



# Toll Energy & Marine Logistics

## OPS-10-PRO-TRE-GLO- UOG-DSB-010 Toll Dampier Supply Base (TDSB) Port Facility Handbook

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## 1. Purpose

The purpose of the Port Facility Handbook (PFH) is to define Facility specific information and details for Masters and vessel operators operating at Toll Dampier Supply Base (TDSB) and to specify standards and guidelines for marine users of the TDSB.

## 2. Scope

The PFH complies with the Pilbara Ports Authority “Port of Dampier Handbook” and provides supplementary information specific to the TDSB.

This PFH applies to all TDSB users and personnel whilst operating within the TDSB or its jurisdiction.

## 3. Terminology, Definitions & Abbreviations

### 3.1. Acronyms & Abbreviations

Acronym	Definition
ACS	Australian Customs Service
AQIS	Australian Quarantine and Inspection Services
AMG	Argonaut Marine Group
CD	Chart Datum
PPA	Pilbara Port Authority
HLV	Heavy Load Vessel
HLO	Heavy Load Out
IALA	International Association of Lighthouse Authorities
Toll	Toll Energy & Marine Logistics Pty. Ltd.
TDSB	Toll Dampier Supply Base
PEC	Pilot Exemption Certificate
PPE	Personal Protective Equipment
UKC	Under Keel Clearance
UKL	Under Keel Limitation
PFH	Port Facility Handbook
VTS	Vessel Traffic Services

## 4. Roles & Responsibilities

The TDSB Managers have key responsibilities in relation to Marine and Facility security, Hydrographics, declaration of depths and management of marine infrastructure critical to the safe and efficient management of a Port Facility.

The TDSB Manager – Port Operations, Wharf Manager and Operations Schedulers also have key responsibilities in relation to operational planning and execution of activities in and around those facilities.

## 5. Navigation

### 5.1. Location

TDSB is located in King Bay in the Port of Dampier. This is in the Pilbara Region on the North West Shelf coastal region of Australia. The position is Latitude 20° 38 ' South, Longitude 116° 45' east.

### 5.2. Charts

The charts required for approaches to Port of Dampier and TDSB are:

- **AUS 57** Details the approaches to the Port
- **AUS 58** Details the Port and the Channels
- **AUS 59** Details the inner Port/Withnell Bay to King Bay
- **AUS 741** Approaches

The mandatory charts required for approaches and entries to the TDSB are:

- **AUS 58** Details the Port and the Channels
- **AUS 59** Details the inner Port/Withnell Bay to King Bay

## 6. Meteorology & Oceanography

Specific Meteorological information for the Port of Dampier is available at [www.pilbaraports.com.au](http://www.pilbaraports.com.au) and the “Port of Dampier Handbook” Sections 3, 4 and 5. Specific Meteorological and Oceanographic information for the TDSB is as follows:

### 6.1. Tides

King Bay MHWS 4.5m MHWN 3.2m MLWS 0.9m MLWN 2.2m (Refer – Tidal Prediction, Australian National Tide Tables.)

The tidal streams are generally of small magnitude and at their peaks are in line with the orientation of the dredged channel. Movement is therefore predominantly East-West with tidal floods flowing to the East and ebbs to the West.

### 6.2. Swell

The swell is generally minimal, with the exception of post-cyclone wave climates.

Swell typically enters the port from the North. TDSB is geographically located in the most South Eastern corner of the “Port of Dampier” and as such is predominantly considered sheltered.

### 6.3. Winds

Prevailing winds are:

- October to March (summer months). West south westerly, reaching strengths up to, but not limited to, 25 knots; and
- April to October (winter months). Easterly, reaching strengths up to but not limited 30 knots, except during cyclonic conditions.

### 6.4. Inclement Weather

TDSB reserves the right to suspend vessel movements and Facility operations during periods of strong gale force winds and or inclement weather periods which impede TDSB safe operating criteria.

The communication of such suspensions will be received directly from VTS upon notification from the TDSB schedulers.

## 6.5. Cyclones

The official cyclone season is November to April. During periods of cyclonic activity, storms can be intense, with wind speeds in excess of 200 kilometres per hour.

In the event of an impending cyclone, the PPA Harbour Master will notify vessels through Vessel Traffic Services (VTS) of the port operational status. VTS notifies vessels when the port will be closed for traffic and normal operations. If this occurs then all TDSB terminal berths must be cleared. The PPA Harbour Master will notify vessels when the port has reopened. Toll will notify vessels berthed at TDSB terminal when closure of the TDSB terminal is required, upon notification vessels will be required to depart the TDSB berths. Toll will notify when the TDSB terminal has reopened.

All Port responses to cyclonic conditions are specified in Section 4 of the "Port Of Dampier Handbook".

# 7. Arrival Requirements

## 7.1. Communication

In accordance with the Port of Dampier Handbook section 11.4, TDSB monitors VHF Channels 11 and 16. TDSB's working Channel is designated as VHF Channel 10.

## 7.2. Shipping Agents

Toll encourages the use of a local shipping agent for vessels utilising the TDSB terminal and requires all vessels arriving from an international location to appoint a suitable accredited shipping agent.

Contact details for Shipping Agents with approved access to TDSB can be obtained from [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com)

## 7.3. Notice of Arrival

When arriving at Dampier from an overseas location the vessel must comply with Australian Customs Service (ACS) and Australian Quarantine and Inspection Service (AQIS) requirements on arrival at Dampier. Contact details are:

**ACS General Enquiries** +61 8 9144 3500

**AQIS General Enquiries** +61 8 9185 2865

The Master or vessel agent is required to provide notice of arrival in accordance with Pilbara Port Authority's requirements prior to entering the Port of Dampier. Requirements are detailed at [www.ppa.wa.gov.au](http://www.ppa.wa.gov.au).

## 7.4. Anchorage

If required to anchor, vessels should seek guidance from their owners/agent for an anchorage position and coordinates subject to the Port of Dampier.

Toll does not permit nor presume to approve anchorage of vessels in the Port of Dampier.

For anchorage information please refer to the Port of Dampier Handbook.

## 7.5. Pre-Arrival Conditions

Prior to arrival at the TDSB all vessels must provide written notification to the Toll TDSB Operations Scheduler, either directly or through their appointed agent. Notification is to be in the form of an Application for Berth as shown in Appendix C. The Form is available electronically at: [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com) and [PortCaptain@tollgroup.com](mailto:PortCaptain@tollgroup.com)

## 7.6. Awaiting the Application to Berth Approval

The Master, Agent or Owner of the vessel must ensure that the vessel does not enter the TDSB approach channel or moor at any TDSB terminal berths or moorings unless a completed Application to Berth has been submitted to and accepted by the Toll Operations Scheduler.

An essential term of the Application to Berth and as condition of the acceptance of the berth application, the vessel's Master and owner or charterer must agree to accept TDSB's Standard Terms and

Conditions that incorporates the Port Authorities Act 1999 (WA) (including any statutory modification or re-enactment thereof), unless otherwise agreed prior in writing by the parties.

Confirmation of berth and allocation details will be sent via email from [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com) to the contact details supplied on the application.

### 7.7. Vessel Condition at the Berth

At no time shall a vessel be immobilised without authorisation from Toll whilst alongside the TDSB. All vessels must maintain a mooring watch whilst alongside in the TDSB.

For casual approval to operate outside of this framework contact the TDSB Scheduler at [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com) and dispensation may be approved by the Manager –Port Operations

### 7.8. Pilotage

The Master and Owners of a vessel are not relieved of any obligation or liability under the Port legislation while the vessel is under the guidance of an AMG Pilot. While TDSB may agree to provide a pilot, it does not under any circumstances agree to provide pilotage services.

The TDSB contracted Pilotage provider is Argonaut Marine Group (AMG). A request for Pilotage is to be submitted to Argonaut Marine Group at <http://www.amgmarine.com.au/> via the online booking form.

Confirmation of pilot bookings will be sent via the AMG Shipping Schedule for Dampier and TDSB via email each day at approximately 1600hrs.

For short notice pilot bookings of less than 24hrs then contact the Duty Pilot by phone (Refer General Contacts – Appendix A).

Pilotage is compulsory transiting the TDSB channel to and from the TDSB terminal for non-exempt Masters.

All Vessels exceeding 100M LOA and or 21M Beam width are subject to Pilotage in accordance with TDSB Guidelines.

At the discretion of Toll, a TDSB Pilot Exemption Certificate may be granted retrospectively, if the Master holds a valid Dampier Port PEC and the TDSB Port Captain is satisfied that the Master has completed the required documented arrivals and departures to and from TDSB via TDSB channel incident free.

An application for Toll (TDSB) Pilot Exemption Certificate is at Appendix E. The Application, completed in full, is to be submitted to the Toll Energy & Marine Logistics Manager – Port Operations at [PortCaptain@tollgroup.com](mailto:PortCaptain@tollgroup.com) for authorisation.

### 7.9. Minimum Criteria for Toll Energy & Marine Logistics Pilot Exemption Certificate

The minimum criteria for Toll Pilot Exemption Certificate are:

1. Current PPA Pilot Exemption;
2. A minimum three arrivals and three departures from the TDSB which must be logged within a six month period and verified by the accompanying Pilot;
3. The arrivals and departures must be undertaken on a vessel up to 100m LOA with a maximum of 21m Beam; and
4. No recorded events and/or breaches of the TDSB Critical Safety and Operational Guidelines (refer Section 8) or Port Facility Handbook Guidelines.

### 7.10. Toll Pilot Exemption Certificate

Each exemption will be determined by Toll at its absolute discretion. All exemptions are solely at the discretion of Toll and may be revoked in the event the Master fails to meet the TDSB Critical Safety and Operational Guidelines or Port Facility Handbook Guidelines as outlined in section 8. As an example this may include collision with wharf, collision with another vessel or grounding. A Toll PEC may also be revoked by failing to follow instructions and/or failure to comply with the loading of stores and equipment guidelines.

Exemptions do not negate the use of a Pilot. Each Master has the ability to request Pilotage based on discretion, current vessel and weather criteria.

It is the responsibility of the Master to record in and out from the TDSB Facility for the purpose of validation of your Toll Pilot exemption.

Should you fail to enter TDSB Port facility in the next six months from the date of the above attached certificate your exemption will expire.

Should you enter the facility in future with an expired exemption you will forgo the right to apply for continued exemption at the absolute discretion of Toll.

### 7.11. Compulsory Pilotage

Pilotage is compulsory when entering or departing the TDSB terminal for all vessels in the following circumstances:

- The Master is not a Dampier Port Pilot Exempt Master;
- The Master of the vessel does not hold a current TDSB PEC;
- Where the vessel's overall length exceeds 100m or beam exceeds 21m;
- Any vessel that requires tug assistance;
- Any non-self-propelled vessels; and
- Vessels with poor manoeuvring capability such as general cargo vessels, HLVs and RO-RO vessels berthing/un-berthing at the HLO Facility.

### 7.12. Pilot Boarding Ground

In accordance with section 16 of the Port of Dampier handbook, general cargo and offshore supply vessels using Mermaid Strait shall utilise Pilot Boarding Station E. The Pilot will board to the West of the channel in position 20° 38.5' south, 116° 39.0' east.

All other Pilot Boarding areas are outlined in the Port of Dampier handbook in Section 16 Pilot Boarding Areas.

The Pilot will be conveyed to the vessel at the Pilot Boarding Ground via the pilot boat. When the Pilot is boarding, the vessel must make a suitable lee.

The pilot ladder must be prepared to meet IMO and IMPA requirements (refer to Appendix B). Adequate lighting must be provided at night.

Prior to the vessel proceeding into the channel, the pilot will consult with the Master of the intended passage plan including berthing and mooring arrangements.

## 8. Port Security

The Dampier Port, including the TDSB terminal, falls under a national Australian Maritime Security Regime and is subject to the Maritime Transport and Offshore Security Act 2003 and its associated regulations.

The TDSB is covered by a Port Facility Security Plan (PFSP) which mandates Landside Restricted Zones (LRZ) requirements.

Some restriction of movement and activities may occur as a result of Port Facility Security Plan specifications, particularly in relation to personnel.

Should a DOS be required please contact the PFSO at [PortCaptain@tollgroup.com](mailto:PortCaptain@tollgroup.com)

Should anyone observe any suspicious acts, behaviours or persons, they are obligated to report the situation to the Supply Base Security Attendant on +61 8 9183 6677.

### 8.1. Site Inductions



Site inductions are compulsory in order to access and or travel through the TDSB unescorted. Taxi drivers and personnel transfer service drivers shall be inducted and can provide escort services as required. Site inductions are not required for vessel crew provided they do not transit the wharf or supply base.

**8.2. Identification Requirements**

All personnel whom require access to the LRZ HLO Wharf and Area AB at the Supply Base are subject to the PFSP Guidelines. Personnel must display their MSIC Cards between the shoulder and the waist height and on the front or side of their body at all times whilst in an LRZ.

Each LRZ has an Area Log that shall be completed when a person visits or transits the area regardless of their MSIC Status.

All visitors to an LRZ must be escorted at all times and escort details recorded in the Area Log.

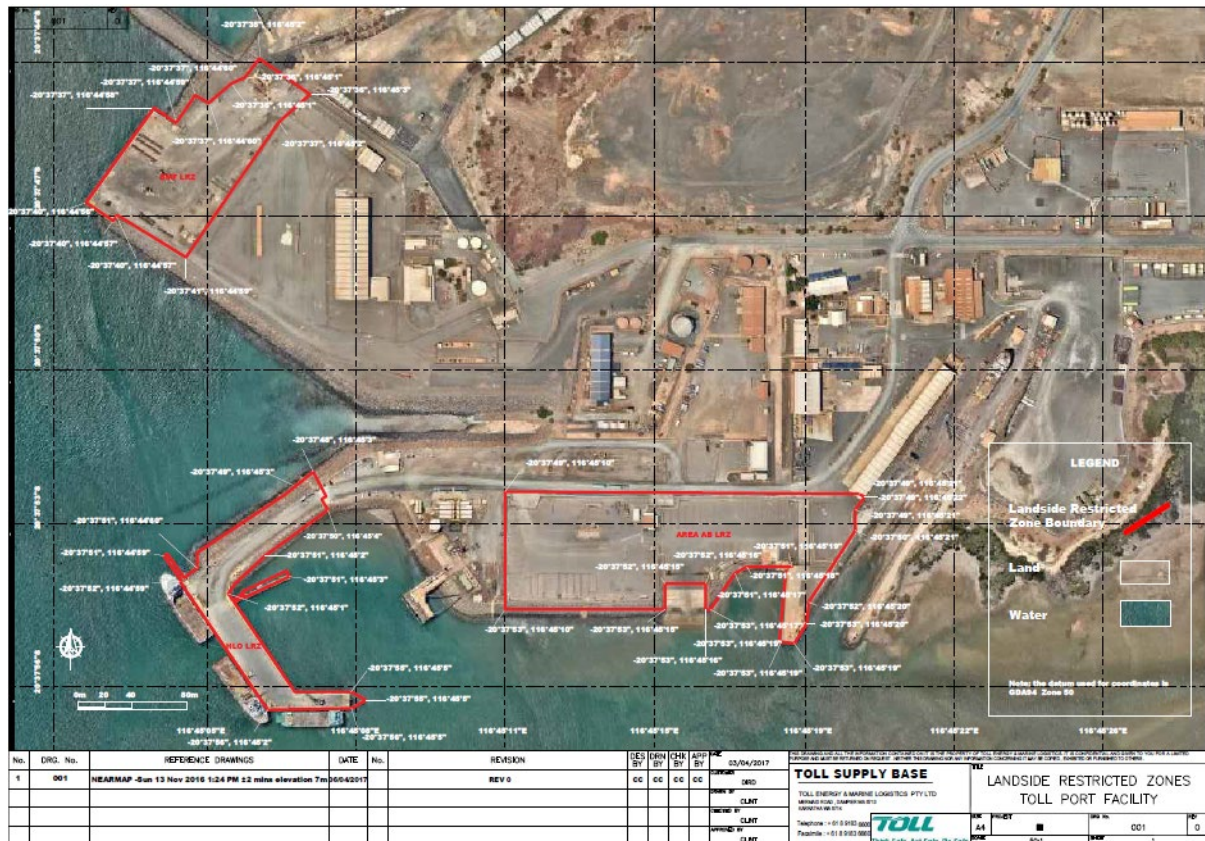


Figure 1 – Supply Base LRZ Boundaries

**9. TDSB Terminal Information Channel & Berth Particulars**

The TDSB Channel is 1,500 meters long, 48m wide and dredged to approximately 5.9 meters below chart datum (CD).

All Declared Depths can be located on Page 61 and 62 of the Port of Dampier handbook in accordance with Marine Notice D9/2017(P).

**9.1. Declared Berth Depths**

Information regarding the most recent Hydrographical Survey can be obtained by contacting Toll at [PortCaptain@tollgroup.com](mailto:PortCaptain@tollgroup.com)

Outer Channel 5.90 Metres

Berth Six 5.00 Meters

Berth One 7.60 Metres

Swing Basin 4.70 Meters

Berth Two Slipway Channel 3.80 Metres  
(North) 7.50 Metres  
(South) 7.00 Metres  
Berth Three 5.60 Meters  
Berth Four 5.20 Meters  
Berth Five 5.20 Meters

### 9.2. Entering & Departing TDSB Channel

Prior to entering or departing TDSB Channel, contact must be made with the Toll Operations Scheduler (phone number as listed in General Contacts under Appendix A) and log vessel movement with VTS in accordance with the Port of Dampier handbook .

Under no circumstances is more than one vessel permitted to transit the TDSB Channel at one time. Channel transiting is strictly restricted to one vessel at a time for all those vessels that are draft restricted to the channel itself. A breach of this condition may result in the vessel and or owner/charterer being banned from the TDSB terminal.

### 9.3. Leads, Channel Buoys, Navigation Lights

Two channel approach leads are positioned to the Eastern end of the Channel. The two Steel spars are white in colour, and are both fitted with lights + 1x1m day marks which are a florescent orange triangle.

The Front Lead is all round. Quick flashing white and focal height is 3.5m.

The Rear Lead is all round white flashing ISO 4 sec and focal height is 9.5m.

Leads bearing 090° true.

The entrance to the TDSB terminal approach channel is marked with port and starboard lateral buoys. The buoyage pattern is as per the IALA Region A @ 2.5s as declared on Chart Aus. 59.

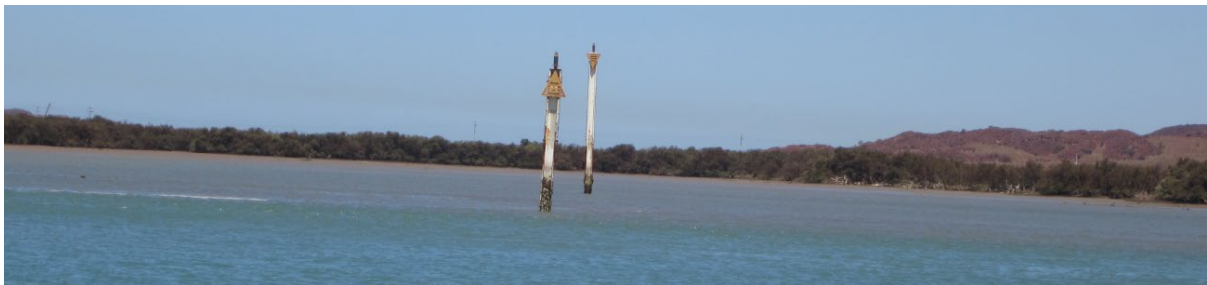


Figure 2 – Supply Base Channel Leads @ 80m

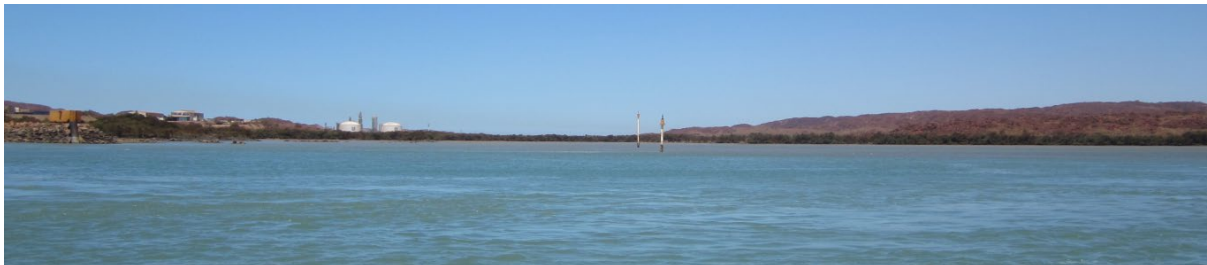


Figure 3 – Supply Base Channel Leads @ 200m



Figure 4 – Supply Base Channel Leads @ 600m



Figure 5 – Supply Base Channel Leads @ 1300m



Figure 6 – Supply Base Channel Marker Locations

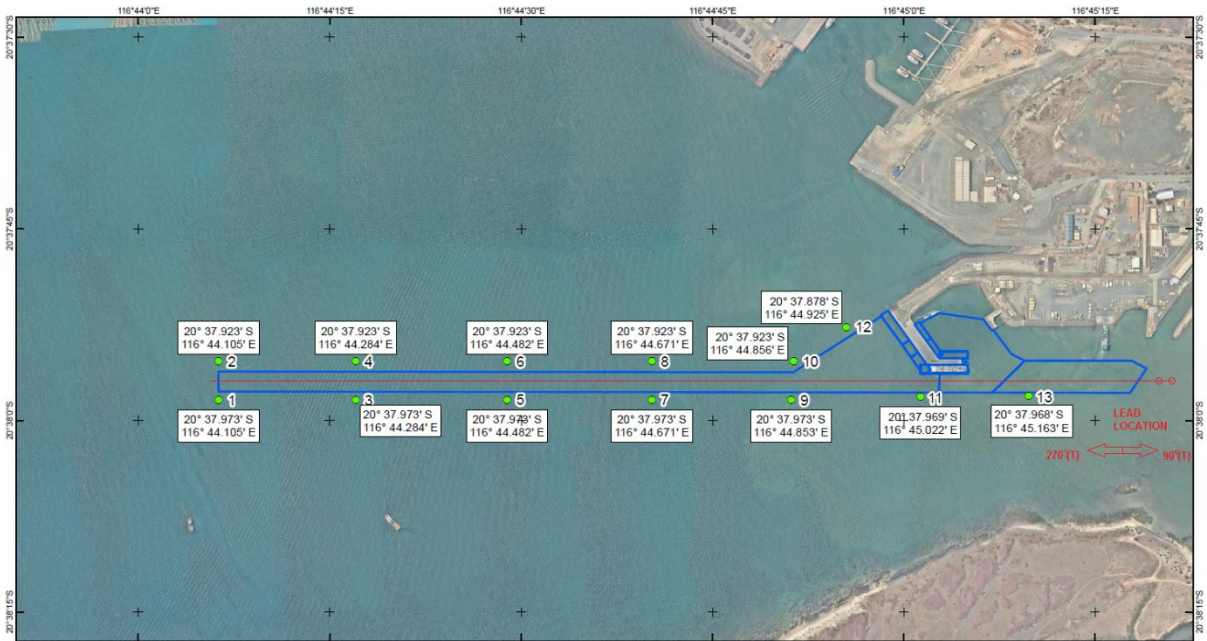


Figure 7 – Supply Base Channel Marker Locations

#### 9.4. Swing Basin

The TDSB terminal swing basin encompasses an area bound by a line from the North-East corner of the channel to the North-West end of the TDSB wharf and a line from the South-East corner of the channel to a point perpendicular with the South-East corner of the TDSB wharf.

The TDSB Swing Basin as declared is Located on page 65 of the Port of Dampier handbook, Hydrographics of the swing basin can be requested from [PortCaptain@tollgroup.com](mailto:PortCaptain@tollgroup.com)

### 9.5. Under Keel Clearance

#### Under Keel Clearance in Toll Channel

Minimum Static: UKC of 1.0m or 10% of the Draft whichever is greater whilst in the TDSB Channel in accordance with the Port of Dampier Handbook.

Minimum UKC: 0.5m

#### Under Keel Clearance in Toll Berth Pocket

Minimum Static UKC: of 0.75m

The Master of a vessel must always consider the required UKC when determining berthing times at the TDSB terminal.

Vessels requesting to transit the TDSB approach channel with an UKC of less than one meter will be considered by Toll on a case by case basis. Permission to transit at less than one meter UKC must be obtained in writing from Toll.

### 9.6. Towage & Line Boat

Tug assistance may be required as deemed necessary by the Pilot.

Any vessel <100m LOA, <21m Beam, with a twin main engine and bow thruster fitted, with the prevailing winds being <25 knots may not require tug assistance.

Any vessel operating outside the above parameters shall require the number of tugs as determined by Toll and or Pilot or as directed by the PPA Harbour Master.

The Master of the vessel must ensure all equipment is tested and fully operational prior to entry into the TDSB approach channel. In the event the vessel is not fully functional, the entry of the vessel into the TDSB approach channel is subject to the Toll's approval in consultation with the AMG Pilot and may require tug assistance.

Towage assistance for vessels destined for the TDSB terminal must be provided by Toll as per the schedule of rates obtainable from the Toll Scheduler. Toll towage vessels are subject to availability and may affect the timing of movements of vessels. All towage services are provided as per the UK Standard Conditions for Towage and Other Services (1974 revision).

### 9.7. Mooring Lines & Equipment Age and Line Boat

Winches must be fully operational and in good condition;

Mooring lines should be in good condition and suitable for securing the vessel in the prevailing winds/weather;

Mooring lines should be adjusted appropriately and when necessary to accommodate changes in the tide and other port conditions;

A mooring watch must be maintained while the vessel is alongside; and

Particular attention is required from vessels utilising berths 4, 5 and 6 in relation to their vessel fendering damaging stairwell handrails.

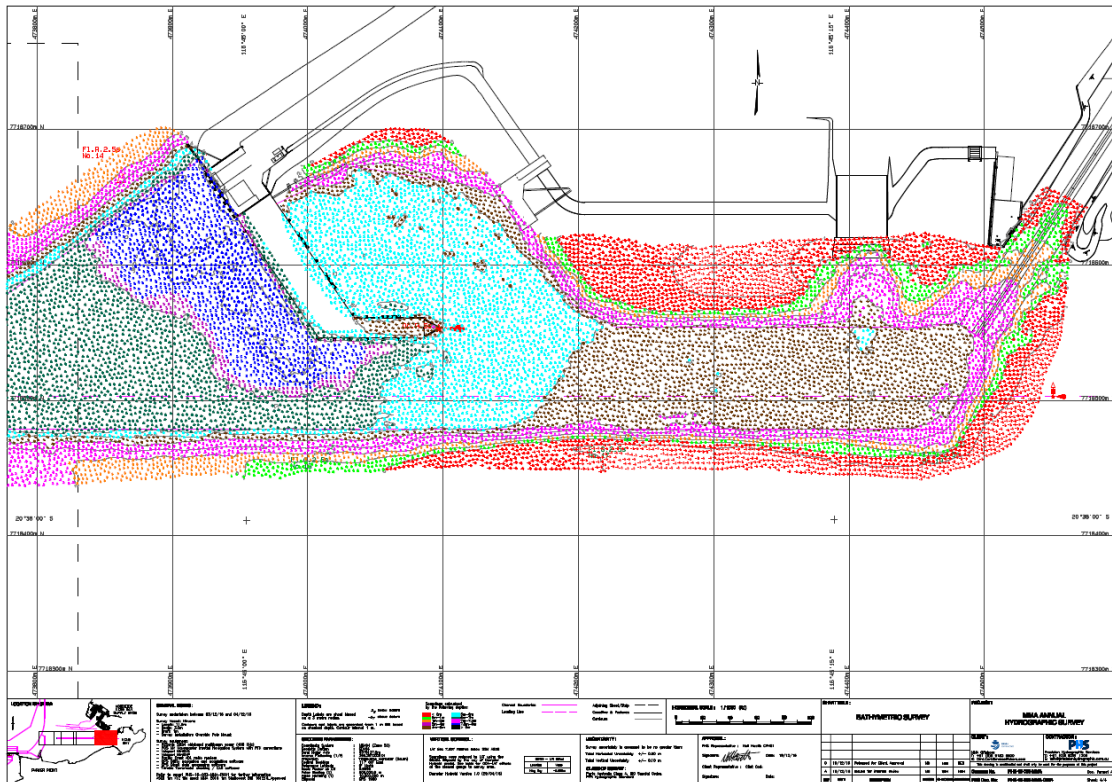


Figure 8 – Supply Base Hydrographics Contour Overlay

The approach channel to the TDSB terminal, HLO Wharf, Swing Basin, RORO Barge Ramp facilities and Slipway are marked in accordance with IALA System a Buoyage as indicated in 10.3 of this document.

The minimum recommended visibility for approach is three miles to ensure that vessels approaching are able to identify the main channel leads.

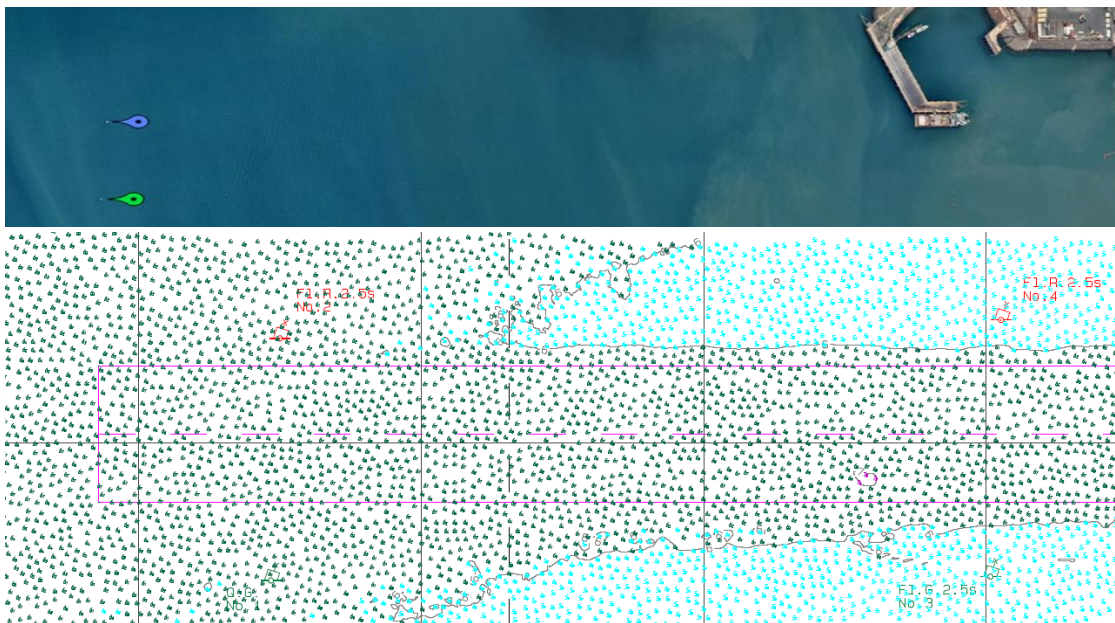


Figure 9 – Supply Base Channel Entry Marker position and Satellite overview

Approach speeds within the channel are recommended to be not more than five knots but may be less depending on the type, size and manoeuvrability characteristics of the vessel.

The entrance to the TDSB approach channel is marked by two lateral pillar buoys with appropriate top marks. The channel is further marked with lateral buoys from the channel entrance to the entrance to the Swing Basin. The Swing Basin entrance is marked by a pair of lateral buoys and thence port hand

lateral buoys on the northern side of the basin leading to the main Load out Wharf and starboard hand lateral buoys mark the southern side of the channel leading to Toll's RORO, barge and Slipway facilities.

A pair of leading marks exists beyond the eastern end of the dredged channel south of the Slipway.

An aerial view of TDSB LCT Ramp (left), RORO and Barge Berth (centre) and Slipway (right).

## 10. Approach to LCT RoRo Ramp, Barge Berth Pocket and Slipway

TDSB operates two LCT ramps, a barge berth and Leases a slipway docking facility. These are located at the Eastern end of the TDSB. They can accommodate vessels up to a draft of 5.5 meters and to a displacement of 2500 tons onto the Slipway.

The LCT Ramps and barge berth facilities are located to the East of the jetty and West of the Slipway.

The Slipway, LCT Ramps and barge berth are approached via a four meter (CD) deep channel extending beyond the extremity of the TDSB main approach channel east of the wharf. The channel is marked by standard starboard lateral navigational buoys.

The general layout is shown in Figure 10 of this document.



Figure 10 – Supply Base RoRo and Slipway Access

### 10.1. Berthing Operations & Vessel Criteria

Vessels operating in and out of the TDSB terminal may be subject to:

- Daylight hours only; and
- 24 hrs. Operations.

These restrictions will be determined by Toll on a case by case basis.

### 10.2. Vessel Criteria

In considering whether or not a vessel is suitable to berth at the TDSB terminal the four major limiting criteria that will be taken into account will be the draft, beam, length and manoeuvrability. The environmental constraints imposed by wind direction and speed together with tidal stream will also be taken into account. It is noted from data collated over time that the tidal streams are of small magnitude

and at their peaks they are in line with the East/West orientation of the dredged channel. It is further noted from this data that yearly wind direction/strength diagram that the strongest winds likely prevail from the West and Easterly directions which is also aligned with the TDSB approach channel. However, there is opportunity for cross channel winds and safe passage for larger vessels through the dredged channel areas will likely be affected by cross winds with strengths above 15 knots.

### 10.3. Unrestricted Vessel Entry / Departure

Unless otherwise determined by Toll on a case by case basis, day/night non restricted entry/departure vessels shall be restricted to highly manoeuvrability vessels; being vessels with a length overall not greater than 100m and/or beam not greater than 21m, twin screw propulsion, bow thrusters, stern thrusters, and able to maintain a minimum 1m UKC.

Vessel movement on the TDSB terminal area will always be subject to the other requirements within these guidelines and any other matters that Toll considers appropriate on a case by case basis.

### 10.4. Restricted Vessel Entry / Departure

Unless otherwise determined by Toll on a case by case basis, daylight restricted entry/departure will be restricted to less manoeuvrable vessels or vessels with a length overall that exceeds 100m and/or beam exceeds 21m. This will also include any tug assisted vessels and tug assisted non propelled vessels.

Highly manoeuvrable vessels such as Dynamic Positioning AHTS and project vessels of length no greater than 137m and beam no greater than 24m may be authorised to transit the TDSB terminal for berthing and unberthing. Such authorisation shall be at the sole discretion of the Supply Base Manager in consultation with the AMG Pilots on a case by basis. Such requests can be made to [PortCaptain@tollgroup.com](mailto:PortCaptain@tollgroup.com)

### 10.5. Vessels Considered Case by Case

Unless otherwise determined by Toll on a case by case basis, vessels with poor manoeuvring capability such as general cargo vessels, HLVs, single screw propulsion vessels and vessels not equipped with bow thrusters are restricted to daylight entry and departure only with tug assistance as specified by the Toll in consultation with the AMG Pilots.

Combinations that fall outside simulated conditions may be restricted to daylight entry and departure and further considered on a case by case basis.

### 10.6. Wind Parameters

For vessels other than those classed by Toll as highly manoeuvrable vessels, including cargo ships, heavy lift vessels and tug assisted vessels the maximum wind strengths for transiting the TDSB Channel, berthing and unberthing shall be up to a maximum of 15 knots, in any direction.

Should wind be greater than 15 knots, approval to transit the TDSB Channel, berth and unberthing will be subject to review by the Toll in consultation with AMG Pilots on a case by case basis.

### 10.7. Tug Assist

Vessels without operational bow thrusters will require tug assistance when entering or departing berths 4, 5 and or 6. Vessels that are deemed to be NOT fully operational when entering or departing the berth may be subject to tug assistance, Tugs can be booked by contacting the [PortCaptain@tollgroup.com](mailto:PortCaptain@tollgroup.com) email address

## 10.8. Standard Berth Boundary Lines

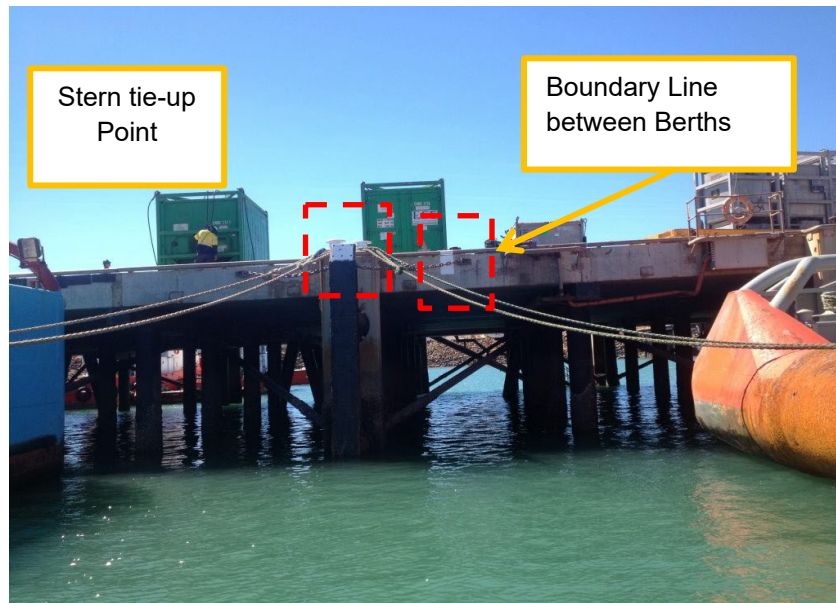


Figure 11 – Berth 1 and 2 Boundary Marking

# 11. TDSB Critical Safety & Operational Information

## 11.1. Vessel Stores & Equipment Loading Criteria

Loading of ship's equipment in the TDSB will be approved by the wharf supervisor once the following criteria are met:

- There is adequate area Keyside for the crane to be moved outboard without compromising the Keyside cranes working radius.
- All personnel involved have the required tickets and licenses to operate i.e. Seafarers to be on deck of the vessel and on the keyside (not truck drivers);
- Equipment being used is certified in accordance with the appropriate Marine Orders.
- The operation is being carried out in a safe manner.

Failure to comply with these guidelines may result in the Master's PEC being revoked.

Toll will endeavour to assist loading vessel stores and equipment where possible, however priority will be given to vessel's cargo loading at all times.

## 11.2. Personal Protective Equipment

Toll minimum PPE requirements for the TDSB are as follows:

- High visibility clothing with high visibility striping;
- Steel toe work boots;
- Safety glasses;
- Long sleeves;
- Long trousers;
- Hard hat; and
- Gloves.

Further area specific PPE requirements are indicated using signage:

- Face shield;



- Ear protection; and
- Gloves while manual handling.

These requirements are to be followed at ALL times.

### 11.3. Emergency Muster Procedures

There is one type of emergency muster on the TDSB:

- **Muster** Osculating for 3 seconds on: then 3 seconds off for 1 minute
- **All clear** Continuous sound for 1 minute
- **Test siren** Continuous sound for 1 minute , osculating for 3 seconds on, then 3 Seconds off – for 1 minute: then continuous sound for 1 minute

Upon muster siren alarm, proceed directly to the nearest internal muster point and wait for direction from an area Warden. If the alarm is due to Ammonia release, area Wardens will be contacted by Incident control on TOLLCH 1 to initiate appropriate action. Do not vacate any safe rooms until the all clear alarm is sounded.

Should anyone be on a Vessel or at the TDSB Wharf they should undertake a vessel muster and determine whether there are any personnel missing from their crew and contact the wharf coordinator on TOLLCH 1.

TDSB muster points are:

- Area J crib room;
- Area A/B crib room;
- Slipway crib room;
- Bridge of any vessel; and
- Administration building board room.
- Security Gate House
- Area F Administration

It is a requirement that all individuals on site and vessels alongside participate in any emergency response exercises undertaken by Toll.

## 12. TDSB Safety Management

### 12.1. Environmental Management

Toll operates in an environmentally sensitive area and as such aims to minimise the environmental impact of its operations.

Toll has monitoring and control programs in place, in accordance with its Environmental Licence and Ministerial Conditions. These include but are not limited to:

- Sediment Quality Monitoring;
- Water Quality Monitoring;
- Mangrove Monitoring; and
- Oyster Sampling.

Any environmental incidents are to be reported to the Supply Base Manager immediately.

No waste is to be left on the wharf without permission provided by the Wharf Coordinator and waste disposal services being pre-arranged.

Toll strives to maintain a working environment where employees, contractors and customers exposure to hazards and the potential to harm is minimised as far as reasonably practicable (ALARP).

While this is the case, everyone on site also has a responsibility to contribute to these efforts by taking care and reporting hazards and incidents that occur on site or have the potential to impact related operations. All hazards or concerns are to be reported to the Toll Wharf Supervisor or Toll HSE Adviser.

Event reporting (or incident reporting) is a critical component of Toll's HSE management system. In the event an injury is sustained on site or while alongside, please ensure the Toll Wharf Supervisor or Toll HSE Adviser is notified as soon as reasonably possible and in any event within 12 hours.

In the event of an Emergency, please contact Toll's Emergency Response Number: **0417 915 566**.

### 12.2. Lifting Operations

As lifting operations form a major component of the operational activities undertaken on site, it's imperative that the safe working measures outlined are strictly adhered to.

### 12.3. Rigging Equipment (soft slings, chains, etc.)

In addition to periodic visual inspections, non-destructive testing and proof testing, all rigging equipment is required to undergo a pre-use visual inspection. The inspection must ensure that:

- Equipment is appropriate for proposed lift;
- Equipment is in good condition;
- Equipment is correctly labelled; and
- Rigging is marked with a (WLL) or (SWL) and is suitable for the lift.

If these conditions are not met, the equipment must not be used and must be subsequently tagged out of service and quarantined.

If Toll considers any equipment to be lifted is not in good condition, marked with a WLL and/or not appropriate for the proposed lift, Toll may refuse to lift it and will tag it out of service accordingly.

### 12.4. Work Permits

Work permits are designed to control high risk activities and their interaction with other activities on site. Toll requires TDSB work permits to be obtained prior to the following activities being undertaken:

Mandatory Permit to Work Form which will initiate one or more of the following:

- Hot work;
- Diving operations;
- Confined space entry;
- Excavation penetration;
- Electrical access;
- Working at heights; and
- Dangerous goods and bulk chemical transfer.

Applications for work permits should be made to the TDSB Operations Scheduler or Wharf Coordinator at [wharf.supervisors@tollgroup.com](mailto:wharf.supervisors@tollgroup.com)

### 12.5. Isolation & Tagging

The operation of machinery undergoing repair, construction, maintenance or cleaning represents a severe risk to those personnel working on the machinery. Toll wishes to ensure the safety of personnel undertaking such work through the use of a comprehensive isolation and tagging procedure. The TDSB system uses three tags:

- **Out of Service tag** – used to signify that an item of plant is not to be used. These should be placed on the devices that isolate the energy source only when those devices are set in the OFF or SAFE position.

- **Personal Danger Tags** – only used after an OUT OF SERVICE tag has been affixed to the equipment. The presence of the DANGER tag indicates to all that the individual is currently engaged in work on the equipment.

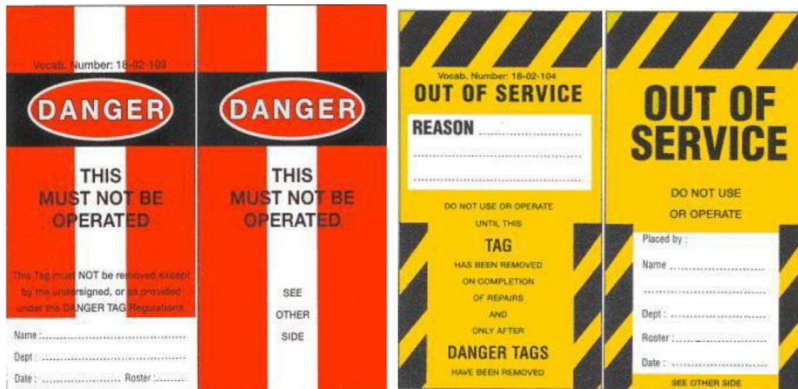


Figure 12 – Example Tags

### 12.6. TDSB Vehicle Traffic Management

A high level of traffic is experienced at the TDSB, with both heavy and light traffic constantly interacting. As such, to ensure the safety of all individuals on site, it is important that everyone has an understanding and strictly adheres to the sites traffic rules:

- Site speed limit – 20 km/hr;
- 10 km/hr around Slipway and on wharf causeway;
- 5 km/hr on wharf;
- Mobile phones - can only be used in a non-operational area
- Seatbelts – to be worn at all times;
- Follow directions provided and signage on site; and
- All vehicles requiring access to the HLO must obtain permission from traffic control MISC checkpoint prior to entry.

Proceed with caution at all times.

## 13. Services

### 13.1. Bunkering / Potable Water

#### 13.1.1. Fuel

Fuel is available on all berths on the main wharf facility. A permit to fuel must be obtained from the TDSB Operations Scheduler or Wharf Coordinator. The supply of fuel is to be arranged through Shell or BP via the owner or agent.

All fuel transfers are required to be at a minimum dry break to dry break connections.

Fuelling agent: Shell Dampier

T: +61 8 9185 6133

Fuelling agent: BP Fuel fix

T: +61 448 910 281

#### 13.1.2. Potable Water

Potable water is available on the main wharf facility, metered and chargeable, at TDSB's wharf berths.

All water requests can be made to [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com)

#### 13.1.3. Repairs & Maintenance

Repair and maintenance services may be available on request at the TDSB through the Toll Subcontracted Slipway (MMSW). Services shall be subject to availability and it's recommended that adequate prior notice is given as resources may be limited.

All maintenance requests can be made to [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com)

#### 13.1.4. Stores & Provisions

Stores and provisions should be arranged through vessels' agents.

Please ensure adequate notice is given to the Toll Operations Scheduler for stores supplied across the wharf to arrange access and cartage and or lifting requirements if the vessel is unable to complete these requirements themselves utilising vessel personnel whilst complying with the following:

- Loading of ships' stores and equipment with vessel cranes is to be undertaken under the supervision of the Master in accordance with Marine Orders' Guidelines and training requirements;
- All personnel involved in the task shall hold the relevant licences/tickets and verification of competencies;
- Toll have been notified of the Intent to load ships equipment;
- Toll Wharf Services are unavailable at the time of loading;
- The vessel equipment is certified fit for purpose; and
- The task proposed is done safely.

All services requests can be made to [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com)

#### 13.1.5. Crew Changes & Shore Leave

Crew changes and personnel proceeding to and returning from shore leave can present a significant hazard at the TDSB. While minimum PPE requirements on the wharf are high visibility clothing, steel toe boots, hard hat and safety glasses, Toll allows enclosed footwear and sunglasses during these periods, providing the safe embarkation and disembarkation process below is followed.

Embarking a vessel:

- Crew accessing a vessel are to be dropped off at the vessel gangway

Disembarking from vessel:

- Contact shall be made with the Wharf Supervisor or a Leading Hand seeking permission for the crew change prior to leaving the vessel; and
- Crew departing a vessel are to be collected at the vessel gangway

Notifications of crew transfer can be made to [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com)

#### 13.1.6. Transfer of Bulk Material to Shore

At all times whilst vessels are transferring product ashore the vessel is responsible for the operation and must as a minimum maintain Port of Dampier handbook requirements.

Permits can be obtained from [wharf.supervisors@tollgroup.com](mailto:wharf.supervisors@tollgroup.com)

#### 13.1.7. Receipt of Bulk Material from Shore

At all times the contractor supplying the bulk materials must have a valid permit on hand for the transfer.

Permits can be obtained from [wharf.supervisors@tollgroup.com](mailto:wharf.supervisors@tollgroup.com)

## 14. Supplementary Information

This information is supplied for reference purposes only and may be subject to change without prior notice. Any person relying on this information does so at their own risk and Toll takes no responsibility therefore.

## Medical Facilities

### Doctors

#### Karratha Medical Centre

Karratha Village, 5 Sharpe Avenue, Karratha

T: +61 8 9185 3555

### Dentists

#### Nickol Bay Dental Clinic

Suite 28, 2608 Sharpe Avenue, Karratha

T: +61 8 9144 1470

### Hospitals

#### Karratha Health Campus (Hospital)

62 Balmoral Road, Karratha

T: +61 8 9144 7777

#### Roebourne Hospital

42-44 Hampton Street, Roebourne

T: +61 8 9182 0200

## Banking Facilities

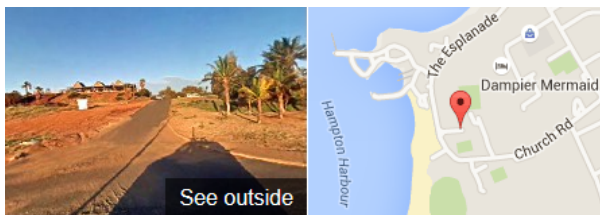
Major Australian banks are represented in Karratha. All are located in Hedland Place, Karratha Township.

ANZ Bank	+61 8 9185 5576
Bank west	13 17 18
Commonwealth Bank of Australia	+61 8 9185 1622
National Australia Bank	13 22 65

## Crew Welfare

The Dampier Seafarer's Chaplain is located at The Dampier Seafarer's Centre located on the Esplanade, Dampier on the hill behind the Dampier Yacht Club.

For Crew Transfer and MLC services provided by the Centre contact:



## Dampier Seafarers Centre

[Website](#)

[Directions](#)

**Address:** The Esplanade, Dampier WA 6713

**Phone:** (08) 9183 1424

## 15. Appendix A – Contact Details

### General Contacts

Manager Port Operations /PFSO	0400 385 631
TDSB Port Security Gatehouse	0417 377 953
Manager Operations	0417 027 602
TDSB Operations Scheduler	0409 114 753
Pilot Duty Number (Argonaut Marine Group)	0418 753 796
TDSB Coordinator	0438 411 259
MMA Slipway Operations Manager	0407 842 848
MMA Dock Master	0439 917 721

### Emergency Contacts

These contacts should be used strictly for the purpose of notifying genuine emergency situations when utilising the facilities of Toll Energy & Marine Logistics within the confines of the Toll Dampier Supply Base, in order of priority.

<b>1 EMERGENCY RESPONSE</b>	<b>0417 915 566</b>
2 Manager Port Operations /PFSO	0400 385 631
3 Manager Operations	0419 537 507
5 HSEQ Manager	0466 578 414
6 TDSB Operations Scheduler	0409 114 753

### VHF Radio Communications

Dampier VTS Maintains a listening watch on VHF Channel 11 and Channel 16.

Toll Facility Call sign VKW567 Toll Base “Victor Kilo Whiskey 567 Toll Base” Maintains an Intermittently monitored watch over channel 11 and 16. All Urgent VHF communications should be direct to Dampier VTS.

Toll maintains a Working VHF Channel No. 10 upon confirmation from the Wharf coordinator and can be contacted at [wharf.supervisors@tollgroup.com](mailto:wharf.supervisors@tollgroup.com)

# 16. Appendix B – Boarding Arrangements for Pilots

## REQUIRED BOARDING ARRANGEMENTS FOR PILOT

In accordance with I.M.O. requirements and I.M.P.A. recommendations  
**INTERNATIONAL MARITIME PILOTS' ASSOCIATION**  
 H.Q.S "Wellington", Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 20 7240 3973 Fax: +44 20 7240 3518

**RIGGING FOR FREEBOARDS OF 9 METRES OR LESS**

- HANDHOLD STANCHIONS:** Min. diam. 25mm, 130cm above bulwark, min. 70cm, max. 85cm apart.
- HAN-ROPEs:** without knots, min. diam. 28mm IF REQUIRED BY PILOT.
- SPREADER:** Min. 180cm long.
- Steps:** Min. 40cm, Max. 38cm, Max. 8 steps between spreaders.
- 5th step:** must be a spreader.
- Height:** Height required by pilot.

**SHIPS WITH HIGH FREEBOARD (MORE THAN 9M)**  
When no side door available

- PILOT LADDER:** Must extend at least 2 metres above lower platform. Ladders to rest firmly against ship's side.
- ACCOMMODATION LADDER:** Should rest firmly against ship's side. Should lead aft. Maximum 55° slope. Lower platform horizontal. Right handrails preferred.
- COMBINED LADDER:** A PILOT LADDER COMBINED WITH AN ACCOMMODATION LADDER is usually the safer method of embarking or disembarking a pilot on ships with a freeboard of more than 9 metres.
- Markings:** 0.5m level, 2m, 3 to 7 metres depending on size of pilot launch and height of wall. Recommended 9 metre mark. Stern → Bow.

**MECHANICAL PILOT HOIST**

- Parts:** Davit, Guard ring, Rigid part, Flexible part.
- Requirements:** Two man-ropes ready for immediate use, Min. diam. 28mm.

**NO! Warnings:**

- No shackles, No knots, No splices.
- The steps must be equally spaced.
- The steps must be horizontal.
- Spreaders must not be lashed between steps.
- The side ropes must be equally spaced.
- The loops are a tripping hazard for the pilot and can become foul of the pilot launch.

**AT NIGHT**  
Pilot ladder and ship's deck lit by forward shining outside light

**NO! Warnings:**

- Very dangerous ladder too long.
- Two handhold stanchions rigidly secured to ship's structure.
- Lifebuoy with self-igniting light.
- Bulwark ladder secured to ship.
- NO OBSTRUCTIONS.
- Responsible officer.

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## 17. Appendix C – Application for Berth

This application should be submitted as early as possible to assist with ensuring service availability. Agents are reminded that every vessel has to submit a 24hr notice of arrival. This application is made in accordance with the PPA Act and Regulations. **All information requested / sections in this form MUST be completed.**

To: TDSB Operations Scheduler

Fax: 08 9183 6660

Email: TEMDSB.scheduling@tollgroup.com

Client to Complete Vessel Details					
<b>VESSEL NAME:</b> _____					
<b>VESSEL EMAIL:</b> _____					
<b>VESSEL PHONE:</b> _____					
<b>ETA - DATE:</b> _____			<b>ETD - DATE:</b> _____		
<b>BERTHING PREFERENCE:</b> PORT SIDE TO			STARBOARD SIDE TO (DELETE WHICHEVER IS INAPPLICABLE)		
<b>BERTHING DRAFT:</b>		FORE	_____	AFT	_____
<b>IS THE MASTER PILOT EXCEMPT:</b>			YES	NO	(DELETE WHICHEVER IS INAPPLICABLE)
<b>WHO ACCEPTS RESPONSIBILITY FOR THE PAYMENT OF CHARGES FOR:</b>					
<b>STEVEDORING</b>			<b>WHARFAGE</b> (cargo)		
(Mooring/Unmooring) _____			(Bunkering connection confirmed with Shell) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>BERTHAGE</b>			<b>STORAGE</b>		
<b>GROSS TONNAGE:</b>		<b>LOA</b>	metres	<b>BEAM</b>	metres
Service Details					
<b>TYPE OF CARGO</b> (Manifest required prior to loading / unloading)					
Discharged: _____					
Loaded: _____					
<b>DO YOU WANT TOLL DAMPIER SUPPLY BASE TO PROVIDE:</b>					
<b>GANGWAYS:</b>		YES	NO	<b>CRANES:</b> YES NO (DELETE WHICHEVER IS INAPPLICABLE)	
<b>ARE YOU TAKING, HANDLING OR CARRYING OUT:</b> (DELETE WHICHEVER IS INAPPLICABLE)					
<b>WATER</b>	YES	Quantity (tonnes):	_____	<b>STORES</b>	YES NO
	NO				
<b>BUNKERS</b>	YES	Quantity (tonnes):	_____	<b>DGs</b>	YES NO
	NO				
<b>REPAIRS</b>	YES	Type of Repair:	_____		
	NO				
<b>DIVERS REQUIRED</b>	YES	NO	<b>SURVEY</b>	YES NO	Details: _____
Vessel Agent: _____ Email: _____					
Signed: _____ Date: _____ Time: _____					



Wharf Scheduler		
<b>EXPECTED BERTH DETAILS</b>		
<b>BERTHING TIME:</b>	<b>BERTH NUMBER:</b>	<b>TIDE:</b>
<b>Master to Complete Vessel Confirmation</b>		
<b>CONFIRM BERTHING DRAFT:</b>		
<b>EXPECTED SAILING DRAFT:</b>		
<b>CONFIRM MASTER IS PILOT EXCEMPT:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>CONFIRM CLIENT PROVIDED INFORMATION IS CORRECT:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>CONFIRM A COPY OF THE TDSB PORT HANDBOOK HAS BEEN RECEIVED, READ AND UNDERSTOOD:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   Revision Number:		
<b>PLEASE CONFIRM IF THERE ARE ANY VESSEL DEFECTS THAT MAY COMPROMISE SAFE BERTHING (i.e. NON OPERATIONAL BOWTHRUSTER)</b>		
<b>MASTERS COMMENTS:</b>		

**ON CALL WHARF CONTACTS**

Wharf Scheduler duty phone: 0409114753

**DISCLAIMER**

The Master acknowledges and agrees that the TDSB Operations Scheduler and the Toll Dampier Supply Base Port Captain may, in their absolute discretion, refuse to berth the vessel and may change berth allocations as required in the best interest of safety and security of the TDSB HLO Wharf facility. All changes will be accompanied by a new Wharf Booking Confirmation Document.

I, \_\_\_\_\_ Master of the above mentioned vessel confirm that the information supplied on this Wharf Booking Confirmation is true and agree to the conditions of birthing.

Signed \_\_\_\_\_

**THIS FORM MUST BE RECEIVED BY THE WHARF SCHEDULER PRIOR TO BERTHING.**

## 18. Appendix D – Application for TDSB Supply Base Pilot Exemption Certificate

APPLICANT'S DETAILS		CERTIFICATE OF COMPETENCY	
Full Name:		Grade:	
Contact No.:		Issuing Body	
Postal Address:			
Email Address:			
Current DPA Pilot Exemption No:		Pilot Exemption to be issued to:	<input type="checkbox"/> Above Addresses

*Please provide details of the last three trips each way that the applicant has made in and out of the TDSB Supply Base Channel.  
A minimum of three trips in and out must be logged within a six month period*

VESSEL NAME	DATE	START TIME	IN OR OUT	ENTRY OR EXIT ROUTE SEA BUOY / MERMAID STRAIT	CAPACITY MASTER OR MATE	AMG PILOTS NAME	AMG PILOT'S SIGNATURE

*I would like to apply for a Toll Dampier Supply Base Channel Pilot Exemption for berthing and departure of vessels under my command in the Toll Dampier Supply Base Channel in the category of:*

Vessels with LOA up to 100m     Vessels with a maximum beam width of 21m

*The above applicant has completed the required number of trips including trips and is now eligible for a Toll Dampier Supply Base Channel Pilot Exemption:*

**Name:** \_\_\_\_\_ **Signed :** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 19. Appendix E – Pilot Exemption Certificate

<p style="text-align: center;"><b>PILOT EXEMPTION CERTIFICATE</b></p> <p><b>John Doe</b></p> <p>This document hereby certifies that the above mentioned master has completed the requirements outlined with the Toll Energy &amp; Marine Logistics Port handbook in reference to Toll Dampier Supply Base channel exemption guidelines in conjunction with confirmation of competency from AMG “Argonaut Marine Group”</p>	<p><b>TDSB EXEMPTION No.</b> <u>00001</u></p> <p><b>Issue Date:</b> <u>01/012/2015</u></p> <p><b>Issuer:</b> _____</p>	
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## 20. Appendix F – Loading Ships Equipment Notice

Date

To All Vessel Masters

Dear Sir/Madam

### **RE: LOADING OF SHIPS STORES AND EQUIPMENT AT THE TOLL ENERGY & MARINE LOGISTICS SUPPLY BASE (TDSB) FACILITIES**

Loading of ships stores and equipment in the TDSB Facility is approved with the following criteria:

- All Personnel involved have the required tickets to operate i.e. Seafarers to be on the deck of the wharf (Not the delivery Truck Driver) and the operation is under the supervision of the vessel.
- Equipment being used is certified in accordance with the relevant Standard.
- The operation is being carried out in a safe manner and the vessel has conducted a risk assessment.

Further to this if Toll can be of assistance with loading of equipment or provisions, we will endeavour to do so, i.e. if we are loading client freight and the vessel would like some equipment loaded TDSB will certainly endeavour to assist where possible.

All requests for services should be addressed to [TEMDSB.scheduling@tollgroup.com](mailto:TEMDSB.scheduling@tollgroup.com) and our friendly team will reply in due course.

Kind Regards

**TOLL ENERGY & MARINE LOGISTICS SUPPLY BASE PTY LTD**



**CLINT CORK**

Manager – Port Operations PFSO