

OPERATIONS GUIDELINES



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1. INTRODUCTION

These Operations Guidelines apply to all coal handled by Port Kembla Coal Terminal (PKCT) on behalf of Southern and Western NSW coal producers and other coal producers utilising the coal handling facilities at Port Kembla.

The operation of PKCT is subject to the provisions of the Consent Conditions outlined in the Port Kembla Coal Terminal Operations Approval by the Minister for Planning, dated 12 June 2009.

The Facility receives coal by road and rail. The road delivery requirements are prescribed in the Consent Conditions. The Customer shall provide particulars of the mine from which coal has been mined, the amount of coal that has been delivered to the Facility, the route taken, and both transport provider and Customer compliance with the Consent Conditions and Drivers' Code of Conduct.

The road receival facilities comprise a dump grid arrangement divided into three zones with a total bin holding capacity of 3,000 tonnes and a nominal discharge rate of 3,700 tonnes per hour through a plough feeder system.

The rail receival system includes a balloon rail loop to allow trains with modern bottom dump rail wagons to dump their loads of coal while moving. The system has a bin holding capacity of 350 tonnes and a nominal discharge rate of 3,700 tonnes per hour through a vibratory feeder system.

Cargo assembly is performed by the operation of three track mounted stackers each with a nominal yard delivery capacity of 3,700 tonnes per hour.

Shiploading operations at the Coal Berth (Berth 102) are serviced by a bucket wheel reclaimer and two shiploaders. This system has a nominal loading capacity of 6,000 tonnes per hour by utilising one reclaimer and one shiploader at any time.

Vessel movements are controlled by the Port Authority (PA).

All parties will be bound by any Acts and regulations issued by any relevant authority and by these Operations Guidelines and the Conditions of Use issued by the operators of PKCT.

Defined terms used in these Operations Guidelines have the meaning assigned to them in the Conditions of Use.

2. DEFINITIONS

TERM	DEFINITION
ACS	means Australian Customs Service;
Advice	means written advice such as letter, fax or e-mail;
AMSA	means the Australian Maritime Safety Authority (Issues Navigation Regulations);
AQIS	means Australian Quarantine and Inspection Service;
Application for Berth	Refer to the Conditions of Use;
Conditions of Use	means the PKCT's Conditions of Use version 1.0 as amended and updated from time to time;
Consent Conditions	means the PKCT Approval by the New South Wales Minister for Planning, dated 12 June 2009;

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Customer	means the entity selling coal, coke or other bulk products and except where the context requires otherwise, the person who has completed and submitted an Application for Hire of Facility form as detailed in Appendix 1 of the Conditions of Use ;
Customer Interface	a web site that links to the site database (SQL) system (https://portal.pkct.com.au) that captures information about operations at PKCT;
Daylight/Darkness	Daylight is the period from 15 minutes prior to sunrise to 15 minutes after sunset. Sunrise and sunset shall be the times as published for Port Kembla by PA;
Departure Time	means the time recorded to Harbour Control as being last line "let go";
DOC	means the Document of Compliance (RightShip);
Driver's Code of Conduct	has the meaning given in the PKCT Consent Conditions Approval by the New South Wales Minister for Planning, dated 12 June 2009
DWT	means Dead Weight Tonnes;
EDD	means Enhanced Due Diligence ship vetting process;
EDN	means Australian Customs Service Export Declaration Number;
ETA	for a vessel means the estimated Vessel Time of Arrival for that vessel and voyage;
Facility	means the coal handling terminal and ship loading facilities at Port Kembla Road, Inner Harbour, Wollongong, comprising the receival, handling, stockpiling, reclaiming and ship loading facilities constructed on the areas of land occupied by the Operator at Port Kembla Coal Terminal;
Gross Loading Rate (GLR)	means the average loading for the vessel excluding vessel delays;
IMO	means the International Maritime Organisation;
Length of Vessel	means the vessel's overall length as stated in the Builders Certificate or in Lloyds Register;
Master	means the Ship's Captain;
Marine Orders	means the Commonwealth of Australia Navigation (Orders) Regulations as issued by AMSA;
Marine Surveyor	means marine experts who advise on issues such as load plan optimisation and deballasting strategies for vessels;
Notified Arrival	means the Vessel Time of Arrival being the date and hour recorded by the PA signal station when the vessel is five (5) nautical miles from Port Kembla ;
Operator	means Port Kembla Coal Terminal Proprietary Limited , its servants, agents, employees or other persons authorised to conduct the business or operations of the Facility or any part thereof;
PKLAT	means Port Kembla Lowest Astronomical Tide;
PA	means the Port Authority of NSW - Kembla Port ;
PA Port Information Guide	means the document available at https://www.portauthoritynsw.com.au/ ;
PSC	means Port State Control;
QPAR	means Quarantine Pre-Arrival Report;
Remnant	means coal within the Facility that is leftover after the loading of a vessel or not allocated to any movement or any vessel for loading;
Ship's Agent	means the person or company to whom the vessel is consigned by the ship's operators or owners;
Turn of Arrival	means the sequence of vessels based on their estimated or actual time and date of Notified Arrival;
VTS	means the Port Authority Vessel Traffic Service;

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3. PKCT CONDITIONS OF USE

The requirements for the hire and use of the Facility are governed by PKCT's Conditions of Use. For the hire of the Facility and when shiploading is in progress, PKCT will deal with the Customer. A person having a role in a vessel movement or loading is entitled to request information that impacts on that role. No vessel will be brought in to the Facility unless a duly signed Application for Berth has been received by PKCT.

4. COAL EXPORT REQUIREMENTS

The export of all coal through the Port is authorised by the Customer acquiring and reporting an EDN through registration into the Australian Customs Service Integrated Cargo System. It is the responsibility of the Customer to obtain this clearance for each coal shipment.

It is the responsibility of the Ship's Agent to report the EDN to the Australian Customs Service prior to the vessel's departure.

5. COAL TO MEET AGREED SPECIFICATION

As outlined in PKCT's Conditions of Use (Appendix 2 – Cargo Specifications), all Cargo delivered must conform to the requirements of the IMSBC Code (nominally 6–10% total moisture) bulk materials with free flowing properties. It must also be free of excessive moisture, impurities, oversize material and contaminants which may damage PKCT's plant and equipment or prevent or delay the unloading of rail or road receivals.

6. TONNES FORECAST

To allow for the efficient planning of operations, Customers will supply PKCT with the following details:

- a) At the beginning of each month, exports for the next three months in individual consignment lots, including expected Laycan dates;
- b) Routine shipping forecasts shall be provided in monthly rests; and
- c) 5 year export forecasts shall be provided to PKCT annually.

7. CUSTOMER RELATIONS

PKCT will typically host a weekly meeting for all current Customers. The purpose of the meeting is to review the proposed road and rail programs, the related shipping program and associated relevant maintenance activities at PKCT.

8. FINES DISPOSAL PROCESS

PKCT produces approximately 1-2,000tpa of Spillage Coal.

Nominally undertaken twice per year, interested Customers are issued an Expression of Interest (EOI) to purchase this coal for blending with other product coal.

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PKCT may at its discretion apply a Special Handling surcharge to cover the terms and conditions for the transfer of the Spillage Coal.

PKCT may, at its discretion, use a standard methodology to prepare the Spillage Coal for transfer and blending:

- The Customer nominates a suitable vessel for the Spillage Coal;
- The Customer shall subsequently arrange to stack up over this coal; and
- PKCT will issue invoices for the Special Handling (see Conditions of Use).

9. INBOUND LOGISTICS

PKCT will nominate when stockpile space is available and the earliest date at which cargo assembly may commence.

Customers that have the ability to deliver coal by either rail or road transport must nominate the delivery mode before stockpile space is allocated. Changes to the transport mode during delivery is discouraged. Should changes be necessary, these will be accepted providing that deliveries by other Customers are not affected.

9.1 Inbound – Trains

All trains received at PKCT shall carry a single coal type only.

The Customers shall be responsible for ensuring the train has a unique identifier, e.g. unit number, and that the Electronic Confirmation of Despatch process has been completed on the Customer Interface, which clearly identifies the coal type being transported.

Each train Electronic Confirmation of Despatch must include the coal type as per the agreed code, source of the coal, name of the vessel and destination. Should it be necessary to change the coal type from the agreed programme, then the rail provider and PKCT are to be advised by a telephone communication that is subsequently confirmed in the Customer Interface.

Should the delivery sequence of coal types and/or trains vary from the agreed programme, the rail provider is to immediately advise both the Customer and PKCT of this change.

9.1.1 Non-Standard Trains

With advance notice, PKCT will work with Customers to discharge non-standard trains. PKCT will manage any non-standard trains to minimise disruptions to other Customers. Special Handling Charges may apply to non-standard trains.

9.2 Inbound – Trucks

All trucks received at PKCT shall carry a single coal type only.

Should it be necessary to change the coal type from the agreed programme, then the Customer should advise PKCT by a telephone communication that is subsequently confirmed in the Customer Interface.

Should the delivery sequence of coal types and/or trucks vary from the agreed programme, the Customer is to immediately advise PKCT by telephone, and confirm the change in the Customer Interface.

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9.3 Sampling

Sampling requirements are set in the Customer Interface by the Customer per coal type.

Both samplers are automatic.

The shipper notifies PKCT of the appointed superintending company to operate the sample stations during inloading/shipping. It is the responsibility of the Customer or shipper when engaging third parties to carry out sampling and quality determination activities to ensure that those third parties comply with all relevant laws and with all lawful requests and directions of the Operator.

Without affecting any right or remedy of PKCT, PKCT has the right to require information concerning any appointed superintending company, its safety procedures and the relevant qualifications of its personnel. PKCT may exclude from the Facility any company or personnel that in the opinion of PKCT fails to meet standards of skills, quality or safety required by PKCT, but no conduct of PKCT affects the obligations of the Customer or shipper in this paragraph.

PKCT requires superintending company personnel to be inducted and trained in advance of operating the plant and collecting samples. PKCT also requires vehicles and equipment to pass PKCT standards to be used onsite.

Samples of the Cargo while within the Facility will be taken in the manner as agreed by the Operator and the Customer.

Superintending company personnel must operate and maintain the Facility's sampling equipment properly and with care, and must leave it in a clean and tidy condition.

PKCT does not have any onsite laboratory and as such coal samples are transported offsite for analysis.

9.3.1 Inbound Sampling

PKCT has a single inloading sample station on the rail system only. No sampling is undertaken on the road system.

- a) The inbound sample stations can take either a physical sample or a chemical sample per train with the chemical sample being the default; and
- b) When the sample station is not available, PKCT has no contingency plan to provide manual sampling for the train. Communication with the Customer would follow in relation to the next steps.

9.3.2 Outbound Sampling

- a) The Customer shall ensure that the superintending company is onsite for commencement of loading;
- b) Ship loading will halt if 1,000t is loaded without a sample cut being taken. PKCT will seek to resolve the issue in consultation with the superintending company before loading resumes;
- c) The superintending company is permitted, subject to the terms of these Operating Guidelines, to configure the plant to meet the contractual sampling requirements such as setting the cut sizes and frequency; and
- d) When sampling in Backup, the Customer shall ensure that the superintending company remains onsite to ensure adequate sample mass. If adequate sample mass is not achieved then the superintending company shall notify the PKCT shift Supervisor to stop operations. Options to remedy the situation will be discussed between the Customer, their superintending representatives and PKCT.

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10. STOCKYARD

PKCT shall undertake a stockyard management system which in its judgement provides the most efficient assembly of Cargo for vessels following consideration of in-loading rates of all Customers and vessel Turn of Arrival. The stockpile management system may be revised from time to time to further optimise PKCT's coal throughput.

Coal residency will be assessed on an as needs basis, having regard to matters including the predisposition of coal to self-heating and combusting. If spontaneous combustion appears, then PKCT will put actions in place to mitigate. This treatment may include the use of earthmoving equipment, isolation of stockyard and the addition of substantial volumes of water.

Stockpile allocations will be made strictly on the basis of vessel Turn of Arrival. Whenever PKCT receives a request for forward stockpiling, PKCT may (but is not obliged to) ask for comments from Customers that PKCT considers would be affected. The sole opinion and decision of PKCT concerning any forward stockpiling request is always final.

Subject to the Conditions of Use, PKCT will nominate when stockpile space is available and the earliest date at which cargo assembly may commence.

10.1 Remnant Management

To achieve optimum stockyard utilization, Remnant will be minimised. Prior to shiploading, the Customer will advise PKCT of the proposed allocation of Remnant. PKCT will encourage trading or swapping of Remnant between Customers. PKCT may but is not obliged to consider, Customer requests to defer the relocation of Remnant. PKCT will decide such requests in its discretion subject to stockpile utilisation and other supply chain management considerations.

Charges apply to the relocation or storage of Remnant as laid out in the Condition of Use.

11. PLANNING AND LOGISTICS

11.1 Product Nomination

Customers seeking to introduce coal of any different specification must consult with PKCT prior to delivering (refer to Conditions of Use section entitled 'Availability of Facility').

The physical characteristics of coal that is moved through PKCT can impact the operation of the Facility.

A change in the characteristics of the typical product may be brought about by increasing the ratio of unwashed coal, a change in material sizing or preparation, or introducing beneficiated material such as tailings or recovered coal fines.

Products that are completely new to PKCT shall be put forward for approval. Refer to **Appendix 2** of the **Conditions of Use**.

PKCT will provide feedback on the handling performance and appropriate dust management parameters of a new product to the Customer.

Coal types delivered to PKCT that have not been granted formal approval may be declined the authority to unload.

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11.2 Coal to Meet Agreed Specification

Should coal presented for unloading not comply with the Cargo Specifications (refer to **Appendix 2 – Cargo Specification of PKCT’s Conditions of Use**) then:

- a) PKCT may impose additional charges consistent with the Conditions of Use; and
- b) PKCT may reject the problem train or truck deliveries (or a relevant part of its load) if attempting to handle it would in PKCT's opinion incur material delays or breach health and safety or environmental standards.

11.3 Vessel Suitability

Refer to clause 6 of the Conditions of Use (Shiploading).

PKCT may determine in its sole discretion the suitability of a vessel to load at the Facility. PKCT will require information including but not limited to the following:

- a) The vessel’s size, maximum length and beam of the vessel;
- b) The vessel’s ability to receive coal at the appropriate loading rate;
- c) The vessel’s deballasting capability;
- d) The vessel’s type and arrangement of deck equipment;
- e) The vessel’s gangway is certified capable of rotating sufficiently to land the gangway onto PKCT’s wharf;
- f) Previous loading performance of the vessel at PKCT or any other similar bulk terminal;
- g) The requirements stipulated by PA, AMSA, IMO or any other relevant authority;
- h) Access to ship and hatches with consideration to personal safety and safe operations; and
- i) Any other vessel suitability requirements that PKCT may reasonably determine.

PKCT maintains an “Unsuitable Vessels List” for vessels found to be substandard, poorly maintained, unsuitable in setup and/or loading performance.

11.4 Vessel Vetting and Shipment Nomination

A vessel must be nominated at least fourteen (14) days prior to its arrival. Vessels nominated less than fourteen days prior to arrival may not gain berthing priority until the 14-day notification period has elapsed, if other properly nominated vessels are awaiting the berth.

Vessel nominations shall be submitted via the Customer Interface. PKCT will accept or reject a vessel in its sole discretion and communicate its acceptance or rejection via the Customer Interface.

RightShip will be used to vet the vessels.

No vessels with a RightShip safety score rating of **2 stars or below** will be accepted.

Enhanced Due Diligence (EDD) processes will apply if the following criteria are not met:

- Safety score is 3 stars or above;
- Document of Compliance (DOC) subscore is 4 stars or above; and
- Vessel age is no older than 13 years.

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Further checks in RightShip will be undertaken should the nominated vessel not meet any of the above criteria. These checks include:

- PSC records, particularly if none have been recorded within the last 9 months;
- Any open and/or detainable deficiencies; and
- Similar ratings with the associated fleet.

PKCT may in its sole discretion request an additional RightShip Vet to verify the suitability of any vessel.

Based on the RightShip Vet, further EDD may be required. Types of EDD include:

- Terminal Vessel Arrival Questionnaire (TVAQ); and
- Physical inspection.

If any deficiencies are noted during a vessel inspection, the vessel owner is required to advise within 24 hours whether these deficiencies will be rectified before the vessel can be accepted.

If PKCT requests further details concerning any nominated vessel, the requested information shall be provided by return e-mail.

No conduct, communication or forbearance by PKCT or its officers, employees or representatives will affect PKCT's discretions, rights or remedies in connection with nominated, booked, arriving or arrived vessels whatever the circumstances.

PKCT may withhold, suspend or terminate the provision of services and may require the removal of any vessel from the Facility if a vessel, vessel owner, charterer, manager or person directly or indirectly controlling any of them is subject to or under investigation with respect to breach of, any economic, trade or political sanctions and shall not be responsible to a Customer or affected person for any costs or consequences of such action.

11.5 Vessel Arrival

A vessel is deemed to have 'arrived' when it notifies the Port Kembla Harbour (VTS) that it has crossed the "5 Mile Reporting Arc", as defined in the PA Port Information Guide. All vessels shall enter this area to report their arrival, whether they intend to anchor within this area or not.

Vessel Masters are required to advise the Ship's Agent and PKCT of their ETA at least 14 days, 7 days, 48 hours and 24 hours before the vessel arrives. In addition, where a vessel is within 7 days of arrival, Masters are required to notify the Ship's Agent and PKCT of a revised ETA if it varies from any previous advice. The Ship's Agent will at all times promptly advise by e-mail to the Customer and/or their representative and confirm with PKCT any changes to a vessel ETA. The Customer will update the Customer Interface on the basis of the information provided.

11.6 Vessel Substitution

Any substituted vessel is subject to the full vetting and nomination process.

A vessel substitution, if approved, will be scheduled in the stem no earlier than the nominal ETA for the vessel it substitutes.

11.7 Pre-Loaded Vessels

PKCT's preference is to be the first load port due to the potential berthing pocket constraints and resultant warping that may be required.

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11.8 Vessel Load Rate

PKCT can ordinarily load vessels up to 6,000 tonnes per hour.

11.9 Stockpile Balance Adjustment

At the conclusion of each vessel loading, a stockpile adjustment or transfer may be undertaken in consultation with the customer. These details are captured within the Customer Interface.

12. NAVIGATION CODE

Port navigation and ship movement control is under the control of PA's Marine Operations Section. Refer to the PA's Harbour Guidelines for navigation details for the Port and approaches to the Port at <https://www.portauthoritiesnsw.com.au/port-kembla/>.

The Ship's Agent shall arrange the time of entry, harbour movement or departure with PA's Ship Scheduling Officer or Signal Station as appropriate, except for vessel movements which will be arranged by the party requesting the vessel movement. The Ship's Agent shall ensure that the vessel's Master is advised of the approved time of movement.

13. ENTRY AND DEPARTURE CONDITIONS

Guidelines for vessel movements within the Port are detailed in PA's Port Information Guide. The information in these guidelines should be confirmed with PA VTS (Vessel Traffic Service) by the vessel's Master prior to entry.

14. SHIPLOADING

A vessel shall not be berthed unless the total consignment is available at PKCT or, in the opinion of PKCT, 80% of the consignment will be available prior to commencement of loading and the remaining 20% can be delivered during the course of loading and will not cause delays to loading through lack of coal.

A vessel cannot seek berthing priority until it is ready in all respects to begin loading. A vessel will not be denied berthing priority if no other vessel is awaiting the berth, provided it complies with PKCT's Conditions of Use and Operations Guidelines as advised by PKCT through the Ship's Agent.

A vessel shall not be berthed unless the Authority to Load (ATL) has been approved in the Customer Interface. Additionally, a vessel shall not be berthed unless the duly completed Application for Berth has been signed and submitted 24 hours prior to arrival and the Application for Berth has been approved by PKCT in the Customer Interface.

A vessel shall not be permitted to remain at a loading berth if suitable coal is not available for loading and another coal cargo is at the Facility with a vessel that is waiting and is able and ready to load at the Facility. The removal of the first vessel from the loading berth will be executed at the discretion of PKCT. The cost of shifting is payable by the Customer.

Vessels at the Coal Berth (Berth 102) shall load to sail on the first available high tide within the cargo quantity range the Customer has supplied on the Customer Interface for that vessel. Vessels may, strictly only by consent of PKCT to be given or withheld in PKCT's sole discretion, be allowed to delay sailing in order to load additional Cargo and wait over the first available high tide. No other vessel must be delayed in berthing.

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Where PKCT has been advised by PA that the high tide is not coming up to prediction, or there is an imminent high swell event, PKCT may instruct the vessel's Ship Agent and Master to reduce the sailing draft by a maximum of 20cm, to maximise the opportunity of the vessel sailing on the next high tide.

The Master is responsible at all times for the trim, stability, draft, under keel clearance, seaworthiness and safe and lawful loading of the vessel including in accordance with Marine Orders Part 34 Solid Bulk Cargoes (MO34) and the Code of Practice for the Safe Loading and Unloading of Bulk Carriers (BLU Code).

The Master shall provide a proper and safe means of access to and from the vessel at all times as per the requirement of Marine Order 32—Cargo handling equipment.

At all times during the loading of a vessel, PKCT will ensure that loading operations are carried out in accordance with the Master's instructions.

Customers are to have an accredited representative available at all times while shiploading is in progress, to deal with any matters which may arise.

If a vessel is to load a Cargo comprising a blend of various stockpiles, the 'stack-reclaim' sequence will be determined in advance by the Customer and PKCT.

In the event of more than one type of coal being loaded into the same hold (hatch), or more than one coal type being loaded into a vessel, belt weighers will be used to calculate individual tonnages.

PKCT and PA's Duty Harbour Master must be advised prior to berthing if a vessel is required to clean holds or carry out repairs, crew change, provedoring or other activity that will delay loading and/or sailing (see the Conditions of Use clause 6.3). This notice should be given in writing prior to the vessel's arrival and as early as possible by the Ship's Agent. Acceptance of the vessel to berth and load will be subject to agreement that all activity can be completed within the normal course of loading and, if the berth is required, the vessel will be moved off berth at the Customer's cost.

If a vessel has not completed loading, but has to leave the loading berth for any reason and wishes to resume loading at a later time, the vessel's turn to recommence loading will be determined by PKCT in consultation with Customers. PKCT's decision will be final.

There should be a maximum of two draft surveys requiring a cessation of shiploading, but subject always to Master's instructions.

All vessels shall load on a continuous basis in accordance with port operating hours, current operating rates and conditions and these Operations Guidelines.

PKCT reserves the right to move vessels at PKCT's discretion to and from the Coal Berth (Berth 102) and any other berth. Costs of these movements will be borne by the Customer as follows:

- a) Vessels which have completed loading but are delayed sailing due to port restrictions may be moved to another berth to wait for a sailing opportunity;
- b) Vessels which are restricted by Daylight entry may be placed on a tie-up berth if they are the next vessel to berth and the vessel at the berth will sail during the night. The vessel can then be moved to the Coal Berth during Darkness without restriction and commence loading; and
- c) Ballast is to be discharged at a rate which prevents disruption to loading, final trimming and completion. Vessels that are not able to comply with this condition, and are not able to reduce ballast to levels necessary to comply prior to entering the Port and berthing, may be required to tie-up at a suitable vacant berth in the Port or at anchorage to remove ballast prior to moving to PKCT for loading.

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14.1 Vessel Acceptance

The maximum dimensions of vessels that can be accepted at the Port are under constant review by PA. A check for navigation purposes must be made with PA on the acceptability of any large vessels of length equal to or greater than 300 metres.

PKCT accepts and loads vessels at Coal Berth (Berth 102).

PKCT loads vessels up to and including Cape size.

Vessels larger than Cape size will be considered by PKCT and PA on a 'one off basis'.

Vessels using PKCT for the first time may be required to submit vessel zig-zag diagrams, pilot card and vessel dimensions to enable the Harbour Master to evaluate the vessel's suitability.

PKCT reserves the right to reject any vessel unsuitable for loading. Should any vessel be rejected, the Customer will be advised in writing.

AMSA reserves the right to inspect all vessels using the Port to ensure they maintain the necessary safety standards.

As a condition of the acceptance of any vessel to the PKCT berth, the Customer and the owner of the vessel warrant that:

- a) the vessel is seaworthy, properly manned, well equipped and maintained; and
- b) all information provided to PKCT in connection with the vessel is accurate, complete and up to date.

14.2 Vessel Berth Allocation

Vessels shall generally be berthed and loaded on a Turn of Arrival basis providing that the vessel has conformed in all respects with these Operations Guidelines.

PKCT reserves the right to determine 'side to' for berthing. However; normally berthing shall be 'Port side to'.

14.3 Safety and Access to and from Vessels

The following safety requirements apply to all crew members, Ship's Agents and visitors to vessels berthed at PKCT.

On berthing, the vessel's Master or delegate shall review with PKCT's representative any safety or environmental hazards, complete relevant check sheets and address any concerns raised. The vessel's Master shall be responsible for maintaining safe gangway access at all times, including netting. If a gangway brow is to be used, the gangway brow shall be secured/lashed to the base of the gangway. Gangway arrangements shall be monitored and adjusted as necessary with considerations to include tidal movements.

If a vessel arrives at berth and is not able to land the gangway and there is no safety chain/preventer facility as specified above, a gangway brow will only be supplied for the vessel's use, upon written request from the vessel's Master. This request shall include a declaration that the vessel's gangway and associated winching mechanism is structurally adequate to support the gangway brow, the people using the gangway and any other loads imparted through its use while at PKCT's berth. PKCT will give consideration to the request and may require access to evidence documentation (e.g. inspection certificates). If authorised, a gangway brow will be supplied.

All vessels loading at PKCT must ensure that a non-smoking area on the vessel is supplied to the PKCT representative to allow their duties to be performed in a smoke free environment as required by the NSW state legislation, Work Health and Safety Act 2011 (NSW).

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Activities which may result in foreign material or contaminated water entering harbour waters are not permitted. While at berth, the ship deck shall be kept clean and any contaminants physically collected and kept segregated to avoid the contamination of rain water. Deck drain scuppers shall be kept in place and under no circumstances are wash down activities to be undertaken to prevent contaminated discharge into harbour waters. The vessel's Master will be held liable for consequent pollution and associated clean-up costs.

Crew members and visitors must ensure that they have approved access permissions from the Ship's Agent before they can leave or board a vessel at the berth.

Access for crew members or visitors from or to a vessel at the berth is by way of the marked designated walkway only.

Crew members or visitors to a vessel at the berth are not required to wear safety footwear, safety hat, safety glasses and high visibility reflective clothing when walking along the designated walkway from or to the taxi pick-up point or car park.

Crew members or visitors to a vessel are not permitted to go near, touch or climb on or under any piece of equipment or structure, shiploader or conveyor.

Should crew members or visitors to the vessel be required to access any other areas of the wharf (e.g. to conduct a draft check) or the PKCT site, they are required to wear safety footwear, safety hat, safety glasses and high visibility reflective clothing.

Crew members or visitors to the vessel at the berth can only leave or enter the site by taxi or other approved means of transport (such as Ship Agent's vehicle or Mission to Seafarers' bus). The use of bicycles or walking to and from the wharf or around the site is not allowed.

With respect to geared vessels, the vessel's gear shall be positioned and secured to prevent uncontrolled movement and, where practical, locked out to ensure safe operation of the shiploaders. Hatch covers shall be locked.

14.4 Mooring Operations

While the vessel is berthed:

- Crew members must tension the lines appropriately and set the brake on the winding drum;
- Crew members must avoid stepping over mooring lines or being in the snap-back;
- Crew members must attend to the ropes on the vessel at least every hour ensuring the correct tension on the line;
- Shipboard winches and brakes must be in good condition and set correctly;
- Winches must be in brake mode. Auto tensioning is prohibited;
- The vessel must report any snapped or slipped mooring lines to the vessel agent and to PKCT's Terminal Representative;
- The Terminal Representative may request line(s) be temporarily slackened to facilitate personnel access on the berth or movement of a shiploader to its maintenance position; and
- Mooring lines must not obstruct loading operations, shiploader maintenance or another vessel's lines. Mooring lines are only to be secured to the quick release hooks unless authorised by the Terminal Representative.

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14.5 Vessel Loading

Details of PKCT's loading facilities are shown in [Appendix 1](#). The Facility's ship loading facilities are available for loading operations every day except Christmas Day (0600HRS Christmas Day – 0600HRS Boxing Day).

14.5.1 Vessel sign-up

Immediately after the vessel provides safe access, a Terminal Representative will meet with the Master of the Vessel or their representative to establish liaison, confirm the coal loading plan, complete the Ship/Shore Safety Checklist and discuss critical safety requirements.

A mobile phone will be provided to the vessel for the duration of loading for Operational and Maritime security purposes. The Vessel Representative shall confirm (via signature) that they assume liability for the devices should they be damaged or lost whilst on the vessel.

PKCT expects to commence loading no more than forty (40) minutes after the coal loading plan has been confirmed between the vessel and Terminal Representative.

14.6 GLR Guidelines to be adopted for all vessels

Vessel	Hatches	DWT	GLR
Handy	5	20,000 - 55,000	> 2,000 tonnes per hour
Panamax	7	55,001 - 95,000	> 3,000 tonnes per hour
Cape	9	95,001 - 190,000	> 3,000 tonnes per hour

To meet the above GLRs, the total deballast time that a vessel requires should be less than the total time taken to load.

To support the above GLRs, the following additional guidelines are required:

- The Customer, at their cost, will engage a Marine Surveyor to attend the loading of each vessel and to provide assistance to the Master during the loading pass immediately prior to the interim draft survey through to the completion of the loading of the vessel;
- The interim draft survey should be less than 20 minutes; and
- The vessel should be ready to sail no later than one hour from last coal on board.

14.7 Provedoring and Ship Services

The Ship's Agent is responsible for ensuring that all providers of services or goods to any vessel berthed at PKCT are properly inducted into PKCT's safety and security requirements; the appropriate access notifications and permits are completed; and that the appropriate Personal Protective Equipment is worn while at the Facility.

In the event that the Master of the vessel arranges directly with the supplier for delivery of goods or services to the vessel berthed at the Facility it is the Master's responsibility to ensure that all PKCT's safety, security and access requirements are met. Failure to meet PKCT's requirements could result in the supplier of the goods or services being denied access to the site.

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The Master shall ensure that provedoring activities do not interfere with loading operations and must not be scheduled to delay the vessel's departure. PKCT may provide labour and equipment (e.g. forklift and a lifting basket) to unload provisions from delivery vehicles given prior notification. An hourly charge will be incurred as per **Appendix 3** of the **Conditions of Use**. Any damage incurred to PKCT property as a result of handling vessel provisions will be recovered from the vessel.

Bunkering activities can occur either via tankers or pipe line. Notification to the Ship's Agent and PKCT prior to berthing is required to ensure that all interactions can be safely managed.

14.8 Ballast Water

No ballast water can be discharged in Australian ports or waters without written permission from AQIS.

Australia's mandatory ballast water management requirements are consistent with the IMO Guidelines for preventing the risk of harmful aquatic species being discharged during de-ballasting operations.

Masters of vessels must notify AQIS regarding management of ballast water by completing a Quarantine Pre-Arrival Report for Vessels (Pratique) form (QPAR). This form must be sent to the Ship's Agent between 12 and 48 hours prior to arrival at the first Australian port of call.

Ballast water, whether held in ballast tanks or ship holds, shall be free of contaminants prior to arrival at PKCT's berth. This shall be done through ballast water exchange, adequate hold cleaning or by other means. The discharge of contaminated ballast water into harbour water shall not be permitted.

Any discharge of ballast water above the harbour water level shall be managed by the Master to prevent discharge onto wharf structures, or potentially on floating craft or personnel below. This may be done by fitting a cover over the discharge point, by controlling the rate of discharge or by other means. The ship master shall cooperate with PKCT's representative to ensure de-ballasting assists in efficient ship loading.

14.9 Air Drafts

Air drafts are the maximum permissible distances to top of hatch covers. For vessels berthing at PKCT, they are:

- Coal Berth (Berth 102)
22.4m above LAT

The air draft(s) noted above must not be exceeded during any stage of the loading. Should the air draft exceed the noted figure, loading will stop and not resume until the vessel has corrected the condition.

14.10 Adverse Weather

PKCT has design limitations with regard to operating during adverse weather conditions.

PKCT may elect at its discretion to cease loading to avoid personal injury, equipment damage or excessive product spillage during adverse weather.

The Master may elect to close the cargo hatches during extreme rainfall events to prevent water build up in the hold. PKCT will record the non-loading delays.

It is the responsibility of Customers to inform PKCT if a Cargo may be approaching its Transportable Moisture Limit (TML) or about any relevant requirements of their Moisture Management Plan they require PKCT to enact.

If PKCT has a reasonable doubt that wet coal is unsafe to load, ship loading will be halted whilst PKCT consults with the Customer.

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14.11 Maritime Security

The Australian Maritime Transport Security Act 2003 is consistent with the IMO's requirement for safety and security of all engaged in maritime trade. PKCT adheres to these requirements, and requires that all vessels visiting the Facility comply with the international safety and security conditions as defined in the International Ship and Port Facility Security (ISPS) Code.

As required by the above Act, upon berthing at the Facility, the vessel's security officer or the Master must, in consultation with the Terminal Representative, compare security documents and complete the relevant check sheets before arrangements for loading can be discussed.

No crew member may leave the vessel or visitor board the vessel until all security, Australian Customs and quarantine requirements have been completed.

15. STOWAGE

The Customer shall obtain from the vessel's Master, via the Ship's Agent and upload to the Customer Interface, the stowage plan, loading plan (loading sequence) and the vessel's de-ballasting plan at least seven (7) days prior to the vessel's ETA.

Finalised loading advice including hatch sequence is to be submitted to PKCT on the Customer Interface at least 24 hours prior to the vessel berthing.

The maximum allowable hatch passes is one full hatch pour (single pour) followed by two pours per remaining hatches in addition to two final trim passes. Trim passes will not load less than 150 tonnes per hold.

Trim pour maximum on submitted hatch plans will not exceed 750t per hatch for Handy and Panamax vessels, or 1,000t per hatch for Cape sized vessels.

The Customer will engage a Marine Surveyor to review the stowage plan to ensure the optimised 'Cargo Stowage Plan' is developed.

If the loading plan (sequence) as initially advised is not suitable, PKCT will advise the Customer at least two days prior to ETA. The Customer shall forward, via the Ship's Agent, requested changes to the Master. Stowage and loading plans must be finalised at least 24 hours prior to the berthing of the vessel.

The vessel's de-ballasting plan shall show the total time, in hours, to complete de-ballasting.

15.1 Loading in Parcels

As far as is practicable, and subject to the IMO Loading Code, vessels nominated to load more than one parcel must complete each parcel before starting the next, and may take advantage of an increase in under keel clearance only on those parcels remaining to be loaded. Part Cargoes must only be loaded into empty holds (unless otherwise directed by all relevant Customers).

With respect to vessels nominated to load more than one parcel, PKCT reserves the right to refuse to accept any vessel loading request submitted by the vessel's Master or charterers that could not be achieved by normal operations including, but not limited to:

- a) all parcels loading to maximum stem;
- b) all parcels loading to minimum stem; or
- c) final parcel (trimming) of a multiple parcel Vessel loading to maximum stem.

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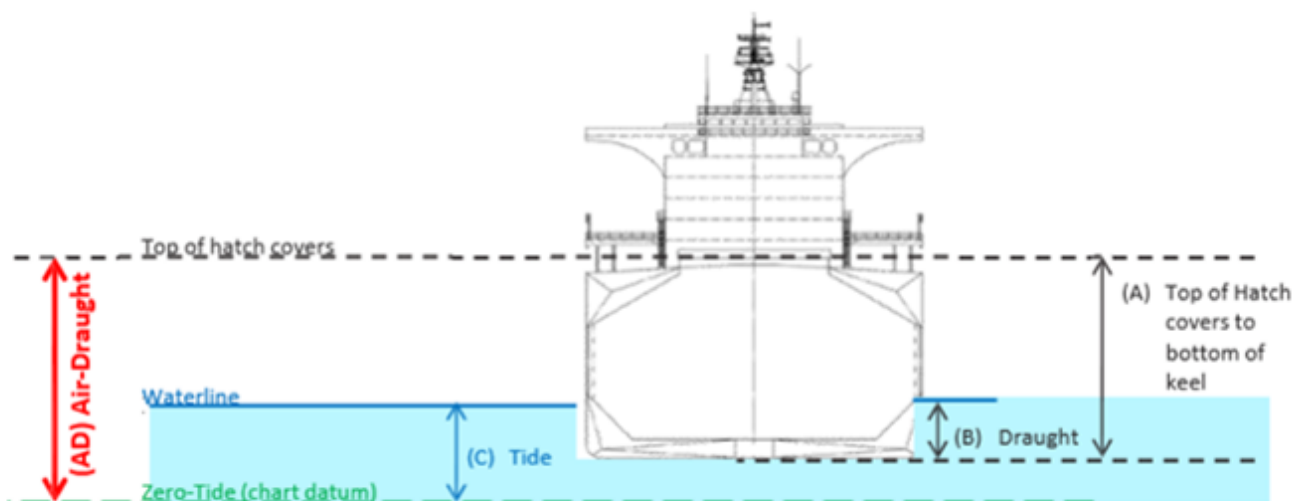
16. REFERENCE DOCUMENTS

LINK/REFERENCE	TITLE
https://www.amsa.gov.au	Marine Order 32—Cargo handling equipment.
https://www.amsa.gov.au	Marine Orders Part 34 Solid Bulk Cargoes
https://www.pkct.com.au	Port Kembla Coal Terminal Website
PO.008	PKCT Conditions of Use

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APPENDIX 1 – BERTH 102 SPECIFICATIONS



Example:

A) Distance from top of hatch covers to bottom of keel	24.0m
B) Vessel draught	5.0m
C) Tide	1.5m

Formula (Maximum Air Draught)

$$\begin{aligned} &= A - B + C \\ &= 24.0 - 5.0 + 1.5 \\ &= 20.5\text{m} \end{aligned}$$

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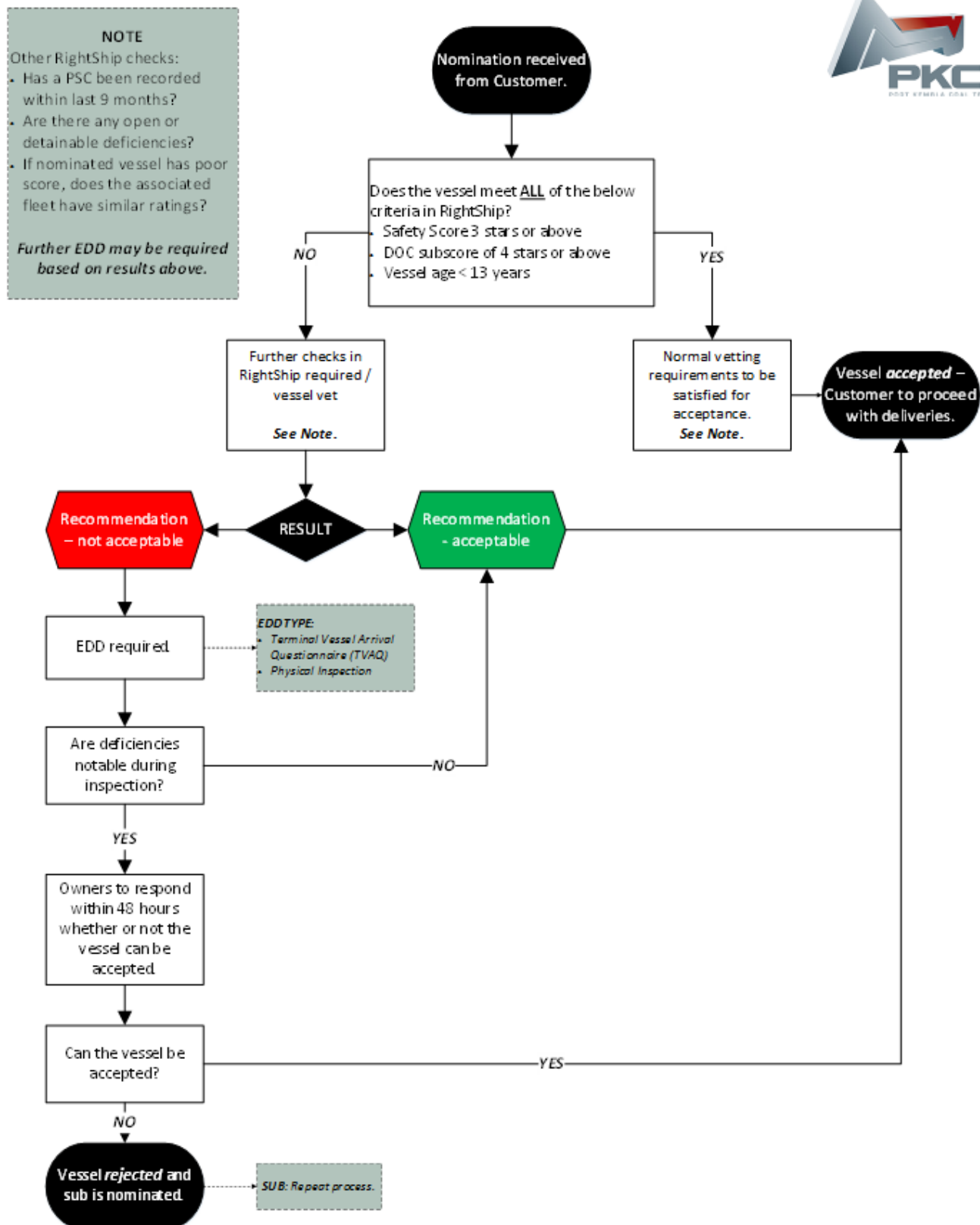
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BERTH 102	
Operating Hours	24 hours a day, 7 days a week (except Christmas Day)
Vessel Sizes	Handy, Panamax, Cape
Berthing	Typically Port side to
Berth Design Depth	Depth of water at the berth and approaches is nominally 16.25 metres (PKLAT datum). Check with PA for the current declared depth
Dredged Length At Berth	Berthing box is greater than 300m in length
EQUIPMENT	
Shiploader Type	2 travelling shuttle bridge type
Shiploaders per Vessel	2
Max. Shiploading Rate	6,600 tonnes per hour
Max. Shiploader outreach	Outreach (+ reach of chute when tilted) 32m (+ 8M)
Shiploader Travel Distances	park to park 235m common range (between ship loaders) 185m
Fendering	8 Seibu Type W 2000Hx 1500L buffer fenders at 35.6m centres
Bollards	10 x 100 tonne quick release hooks 6 x 120 tonne quick release hooks 2 x 100 tonne storm bollards
VESSEL RESTRICTIONS	
Max. Vessel LOA	Maximum length of vessel that is able to tie up at the berth is dependent on shipping conditions and negotiations with the Port Kembla Port Corporation.
Max. Vessel Beam	50m
Max. Air Draught	A vessel must not be presented to the berth with hatch covers more than 22.4 metres above the Port Kembla Lowest Astronomical tide (PKLAT). The air draught must not be exceeded during any stage of the loading. Should the air draught be exceeded, loading will stop and not resume until the vessel has corrected the condition. <ul style="list-style-type: none"> Length between extreme mooring bollards: 400 metres Length between centres of end fenders: 250 metres
Max. Berthing Displacement	204,000t
Hatch coverage	250m maximum (Forward hatch coaming of hatch 1 to aft hatch coaming of aftermost hatch)

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APPENDIX 2 – VESSEL VETTING PROCESS MAP



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