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1 Objectives

Port Taranaki Ltd (PTL) seeks to work with our customers to provide an efficient service across vessel and operations planning. The sharing of accurate information, between all parties, in a timely manner will contribute to a coordinated plan.

PTL will endeavour to provide services at times requested by our customers, however factors may result in PTL needing to adjust the timing of services.

2 Delegation of Authority

2.1 Guiding principles

The statutory rights and obligations assigned to PTL, PTL Pilots, the Harbourmaster and his deputies regarding Navigational Safety and HSE will be applied to all decisions made.

2.2 Planning Authority

The PTL Operations Planner is the primary point of contact.

2.3 Contact details

2.3.1 Direct communications

Business Hours (0800 – 2000)

PTL Operations Planner: 06 759 9799 – will divert to Duty Pilot as required.

Outside Business Hours (2000 – 0800)

Communication Centre: 06 759 9740 or VHF Ch. 12 / 61.

2.3.2 Notices and requests

These must be in writing and sent to: marineservices@porttaranaki.co.nz

Any notice or request sent outside standard business hours must also be notified verbally to NPHR.

3 Commercial Shipping

3.1 Notices

3.1.1 Pre-arrival Notice times

- a) Initial notice should be provided by the Agent when a vessel is scheduled to call at Port Taranaki.
 - i. The notice should include details of ETA, cargo type, estimated load rates, quantity, and expected period alongside.
 - ii. The notice should include Q88 for tankers on first visit and when Q88 is updated.

3.1.2 Required Documents

- a) The PTL Operations Planner must receive the Vessel Arrival Information Sheet (VAIS) completed in full, at least 24 hours prior to ships arrival at pilot boarding ground:
- b) Confirmed Cargo Schedules to be received as soon as practicable, and prior to POB.

3.1.3 Request for Pilot on Board (POB)

Agents are to provide a minimum of 6 hours' notice of POB time. Notice of less than 6 hours will be accommodated where operational resources are available to meet the request.

On receipt of POB request the PTL Operations Planner will:

- a) Confirm the POB time, or if unavailable provide an alternative; and
- b) Include the ship in the planning schedule.

3.2 Agent communications

By 0900 hours each day, the Agent is to provide the Operations Planner with any alterations that will affect the planning schedule. In addition to this:

- a) Notification of any change shall be provided to the Operations Planner at the earliest opportunity;
- b) Final confirmed times for any night time shipping (2000–0800 hours) is provided by the Agents before 1930 hours each day; and
- c) After 2000 hours, earlier times than initially requested will only occur if they facilitate port operations.

3.3 The Planning Schedule

3.3.1 Operational constraints

When conflicts occur in vessel scheduling, priority will be given to vessels that can be moored safely and represent the best use of the berth, utilisation of assets and cargo rates.

3.3.2 Removal from Planning Schedule

The vessel may lose its place on the planning schedule for the following reasons:

- a) Notices as per section 3.1. are not received in good time or are incorrect;
- b) The vessel is not able to be at the pilot boarding ground at the stated time (s3.1.4);
- c) Cargo transfer operations cease, for any reason, and stoppage is forecast to continue longer than 12 hours, may result in the vessel being instructed to vacate the berth; or
- d) Legislative requirements are not met e.g. Certificate of Pratique not granted.

3.3.3 Re-entry following a Port Closure

Vessels required to vacate berths due to a port closure will generally hold priority for re-entry to continue discharging or loading once the port re-opens.

3.4 Request for Services

The Port Taranaki Website provides a portal through which service requests are received <https://www.porttaranaki.co.nz/customer-request-forms>

- a) Services requested with less than 48 hours' notice cannot be guaranteed; and
- b) Short notice and out of hours requests should be followed up by phone to Communications Centre +64 759 9740.
- c) A return email confirms your request is received and accepted by PTL.

3.5 Guaranteed Berth

"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; and
- b) Any vessel not included in the guaranteed berth agreement, that 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.

3.5.1 Changing designated berths

Guaranteed berths designated by PTL may change from time to time for operational reasons. Enquiries regarding this designation are available through negotiation with the Head of Commercial.

4 Offshore Vessels

4.1 Notices

The vessel or their representative will send the OSV transit schedule to the PTL Operations Planner no later than 0900, or as soon as practicable, each day.

4.2 Notice Contents

OSV transit schedule provides a minimum 24 hour forecast to assist PTL with planning and operational forecasts.

4.3 Contact Details

4.3.1 OSV requiring Pilot

Business Hours (0800 – 2000)

PTL Operations Planner: 06 759 9799 – will divert to Duty Pilot as required.

Outside Business Hours (2000 – 0800)

New Plymouth Harbour Radio (NPHR): 06 759 9740 or VHF Ch. 12 / 61.

4.3.2 OSV with Pilot Exemption

New Plymouth Harbour Radio (NPHR): 06 759 9740 or VHF Ch. 12 / 61.

4.4 Notifying arrival at Port Taranaki

On departure of field, Master shall;

- a) Contact appropriate PTL representative (s2.3), who will respond with advice on the shipping forecast and either confirm that arrival time is compatible with planning schedule, or will revert with an available window for arrival and/or POB; and
- b) Advise requirement for mooring team; then
- c) Confirm 2 hours' notice of arrival to NPHR.

4.5 Notifying departures from Port Taranaki

Master to communicate directly with NPHR using VHF ch12 at the following times:

- a) Advising 4 hours' notice of departure. NPHR confirms this time is compatible with planning schedule, or reverts with an available window for departure and/or POB; and
- b) Confirming 2 hours' notice of departure.

4.6 Confirmation of times

All changes to arrival and departure times are to be notified to the appropriate PTL representative (s2.3) at the earliest opportunity.

Confirmation times are:

- a) 2 hours for arrivals and departures between 0800- 1600 hours; and
- b) 4 hours for arrivals and departures between 1600 – 0800 hours.

Notice of less than 2 hours will be serviced where possible.

4.7 Request for services

The Port Taranaki Website provides a portal through which service requests are received <https://www.porttaranaki.co.nz/customer-request-forms>

- a) All requests must be made at least 24 hours prior to requirement;

a) Every endeavour is made to provide services requested with less than 24 hours' notice, but this cannot be guaranteed; with

b) Short notice and out of hours requests to be followed up by phone to NPHR.

A return email confirms your request is received and accepted by PTL

5 Review

This document will be reviewed on a regular basis and amendments communicated to the relevant stakeholders. These Vessel Planning Principles will remain valid until further notice.