Port Melville Port Procedures and Information for Shipping
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1. **Introduction**

1.1. **Purpose**

This document defines the standard procedures to be followed and contains information and guidelines to assist ship’s masters, owners, and agents of vessels arriving at the port. It provides details of the services and the regulations and procedures to be observed.

Nothing in this publication is intended to relieve any vessel, owner, operator, charterer, master or person directing the movement of a vessel from the consequences of any failure to comply with any applicable law or regulation or of any neglect of any precaution which may be required by the ordinary practice of seamanship, or by the special circumstances of the case.

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Hard copies of this document are considered uncontrolled when printed. The latest version of this document is available on the [NT Port and Marine](https://www.ntportmarine.nt.gov.au) website and any significant changes to the content of this document will be promulgated on that site.

Should errors or omissions in this publication be noted, it would be appreciated if advice of these could be forwarded to:

**The Harbour Master**

**NT Port and Marine**

Postal Address: 31 Muramats Rd, East Arm NT 0822
1.2. Datum

All water depths refer to the Lowest Astronomical Tide (LAT). All positions detailed within this manual are in the WGS84 datum and all directions are referenced to true north.

1.3. Rules and Regulations

1.3.1. General

The rules and regulations in the port contribute to the safe, efficient and environmentally responsible management of shipping traffic.

The international rules of the IMO, such as the SOLAS convention (i.e. The IMDG Code) and national, territory and local regulations are in force in the port.

1.3.2. Applicable Regulations

The procedures outlined in this handbook have been developed to incorporate the requirements of the following:

- Marine Act NT
- Marine (General) Regulations NT
- Marine Pollution Act NT and Regulations
- Ports Management Act NT and Regulations
- International Maritime Dangerous Goods (IMDG) Code
- Australian Standard – AS3846 2005
- International Ships and Port Security (ISPS) Code
- Maritime Transport and Offshore Security Act (Cth) and Regulations

In addition, they will complement the procedures of:

- The Australian Maritime Safety Authority (AMSA)
- Department of Agriculture and Water Resources – Biosecurity
- Department of Home Affairs - Australian Border Force
- Royal Australian Navy

As they relate to ship movements within Port Melville

1.3.3. Permits

Permission is required for special activities such as repairs, hull cleaning and painting, engine immobilisation etc. For further information, refer to section 11 of this handbook.
2. Meteorology

2.1. Climate

The climate in Port Melville can be categorized as tropical in nature, with two distinct seasons:

- Dry Season: April to October, and
- Wet Season: November to March. This season coincides with Cyclone Season in Northern Australia.

2.2. Prevailing Winds

In line with other Australian areas situated within the tropical zone, Port Melville is subject to predominantly east and south-easterly winds during the Dry Season, which can be very strong at times. During the Wet Season, winds tend generally from the west and north-west and can be accompanied by squally thunderstorms. Figures 1 and 2 show prevailing wind analyses during the Wet and Dry Seasons.

Figure 1: Wind Frequency Analysis – Darwin (0900 Northern Dry Season) (taken from www.bom.gov.au)
2.3. **Tropical Cyclone Response**

The official Tropical Cyclone Season runs from 1 November until 30 April each year, although Australia has recorded cyclones during each calendar month.

Every vessel operating in Port Melville during the Tropical Cyclone Season must have a Cyclone Response Plan, typically:

- Large vessels are to proceed to sea in sufficient time to clear the port and attain adequate sea room before the onset of gale force winds; and
- Small vessels should be secured to adequately engineered moorings and their crews ferried ashore before the onset of gale force winds.

The Port Melville Cyclone Response Plan is predicated upon a five-tiered response model as shown in the table below:
<table>
<thead>
<tr>
<th>Tier</th>
<th>Key Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monitor</td>
<td>A cyclone or tropical low has developed in northern waters</td>
</tr>
<tr>
<td>2</td>
<td>Prepare</td>
<td>A cyclone is tracking towards the port with potential for impact</td>
</tr>
<tr>
<td>3</td>
<td>Clear Port</td>
<td>Potential for gale force winds to impact port within 12 hours</td>
</tr>
<tr>
<td>4</td>
<td>Shut Down</td>
<td>Potential for gale force winds to impact port within 6 hours</td>
</tr>
<tr>
<td>5</td>
<td>Re-Open</td>
<td>Cyclone or threat of cyclone has passed</td>
</tr>
</tbody>
</table>

Table 1. Tiered Cyclone Response Model

Further details regarding the Cyclone Response Plan can be found in Section 12 of this handbook.
3. **Oceanography**

3.1. **Water Temperatures**

The mean sea surface temperature across Northern Australia remains within the 27-30 degrees Celsius range during the summer months. With the cooling effect of the southeast winds during the winter months, this temperature range drops to 25-26 degrees Celsius.

3.2. **Wave Climate**

The protected nature of Port Melville and Apsley Strait provides for limited influence from wave and swell action. The most predominant swell occurs during the summer months with the influence of the Northwest Monsoon on the entrance to Aspley Strait to the north. The area around Port Melville affords good protection from swell and wave development.

3.3. **Tides**

Port Melville (St Asaph Bay) has semi-diurnal tides with diurnal inequalities. An extract of tidal levels taken from Chart AUS 22 is at figure 3, indicating a maximum spring tidal range of 3.7 metres. Chart Datum is taken from Lowest Astronomical Tide (LAT).

![Figure 3: Extract of Tidal Levels taken from Chart AUS 22](image)

Port Melville has conducted 2 tidal studies and based on those studies has created more accurate and detailed tidal prediction tables with hourly predictions for the port area (specifically Mermaid Shoal) than are currently available through the Bureau of Meteorology (Tidal Unit). This data is available on the NT Port and Marine website.

3.4. **Tidal Stream**

Be aware of strong tidal streams throughout Apsley Strait with maximum rates at spring tides reaching up to 5kts on the ebb. Movement within the water column generally follows the direction of the channel with some anomalous vectors experienced close to shore and in the vicinity of islands or man-made installations. Given that significant tidal streams are experienced at Port Melville, their consideration forms an essential element in the planning and execution of ship-handling. As such, berthing (for larger vessels) is generally carried out at slack water following the ebb tide with departures scheduled during the flood tide.

The turn of the tide at the wharf is dependent of the cycle of the tide (springs or neaps). Generally speaking, slack water occurs at the wharf between 30 minutes to 1 hour after either high or low water at Mermaid Shoal (as per the Port Melville specific tidal data for Mermaid Shoal).

Note: The times of High Water and Low Water at Mermaid Shoal do not coincide with the Bureau of Meterology (BOM) tide data for St Asaph Bay.

3.4.1. **Flood Tide**

The flooding tide enters Apsley Strait from the north and generally sets on a bearing of
150 degrees (congruent with Apsley Strait) with a maximum rate of about 2.5kts attained during spring tides. During spring tides, the turn to the flood is approximately 30-45 minutes after low water. During neap tides the turn to flood can be up to 90mins after low water.

3.4.2. Ebb Tide

The Ebb stream flows in an NNW direction along the wharf at peak rates of up to 5kts during spring tides. The ebb commences approximately 60 minutes after high water at spring tides, increasing in rate to maximum quite rapidly over the first 2 hours. The maximum rate is then maintained until high water +5 hours at which time the rate eases rapidly. During neap tides, the rate attained is approximately half that of the spring tide rate with the turn to ebb occurring approximately 45mins after high water at Mermaid Shoal.
4. **Port Description**

4.1. **General Information**

Port Melville is located south of Barlow Point on Melville Island, 63 nautical miles north of Darwin in the Northern Territory.

Melville Island is administered by the Tiwi Land Council, which is a statutory body with the responsibility for representing and administering or assisting with the affairs of the Tiwi People and the Tiwi Aboriginal Land Trust.

The port facility was constructed in 2013/2014 and consists of three concrete pontoons held in place by five dolphins and piles forming a floating wharf. The main berthing face of the wharf is 220 metres in length with a fender system consisting of 10 equally spaced Yokohama fenders. Mooring systems are provided by six mooring buoys and wharf dolphins and bollards.

Port Melville is operated by NT Port and Marine Pty Ltd. The Port is a common user port with the main activities being the shipping of forestry products such as woodchips and bulk logs via local industry, in addition to the unloading and loading of project and break-bulk cargoes. The port also has a 30,000,000 litre fuel farm consisting of 3 x 10,000,000 litre tanks to provide bulk fuels. Delivery is via 3” or 6” lines at rates of between 2000 and 2900 litres per minute or 120 to 175 cum per hour (depending on delivery line diameter and governed through variable speed drives). Single load volumes less than 17,000kl are available on the wharf by tanker truck for smaller vessels or vessels requiring a reduced bunkering rate.

4.2. **Port Limits**

Port Melville port limits are displayed on chart AUS 22 based on a line extending from the northern point of Harris Is. to Barlow point in the north and from the southern point of Harris Is in an ESE’ly direction to Melville Is. in the south.

![Figure 4: Extract of AUS 22 showing port limits](image-url)
4.3. Pilotage Area
As Port Melville is a privately owned facility, the compulsory pilotage area for vessels intending to berth at the facility is congruent with the port limits as displayed on chart AUS 22 and ENC AU5022P1. Further details regarding pilotage are at Section 8.

4.4. Load Lines
Port Melville is situated in the Tropical Load Line zone.

4.5. Maximum Vessel Size
The port limits ship size to 200m LOA with a berthing displacement of no more than 44,000t. Vessels in excess of 200m LOA may be accepted on written application to the Harbour Master however the 44,000t berthing displacement limit cannot be waived.

4.6. Trim Requirements
The safe handling of ships when crossing Mermaid Shoal (Controlling Depth 8.5m) requires certain conditions of trim and list. Ships should be ballasted or loaded in order to be upright and have an even keel or be trimmed by the stern with the forward draft not less than 2% LOA and the propeller fully submerged. Vessels unable to comply with these requirements will need to seek approval for their specific state of trim and list from the Harbour Master.

Masters should pay special attention to their loading / ballasting plans to ensure their ships are suitably trimmed and able to put to sea at short notice, particularly during the cyclone season – November to April.

4.7. Time Zone
Local time is UTC +9 hours and 30 minutes. All ETA’s and other messages should use local time (Time Zone I/K)

4.8. Working Hours
During woodchip or log export operations, the port will work on a 24/7 basis. For all other activities, the port will operate from 0700-1700 daily unless clients have made prior arrangements with the Port.

4.9. Charts and Publications
The following charts and publications are recommended for navigation within Port Melville:

- Paper Chart AUS 22 – Australian, North Coast – Northern Territory – Apsley Strait (Northern Sheet) – Port Melville
- ENC AU412130 – Timor Sea – Snake Bay to Cape Fourcroy
- ENC AU5022P1 – Melville Island – Port Melville
- Seafarers Handbook for Australian Waters (AHP 20)
- Australian Pilot Volume 1 (NP13)
- Admiralty List of Lights Volume Q (NP88)
- Admiralty List of Radio Signals Volume 4 (NP286(4))

4.10. Notices to Mariners
The Harbour Master circulates information to mariners, organisations and other interested parties in the form of Notices to Mariners when required.

Notices to Mariners are published on the NT Port and Marine Port Melville website and
advise of:

- Navigation warnings and hazards;
- The establishment of or changes to the buoyage system including virtual aids to navigation;
- Changes to bathymetric information; and
- Any other works which may affect the safe navigation of vessels within port limits.

### 4.11. Berth Details

<table>
<thead>
<tr>
<th>Line of berth</th>
<th>321 / 141 degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berth length/width</td>
<td>220 metres / 15.24 metres</td>
</tr>
<tr>
<td>Type of Construction</td>
<td>Floating concrete pontoons supported by 5 dolphins</td>
</tr>
<tr>
<td>Height of deck above water line</td>
<td>2.0 metres</td>
</tr>
<tr>
<td>Minimum depth of water at berth</td>
<td>14 metres at CD</td>
</tr>
<tr>
<td>Maximum Air Draft of Chip loader</td>
<td>16.50 metres</td>
</tr>
<tr>
<td>Type of fendering</td>
<td>10 equally spaced Yokohama fenders – 1500 x 3000 – 50kPa</td>
</tr>
<tr>
<td>Distance between fenders</td>
<td>20 metres</td>
</tr>
<tr>
<td>Max Vessel Size</td>
<td>44,000 Tonnes Displacement (on berthing)</td>
</tr>
</tbody>
</table>

Table 2: Berth Details

### 4.12. Weather Parameters

The Port Melville facility has the following weather and tidal stream parameters with respect to berthing, remaining alongside and sailing from the Facility.

### 4.13. Berthing

The Master and Pilot must be in agreement that the wind and tidal stream strengths are acceptable to safely conduct the berthing. In any event, vessels shall avoid berthing during the maximum ebb and flood periods and are not to come alongside with continuous wind speeds above 25 knots.

### 4.14. Remaining Alongside

According to the design criteria of the pontoon wharf, larger vessels may need to vacate the berth when sustained winds of a velocity of 40kts or above are experienced. Masters of vessels should be prepared to depart the berth in the event that such conditions are forecast.
4.15. Sailing

Vessels may sail anytime from the Facility however due regard must be paid to the direction and rate of the tidal stream. As with berthing, the Master and Pilot must be in agreement that the vessel can safely be sailed and manoeuvred in the prevailing conditions.
5. **Security**

5.1. **General**

The International Ship and Port Facility Security Code (ISPS Code) is administered in Australia by the [Department of Home Affairs - Office of Transport Security](http://www.homeaffairs.gov.au/). Port Melville is a Security Regulated Port and has an approved Maritime Security Plan as required under the relevant Australian Legislation.

A ship Master, prior to entering the port must report directly to the Port or via their respective ship agency the following:

- ISPS compliance number
- Current ship security level or any expected change to security level whilst in port
- Ship security officer contact details
- List of expected visitors / contractors
- Nominated provedore (if required)
- Crew list and identification.

5.2. **Security Regulated Port**

Port Melville is a security-regulated port in accordance with the Maritime Transport and Offshore Facilities Security Act and Regulations (2003). The security regulated port boundaries are indicated at figure 5 below.

![Figure 5. Port Melville - Security Regulated Port Boundary](image)

5.3. **Security Levels**

The federal government determined, and will declare when necessary, three security
levels.

- **Level 1** - minimum appropriate protective security measures will be maintained at all times.
- **Level 2** - appropriate additional protective measures will be enacted because of a heightened risk of a security incident.
- **Level 3** - further specific protective security measures maintained for limited times when a security incident is probable or imminent, although it might not be possible to identify the specific target.

Unless otherwise advised, Port Melville will operate at **MARSEC Level 1**.

In addition to the normal security measures undertaken, additional measures on land or water may be implemented:

- If directed by the Department of Home Affairs (Office of Transport Security)
- If the current ship security level is higher than MARSEC Level 1 or the current Port Melville security level.

Responsibility for the implementation of additional security measures will be agreed via a Declaration of Security between the ship and the Port.

### 5.4. Declarations of Security

A Declaration of Security (DoS) is not normally required for ship’s visiting Port Melville whilst the MARSEC Level remains set at Level One. A DoS is to be compiled and agreed under the following circumstances:

- A visiting ship intends to have a patrolled Waterside Restricted Zone or Ship Security Zone
- Port Melville is operating at MARSEC Level 2 or higher
- A visiting ship is operating at a higher security level than Port Melville
- Any other circumstance where the ship’s Master / Security Officer and PSO / PFSO consider it necessary to initiate a DoS.

### 5.5. Security Measures

Security of individual vessels or property is the responsibility of the vessel owner. When landside security zones are in operation these zones will be secured in accordance with the Port Melville Maritime Security Plan.

### 5.6. Reporting of Incidents

All port users are expected to exercise a high level of security awareness. Any threat of, or actual, unlawful interference with maritime transport must be reported as specified in Part 9 of the Maritime Transport and Offshore Facilities Security Act 2003 (MTOFSA) to the Port and other parties as appropriate.

### 5.7. Refuse Ship Entry

Port Melville reserves the right to refuse access to the port, any vessel that is unable to provide to the Port Security Officer, a current International Ship Security Certificate.
6. Arrival and Departure Procedures

6.1. Notice of Arrival

Vessels on voyages to Port Melville are to provide, where practicable, seven days, three days and 24 hours' notice of arrival messages to Port Melville. ETA update messages are to be sent via email to portmelville@ntportandmarine.com and melvillepilot@amgmarine.com.au.

Berth bookings are to be made via the NT Port and Marine - Berth Booking webpage as soon as is practicable. Should a berth booking require amendment or cancellation an email advising of the requested change is to be sent to the Port Melville email address.

Vessels requiring pilotage services are to book their pilot via the Argonaut Marine Group - Pilot Booking webpage as soon as is practicable but no later than 48hrs prior to arrival at the pilot boarding ground. Towage services are provided ex Darwin and require a minimum of 48hrs notice to ensure their availability.

6.2. Berthing Arrangements

Ships' Masters are to note the following arrangements with respect to berthing at Port Melville:

- All vessel movements are the responsibility of the Port Melville Duty Pilot – email: melvillepilot@amgmarine.com.au
- All decisions will be made with a “whole of port” focus which includes community considerations;
- The principle of “first come, first served” applies to all vessels intending to berth at Port Melville. This means the first vessel to the outer pilot boarding ground will be given priority with the exception of the following:
  - Tide restricted vessels
  - Vessels which have booked a berthing slot a minimum of 14 days in advance and have arrived at the pilot boarding ground within 4hrs of the time nominated via their 72hr ETA update
  - Naval vessels may be given priority over all other vessels (at the discretion of the Harbour Master) based on the nature of their operational tasking.
- Vessels arriving before their intended berthing time may be berthed on arrival at the Port’s convenience.

6.3. Billing Agent

A vessel's Master, owner and agent are jointly and severally liable for the payment of port charges to the Port Melville.

A vessel Master must ensure that their “Billing Agent” is nominated to Port Melville (via the berth and pilot booking applications) at least 48 hours prior to arrival in port.

6.4. Quarantine

The Department of Agriculture requires vessels from overseas (or their agents) to submit their documentation no more than 96hrs and no later than 12hrs prior to arrival. Contact details for the Department of Agriculture (Biosecurity) are as follows:

Phone: +61 3 8318 6700 (outside Australia) / 08 8998 4900 (Darwin Office)
Website: Dept of Agriculture - General Enquiries
6.5. Ballast Water

Ships with ballast water from ports that are considered a high risk for introduced marine species and that have not exchanged water ballast in mid-ocean are now forbidden to discharge this ballast into Australian waters. Vessels that do not need to discharge ballast in Australian waters are exempt from these requirements.

The Department of Agriculture (Biosecurity) provides a Ballast Water management summary sheet for use by Masters and Agents which can be found at the following link: Australian Ballast Water Management Requirements.

6.6. Customs

Vessels arriving from overseas must submit their documentation to the Australian Border Force 96 hours prior to the nominated date of arrival. If the voyage from the last port is expected to take less than 96 hours then the following timeframes will apply:

- 72 hours or more but less than 96 hours - submit documentation 72 hours prior
- 48 hours or more but less than 72 hours - submit documentation 48 hours prior
- 24 hours or more but less than 48 hours - submit documentation 24 hours prior

Additional information can be found on the Department of Home Affairs website.

6.7. Communications

6.7.1. Port VHF Channels

The following VHF channels are established for use within Port Melville. These channels are to be monitored at all times by vessels whilst they are within Port Limits:

- VHF 16 – International Calling and Distress
- VHF 15 – Port Operations / Emergency and tug working channel
- VHF 73 – Alternate Emergency and tug working channel

The port VHF radio is manned two (2) hours prior to Pilot on Board time and whilst the vessel is alongside.

6.8. Cargo Details

The Master of a vessel must ensure that Port Melville is provided with details of the cargo loaded and/or discharged from the vessel and details of fuel bunkered in a timely manner. All cargo details are to be included in the Berth Application Form available on the Port website.

Port Melville does not have the facilities to handle Dangerous Cargo, with the exception of Liquid Hydrocarbons (Marine Diesel). Procedures for the transfer of bulk liquid cargo are available upon request.

6.9. Discharging of Cargo

Any vessel that intends to discharge cargo at Port Melville must notify the Port a minimum of 48 hours prior to arrival. Delays may be incurred by the vessel if this information is not received by the Port within the required time frame.

6.10. Loading of Cargo

Vessels that load cargo at Port Melville must provide the details of all cargo loaded or bunkers received within 24 hours of completion of the loading.
7. Port Services

7.1. Bunkering

Bunker facilities for MGO / MDO are available via pipeline or fuel truck at the pontoon wharf Berths 1 and 4. Delivery is at rates between 2000 and 2900 litres per minute (120-175cum per hour) from the dispensing skid. A fuel truck will be utilised when the requested volume is less than 17kl or where vessels require a reduced flow rate.

The requirement to bunker should be indicated via the Berth Application form.

7.2. Waste

It is an offence for any person to discard, dispose of, or leave rubbish, refuse, sewage, waste of any kind (including galley waste), waste water or other liquid waste in the port unless in a controlled manner through approved services.

Any waste that contains a substance that is listed in Schedule 2 of the Waste Management and Pollution Control (Administration) Regulations cannot be disposed in the NT unless it is transported to a facility that is licensed to accept the waste and is taken there by a transporter who is licenced to transport that waste.

7.3. Quarantine Waste

Port Melville has no facility for the handling of Quarantine Waste.

7.4. General Waste

Limited facilities exist for the handling of non-quarantine waste for vessels on Coastal Articles. The requirement for waste disposal for vessels on Coastal Articles should be advised via the Berth Application form.
8. **Pilotage and Towage**

8.1. **Pilotage Requirements**

The Port Melville Facility is privately owned. Pilotage is compulsory for all vessels over 35m LOA that intend to berth at the Pontoon Wharf. Pilotage for the Apsley Strait including passage over Mermaid Shoal is voluntary as this area is outside Port Limits.

Port Melville has contracted the pilotage services of Argonaut Marine Group to provide pilotage for the Port. All pilot bookings are to be made via the [Port Melville Pilot Booking](#) website. Pilot bookings are to be made a minimum of 48hrs prior to the expected arrival of the vessel at the Pilot Boarding Station.

Pilotage will be conducted on a 24/7 basis however berthing and unberthing is dictated by tidal conditions at the berth.

8.2. **Outer Pilot Boarding Station**

The Outer Pilot Boarding Station is located at Lat 11°17.34’S Lon 130°03.62’E and is to be used by all vessels that, due to their draft, are tidal restricted when passing over Mermaid Shoal, (8.5m controlling depth) or should the Master of the vessel request the services of a pilot to cross the shoal. The Outer Pilot Boarding Station is approximately 25nm from the Port via Apsley Strait.

8.3. **Inner Pilot Boarding Station**

The inner Pilot Boarding Station is located at Lat 11°21.7967’S Lon 130°22.7130’E, opposite Tamar Point and is designed for those vessels that are not tidal restricted to pass over Mermaid Shoal (8.5m minimum depth at CD). From the Inner Pilot Boarding station to the Port is approximately 4.5nm. Any vessel intending on using the Inner Pilot Boarding Station must carefully analyse the tides to ensure there is sufficient water to pass safely over Mermaid Shoal.

8.4. **Pilot Boarding Arrangements and Communications**

The Pilot will contact the vessel via VHF Channel 15 approximately 60 minutes prior to boarding. Ships are to be at the boarding ground at the nominated time with all preparations for boarding completed. The Pilot Ladder / Combination Ladder is to be rigged on the lee side in accordance with IMO regulations and IMPA recommendations, 1.0 metre above the waterline, with two man-ropes and a heaving line provided for the pilot’s bag. The vessel is to be underway and proceeding at 6kts or as directed by the pilot launch master. At night, a forward-facing light is required to illuminate the ladder.

8.5. **Obligations of Master, Bridge Personnel and Pilot**

Despite the duties and obligations of a pilot, the pilot’s presence on board does not relieve the master or officer in charge of the navigation watch from their duties and obligations for the safety of the ship.

The master, bridge officers and pilot share a responsibility for implementing sound BRM practices, good communications and ensuring they have an understanding of each other’s role for the safe conduct of the vessel in pilotage waters.

Should the Master or Officer of the Watch have any concern about any part of the passage or manoeuvre, they are to immediately bring this to the attention of the Pilot who will respond to their concerns.
8.6. **Master – Pilot Exchange**

It is important that, when a ship embarks a pilot and before the act of pilotage commences, the master, bridge personnel and the pilot are aware of their respective roles in the safe passage of the ship.

The master and the pilot must exchange information regarding navigation procedures, local conditions and rules and the ship’s characteristics. This information exchange shall be initiated immediately prior to the commencement of the act of pilotage and be a continuous process for the duration of the pilotage. The pilot will provide the master with a Port Passage Plan and will discuss pertinent aspects of the passage and ship handling components of the pilotage. The inwards and outward routes are at Tables 6 and 7 in Chapter 8. A copy of the standard Port Melville Passage Plan is at appendix A.

8.7. **Pilot Card**

The pilot shall be provided with information regarding the ship and its characteristics by the ship’s master. This is best presented in the form of a standard pilot card. Additional information on rates of turn at different speeds, turning circles, stopping distances and any other information relevant to the passage should also be readily available to the pilot.

8.8. **Voyage Planning**

IMO Resolution A893(21), SOLAS Chapter V and Australian Marine Notice 11/2016 place a requirement for voyage planning on a ship’s master. This shall take the form of a detailed passage plan from berth to berth, including passage in the Port’s pilotage waters.

The ship’s passage plan and respective port passage plan presented by the pilot should be compared, discussed and agreed for the forthcoming act of pilotage at the time of the master – pilot information exchange. It must be noted that the passage plan sets an outline to promote common understanding by the pilot, master and bridge team, and that deviation from the plan can take place providing the deviation is discussed, agreed and communicated to the bridge team.

Masters and bridge officers have a duty to support the pilot and to ensure that his or her actions are monitored at all times and that any deviation from the agreed passage plan is discussed.

8.9. **Pilotage Exemptions**

A Master of an Australian flagged vessel with a LOA of 100m or less or combined length of 100m or less in the case of a tow, may be eligible to be awarded a PEC for Port Melville.

Detailed eligibility criteria and administrative procedures are under development and will be promulgated and implemented following a period of stakeholder consultation.

8.10. **Towage Services**

Towage (if required) is arranged by the port at the time of pilot booking. Towage is provided ex Darwin and a minimum of 48hrs notice is required to ensure tug availability.

All lines are to be lowered under control when being passed back to tugs.

8.11. **Communications**

The port / tug working channel is VHF Ch 15. The secondary working channel is VHF Ch 73
8.12. Ship Assist Matrix

The following matrix provides the minimum towage requirements for vessels calling at Port Melville. These requirements may be exceeded in certain environmental conditions as directed by the Pilot.

<table>
<thead>
<tr>
<th>Tide Ahead &lt; 2.0kts</th>
<th>Vessel LOA</th>
<th>&gt;50m to 90m</th>
<th>&gt;90m – 120m</th>
<th>&gt;120m – 160m</th>
<th>&gt;160m</th>
</tr>
</thead>
<tbody>
<tr>
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<td>OUT</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>SS NO BT</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>SS WITH BT*</td>
<td>-</td>
<td>1**</td>
<td>1**</td>
<td>1***</td>
<td>2***</td>
</tr>
<tr>
<td>TS NO BT</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>TS WITH BT*</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>HIGHLY MAN^</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>On Consultation</td>
<td></td>
</tr>
</tbody>
</table>

Table 3: Ship Assist Requirements – Tide Ahead

<table>
<thead>
<tr>
<th>Tide Astern &lt; 1.5kts</th>
<th>Vessel LOA</th>
<th>&gt;50m to 90m</th>
<th>&gt;90m – 120m</th>
<th>&gt;120m – 160m</th>
<th>&gt;160m</th>
</tr>
</thead>
<tbody>
<tr>
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<td>OUT</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>SS NO BT</td>
<td>#</td>
<td>1</td>
<td>#</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>SS WITH BT*</td>
<td>#</td>
<td>-</td>
<td>#</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TS NO BT</td>
<td>#</td>
<td>-</td>
<td>#</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TS WITH BT*</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>HIGHLY MAN^</td>
<td>-</td>
<td>-</td>
<td>On Consultation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 4: Ship Assist Requirements – Tide Astern

* BT must meet the minimum accepted power to LOA ratio
** Should the wind speed exceed 15kts on the beam
*** Tankers >120m require a minimum of one tug in attendance for berthing, departures and whilst alongside and will always berth head to stream
# Will always berth head to stream
^ A Highly Manoeuvrable Vessel is considered to be a vessel with a combination of Twin Azipod drive and bow thruster(s), Twin Screw with bow and stern thrusters or any similar arrangement as deemed appropriate by the Harbour Master
Table 5: Minimum Accepted Bow Thruster Power

Conversions: 
1 kW approx. 1.34 HP and 1 kW approx. 0.01475 T
9. Navigation

9.1. General
Draft figures are related to draft in salt water density of 1025kg/m$^3$. Loaded ships may be tide / draft restricted. The controlling depth across Mermaid Shoal is 8.5m.

9.2. Aids to Navigation
There are currently no aids to navigation in the northern approaches to the Port via Mermaid Shoal and Apsley Strait. Masters are advised to utilise all available means to ensure the safe navigation of their vessels. The use of Parallel Indexing and regular position fixing is strongly recommended as is the implementation of Cross Track Distance (XTD), XTD alarms and other relevant safety tools available in ECDIS.

9.3. Passage Plan
The routes at Tables 6 and 7 are the routes the pilots will follow into and out of the port. Masters of vessels are to ensure that these routes have been loaded into ECDIS with the included Cross Track Distances (XTD) and Turning Radius or plotted on their paper chart if no ECDIS is carried.

<table>
<thead>
<tr>
<th>WAYPOINT</th>
<th>LAT</th>
<th>LON</th>
<th>COURSE</th>
<th>XTD (nm)</th>
<th>RADIUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11°17.3200’S</td>
<td>130°03.5800’E</td>
<td>081°</td>
<td>0.2 / 0.2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11°15.6738’S</td>
<td>130°14.6438’E</td>
<td>104°</td>
<td>0.2 / 0.2</td>
<td>1.0nm</td>
</tr>
<tr>
<td>3</td>
<td>11°16.2728’S</td>
<td>130°17.1421’E</td>
<td>108°</td>
<td>0.2 / 0.2</td>
<td>1.0nm</td>
</tr>
<tr>
<td>4</td>
<td>11°17.3610’S</td>
<td>130°20.5173’E</td>
<td>154°</td>
<td>0.2 / 0.2</td>
<td>1.0nm</td>
</tr>
<tr>
<td>5</td>
<td>11°23.5048’S</td>
<td>130°23.5654’E</td>
<td>147°</td>
<td>0.2 / 0.1</td>
<td>1.0nm</td>
</tr>
<tr>
<td>6</td>
<td>11°25.3576’S</td>
<td>130°24.7732’E</td>
<td>176°</td>
<td>0.2 / 0.1</td>
<td>0.25nm</td>
</tr>
<tr>
<td>7</td>
<td>11°25.7756’S</td>
<td>130°24.8014’E</td>
<td>074°</td>
<td>0.2 / 0.1</td>
<td>0.18nm</td>
</tr>
<tr>
<td>8</td>
<td>11°25.3576’S</td>
<td>130°24.7732’E</td>
<td>350°</td>
<td>0.2 / 0.1</td>
<td>0.18nm</td>
</tr>
</tbody>
</table>

Table 6. Aspley Strait – Recommended Inwards Route
### 9.4. Approaches to the Port and Apsley Strait

Vessels approaching the Port from the west should take particular care keeping well clear to the west and south of Mesquite Shoal. Vessels approaching the Outer Pilot Boarding Station should maintain a vigilant navigational watch as the tidal streams in the area can be quite strong. The ebb tide normally flows in a northerly direction with the flood normally flowing in a southerly direction.

The controlling depth approaching the port is 8.5m at chart datum when crossing Mermaid Shoal at the northern entrance to Apsley Strait. The controlling depth after crossing over Mermaid Shoal in Apsley Strait is 12.3m at CD. The depth alongside the berth is 14m.

### 9.5. Under Keel Clearance (UKC)

Under keel clearance (static and dynamic) for the port is set at 1m.

Ships are not to enter, depart or manoeuvre unless tide, weather, transit time and traffic allow the minimum UKC to be maintained for the duration of the passage.

### 9.6. Ebb Tide Departures

Due to the significant rate of the tidal stream in Apsley Strait when the tide is ebbing it is not normal practice for larger vessels to depart on the ebb tide. Vessels <90m LOA and highly manoeuvrable vessels when berthed head to stream may depart on the ebb tide provided the rate is less than 2.0kts and they are compliant with towage requirements.

All other vessels considering a departure on the ebb tide are to discuss their intentions with the Harbour Master or Duty Pilot. Departures on the ebb tide, should they be approved, are to take place no earlier than 2hr prior to LW unless specific approval to do otherwise has been granted by the Harbour Master.

### 9.7. Maximum Draft Departures

Vessels sailing at the maximum draft for the current tide and berthed starboard side to must depart the berth no later than 2hrs prior to the predicted high water at Mermaid Shoal. Vessels berthed port side to under these circumstances must depart the berth no later than 2.5hrs prior to the predicted high water being cognisant of the rate of the flood stream coming from astern.

<table>
<thead>
<tr>
<th>WAYPOINT</th>
<th>LAT</th>
<th>LON</th>
<th>COURSE</th>
<th>XTD (nm)</th>
<th>RADIUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11°25.4192'S</td>
<td>130°25.1406'E</td>
<td>315°</td>
<td>0.1 / 0.05</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11°25.2813'S</td>
<td>130°24.9991'E</td>
<td>321°</td>
<td>0.2 / 0.1</td>
<td>0.25nm</td>
</tr>
<tr>
<td>3</td>
<td>11°23.5048'S</td>
<td>130°23.5654'E</td>
<td>334°</td>
<td>0.2 / 0.2</td>
<td>1.0nm</td>
</tr>
<tr>
<td>4</td>
<td>11°17.3610'S</td>
<td>130°20.5173'E</td>
<td>288°</td>
<td>0.2 / 0.2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>11°16.2728'S</td>
<td>130°17.1421'E</td>
<td>284°</td>
<td>0.2 / 0.2</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>11°15.6738'S</td>
<td>130°14.6438'E</td>
<td>261°</td>
<td>0.2 / 0.2</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>11°17.3200'S</td>
<td>130°03.5800'E</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 7. Aspley Strait – Recommended Outbound Route
9.8.  **Tidal Restrictions**  
Ships will generally stem the tide when berthing. Berthing with the tide astern, if approved, will require the use of additional tugs.

9.9.  **Dynamic Positioning Equipped Vessels**  
Dynamic positioning equipment is not to be used for the berthing or unberthing of vessels.

9.10. **Anchorages**  
Apsley Strait is well protected from prevailing wind and sea conditions from all directions. It affords safe anchorage in water depths ranging from 10-20m in St Asaph’s Bay at the northern end of the strait to depths of 20-30m north-north-west of Harris Is in the vicinity of the port. The bottom type is predominantly mud providing good holding ground.

Masters are reminded that strong tidal streams can be experienced in Apsley Strait, particularly on the ebb tide at springs. A vigilant watch is to be kept so as to ensure the vessel does not drag anchor.

9.11. **Outer Anchorages**  
The outer anchorages are those considered to be to the west of the entrance to Apsley Strait. There are no designated outer anchorage areas and as such, vessels are permitted to anchor where they deem it safe to do so. Masters should be aware that the depths surrounding Mesquite Shoal are suspect and as such it should be given a wide berth.

9.12. **Inner Anchorages**  
The inner anchorages described below are provided for the guidance of Masters. They are not within port limits and as such are not actively managed by the port. Masters are reminded that the final decision regarding the determination of a safe position to anchor remains their ultimate responsibility.

There are two inner anchorage areas within Apsley Strait; areas Alpha (A) and Bravo (B). The two Alpha anchorages are in the vicinity of the port to the immediate NNW of Harris Is. These anchorages are in 20 to 25m of water with stern swinging circles of 300 yards and a bottom type of mud. The Bravo anchorages are in the northern part of Apsley Strait (St Asaph Bay). These anchorages are in 15m of water with stern swinging circles of 400 yards and a bottom type of mud / gravel. All anchorages are in areas of ZOC B quality survey.

Anchorage positions are as follows:

- **A1:** 11°25.0639'S 130°24.3897'E
- **A2:** 11°24.7981'S 130°24.2148'E
- **B1:** 11°18.6650'S 130°21.9066'E
- **B2:** 11°18.3155'S 130°21.6126'E
- **B3:** 11°17.9639'S 130°21.3226'E

Masters choosing to anchor their vessels in positions other than those listed above are reminded to include ZOC / survey quality in their considerations.
10. Mooring Arrangements and Vessel Warping

10.1. Mooring

The Port Melville Facility utilises Head, Stern and Breasting Buoys along with fixed bollards on the floating pontoon structure. The size of the vessel and position alongside the wharf dictates which elements of the mooring system will be utilised. As a general rule, Handy-sized vessels will utilise the full mooring system whilst smaller vessels will secure to wharf bollards. Vessels are moored generally using two head and stern lines, two breast lines forward and aft and two spring lines forward and aft. On boarding the vessel, the Pilot will discuss with the Master the specific mooring plan for his/her vessel.

As mooring buoys are part of the mooring infrastructure, a line running boat must be in attendance for most vessels.

All larger (Handy-sized) vessels are to ensure they have a minimum of 220m of berthing hawser available for each line. This is particularly important for vessels required to warp whilst alongside.

10.2. Handling of Berthing Lines

All lines are to be lowered under control to line-running boats and the wharf. Lines are not to be heaved tight or made slack unless approval to do so has been given by the pilot.

10.3. Warping

Vessels loading woodchips at Port Melville do so via a fixed head loader thus are required to warp the vessel for hatch changes. Due to the very strong tidal streams, vessels must have a tug assisting with each warp. The Pilot will also assist the vessel’s Master by attending the vessel for each warp.

Due to the construction of the Pontoon and configuration of the mooring system, it is often necessary to drop and re-run breast lines from the wharf to breasting buoys or from buoys to the wharf. Head and Stern Lines and Fwd and Aft Springs will normally remain in place. The Pilot will discuss the sequence of shifting lines with the Master prior to commencing each warping operation.

The Port has developed an indicative mooring arrangement for vessels loading woodchips which is provided for information at Appendix B.
11. Work Permits

11.1. Request for Permit

In order to be able to perform certain work on ships whilst alongside or at anchor masters, owners or their agents must first apply for and obtain the necessary permits before work can proceed. Applications for approval by the Harbour Master or Port Manager must be submitted to portmelville@ntportandmarine.com a minimum of 24hrs prior to the intended commencement of the requested work. The Request for Work Permit form is at Appendix C.

11.2. Hot Work

Ships wishing to carry out repairs and any form of metal work, which includes performing hot work, must lodge an application in the process at para 11.1. Formal approval (or otherwise) will be provided via return email to the ship’s master and agent (should the agent have made the application on behalf of the ship).

11.3. Main Engine Immobilisation

Due to the strong tidal streams experienced in Apsley Strait, vessels are not permitted to immobilise their engines whilst alongside. Vessels are permitted to immobilise their engines whilst at anchor however Masters are cautioned to consider the strong tidal streams in the area, particularly at the Alpha anchorages.

Engine immobilisation is not permitted if the Cyclone Response Plan has been activated.

11.4. Boat Drills / Lifeboat Drills

Vessels are permitted to conduct boat drills / lifeboat drills whilst alongside or at anchor provided they notify and gain permission of the Harbour Master or Port Manager prior to doing so. Vessel Masters are reminded that they remain fully responsible for the safety of their crew and are to be mindful of the rate and direction of the tidal streams at the facility and in the strait prior to conducting drills.

Salt Water (Estuarine) Crocodiles inhabit the local area and may be in the immediate vicinity of ships alongside or at anchor.
12. Emergency Procedures

In any response to an emergency, the primary objective is always the protection of life. The following section provides guidance on initial response procedures in the event of an emergency occurring within the port.

12.1. Emergency Response Plans

It is the responsibility of port users, customers and organisations carrying out an operation or activity within the port to manage and develop their own emergency plan and procedures in accordance with relevant legislation, standards and codes and with reference to the Port Melville Emergency Response Plan where appropriate.

12.2. Emergency Contacts

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>PHONE No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital (Pirlangimpi Medical Clinic)</td>
<td>+61 (8) 8978 3953</td>
</tr>
<tr>
<td>Police (Pirlangimpi)</td>
<td>000 or +61 (8) 8978 3969</td>
</tr>
<tr>
<td>Fire</td>
<td>000 or +61 (8) 8978 3773 or 8978 3713</td>
</tr>
<tr>
<td>Ambulance</td>
<td>000</td>
</tr>
<tr>
<td>NT Emergency Services</td>
<td>+61 (8) 8922 3630 (After Hrs 131444)</td>
</tr>
<tr>
<td>Harbour Master</td>
<td>+61 (0) 447 482 045</td>
</tr>
<tr>
<td>Port Manager</td>
<td>+61 (0) 477 050 581</td>
</tr>
<tr>
<td>Port Emergency Management (UHF)</td>
<td>UHF Channel 2 (476.450MHz)</td>
</tr>
</tbody>
</table>

Table 8. Emergency Contacts

All emergencies should be reported to the Port Manager and Harbour Master who will activate the port emergency response plan by calling the appropriate emergency response service (Police, Fire or Ambulance) or initiating other assistance as required and providing support to the initial responders where appropriate and necessary.

Note: The medical centre at Pirlangimpi is operated by a full-time nurse and provides call-out from the facility. It is only equipped to provide immediate first-aid and stabilisation for serious injuries before Medevac as well as treatment and management of minor injuries.

12.3. Emergency Communications

In the event of an on-board emergency, Masters are to immediately cease all cargo / bunkering operations and initiate their on-board emergency response plans. The alarm is to be raised and the port notified via all of the following methods:

- Three prolonged blasts on the ship’s whistle at intervals of 30 seconds until communications is established with the port; and
- Contacting ‘Port Melville’ on VHF Channel 15 (Port Working and Emergency Calling Channel) detailing the type of emergency and assistance requested (if appropriate).

A secondary means of communications can be established via the Harbour Master and / or Port Manager utilising the contact details described in Table 8 above.
12.4. Fire
Sound the alarm and contact ‘Port Melville’ on VHF CH 15 and inform the port of the emergency. The port will initiate contact with emergency services and activate the port emergency response plan. In the event communications are unable to be established via VHF CH 15 then contact the Port Manager and Harbour Master via their contact numbers in Table 8 above.

Should the incident dictate, the Harbour Master, in consultation with relevant authorities, will determine if the vessel is to be removed from the berth for the safety of the port.

There are fire hydrants and hose reels located at strategic points along the pontoon wharf and a fire fighting trailer (foam) positioned on the wharf during fuel transfer operations.

12.5. Tropical Cyclone
Tropical Revolving Storms (TRS) or Tropical Cyclones are a very real threat in the tropical waters of northern Australia. Cyclone season is considered to be from 01 November to 30 April each year although Tropical Cyclones have been known to occur outside this period. Cyclones are categorised as follows:

- **Category One.** Sustained winds 34-47kts with gusts to 67kts
- **Category Two.** Sustained winds 48-63kts with gusts to 89kts
- **Category Three.** Sustained winds 64-85kts with gusts to 121kts
- **Category Four.** Sustained winds 86-107kts with gusts to 151kts
- **Category Five.** Sustained winds >107kts with gusts >151kts

12.5.1. Cyclone Response Plan
Response to and recovery from a cyclone or tropical revolving storm threat to Port Melville is based on the application of a six (6) stage process:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage One – Monitor (Cyclone Watch)</td>
<td>Tropical Low or Tropical Cyclone has formed within 800nm of the port</td>
</tr>
<tr>
<td>Stage Two – Prepare (Cyclone Warning)</td>
<td>System approaches or develops within 400nm of the port and the track has potential for impact with the port</td>
</tr>
<tr>
<td>Stage Three – Clear the Port</td>
<td>System approaches or develops within 300nm of the port and / or gale force winds are forecast within 24hrs</td>
</tr>
<tr>
<td>Stage Four – Close the Port</td>
<td>System approaches or develops within 200nm of the port and gale force winds are forecast within 12hrs</td>
</tr>
<tr>
<td>Stage Five – Port Assessment and Recovery</td>
<td>Port facilities are assessed for damage and any hazards to navigation or operations are removed</td>
</tr>
<tr>
<td>Stage Six – Re-open the Port (All Clear)</td>
<td>Cyclone or the threat of the cyclone has passed. Damage assessment is complete and all hazards are removed or mitigated against sufficiently to resume operations</td>
</tr>
</tbody>
</table>

Table 9. Cyclone Response Stages

12.5.2. Cyclone Response Actions
A summary of the actions required of the port and of port users as each stage is initiated are detailed below:
Port Procedures and Information for Shipping

Stage | Action
--- | ---
Stage One – Monitor (Cyclone Watch) | • The port cyclone plan will be initiated  
• The port will monitor movement and development  
• The port will promulgate warnings and advice to port users  
• There are no restrictions on vessel movements

Stage Two – Prepare (Cyclone Warning) | • The port will continue to promulgate warnings and advice to port users  
• All vessels within the port are to assume one hour readiness  
• There are no restrictions on vessel movements within the port  
• Vessels due to berth within the next 24hrs will be diverted until the ‘all clear’ has been given

Stage Three – Clear the Port | • The port will continue to promulgate warnings and advice to port users  
• The port and anchorages will be cleared of all vessels. All vessels are to be clear of Apsley Strait at least 12hrs prior to the forecast impact of the cyclone to ensure sufficient sea-room for cyclone avoidance

Stage Four – Close the Port | • The port will continue to promulgate advice and warnings to all port users  
• The port will be closed to all traffic and commercial operations

| Table 10. Cyclone Response Actions |

Port users are advised that there are no cyclone rated moorings installed at Port Melville. Masters are reminded that engine immobilisation will not be permitted if the cyclone response plan has been initiated.

12.6. Marine Pollution

The purpose of the Marine Pollution Act 2016 and associated Regulations is to protect the Northern Territory’s marine and coastal environment by minimising intentional and negligent discharges of ship-sourced pollutants into coastal waters. Discharges of oil, noxious liquids, sewage and garbage (MARPOL annexes I, II, IV and V) are addressed by this act and are prohibited within NT coastal waters.

12.7. Reporting

The NT Marine Pollution Act requires the master of a ship to report a discharge or probable discharge without delay. The report should be made directly to the Port Manager or Harbour Master via VHF CH 15 or the contact details in Table 8 with the following details:

- Date / Time of the Incident
- Location (Lat / Long / Physical Site)
- Name and contact details of person making the report
- Nature, extent and estimated quantity of the spill
- Type of substance spilled
• Source of the spill and if the source has been isolated
• Local weather, tide and sea conditions
• Whether a sample has been taken
• Any additional information that relates to the spill.

The Port Manager or Harbour Master will activate the port Oil Spill Contingency Plan if appropriate and initiate first strike incident response protocols.

12.8. Sewage

Due to the sensitive nature of the environment surrounding Port Melville, the discharge of any form of sewage (including via an IMO compliant sewage or waste water treatment system), grey water, drainage from medical premises (sickbay etc) and any other waste waters is prohibited.

12.9. Marine Incidents

Notifiable marine incidents that involve a vessel sea-side within the port are specified in the Transport Safety Investigation Act 2003 (s)18 and the Navigation Act 2012 (s)185, 186 and 312 and are as follows:

• the death of a person;
• serious injury to a person;
• the loss of a vessel;
• the loss of a person from the vessel;
• significant damage to a vessel; or
• loss of cargo of a vessel.

These incidents are to be notified to the Australian Maritime Safety Authority (AMSA) utilising the following forms:

• AMSA Form 18 Incident Alert
• AMSA Form 19 Incident Report

All notifiable marine incidents are to be reported to the Harbour Master and Port Manager who will follow them up to ensure the vessel has complied with the statutory reporting requirements.
13. Contact Information

13.1. Port Melville

Harbour Master / Operations Manager – Capt. David McDonald
P: +61 (8) 9320 7000 / 8930 6599
M: +61 (0) 447 482 045
E: david.mcdonald@ntportandmarine.com

Port Manager / Port Security Officer – Lindsay Whiting
P: +61 (8) 8930 6506
M: +61 (0) 477 050 581
E: lindsay.whiting@ntportandmarine.com

Deputy Port/Facility Security Officer – Steve Simpson
P: +61 (8) 9320 7000
M: +61 (0) 428 954 167
E: steve.simpson@ntportandmarine.com

Deputy Port/Facility Security Officer – Shelby Noble
P: +61 (8) 8930 6502
M: +61 (0) 477 090 074
E: shelby.noble@ntportandmarine.com

Australian Customs & Border Protection
P: +61 (8) 8946 9999
Info: 1300 363 263
Hot Line: 1800 061 800
F: +61 (8) 8946 9932
E: darwin.shipping@abf.gov.au

Australian Quarantine Inspection Services
P: +61 (8) 8999 2118
F: +61 (8) 8999 2053
E: quarantine@nt.gov.au

13.2. Shipping Agents

Wilhelmsen Ships Service Pty Ltd
A: PO Box 36169, Winnellie NT 0821
P: +61 (8) 8947 2882
ANL Container Line
A: Unit 305C, Level 1 19C, Kitchener Drive Darwin, NT 0800
   PO Box 4212, Darwin NT 0801
P: +61 (8) 8944 7600
M: +61 (0) 448 330 133
E: anldw@anl.com.au
Web: www.anl.com.au

Gulf Agency Company (Australia) Pty Ltd - GAC
A: Unit 3/9 Swan Crescent, Winnellie NT 0821
   PO Box 37803, Winnellie NT 0821
P: +61 (8) 8947 1725
F: +61 (8) 8984 4277
M: +61 (0) 420 961 405
E: shipping.darwin@gac.com
Web: www.gac.com

Inchcape Shipping Services Pty Ltd.
A: Unit 32, 16 Charlton Court, Woolner NT 0820
P: +61 (8) 8981 2901
F: +61 (8) 8941 1987
E: darwin@iss-shipping.com.au

Monson Offshore Pty Ltd
A: 870 Berrimah Road, Berrimah, NT, 0828
   PO Box 1743, Palmerston NT 0831
P: +61 (8) 8947 2570
F: +61 (8) 8947 2640
M: +61 (0) 419 517 780
E: darwin@monsonoffshore.com.au

Pacific Asia Express (PAE) Pty Ltd
A: 7/641 Stuart Hwy, Berrimah NT 0828
   PO Box 36754, Darwin, NT, 0801
Port Procedures and Information for Shipping

P: +61 (8) 8947 3318
F: +61 (8) 8947 1098
M: +61 (0) 421 211 824
E: darwin@pae.marianaship.com
Web: www.mellship.com

Palmerston Shipping & Logistics
A: PO Box 1320, Darwin, NT, 0810
P: +61 (8) 8932 2437
M: Andrew French +61 (0) 400 890 897
    Stuart French +61 (0) 417 440 403
E: andrew@psal.net.au
    stuart@psal.net.au
Web: www.palmerstonshipping.com.au

Swire Shipping
A: 1626 Coonawarra Road, Winnellie
    GPO Box 35807, Winnellie NT 0820
P: 1300 550 505
F: +61 (8) 8984 4845
E: ssadrw@swireshipping.com

North Australia Yacht Services
A: 5 Bleeser Street, Fannie Bay NT 0820
P: +61 (0) 404 315 107
E: support@northaustraliayachtsupport.com
W: www.northaustraliayachtsupport.com

W.A. Mercantile Services
A: 226 Rudder Gully Rd, Rudder Gully WA 6532
P: +61 (8) 9964 2122
F: +61 (8) 9921 4452
M: +61 (0) 407 089 545
E: agency@wamercantile.com.au
APPENDIX A – Port Melville Passage Plan

Port Melville Passage Plan
APPENDIX B – Woodchip Vessel Mooring Plan

Woodchip Vessel Mooring Plan
APPENDIX C – Permit to Work Request Form

Permit to Work Request Form
APPENDIX D – Evacuation Routes and Equipment Location Diagram