

These Vessel Planning Principles are valid from 01 June 2018 until further notice. Reviews will be undertaken on a regular basis and amendments will be communicated to stakeholders as relevant.

## **1. Delegation of Authority**

- a. Underlying all procedures and priorities are the statutory rights and obligations of PTL, Pilots, Deputy Harbour Masters and the Harbour Master as they relate to navigational safety.
- b. For the sake of clarity, any action of the Planner, in conjunction with the below principles, will be completed in consultation with, and with the approval of, the Pilot, Deputy Harbour Master, or Harbour Master, as the case may be.
- c. Also for the sake of clarity, the 'Planner', as referred to in the below principles, also can be read as the 'Duty Pilot', who takes this role in cases when the Planner is unavailable for any reason.

## **2. Notices, Service Requests and Changes**

- a. Agents and Masters to send notices daily and at 72 / 48 / 24 / 12 / 2 hours ETA to pilot boarding ground (Latitude and Longitude - 39° 00'.00S 174° 02'.50E), stating exact position, course and speed. Notices will also include cargo type and quantity, including any discharge/load combinations. Receipt of these notices will allow vessels to be included in the published Rolling 7 Day Berth Plan, which includes a one-month outlook.
- b. In addition, at least 6 hours firm notice of (i) arrival time at the pilot boarding ground (and the corresponding request for Pilot On Board ("POB")) and/or (ii) requests for berth changes, must be provided by Agents and Masters, for a vessel to be (i) included in the berthing queue and the Rolling 24-hour Operational Schedule and (ii) assigned a POB time and berth.
- c. Requests for landside services to be placed via the PTL Portal, at least 48 hours prior to POB. Landside services include, but are not limited to: rubbish removal, gangway supply, hopper supply, weighbridge use, hiab use (stores/general), forklift, crane use, potable water supply, after hours use of East Gate, bunkering. PTL will endeavour to meet requests placed with less than 48 hours' notice, though this cannot be guaranteed and may result in additional charges.
- d. VAIS (see Appendix A) and Q88 (tankers on first visit and when Q88 is amended) to be completed in full and received by the Planner at least 24 hours prior to arrival at the pilot boarding ground.

- e. Load schedules and/or discharge schedules must be provided with the firm notice (see 2b.) by the Agent or Master and the Stevedore or Load Master. Load and discharge schedules must be updated as soon as is practicable, once a change is identified and as it subsequently affects ETD in particular.
- f. Any request for a change, which impacts the Rolling 24-hour Operational Schedule must be given by the Agent, Master, Stevedore or Load Master with 6 hours' notice. The Planner will assess any requests for change, given operational and HSSE considerations, and advise the revised timing. For the sake of clarity, this may not be at the time requested in the change notice. Also for the sake of clarity, where there is a change to schedule, the 6 hours' notice will be from the requested time or the revised time, whichever is the earliest.
- g. The Agent will, each day by 1530 hours, update the Planner regarding changes to vessels included in the Rolling 24-hour Operational Schedule. This will be followed by the Agents final confirmation, at 1930 hours. For the sake of clarity, there will be no 'bring-aheads' between 1930 i.e. the Agents final daily confirmation, and 0800 each day.
- h. All notices, requests pursuant to these principles must be in writing to:
  - Notices will be sent by email to: [marineservices@porttaranaki.co.nz](mailto:marineservices@porttaranaki.co.nz)
  - Portal Requests  
<https://www.porttaranaki.co.nz/customer-request-forms>
  - PTL Operations and Planning:  
Phone: +64 (0)6 751 0200 ext. 4

### **3. Berth Allocation**

#### **3.1 Unconstrained Berthing**

- a. A vessel takes its place in the Rolling 24-hour Operational Schedule on a First Come First Served basis, once the Master or Agent has informed PTL that she is ready in all respects to enter port and work cargo, in accordance with 2b.

Note 1: if cargo transfer operations cease, e.g. due to supply chain constraints or weather, and this is forecast to continue for more than 12 hours, then the vessel may be instructed to vacate the berth and issue a firm notice of readiness in accordance with section 2b, when she is able to recommence cargo transfer. For the sake of clarity, berth allocation and the place in the berthing will occur in accordance with this section 3.

Note 2: if the vessel is not at the pilot boarding ground at the time stated in accordance with 2b., then the vessel will immediately lose its place in the Rolling 24-hour Operational Schedule.

- b. The Planner will assign a berth.
- c. The vessel may also lose its place in the Rolling 24-hour Operational Schedule if information in section 2 or section 3.1a above is:-
  - not received in good time,
  - incorrect, and/or
  - significantly changed at any time alongside the berth.

The vessel will also lose its place if any legislative requirement is not met e.g. Certificate of Pratique not granted.

- d. If a vessel is removed from a berth due to a port closure or at ports convenience, then that vessel will have priority to continue load or discharge once the port reopens, at a berth allocated by the Planner.

### **3.2 Constrained Berthing**

- a. In cases of operational or HSSE constraints, the Planner, in consultation with key stakeholders and the Head of Marine Services and Planning, will allocate both the berth and place in the berthing queue for inclusion in the Rolling 24-hour Operational Schedule. This will only occur once notices in accordance with section 2 above have been received by the Planner or Pilot, and the Master or Agent has informed PTL of her readiness, including the following:
  - the vessel is ready in all respects to enter port and work cargo, and
  - that cargo transfer operations are ready to proceed in all respects at the highest safe rate to ensure prompt turn-around of the vessel, on a good faith basis.
    - For NKTT, the highest safe rate is defined by the NKTT User Group
    - For dry bulk, the highest safe rate assumes at least two stevedore gangs are working at their highest safe rate

Note 1: if cargo transfer operations cease, e.g. due to supply chain constraints or weather, and this is forecast to continue for more than 12 hours, then the vessel may be instructed to vacate the berth and issue a firm notice of readiness in accordance with section 2b, when she is able to recommence cargo transfer. For the sake of clarity, berth allocation and the place in the berthing will occur in accordance with this section 3.

Note 2: if the vessel is not at the pilot boarding ground at the time stated in accordance with 2b., then the vessel will immediately lose its place in the berthing queue and Rolling 24-hour Operational Schedule.

- b. The vessel may also lose its position in the queue and Rolling 24-hour Operational Schedule if information in section 2 or 3.2a above is:-

- not received in good time,
- incorrect, and/or
- significantly changed at any time alongside the berth.

The vessel will also lose its place if any legislative requirement is not met e.g. Certificate of Pratique not granted.

- c. If a vessel is removed from a berth due to a port closure or at ports convenience, then that vessel will have priority to continue load or discharge once the port reopens, on a berth allocated by the Planner.

### **3.3. Guaranteed Berth**

#### Definitions

“Guaranteed Berth” means the right to occupy a berth on a permanent or temporary basis; usually allocated within a specified regular weekly or monthly time slot, though may be a permanent allocation within a specified time frame, at PTL’s discretion.

- a. Guaranteed Berths may be allocated from time to time.
- b. Any vessel not included in the Guaranteed Berth agreement, which is occupying the berth within the specified time slot or permanent allocation, will be expected to vacate the berth in order to accommodate a vessel that is guaranteed the berth.

Note: Guaranteed Berths designated by Port Taranaki may change from time to time for operational reasons. Enquiries regarding this designation are available through negotiation with the Head of Commercial.

### **4. PTL Reservation of Rights**

PTL reserves the right to vary any and all of the above principles for operational reasons that may include, but not be limited to, the following:

- HSSE issues
- Berth maintenance requirements
- Tidal, draft and Long Period Wave restrictions
- Weather restrictions
- Emergency situations
- Unforeseeable events
- Operational reasons

This will be at the discretion of the Head of Marine Services and Planning. Consultation with, and communication of, the particular circumstances and the decision will be made to affected parties in a timely manner.

**Appendix A: VAIS**

**Vessel Arrival Information Sheet (VAIS)**



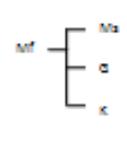
**Mooring officers and bridge team are required on the bridge for pilot/master exchange. ONLY HEAVING LINES WITH "MONKEY FISTS" TO BE USED AT TUG STATIONS**

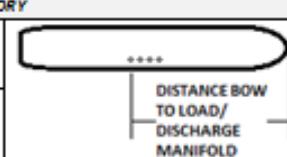
- This VAIS and Crew list to be forwarded by email to [marineservices@porttaranaki.co.nz](mailto:marineservices@porttaranaki.co.nz) at least 24 hours before arrival. Ship to provide 2 hours confirmation of ETA on VHF Channels 12 or 61. All communications are to be addressed to New Plymouth Harbour Radio
- New Plymouth Harbour Radio contact: VHF 12 & 61 (long range); 24hrs Phone: (+64) 6 759 9740

VESSEL:		IMO No.	
Name Of Master:		Agent:	
Last Port (Before Port Taranaki):		Next Port (After Port Taranaki):	

SHIPS PARTICULARS							
LOA:		LBP:		BEAM:		GRT:	
Distance Bridge To Stern:		SWL, Bollards		FWD:		AFT:	
Mooring Lines	Polypropylene (✓)	Dyneema (✓)		Wires (✓)			
Navigational and Operational Deficiencies:							

ARRIVAL DATE:				DEPARTURE DATE:			
Draft FWD:		Draft AFT:		Draft FWD:		Draft AFT:	

TO BE COMPLETED BY ALL VESSELS WITH DRAFT GREATER THAN 9.0M			
	Arrival Port Taranaki	Departure Port Taranaki	
DISPLACEMENT			 <p><b>KM = KG + GMs</b></p>
GMt (Corrected for Free Surface)			
GMs (Static)			
KG			
KMt			

CARGO INFORMATION							
Cargo:							
Cargo Importer (Owner) details:							
<b>TANKERS Only to Complete</b>				<b>CORRECT INFORMATION IS MANDATORY</b>			
Vessel gas free? (✓)	Yes	No		Load/Discharge Manifold No.:		 <p>DISTANCE BOW TO LOAD/DISCHARGE MANIFOLD</p>	
Tanks inerted? (✓)	Yes	No		Distance - Bow to Load/Discharge Manifold:			
<b>BULK CARRIERS Only to Complete</b>							
Quarantine Cargo	Yes	No		DG Class and Weight:			
Dangerous Goods (✓)	Yes	No		Fumigant specification:			
Cargo fumigated? (✓)	Yes	No		Date applied:			
Removal procedures for fumigant in place and spaces gas-free on arrival? (details)							

IN PORT SERVICES			
Services Required (Garbage removal, Gangway, Freshwater etc)		Main Engine Immobilization:	

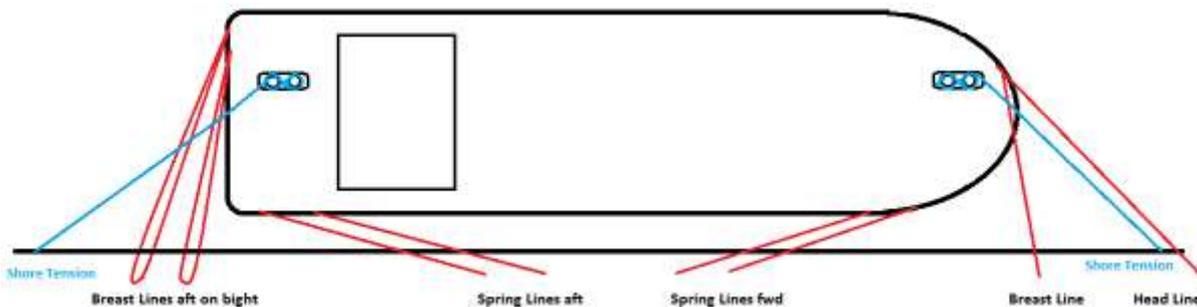
Dear Captain,

In order to improve the operational efficiency and safety of your vessel, Port Taranaki provides a service to add **Shore Tension Lines 1x Forward and 1x Aft** to supplement your vessel's own moorings. This supplementary system (<https://shoretension.com/>) applies an automatic tension that greatly assists the dampening of wave induced vessel movements at the berths.

Port Taranaki's Mooring Services have to set-up the wharf prior to berthing and it is **very important** that the information on the VAIS (**Distance - Bow to Load/Discharge Manifold**) is correct.

### Mooring Procedures

1. 2 x Linesmen boarding prior to berthing via Pilot Ladder to assist with Shore Tension
2. Centre Leads and Bitts (Forward & Aft) must be kept clear for Shore Tension
3. Spring Lines, by Heaving Lines to position the vessel
4. Breast Lines, if possible Aft Breast Lines on a bight (double)
5. Additional Lines at Master's and Pilot's discretion
6. Shore Tension Lines provided by Port Taranaki to be secured through Centre Leads
7. Once Shore Tension is secured – DO NOT ADJUST THESE LINES
8. Always monitor and manage ship's lines



Shore Tension Line

Shore Tension Unit

Please report any broken ship's lines immediately to Harbour Radio on VHF