SHIPPING OPERATIONAL PROCEDURES
1. **All fees & charges to be paid before clearance**

All vessels entering the port shall, unless otherwise exempted, pay the fees and charges prescribed.

All fees and charges, in respect to any vessel, shall be paid before the vessel is given clearance from the port.

In the event of any such vessel leaving prior to the payment of the sums due, the Master, or in the Master’s absence, the Owner or the Agent of the vessel shall pay the amount due.

However, it shall be acceptable, but not compulsory, for the Port of Albany to accept from the Master, Owner or Agent, a guarantee in writing (Schedule 2) that such dues will be paid within 7 days of the clearance of the vessel.

2. **Notice of Intention to Load or Discharge**

The Master or Agent of every vessel shall give notice to the Port of Albany in writing (Schedule 2) of the intention to load or discharge before such work is commenced.

2.1. No goods, livestock or other material of any sort whatsoever shall be discharged or loaded, except at such times and places in such order as may be directed and deemed expedient by the Harbour Master for the proper working of the port.

2.2. Priority to a berth shall be based on first arrival at the port limits and always subject to a berthing application being submitted by the nominated agent to the Harbour Master not less than 48 hours prior to expected arrival time, then considering:

- The ability of the ship to commence working cargo on the first available shift once alongside without penalty for delays in commencing due to the vessel awaiting statutory or government approvals or attendance required to be undertaken prior to cargo operations commencing
- The ability of the ship to work as expeditiously as possible for the proper working of the port.

2.3. Notwithstanding the general provisions of paragraph 2.2, the Port retains absolute discretion over the berthing priority of ships at its berths.

2.4. When a ship is occupying a berth and another vessel is waiting for that berth, with cargo available to work, the Port may require the vessel at berth to utilise all labour that is fully available to it, including the scheduling of night shifts but the vessel will not be penalised if statutory authorities prevent such work from being under-taken.

2.5. If the berth is not required by another ship, then that ship should be allowed to work shifts and labour as it requires.

2.6. If a ship at berth is unable to continuously work its cargo (for example, due to lack of cargo, failing survey or undergoing repairs), the Port retains the
right to move that vessel off the berth in favour of another vessel, provided that the second vessel can work her cargo more expediently than the first vessel. The vessel that vacates the berth shall resume the berth when next vacant, provided her cargo is available. All shifting costs shall be at the expense of the vessel vacating the berth.

3. Cruise Ships

3.1. Due to the nature of their business, reliable scheduling, and ability to book 6-18 months in advance, visiting cruise ships will always take priority for berthing at berths 1 and 2. Smaller cruise ships will utilise berth 1, leaving berth 2 available whenever possible.

3.2. Commercial shipping and cruise ships will always be afforded priority over Navy visits.

3.3. The Berthing Priority Policy described in 2.2 and 3.2 will be utilised by the Port to assign berthing priorities under normal circumstances. However, the Port retains the right to assign a specific priority in circumstances where extenuating circumstances exist. Should such a situation arise, all key stakeholders will be notified of the reasons for such a decision.

3.4. The port will not be liable for any costs as per website or losses incurred (either direct, indirect or consequential) to any party by electing to invoke this clause of the policy.

4. Definition of a Vessel Occupying a Berth

For the purposes of assessing berth hire charges a vessel shall be deemed to occupy a berth as follows:

4.1. Where such a vessel uses a berth, wharf or jetty, or at a mooring buoy from the time the first line is made fast until the last line is let go.

4.2. Where such a vessel anchors in Princess Royal Harbour or King George Sound, having arrived solely for orders or supplies (including bunkers) for its own use, or to be refitted or repaired, or being in distress or under duress, from the time when the anchor is let go until the anchor is recovered.

4.3. Where such a vessel anchors in Princess Royal Harbour or King George Sound for the actual time occupied in shipping and/or discharging cargo and/or embarking or disembarking passengers

5. Vessels Exempt from Berth Hire Charges

The following vessels shall be exempt from berth hire charges

- All vessels of war
- All vessels employed solely for mission work connected with some religious body, at the discretion of the Port of Albany.
However, if a cargo vessel requires the berth, it is competent for the Port of Albany to insist upon the payment of the normal berth hire charges, otherwise the vessel (referred to in section 5) must vacate the berth.

6. Berth Hire Charge Rebates

Subject to the conditions and exceptions specified, and provided a minimum charge of eight (8) hours at the maximum rate applicable to the vessel, berth hire shall in all cases be payable.

The Port of Albany may, in their discretion, at any time and from time to time, and according to the circumstances of each particular case, allow rebates of berth hire charges, as they consider reasonable.

6.1 Vessels Berthing at Port Convenience

- This can apply when an outward / inward / outward bound movement is taking place.
- A second inward bound vessel can be berthed after the first movement and berth hire may be waived (at the Harbour Master’s discretion) until 0730 hours the next day.
- In the case of a movement on Saturday, the berth hire charges may be waived until 0730 hours on Monday or when the cargo operations commence, whichever is the sooner.
- This circumstance will only apply if no repairs, surveys or other ships business is scheduled in the time alongside before normal cargo operations commence.
- An application must be made in writing

6.2 Vessels Berthing at Ships Convenience

- A vessel may berth seven days a week if the berth is not required.

Charges

- Normal charges will commence at 0730 hours on the next working day.
- In the case of a movement on Saturday, a rebate on the berth hire charges may be granted until 0730 hours on Monday or when the cargo operations commence, whichever is the sooner.
- An application must be made in writing.

6.3 Where a vessel is ready to proceed to sea, but is delayed due to a pilot being unavailable, such vessel may be granted a rebate for the whole of the berth hire from one hour after completion of cargo to the time of sailing.

- An application must be made in writing.
- The general rule, where only one pilot is available, is that the latest sailing for a single movement is 22:00 hours and a change over is 21:00 hours. These times are based on a normal morning start time.
• If the pilot is required before 06:00 hours on the day in question, that time prior to 06:00 hours must be deducted from the last sailing time on that day.
• However, if the vessel has an urgent requirement to sail, to obtain a berth at the next port, every effort will be made to accommodate the request.

7. Infrastructure Charges

All goods discharged from, or shipped on, or transshipped out of any vessel within the port shall pay the prescribed Infrastructure Charges, payable by the Owner of the Cargo, and the general provisions below shall apply unless otherwise specified:

7.1. The outward Infrastructure Charge on fuel oil loaded into a vessel as bunkers supplied for the vessel’s own use, and upon which an inwards Infrastructure Charge has not been paid, is payable by the suppliers of the fuel oil.

7.2. Ship’s refuse in cases where the Port of Albany permits it to be landed, shall be exempted from the payment of Infrastructure Charges.

8. Infrastructure Charge Rebates

The Port of Albany, in their discretion, and according to the circumstances of each case, allow such rebates as they consider reasonable where in their opinion, a rebate is justified.

9. Pilotage

9.1. The Master and Owner of a vessel for which pilotage services are obtained are jointly and severally liable to pay any pilotage dues that are appropriate to the vessel and the nature of the pilotage services obtained.

9.2. If the services of the pilot are arranged for a vessel and the pilot is, for any reason, detained for any time beyond that reasonably required to provide the pilotage services for that vessel, the Master and Owner are jointly and severally liable for the pilot detention dues levied.

Without limiting the generality of this clause, a pilot is detained for a time beyond that reasonably required if the pilot is:

• Detained because the vessel is not ready to leave its berth at the arranged time;
• Detained because the vessel does not arrive at the pilot boarding ground at the arranged time;
• Required to be taken into or detained in quarantine, whether afloat or ashore; or
• Without the pilot’s consent, taken to sea in the vessel.

9.3. If the services of the pilot are arranged for a vessel and that arrangement, with less than 2 hours notice, having been given to the pilot, is cancelled,
the Master and Owner are jointly and severally liable for the pilot cancellation fees levied.

9.4. For the purposes of Part 7, Division 2 of the *Port Authorities Act 1999*, pilotage is not compulsory within the port for:

- An Australian Fishing Vessel of less than 500 gross registered tonnes
- An Australian Vessel of War
- A vessel engaged, with the approval of the Port of Albany, in dredging operations