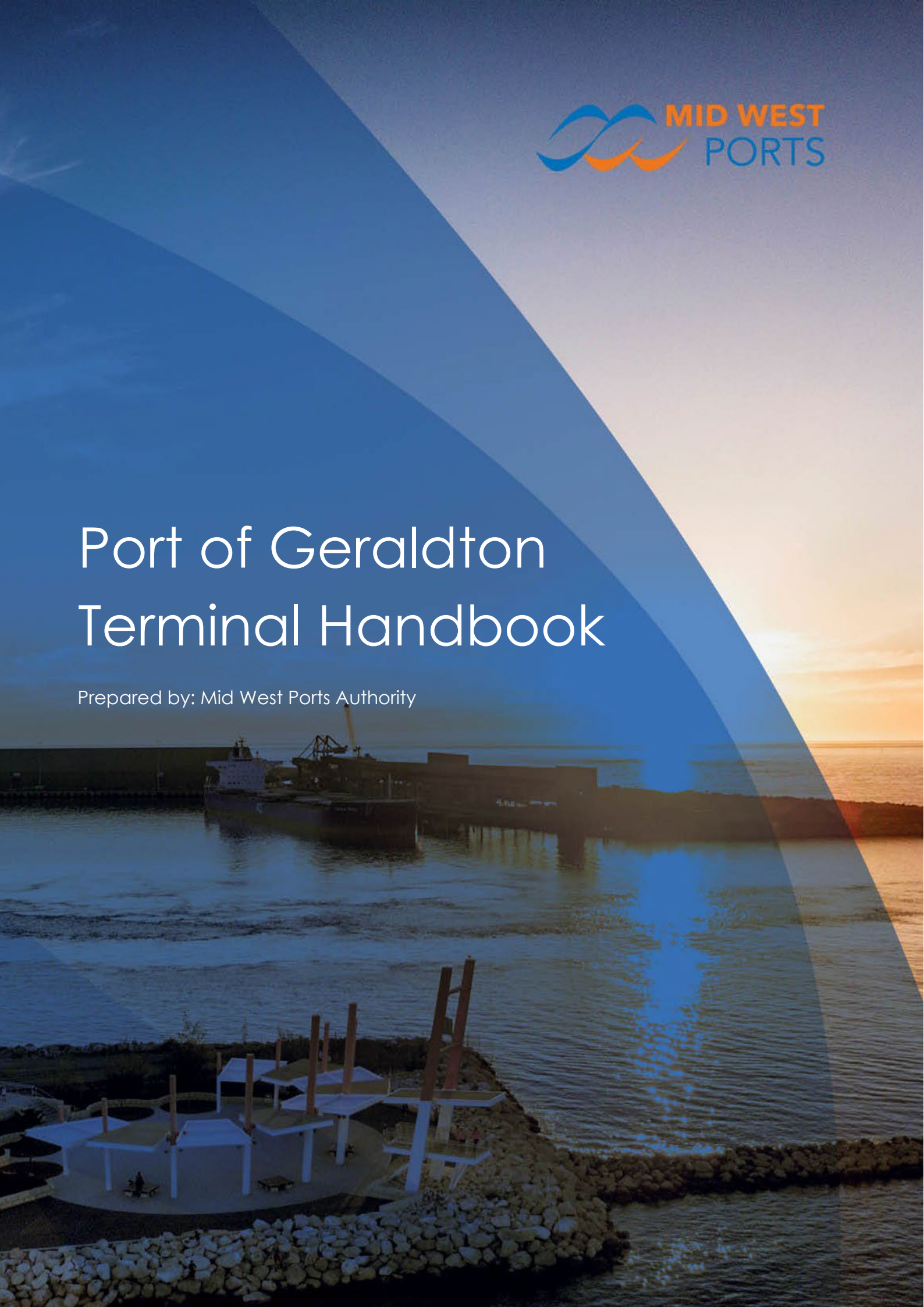
MID WEST PORTS

Port of Geraldton Terminal Handbook

Prepared by: Mid West Ports Authority



PORT OF GERALDTON TERMINAL HANDBOOK

Table of Contents

1 Details of Contact Personnel

Mid West Ports Authority (MWPA) Emergency Number: 0437 413 734

Contact Details

Telephone	(08) 9964 0520
Web	www.midwestports.com.au
Physical Address	298 Marine Terrace, Geraldton WA 6530
Postal	PO Box 1856, Geraldton WA 6531

24 Hour Contact Numbers

Port Emergency Number	**0437 413 734**
Duty Operations Supervisors 24/7	0437 413 734
Deputy Operations Supervisors – Mooring 24/7	0407 797 311
Deputy Operations Supervisors – Rail 24/7	0407 173 504
Port Security 24/7	0448 939 008

Important Email

Duty / Deputy Operations Supervisors	operations@midwestports.com.au
Permit Co-Ordinator	permits@midwestports.com.au

2 Berth Details

The Port of Geraldton comprises Berths 1-7 within the Commercial Shipping Harbour and Fishing Boat Harbour facilities. Berth uses; deck load limits, crane and vehicle capacities are governed by the **MWPA Wharf Specification Booklet (A2175727).**

BERTH 1

Item	Details
Primary Use	General / small craft
Declared Depth	8.40m
Maximum LOA	50m
Maximum Beam	33m
Maximum Displacement	1000t
Berth Deck Height	3.75m above chart datum
Under Keel Clearance (UKC) Limit Alongside	0.5m (50cm)
Bollard Capacity	20T-75T (location dependent)
Fendering	Limited; not designed for repeated commercial berthing
Mooring Configuration	Case-by-case basis
Operational Notes	Commercial vessel berthing generally discouraged Harbour Master approval required Snap-back zones apply; mooring lines must not conflict with crane or vehicle exclusion zones

BERTH 2

Item	Details
Primary Use	General cargo
Declared Depth	8.40m
Maximum LOA	190m or 229m if combined Berth 1 and 2 (Subject to clearance from Berth 3 vessel)
Maximum Beam	33m
Maximum Displacement	27,000t
Berth Deck Height	3.75 above chart datum
Under Keel Clearance (UKC) Limit Alongside	0.5m (50cm)
Bollard Capacity	20T-100T (including strengthened inshore bollards)
Fendering	Arch fender systems fitted to berth face
Mooring Configuration	As directed by Pilot / Harbour Master
Operational Notes	Commercial vessel berthing generally discouraged Harbour Master approval required Snap-back zones apply; mooring lines must not conflict with crane or vehicle exclusion zones

BERTH 3

Item	Details
Primary Use	Grain export / Layby Berth / Cruise Ships
Declared Depth	12.50m
Maximum LOA	229m (Subject to clearance from Berth 2 and 4 vessel)
Maximum Beam	33m
Maximum Displacement	58,000t
Berth Deck Height	3.58m above chart datum
Under Keel Clearance (UKC) Limit Alongside	0.5m (50cm)
Bollard Capacity	50T-75T deck bollards; additional dolphin-mounted bollards
Fendering	Cone fenders on five berthing dolphins
Berthing Dolphins	Five free-standing dolphins forward of berth face
ShoreTension System	May be used as required
Operational Notes	Mooring layout tightly controlled due to surge, swell, and proximity to CBH shiploader Snap-back exclusion strictly enforced

BERTH 4

Item	Details
Primary Use	Mineral sands, mineral concentrates
Declared Depth	12.30m
Maximum LOA	229m (<190m standard condition / >190m-229m subject to addition conditions and clearance from Berth 3 and 5 vessels)
Maximum Beam	33m
Maximum Displacement	58,000t
Berth Deck Height	3.08m above chart datum
Under Keel Clearance (UKC) Limit Alongside	0.5m (50cm)
Bollard Capacity	6T-125T including high-capacity tee bollards
Quick Release Hooks	Dual-hook QRHs installed at eastern end
Fendering	Cone fenders on berthing dolphins
ShoreTension System	May be used as required
Operational Notes	Dynamic mooring loads common Deputy Supervisor must be notified of tight, damaged, or abnormal lines

BERTH 5

Item	Details
Primary Use	Iron ore export, fuel
Declared Depth	12.50m
Maximum LOA	229m (Subject to clearance from Berth 4 and 6 vessels)
Maximum Beam	33m (Exception for Klaveness Cleanbu class – 34.5m)
Maximum Displacement	58,000t
Berth Deck Height	3.51m above chart datum
Under Keel Clearance (UKC) Limit Alongside	0.5m (50cm)
Bollard Capacity	50T-75T (deck and dolphin-mounted), plus stand-alone bollards
Fendering	Cone fenders on five berthing dolphins
Berthing Dolphins	Five dolphins forward of berth face
Operational Notes	Mooring configuration must not interfere with shiploader rails High surge environment requires close monitoring of line condition

BERTH 6

Item	Details
Primary Use	General cargo, break bulk, fuel
Declared Depth	11.80m
Maximum LOA	190m (Subject to clearance from Berth 5 vessel)
Maximum Beam	33m
Maximum Displacement	51,000t
Berth Deck Height	3.51m above chart datum
Under Keel Clearance (UKC) Limit Alongside	0.5m (50cm)
Bollard Capacity	50T-75T standard; 125T bollards at southern inshore end
Fendering	Combination of arch and high-capacity rubber fenders
Mooring Configuration	Flexible depending on vessel and operation
ShoreTension System	May be used as required
Operational Notes	Additional safety and exclusion zones apply during tanker and fuel transfer operations

Note: For Berth weights, please refer to Wharf Specification Booklet, which can be accessed here MWPA WHARF SPECIFICATION BOOKLET

General Mooring Safety (All Berths)

Requirement	Details
Snap-back Zones	Must be identified and respected at all times
Personnel Controls	No personnel in line of fire unless authorised
Abnormal Conditions	Excessive tension, damaged lines, or poor tending to be reported immediately
Emergency Contact	Duty Ops Supervisor – **0437 413 734**

3 Water Density at the Berth

Confirmation by the draft surveyor is required. However, the annual average is usually between 1.023 and 1.024 kg/dm³.

4 Loading or Unloading Rates and Equipment Clearance

All operations coordinated through Duty / Deputy Ops Supervisors with radio and marine communications protocols enforced.

BERTH 4

Shiploader	Details
Load Rate	Maximum 1200tph. Dependent on customer feed
Air Draught	14.10m from chart datum to bottom of shiploader infrastructure

BERTH 5

Shiploader	Details
Load Rate	Maximum 4200tph. Dependent on customer feed
Air Draught	16m from chart datum to bottom of shiploader infrastructure

5 Communications

Terminal representative is the Duty Operations Supervisor and Deputy Operator. Communications details as below.

Port Emergency Number	**0437 413 734**
Duty Operations Supervisors 24/7	0437 413 734
Deputy Operations Supervisors – Mooring 24/7	0407 797 311
Deputy Operations Supervisors – Rail 24/7	0407 173 504
Berth 4 Radio Channel (Port Supplied Radio)	UHF 'Berth 4'
Berth 5 Radio Channel (Port Supplied Radio)	UHF 'Berth 5'

6 Access To and From Ships and Berths

With the exception of draught mark recording, stores and parts deliveries, and rubbish disposal, crew members are not permitted ashore unless prior notification has been received from the vessel's Master or the Shipping Agent.

The Shipping Agent is responsible for arranging crew shore leave bookings with the Mission to Seafarers via the online form, email, or phone. The online form can be accessed at http://geraldtonseafarers.org/shoreleave

A minimum of two hours' notice is required for all shore leave requests.

Ship's crew must wait at the top of the gangway of the Ship and must carry a photocopy of a valid seaman's identification (ID) card. In the absence of a seaman's ID card or a seaman's book, a photocopy of passport must be produced.

Security guard will then check the photo identification document against a ship crew list and then allow entry into the Mission to Seafarers (MTS) bus.

Ship's crew boarding from the Geraldton Port will be checked against the list by the security guard.

Ship's crew without proper identification will be refused entry on shore and referred to the Port Security Officer (PSO).

It is not permissible to bring visitors and guests onboard unless it is cleared by the PSO or delegate via the Ship's Agent.

7 Emergency Procedures

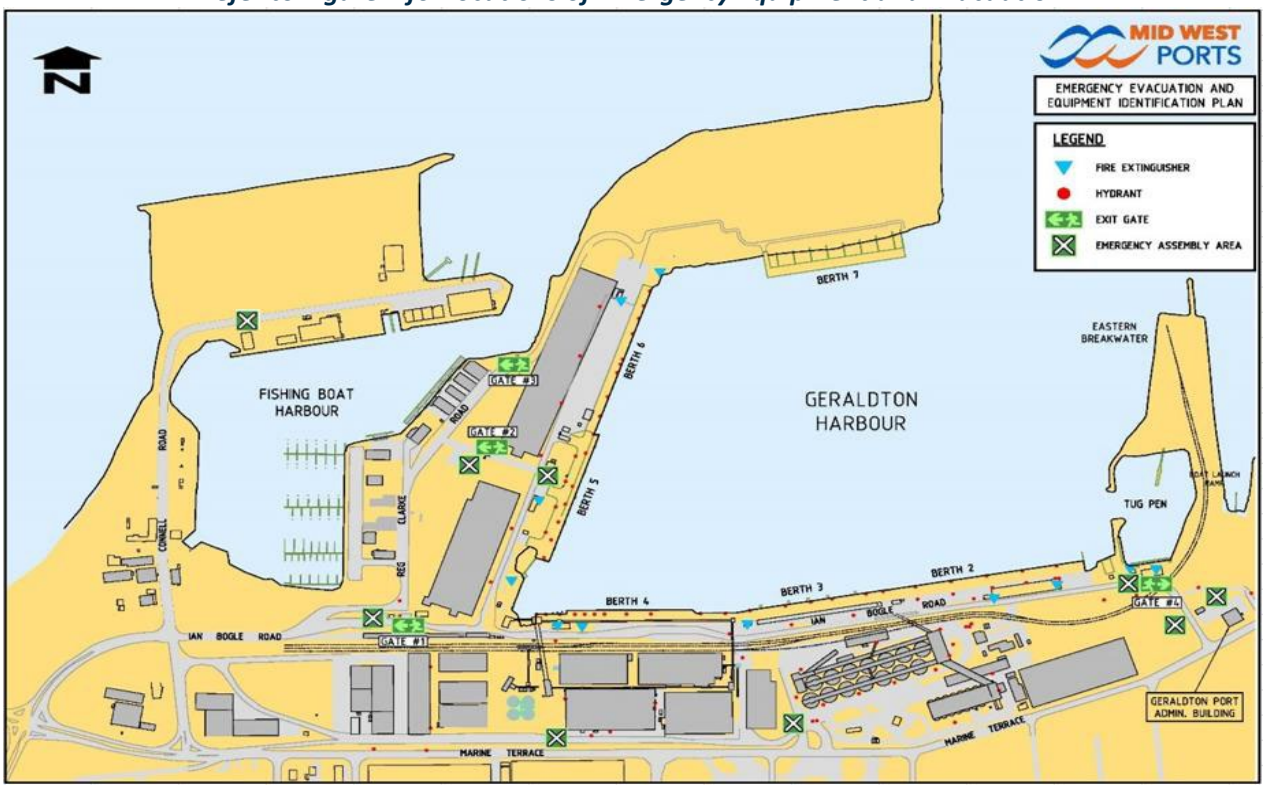
In the event of an emergency, the vessel must notify MWPA as soon as practicable via VHF Channel 11 or 16, the Port Emergency number on **0437 413 734**, or by contacting emergency services on **000**.

The vessel is to advise the nature of the situation, actions taken, and any assistance required. Where appropriate, the Harbour Master will be informed and will provide direction and assistance.

If required, port muster points are shown on the map below.

The Port of Geraldton Emergency Plan can be accessed at Emergency Management Plan

Refer to Figure 1 for locations of Emergency Equipment and Evacuation.



8 Damage and Indemnity Arrangements

Damage caused to the ship by using loading / unloading must be reported immediately to the terminal representative then followed up in written form with detailed description of the damage.

9 Information on Waste Reception Facilities at the Terminal

The Port of Geraldton provides waste reception facilities for visiting vessels. Waste received from vessels is considered a biosecurity risk.

All international vessels and goods that enter Australian territory are subject to biosecurity control. Biosecurity bins are 240 litre wheelie bins that are yellow in colour and are secured onto pallets designed to be moved by forklift. Port Operator's place the pallets near the gangway of each vessel as it arrives. There are occasions when large quantities of biosecurity waste are expected (such as a vessel has been at anchor for a long period of time); in this case a yellow covered skip bin is provided. Refer to figure below for further instructions.

BINS FOR QUARANTINE WASTE

The Geraldton Port offers a waste collection of plastics, food wastes, domestic wastes (paper, rags, glass, metal, bottles) and incinerator ashes only - NO OIL OR PAINT).

Waste must be double bagged and placed in the Yellow bins provided, which must be able to have the lids closed. No bags of rubbish are to be left around the bins. If the lids cannot be closed, or there are bags of rubbish around the bins, the crew of the vessel will have to take the rubbish back onto the vessel. More bins can be requested through your Ship's Agent.

Quarantine Skip Bin

BULK WASTES

Disposal of Bulk waste Oil, noxious liquids, sewage, exhaust gas cleaning residues and ozone depleting substances are to be arranged through the vessel's shipping agent.

10 Information to be Provided by the Terminal to the Master

Landside Operations Information and Documents can be accessed here Landside Operations » Mid West Ports

Local Marine Notices can be accessed here Local Marine Notices (LMN) » Mid West Ports

Harbour Master Instructions can be accessed here Harbour Master Instructions (HMI) » Mid West Ports

If conducting hot works onboard, hot works permit can be accessed here Application_for_Hot_Work_Permit.docx

Wharf Specification Booklet can be accessed here MWPA Wharf Specification Booklet

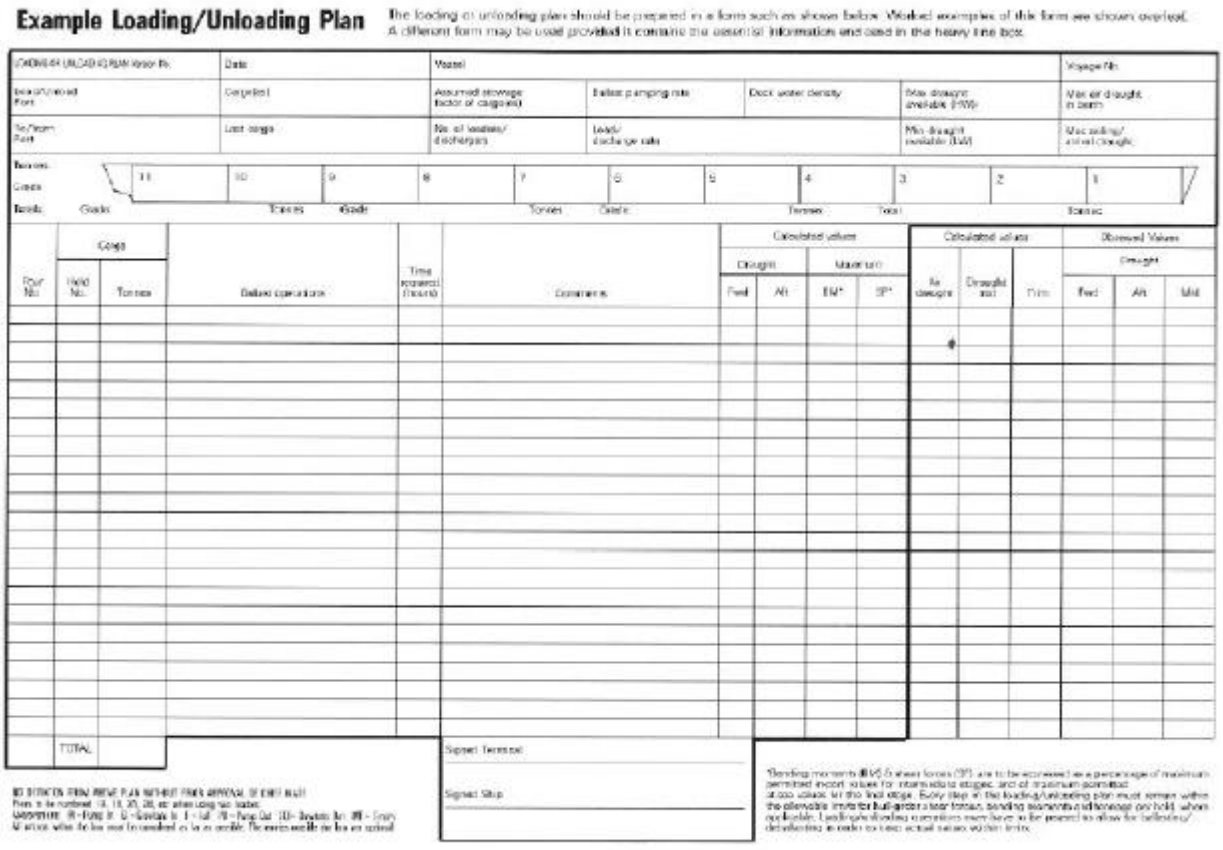
11 Information Needed to be Given by Ship to the Terminal

11.1 INFORMATION REQUIRED

- In order to plan the proper disposition and availability of the cargo as to meet the ship's loading plan, the loading terminal should be given the following information.
    - A loading plan stating the quantity of cargo required, stowage by hatches, loading order and the quantity to be loaded in each pour, provided the ship has sufficient information to be able to prepare such a plan.
    - Arrival and proposed departure draughts.
    - Time required for de-ballasting.
    - The ship's length overall, beam and length of the cargo area from the forward coaming of the forwardmost hatch to the after coaming of the aftmost hatch into which cargo is to be loaded or from which cargo is to be removed.
    - Distance from the waterline to the first hatch to be loaded or unloaded and the distance from the ship's side to the hatch opening.
    - Details and capacities of the ship's cargo handling gear.
    - Any other item related to the ship requested by the terminal.
    - Distribution of cargo on board, indicating that to be unloaded and that to remain on board.
    - As soon as possible the ship should confirm that all holds into which cargo is to be loaded are clean, and free from previous cargo residues which in combination with the cargo to be loaded could create a hazard.
    - Information on the loading or unloading plan and on intended arrival and departure.
- Ship arriving at loading or unloading terminals in a part-loaded condition should also advise:
    - berthing displacement and draughts;
    - previous loading or unloading port; and
    - nature and stowage of cargo already on board and, when solid bulk cargoes are on board, the Bulk Cargo Shipping Name (BCSN), the IMSBC Code Class and UN Number, when applicable.

11.2 LOADING AND UNLOADING PLANS

Load plans are to be submitted at least 72 hours prior to berthing and shall comply with the IMSBC Code.


Example Loading/Unloading Plan

11.3 SHIP/ SHORE SAFETY CHECKLIST FOR LOADING OR UNLOADING DRY BULK CARGO CARRIERS

The Master and Terminal Manager, or their Representatives, should complete the check list jointly. Advice on points to be considered is given in the accompanying guidelines. The safety of operations requires that all questions should be answered affirmatively, and the boxes ticked. If this is not possible, the reason should be given, and agreement reached upon precautions to be taken between ship and terminal. If a question is considered to be not applicable, write 'N/A' explaining why, if appropriate.

Section 2.				
Item		Ship	Terminal	Comment
1	Is the depth of water at the berth and the air draught adequate for the cargo operations?	☐	☐	Comments
2	Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside?	☐	☐	Comments
3	In an emergency is the ship able to leave at any time?	☐	☐	Comments

Section 2.				
Item		Ship	Terminal	Comment
4	Is there safe access between the ship and the wharf (Tended by Ship or Terminal)	☐	☐	Comments
5	Is the agreed ship terminal communication system operative?	☐	☐	Comments
	a) Communication Method	☐	☐	Comments
	b) Language	☐	☐	English
	c) Radio Channel / Phone Numbers / Location	☐	☐	Comments
6	Are the liaison contact persons during operations positively identified?	☐	☐	Comments
	a) Ship Contact Person	☐	☐	Comments
	b) Shore Contact Person	☐	☐	Comments
	c) Location	☐	☐	Comments
7	Are adequate crew on board and adequate staff in the terminal, for emergency?	☐	☐	Comments
8	Have any bunkering operations been advised and agreed?	☐	☐	Comments
9	Have any intended repairs to wharf or ship whilst alongside been advised and agreed?	☐	☐	Comments
10	Is the vessel expecting any stores deliveries whilst alongside?	☐	☐	
11	Has a procedure for reporting and recording damage from cargo operations been agreed to?	☐	☐	Comments
12	Has the ship been provided with copies of port / terminal regulations, including safety, pollution/rubbish, requirements and emergency services?	☐	☐	Comments
13	Has the shipper provided the Master with the properties of the cargo in accordance with the requirements of Chapter VI of SOLAS?	☐	☐	Comments
14	Is the atmosphere safe in holds and enclosed spaces to which access may be required? Have fumigation cargoes been identified, and has the need for monitoring of atmosphere been agreed by ship and terminal?	☐	☐	Comments
15	Have the cargo handling capacity and any limits of travel for each loader / unloader been passed to the ship / terminal? Loader: Loader TPH: TPH	☐	☐	Comments

Section 2.				
Item		Ship	Terminal	Comment
16	Has a cargo loading or unloading plan been calculated for all stages of loading / de-ballasting or unloading / ballasting. Copy lodged with Name	☐	☐	Comments
17	Have holds to be worked been clearly identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of cargo to be transferred each time the hold is worked?	☐	☐	Comments
18	Has the need for trimming of cargo in the holds been discussed, and have the method and extent been agreed to?	☐	☐	Comments
19	Do both ship and terminal understand and accept that if the ballast programme becomes out of step with cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up?	☐	☐	Comments
20	Have intended procedures for removing cargo residues lodged in the holds while unloading been explained to the ship and accepted?	☐	☐	Comments
21	Have the procedures to adjust the final trim of the loading ship been decided and agreed? Tonnage held by terminal Conveyor system 60mt	☐	☐	Comments
22	Has the terminal been advised of the time for required for the ship to prepare for sea on completion of cargo work?	☐	☐	Comments

12 Monitoring, Evaluation and Review

This document is required to be reviewed every five years from the last scheduled review date.

Minor updates made within this five-year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

13 Administration

Document Custodian:	Operations Superintendent
Document Approver:	Operations Manager
Approval Date:	19 May 2026
Document Review Period:	5 yrs