

Port of Yamba



PORT OF CLARENCE RIVER (Yamba)

HARBOUR MASTER'S

PORT INFORMATION & GUIDANCE FOR AGENTS

JANUARY 2015

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Port of Clarence River (Yamba)**HARBOUR MASTER'S****PORT INFORMATION & GUIDANCE FOR AGENTS****01 January 2015**

Edn	Date	Ver
3	01 January 2015	1
2	01 January 2014	4 – 01/07/14
1	30 June 2012	

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1 - INTRODUCTION

1 PUBLICATION

1. **Edition.** This Publication will be amended as an online document. Users are responsible for ensuring they are referring to the latest edition noting that any printed version is an uncontrolled document. The current edition of this publication is available on the Port of Yamba (PoY) website (www.yambaport.com.au).

2. **Disclaimer.** The information and material contained in this publication has been compiled by PoY for use by all port users, trading, commercial or recreational. The Port shall not in any way be, or become, responsible in law or otherwise for any errors in, or omissions from, this publication of whatsoever nature and howsoever occurring. The information provided in no way whatsoever supersedes or detracts from that available in Admiralty Charts or publications, RAN Hydrographic Charts, Commonwealth or State Acts, ordinances and rules.

3. **Contents.** This publication aims to provide information for port users and guidance for agents in providing service to their clients. The information should be used in conjunction with enquiries to the port to obtain the latest information for variable factors such as recognised channel and berth depths.

4. Guidance for vessel movement times is to be used for making initial bookings. Confirmed times will be determined by the port pilots taking into account factors such as weather and prevailing tidal stream conditions.

Web site

5. The port web site provides abridged information on the following topics:

- a. Port service providers;
- b. Notices to Mariners;
- c. Port Regulations and Safety;
- d. Navigation and pilotage;
- e. Port and Cargo Operations;
- f. Work Health & Safety and Inductions;
- g. Port security; and
- h. Port charges.

2 – PORT INFORMATION - FACILITIES

1 TRADE

1. **LOCODE:** AUYBA

2. The Port of Clarence River (Yamba) is Australia's Eastern most sea port and is located at the mouth of the Clarence River in Northern New South Wales. The Port serves the whole Northern Rivers District including the towns of Grafton, Maclean, Ballina, Lismore, Casino and Coffs Harbour. It is also the home port of the State's second largest fishing fleet and handles a range of imports and exports.

3. The Port of Yamba is a declared and security regulated international trading port, administered by Port Authority New South Wales - Sydney. The Port has compulsory pilotage in accordance with the Marine Safety Act 1998, operates 24 hours and has a designated Harbour Master and Port Security Officer.

4. The Port handles approximately 12,000 mass tonnes of cargo per annum and provides a coastal trade and international links to the South West Pacific including New Zealand. Trade is typically break bulk, consisting of

- a. **Exports:** Timber (hardwood logs), including treated poles, live animals, manufactured items, vehicles, kit houses, boats, explosives and general cargo; and
- b. **Imports:** Timber products, kentia palm and baggage. Other cargoes will be considered by Quarantine under a form 20D application.

5. **Port of First Entry.** Customs and Quarantine classification of the port as an unrestricted port of first entry for overseas imports was achieved in August 1992. The port is a first port of entry for trading vessels only. Recreational vessels must make a first port of call at an alternate such as Coffs Harbour or Brisbane.

6. **Federal Agencies.** Australian Customs and Border Protection Service personnel from Coffs Harbour service the port's requirements. Department of Agriculture, Forestry and Fisheries personnel from south-east Queensland service the Port's quarantine requirements.

7. **Rates.** Port charges and rates including wharf, navigation and pilotage fees can be found at the Port web site.

8. **Depths.** Shipping channel depths are maintained at 4.0 metres at chart datum. Enquiries regarding the latest depth information should be directed to the port in the first instance.

9. **Berth box depths.** Enquiries regarding the latest depth information for Harwood Marine and Sugar-Mill berths are to be directed to the Port. Notice to Mariners also refer.

2 BERTHS

Goodwood Island Wharf – General cargo

1. The Port operates a security regulated general cargo berth at Goodwood Island, known as Goodwood Island Wharf. The wharf is 70 metres long and is a concrete decked, concrete piled wharf with timber and rubber fenders.
2. **Access.** The port facility is accessible by road, approximately 10 kilometres from the Pacific Highway, the main arterial link between Sydney and Brisbane. The Wharf is located along Wharf Street, off Iluka Road.
3. **Facility capacities.** Vessels up to 120m in length can be safely secured at the berth with a depth alongside of six metres or as updated by Notice to Mariners.
4. Ship's cargo gear is normally employed, although mobile cranes up to 50 tonnes capacity are available at reasonable notice. The maximum concentrated load is 8 tonnes with a permissible deck load is 2600 kg/sq.m.
5. The site facility consists of:
 - a. a paved and fully fenced area of approx 5000 square metres;
 - b. undercover and lockable storage capacity to 600 square metres;
 - c. a CCTV security monitoring system; and
 - d. an amenities block with offices, toilets, showers & change rooms and mess room.
6. The wharf services available to a vessel consist of:
 - a. potable water at 30 tph;
 - b. power 240V, 50 Hz, single phase at the wharf face; and
 - c. an International Shore Connection.
7. **Lay-up.** Lay-up and vessel maintenance at the general cargo wharf can be undertaken, conditions and rates apply.
8. **Wharf Hire.** Entities requiring the use of Goodwood Island Wharf and site must hold a current 'Conditions of Use and Occupation' agreement with Port Authority NSW. Where this is not held the company is to engage and Agent that holds an agreement and confirm this with the Port before a booking will be accepted.



Goodwood Wharf – general layout



Goodwood Wharf – hard stand and lockable storage

Harwood Slipway & Engineering – Repair and maintenance

9. The port has a Repair and Maintenance facility operated by Harwood Marine and Engineering Co. The facility consists of a:

- a. 45 metre wharf (Harwood Slipway wharf);
- b. 80 metre lay-by site (fender piles), vessel type and site activity conditions apply (see Harbour Master's Directions);
- c. slipway with two cradles; and
- d. 20 metre wharf (Palmers Island wharf).



Harwood Sugar-Mill – layup

10. The Sugar Mill operated by Sunshine Sugar has an ex loading wharf and a wharf landing in Harwood Reach. Neither berth is currently used. Enquiries should be directed to Sunshine Sugar – Harwood Island regarding use of the wharves.

11. No vessel is to berth at these sites without approval from Sunshine Sugar and the Port of Yamba.

3 SECURITY

1. The Port is a security regulated port under Australian legislation and is in line with the ISPS Code. Under Australian legislation Maritime Security Level 1 is in force at all times unless changed by the Office of Transport Security (OTS) as the contracting government agency for the implementation of the ISPS Code. Ships and agents will be notified of any change in security level.

2. **Declaration of Security.** A declaration of security (DOS) is not normally required when the port is operating at maritime security level one. There are circumstances when a DOS is required by the Port to be exchanged between parties. A ship's agent can provide initial information on typical circumstances.

3. **Incident reporting.** All security events, incidents, suspicious activity and non conformances must be reported to the Facility Operator and Port Security Officer. Personnel are reminded that in a security emergency Police are to be called in the first instance. The Port is required to report incidents to the Office of Transport Security.

4. **Crew identification.** Vessels making a port call as a port of first entry will be required to provide a crew list to the Port at least 24 hours prior to port entry. The list is to include a crew members' full name, date of birth, nationality and identification document number.

5. Crew must carry and produce on request a form of identification that contains name, date of birth, nationality and a photograph. The identification may be a passport, seaman's book, licence / qualification or ship's identification card issued by the company.

Access

6. Persons requiring access to port facilities will require a form of identification recognized by the port. In addition, persons will be required to hold a Maritime Security Identification Card (MSIC). The MSIC is not an access card and the Port still controls access to the maritime security zone. The MSIC shows that the holder has met the minimum security requirements and proved they are required to work unescorted or unmonitored in a maritime security zone.

7. **Visitors – MSIC.** Persons holding an MSIC but not a port recognized identification will be considered as visitors only.

8. **Visitors – Non MSIC.** Persons with a legitimate business reason to access port facilities but not holding an MSIC or a Port recognized identification will be considered visitors. Such visitors will require escort at all times. Special arrangements will need to be made by the access applicant prior to arrival.

Prohibited articles.

9. The following articles are prohibited from the port facility: fire arms, illegal drugs and un-manifested items such as explosives, alcohol and animals.

4 WORK HEALTH AND SAFETY

Inductions

1. All persons accessing Port facilities to undertake any form of work are required to complete a site induction and site tour. The requirement is applicable to:
 - a. employees of service providers;
 - b. government employees;
 - c. contractors - Performing work on site; and
 - d. any person whom the Harbour Master deems must complete one.
2. **Visitors.** Persons accessing the site for the purpose of a visit only (not performing any work) may not be required to undertake a site Induction unless required to do so by the Port. In these cases the visitor must be escorted by an inducted person at all times.
3. **Induction type.** The induction requirement is also dependent on the site to be accessed and activity undertaken. There are three inductions namely, Goodwood Island Wharf, Yamba Pilot Station; and a General Contractor Induction which is to be completed prior to commencement of works for the Port.

Inductions Process

4. To undertake an induction contact the Wharf Stevedore, Ship's Agent or Port Authority NSW - WHS Team. Clarification of the induction required will be made and an internet link, login and password are provided for each person requiring an induction.
5. Upon successful completion of the on-line induction a Certificate is available for printing. This Certificate confirms completion of the induction and is to be provided to the site supervisor such as the Stevedore, Agent or Port representative upon first arrival at the Port Facility. A site tour will complete the induction process.
6. **Information.** For more information on WHS and Inductions contact the Port Authority NSW - WHS Department on +61 (0)2 9296 4653 or +61 (0)2 9296 4999, email: whs@portauthoritynsw.com.au or yambaenquiries@portauthoritynsw.com.au

Personal Protective Equipment

7. All persons on site are to comply with the posted personal protective equipment requirements. Failure to do so may result in direction to leave the site and future access being denied.
8. Ship's crew are not to move about the facility area without wearing all applicable PPE during ship maintenance, cargo, stores or bunkering activities.

3 – PORT INFORMATION - NAVIGATION

1 DOCUMENTS

1. Harbour Master's Directions are available at the Port of Yamba website: www.yambaport.com.au Agents are to provide the Directions and emergency contact information to vessels before arrival at the port.

2. Directions given by the Harbour Master for navigation in the port are authorised under Part 7 of the Marine Safety Act 1998. The Directions do not limit the power of the Harbour Master to give specific directions in any particular instance. The Master of any vessel within the port shall:

- a. comply with any direction which may be given by the Harbour Master;
- b. navigate in accordance with the Marine Safety (General) Regulations 2009; Schedule; and
- c. obey all relevant State and Federal legislation and relevant international conventions.

3. **Penalty provisions.** The Master of any vessel who refuses or neglects to comply with any direction which may be given by the Harbour Master or any person who holds a delegation from the Harbour Master, shall, under section 91 of the Marine Safety Act 1998, be liable to a penalty.

Publications

4. Vessels are to carry publications as mandated by statutory obligations. The following is an indicative list of nautical publications relevant to the port:

- a. AUS 222 Clarence River and Approaches;
- b. AUS 812 Nambucca Heads to Clarence River;
- c. AUS 813 Clarence River to Point Danger;
- d. AU5222P0 Clarence River and Approaches;
- e. AU430153 Woolli Woolli River to Evans Head;
- f. Sailing Directions – Australian Pilot Volume 3 (NP15);
- g. Seafarers Handbook for Australian Waters (AHP20); and
- h. Australian National Tide Tables (ANTT).

Notice to Mariners

5. Notice to Mariners are issued by the Port to the national hydrographic agency, Australian Hydrographic Office. The notices are also distributed immediately upon issue to local industry participants and stakeholders. The notices are also available immediately on the Port web site including expired notices at: www.yambaport.com.au/notices_to_mariners.

2 TIDES

1. Tidal predictions are for Yamba (ANTT) which is a standard port. The prediction location is close inside the port entrance. Predictions are affected by meteorological conditions and fresh water in the river due to floods.

2. Times for all predictions are expressed in Universal Coordinated Time +10 hours (UTC+10).

3. Chart datum and tides heights are based on the vertical datum known as - Iluka Port Datum. The following are the recognised heights:

- a. Highest Astronomical Tide: 1.9m;
- b. Mean High Water Springs: 1.5m;
- c. Mean High Water Neaps: 1.2m;
- d. Mean Sea Level: 0.9m;
- e. Mean Low Water Neaps: 0.5m; and
- f. Mean Low Water Springs: 0.2m.

4. **Tide gauge.** A tide gauge operated by Manly Hydraulics Laboratory is fitted to the special mark inside the port entrance along the south breakwater. A second tide gauge is fitted at Goodwood Island Wharf for use by the Port.

5. Three tide staffs have been installed in the port area, one along middle wall close up stream of the main tide gauge, one at the western end of Goodwood Island Wharf and one at Harwood Slipway. All gauges and staffs are referenced to Iluka Port Datum (Yamba standard port).

6. **Time difference - Goodwood Wharf.** Under normal river conditions the typical time difference of HW and LW at Goodwood Island Wharf is + 30 minutes.

7. **Streams.** Tidal streams in the port entrance can average 2 ~5 knots and after heavy rains 5 ~ 8 knots. The highest observed rate has exceeded 10 knots. Stream directions do not align with predicted High and Low water times and are greatly affected by the height of the tide and freshwater (flood) conditions. Simultaneous flood and ebb streams have been observed at different depths.

8. **Slack Water.** The times of slack water can vary greatly. The following time differences are provided for guidance only under normal river conditions:

- a. port entrance: HW/LW + 2 hours;
- b. port entrance (springs): LW + 2.5 hours;
- c. Goodwood Island Wharf: HW/LW + 2.5 hours;
- d. Harwood Slipway (neaps): HW/LW + 3 hours; and

e. Harwood Slipway (springs): HW/LW + 3.5 hours.

9. **Flood Conditions.** Vessels that cannot be maintained at a safe berth will be required to clear the port before the onset of flood conditions. A flood may be associated with a weather system that produces sea conditions that prevent departure. Where this is possible early action will be taken to clear the port.

10. **Impact.** Floods can produce debris in the river making it unsuitable for safe navigation and affect propulsion and cooling systems. Navigation aids can be displaced and river depths changed including the location of the navigation channels / best navigable water.

11. Flood waters will affect tide heights resulting in positive residuals and brackish waters. A continuous ebb stream may occur regardless of tide heights and times. The port will work closely with the shipping industry to determine the likely impact and resume port operations and the earliest safe opportunity.

3 PILOTAGE

1. Pilotage is compulsory for all vessels 30m and over in length, unless exempted under section 75 of the Marine Safety Act 1998. The length for tug and tows is the combined length of the towing vessel LOA and vessel(s) being towed LOA, regardless of the configuration.
2. Preliminary arrangements for a pilot must be made with the Port through an agent (local or SHIPS registered).
3. **Pilot Boarding Grounds.** Three pilot boarding locations are established:
 - a. *North – Outer* (29° 24•63'S 153° 24•21'E): Located 2 mile NE of the end of the south breakwater this PBG is for use by all vessels unless advised otherwise by the Port VIS or assigned pilot;
 - b. *North – Inner* (29° 25•17'S 153° 23•24'E): Located 1 mile NE of the end of the south breakwater this PBG is by assignment only;
 - c. *South East* (29° 26•02'S 153° 22•74'E): Located 0.5 mile SE of the end of the south breakwater this PBG is by assignment only; and
 - d. *Harwood Bridge* (29° 25•85'S 153° 14•25'E): Located 0.20 miles upstream of the Harwood Bridge.
4. **Approach.** A vessel manoeuvring to embark a pilot should maintain a speed of about seven (7) knots and steer a course which puts the prevailing swell on the opposite quarter to the side on which the boarding arrangement is rigged.
5. Cross swells are a common occurrence and can cause delays to boarding. The Master of an arriving vessel should always ensure sufficient sea-room is maintained to allow manoeuvres to provide a lee for the pilot cutter and departure from the Pilot Boarding Ground.
6. Vessels are to monitor VHF channels 16 and 11 for calling by the pilot vessel on approach. Vessels must not proceed any closer than the 'North – Outer' PBG without permission of the Port.
7. Two pilot transfer vessels service the port namely:
 - a. GOVERNOR HUNTER, a dedicated pilot transfer cutter (grey hull, yellow superstructure with 'PILOT' marked and fitted with AIS); and
 - b. FRANCIS FREEBURN, a port tug (black hull, white superstructure).
8. **Boarding arrangements.** To avoid possible delays or miss a tidal slot, masters should take note of the following requirements:
 - a. boarding arrangement are to be rigged in accordance with SOLAS Chapter V, Reg 23, and IMO Res A.1045(27);
 - b. ladder or access point is to be rigged on the lee side to the swell when approaching the PBG;

- c. lowest point of the ladder to be 2 metres above the water;
- d. two proper manropes without knots or monkeys fists must be provided at all times; and
- e. no tripping lines are to be attached to the pilot ladder below the lowest spreader.

9. **Non compliant arrangements.** Vessels with obstructed, non compliant or alternate arrangements are to advise the Port via the Agent not less than 48 hours prior to arrival. Due to such configurations, these will be assessed on a case by case basis and may result in boarding during daylight only.

10. **Tows.** Boarding of tugs with or without tows will be assessed on a case by case basis as per non compliant arrangements. . All towed vessels over 50m LOA are to have arrangements for access and boarding in smooth waters and this is to be rigged before arrival.

11. **Assistant Pilot.** At times an assistant (additional) pilot is engaged to meet the risk mitigation requirements of a planned movement. An assistant pilot may be requested by the master or assigned pilot, required as part of the HM – Shiphandling Guidelines, or directed to be taken by the Harbour Master. The assistant pilot is only engaged for the period necessary to undertake the task within the port area. Boarding will usually occur at the same time as the assigned pilot.

12. Movements that require an assistant pilot may include: complex or prolonged movements, natural conditions and vessel characteristics. The planned movement will also be assessed for the mitigation of human factors such as task loading and single point of failure that cannot be reasonable protected against. In a broader context an assistant pilot is utilised where physical mitigation measures do not reduce the hazard to as low as reasonably practical.

Smoke free zone during pilotage

13. It is a legislated requirement for an employer to provide a “safe workplace”. The workplace for the Port’s marine pilots extends to the vessels they serve.

14. Smoking creates a risk to the health of the port’s pilots. The Port seeks the co-operation of masters and crews in providing a ‘smoke free zone’ on the navigation bridge during pilotage.

15. The Port appreciates the understanding and co-operation of ship’s personnel.

4 PASSAGE PLANNING

1. **Vessel parameters.** The following dimensions provide guidance on vessel parameters that apply to navigation and mooring in the port:

- a. LOA – 120 metres;
- b. Beam – 20 metres for port transits occurring within a *UKC time slot*. Shallow draft vessels eg barges – assessed on a case by case basis;
- c. Draft – dependent on meeting UKC requirements. Mean sea level and updated channel depths can be used to calculate average maximum draft. MHWNs can be used to assess port access slots; and
- d. Displacement – as determined by LOA, beam and draft parameters. Vessels displacing > 5000 Tonnes will be assessed on a case by case basis.

2. **Planning.** The Port of Yamba website provides a SOLAS passage plan to assist ship's personnel planning a pilotage passage to the berth or anchorage prior to the arrival of the Pilot and the Master / Pilot Information Exchange. An indicative waypoint list is provided with the passage planning chartlet.

3. Masters are reminded that they are responsible for the safe navigation of their vessels at all times. This passage plan is provided as a guide only to enable mariners to comply with SOLAS Chapter V, Reg 34 (berth to berth voyage planning) and IMO Resolution A.893(21) – Guidelines for voyage planning;

4. **MPX.** The Master Pilot information Exchange (MPX) will occur upon boarding. If necessary additional planning information will be provided to vessels via the Agent to inform ship's personnel prior to the pilot boarding.

5. The MPX consist of five sections to be completed in the presence of and consultation with the bridge team

- 1 – *Vessel details,*
- 2 – *Bridge team instructions,*
- 3 – *Depths / draft / UKC,*
- 4 – *Passage plan details, and*
- 5 – *Passage monitoring.*

6. **BRM / BTM.** Bridge teams are reminded of compliance with Australian Marine Notice 7/2009, ISM, STCW, and ICS Bridge Procedures Guide during pilotage;

7. **State of vessel – propeller immersion.** The propeller blades are to be fully immersed at a static draft. In this case fully immersed means a draft not less than 120% of the diameter of the propeller.

8. **State of vessel – trim.** Maximum trim for vessels navigating the port is not to exceed the following values based on LOA:

- a. 60 ~ 80 metres – 2% of LOA;
- b. 80 ~100 metres – 1.5% of LOA; and
- c. 100 ~ 120 metres – 1.2% of LOA.

9. **State of vessel – minimum draft.** The minimum forward draft is not to be less than the following values based on LOA:

- a. 60 ~ 80 metres – 2% of LOA;
- b. 80 ~100 metres – 2.5% of LOA; and
- c. 100 ~ 120 metres – 3% of LOA.

10. **Under-keel Clearance(UKC).** The UKC requirements of the Harbour Master's Directions are to be complied with at all times. These are:

- a. Underway – minimum of 10% UKC during all stages of the passage;
- b. Alongside – minimum of 5% UKC; and
- c. Port approach – 10% plus an additional 1.5 metres.

11. The additional UKC in the Port Approach – Precautionary area may be increased at the discretion of the Port or assigned Pilot and is dependent on hull form, prevailing sea and swell and predicted state of tide.

12. Vessels alongside and handling cargo, stores or equipment with ship's gear are to account for heel when determining "Alongside – UKC".

13. **Depths.** Notice to Mariners provide updated berth, channel and fairway depths. The port is to be contacted in the first instance when planning a passage to ensure the latest information is available. Recognised fairways are:

- a. Port Approach Fairway – precautionary area;
- b. Entrance Channel;
- c. Reef Channel;
- d. Lighthouse Channel;
- e. Middle Channel;
- f. Iluka Channel;
- g. Collis Channel;
- h. Goodwood Channel; and

- i. Transition Fairway.

14. **Lead marks.** At times, due to varying depths and shoal movement the lead marks though the port might not indicate the best navigable water. The use of the leads can vary from centre line, to limiting line to wheel over positions only. The latest information should be sought through the carriage of a licensed pilot.

15. **Towage requirements.** The Harbour Master's – Ship-handling Guidelines establish minimum tug usage in average conditions. Each vessel or proposed movement is further assessed on a case by case basis. Pilots may vary the tug requirement for any movement, depending on experience, prevailing conditions or special circumstances that may apply in consultation with the Harbour Master.

16. The following provides guidance on operational tug use requirements, such as when a:

- a. fitted thruster is not operational or deficient;
- b. vessel is over 100 metres LOA regardless of thruster or rudder configuration;
- c. vessel is over 80 metres LOA makes a first call at the port;
- d. towed vessel is over 50 metres LOA;
- e. primary towing vessel only has two means of propulsion, for example twin screw or single screw with bow thruster;
- f. vessel is a tanker;
- g. vessel has a cargo containing Class 1 Dangerous Goods;
- h. tow transits the Harwood Bridge (requires a second tug);
- i. single screw vessel is to berth stern to the tide alongside any wharf;
- j. cold move enters or leaves Harwood Slipway cutting;
- k. cold move is undertaken between wharves and a high windage or awkward vessel enters or leaves Harwood Slipway cutting – two tugs are required; and
- l. risk assessment requires further mitigation, or at the discretion of the assigned pilot or the direction of the Harbour Master.

5 PASSAGE PLANNING - Tug and tows

1. **Tow arrangement.** Due to the nature of the port entrance tows are to be rigged to account for snatching. This requires heavy tow gear such as chain bridles and fore-runners. To achieve additional weight in the tow it is suggested to use short chain gangers hanging from the bridle.
2. **Escort.** Tows will be escorted in the approach and entry to the port. At the final stage of the approach the escort tug will make fast to a trailing pick-up line. The escort tug will remain with the tow and assist berthing as required.
3. The trailing pickup line with hard eye is to be provided from the port quarter of the tow. This line is to be rigged to trail at least 15 metres in the water and must be fitted with a buoy and pick-up line. The escort tug will pass a tow line through the eye on the bight.
4. **Tow hooks and winches.** Intended tow arrangements should be provided to the port through an Agent at the earliest opportunity to assist planning and risk assessment. As a guide, tugs using tow hooks are not desirable for towing through the port entrance and may further reduce the weather and tidal windows for port transits. Tugs using a tow hook will not be accepted for use with towed vessels exceeding LOA 60 metres or an arrival / departure displacement more than 1,000 tonnes.
5. **Transit timing.** Port entry is to occur half (1/2) hour after HW in neaps and one (1) hour after HW in springs. Tug and tows proceeding to Harwood Slipway Wharf are to allow sufficient time to transit the port allowing for the required UKC.
6. **Weather.** As guidance a predicted swell of 1.5 metres from an adverse direction is the maximum allowed for tow transits of the port entrance. A predicted (or observed) wind 20 knots from an adverse direction is the maximum allowed. These factors may be reduced further for towed vessels of a high freeboard to draft ratio.
7. **Shortening tow.** The tow must be able to be adjusted on approach to the port entrance. Once inside the tow will need to be shortened further to transit Reef Channel and proceed up stream.
8. **Personnel.** Sufficient personnel need to be available to transfer to the towed vessel for the purpose of adjusting the tow, recovering emergency tow and handling mooring lines. Personnel can be transferred with the assistance of the escort tug.

Harwood Bridge

9. The Harbour Master's Directions are to be consulted regarding towage through the Harwood Bridge. As guidance the following towing conditions apply:
 - a. daylight only;
 - b. no single tug tows, regardless of configuration; and
 - c. movements must be stemming the tide.

6 COMMUNICATIONS

1. The port only maintains selected VHF monitoring periods. These periods correspond to planned vessel movement times and business hours.
2. Times advised to the Port shall use 24 hour notation in Australian Eastern Standard Time (UTC + 10); or Australian Eastern Daylight Saving Time (UTC + 11) at the appropriate times of the year.
3. The Port uses IMO Standard Marine Communications Phrases, as contained in IMO Resolution A918 (22) when required.
4. **Information Service.** The port provides a Vessel Information Service (VIS) for planned movements and pilotage movements. The service provided includes: known traffic movements, meteorological conditions at Clarence Head, current notices and conditions in the port area.
5. **Call Sign:** "Yamba Harbour".
6. **VHF Channels:**
 - a. VHF 16 – Distress and calling;
 - b. VHF 11 – Port calling and pilot transfer;
 - c. VHF 10 – Port working (assigned by the VIS); and
 - d. VHF 09 – Port working (assigned by the VIS).
7. **VHF Recording.** Continuous VHF recording is maintained on the International Distress and Calling Channel, Port calling channel and one working channel.
8. **Telephone – Business Hours.** Business hours and when a movement is planned, co-located with the Yamba Harbour VIS:
 - a. Tel: + 61 (0)2 6646 2002; and
 - b. Fax: +61 (0)2 6646 1596.
9. **Telephone – 24 Hours.** 24 hour emergency contact via Sydney VTS:
 - a. Tel: +61 (0)2 9296 4001; and
 - b. Fax: +61 (0)2 9296 4812.

VHF Reporting

10. **Positions.** The Master of a vessel entering, departing, or moving within the Port of Clarence River (Yamba) is to report on the Port calling channel upon:-
 - a. entering Port Approach – Precautionary Area or upper port limit;
 - b. berthing or anchoring;

- c. passing Browns Rocks Buoy;
- d. departure from a berth or anchorage;
- e. departure from the Port Approach – Precautionary Area or upper port limit; and
- f. any departure from the approved movement (sailing plan).

11. **All Ships Call - VHF 16.** The Master of a vessel entering, departing, or moving within the Port of Clarence River (Yamba) is to make an all ships call upon entering Port Approach – Precautionary Area or upper port limit or departing a wharf or anchorage, advising:

- a. vessel name;
- b. intended movement; and
- c. VHF channels monitored.

7 ANCHORAGES

1. Port assigned anchorages are available off Iluka, Goodwood Wharf and Palmers wharf. Holding ground is generally good but anchors and cables can suffer from seabed scouring due to strong tidal streams thereby reducing the holding power. A careful anchor watch is to be maintained at all times.

2. **Maximum length.** Under normal conditions vessels less than 80 metres LOA are permitted to anchor in the port's designated anchorages. Vessels over 80 metres LOA requesting anchorage in the port will have the request assessed on a case by case basis.

3. **Anchorage assessment.** An assessment on the suitability of vessels over 80 metres LOA to anchor in the port will be based on natural conditions and capabilities of the vessel. The following is used to assist with an assessment on suitability, namely:

- a. predicted and observed weather and tidal stream conditions must be suitable;
- b. Goodwood Reach anchorages GI-W and GI-E only;
- c. the vessel must be able to open-moor in the assigned anchorage;
- d. a vessel must have a minimum of 9 shackles of chain deployable for each anchor;
- e. the manning for anchor watch, bridge watch and engine movements;
- f. the engines must not be immobilised and must be available for the turn of the tide;
- g. an UKC of not less than 5% in the swing circle;
- h. towage is to be engaged to undertake the open moor and depending on the vessel an assistant pilot engaged; and
- i. any other condition required by the Harbour Master.

4. **Moorings and long term anchorage.** No vessel is permitted to anchor in the port area long term or permanently. No vessel is permitted to anchor unattended in the port (excepting Iluka Bay and Iluka half tide wall).

5. **Coastal anchorages.** There are no recommended safe anchorages off the coast for vessels waiting to enter the port. Anchoring is at the discretion of the Master. However, it is highly recommended that vessels remain at least 3.0 nautical miles from the coastline and consult the International Association of Classification Societies recommendations on anchoring and cable scope.

8 BERTHING

1. **Goodwood Island.** Vessels berth port side too, stemming the tide unless specifically requiring starboard side to. For vessels without thruster or tug assistance an anchor is commonly used – dredged under foot to the berth. The anchor is usually recovered during the mooring of the vessel.
2. **Mooring lines.** Vessels over 100 metres LOA will be required to run 'long' head and stern lines. The length of the lines is approximately 130 metres.. Vessels between 80 and 100 metres LOA will be assessed on a case by case basis.
3. **Harwood Reach berths.** Berthing for vessels that will make a cold move into Harwood Slipway cutting is starboard side too. Vessels waiting at the berth for the slipway and able to manoeuvre into the cutting unassisted can berth either side, or as required during the wait. A vessel is to berth stemming the stream unless highly manoeuvrable. This will be assessed on a case by case basis. Single screw vessels over 50 metres in length that cannot be 'pinned' (without the use of springs) to the wharf will require tug assistance.
4. **Slipway Fender Piles.** Assessment of suitability to use the location will be made on a case by case basis as outlined in the Port Information – facilities section. In any event vessels berthing must be able to be 'pinned' alongside (without the use of springs) while mooring lines are passed and made fast. A vessel can be pinned by suitable manoeuvring characteristics or with the use of tugs.
5. **Daylight only.** All berthing at wharves in Harwood Reach is daylight only. A vessel may depart at night provided adequate lighting is available for persons tending moorings.

Swinging

6. **Goodwood Reach.** For vessels proceeding to Goodwood Island Wharf vessels with thruster and tug assistance swing off the western end of the wharf to stem the flood tidal stream.
7. Vessels without assistance swing with the use of an anchor in the area between the western end of the wharf and Browns Rocks Buoy. A flood tidal stream is used to assist.
8. **Harwood Reach.** Vessels with poor manoeuvring characteristics and requiring port side to (stemming the tide) will swing off the sugar-mill. Similarly for vessels departing and berthed head-in swinging will also occur off the sugar-mill.

9 BRIDGE

1. The Pacific Highway crosses the Clarence River at Harwood. The 'Harwood Bridge' has a navigation span with lifting section. Harbour Master's Directions refer to navigation through the bridge including towage.

2. **Clearances.** The following provides guidance on clearances with vertical figures stated above Highest Astronomical Tide (HAT):

- a. Vertical – span closed: 8.1 metres;
- b. Vertical – span open: 36.1 metres; and
- c. Width - span fenders: 30.4 metres.

3. **Opening.** Roads and Maritime Services is to be contacted for further information and advice on the bridge. A local contracted Bridge Caretaker can provide additional information and bridge opening services. The current contractor is appointed until 2017 and can be contacted at 04 1260 4748 (preferred) or 02 6682 8388.

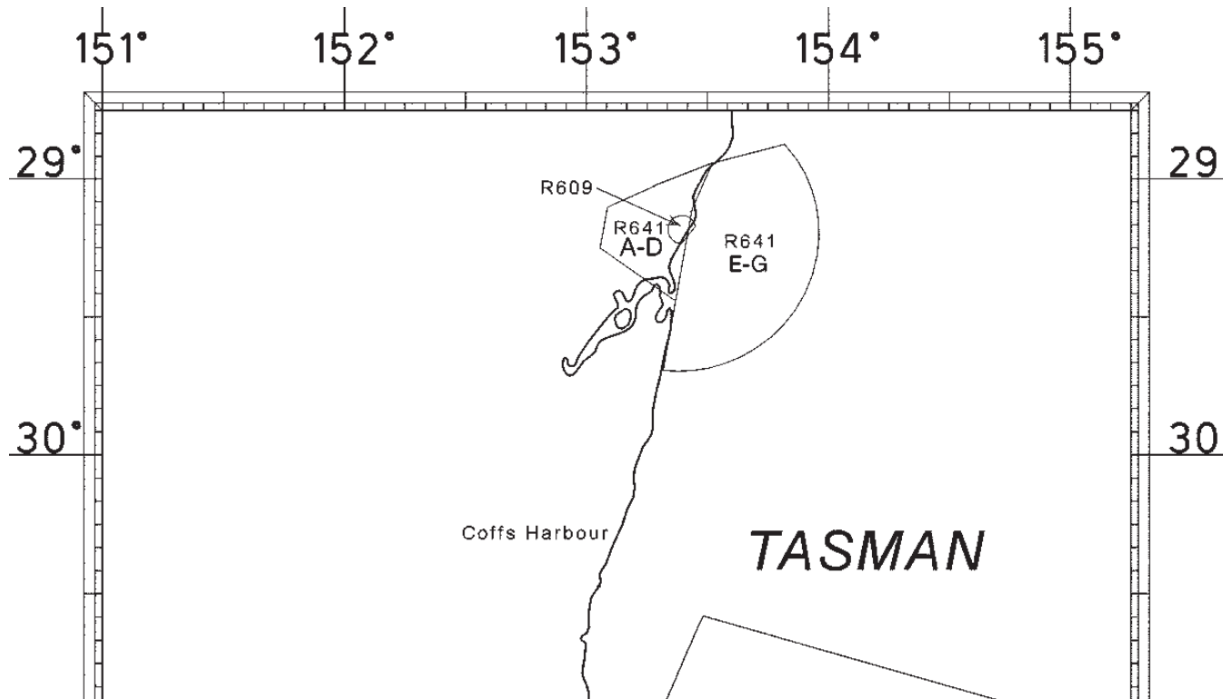
4. **Notification and times.** Restricted opening times apply daily and on public holidays. Prior notification and booking is required for the bridge to be opened. The bridge caretaker is to be contacted for clarification and booking with the following restricted times provided as guidance only, namely:

- a. Daily - no lift: 07:00 ~ 10:00;
- b. Daily - no lift: 14:30 ~ 19:00; and
- c. Public holiday – no lift: 07:00 ~ 19:00.

10 WEAPONS PRACTICE AREA

1. The Australian Defence Force has a gazetted weapons firing practice area in the vicinity between the port and Evans Head, which is a coastal feature 18 nautical miles north of the port entrance (chart AUS 813). The firing practice and exercise areas *YBBB/R609 Evans Head* and *YBBB/R641A~G Evans Head* are listed in the Australian Annual Notices to Mariners and can be found at:

- Web: www.hydro.gov.au/n2m/notices.htm#annual



4 – PORT SERVICE PROVIDERS

1 LOCAL AGENTS

Yamba Shipping Pty Ltd (YBA)

Services:

- Agency including full husbandry services;
- Full access to Sydney's Integrated Port System (SHIPS)
- Arrange Vessel Maintenance & Repair Work;
- Ship Chartering;
- Cargo Supervision & Management;
- Freight Co-ordination & Cargo Bookings; and
- Crewing.

Enquiries: Warren McKay

Address: PO Box 93, ILUKA, NSW 2466

Tel: +61 (0)4 5795 2887

Email: warren@yambashipping.com.au

Harwood Marine (HRS)

Services: Agency services for vessels calling and undertaking maintenance at Harwood Slipway and Engineering Co.

Enquiries: Michael Talbot / Leeann Ball

Address: 163-164 River Road, HARWOOD ISLAND, NSW 2465

Tel: +61 (0)2 6646 4222

Fax: +61 (0)2 6646 4472

Email: michael@harwoodmarine.com.au; leeann@harwoodmarine.com.au

Web: www.harwoodmarine.com.au

2 STEVEDORING

Yamba Shipping Pty Ltd

Services:

- Stevedoring – Specialising in Break Bulk Cargoes;
- Available in both Ports of Yamba & Brisbane;
- Transport and Logistics;
- Full service provided from ship - shore – door; and
- Full access to Sydney's Integrated Port System (ShIPS);

Enquiries: Warren McKay

Address: PO Box 93, ILUKA, NSW 2466

Tel: +61 (0)4 5795 2887

Email: warren@yambashipping.com.au

CONSULTANCY

Capt Harry Peacock

Services:

- Yamba, international and inter-island trades;
- Chartering, crewing and vessel management;
- Break-bulk cargoes;
- Dangerous goods handling and cargoes;
- Stevedoring operations, security, transport and logistics;
- Available in both ports of Yamba and Brisbane.

Enquiries: Capt Harry Peacock

Address: PO Box 188, YAMBA, NSW 2464

Tel: +61 (0)4 7591 9974

Email: harry@islandship.com.au

3 TOWAGE

AusBarge Marine Services Pty Ltd

For vessel assist towage and emergency response the Port is serviced by a single screw (slewing kort nozzle) steel hull tug *FRANCIS FREEBURN*, a vessel of the Stannard Bros 50' class. The tug has a rated bollard pull of 5 tonnes and is in class 2C survey, is operated under a Maritime Security Plan and is owned and operated by AusBarge Marine Services Pty Ltd.

Services:

- Ship assist towage;
- Barge and cold-move towage;
- Escort towage
- Exclusion zone marking; and
- Harbour utility tasks.

Bookings. Requests and bookings for towage or hire can be made via the Sydney Integrated Port System (ShIPS) or by contact with AusBarge for more information.

Rates. Contact AusBarge for current hire rates.

Enquiries: Greg Hall 0438 091 286 or Mark Roche 0416 166 037

Address: PO Box 972, CARRINGBAH NSW 2229

Tel: +61 (0)2 9668 8630

Fax: +61 (0)2 9668 8760

Email: info@ausbarge.com

Web: www.ausbarge.com

Clarence River Tug and Barge

The CRT&B operates the single screw, conventional rudder, timber hull tug *ILUKA*. The vessel has a rated bollard pull of 1.75 tonnes and is in survey.

Services:

- Barge towage;
- Harbour utility tasks.

Enquiries: Laurie Duff

Address: PO Box 118, ILUKA NSW 2466

Tel: +61 (0)4 3846 6423

Email: peterbilt379@live.com.au

4 HARBOUR UTILITY SERVICES

Yamba Shipping Pty Ltd (YBA)

Services:

- Lines-men;
- Lines-boats;
- Maritime security;
- Shipkeep and watchmen; and
- Bookings via Sydney's Integrated Port System (ShIPS);

Enquiries: Warren McKay

Address: PO Box 93, ILUKA, NSW 2466

Tel: +61 (0)4 5795 2887

Email: warren@yambashipping.com.au

5 PEST and FUMIGATION SERVICES

Quinn's Pest Control

Quinn's personnel are recognised service providers at Goodwood Island Wharf and hold MSICs.

Services:

- Fumigation treatment;
- Pest control;
- Cargo and hold preparation.

Enquiries. Graham and Jeanette Sills

Address: 9 Allison Road, HALFWAY CREEK, NSW 2460.

Tel: +61 (0)2 6649 4420

Mob: +61 (0)4 2765 5969

Email: grayjean@bigpond.com

6 SURVEY and COMPASS ADJUSTMENT

Vessel surveys

Yamba Welding and Engineering

Services:

- AMSA accredited surveyor;
- Hull, machinery and equipment survey; and
- Survey certification to national vessels standards.

Enquiries. Bill Collingburn

Postal Address: PO Box 124, YAMBA, NSW 2464.

Tel: +61 (0)2 6646 2421

Fax: +61 (0)2 6646 2523

Email: info@ywe.com.au

Compass adjustment

Colin Wood – compass adjustor

Services:

- Compass adjustment;
- Licensed compass adjuster No 1805;
- Member Australian Institute of Marine Surveyors;
- Master Mariner.

Enquiries. Captain Colin Wood

Postal Address: 38 Cameron Street, MacLEAN, NSW 2463.

Tel: +61 (0)2 6645 4358

Mob: +61 (0)4 1463 4911

Email: pacol@westnet.com.au

7 CRANES and ROAD TRANSPORT

Harris Crane Hire - Yamba

Harris Crane & Equipment Hire have a range of Mobile Cranes, Boom lifts, Scissor Lifts and a Crane Truck. Based in Yamba and servicing the Clarence River area in towns such as Yamba, Maclean, Iluka and Grafton.

Enquiries: Andrew Harris

Address: 5 Uki Street, YAMBA, NSW 2464.

Tel: +61 (0)2 6646 1881

Mob:: +61 (0)4 0866 3232 (Andrew) - After Hours & Emergency

Mob:: +61 (0)4 3845 8596 (Lindsay) - Emergency

Email: cranes@ahengineering.com.au, andrew@ahengineering.com.au

Web: www.harriscranes.com.au/

Mills Transport

Lismore Depot (Head Office)

Address: 210 Union Street (PO Box 200), SOUTH LISMORE, NSW 2480.

Ph: +61 (0)2 6625 9800

Fax: +61 (0)2 6625 9850

Email: admin@ajmills.com.au

Web: www.ajmills.com.au/index.htm

Blanchard's Haulage

Located in Grafton, NSW, Blanchard's services the Clarence Valley and Coffs Coast with long distance freight transportation and specialise in the long distance & local transport of timber poles, sawn timber, and general freight to destinations on the east coast of Australia. Freight services include North Coast towns of Coffs Harbour, Grafton, Ballina, Lismore, Casino & surrounding areas.

Address: 373 Fry Street, GRAFTON, NSW 2460.

Tel: +61 (0)2 66049111, 9130, 9125

Fax: +61 (0)2 66424444

Email: freight@blanchard.com.au

Web: www.blanchard.com.au/

Lindsay Australia

Web: www.lindsayaustralia.com.au/

8 REPAIR, MAINTENANCE and ENGINEERING FACILITIES

Harwood Slipway and Engineering Co.

Facility. Harwood Marine is a full service shipbuilding, ship repair, marine design and engineering business, specialising in Steel and Aluminium fabrication. The head office is located on the North Coast of NSW on the Clarence River, 270km south of Brisbane. Office space for clients is available and arrangements for crew accommodation can be made.

Main Slip capacity. The main slipway cradle is 63m. in length. Water depth over the cradle is 5m when at the end of the rails and the cradle is on a 1-15 declivity. The main slipway has a 2500 tonne capacity and a second slipway of 200 tonne capacity is available.

Services:

- Ship building.
- Ship repair (GL certified).
- Marine and general engineering.
- Project management.
- Marine design.
- Electrical – marine.

Enquiries.

 Mr Gio Cervella – General Manager

Address: 162-164 River Road, Harwood NSW 2465

Postal Address: PO Box 96, HARWOOD, NSW 2465

Tel: +61 (0)2 6646 4222

Fax: +61 (0)2 6646 4472

Email: info@harwoodmarine.com.au

Web: www.harwoodmarine.com.au

Yamba Welding and Engineering Pty Ltd

Facility. Fabrication and maintenance facility, Uki Street Yamba.

Services:

- Specialist in aluminium fabricators for the domestic and international market.
- Fast ferries, mono-hulls and catamarans.
- Cruise and charter boats.
- Barges.
- Fast patrol and pilot boats up to 22m.
- Other specialist aluminium fabrication on request to international classification / USL / engineers specification.
- Quality Assured to ISO9001.

Enquiries.

 Yamba Welding and Engineering Pty Ltd

Address: Cnr Angourie Road and Uki Street, YAMBA NSW 2464

Postal Address: PO Box 124, YAMBA, NSW 2464.

Tel: +61 (0)2 6646 2421

Fax: +61 (0)2 6646 2523

Email: info@ywe.com.au

9 COMMERCIAL and RECREATIONAL VESSEL FACILITIES

Ashby Drydock

Facility. Owned by Roads and Maritime Services the graving dock has dimensions of length 62m, width 14m and depth 7m. The maximum vessel size for docking is:

- Length: 45m;
- Beam: 12.5m;
- Draft: 1m; and
- Displacement: 250 Tonnes.

Enquiries: Kaur Karunaratne or Russel Taylor
Location: Ashby Ferry Road, ASHBY, NSW 2463
Tel: +61 (0)2 9354 5133
Mob: +61 (0)4 2888 4474
Mob: +61 (0)4 1212 6392

Clarence Slipway Pty Ltd

Facility. A slipway facility is available. The slipway cradle capacities are.

- Length: 20m;
- Beam: 6.85m;
- Displacement: < 80 Tonnes; and
- Suitable for long keel vessels and yachts.

Enquiries: John Kurz
Location: Queen Street, ILUKA, NSW 2466 (in the Fishermans Cooperative facility)
Mob: +61 (0)4 2946 6476
Tel: +61 (0)2 6646 6116 (Cooperative)

Yamba Marina

Facility. The following facilities and services are available at the marina; shipwright, mechanic, sailmaker, chandlery, showers, toilets and laundry. Storage includes hardstand; Long-term hard stand storage. Undercover storage. Casual workshop hire is available. The site includes Thrifty Hire Car office, Café Marina and Port of Yamba Yacht Club.

Berths: visitor berth to 120ft.

Fuel: Unleaded petrol and diesel.

Slips and lifts: Boat ramp, Travel-lift 35 tonne capacity, Multi-hull ship-lift 35 tonne capacity.

Address: 3 Yamba Road, YAMBA, NSW 2464
Tel: +61 (0)2 6646 9898
Fax: +61 (0)2 6646 1744
Email: yambamarina@hotmail.net.au
Web: www.yambamarina.com.au

Iluka Boatshed

Facility. A pontoon berth for small craft, fuel supply pumps, chandlery, engine maintenance workshop and café.

Berths: Berth 25m long.

Fuel: Unleaded petrol and diesel.

Address: 2 Charles Street, ILUKA, NSW 2466

Tel: +61 (0)2 6646 6106

Fax: +61 (0)2 6646 1744

Email: ilukaboatshed@bigpond.com

Web: www.ilukaboatshed.com.au

10 GOVERNMENT AGENCIES & MARINE ORGANISATIONS**Roads and Maritime Services - Yamba**

Address: Shop 5, 19-21 Coldstream Street (PO Box 143), YAMBA, NSW 2464

Tel: 13 12 13

Web: rms.nsw.gov.au

Marine Rescue NSW – Iluka-Yamba

The Marine Rescue radio and observation tower is located on the northern shore of the port entrance, near Moriarty's Wall.

Communications

Tel: +61 (0)2 6646 6311

Fax: +61 (0)2 6646 6785

Email: base.ilukayamba@marinerescuensw.com.au

Web: www.marinerescuensw.com.au

Radio callsign: "Marine Rescue Iluka Yamba – VMR257"

Radio facilities: VHF, 28 MHz and MF/HF

Watch: VHF Ch 16, 27.88 MHz and 2, 4, 6 and 8 MHz

Working and Navigation warnings: Ch 73 and 27.88Mhz, MF/HF as advised.

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5 – GUIDANCE FOR AGENTS

1 AGENCY

1. Port Authority NSW is committed to the provision of safe and efficient port operations at Yamba. Vessels' agents play key and strategic roles in making this commitment a reality. Information supplied by agents directly influences both the time and the manner in which vessels move as well as the pilotage, towage, lines and stevedoring provided.

2. Insufficient and/or incorrect information or notices can adversely, and at times severely disrupt shipping operations not only to the vessel concerned but also flow on to other vessels.

3. Consultation. The natural conditions of the port dictate that close consultation with the Port is required in many areas of port operation. In particular the movement of vessels in the port area and approaches is subject to many variables such as service provision, flood waters, weather and depths. It is important that an agent consult early and fully with the Port to reduce delays, omissions and enhance safety and outcomes for the vessels, owners and masters they represent.

Agent's Responsibilities

4. Agents are seen by the Port as the owners representative in all matters or dealing with the port and undertake all liabilities and guarantees on their behalf or agreement.

5. Agents are required to be registered with ShIPS in order to book the movement of vessels in the Port. Agents are responsible for checking and ensuring that vessel information (length, breadth, keel to truck etc) are correct before submitting a booking. The importance of accuracy when reporting a vessel's draft cannot be overstated. A vessel's draft is a factor that influences the timing of its movements, anchorage and towage escort.

6. Agents are responsible for checking and ensuring that the correct tug requests have been booked for the movement. Agents should refer to the Port Information - Navigation for initial tug assessments.

7. Berthing requests and configurations are the responsibility of the Agent but require confirmation by the Port through ShIPS in each case. Where congestion or double banking may occur the port is to be consulted in the first instance.

8. Defect reporting. Vessel defects can adversely affect the safe and efficient handling of a vessel. Defects must be notified to the Port when the vessel is lodged in ShIPs or immediately that the agent is advised by the vessel. The following defects provide guidance for agents and masters in reporting:

- a. deck machinery or equipment operating at less than normal capacity;
- b. lower than normal manning of the vessel;
- c. non-operational or reduced power of thruster units;
- d. reduced main engine power, starting or direction limitations;

- e. steering faults; and
- f. non functioning ship's bridge equipment (eg gyro, ECDIS, radar).

9. **Documents.** Agents are to provide the current version of port documents to vessels in a timely manner. Agents are to be familiar with the following port documents and functions:

- a. Harbour Master's – Directions;
- b. Harbour Master's - Port Information and Guidance for agents;
- c. Dangerous Goods Management Guidelines;
- d. Dangerous Goods Explosives Guidelines;
- e. Conditions of use of SHIPS;
- f. Permit requirements and application; and
- g. Port forms.

Goodwood Island Wharf - Use and Port Security

10. Berthing at, and use of, the Goodwood Island Wharf (GIW) and facility will only be undertaken with an entity holding a Conditions of Use and Occupation Agreement with Port Authority NSW. The port area and GIW facility are security regulated and operated in accordance with the Port's Maritime Security Plan (Plan). Operators are to provide security and administration in accordance with the Plan. This will require the holding of a master security licence and the maintenance of documentation in accordance the Plan and Office of Transport Security (OTS) requirements. Operators and providers are liable to external audit by the plan holder (Port).

11. Security must be provided for, but not necessarily limited to, the following circumstances:

- a. a vessel is alongside;
- b. cargo being received or dispatched;
- c. cargo on site;
- d. contractors accessing the site for vessel or facility maintenance; or
- e. as required by the Plan or as directed by the Port Security Officer.

12. **Access.** Site access is in accordance with the requirements listed on the Yamba Port web site. Agents are to hold a current MSIC and a recognised port access ID card.

13. **Committee.** Agents undertaking business in the port are to be represented on the Port Security Committee. Participation on the committee requires an MSIC card and valid / business reason to be on the committee.

14. **Site Security Instructions (SSIs).** The SSIs describe the security practices applicable under the Maritime Security Plan. They are to be adhered to at all times. Clarification can be sought with the Port at any time.

15. **Non regulated sites.** All wharves referred to in this guide are inside the Port's security boundary. Other than GIW the land-side facilities of other wharves are not security regulated under the Plan. The plan applies to a security regulated vessel at any wharf and may require action on the part of the site owner and vessel to enter into a DOS and be subject to direction by the Port.

2 SHIPS

Sydney's Integrated Port System (ShIPS)

1. The Port operates an internet based computerised system (ShIPS) which can be accessed 24 hours a day. Confirmations and actions by the Port are undertaken in business hours only. Support such as new vessel lodgement is provided by personnel at Sydney VTS and is actioned 24 hours.
2. Use of ShIPS is a compulsory Port requirement for all accredited agents and service providers. All movement bookings, work or bunker permit applications and dangerous goods lodgements are to be made via the ShIPS system.
3. The system also:
 - a. coordinates vessel movement schedules and bookings, allowing port service providers to confirm their ability to provide services in a real time environment;
 - b. facilitates the real time lodgement and approval of work permit and bunker applications;
 - c. enables the real time lodgement and acknowledgment of Dangerous Goods declarations;
 - d. allows the real time lodgement of Dangerous Goods information by agents or freight forwarders;
 - e. enables the provision of Dangerous Goods information to emergency services; and
 - f. allows stevedores, government agencies and associated industries to view vessel schedules and related information.

3 NOTIFICATION PERIODS

1. Preliminary arrangements for a Pilot must be made through a local agent registered with the Sydney Integrated Ports System (ShIPS). The following provides notification times required by the Port. Initial enquiries regarding port navigation and pilotage are to be made via an Agent.

Priority and assignment

2. The priority for pilotage assignment and berth allocation is determined by the port on first come first served basis. Movements competing for services or UKC Slots will be prioritised further by the port based on factors such as:

- a. emergency;
- b. UKC slots and weather conditions;
- c. cargo type;
- d. labour waiting; and
- e. planned operation / next movement of the vessel.

3. The Port is responsible for berth allocation at the general cargo wharf. Cargo handling vessels have priority over vessels in Lay-up or waiting. Allocation of vessel berths at private berths will be determined in consultation with the site operators needs and priorities and that of vessel handling, security and safety.

Notification times

4. **Arrival - 72 Hours.** Vessels requiring entry to the port must submit an 'expected' arrival not less than 72 hours before arrival. Non standard entries such as tows or disabled vessels are to make enquiries to the port with as much notice as possible to enable assessment of the intended arrival.

5. **Arrival - 48 Hours.** Vessels requiring entry to the port must update an 'expected' arrival not less than 48 hours before arrival and advise the port directly. The requirements for non standard entries such as tows or disabled vessels will be confirmed on receipt of this notification.

6. **Arrival - 24 hours.** A vessel is to be booked in the ShIPS system not less than 24 hours before arrival. The final notice prior to a pilot boarding time is to be made by 1500hrs the previous day.

7. **All movements – 1 hour.** Confirmation of the intended movement must be made by the vessel not less than one hour before. This will be via VHF communications through to the Port - Vessel Information Service.

8. **Latest notification - Friday.** Notification of movements over a weekend through to the midday on the following Monday or public holiday must be received by 12:00 on the Friday or day preceding a public holiday. Except in exceptional circumstances, notification to the Port to amend a pilot booking cannot be made between 1900 and 0700 on any day.

9. **Removal - 24 hours.** A vessel movement and pilotage request is to be booked in the SHIPS system no later than 24 hours prior to a departure. The final notice prior to a pilot boarding time is to be made by 1500hrs the previous day.

10. **Departure - 24 hours.** A vessel movement and pilotage request is to be booked in the SHIPS system no later than 24 hours prior to a departure. The final notice prior to a pilot boarding time is to be made by 1500hrs the previous day.

Booking Changes

11. It is acknowledged, for various reasons, that a vessel's nominated booking time, is liable to change. The Port requires a minimum of 2 (two) hours notice for such changes. Agents/Masters are requested to provide as much notice as practicable.

12. **Charge.** A deferral charge will apply where a pilotage booking is amended or cancelled within 2 hours of a booked pilot boarding time.

13. **Delays.** If services attend a removal or departure movement and the vessel is not ready to depart the wharf within 20 minutes the pilotage may be deferred and the pilot leave the vessel.. Delay charges accrue after one hour from the nominated time of booking.

14. **Updating Bookings/Information.** The Shipping Agent can update booking details, movement times, draft, displacement and services required at any time via SHIPS. Agents are encouraged to contact the Port when relevant information becomes available as advice on the update may be necessary.

15. **Towage.** Agents are to consult with towage and utility services providers regarding booking, deferral and cancellation periods and charges. All of these allied services are booked via SHIPS which enables the status to be viewed by the Port.

4 BOOKING GUIDANCE

1. The time for port entry and all berthing is dependent on the state of the river, observed tidal differences and vessel handling characteristics. Generally transit of the port entry is to occur during the flood tidal stream and at HW.
2. Tows are to transit the port entrance during reduced stream rates between HW and HW+2 hrs under normal river conditions.
3. **Booked time - arrival.** The SHIPS booked time for an arrival is to be the Pilot On Board time. This time is typically 15 minutes before the planned entry time dictated by the passage plan as determined below and may be up to an hour or more for tug and tows.
4. **Booked time - departure.** The booked departure time from a wharf is the last line time dictated by the passage plan and from an anchorage it is the required anchor aweigh time.
5. **Tows – daylight only.** Transits of the port, port entrance are to occur during daylight only.

Arrivals

6. **Berthing GIW.** All vessels berthing at GIW are to stem the tide unless fitted with thrusters or taking towage. Port entry times are typically:
 - a. Port side-to. HW –1 hr to +1 hr;
 - b. Stbd Side-to. HW to +2 hrs (dependent on UKC slot) thence await ebb stream in Goodwood Reach.
7. **Berthing HSW.** All vessels berthing at HSW are to stem the tide unless fitted with thrusters or taking towage. All berthing is daylight only. Port entry times are typically:
 - a. Port side-to: HW;
 - b. Stbd Side-to: HW +1.5 hrs (dependent on UKC slot thence await ebb stream;
 - c. Transition Channel: Timing is also dependent on maintaining the UKC slot for the Transition Fairway.
8. **Tows - Port entry.** The entry is to be timed to occur half an hour after HW in neaps and one hour after HW in springs. Tug and tows proceeding to Harwood Slipway Wharf will require consultation to ensure sufficient time to maintain the UKC slot for the Transition Fairway.
9. **Tows POB time** – the booked time (ie POB) will be one hour before the planned port entry time as dictated by the passage plan. This is to allow for delays in boarding, tow assessment and adjustment.

Departures

10. Estimated time of departure can be placed in ShIPS at any time. Agents are encouraged to place the ETD in as far in advance as possible. Booked departure movements can be placed in ShIPS once the vessel is alongside or if AMSA detained, only once the detention has been lifted.

11. Agents are to note and advise Masters that vessels with incomplete lashing will not be allowed to sail. Refer to Marine Orders Part 42

12. **All berths.** Vessels departures are usually timed to transit the port entrance at HW. By consultation the port will determine a UKC slot for the vessel. The transit must not occur more than two hours after HW.

13. **Tows.** Tow departures are to be timed to transit the port entrance between HW and HW +1 hr (UKC slot permitting). By consultation the port will determine a UKC slot for the vessel. The transit of the entrance must not occur more than two hours after HW.

14. Berth departure times require consultation due to tow configuration, speed of tow and swinging. The following last-line times are for guidance:

- a. GIW: HW –30 minutes; and
- b. HSW: HW –1.5 hours.

Slipway Cutting

15. Consultation with the Port is required in all circumstances. The following is provided for guidance only:

- a. Power driven (single screw) – Slack water (approx HW / LW +2.5 hours)
- b. Power driven (multi screw) – Slight flood / slight ebb stream (approx. HW +1~3 hours, LW +1~3 hours)
- c. Warping - enter or leave slipway cutting – slight flood only, noting:
 - (1) typically at the start or end of the Flood stream, under normal river conditions this is approx. LW +3~4 Hrs and at HW +1~2,
 - (2) the optimum time is typically the time of HW at the bar;

16. Towage meeting time for warping moves is typically half an hour before the move is to commence to allow for securing, re-positioning the tow and pilot's briefings.

5 SERVICES

Towage requirements

1. See Port Information – Navigation. Consultation is required in all instances.

Linesmen

2. **GIW.** A minimum of four linesmen are required for vessels berthing or unberthing at Goodwood Island Wharf with lines that are to be handled outside the fence line.
3. Vessels over 100 metres LOA will require long-lines run to shore bollards. The manner of undertaking this task is to be determined by consultation between the Port and service provider.
4. **HSW.** A minimum of four linesmen are required for vessels berthing or unberthing at Harwood Slipway Wharf.
5. Cold moves into the Harwood Slipway cutting will require one docking person per line being used on the vessel and two docking personnel on each side of the slipway cutting. An additional staff supervisor for slipway personnel is to be onboard the vessel being moved.

6 VESSEL OPERATIONS

Dangerous Goods

1. The handling of dangerous goods in the Ports of NSW is controlled by the Dangerous Goods (General) Regulation, 1999 under the WH&S Act, 2011.
2. At least 24 hours prior to a vessel's proposed time of entry or the proposed time of delivery of goods to a berth, the Master, his agent or their representative must lodge details of dangerous goods being carried or intended for carriage on the vessel with the Corporation.
3. Applications for approval to enter port and handle dangerous goods are made via ShIPS, noting the Dangerous Goods Guidelines. Class 1 dangerous goods will be handled in accordance with the Port Guidelines and rules.

Bunkers and sludge

4. Port approval is required for all bunker operations including discharge of sludge/slops. Port staff attend to ensure the bunker operation is carried out safely and in compliance with the approved conditions.
5. Bunkering operations are required to be undertaken, when practical, during daylight hours only (between sunrise and one hour before sunset).
6. Applications for bunker approvals are made via ShIPS. Bunker transfers by barge or road tankers, to a vessel berthed and engaged in flammable cargo operations at the Bulk Liquids Berth is prohibited.

Work Permits

7. An application for permit to work is to be submitted via the ShIPS system. No other method of application will be accepted except with prior agreement of the Port. The following works on a seagoing ship or commercial vessel shall not be undertaken without the expression permission of the Port, via a work permit application, namely:
 - a. Hot-work;
 - b. Hydrocarbons transfer (bunkers, oily waste, oily slops etc);
 - c. Diving;
 - d. Immobilisation of propulsion machinery, steering, mooring or anchoring equipment (or equipment that renders propulsion inoperative);
 - e. Turn propellers alongside and engine trials;
 - f. Launching and manoeuvring of ships boats (Foreign Flag); and
 - g. hull painting;
 - h. underwater inspections;

- i. Propeller polishing;
- j. tank washing or pre washing;
- k. operate radar on a tanker;
- l. use of mobile cranes;
- m. entry into confined spaces / tanks for work and or inspections;
- n. lowering of anchors, anchor cables;
- o. work carried out on fire-fighting systems;
- p. Handling of dangerous goods (ShIPS lodgement), including:
 - (1) entry into the port,
 - (2) entry into the port facilities,
 - (3) transfer in the port area,
 - (4) departure from the port.

8. **Regulations.** Agents are to appraise Masters of the requirements of the Harbour Master's Directions regarding work permits in relation:

- a. Permission to commence;
- b. Reporting;
- c. Inspection;
- d. Offences; and
- e. Work boats / punts.

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