



NEWCASTLE BULK TERMINAL
TERMINAL RULES AND INFORMATION

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I. PURPOSE AND SCOPE OF TERMINAL

I.1 PURPOSE

The purpose of the Port of Newcastle Bulk Terminal (NBT) is to provide cargo owners with a dedicated bulk cargo handling facility to support trade growth within the Newcastle and Hunter Region and throughout NSW.

I.2 SCOPE

PON has developed these Newcastle Bulk Terminal rules and information to ensure the most efficient and productive use of Terminal berths and to provide fairness and equity in berth allocation and access for all users. The document outlines the rules and operational requirements of the Port of Newcastle Bulk Terminal (NBT). The NBT is a common user facility with two berths, Kooragang 2 and Kooragang 3 which are used predominantly for discharging and loading of Bulk and Liquid bulk cargoes.

I.3 DISCLAIMER

All information in this document is correct at the time of publication. The document should also be read in conjunction with the relevant PON stevedoring Licence Deeds. PON reserves the right to update and amend this document as necessary to meet business, legislative and operational changes and requirements.

I.4 DEFINITIONS

AMSA – means the Australian Maritime Safety Authority

Bridge Mark – The defined meter mark on a berth where the vessels bridge is to be aligned.

DAFF – means the Australian Government Department of Agriculture and Water Resources.

Estimated Time of Arrival (ETA) – vessels expected time of arrival at ten nautical miles from Nobby's Head lighthouse.

NBT – Newcastle Bulk Terminal

Terminal Stem – the PON published Terminal Stem advising vessel berthing information, berth line-up and berth allocation.

Shipping Schedule – the shipping schedule refers to the Port of Newcastle booking for channel movement

Vessel Berthing Application (VBA) - The VBA is a vessel information form that is required to be submitted by vessel agents to PON to ensure their vessels movement in the channel can be scheduled by the PON Vessel Scheduling team.

2. TERMINAL MANAGEMENT

2.1 TERMINAL FACILITY OVERVIEW

The Port of Newcastle operates two (2) common user berths in the Newcastle Bulk Terminal (NBT), Kooragang 2 and Kooragang 3.

2.2 TERMINAL MANAGEMENT

Port of Newcastle (PON) is the owner and controller of the Newcastle Bulk Terminal (BTS) facility through its Marine & Operations division, the primary site contact is the Bulk Terminal Supervisor. All activity within the NBT must first be communicated to the Bulk Terminal Supervisor including information required for the coordination of the vessel berthing stem.

2.3 ENVIRONMENTAL PROTECTION

The Port of Newcastle is the holder of the Environmental Protection Licence (EPL) 1967 for the Terminal. Information on the EPL can be obtained from the NSW Environmental Protection Authority (EPA) website: <http://www.epa.nsw.gov.au/>

3. TERMINAL AND BERTH OPERATIONS

3.1 TERMINAL STEM

The Terminal Stem outlines the berthing arrangements and vessel line up for the NBT. The Terminal Stem is determined by PON based on overall port efficiency and may be changed or altered at PON's discretion. Changes may be made following consultation with customers, agents, cargo owners, shipping companies and stevedores; however, PON's decision in relation to any changes will be final.

Communication

- a) Agents and/or cargo owners are required to provide vessel updates and cargo details to the Bulk Terminal Supervisor a minimum of 14 days prior to the vessel ETA.
- b) Updates on vessels movements and progress provided to the BTS before 10am daily to will be included in the Terminal Stem
- c) Once all required information is received the PON Bulk Terminal Supervisor will communicate with relevant parties to confirm the berth line up.
- d) The Bulk Terminal Supervisor will then update the NBT daily stem and distribute to all relevant Terminal users and stakeholders.

Priority

- a) All vessels shall be allocated a terminal berth on a turn a of arrival basis, this is determined by the notice of arrival time given by the vessel Master to PANSW VTIC at ten nautical miles from Nobby's Head lighthouse, however;
- b) Vessels which require dedicated infrastructure at berths may be allocated to those berths ahead of a preceding vessel if the preceding vessel can utilise another NBT berth

Note: Dedicated infrastructure on a berth is determined as specific loading or unloading cargo handling equipment and fixed or moveable pipework associated with vessel loading or discharge.

- c) Vessels which have a cargo or operations which may not be suitable to a particular berth may be directed to an alternative suitable berth at PON's discretion.
- d) If the preferred terminal berth is not available, PON may offer a suitable alternative berth. The option to accept this alternative will be for the customer to determine, however, if this alternative is refused no priority to the preferred berth is guaranteed and the vessel may forfeit their position to a vessel requiring dedicated infrastructure on the berth. Once the offer of an alternative berth is refused the berth will be allocated to the next suitable vessel in the programme.
- e) Kooragang Bulk Facility (KBF) vessels have a priority agreement for Kooragang 3 for vessels carrying raw materials for the aluminium smelting industry (alumina, petroleum coke and fluoride). KBF vessels will be given priority berthing on arrival and vessels occupying K3 may be required to vacate to accommodate these vessels. However, NBT will endeavour to optimise berth efficiency and all scheduling will be coordinated by the BTS.
- f) In the event that individual cargo owners decide to forfeit their priority position for another competing vessel on guarantee of payment for any incurred costs and delays, all arrangements of this type must first be discussed and agreed with the NBT.
- g) Vessels in port conducting operations at alternative berths will only be considered for allocation to the NBT once notice of completion of operations has been advised, in writing to PON. On receipt of this notice the vessel may then be included in the NBT Terminal Stem.

General Berthing Arrangements:

- a) NBT berths are operational berths. Vessels requiring a berth for ship repair, survey, bunkering and cleaning or for any other purpose not deemed to be a working vessel may be allocated a suitable berth after consultation with PON and at PON's discretion. Vessels occupying berths for these purposes will be required to vacate for working vessels requiring the berth at PON's direction.
- b) Bunkering is permitted at the terminal berths however all cargo activity will take precedence over bunkering and the BTS must be notified of all bunkering activity prior to berthing
- c) PON may at times carry out repair and maintenance of the Terminal berths and facilities. Should this activity interrupt operations all reasonable efforts will be pursued to provide a suitable alternative berth where possible.

Berth Operations

The NBT is a common user facility with multiple cargo types being handled by stevedores utilising a variety of cargo handling equipment types. Adequate time will be allocated for cargo handling equipment set-up and removal pre and post vessel and for post vessel cleaning operations. All activity is to be communicated through the Bulk Terminal Supervisor.

Efficiency and Productivity

Operational Requirements:

- a) Once a vessel has berthed and is secured the cargo owners appointed stevedore is required to commence cargo operations within two (2) hours of arrival and continue the operation without ceasing until cargo and clean up completion. This will be considered a working vessel.

- b) Vessels which cease operations for sustained periods of time may be considered non-working vessels and will at PON's direction be required to vacate the berth for a working vessel. Reasons for considering a vessel non-working may include;
- vessel safety or suitability issues determined by AMSA
 - inability to supply or to engage stevedoring labour
 - inability to supply or deliver cargo to destination
 - vessel equipment breakdowns requiring repairs which cease operations for sustained periods
 - failure of vessel or cargo suitability following survey
 - extended weather events significantly impacting operations
 - or for any other reason PON determines a vessel to be non-working
- c) If an operation is not working to the planned timetable, and the vessel may be delayed or require a longer period at the berth, agents, stevedores and /or cargo owners are required to notify PON four (4) hours prior to the scheduled departure time to discuss possible changes and alternatives.
- d) Vessels, cargoes and infrastructure requiring cleanliness and/or quarantine inspections including daylight surveys will ensure that inspections are carried out prior to or as soon as practicable after the vessel berths. Operators of vessels requiring inspection before loading or discharging are required to provide written notice of the inspection plan no less than 48 hours prior to the vessel berthing. This plan will include; DAFF booking time, and estimated time of inspection. Vessels failing inspection may be required to vacate the berth for another working vessel.

4. TERMINAL SERVICES

4.1 SERVICES

NBT provides two (2) Enviro Hoppers with in- built dust extraction systems & associated grabs for optimum bulk cargo handling on our Kooragang 2 berth. This bulk handling equipment is maintained

& cleaned by PON contractors and hired to stevedores for individual cargo operations. All enquiries for use of this cargo handling equipment is to be directed to the Bulk Terminal Supervisor.

NBT provides Environmental services within the terminal ensuring compliance with EPL's including post operational equipment and site cleaning, continuous mechanical sweeping of the site and adjacent areas, cargo waste removal and vehicle wheel wash provision.

4.2 SECURITY

Port of Newcastle Bulk Terminal (NBT) provides security to the Terminal 24/7. The facility is fenced and secured with entry and exit points controlled by PON contracted security. All personnel entering the Terminal must be PON inducted or escorted by PON inducted personnel.

5. STEVEDORES INFORMATION

5.1 STEVEDORING SERVICES

Stevedoring services are provided by third party stevedoring companies who are directly engaged by cargo owners and/or their representatives. Stevedores operating within the terminal are required to have a Stevedore Licence Deed with PON. Current PON Stevedoring Licence Deed holders are;

- QUBE Ports & Bulk – 02 49280511
- LINX Cargo Care - 02 49620 618
- Newcastle Stevedores – 02 4978 7100

5.2 EXCLUSIVE CONTROL ACCESS PERIOD

Stevedores must submit an Access Request notification to PON in advance for an Exclusive Control Access Period to conduct operations within the NBT as per clause 5 of the Stevedoring Licence Deed.

5.3 BERTH ACCEPTANCE AND HANDOVER PROCESS

A pre-vessel site inspection by Stevedores and a PON representative is required before commencement of all operations and a PON Site Occupancy Inspection form is to be completed. Once an operation has ceased and all cleaning of the berth has been completed a berth inspection by Stevedores and a PON representative is required before acceptance and sign off by PON.

5.4 STEVEDORE PRODUCTIVITY

Stevedores are required to allocate adequate labour resources to commence operations within two (2) hours of vessel arrival and continue to provide adequate resources without ceasing until cargo

and clean up completion for a vessel to be considered a working vessel. If Stevedores cannot meet this requirement for any reason the PON Bulk Terminal Supervisor must be notified immediately.

On operations where multiple stevedoring services are utilised, each party is required to ensure changeover periods between stevedoring operations are not more than 1 hour to ensure optimum efficiency and productivity.

6. MISCELLANEOUS

Port of Newcastle contact list:

Title	Name	Mobile	email
Newcastle Bulk Terminal Supervisor	Tim Gordon	0448 431 801	Tim.gordon@portofnewcastle.com.au
Operations Supervisor	Glen Hayward	0407 040 719	Glen.hayward@portofnewcastle.com.au
Cargo Logistic Manager	Wayne Mabbott	0418 824 563	Wayne.mabbott@portofnewcastle.com.au
Security and Inductions Officer	Rebecca Jones	0438 474 430	Rebecca.jones@portofnewcastle.com.au

7. ATTACHMENT

Newcastle Bulk Terminal Plan

