

# SHIPPING AGENTS' MEMO 01-2022



Date of Issue: 17 January 2022

SAM 01-2022

## Inner Harbour scheduling and berth efficiency - Rules and Guidelines

**Compliance with these requirements is mandatory for all vessels calling at the Port of Fremantle - Inner Harbour.**

Fremantle Ports works towards a continual improvement process to enhance maritime safety and efficiency for all vessels calling and operating within Fremantle Ports.

Accordingly, an enhanced scheduling and berth efficiency process is being implemented for vessels calling at the Inner Harbour. A draft of this process was promulgated to industry in September 2021. After extensive engagement with Inner Harbour customers to provide clarification regarding the rules and guidelines, this process will come into effect from 1 February 2022.

Vessels are required to complete the FPA - Statement of Facts form, without fail. This form must be sent by email (by the vessel) directly to [sof@fremantleports.com.au](mailto:sof@fremantleports.com.au), as soon as possible after the vessel's departure. In cases of extended stay at the berth, the form will be required at an intermediate stage also. This form will be available on the Fremantle Ports website for download and use.

The following documents accompany this memo for guidance and reference

- Inner Harbour scheduling and berth efficiency - Rules and Guidelines
- New FPA - Statement of Facts form

Any queries regarding the above process must be submitted to the email address: [harbourmaster@fremantleports.com.au](mailto:harbourmaster@fremantleports.com.au)

A handwritten signature in blue ink that reads "Sfernandes".

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Captain Savio Fernandes  
Harbour Master

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## Attachment 1



## FPA - Inner Harbour scheduling and berth efficiency - Rules and Guidelines

*Under the WA - Port Authorities Act 1999 (Part 4 Division 1 s.30)*

*The functions of a port authority are -*

- a) to facilitate trade within and through the port and plan for future growth and development of the port; and*
- (b) to undertake or arrange for activities that will encourage and facilitate the development of trade and commerce generally for the economic benefit of the State through the use of the port and related facilities; and*
- (c) to control business and other activities in the port or in connection with the operation of the port; and*
- (d) to be responsible for the safe and efficient operation of the port; and*
- (e) to be responsible for maintaining port property; and*
- (fa) to be responsible for port security; and*
- (f) to protect the environment of the port and minimise the impact of port operations on that environment.*

With the view to meeting its obligation under the Act, to facilitate trade, maintain safety and port efficiency (**cumulative vessel turnaround times**) and act in fairness towards all vessels calling at the Port of Fremantle - Inner Harbour - berth allocation, scheduling and side alongside to a berth for a vessel will be carried out at the discretion of Fremantle Ports'. The berth efficiency rules and guidelines are given below

1. As a general rule, the berthing schedule is based on "turn-of-arrival". "Turn-of-arrival" means the time when a vessel physically crosses the Fremantle Ports' reporting line. This applies to both, vessels calling at container terminals and common user berths. The turn-of-arrival process however, is subject to the following conditions

- Vessel has been granted Pratique
- The BSD along with all pre-arrival documents (including COVID related documents and protocols) have been submitted in VOYAGER
- The vessel's cargo gear (if required to be used) for cargo operations is ready for use. A vessel with defective cargo gear is required to notify Fremantle Ports Operations supervisor in advance through the agents, so as to assist Fremantle Ports to make a full appraisal of the situation
- Vessel's machinery status as declared in the 48-hour Notice of Arrival so as to not impact safe navigation of the vessel to berth. Defective equipment affecting safe navigation will be assessed on a case-to-case while ensuring all risks have been duly mitigated and control measures implemented
- A vessel that makes a false declaration for any of the above requirements will forfeit its berthing priority and will not be able to access a berth until the requirement is met to the Harbour Master's office satisfaction.

2. Keeping the above rules in mind, the actual allocation of a berth for any vessel within Inner Harbour shall be at Fremantle Ports' discretion. This allocation will be based on the following considerations

- Berth suitability and availability for intended cargo operations
- Congestion at berth, laydown areas and under cover storage areas

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- Availability and readiness of labour to commence cargo operations as soon as possible / immediately after berthing
- Prevailing or forecast weather conditions
- Vessel equipment status
- Restrictions applicable to the vessel such as DUKC, daylight operations, non-routine tidal flow currents etc
- At container terminals, vessels will be allocated to berths by the berth operator subject to the approval of the Harbour Master.

3. Berthing side alongside to a berth for any vessel shall be at Fremantle Ports' discretion to determine port side to or starboard side to. As a general rule, the decision will be to enable evacuation of the vessel from the Inner Harbour, if required in an emergency. Berth / Terminal operators will be advised in each case and any alternate options will be considered on a case-to-case basis and on cargo operational requirements.

4. Maximum assured continuous berth time at any given time is **5 days**. Additional berth time exceeding 5 days will be considered by the Harbour Master on request, and subject to the following factors

- Vessels next in the berthing priority and which require a considerably shorter duration for cargo operations are not severely impacted
- The Fremantle Ports - Statement of Facts is forwarded to Fremantle Ports at the end of the fourth (4<sup>th</sup>) 24-hour period for which the vessel was alongside for. The Statement of Facts is required to be sent to the following email - [sof@fremantleports.com.au](mailto:sof@fremantleports.com.au)
- Vessels' ability including labour availability and yard space to conduct cargo operations on a 24/7 basis except where night operations are not permitted, such as for vessels loading scrap metal
- The 5-day rule will not be imposed if there are no vessel's waiting for the berth under consideration

The maximum assured continuous berth time condition is based on the assessment by Fremantle Ports Harbour Master's office so as to aid port efficiency by reducing **cumulative vessel turnaround times** in the Inner Harbour and to retain competitiveness between other Australian ports providing the same trade facilities.

The vessel which has been required to vacate a berth can return to berth to complete operations, after the vessel(s) requiring shorter berth times have completed their cargo operations.

A vessel requiring more than 5 days of berth time for cargo operations is required to inform the Port Operations Supervisor and Harbour Masters Office at least 7 days prior to arrival in port.

5. Vessels may be required to vacate and evacuate the berth under the following conditions

- As above, after 5 continuous days alongside if other vessels with shorter duration for cargo operations are awaiting berth. Vessels can return to berth after this has been completed.
- In case of an emergency
- In case of adverse weather
- Vessels that do not have labour booked and working OR in case working at reduced labour capacity or efficiency, such that this impacts other vessels awaiting berth
- Vessels that have not booked labour during a public holiday
- When large container vessels are required to berth and turning circles require the vessel to vacate berth to facilitate the operation. Also, NQ 1 berth is required to be clear when vessels with lengths over >310m or beams over 43m enter or depart the Inner Harbour. Where practicable, vessels will be informed regarding

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this requirement prior berthing. This is applicable to berths located on NQ 1 and Victoria Quay only and not applicable to berths NQ 11 & 12

- Non-operational or sub-optimal status of cargo equipment such as cranes, hatch cover including issues with cargo related delays

A vessel that is required to vacate it's berth due to large container vessel movements or is required to evacuate berth due to adverse weather will retain it's berthing priority for the berth that the vessel was shifted from.

**All berth evacuation costs - pilotage, towage, mooring services and other incidental costs shall be to the vessel's account.**

6. A vessel operator with two or more vessels awaited berth may exchange / swap berthing priority for their vessels on the condition that this swap does not adversely impact the immediate next vessel in queue.

Two or more vessel operators may exchange / swap berthing priority for their vessels on the condition that this swap does not adversely impact the immediate next vessel in queue.

**Harbour Masters office approval is required prior to a berthing priority swap being scheduled.**

7. Vessel berthing, shifting, unberthing schedules may be altered at the discretion of Fremantle Ports. Considerations will include prevailing / predicted weather conditions or other priority operational reasons.

8. Any adjustment to Estimate Time of Departure (ETD) shall be made in the Voyager system no less than four (4) hours prior to departure. A vessel that fails to meet her departure schedule will be re-scheduled to the next available window and will lose any priority to depart that may adversely impact other vessels in the planned schedule.

9. All vessels calling at the Fremantle Ports' Inner Harbour are required to complete the FPA - Statement of Facts form and submit the same to Fremantle Ports as soon as possible on departure to [sof@fremantleports.com.au](mailto:sof@fremantleports.com.au)

10. All negotiations on the rules above between an external party and any Fremantle Ports staff shall be undertaken in a professional and business acceptable manner. Failing to communicate in a professional and business acceptable manner will result in negotiations being terminated. Fremantle Ports reserve the right to terminate the negotiations.