



North Queensland Bulk Ports

Hay Point

Half Tide Tug Harbour Marine Operating Facility (MOF)

January 2017

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1.0 NORTH QUEENSLAND BULK PORTS (NQBP)

North Queensland Bulk Ports Corporation Limited (NQBP) became a port authority on 1 July 2009, under the Transport Infrastructure Act 1994, for the seaport facilities at Hay Point, Mackay, Abbot Point, Weipa and Maryborough.

We are one of Australia's largest port authorities by tonnage throughput and more than half of Queensland's trade, by tonnage, pass through our ports. Our aim is to be the recognised leader in the delivery of bulk cargo infrastructure. The sea port facilities we manage are vital to the export and import performance of Queensland and Australia. NQBP ports handle bulk shipments of coal, bauxite, sand, sugar, grain, petroleum and general cargo. Coal is by far the main commodity handled, but each port and each commodity is important in its own right.

As a port authority, NQBP is responsible for:

- strategic port planning;
- port business development;
- port infrastructure development;
- environmental management and marine pollution (within port limits);
- port security and safety;
- port efficiency;
- maintaining navigable port depths for shipping; and
- issuing licences, leases and permits to other organisations for use of port land, infrastructure, and facilities (NQBP has a multi-user access policy in place at its ports to facilitate highest possible utilisation of port infrastructure, and greatest possible operational efficiency).

Port pilotage operations and navigation are the responsibility of NQBP for the Ports of Hay Point and Mackay.

The Port of Townsville provides pilotage services for the Port of Abbot Point.

Stevedoring and towage services are outsourced to approved contractors at all of NQBP's ports.

For more information about NQBP visit www.NQBP.com.au

2.0 MARITIME SAFETY QUEENSLAND (MSQ)

Maritime Safety Queensland is a branch of the Department of Transport and Main Roads within the Customer Services, Safety and Regulation Division. Their role is to protect Queensland's waterways and the people who use them—providing safer, cleaner seas.

Maritime Safety Queensland is responsible for:

- improving maritime safety for shipping and small craft through regulation and education;
- minimising vessel-sourced waste and responding to marine pollution;
- providing essential maritime services such as aids to navigation and vessel traffic services; and
- encouraging and supporting innovation in the maritime industry.

Maritime Safety Queensland is also responsible for delivering a range of services on behalf of the national regulator (the Australian Maritime Safety Authority) under the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012*. The national system arrangements are implemented together with Maritime Safety Queensland's State marine legislative responsibilities.

Navigation information is controlled and maintained by MSQ and can be found in Port Procedures and Information for Shipping at <http://www.msq.qld.gov.au/Shipping>

Mackay Office:

Floor 3
44 Nelson Street
Mackay Qld 4740
Phone: +61-7-4944 3700
Fax: +61-7-4951 2399
Email: mackaymarine@msq.qld.gov.au

Marine Incidents/Marine Pollution (after hours): Phone: +61-7-4956 3489 (Hay Point VTS)

3.0 THE REGIONAL HARBOUR MASTER

For operational maritime questions, marine incidents, pilotage, buoy moorings, navigation aids and towage requirements and ship traffic scheduling, please contact the Harbour Master's office located at:

Physical address: 44 Nelson Street
Mackay Qld 4740

Postal address: PO Box 58
Mackay Qld 4740

Phone: +61 7 4944 3700
Fax: +61 7 4944 3790
Email: mackaymarine@msq.qld.gov.au

4.0 VESSEL TRAFFIC SERVICES

The Vessel Traffic Service (call sign Hay Point VTS) is situated at Hay Point. For ship traffic scheduling, pollution incidents and reporting defective navigation aids please direct initial enquiries to the VTS centre. The service is provided by Maritime Safety Queensland and provides a 24 hour, 7 days a week marine operations service to the port community.

They are contactable on:

VHF radio: CH10 and CH16
Phone: +61-7-4956 3489
Email: VTSHaypoint@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. Ship traffic movements may be accessed on the QSHIPS website. <https://qships.tmr.qld.gov.au/webx/>

5.0 LOCATION

The Port of Hay Point is located in the area surrounding Latitude 21° 15'S and Longitude 149° 19'E.

6.0 FACILITIES

The main facilities at Hay Point are located approximately 40km south of Mackay. NQBP's MOF is located approximately 500m to the west of the Half Tide Tug Harbour Facility.

6.1 Hay Point MOF

From the 1st December 2015, NQBP acquired the asset, at the time known as the Hay Point Barge Loadout Facility. Moving forward, this asset will be known as the Half Tide Tug Harbour Marine Operating Facility (HTTH MOF).

There are 3 Loading facilities at the HP MOF:

- North
- West
- East

Supplemented with 26,696^{M2} of Hardstand Laydown area broken up into 3 leases:

- Area 1 (9640^{M2})
- Area 2 (9473^{M2})
- Area 3 (7583^{M2})

6.2 Lay Down/Hardstand Area

The Lay Down/Hardstand Areas of the MOF are available for storage by arrangement only, fees and/or charges will apply.

7.0 SPECIFICATIONS

Berth	Max Vessel Size			Structure Height Above LAT	Comments
	LOA	BEAM	DRAFT		
North Operating Facility	51M	16M	3M	7.5M	Max Bollard Load 10t
West Operating Facility	51M	16M	3M	7.5M	Max Bollard Load 10t
East Operating Facility	51M	16M	3M	7.5M	Max Bollard Load 10t
Hardstand/Laydown	Comments				
Area 1	9640 Square Meters				
Area 2	9473 Square Meters				
Area 3	7583 Square Meters				

8.0 ACCESS

It is a condition of entry that while using the NQBP facility all persons must comply with all Port Rules, signage and direction given by NQBP Authorised Officers.

9.0 SECURITY

The Hay Point MOF area, land and waterside, is a Restricted Area and at ALL times must remain closed to unauthorised personnel i.e. gate is to remain closed and locked.

10.0 INDUCTIONS

NQBP has an online induction that must be completed before accessing the site; it can be found at <http://www.nqbp.com.au/complete-an-online-induction/>

NQBP will maintain a register of inducted persons to the site and will from time to time audit person's onsite to ensure compliance.

11.0 WORKPLACE HEALTH AND SAFETY

Safety is a core value for all NQBP employees with the objective of the Work Health and Safety Policy being to achieve zero injury or harm in any NQBP workplace. NQBP is committed to continuous improvement in its performance through the implementation of appropriate work health and safety management systems.

NQBP systems cover the health and safety procedures, practices, responsibilities and legislation for all employees, contractors and visitors. NQBP requires these obligations be met as a minimum standard, with the Corporation striving for higher standards where appropriate.

Employees, contractors and visitors to NQBP are personally responsible for ensuring the Workplace Health and Safety Policy is adhered to (see Appendix A).

11.1 Fitness for work

NQBP's Drug and Alcohol Policy requires persons entering NQBP sites to have a blood alcohol content reading of 0.0% and not be affected from drugs (prescription or illicit). NQBP at times may require personnel on NQBP sites to undergo a blood alcohol breath test and drug screening (see Appendix B).

12.0 PERMITTING PROCESS

It is the responsibility of the user of the Hay Point MOF to ensure they comply with all regulation in their individual Permit.

12.1 Permit to Occupy

The Permit to Occupy will be obtained through NQBP's Property team. Depending on the operational use requirement of the area, these Permits may vary.

For more information contact:

Sharone Carter
Property Coordinator
+61-7-4969 0723
Email: scarter@nqbp.com.au

Kristine Hamlyn
Property Specialist
+61-7-49690702
Email: Khamlyn@nqbp.com.au

12.2 Hot Work Permit

A Hot Work Permit must be issued when **any** source of ignition is used and the potential for flammable or combustible materials is present.

A Hot Work Permit is required when work involving any source of ignition is conducted in the following locations:

- Any area that has been classified as (Class 1, Division I; Class 1, Division II,) per the Australian Standard Code requirements;
- Any area that is within 25 metres of any combustible/flammable materials including dust or grain;
- Any area within 25 metres of potential flammable and combustible material release points (flanged and/or threaded piping connections, instrumentation;
- bleeds, separators, tanks, pig traps, regulators, meters, transfer pumps and hoses, and other equipment);
- Any area where combustible/flammable material are more than 25 metres away, but are easily ignitable and/or where situated near adjacent wall or floor openings; or
- Any area where combustible/flammable materials are adjacent to the opposite side of metal partitions, walls, ceiling, or roofs and are likely to be ignited by heat conduction or radiation.

For Transfer towers, transfer chutes, enclosed conveyors, compartments, silos, or other enclosed areas, a Hot Work Permit will be required to identify hazards associated with Hot Work and ensure adequate controls are implemented to reduce the likelihood of a source of ignition which may initiate fires, explosions, fumes or vapour.

A Hot Work Permit is used for work meeting the definition of Hot Work.

Activities that require the use of a Hot Work Permit include:

- Welding, cutting, brazing or burning with a torch, electric arc or soldering iron;
- Using a propane torch;
- Using open flames;
- Grinding; and
- Smoking.

Open Flames Hot Works are prohibited during all flammable and combustible materials transfers, or prescribed hazardous zones.

A Hot Work Permit is used for work not meeting the definition of open-flame, but still capable of producing sparks or heat that could be possible sources of ignition.

Other activities that require a Hot Work Permit include:

- Sandblasting (abrasive blasting; either wet or dry);
- Spray painting;
- Chipping, ripping, or other cutting by impact;
- Breaking concrete;
- Use of internal combustion equipment (vehicles, portable generators, and air compressors, etc.);
- Opening of electrical equipment;
- Using explosive-charge powered tools;
- Using non-explosion-proof electric equipment, such as heaters, motors, coils, extension cords, tools, and lights;
- Use of portable electronic devices (includes mobile phones, pagers, radios, portable computers, and handheld computers, etc.); and
- Operation of vehicles in “operating” areas. Operating areas are defined as on wharves, inside of tank berms/bunds, within 8 metres of pumps, and 3 metres of aboveground piping, flanges, valves, and scupper traps.

This list is not exhaustive and a Site Risk Assessment shall always be conducted prior to development of the Hot Work Permit.

12.3 Permit to Dig

A Permit to Dig is required for any ground breaking/penetrating activity on NQBP land.

13.0 COMPLIANCE

At any time NQBP reserves the right to audit users of the facility to ensure compliance with relevant legislation and permit clauses.

14.0 INTERACTIONS

14.1 Half Tide Tug Harbour

Contact Hay Point VTS Channel 10 or 16 for Navigation information to access the Half Tide Tug Harbour MOF area.

14.2 Public Boating Facility

In the direct vicinity to the east berth is the half tide public boat ramp, it is the responsibility of the Master of a vessel to manage interactions with smaller craft in the area.

15.0 NQBP'S EMERGENCY RESPONSE

15.1 Emergency Points of Contact

The first points of contact are the available On-duty Marine Operations and Security Officer.

The On-duty Marine Operations and Security Officer will escalate the response as per the Emergency Management Handbook and contact the Manager Port Operations and Senior Manager Commercial & Trade or General Manager Engineering & Development, and other stakeholders occupying NQBP strategic port land.

15.2 EMT Response

If warranted, the Emergency Management Team (EMT) will be activated to manage the event through to its conclusion and assist the On-Scene Coordinator.

The EMT will normally be located in its primary Emergency Control Room (ECR), which is located at the NQBP Mackay Marina Office, Level 1, Mulherin Drive, Mackay Harbour.

- a) An alternate ECR is located in the NQBP Mackay Training Room, Harbour Road, Mackay Harbour which will be used if the primary location is unavailable.
- b) An alternate ECR is located in the NQBP Administration Office at, Horyu Maru Drive, Hay Point which will be used if the either Port of Mackay locations are unavailable.

Should it be impracticable for an ECR to be established in Mackay, an alternative may be established in the Brisbane Corporate Office.

For further information on the EMT, refer to the Emergency and Business Continuity Manual (EBCM), Part 1 – EBCM Introduction and Framework and Part 2 – Emergency Management Team.

For the on-duty Marine Operations and Security Officer and after hours emergencies, contact +61-7-4955 8171 or 0417 761 086 or email portoperations@nqbp.com.au

16.0 MAPS AND DRAWINGS



Hay Point – Marine Operating Facility



17.0 APPENDIX A

Work Health and Safety Policy



Work Health and Safety Policy

Policy 6-14

Version 2

Date Approved: 25 February 2014 Company Secretary.....*[Signature]*.....

1. Policy Objective

The objective of this policy is to achieve zero injury or harm in any NQBP workplace.

2. Application

This policy applies to all directors, employees and contractors of NQBP.

3. Policy

North Queensland Bulk Ports Corporation Limited (NQBP) is subject to the obligations imposed as a matter of law under the *Work Health and Safety Act 2011* and other legislation. NQBP requires these obligations be met as a minimum standard, with NQBP striving for higher standards where appropriate.

All employees throughout NQBP are personally responsible for ensuring this policy is adhered to.

Management has a responsibility to ensure all employees are adequately trained and adequate resources are provided to maintain a safe workplace.

4. Safety Objectives and Targets

NQBP is committed to continuous improvement in its performance through the implementation of appropriate systems and procedures and in the setting of appropriate targets. NQBP, therefore, will develop and implement a Health and Safety Management System, which will cover health & safety procedures, practices, responsibilities and legislative requirements.

To support this policy NQBP commits to the following safety objectives and targets:

- Health and Safety management practices being incorporated into all aspects of its operations;
- Seek to achieve the personal commitment of all employees, subcontractors, suppliers, and consultants to achieving best practice in Health and Safety;
- Promote employee, contractor, and broader awareness of Health and Safety issues through ongoing communication programs, and through the transparent reporting of performance;
- Build long-term partnerships with port users, governments, our business partners, and other stakeholders, to create sustainable improvements in Health and Safety;
- Align systems to meet the relevant Australian Standards;
- Articulate responsibilities and ensure employees, subcontractors, suppliers, and consultants are trained and competent to fulfil their roles and responsibilities;
- Work together to effectively identify and eliminate unsafe conditions and acts from the workplace;

- Maintain emergency preparedness, response, recovery and monitoring systems.
- Promote a healthier workforce through identification and management of occupational health risks; and
- Review and maintain effective control of the Health and Safety policy, objectives, responsibilities and other elements to ensure continual improvement.

5. Policy Review Date

This policy should be reviewed by 30 June 2016.

6. Definitions

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128

Contractors: means Contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

18.0 APPENDIX B

Fitness for Work

Drug and Alcohol

Policy 6-19

Version 2

Date Approved:

Company Secretary.....

1. Application

This Policy applies to all directors, employees and Contractors of NQBP (including labour-hire personnel) and visitors to any NQBP Work Sites or Offices. In meeting its obligations under the Work Health and Safety Act 2011, to provide a safe working environment for all workers, NQBP will implement a program to control risks in the workplace that could arise due to impairment caused by the consumption of alcohol or other drugs.

2. Policy

As the Port Authority for the Port of Hay Point, Mackay, Abbot Point, Weipa, and Maryborough the work sites or offices which NQBP has management control of will be included in this Policy. NQBP requires all individuals attending any of its Work Sites or Offices to be Fit For Work.

1. Specific Principles

NQBP is committed to providing a safe and healthy workplace, and acknowledges its responsibility to identify, assess and control workplace risks. Impairment caused by use of alcohol or other drugs is one of these risks.

NQBP will implement an Alcohol and Drugs Program that includes:

the concepts of prevention, counselling and rehabilitation;
education and awareness training for all employees;
a clear allocation of responsibilities;
guidance on the type of testing that may be conducted and the procedures to be followed;
applicable limits and standards; and
requirements for confidentiality.

NQBP requires all employees, directors, Contractors and visitors who are involved in a serious incident or who appear to be under the influence of alcohol or other drugs to undertake a competently supervised test.

NQBP will provide support and education for NQBP employees that are having difficulties in dealing with alcohol or other drug abuse.

2. Key Responsibilities

All NQBP employees, directors, Contractors and visitors are responsible for following this Policy and the associated Procedures. Failure to do so may lead to disciplinary action up to and including dismissal (for employees) and permanent exclusion from NQBP Work Sites or Offices (for Contractors and visitors).

All persons have a responsibility not to commence work if they are not Fit For Work, or if they are impaired by alcohol or any other drug that may affect their ability to perform their duties safely. Employees should advise their Supervisor that they cannot commence work (ideally before commuting to work).

Persons taking prescription drugs which may affect their ability to operate machinery or equipment safely are required to advise their Supervisor before commencing work.

Persons must not possess, sell, distribute or use drugs that may cause impairment in the workplace.

Managers and Supervisors are responsible for taking prompt action whenever they have reasonable cause to suspect that an individual may be impaired by alcohol or other drugs.

NQBP will ensure that the privacy and confidentiality of records relating to alcohol and other drug testing is maintained.

Alcohol may only be consumed on NQBP premises if sanctioned by the Chief Executive Officer or Chief Operating Officer.

Directors, employees and Contractors consuming alcohol at the end of a working day will be deemed to have ceased work.

The Chief Executive Officer is accountable for approving Procedures and guidelines for implementing this Policy. This includes ensuring that appropriate training is provided to enable the Policy, Procedures and guidelines to be implemented.

This Policy will be reviewed every two years.

3. Policy Review Date

This Policy should be reviewed by 30 September 2016.

4. Definitions

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128

Contractors: means any person or entity engaged by NQBP to perform works and/or services, including consultants engaged by NQBP under a Personal Services Consultancy Agreement or other arrangements.

Fit for Work: means that an individual is in a state (physical, mental and emotional) which enables the individual to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

Work Site or Office: means any workplace, office, location or other place where NQBP has management control or where an NQBP employee, director or Contractor is to attend as part of their work on behalf of NQBP.