

## 1. Introducing Whanganui Port

Established in the early 19th Century, the Port of Whanganui for some time serviced both coastal and international trade as a successful regional alternative to the major city operations. It is located at the mouth of the Whanganui River on the south-west coast of the North Island.

Latitude 39 56.8      Longitude 174 59.4      Chart: NZ 4541

The port is about six kilometres from the city of Whanganui. The city is a service centre for a region known for its farming, forestry and light industry. The port is equally distant from the ports of Wellington, Napier and New Plymouth and the closest Sea Port to the Inland Port located in Palmerston North.

The Port of Whanganui is managed by Whanganui Port Limited Partnership, who are maintaining and operating the long established harbour as an efficient port operation.

### 1.2 Approach to Whanganui Port

Due to the changeable nature of the Bar refer to the most recent soundings and take into consideration the prevailing weather.

### 1.3 General

All Port users and visitors entering the Property and all Port Users berthing or intending to berth a vessel at the Port and/or to utilise any facility or service under the control of Whanganui Port shall comply with the Ports Operational Guidelines and Procedures and all other statutory and or local government laws and regulations as well as any appropriate codes of practice.

All references to statutes or regulations will include any amendments or any substitution. The guidelines and procedures shall be read in conjunction with all pilotage, navigation and safety legislation.

Nothing in these guidelines and procedures diminishes the right of Whanganui Port to require any person at any time to leave the Property.

This section outlines the provision of services by Whanganui Port and should be considered as Terms and Conditions for:

- Entry to and use of property and port
- Port User Health & Safety
- Goods & Cargo
- Shipping
- Port Charges
- Port Services

## 2 Entry To and Use of Property and Port

### 2.1 Entry

All persons who enter Whanganui Port, must enter in a vehicle, unless otherwise authorised and do so at the will of the Port Operations Officer and shall at all times obey the orders and instruction of Whanganui Port whether written, verbal or displayed on signs.

### 2.2 Access

Access to the Port Area shall be governed by the requirements of the Maritime Security Act 2004 and subsequent amendments and Whanganui Port security requirements.

### 2.3 Entrances

All road access to the operational areas shall be via the main gate at Short Street, or where authorized by the Port Management via the Kirk Street entrance.

### 2.4 Visitors

All visitors entering the Operational Area who have not received an induction must report to the main office and report to the Port Operations Officer prior to entry. Supervision while on site may be required.

### 2.5 Security

All Approved Port Users must ensure on leaving the Port that any door or gate they have unlocked or opened is locked or closed. If you are unsure lock or close it. Security to Port Property and User Property is everyone's responsibility.

### 2.6 Obstructive vehicles

The Port Management may cause to be removed from, or to another part of the property, any vehicle or other object causing an obstruction or whose owner or operator is not observing the provisions of these conditions.

Note: Whanganui Port will not be responsible in any way for any loss or damage to such a vehicle or other object whilst it is on the property or in the course of removal.

### 2.7 Removal of Rubbish

Every person who uses the port area will clean up and remove any rubbish arising from such use to the satisfaction of the Port Management. If cleaning or removal is not done to satisfaction of the Port Management and the costs thereof shall be recoverable from said port user.

### 2.8 Fishing from wharves

Whanganui Port prohibits any Port User or member of the public to fish off commercial areas and wharves within any operational area of the Port.

### 2.9 Weight limitations

Weight limitations, as outlined in the Heavy Motor Vehicle Regulations 1974 and amendments, shall not be exceeded for all vehicles on all wharves without consent from the Port Management. The owner /driver or person in charge of any vehicle shall, if and when required by the Port Management to do so, place such vehicle on the ports weighbridge, at the owners risk and cost for the purpose of ascertaining the correct weight of such vehicle and its load.

## 3 Port User Health and Safety

### 3.1 Reasonable Care

All persons whilst within the Port Area shall take all reasonable care and safety precautions including but not limited to those listed in this section of conditions. All Port Users shall comply with the requirements of the Health & Safety at Work Act 2015 and any amendments and have appropriate policies and procedures in place.

All Port Users shall make such policies and procedures which relate to their activities in the Port Area, available to Whanganui Port upon request and will comply with any further or reasonable demands Whanganui Port may impose in regard to Health & Safety.

All Port Users and visitors shall comply with Whanganui Port's **Smoking Policy** which states:

- All company indoor workplace areas and all company vehicles are designated non-smoking areas.
- Smoking is not permitted in any Hazardous Area.

All Port Users working in the Operational Area must attend a Whanganui Port Site Induction.

### 3.2 Use of motor vehicles

Every person using a motor vehicle in the Operational Area shall operate the vehicle with care in accordance with all New Zealand Road Transport Acts and Regulations. No person shall drive on the property at a speed exceeding 10 kilometres per hour.

### 3.3 Vessel Master Compliance

The master of every vessel must comply with any verbal or written direction or request given by the Port Operations Team.

### 3.4 Working unaccompanied

No person shall work unaccompanied when working in a potentially dangerous or any hazardous area or any area or location that is exposed to the perils of the sea.

### 3.5 Work site conditions and cleanliness

All persons working in the Port Area must ensure that, as far as it is compatible with the work being carried out, the area in which they are working is kept clean and clear of all equipment, material or property of any kind that may constitute a safety, environmental or fire hazard.

### 3.6 Equipment Compliance

Whanganui Port reserves the right to inspect all equipment /of any kind which is to be operated within the Port Area to ascertain whether equipment complies with standard safety requirements.

### 3.7 Incident Reporting

In the event of damage/ loss to equipment or property and personal injury that results in a Lost Time, that has occurred within the Port Operational Area at Whanganui Port requires an incident report form to be completed and lodged as soon as practicable with the Port Operations Team. The incident report form may be obtained from the Main Office located in Tod Street. The Port operations team will enter the detail into the WDC Peoplesafe System.

### 3.8 Damage Limitation

In the event of a fire or other emergency Whanganui Port may, by any of its employees, take such steps as may be deemed advisable to extinguish or reduce such fire, or save or minimise damage to its own or any other property of every description. Whanganui Port shall not be responsible for any damage whatsoever which may result in consequence of any such steps being taken and shall be entitled to recover from the owner of such property any costs and expenses incurred.

### 3.9 Whanganui Port Emergency Incident Response Procedures

The Whanganui Port Emergency Incident Response Procedures prepared by Whanganui Port, and any additions or alterations which shall be made from time to time shall be considered as part of these conditions. Copies of the Procedures are available by request from the Main Office located on number 1 Wharf.

### 3.10 Hazardous Substances (including dangerous goods, explosives, and toxic substances)

Whanganui Port shall not be obliged to receive onto the Property any hazardous substances or any goods which in the opinion of the Port Management may cause injury or damage. When doubt exists in regard to the nature of goods suspected of being dangerous, Whanganui Port may employ a suitably qualified person at the expense of the owner or agent of the goods to assist in deciding upon the action to be taken in regard of such goods.

The Master of any vessel intending to visit the Port shall advise the Port Management if any hazardous substances are on board or intended to be loaded onto the vessel at the Port.

No person shall bring, land or store upon the Property any hazardous substances without consent from the Port Management.

The handling of any hazardous substances shall be in accordance with the Hazardous Substances and New Organisms Act 1996 and any regulation that relates to dangerous goods and toxic substances.

Reference should be made to the following sections of the Port Operations Manual:

- Whanganui Port Health and Safety
- Whanganui Port Emergency Incident Response Procedures.

## 4 Goods and Cargo

### 4.1 Storage

Within the port boundaries there is approximately 1200m<sup>2</sup> of open paved hardstand and approximately 1/3 of this is available for short term cargo storage and consolidation, there is no dry storage available and no open space available for hire.

### 4.2 Loading and Unloading

The master, or agent of every vessel shall be responsible for the safe and proper loading or unloading of any goods or cargo relating to that vessel. Without diverting from the above responsibility, the master, agent will comply with any reasonable instruction given from time to time by the Port Operations Team

### 4.3 Cargo Manifest

The master, owner or agent of any vessel intending to discharge or load goods or cargo at the Port shall produce to the Port Management a cargo manifest (or similar document) showing details of the goods/cargo to be discharged or loaded, including the weight and measure of the cargo.

### 4.4 Direction to land and store

All goods or cargo placed or landed on the wharves shall be placed or landed or stored as and where directed by the Port Operations Team.

### 4.5 Continuous storage

No person shall allow any goods or cargo to remain on the Property beyond the close of the working day without the permission of the Port Management.

#### 4.6 Breach of Clause 4.5

Whanganui Port shall be entitled to remove any goods placed on the Property in breach of clause 4.5 and recover the cost of such removal from the owner. The Port Company shall not be responsible in any way for any loss or damage to such goods, cargo or articles while they are on the property or while in the course of removal.

#### 4.7 Condition and labelling of goods and cargo

Port Users shall ensure that all goods and cargo presented to Whanganui Port for storage or handling are appropriately labeled, do not exceed their stated weight and are in a fit and proper condition to be handled by the equipment and operating requirements employed by Whanganui Port.

#### 4.8 Goods and cargo contamination

Unless prior special permission has been obtained by the Port Management and under their direction, all goods or cargo presented to Whanganui Port are to be free from any item or substance which could cause an adverse effect on the environment. The Port Management may give a general authority in writing on such terms that he sees fit.

#### 4.9 Removal of goods or cargo

No person shall remove any goods or cargo from the Wharves without first having obtained the necessary authority from the owner, master, or agent of the vessel from which the goods or cargo were landed. Any person authorised to remove goods or cargo from the Wharves shall upon request prove such authorisation has been properly obtained. Subject to such authority having been obtained Whanganui Port shall release the goods or cargo to whomever it may reasonably believe to be the person or agent of the person lawfully entitled to take delivery.

#### 4.10 Cargo operations

The master or agent of every vessel will be responsible to ensure that no cargo operations will continue in conditions which may cause dust or other similar substances to be a nuisance to other operations, to the community or affect the operations of cargo. Such cargo operations shall be carried out in accordance with the following:

- (i) Health and Safety at Work Act 2015 and its amendments
- (ii) Resource Management Act 1991 and its amendments
- (iii) Horizons Regional Council Air Quality Plan, and
- (iv) Horizons Regional Council Coastal Plan for Whanganui.

## 5. Shipping

### 5.1 Application for the provision of marine services

Application for the provision of marine services shall be made to the Port Operations Officer, not necessarily in writing, as follows:

- (i) the Port User will if possible give the Port Operations Officer seven (7) days' notice of a vessel's expected date of arrival at the Port with an update 48 hours prior to vessel's arrival and thereafter according to the requirements stipulated by the Port Operations Team.
- (ii) the Port Operations Team shall allocate the berth, facilities and services as shall in their opinion be necessary or desirable to fulfil the services required and otherwise in a reasonable manner having regard to general operations at the Port.
- (iii) the Port Operations Team may instruct that a vessel vacates a berth if they consider it necessary having reasonable regard for the general operations of the Port.

### 5.2 Vessels less than 500gt

For all vessels arriving at Whanganui that are less than 500 gross tonnes, a pilot is not required. Whanganui Port requires the following additional requirements to be met for berthing:

- all pre-arrival requirements are met where possible,
- workboat assistance will be assessed on a case by case scenario, dependent on a vessel size, condition, master's experience and weather conditions.
- every vessel will require an appropriate line party, numbers depends on the length of the vessel:
  - Less than 20 m – 1 man
  - 20m – 45m – 2 men
  - -45m + on application

Linemen are included in Berthage rate.

- all VHF communication requirements are followed pre-arrival and departure.

### 5.3 Pilot Exempt Vessels (Masters)

While a pilot exempt vessel may transit the harbour in accordance with exemption certificate, Whanganui has further requirements when berthing at the facility; these will be ship specific and can be sought on request.

*MV Anatoki* berthing requirements are as follow:

- all pre-arrival requirements are met where possible
- the master holds a valid Pilot Exemption Certificate for Whanganui Harbour
- all VHF communications are followed, pre-arrival and departure
- a minimum two person line party is used on arrival and departure, and
- workboat assistance.

#### 5.4 VHF Communication

All official communications via radio are made from the Workboat and from number 1 wharf. All communication is on channel 12 between vessel and Port Operations Team.

#### 5.5 Workboat Services

Whenever the services of the Port Workboat are ordered, or whenever in the interests of the safe operation of the Port or the Port Operations Team deems it necessary or desirable, the Port Operations Team shall have the authority to order such services and hireage as they sees fit, including but not limited to workboat assistance, mooring lines and labour. All vessels over 500gt require workboat assistance for arrival and berthing.

#### 5.6 Vessel safety and security in Port

The master of every vessel shall be responsible for the safety and security of the vessel at all times while said vessel is within the Port and under no circumstances shall Whanganui Port be liable there off.

#### 5.7 Workboat terms of service

A Master of the Port Workboat employed by Whanganui Port may at his/her discretion, and without redress, decline to undertake or terminate any act of assistance once commenced on any of the following grounds:

- (i) the weather/sea/river conditions
- (ii) mechanical defects of the vessel
- (iii) non-availability of crew of the vessel, and/or
- (iv) mechanical defects or non-availability for any reason which in the opinion of the workboat master may jeopardize the safe navigation of the vessel or the safety of the crew and/or its cargo.

#### 5.8 Ropes

No person shall without the consent or authority of the Port Operations Team cut, cast off, or interfere in any way with rope or tackle made fast or attached to any vessel, wharf, mooring buoy or other place where it has been fastened or attached by the Port Operations Team.

#### 5.9 Damage to Port infrastructure or property

The master or owner of every vessel shall be responsible for any damage to Wharves, Ladders, fenders or any other property of any description whatsoever which shall be damaged or lost as a consequence of the vessel using that Wharf, ladders, fender or other property.

#### 5.10 Discharge of pollutants

The master of every vessel at the Port shall keep closed all relevant openings to ensure that no substance whatsoever is discharged or thrown into the harbour or onto the wharves or property, except with the prior approval of the Port Operations Team, and then only that which is authorised under the Horizons Regional Council Coastal Plan (prepared pursuant to the Resource Management Act 1991).



The master of every vessel shall be responsible for any marine pollution associated with his vessel and must:

- (i) notify Whanganui Port by radio or telephone immediately after a spill or any event likely to cause pollution has occurred regardless of whether or not the pollutants have reached the water, and
- (ii) take immediate and appropriate action to contain and clean up the pollution.

#### 5.11 Disposal of rubbish

The master of every vessel at the Port shall ensure that all rubbish is deposited and contained in the receptacles provided by Whanganui Port.

#### 5.12 Discharge of oil or sewage

There is to be no discharge overboard of sewage or oil into the Whanganui Harbour

#### 5.13 Noise

All noise is to be kept to a minimum during a vessels stay in Port.

#### 5.14 Underwater inspection following incident or accident

In the event of an accident or incident involving a vessel the Port Operations Team may, in the interests of the safe operation of the Port and the safety of the vessel, strongly advise that an underwater inspection of the vessel be carried out. A payment of any costs associated with the inspection shall be the responsibility of the owner, master or agent of the vessel.

## 6. Port Charges

### 6.1 Schedule of Charges

Charges for all Whanganui Port's services are as set by the Port Management. A schedule of charges is available from the Port Operations Office.

### 6.2 Liability for payment of charges in respect of vessels

The following persons shall be jointly liable and severally liable to pay all charges due to Whanganui Port in respect of any vessel –

- (i) The owner of a vessel
- (ii) The master of a vessel
- (iii) The agent or any person who has held themselves out as the agent of the vessel, or its owner or master.

### 6.3 Liability for payment of charges in respect of goods

The following persons shall be liable to pay all charges due to Whanganui Port in respect of any goods passing through or stored on the property:

- (i) the owner of the goods
- (ii) the consignor of the goods
- (iii) the consignee of the goods, or

- (iv) the agent or any person who has held themselves out as the agent of the owner, consignor, or consignee of the goods, or the master or owner of the vessel.

#### 6.4 Non-payment of charges

Whanganui Port shall be entitled to:

- (i) retain possession of any goods passing through or stored on the property; or
- (ii) prohibit any vessel from leaving or returning to its wharves until payment of all charges in respect of such goods or vessel is made in accordance with the terms of payment.

#### 6.5 Terms of payment

Unless otherwise agreed in writing prior to provision of the services requested, the terms of payment for services rendered will be by the 20th of the following month following invoice and in full. The person(s) liable in clauses 6.2 and 6.3 shall be liable for all costs, expenses or fees reasonably incurred by Whanganui Port in recovering overdue accounts.

## 7. Port Services

### 7.1 Port Security

As a non-international port and as a secondary port, Whanganui Port offers a secure facility with a perimeter security fence, security cameras, security night patrols and only authorised access through electronic gates.

All commercial vessels using the facility must have a vessel security plan in place. No vessel is to be left unattended while in port without authorization from the Port Operations Team.

The Port Operations Officer can be contacted on 027 2202 144 in relation to any security breaches.

### 7.2 Hours of Operation

The Port operates in the hours of daylight 7 days per week, with cargo operations normally commencing on the vessel's arrival. Public Holidays: By pre-arrangement.

### 7.3 Port Workboat - *MV Whanganui*

The following activities can be conducted under Whanganui Port's Maritime Transport Operators Certificate:

- Pilot transfers for vessels carrying over 500 Tonnes of cargo that are not pilot exempt
- workboat activities in the river and harbour, and
- towing

For arrivals, the workboat is there to advise the immediate conditions in the harbour, river and bar before the vessel lines up to enter the port and then to offer assistance into the berth as instructed by the arriving vessel master.

### 7.4 Hydrographic Information

Whanganui Port Operations Team undertake regular updates for the bar and berths. Whanganui Port will make available the necessary updated hydrographic information to the arriving ships and their agents.

### 7.5 Linesmen

Whanganui Port Operations team have three (3) experienced linesmen available.

### 7.6 Oil Pollution Response

Horizons Regional Council has an oil spill response kit available, which is located at Q-West boat builders in Gilbert Street, Castlcliff, Whanganui. To activate, call Horizons Regional Council Pollution Hotline on 0508 476 558 (24hr).

### 7.7 Repair and Maintenance Services

A Port approved contractor list is available from the Port Office. All other service providers must have prior approval and undertake a port induction before commencing any work.

### 7.8 Rubbish

All berthed vessels and port users are able to use the Port jumbo bin located in front of the Green Boatshed for up to two rubbish bags per visit. Additional Charges will be incurred for any additional rubbish disposal.

### 7.9 Navigation Aids

1730112 WHANGANUI HARBOUR						
4072	Whanganui Airport	39 57.58 175 01.53	Aero FI W 4s	39	15	Occas
4076	Centre	39 56.77 174 59.12	FI R 2s	9	4	Red and white □, squared Mast 7 fl 0.5, ec 1.5
4078	North Head, Bar. Ldg Lts 059°. Front	39 56.70 174 59.41	F R	16		Black X White pile beacon Neon □ Moved as necessary to mark channel over the bar. Traffic signals.
4078.1	North Head, Bar. Rear	39 56.67 174 59.47	F R	23		White and black border stripe O White and black vertical stripes, pile beacon Neon □ Triangular
4081	Wharves	39 56.72 174 59.39	2 F WR(vert)	2	1	Pile beacon On wharf pile
4082	Te Anau hulk	39 56.76 174 59.55	Q G	6	2	Beacon On fo'c'sle head of hulk

### 7.10 Bunkering

Is provided by McFall Fuel via road tanker, unless any alternative provider can make available an approved Teir 1 Oil Spill Plan specific to Whanganui Port. McFalls can be contacted on 0800 383 582.

Approval from Whanganui Port Operations Team is required before any bunkering operation can commence.

Bunkering must be undertaken in daylight hours only.

Cargo Operations may be temporarily restricted during a bunkering operation.

No hot work is permitted alongside or on-board the vessel during bunkering.

#### 7.11 Weighbridge

Whanganui Port has one weighbridge located on Number 1 Wharf. This is user pays, unless the weigh costs have been incorporated into other fees such as Wharfage or the weigh is at the request of the Port Operations Team for safety purposes.

#### 7.12 Fresh water and power

Fresh water and power is available at all berths. While a small amount is included in the Berthage Fee, excessive use will incur additional charges. The rate will be charged out at the unit cost as charged by the ports provider + 10% for line and administration costs. When plugging a vessel in or filling fresh water tanks please notify the Port Operations Officer who can arrange meter readings.

#### 7.13 Medical

In an emergency, phone 111.

General medical consults and accident and emergency services are available at Whanganui Hospital located at 100 Heads Road, Gonville, Whanganui. This is approximately an eight (8) minute drive (5.3kms) from the Port. Their contact phone number is (06) 348 1300.

#### 7.14 Shops and Banks

There are shops and banks located at the city centre 10 minutes from the Port (7km drive). A Four Square and takeaway shops are located in a 5 minute walk from the port in Cross and Bryce Streets.

#### 7.15 Used Oil

Arrangements can be made with Matthews Engineering via Balgownie Cranes for pickup of used oil. Oil must be in approved containers. No oily bilge water is accepted. They can be contacted on (06) 344 6774.

#### 7.16 Port Machinery and Equipment

All port machinery and equipment must be booked prior to arrival to ensure availability. The port has one 2.5 Tonne forklift, one 3.5 tonne forklift and a Liebherr material handler. Any other specialized equipment that may be required must be advised at the earliest possible time prior to arrival or otherwise organized by the ships master or agent of the vessel or cargo.