



# PORT OF PORT HEDLAND VESSEL MOVEMENT PROTOCOLS

A303037



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**1. DOCUMENT AMENDMENT TABLE**

<b>VERSION</b>	<b>PREPARED BY</b>	<b>DATE</b>	<b>AMENDMENT DETAILS</b>
15	Rachael Fahey	18/09/2024	Minor changes wording – PPA to Pilbara Ports

<b>DISTRIBUTION LIST</b>		
<b>No.</b>	<b>Holder</b>	<b>Organisation (Alphabetical Order)</b>
1	Operations	Always Shipping
2	State Manager - WA	Asia World
3	Chief Operating Officer	Atlas Iron
4	Managing Director	BC Iron
5	Marine Manager	BHP
6	Marine Services Coordinator	BHP
7	Manager Production	BHP
8	Superintendent – Port Services	BHP
9	Business Development	BHP
10	Port Hedland Manager	BP
11	Managing Director	Brockman Resources
12	Terminal Manager	Caltex
13	Shipping Manager	Consolidated Minerals
14	WA Terminal Manager	Coogee Chemicals
15	General Manager - Port	Fortescue Metals Group
16	Shipping Superintendent	Fortescue Metals Group
17	Port Hedland Manager	GAC World Shipping
18	Port Hedland Manager	Inchape Shipping Services
19	Branch Manager	LBH Australia Pty Ltd
20	Concentrate Facility Supervisor	Metals X
21	Logistics Manager	Mineral Resources Limited
22	Ops Manager - Hedland	Monson Agencies
23	Newcrest Marketing	Newcrest Mining
24	Port Facility Superintendent	Newcrest Mining
25	Towage Manager	Pilbara Marine
26	Managing Director	Port Hedland Pilots
27	Chief Executive Officer	Pilbara Ports
28	Executive General Manager Marine	Pilbara Ports
29	Executive General Manager Terminal Operations	Pilbara Ports
30	Harbour Master	Pilbara Ports – Port Hedland

DISTRIBUTION LIST		
31	Deputy Harbour Master	Pilbara Ports – Port Hedland
32	VTS Superintendent	Pilbara Ports – Port Hedland
33	Port Manager Utah	Pilbara Ports – Port Hedland
34	Port Manager Port Hedland East	Pilbara Ports – Port Hedland
35	Port Hedland VTS	Pilbara Ports – Port Hedland
36	General Manager - Port Hedland	QUBE - Port Hedland
37	Production Superintendent	Rio Tinto Minerals - DSL
38	General Manager	Rivtow Marine
39	Manager Port	Roy Hill
40	Manager Shipping	Roy Hill
41	Logistics Superintendent	Sandfire Resources
42	Port Hedland Manager	Sea Corporation
43	Port Hedland Manager	Ship Agency Services
44	Port Hedland Manager	Sturrock Grindrod Maritime
45	Port Hedland Manager	Wilhelmsen Ship Services

## 2. INTRODUCTION

The aim of the Vessel Movement Protocols (VMP) is to provide clear guidelines on the vessel scheduling methodology at the Port of Port Hedland within the Port’s multi-user environment. The VMP will be reviewed annually and amended as necessary to reflect improved or changed port and operating circumstances.

## 3. DEFINITIONS

3.1 “A” Class Capacity Vessels means Tidally Constrained Cape Size Vessels classed by a Shipper as such from their annual capacity. “A” Class Capacity Vessels have priority sailing rights over all other classes of vessels. Non-Tidally Constrained “A” Class Capacity Vessels have no priority sailing rights over other vessels. Priorities between “A” Class Capacity Vessels shall be in line with their allocated Departure Priority Numbers.

3.2 Anchorage means a Port designated area within the VTS coverage area where vessels normally anchor awaiting their turn to berth.

3.3 Arrival Number (AN) which is also known as the Berthing Priority Number (BPN) is a sequential number automatically given to a vessel with an approved berthing application when passing within 2.5nm of the First Reporting Point (FRP). The AN / BPN determines, in conjunction with the factors detailed in section 4, the order of the vessels when berthing. If a vessel arrives at the FRP without an approved

berthing application a BPN will not be assigned. Should the berthing application be approved the next sequential BPN will be issued.

- 3.4 Arrival Time for a vessel means the time at which a vessel passes within 2.5nm of the first reporting point.
- 3.5 “B” Class Capacity Vessels means vessels classed by a Shipper as such from their annual capacity. Tidally Constrained “B” Class Capacity Vessels have lower priority sailing rights than tidally constrained “A” Class Capacity Vessels on all tides but have priority sailing rights over all other classes of vessels. Non-Tidally Constrained “B” Class Capacity Vessels have no priority sailing rights over other vessels (other than Non-Tidally Constrained “D” Class Capacity Vessels). Priorities between “B” Class Capacity Vessels shall be line with their allocated Departure Priority Numbers.
- 3.6 Berthing Priority Number (BPN) means a number allocated to a vessel by Pilbara Ports – Port Hedland to:
- determine, as detailed in section 4, the vessels order of priority for berthing at a particular berth within the Port Hedland Inner Harbour and hence access to the entry channel to affect that priority; and
  - indicate the order of priority to nominate a preferred draft and preferred sailing tide once under shiploader (in line with section 5)
- 3.7 “C” Class Capacity Vessels means vessels berthing at a Pilbara Ports – Port Hedland Berth (or at any other berth designated by the Pilbara Ports – Port Hedland) as a general purpose or general cargo berth under the Port’s Development Plan, “C” Class Capacity Vessels have lower priority sailing rights than Tidally Constrained “A” and “B” Class Capacity Vessels on all tides but higher priority sailing rights than “D” Class Capacity Vessels. Priorities between “C” Class Capacity Vessels shall be in line with their allocated Departure Priority Numbers.
- 3.8 Cape Size Vessel means for the purpose of this protocol, a vessel of greater than 120,000 tonnes deadweight.
- 3.9 Cruise Ship means a cruise vessel visit which falls under the Pilbara Ports Board approval to facilitate trade diversification and regional benefit.
- 3.10 “D” Class Capacity Vessels means vessels used to load iron ore in excess of a proponent’s allocated capacity on an opportunistic basis. “D” Class Capacity vessels have lower priority sailing rights than “A”, “B” or “C” Class Capacity Vessel. Tidally Constrained “D” Class Capacity Vessels may sail ahead of Non-Tidally Constrained “C” Class Capacity Vessels, provided that the C Class Capacity vessel is not prevented from sailing on its originally scheduled sailing tide. Priorities between “D” Class Capacity Vessels shall be line with their allocated Departure Priority Numbers.

- 3.11 Departure Priority Number (DPN) means a sequential number allocated to a vessel following berthing – once secured beneath a shiploader – which will guide the order of departure for a specific tide. The DPN will consist of a sequential number nominated on the shipping schedule.
- 3.12 Double Shuffle means a vessel manoeuvre requiring an incoming vessel to enter the Port Hedland Inner Harbour prior to the departure from the berth of the vessel it is replacing.
- 3.13 Dynamic Under Keel Clearance (DUKC<sup>®</sup>) System is a series of tools used for improving the efficiency of port operations and includes a range of computer software products exclusively licenced by OMC International. The base system integrates vessel information and real time measurement of tides and waves with modelled vessel motions to provide under keel clearance predictions for maximum draft for transit during tidal windows within the forecast period. DUKC<sup>®</sup> optimises port efficiency and safety. All vessels exceeding 14.0 metres draft will be subject to a departure window based on the DUKC system.
- 3.14 DUKC<sup>®</sup> Scheduler means an integrated system with DUKC<sup>®</sup> and Pilbara Ports – Port Hedland’s scheduling software, currently the KleinPort MIS System used to determine available draft and sailing windows in a vessel movement scheduling programme.
- 3.15 Harbour Master means the harbour master appointed for the Port of Port Hedland under the Port Authorities Act 1999 (WA) and any Deputy Harbour Master or other person carrying out any of the Harbour Master’s functions from time to time in accordance with the Act.
- 3.16 Lay-by Berth means:
- one of two berths operated as a pair of berths serviced by a single ship loader: or
  - one of three berths operated as a triple berth serviced by two shiploaders, where a vessel can lay alongside to wait its turn to load, provided that a berth cannot be a Lay-by Berth if a shiploader is servicing a vessel at that berth.
- 3.17 Neaped means the circumstance in which a vessel’s draft is too deep to safely sail on the proposed sailing tide, or in the event that a vessel fails to sail on the proposed tide its draft is too deep to sail on the subsequent tide or tides.
- 3.18 Non-Tidally constrained means for berthing vessels - a vessel with a draft on berthing less than 9.5 metres; and for a vessel departing – a vessel with a sailing draft less than 14.3 metres.

- 3.19 Notice of Readiness (NOR) means the notice issued by a vessel to agent or shipper stating that the vessel has arrived and is in all respects ready to berth and to commence cargo operations.
- 3.20 Pilbara Ports – Port Hedland Berths means Pilbara Ports – Port Hedland’s multi-purpose public berths, known as PH1, PH2 and PH3 and the Utah Point Berth PH4.
- 3.21 Pilbara Ports – Port Hedland Cyclone Procedures means the cyclone procedures adopted by Pilbara Ports – Port Hedland and communicated to the Shippers and/or published on Pilbara Ports’s website [www.pilbaraports.com.au](http://www.pilbaraports.com.au) as they may be varied by Pilbara Ports – Port Hedland from time to time.
- 3.22 Pilbara Ports – Port Hedland Emergency Response Procedures means the emergency response procedures adopted by Pilbara Ports – Port Hedland and communicated to the Shippers and/or published on Pilbara Ports’s website [www.pilbaraports.com.au](http://www.pilbaraports.com.au) as they may be varied by Pilbara Ports – Port Hedland from time to time.
- 3.23 Pilbara Ports – Port Hedland Port User Guidelines & Procedures means the port user guidelines and procedures adopted by Pilbara Ports – Port Hedland and communicated to the Shippers and/or published on Pilbara Ports website [www.pilbaraports.com.au](http://www.pilbaraports.com.au) as they may be varied by Pilbara Ports – Port Hedland from time to time.
- 3.24 Port means the Port of Port Hedland being land and waters vested in Pilbara Ports – Port Hedland under the Port Authorities Act 1999 (WA) and the Port Hedland VTS coverage area.
- 3.25 Port Efficiency means a generic term covering all aspects of Port and vessel operations that contribute in a positive manner toward maximising the Port’s annual cargo throughput. This includes such matters as berth occupancy and the efficient utilization of tugs, marine pilots and the Port’s shipping channel. The Port Authorities Act 1999 (WA) provides the Harbour Master with the legislative power to make port efficiency-based decisions.
- 3.26 Primary Shiploader Berth means a berth with a shiploader that is servicing a vessel where that berth is one of:
- two berths operated as a pair of berths serviced by two shiploaders where the other berth in the pair is a Secondary Shiploader Berth; or
  - two berths operated as a pair of berths serviced by one shiploader where the other berth in the pair with no shiploader in attendance is then the Lay-by Berth; or
  - three berths operated as a triple berth serviced by two shiploaders where the remaining berth with no shiploader in attendance is then the Lay-by Berth.



- 3.27 Private Berth means a berth owned and operated by a private enterprise.
- 3.28 Secondary Shiploader Berth (refer to Clause 2.27 “Primary Shiploader Berth” above) means a berth which is one of two berths operated as a pair of berths serviced by two shiploaders, where, at a point in time, the other berth in the pair is designated as the Primary Shiploader Berth.
- 3.29 Shipper means a company, individual or terminal which imports goods to, or exports goods from the Port.
- 3.30 Single Berth Single Shiploader Berth means a single berth served by a single shiploader (current example Pilbara Ports PH4), and/or any other berth designated and approved by Pilbara Ports – Port Hedland as single berth single shiploader.
- 3.31 Tidally constrained means a vessel with a draft on berthing exceeding 9.5 metres; and/or for a vessel, departing on a draft exceeding 14.3 metres.
- 3.32 Ultimate Development Plan means the ultimate development plan adopted by Pilbara Ports – Port Hedland which is attached in appendix 3 of this document.
- 3.33 Vessel categorisation: For the purpose of sailing priority, vessels proposing to load Iron Ore will be nominated either as “A” or “B” or “D” Class Capacity in accordance with the annual Pilbara Ports – Port Hedland capacity allocations in the Port. All other vessels will be “C” Class Vessels. The Class of Vessels “A”, “B”, or “D” will be nominated before the vessel is secured beneath a shiploader.

#### **4. GUIDING PRINCIPLES**

All shipping movements shall be administered by the Harbour Master in accordance with:

- the Port Authorities Act 1999 (WA);
- the Port Authorities Regulation 2001 (WA); and
- the Pilbara Ports – Port of Port Hedland Port Users Guidelines & Procedures.

In administering these protocols, the Harbour Master shall ensure adherence to high standards of safety in all respects whilst seeking to maximise port efficiency.

Pilbara Ports – Port Hedland shall use its best endeavours to treat all Shippers in a fair and equitable manner.

##### **4.1 Overall Framework**

At the time of a vessel’s arrival at the First Reporting Point, Pilbara Ports – Port Hedland will allocate that vessel with a tradeable “Berthing Priority Number” (“**BPN**”) which on issue will be the same as the Arrival Number (“**AN**”).

At least 24hrs prior to berthing Pilbara Ports – Port Hedland are to be advised of the destination berth and estimated pilot on board time to assist in determining vessel berthing order.

When a vessel is secured beneath a ship loader, Pilbara Ports – Port Hedland will allocate that vessel a Departure Priority Number (“**DPN**”).

Any Shipper may liaise with, and seek the approval of, Pilbara Ports – Port Hedland at any time (but no less than twelve hours before the first projected shipping movement) to arrange for an exchange of BPN’s and/or DPN’s between its own vessels scheduled to use any Pilbara Ports - Port Hedland’s berth, or in the case of facility operators, any of their Private Berths.

Shippers may negotiate amongst themselves to reach agreement on the proposed exchange of BPN’s and/or DPN’s between vessels contracted to load or unload products at any Pilbara Ports – Port Hedland Berth or Private Berth.

For each agreement, the affected Shippers shall liaise with and seek the approval of Pilbara Ports – Port Hedland at any time (but no less than twelve hours before the first projected shipping movement) to implement the proposed exchange of BPN’s and/or DPN’s.

Approvals for exchange of BPN’s and/or DPN’s will be subject to no undue disadvantage being incurred by other vessels as a result of the exchange.

Pilbara Ports – Port Hedland will not be responsible for additional costs or losses whatsoever that may be incurred by any party as a consequence of Pilbara Ports – Port Hedland implementing an agreed exchange of BPN’s and/or DPN’s or as a consequence of Pilbara Ports – Port Hedland changing the vessel berthing order and/or vessel sailing order in accordance with these protocols.

Pilbara Ports - Port Hedland’s Ultimate Development Plan envisages terminals configured with Lay-By Berths. Subject to these VMPs, the Pilbara Ports – Port Hedland shall use its reasonable endeavours to have vessels working cargo beneath shiploaders associated with Lay-by Berths and Primary Shiploader Berths.

Shipper’s that have been allocated annual capacity must present and class vessels as either “A” Class Capacity Vessels, “B” Class Capacity Vessels or “C” Class Capacity Vessels, evenly through the year for each type of allocation. Each of the annual allocations will be apportioned in equal monthly portions and administered on a monthly basis of one twelfth of the respective annual allocation. If in any one calendar month a Shipper completes the export of all of its allocated monthly capacity (in all capacity groups) that Shipper for the remainder of the month may be able to access further export capacity under these protocols using “D” Class Capacity Vessels. Should any Shipper not achieve its allocated monthly capacity in a given calendar month, such capacity is lost unless otherwise agreed in writing by Pilbara Ports – Port Hedland.

A vessel’s class will be administered on the basis of the class category of the majority of its cargo.

A vessel once classed under these protocols as a vessel of a particular class cannot change that designation.

Capacity loaded will be credited to the month in which a vessel completes loading.

#### **4.2 Cruise Ship Visits**

The Pilbara Ports Board of Directors has approved a limited number of cruise ship visits each year to promote Port Hedland and the Pilbara Region as a diversified economy and tourism destination. Cruise vessels being approved under this regime will be facilitated on the understanding that departing deep drafted bulk carriers will retain sailing priority in line with these protocols.

However, it is understood that cruise vessels by nature have significant logistical considerations to resolve for a port visit to be successful. With this in mind the Harbour Master will endeavour to ensure that inbound bulk vessel priorities will not be significantly compromised by a cruise vessel calling the Port.

### **5. VESSEL BERTHING**

#### **5.1 Vessel Berthing Order**

Unless varied by other criteria, vessels ready to enter the Port shall be berthed in order of the BPN subject to the following priority sorting:

- vessels destined for Primary Shiploader Berths.
- vessels destined for Single Berth Single Shiploaders Berths.
- vessels destined for Secondary Shiploader Berths.
- vessels destined for layby berths.

For clarification vessels destined for:

- Primary Shiploader Berths where the destination berth is one of two berths where the other berth in the pair is a Secondary Shiploader Berth will have lower berthing priority than vessels destined for other Primary Shiploader Berth configurations (ie Primary Shiploader Berths where the destination berth is one of two berths where the other berth in the pair is a Lay-by Berth);
- Secondary Shiploader Berths will have lower berthing priority than vessels destined for Pilbara Ports – Port Hedland Berths for non-bulk minerals trade, where cargo is available, and arrangements are in hand for cargo operations to commence with least delay; and
- Secondary Shiploader Berths hold higher priority over Lay-by Berths only to the extent the Lay-By Berth loading operations will not be compromised by the prior berthing at the Secondary Shiploader Berth.

Except for Lay-by Berths, on multiple loader berths a berth changes its status from a Primary Shiploader Berth to a Secondary Shiploader Berth on completion of loading and vice versa.

In the event of a vessel being delayed or failing to enter the channel in turn due to an unforeseen circumstance (e.g. engine breakdown, AMSA detention or other cause) the next vessel available in order of BPN will be berthed in that prior vessel's place. The vessel that missed its turn will maintain its priority for the next available opportunity to berth.

### **5.2 Berthing Order Varied**

Notwithstanding clause 4.1, the order of berthing may be varied by Pilbara Ports – Port Hedland where an alternative order would provide opportunities for improved port efficiency. (For example, a vessel berthing at Nelson Point or Anderson Point may berth ahead of a vessel at Finucane Island C/D if both were following ships sailing on the same tide).

This would not detract from or in any way diminish the vessels departure priority i.e. the vessel's DPN will reflect its original berthing order before the order was altered under this clause.

### **5.3 Double Shuffle**

In accordance with Pilbara Ports – Port Hedland Port User Guidelines & Procedures and subject to the conditions of application below and where it will not conflict with these protocols, to maximise Port Efficiency a Double Shuffle may be scheduled as the means of immediately replacing a loaded vessel that is scheduled and ready to depart.

A Double Shuffle can be scheduled for:

- Tidally Constrained vessels where only one vessel is sailing on the tide;
- the first vessel of a group of sailing vessels;
- Non-Tidally Constrained vessels at a Pilbara Ports – Port Hedland Berth.
- At other times when operationally possible

### **5.4 Designation of Multiple Shiploader Terminals**

Where an existing or new terminal, comprising two adjacent berths controlled by a proponent, is configured with multiple ship loaders the terminal will be regarded as a pair of berths with a Primary Shiploader Berth and a Secondary Shiploader Berth. For the purpose of these VMPs a proponent may (with 12 months' notice to the Pilbara Ports – Port Hedland) designate each berth as a Single Berth Single Shiploader Berth.

### **5.5 Single Berth Single Shiploader Berths**

For Single Berth Single Shiploader Berths, vessels will be berthed on the basis of their BPN provided that the order of berthing does not compromise or disrupt the utilisation of a shiploader associated with a Lay-by Berth.

### **5.6 Pilbara Ports – Port Hedland Berths**

A Shipper planning to load or discharge bulk and/or general cargoes at a Pilbara Ports – Port Hedland Berth shall provide Pilbara Ports – Port Hedland with information about its vessel's movements and cargo in accordance with Appendix 1.

In allocating a vessel berthing order for vessels scheduled to utilise the Pilbara Ports – Port Hedland Berths, the Harbour Master shall be guided by the factors outlined in Appendix 2 to maximise Port Efficiency. Other factors to be considered by Pilbara Ports – Port Hedland in setting the BPN are also detailed in Appendix 2.

Compliance with the provisions of Appendix 1, particularly the 8 days' notice will influence the assessment.

### **5.7 Special Case Priority Vessels**

5.7.1 Vessels scheduled to load salt at Port Hedland Berth No. 3 under the auspices of the Leslie Solar Salt Industry Agreement Act 1966 providing 8 days' notice of their expected time of arrival will be granted absolute priority of berth allocation in accordance with that Act.

5.7.2 Pilbara Ports – Port Hedland has in place an agreement providing priority berth allocation for coastal liner type services that provide a berth priority over all vessels on Pilbara Ports – Port Hedland Berths in line with the following:

- The first available Pilbara Ports – Port Hedland Berth (namely Number PH1, PH2 or PH3) would be made available after the Arrival Time at Anchorage.
- That the anticipated time at the berth should not exceed 24 hours. Should the expected time at berth exceed 24 hours the vessel will be required to join the queue and will be allocated a BPN in accordance with clause 4 of these protocols.
- The priority allocation of a berth shall be dependent on the vessel providing sufficient evidence that arrangements have been made for stevedores to attend to the vessel upon berthing and to discharge/load cargo in an expeditious manner.
- Existing priority to Rio Tinto Minerals under the Leslie Solar Salt Industry Agreement Act 1966 to No. 3 Berth as per clause 4.7.1 will take precedence.

### **5.8 Changes to nominated vessels – notice to be provided**

If a shipper requires a change to the berthing schedule of a particular vessel and where a vessel is being brought forward for berthing the shipper must provide the vessel and Port Hedland VTS with at least 6 hours' notice to implement such a change to the schedule.

## **6. VESSEL DEPARTURES**

### **6.1 Departure Priority**

At all times, unless otherwise determined by the Harbour Master, laden departing iron ore vessels have priority over incoming vessels.

For tidally constrained vessels that are projected to depart on a particular high tide, the allocation of departure time will be prioritised in order of their DPN. The DPN is determined after addressing the following:

- The vessels BPN.
- Class of vessel i.e. “A”, “B”, “C” or “D” Class Capacity Vessels.
- Allocation of a sailing window utilising the DUKC<sup>®</sup> calculated from the requested draft and nominated sailing tide.
- Notwithstanding priorities determined above the Harbour Master may adjust sailing drafts for reasons of port safety or maximising port efficiency.

Prior to, or immediately after securing beneath a shiploader, vessels will submit a request for a nominated sailing draft and nominated sailing tide based on the estimated date/time of completion of cargo operations. The Pilbara Ports – Port Hedland will use the DUKC<sup>®</sup> Scheduler to determine the availability of the requested draft and corresponding sailing window.

- 6.1.1 If the requested draft is available on the tide, at or near the estimated time of completion, the vessel will be allocated a sailing time within that available sailing window.
- 6.1.2 If due to its priority ranking or the available tide the requested draft is not available for that vessel on the desired tide, that vessel will be advised of an optional draft, being the maximum predicted available draft and corresponding sailing time for that same tide. The vessel may request and will be advised of the next available sailing window corresponding to the requested draft and priority ranking. If the vessel wishes to forego the optional draft window and sail at its originally requested draft on the advised available tide that vessel must notify Pilbara Ports – Port Hedland immediately.
- 6.1.3 Tidally Constrained “B” Class Capacity Vessels will have an inferior priority to Tidally Constrained “A” Class Capacity Vessels for sailing but retain priority over all “C” Class Capacity Vessels.
- 6.1.4 “D” Class Capacity Vessels will have an inferior sailing priority to all “A” and “B” and “C” Class Capacity Vessels. Where two “D” Class Capacity Vessels are competing for the same tide their sailing priority will be determined by their DPN and their tidally constrained nature (i.e. tidally constrained D Class Vessels will retain priority over non-tidally constrained D Class Vessels).

## **6.2 Final Draft Advice**

Vessels sailing time and available drafts will be monitored using the (DUKC<sup>®</sup>) System. Vessels initially provided with a lesser draft than requested will be advised 12 hours prior to the scheduled sailing time the actual maximum draft to which they can load.

### **6.3 Multiple Vessel Sailing Windows**

Where multiple vessels are to be scheduled to sail on a tide they will be allocated a sailing time that fits within their sailing window that will provide an interval of 30 minutes between vessels passing Hunt Point outwards. Vessels (agents) will be required to confirm four (4) hours in advance of their scheduled sailing time that they will be in all respects ready to do so. Vessels (agents) must provide to the Harbour Master as much notice as possible in relation to changes that impact on the Pilbara Ports – Port Hedland’s sailing schedule.

### **6.4 Early Sailing – Fast Loading**

A vessel achieving a better than anticipated loading rate enabling it to be ready to depart a tide earlier than scheduled must provide Pilbara Ports – Port Hedland as much notice as possible (preferably 12 hours or more) of that possibility so that the sailing schedule can be reviewed. In these circumstances the priority of the vessel whose proposed sailing has come forward a tide will not over-ride the existing priority of vessels already allocated on the earlier tide unless, the vessels are in a position to trade DPN’s.

### **6.5 Delayed Sailing – Slow Loading**

Vessels (agents) experiencing lower than expected loading rates that potentially will miss their sailing time must provide Pilbara Ports – Port Hedland with as much notice as possible and in any event not less than four hours (4) before their scheduled sailing time. Pilbara Ports – Port Hedland will endeavour to offer an amended sailing draft that provides a sailing time on the originally requested tide. Such changes will not be made to the detriment of other vessels scheduled to sail on that same tide. If a reduced draft fails to provide an alternate sailing window or if the necessary short loading is unacceptable to the Shipper, the vessel’s sailing may, subject to clause 5.6, be deferred until the next tide available after completion of loading that provides a sailing window at the desired draft.

Such delayed vessels will have their DPN endorsed to reflect a limited priority that will generally not supersede the priority of any tidally constrained vessel already allocated a window on the subsequent tides. The delayed vessel will be restricted to its original allocated sailing draft, except in circumstances where an increase in draft, if available and if allocated, would not penalise the available draft or sailing opportunity of any vessel already scheduled to sail on the later tide.

### **6.6 Vessels not to be neaped**

A vessel likely to miss its scheduled sailing time will not be permitted to load to a draft that exceeds the available draft on the subsequent tide.

## **7. SCHEDULING OFFICER RESPONSIBILITY**

The Pilbara Ports Port Hedland Marine Department (Shipping Scheduler) in consultation with the Harbour Master shall determine the daily ship berthing and sailing schedule having carefully considered the VMP, port user guidelines and procedures and the overall safe and efficient management of the Port.

**8. EMERGENCY AND CYCLONE PROCEDURES**

In the event of the Port having to be closed for any reason, such as a cyclonic event, allocated BPN's and DPN's may be temporarily overridden. Ships will be moved in and out of the Port and Anchorage areas at the direction and discretion of the Harbour Master in line with the Pilbara Ports – Port Hedland Emergency Response Procedures or Pilbara Ports – Port Hedland Cyclone Procedures as the case may be.

Once the Port is re-opened following such a closure, vessels will be re-berthed as expediently as practicable and where possible in line with their original BPN otherwise as they present and the priority allocations restored as soon as practicable after the event. Vessels will not lose a priority allocation as a result of being directed to leave the port in an emergency or cyclonic event.

**9. CONFLICT RESOLUTION/RIGHT OF APPEAL**

In the event that a Shipper is dissatisfied over a specific application of these protocols the concerned party may raise their concern with the Marine Operations Department, then to the Harbour Master if required. The particular issue will be reviewed by these officers and a determination made. Every effort shall be made to ensure that the determination is in line with these protocols. If the Shipper is not satisfied that the outcome is consistent with these protocols they may retrospectively further elevate their grievance in writing to the Pilbara Ports Executive General Manager Marine and ultimately Chief Executive Officer whose decision shall be final.

**10. PROCESS OWNER**

The Chief Executive Officer has overall responsibility for this procedure. Document approval is via the delegated authorities contained in the Delegations Manual.



**APPENDIX 1: BULK AND/OR GENERAL CARGO**

Schedule outlining information required by Pilbara Ports – Port Hedland in advance of bulk and/or general cargoes being loaded or discharged at the Pilbara Ports – Port Hedland Berths.

<b>DEADLINE FOR PROVIDING</b>	<b>ENTITY RESPONSIBLE FOR PROVIDING</b>	<b>EXTENT OF INFORMATION TO BE PROVIDED</b>
90 days before commencement of the shipment month	Shipper	Number of vessels, types of cargo and tonnage expected to be loaded or discharged.
60 days before commencement of the shipment month	Shipper	Number of vessels and whether they are expected to arrive in the first or second half of the month.
30 days before commencement of the shipment month	Shipper	The declaration of a “laycan” for each shipment, with advice on any subsequent changes being forwarded as soon as practicable. An update of the tonnage or number of lifts to be loaded or discharged.
8 days before the day planned for commencement of cargo handling	Ship’s Master through the Ship’s Agent to Pilbara Ports Shipping scheduler	A firm booking and estimated time of arrival (“ETA”). Confirmation of the tonnage or number of lifts to be loaded or discharged. Estimated time required alongside to perform cargo operations including preparation time (first line to last line).
8 to 4 days before vessel’s arrival	Ship’s Master through the Ship’s Agent to Pilbara Ports Shipping Scheduler	Any change in vessel’s ETA of more than 24 hours should be notified as soon as possible.
4 days before vessel’s arrival	Ship’s Master through the Ship’s Agent to Pilbara Ports Shipping Scheduler	Confirm ETA.
4 days to 24 hours before ship’s arrival	Ship’s Master through the Ship’s Agent to Pilbara Ports Shipping Scheduler	Confirmation of the vessel’s ETA. Any change in ETA of more than 6 hours should be notified as soon as possible.
24 hours before arrival	Ship’s Master through the Ship’s Agent to Pilbara Ports Shipping Scheduler	Update/confirm ETA.

<b>DEADLINE FOR PROVIDING</b>	<b>ENTITY RESPONSIBLE FOR PROVIDING</b>	<b>EXTENT OF INFORMATION TO BE PROVIDED</b>
24 to 4 hours before ship's arrival	Ship's Master through the Ship's Agent to Pilbara Ports Shipping Scheduler	Confirmation of the vessel's ETA. Any change in ETA of more than 2 hours should be notified as soon as possible.
4 hours before arrival	Ship's Master via VHF radio direct to Port Hedland VTS.	Confirmation of the vessel's ETA.

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## **APPENDIX 2: BERTH ALLOCATION PILBARA PORTS - PORT HEDLAND BERTHS GENERAL GUIDELINES**

The overarching principle governing the allocation of berths is to maximise Port Efficiency consistent with safety and as far as practicable manage that process in a manner that over time can be seen to be fair and equitable.

Within that framework berth allocation will be assessed on the following prioritised non-exclusive criteria;

- Availability of berth considering ordinary and special maintenance requirements including shiploader cleaning.
- Order of arrival remains a principle overarching criteria.
- The suitability of an available berth for the vessel and cargo to be handled, this includes factors such as vessel dimensions, proposed drafts, the nature of the cargo, logistical shore based infrastructure and other safety considerations.
- For vessels scheduled at PH1 and PH2 their combined length needs to be considered. An over length vessel on one or the other berth may lead to a vessel being held out or the berthing order modified.
- For bulk carriers, the availability of product in the Port.
- For general cargo, the ability to load or discharge continuously, issue of labour and transport or available lay-down area.

In the event of conflicting adjacent arrival times, compliance with the protocols in Appendix 1, particularly the requirement to provide 8 days' notice of arrival and the reliability, and/or accuracy of that information will be considered in determining an outcome.

In resolving conflicting claims for access, the impact on the subsequent vessel line up will be considered with a view to minimising the number of vessels and the number of days delay, for example allocating a lower BPN to a vessel due to load over 4 days and a higher BPN to a later arrived vessel that will delay the former by say 12 hours only.

The impact on Port Efficiency of ship loader clean downs, this may result in back to back shipments of a single product to reduce the number of days lost to cleaning.

Tide constraints for vessels loading to a deep draft unable to load continuously may be delayed to a later tide regime.

Stacking the shipping queue will not be accepted, shippers need to present vessels reasonably evenly across the year and within any particular calendar month. Looking at the long-range forecasts for each other Shipper lay-cans should be set to reduce conflict as much as possible.

**APPENDIX 3: PILBARA PORTS – PORT HEDLAND INNER HARBOUR DEVELOPMENT PLAN**

