



WESTERN AUSTRALIA

Common User Facility

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## AUSTRALIAN MARINE COMPLEX COMMON USER FACILITY

### FACILITY RULES

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**Prepared by:**

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## **1.0 GENERAL**

### **1.1 Definitions and Acronyms**

<b>AMCCUF</b>	Australian Marine Complex Common User Facility owned by LandCorp WA.  Note this also includes CUF North and any additional areas managed by the FM.
<b>Designated Facility (DF)</b>	The facilities within the AMCCUF that have been leased by a User.
<b>DF</b>	Designated Facility.
<b>Facility Manager (FM)</b>	The entity appointed to manage the AMCCUF as an agent for LandCorp.
<b>FD</b>	Floating Dock.
<b>FM Contractor</b>	Contractors appointed by the FM to carryout activities on their behalf.
<b>LandCorp</b>	Western Australian Government's land development agency. Owners of the AMCCUF.
<b>O&amp;M</b>	The FM's Operations and Maintenance Department
<b>LRZ</b>	Land Side Restricted Zone
<b>SPMT</b>	Self Propelled Modular Transporter.
<b>User</b>	A party that has an approved User Agreement to use the AMCCUF and / or the FD and SPMTs. The term "User" includes all staff / workforce and sub-contractors engaged by the User Company. The term "User" includes Shipping Agents and FM Contractors as the context may require.
<b>You</b>	Has the same meaning as "User"

## 1.2 Overview

- You must comply with these Facility Rules and the Facility Rules act in conjunction with your contract.
- Your contract may be one or more of the following: a User Agreement, Service Agreement, Purchase Order, Work Order or other instrument of agreement as executed by the FM.
- In the event of a conflict or a discrepancy between the Facility Rules and the contract then the terms and conditions of the contract shall take precedence.
- You are reminded of the following obligations regarding your contract. You must:
  - Allow the Facility Manager (FM), LandCorp employees, their consultants, contractors, sub-contractors or agents to exercise their right to enter, pass over and remain upon the Designated Facility as required while giving consideration to the provisions of the contract, and co-operate with these parties;
  - Not interfere with other Users;
  - Report any damage to FM assets or another User's assets to the FM;
  - Not remove FM property without LandCorp's or the FM's written consent;
  - Not display signs or advertise at the AMCCUF without authorisation of the FM;
  - Gain approval from the FM before using Berths and Harbour;
  - Not interfere with navigational aids;
  - Not impede access or interfere with any authority to any waterway, foreshore, retaining wall or berths;
  - Accept responsibility for the actions of your employees, contractors, sub-contractors, consultants, agents and visitors;
  - Ensure that your employees, contractors, sub-contractors, consultants, agents and visitors are aware of these obligations.

## 1.3 Control of Personal Information

- Personal information is primarily collected by the FM for issuing a Facility Access Pass.
- Personal information collected by the FM is confidential and stored in accordance with the Privacy Act 1988.
- Further information is available by contacting the FM on (08) 9437 0500.

## 1.4 AMCCUF Assets

- AMCCUF supplied assets are maintained by the FM.
- AMCCUF assets are not to be modified unless prior written approval has been granted by the FM.
- Where non AMCCUF assets require connection to AMCCUF services, that work will be carried out by the FM.
- Where a non AMCCUF asset has been installed, it is the responsibility of the User to ensure that the asset is appropriately maintained.
- When a DF has been vacated by a User, the DF will be returned in the same state as it was taken, unless otherwise agreed in writing by the FM.

## 1.5 Site Photos / Video / Images

- No photography or recording is allowed of a User's activity or Designated Facility unless permission is granted by that User
- The Department of Defence DOES NOT permit photographs or recordings to be taken of any Department of Defence equipment

## 2.0 OPERATIONS AND MAINTENANCE

- The FM is responsible for all planned (scheduled) and unplanned (breakdown) maintenance upon LandCorp assets.
- Users are to make these assets available upon request for planned maintenance. Report assets that require unplanned maintenance are to O&M.
- While maintenance is being undertaken on a FM asset, the asset and any other area required during maintenance is under the control of the FM.
- The O&M Manager is responsible for managing all activities on the AMCCUF except the activities undertaken by the User as part of its permitted use in the DF after the User has mobilised including, but not limited to:
  - Assigning DF areas
  - Assigning power and water meters
  - Assigning access routes
  - Issuing Permits to Work (PTW)
  - Traffic management
  - AMCCUF and Port Security
  - Emergency responses
  - Safety and Environmental incidents
  - Ship scheduling
- Contact details for O&M are:
  - (08) 9410 5400
  - [maintenance@amccuf.com.au](mailto:maintenance@amccuf.com.au)

## 3.0 FLOATING DOCK AND SELF PROPELLED MODULAR TRANSPORTERS

- The FM Floating Dock team is responsible for the planned and corrective maintenance on the Floating Dock (FD) and Self Propelled Modular Transports (SPMTs) and operations associated with both the Floating Dock and SPMTs
- Planned maintenance will be carried out on the FD by the Floating Dock maintainer and contractors, but will not affect the activities on docked vessels.
- The Floating Dock Manager is responsible for ensuring safe docking activities for the Floating Dock and SPMTs operations.
- When a vessel is to be docked, Users are required to:
  - Provide accurate docking plans for vessels to be docked.

- Attend a docking and undocking meeting prior to the activities and comply with the requirements identified during the meetings.
  - Conduct reviews and provide written acceptance of vessel blocking plans when presented.
  - Arrange for the vessel to be presented to the Floating Dock at the pre-arranged time and agreed condition on the day of the docking.
  - Comply with the Dock Masters instructions when docking/undocking a vessel.
  - Comply with all safety and environmental requirements associated with the Floating Dock.
  - Ensure their works do not damage the Floating Dock.
- When use of the SPMTs are required Users are required to:
    - Provide accurate drawings with dimensions of load, weight of the structure and centres of gravity.
    - Anticipated use dates.
    - Conduct pre movement meetings with the SPMT operator.

## 4.0 IMPORTANT CONTACT NUMBERS

Emergency Services	Emergency Services - Fire - Ambulance - Police	000	
	Fremantle Ports - Marine Spill	(08) 9335 1300	
	Department of Water and Environmental Regulation - Land Spill (>20L uncontrolled)	1300 784 782	
Facility Manager	Security - Emergency	(08) 9437 0999 0402 576 901	
	Security (24 hour) - General	(08) 9437 0512	<a href="mailto:security@amccuf.com.au">security@amccuf.com.au</a>
	- Pass Office	(08) 9737 0551	<a href="mailto:passoffice@amccuf.com.au">passoffice@amccuf.com.au</a>
	Reception	(08) 9437 0500	<a href="mailto:reception@amccuf.com.au">reception@amccuf.com.au</a>
	FM Operations and Maintenance	(08) 9410 5400	<a href="mailto:maintenance@amccuf.com.au">maintenance@amccuf.com.au</a>
	Floating Dock	(08) 9437 0500	<a href="mailto:reception@amccuf.com.au">reception@amccuf.com.au</a>

## 5.0 HEALTH AND SAFETY

- Prior to mobilisation onto the AMCCUF, you will present the FM a Health and Safety (HS) Management plan or procedures that demonstrate compliance and describe how you will manage Health and Safety while at the AMCCUF.
- You are expected to be familiar with, and comply with, all relevant and current Health and Safety legislation, and also consider all guidance notes and codes of practice affecting the AMCCUF and your industry. Legislation which must be complied with includes, but is not limited to, the following:
  - Occupational Health and Safety Act 1984 (WA)
  - Occupational Health and Safety Regulations 1986 (WA)
  - Occupational Health and Safety (Maritime Industry) Act 1993
  - Dangerous Goods and Safety Act 2004
  - Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007
  - Work Health and Safety Act 2011
  - Work Health and Safety Regulations 2011
  - Occupational Health and Safety (Maritime Industry) (National Standards) Regulations 2003 (CTH)
  - Australian Maritime Safety Authority Act 1990
- Neither LandCorp nor the FM accepts any responsibility in relation to the preparation and implementation of your Health and Safety Management Plan or procedures, nor the transportation of goods through the AMCCUF.

### 5.1 Safety Incidents

- You must report any WorkSafe or Comcare Notifiable Incident to the FM within 1 hour of occurrence, but in the first instance giving proper consideration to the protection of life and property. You are responsible for notifying WorkSafe or Comcare.
- Examples of incidents that require reporting to the FM are:
  - Death of person
  - Serious Injury or Illness, including:
    - admission into a hospital as an in-patient in-patient;
    - Immediate treatment<sup>1</sup> for:
      - amputation of any part of the body;
      - serious head or eye injury;
      - serious burn/s; treatment for the separation of skin from an underlying tissue (such as de-gloving or scalping),
      - serious lacerations,

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<sup>1</sup>'Immediate treatment' means the kind of urgent treatment that would be required for a serious injury or illness. It includes treatment by a registered medical practitioner, a paramedic or registered nurse.

'Medical treatment' refers to treatment by a registered medical practitioner (a doctor)



- any spinal injury;
- loss of bodily function medical treatment within 48 hours of exposure to a substance
- A dangerous incident, including:
  - an uncontrolled escape, spillage or leakage of a substance
  - an uncontrolled implosion, explosion or fire
  - an uncontrolled escape of gas or steam
  - an 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 of, or damage to, any plant that is required to be design or item registered.
  - the collapse or partial collapse of a structure
  - the 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, or
  - A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.
- The FM may decide to report an incident independent of the User if it believes it is necessary
- You must report any incidents that were a result of a failure of an AMCCUF asset immediately to the FM.
- You must report any incidents that may affect the AMCCUF or its operation immediately to the FM.
- Notification may be by way of your own internal reporting forms or by using the FM Incident Report Form, which can be obtained from the FM on request.
- The report is to include details of how the incident occurred, the injury or damage that occurred and any investigations that have been carried out.
- The FM has the authority to investigate User incidents if the incident involved an FM asset, FM personnel or has the potential to affect other AMCCUF Users.

## **5.2 Permits to Work**

- A Permit to Work (PTW) must be obtained from the FM before any work is carried out on a FM controlled asset.
- Permits are required for:
  - Excavations
  - Electrical isolations / installations
  - Electrical, hydraulic and pneumatic isolations and installations (including pressure testing)

- Diving (in addition to the notification requirements mentioned above)
  - Confined space entry
  - Working at height
  - Radioactive operations (i.e. NDT testing)
  - Hots works carried out on the Floating Dock
- A User does not require a FM PTW for activities on User assets.

### **5.3 Personal Protective Equipment (PPE)**

- PPE is exempt within the designated areas marked by the blue lines at the AMCCUF.
- The minimum PPE requirement for working outside the blue lines is safety helmet and enclosed footwear.
- The minimum PPE requirement for escorted persons is a safety helmet and enclosed footwear.
- The escorted person's host is responsible for ensuring the visitor has sufficient PPE to enter the host's working area.
- FM Contractors working above water where there is a risk of falling, or within 2m of water where there is no edge protection, must wear a self-inflating personal flotation device (PFD).
- You can specify additional PPE within your working area.

### **5.4 Licenses, Certifications and Qualifications**

- You must ensure that all your employees are licensed or hold suitable qualifications or competences to perform their tasks.
- Only competent people are authorised to operate equipment.
- All vehicles, tools, rigging and equipment used at the AMCCUF must have current certification or registration, as required.
- You retain responsibility and liability at all times for people (including, without limitation, all professionals, trades people and plant operators) you bring to the AMCCUF.
- AMCCUF assets operated by Users require a Verification of Competency (VOC). Either the FM or a nominated suitably qualified User person can complete the VOC.

### **5.5 Hazards**

#### **5.5.1 Risk Assessment**

- You are expected to undertake a hazard analysis / risk assessment of all hazards identified arising from your operations which could impact on common use areas and other Users' Designated Facilities. This risk assessment is to nominate controls that will be implemented to address the identified hazards / risks.
- These Hazards include, but are not limited to:
  - a. Vehicles
  - b. Cranage
  - c. Working above or near water
  - d. Noise
  - e. Dust
  - f. Compressed air
  - g. Mooring lines
  - h. Electricity
  - i. Access
  - j. Blasting and painting
  - k. Working at height
  - l. Asbestos
  - m. Radioactive material / operations
  - n. Spray painting

## 5.6 Notifications

### 5.6.1 Overview

- If an activity extends outside of the allocated DF, the User must ensure the safety of others that may be affected. At all times, the User carrying out that activity is responsible for any barricading and/or monitoring to ensure there is no unauthorised entry into the affected areas:
  - If the activity extends into **common areas**, such as roads, the User must **notify** O&M, who will issue a site-wide notice advising all Users of the activity. The User is responsible for maintaining a safe boundary while in the common area.
  - If the activity extends into a **neighbouring DF**, then the User must **negotiate and coordinate** with that neighbour as to the timing and nature of the activity and will remain responsible for ensuring the boundary of the activity is secured against unauthorised entry.
  - If the activity affects **both common and neighbouring DF**, then both **notification** to O&M **and negotiation and coordination** with the neighbouring User is required.
- Where practical, notification must be given to O&M 24 hours prior to the activity occurring.
- Forms detailing the activity and affected areas must be completed and provided to O&M.
- The FM's O&M Department will communicate the completed form to the AMCCUF Users list.

### 5.6.2 Traffic Management

- These activities include, but are not limited to:
  - Movement of project items where the normal movement of traffic at 30km/hr is affected.
  - Slow speeds (walking pace); such as relocation of crawler crane or use of an SPMT.
  - Over width
  - Height issues where a safe fall area is required.
  - Lifting or movement of project items within the Users DF, but where a safe fall zone extends outside of the DF; such as crane erection or high lifts.

### 5.6.3 Non-Destructive Testing, Sonar and Radar Transmissions

- These activities include, but are not limited to:
  - Non-destructive testing activities such as hydro or pneumatic pressure testing or radiography.
  - Commissioning activities such as sonar or radar transmission.

### 5.6.4 Diving

- If a User undertakes diving activities, the User is responsible for ensuring other User activities, such as vessel movements that may impact on the diving, is controlled and monitored at all times.

- The User must notify O&M of the planned diving activity. O&M will advise of any known vessel movements and issue a notice to all Users.

### **5.6.5 Drones**

- Drones may be used at the AMCCUF under the following conditions:
  - You must only fly by visual line of sight (VLOS) - close enough to see, maintain orientation and achieve accurate flight and tracking.
  - You must fly no higher than 120 metres (400 feet) above ground level. If you wish to fly outside of these conditions, you need to be licensed and/or certified by the Civil Aviation Safety Authority (CASA).
  - Access to the drone operating area must be controlled by the User.
  - You must not fly any closer than 30 metres from other User's personnel or machinery. Maintaining this exclusion zone is your responsibility.
  - You must not fly over another User's area or over a restricted area without the permission of the person responsible for that area.
  - You must not fly over another User's working areas. The risk to life, safety and property depends not only on the density of people and property in an area but also the flying height and the likelihood of injury or damage, should something go wrong with the drone.
  - You must only fly one drone at a time.
  - A drone notification form is to be completed by the User and sent to the O&M Department for site notification 24 hours prior to operation.
  - The User is responsible for managing and implementing any Health and Safety plans and CASA requirements to operate their drone.

### **5.7 Weather Conditions**

- The AMCCUF is subject to extreme weather conditions. Users are expected to keep their DF clean and tidy and, in the event of high winds, secure their materials and equipment.
- All temporary buildings are to be tied down against wind loading.
- You are expected to monitor upcoming weather conditions and modify your activities accordingly.

### **5.8 AMCCUF Road Rules**

- Roads at the AMCCUF are marked with yellow or white lines.
- Pedestrian pathways are marked with blue lines.
- Western Australian (WA) road rules generally apply at the AMCCUF, including those for bicycles.
- Speed limit is 30km/hr on AMCCUF roads and carparks and 15km/hr on wharves and laydown areas.
- The FM reserves the right to ban an individual or organisation from driving on the AMCCUF in the event of a breach of the road rules.
- You are required to maintain access into your work area for emergency vehicles.

- Bicycles are permitted at the AMCCUF. Bicycle riders must wear an approved helmet and have adequate lighting / reflectors.
- Riding scooters and skateboards is not permitted.
- All loads must be adequately restrained.

## 5.9 Inductions

- All people entering the AMCCUF must complete an AMCCUF induction to gain access to the AMCCUF common areas (roads, walkways, etc). (In addition, the User must induct their employees and escorted persons into their own DF).
- Delivery drivers must complete an AMCCUF delivery driver induction at the gate house.

### 5.9.1 Escorted Persons

- A person may be escorted by an AMCCUF pass holder to complete works if it is not reasonable or practicable for that person to complete an AMCCUF induction
- A person may only be escorted for 3 consecutive days or a maximum of four (4) days in any one (1) year period.
- Escorted persons must complete an AMCCUF visitor induction form at the gate house before being released to the host.
- Escorted persons must be under direct supervision of an AMCCUF pass holder at all times.

## 5.10 Emergency Response

### 5.10.1 General

- You must have evacuation plans and muster points for your DF or work area.
- The evacuation plan must include a map of your muster locations where the FM can contact, meet and direct you in the event of an evacuation. This location must be communicated to FM Security.
- You must supply the FM with two emergency contacts.
- Immediately inform the FM if there are changes to the nominated emergency contacts.
- You are responsible for appointing fire wardens and evacuation controllers for your DF or work area.
- You shall provide adequate response equipment for the type of activities being undertaken.
- In the event of an incident that requires Emergency Services, you shall:
  - Contact the relevant Emergency Service on 000.
  - Inform FM Security on (08) 9437 0999 or 0402 576 901.
- Emergency response within the AMCCUF is divided into 2 sections; User Controlled Emergency Response and FM Controlled Emergency Response. Refer to points below.
- If you wish to carry out an emergency response exercise, you must notify, in writing, the O&M department ([maintenance@amccuf.com.au](mailto:maintenance@amccuf.com.au)) and the FM Security Supervisor ([securitysupervisor@amccuf.com.au](mailto:securitysupervisor@amccuf.com.au)), 24 hours prior to the exercise.

### 5.10.2 User Controlled Emergency Response

- User controlled emergency response are responses to emergencies which occur within a User's DF, but will not affect other AMCCUF Users and responses should follow your internal processes.
- In the event of a User controlled emergency response, you must notify the FM Security and the FM will monitor the situation and assist, if required or requested.

### 5.10.3 FM Controlled Emergency Response

- FM controlled emergency responses are responses to emergencies that have the potential to affect more than one User at the AMCCUF.
- In such emergencies the FM will assemble its emergency control organisation, assume control of the situation, coordinate between the affected parties and, where required, the appropriate emergency response service.
- In such a situation, your emergency contact will be notified and will be required to send a messenger to the nominated control and coordination centre to relay instructions to your wardens (refer to commands below).
- You will comply with any direction to evacuate your DF, or work area, or the AMCCUF made to you by the FM, Emergency Service or the regulatory authority.

### 5.10.4 Emergency Commands

Emergency commands that may be issued by the FM include, but are not limited to:

- **Go to Muster Point**
  - All people within your area are to assemble at your nominated muster point and await further instruction.
  - DO NOT evacuate the AMCCUF unless instructed.
- **Send Runner**
  - Send a runner to the nominated control and command centre to relay instructions to your wardens.
- **Search your area**
  - Request suitably qualified volunteers, who know the work area, to search for unknown or suspicious objects.
  - Report findings back to the FM chief warden via your runner.
- **Return to Normal Operations**
  - Return to normal operations.
- **Evacuate Site**
  - Evacuate the AMCCUF as directed by your runner or AMCCUF warden.

## 5.11 Safety / Environmental Observations

- The FM may issue a Safety / Environmental Observation Notice to you, your employees, contractors, sub-contractors and escorted persons if it is noted that they are engaging in an potentially unsafe or environmentally unfriendly act or activities.

- You are expected to address any notice issued under this section as quickly and as reasonably as possible.

## **5.12 Chemicals, Dangerous Goods, Explosives and Hazardous Substances**

- Dangerous Goods must be stored, handled and managed as per the Dangerous Goods Safety (Storage and Handling of Non-explosive) Regulations 2007.
  - The level of Dangerous Goods at the AMCCUF must be kept below Manifest Level.
  - Where the level of Dangerous Goods is above the Placard Level the appropriate signage must be in place at the entrance/s to the DF and communicated to the FM.
- Explosives are not to be stored at the AMCCUF. Written approval from the FM is required if you intend to handle explosives at the AMCCUF.
- Hazardous Substances must be stored, handled and managed as per Part 5 of the Occupational Health and Safety Regulations 1996.
- All chemicals must be stored according to the requirements of the Safety Data Sheet and segregated from other chemicals where necessary.
- Chemical registers must be maintained and made available to the FM on request.
- Safety Data Sheets (SDS) must be available for all chemicals stored at the AMCCUF and must be available at the place of storage as well as supplied to the FM at the entrance to the AMCCUF.
- Only chemicals associated with your approved activities can be stored in your DF.
- Users must notify the FM if asbestos is present or used on any equipment that is brought to the AMCCUF. All removal, transport, site clean-up and disposal of asbestos must be in accordance with state and local government regulations.

## **5.13 Alcohol and Drugs**

- Alcohol and illegal drugs are not permitted at the AMCCUF.
- Persons thought to be under the influence of alcohol or drugs will be denied access to the AMCCUF and their manager contacted regarding the situation.
- The FM may allow alcohol for functions at the AMCCUF upon request.

## **5.14 Smoking**

- Smoking at the AMCCUF is governed by state regulations and is not permitted in:
  - Enclosed workplaces or building
  - Within 5 meters of any doorway, window, air intake or any other opening to a building
- Users and FM are responsible for creating and maintaining a designated smoking area.
- Cigarette butts must be disposed of in a proper manner.



## **6.0 ENVIRONMENT**

- Prior to mobilisation onto the AMCCUF, you will present the FM, an Environmental Management Plan or procedures that demonstrate how you will manage environmental impacts of your operations while at the AMCCUF.
- You must comply with all relevant and current legislation and have considered all relevant guidance notes and codes of practice affecting the AMCCUF and your industry. Legislation which must be complied with includes, but is not limited to, the following :
  - Environmental Protection Act 1986 (WA)
  - Environmental Protection Regulations 1987 (WA)
- Neither LandCorp nor the FM accepts any responsibility in relation to the preparation and implementation of your Environmental Management Plan or procedures.
- AMC Management (WA) Pty Ltd (FM) has the following Department of Environment Registrations for the AMCCUF;
  - Metal Coating
  - Marine Maintenance
  - Concrete Batching
- These works can be undertaken on the AMCCUF, as long as you comply with the processes according to the relevant legislation and these Facility Rules.

### **6.1 Environmental Incidents**

- All environmental incidents must be reported to the FM within 1 hour of occurrence.
- You must report any incidents that may affect the AMCCUF or its operation immediately to the FM such as incidents which are likely to cause, or have the potential to cause pollution or environmental harm i.e. spills, fumes or smoke.
- The report may be submitted on your own internal reporting forms or the FM Incident Report Form, which will be provided by the FM on request.
- The report is to include details of when and how the incident occurred, the potential environmental impacts of the incident, any investigations that have been carried out, corrective actions taken and residual impacts that may occur subsequent to corrective actions being taken.

### **6.2 Marine Maintenance**

#### **6.2.1 Bilge Water**

- Bilge water shall not to be discharged into the harbour.
- Bilge water must be transferred ashore for disposal by a licensed contractor.

#### **6.2.2 Ballast Water**

- Users must comply with Australian Biosecurity legislation.



### **6.2.3 Management of Invasive Marine Species**

- The FM is to be notified if invasive marine species are present or identified on vessels at the AMCCUF (including the FD).
- No in-water hull cleaning and maintenance activities are permitted at the AMCCUF without prior approval from the Fremantle Ports Harbour Master.
- If hull cleaning is undertaken on vessels on the Floating Dock, or on land after being docked, no hull cleaning residues are to enter the marine environment.
- All hull cleaning residues must be contained, collected, and disposed of appropriately off site.

### **6.2.4 Anti-Fouling**

- You must inform the FM of any planned anti-fouling activities in the Users Activity Questionnaire and Environmental Management Plan (EMP).
- You must be able to present a copy of the anti-fouling records to the FM upon request.
- Refer to Hydro-wash and Abrasive Blasting (Section 6.3).

## **6.3 Hydro-Wash and Abrasive Blasting**

- Hydro-wash waters must be clean before they enter the stormwater drainage system.
- Dust generated by abrasive blasting must be controlled to an acceptable level. Such control measures include, but are not limited to;
  - Encapsulation.
  - Vacuum blasting.
- All wastes must be disposed of by a licensed contractor.
- Housekeeping practices must be consistent with the above.
- You must carry out abrasive blasting activities as per the FM's registration conditions.

## **6.4 Painting**

- Paint from your activities must not disturb other Users.
- You must carry out spray painting activities as per the FM's registration conditions, which includes encapsulation.
- Spray painting must take place in an encapsulated facility and all overspray must be contained.
- Painting of vessels / structures alongside the wharf or at sea is best undertaken via brush or roller only.
- Painting wastes must be disposed of appropriately.
- All paints and solvents must be stored correctly.

## **6.5 Waste Management**

### **6.5.1 Waste Management General**

- You are responsible for your waste management.
- Where required, all bins must be appropriately labelled and suitably enclosed for the types of waste contained.
- Bins must be emptied regularly to match waste generation.
- Wharves must be cleared as soon as possible after vessels have departed.
- Littering is prohibited on the AMCCUF.
- All controlled wastes must be segregated and removed by licensed contractors in a timely manner.

### **6.5.2 Liquid Waste**

- Liquid wastes shall not be disposed of on the AMCCUF.
- Liquid wastes must be kept in appropriate labelled containers and stored on a bunded area.
- Liquid waste is to be removed from the AMCCUF in a timely manner.
- Licensed contractors must be used for the removal and disposal of all liquid wastes.

### **6.5.3 Quarantine Wastes**

- Quarantine waste must be collected, stored and disposed in accordance with Australian Biosecurity requirements.

### **6.5.4 Hazardous Wastes**

- Hazardous materials must be separated from general wastes, stored and disposed of appropriately.

## **6.6 Dust Management**

- You must manage your activities to minimise dust creation.
- Dust from your activities must not disturb other Users.

## **6.7 Noise**

- You must control noise to minimise the impact on neighbouring Users and conform with State and Federal legislation.

## **6.8 Stormwater Drainage**

- Only cleaned waters and stormwater are permitted to be discharged into the stormwater drainage system.

## **6.9 Refuelling**

- No refuelling activities shall occur without adequate spill response equipment on hand.
- The spill response equipment is to be supplied by the User or by the refuelling provider.

## **6.10 Fire Systems**

- Firefighting systems have been installed at locations around the AMCCUF for Emergency Service access in case of emergency. Access to these systems must remain unobstructed at all times.
- If you wish to utilise the firefighting systems, or water from the firefighting systems, you must notify O&M one (1) business day prior to the event.

## **6.11 Noxious Weeds, Pests and Feral Animals**

- All noxious weeds, pest and feral animal sightings must be reported to the FM.
- Reports can be made to O&M on (08) 9410 5400.

## **6.12 Spill Response**

- You must have adequate spill response equipment and trained spill response personnel for your activities and for the volume of chemicals either used, stored or transported.
- You are liable for all associated clean-up costs and penalties.
- You will comply with any direction to suspend activity, evacuate your DF, work area or the AMCCUF made by the FM, Emergency Service or a relevant regulatory authority.

### **6.12.1 Land Based Spill**

- In the event of a Land Based Spill, you shall:
  - Contact the Department of Water and Environment Regulation pollution watch hotline on 1300 784 782 if you are unable to contain the spill.
  - Contact the FM Security on (08) 9437 0999 or 0402 576 901.

### **6.12.2 Marine Spill**

- In the event of a Marine Spill, you shall:
  - Contact Fremantle Ports on (08) 9335 1300.
  - Contact the FM Security on (08) 9437 0999 or 0402 576 901.

## **6.13 Facility Environmental Emergency Response**

### **6.13.1 Fire**

- You shall provide adequate fire and emergency response equipment and personnel for your activities.
- In the case of a fire, you shall:
  - Fight the fire if it is safe to do so and the personnel are adequately trained.

- Raise the alarm and evacuate, if necessary.
- Contact Emergency Services 000.
- Call the FM Security on (08) 9437 0999 or 0402 576 901.

### **6.13.2 Hazardous Materials**

- In the case of an incident involving hazardous materials, you shall:
  - Evacuate the area.
  - Call Emergency Services 000.
  - Call the FM Security on (08) 9437 0999 or 0402 576 901.

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## **7.0 SECURITY**

### **7.1 General Security**

- Immediately inform the FM Security if you suspect, or are aware, of any security breaches.
- Security breaches include, but are not limited to:
  - Unauthorised access into the AMCCUF or associated waters (i.e. persons fishing, boating or kayaking).
  - Unauthorised entry into your DF or work area.
  - Theft.
  - Breach of the AMCCUF road rules.
  - Unauthorised storage of goods.
- Security can be contacted on (08) 9437 0512 or 0402 576 901.

### **7.2 Maritime Security**

- The AMCCUF has been classified as a Security Regulated Port Facility under the Maritime Transport and Offshore Facilities Security Act 2003.
- Landside restricted zones are marked and access areas delineated with mobile fencing or gates. If the mobile fencing is moved, it is your responsibility to monitor the LRZ boundary until the fence is reinstated.
- Only persons that hold a valid Maritime Security Identification Card (MSIC) can enter an active Landside Restricted Zone.
- MSIC cards must be displayed when entering and working within an active LRZ.
- You are responsible for managing all persons entering the LRZ and ensuring they have a valid MSIC card.
- Any person found within an active LRZ without a MSIC card, or not under direct supervision of a MSIC card holder, will be removed from the area and reported to the Office of Transport Security.
- A MSIC holder can only escort two (2) people at any one time. As a guideline, the supervised person/s should not be further than 15m away from their supervisor and within eyesight at all times.
- You must abide by any lawful direction given under the FM's Port Security Plan.
- The shipping agent is required to notify the FM if any vessels the agent is representing at the AMCCUF require a Declaration of Security with the FM.

### **7.3 Access**

- The FM will issue an AMCCUF facility access pass once the relevant AMCCUF induction has been completed and required forms submitted.
- Minors are allowed to access the AMCCUF, but must be under the direct supervision and control of a responsible person, authorised by the User's manager and addressed in the User's HS plan.
- The User must nominate people authorised to act as hosts for escorted persons.

## **7.4 Passes**

- AMCCUF facility access passes are issued by the FM Security team.
- Passes will not be issued unless supported by the following:
  - Completed Pass Access Issue Form.
  - Completed induction questionnaire or certificate.
  - Valid photo identification.

### **7.4.1 Visiting Union Representatives**

- Visiting union representatives are treated as escorted persons; that is, the User has the right to decide who, and under what circumstances, they receive visitors.
- The representative may arrive at the gate house and park in the adjacent parking lot, either on a planned visit (e.g., in accordance with the Right of Entry provisions or at the User's invitation) or unannounced.
- In the first instances, the User will provide an escort to and from the gate house in accordance with the Facility Rules.
- In the case of an unannounced visit, the FM's security personnel will contact the User's representative and ask them to attend the gate house and discuss the visit with the union representative. The User can then make arrangements to escort the union representative onto the User's DF or deny access.
- Should the User host a union representative, or any other escorted person, to their Designated Facility, work area or vessel, the User must ensure the union representative is escorted back to the FM Security main gate house on completion of the union representative's business. Transferral to another party is not permitted.

## **7.5 Surveillance**

- Video and audio surveillance and recording equipment is in use at the AMCCUF. To meet its obligations, the FM has to comply with the Maritime Transport and Offshore Facilities and Security Act 2003 and the Customs and AusCheck Legislation Amendment (Organised Crime and Other Measures) Act.

## **8.0 USERS**

- Sections 1.0 to 7.0 of these Facility Rules apply to Users, in addition to the rules set out under this Section 8.0.

### **8.1 General**

- Under the User Agreement (UA), the User is allocated a Designated Facility (DF). User activities that occur within this DF are under the control of the User.
- Users are required to:
  - Submit an outline of planned activities to be undertaken at the AMCCUF for each project. Users must inform the FM in writing prior to implementing changes in their scope (e.g. a new project) which are not included in the Permitted Use under the User Agreement. This information is used to classify the risk level of those activities.
  - Submit and maintain HSE methodology relevant to the activities undertaken at the AMCCUF.
  - Submit a bond / initial deposit if deemed required by the FM.
  - Have a "mobilisation meeting" with Operations and Maintenance prior to commencing work at the AMCCUF.
  - Fence its boundary. Fencing is to be of a type, agreed by the FM, to be suitable to the activities being undertaken and is to include the working area, car park and offices.
  - Display its company name, site and emergency contact details at the point of access to their DF.
  - Ensure that within the User's DF, where practicable, items or equipment must not contact, interfere with, overhang or cover floodlight masts, electricity supply, firefighting equipment, AMCCUF buildings, formal roads or marked vehicle lanes, boundary fences, bollards and capstans (within white lines) manhole covers or storm grates.

### **8.2 Users Meeting**

- The FM may convene a meeting of AMCCUF Users to discuss operational matters.
- It is requested that at least one representative from each User attend these meetings as scheduled by the FM.

### **8.3 Reviews**

- The User may be subject to Health, Safety, Environmental and Employee Relations inspections or reviews against these Facility Rules and the User's submitted plans or procedures to determine if they are meeting their contractual obligations.

### **8.4 Employee Relations**

- Prior to acceptance of the application to access the AMCCUF, the User must:

- Submit to the FM an Employee Relations Management Plan for proof of compliance.
- Ensure all sub-contractors also comply with employee relations requirements and arrange for their plans to be included in the User's submission.
- All industrial disputes, or the possibility of an industrial dispute, must be reported to the FM immediately.

## **8.5 Insurances**

- The User must have all the insurances required under the User Agreement before being granted access to the AMCCUF and for access to be maintained.
- Certificates of currency must be valid at all times for all the insurances required under the User Agreement.

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## **9.0 SHIPPING AGENTS**

Sections 1.0 to 8.0 of these Facility Rules, as applicable to Users, also apply to Shipping Agents, in addition to the rules set out under this Section 9.0.

### **9.1 Fremantle Ports**

- The Agent is responsible for:
  - Applying to Fremantle Ports for the vessel/s to berth at the AMCCUF.
  - Communicating with Fremantle Ports to establish the nature of the cargo. If part of the cargo is deemed to be non-project, Fremantle Ports may require the non-project component of the cargo to be offloaded in Fremantle or it may be subject to cargo rent charges.

### **9.2 Berthing**

- The Agent is responsible for:
  - Booking the tugs, pilots, line gangs and any other labour and infrastructure for berthing a vessel.
  - Ensuring that the Fremantle Ports line gangs are aware of the berth that the FM has allocated and the correct orientation and position of the vessel to meet their requirements.
  - Completing and submitting an Application for AMCCUF Berth for each booking.

### **9.3 Cargo Handling / Cargo Storage**

- The Agent is responsible for:
  - Any work undertaken with an AMCCUF access pass issued under the authority of the Agent.
  - Organising all labour and infrastructure requirements for the handling of cargo at the berth.
  - If cargo is to be stored under the Agents name, the Agent must complete and submit a User Activity Questionnaire to the FM.
- Complying with the:
  - Customs Act 1901;
  - Customs Regulations 1926; and
  - Customs and AusCheck Legislation Amendment (Organised Crime and Others Measures) Act 2013; and
  - Statutory reporting obligations to the Australian Customs and Border Protection Service as Cargo Handlers.
  - Wharves AMC 4 and AMC 5 are Customs registered and designated Cargo Terminal Operator (CTO) areas. To comply with CTO requirements these areas will have a static guard at the Wharf entrance at all times while the vessel, cargo or Users are on the wharf. Any person entering or exiting the wharf will need to display a valid form of photo identification and sign in and out of the access register.

- Imported cargo that requires Customs clearance that has not yet received Customs clearance is to remain within the CTO area until it has received customs clearance.
- Export cargo cannot enter the CTO area until it has received Customs clearance.

## **9.4 Priority Booking**

- Wharf priority booking enables an Agent to secure guaranteed access to a wharf for the Priority Period (priority arrival date to priority departure date).
- Where it is possible to provide priority booking, the Agent will be liable to pay for the Priority Period at the priority rate whether the vessel occupies the berth for all, part or none of the priority period.
- The Agent will be invoiced the total fee for the Priority Period when the booking is agreed by the FM. The fee is not transferable to another Priority Period, nor refundable.
- When the Agent advises the FM that the priority booked vessel is scheduled to arrive, any vessel that may be at the priority booked wharf will be required to vacate.
- If the wharf is occupied and the priority booked vessel arrives before the agreed priority arrival date, the priority booked vessel will wait.
- If the priority booked vessel does not arrive on the agreed priority arrival date, the FM will utilise the wharf until advised by the Agent that the priority booked vessel is scheduled to arrive.
- Should the priority booked vessel not arrive at all during the Priority Period, the FM will utilise the wharf and the priority booked vessel will revert to standard booking conditions.

## **9.5 Vessel Maintenance**

- The Agent shall notify the FM if works are to be undertaken on the vessel/s while at the berth.
- Contractors employed to carry out any works on the vessel/s are deemed to be employed by the Agent.
- The Agent shall arrange for access passes, as required, or escorts to enable these contractors to board the vessel.

## **9.6 Hazards**

- The Agent is to advise the FM of any hazardous activity that may be undertaken on the vessel at the AMCCUF.
- The Agent shall notify the FM if hazardous / dangerous goods are being handled at the AMCCUF.
- The Agent is to notify the FM of any hazardous or infectious situations that may be present on the vessel.
- The Agent is to notify the FM if the vessel has had any invasive marine species identified prior or during its berthing at the AMCCUF.
- The Agent shall seek written approval from the FM if it intends to handle explosives at the AMCCUF.

## **9.7 Bunkering**

- Bunkering can be either by barge or road tanker.
- No bunkering activities are to occur without adequate spill response equipment on hand.
- The spill response equipment is to be provided by the vessel being bunkered or by the barge/road tanker.

## **9.8 Access**

- All personnel associated with the vessel the Agent has brought to the AMCCUF are the responsibility of the Agent.
- Personnel must have completed an induction and been issued an AMCCUF Facility Access Pass. The Agent must ensure that their client company and any of their sub-contractors are aware of this and that suitable arrangements are made to have passes issued prior to the berthing.

## **9.9 Crew Welfare**

- The FM is obligated to provide access to the crews of International Maritime Organization (IMO) vessels for family, welfare and labour organisations.
- If a crew member wishes to leave the AMCCUF and return later, they must present a valid photo ID at the gate house, which will be kept and returned when they wish to re-enter.
- While at the AMCCUF, access for the vessel's crew to and from the vessel can be arranged using the Flying Angel bus service or taxis. The vessel's master or crew are responsible for organising these services.
- Crew lists are to be provided to the FM's Security. The crew lists are to include the bridge / master and first officer's contact details. Please contact the FM Security team on (08) 9437 0512 or 0402 576 901 to advise the numbers.

## **9.10 Services**

- Potable water, salt water fire mains, sewerage, communications and some 50 Hz power can be made available for ships.
- The FM does not carry a large range of adaptors, therefore the Agent should ensure that the vessel has access to the required adaptors.
- Further information can be obtained from O&M.

## **9.11 Insurances**

- The Shipping Agent must have all the insurances required under the User Agreement before being granted access to the AMCCUF and for access to be maintained.
- Certificates of currency must be valid at all times for all the insurances required under the User Agreement.

## 10.0 FM CONTRACTORS

- Sections 1.0 to 8.0 of these Facility Rules, as applicable to Users, apply to FM Contractors in addition to the rules set out under this Section 10.0.

### 10.1 FM Contractor Agreement

- Prior to works commencing the contractor must have a 'mobilisation meeting' with O&M or the Floating Dock team, as applicable. This meeting will address interface, planning and permit issues required for the works.
- The Contractor must ensure that all employees and sub-contractors are aware of their obligations.
- The following extracts from the Contractor Agreement are presented as notes or reminders to the Contractor. The Contractor must:
  - Work under the FM's Permit to Work system.
  - Comply with any reasonable direction given by the FM or LandCorp.
  - Permit the FM or LandCorp to inspect and audit any of its activities and the level of compliance to its approved plans and the Facility Rules.
  - Comply with all requirements of LandCorp and applicable laws in relation to the use of any water, waterway or foreshore adjacent to the CUF.
  - FM Contractors working above water where there is a risk of falling, or within 2m of water where there is no edge protection, must wear a self-inflating personal flotation device (PFD).
  - If you undertake activities defined as Construction under Part 1, Division 1 of the Occupational Health and Safety Regulations, you must ensure that your workers have been adequately trained, as per section 3.136 of the Regulations.
- For major works, the Contractor shall submit an outline of the planned activities to be undertaken at the AMCCUF.
- For major works, a copy of these Facility Rules shall be kept by the Contractor's manager / supervisor at the on-site location and this person must ensure that all Contractors employees and sub-contractors working at the AMCCUF are aware of its contents.
- Certificates of competency and licenses must be provided, if requested.

### 10.2 Safety and Environmental Management

- The Contractor will present to the FM a Safety and Environmental Management Plan or procedures that demonstrate how the Contractor will manage health, safety and environmental risks while carrying out works at the AMCCUF.

### 10.3 Insurances

- The Contractor must have all relevant insurances as per the Contractor Agreement, Purchase Order or Work Order.
- Certificates of currency for Public Liability insurance and Workers Compensation must be valid at all times.

- Damage caused by the Contractor, the Contractor's employees or sub-contractors is the responsibility of the Contractor. The Contractor must rectify all such damage. This includes damage that occurs in carparks.

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