

Agents Daily Cargo and ETC Updates

Number: 04 / 2026

Date Issued: 31st March 2026

Date of effect:	01 st April 2026
Details:	Agents Daily Cargo and ETC Updated
Former Notice:	Nil
Distribution:	Agents and Terminals
Attachments:	Agents Daily Cargo and ETC Updates – reporting form

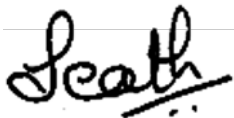
Kindly note MWPA continues to receive excessive amount of information at non-standard times throughout the day and night regarding vessels estimated time of completion, sailing drafts and readiness to depart from the berth. This causes extensive planning and logistical issues, which impact on efficient planning of vessel movements in the port and utilisation of resources.

In order to standardise the daily reporting process to the Shipping Scheduler, to facilitate an efficient and optimal shipping schedule, agents are required to send two updates daily via email to the Ship Scheduler (shipping@midwestports.com.au) . The updates must be sent by 0830LT and 1330LT for all vessels that are alongside at all berths at the Port of Geraldton. Reports sent later than the allocated time will result in delays in departure.

However, in case of unforeseen or unplanned events, the agents may contact the Shipping Scheduler accordingly.

This requirement becomes effective from 01st April 2026, for all vessels that are alongside and for all future vessels arriving at the port.

Any questions or feedback regarding this Harbour Master Instruction should be addressed to the Harbour Master for further information / clarification.



Capt Heathcliff Pimento

Harbour Master (Mid-West Ports Authority)