Australian Government
Department of the Environment

Notification of
REFERRAL DECISION – not controlled action if undertaken in a particular manner

Port Melville Marine Supply Base, Melville Island, Northern Territory (EPBC 2015/7510)

This decision is made under sections 75 and 77A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

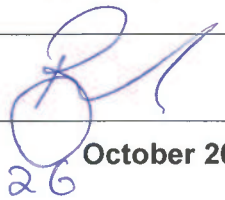
Proposed action

person named in the referral	Ezion Offshore Logistics Hub (Tiwi) Pty. Ltd ACN: 146 391 219
proposed action	To operate a marine supply base at Port Melville, Melville Island, Northern Territory, for the shipment of equipment and supplies for projects such as the construction and operation of offshore oil and gas fields [See EPBC Act referral 2015/7510].

Referral decision: Not a controlled action if undertaken in a particular manner

status of proposed action	The proposed action is not a controlled action provided it is undertaken in the manner set out in this decision.

Person authorised to make decision

Name and position	Bruce Edwards Assistant Secretary Assessments (WA, SA, NT) and Air Branch
signature	
date of decision	26 **October 2015**

manner in which proposed action must be taken	**Particular Manner** The proposed action must be taken in the following manner to avoid significant impacts of the proposed action on matters protected by sections 18 and 18A (listed threatened species and ecological communities) and sections 20 and 20A (listed migratory species) of the EPBC Act: 1. The person taking the action will follow or exceed **best practice biosecurity measures** and prevent impacts from **biosecurity threats** to populations and habitats of EPBC Act listed threatened species and EPBC Act listed migratory species as a result of the action. 2. The person taking the action will follow or exceed **best practice hazardous material management measures** and

prevent impacts from **hazardous materials** to populations and habitats of EPBC Act listed threatened species and EPBC Act listed migratory species as a result of the action.

3. The person taking the action will implement the Port Melville Cyclone Procedure (Attachment 1).
4. The person taking the action will follow or exceed **best practice erosion and sedimentation control measures** and prevent impacts from erosion and sedimentation to populations and habitats of EPBC Act listed threatened species and EPBC Act listed migratory species as a result of the action.
5. Any infrastructure and equipment related to the action that is associated with the storage and use of **hazardous materials** and the management of **biosecurity threats** will be in **optimal condition**.
6. Any future upgrades or replacements of the existing pontoon wharf at Port Melville for the docking of vessels associated with the action will be in the same location and have the same or smaller dimensions as the existing pontoon wharf.
7. All vessels associated with the action navigating the Apsley Strait will follow a route that ensures maximum distance from the shores of Melville and Bathurst Islands and aligns with the deepest sections of the Apsley Strait.
8. All vessels associated with the action greater than 50 m in length will enter or exit Apsley Strait only from the north.
9. In situations where it is necessary to preserve the safety of human life at sea, all vessels associated with the action travelling between Port Melville and the Pilot Boarding Station (Attachment 2) will not exceed a maximum speed of 12 knots. In all other situations, all vessels associated with the action travelling between Port Melville and the Pilot Boarding Station (Attachment 2) will not exceed a maximum speed of 6 knots.
10. The number of **movements** between Port Melville and the northern entrance of the Apsley Strait made by vessels associated with the action (excluding **pilot vessels**) will not exceed 40 per month.
11. The number of **movements** between Port Melville and the southern entrance of the Apsley Strait made by vessels associated with the action will not exceed 40 per month.
12. Accurate records will be maintained of all activities associated with or relevant to the above particular manner. These records will be annually audited by **suitably qualified personnel**. The records and the results of these annual audits will be made publicly available.

Definitions

- **Best practice biosecurity measures** means the international, Australian and Northern Territory laws, regulations, conventions, standards, guidelines and plans relevant to **biosecurity threats** at ports listed in Attachment 3.
- **Best practice erosion and sedimentation control measures** means the international, Australian and Northern Territory laws, regulations, conventions, standards, guidelines and plans relevant to erosion and sediment control listed in Attachment 3.
- **Best practice hazardous material management measures** means the international, Australian and Northern Territory laws, regulations, conventions, standards, guidelines and plans relevant to the storage and use of **hazardous materials** listed in Attachment 3.
- **Biosecurity threats** include all weeds, pests and diseases capable of impacting EPBC Act listed threatened species and EPBC Act listed migratory species.
- **Hazardous materials** means hydrocarbons as well as materials, substances or chemicals used, stored or handled as a result of the action that are listed on the most recent version of the Hazardous Substances Information System maintained by Safe Work Australia (or equivalent agency) or classified as a dangerous good under the *Northern Territory Dangerous Goods Act* or in the *Australian Dangerous Goods Code*.
- **Movement** is a complete one-way transit of a vessel associated with the action between Port Melville and northern entrance of the Apsley Strait or between Port Melville and the southern entrance of the Apsley Strait.
- **Optimal condition** is the condition of infrastructure and equipment such that the use of this infrastructure or equipment as a part of the action will not lead to impacts from **biosecurity threats** and from **hazardous materials** to populations and habitats of EPBC Act listed threatened species and EPBC Act listed migratory species.
- **Pilot vessels** are vessels used to facilitate the **movement** of other vessels associated with the action.
- **Suitably qualified personnel** include people with professional qualifications, training, skills and experience directly relevant to the subject matter of the audits.

Referral Decision Notice

EPBC 2015/7510

Port Melville Marine Supply Base, Melville Island, Northern Territory

Attachment 1: Port Melville Cyclone Procedure

Port Melville Cyclone Procedure

Port Melville Port Corp

Document ID:

Revision ID:

Revision Date:

Next Revision Due:

Information Sensitivity: Public

CONTROLLED DOCUMENT

Port Melville Cyclone Procedure
Port Melville Port Corp

Document Information

Document Number		Revision	
Document Author		Department Owner	Port Operations

Revision History

Revision	Description	Date	Prepared By	Approved By
1.0	Approved for Use			
2.0	Approved for Use			

Contents

1.1 INTRODUCTION

The objective of this Port Cyclone Procedure is to enable timely preparation of the Port in readiness for a tropical low or cyclone threatening to impact the Port and mitigate any associated risks to personnel, property and the environment.

1.2 Purpose

The purpose of this Port Cyclone Procedure is to ensure that:

- All vessels planning to put to sea and/or transit to the mainland have adequate time to clear the port and adjacent coast in order to avoid the impact of any approaching system.
- Smaller vessels working in the port have sufficient time to transit to the mainland and secure to their moorings (or be otherwise secured) before the onset of adverse weather and sea conditions make this activity more hazardous than normal.
- The Port is clear of all vessels prior to the impact or potential impact of a tropical or low or cyclone

1.3 Scope

The scope of this document includes:

- Cyclone contingency plan requirements for Port users
- Port Melville cyclone response stages
- Resumptions of operations following a cyclone response

1.4 Objectives

The objectives of this document are:

- Provide clarity on the triggers the Port will utilise for cyclone response planning
- Advise port users of what actions will be taken at each stage of cyclone response
- Detail what actions are required by the Port post cyclone event prior to recommencing operations

1.5 Target Audience

This document is intended for use by:

- All vessel operators within Port Melville
- All vessel masters within Port Melville
- Port Melville team members
- Port Melville Emergency/Cyclone Management personnel
- Teras Australia Emergency/Cyclone Management personnel

1.6 Acronyms and Abbreviations

Table 1: Acronyms, Abbreviations and their Meanings

Acronym/Abbreviation	Meaning
BoM	Bureau of Meteorology
CCP	Cyclone Contingency Plans
nm	Nautical miles
PIC	Person In Charge
PMPC	Port Melville Port Corp
SSU	Special Services Unit
TA	Teras Australia

2.0 PROCEDURE OVERVIEW

2.1 Cyclone Threat Monitoring

Port Melville receives regular weather forecasts from the Bureau of Meteorology - Special Services Unit (SSU). During the cyclone season, cyclone and tropical low development forecasts are received on a daily basis. When there is potential for a system to develop, forecasts are broadcast at six hourly intervals. The forecast frequency is increased to three hourly updates following the development of a tropical low or cyclonic system.

2.2 Cyclone Contingency Plans

Vessel Operators shall ensure that each vessel operating in the port has an appropriate cyclone contingency plan or procedure in place and that vessel masters are familiar with the plan. Such plans or procedures should ensure that vessels have adequate response time to either secure to a cyclone mooring and evacuate crew, proceed to sea or proceed to the adjacent coast in order to avoid the impact of any approaching cyclonic event.

Prior to the commencement of cyclone season, vessel operators using the port shall confirm to the Harbour Master that they have reviewed their Cyclone Contingency Plans and provide a copy of any updated or revised procedures.

2.3 Cyclone Season

Cyclone season in the northern region of Australia is during the months between 1 November and 30 April. There are no safe havens or cyclone rated moorings located within the port.

Table 2: Pre-Season Readiness

Task (To be completed Prior to 01 November)	Responsible Persons
Conduct a cyclone awareness meeting for your location: • update listing of CWMs • explain the Cyclone Management Structure and roles of individual officers • ensure all staff are aware of the location of emergency equipment and stores • remind staff to review the cyclone procedures to ensure awareness of their roles and responsibilities	Port Manager/ Harbor Master
Check that all equipment (generators, batteries, radios) are in good working order	Area Supervisors
Check that spare keys for all worksites and vehicles have been secured in a known location	
Check that first aid supplies, cyclone kits are in order and restock as required	Area Supervisors
Flush and fill emergency water supply tank	Port Manager
Provide notice to masters, owners and agents of all vessels in the Port and those entering port, as to their responsibilities for operations during the Wet Season	Port Manager
Advise Port Melville tenants that they are required to secure all loose materials in readiness for the cyclone season	Area Supervisor
Ensure that your individual work unit area is free of potential missile hazards	All Staff
Ensure this whole plan has been read so you know what to expect and how to access the information *should a cyclone eventuate*	All Staff
Ensure all staff are aware of who is their cyclone management area supervisor and that they have their correct contact details	All Staff
Update personal contact details with port of Melville Administration.	All Staff

3.1 CYCLONE RESPONSE

Port Melville will employ a staged response to a cyclone threat.

Table 3: Port Melville Cyclone Response Stages

Stage	Key Action	Description
1	Monitor	Tropical cyclone or low has formed within 800nm (1500km)
2	Prepare	System approaches or develops within 400nm (750km) and is tracking towards port with potential for impact
3	Clear Port	System approaches or develops within 300nm (550km) and/or gale force winds are forecast to affect the port within 24 hours
4	Close Port	System approaches or develops within 200nm (370km) and/or gale force winds expected to affect the port within 12 hours
5	Port Assessment	Port, wharf and surrounding facilities are assessed for any damage and potential navigational risks or hazards are removed
6	Open Port	Cyclone or threat of cyclone has passed – damage assessment and recovery

3.2 Stage 1 – Monitor

Warnings indicate that a tropical cyclone or low has formed or moved within 800nm (1500kms) of the Port or that there is potential for a system to develop.

- The port cyclone response procedure will be implemented
- The port will monitor the development of the system
- The port will promulgate warnings and advice to port users
- The port will plan for a possible port closure
- There are no restrictions on vessel movements

Table 4: Stage One – Cyclone Watch

Tasks	Responsible
Re-confirm the following to Managers/Supervisors: Spare keys secured in a central location for vehicles and worksite access doors	Port Manger/ Harbor Master
Equipment (radios, cyclone kits, generators) is in order	Area Supervisor
Ensure all staff complete preliminary preparations to store non-essential office equipment and secure loose items	All Staff
Ensure all staff are aware of who is their cyclone management area supervisor and that they have their correct contact details	All Staff
Instruct all vessels in the harbour that a cyclone watch has been declared that all vessels are to declare themselves on four hours notice	Port Manager
Warning notice for small boat owners activated	
Maintain normal access gate procedures	
Advise all traders on that a cyclone watch is in place and access to the wharf will be denied if the cyclone status escalates and the Port Manager may issue notice to lock the access gate	Ops Manager
Check Yokohama fenders are secure at their wharf mooring	Area Supervisor
Ensure all vehicles and machinery are fuelled water and tyres checked	

3.3 Stage 2 – Prepare

A tropical cyclone or low is tracking towards the port, is within 400nm (750kms) and has the potential to affect the port.

- The port will promulgate warnings and advice to port users
- The port will commence preparations for a cyclone impact
- The port will require port users to commence implementing their cyclone plan or procedure, if they have not already done so.
- Preparations that require a significant lead time (such as those associated with construction activities) should be commenced promptly to ensure their completion before cyclonic conditions affect the port
- There are no restrictions on vessel movements

Table 5:Stage Two – Cyclone Warning

Task	Responsible
Advise COE that a Cyclone Warning has been declared Advise all staff and visitors that a cyclone warning has been issued Instruct agents of all vessels in the Port that a cyclone warning has been issued and that all vessels must declare themselves on one hours readiness Instruct all vessels scheduled to enter the port within the next 24 hours that they will have to make alternative arrangements until the cyclone threat has eased	Port Manager /Harbor Master
Secure all plant and equipment Secure workplaces Ensure that external work areas have been cleaned up and areas are free of potential missiles	All Staff
Supervisors to ensure that vehicles are fully fuelled and spare keys secured Recheck that all loose material has been secured or removed Wharf Lash and secure all cargo and equipment remaining on the wharves Instruct stevedores to reduce windage impact on container stacks Re-check all generators are fuelled and operational Re-check all emergency communication equipment is operational and back up batteries are fully charged Ensure all vehicles are fuelled and re-check locations and are allocated to essential staff where possible	Area Supervisors

3.4 Stage 3 – Clear Port

A tropical cyclone or low continues tracking towards the port, is within 300nm (550kms) and has the potential to impact the port. Gale force winds are expected to affect the port within 24 hours.

- The port will continue to promulgate warnings and advice to port users
- The port and its anchorages will be cleared of all vessels
- It is anticipated that all vessels will be clear of port limits 12 hours prior to the forecast onset of gale force winds. This timeframe is to ensure that all vessels have an adequate margin of safety to clear the coast and reach a safe location prior to the onset of cyclonic conditions
- Port users shall advise the Harbour Master once they have completed their cyclone preparations

Table 6: Stage Three – Cyclone Warning

Task	Responsible
Once Stage 3 has been declared the Port Manager will consider closing the Port. No vessels will be allowed to remain at anchorage. Instruct all vessels except those necessary for duty, toclear for sea or seek refuge in the designated cyclone refuge areas. Notify all visiting contractors and vendors they are to leave the premises and secure their buildings CEO may issue notice to non-essential staff to leave the work site. Activate the Port Closed light at the entrance Secure the access gate Close all water valves on the wharf Secure all sheds and offices	Port Manager Harbor Master All Staff

3.5 Stage 4 – Port Closed

A tropical cyclone or low continues tracking towards the port, is within 200nm (370kms) and is likely to impact the port. Gale force winds are expected to affect the port within 12 hours.

- Where possible, the port will continue to promulgate warnings and advice to port users
- The port will be closed to all vessels except those wishing to transit the port en route to safer waters
- The port will be closed to all commercial operations, including construction activities

Safety Management and Lockdown

An official announcement will be made by the Northern Territory Emergency Services advising the public to seek shelter

At this stage the CEO will instruct all personnel to leave the workplace
Please note: All staff must check in with their Supervisor prior to leaving

All Staff will leave the worksite and immediately seek shelter as directed by the CEO

All Staff will remain in a place of safety

3.6 Stage 5 – Port Assessment

After the extreme weather event has passed – Recovery

The Harbour Master will inspect that the berth, navigation aids and channel are have not been compromised by the adverse weather, are serviceable and safe for operations, and assess the residual risks and determine the actions needed to be taken. Of particular concern are:

- The ability to provide a safe berth
- Fendering and mooring arrangements
- Ship shore interface equipment
- Charted depth alongside berth
- Navigation aids location verified
- Channel charted dimensions (depth and width) confirmed

Table 7: Stage Five – Port Assessment

Task	Responsible
The extent of the inspections will be determined on a consultative basis with the Port Director and will be based on the severity of the weather and impact experienced.	Port Manager Harbor Master
Any damage to berth facilities, channel or navigation aids should be reported to the Port Director.	Port Engineer
Dependent on the extent of any damage, engineers, contractors, marine warranty surveyors and insurance underwriters may need to be consulted and if required carry out both temporary and permanent remedial measures.	
The Port will be reopened as soon as conditions permit. This may result in a phased re-opening. The anchorage may be opened before the berth is reopened for operations. The re-opening of the Port does not constitute that conditions will necessary be suitable for normal operations.	
No vessel movement is permitted within the Port prior to the receipt of the Harbour Masters approval.	
Status of all staff to be checked and reported to Port Manager.	

3.7 Stage 5 – Open Port

Once the cyclone or threat of cyclone has passed and conditions permit, the port will be re-opened. This may be a phased process and will depend on wind and sea conditions, damage assessment and recovery.

- The port will notify users by appropriate means when the port has re-opened
- Typically, winds are expected to be less than gale force (approx 55km/h – 30kts) with commensurate sea conditions before the port is re-opened.
- Opening of the port does not imply that conditions are necessarily suitable for the resumption of normal operations
- Operators and masters will need to make their own assessment as to the suitability of prevailing conditions for the safety of their particular operation
- Some restrictions on vessel berthing and movements may still be in force.

3.8 Stage 6 - All clear

The CEO will declare the 'all clear' after the cyclone has passed. As soon as possible after arrangements have been made for the accommodation of dependents and the safeguarding of property, all staff are required to report back at work during normal business hours.

TA has significant responsibilities to its stakeholders and it is important that normal business operations be restored as quickly as possible.

Staff members who have not been contacted by their Manager/Supervisor after the Cyclone All Clear has been declared are to make contact with their Manager/Supervisor as soon as possible.

3.9 Resumption of Normal Port Operations

In order to ensure that facilities within the port are safe, prior to the resumption of operations, the Harbour Master shall confirm that berths and any associated navigation aids and channels are serviceable and safe for operations'. Of particular concern are:

- The ability to provide a safe berth
- Fendering and mooring arrangements
- Charted depth alongside or in a berth confirmed
- Navigation aids location verified and lit
- Channel charted dimensions (depth and width) confirmed

Any damage to berth facilities, channels or navigation aids shall be reported to the Harbourmaster as soon as possible

4.0 RESOURCES, ROLES AND RESPONSIBILITIES

Table 8: Roles and Responsibilities

Role	Responsibilities
Harbor Master/ Port Manager	• The Port Melville Harbor Master is responsible to the Teras Australia Person In Charge (PIC) for the implementation of the Port Cyclone Procedure. The Harbor Master will consult with port and/or project operators to ensure timely execution of these procedures to ensure that the port is prepared for the onset of cyclonic conditions. • The Harbor Master is to review these procedures annually, prior to commencement of cyclone season. The Harbor Master is also to ensure any changes to these procedures are communicated to the relevant stakeholders (e.g. Port Regulator and Teras Australia Emergency Management Coordinator). • Inform Harbor Master and adjacent Ports (e.g. Darwin Port) of intentions to close/open Port
Vessel Masters/Operators	The master of a vessel within the port retains responsibility for ensuring the safety of the vessel and those onboard. Notwithstanding the vessel operator's own cyclone procedures, the master of a vessel operating within the port shall comply with these cyclone procedures in conjunction with the Port Melville Information Handbook.

5.0 CONTINUAL IMPROVEMENT

This document is to be reviewed annually, prior to commencement of cyclone season.

6.0 REFERENCES

Table 9: References

Ref. No.	Description	Document ID
1	Teras Australia Oil Pollution Plan	
2	Port Melville Information Handbook	
3	Teras Australia - Cyclone Response Plan	
4	Teras Australia/Port Melville Port Corp Emergency Contact Directory	

1. The Chief Executive Officer will liaise with Emergency Services and NTG Disaster Committees as required.
2. General Managers are to contact staff and report to the CMT on the availability of personnel and expectation of level of service available in the short term
3. A central debrief is to be conducted by the CMT as soon as practical to develop a recovery plan (refer Post Event Recovery)
4. The IMT IC is to advise the CEO of the current operational situation and provide formal report as soon as possible

Referral Decision Notice

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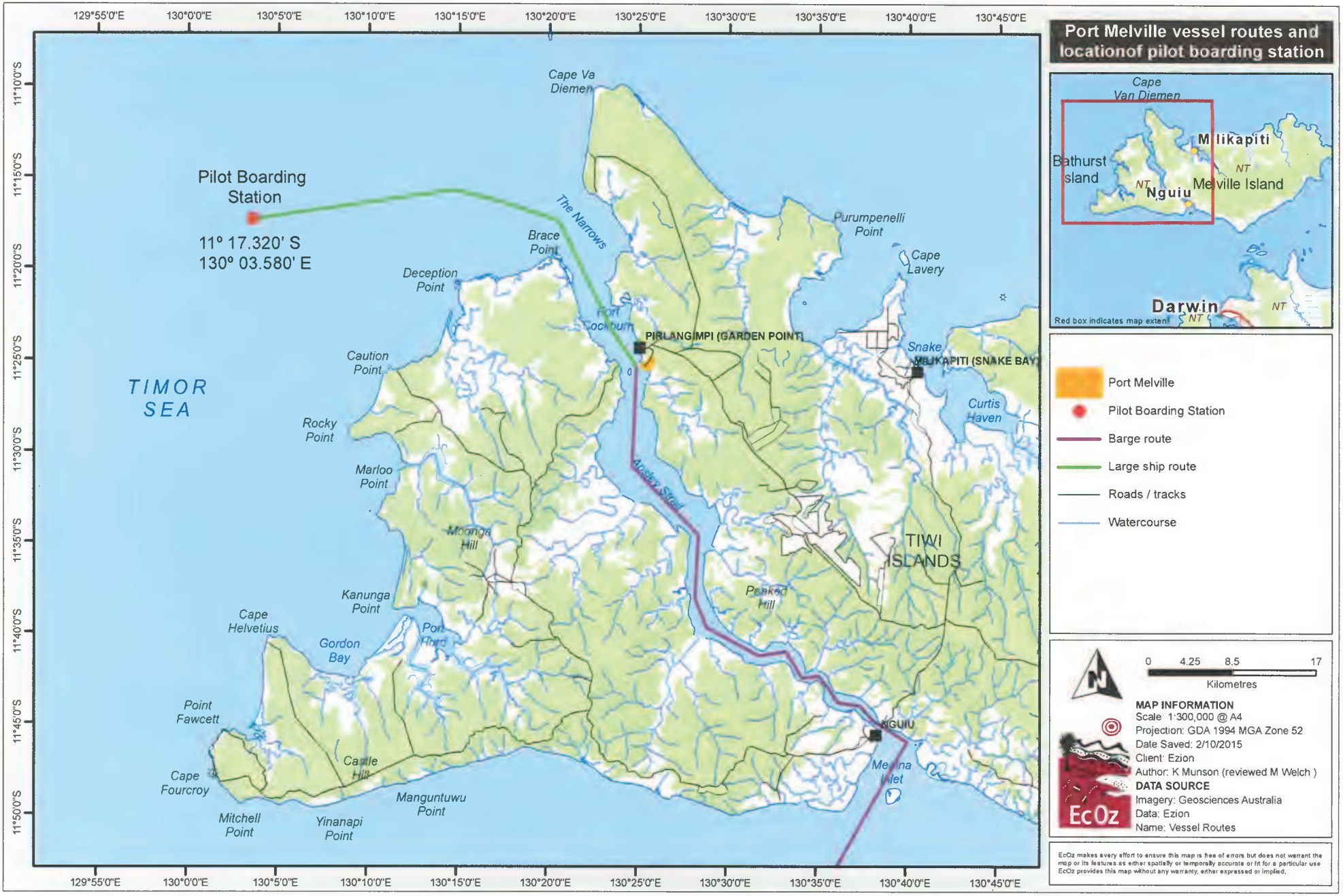
Port Melville Marine Supply Base, Melville Island, Northern Territory

Attachment 2: Pilot Boarding Station


Port Melville vessel routes and locationof pilot boarding station
Pilot Boarding Station
11º 17.320' S
130º 03.580' E
TIMOR SEA
PIRLANGIMPI (GARDEN POINT)
MILIKAPITI (SNAKE BAY)
NGUIU
TIWI ISLANDS
Cape Va Diemen
The Narrows
Brace Point
Deception Point
Fort Cockburn
Purumpenelli Point
Cape Lavery
Caution Point
Rocky Point
Marloo Point
Moonga Hill
Kanunga Point
Cape Helvetius
Gordon Bay
Port Hurd
Point Fawcett
Cape Fourcroy
Castle Hill
Manguntuwu Point
Mitchell Point
Yinanapi Point
Snake
Curtis Haven
Peaked Hill
Melville Island
Bathurst Island
Darwin
Cape Van Diemen
NT
Red box indicates map extent
Port Melville
Pilot Boarding Station
Barge route
Large ship route
Roads / tracks
Watercourse
0 4.25 8.5 17
Kilometres
MAP INFORMATION
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Client: Ezion
Author: K Munson (reviewed M Welch)
DATA SOURCE
Imagery: Geosciences Australia
Data: Ezion
Name: Vessel Routes
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Port Melville Marine Supply Base, Melville Island, Northern Territory

Attachment 3: Best Practice Measures

List of Northern Territory, Australian and International laws, regulations, conventions, standards, guidelines and plans related to biosecurity threats at ports, erosion and sedimentation control and the storage and use of hazardous materials

- Northern Territory Measures
  - Environment Protection (National Pollution Inventory) Objective (Northern Territory)
  - Northern Territory Oil Spill Contingency Plan, Northern Territory Government
  - Tiwi Island Weed Management Plan, Tiwi Land Council
  - Tiwi Islands Quarantine Requirements, Tiwi land Council
- Australian Measures
  - Australian Dangerous Goods Code
  - Australian Marine Safety Authority Requirements
  - Australian Standard 1657-2013 – Fixed platforms, walkways, stairways and ladders - Design, construction and installation
  - Australian Standard 1692-2006 – Steel tanks for flammable and combustible liquids
  - Australian Standard 1940-2004 – The storage and handling of flammable and combustible liquids
  - Australian Standard 3846-2005 – The Handling and Transport of Dangerous Cargoes in Port Areas
  - Biosecurity requirements of the Australian Government
  - Industry Codes of Practice and Ports Australia Guidelines and Recommendations (Ports Australia)
  - National Fire Protection Association Code 30 – Flammable and Combustible Liquids Code
  - National Plan to Combat Pollution of the sea by Oil and other Noxious and Hazardous Substances, Australian Maritime Safety Authority
- International Measures
  - Best Practice Erosion and Sediment Control Guidelines issued by the International Erosion Control Association
  - Guidelines for the control and management of ships' biofouling to minimize the transfer of invasive aquatic species (Biofouling Guidelines), International Maritime Organisation
  - International Convention for the Control and Management of Ships Ballast Water and Sediments
  - International Convention on Oil Pollution Preparedness, Response and Co-operation
  - International Convention on the Control of Harmful Anti-fouling Systems on Ships
  - International Convention on the Prevention of Pollution from Ships (MARPOL)
  - International Maritime Dangerous Goods (IMDG) Code, International Maritime Organisation
  - International Safety Management (ISM) Code, International Maritime Organisation
  - International Ship and Port Facility Security (ISPS) Code, International Maritime Organisation
  - Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas, International Maritime Organisation