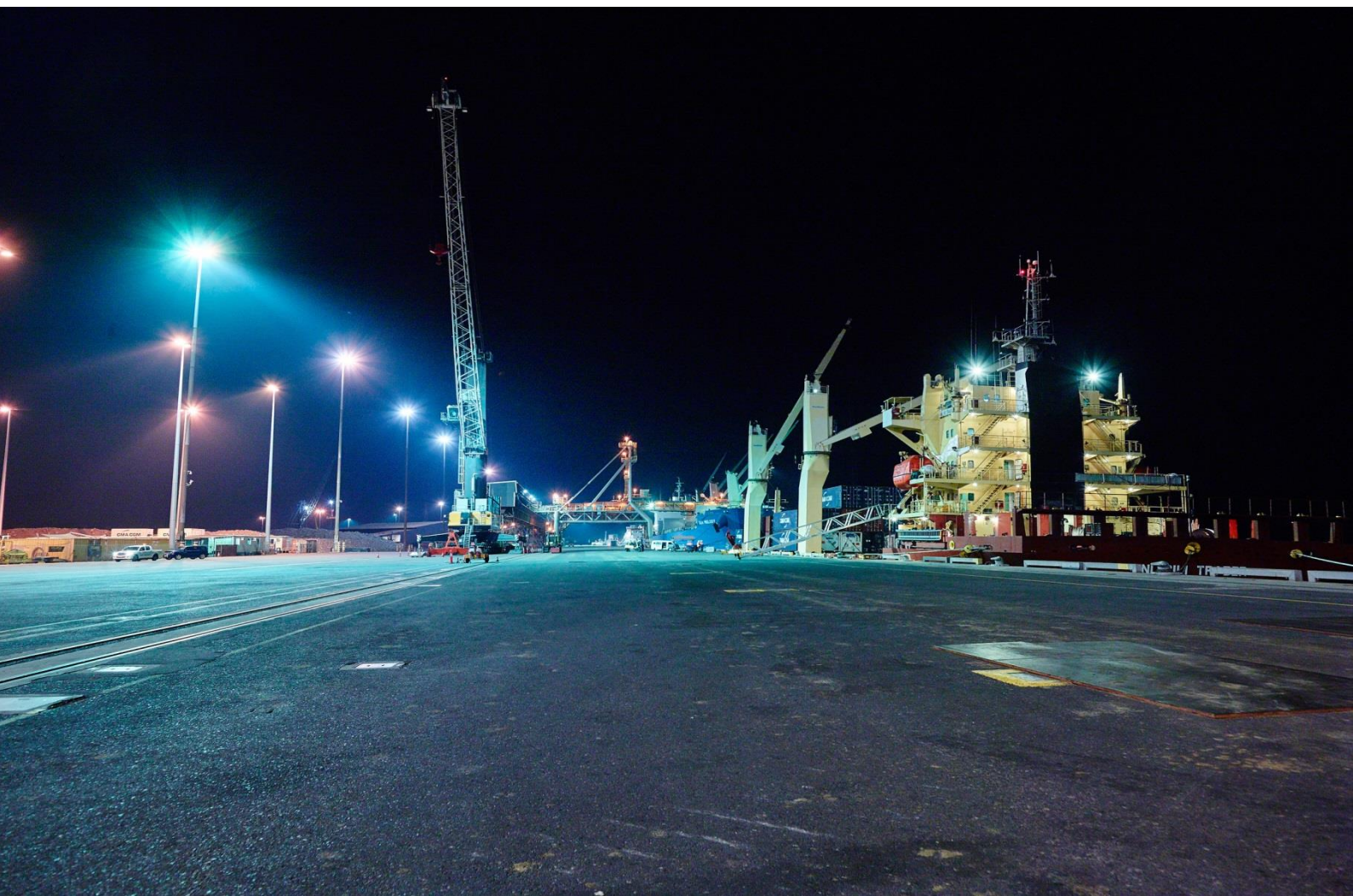


# PORT SAFETY PLAN



## AMENDMENTS

Application for amendments to the Port Safety Plan must be forwarded to the Senior Manager WH&S, Environment & Security for consultation through the Regional Harbourmaster.

Amendment		Outcome	
No	Date	Action	Name
0.1	November 2014	Draft Document	WH&SM Katie Brown
0.2	July 2015	Additional Operating Deed requirements added	WH&SM Katie Brown
0.3	August 2015	QA Review	GMCS Melissa Reiter
0.4	August 2015	Consultation on draft	WH&SM, GMCS, RHM
	August 2015	Released to Port Management Group for endorsement	PMG
	September 2015	Amendments	WH&SM
0.5	December 2015	Final Submission	RHM
0.6	February 2016	Approval	RHM
1.0	April 2016	Released for Tenant, Licensee and Service Provider Feedback	CEO
1.1	April 2016	Addition of Marine Safety Management Sections	WH&SM
1.2	April 2016	Released to Stakeholders for review	GMO
1.3	April 2016	Review and feedback meeting with RHM	GMO & WH&SM
1.4	April 2016	Review	CEO
2.0	July 2016	Authorised	CEO
2.1	April 2017	Annual review	WH&SM
2.2	May 2017	PMG review	PMG
3.0	June 2017	Authorised	CEO
3.1	May 2018	Annual Review: Improved definition of operating areas	LHSERM
3.2	May 2018	Further review and update	LHSERM & GML
3.3	May 2018	Released for Key Stakeholders Feedback	LHSERM
4.0	May 2018	Authorised	CEO
4.1	June 2018	Feedback from RHM incorporated (refer section 1.4)	LHSERM
4.2	June 2018	Section 18.3 Updated	LHSERM
4.3	June 2018	Approval	RHM
5.0	June 2018	Authorised	CEO
5.1	May 2019	Annual Review: Minor amendment section 5.1 & minor addition section 6.1	LHSERM
5.2	May 2019	Annual Review: Feedback from RHM incorporated - Amendments to sections: 1.9, 4.5, 5.2, 19.1, 29.2 & identifiers added to images.	LHSERM
5.3	June 2019	Approval	RHM
6.0	June 2019	Authorised	CEO
6.1	October 2019	Amendment to section 1.8 Responsibilities & Authorities	WHSESM
7.0	April 2020	Annual Review: Title Change -Work Health & Safety Manager (WH&SM) to Senior Manager Work Health Safety, Environment & Security (SMWHSES) throughout document. Minor amendments to sections: 1.8, 4.3, 4.5, 4.6, 5.2, 6.1, 6.2 & 15.2.	SMWHSES & WHS&PL

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## INTRODUCTION

### 1.1 Our Organisation

---

Darwin Port Operations Pty Ltd (**Darwin Port**) was declared **Port Operator** and Darwin Port Pilotage Pty Ltd was appointed as the pilotage service provider for the pilotage area by the Minister in accordance with the [Ports Management Act 2015](#). Darwin Port is responsible for establishing, managing, maintaining and operating facilities that promote the safe and efficient operation of the port.

Darwin Port's objective is to provide a safe working environment by demonstrating commitment to and upholding our **Work Safe. Live Safe.** philosophy.

This Port Safety Plan (plan) applies to all Darwin Port workplaces and stakeholders of Darwin Port, as detailed below:

#### **Workplaces**

- East Arm Wharf (EAW) (Figure 1)
- Fort Hill Wharf (FHW) (Figure 2)
- Shipping Channels (Figure 5 pp 34)
- Administration Buildings

#### **Stakeholders** in reference to this plan, comprise of

- tenants
- licensees
- service providers
- all other persons using, or operating in the vicinity of, Darwin Port facilities and services

### 1.2 Description

---

The Darwin Port facilities serve the following shipping and cargo markets:

- Cruise and naval vessels
- Livestock exports
- Dry bulk ore imports and exports
- Offshore oil and gas
- Petroleum/avgas & other bulk liquids
- Container and general cargo
- Car Carriers

Darwin Port is responsible for developing and maintaining the core port infrastructure, providing key commercial maritime services such as pilotage and navigation, and the maintenance of the commercial shipping channels. This includes:

- **East Arm Wharf:** Darwin's major commercial multi-user container, bulk and general cargo wharf;



- **Darwin's Marine Supply Base (MSB):** a purpose-built facility providing support vessel (rig tender) services to offshore oil and gas platforms in the North-West Shelf (operated by ASCO Australia Pty Ltd (ASCO));
- **Fort Hill Wharf:** a city wharf on Darwin's CBD foreshore, catering for cruise shipping, Australian Defence Force (Defence) and Australian Border Force activities;
- **Access to commercial shipping channels** within the Port;
- **Provision of pilotage services** within the pilotage area (as declared by the Minister);
- **Land and waters** adjacent to East Arm Wharf current operations and for future development; and
- **Bulk Fuel Terminal:** leased and operated Vopak Terminal Darwin Pty Ltd (Vopak).

Darwin Port functions include:

- Establishing, managing, maintaining and operating facilities and services that promote its safe and efficient operation
- Provision of pilotage services within the designated pilotage area, including responsibility for pilot training and examinations;
- Direction and control of vessel movements and vessel scheduling within the shipping channels and at FHW, EAW and the MSB;
- Maintenance of the commercial shipping channels and navigational aids (navaids);
- Undertaking hydrographic surveys for the commercial shipping channels; and
- Issuing port notices to regulate the safe, secure and efficient conduct of port users and activities.

Certain port related functions are regulated by the Northern Territory Government including:

- The role of the Regional Harbourmaster having responsibility for safety regulation for the Port of Darwin;
- Ownership and management of Stokes Hill Wharf and Fisherman's Wharf Precinct; and
- Regulation of dangerous goods on the landside, and enforcement and prosecution powers in relation to dangerous goods on the waterside.

### 1.3 Workplaces

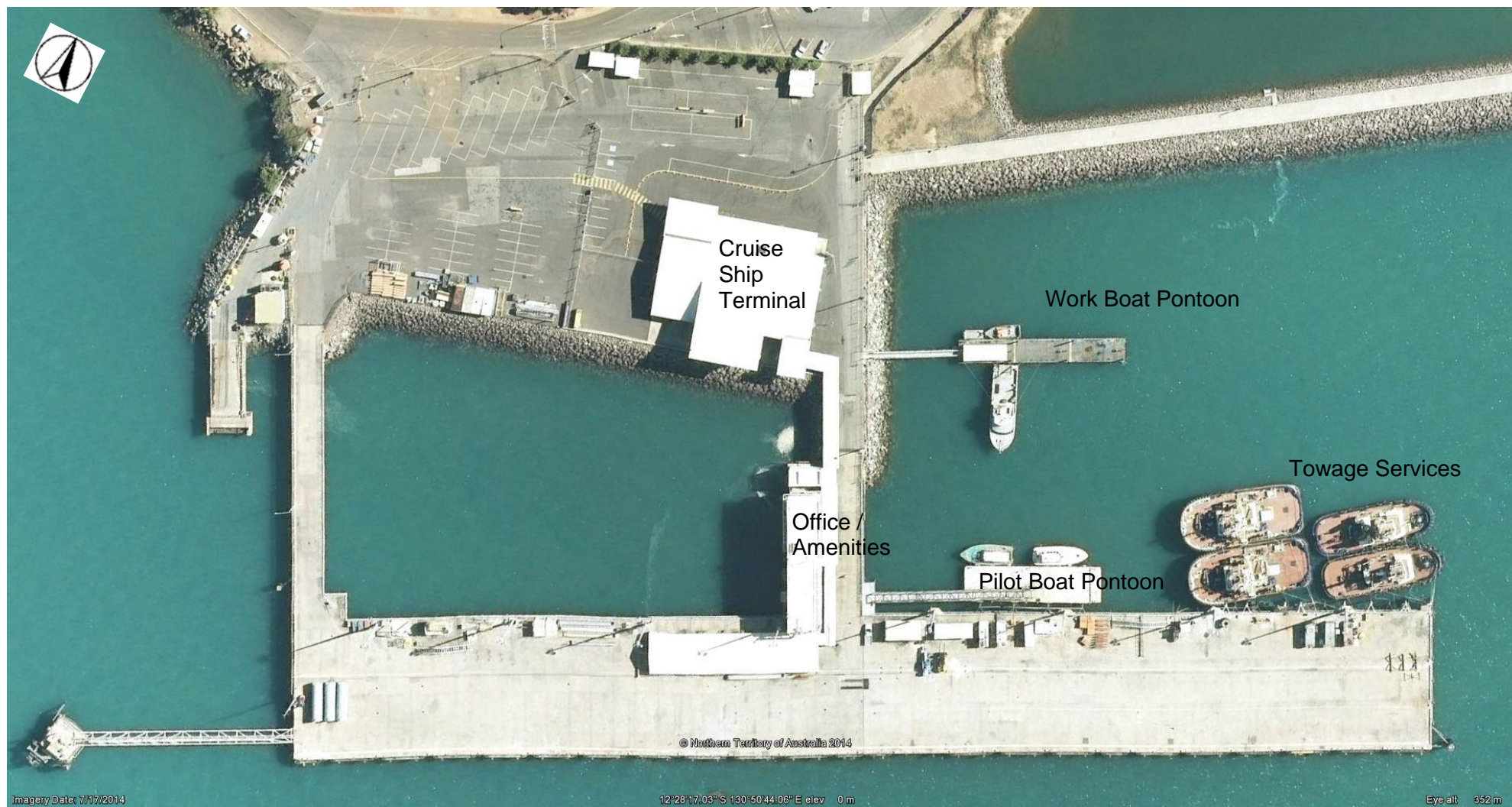
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Figures 1 and 2 below set out the facilities at EAW and FHW.

Figure 1 – East Arm Wharf facilities









## 1.4 Port of Darwin Boundaries

The Port of Darwin boundaries are set at the high tide mark as indicated in the map below. The northern boundary is defined by a line from Charles Point to Lee Point via a point at 12° 18' 11"S, 130° 41' 3.5" E (WGS 84). (Figure 3)

Coastal waters extend three nautical miles beyond this line. This area is within the jurisdiction of the Northern Territory.

Figure 3 – Port of Darwin Boundaries



## 1.5 Purpose

---

This plan sets out a framework that identifies potential hazards and risk management and their controls, describes the methodology of safety management and how communication and consultation between Darwin Port and its stakeholders, is reasonably administered.

To ensure compliance this plan is reviewed by the management of Darwin Port. The plan is issued and authorised by Darwin Port and approved by the Regional Harbourmaster.

## 1.6 Objective

---

The objective of this plan is:

- to identify workplace hazards and exercise due diligence by effectively eliminating or minimising the risk applying the hierarchy of controls;
- to explain the framework of the Darwin Port Safety Management System (**SMS**) and how this applies to implementing measures to control the risk;
- to describe to stakeholders who are tenants, licensees or service providers at Darwin Port workplaces how consultation and communication processes will be discharged.
- to set out a procedure for implementing, reviewing and revising the plan.
- to detail the content and frequency of a report that is to be submitted to the Regional Harbourmaster and the auditing requirements of the plan

## 1.7 Governance

---

This plan is managed by Darwin Port. It is administered and maintained by the Senior Manager WH&S, Environment & Security (SMWHSES) and can be accessed via the Darwin Port internet page or in hard copy format through the workplace.

To prevent duplication of existing systems and confusion for stakeholders, Darwin Port has summarised and drawn on the existing standards of our safety management system to detail our approach and management.

To demonstrate commitment to continual improvement, this plan will be reviewed at minimum annually and updated with the exception of any changes occurring in relation to the following, which may be updated more frequently:

- Work practices including contractual requirements
- Legislation and Darwin Port Policies, Plans, Procedures
- Darwin Port committees' feedback (including external committees)
- In response to an incident

## 1.8 Responsibilities and Authorities

---

The plan provides Darwin Port and the Regional Harbourmaster with direction on the Work Health and Safety control and management of the Port of Darwin.

Darwin Port identifies as a Person Conducting a Business and Undertaking (PCBU) and is obligated to meet duties imposed by the [Work Health & Safety \(National Uniform Legislation\) Act 2011](#) (WH&S Act).

Similarly, stakeholders are also deemed a PCBU and are required to meet these duties.

The WH&S Act stipulates that a 'person' can have more than one duty, and more than one 'person' can concurrently hold the same duty. Duties are not transferrable.

Darwin Port, in discharging their duties, will determine the likelihood of a risk and degree of harm that may result from a decision, operation or action. Consideration will be given to what ought to have been known about the risk and any ways of eliminating or minimising risk.

Darwin Port employs a Work Health, Safety, Environment & Security Team to develop, implement and maintain the SMS. A safety budget is managed by the SMWH&S, ES. Across the organisation each Business Group has a dedicated cost code citing WH&S procurement.

WHS responsibilities relating to Darwin Port employees are detailed in a safe work procedure (SWP/17). Responsible managers for each business group include;

<b>Name</b>	<b>Business Group</b>
Chief Executive Officer	Port Operator
General Manager Facilities	Facilities
General Manager Engineering	Engineering & Project Management
General Manager Operations	Pilotage and Harbour Control
General Manager Port Development	Trade & Port Development, Cargo Operations
General Manager Business Support Services	Financial and Corporate Support
General Manager Legal	Legal
Senior Manager Work Health & Safety, Environment & Security	Health, Safety, Environment & Security

## 1.9 Legislation and Standards

---

Darwin Port collects information regarding the applicable legislation, standards and codes that are required for fulfilling its health and safety obligations. This material is maintained in a register that the SMWHSES administers as a tool of the SMS.

In preparing this plan, Darwin Port has referred to:

- [Ports Management Act 2015](#)
- [Work Health and Safety \(National Uniform Legislation\) Act 2011](#)
- [Navigation Act 2012](#)
- [Marine Pollution Act 1999](#)

- [Waste Management and Pollution Control Act 1998](#)
- [Port Notices](#) (available on the Darwin Port website)
- [Technical and Safety Standards for Pilotage and the Provision of Pilotage Services - Port of Darwin](#)
- [National Maritime Place of Refuge Risk Assessment Guidelines](#)

## 2. HAZARD AND RISK MANAGEMENT

### 2.1 Management and Control

---

Darwin Port has adopted the principle of identifying hazards in the first instance and then applying a process of managing the likelihood of hazards resulting in an actual incident or event to 'As Low as Reasonably Practicable' (**ALARP**).

Darwin Port's risk management strategies have been developed using the principles set out in the ISO Risk Management Standard 31000.

Identified in section 2.2 below are the primary risks identified by Darwin Port in relation to operations and workplace hazards that Darwin Port believes are reasonably likely to cause death or serious injury to a person/s and/or serious property damage if controls are not implemented to mitigate these risks.

### 2.2 Register

---

Refer register overleaf.



Operational Activity	Hazard and Risk Areas	Key Harm / Impact	Controls	Management
Commercial vessels piloted port waters	Grounding vessel Collision of vessels	Loss of life, serious injury Property damage (vessel and other) Financial loss Channel blockage Service delivery impact	Competent and licenced Pilots  Competent and licenced Pilot Boat Masters  Reviewed Ranked Hazard List  Pilot Boat meets AMSA compliance  Competent towage service providers engagement  Planning activities by Pilots  Hydrographic Survey & Dredging process  Navigation aids maintained  Q88 review – Tankers  Vessel Vetting Program available  Various Regulatory body requirements  Technical and Safety standards for Pilotage and the provision of Pilotage Services – Darwin  Harbour Control / Vessel Tracking System (VTS)	Darwin Port
Commercial vessels navigating port waters	Grounding vessel Collisions of vessels	Loss of life, serious injury Property damage (vessel and other) Financial loss Channel blockage	Competent and licenced Masters  Pilot Exemption Certification (PEC) application and approval process (Harbourmaster authority)	Darwin Port / Regional Harbourmaster



Operational Activity	Hazard and Risk Areas	Key Harm / Impact	Controls	Management
		Service delivery impact	Hydrographic Survey & Dredging process  Navigational aids maintained  Competent towage service providers engagement  Vessel Vetting Program available  Regulatory body requirements AtoN and NtM  Harbour Control / Vessel Tracking System (VTS)	
Commercial vessels berthing	Collisions of vessels Infrastructure damage	Loss of life, serious injury Property damage (vessel and other) Financial loss	Competent and licenced Masters  Competent and licenced Pilots  PEC application and approval process (Harbourmaster authority)  Stevedoring trained and competent as per advice  Stevedoring Operating Licences  Competent towage service providers engagement	Darwin Port / Regional Harbourmaster
Berthed vessel parts mooring lines or breaks free from berth	Human interaction Collisions of berthed or approaching vessels Collision with other infrastructure Grounding of vessel	Loss of life, serious injury Property damage, other vessel damage, Financial Loss, Service delivery impact	Stevedores trained and competent as per advice  Stevedore operating agreements prepared  Dedicated Cargo Operations 24/7  Marine Orders  Defined work areas	Darwin Port / Regional Harbourmaster/Stevedores

Operational Activity	Hazard and Risk Areas	Key Harm / Impact	Controls	Management
			Immobilisation Permit  Towage company on standby  Wide Stakeholder Communication Procedure  Mooring arrangements agreed during passage planning process	
Berthed tanker parts mooring lines or breaks free of berth while discharging	Human interaction Collisions of berthed or approaching vessels Collision with other infrastructure Grounding of vessel Dangerous Good or other liquid release Fire/Explosion	Loss of life, serious injury Property damage (vessel and other) Financial loss	Stevedoring trained and competent as per advice  Stevedoring operating agreements prepared  Dedicated Cargo Operations 24/7  Marine Orders  Defined work areas  Mooring arrangements agreed during passage planning process  Cessation of cargo transfer during high wind events  Emergency Breakaway Procedures  Dry break couplings on loading arms	Darwin Port / Regional Harbourmaster/Stevedores
Commercial vessel unload / load Multi User and Multi-Purpose Wharf	Human interaction Infrastructure damage	Loss of life, serious injury Property damage Financial loss	Stevedoring trained and competent as per advice  Stevedoring operating agreements prepared	Darwin Port/Stevedores

Operational Activity	Hazard and Risk Areas	Key Harm / Impact	Controls	Management
			Defining work areas  High risk plant operators licenced and competent  Asset Management System	
Commercial Vessel - Tanker	Fire/Explosion Infrastructure damage	Loss of life, serious injury Property damage, Service delivery impact Financial loss	Specialised storage and handling importer / supplier  ISGOTT compliant	Darwin Port
Commercial Vessel – Dangerous Goods	Fire/Explosion Infrastructure damage	Loss of life, serious injury Property damage, Service delivery impact Financial loss	Specialised storage and handling importer / supplier  Darwin Port vetted and approved  Regional Harbourmaster notification  IMDG code  Dangerous Goods Port Notice	Darwin Port
Severe Wash	Man overboard, Injury on board, rolling of small vessel	Serious Injuries	Darwin Harbour Control  Port Notice	Darwin Port
Vessel breaks mooring lines	Collision, grounding, sinking	Vessel adrift, Serious injury, vessel damage	Competent vessel masters  Tugs 24 hour standby  Competent and licenced Pilots  Stevedoring trained and competent as per advice  Stevedoring Operating Licences	Darwin Port/Regional Harbourmaster/Stevedores/Vessel owners

Operational Activity	Hazard and Risk Areas	Key Harm / Impact	Controls	Management
Conflict between vessel and vessel with tow	Collision, grounding, sinking	Loss of life, Serious injury, vessel damage	Competent and licenced masters and crew  Competent and licenced Pilots  Harbour Control	Darwin Port
Pilot vessel movements	Collision, grounding, sinking	Loss of life, Serious injury, vessel damage, Financial loss	Competent and licenced masters and crew  Vessel in survey  Vessel appropriately maintained	Darwin Port
Pilot transfer	Man overboard, fall from height	Loss of life, serious injury, crushing, drowning	Competent and licenced masters and crew Vessel in survey and appropriately maintained  Pilot boarding ladders meet requirements  Call stop to job if conditions unsafe  Appropriate PPE worn at all times	Darwin Port
Stakeholder Interaction	Human interaction Plant/Equip Interaction Incident Impact Service delivery	Loss of life, serious injury Infrastructure damage, Financial loss	Traffic Management Port Notice Traffic management plans (Daily) Contractor Management Process Operating Licences/Agreements Klein Ports vessel scheduling Darwin Port Induction System	Darwin Port / Stakeholders
Traffic Management including high risk plant movement and train	Human interaction Infrastructure damage	Loss of life, serious injury Property damage Financial loss	NT Traffic Act in force  TMP integrated into WH&SMS  Enforceable Traffic Management Port Notice	Darwin Port
Bulk Liquids Berth	Fire/Explosion Leak	Loss of life, serious injury Property damage Financial loss	Specialised competent operators  Commercial License Agreements	Darwin Port/ Fuel Terminal Manager

Operational Activity	Hazard and Risk Areas	Key Harm / Impact	Controls	Management
			Pipeline configuration and line-up is checked  Appropriate grounding of the transport medium (vessels/vehicles/pipeline/container etc.) is carried out to prevent electrostatic discharge at all times	
Risk of Fall	Unsafe system of work	Loss of life, serious injury Financial loss	Permit to work system implemented  Maintained Safety Management System based on AS4804.  General wharf rules  Work conducted on ground or solid construction	Darwin Port
Emergency Management	Natural Disaster Security Threat Incidents Fire/Explosions	Loss of life, serious injury Infrastructure damage, Financial loss	Emergency Response Plan (ERP)  Cyclone Management Procedures  Maintained Safety Management System  Business Continuity  Trained personnel	Darwin Port

### 3. WORK HEALTH & SAFETY MANAGEMENT SYSTEM (SMS)

#### 3.1 Safety Management System

Darwin Port's SMS (Figure 4) is a systematic approach to the management of safety. The methodology used delivers a simple and effective way of controlling risk and is based on guidance from AS/NZS 4804:2001, occupational health and safety management systems—General guidelines on principles, systems and supporting techniques. This caters both to the landside and harbour operations of Darwin Port.

The SMS framework involves:

- setting the direction through establishing policies and standards;
- usage of procedures and plans to manage the system; and
- applying systems, forms and tools which control and support the activities.

Figure 4 – SMS Framework





## 4. STAKEHOLDER CONSULTATION, COMMUNICATION AND INVOLVEMENT

### 4.1 General

---

There is a diverse range of businesses and operations conducted at Darwin Port's workplaces. All persons are expected to communicate, consult and respect each other's activities and work areas.

### 4.2 External Consultative Arrangements

---

Stakeholder involvement in safety management is actively encouraged, as Darwin Port recognises that each stakeholder also has a duty to uphold. Involving stakeholders at the earliest opportunity de-conflicts and minimises management of change concerns, unspecified operational clashes and maximises hazard and risk identification.

### 4.3 Opportunities for Stakeholder Consultation

---

The Port Users Group meeting is held bi-annually, a subsidiary group for stakeholders who hold a tenancy or have primary business at a Darwin Port workplace are included in a quarterly Port User Safety & Environment meeting. The quarterly meeting provides a platform for strategic safety discussion with those who operate within the same environment, however, have different core business.

Other informal operational management meetings with stakeholders occur weekly. The near proximity and formerly developed relationships with our stakeholders also allow for meetings to take place on an ad hoc basis where required.

More specific avenues are taken where major disruption may affect operations because of a likely change.

On all matters that require concentrated feedback into the management of change process, the Darwin Port management group will reasonably afford:

- adequate time to be given to review the matter;
- that views will be considered, and outcomes will be made available;
- notifications will be electronically disseminated to capture maximum audience and where possible planned meetings;
- where more than one (1) person conducting a business or undertaking (PCBU) has duties on the same matter, Darwin Port will reasonably attempt to involve all PCBU's with that duty; and
- information sharing.

Where written agreements are held between Darwin Port and another, the conditions of the agreement will be inclusive of this plan and any requirements contained within.

#### 4.4 Darwin Port Induction System

---

Darwin Port use an online induction as an introductory tool to inform and educate all stakeholders accessing, or utilising services and facilities, at Darwin Port workplaces of the operations taking place under normal working conditions. A variety of subjects are covered that outline the safety, environmental and security conditions and hazards. All stakeholders, before entry to EAW or FHW<sup>1</sup>, are required to complete the online induction and are encouraged to communicate concerns to their workplace contact.

#### 4.5 Stakeholder Incident Reporting

---

Stakeholders are required to verbally report incidents immediately to Darwin Port that directly, indirectly or potentially affect a Darwin Port employee or other port stakeholder and involve a Darwin Port:

- system of work;
- plant and equipment;
- infrastructure;
- common user area;
- roadway; and
- wharf deck and hardstand areas,

for swift assistance to control the incident scene.

Following an incident, all work must immediately cease until an authorised Darwin Port officer has given permission or delegated that permission to recommence work. This will be determined by the type of incident and whether it is reportable to a regulatory authority.

All stakeholders must ensure an initial written report is provided to the Darwin Port within 3 days of the incident. Incident close out / investigation reports are required to be provided as soon as practicable and commensurate to the magnitude of each incident. This is to aid in minimising the risk of such incidents reoccurring and updating the Darwin Port Incident register for consistent trend analysis, hazard and risk mitigation and introduction of Port safety initiatives.

Vessel incidents, any incident involving death or personal injury, or environmental incidents must be reported to Darwin Port within 1 hour of the stakeholder becoming aware of an incident.

Initial reports must detail at minimum the information set out in the Table 1. Incident General Detail.

<sup>1</sup> Land based entry to EAW & FHW only. Ships crews are not required to complete the DP induction.

Table 1 - Incident General Detail

INCIDENT / EVENT NOTIFICATION REPORT			
	SAFETY <input type="checkbox"/> ENVIRONMENT <input type="checkbox"/> SECURITY <input type="checkbox"/> OTHER <input type="checkbox"/>		
INCIDENT DATE / TIME	/	/	: <u>AM</u> <u>PM</u>
INCIDENT / EVENT TITLE			
INCIDENT LOCATION (e.g. EAW, Substation 2)			
NAME OF PERSON REPORTING		PHONE	
INCIDENT SUMMARY (Describe in detail what happened)			
PHOTO OF INCIDENT (Any photos should be attached and submitted with the Incident Report)			
INTERIM CONTROLS (What immediate actions did you take to respond to the incident e.g. make the area safe, barricade, shut down).			
WHO IS INVOLVED IN THE INCIDENT? (Name/company represented)			
OTHER WITNESSES (Name/company represented)			



Incident close out / investigation reports must detail causal factors, permanent controls and implementation dates.

Incidents that require reporting to the Regional Harbourmaster will be reported by the Darwin Port General Manager Operations. This does not relieve stakeholder duties of their own regulatory reporting obligations.

#### **4.6 Reportable Incidents (Darwin Port and Stakeholders Duties)**

---

Darwin Port is obligated by the *Ports Management Act*, *Work, Health and Safety Act*, *Marine Pollutions Act* and the *Waste Management and Pollution Control Act* to inform each respective regulator where an incident occurs within the Port of Darwin.

Vessel masters, owners or agents are required to notify in accordance with [Transport Safety Investigation Act 2003](#) and [Navigation Act 2012](#) for marine incidents. In some circumstance a Darwin Port pilot, as a responsible person on-board the vessel may be required to notify.

Stakeholders within the designated Port also have their own obligations as a duty holder under some or all those Acts to report safety and/or environment related incidents to the regulators. Stakeholders are solely responsible for ensuring all relevant reporting requirements are understood and discharged.

Notifiable marine incidents that involve a vessel seaside within the port are specified in the [Transport Safety Investigation Act 2003](#) (s) 18 and [Navigation Act 2012](#) (s) 185, 186 & 312 are to be notified to the Australia Maritime Safety Authority(AMSA)

Darwin Port will report to the Regional Harbourmaster any reportable incidents, as defined in regulation 25 of the [Ports Management Regulations](#) and within the timeframes specified in regulation 26 of the Ports Management Regulations.

Notifiable incidents that occur at EAW or FHW are those specified in the [Work Health & Safety \(National Uniform Legislation\) Act 2011](#) (s) 35-38 and must be notified to NT Worksafe.

Notifiable incidents that have occurred within the Port are specified in the [Marine Pollution Act 1999](#) (s)50 and [Waste Management & Pollution Control Act 1998](#) (s)14 and must be notified to Environmental Protection Authority (EPA).

Incidents that are notifiable to AMSA will be followed up by Darwin Port to ensure the vessel has complied with its reporting obligations.

Incidents that are notifiable to NT Worksafe, Regional Harbourmaster and EPA, Darwin Port will:

- notify only those incidents that involve a person, plant/equipment or infrastructure failure that involves Darwin Port personnel and assets,
- notify incidents that involve any vessel, harbour or environmental impact within the designated Port.

- request that any stakeholders provide evidence of informing the regulator of any notifiable incidents of their own;
- determine through consultation, where an incident involves Darwin Port and/or one or more stakeholders, who will notify to the regulator. This will be assessed on a case by case basis. Where there is a conflict whether to notify or not to notify a regulator, Darwin Port will have final say and may notify on a stakeholder's behalf, even if Darwin Port has not been directly involved in the incident.

All stakeholders are duty-bound to report all incidents that are notifiable under any legislation to Darwin Port immediately. Table 2 below sets out the incident reporting obligations for all stakeholders to Darwin Port.

Table 2 – Stakeholder Incident Reporting to Darwin Port

LAND OPERATIONS			TIMEFRAMES		VESSEL	TIMEFRAMES	
Notifiable to DP	Type of Incident		Verbal report	Initial written	Type of Incident	Verbal/ Written	Reportable to DP
<p>Notification to Darwin Port is required after becoming aware that an incident has occurred in the required Timeframes</p> <p>What is required to be reported;</p> <p>All incidents that directly, indirectly or potentially affect;</p> <p>(1) a Darwin Port employee or; other port user and/ or</p> <p>(2) involvement of Darwin Port system, plant&amp;/or equipment, infrastructure, common user zones, roadways, wharf deck and hardstand areas</p> <p>Notification to Environmental Protection Agency (EPA) “As soon as practicable” after becoming aware Notification to EPA will be given by the General Manager or Environmental Manager.</p>	<b>Serious Personal Injury</b>	The work-related death of any person. Immediate treatment as an in-patient in a hospital or by a registered medical practitioner and within 48 hours of exposure to a substance	Immediately	3 days	The work-related death of any person conducting work on/near or caused by a vessel.	1 hour	Reporting to the Darwin Port is required within 1 hour of becoming aware that a reportable incident has occurred or within 12 hours under certain circumstances.
	<b>Minor Injury</b>	An incident at the workplace that exposes any person to that incident without actually causing injury or illness	Immediately	3 days	Amputation, serious head, eye, laceration or spinal injury, serious burn, separation of persons skin (degloving), loss of bodily function on/near or caused by a vessel.	1 hour	
	<b>First Aid</b>	Treated at site and continued work	Immediately	3 days	Loss of a vessel or Loss of person from vessel.	1 hour	
	<b>Near Miss</b>	An incident at the workplace that exposes any person to that incident without actually causing injury or illness	Immediately	3 days	N/A		(Port Management Regulation (s) 25 details the events that are prescribed that are reportable incidents)
	<b>Property or Equipment Damage</b>	Any damage to plant or equipment and may not have also caused an injury or illness to any person at the workplace	Immediately	3 days	Actual or potential <b>VESSEL</b> collision with vessel or object; grounding, sinking, flooding or capsizing; fire on board; loss of stability; structural failure, imminent collision with vessel, person, object; requiring assistance or disabled; fouling or damaging pipeline or submarine cable or a n aid where damage is <u>greater</u> than \$20,000	1 hour	
	<b>Fire and Explosions</b>	Any incident of fire and explosion that may not have also caused an injury or illness to any person at the workplace	Immediately	3 days			
	<b>Traffic Event</b>	An incident that involved a vehicle or a moving plant. A vehicle collision, reckless driving, speeding etc.	Immediately	3 days	<b>AS ABOVE</b> <u>less</u> than \$20,000 OR unless it involves actual or potential death or injury of a person than <b>1 hour</b>	12 hours	Reporting to the Regional Harbourmaster is required within 1 hour of becoming aware of that a reportable incident has occurred. Reporting to Regional Harbourmaster will be from General Manager or Environmental Manager.
	<b>Environment</b>		Immediately / Written report within 24 hours		Any actual or potential harm to the environment.	1 hour	



Table 3 – Reportable and Notifiable Incidents

	Type of Incident (involving <b>LANDSIDE OPERATIONS</b> )	Time Frame	Notifiable to Regulatory Authority	Type of Incident (Involving a <b>VESSEL</b> )	Time Frame	Reportable to Regional Harbourmaster by Darwin Port
Fatality	The work-related death of any person conducting work	Verbal Immediately/ Written report within 48 hours	Notification to Work Safe is required immediately after becoming aware that a notifiable incident has occurred.	The work-related death of any person conducting work on/near or caused by a vessel.	1 Hour	Reporting to the Regional Harbourmaster is required within 1 hour of becoming aware of that a reportable incident has occurred or within 12 hours under certain circumstances.
Serious Injury or illness	Amputation, serious head, eye, or spinal injury, serious burn, separation of persons skin (degloving), loss of bodily function, serious laceration medical treatment within 48hrs of exposure	Verbal Immediately/ Written report within 48 hours		Amputation, serious head, eye, laceration or spinal injury, serious burn, separation of person's skin (degloving), loss of bodily function on/near or caused by a vessel.	1 hour	
Dangerous Incident	uncontrolled escape, spillage or leakage of a substance uncontrolled implosion, explosion or fire, uncontrolled escape of gas or steam, uncontrolled escape of a pressurised substance electric shock, the fall or release from a height of any plant, substance or thing the collapse, overturning, failure or malfunction or damage to, any plant that is required to be authorised for use in accordance with the Regs collapse or partial collapse of a structure, collapse or failure of an excavation or of any shoring supporting an excavation, the inrush of water, mud or gas in workings, in an underground excavation or tunnel, interruption of the main system of ventilation in an underground excavation or tunnel or any other event prescribed by the Regulations	Verbal Immediately/ Written report within 48 hours	Notification to Work Safe will be given by the DP General Manager or DP WH&S Manager for Darwin Port incidents.	Loss of a vessel or Loss of person from vessel.	1 hour	Notification to the Regional Harbourmaster will be from General Manager or SMWHSES  (Port Management Regulation (s) 25 details the events that are prescribed that are reportable incidents)
				Actual or potential <b>VESSEL</b> collision with vessel or object; grounding, sinking, flooding or capsizing; fire on board; loss of stability; structural failure, imminent collision with vessel, person, object; requiring assistance or disabled; fouling or damaging pipeline or submarine cable or a n aid where damage is greater than \$20,000	1 hour	
				<b>AS ABOVE</b> less than \$20,000  OR unless it involves actual or potential death or injury of a person than <b>1 hour</b>	12 hours  1 hour	
Property Equipment damage or Fire/Explosion						
Environment	Any incident that involves any type of environmental event.	Immediately / Written report within 24 hours.	Notification to Environmental Protection Agency (EPA) "As soon as practicable" after becoming aware Notification to EPA will be given by General Manager or Environmental Manager.	Any actual or potential harm to the environment.	1 hour	Reporting to the Regional Harbourmaster is required within 1 hour of becoming aware of that a reportable incident has occurred. Reporting to Regional Harbourmaster will be from General Manager or Environmental Manager.

## 5. IMPLEMENTING, REVIEWING & REVISING PLAN

### 5.1 Implement

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Darwin Port is committed to maintaining a robust framework for organisation governance to facilitate the achievement of its strategic and business objectives. The organisational risk management system and the subsidiary WH&S management system underpins this planning.

Types of activities to achieve the objective of this plan are set out below:

- Organisational risk management process carried out;
- Consultative and communicative arrangements;
- General management direct engagement with employees;
- Allocation of key personnel and subject matter experts to steering committees and drivers of management of change;
- Ensuring compliance with applicable legislative frameworks as it impacts on the operation of the Port;
- Revision of the delivery of services to clients and stakeholders, and meeting community expectations;
- Provide a safe workplace that promotes the health and safety of employees, as defined in the SMS;
- Providing guidance of Darwin Port's work, health and safety expectations to new stakeholders including tenant, licensee and service providers.

### 5.2 Reviewing

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After Darwin Port's declaration as port operator, Darwin Port submitted a draft Port Safety Plan to the Regional Harbourmaster that was subsequently approved. The process for reviewing and approving the Port Safety Plan is set out in Flowchart 1 below.

The Regional Harbourmaster may direct by written notice, at any time, Darwin Port to amend the previous plan or draft a new plan and submit for approval.

Where the plan is not immediately approved, Darwin Port must make amendments and resubmit to the Regional Harbourmaster within thirty (30) days of receiving the returned plan.

The Regional Harbourmaster must on reviewing of the plan provide written notice of the approval or return it for amendment.

Where the Regional Harbourmaster does not provide written approval within sixty (60) days of receiving the plan, Darwin Port shall take this as it being approved.

Flowchart 1 – Port Safety Plan Revision



Documents of the SMS are reviewed at a frequency as deemed appropriate by the Port Management Group. The frequency of review of any Darwin Port SMS element such as a policy, plan, process and procedure are identified during the approval process of each element. All contents of this Port Safety Plan are reviewed for accuracy during each review prepared for approval.

During business review periods, the evaluation of this documentation takes place. Items addressed are:

- Trending hazards and risks and their improvement progress;
- Revision of objectives and ability to meet these against operational requirements and legislative compliance;
- Results from audits undertaken; and
- Review of stakeholder feedback

Supplementary reviews may take place in-between to accommodate legislative reforms, change to work practices, changes in key personnel, amendments in policy, results of incident/investigations, results of systems and/or operational audits and significant changes to the work environment (new operations being introduced).

### 5.3 Revising Plan

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Any modifications incurred as a result of the review process, will be recorded.

Amendments will be identified on the plan itself detailing the version number, the date, the action taken and name of author making the change. The approved PSP will be maintained in the Darwin Port Records Management System. The superseded plan will be catalogued and retained for system and legal compliance purposes.

## 6. AUDITING AND REPORTING

### 6.1 Compliance Auditing

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To ensure performance, effectiveness, compliance and WH&S objectives being met, the PSP is measured, evaluated, reviewed and audited as per the schedule. The process for reviewing the PSP is set out in Flowchart 2 below.

By submission from Darwin Port, the Regional Harbourmaster will approve a person that is deemed competent to conduct a compliance audit.

The Regional Harbourmaster must be satisfied that such person has proven knowledge of WH&S and is adequately trained to conduct an audit of this plan.

Darwin Port will provide evidence to demonstrate that a systematic approach to safety is conducted.

Darwin Port will determine the level of risk of the operations to decide the frequency of a compliance audit of this plan. This audit frequency will be included in the safety action plan and will, at a minimum, be conducted every 3 years.

A Compliance Audit was conducted, in alignment with the requirements stated above, in Q4 2018, as such the next audit is scheduled to be conducted no later than Q4 2021.

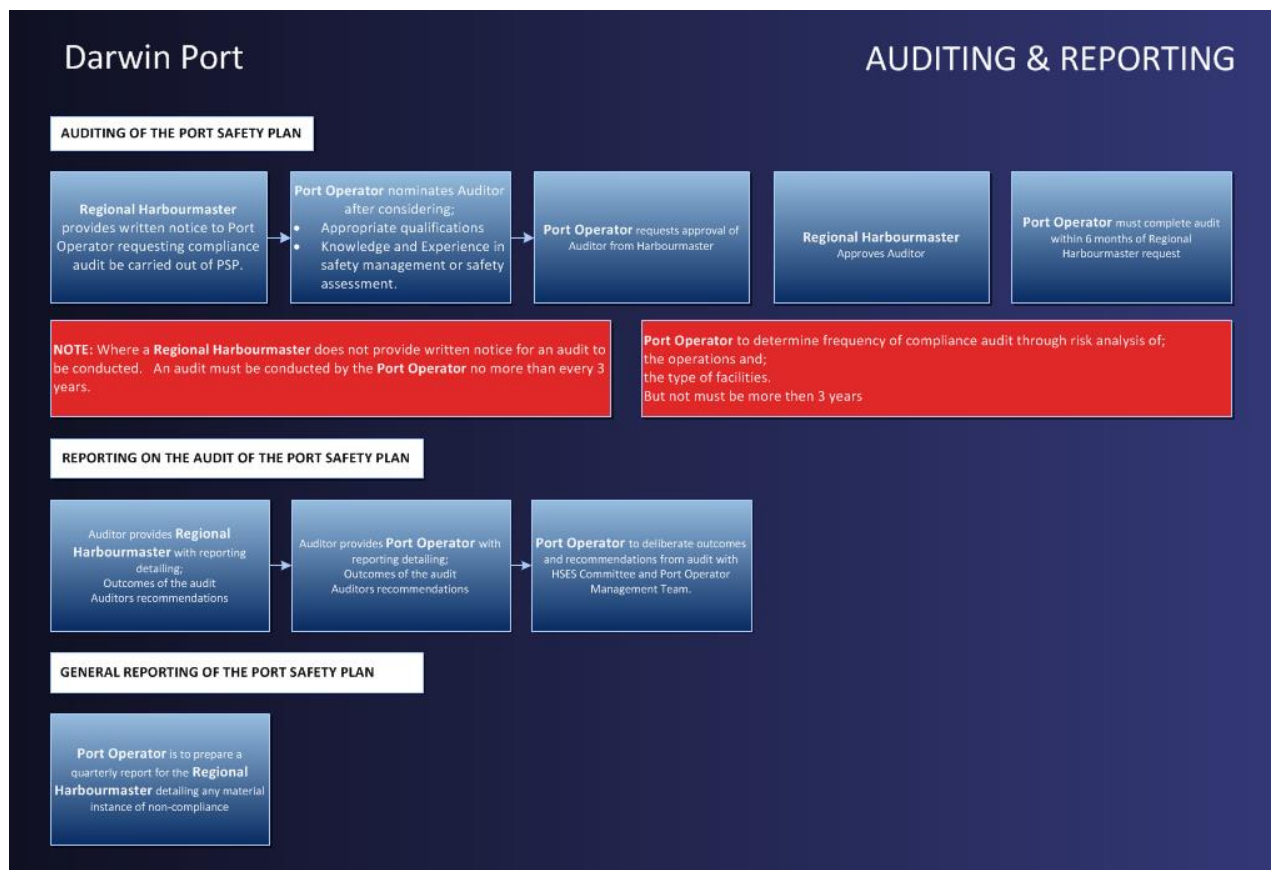
### 6.2 Compliance Reporting

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The auditor shall report on the outcome to the Regional Harbourmaster within the specified timeframe. The auditor is to provide a copy of the audit report to Darwin Port with recommendations.

A quarterly report is prepared for Darwin Port, included in this will identify non-compliance occurrences, the report will be extended to the Regional Harbourmaster for review.

Flowchart 2 – Port Safety Plan Audit and Report



## 7. PUBLICATION

### 7.1 Gazette

The Regional Harbourmaster issued guidelines 1 July 2015 in relation to this plan, these are published in the Gazette and are available for inspection free of charge from the Regional Harbourmaster's office.

## 8. VESSEL MOVEMENT

### 8.1 Movement of Vessels

Pilotage is compulsory for all ships of 35 metres length overall (LOA) or greater unless a pilotage exemption certificate for the designated pilotage area is held by the ship's master.

Additionally, Darwin Port's duty of care includes monitoring the safety of a vessel on its passage from the Harbour Limit to the berth and vice versa through a dedicated Traffic Organisational Service (TOS).

All vessels of 20m or greater in length, vessels of any length carrying more the 12 passengers or vessels towing or pushing a tow, where the combined length of the tug and tow is equal to or greater than 35m must participate in the TOS.

All vessels must comply with the speed limits set out in the [Vessel Speed Limits in Port of Darwin Port Notice](#).

## 8.2 Pilotage

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There are more than 2500 piloted movements in the designated pilotage area annually. In conducting these operations, safety is of paramount importance. A marine risk assessment and hazard management tool has been developed to manage the risks to vessel movement within the Port of Darwin.

Standards for pilotage are set by the Pilotage Authority (Regional harbourmaster) in the [Technical & Safety Standards for Pilotage and the provision of Pilotage Services for the Port of Darwin \(the Pilotage Standards\)](#). These standards are applied by the Pilotage Services Provider for consistent approach to all acts of pilotage. The Pilotage Authority will be notified of identified gaps in the standards applicable to the pilotage area, outlining possible corrective recommendations.

Technical & Safety Standards for Pilotage and the provision of Pilotage Services for the Port of Darwin

A number of standard operating procedures for pilotage and associated operations are set out to assist in safe operations.

The Port Management Information System (KLEINPORT) includes the ability to effectively manage pilots current licensing for shipping allocation and pilot fatigue. The system keeps detailed records and produces a range of reports regarding pilotage activity.

A structured pilotage training, examination and competence assurance system is implemented to meet the standards required by the Pilotage Authority. Marine Pilots training to acquire and maintain unrestricted licensing is achieved through on the job and simulation training and assessment and specialised theoretical marine courses.

To assist in fulfilling this function, the General Manager Operations will monitor the pilotage training and currency standards at the port.

A vessel must submit an initial notice of time of arrival and time of departure, and request a Pilot, to the Darwin Port Shipping Scheduler not less than 24 hours before estimated time of arrival (ETA) at Channel Rock Buoy (No.6) in accordance with notice requirements set out in the Port of Darwin Standard Services Terms and Conditions (available on the Darwin Port internet).



Confirmation of ETA is required two hours before arrival at Channel Rock Buoy (No.6). VHF Channels 16 and 10 are continually monitored by Darwin Harbour Control and ETA may be confirmed or adjusted on Channel 10, the port's working frequency.

The usual pilot boarding point is one nautical mile north-west of Channel Rock Buoy (No.6). In case of bad weather, the pilot may lead ahead to sheltered waters using VHF radio for communication.

Ships greater than 200m or with a maximum draught of 10.7m or greater are required to board the pilot at the outer pilot boarding ground 1.4nm to the northwest of Number 1 buoy.

Pilot boarding arrangements MUST be accordance with SOLAS pilot ladder requirements. Vessels awaiting a pilot may anchor in a designated anchorage northwest of Channel Rock.

[Pilot Boarding Ground Criteria Port Notice](#)

[Pilot Transfer Arrangements Port Notice](#)

Pilot Exemption Certificates are issued by the Regional Harbourmaster and are granted to eligible Master's for vessels up to 100 metres LOA.

### **8.3 Harbour Control**

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Darwin Port Harbour Control provides a 24-hour operational support through a Traffic Organisation Service (TOS) that monitors the movement of participating vessels within the Port of Darwin. The TOS is uses information from radar, close circuit television, automatic identification systems (AIS) and VHF radio. All information sources and communications are recorded and are in accordance with IALA Guidelines and Recommendations.

Where temporary reduction in service is experienced vessels shall be immediately notified through VHF radio.

Harbour Control is operated under the authority of the Port Management Officer to the standards set by the International Association of Lighthouse Authorities (IALA).

The Darwin Port Harbour Control website (refer to link provided below) contains all relevant information with regard to contacting harbour control and VHF communications protocols and channels: Link -> [Harbour Control](#)

Additionally the Participation in Port of Darwin Traffic Organisation Service should also be referred to: Link - > [Port Notice](#)

### **8.4 Access Policy**

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Access to services and use of facilities at the Port are governed by the Darwin Port Access Policy published on the Darwin Port website.

As required by the Access Policy and Port of Darwin Standard Services Terms and Conditions, prior to entry into Port of Darwin, all vessel masters or shipping agents on behalf of the vessel, are to complete a Notice of Arrival (NOA) for berthing at EAW or FHW either by application online through Klein Port or by the NOA form published on the Darwin Port website.

Shipping agents must ensure that any changes to arrival or departure must be notified immediately to Darwin Port and understand that alterations to berthing schedule may occur due to this.

## **8.5 Vessel Immobilisation**

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Due to the variety of Port operations and sometimes fast-moving adverse weather, vessels are required to complete a request to immobilise. This information is assessed, and immobilisation will only be authorised by Darwin Port where no risk to the vessel, other vessels, people or infrastructure is recognised. The application to immobilise is set out below.

### [Application to Immobilise](#)

## **8.6 Recreational Vessels**

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Recreational vessels are regulated by the Northern Territory Government Marine Safety branch.

Notwithstanding that there is no compulsory licensing of recreational vessels, owners or operators in the Northern Territory of recreational vessels are obliged to comply with basic safety and collision avoidance standards. Large ships generally move in and out of Darwin Harbour in the commercial shipping channels (Figure 5 sets out the commercial shipping channels). Interactions between recreational vessels and ships can pose risks for all parties

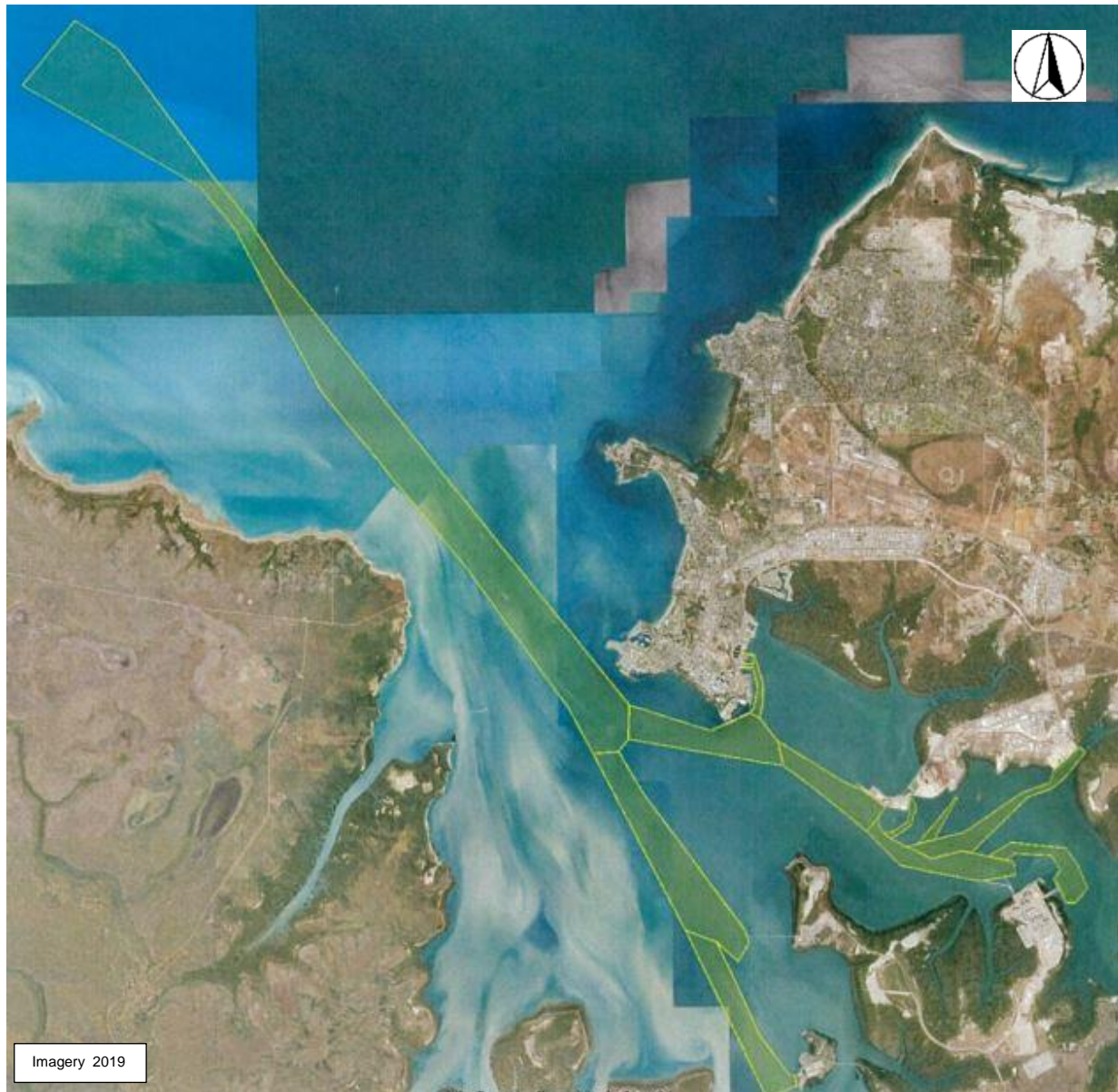
Recreational vessel operators may be unaware that:

- A blind spot can extend for many hundreds of metres in front of large ships (even up to one kilometre for some vessels);
- Large ships cannot alter course or stop quickly without placing themselves at risk;
- That a ship issuing five (5) long blasts with the ship's horn is signalling to a vessel to move out of the shipping channel immediately;
- Small sailing craft should be prepared to avoid these large vessels and make it clear that they are avoiding them; and
- Some vessels have a maritime security zone around them, and it can be a federal offence to enter this zone.

It is the responsibility of recreational vessel operators in Darwin Harbour to:

- Keep clear of ships in shipping channels at all times and promptly move out of the shipping channel when directed;
- Never anchor in shipping channels or in a way that obstructs others;
- Never obstruct the path of ships or assume a ship can see you; and
- Never tie up to navigation aids such as buoys or beacons.

Figure 5 - Port of Darwin Channels



## 9. EMERGENCY RESPONSE

### 9.1 Landside and Marine

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Suitable emergency plans, procedures, practices and capability are in place to enable Darwin Port to be adequately prepared for and to immediately respond to and manage emergency situations to contain the situation and to minimise adverse effects on people, property and the business.

In accordance with the *Work Health and Safety (National Uniform Legislation) Regulations* an Emergency Response Plan has been prepared and implemented. Desktop and scenario drills are exercised to ensure that staff, with specific roles, are aware of their duties. Darwin Port carries out an emergency evacuation exercise annually and participates in other stakeholder exercises.

Darwin Port will sound a siren for emergency events that have potential for wide-ranging consequences. In the event that such a siren sounds all persons working at the workplace must immediately attend the closest muster point, where safe to do so. Muster points are equipped with communication devices and instructions.

Alarms are tested at 10.30am every Thursday. If the siren goes off any other time or it continues to sound after the test go straight to the closest muster point.

A link to the Emergency & Crisis Management Plan is set out below:

[Emergency & Crisis Management Plan](#)

In the event of a cyclone the Darwin Port cyclone procedure must be followed as linked below:

[Cyclone Procedure](#)

## 10. EMERGENCY POLLUTION RESPONSE

### 10.1 Marine Pollution

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“Pollution” refers to a contaminant or waste that has been released to the environment. Though the marine sector often associates pollution with oil spills, it can result from any solid, liquid or gas that is released to the environment.

Oil and noxious substance spills to the marine environment from vessels are subject to the [Marine Pollution Act 1999](#). Planning, preparedness and response to these incidents are managed in accordance with the following plans and authorities:

[Darwin Port Oil Spill Contingency Plan](#) (Darwin Port)

Northern Territory Oil Spill Contingency Plan (NT Department of Lands, Planning and the Environment)

[National Plan for Maritime Environmental Emergencies](#) (AMSA - Australian Maritime Safety Authority)

The NT Environment Protection Authority is the lead agency to respond to marine oil spills in accordance with the *Marine Pollution Act 1999*. Darwin Port will assist in accordance with the above plans. Darwin Port has employees trained for oil spill response and clean-up. The AMSA National Plan for Maritime Environmental Emergencies applies to all such emergencies, not just oil spills.

### 10.2 Landside Pollution

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Landside pollution is subject to the [Waste Management and Pollution Control Act 1998](#) and the [Water Act 1992](#). Pollution emergency response will be managed in accordance with the following plans:

[Emergency and Crisis Management Plan](#)

[Environmental Management Plan \(Darwin Port\)](#)

Darwin Port has an incident notification system to initiate a response to landside pollution emergencies. Such incidents are then managed in accordance with the above plans and relevant guidelines. In certain pollution events the NT EPA is required to be notified at which time they direct certain actions to be taken. Darwin Port retains spill and clean up resources on site at East Arm Wharf and Fort Hill Wharf to provide a first response to such incidents.

## **11. DREDGING**

### **11.1 Operation**

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Should dredging be required within the designated dredging areas or around the berth pockets, Darwin Port will commission a project conducted by professional dredging contractors. Darwin Port will seek assurance, through the planning process, to ensure that all authorisations required by any law of the Territory or the Commonwealth will be applied for and approved before commencing operation in consultation with the Regional Harbourmaster and stakeholders.

## **12. HYDROGRAPHIC SURVEY**

### **12.1 Operation**

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A hydrographic survey measures and describes the features which affect maritime navigation. It will also determine sea floor material (i.e. sand, mud, rock), which is important for anchoring, dredging, structure construction, pipeline and cable routing, and fisheries habitat.

Darwin Port has developed a five-year hydrographic survey schedule and uses professional contractors to carry out an annual hydrographic survey and will manage this through project its planning process.

The hydrographic survey considers factors such as:

- Vessel types, operations and current and future activities occurring within the Harbour Limits;
- An assessment of the quality and reliability of existing hydrographic information;
- Potential environmental impact of a hydrographic related event i.e. cyclone;
- Complexity of area and stability of the seabed;
- Depth and width of navigable water in relation to the limiting draught for vessels;
- Regional development, i.e. construction of new berths or dredging operations;
- Investigation of a grounding or reported depth discrepancy.

Darwin Port will provide the survey to the Regional Harbourmaster to publish information advising depths and configurations of, and the under-keel clearance required to be maintained by vessels in, channels, berthing pockets and other areas within the Port of Darwin.

The Regional Harbourmaster will provide Darwin Port with written notice of any information published.



## 13. WRECKS AND OTHER OBSTRUCTIONS

### 13.1 Removal

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Darwin Port has powers to deal with commercial vessels, including the hull of a vessel or a hull that was a commercial vessel under the [Ports Management Act](#). These powers also extend to dealing with non-commercial vessels that pose a threat or danger to persons, to vessels or to other property connected with commercial shipping in the port.

The Regional Harbourmaster has similar powers for non-commercial vessels that are likely to cause damage to, endanger or obstruct the passage of navigation of any other vessel. The powers also extend to a vessel which because of its condition is a threat or danger to persons, to vessels or to other property not connected with non-commercial shipping in the port.

Darwin Port and Regional Harbourmaster's powers are described in the [Ports Management Act](#).

## 14. DANGEROUS GOODS (DG)

### 14.1 Landside and Seaside

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Dangerous goods are goods listed as dangerous goods in the International Maritime Dangerous Goods Code, published by the International Maritime Organisation, as amended from time to time.

Dangerous goods and cargoes are managed through a robust Port Notice that prescribes the transit, loading, unloading, storage, transferring of packaged and bulk dangerous goods with special considerations applicable to Class 1, 6 and 7. Emergency planning is covered in this notice. In accordance with the [Ports Management Act](#), the Regional Harbourmaster must be informed by Darwin Port of any advance dangerous goods notifications received by Darwin Port in relation to of dangerous goods entering the port area. To ensure adequate planning for storage or transit of dangerous goods is risk assessed and carried out in accordance with the Port Notice all persons moving dangerous goods through the Port either by land or sea must:

- notify Darwin Port at least 48 hours prior to the goods entering Port of Darwin;
- strictly adhere to the time limits for loading, unloading and storage;
- understand that failure to notify may result in refusal of entry;
- declare, by providing a manifest to the stevedore's receivables and deliverables yard, if entering via land; and
- provide a manifest of dangerous goods to the shipping agent if entering via sea.

Shipping agents must provide copy of manifest to the stevedore's receivables and deliverables yard and Darwin Port.

To comply with restricted classification of the Maritime Port Security Plan, Dangerous Goods storage locations are not disclosed.

The applicable Port Notices and forms are set out below:

[Dangerous Goods Port Notice](#)

[Dangerous Goods Notification Form \(Packaged\)](#)

[Dangerous Goods Application \(Bulk\)](#)

## 15. PERMIT TO WORK

### 15.1 General

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The Permit to Work process creates a systematic framework to manage potential hazards, implement control mechanisms and to support safe systems of work for specific tasks. The Facilities Work Management Process is an orderly approach to preventative maintenance and during the 'work planning' phase it will be determined where a permit is required. Permits must be completed before commencing the 'work execution' phase.

### 15.2 Landside Operations Permit

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To carry out high risk work at Darwin Port a permit must be issued by the Facilities Group and be reviewed by the Cargo Operations Group before work commences. Depending on the work to be performed other specialised permits may be required.

[Permit to Work System Contact](#)

### 15.3 Vessel Hot Work Permit

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Hot works are the use of open fires or flames, power tools, hot rivets, grinding, soldering, burning, cutting, welding or any other work involving the heat or creating of sparks.

Darwin Port has a Hot Work Permit system that includes vessels berthed at EAW, FHW and all Anchorages. All stakeholders must comply with the applicable Port Notice. This notice outlines the process for applying for a vessel hot work permit, authorisation and relevant control measures and precautions to be considered for hot work.

[Vessel Hot Work at East Arm Wharf and Fort Hill Wharf Port Notice](#)

[Hot Work Permit Vessel Form \(Word version\)](#)

[Hot Work Permit Vessel \(Online version\)](#)

## 16. TRAFFIC MANAGEMENT

### 16.1 Plan

The Traffic Management Port Notice (link below) provides senior management with assurance that each Darwin Port workplace has clearly conveyed the safe movement of vehicles throughout each workplace protecting the safety of people, plant and cargo. Additionally, its purpose is to ensure that communication and proper planning for operations, parking and storage; is carried out so usage of hardstand areas are maximised and disruption to business is minimised.

[Traffic Management Port Notice](#)

### 16.2 Control

Darwin Port manages and controls vehicle, plant and pedestrian activity in accordance with the Traffic Management Port Notice. As EAW is a multi-user multi-purpose wharf, traffic direction is controlled through regularly updated operational traffic management plans (Figure 6).

Figure 6 – Indicative EAW Operational Traffic Mangement Plan



### 16.3 Enforcement

The Traffic Management Port Notice identifies offences that can be committed through the negligent operation of vehicles and plant/equipment. Penalties do apply and a Port Enforcement Officer is given the power to act on any breach.

Speed limits are declared on all roads and hardstand areas throughout the workplace to support the frequent movement of heavy plant and vehicles around Darwin Port. Speed limit signage, cameras and variable speed check signs are mounted around the Port to promote those declared speed limits.

## **17. BUNKERING**

### **17.1 General**

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Bunkering is a term used for shipping referencing 'refuelling' of a vessel. Bunkering of vessels by wharf equipment or road train are carried out, managed and controlled by service providers to the vessel. Recommendations provided in ISGOTT, the IMDG Code governs their operations. Darwin Ports Permit to Work System ensures communication and consultation is achieved by including maintenance, cargo operations, the contractor and any other stakeholder that will likely be affected. Darwin Port Cargo Operations Group receive a weekly forecast for all bunkering events, this assists Darwin Port in planning maintenance activities.

[Bunkering and Non-Cargo Liquid Transfers at EAW and FHW Port Notice](#)

### **17.2 East Arm Wharf**

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Bunkering of vessels berthed at EAW can be carried out along the entire length of the wharf. Bunkering can occur via road train where necessary.

### **17.3 Fort Hill Wharf**

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Bunkering of vessels at FHW is conducted via road train.

### **17.4 Bunker Barge**

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Bunker barge services are regulated by AMSA.

### **17.5 Bulk Liquids Berth**

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The Bulk Liquids Berth (BLB) is located at the western end of the wharf. The entirety of the discharging operation is managed and controlled by Vopak. Pipelines extend 3km between EAW and the Vopak terminal.

## **18. MOORINGS**

### **18.1 General**

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The Regional Harbourmaster is responsible for approving all moorings installed within the Port of Darwin, written approval must be sought from the Regional Harbourmaster before erecting any temporary or permanent mooring or structure. Darwin Port is not responsible

for maintaining nor owns all moorings in the harbour, therefore information provided in this plan is only applicable to Darwin Port owned and maintained moorings.

## **18.2 Design, Installation & Maintenance**

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Darwin Port's programmed maintenance management system, MEX, allocates preventative maintenance through annual inspections and reactive maintenance is carried out as necessary. The moorings are not certified and are not cyclone rated.

## **18.3 Mooring of Vessels**

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Enquiries relating to the mooring of vessels can be made via the Darwin Port General Manager Facilities via email [peter.raines@darwinport.com.au](mailto:peter.raines@darwinport.com.au)

# **19. VESSEL REFUGE**

## **19.1 Assessing the Port risk**

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A place of refuge is a place where a ship in need of assistance can take action to enable it to stabilise its condition, repair the vessel and reduce hazards to navigation, and to protect human life and the environment.

While Australia has a right to regulate entry and to protect its coastline and marine resources there is established humanitarian rights and an obligation to render assistance to a ship in distress.

The developed [National Maritime Place of Refuge Risk Assessment Guidelines](#) assists the Commonwealth, State and Territory governments in deciding the ability to provide a place of refuge. The assessment ensures hazards and risks are balanced between national and territory interest, the needs to the vessel and any persons in distress. The national guideline will be used to assist Darwin Port and the Regional Harbourmaster's decision-making process in consultation with Maritime Emergency Response Commander (MERCOT) & Australian Maritime Safety Authority (AMSA), for such an event.

# **20. CYCLONE PLANNING & CONTINUITY**

## **20.1 General, Preparing and Responding**

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The Cyclone Procedure sets out authorities and responsibilities for the preparing and responding to the management of the harbour infrastructure, vessels in the harbour, tenants and staff in the event of a cyclone.

## [Cyclone Procedure](#)

The Cyclone Management Procedure should be read in conjunction with the [Northern Territory Government Territory Emergency Plan](#).

## **20.2 Recovery**

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In conjunction with the Cyclone Plan, Darwin Port has an established Business Continuity Plan that shall be implemented as required in the event of a cyclone.

## **21. CARGO STORAGE**

### **21.1 General**

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Darwin Port Cargo Operations Group determine allocation and availability of hardstand space for storage through advanced planning with stevedores, considering the scheduling of vessels and other operational and maintenance activities.

Dangerous Goods storage is managed through the [Dangerous Goods Port Notice](#).

Applications for hardstand space should be made using the Access Application available of the Darwin Port webpage.

### **21.2 Other**

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Other cargo storage space is permanently leased to stakeholders that have management and control of a leased area and/or operate under a licence or lease agreement.

## **22. LINE HANDLING SERVICES**

### **22.1 General**

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Darwin Port provides line handling services for small ships berthing at FHW and occasionally EAW.

Line handling services are provided by a stevedore company (mooring gang provider) engaged directly by the shipping agents and specifically follow their own procedures.

Vessel line handling services are carried out by specialised service providers engaged directly by the shipping agents or mooring gang provider.

Line handling service vessel requirements are specifically dealt with through the Line Handling Vessels Port Notice below to ensure there is safe guidelines and minimum expectation to carry out operational activities within the Port of Darwin.



## [Line Handling Vessels Port Notice](#)

### 23. TOWAGE SERVICES

#### 23.1 General

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Towage service are carried out by specialised service providers engaged directly by the shipping agents or vessels themselves. Darwin Port does not provide this service, nor do they directly engage this service.

Towage services requirements are specifically dealt with through the Harbour Towage Port Notice below to ensure there is safe guidelines for harbour towage operations in the Port of Darwin.

All tugs underway must operate an AIS transponder.

## [Harbour Towage Port Notice](#)

### 24. PILOTAGE HAZARDS

#### 24.1 General

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A marine navigational risk assessment and hazard management tool have been developed to manage risks during Pilotage activities within the Port of Darwin. The tool uses historical data to determine existing risk profiles and these are modified by the inclusion of data from new risk events and/or the implementation of new risk mitigation procedures.

### 25. NAVIGATION AIDS

#### 25.1 General

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Navigation aids are a lighthouse, beacon, buoy, structure, marker, device or apparatus that is an aid to marine navigation. Navigation aids will be referred to as NavAids. NavAids are used for marking safe navigational channels, hazards and foul ground in a systematic manner to mitigate risk. Darwin Port has an established network of NavAids marking shipping channels and known hazards. Darwin Port ensures that:

- a review of the adequacy of the NavAids network is undertaken annually;
- a risk-based approach in the identification and establishment of new NavAids is used;
- annual planned maintenance is carried out on all NavAids;
- the *Ports Management Act* NavAids approval process is complied with; and
- regular visual inspections for defective or damaged NavAids takes place during pilotage operations.

NavAids have been characterised into categories that prioritise response time in the repair of defective or damaged aids.

- Category 1 – 6 hours
- Category 2 – 24 hours
- Category 3 – Next working day

Where a safety risk is foreseen due to tides or weather conditions the NavAid will be repaired at the most reasonably practicable time thereafter.

NavAids are inspected and maintained by the Darwin Port Facilities Department.

NavAids management, including the maintenance scheduling and record keeping extend between the programmed maintenance management system (MEX) and a locally managed NavAid Register. The inspection and maintenance schedule are available to the Harbourmaster.

Information is maintained in the NavAids register available to the Harbourmaster is gathered as in Table 4 below.

Table 4 – NavAid Information Register

NAME	Generally named after the mapped area that its located
POSITION	Coordinates
NUMBER	Numeric or alpha/numeric dependent on the positioning area
CATEGORY	Priority of response to initiate permanent or temporary repair
RESPONSIBILITY	Which PCBU has ownership of NavAid
DESCRIPTION	Details exactly what the NavAid looks like
CHARACTERISTIC	Details sequence/synchronisation of light
TYPE OF LIGHT	Model of light
DEPTH	Lowest Astronomical Tide (LAT)
RISER	Details of chains & connections to secure NavAid
CLUMP	Detail on concrete weight and connections to secure NavAid
DATE OF INSPECTION	Most recent inspections
COMMENTS	History and Records of NavAid
NEXT INSPECTION DATE	Date of next inspection

## 25.2 Darwin Port – Navigation Aids

Darwin Port will provide the Regional Harbourmaster with a written request to establish, alter or remove a Navaid where safety or convenience of marine navigation is affected within the Port. Darwin Port will not act on a request until written approval of the Regional Harbourmaster is received.

### 25.3 Person/Private Operator – Navigation Aids

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No person will establish, maintain, operate, alter or remove a NavAid without prior written approval of Darwin Port.

Darwin Port will not allow a person to establish, maintain, operate, alter or remove a NavAid without prior written approval of the Regional Harbourmaster.

Darwin Port and the Regional Harbourmaster may, by written notice, tell the owner of a NavAid:

- to remove it entirely;
- to reposition it;
- to modify or alter its character or mode of exhibition;
- to cease using it;
- to only use at times specified in the notice given;
- that they may take possession of it if a they fail to comply,

if they believe it is undesirable to the safety or convenience of marine navigation.

Darwin Port may take possession where there is no known owner of it.

### 25.4 Regional Harbourmaster – Navigation Aids

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The Regional Harbourmaster or their authority have power to enter any land, including aboriginal land (without a permit) and transport goods through or over it to erect, inspect or maintain a NavAid that may be affecting safety or convenience of marine navigation within the Port of Darwin.

### 25.5 Mooring at Navigation Aids

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A person must not moor, make fast or attach a vessel to an aid in the Port of Darwin.

## 26. PORT NOTICES

### 26.1 General

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Port Notices are issued by Darwin Port under section 57 of the [Ports Management Act](#). Port Notices control activities and conduct within the port for the purpose of maintaining or improving its safe, secure and efficient operation.

### 26.2 Port Management Officer

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Port Management Officers are suitably skilled and knowledgeable Darwin Port employees appointed under section 22 of the [Ports Management Act](#). They have the power to direct vessel activities and movements including pilotage; cargo handling; ballast, water and fuel transfers; and passenger embarkation and disembarkation.

### 26.3 Port Enforcement Officer

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Port Enforcement Officers are suitably skilled and knowledgeable Darwin Port employees appointed under section 24 of the [Ports Management Act](#). They have direction, removal and entry powers for the enforcement of port notices.

### 26.4 Penalties

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Port Notices must be complied with and penalties, that include removal from a workplace, apply to persons who do not follow Port Notice requirements.

### 26.5 Reporting

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A register of Port Notice breaches is maintained by the General Manager Operations who reports bi-annually to the Regional Harbourmaster of any contraventions of a Port Notice, Darwin Port may enter a premise, or take any actions to enforce compliance with a Port Notice.

A list of Port Enforcement Officers is maintained by the Darwin Port. The [Port Notices](#) are available on the Darwin Port webpage.

## 27. HOUSEKEEPING

### 27.1 General

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All stakeholders must keep the Darwin Port workplaces clean, orderly and rubbish free, this is an important activity that must be carried out continually. Regardless of weather conditions, unexpected wind gust or in preparation for the cyclone season, it is good workplace practice.

All stakeholders are to take all waste, rubbish, unused materials and other debris with them on departure from the Port except for some contractors which have established written agreements with Darwin Port.

All vessels are to ensure that items removed from vessels have waste collection arrangements in place by an approved waste disposal organisation. (Quarantine waste is excluded from this approval).

Failure to remove items or storing without approval will incur a charge which will be applied at a rate equivalent to 'Storage Charges' in accordance with the Port Tariffs published on the Darwin Port website.

## **28. SAFETY MANAGEMENT PLAN**

### **28.1 Tenants, Licensees, Service Providers and other Stakeholders**

A Safety Management Plan is a form of evidence that demonstrates to Darwin Port that other organisation's standard in the management of safety is aligned to legislative and best practice methodology. All Darwin Port stakeholders should have a safety management plan in place.

Darwin Port can, in writing, request from any stakeholder operating at a Darwin Port workplace, for a copy of their safety management plan to monitor, maintain or improve the safe, secure and efficient operation of the Port and to ensure compliance with this Port Safety Plan.

Minimum criteria of a Safety Management Plan must include internal and other stakeholder engagement/interaction process's with:

- Commitment, planning and review
- Workplace hazard management
- Selection, Induction, Training
- Communication, consultation & involvement
- Incident and injury
- Emergency management

Additionally, plans must incorporate obligations set out in this Port Safety Plan.

Please note; that providing evidence of certification against Australian Standards management systems, while cooperating, is only demonstrating that a system is in place and does not demonstrate best practice, obligations and duties contained in legislation, or compliance with this plan.

From time to time Darwin Port may request further information, to demonstrate compliance.

Darwin Port continues in its desire to work closely with stakeholders. Darwin Port's requirements are to ensure that the safety management and operations across all organisations have a common ground. This will ensure that separate stakeholder plans do not confuse, clash or create any additional hazards.

## **29. WORKPLACE INSPECTIONS**

### **29.1 Darwin Port Employees**

An authorised Darwin Port employee is approved to inspect a workplace at any stage, on notification to the stakeholder and is obligated to stop operations where an imminent safety, environmental or security concern is noted, or they consider inadequate control measures are in place.

## 29.2 Stakeholders

All stakeholders operating in a Darwin Port workplace may be asked to provide assurance of their safety, environmental and security duties. Darwin Port may ask to sight copies of job, safety, environmental analysis / safe work method statements, work instructions or similar, issued permit to work form or view licences or competencies.

Key Stakeholders, those entities that have operations located within the Darwin Port operational locations include ABF, ASCO, CTB, LINX, Monson Offshore, QUBE, Svitzer and Vopak are engaged on a regular basis with regard to safety management matters within Darwin Port. All other Port User are able to raise safety management matters directly with Darwin Port personnel and/or through the Darwin Port [Hazard Report](#) located on the DP website.

All Stakeholders are similarly obligated to stop work that has imminent risk to the safety of a person, plant or infrastructure, damage to the environment or suspicious security activity and report it immediately to Darwin Port.

## 29.3 All Persons

It is very important that everyone understands the nature of the working environment at all Darwin Port facilities. It is expected that on entry you will contribute towards maintaining a safe and healthy workplace, be environmentally responsive and security conscious at all times.

## 30. AUTHORISATION AND APPROVAL

<p>AUTHORISED BY:</p>  <p>Darren Lambourn Chief Executive DARWIN PORT</p> <p>Dated 20/05/2020</p>	<p>APPROVED BY:</p>  <p>Jonathan Tyrrell Abbey REGIONAL HARBOURMASTER Department of Transport</p> <p>Dated 20/05/2020</p>
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