

PORT OF CAIRNS CARGO TERMINAL

FACILITY USER PROCEDURES

1. Introduction

This document is provided for all users of the Port of Cairns Cargo Terminal to ensure safe, secure, consistent and efficient use of the facility for all stakeholders noting that it is a common use port facility. Port Notices are the key reference for all operational matters in the port and should be referred to in conjunction with this user guide. Port Notices are available from the Operations Centre or website (www.portsnorth.com.au.) and a map of the cargo terminal is also provided at Annex A.

2. Commercial Arrangements

All users of the facility will be subject to charge as per the Port of Cairns schedule of charges or individual commercial or licencing arrangements as applicable. Further details regarding commercial arrangements are available from Ports North Commercial Department on phone 07 4052 3888.

3. Environmental Management

The cargo terminal is within a particularly sensitive environmental area and Ports North have comprehensive Environmental Management Plans in place which are available at Ports North website (www.portsnorth.com.au). All facility operators are to conduct their operations in accordance with these plans; facility users may also be required to produce their own environmental plans for Ports North approval depending on their individual operations or specific task. All environmental issues, eg spills, must be immediately reported to Port Operations on either VHF Channel 16 or phone 07 4052 3884 / 0419 744 170.

4. Safety

All facility users must have their own safety management system appropriate to their operations which must be produced for Ports North approval if required. Due regard must be given particularly to traffic and heavy forklift operations within the confined spaces of the cargo terminal. Responsibility for the effective on site management of safety remains with the facility user and all notifiable incidents must also be reported to Ports North within 24 hours of occurrence.

5. Security

The cargo terminal is within the gazetted security regulated port boundary and is subject to regulation under the MTOFSA 2013. An approved Maritime Security Plan (MSP) is in place for the port and details the requirements that the facility operator is obliged to fulfil; a copy or the applicable excerpts of the MSP will be provided to individual facility users as required. Ports North staff also conduct regular random patrols on the perimeter of the facility to

detect any suspected unauthorised entry or interference with goods. There is also a comprehensive CCTV system in the port, including the cargo facility, which is monitored by port operations. Whilst a current Maritime Security Identification Card is not required for entry into the cargo yard it will be required for access to the adjacent wharf area at Maritime Security Level 2. Further details are available from the port security officer on phone 07 4052 3884.

6. Customs Control

The cargo terminal is an international export facility within the Customs Section 15 area of the port and therefore required to operate within the Australian Customs Act 1901. Noting that it is a common user facility Ports North are identified as the Cargo Terminal Operator whilst companies/organisations conducting export/import operations are the Cargo Handling Operator. The facility user (ie cargo handling operator) must conduct their operations in accordance with all applicable legislative requirements and inform Ports North as and when required by the Customs Act 1901.

Noting the current entry and exit arrangements and Ports North do not have a permanent presence on site at the yard, the facility user has responsibility for maintaining control of access and entry into the facility at all times. Entry/exit gates must remain closed at all times and Ports North CCTV will assist in maintaining this posture. During times of heavier traffic due to cargo operations and operational efficiencies require them to be left open, the facility user must ensure they maintain a presence in the vicinity of the gates to ensure there is no unauthorised entry into the facility. Details of all persons entering and exiting the facility must be maintained as per Annex B and made available on request by Ports North or ABF staff. If the facility user is unable to adequately control access/entry and gather the required details, Ports North may insist upon the engagement of security staff (at facility user cost) to meet this obligation as required.

The details of contractors or any other persons entering the facility at the request of Ports North will be captured and maintained by the Cargo Terminal Operator.

7. Quarantine

All facility users are to conduct their operations as per the applicable Department of Agriculture – Biosecurity legislative requirements. Any issues or concerns are also to be reported to Ports North as required. The facility is also liable to regular inspection by Biosecurity staff to ensure compliance.

8. Maintenance

All users are required to conduct their operations with due regard to maintaining the condition of the facility. The facility will be subject to periodic inspections and condition assessments by Ports North staff and/or contractors to ensure availability and serviceability.

Facility users are to report routine concerns or issues to the Ports North Commercial Department in the first instance for investigation. The Port's Operations Officer is available 24/7 for any issues that may be require immediate action and contactable on the details at para 4 above.

9. Acknowledgement

All facility users are to be provided with a copy of this document and acknowledge receipt and understanding of the requirements of the facility, email or hard copy receipt suffice. Provision of updated or amended versions of these procedures is the responsibility of Ports North as the document owner and controller.

Annex A – Map of the Port of Cairns Terminal Facility



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Annex B – Entry/Exit Record Keeping

COMMON USER CARGO TERMINAL (CAIRNS) – RECORD OF ENTRY AND EXIT

Reference: Australian Customs Regulations 1926, Article 95AC

Date	Time	Full Name	ID TYPE (Must be photographic)	ID Number	Authorised By	Visiting Who	Exit Date and Time

Note: Completed forms are to be made available to Ports North Staff if requested. These are to be retained for a minimum period of five (5) years.