



**Newcastle Coal**  
INFRASTRUCTURE GROUP

# Wharf Access

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## Procedure



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DOCUMENT APPROVER:	Manager People & Culture

# KEY ELEMENTS

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*The Key Elements provide an overview of this Procedure. If you are required to access the wharf or manage access to the wharf, it is essential that you familiarise yourself with the contents of the whole procedure.*

## **PPE Requirements**

- Minimum PPE requirements for access to the wharf and vessel are;
  - long pants
  - Long sleeves
  - hi-vis jacket or vest
  - safety footwear
  - hard hat and
  - safety glasses
  - \*\* A personal floatation device must be worn in designated areas.

## **Wharf Access**

- Persons are authorised to enter the wharf if they have completed an NCIG site induction and hold valid NCIG Site Access Card.
- Visitors will also be allowed to access to the wharf if they are escorted by an NCIG Inducted person and have signed in as a visitor.

## **Vessel Access**

- Vessel access will only be granted to persons who hold a valid NCIG Site Access Card and who are listed on the Vessel Attendance List, and Vessel Access details forms.
- An exception to this is for authorised Visitors who are able to access a vessel once per year if listed on the Vessel Attendance list and appropriately escorted by an NCIG inducted person.

## **Vehicle Access**

- All vehicles accessing the wharf must be roadworthy and hold a current vehicle road registration.
- Workers with vehicles must follow additional safety requirements for the wharf

## **Vessel Crew**

- Vessel Crew must comply with all requirements of this procedure when embarking or disembarking a vessel. NCIG Security Guards shall request crew to present appropriate identification when accessing, entering or exiting through the wharf security gates. All movements shall be recorded on the visitors register.

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## 1. PURPOSE

This procedure outlines the process that is required to be followed by all parties that require access to the Newcastle Coal Infrastructure Group (NCIG) facility in order to access a vessel at berth, or undertake other activities at the Wharf Site.

## 2. SCOPE

This procedure is to be complied with by all workers and visitors accessing the NCIG Wharf and is enforced by NCIG Security workers and NCIG Operations personnel.

This procedure applies to all persons seeking access to the NCIG Wharf Facility with the exception of:

- Emergency Services
- Authorities listed in section 4.3.4

## 3. ROLES AND RESPONSIBILITIES

### 3.1 Chief Executive Officer

- Actively promote and support the effective implementation of this procedure

### 3.2 Manager HSEC

- Ensure this procedure is fully implemented in all areas of Newcastle Coal Infrastructure Group.
- Ensure the adequacy of this procedure to meet legislative requirements
- Ensure the procedure is aligned with relevant NCIG policy and kept up to date with industry best practice
- Develop the procedure in consultation with relevant NCIG department
- Monitor the effective implementation of this procedure

### 3.3 Safety Department

- Audit and monitor compliance with this procedure
- Identify remedial corrective actions required to meet this procedure

### 3.4 Executive Leadership Team

- Ensure this procedure is complied with at all times
- Provide sufficient resources to implement this procedure

### 3.5 Operations Superintendent

- Provide approvals to work outside of this procedure, in exceptional cases.
- Audit compliance with this procedure
- Address non-compliances to this procedure with relevant external parties.

### 3.6 Security Supervisor

- Ensure all security guards comply with, and enforce the requirements of this procedure
- Report non-compliance issues to the Operations Superintendent.

### 3.7 All Workers

- Shall comply with the requirements of this procedure

## 4. PROCEDURE

### 4.1 Context

The Newcastle Coal Infrastructure Group (NCIG) operates three coal export berths in the Port of Newcastle. These berths (K8, K9 and K10) allow foreign flagged vessels to receive coal cargo from the Hunter Valley. The manner in which these vessels are managed when at NCIG is governed by the Maritime Transport Offshore Security Act 2003 and the Maritime Transport Offshore Security Regulation 2003. In order to meet the requirements of this legislation, NCIG has developed a Maritime Security Plan (MSP), which outlines the maritime security related procedures for the NCIG facility. An important element of the MSP relates to the management of individuals who intend to attend a vessel at berth. NCIG also has an obligation under the Act to manage access to the coal terminal by shipboard personnel from ships berthing at the wharf.

NCIG is responsible for the safety of all people who access the facility under the requirements of the Work Health and Safety Act 2011. This includes anyone entering the wharf to traverse the site and access a vessel. This safety obligation additionally requires NCIG to control access to the site and manage the activities being undertaken within the confines of the wharf.

Servicing of a vessel at the NCIG berths, by government regulatory authorities, essential maintenance or provisioning organisations, is an important element of ensuring the safe operation of the vessel. These services also contribute significantly to crew welfare whilst the vessel is in the Port of Newcastle and require external parties to enter the NCIG site, to access vessels. The manner in which these individuals access vessels at the NCIG berths needs to be controlled to ensure that NCIG meet their security and safety related obligations.

### 4.2 Wharf Access

NCIG Wharf Facility access is restricted to employees, contractors, providers and visitors who are authorised to enter the site.

The Wharf Facility is fenced and closed to the general public, as required by Work, Health and Safety (WHS) Act and WHS Regulations, and NCIG policies and procedures. Access is through the Wharf Security Gatehouse and through gates which are electronically controlled (Figure 1).

Persons wishing to enter the coal terminal must agree that NCIG is entitled to carry out the following security operations to protect NCIG assets and resources.

- monitor, record and perform surveillance of all communications systems
- restrict use of computers and other information technology systems and electronic resources
- use camera surveillance (CCTV) systems within and around the coal terminal
- undertake personal or vehicle security checks
- track and monitor persons within and around the coal terminal

Any persons found on site without NCIG approval will be subject to appropriate legal action.



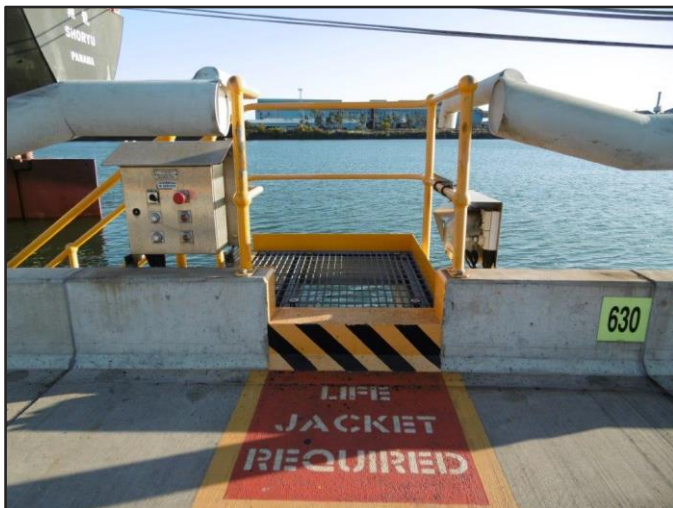
**Figure 1: Entry to Wharf – Wharf Security Gatehouse**

#### 4.3 Wharf and Vessel Personal Protective Equipment (PPE) Requirements

Before gaining access through the Wharf Security Gate house (Figure 1), the minimum PPE must be worn. PPE required for access to the wharf and vessel includes long pants, long sleeves, hi-vis jacket or vest, safety footwear (steel capped), hard hat and safety glasses. Personal floatation devices (PFD) must be worn in the following locations (shown in figures 2-4 below):

- Working on hooks or securing ropes on hooks on the wharf. These areas are delineated with red paint to indicate a PFD must be worn.
- When accessing the retractable platform below the wharf.
- When working within 2 metres of unprotected wharf edge.

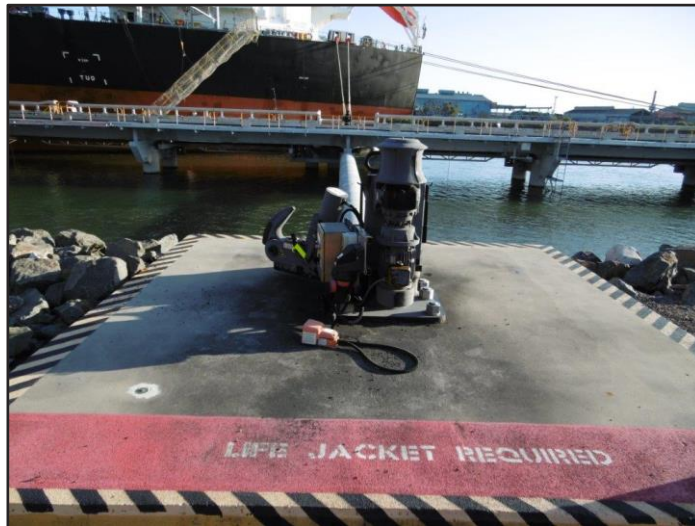
Personnel are not to get changed in the car park inside the security gate house.



**Figure 2: Access to retractable platforms**



**Figure 3: Mooring Hooks on Outer Wharf**



**Figure 4: Mooring Hooks on Inner Wharf Area**

#### 4.3.1 Inducted Persons Access

NCIG Employees and Contractors who are inducted and hold a valid NCIG Site Access Card are permitted to access the Wharf.

Persons who only require access to the wharf area of the NCIG site can complete the Level 1 -General Site induction and will be issued with an NCIG Restricted Access (Wharf) Card which will provide access to the NCIG wharf facility only.

**Note:**

- *Individuals must use their card to swipe at each access point.*
- *Individuals are permitted to remain in their vehicle through the access gate, however all passengers of the vehicle must swipe their card.*
- *NCIG Site Access Cards can only be used by the person identified on the card.*
- *Lost, stolen, or compromised cards must be reported immediately to Security or the HSEC department.*

#### 4.3.2 Inducted Persons without a site access card

If an inducted person has lost or forgotten their site access card, the Security Guard will advise the following;

- During business hours: Direct the person to NCIG administration building reception where a new card can be issued.
- After hours: The Security Guard is to validate the person against the NCIG Access Cardholder database and then sign them in on the Wharf visitor register.

#### 4.3.3 Non Inducted Persons Accessing the Wharf Site – Visitor Access

Persons who present at the wharf gate who are not inducted shall not be granted access to the NCIG wharf site, unless they are an authorised visitor, are escorted by an inducted person and have completed the visitor induction requirements.

NCIG workers are to pre-notify Administration Building Security Staff of authorised visitors that will be attending site. The Security Officer shall direct all visitors to log on and complete the electronic Visitor Safety Questionnaire at the visitors' kiosk at NCIG Reception. The visitor identification sticker shall be affixed to the visitor's shirt and remain in place for the duration of the visit. Visitors will also be issued with a visitor card lanyard which is to be worn at all times. Visitors are to log off at the visitor kiosk and return their lanyard before leaving site.

In addition to signing in and out at the main administration office, visitors will also be required to sign in and out through the Wharf Security Office on the visitors register.

All visitors SHALL be under the DIRECT supervision of an appropriately inducted person at all times whilst on site.

#### 4.3.4 Access for Authorities

Representatives of the following Government authorities shall be granted access to the wharf and vessels. Security must check their authority identification prior to sign in:

- Australian Customs
- Australian Immigration
- Port Authority of NSW
- Office of Transport Security
- Australian Quarantine Inspection Services
- Australian Maritime Safety Authority
- NSW and Federal Police
- Department of Agriculture Fisheries & Forestry

#### 4.4 Vessel Access

In order to gain access to the NCIG Wharf Facility to attend a vessel at berth, authority to enter the site must be provided by NCIG. Authorisation is subject to the following;

- Any persons requiring vessel access, must hold a valid NCIG Access Card, except in case of Visitor (see 4.4.1 and 4.4.2)
- All persons/companies requiring vessel access must be listed on the Vessel Attendance List, which is provided to NCIG by the relevant Shipping Agent. (see 4.4.3)
- All persons requiring vessel access must be listed on the Vessel Access Details Form as per section 4.4.
- If vehicle access is required, it must be requested on the Vessel Access Details Form and vehicle must comply with requirements of 4.5

**Note:**

- *In the event that insufficient notice or details are provided to NCIG, access into the NCIG Wharf Facility may be refused.*
- *Any organisation or individual that does not abide by this procedure or is found to provide false or misleading information will be asked to justify why they should be allowed to continue to access the NCIG Wharf Facility.*

##### 4.4.1 Appropriate Induction for Vessel Access

All persons requiring access to a vessel must be appropriately inducted and hold a current NCIG Site Access Card, except in the circumstance in 4.4.2.

##### 4.4.2 Visitor access to a Vessel

Access to a vessel as a visitor is reserved for special circumstances only and will only be provided to an individual once every 12 month period, in accordance with the following requirements:

- The visitor will be required to be signed in as per Wharf Visitor requirements, and their name will be checked against the NCIG Ships Visitor Register to ensure the person has not been onsite already in that 12 month period.
- The Visitor must also be included on the Vessel Attendance List. If a visitor to the vessel is not on the Attendance List, they shall not be granted access to the wharf.
- The Visitor must be escorted to and from the Vessel by the Shipping Agent or Inducted NCIG Worker.

**Note:** *Please be advised no vessel crew member is permitted to have a personal visitor who is not inducted to NCIG come to the vessel.*



#### 4.4.3 Vessel Attendance List

Any person or company that requires access to a vessel for business purposes must arrange with the nominated vessel agent to be included on the Vessel Attendance List. At least 2 days prior to the estimated berthing time of a vessel, the nominated vessel agent is to provide NCIG with a Vessel Attendance List (Appendix 1). This should be sent to [security@ncig.com.au](mailto:security@ncig.com.au) and [gatehouse@ncig.com.au](mailto:gatehouse@ncig.com.au). The form must be signed and provide complete information relating to:

- The nominated vessel agent
- Vessel to be attended
- Companies requiring access and the function they will perform

If details of a company are not provided by the vessel agent, then access will not be provided by NCIG to personnel from that company.

The agent shall also notify if new crew will be joining the ship by sending a copy of the Australian Customs Service SEAPORTS - NOTIFICATION OF SIGN -ON, and/or a SEAPORTS – NOTIFICATION OF SIGN -OFF form.

No person or company will be granted access if not included on the Vessel Attendance List.

#### 4.4.4 Vessel Access Details

All companies nominated on the Vessel Attendance List are to gain authority to access the NCIG Wharf Facility by submitting a completed Vessel Access Details form. A completed and signed form is to be sent to [security@ncig.com.au](mailto:security@ncig.com.au) and [gatehouse@ncig.com.au](mailto:gatehouse@ncig.com.au) at least 4hours prior to the first required access time. The form must contain information relating to:

- Organisation details
- Vessel to be attended
- Personnel to access NCIG Wharf facility including
  - name
  - function/duty
  - details of any goods provided to vessel
  - time of arrival, and
  - expected duration of access required

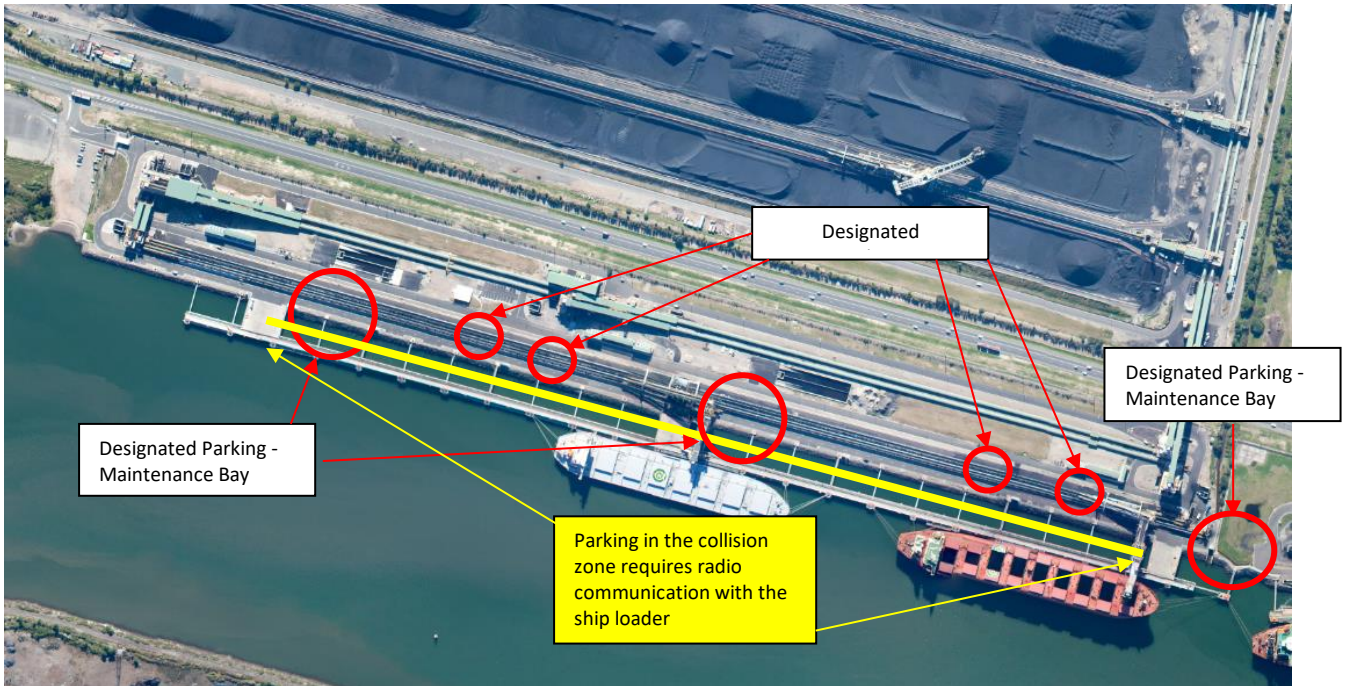
If details of personnel are not provided by the company, then access will not be provided to that individual by NCIG.

It must be nominated if vehicle access is required onto the NCIG wharf. To avoid congestion and any potential safety issues, only 1 vehicle is allowed on each berth at any time. NCIG Security will advise if the requested time to access onto the wharf is unavailable and arrange an alternative time. At the time when the vehicle needing access to the wharf arrives at the NCIG Wharf Facility, the security guard will contact the NCIG Process Leader to ensure there are no issues occurring which would limit the requested access.

#### 4.5 Vehicle Access to the Wharf Site

All vehicles accessing the wharf site for NCIG operations must be roadworthy and hold a current vehicle road registration. All vehicles will be required to have their head lights on low beam and hazard lights flashing when driving in operational areas.

Any person entering the wharf area must determine if they will be working or positioned inside the shiploader collision zone prior to commencing work. Vehicles and equipment may be left unattended in the wharf area provided they are parked in the nominated parking areas along the wharf or in the shiploader maintenance bays (Figure 5).



**Figure 5: NCIG Wharf plan with approved parking areas**

If people will not be working or positioned within the shiploader collision zones, work may proceed without additional controls. If persons will be working or positioned within the collision zone (Figure 6) then the following controls are required as per 4.5.1.



**Figure 6 – Shiploader Collision Zones**

#### 4.5.1 Vehicle Access Radio Communication for working in Collision Zone

Security personnel shall issue the Contractor or work group a NCIG digital radio which will allow the person/s to communicate directly with the Shiploader Technician via NCIG digital radio (General channel 1) to inform the Technician of the proposed vehicle access movements onto the wharf. The radio will be required to be signed in and out from the security personnel at the Gatehouse.

The following Protocol shall be required for contact with Shiploader using General Channel 1.

Before entering Work Area:

- Request a copy via radio of the shiploader 1 or 2 e.g. “Copy shiploader 1”
- Specify nature of work and intended location– e.g. “Waste Service or Provedore at K8, 300m mark, looking to service vessel with supplies”
- Specify duration of work e.g. 30 mins

- Seek confirmation from Shiploader Technician of the understanding of the activity/location before commencing activities

Then at the completion of the works, advise Shiploader Technician that you have vacated Berth.

Security shall ensure that access is limited to one contractor at a time per berth to eliminate any issues with congestion (only 1 radio will be available per berth).

Security will also issue 1 x radio per vehicle to the Svitzer Linesman attending any given NCIG berth to assist with vessels arriving/departing so that all Linesman have radio communication with NCIG.

#### 4.6 Vessel Crew - Access to Shore and Crew Change

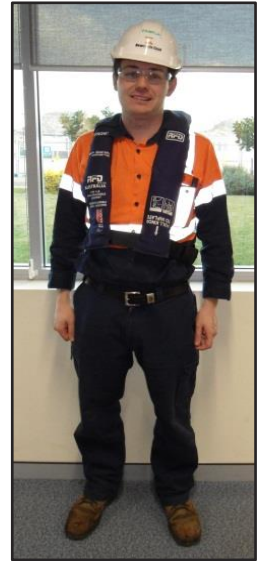
NCIG has a legal obligation prevent unauthorised access to and from the coal terminal by vessel crew from ships berthing at the wharf. For this reason, Vessel Crew will only be authorised to disembark and embark through the NCIG wharf terminal if organised in accordance with the following guidelines:

##### 4.6.1 Agent and Mission to Seafarers Requirements

1. Agent must forward a copy of the *Australian Border Force CREW REPORT (Form 3B)* for each vessel to NCIG security via email [security@ncig.com.au](mailto:security@ncig.com.au)
2. For crew requiring access to shore,
  - Agent or Mission to Seafarers to arrange for crew to be picked up and returned to terminal.
  - Agent or Mission to Seafarers to collect and return vessel crew to the terminal in accordance with instruction from NCIG Security.
3. For a crew change,
  - The Agent is to supply security (via email [security@ncig.com.au](mailto:security@ncig.com.au)) with an Australian Customs Service SEAPORTS - NOTIFICATION OF SIGN -ON, and/or a SEAPORTS – NOTIFICATION OF SIGN -OFF form.
  - Agent is to arrange for crew to be picked up from the terminal and should advise security of estimated time.
4. For a medical emergency,
  - Agent should contact the NCIG Process Leader 0488 769 155
  - If hospitalisation is required, agent is to provide security with a SEAPORTS – NOTIFICATION OF SIGN -OFF form.
5. Please be advised no crew member is permitted to have a personal visitor who is not inducted to NCIG come to the vessel. The crew member will need to arrange access to shore.

#### 4.6.2 Vessel Crew Requirements

1. Contact Mission to Seafarers or Agent to arrange pick up from and return to terminal
2. Put on Personal Protective Equipment to depart and board the vessel as shown in picture, that includes:
  - long pants
  - long sleeves
  - high visibility jacket or vest
  - safety footwear (steel capped)
  - hard hat
  - safety glasses
  - personal floatation device (PFD) must be worn when:
    - working on hooks or securing ropes on hooks on the wharf - these areas are delineated with red paint to indicate a PFD must be worn
    - accessing the retractable platform below the wharf
    - when working within 2 metres of unprotected wharf edge
3. Take Personal Identification as per 4.6.3
4. When transport vehicle has visibly stopped at wharf and crew are ready to depart the vessel, crew must contact the shiploader on General Radio Channel 1 to advise departure
5. Walk directly to transport vehicle for departure
6. NCIG Security Guards shall request vessel crew to present appropriate identification when accessing, entering or exiting through the Wharf Security gates. All movements shall be recorded on the visitors register.
7. When crew return to site, Security will advise the shiploader of this on General Radio Channel 1.



#### 4.6.3 Vessel Crew Personal Identification

Vessel crew must carry and produce on request appropriate identification when embarking or disembarking from a vessel or accessing any Port Facility.

The document can be either a:

- Photocopy of passport, or
- Document issued by the shipping company

Crew shall not remove passports from the vessel.

The identification must contain all of the following:

- Full name
- Date of birth
- Nationality
- Photograph

## 4.7 Key Contact Details

### 4.7.1 NCIG Personnel Contacts

In the event of a security incident or breach please see the below contact list for escalation to NCIG personnel;

Ship Loader 1	49 20 3995	General Radio Ch. 1
Shiploader 2	49 20 3996	General Radio Ch. 1
Process Leader	0488 769 155	General Radio Ch. 1

For other enquiries regarding the content of this procedure, please see relevant NCIG employee details below.

Manager - HSEC	4920 3965	HSECManager@ncig.com.au
Manager – Operations	4920 3967	OperationsManager@ncig.com.au
Operations Superintendent	4920 3940	OperationsSuperintendent@ncig.com.au

### 4.7.2 Transportation Provider Contacts

Mission to Seafarers	4961 5007
Newcastle Hire cars	4960 1800

## 5. DEFINITIONS

TERM	DEFINITION
SHIPLOADER COLLISION ZONE	The area where a shiploader structure would normally occupy. This includes the long travel rail lines and the area 1.5m either side of the rails and the overhead machine structure.
SHIPLOADER TECHNICIAN	The person who is operating the shiploader from the cabin on shiploader 1 or 2.

## 6. REFERENCES

Maritime Transport and Offshore Facilities Security Act 2003.  
Work Health and Safety Act 2011

## 7. REVISION HISTORY

DATE	REVISION NO.	DESCRIPTION OF CHANGE	PERSONS INVOLVED
4/2/14	Draft	Draft procedure developed and approved	Laura Aujard Nathan Juchau
4/12/14	Review 1	Update to include exception to visitors accessing the wharf once per calendar year.	Jessica Griffiths Lauren Ross Nathan Juchau
10/9/15	Review 2	Updated with new management structure Inclusion of wharf exclusion zones Removal of construction contractor requirements Inclusion of PPE requirements and photos in 6.1.1 Update of personal contacts in 6.5	Geoff Mellon Nathan Juchau Jessica Griffiths Lee Haggerty
11/8/17	Review 3	Updated to reflect Audit Schedule risk ranking review date. Minor procedure changes reviewed. No changes. Legislation updated reviewed. No changes.	Michelle Herma
21/01/20	Review 4	Reformatted to transfer to new template. Key Elements page created. Inserted into new template Added access for authorities. Reconfigured information to be more clear, less repetitive and better reflect current practice. Updated Vehicle access requirements. Note added to advise Linesman will be issued a radio when attending a vessel at berth.	Jessica Baldwin Jenny Newell Lee Haggerty Ken Bray Chris Lamont

8. APPENDIX 1 – VESSEL ATTENDANCE LIST



VESSEL ATTENDANCE LIST

**Instruction:** At least 2 days prior to the estimated time of berthing the vessel agents are to email a completed form to NCIG Security ([security@ncig.com.au](mailto:security@ncig.com.au) and [gatehouse@ncig.com.au](mailto:gatehouse@ncig.com.au)) detailing all companies who will be attending the vessel.

**Vessel Agent Information**

Business Name			Date	
Contact Phone		Fax Number		
Email:		Contact Person		

**Vessel Details**

Vessel Name			
Berth		Estimated Berthing Date	

**Vessel Attendance Information**

Company	Function / Duty

Are all nominated company personnel known to be inducted to NCIG site: Yes  No

Please provide details of any uninducted personnel requiring access

- I declare that the information provided is accurate to the best of my knowledge

Signature

Print Name

Date

**NCIG USE ONLY**

- I have undertaken the following:

- Checked all necessary documentation provided

Initial

ACCESS TO NCIG FACILITY Approved  Denied  Reason.....

9. APPENDIX 2 – VESSEL ACCESS DETAILS



**VESSEL ACCESS DETAILS**

**Instruction:** Completed form is to be emailed to NCIG Security ([security@ncig.com.au](mailto:security@ncig.com.au) and [gatehouse@ncig.com.au](mailto:gatehouse@ncig.com.au)) at least 4 hours prior to the required access time.

**Organisation Details**

Business Name			Date	
Contact Phone		Fax Number		
Email:		Contact Person		

**Vessel Details**

Vessel Name			
Berth		Date at Berth	

**Access Details**

Personnel	Function / Duty	General Description of Goods (If loading goods on vessel)	Time of Arrival	Duration of Access

Vehicle Access Required onto Wharf      Yes       No   
 Are all personnel inducted to NCIG site      Yes       No

I declare that the information provided is accurate to the best of my knowledge

*Signature*

*Print Name*

*Date*

**NCIG USE ONLY**

I have undertaken the following:

- Checked all necessary documentation provided
- Physical inspection of vehicles, delivery personnel and ships stores

Initial

ACCESS TO NCIG FACILITY    Approved     Denied     Reason.....