from fender line (free fall); 36.1 metres from fender faceline (with spoon fully engaged)
Shiploader travel distances:	240 metres
Berth Quay Line Length:	378 metres between outer dolphins
Berth structure:	Reinforced concrete structure, steel piles, open deck layout.
Fenders:	Bridgestone SUC2250H
Mooring system:	Quick release hooks with fixed Capstans and remote release functionality

4.3 VESSEL RESTRICTIONS:

Maximum vessel LOA:	320 metres
Maximum vessel beam:	50.1 metres
Maximum air draft:	21 metres (Refer Section 10.9)
Maximum Sailing Draft:	Refer Annexure D - Under keel clearance and sailing draft

Refer Section 9.1 Vessel Criteria for vessel suitability to load coal at the Terminal.

5 SAFETY

An integral part of the WICET operations is to uphold the vision of health and safety excellence across the business. In order to achieve this vision, health and safety safeguards and management strategies are a requirement.

The Operator is committed to:

- Looking after the health, safety and well-being of all employees and visitors entering, or working on our sites
- Ensuring, so far as is reasonably practicable, that the health and safety of people is not put at risk from work carried out as part of the business activities or undertakings;
- Actively promoting the Zero Harm philosophy at all levels;
- Establish measurable objectives and targets for monitoring safety performance;
- Ensure compliance with all relevant legislative requirements; and
- Ensure continual improvement in health and safety performance.

This commitment is a requirement from all employees, contractors, and visitors entering the Terminal.

The Ship's Master, on behalf of itself and owners of the vessel, acknowledges and accepts, and must ensure compliance by the vessel and all vessel's crew and personnel with, the requirements of the Terminal Rules, this Terminal Handbook, the Port Rules, and all applicable laws (including all environmental rules and regulations).

As part of the Terminal safety management strategy and in accordance with maritime transport security legislation, it is a requirement that all crew members be transported by motor vehicle when departing the wharf area and upon return to the vessel. Upon embarking and disembarking the vessel, crew members are restricted to the immediate route from ship to vehicle.

5.1 CODE OF PRACTICE FOR THE SAFE LOADING AND UNLOADING OF BULK CARRIERS

Each vessel must comply with the IMO Code of Practice for the Safe Loading and Unloading of Bulk Carriers (Blu Code), the International Solid Bulk Cargo Code (IMSBC) and all relevant Marine Orders including Marine Order 34 (Solid Bulk Cargoes) 2007 and the requirements of the Australian Maritime Safety Authority (AMSA) in respect of loading of vessels at the Terminal.

The Operator may refuse to allow a vessel to berth, or may request a vessel to immediately leave the berth if, in the opinion of the Operator, the vessel:

- is unsafe;
- is unable to promptly commence loading; and/or
- has ceased loading for any reason.

All practicable precautions must be taken to ensure the complete safety of the vessel and all persons on board as well as of the Terminal and Terminal personnel.

Without limitation:

- **There must at all times be sufficient crew on board to safely handle and monitor the vessel's lines, gangway and brow and conduct cargo operations;**
- No person may light a fire or smoke in a vessel's hold or any external area of a vessel berthed at the Terminal or any other area where this has been prohibited by the Operator;
- A copy of the vessel's firefighting and safety appliance plan together with a crew list must be kept in a prominent position external to the accommodation; and
- Explosive or flammable substances may not be loaded or unloaded from the vessel except with the written permission of the Operator.

5.2 SHIP/SHORE SAFETY CHECKLIST

The ship/shore safety checklist (**See Annexure F**) must be completed by the Ship's Master or their representative and the Load Master prior to Permission to Load.

5.3 SITE ACCESS AND INDUCTIONS

All service providers including Ship's Agents, providores, seafarer's representatives, draft surveyors, lines crew and marine engineers, technicians and repairmen must have completed the relevant WICET induction, training and site familiarisations, and provide copies of MSIC and relevant licences prior to gaining site access. Once-off access to the vessel for repairs and servicing etc may be granted by prior arrangement via the ship's agent.

Everyone entering site is subject to WICET's Fitness for Work (random drug & alcohol testing) and PPE requirements (steel capped zip sided safety boots, long pants, long sleeve high vis shirt, gloves, safety helmet and safety glasses).

5.4 PPE

Signage on site identifies the personal protective equipment (PPE) required in each of the areas at the Terminal.

Where Ship's Crew require access to the wharf to monitor draft readings, prior approval of the Terminal Supervisor must be obtained. Minimum Personal Protective Equipment Requirements are:

- High Visibility Vest (over a long-sleeved shirt) or High Visibility Long Sleeved Shirt
- Safety Helmet
- Steel capped lace-up boots, side zip for working over and adjacent to water (closed in shoes will not suffice).
- Safety Glasses (Clear)

The only other purpose that Maritime Security Regulations permit Ship's crew to access the Terminal is for shore leave or crew change. When doing so all crew must be transported to and from the vessel by a pre-arranged motor vehicle, i.e. Mission to Seafarers, Vessel's agent or other approved transport provider. Crew must transit from the vessel access point using the most direct route to a waiting vehicle. Crew are not permitted to walk through or remain within the Landside Restricted Zone. In this case PPE is not required to transit directly from the vessel to a waiting vehicle.

5.5 AREA SPECIFIC SIGNAGE

Throughout the Terminal, signage is posted to make people entering an area aware of the necessary PPE requirements of the area, specific hazards of the area or general information such as the location of emergency assembly points and first aid facilities. Take time to read and understand these signs before proceeding into a work area. If you are unsure as to what a sign means ask your supervisor.

Alarms

5.5.1 Conveyor belts

The conveyer systems are used to transport coal from the rail receival area to the coal stockpiles and from the coal stockpiles to the shiploaders. Before a conveyor belt system starts, a warning siren will sound. If you are working around the conveyer system be aware of starting belts and potential entanglement.

Access beyond the tripwire is only permitted following a mandatory personnel risk assessment (Take 5 or JRA). This risk assessment must include effective controls to manage the entanglement risk. Under no circumstances are persons or equipment allowed to touch or go past the vertical section of the idler frame without effective isolation.

Note that conveyor belts can be stopped by pulling the trip wire that runs along the side of each conveyor belt.

5.5.2 Shiploader

The shiploader has the ability to long travel along the wharf on rail lines. When not in use the shiploader is parked with its boom in the upright position to allow the safe berthing of vessels.

The shiploader is fitted with an audible shiploader travel alarm however the shiploader may commence moving with little or no warning.

5.6 VESSEL EQUIPMENT

Vessel equipment or machinery must not extend beyond the extreme breadth of the vessel on the berthed side unless authorised by the Operator.

5.7 ENTRY TO CARGO HOLDS

No person is to enter any hatch that is being loaded once loading has commenced in that hold.

Any variation to this requirement must be authorised by agreement between the Terminal Supervisor and Ship's Master.

Entry to any hatch must be supervised by the Ship's Master or his representative.

The relevant hatch must be partially closed prior to entry to indicate crew are working in the hatch and the Ship's Master must ensure a spotter is used.

Partially closed hatch to indicate personnel in hatch, to indicate no loading in this hatch permitted.

Hatches fully open indicates loading could occur. Hatches fully open must not be accessed by vessel personnel.

Anytime a person enters a Hold the Terminal Supervisor must be notified prior to entry by Phone +61 (0)7 4975 2550 and the Hold entry checklist (Annexure I) must be completed and emailed to Terminal.Logistics@wicet.com.au

5.8 HOT WORK

A Vessel must not undertake any hot work activities whilst alongside without the express approval of the Terminal Operator.

Hot work can be defined as the undertaking of a process that may generate significant heat or sparks. This can include grinding, welding, the use of oxy acetylene cutting or heating, use of naked flames, and smoking and other similar operations.

5.8.1 Guidelines for undertaking hot work

The following steps shall be followed for conducting of hot work:

a. All works shall be approved by the Terminal Supervisor prior to the undertaking of any hot work activity.
b. A Hot Work Permit (HWP) must be completed stating the reason for the works and the method for executing the works. The Hot Work Permit form available from the Regional Harbour Master may be used for submission to the Terminal.
c. Only the Ships' Agent, Ships' Master or Chief Officer can seek application for a Hot Work Permit.
d. Work must only be conducted in accordance with the approval.
e. Work must only be performed during the approved period as stated on the permit.
f. Each person associated with the works must be familiar with the approval and safety requirements.
g. Adequate firefighting controls and personnel shall be in place for the duration of the active Hot Work Permit.

5.9 SMOKE FREE

The Operator encourages and promotes a smoke free workplace for all persons within the Terminal including the berth. Smoking is prohibited in all buildings, company vehicles, equipment and mobile plant.

Ship's crew are responsible for ensuring that the Terminal Supervisor, Load Master and operators are provided with a smoke free environment in the areas in which they are working.

5.10 HYDRAULIC INTERACTION

Vessels moored at the Terminal may be subject to hydraulic interaction caused by vessels passing in the channel, which could cause the moored vessel to move. To ensure the hydraulic interaction is minimised, the Ships' Master must ensure that moorings are appropriately configured, maintained and constantly monitored whilst alongside.

Scheduled vessel movements in the channel may be obtained by reference to the relevant Ship's Agent or reviewed at: https://qships.tmr.qld.gov.au/webx/#.

5.11 INCIDENT MANAGEMENT

All incidents, near hits, non-conformances and hazards must be immediately reported to the Terminal Supervisor and Ship's Agent so appropriate action can be taken.

6 ENVIRONMENT

The Operator is committed to operating the Terminal in accordance with good industry practice.

This is addressed through detailed design criteria, the efficient utilisation of resources and the implementation of appropriate technologies and environmentally sound principles.

All persons entering the Terminal must be fully aware of, and understand the implications and responsibilities associated with working at the Terminal, prior to commencing any work.

The Ship's Master must ensure that all vessel crew and personnel comply with and conduct vessel operations in a manner that ensures the Operator meets, its obligations under, the *Environmental Protection Act 1994* (Qld)and the Environmental Protection Regulation 2008.

The Ship's Master must be aware of the requirements set out in the Port of Gladstone First – Strike Oil Spill Response Plan and keep a copy of this Plan on the bridge of the vessel at all times. The Ship's Master must contact the Gladstone Harbour Control by telephone on **4971 5208** immediately upon the occurrence of any Notifiable Event involving the vessel.

Additionally:

- anyone who becomes aware of a Notifiable Event must notify the Terminal Supervisor immediately upon becoming aware of the event.
- the Ship's Master must report any event or incident that may cause harm to the environment to the Terminal Supervisor, the Regional Harbour Master for Gladstone Port, and the GPC Marine Unit Coordinator.

EVENT	POTENTIAL IMPACTS	CURRENT CONTROLS
Vessel Accident or Emergency	• Major spill of fuel and other Contaminants to marine waters.	GPC/MSQ First Strike Oil Spill Response Plan
Coal Spills	• Contaminants to marine waters.	Hosing coal spills off the wharf or vessel and into the harbour can cause an environmental incident and is not permitted under any circumstances. Coal spills on board vessels are to be contained on the vessel and cleaned up in a manner that prevents coal from entering the waterway. The Terminal cannot provide equipment to assist in cleaning spills on ships and there is no or limited access for equipment to be loaded onto vessels from the wharf to assist in clean ups. Notify the Central Controller immediately if coal or other contaminants enter the water way.
Fishing and Crabbing		PROHIBITED – Fishing/Crabbing is prohibited on all Terminal wharves and sites.

EVENT	POTENTIAL IMPACTS	CURRENT CONTROLS
Loading	• Coal spillage contaminating marine waters and causing harm to flora and fauna. • Hydrocarbon spillage to water • Dust emissions • Noise • Light	• Air quality management system • Water Quality Monitoring Program • Equipment design including spill trays beneath Berth wharf conveyor and spill return system • Dust suppression system • Coal quality monitoring • Infrastructure and equipment • Incident response management • Operating procedures and protocols • Slurry system • Surge bin • Maintenance program • Competent operators

Terminal operations may require minimal hosing of shiploader's head chute and centre chute for maintenance reasons. Where possible this will be done at the completion of loading and after final draft survey. It is a requirement that vessels accept run off from this hosing into cargo holds.

7 SECURITY

WICET is a security regulated port under the *Maritime Transport and Offshore Security Act 2003* (Cth) and accordingly the Operator has a registered and approved Maritime Security Plan (MSP). The Scope of this MSP includes, but is not limited to, the wharf area at the Terminal.

The Ship's Master and all crew must take all steps reasonably necessary to comply with the MSP, the requirements of which are reflected in the Operator's procedures and instructions, and must not hinder or obstruct the Operator from complying with the Terminal's MSP.

There are three levels of maritime security, which escalate when risks are present. The Ship's Master must be aware, and ensure all vessel crew and personnel are aware, that circumstances including a change in security level must result in a requirement for the Ship's Master to respond to the escalation in security levels (MARSEC Levels) and agree a course of action with the Operator's designated Port Facility Security Officer (PFSO) on the types of security measures and procedures that shall be in place prior to berthing and whilst alongside. The PFSO will advise the Ship's Master of any escalation in MARSEC Levels or a change in security requirements. Similarly, the PFSO may, upon request of the Ship's Master or Ship's Security Officer (SSO), respond to the request for additional security measures to be put in place prior to berthing and whilst alongside.

7.1 VESSEL INFORMATION

Prior to berthing, the Ship's Master must provide the PFSO with copies of the following:

a. The ship's current Maritime Security Level;
b. The vessel's International Ship Security Certificate; and
c. The ship crew list taking shore leave.

7.2 ACCESS TO WHARF AND VESSEL

In compliance with International Maritime Security requirements the Operator needs to maintain security and control access of vehicles and personnel on-site.

a. All vehicles and personnel entering the Terminal must be specifically authorised by the Operator to enter the site.
b. All personnel on site must display photographic identification.
c. Non-inducted personnel will be issued with a visitor's pass and must be accompanied at all times by an inducted Operator representative. All visitors' passes must be returned to security prior to exiting the Terminal.
d. Crew and passengers from vessels are only to be transported to or from the wharf by approved persons issued with a current Maritime Security Identification Card and only in vehicles approved for site access.

Visitors and crews listing are to be supplied to the Logistics Planner when the pre-arrival questionnaire is provided.

7.3 INCIDENT REPORTING

All security incidents such as unauthorised access must be immediately reported to the Terminal Supervisor. The Ship's Master notes and acknowledges for itself and on behalf of the vessel owner that it is a breach under Australian law to withhold any information relating to security incidents that affect maritime transport.

8 SERVICES

A comprehensive list of services available within the Port is included in the Port Procedures and Information for Shipping – Gladstone developed by the Regional Harbour Master and available on the MSQ website.

Gladstone Ports Corporation website should also be consulted for the latest information on Port facilities and services.

The most up-to-date information including contact details regarding the following should be sourced from the online publications indicated above (See also **Annexure G**).

The Ship's Master notes and acknowledges for itself and on behalf of the vessel owner that in all circumstances:

a. the Ship's Master remains responsible for the proper navigation and safety of the vessel at all times; and
b. all Port services (including any pilotage, tugs and towage services) are deemed to be within the control, and the responsibility, of the Ship's Master.

8.1 PORT CONTROL AND COMMUNICATIONS

Call sign 'Gladstone Harbour Control' is provided by Maritime Safety Queensland and provides a 24 hour, seven days a week marine operations service to the port community. The contact details are:

VHF radio: .....VHF 13 and 16

Phone: .....+61 7 4971 5208

Fax: .....+61 7 4971 5212

Email: .....VTSgladstone@msq.qld.gov.au

In the event of an emergency, the VTS centre is the key notification and communications facility that will activate the appropriate response agencies.

8.2 PILOTAGE AND TUGS

The *Transport Operations (Marine Safety) Act 1994* (Qld) specifies that, unless a current pilotage exemption certificate (PEC) is held by the master of a ship, pilotage is compulsory for:

- a ship that is 50 metres or more;
- a vessel towing another vessel where the combined length of the vessels is 50 metres or more;
- a ship whose owner or master asks for the services of a pilot; or
- a ship whose master is directed by the Regional Harbour Master to use the services of a pilot.

The requirements of the Transport Operations (Marine Safety) Regulation 2004 (Qld) shall be observed for all bookings. Gladstone Marine Pilot Services provides a pilotage service for ship arrivals, departures and removals. Pilot transfers are carried out by pilot launch or helicopter.

Requests for pilotage services are described in the Queensland Shipping Information Planning System (QSHIPS) booking procedures available on the QSHIPS website www.qships.transport.qld.gov.au.

Towage services are provided by Smit Lamnalco Australia Pty Ltd. There are five tugs available for towage within the Port of Gladstone at any given time. An additional sixth tug is held in reserve for towing outside of Gladstone, salvage operations and to replace unserviceable tugs.

8.3 QUARANTINE AND WASTE

All vessels arriving in Australia from international waters are to submit required information through the Maritime Arrivals Reporting System (MARS) to the Department of Agriculture and Water Resources between 96-12 hours prior to entering Australian waters. The information may be submitted electronically which is the department's preferred method of submission (MARS), or by email or fax.

Full details on reporting requirements for quarantine can be found at:
http://www.agriculture.gov.au/biosecurity/avm/vessels/mars

8.3.1 Ballast Water

The discharge of high-risk ballast water in Australian ports or waters is prohibited.

All internationally plying vessels intending to discharge ballast water anywhere inside the Australian territorial sea are required to manage their ballast water in accordance with Australia's mandatory ballast water management requirements.

Complete ballast water requirements including ballast water types deemed by the Department of Agriculture to be 'low-risk' and ballast water management options can be found at the Department of Agriculture website: http://www.agriculture.gov.au/biosecurity/avm/vessels/ballast/australian-ballast-water-management-requirements

8.3.2 Waste

It is an offence for a person to discard, dispose of, or leave rubbish, refuse, sewage, waste of any kind (including galley waste), waste water or other liquid waste in the port unless it is in a controlled manner, in authorised and designated areas or through approved services.

Ships moored at the Terminal must arrange for the appropriate collection and disposal of all wastes, quarantine or otherwise, unless exempt by the Australian Quarantine Inspection Service. Quarantine waste must then be kept in sealed, double plastic bags on board the vessel until arrival of the collection vehicle when it is then to be delivered to the collection vehicle (note prior arrangement must be made via the vessel's agent with the Terminal Supervisor where waste storage bins are required to be loaded onto/off the vessel using lifting equipment).

8.4 CUSTOMS

Vessels arriving from overseas must submit their customs documentation 48 hours prior to the nominated date of arrival. If the voyage from the last port is likely to take less than 48 hours then the report is required at least 24 hours before the estimated time of arrival.

8.5 FRESH WATER

Fresh water is **NOT AVAILABLE** for vessels at the Terminal.

Fresh water may be delivered by tanker by arrangement with the Terminal Supervisor through the Ship's Agent and the nominated provider must be advised as a component of the Visitors List.

The loading of water onto the vessel is the responsibility of the Ship's Agent or service provider and should not interfere with the loading operations and should be scheduled not to delay the vessel departure after the completion of loading.

The Terminal Supervisor must be informed before any loading of water is to commence.

8.6 BUNKERS

Bunkering is **NOT AVAILABLE** at or alongside the berth. However small quantities of lubricating oil in drums not larger than 200 litres may be loaded by provedores with the prior permission of the Operator.

Note that bunker fuel oil and diesel are available at the port via a self-propelled barge operated by International Bunker Supplies. The bunker barge is available to service vessels in the inner anchorage and at the outer anchorage weather permitting.

8.7 STORES AND PROVISIONS

Provisioning should not interfere with loading operations and should be scheduled not to delay the vessel departure after the completion of loading. The Terminal Supervisor must be informed before any storing operation is to commence.

Stores and provisions may be procured by arrangement through the Ship's Agent and the nominated provedore must be advised as a component of the Visitors List.

The loading of stores onto the vessel is the responsibility of the provedore. The vessel's crew can only assist with the loading of stores once the stores are on board the vessel. Terminal personnel are not available to assist with the loading of stores.

Load limitations and safety exclusion zones for crane operations and berth design can result in stores not being loaded close to vessel storage areas.

Providores are only permitted to transport goods intended for the vessel at berth. Consignments for vessels at other berths are not allowed to be transported into the WICET facility.

8.8 VESSEL REPAIRS

Where a vessel is required to clean holds or to execute repairs which will immobilise a vessel or restrict it from sailing, the Operator and MSQ must be advised prior to loading commencing. Unless by prior specific agreement of the Terminal Supervisor, the vessel shall not be permitted to remain at the

Terminal berth to clean holds, or to load and wait for completion of repairs at the Terminal berth. The removal of the vessel shall be carried out at no cost to the Operator.

8.9 AMSA

Australian Maritime Safety Authority (AMSA) conducts port state control (PSC) inspections to ensure that vessels visiting Australian ports comply with the relevant international regulations, are sea-worthy, do not pose a risk of pollution and provide a safe working environment. Accordingly, pursuant to the Navigation Act 2012 (Cth) and the Marine Orders issued under that Act, AMSA surveyors may board a vessel at any time to conduct an inspection.

If, as a result of a Port State Control Inspection (PSC) conducted by AMSA, a vessel is found to be defective, the Operator is to be advised immediately if such defects will affect loading operations and/or vessel departure and the effect of the defect noted. The vessel may be required to relocate to another berth or anchorage within Port limits to undertake any repairs or other requirements for remediation.

8.10 TELEPHONE

As per Section 3 above, it is a mandatory requirement for all vessels to have access to an Australian mobile phone as soon as practicable after berthing. This should be arranged prior to berthing via the vessel's agent. This phone is to be available to the officer on watch at all times in order to be able to contact the agent or Terminal, or to any other ship's business as required.

The Terminal Operator does not provide telephone facilities for vessels or provide these facilities on the wharf.

9 VESSEL SUITABILITY

9.1 VESSEL CRITERIA

A vessel will only be accepted to load coal at the Terminal if the Operator (acting reasonably) is satisfied the following specifications apply in respect of the vessel:

a. classification as Bulk Carrier only. Such vessels are expected to be classed Lloyd's 100A1 or equivalent, and have a valid ISM Certificate (note ore-bulk-oil carriers that have been converted and reclassified as bulk carriers will be rejected);

b. less than 20 years old, or 20 or more years old with satisfactory past performance and the ability to meet all other relevant vessel standards criteria (demonstrated to the satisfaction of the Operator);

c. gearless (applications for geared vessels will be individually reviewed);

d. single deck;

e. self-trimming i.e. excludes open hatch carriers;

f. without pontoon type hatch covers;

g. minimum size 40,000 dwt, maximum size 220,000 dwt.

h. maximum LOA 320 metres and maximum beam 50.1 metres;

i. maximum berthing displacement 140,000 tonnes for part loaded vessels and 99,999 tonnes for vessels in ballast;

j. complies with the vessel vetting service provider and Operator Vetting Questionnaire specifications (as evidenced by complete and accurate answering of the Terminal's questionnaire in respect of the foregoing)

k. uses mooring lines that are suitable duty, quality and in good condition. All lines must be synthetic polymer type. **Steel / wire ropes are not permitted under any circumstances.**

l. is able to comply with the terminal's minimum mooring configuration as stipulated in Section 11.6

m. Completion and return of a vessel pre-arrival questionnaire (**see Annexure B**), complete and return of proposed mooring arrangements in line with WICET's standard (see annexure B.1) and an acknowledgement of receipt and compliance (**see Annexure H**);

n. Has deck gear (bitts, bollards, panamas, fairleads, rollers etc) used for both mooring and berthing / de-berthing of sufficient duty to withstand the forces expected.

o. Has a functional and suitably positioned gangway or has identified and communicated a suitably located reinforced section or gap in handrails that will allow for the fitting of the shore brow for the duration of the vessel's time alongside.

p. Provision of copies of current certificates of insurance for each of:

   i. the hull and machinery insurance confirming that the vessel is insured for all hull and machinery risks with a reputable international insurer reasonably acceptable to the Operator; and

   ii. the protection and indemnity (P&I) cover for the vessel with a P&I Club that is a current member of the International Group of P&I Clubs;

q. previous loading performance at the Terminal satisfactory to the Operator;

r. the requirements stipulated by MSQ, AMSA, IMO or any other relevant authority are met;

s. there is no actual or potential known legal action that may cause the vessel to be arrested or otherwise detained;

t. the vessel is able to accept coal delivered at a net loading rate of 8,250 tph for periods of time (Note: this is not the average load rate for the duration of loading);

u. any other vessel suitability requirements that the Operator may reasonably determine from time to time are met.

Owners/charterers of vessels wishing to load at the Terminal for the first time are required if requested by the Operator to submit general arrangement drawings showing the dimensions of their hatches, deck structures and gangway position. Periodically, vessels will be required (via the Ship's Agent) to submit vessel dimension details to assist with planning vessel positions along the WICET berth(s).

9.2 VESSEL VETTING

All vessels will be subject to a vetting process prior to acceptance for berthing and loading at the Terminal. The vetting process includes the following assessments:

- Vessels are required to meet RightShip's quality standards;
- Vessels must comply with the provisions of the Terminal specific vetting questionnaire by answering all questions positively (and truthfully); and
- Vessel acceptance is also conditional (for returning vessels) upon previous satisfactory loading performance, including safety performance, at the Terminal.

If a Vessel has not previously visited the Terminal or it has been 24 months since the Vessel last completed the terminal specific questionnaire, the Vessel must complete the Terminal Vessel Vetting Questionnaire. The Terminal Vessel Vetting Questionnaire is supplied during the vetting process and can only be completed online.

9.3 LOADING PERFORMANCE

The Operator is committed to achieving the Terminal's declared Nominal Capacity and ensuring that risks to achieving that Nominal Capacity are minimised.

Vessel loading performance is a key determinant of Terminal Nominal Capacity. Vessel loading performance will be measured by the Gross Loading Rate (GLR) according to the following criteria:

Vessel Class	High Performance GLR	Moderate Performance GLR	Poor Performance GLR
Cape	>5,800 tph	>5,000 and < 5,800	< 5,000 tph
Panamax	>5,200 tph	>4,800 and < 5,200	< 4,800 tph
Handy	>4,800 tph	>3,000 and < 4,800	< 3,000 tph

- The assessment of vessel loading performance will not include Terminal delays impacting Gross Loading Rate.

- Vessels that achieve a moderate or poor loading performance will be required to make a commitment to improve their performance before being accepted for any future shipments. This may include previous loading performances at other terminals.
- The Operator requires all vessels to load continuously and not stop loading for deballasting or other operations, unless otherwise agreed by the Operator. For this to be achieved the deballast time should be less than the total load time with the deballasting managed to keep the vessel's shear forces, bending moments and trim within safe limits according to the Loading Sequence/Plan. The Operator is mindful that some vessels may be able to achieve load rates in excess of 5,000 tph and still require a deballasting stoppage. For these vessels the Operator requests they supply information as to the duration of the stoppage and when it will occur in the loading sequence on the Loading Sequence/Plan.
- The Interim Draft Survey should be less than 30 minutes as measured from coal stopped to calling for loading to recommence.
- Vessels must complete loading one cargo before commencing another where multiple cargoes are to be stowed.
- Vessels must complete loading with a maximum number of two (2) passes per hatch plus two (2) trim passes. Vessels should endeavour to completely fill 2 or more holds in single pours (single pour full holds should not be within the first three (3) pours so that the vessels air draft is reduced).
- Vessels must ensure both trim passes are part of the same cargo and a min of 500 tonnes each.
- The vessel must be ready to sail within 1 hour from last coal on board.

9.4 VESSEL NON-COMPLIANCE

Where the Operator determines that there has been any non-compliance (including unsatisfactory vessel performance) with the Terminal Rules, the Terminal Handbook, the Port Rules or any applicable laws (including any environmental rules or regulations), then:

(a) the Shipper, Ship's Agent and the Ship's Master will be given a notice of non-compliance; and

(b) if the particular vessel causes a further non-compliance notice to be issued, then the vessel may be deemed by the Operator to be unsuitable for loading in the future and Vessel Nominations may, at the Operator's discretion, be refused for that vessel.

Where there has been unsatisfactory performance by the vessel, as determined by the Operator in its discretion, and the Ship's Master has been unable to provide acceptable reasons for the unsatisfactory vessel performance, the Operator may determine that the vessel is not suitable to load at the Terminal.

10 PLANNING FOR VESSEL LOADING

All vessels that have been nominated, vetted and approved to load at the Terminal must meet a number of Terminal requirements prior to arrival at the Port of Gladstone and loading at the Terminal.

10.1 PRE-ARRIVAL REQUIREMENTS

All vessels will receive a pre-arrival questionnaire (**see Annexure B**) and acknowledgement of receipt of the WICET Terminal Handbook (**see Annexure H**) through the Ship's Agent to enable the Operator to prepare for safely mooring, loading and sailing the vessel. The questionnaire and acknowledgement also ensure the vessel is aware of Terminal requirements and constraints. The questionnaire will include a blank standard template of a Loading Sequence/Plan meeting BLU code guidelines/IMSBC requirements.

The questionnaire, acknowledgement, proposed mooring arrangements and proposed Loading Sequence/Plan are to be completed, signed and returned (together with all required documentation) to the Logistics Planner no less than 7 days from ETA.

The Ship's Master must also provide the Logistics Planner with copies of certificates of insurance evidencing that the vessel is insured against hull and machinery risks with a reputable international insurer reasonably acceptable to the Operator and against protection and indemnity risks with a P&I Club that is a current member of the International Group of P&I Clubs.

The order of berthing of the vessel may be affected if all required documents are not provided by the required time, or if amendments to a Loading Sequence/Plan are submitted to the Operator later than 72 hours prior to the estimated time of vessel berthing.

As outlined in this Terminal Handbook, the vessel is required to provide vessel arrival notifications from an initial update at 10 days from ETA and then regularly through to ATA and Notice of Readiness including:

(a) ETA
(b) Departed last discharge Port
(c) Load Sequence/Plan (per sections 10.2 and 10.3)
(d) Arrival and departure drafts; and
(e) ATA and Notice of Readiness

Further ETA updates are required 7, 5, 3, 2, 1 days from ETA.

The Shipper must provide a Shipper's Declaration to AMSA in accordance with the requirements of relevant Marine Orders and the IMSBC Code.

10.2 COMPILING A VESSEL LOADING PLAN

When compiling the proposed Loading Sequence/Plan, the Ship's Master should be aware of and provide details relating to the following matters:

- The Loading Sequence/Plan is to be provided in the format contained in **Annexure C – WICET Loading Sequence/Plan**. An excel version will be supplied to the Ship's Master via the Ship's Agent.
- *Port Procedures and Information for Shipping – Gladstone* (**Refer Annexure G**) including port navigation and movement restrictions;

- The vessel is required to complete loading one coal type before commencing another coal type/grade on multiple coal type/grade vessels;
- The number of passes should be minimised. The maximum number of passes is two (2) passes per hatch plus a maximum of two (2) trim passes. If stresses allow holds to be loaded in a single pour then this should be planned (single pour full holds should not be within the first three (3) pours so that the vessels air draft is reduced).

- Trim passes must be of one coal type and a minimum of 500 tonnes each.
- The suggested total trimming tonnage is 2% of the total tonnes loaded at the Terminal up to a maximum of 3,000 tonnes but no less than 1,000 tonnes.
- Trimming holds shall be planned to load no more than 96% full.
- Vessels must meet Terminal air draft requirements (See Section 11.8). The Terminal recommends allowing sufficient margin in air draft calculations for tide.
- Deballasting time should be configured to achieve a minimum GLR of 5,000 tph. If loading is planned to stop for deballasting, please provide the sequence number at which loading is planned to stop. It is preferable that the Ship's Master reduce or eliminate deballasting stoppages provided it is safe to do so.
- The vessel should not be in a negative trim position (down by the head) for a prolonged period; and must at all times remain in a state where it is fit to sail at short notice or be able to return to a state where it is fit to sail at short notice.
- The Loading Sequence/Plan should note an interim draft survey (only in the comments section i.e. no line break should be added for draft check) prior to the two trim passes, departure drafts and de-ballasting time.

Vessels will be expected to load and meet the planned sailing time based on the estimated time of loading completion. The Operator will consistently monitor vessel loading and discuss any adjustments to the Loading Sequence/Plan with the Ship's Master to ensure that the vessel sails on the first available sailing time within contracted tonnes.

10.3 REVIEW OF THE LOADING SEQUENCE/PLAN

Following receipt of the proposed Loading Sequence/Plan the Load Master may:

- confirm agreement of the Loading Sequence/Plan after reviewing it against any previously submitted Loading Sequence/Plan for the vessel and this Handbook; or
- request the Ship's Master to amend the Loading Sequence/Plan.

The Terminal Supervisor or Load Master may request the Ship's Master amend the Loading Sequence/Plan at any time prior to loading due to:

- sailing time changes (tide);
- breakdown issues;
- any other reason the Terminal considers necessary including performance of the vessel or Terminal.

The Ship's Master has the final decision on the manner in which the vessel is to be loaded and is not obliged to accede to any request by the Terminal for amendments to the proposed Loading Sequence/Plan.

The Terminal must receive confirmation of an agreed Loading Sequence/Plan 72 hours prior to the vessel berthing.
Vessel Agents on behalf of the vessel must obtain confirmed Maximum Sailing Drafts (MSD) and advise the Terminal as soon as possible and at least no later than 48 hours prior to berthing.

10.4 ORDER OF BERTHING

Vessels shall generally be berthed and loaded on a turn of arrival basis in the queue specifically formed for the Terminal providing that the vessel and the Shipper has conformed in all respects with the Terminal Rules and the requirements in this Handbook. The ETB, ETL and order of berthing may be varied by the Operator from that previously advised. As a result, the vessel may be scheduled to enter the port earlier or later than initially indicated.

If a vessel is not ready, the vessel may cede its order of berthing position. Time taken by the vessel to be ready in all aspects to load will be reflected on the statement of delays, even if prior to commencing loading.

11 OPERATIONAL REQUIREMENTS AND PROCEDURES

The following guidelines and procedures have been prepared in accordance with the principles of the BLU Code to assist in achieving an optimal loading time.

11.1 SHIP/SHORE COMMUNICATIONS

The means of communication between the vessel and shore shall be advised by the Load Master to the Ship's Master immediately after berthing and shall be documented and agreed by both parties within the Ship/Shore Safety Checklist.

11.2 RESPONSIBILITY OF THE SHIP'S MASTER

The Ship's Master is responsible at all times for:

- The safe berthing and sailing of the vessel; and
- the stowage of coal and the safe loading of the vessel, as well as the assessment of the tonnages being loaded.

Any reasonable instructions given by the Ship's Master will be complied with, subject to the constraints of the Terminal's facilities as well as the Operator's capabilities.

The Terminal's conveyor belts are equipped with weightometers that the Operator endeavours to keep accurate. However, the figures given by these weighing devices are to be used as a guide only. Reference to these figures will not relieve the Ship's Master of the responsibility of maintaining draft checks and supervising the loading of their vessel accordingly.

11.3 RESPONSIBILITY OF THE LOAD MASTER

The Load Master will attend the vessel immediately after berthing and will be responsible for completing the Vessel Sign-Up process.

The Load Master and/or the Terminal Supervisor will be the liaison between the Terminal operations teams and the Ship's Master.

11.4 CARGO HOLD CLEANLINESS

Prior to 72 hours before berthing the Ship's Master must ensure all cargo holds are clear of residue waste material, previous cargo and/or other foreign objects (other than holds containing ballast).
The Load Master will inspect holds prior to Authority to Load.

11.5 PORT ENTRY AND BERTHING

The Ship's Master should refer to *Port of Gladstone Port Procedures and Information for Shipping* (**Refer Annexure G**) for complete Port requirements and port navigation and movement restrictions.
The following charts are mandatory for all vessels manoeuvring in the Gladstone pilotage area:

- AUS 244 (Plans in Port of Gladstone) – for all vessels that are proceeding to a berth
- AUS 245 (Port of Gladstone)
- AUS 246 (Approaches to the Port of Gladstone)
- AUS 271 (Auckland Point to Fishermans Landing Wharves)
- AUS 272 (Fishermans Landing Wharves to Laird Point)
- Or any other charts required by AMSA/MSQ

Ships should be ballasted or loaded in order to have an even keel or trimmed by the stern with the forward draft not less than 2% of the LOA and the propeller fully submerged, whilst maintaining minimum drafts to allow for maximum UKC during berthing movements. Vessels trimmed by the head or listing may be subject to restrictions and the Regional Harbour Master is to be informed when bookings are made.

Approximate time from Fairway to berth is 2.5 hours, depth of swing basin is 12.0 metres.Tides at this berth generally turn 20 minutes after the tide table time.

Vessels must be programmed to berth starboard side to on the flood tide or slack water. Additional tidal restrictions are applied by the Port Authority, which are currently advised as:.

- Entry time for Panamax will be from 1.5 hrs before LW until 2¾ hrs before HW
- Entry time for Cape size will be from 1 hr before LW until 2 ¾ hrs before HW
- Entry time for vessels with displacement >100kt will be 3 hrs before HW only
- For scheduled passing between beacons G1 and G4 entry will be at 1.0 hr after the departing vessel's ETD to allow passing in the Gatcombe Bypass Channel
- Maximum displacement is not to exceed 140,000 tonnes.

- Vessels arriving with a displacement >100,000 tonnes must have a minimum UKC of 2.0m in the swing basin and must enter the swing basin no earlier than HW – 1 hr.

Under keel clearance and sailing draft for minimum under keel clearance requirements to be maintained while manoeuvring within the pilotage area (**Refer Annexure D**).

The Ship's Master shall ensure that air draft restrictions (refer to Section **11.8**) for the Terminal are met.

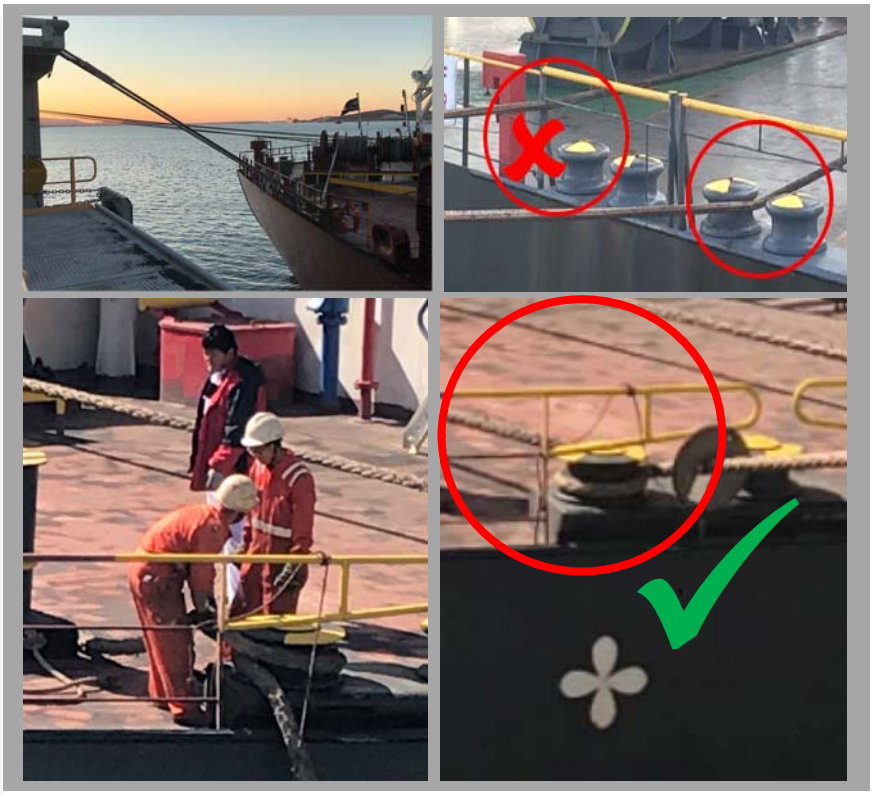
11.6 MOORING

Whilst at berth, it is the Ship's Master's responsibility to ensure the adequate and safe mooring of the vessel including:

- Utilisation of suitable rating and quality mooring lines which are in good condition.
- deck gear (bitts, bollards, panamas, fairleads, rollers etc) used for mooring is of sufficient rating and adequatly maintained.
- All drums, winches and brakes are of sufficient rating and adequatly maintained.

WICET is subject to strong tidal flows, particularly on spring ebb tides. To ensure the vessel remains secure under all tidal conditions, and when subject to hydraulic interaction from passing vessels, the configuration of lines must meet the following minimum standard;

- CAPE size vessels to use: 4 headlines, 2 breast lines and 2 spring lines fore, and 4 stern lines, 2 breast lines and 2 spring lines aft of the vessel. All lines must be on a winch with brake.
- PANAMAX/POST PANAMAX size vessels to use: 4 headlines, 2 breast lines and 2 spring lines fore, and 4 stern lines, 2 breast lines and 2 spring lines aft of the vessel. Minimum 1 breast line 1 spring line fore and aft must be on a winch with brake.
- HANDYSIZE/HANDYMAX size vessels to use 3 headlines, 2 breast lines and 2 spring lines fore, and 3 stern lines, 2 breast lines and 2 spring lines aft of the vessel. Minimum 1 breast line and 1 spring line fore and aft must be on a winch with brake.



Whilst at berth, it is the Ship's Master's responsibility to ensure the ongoing monitoring of mooring line tension and secure placement to ensure the vessel remains secure at berth. Particular attention needs to be made at the top and bottom of the tide to ensure all lines are suitably tightened prior to the commencement of tidal flow. At the top of the tide and during Ebb tide flow, aft lines must be tensioned first.

The elevated position of the mooring dolphins can result in breast lines on vessels that are fully loaded state at low water having a significant downward angle. (see right above) For vessels with open line rollers, the lines can pop off the rollers, with potental to damage handrails, or allow the vessel to move off the fenders. Running a single turn around the roller can hold the lines secure.

If mooring lines are under excessive tension (26 tonnes), High-Tension Alarm with both an audible siren and red flashing light will activate activating on the affected Mooring Platform. Once the tension has been reduced below the alarm point, the siren and red strobe light will stop. (see above left)

11.7 GANGWAYS

The Ship's Master shall provide a proper and safe means of access to and from the vessel at all times as per the requirement of Marine Order 12, Part 22 - 24.

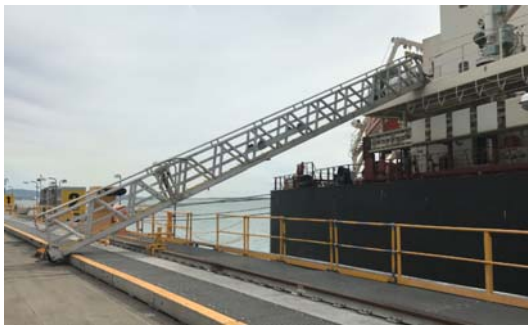
This includes but is not limited to:

- Gangways must be able to safely access the berth arrangement which is described in drawing included in **Annexure E**;
- Gangways shall be supported at the top and landed on a fixed structure;
- Gangway safety nets to handrail height to aid in fall protection;
- The issuing and compliance with the wearing of lifejackets whilst the gangway is being installed ; and
- The gangway is maintained to a safe and operable standard at all times.

The ship's gangway must reach the landing platform in all tidal conditions. The landing platform extends 2.37 metres from the berth (See **Annexure E – Drawings**).

The terminal can assist in this process by suppling:-

- A short brow (5 metre) to access the main deck from the platform.
- a long brow (13.5 metre + 3 metre extension) brow to access the main deck or boat deck from the wharf.



11.8 AIR DRAFT

The maximum air draft at the Terminal is :-

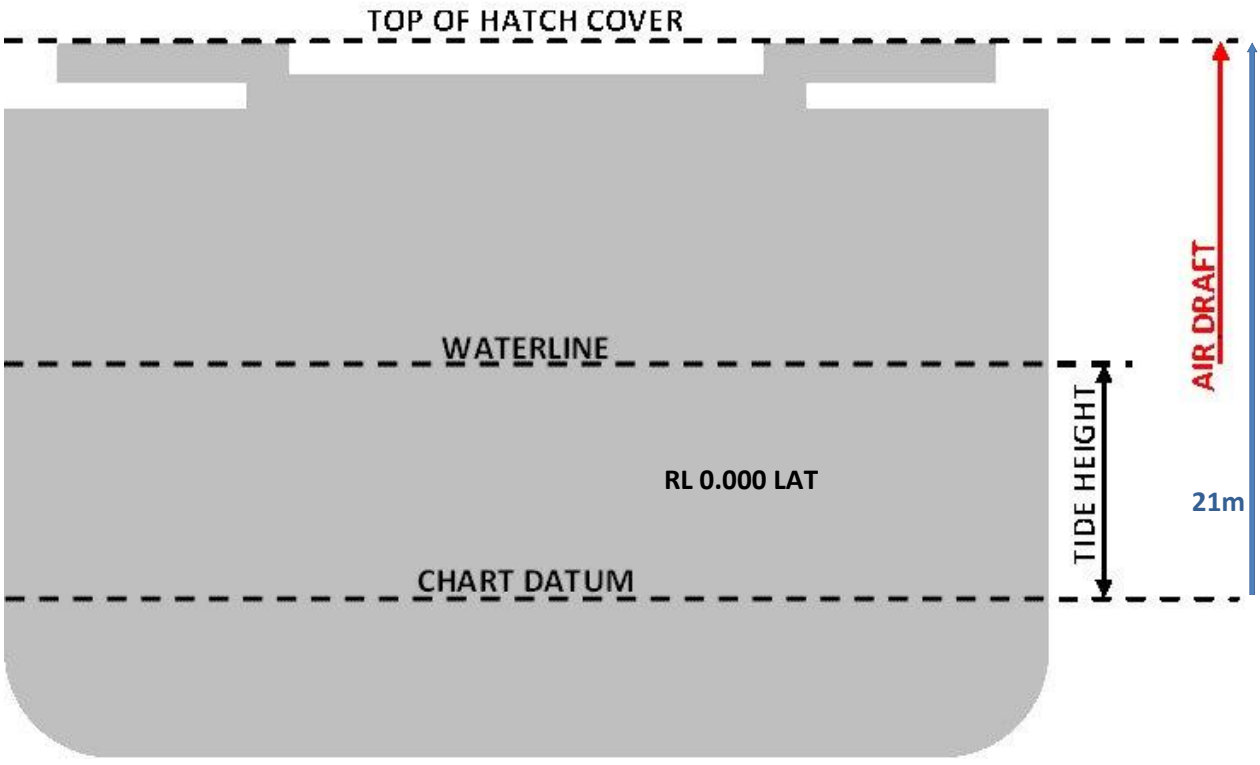
- 21 metres from the top of the hatch cover to the chart datum point, or
- 21 metres MINUS the current height of the tide from the top of hatch cover to the waterline.

This maximum air draft is required upon commencement of loading. If a load plan is submitted with an air draft greater than 21m, approval must be granted by the WICET Logistics Planner

When air draft exceeds 21.0m MINUS the current height of the tide, the shiploader boom angle exceeds 15 degrees and loading cannot occur. Masters of Capesize vessels should make all reasonable efforts to reduce the berthing air draft without displacement exceeding 99,999 tonnes. Berthing displacement of over 100,000 tonnes reduces the berthing window and may breach UKC limits.

Cape size vessels berthing later in the tidal window should consider delaying the commencement of deballasting operations until after the first high water, or until sufficient cargo is loaded to ensure air draft limits are not breached.

Any inquiries concerning the vessel's air draft after berthing should be directed to the Terminal Supervisor.



There is a quick reference marker on the shiploader leg which is 21.0 metres above the LAT datum point. This mark should align with the top of the hatch covers when the vessel's air draft is at its maximum limit.

Any delays to loading due to excessive air draft will be on the ship's account.

11.9 DE-BALLASTING

In the event loading is not planned to commence immediately upon berthing, Panamax or smaller size vessels should consider using this time to commence de-ballasting provided the vessel remains in a safe condition and remains within air draft limitations (see Section **11.8**).

If de-ballasting is unable to keep up with loading then loading may cease until the vessel is in a safe condition. The Terminal Supervisor must be notified at least one hour or one full hatch run prior to any intended de-ballast delays. De-ballast stoppages **are included** in the performance monitoring for all vessels and any delays will be on the ship's account.

Ships' Masters should pay special attention to their loading/ballasting plans to ensure that their ships are suitably trimmed and able to put to sea at short notice, especially during the cyclone season – November to April.

11.10 DRAFT SURVEYS FOR CARGO CONFIRMATION

Each Shipper is responsible for appointing a Shipper Surveyor to determine the weight of the Shipper's coal loaded onto a vessel and to verify to the Operator the total tonnage loaded.

The Shipper Surveyor must:

- attend the vessel upon berthing and to conduct the initial draft survey;
- advise the Load Master and Ship's Master or the Ship's Master's representative once the initial draft survey has been completed; and
- conduct the final draft survey upon completion of loading and trimming operations to verify the total tonnage loaded.
- advise the Load Master of the total tonnage loaded.

Where more than one coal type/brand is to be loaded onto the vessel, there is to be no draft survey between finishing one coal type/brand and commencing the next coal type/brand that requires loading to stop.

Draft marks on all vessels must be legible.

Every vessel should possess tank calibration and trim correction tables for all tanks, failing which all ballast tanks should be either full or empty during the draft survey. Marine Surveyors recommend that tank soundings be taken when the vessel attains at least one (1) metre trim by the stern at completion of de-ballast operations.

11.11 WATER DENSITY AT THE TERMINAL

Sea water is usually 1025 kg/m³ but will vary during the summer months after periods of heavy rain. This will not relieve the Ship's Master of his responsibility to constantly check the water density using the appropriate standard practices during the loading process.

Draft survey calculations will be determined using a *draft survey hydrometer* as described in https://apps.amsa.gov.au/MOReview/Attachment/ShowAttachmentInline/228.

11.12 CARGO WEIGHT DETERMINATION

The mass of coal loaded into the vessel shall be the mass determined by a draft survey of the vessel.

In the event of more than one coal type/brand being loaded into a vessel, belt weightometers will be used to calculate tonnages during loading. The draft survey weight of the vessel will be apportioned for each coal type/brand in the same proportions as the weights recorded by the Terminal belt weightometers.

The Load Master at the completion of loading will supply the final loaded tonnages to the Ship's Master on the Stowage Certificate or other agreed documents as designated by the Operator.

11.13 LOADING OPERATIONS

The Ship's Master is responsible for the safe loading of the vessel at all times (See Section **11.2**).

a. Pre-Loading Procedures

Immediately after the vessel berths, the Load Master will meet with the Ship's Master or his representative to complete the Vessel Sign-Up including:

- establishing communications;
- receipting a hard copy of this Handbook;
- signing-off the agreed Loading Sequence/Plan;
- completing and agreeing to the Ship/Shore Safety Checklist;
- confirm Shipper's Declaration; and
- arranging for commencement of loading upon completion of the initial draft survey.

No changes should be made to the Loading Sequence/Plan without prior agreement with the Terminal Supervisor.

b. Key event recording

The Load Master or their representative and the Terminal Supervisor will ensure that all key events are recorded to enable review of Terminal and vessel performance.

All delays to vessel loading will be recorded.

c. Permission to Load

The Terminal expects to commence loading after the pre-loading procedures are completed and generally not more than thirty (30) minutes after All Fast / All Secure.

d. Loading

The vessel's crew ensure first loading hatch is open and ready to accept cargo as soon as practical after the vessel is all fast / all secure. Ensure subsequent hatches are open and ready to accept cargo prior to the completion of each pour.

Coal flow will be planned to be delivered at the maximum net load rate of 8,250 tph or at rates agreed in the Vessel Sign-Up. Therefore, vessels are expected to load on a continuous basis at a GLR between 4,000 to 6,000 tph.

The Ship's Master must conduct and record draft checks against the agreed Loading Sequence/Plan at the completion of each pour. Any variances and/or concerns should be communicated to the Terminal Supervisor.

The vessel must be loaded in accordance with the Ship's Master's instructions and in line with the Loading Sequence/Plan agreed with the Operator prior to loading.

e. Running and Interim Draft Survey

A running draft survey will be completed by the Vessel Master from the commencement of the loading pass immediately prior to the interim survey through to completion of loading of the vessel. This will assess the condition of the vessel and loading should not stop during the running draft survey.

Vessels should plan for a maximum of one interim draft survey requiring a cessation of loading for no more than 30 minutes, subject however to the Ship's Master's instructions. A weightometer check will also be carried out during this survey.

The final vessel trimming is to be conducted with a maximum of two passes.

f. Trimming

At the interim draft survey stage, calculation of the final trim tonnage requirement will be determined. This trim tonnage must be loaded in two complete passes into separate hatches, and shall be of a single coal type.

It remains the sole responsibility of the Ship's Master to ensure that sufficient space remains in the trimming hatches to accept the tonnage called for.

The total quantity of coal called for in the trimming tonnage must be loaded onto the vessel and each pass of the trimming tonnage should be a minimum of 500 tonnes. All coal contained in the loading system (all loading bins and conveyors) must be run off onto the vessel at the completion of loading.

If extra trim passes are requested after delivery of the two complete passes following the interim draft survey the Terminal will asses on the basis of time remaining before planned sailing and limitations of maximum allowable stem, maximum allowable sailing draft, possible restrictions of Summer Draft or DWT, and availability of additional cargo.

The terminal retains the discretion to decline additional cargo.

g. Completion of Loading

Final draft surveys are expected to be completed and the vessel ready to sail prior to the earliest sailing time, which is based on the first available Port movement opportunity after completion of loading.

11.14 VESSEL DEPARTURES

Vessels will load and depart on the closest tide to the estimated time of loading completion.

Departures are on tides as advised by the Port Authority.

Current requirements are:

- Vessels may only sail on the flood tide.
- The earliest departure is LW + 1.0 hr until 1 ¾ hrs before HW
- Panamax vessels using Clinton Coal Facility (CCF) Bypass, earliest departure is LW +1.0 hr until 1 ¼ hrs before HW
- Separation between vessels on departure shall be 1 hr for Cape Size and maximum draft vessels, and 30 minutes for all other vessels.

Vessels are not permitted to wait for a later tide to enable additional Cargo to be loaded if there is another vessel awaiting the berth or if a subsequent a vessel's planned berthing will be delayed.

Vessel departures must be in accordance with the Port Procedures and are subject to defined movement priorities.

11.15 VESSEL PERFORMANCE MONITORING

The performance of the vessel including safety, communications, berthing, loading and leaving the berth will be continuously monitored. Where the Operator identifies a non-compliance, the non-compliance will be managed in accordance with Section **9.4** Vessel Non-Compliance.

12 WICET COAL SUPPLY CHAIN AND COAL HANDLING

WICET, located in Gladstone, Queensland, is owned by a consortium of coal exporters.

WICET is part of the Capricornia Coal Chain and will receive and unload trains from the Blackwater, Moura and Maryborough systems. The Terminal is a stockpile Terminal with a Stage 1 capacity to store approximately 1.9 million tonnes of coal.

The Stage 1 single berth and single shiploader will enable loading of vessels between 40,000 DWT and 220,000 DWT in size.

12.1 GENERAL INFORMATION

Operating hours:	365 days/year, 24 hours/day
Terminal Operation:	Stockpile Terminal
Nominal Capacity:	27 mtpa (Stage 1)

12.2 RAIL RECEIVAL

Design:	Train bottom dump
Train Size:	8,260 nominal tonnes (Blackwater & Moura system);
Unloading design rate:	8,250 tph (varies according to coal density)

12.3 STOCKYARD

Configuration:	Two (2) stockpile rows 18m high x 100m wide x 1075m long
Stacker Type:	Gantry Bridge
Stacking design rate:	8,250 tph
Stockpile Capacity:	1.9 Million tonnes
Reclaim Operations:	Dozer push
Reclaimer Type:	24 x vibrating type discharge valves
Reclaiming design rate:	6,000 tph per discharge valve; 6,900 tph surge bin conveyor.

12.4 SHIPLOADING

Jetty:	2 km long single conveyor
No. Berths:	One (Stage 1)
Shiploading design rate:	8,250 tph

13 OTHER MATTERS

13.1 RESPONSIBILITY FOR PORT SERVICES

(a) Irrespective of whether any person providing Port services to the vessel (including but not limited to pilotage, tug or towage services) may be affiliates, employees or agents of the Operator or of any third party, as between each of the Indemnified Parties (as defined in clause **13.2** below) and the Ship Parties (as defined in clause **13.2** below):

(i) any act or omission or any failure of any person providing Port services occurring in the course of providing such Port services to the vessel is the responsibility of the Ship's Master and the owner of the vessel;

(ii) without prejudice to the other provisions of this Handbook, whilst the Operator will exercise reasonable care to ensure the proper rendering of any Port services provided by the Operator and to ensure that the Terminal is safe and suitable, the Indemnified Parties (as defined in clause **13.2** below) make no warranty and accept no liability with respect to any Port services or the suitability or fitness of the Terminal and any use of any Port services or of the Terminal by the vessel is at the sole risk of the Ship's Master and the owner of the vessel; and

(iii) the consequences of any such act or omission or failure that causes or contributes to an incident shall be determined in accordance with this Handbook to the exclusion of and without reference to any other contract which may at any time be agreed to between any of Ship Parties, any of the Indemnified Parties, and any person providing Port services to the vessel or rendering assistance to the vessel.

(b) Notwithstanding clause **13.1(a)**, any Indemnified Party who may procure the provision of Port services shall continue to be subject to any implied condition or warranty provided by the Australian Consumer Law set out in Schedule 2 of the *Competition and Consumer Act 2010* (Cth) as amended (**"Consumer Law"**) if and to the extent that the Consumer Law is applicable to such Port services and prevents the exclusion, restriction and modification of such condition or warranty (being referred to in this Handbook as a **"non-excludable condition"**). Without prejudice to the other provisions of this Handbook, the relevant Indemnified Party limits its liability to the Ship Parties for breach of any non-excludable condition to the supplying of the applicable Port service again or the payment of the cost of having the applicable Port service supplied again, as determined by the Indemnified Party.

13.2 INDEMNITY

The owner of the vessel, the Ship's Master and the Ship's Agent (each a **Ship Party** and together the **Ship Parties**), jointly and severally, must indemnify and keep indemnified WICET, the Operator and each of their respective officers, employees, agents, licensees, contractors and subcontractors (each an **Indemnified Party** and together the **Indemnifed Parties**) against all claims, actions, demands, losses, damages, expenses, costs and liabilities which an Indemnified Party may suffer or incur, or which may be brought against or made on, an Indemnified Party relating to or arising out of or in connection with:

(a) a breach of any rule, clause or provision contained in this Handbook by a Ship Party or any of their respective officers, employees, agents, licensees, contractors and subcontractors;

(b) WICET or the Operator taking steps to ensure compliance with any rule, clause or provision contained in this Handbook by a Ship Party or any of their respective officers, employees, agents, licensees, contractors and subcontractors;

(c) any personal injury, death or damage to, or loss of or damage to any property:

(i) caused by the vessel, a Ship Party, or a person providing Port services to or associated with the vessel, arising from or relating to or in connection with, directly or indirectly, the vessel using the Terminal, berthing, departing the berth or being, or intending to be, at the Terminal; or

(ii) otherwise arising out of or in any way related to this Handbook and caused by an act or omission of the vessel or a Ship Party or any of their respective officers, employees, agents, licensees, contractors and subcontractors; or

(d) any requirement to remove the vessel or any wreck or obstruction adversely affecting the normal operation of the Port or the Terminal; or

(e) any discharge of oil or any other pollutant or hazardous substance from, caused or contributed by, or in connection with, the vessel, or any Ship Party or person engaged in connection with the operation of the vessel, or any person providing Port services to the vessel, within or which adversely affects or interferes with the normal operation of the Port or the Terminal; or

(f) any wilful, negligent or unlawful act or omission of a Ship Party or any of their respective officer's employees, agents, licensees, contractors and subcontractors,

except to the extent that such breach, injury, death, damage or loss is caused by an Indemnified Party's negligence.

13.3 RELEASE

In consideration of WICET and the Operator allowing the vessel to use the Terminal, each Ship Party releases each Indemnified Party from all claims whatsoever which a Ship Party has or may have had against the Indemnified Party, whether relating to or arising out of or in connection with this Handbook, to the fullest extent permitted by law and irrespective of any negligence of any Indemnified Party, including (without limitation) claims for any personal injury, death, or damage to or loss of the vessel, or any other property owned, hired or in the possession of any Ship Party, relating to or arising out of or in connection with anything which an Indemnified Party does or fails to do in relation to a vessel or relating to a vessel using, berthing, departing the berth, or being or intending to be at the Terminal.

13.4 RESPONSIBILITY FOR DAMAGE CAUSED

Without limiting clause **13.2** above, the Ship Parties acknowledge and agree, to the extent any damage is caused to the Terminal, WICET's berths or associated equipment (including, but not limited to, wharf fenders, wharf decking and shiploaders) by a vessel (whether before, during or after the berthing process), the owner of the vessel will, on request from WICET or the Operator, immediately reimburse WICET the full value of the cost of any repairs to the Terminal, the berth or associated equipment that may be required as a result of that damage.

13.5 ANNEXURE DOCUMENTS

Sample documents are included in the Annexes – documents marked "Sample" are also issued as stand-alone documents. Copies of the original documents can be obtained by emailing Terminal.Logistics@wicet.com.au or via your local Agent who has access to our ShareFile system.