



**SOUTHERN PORTS**

ALBANY BUNBURY ESPERANCE

# **SOUTHERN PORTS ESPERANCE BERTHING RULES**

## Southern Ports Esperance - Berthing Rules

### DOCUMENT CONTROL

Version Number	Description	Reviewed by	Approved by	Revision Date	Issue Date
03	Document converted to SPA format	Regional Manager Esperance	Regional Manager Esperance	25/11/2019	25/11/2019
04	Document Review	Operations and Maintenance Manager	Regional Manager Esperance	15/10/2020	15/10/2020
05	Document Review	Operations and Maintenance Manager	Regional Manager Esperance	21/07/2021	21/07/2021
06	Document Review, Added Berth 1 grain priority berthing	Operations and Maintenance Manager/Client Liaison Officer	Regional Manager Esperance	13/07/2022	13/07/2022

### AUDIT

This procedure shall be reviewed / revised

- Where a Risk Assessment / Audit identifies a need to review;
- Following a significant incident involving this procedure; or
- At least every 2 years.

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## 1. PORT OF ESPERANCE SCHEDULING DEPARTMENT

Southern Ports - Port of Esperance (SPA-Esp) ship scheduling is completed by the Shipping Officer (**Shipping Officer**) who administers the arrival and departure of all vessels and all vessel bookings at the Port of Esperance (**Port**) in accordance with the following berthing rules (**Rules**). In general, vessels are berthed based on order of arrival

All shipping agents and Port users (together, **Port Users**) must obtain prior approval of the Shipping Officer for any vessel to use the Port to enable the Shipping Officer to coordinate all vessel movements in the Port safely and efficiently. The Shipping Officer will work with the Southern Ports Terminal Representatives and Planners to ensure the most efficient delivery of services is achieved.

In the event of berthing conflict, the Southern Ports Client Liaison Officer, will adjudicate berthing decisions on behalf of Southern Ports Authority.

This document outlines the process for Port Users to communicate and seek approval where required, from the Port Authority through the Shipping Officer, for vessel arrivals, scheduling vessel movements and ordering marine services within the Port.

Notwithstanding anything in these Rules, Southern Ports may, in their absolute discretion and for whatever reason, vary the scheduled arrival, departure or movement of any vessel or the provision of marine services in the Port. The Port shall not be responsible for or liable to any Port User in any way whatsoever for any action taken by the Port.

## 2. COMMUNICATION WITH PORT

- At least 14 days prior to a vessel's arrival, Port Users must notify the Shipping Officer (Notice). That Notice must be emailed to [shipping.operations@southernports.com.au](mailto:shipping.operations@southernports.com.au) and must include:
  - the vessel's name
  - the vessel type and its estimated loaded draft;
  - the date and estimated time of arrival at the Port;
  - the cargo type and tonnage to be loaded or unloaded;
  - the expected time alongside the berth; and
  - the name and contact number of the representative or shipping agent or the person responsible for the vessel.
- At least **7 days** prior to a vessel's arrival, Port Users must submit a berth application through the Port website. The berth application must be completed in full and include the vessel's date and estimated time of arrival and departure.
- Where there are competing vessels due to arrive at anchorage at similar arrival times, Southern Ports will decide on the berthing order with the information available at the time, at least **72 hours** prior to arrival and during business hours.
- Port Users must update the berth application daily on the Port website and by emailing the Shipping Officer at [shipping.operations@southernports.com.au](mailto:shipping.operations@southernports.com.au).
- Provided that they have given the Shipping Officer at least 72 hours' notice and obtained prior Port approval, Port Users may agree between themselves to vary the berthing schedule.
- If a vessel wishes to stay at the anchorage point and not take a scheduled berth, the Port User must notify the Shipping Officer of their preferred berth date and time at least 72 hours prior to berthing. In this case, the vessel relinquishes its position in the vessel queue.

## Southern Ports Esperance - Berthing Rules

- Late berthing changes and changes made out of Business Hours will be subject to the labour availability of stevedoring and marine services. Business hours are from 07:30 to 16:00 Monday to Friday in Esperance, Western Australia other than a day that is a designated public holiday (**Business Hours**).
- All changes to vessel arrival or departure times made out of business hours must follow the ordering process outlined below and must be approved by the Duty Pilot and the Port Shift Superintendent.
- A vessel must utilise the berth at design capacity. This includes having all export cargo available prior to berthing. If cargo handling operations are not able to meet design capacity, Southern Ports must be notified in writing by the Shipping Agent, at least 48 hours prior to the scheduled berthing. Southern Ports will then reconsider the berthing order accordingly.

### 3. PRIORITY BERTHING – Berth 2

A vessel may be given priority berthing at the Port's sole discretion where:

- It has provided the Port with a schedule of its expected arrival and departure times at least 28 days in advance.
- It has adhered to its arrival and departure times and is able to utilise the berth at its nominated arrival time.
- In the case of loading or unloading, the vessel and cargo have been cleared to commence loading or unloading whereby cargo operations can take place around-the-clock and at the design capacity of the loading equipment.
- If the Port allows a non-grain vessel to berth at or encroach upon Berth 1, upon the arrival of a grain vessel, the non-grain vessel must cease operations as soon as possible (in any case within 24 hours) and vacate the berth at their own cost as directed by the Port.
- Notwithstanding anything in these Rules, cruise liner vessels may only berth in the Port if there is an available berth and it does not impact any other Port User.
- Vessels requesting priority berthing must provide a 14-day eta. Once this initial 14-day eta is provided, should the eta move by 24 hours or more, the priority berthing privilege will be removed. The vessel will then berth, based on order of arrival.
- A non-working vessel will be required to vacate a berth if another working vessel is waiting, and the issue of the non-working vessel cannot be resolved within 12 hours. The costs of the removal and subsequent re-entry will be at the expense of the non-working vessels.

### 4. PRIORITY BERTHING – Berth 1

CBH have a contractual agreement with SPA that grants CBH priority access to Berth 1. CBH are willing to share Berthing priority by working with other customers and SPA to determine the berthing schedule on berth 1.

- Where the ETAs of both a grain vessel and non-grain vessel are within 24hrs of each other, berthing priority will be determined by the steps detailed below.
  - 7-14 days from berthing clash – confirmation of clash will be communicated by CBH to SPA. SPA will communicate to non-grain vessel that CBH berthing priority may be enacted.
  - 72hrs from potential berthing clash – CBH will confirm the ETA of the grain vessel remains on track to be within 24hrs of the non-grain vessel ETA and the majority of the vessel's Cargo is in Port (Cargo availability at port will be reviewed again 24 hrs prior to berthing).

## Southern Ports Esperance - Berthing Rules

- If the above steps are met, the CBH grain vessel will be given priority and will berth ahead of the competing non-grain vessel.
- For the avoidance of doubt, where the ETAs of grain vessel and non-grain vessel are greater than 24hrs apart, normal “turn of arrival” berthing priority will apply.
- If a grain vessel with priority, fails survey after arrival at the port, the parties will jointly review the priority based on the factors of that individual case.

### 5. PORT MAINTENANCE

- The Shipping Officer will provide Port Users with as much notice as possible regarding regular planned maintenance of Port infrastructure and materials handling equipment.

### 6. ORDERING

- All marine services required for berthing, warping or unberthing of vessels, including launch hire services, must be ordered through the Shipping Office during Business Hours.
- Marine services must be ordered at least 2 hours prior to being required.
- Availability of marine services will be at the Port’s discretion and any anticipated delays will be communicated to the Port User.
- Marine services required outside Business Hours must be ordered during Business Hours prior to being required.
- Launch hire services (such as, surveys, crew changes, linesmen and pilots etc.) will only be carried out on the basis that there is no adverse impact on the business of the Port.

### 7. AMENDMENTS

- During Business Hours, Port Users must give the Shipping Officer at least 2 hours’ notice before amending marine services.
- Outside business hours, Port Users must give the Duty Pilot and the Port Terminal Superintendent at least 6 hours’ notice and must do so:
  - at 2000 hours on normal business days; and
  - at 0900, 1630 or 2000 hours on weekends and public holidays.
- Amendments on the day of service for any marine services required for berthing, warping or unmooring, including launch hire services, must be made by telephone to the Duty Pilot and the Port Terminal Superintendent and followed up by email to [shipping.operations@southernports.com.au](mailto:shipping.operations@southernports.com.au)
- The earliest notification time for amendment of services on business days is 0730 hours and on non-business days is 0900 hours.
- During Business Hours, if a vessel is ready to berth or depart before the scheduled time, the Shipping Officer may, at their discretion and subject to the availability of marine services, amend the berthing or departing time.
- Outside Business Hours, if a vessel is ready to berth or depart before the scheduled time the Duty Pilot may, at its discretion and subject to the availability of marine services, amend the berthing or departing time.

### 8. EMERGENCIES

- In the event of an emergency, the Harbour Master will organise all marine services as a matter of urgency and at its absolute discretion.

### 9. OPERATIONAL URGENCY

- In the event of operational urgency, subject to availability, the Harbour Master, the Duty Pilot or Shift Superintendent may, at their discretion, organise marine services necessary to meet a customer's requirements.

### 10. CONTACT DETAILS

To order or amend marine services:

- During business hours, please contact the Shipping Officer on 08 9072 3327;
- During business hours, Client Liaison Officer can be contacted on 08 9072 3384;
- Out of business hours, please contact the Duty Pilot on 08 9072 3344 and the Port Terminal Superintendent on 0447 838 290;
- For marine emergencies, please contact the Duty Pilot on 08 9072 3344;
- For other port emergencies, please call the 24 hour Port emergency number 0428 712 111. The Contractors Handbook is also available from the Southern Ports Web site <https://www.southernports.com.au>