

Harbour Master Instruction

HMI 004-2026

Title: Port Botany – Vessel Booking Protocol for visit less than 24 hours

Purpose

This Harbour Master Instruction provides guidance for the booking process for a vessel that is expected to have a visit duration of less than 24 hours.

Application:

This change applies to vessels calling at Port Botany with an expected total time between inbound Pilot on board time and outbound pilot on board time of less than 24 hours.

This instruction applies to PANSW Marine Operations personnel, including **Sydney VTS, and Sydney Pilots, terminal operators and vessel agents**, involved in the planning, coordination, and execution of vessel movements at Port Botany.

Procedure:

1. Booking for inbound movement

- Agents must book the vessel's inbound movements in the usual manner using the Port Authority vessel booking system.

2. Booking for outbound movement

- After the inbound movement has been confirmed in the booking system, the agent can then make a request for the outbound movement through the booking system.
- The agent should confirm with the terminal that the booked outbound movement time aligns with the terminal's cargo plan to ensure departure readiness.
- The outbound booking request made at this stage will be facilitated in line with the time between movements and will not take any priority over any other booked time for other vessels as noted in the booking system.

3. Changes to the booking for outbound movement

- After the initial booking request for the outbound movement has been made and confirmed, if there is a change requested to this booked time, then the vessel will be provided the next best available time slot with consideration for other booked vessels.

4. Communication and Coordination

- Open communication between the ships agent, the terminal operator and Sydney VTS is essential for the effectiveness of this process.
- Sydney VTS will have the discretion to make the final decision on these bookings.

Review and Monitoring:

This change to the booking protocol will be monitored for 12 months and then reviewed for effectiveness. The Harbour Master reserves the right to suspend or cancel this initiative.

For a list of Harbour Master Instructions currently in force, please see:

[Harbour Master's Instructions | Port Authority New South Wales \(portauthoritynsw.com.au\)](https://portauthoritynsw.com.au)