

**Marine Operations  
Flinders Ports  
Master Port Rules**

Uncontrolled if printed

## Table of Contents

<b>1. Purpose</b>	<b>4</b>
<b>2. Scope</b>	<b>4</b>
<b>3. Authority</b>	<b>5</b>
<b>4. Powers of Port Management Officers</b>	<b>5</b>
4.1 Berthing Priorities	6
4.2 Pilot Passage Plan	7
<b>5. Communications</b>	<b>7</b>
5.1 Radio and Port Communications	7
5.1.1 Shipping Transit and Advice Register	7
<b>6. Coordination of Marine Services</b>	<b>8</b>
<b>7. Vessel Traffic Analysis (Scheduling)</b>	<b>8</b>
7.1 Purpose	8
7.2 Role & Responsibilities	8
7.3 Work Hours	9
<b>8. Pilotage Process</b>	<b>9</b>
8.1 Reporting times for Pilots	9
8.2 Pilotage Job Risk Assessment	9
8.3 First Visit - Vessel Assessment	9
<b>9. Port Restrictions</b>	<b>10</b>
9.1 General rules for vessels in excess of port limitations	10
9.2 Tugs Required	10
9.2.1 Specific Information – Commercial tugs in SA Ports	10
9.2.2 Barge / Convoy Movements	12
9.2.3 Launch in Attendance	12
9.2.4 Berths	12
<b>10. Fleeting Requests</b>	<b>12</b>
<b>11. Vessel Navigation</b>	<b>12</b>
11.1 Anchor Restrictions	13
<b>12. Tide Information</b>	<b>13</b>
12.1 Tide Information for all Ports Except for Ardrossan	13
<b>13. Notifications</b>	<b>13</b>
All Hours	14
The Duty VTSO (Scheduling) – Marine Operations	14
Email: portops-adl@flindersports.com.au	14
<b>14. Administration</b>	<b>14</b>
14.1 Agent Web Interface	14
14.2 Lloyds SEA-WEB	14
14.3 IMDG Code	14
<b>15. PortMIS Management &amp; Maintenance</b>	<b>15</b>
15.1 Application for Use of Port Facilities	15
15.2 Shipping Activity Status	15
15.3 Conflicts	16
<b>16. Miscellaneous</b>	<b>16</b>

<b>16.1</b>	<b><i>Environment – Emissions and discharges</i></b> .....	<b>16</b>
<b>16.2</b>	<b><i>Strong Wind or Gale Warning</i></b> .....	<b>16</b>
<b>16.3</b>	<b><i>Ballast</i></b> .....	<b>17</b>
<b>16.4</b>	<b><i>Divers</i></b> .....	<b>17</b>
<b>16.5</b>	<b><i>Dangerous Substances</i></b> .....	<b>18</b>
<b>16.6</b>	<b><i>Port Security Levels</i></b> .....	<b>18</b>
<b>16.7</b>	<b><i>Incident Reporting</i></b> .....	<b>18</b>
<b>16.8</b>	<b><i>Visitor Safety</i></b> .....	<b>18</b>
<b>16.9</b>	<b><i>Port Charges</i></b> .....	<b>19</b>

## 1. Purpose

Flinders Ports Pty Ltd (**Flinders Ports**) operates seven ports in South Australia (Port Adelaide, Port Lincoln, Port Pirie, Thevenard, Port Giles, Wallaroo and Klein Point). These Master Port Rules apply to those ports and are intended to inform commercial users of the ports of their responsibilities for the safe navigation of vessels and conduct of other associated activities within the ports.

These rules contain a *summary* of certain applicable legislative and contractual obligations. Port users are required to inform themselves of their duties under all applicable laws, regulations and contractual terms and nothing contained in these Port Rules exempts any port user from compliance with any other legal or contractual requirement or obligation.

It is a condition of all access to, use of and the conduct of activities within the ports that these Master Port Rules and any other rules or terms incorporated into them or otherwise applicable are complied with.

In addition to these Master Port Rules, specific local port rules relating to Port Adelaide and regional ports apply and are available on the Flinders Ports website at <https://www.flindersports.com.au>. These Master Port Rules must be read in conjunction with the relevant local port rules.

These Master Port Rules and all use of the ports is also subject to the Flinders Ports' '**Standard Terms and Conditions** (Use of Ports, Facilities and Services by Vessels)' and '**PortMIS** (management information system) Terms of Use and Access', each of which may contain terms limiting or excluding Flinders Ports' liability and otherwise benefiting Flinders Ports, copies of which are available on the Flinders Ports website.

These Master Port Rules and other rules or terms incorporated into them may be amended from time to time, so we recommend that you routinely check the Flinders Ports' website to ensure that you are referring to the current version.

## 2. Scope

The ports are operated in accordance with all laws in force in South Australia and any applicable Commonwealth and International laws, including but not limited to:

- Navigation Act 1912 (Cth)
- Harbors and Navigation Act 1993 (SA) (**H&N Act**)
- Environment Protection Act 1993 (SA)
- Maritime Services (Access) Act 2000 (SA)
- Customs Act 1901 (Cth)
- Quarantine Act 1908 (Cth)
- Work Health and Safety Act 2012 (SA)
- Protection of Marine Waters (Prevention of Pollution from Ships) Act 1987 (SA)
- South Australian Ports (Bulk Handling Facilities) Act 1996 (SA)
- South Australian Ports (Disposal of Maritime Assets) Act 2000 (SA)
- Recreational Access to Commercial Wharves Agreement.

### 3. Authority

Port Management Officers (**PMO**), who are appointed under Section 29 of the H&N Act, will manage the port waters in accordance with the H&N Act.

PMOs are issued with photographic identity cards, which list the conditions of appointment.

PMOs are responsible for directing and controlling vessel movements in port waters for the purpose of safe navigation of vessels and other activities within the ports.

This will include:

- movement of vessels into, within and out of port waters;
- loading and unloading of vessels;
- mooring, anchoring and securing of vessels within port waters; and
- conduct of certain other activities by, on or in relation to vessels (e.g. certain restricted works) within the port.

### 4. Powers of Port Management Officers

A PMO may give a direction (orally, by signal, radio communication, or in any other appropriate manner) to a person in charge, or apparently in charge, of a vessel in or in the vicinity of the port. Failure to comply with a direction given by the PMO is an offence under the H&N Act.

A direction may, for example:

- require that vessels proceed to load or unload in a particular order;
- require that a vessel be moored or anchored in a particular position;
- require that a vessel be secured in a particular way;
- require that a vessel be moved from a particular area or position;
- require the production of documents relating to the navigation, operation, pilotage, use or unloading of the vessel; or
- if a person is not onboard a vessel to receive a direction, the PMO may cause the vessel to be moved and any costs will be recoverable from the owner.

A person in charge of a vessel must permit a PMO to:

- board the vessel;
- inspect the vessel and its cargo; and
- carry out on the vessel any investigation necessary to ensure that the vessel and the business in the course of which the vessel is being used is being operated lawfully.

The appointment as a PMO confers upon the authorised persons the powers set out in the Harbours and Navigation Regulations 2009 (SA) (**Regulations**), but only within the confines of the nominated port and only whilst under the management of Flinders Ports Pty Ltd. Further detail on the content of the Regulations can be found at [www.transport.sa.gov.au/legislation](http://www.transport.sa.gov.au/legislation).

The following powers have been delegated to the PMO by the CEO (as referred to in the H&N Act):

- Obstructions on wharves (section 295(1))

- Obstruction of landing places (section 30(1))
- Unauthorised activity on wharf (section 31)
- Use of rail trolley (section 32(1))
- Abandoned cargo (section 37)
- Unauthorised entry to wharf or contiguous land (section 38)
- Watch officers in harbors (section 39)
- Mooring lines in harbors (section 43(3))
- Use of vessel engines in harbors (section 44(1))
- Mooring and unmooring of vessels in certain harbors (section 45(1))
- Swimming in harbors (section 46)
- Traffic signs (section 48(1) and 48(3))
- Parking signs and markings (section 50(1))
- Permits (parking) (section 53 (1) and 53(2)).

Note that these powers may only be exercised in those ports under the control of Flinders Ports and only by the person nominated below for that port. Where a port is operated by a third party (i.e. Port Bonython, Whyalla, Ardrossan), Flinders Ports may be contractually engaged by that third party to undertake some of the duties above.

NAME OF FLINDERS PORTS EMPLOYEE	NAME OF PORTS
<b>KAVINA</b> Carl, <b>DOW</b> Douglas, <b>STRYDOM</b> Leon	All South Australian commercial ports
<b>PADMANABHAN</b> Vijay	Whyalla, Port Bonython, Port Lincoln, Thevenard
<b>COZZI</b> Michael	Whyalla, Port Bonython, Port Lincoln, Thevenard
<b>MIERS</b> Ben	Whyalla, Port Bonython, Port Pirie, Thevenard
<b>Munday</b> Avikar	Whyalla, Port Bonython, Port Lincoln, Thevenard, Port Pirie
<b>Commissariat</b> Adil	Whyalla, Port Lincoln, Thevenard

#### 4.1 Berthing Priorities

Subject to any particular berthing priority rules at specific facilities in any of the ports, a “first in, first serviced” policy is applicable to berthing of commercial vessels at the ports, except where tidal limitations (Windows of Opportunities), stevedore labour allocations (on arrivals) and towage impact on available transits. Berthing priority is to be given to the vessel that reports to Flinders Ports Vessel Traffic Services (VTS) (refer to paragraph 5) that it has dropped its anchor in the anchorage first – this vessel is considered to be the “first arrived vessel” irrespective of size of the vessel. Vessels will be allotted a movement time according to their priority.

If a vessel defaults on its allotted movement time (once a working program has been confirmed by VTS) and the delay impacts on other vessel movements, then the vessel shall be placed at the back of the queue or next available window, at the sole and absolute discretion of Flinders Ports.

All berths in the ports are working berths.

*UNCONTROLLED if printed*

If a vessel is for any reason not able or willing to berth or work at a berth in accordance with its working program (including if work is ceased for any period of time), it may be directed to clear or depart the berth and return to anchorage or some other place within or outside the port (at its own cost) and shall be placed at the back of the queue or next available window, at the sole and absolute discretion of Flinders Ports.

Any commercial vessel requiring a berth for non-working purposes (e.g. ship repair, survey, bunkering, cleaning or any other purpose not deemed by Flinders Ports to be 'working') will be given berthing priority only after consultation with Flinders Ports and at its sole and absolute discretion.

Any non-commercial vessels requiring pilotage shall be ranked lowest in priority.

The above berthing priority conditions are at all times subject to the security and emergency needs of the ports and any unforeseen circumstances which, in the opinion of Flinders Ports, require any change in berthing priority, as well as the powers of any PMO to issue directions in relation to port operations.

Any decision of Flinders Ports in relation to berthing priority will be final.

## **4.2 Pilot Passage Plan**

Mandatory pilotage requirements may apply in the ports – see the relevant ports' Port Rules for guidance.

On boarding a vessel, the Pilot will discuss a passage plan with the vessel's Master, review the vessel's pilot card and exchange the necessary Pilot/Master information.

Once satisfied, the Pilot will then advise the Master to commence the pilotage passage (inward/outward).

Refer to Flinders Ports' Website for a copy of the Pilot Passage Plan.

## **5. Communications**

Flinders Ports Vessel Traffic Services (VTS) is staffed at all times and Flinders Ports maintains a listening watch on VHF channels 16 and 12 (call sign "Adelaide Outer Harbor").

### **5.1 Radio and Port Communications**

#### **5.1.1 Shipping Transit and Advice Register**

Pilots, Masters and Exempt Masters are to communicate with the VTS at reporting points to advise and record position, situation and time. All advice messages will be recorded by Flinders Ports in the Port Control Logs.

Reporting Points are as follows:

- Anchorage to or from/Pilot On Board/Pilot Disembark Point
- Entrance beacon
- Osborne (No. 39 Beacon)
- Vessel alongside and secure.

## 6. Coordination of Marine Services

Scheduling of vessel traffic is provided by the Vessel Traffic Services Officer (**VTSO**) (Central & Regional). The VTS is staffed 24/7, on a 12-hour rotational roster basis.

Marine Services (pilotage, mooring, tugs, launches and communications) are all coordinated by Flinders Ports VTS (located at Gate C, Oliver Rogers Road, Outer Harbor).

Flinders Ports operates a "One Stop Shop" platform for ordering and coordination of pilotage, tugs and mooring personnel. Flinders Ports will provide adequate pilotage and mooring services and ensure that towing services are available to be provided by third parties to fulfil the above requirements, subject to ordinary port contingencies.

Whilst every effort is made to communicate resourcing advice in relation to prevailing conditions, it should be remembered that towing services are only coordinated on the vessel's behalf (through the shipping agent) and are provided to vessels independently by third parties. Flinders Ports is not responsible for the provision, performance, non-performance, delay; or any deficiency in; or any incident, loss or damage arising from, the provision of any such services.

## 7. Vessel Traffic Analysis (Scheduling)

### 7.1 Purpose

To ensure that the administration and scheduling of shipping activities is carried out cost effectively and efficiently, so as to offer flexibility consistent with Flinders Ports' vision of customer service and observe the interests of safety.

### 7.2 Role & Responsibilities

Scheduling of vessel traffic is handled by the Vessel Traffic Services Officer (herein after referred to as VTSO) who is responsible for the provision and maintenance of a daily commercial shipping program for South Australian ports.

Ports that fall within the Central region banner of Flinders Ports include Port Adelaide, Klein Point, Port Giles, Wallaroo, and Ardrossan.

Ports that fall within the Regional Ports region banner of Flinders Ports include Port Pirie, Port Bonython, Whyalla (including transshipment points), Port Lincoln and Thevenard.

The VTS must ensure assertion to the overall shipping program at all times in order to effectively coordinate all resources.

This involves the review and processing of new and altered shipping data via the Klein's vessel traffic management system (PortMIS) and subsequent actioning of subsidiary administration, including a support role for security related matters. Emphasis is drawn on the reliance of up to date timetable information by internal resources, as well as the greater shipping community and general public. Consequently, timeliness of updating schedules is of paramount importance and in keeping with the integrity of the Flinders Ports website.



Obligations also exist for the VTS to provide a shipping related advice service to shipping companies and to the general public. This includes technical interpretation of vessel data and the attention of operational type complaints.

Any movement concerns should be raised with agents during periods of forecast inclement weather, more particularly with respect to the ordering of services. This is most important for regional locations where cancellation costs can be potentially high. Advice given should include the pilot's recommendations (such as the likelihood of a movement occurring, additional resourcing etc) and any weather warnings received from the Bureau of Meteorology.

### **7.3 Work Hours**

Scheduling of vessel traffic is to be provided by VTS 24/7, including public holidays.

## **8. Pilotage Process**

### **8.1 Reporting times for Pilots**

Once a movement is confirmed, a pilot is allocated in PortMIS.

A pilot will report to the pick-up point 30 minutes prior to the scheduled time of arrival for inbound vessels for all ports except in the case of Port Lincoln where the report time is 40 minutes prior to the scheduled time and 60 minutes for Port Pirie pilotages.

In the case of all ports, a pilot will board an outbound vessel at least 15 minutes before the advised time of departure.

### **8.2 Pilotage Job Risk Assessment**

If a pilotage is being planned that is outside of the documented procedures/rules, a pilotage job risk assessment shall be undertaken. This can be achieved by completing the electronic form available from the Flinders Ports Intranet and maybe submitted by the VTS or Duty Pilot.

This risk assessment will be carried out in consultation with the allocated pilot. Such consultation may be carried out by the Chief Pilot or GMFP OR MARINE OPERATIONS MANAGER directly if required.

Approval must be sought from the GMFP OR MARINE OPERATIONS MANAGER, Chief Pilot or the Duty Pilot before any Pilotage Job Risk Assessment is finalised.

### **8.3 First Visit - Vessel Assessment**

Where a pilotage involves a first visit for a vessel, then the pilot shall undertake an assessment of that vessel and provide operational comments (identifying additional or lesser towage requirements, handling and propulsion characteristics) to the VTS for inclusion in the PortMIS vessel editor.

## 9. Port Restrictions

### 9.1 General rules for vessels in excess of port limitations

Oversize vessels (as defined in the relevant Local Port Rules) are permitted to enter and conduct activities within the ports at the absolute discretion of the General Manager, Flinders Ports (in conjunction with the Duty Pilot). In the absence of the General Manager, approvals should be referred to the Chief Pilot.

Oversize vessels must submit an “Oversize vessel application” for the relevant port, which can be found on the Flinders Ports website.

Oversize vessel movements may be restricted to high water, daylight only, additional tugs, minimum cross currents, maximum wind speed of 15 knots, or any other restriction which may be considered prudent for the particular vessel by the General Manager, Chief Pilot and/or Duty Pilot. Vessels wishing to operate outside of the above parameters may be considered in the absolute discretion of Flinders Ports and only after simulations are carried out in a full mission ship simulator.

### 9.2 Tugs Required

In the absence of alternative arrangements being approved by Flinders Ports, the following requirements are applicable.

A bow thruster will be considered in lieu of a tug, at the absolute discretion of Flinders Ports and only provided its power is sufficient for the vessel’s size and wind speed is less than 15 knots. Bow thruster power is calculated by the following:

1 HP = 0.746 KW

100 HP = 1 Tonne Bollard Pull

If a vessel has a bow thruster and visits a Flinders Ports port for the first time, the Pilot will use appropriate tugs and assess the strength of the bow thruster.

If a vessel requires 3 tugs (1Z, 2 conventional) it can operate with 2Zs if they are available.

#### 9.2.1 Specific Information – Commercial tugs in SA Ports

Home Port	Tug Name	Year Built	LOA (metres)	M/E Power	Bollard Pull	Propellers / Type	Company	Remarks
Port Adelaide	<b>Barunga</b>	2003	24.55	4200 kW	63mt astern 70mt ahead	2X Z-peller azimuthing	Svitzer	
	<b>Svitzer Heron</b>	2012	31.57	2X 1838 kW	65mt	2 / Z-peller	Svitzer	Fire fighting equipped
	<b>SL Endeavour</b>	2010	24.55	4200 kW	63mt astern 70mt ahead	2X Z-peller azimuthing	Svitzer	

*UNCONTROLLED if printed*

Ardrossan	<b>Tickera</b>	1976	28.98	2X 1250 bhp	42t	2 nozzles (steerable)	PLT	Harbour towage for ARD & PGI (ex Tapir)
Wallaroo	<b>Kioloa</b>	1975	28.84	2X 1220 bhp	40t	2 / nozzles (fixed)	PLT	
Port Pirie	<b>Walan</b>	1986	31.95	2X 1800 kW	49mt	2 / Z-peller	Svitzer	Fire fighting equipped
	<b>Wonga</b>	1983	32.17	2X 1800 bhp	50t	2 / Z-peller	Svitzer	Fire fighting equipped
Whyalla	<b>Tarpan</b>	1984	32.17	2X 1342 kW	50t	2 / Z-peller	Svitzer	Emergency towing (salvage) & fire fighting
	<b>Gloucester</b>	1983	34.02	3854hp		2 / Z-peller	Svitzer	Harbour towage
	<b>Riverwijs Grace</b>	2000	27.8	2X 1176kW	43.1t	Twin azimuth / tractor	Svitzer	Barging & harbour towage
	<b>Riverwijs Isabelle</b>	2000	27.8	2X 1176kW	43.1t	Twin azimuth / tractor	Svitzer	Barging & harbour towage
	<b>Ungarra</b>	1968	20.96	2X 340 bhp	12.5t	2 / nozzles (fixed)	PLT	Lines launch / PV & towage
Port Lincoln	<b>Wangary</b>	1976	28.87	2X 1250 bhp	42t	2 / nozzles (steerable)	PLT	1st preference (ex Corsair)
	<b>Bulimba</b>	1979	29	2X 1250 bhp	41t	2 / nozzles (steerable)	PLT	Supplementary '2nd' tug / fire fighting equipped
	<b>Capel</b>		25.96	2316hp		Twin screw (fixed)	PLT	Temporary <sup>1</sup>
	<b>Lucinda</b>	1975	23.77	2X 800 bhp	26.4t	2 / Nozzles	PLT	Temporary <sup>1</sup>
Thevenard	<b>Carawa</b>	1987	23.88	2382hp		2 / nozzles	PLT	1st preference
	<b>Pelsaert</b>		23.96				PLT	Supplementary '2nd' tug

### Notes

- 1 Awaiting determination for future service requirements

To facilitate Port requirements the allocation and location of tugs may differ from the above table.

### **9.2.2 Barge / Convoy Movements**

Specific requirements may exist for barge movements with respect to towage, however the requirements are to be assessed on a case by case basis. Consultation should be carried out with the assigned Pilot before any determinations on tug resourcing are made.

### **9.2.3 Launch in Attendance**

When a vessel is negotiating the channel or approaches to the channel with limited visibility and/or manoeuvrability, a launch may be required to ensure the channel is clear of all other vessel traffic. Arrangements are to be made with the VTSO/VTS in accordance with paragraph 6 in advance.

### **9.2.4 Berths**

Where applicable, restrictions against a specific berth may exist. Load limits apply to all wharves and jetties. For further information contact Flinders Ports on (08) 8447 0611 or refer to the port information contained on the Flinders Port website.

## **10. Fleeting Requests**

Masters and Agents must obtain permission from Flinders Ports before any repositioning of vessels by fleeting or warping occurs. Permission should be requested from the VTSO on VHF channel 12 or 08 8447 0903.

## **11. Vessel Navigation**

International Regulations for Preventing Collisions at Sea apply to all vessels in all State waters, including those within the ports, unless indicated otherwise.

The Master or operator of a vessel proceeding along the course of a river or channel must keep the vessel as near to the outer limit of the river or channel which lies on its starboard side as is safe and practicable.

The Master or operator of a vessel, which can safely navigate outside a channel, must not allow the vessel to hamper the safe passage of a vessel which can safely navigate only inside the channel.

The Master or operator of a vessel engaged in fishing must not allow the vessel to impede the passage of any other vessel navigating within a channel.

The Master or operator of a vessel must not, except in an emergency, anchor the vessel in a channel.

If a vessel is anchored in a channel in an emergency, the Master or operator of the vessel must, as soon as practicable, move the vessel to the side of the channel. The VTS must be advised on (08) 8248 3505.

The Master or operator of a vessel navigating in a channel must only overtake another vessel if this can be done safely.

A person must not, except with the prior approval of Flinders Ports, cause or permit a cable, chain, hawser or rope to be placed across a channel.

All vessels in ballast must have their propellers completely submerged and an appropriate trim by the stern. An appropriate trim for sailing is considered to be 1% of the vessel's overall length.

As far as practicable, it is recommended that gangways are kept inboard until all fast on arrival and until clear of the berth on departure.

### **11.1 Anchor Restrictions**

Refer to the relevant Local Port Rules.

## **12. Tide Information**

### **12.1 Tide Information for all Ports Except for Ardrossan**

Both predicted and real-time tide information is available.

Predicted tide information is provided both in hard copy and digital form and is available as Highs and Lows or in an hourly format.

Both Highs/Lows and Hourly tides in hardcopy format can be sourced from the Tide Officer, HydroSurvey.

Digital tide information is displayed via HydroTel (predicted and real-time) or via the in-house software application "Tides" (predicted, real-time, draft calculations and windows of opportunities).

## **13. Notifications**

The conduct of certain works or activities is prohibited in the ports without approval and, in any event, may be subject to certain requirements.

Requests to conduct any such works must be made by submitting a "Notice". Notices can be requested by the vessel's Master through their agent asking for certain activities to be carried out on board the vessel. These Notices are activity specific and act as a formal mechanism to identify important provisions to be followed (and be agreed to by Flinders Ports) in the interests of minimising safety risks to the vessel, its crew, other personnel and infrastructure.

The following works and activities Notices can be found on the Flinders Ports website:

- Hot Work Notice
- Bunkering Notice
- Fumigation Notice (in port or in transit)
- Immobilisation of Engines Notice
- Chipping and Painting Notice
- Lifeboat Drill Notice

- Diving Notice.

Vessel agents are to complete the relevant Notice (which can be located on the Flinders Ports' website) and email it to Flinders Ports for approval prior to undertaking the relevant work or activity. Emails are to be sent to:

**All Hours****The Duty VTSO (Scheduling) – Marine Operations**

**Email: [portops-adl@flindersports.com.au](mailto:portops-adl@flindersports.com.au)**

The VTSO will assess if it is acceptable to proceed with the request - if it is acceptable, they will sign the Notice and email this back to the Agent.

No work is to commence until the signed copy of the Notice is received by the Agent from the VTSO. Any work conducted must be done strictly in accordance with the terms of the Notice, failing which the Notice may be revoked.

## **14. Administration**

### **14.1 Agent Web Interface**

Access to the Agent Web Interface (PortMIS) is controlled by the PortMIS administrator (IT).

For an agent to be granted access to this portal, the applicant must complete and sign an "Application for access to Flinders Ports PortMIS System" form obtainable from the Manager Shipping Services. A form must be completed for each individual with the company/agency that will require access and it shall remain the responsibility of the PortMIS business partner to ensure details are correct and to notify Flinders Ports of any changes to the applicant's particulars or prior to the applicant leaving their employ or upon transfer to a position that no longer requires access to the PortMIS system.

### **14.2 Lloyds SEA-WEB**

Lloyds SEA-WEB provides a web-based maritime reference tool that can be utilised to obtain vessel information as required complying with data for the port management system.

A secure login and password for this site is maintained by the Flinders Ports IT section.

### **14.3 IMDG Code**

IMO Publishing provides a web-based dangerous goods reference tool that can be utilised to source information as required for screening and assessing hazardous cargo via the IMDG Code listing.

A secure login and password for this site is maintained by the Flinders Ports IT section.

## **15. PortMIS Management & Maintenance**

### **15.1 Application for Use of Port Facilities**

An application for the use of port facilities or “Voyage Application Request (VAR)” can be lodged electronically via a secure portal to the Agent Web Interface.

This application enables an agent to lodge sufficient details associated with an impending voyage so that it can be added to the shipping schedule. Agents can continue to monitor and edit this voyage information to within 48 hours of the vessel arrival, upon which the further maintenance and/or modifications can only be undertaken by the VTS (or designated personnel within Flinders Ports).

At the time of lodgement, the agent is provided with a printable confirmation report, indicating successful input to the PortMIS database.

Usage of a VAR does not permit an agent to nominate a vessel to anchorage initially. Where the vessel will require anchorage prior to its shift to a berth, the agent is required to identify movement times for the shift and to indicate ETA to anchorage within the voyage remarks. This will then be managed by the VTS.

**Note:**

Where an agent has not obtained a secure web portal, advice of pending vessel arrivals can still be lodged by completing the “Application for use of Port Facilities” form on-line and submitting it either via email or facsimile. This will require the information contained within the application to be manually input into PortMIS, including acknowledgement by return to the issuing agent of the visit number and assigned towage / confirmation of berth.

All applications lodged electronically shall have each movement initially designated with an allocated status of “Requested”.

A periodical daily check shall be conducted to identify outstanding “requested” voyages within the Port Management Information System (PortMIS). Once details associated with these voyages have been quality assured, the movement **statuses** for each job shall be changed to “Planned” signifying acceptance.

Lodgement of a VAR requires the existence of the vessel to occur within PortMIS. Refer to **Vessel Management** for further details.

### **15.2 Shipping Activity Status**

All commercial shipping movements are assigned status levels reflecting the current operational status of the activity. These statuses are controlled within the Port Management Information System (PortMIS).

The following represent the allocated statuses:

- **REQUESTED:** Flags initial lodgement of a voyage (External - Web)
- **PLANNED:** Acceptance acknowledgement (or initial lodgement by VTS where lodged internally) and spans the dormant period prior to vessel traffic analysis (scheduling).

- SCHEDULED: Signifies movement has been considered and vetted for an allocated place in the shipping schedule
- RESOURCED: Respective work groups (including towage) have indicated acceptance and availability to provide resources as required
- CONFIRMED: Final scrutinization, indicating movement stability and no further changes expected.
- ACTUAL: Operational stage reflecting movement occurrence (Waypoint entry etc)
- SUBMITTED: Operational data and services assigned for submitting to finance department
- COMPLETED: Invoices raised and posted.

### **15.3 Conflicts**

Vessel traffic analysis of scheduled movements can yield 'conflicts' that are displayed within PortMIS where the movement causes conflicts with either other vessel movements, vessel dimensions, infrastructure constraints or berth availability.

These conflicts act as an advisory to the VTS which may be over-ridden, but serve as a form of quality insurance to ensure interests of safety are upheld and maintained. Conflicts (where they exist) should be processed and cleared daily.

## **16. Miscellaneous**

### **16.1 Environment – Emissions and discharges**

Vessels must not emit smoke or vapour to the extent that it causes danger to any other person.

No offensive material, noxious or harmful substance or garbage is to be discharged from a vessel or any cargo directly or indirectly into waters or onto land in the port. Any such discharge is to be reported to the VTSO/VTS immediately.

The ports may issue directions in relation to, without limitation:

- permitted emissions or emissions levels within the ports;
- restrictions on the use of certain fuels within the ports; or
- requirements for the use of specific fuels within the ports.

### **16.2 Strong Wind or Gale Warning**

In the event of the Bureau of Meteorology (BOM) issuing a strong wind or gale warning the Flinders Ports Vessel Traffic Service (VTS) will notify the GM Flinders Port and Manager Port Services, issue a Securite radio message, and require all vessels:

- At anchor to heave up their anchors and proceed to sea until further notice;
- All vessels in port to walk out the outboard anchor to two shackles on deck and have their engines immediately available for manoeuvring purposes;



- The towage provider to have all tugs immediately available;
- The Marine Services Teams to be on immediate standby to assist with vessel moorings;
- The Duty Pilot to be on standby for vessel movements;
- All vessels to maintain a further listening watch on VHF Ch 12 and 16

### **16.3 Ballast**

A PMO may give the Master or operator of a vessel in a port, directions relating to any ballast water carried on the vessel, including directions:

- prohibiting the discharge of ballast water into port waters;
- requiring ballast water to be discharged in specified waters or in a specified manner (including that it is treated in a specified manner prior to discharge);
- requiring ballast water to be exchanged in specified waters; or
- as to the loading of ballast water.

### **16.4 Divers**

The Master or operator of a vessel is to inform Flinders Ports of any proposed diving activities and request permission from Flinders Ports to carry out such activities (by submitting a Diving Notice).

The following signal requirements apply to any diving activities:

- The Master or operator of a vessel that is over 10 metres in length must, at all times while a diver is operating from the vessel, display in a conspicuous position on the vessel the International Code Flag A.
- The Master or operator of a vessel that is 10 metres or less in length must, at all times while a diver is operating from the vessel, display in a conspicuous position on the vessel a rigid replica of International Code Flag A, at least 750 millimetres by 600 millimetres in size.
- A diver who is operating in a harbour independently of a vessel must ensure that a rigid replica of International Code Flag A, at least 300 millimetres by 200 millimetres in size, is displayed at all times, from a buoy or float which is moored within 30 metres of the diver or is attached to a line and towed by the diver.
- Where this regulation requires an International Code Flag A or a replica to be displayed, the person who is required to display the flag or replica must ensure that it is illuminated during the hours of darkness.

The following requirements otherwise apply to diving activities:

- A diver must not operate in a harbour, independently of a vessel, in a dredged channel used by vessels.
- The Master or operator of a vessel navigating in the vicinity of a vessel, float or buoy displaying an International Code Flag A or a replica of that flag, must navigate so as to avoid injury to the diver or interference with the vessel, float or buoy.
- All vessels passing another vessel which is displaying a diving signal shall pass at a speed not exceeding 4 knots and shall keep well clear.

### **16.5 Dangerous Substances**

If cargo is of hazardous nature (i.e. classed under to the International Maritime Dangerous Goods Code or any applicable law, or otherwise), details are to be provided to Flinders Ports by the Agent for action as directed.

Hazardous cargo list(s) are to be forwarded to Flinders Ports by the vessel's Agent at least 2 business days prior to vessel's arrival. The list should provide all relevant details, including UN number to enable a check to be made. Flinders Ports has adopted Australian Standard 3846 "The Handling and Transport of Dangerous Cargoes in Port Areas", which applies to all dangerous goods operations within the ports.

Cargo of an explosive nature is to be listed and will be forwarded by Flinders Ports to SafeWork SA.

Flinders Ports will then advise the Agent of any applicable restrictions and the precautions, actions and documentation required to be undertaken or provided in relation to the presence, handling and storage of or other cargo operations relating to any dangerous goods.

### **16.6 Port Security Levels**

The "Security Level" of the port as determined by the Office of Transport Security (OTS) as well as other current information can be accessed from the Flinders Ports web site on [www.flindersports.com.au](http://www.flindersports.com.au).

It is the obligation of any port user that observes a breach of security to report it promptly to Flinders Ports on (08) 8447 0600.

Flinders Ports reserves the right to restrict entry, access to and/or require the removal from the ports or any parts of the ports, any person, vehicle, vessel, cargo or aircraft (including drones/remotely piloted aircraft) in accordance with its security requirements and considerations, at the absolute discretion of Flinders Ports.

### **16.7 Incident Reporting**

The Master of a vessel has the responsibility to report any incident that occurs on or near his/her vessel or a malfunction that can cause risk or damage to the vessel or port infrastructure. Such reports must be made via the VTS on VHF Channel 16 or 12 or on phone (08) 8248 3505.

Contact details and associated advice is documented in the "Notice to Masters of Ships" (FPFM 132) which is presented to Masters upon embarkation of the Pilot.

### **16.8 Visitor Safety**

All visitors to any security restricted area of the ports are permitted in the sole and absolute discretion of Flinders Ports and must, as required by law or Flinders Ports:

- undergo any required security screening;
- satisfactorily complete any required induction specific to the activity eg, passengers on pilot vessels;

- have legitimate business at the ports; and
- hold or at all times whilst within the ports be accompanied by someone who holds any required security clearance, including a Maritime Security Identification Card.

All visitors or organised groups intending to be on the wharf while a ship is alongside a berth must provide notice of their intention and inform the Port Manager at least 24 hours prior to the visit to ensure a comprehensive assessment is made to ensure safety of all personnel on site.

All visitors must abide by any directions, signage or notices in relation to access and parking and any activities which are restricted in the ports or any places within them.

## **16.9 Port Charges**

Charges apply in relation to the following matters:

- Cargo service charges
- Harbour service charges
- Pilotage charges
- Navigation service charges
- Miscellaneous service charges

Additional charges may be introduced at the sole discretion of Flinders Ports.

Details of prevailing charges can be found in the “Flinders Ports Port Charges” schedule, which can be found on the Flinders Ports website and may be amended from time to time by Flinders Ports.

The charges set out in the applicable current schedule at the time of the provision of services or entry and access of a vessel to the ports will prevail, unless otherwise agreed in writing and signed by Flinders Ports.