

---

# Berth Rules - Waitemata Harbour

All vessels arriving at the Ports of Auckland (POAL) facilities need to be allocated a berth to complete Cargo or layby operations once accepted by POAL. The procedures of allocating a berth within the Ports of Auckland differ between the Container Terminal and Multi Cargo wharves, please find below the procedure for each facility.

If an arriving vessel is required to use a Ports of Auckland pilot, a booking must be made. This booking can be made with Harbour Control. Pilot bookings are prioritised on a 'first in first served' basis. When there is a conflict with multiple vessels requiring the same pilotage time the vessel that made the booking first will be given priority. If a vessel's pilotage time needs to be adjusted from the original booking to a time where there is a conflict the vessel will join the 'back of the queue'.

## Berthage and Marine Contacts

### Container Terminals

Berthing Manager: Alex Atkinson  
Assistant Berthing Manager : Joy Zheng Robertson  
Email: [managementb@poal.co.nz](mailto:managementb@poal.co.nz)  
Alex Atkinson DDI: 09 348 5110  
Alex Atkinson Mobile: 027 200 8668  
Joy Zheng Robertson – Mobile 027 379 3974

### Multi-Cargo

Manager: Spencer Brown  
Email: [browns@poal.co.nz](mailto:browns@poal.co.nz) or [MCOPS@poal.co.nz](mailto:MCOPS@poal.co.nz)  
DDI: (09) 348 5124  
Mobile: 027 706 6515

### Harbour Control

Email: [harcon@poal.co.nz](mailto:harcon@poal.co.nz)  
DDI: (09) 348 5200

---

## POAL Container Terminals

POAL will endeavor best possible to berth and sail vessels within the agreed windows. Vessels should be all fast and ready to work cargo at the allocated berth at the start of the agreed berth window and ready to sail at the end of the agreed window. Container Exchange (moves) will be determined by the working time alongside X Ship Rate.

POAL will make every effort to accommodate all parties.

### TERMINAL BERTH RULES

1. Arrival times and drafts to be provided to harbour control, Berthage Manager, planners, and respective shift managers by noon each day after the initial ETA notice. Final ETA and draft to be confirmed to the Berthage Manager by 10:00 the day prior to vessel arrival.
2. VOP is required to provide an indication of the move count (exchange) to the Berthage Manager at least 5 days prior vessels' arrival. A further indication of the move count to be provided 48 hours prior the vessels arrival and updated regularly thereafter
3. The final move count must be confirmed to Berthage Manager by the VOP no later than 10:00 the day prior to vessel - 10:30 labour is ordered. Any increase in moves after 10:00 the day prior to vessel arrival will be managed on a case-by-case basis subject to the allocated berth / infrastructure (machines/labour) being able to accommodate the change and is not guaranteed. *Max move count\*\** will always be applicable
4. Vessel early on standard berth window. (arrive early and stay into standard window)  
Subject to the berth and or resources being available early the VOP can occupy the berth early subject to approval from the Berthage Manager and must depart at the end of the standard berth window. Once this booking is confirmed it will be managed under the same rules as detailed in this document. *Pro forma Move count\** will apply, any increase on the *pro forma move count\** will be determined by the windows *max move count\*\** and must be approved by the Berthage Manager.
5. Vessel on Window  
Vessel will arrive and depart as per standard berth window. *Pro forma move\** count will apply, any increase on the *pro forma move count\** will be determined by the widows *max move count\*\** and must be approved by the Berthage Manager.
6. Vessel late on standard berth window. (part of standard berth window still available)  
VOP will be entitled to occupy the berth for the balance of the standard berth window and must depart at the end of the standard berth window subject to an extension being available and confirmed by Berthage Manager. Once this booking is confirmed it will be managed under the same rules as detailed in this document. *Pro forma move count\** will not apply, *maximum move count\*\** for the window will be confirmed by Berthage Manager.
7. Vessel off agreed berth window. (No part of agreed berth window still available)  
VOP will be notified of the available window and max move count\*\* applicable. Once this booking is confirmed it will be managed under the same rules as detailed in this document. *Pro forma move count\** will not be applicable, *maximum move count\*\** for the window will be confirmed by Berthage Manager.

8. In the event that a working vessel is delayed and impacts the next inbound vessel on window, then POAL will engage with the next VOP. The final decision of whether the current vessel can remain or be required to vacate the berth will be at the discretion of the inbound VOP on window.
9. In case two vessels arrive out of window, one late and the other early, the vessel that is late will be given a priority to the berth. However, the vessel would have to vacate the berth at the end of the stipulated time to allow the next vessel on window to berth and commence operations.
10. Extra-loaders can book a berth window in consultation with the Berthage Manager, once agreed the above rules for windows and move count will apply to the vessel. Expressions of interests in changes to berth windows to be made known in writing to the Berthage Manager.

Vessels will be deemed to be in their window when they arrive at their nominated berth, 2 hours prior to start of agreed berth window and 1 hour after start of the agreed berth window. Early arrival is subject to no other vessel occupying the berth

#### Move determination Matrix

	Proforma Moves Applicable	Max moves notified and limited
On window	Y	Y
Early On Window	Y	Y
Late on Window	N	Y
Off window	N	Y

#### Definitions

- \*Pro-Forma Move count: is the agreed average move count for a standard berth window
- \*\*Max move count: is based on the working time alongside x Ship Rate. In all cases the max move count will be the max moves possible within the agreed berth window. This will be notified to the VOP.

**POAL reserves the right to alter these arrangements at any time at its sole discretion. This could be due to, but not limited to, either/or a combination of following circumstances - cargo completion, weather, tidal conditions, state of the berth or yard, equipment failure.**

---

## POAL Multi-Cargo Wharves Procedures

1. Multi-Cargo doesn't offer fixed berth windows given the fluid nature of arrivals and departures at our berths, therefore berth-age is not guaranteed.
2. All berth allocation will be managed at the sole discretion of POAL who will focus on maximizing the berth & yard allocation across all customers and consider the overall impact to operations when allocating any given berth.
3. Non-working vessel will always give way to a working vessel. All vessel shifts to vessel operator/agent.
4. Vessels that arrive early and/or depart late - POAL may berth various combinations to minimize the impact to operations and/or other scheduled vessels e.g., part discharge at one berth and balance of the operation at the other, full discharge at one and load at the other etc.
5. Arrival/departure times and drafts to be provided to MC Operations Manager & Harbour Control. Changes to be advised to the above personnel as soon as they are known to the vessel operator/agent.

Arrived Early – (affects an inbound vessel booked to the same berth)

1. Vessels arriving early may be allocated a berth but may be required to shift at the vessels account if another vessel is scheduled to arrive at the same berth while alongside. POAL will endeavor to accommodate the inbound affected vessel at another berth subject to the berth guidelines. All vessel shifts to vessel operator/agent.

Leaving Late - (affects an inbound vessel booked to the same berth)

2. If the new departure time affects the arrival of an inbound vessel (that is not early) then the vessel that is late leaving may be required to shift to another berth. POAL will endeavor to accommodate the affected vessel at another berth subject to the berth guidelines. All vessel shifts to vessel operator/agent.

**POAL reserves the right to alter these arrangements at any time at its sole discretion. This could be due to, but not limited to, either/or a combination of following circumstances - cargo completion, weather, tidal conditions, state of the berth or yard, equipment failure.**