



**Southern
Ports**

Berthing Rules - Esperance

DOCUMENT CONTROL

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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
07	Document Review and update	Port Operations Manager/Client Liaison Officer/Harbour Master/ Regional Manager Esperance	Chief Operating Officer	04/04/2025	03/06/2025

AUDIT

This Procedure shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Procedure.
- following a significant incident involving this Procedure.
- at least every three years.

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1 PORT OF ESPERANCE SHIPPING OFFICE

Southern Ports - Port of Esperance (SPA-Esp) ship scheduling is completed by the Operations Scheduler - Planning (**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**). It is our intention to operate an efficient port. To achieve this, Southern Ports encourage regular open and transparent communication from all port users. In general, vessels are berthed based on the order of their 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 coordinate all vessel movements in the Port safely and efficiently. The Shipping Office will work with the Southern Ports Terminal Representatives and Marine Pilots 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 Operations Planner - Scheduling (Notice). That Notice must be emailed to 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.
 - 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 Operations Planner - Scheduling at 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 que.

Berthing Rules - Esperance

- Late berthing changes and changes after 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 after business hours must follow the ordering process outlined below and must be approved by the Duty Pilot and the Port Shift Terminal 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.
- Once a vessel is alongside working, Southern Ports must be provided at least two written operational updates per working day. Generally, these should be morning and late afternoon. Reports to be emailed to: shipping.operations@southernports.com.au.
- When berthing rules are not complied with, a vessel does not qualify to be berthed based on order of arrival. Instead, the berthing of any vessel not strictly compliant with the berthing rules, will be berthed at the discretion of Southern Ports.

3 PRIORITY BERTHING – BERTH 2

A vessel may be given priority berthing at Southern 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.

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- 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).
- 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 Office will provide Port Users with as much notice as possible regarding regular planned maintenance of Port infrastructure and availability of materials handling equipment.

6 BOOKING OF SERVICES

- All marine services required for berthing, warping or unberthing of vessels, including launch hire services, must be requested through the Shipping Office during Business Hours, who will confirm the booking of marine services.
- Availability of marine services will be at the Port's discretion and any anticipated delays to such services will be formally communicated to Port Users.
- Marine services required outside Business Hours must be requested 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 Office at least 4 hours' notice before requesting to amend 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 0730, 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
- The earliest notification time for amendment of services on business days is 0730 hours and on non-business days is 0730 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 OPERATIONAL UPDATES

The Shipping Agent must provide written daily updates of vessel progress and estimated completion time, both early am and early pm twice per day. Updates to be emailed to - shipping.operations@southernports.com.au

9 CANCELLATION

A Mooring or Letgo cancellation may incur additional port charges. Vessels are allowed one change to either one of their mooring or letgo booking, once terminal labour is booked.

10 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.

11 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.

12 CONTACT DETAILS

To order or amend marine services:

- During business hours, please contact the Operations Scheduler - Planning on 0436 436 641
- 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>.