



Date: Thursday – 13 December 2007

COMMUNICATION PROTOCOLS FOR BERTH 4 (Amended)

As part of the Berth 4 action plan agreed with customers, the Geraldton Port Authority, in consultation with Patrick and Giacci Port Services, has developed Communication Protocols for Berth 4. These were originally posted on 30 November 2007. However, Iluka requested some clarifications which have been added to the protocols.

These protocols set the communication requirements for the following operations related to Berth 4:

- Pre Arrival, Surveys and Berthing
- Loading Commencement
- Ceasing and Resuming Loading
- Loading Completion and Departure / Shift Ship

Should you have any queries in relation to the protocols, please contact Damien Miles at the Geraldton Port Authority on (08) 9964 0518.

Best Regards,

Martin North
Harbour Master
Geraldton Port Authority

Tony Venturini
Port Operations Manager
Geraldton Port Authority

Geraldton Port Communication Protocol No 1

Berth 4

1. Pre Arrival, Surveys and Berthing***

Communication Steps & Requirements

Step	Performed By	Requirement
1.	Shipper / Ship owner	Nominate vessel to agent
2.	Agent	Email / fax nomination to Duty Pilot for approval
3.	Duty Pilot	Email approval to agent. If the vessel is declined, process stops
4.	Agent	Notifies Patrick, Trucking, Shed Manager, and other agents of vessel of the berthing and detailed product information (to ensure a compliant product) <i>Note: For Iluka only the Product Coordinator needs to be advised who will advise relevant parties.</i>
5.	Agent	Email / fax Berthing application to Duty Pilot
6.	Ship	Advise Agent and Duty Pilot of arrival via radio
7.	Agent	Discussions on Berth availability and time with Duty Pilot
8.	Agent	Email advice by 1500 on the day prior to berthing of survey status and loading time to Duty Pilot, Patrick, Trucking, Shed Manager and Surveyors
9.	Duty Pilot	Advise Tug Agent via telephone
10.	Change Owner*	Advises any change to the stakeholder who gives them instructions. This should continue up the line until the Agent is made aware. Agent will then advise as per this process. Note that changes at short notice can have major impacts and costs across the Port. They should only occur when there is no other option.
11.	Pilot	Informs ship of POB** details

Remarks

* Change Owner is the person / party responsible for the change

** POB – Pilot on Board

*** This protocol should be read and understood in conjunction with the Geraldton Port Authority Berthing Priority Code

Geraldton Port Communication Protocol No 2

Berth 4

2. Loading Commencement ***

Communication Steps & Requirements

Step	Performed By	Requirement
1.	Ship	Provide loading plan to Stevedore.
2.	Surveyor	Inform Stevedore of completion of Survey
3.	Ship	Inform Stevedore OK to commence loading
4.	Stevedore	Informs Patrick (Control Room) via radio "OK to commence"
5.	Patrick	Hand control of plant to Stevedore
6.	Control Room*	Informs start to Shed Manager, trucks / loaders via radio <i>Note: For Iluka only the Duty Person needs to be advised. They will advise shed, trucks etc.</i>
7.	Delay Owner** (including False Starts)	Advises Control Room who will then advise relevant parties. Expected significant (4 hours) delays need to be advised to Agents and GPA Operations Manager.

Remarks

- * The Control Room is also called the Weigh Room
- ** Delay Owner is the person / party responsible for the delay
- *** This protocol starts after the Ship has berthed

Geraldton Port Communication Protocol No 3

Berth 4

3. Ceasing and Resuming Loading***

Communication Steps & Requirements

Step	Performed By	Requirement
1.	Cease Owner*	Advises Patrick Control Room <ul style="list-style-type: none">• Nature of stoppage• Expected duration• Status every 2 hours for significant delays
2.	Control Room**	Advises Stevedore, Shed Manager, Trucks / Loaders. With Significant delays (4+ hours) advise GPA Operations Manager and Agent and provide status every 2 hours <i>Note: For Iluka only the Duty Person needs to be advised. They will advise shed, trucks etc.</i>
3.	Cease Owner	Advises Control Room of readiness to resume
4.	Control Room	Advises Stevedore, Shed Manager, Trucks / Loaders

Remarks

* Cease Owner is the person / party responsible for the ceasing

** The Control Room is also called the Weigh Room

*** This Protocol includes product & parcel changes, major breakdown, and weather & plant configuration

Geraldton Port Communication Protocol No 4

Berth 4

4. Loading completion, Depart / Shift Ship

Communication Steps & Requirements

Step	Performed By	Requirement
1.	Agent	Contact Duty Pilot to ascertain expected departure Draft.
2.	Agent	Ongoing – with Duty Pilot, Patrick Operations Duty Manager discussion of Departure Time and advise of any Delays.
3.	Agent	Advise ship and Draft Surveyor of expected departure Draft
4.	Ship	Advise Stevedore of final trimming
5.	Stevedore	Advise Control Room of remaining pours
6.	Patrick Control	Advise Trucks / Loaders <i>Note: For Iluka only the Duty Person needs to be advised. They will advise shed, trucks etc.</i>
7.	Ship	Advise Stevedore of completion of loading
8.	Stevedore	Advise Control Room; who will arrange bog out if required
9.	Stevedore	Provide signed off loading sheet to ship and hands control of Plant back to Patrick
10.	Agent	Confirmation to Duty Pilot of final departure details

Remarks

Nil