

1 Purpose

Mid West Ports Authority (**MWPA**) is responsible for shipping and operations at the Port of Geraldton. MWPA conducts ship vetting and evaluation for all vessels proposing to visit the Port of Geraldton, to ensure safe and efficient operations as well as early identification of vessel defects that may impact operations and the Port's environment and infrastructure.

The scheduling of shipping is affected by a multitude of factors. As such, scheduling needs to be appreciated as a dynamic process requiring continuous review from a diverse range of stakeholders.

2 Scope

This Procedure describes the ship vetting and evaluation process, including associated logistical considerations, mandatory requirements and the roles of diverse affected stakeholders in the process.

This Procedure describes the ship vetting and evaluation process for vessels proposing to visit the Port of Geraldton and the ship scheduling process to ensure safe and efficient operations and the early identification of vessel defects that may impact operations and the Port's environment and infrastructure.

This Procedure applies to all vessels visiting and berthing in the Geraldton Port and covers the process which involves evaluating a vessel's suitability for its visits, scheduling the vessel's movements, and berthing.

3 Duties and Responsibilities

MWPA Harbour Master	The MWPA Harbour Master has overall responsibility for ensuring that vessels proposing to visit the Port are adequately vetted and classified, and that ship scheduling is completed safely and efficiently, and in adherence to this Procedure.
Ship Scheduler	The Ship Scheduler is responsible for the management of ship vetting and ship scheduling.
Shipping Agent	Communicates with the Pilot Office on behalf of a vessel nominated to visit the Port.

4 Definitions

Term	Definition
ABF	Australian Border Force
IFS	MWPA Enterprise Resource Planning System
Schedule Board	A live spreadsheet detailing the vessels scheduled to visit the Port.
Ship / Vessel	For the purpose of this document, these terms have the same definition and are interchangeable throughout.

5 Process

The process of ship scheduling includes the following elements.

- Ship Nomination
- Ship Vetting
- Ship Scheduling
- Scheduling Assessment and Monitoring

6 Ship Nomination

The ship scheduling process commences when a Shipping Agent contacts the Pilot Office with notification of a vessel nominated to visit the Port.

Notification of nomination of a vessel is via email to the Duty Ship Scheduler. Following receipt of the vessel nomination, the Ship Scheduler initially confirms if the vessel nominated is routine or non-routine, following **18 - Operational Parameters Procedure**.

If a vessel is classed as routine, the Ship Scheduler will commence the ship vetting process. If a vessel is classed as non-routine, the Ship Scheduler will notify the Harbour Master and confirm with the Harbour Master and the Duty Pilots prior to commencing vetting.

Refer to **18 - Operational Parameters Procedure** for the management of the assessment of non-routine vessels, which must be authorised by the Harbour Master.

7 Ship Vetting

The online ship vetting platform 'RightShip' and the online ship database 'SeaWeb' are utilised together to vet vessels. 'RightShip' utilises a Safety Score system wherein a scoring of N/A or a score between 0-5 is given to a vessel. 'SeaWeb' provides essential ship specifications and information utilised in the planning stage of ship scheduling.

7.1 VETTING PROCESS

The following actions are to be undertaken for the different RightShip Safety Scores.

RightShip Safety Score	Action
0, 1 and 2	A manual vet will be requested for the vessel from RightShip. Subject to an acceptable RightShip vet and a satisfactory assessment by the Marine team, the vessel's nomination will be approved.
3, 4 and 5	Marine team will conduct an assessment and, subject to a satisfactory outcome, the vessel's nomination will be approved.
N/A (for example, Cruise ships)	Marine team will conduct an assessment in conjunction with the Engineering team and Wharf Supervisors and, subject to a satisfactory outcome, the vessel's nomination will be approved.

Note: New types of vessels will undergo detailed assessment prior to acceptance.

The MWPA Harbour Master in consultation with the Marine Pilots will have the overriding authority on vessel acceptance decisions.

Should a vessel have any deficiency, it will be added to the Schedule Board, and the Harbour Master and Duty Pilots informed; refer to Section 6 of this Procedure for further information.

7.2 VETTING APPROVAL RESPONSE TIMES

The following response times regarding ship vetting approval are required from the Shipping Agent and Pilot Group in confirming the vetting status of proposed ships.

Ship Nomination Received	MWPA Response
Office Hours	End of business day / 12 hours
After Hours	24 hours
Deficiencies declared by vessels with a Safety Score between 0 and 3	Response dependent on RightShip acceptance

Should MWPA request any information or evidence pertaining to declared or identified deficiencies, the Shipping Agent is to revert with requested evidence or information within 48 hours.

8 Ship Scheduling

8.1 SCHEDULER DUTY

Following confirmation that a vessel has been successfully vetted, the Ship Scheduler will notify the Shipping Agent via email. The Shipping Agent will then revert to the Ship Scheduler with the vessel's specifications and proposed schedule for the Port visit.

The Ship Scheduler will then add the vessel to the **Schedule Board** and enter into IFS.

Assessment, monitoring and updating of a vessel's arrival and departure commences and continues until the start of pilotage (refer to **Section 9** for further information).

The Shipping Agent then emails the Duty Ship Scheduler a completed **Application for Berth Form** and **Vessels Pilot Card** at least four days prior to the scheduled arrival, detailing further specific vessel and cargo information and requirements, including any vessel defects. Relevant information from the Application for Berth Form will be added to the Schedule Board and IFS by the Ship Scheduler, as required.

The Shipping Agent is also required to submit, on behalf of the vessel, **ABF Forms 13 and 3B** and the MWPA crew list in relation to COVID-19 Management.

Vessel defects are also added to the Schedule Board and the Harbour Master, and Duty Pilots advised. Any defects will be discussed and analysed with the Harbour Master and the Pilots. The vessel's pilotage will be cancelled if defect is deemed dangerous to pilotage or Port operations and not rescheduled until the vessel's state is deemed satisfactory.

The **Berth Priority Code Procedure** and **Queuing for Berths Procedure** are to be referenced for information pertaining to prioritising shipping visiting the Port.

Prior to the close of business each day, the Ship Scheduler will prepare and promulgate the confirmed shipping schedule for the following 24 hours to all relevant Port stakeholders. This schedule is called the '**Daily Port Requirements**' and includes the proposed allocations of Pilots, towage, and berths.

8.2 INSTRUCTIONS TO THE AGENT FROM THE SHIP SCHEDULER

All Agents as per the Agent list, operating at Geraldton Port are advised the following message and instruction: It is the Agents responsibility to ensure that the instructions are followed. This message is only re-sent from the Scheduler to the Agent as required, for example, if any changes are made to the documents or process; or as a refresher if an Agent is not complying.

Hello Agent,
Kindly forward the below message to all arriving vessels at Geraldton Port at least **4 days** before arrival.

Good day Captain,
Mid West Ports has a comprehensive website with information for your arrival at Geraldton Port. Please click on the following link to access the **Ship Masters Information** page, where you will find the relevant information for your arrival:

<https://www.midwestports.com.au/operations/shipping/ship-masters-information.aspx>

It is mandatory for you to download and implement the information under **Mandatory Review** including **Pilot Instructions and Pilot Ladder**.

Also, there is a lot of other useful information available on the website in **Recommended Review** and **Additional Resources** for you and your bridge team.

Regards,
MWPA Harbour Master and Marine Team

9 Mooring Planning

A standard mooring diagram will be prepared by a Duty Pilot prior to their scheduled berthing; refer to **13 - Passage Planning Procedure** for further information. In some instances, assistance may be sought from the Engineering Team, Operation Team and Wharf Supervisors; some mooring diagrams may need to be prepared well in advance of the vessel's arrival.

10 Transport Scheduling

Marine Pilots and Pilot Boat Workers receive proposed shipping schedule information from the Duty Ship Scheduler, as detailed in Section 6 of this Procedure, at the close of each business day for the sake of planning and management. (Note – Friday's shipping schedule information includes weekend scheduling.) Refer to **14 - Pilot Transport and Transfer Management Procedure**.

11 Scheduling Assessment and Monitoring

Assessment, monitoring and updating of ship schedules commences from the addition of a vessel to the Schedule Board, through to the vessel's arrival and subsequent departure, and is conducted by the Duty Ship Scheduler. Both the Ship Scheduler and Harbour Master are to ensure that collaboration and consultation occurs with the Duty and Shipping Pilots regarding the continual assessment and monitoring process, particularly pertaining to environmental factors and berthing considerations.

The process is dynamic, constant and includes assessment and monitoring of the following.

- Information and updates from the Shipping Agent
- Information regarding ship's passage on AIS
- Liaising with Wharf Supervisors
- Information from Operations, primarily Operations Supervisors
- Information from the Tug Operator
- Monitoring weather (including wind, tide, current and swell)
- Adherence to Operational Parameters
- Monitoring surge
- Determining and monitoring UKC and DUKC
- Assessing Pilot Allocation (refer to the **10 - Pilot Scheduling Procedure**)
- Assess passage options
- Assessing Berth allocation
- Adherence to the **Queuing for Berths Procedure** for shipping priorities determination
- Consideration of Tug and Pilot Boat Workers Fatigue
- Utilisation and positioning of ShoreTension Units
- Safest and most efficient order of scheduling ships in and out
- Order of vessels on the berths and adjacent berths
- Considering Port convenience at the Harbour Master's discretion
- Flow on advantages and disadvantages of each movement
- Loading Operator Washdown and Cleaning Requirements
- Cargo Availability – progress and speed of loading
- Gangway positioning
- Port Infrastructure
- Limitations of vessels such as rope quality, current deficiencies and daylight only operations
- Berth Access (regarding landslide logistics)
- Parallel body length of the vessel alongside the fenders

12 Ship Scheduling Meeting and Document Distribution Requirements

The following section outlines all the ship scheduling notifications, schedules and meetings that contribute to the ship scheduling process.

- **Ship Nomination Notification** (Email) – Shipping Agent to Ship Scheduler.
- **Vetting Acceptance** (Email) – Ship Scheduler to Shipping Agent.
- **Application for Berth Form** and **Vessel Pilot Card** (Form) – Shipping Agent to Ship Scheduler.
- **ABF Forms Vessel Vaccination Declaration, 13 and 3b, MWPA Crew List** (Form) – Shipping Agent to Ship Scheduler.
- **Schedule Board** (Proposed Long-Term Schedule – Live) – Accessible to the Harbour Master, Pilots, Wharf Supervisors, Pilot Boat Workers, and Port Operations. Managed by Ship Scheduler and updated as required. (Note: All Workers are advised that this is a planning tool only and not to rely solely on the Schedule Board. Port Requirements are the official planning tool for ship movements.)
- **Daily Port Requirements** (Proposed Short-Term Schedule – Email) – Emailed daily by Ship Scheduler at approximately 1500hrs for the following 24 hours; emailed to Harbour Master, Shipping Agents, Tug and Pilot Boat Workers, Wharf Supervisors, Pilots and other relevant Port Workers and Stakeholders. Updated as required by Ship Scheduler.
- **Mooring Arrangement Diagram** (Form) – Emailed by Pilot prior to vessel berthing (no later than 12 hours prior to berthing) to Wharf Supervisors, Pilots, Shipping Agents and Ship Schedulers.
- **Shipping and Operations Meeting** (Meeting) – Held when required – Landside Operations Workers and Ship Schedulers (Pilots and Wharf Supervisors if possible) to discuss landside operations and shipping requirements.

13 Associated Documents

Document Title
10 - Pilot Scheduling Procedure
13 - Passage Planning Procedure
14 - Pilot Transport and Transfer Management Procedure
17 - Fatigue Management Procedure
18 - Operational Parameters Procedure
Application for Berth Form
Berth Priority Code Procedure
Queuing for Berths Procedure
Ship Scheduling Work Instruction

Location – Mid West Ports Intranet – [Document Centre](#)

14 Records

Objective ID	Title
fA13857	Daily Port Requirements
qA4413	Shipping Schedule Board

Location – Mid West Ports Electronic Document Records Management System, Objective

15 References

Act or Regulation	Description
<i>Port Authorities Act 1999</i>	Section 103 – Principal functions of Harbourmaster
<i>Port Authorities Regulations 2001</i>	Section 12 – General Berthing Provisions

Location - Western Australian - <https://www.legislation.wa.gov.au> | Australian - <https://www.legislation.gov.au>

Authority	Resource
Australian Border Force	Form 13 – Ship Pre-Arrival Report
Australian Border Force	Form 3B – Inwards/Outwards Crew Report
Australian Border Force	COVID-19 Vaccination Status Declaration
Shipping Agent / Vessel Master	Vessel Pilot Card

16 Monitoring, Evaluation and Review

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

Minor updates made within this two 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**.

17 Administration

Document Custodian: Ship Scheduler
 Document Approver: Harbour Master / Marine Manager
 Approval Date: 13 February 2024
 Document Review Period: 2 yrs