

The Shipping Coordinator manages the arrival, departure and shift of all vessels on behalf of the Harbour Masters office. In order for the Shipping Coordinator to schedule all vessel movements for the port safely and efficiently, the following requests for marine service movement and notification times must be followed.

The shipping schedule is produced by the Shipping Coordinator while taking the following into account:

- Order of arrival
- Cargo and labour readiness
- Number of vessel movements
- Efficient use of marine resources
- Maintenance schedule of marine resources
- Cost effective use of marine resources
- Overall benefit to port users
- Berthing Protocol and Productivity Rules
- Fatigue management

The Shipping Coordinator publishes the finalised schedule daily at 1530 once the final updates to movements have been received from shipping agents.

Until further notice and in order to maximise the available marine resource during the current period of high congestion, the following movement times will be adopted:

<b>Shipping movement hours</b>	
First movement	0600
Last arrival movement	2130
Last departure movement	2300

Movements outside these hours will be considered on a case-by-case basis, which will allow for tidal restricted vessels, consideration of other movements, and any other special requests. Movements completing after 2100 will result in an adjustment to the time of first movement the following morning.

Notification of requests and changes should be made to the Shipping Coordinator at the following times:

<b>Notification time changes</b>		
Ordering times – business day	0800-1700	2 hours notice
Last notification time for changes – business day	1900	For orders between 2100 - 2300 and 0600 next day
Weekend and public holidays	0900, 1200, 1500, 1900	3 hours notice

### Additional notes

1. All marine services required for berthing/unberthing of vessels including launch hire (surveys, crew changes, etc.) must be ordered through the Shipping Coordinator via the Harbour Masters Office during business hours.
2. The program will be set to maximise the number of hours available in any 24 hour period for shipping movements, while at the same time making efficient use of resources. The Port of Portland may, at its' discretion, vary the scheduling of ships to achieve minimum downtime from a whole of port perspective.

3. Launch hire services will be carried out purely on the basis that there is no adverse impact on the berthing, or departure of vessels.
4. Once marine services are ordered, they can only be brought forward subject to availability of the marine services. Cancelled movements will incur a cancellation charge.
5. Within 48 hours of the movement commencing, amendments to marine services, including launch hire, must be by telephone via the Harbour Masters office to the Shipping Coordinator and then followed up by email to the Port's shipping email address at Port of Portland.

## **EMERGENCIES**

In the event of a marine emergency which affects the safety of a person or a vessel or threatens the environment, the Harbour Master and/or the Duty Pilot will organise marine services immediately as a matter of urgency.

## **OPERATIONAL URGENCY**

In case of an operational urgency, where practicable and subject to availability, the Shipping Coordinator together with the Harbour Master and/or the Duty Pilot may, at their discretion, organise the marine services necessary to meet the customer's requirements.

## **CONTACT DETAILS**

To order or amend marine services:

Ship Scheduling: **03 5525 2455** (diverts to mobile)

Email: **[Shipping@portofportland.com.au](mailto:Shipping@portofportland.com.au)**

For marine emergencies:

Duty Pilot: 03 5525 2499 (diverts to mobile)

For other port emergencies:

Port of Portland 24 hour number: 03 5525 2450

(This number is listed on the lanyard of every Port Entry Permit)

Andrew Hays  
Harbour Master/Marine Manager

13 February 2023