



**KIMBERLEY
PORTS**
AUTHORITY

Vessel Movement & Berth Allocation Procedure

Port of Broome

Current version number: 1.0 File reference: HBR186_216455 Maintained by: Harbour Master**Original issue date: July 2025 Last review date: July 2025 Next review date: July 2027**

CONTENTS

1. Introduction	3
2. Definitions	3
3. Governing Rule	4
4. Procedure	4
4.1. Berthing Order	4
4.2. Priority Berthing	5
4.3. Berth Access Limit	6
4.4. Berth Queuing	6
5. Applications for Berth	6
6. Berth Allocation Between KPA Jetty and KMSB Jetty	7
7. Vessel loading and departures	7
8. Emergency or Weather Event Procedures	8
9. Notification of Warping Operations	8
10. Surveys (Condition and Draught)	8
11. Associated Documents	8
12. Monitoring, Evaluation, and Review	9
13. Conflict Resolution	9

VARIATION RECORD:

Version No.	Version Date	Brief Description of Change
1.0	07 July 2025	First Issue

Distribution list:

No.	Organisation	Title
1	ATOM	Operations Manager
2	Broome Marine	Operations Manager
3	GAC Shipping Agency	Broome Agency Manager
4	Halleen Livestock traders	Operations Manager
5	Inpex DLC	Operations Manager
6	International Livestock Exporters (ILE)	Operations Manager
7	IOSA Shipping Agency	Broome Agency Manager
8	ISS	Broome Agency Manager
9	Kimberley Pilbara Cattlemen's association	CEO
10	Kimberley Pilotage Group	Pilotage Director
11	KPA	Operations Manager
12	KMS	Operations Manager
13	KMSB	Operations Manager
14	Livestock Shipping Services (LSS)	Operations Manager
15	Monson	Broome Agency Manager
16	Nakula	Broome Agency Manager
17	Qube	Operations Manager
18	Sea Agency Services	Broome Agency Manager
19	Shell DLC	Operations Manager
20	VIVA	Operations Manager
21	WSS	Broome Agency Manager

1. INTRODUCTION

The following procedure outlines the conditions under which vessel berthing priorities are established at the Port of Broome. This procedure ensures fair and efficient berth allocation while maximizing the overall operational efficiency of the port.

Nothing in this document creates any legal duties or any legally binding obligations of any kind whatsoever. KPA, as the Port Authority, retains control over vessel movements, pilotage and towage over the entire Port waters.

2. DEFINITIONS

Anchorage means a Port designated anchorage area where vessels normally anchor awaiting their turn to berth. Approved anchorages are mentioned in the Ports 'Pilots and Exempt Masters Handbook'.

Arrival Number (AN) is a sequential number automatically given to a vessel with an approved berthing application when entering Port Limits (or upon anchoring at an approved anchorage). The AN determines, in conjunction with the factors detailed in this document, the order of the vessels berthing.

Arrival Time for a vessel means the time at which a vessel enters the Port Limits, or anchors at an approved anchorage (whichever is earlier) for that particular visit.

Harbour Master means the Harbour Master appointed for the purposes of the PAA or other person carrying out any of the Harbour Master's functions from time to time;

Kimberley Ports - Cyclone Procedures: means the cyclone procedures adopted by Kimberley Ports Authority and communicated to the Shippers and/or published on Kimberley Ports' website www.kimberleyports.com.au as they may be varied from time to time.

KMSB Jetty/Wharf: The space available within the Port of Broome to facilitate vessel berthing and cargo handling at the KMSB operated Floating Facility including the associated berthing dolphins connected to the main floating structure.

KPA Jetty/Wharf: The space available within the Port of Broome to facilitate vessel berthing and cargo handling at the KPA operated fixed Facility.

Port: means the Port of Broome including any part of it.

Port Efficiency means a generic term covering all aspects of Port and vessel operations that contribute in a positive manner toward maximizing the Port's throughput. This includes such matters as berth occupancy and the efficient utilization of tugs, marine pilots and the Port's shipping channel. The Port Authorities Act 1999 (WA) provides the Harbour Master and KPA with the legislative power to make port efficiency-based decisions.

Notice of Readiness (NOR): means the notice issued by a vessel to agent or Shipper stating that the vessel has arrived and is in all respects ready to berth and to commence cargo and/or passenger operations.

Shipper(s) means a company, individual or terminal which imports goods to, or exports goods from the Port.

3. GOVERNING RULE

At all times, berth allocation and the order in which vessels are permitted to proceed to or vacate a berth are determined at the sole discretion of the Port's Harbour Master. Decisions will prioritize maximizing Port Efficiency, safety, and effective cargo and/or passenger operations unless the Harbour Master considers it necessary to do otherwise on a case-by-case basis.

All shipping movements shall be administered by the Harbour Master in accordance with:

- the Port Authorities Act 1999 (WA);
- the Port Authorities Regulations 2001 (WA); and

In administering these protocols, the KPA and Harbour Master shall use best endeavours to treat all Shippers in a fair and equitable manner. However, nothing precludes the Harbour Master or KPA from granting priority rights to vessels on a case by case basis if the Harbour Master or the KPA consider it necessary to do so for any reason.

4. PROCEDURE

4.1. Berthing Order

As a general rule, unless varied by other criteria, berthing priority will follow the order of vessel arrival at port limits, provided the following conditions are met:

- The vessel complies with KPA's mandated vessel vetting requirements.
- The vessel remains free of defects and fit for maneuvering, berthing, and mooring for the intended port stay.
- The vessel is ready to commence loading or unloading its designated cargo immediately upon arrival at berth.
- Cargo operations are conducted continuously on a 24-hour basis at a rate deemed acceptable by the KPA or KMSB in the case of the KMSB Jetty/Wharf. Conditions imposed by Government agencies e.g. DAFF restricting operations to certain times due to Federal or State requirements are acceptable deviations to this.
- Surveys, where applicable, are successfully completed prior to berthing.

Each vessel will be allocated an Arrival Number (AN) when the vessel arrives within Port Limits (or upon anchoring at an approved anchorage) and meets the above criteria.

The berthing order may be altered if:

- A particular vessel is deemed unsuitable by the Harbour Master to berth at a particular jetty/terminal due to its size or type being incompatible with the respective terminal.
- Agreements are made between relevant stakeholders to change the order and the same is communicated in writing to the Harbour Master by each affected Shipper, vessel/agent. Such alteration is subject to Harbour Master approval.
- Operational constraints, such as limited cargo handling capability or weather conditions, necessitate an alternative order.
- In the event of a vessel being delayed or failing to arrive at the pilot boarding ground at the scheduled time due to an unforeseen circumstance (e.g. engine breakdown, AMSA detention or other cause) the next vessel available in order will be berthed in that prior vessel's place.
- In the case of a re-berthing vessel as covered in section 5(d), the re-berthing vessel may be granted priority over other queued vessels.
- At the discretion of the Harbour Master, if it is required to ensure operational safety and Port Efficiency, or to address a substantial adverse impact to the Port or Community or if the Harbour Master or the KPA consider it necessary to do so for any reason.

4.2. Priority Berthing

Certain vessel categories may receive priority berthing under specified conditions including:

Cruise Ships:

- Unavailability of alternative suitable berths.
- Provision of at least 12 months advance notice for scheduling purposes.

Naval Ships (supported by the Australian Defence Force):

- Provision of at least 2 months advance notice.

Tanker Ships:

- Fuel levels and customer supply impacts are appropriately documented and submitted to KPA.

Deep Draught Vessels:

- Priority may be granted for tide-assisted movements to ensure optimal departure draughts and improved Port Efficiency.

A vessel granted priority berthing may forfeit its priority if it fails to arrive within the designated date and time, or if berthing cannot proceed due to any issue attributable to the vessel, including defects in the ship or its machinery.

4.3. Berth Access Limit

Berth access is limited to a maximum continuous period of seven days (168 hours), starting from the time the vessel is all-fast. Extensions may be granted if no competing vessel requires the berth and upon approval by the Harbour Master.

If a vessel exceeds the berth access limit without completing its operations, it will forfeit its priority and may be directed to vacate the berth at its own cost.

4.4. Berth Queuing

The berth queuing system will follow these guidelines:

- General order of berthing would be Priority vessels, followed by vessels based on their Arrival Number (AN).
- Vessel's selection of a particular facility (KPA or KMSB) may also impact on the berthing sequence, e.g., a vessel requesting to berth only at a particular facility may berth before/after a vessel that has arrived later and chosen to berth at either facility.

5. APPLICATIONS FOR BERTH

- a) Each customer needs to be bound by the 'KPA Ports Standards and Procedures' and the Terms and Conditions of Berth Application established by KPA. Customers using the KMSB Jetty/Wharf will also need to be bound by the 'KMSB Berthing Application Form and Port Standards and Procedures'.
- b) All berth applications must be submitted using the Port's Terminal Operating System (TOS). The following rules apply:
 - Applications must be submitted no less than three days (72 hours) prior to the vessel's anticipated arrival at the port. In cases where a berth application must be re-submitted due to a change in berthing facility selection, such re-submission shall be completed by 1200 hours on the working day preceding the proposed berthing date.
 - Berth application must be fully completed and submitted using the KPA TOS application access. Incomplete applications may be rejected.
 - Notifications of any material changes to application details must be communicated promptly to KPA.
- c) When submitting a Berth Application, the Port User can request the following options.

Option 1 – Request Allocation to either the KPA or KMSB Jetty – Under this option the Port User will be allocated a berth at either Jetty at the earliest opportunity.

Option 2 – Request Allocation to the KPA Jetty Only – Under this option the Port User will only be allocated a berth at the KPA Jetty. Allocation of a berth at the KMSB Jetty will not be considered. Other vessels that arrive later and are willing to use the KMSB Jetty may berth earlier under this option.

Option 3 – Request Allocation to the KMSB Jetty Only – Under this option the Port User will only be allocated a berth at the KMSB Jetty. Allocation of a berth at the KPA Jetty will not be considered. Other vessels that arrive later and are willing to use the KPA Jetty may berth earlier under this option.

- d) Once a vessel departs the berth (last line) upon completing cargo operations or for any other reason (e.g., priority berthing for another vessel such as a cruise ship), the berth application will be closed. Any subsequent visit or re-berthing will require a new berth application, even if the vessel remains within Port Limits in the interim. All relevant requirements and port charges will apply in full for re-berthing requests, which will be charged to the vessel's account. Exemptions to port charges (excluding pilotage and towage) will only be considered if such re-berthing is pre-approved by the Harbour Master with the view that it increases the overall Port Efficiency, or if the re-berthing is required at the express request of the Harbour Master and could not have been anticipated or avoided prior to the initial berthing.

6. BERTH ALLOCATION BETWEEN KPA JETTY AND KMSB JETTY

Allocation of vessels under Option 1 will be generally based on the following factors:

- Suitability of the vessel and cargo/passengers for each facility.
- Berth occupancy of each facility.
- Consideration of simultaneous operations (sim ops) at each facility.
- Maximizing Port Efficiency as determined by the Harbour Master.

The Harbour Master (or suitable delegate) on behalf of KPA will maintain visibility of berth applications and allocations for KMSB.

7. VESSEL LOADING AND DEPARTURES

- a) For vessels loading at the port of Broome where the fully laden UKC could be less than 2.5m at LAT, each vessel must advise the departure drafts to KPA operations, soonest after berthing alongside and no later than 2 hours after berthing.
- b) The vessel must plan to load only to the draft which would allow the vessel to safely depart from the port on the subsequent tide. A vessel likely to miss its scheduled sailing time must not load to a draft that exceeds the available draft on the subsequent tide. This is to ensure that the vessels does not get 'neaped in'.
- c) Once cargo operations are complete, vessels must vacate the berth promptly. Any vessel requiring further work will hold no right to the berth and must move at its own cost if directed by the Harbour Master.

8. EMERGENCY OR WEATHER EVENT PROCEDURES

- a) In the event of the Port having to be closed for any reason, such as a cyclonic event, allocated berth queuing may be temporarily overridden. Ships will be moved in and out of the Port and Anchorage areas at the direction and discretion of the Harbour Master in line with the Kimberley Ports – Emergency Response Procedures or Cyclone Procedures as the case may be.
- b) Once the Port is re-opened following such a closure, vessels will be re-berthed as expediently as practicable and where possible in line with their original berthing priority otherwise as they present, and the priority allocations restored as soon as practicable after the event. Vessels will not lose a priority allocation as a result of being directed to leave the port in an emergency or cyclonic event unless KPA or the Harbour Master consider it necessary to do so for any reason.

9. NOTIFICATION OF WARPING OPERATIONS

If a vessel plans to be warped during its stay alongside a berth:

- The Harbour Master must be notified in advance, at least 24 hours prior to the proposed warping.
- A pilot and at least one tug will be required for each warping operation, and the same should be booked via KPA operations.

10. SURVEYS (CONDITION AND DRAUGHT)

Vessels requiring a condition survey prior to cargo operations must:

- Successfully pass the survey before requesting berthing.
- If the vessel cannot complete surveys prior to berthing, then the vessel must request survey at berth. Such request must be sent to KPA (and KMSB for vessels berthing at the KMSB facility) at least 48 hours prior to berthing.
- Vacate the berth at their own cost if they fail to pass the survey and are directed to move by the Harbour Master.

11. ASSOCIATED DOCUMENTS

- KPA - Port Standards and Procedures
- Berth Application Forms / TOS system
- KPA Terms and Conditions of Berth Application
- KMSB Berth User Application
- KMSB Berthing Application Form Special Conditions and Port Standards and Procedures (where applicable)
- KPA's Port of Broome Operational Guidelines
- KPA Port and Terminal Handbook
- Port Authorities Act 1999

12. MONITORING, EVALUATION, AND REVIEW

This procedure will be reviewed every second year or as needed to ensure it remains fit for purpose and reflects current operational requirements. Minor updates may occur within this period without constituting a full review. The Harbour Master is responsible for maintaining and updating this procedure.

13. CONFLICT RESOLUTION

In the event that a Shipper is dissatisfied with a specific application of these protocols the concerned party may raise their concern with the KPA Operations Department. KPA may discuss with KMSB, any issues related to their facility.

For any dispute escalation, the Harbour Master should be contacted in writing. The dispute will be internally reviewed, and a response provided in a timely manner. Every effort shall be made to ensure that determination is in line with these protocols.