

# Minutes ARCSOPT Committee Meeting 10 December 2025



<b>ASSOCIATION OF RESOURCE COMPANIES, SHIP OPERATORS, PORTS &amp; TERMINALS</b>	
PO BOX 350, Adamstown NSW 2289	
<b>Committee Meeting Minutes</b>	
<b>Date:</b>	10 December 2025
<b>Location:</b>	MS Teams
<b>Record of attendance and apologies</b>	
Megan Suurenbroek (Secretary)	MER Solutions
<b>Port Authorities Sub-group</b>	
Savio Fernandes (Deputy Chair Port Authorities)	Fremantle Port Authority
Myron Fernandes (Committee Member)	Port Authority New South Wales
Carl Kavina (Committee Member)	Flinders Ports
Behrouz DaeiZadeh (Committee Member)	Pilbara Ports Authority
<b>Terminals Sub-group</b>	
Mark Beale (Deputy Chair Terminals)	Port Kembla Coal Terminal
Damon Knight (Committee Member)	DBCT
<b>Resource Companies Sub-group</b>	
Camilla Eie (Deputy Chair Resource Companies)	South 32
Raul Sagar (Committee Member)	Rio Tinto
Katrina Harvison (Committee Member)	BMA / BHP
David Kelly (Committee Member)	Roy Hill
<b>Ship Operators Sub-group</b>	
Swapnodeep Mondal (Deputy Chair Ship Operators)	Anglo Eastern Ship Management
Vivek Venugopal (Committee Member)	NYK Line
George Laou (Committee Member)	TMS
George Evdaimon (Committee Member)	TMS
Jonathon Willis (Committee Member)	Synergy Group
<b>Apologies</b>	
Kent Whitehouse (Committee Member)	WICET
John Finch (Chairperson)	Port Authority New South Wales

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Item	Topic	
<b>1</b>	<b>Introductions, Apologies &amp; Previous Meeting</b>	
1.1	<b>Apologies:</b> John Finch (Port Authority New South Wales) and Kent Whitehouse (WICET)	
1.2	<b>Previous Meeting Minutes</b> The last meeting was the In-Person session held on 17 October 2025. A summary of the meeting and action items are available on the ARCSOPT website: <a href="https://arcsopt.org/arcsopt-meetings/">https://arcsopt.org/arcsopt-meetings/</a>	
<b>2</b>	<b>Technical Proposals &amp; Guidelines Update - <a href="https://arcsopt.org/publications/">https://arcsopt.org/publications/</a></b>	
2.1	<b>Technical Guideline 03/2023 – Marine Pilot Transfer Arrangements</b> The revised version has been published on the ARCSOPT website for review and comment and has received two items of feedback from Ship Operators sub-group.  Action: The feedback indicates that additional clarity is required to distinguish between current requirements and those effective from 1 January 2026. This will be addressed in an updated version prior to submission to the committee for endorsement.	Ongoing
<b>3</b>	<b>Outstanding Action Items</b>	
3.1	<b>Standardisation of Inspections</b> Action: RightShip, MER Solutions, and Propel to establish a working group to collaborate on inspection standardisation initiatives where feasible.  To ensure the greatest value representation from the ship operator sub-group & Pilbara Ports Authority and West Coast Terminals would be beneficial within this working group. Their involvement would help identify and prioritise the key areas requiring standardisation and improvement.  <b>Note:</b> <ul style="list-style-type: none"> <li>The harmonisation of the Pre-Arrival / Vetting Questionnaire which is lead by the Resource Companies and Terminals.</li> <li>The standardisation of the Physical Inspection Questionnaire is a separate initiative, led by RightShip / MER / Propel.</li> <li>Physical inspections involve several different questionnaires, each designed to address specific requirements and purposes.</li> </ul>	Ongoing
3.2	<b>Prevalence of Falsified Pilot ladder Certificates</b> The Ports Subgroup is working with DNV and Flag States to determine how best to inform industry and provide guidance documentation for the procurement of pilot ladders, including methods to verify authenticity and avoid counterfeit products. This work is being coordinated across Class Societies.  There is currently a lack of industry-wide information regarding pilot ladder type approvals that have been withdrawn by DNV. DNV has advised the relevant manufacturers of these withdrawals.	Ongoing

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3.3	<p><b>Funding Framework</b> Implement a framework (including funding) that supports the ongoing administrative functions of ARCSOPT. A decision paper on the funding framework will be circulated to the committee for review and endorsement – Q1 Calendar Year 2026.</p>	Ongoing
<b>4 Committee Update</b>		
4.1	<p><b>General update from Committee Subgroup Chairs.</b></p> <p>Introducing new committee members:</p> <ul style="list-style-type: none"> <li>• Camilla Eie – new South32 representation.</li> <li>• Damon Knight – new DBCT representation.</li> <li>• Katrina Harvison – new BMA / BHP representation.</li> </ul> <p><b>Ship Operator Update:</b></p> <p>Considering potential areas of cooperation between Intercargo and ARCSOPT.</p> <p><b>Port Authority Update:</b></p> <ul style="list-style-type: none"> <li>• PIANC working group workshop with representation across the country and international specifically around mooring safety and snap back safety. Will provide update.</li> <li>• AMSA and DOT workshop is being held in December on emergency management of vessels and places of refuges for vessel calling in Australia. Action: Provide a presentation on this for the next Committee and Wider Membership Meeting.</li> </ul> <p><b>Resource Companies Update:</b></p> <ul style="list-style-type: none"> <li>• The Committee consists of representatives from South32, Hancock, Rio Tinto, and BHP.</li> <li>• BHP will continue its representation through the East Coast BMA team</li> <li>• We will maintain open communication with FMG to gauge their interest in joining ARCSOPT. Now that the organisation has been established for several years and continues to support a collaborative, initiative-driven approach, this may encourage additional Resource Companies to come on board. It would be excellent to have FMG join the group.</li> <li>• West Coast Resource Companies are working closely with Pilbara Ports Authority to standardise inspection and vetting requirements for Port Hedland.</li> </ul>	Subgroup Chairs
<b>5 Safety Share</b>		
5.1	<p>Port of Newcastle Pilot Ladder Incident – Investigation outcomes. To be carried forward to the wider membership meeting (next meeting).</p>	Next Meeting

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<b>6</b>	<b>Committee Financials</b>	
6.1	Nil to update.	ALL
<b>7</b>	<b>Email Correspondence Received</b>	
7.1	Nil to update.	ALL
<b>8</b>	<b>Other business &amp; closing</b>	
8.1	Any other business – Nil to update.	ALL
<b>9</b>	<b>Next meeting</b>	
9.1	Next meeting will be a Committee & Wider Membership Meeting scheduled on 05 March 2026.	

<b>John Finch - Chairperson</b>	<b>Megan Suurenbroek - Secretary</b>
	