



---

Gippsland Ports  
Harbour Masters Directions  
Part 2  
Port of Gippsland Lakes  
Effective 17 July 2017

---

*Lakes Entrance Bar and Entrance Channels*



## CONTENTS

<b>PREAMBLE</b> .....	5
<b>DISCLAIMER</b> .....	5
<b>1. Authority</b> .....	6
<b>2. Application</b> .....	6
2.1. Definitions .....	6
<b>3. Compliance with Relevant Acts</b> .....	6
3.1 Seaworthiness .....	7
3.2 Derelict Vessels .....	8
3.3 Vessel Maintenance .....	8
3.4 Classes of Vessels .....	9
<b>4. Functions and Powers of Licensed Harbour Masters</b> .....	10
<b>5. Vessel Movements</b> .....	11
5.1 Harbour (Port) Control .....	11
5.1.1 Local Knowledge Certificate Requirements .....	11
5.1.2 Radio Communications .....	11
5.2 Port Operations.....	12
5.2.1 Notice of Arrival or Departure and Application for Berth.....	12
5.2.2 Ballast Water Management .....	12
5.2.3 Berth Application .....	13
5.2.4 Notice of Arrival or Departure – Dangerous Goods Declaration .....	13
5.2.5 Discharge of Cargo and Wharf Management .....	13
5.2.6 Loading of Cargo and Wharf Management.....	14
5.2.7 Recovery of Dropped, Fallen or Spilled Cargo .....	14
5.2.8 Cleaning of Wharf Following Cargo Operations.....	15
5.2.9 Facilities and Equipment .....	15
5.2.10 Lakes Entrance Bar .....	16
5.2.11 Rules for Navigation of the Entrance to the Gippsland Lakes .....	21
5.3 Arrival and Departure Communications .....	22
5.4 Towing.....	23

5.4.1 Towing Approval .....	23
5.4.2 Towing Risk Assessment .....	23
<b>6. Vessel Operating Limits .....</b>	<b>26</b>
6.1 Table of Vessel Operating Limits .....	26
6.1 Under Keel Clearance (UKC) – Calculations .....	27
<b>7. Passage Plans.....</b>	<b>27</b>
7.1 Listening Watch.....	28
7.2 Sound Signals .....	28
<b>8. Incidents in Port Waters .....</b>	<b>28</b>
8.1 Reportable Marine Incidents .....	29
8.2 Incident Reporting.....	29
<b>9. Vessels to be Properly and Effectively Berthed or Moored .....</b>	<b>29</b>
9.1 Berthed Vessels.....	29
9.2 Moored Vessels.....	29
<b>10. Anchoring.....</b>	<b>29</b>
10.1 Anchor Watch .....	30
10.2 Vessels Not to Anchor in Certain Locations .....	30
<b>11. Manning While at Anchor, on a Mooring or When Berthed .....</b>	<b>30</b>
11.1 At Anchor .....	30
11.2 On A Swing Mooring .....	30
11.3 Vessel Berthed Alongside.....	31
<b>12. Refuelling and Liquid Cargo Operations .....</b>	<b>31</b>
<b>13. Fairways and Channels Not To Be Obstructed.....</b>	<b>31</b>
<b>14. Vessels or Objects Riding Astern of Moored or Anchored Vessels .....</b>	<b>32</b>
<b>15. Fishing Effort in Marked Channels Prohibited .....</b>	<b>32</b>
<b>16. Use of Propellers Alongside Wharves .....</b>	<b>32</b>
<b>17. Mooring of Vessels Alongside.....</b>	<b>32</b>
<b>18. Removal of Vessels .....</b>	<b>32</b>
<b>19. Navigation of Small Vessels.....</b>	<b>32</b>
<b>20. Seaplanes.....</b>	<b>33</b>
<b>21. Commercial Divers and Commercial Diving Activities .....</b>	<b>33</b>
<b>22. General Traffic, Speed and Zoning Rules.....</b>	<b>33</b>
<b>23. Vessel Operating and Zoning Rules for the Port of Gippsland Lakes .....</b>	<b>33</b>

23.1 Designated Areas .....	34
23.2 Speed Limits and Safety Distances for all State Waters.....	34
23.3 Speed Restricted Zones.....	34
<b>24. VOZR Schedule 104 – The Local Port of Gippsland Lakes.....</b>	<b>34</b>
<b>25. Emergency and Key Contact Details .....</b>	<b>40</b>
<b>26. Forms .....</b>	<b>41</b>
Notification of Arrival/Departure and Application for Berth.....	42
Notification of Arrival/Departure and Application for Berth.....	44
Wharfage Certificate & Cargo Declaration .....	46
Application For Maintenance / Work Authority For A Vessel On Water .....	48

## **PREAMBLE**

This publication supersedes and replaces Gippsland Ports Harbour Master's Directions and Port Information Handbook 2012 **for the Port of Gippsland Lakes**

The December 2017 Edition of Harbour Master's Directions and Port Information Handbook are now separate publications;

*Harbour Master's Directions Part 2 Port of Gippsland Lakes* – are local rules and are additional to the Marine Safety Act 2010 and the Port Management (Local Ports) Regulations 2015. These local rules also govern the operations of vessels in port waters and are legally enforceable. It is an offence under s237 of the Marine Safety Act 2010 to fail to comply with a direction or obstruct a Harbour Master.

*Port Information Handbook Part 2 Port of Gippsland Lakes* – contains information for port users and has been compiled as a guide.

Both publications are subject to continuing revision. A current version is available on the Gippsland Ports' website at <https://www.gippslandports.vic.gov.au/ports-and-waterways/port-management>

Users are responsible for ensuring they are referring to the latest edition of this publication, noting that any printed version is an uncontrolled document and may be out of date.

Changes which may affect this publication are disseminated through: Notice to Mariners for waters covered by Admiralty Charts, Publications or RAN Hydrographic Charts; and amendments announced on the Gippsland Ports' website.

## **DISCLAIMER**

Although every care has been taken to ensure information contained in this document is correct, no warranty, expressed or implied is given regarding the accuracy of all printed contents. Gippsland Ports shall not be responsible for any loss or damage resulting from or caused by any inaccuracy produced herein.

The information provided in no way whatsoever supersedes or detracts from that available in Admiralty Charts and Publications, RAN Hydrographic Charts, Commonwealth or State Acts, ordinances, rules or regulations.

Nothing in this publication is intended to relieve any vessel owner, operator, charterer, master or person directing the movement of a vessel from the consequences of any failure to comply with any applicable law or regulation or of any neglect of precaution which may be required by the ordinary practise of seamanship, or by any special circumstances of the case.

Should errors or omissions in this publication be noted, it would be appreciated if advice could be forwarded to:

Attention: Harbour Master  
Gippsland Ports

PO Box 388  
Bairnsdale Victoria 3875; or electronically to  
[feedback@gippslandports.vic.gov.au](mailto:feedback@gippslandports.vic.gov.au)

*View of the Entrance from Kalimna Hill*



## **1. Authority**

These Directions were made on 17<sup>th</sup> July 2017 by Captain Bevis Hayward, the Licenced Harbour Master for the Port of Gippsland Lakes, pursuant to Section 224 of the Marine Safety Act 2010 (Vic).

Gippsland Ports may authorise other Gippsland Ports persons to perform the functions of the Harbour Master.

## **2. Application**

These Directions apply to all vessels in the Port Waters of the Gippsland Lakes and vessels leaving or entering those waters.

This Document provides direction and guidance on marine operations within the legislative framework that applies. It must not be interpreted to waive or modify any legal obligations contained in any legislation applicable to any operations being conducted within Port Waters.

### **2.1. Definitions**

Refer Section 1.5 of the Port Information Handbook

## **3. Compliance with Relevant Acts**

### **Regulations, Conventions, Determinations, Rules and Other Provisions**

*(a) The following legislation applies to Owners and Masters of vessels operating in the Port of Gippsland Lakes:*

- Marine Safety Act 2010 (Victoria)
- Marine Safety Regulations 2012 (Victoria)
- Port Management Act 1995
- Port Management (Local Ports) Regulations 2015



Marine Safety (Domestic Commercial Vessel) National Law Act 2012  
Marine Safety (Domestic Commercial Vessel) Regulation 2013  
Pollution of Waters by Oil or Noxious Substances Act 1986  
Pollution of Waters by Oil and Noxious Substances Regulations 2012  
Environment Protection Act 1970  
Environment Protection (Ships Water Ballast) Regulation 2006  
Dangerous Goods Act 1985  
Dangerous Goods (Handling and Packaging) Regulation 2012  
Navigation Act 2012  
Marine Orders – in effect under the Navigation Act 2012  
Marine Orders – in effect under the National Law (Domestic Commercial Vessel) Act 2012  
Occupational Health and Safety Act 2004  
Vessel Operating and Zoning Rules (VOZR) for Victorian Waters

*(b) The following conventions, codes and publications apply to all vessels operating in the Port of Gippsland Lakes:*

The International Regulations for Prevention of Collisions at Sea 1972 (COLREGS)  
The International Convention of the Safety of Life at Sea (SOLAS)  
The International Code of Signals

*(c) Publications include:*

Chart Aus. 357 – South East Point to Point Hicks  
Chart Aus. 182 – Plans in Victoria South East Coast  
Admiralty Sailing Directions – Australian Pilot Volume 2 NP14  
Admiralty List of Lights and Fog Signals Volume K NP83  
Victorian Tide Tables  
Gippsland Lakes Boating Guide – electronic version at [www.gippslandports.vic.gov.au](http://www.gippslandports.vic.gov.au)

The Masters of vessels operating in the Port of Gippsland Lakes must be familiar with all current and relevant legislation, codes and publications and must observe the limits and guidelines provided in this document. Any departure from these provisions shall be determined by the Harbour Master following formal application by the owners or Masters of a particular vessel

### **3.1 Seaworthiness**

Should the Master or owner of a vessel become aware of any condition or circumstance affecting the seaworthiness of a vessel;

- that may affect the safe navigation of the vessel or any other vessel; or
- that may affect the day to day operations of the Port; or
- that will be a threat to the environment within Port Waters.

The Master or owner shall immediately notify the Harbour Master Gippsland Ports or his delegates at the following contacts.

<b>Gippsland Ports Harbour Master:</b>	0351 556900 or 0427 610025
<b>Port Manager - Port of Gippsland Lakes:</b>	0351 556900 or 0429 018800
<b>Team Leader Marine Operations – Paynesville:</b>	0351 566352 or 0429 174606

### **3.2 Derelict Vessels**

A 'derelict vessel' is a vessel anywhere within the waters of the Port of Gippsland Lakes which;

- is apparently abandoned by the owner, or
- is in poor condition as a result of disuse or neglect, and
- as a consequence of the condition of the vessel poses a risk to personal safety, port operations or the environment.

Derelict vessels shall be removed from port waters by the owner as directed by the Harbour Master Gippsland Ports or his Delegate.

Failure to comply with the direction of the Harbour Master (an offence under the Marine Safety Act 2010) to remove the vessel from port waters will result in legal action by Gippsland Ports and removing the vessel to a secure location and arranging for its disposal.

Any cost incurred by Gippsland Ports for the removal of derelict vessels shall be charged to and payable by the owners.

Any legal costs associated with the removal of vessels shall be recouped from the owners.

### **3.3 Vessel Maintenance**

Gippsland Ports is aware of the necessity to maintain vessels in a seaworthy condition and has established facilities within its ports to provide for maintenance and other works to be undertaken in a controlled environment. High risk maintenance works are not allowed to be performed at berths, moorings or at anchor. Works may only be performed at those berths that are specifically designated as Maintenance Berths or Boat Yards or at a suitably equipped marine service facility operated by a private sector entity.

To assist vessel owners and operators to meet their compliance obligations under relevant Acts, Regulations and Standards, an ***Application for Maintenance/Work Authority for a Vessel at a Berth (Form)*** must be forwarded to Gippsland Ports prior to any High Risk Works being performed. Vessel owners or operators shall then be directed where those works can be carried out.

For a copy of the form please contact Gippsland Ports Bullock Island Depot at Lakes Entrance by phone on 03 51556900 or 03 51556950 or via our website at <https://www.gippslandports.vic.gov.au>

*High Risk Works includes any of the following:*

- Hot Works including – electric or gas welding – abrasive cutting and grinding – gas cutting – or anything else that can produce heat and sparks
- Abrasive Blasting
- Using chemicals and vessel cleaning or bilge cleaning
- Spray painting
- Working at heights or over water
- Works in confined spaces
- Underwater diving operations
- Crane work



### 3.4 Classes of Vessels

Vessels are classed according to the Service Categories listed under the National Law for Domestic Commercial Vessels (reproduced below). For the purpose of these Harbour Masters Directions there are four Classes of Commercial Vessels:

**Class 1 Vessel** – Passenger Vessels with a survey capacity of more than 12 Passengers (13 or more) permitted in certain operational areas.

**Class 2 Vessel** – Non Passenger Vessels with a survey capacity of 12 Passengers or less permitted in certain operational areas.

**Class 3 Vessels** – Fishing Vessels engaged in commercial fishing operations (non-passenger carrying) permitted in certain operational areas.

**Class 4 Vessels** – Hire and Drive Vessels hired as a recreational vessel for personal use to operate in designated smooth water areas.

#### Service Categories Under the National Law (AMSA)

Use the following table to work out your vessel service category.

For example, a passenger vessel carrying 30 people and operating out to 15nm has a service category of 1C.

Vessel use	Indicated by
Passenger vessel (13 or more passengers)	1
Non-passenger vessel (up to 12 passengers)	2
Fishing vessel	3
Hire and drive vessel (for recreational use only)	4

Operational area	
Unlimited domestic operations (no longer available to domestic commercial vessels)	A
Offshore operations (within 200nm from the baseline of the Australian mainland, Tasmania or an extended area)	B or B Extended
Restricted offshore operations (within 30nm from the baseline of the Australian mainland, Tasmania or a specified area)	C or C Restricted to Specified Area
Partially smooth water operations	D
Smooth water operations	E

#### 4. Functions and Powers of Licensed Harbour Masters

Gippsland Ports engages a licenced Harbour Master for the port waters of the Gippsland Lakes and is also empowered to assign Assistant Harbour Masters in accordance with s229 of the Marine Safety Act 2010.

*(a) Pursuant to section 230 (1) the functions of the Harbour Master for the Port of Gippsland Lakes are as follows:*

- To control and direct vessels entering and leaving the waters of the Port, including the time and manner of doing so.
- To control and direct the navigation and other movement of vessels in those waters.
- To control and direct the position where and the manner in which any vessel may anchor or be secured in those waters.
- To control and direct the time and manner of the taking in or discharging from any vessel of cargo, stores, fuel, fresh water and water ballast in those waters
- To control and direct the securing or removal of any vessel in those waters in, from or to any position the Harbour Master thinks fit.
- Any other functions that are conferred on Harbour Masters under any other Acts.

*(b) The Harbour Master must carry out his functions in a manner;*

- That ensures the safety of persons and the safe operation of vessels, and;
- That minimises the effect of vessel operations on the environment.

*(c) Powers of the Harbour Master (s231 & s232 Marine Safety Act 2010)*

- The Harbour Master has all the powers that are necessary and convenient to enable him to carry out the functions given to him.
- The Harbour Master may give oral and written directions for or with respect to vessels entering or within the waters of the Port of Corner Inlet and Port Albert
- Prohibit the entry or require the removal of any vessel if he has reasonable cause to believe that the vessel is:
  - Unseaworthy; or
  - Is in imminent danger of sinking and causing an obstruction to navigation in those waters; or
  - Is in imminent danger of causing serious damage to the marine environment or property within the port.

The Harbour Master may carry out a direction if there is no person on board and there are reasonable grounds for the Harbour Master to act urgently without giving direction.

Fees and Charges may be recovered by Gippsland Ports for the exercise of the Harbour Masters' functions.

*(d) Offence to Fail to Comply with a Direction or obstruct the Harbour Master*

- The Master or Owner of a vessel must not, without reasonable excuse, refuse or fail to comply with any direction given by the Harbour Master. (penalties up to 120 Penalty Units apply)
- The Master or Owner of a vessel must not obstruct the Harbour Master while performing a function or exercising any power given under the Act. (penalties up to 60 Penalty Units apply).

## 5. Vessel Movements Reporting and Operating Requirements

### 5.1 Harbour (Port) Control

The Port Limits for the Port of Gippsland Lakes includes the enclosed waters of the Gippsland Lakes and extends offshore in an arc of three (3) nautical miles from the Flagstaff located on the Eastern side of the Entrance Channel in position;

Lat. 37° 53.316' South

Lon. 147° 58.394' East - Datum WGS84.

There is no 24 hour Vessel Traffic Service available at the Port of Gippsland Lakes.

The Office of Gippsland Ports at Lakes Entrance is usually staffed Monday to Friday from 07:00 to 16:00 but at times may be unstaffed due to Operational or Emergency requirements.

The Port of Gippsland Lakes is currently not a declared Pilotage Waters Port. Accordingly, there is no Pilot Service or Pilot Transfer Service based at Lakes Entrance for visiting vessels.

There is no approved towage service available; however arrangements can be made for towage services from other ports.

#### 5.1.1 Local Knowledge Certificate Requirements

All Class 1 Passenger Vessels and Class 2 Non Passenger Vessels greater than 12m in length and Class 3 Fishing Vessels greater than 35m in length when operating within the limits of the Port of Gippsland Lakes must be operated by a Master who holds a valid Certificate of Local Knowledge for the Port.

Application for a Certificate of Local Knowledge for the Port can be made through Transport Safety Victoria. Details at: [www.transportsafety.vic.gov.au/maritime-safety](http://www.transportsafety.vic.gov.au/maritime-safety).

#### 5.1.2 Radio Communications

Radio Communications are via VHF. The following Channels are used at the Port of Gippsland Lakes:

VHF Ch. 16 Listening, Calling and Emergency Watch

VHF Ch. 14 Port Operations

Gippsland Ports does not generally maintain a listening watch on VHF Ch. 16 unless previously requested. To contact Gippsland Ports **during business hours** via VHF, the initial call should be to *Gippsland Ports Lakes Entrance* on VHF Ch. 16 before transferring to the working channel which is VHF Ch.14

The Assistant Harbour Master at Lakes Entrance can be contacted as follows:

Telephone: 03 51556900

Mobile: 0429 018800

Email: [shaynec@gippslandports.vic.gov.au](mailto:shaynec@gippslandports.vic.gov.au)

\_\_\_\_\_ and copied to [feedback@gippslandports.vic.gov.au](mailto:feedback@gippslandports.vic.gov.au)

## 5.2 Port Operations

### 5.2.1 Notice of Arrival or Departure and Application for Berth

Not less than 48 hours prior to entry to the Port of Gippsland Lakes the Master or Agent of all Class 1 Passenger Vessels and Class 2 Non Passenger Vessels greater than 12 metres in length and all Class 3 Fishing vessels greater than 35 metres in length must submit the Gippsland Ports form: **Notification of Arrival/Departure and Application for Berth**

Electronic versions of the **Notification of Arrival/Departure and Application for Berth** form are available at the Gippsland Ports Website [www.gippslandports.vic.gov.au](http://www.gippslandports.vic.gov.au) along with the schedule of the Current User Fees and Charges.

**Notification of Arrival/Departure and Application for Berth** forms should be forwarded by email to the following addresses:

- |                  |  |
|------------------|--|
| 1 Harbour Master | <a href="mailto:bevish@gippslandports.vic.gov.au">bevish@gippslandports.vic.gov.au</a>     |
| 2 Port Manager   | <a href="mailto:shaynec@gippslandports.vic.gov.au">shaynec@gippslandports.vic.gov.au</a>   |
| 3 GP Head Office | <a href="mailto:feedback@gippslandports.vic.gov.au">feedback@gippslandports.vic.gov.au</a> |
| 4 AMSA           | <a href="mailto:melbourne@amsa.gov.au">melbourne@amsa.gov.au</a>                           |

### 5.2.2 Ballast Water Management

All vessels intending to visit the Port of Gippsland Lakes that have ballast water uptake or discharge capabilities must submit a report form and log form detailing the origin of ballast water to EPA Victoria. The forms must be submitted to EPA Victoria as soon as possible (preferably 24 hours) before Entering Victorian Waters to prevent any unnecessary time delays. The forms shall be addressed to the Contact details provided on the forms and sent to [ballast.water@epa.vic.gov.au](mailto:ballast.water@epa.vic.gov.au) or faxed to +613 9695 2520. If a vessel changes its declared ballast water status, the Master should ensure EPA Victoria is notified immediately.

The origin of ballast water is categorised as either “domestic” or “international”. Australia’s Territorial Sea is defined as the area within 12 nautical miles from the coastal baseline. Ballast water sourced from within this area is classed as “domestic ballast water” and is generally considered as “low risk”. The Department of Agriculture deems all salt water from port and coastal waters outside Australia’s territorial sea to be “high risk” and capable of introducing exotic marine pests into Australia.

**The discharge of “high risk” ballast water within Australian ports and territorial waters is strictly prohibited.**

All International plying vessels intending to discharge ballast water inside the Australian territorial sea are required to manage their ballast water in accordance with the Mandatory Australian Ballast Water Management Requirements. These requirements are consistent with IMO Guidelines for minimising the translocation of harmful aquatic species in vessels ballast water. The State of Victoria has additional stringent requirements for the management of Australian sourced domestic ballast water which are enforced by EPA Victoria under the Environment Protection Act.

No domestic ballast water discharge is permitted in Victorian Waters unless written approval has been granted by EPA Victoria.

Applicable requirements are outlined in EPA Victoria documents;

Waste Management Policy (Ships Ballast Water)

Environment Protection (Ships Ballast Water) Regulations 2006

Protocol for Environmental Management: Domestic Ballast Water Management in Victorian State Waters 2014

EPA can communicate with vessels by e-mail, fax or via a Shipping Agent.

For all other information or enquiries visit the EPA Website; [www.epa.vic.gov.au/your-environment/water/ballast-water](http://www.epa.vic.gov.au/your-environment/water/ballast-water).

### 5.2.3 Berth Application

Not less than 48 hours before a vessel enters port waters the master of any Class 1 Passenger Vessel or Class 2 Non Passenger Vessel greater than 12 metres in length or Class 3 Fishing Vessels greater than 35 metres in length which does not have an allocated berth within the Port of Gippsland Lakes, must submit the form: **Notification of Arrival/Departure and Application for Berth**.

### 5.2.4 Notice of Arrival or Departure – Dangerous Goods Declaration

(1) The Dangerous Goods declaration section of the **Notification of Arrival/Departure and Application for Berth** form must be completed as required under the International Maritime Dangerous Goods Code (IMDG Code).

(2) A Dangerous Goods Manifest must also be submitted to the Port Manager East Gippsland in accordance with Marine Order Part 41 (Carriage of Dangerous Goods) 2009.

(3) If Dangerous Goods are not to be loaded or discharged from a Commercial Vessel but will remain on board until the vessel departs the Port of Gippsland Lakes the Master or Agent of that vessel must notify the Port Manager of the fact within 24 hours before the arrival of that vessel and provide details of the type and quantity of those goods.

### 5.2.5 Discharge of Cargo and Wharf Management

#### Definition of Cargo

*“Cargo includes all articles, goods, materials, merchandise or wares carried on board a vessel, and for which a waybill, or bill of lading, or other receipt is issued by the carrier. Cargo **includes livestock**, but does not include bunkers, personal baggage, vessel equipment spare parts, stores or mail”.*

(1) If cargo is not intended to be discharged, or transferred to another vessel from a Class 1 or Class 2 Commercial Vessel arriving within the Port of Gippsland Lakes the Master or Agent must notify the Port Manager on the **Notification of Arrival/Departure and Application for Berth** form.

(2) The Master or agent of a Class 1 or Class 2 Commercial Vessel from which cargo is to be discharged to a wharf, jetty or another vessel must, within 24 hours after the time that a vessel arrives at the Port of Gippsland Lakes, deliver to the Harbour Master, Port Manager, Port Administration a signed manifest with details of the type and quantity of cargo to be discharged.

(3) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must ensure that cargo is not;

(a) discharged from the vessel on to a wharf; or

(b) transferred from the vessel to another vessel – within the Port of Gippsland Lakes until the manifest has been delivered to the Port Manager.

(4) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must ensure that cargo is not discharged from the vessel unless;

- (a) the cargo is discharged in an area set aside by the Port Manager where the discharge and loading is permitted; and
  - (b) is discharged in accordance with an authority issued by the Port Manager.
- (5) The Master or Agent who discharges cargo from a Class 1 or Class 2 Commercial Vessel must ensure that the cargo is not left, placed or allowed to remain in or on any wharf, land, road, building, amenity, or other structure within the Port for more than 3 days after;
- (a) the vessel has departed from the port; or
  - (b) the unloading of the cargo has been completed; unless
  - (c) an authority is issued by the Port Manager to allow cargo to remain for longer periods.
- (6) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must not discharge cargo from the vessel if that cargo is intended to be discharged at another port, unless the discharge is manifested and authorised by the Port Manager.

#### **5.2.6 Loading of Cargo and Wharf Management**

- (1) The Master or Agent of a Class 1 or Class 2 Commercial Vessel that intends to load outbound cargo in the Port of Gippsland Lakes must give notice at least 48 hours prior to the cargo arriving and provide a manifest which;
- (a) details the type and quantity of cargo to be loaded on to the vessel; and
  - (b) has been signed by the Master or Agent.
- (2) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must ensure that the outbound cargo delivered to the Port is not loaded on the vessel until the manifest has been delivered to the Port Manager.
- (3) The Master or Agent of a Class 1 or Class 2 Commercial Vessel must ensure that cargo is not loaded onto the vessel unless the cargo is loaded at an area set aside by the Port Manager where the discharge and loading is permitted.

#### **5.2.7 Recovery of Dropped, Fallen or Spilled Cargo**

- (1) If cargo is dropped or falls or is spilled while being discharged from or loaded on to a vessel, the Master of the vessel must immediately notify the Port Manager and provide details in writing that includes the type and quantity of cargo that dropped fell or spilled and where it occurred.
- (2) The Harbour Master may direct the Master of a vessel from which cargo has been dropped or fallen or spilled in the Port to recover that cargo. The direction must be in writing; and
- (a) must include a description and approximate quantity of the cargo to be recovered;
  - (b) must include the location the cargo is to be recovered from;
  - (c) must specify the manner in which the cargo is to be recovered; and
  - (d) must specify the time when the cargo is to be recovered by.
- (3) The Master of a vessel must comply with the Harbour Masters Direction within the time specified.



### **5.2.8 Cleaning of Wharf Following Cargo Operations**

(1) The Master or Agent of a vessel that occupies a wharf or any part of a wharf, must as soon as is practicable, ensure that all portable appliances and materials used in discharging and loading the vessel are removed from the wharf and lawfully disposed of.

(2) The Master or Agent of a vessel that occupies a wharf or any part of a wharf must, as soon as is practicable, ensure that all portable appliances used for cleaning the vessel are removed from the wharf

### **5.2.9 Facilities and Equipment**

The Master of a vessel requiring port facilities or equipment, in addition to a requested berth, must contact the Harbour Master or his delegate not less than 48 hours before arrival specifying the additional requirements.

#### *Bullock Island - Depot and Boatyard*



### 5.2.10 Lakes Entrance Bar

## Gippsland Lakes – Ocean Entrance and Bar

### **WARNING:**

Vessel operators are advised that the Lakes Entrance Bar can be extremely dangerous to navigate and lives have been lost when vessels have broached, swamped or capsized in the breaking surf. A Bar crossing should only be attempted by persons with local knowledge and night crossings should only be attempted by experienced Masters and Skippers with extensive knowledge of the Bar.

### Description

#### The Entrance Piers

The Entrance to the Gippsland Lakes is characterised by the prominent Eastern and Western Piers. Beacons have been established at the head of each Pier and at night they are distinguished by lit Aids to Navigation as follows.

**Eastern Pier** – East Entrance is a light beacon 12m in height. Light characteristics Fixed Green (F.G) and Flashing Green (Fl.G.3s) Starboard hand Lateral Marks. If the Lakes Entrance Bar is closed both Green Lights will be extinguished and replaced by a Fixed Yellow Light (F.Y). See below for further details concerning Lakes Entrance Bar Closure. The Eastern Entrance Light is known locally as the **“Green Light”**

Under normal circumstances the beacon on the Eastern Entrance Pier is also utilised as the **“Front Lead”** and is characterised by a Fixed Blue (F.Bu.) vertical bar day and night leading light. At times the **“Front Lead”** may be shifted to other special beacons to indicate the best available depth of water to cross the Bar. The other lights indicated above remain stationary on the **“Green Light”** beacon

**Western Pier** – West Entrance is a beacon with the single Light Characteristic Flashing Red (Fl.R.2.5s). This light is utilised as a Port Hand Lateral Mark and is not used to indicate the best water to cross the bar nor does its characteristic change during Bar Closures.

Further information about the Entrance Piers can be viewed on the Gippsland Ports Waterways Online mapping tool at <https://www.gippslandports.vic.gov.au/boating/waterways-online/>

#### Lakes Entrance Bar

The Lakes Entrance Bar extends approximately 500 metres to seaward from the Entrance Piers in a general southerly direction. Sea swells almost always breaks over the shallow ridge of the Bar, east of the fairway, known locally as the **“Eastern Spit”** and at times over the shallow ridge of the Bar, west of the fairway, known locally as the **“Western Spit”**. The swell usually rolls in across the fairway without breaking, but in heavy weather the Bar may become dangerous and unfit for navigation.

Close to real time video can be viewed from webcams during daylight hours which give the mariner an idea of the sea conditions existing at the time. See the webcam link below for access.

### **“Leads in Line”**

Gippsland Ports has established "**Leads in Line**" for the purpose of assisting safe navigation.

The "**rear lead**" is a blue LED lit triangle, apex pointing down, situated in position 37° 53.316' South, 147° 58.394' East, and locally known as the "**Flagstaff**". The lit triangle is visible by day and night. This mark remains constant and is not relocatable.

The "**front lead**" is a blue LED lit vertical bar, which may be positioned at strategic beacon locations ranging from 50 to 190 metres in front (to seaward) of the rear mark.

Following maintenance dredging the normal position for the "**front lead**" is located on the well – recognised, "**Green Light**" a starboard hand lateral mark located on the end of the Eastern Pier. To assist marking the deepest water on the bar other beacons have been established to the west of the "**Green Light Line**" and are numbered 1,2,3,4,5,6,7, and also to the east of the "**Green Light Line**" and are numbered 8, 9,10,11,12. These other beacons which the "**front lead**" may be located on are marked with triangles, apex up.

At any given time when a transit line joining the "**rear lead**" and the "**front lead**" is extended seawards it will coincide with the deepest fairway line to enter and exit the Port. The "**front lead**" will be moved from time to time whenever the fairway position or alignment has changed, as a consequence of the naturally occurring sand movement, determined following bathymetric survey results.

Regardless of the establishment of these "**leads in line**" caution must be exercised whenever navigating in the vicinity of The Entrance. Severe weather conditions between dredging programs, can cause a rapid and significant reduction in depth and/or change in the alignment of the fairway over the Bar.

### **WARNING:**

During times of prolonged South Easterly weather significant sea swell heights can make attempting Bar crossings dangerous. The level of risk increases when combined with the run of the ebb tide against the sea and swell. Yawing or broaching on inbound voyages may produce a deeper draft. On outbound voyages lift caused by significant swell heights may cause deep drafted vessels to take the bottom.

Mariners are advised that the depth and width of the fairway cannot be guaranteed and is constantly changing. No warranty whatsoever can be given for the depth and/or width of the dredged fairway. Gippsland Ports conducts Bathymetric surveys on a monthly basis. The most recent survey information can be downloaded from the Gippsland Port website, please see below for details.

## **Lakes Entrance Bar Approach from Seaward**

From the West the coastline between Shoal Inlet and Lakes Entrance is low and featureless. Mt Taylor North of Bairnsdale is a prominent land mark. From the East, Red Bluff stands 49m high on the shoreline 4.4 nautical miles to the ENE of the Entrance to the Gippsland Lakes.

The Entrance to the Gippsland Lakes lies at the Western end of the township of Lakes Entrance. Mt Barkly rises prominently to 70m behind the Entrance Piers and has a distinguishing tower of 9m exhibiting a light with flash sequence Oc.4s. A steep bluff about 40m high extends east and west from Mt Barkly peak.

Mariners should be aware of the rate of the tidal stream (“current speed”) in the Entrance Channel by consulting the “near real time” Tidal information on the Gippsland Ports Website (see link below). Slack Water in the Entrance Channel occurs approximately 2 hours 30 minutes after High Water or Low Water.

Prolonged easterly weather events normally associated with meteorological High Pressure Systems can cause abnormally low tides in the lower reaches of the Gippsland Lakes including Lakes Entrance. Likewise in prolonged westerly or southerly wind events normally associated with Low Pressure Systems can cause abnormally high tides in the lower reaches of the Gippsland Lakes.

Mariners are advised that the best time to cross the Lakes Entrance Bar is in daylight close to “Slack Water” in the Entrance Channel. Slack water means the time when the flow of the tidal stream current is zero in the Entrance Channel.

Mariners are advised that the approach to the Lakes Entrance Bar should begin no less than 1 nautical mile to seaward from the Entrance Piers and that the line of approach should be close to the “leads in line” indicating the deepest water and to avoid crossings near the Eastern or Western Spits. During the approach Mariners should take note of the sea state and any tidal set that may be occurring. Mariners should not attempt a Bar crossing when surf is breaking across the entire width of the bar.

## **Lakes Entrance Bar Closure**

In the event that an incident occurs on the Lakes Entrance Bar which constitutes a hazard to navigation Gippsland Ports shall assess the nature of the hazard and if necessary close the Ocean Entrance and Bar. Mariners will be advised by Notice to Mariners and local news bulletins to the media and key stakeholders.

Should the Ocean Entrance and Bar be closed the following signals will be shown and alterations made to light beacons as follows;

### **Eastern Pier Head (Lat. 37° 53.414’S Lon. 147° 58.422’E)**

- The fixed Green Light and the Flashing Green Light (Fl.G.3s.) will be extinguished and replaced by a single fixed yellow light with nominal range of 7 nautical miles.
- An Isolated Danger mark of two black balls in a vertical line will be suspended from a yardarm on the light structure.

- The Blue front and rear leading lights will remain lit unless there is potential for the fairway to become or is obstructed, in which case the leading lights shall be extinguished.

**Cunninghame Arm Entrance Light (Lat. 37° 53.223'S Lon. 147° 58.240'E)**

- The Flashing Green Light (Fl.G.3s.) on the Jetty marking the South side of the Entrance to Cunninghame Arm will be extinguished and replaced by a single Flashing Yellow Light (Fl.Y.3s) with a nominal range of 7 nautical miles.
- An Isolated Danger mark of two black balls in a vertical line will be suspended from a yardarm on the light structure.

During the period when the above signals are shown, a 24hr radio watch will be maintained by Gippsland Ports on VHF Ch16.

**WARNING**

**Mariners are advised not to attempt navigating the Entrance Channel or the Bar area when the signals listed above are displayed.**

Further information can be obtained from:

Gippsland Ports Website

Recent hydrographic surveys:-

[http://www.gippslandports.vic.gov.au/bathymetric\\_surveys.php](http://www.gippslandports.vic.gov.au/bathymetric_surveys.php)

Near real time Waves, Currents, Tides and Weather:-

<http://www.gippslandports.vic.gov.au/boating/waves-tides-and-weather/lakes-entrance-waves-tides-and-weather/>

Webcams:-

<http://www.gippslandports.vic.gov.au/webcams.php>

Gippsland Ports Bar and Entrance Channel recorded message line (03) 5155 6999

Australian Charts AUS182, AUS357

Notices to Mariners

Australian National Tide Tables (ANTT)

Victorian Tide Tables

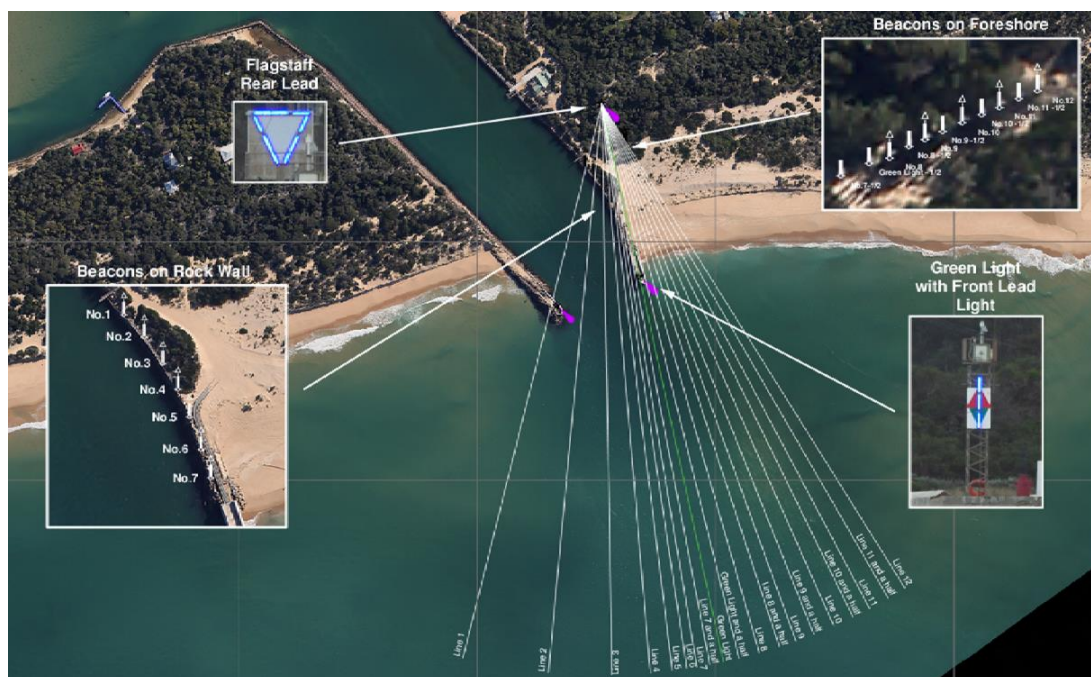
Admiralty Sailing Directions Australia Pilot Vol. II

NP14. Admiralty List of Lights and Fog Signals Volume K NP83





The photo above is taken from seaward of the Entrance and illustrates the “Leads in Line” when the “front Lead” is located on the “Green Light”



The photo above illustrates the characteristics of the “Flagstaff Rear Lead” triangular blue LED light apex down, and the “Green Light Front Lead” vertical bar LED light. The Green Line indicates the line of approach with the “Leads in Line”. The Leading lights are available day and night.



### **5.2.11 Rules for Navigation of the Entrance to the Gippsland Lakes**

**Any Vessel in an emergency situation has priority of passage over all other vessels.**

Rule 1: All vessels must keep clear of the Trailing Suction Hopper Dredger (TSHD) Tommy Norton while it is navigating through channels and fairways or carrying out dredging operations in The Narrows (Reeve Channel) or on the Lakes Entrance Bar.

Rule 2: Any vessels whether inbound or outbound through The Narrows (Reeve Channel) or on the Lakes Entrance Bar must not attempt to pass the TSHD Tommy Norton unless that vessel receives verbal permission from the Dredge Master on VHF Ch16. to do so.

Rule 3: A vessel given permission to pass the TSHD Tommy Norton must pass the dredge as directed by the Dredge Master.

Rule 4: All vessels must keep clear of the Cutter Suction Dredge “Kalimna” the “Transfer Booster Barge” and associated and interconnected surface pipelines. “Kalimna” will display the lights and shapes required under the COLREGS, indicating the side to pass the dredger.

Rule 5: A person in charge of a vessel departing Cunninghame Arm must keep out of the way of a vessel navigating The Narrows (Reeve Channel).

Rule 6: Where two vessels navigating The Narrows (Reeve Channel) near its junction with Cunninghame Arm are approaching each other on reciprocal or near reciprocal courses, the person in charge of the vessel stemming the tide must keep out of the way of the vessel proceeding with the tide.

Rule 7: The person in charge of a vessel which is proceeding outbound and navigating the waters to seaward of the Entrance Piers must keep out of the way of a vessel proceeding inbound over the Lakes Entrance Bar.

Rule 8: The person in charge of a vessel navigating the waters of the Port between the Entrance Piers and the outer edge of the Lakes Entrance Bar must maintain a minimum distance of 100 metres astern of any other vessel proceeding in the same direction.

Rule 9: Nothing in these rules shall exempt the person in charge of a vessel navigating the Entrance to the Gippsland Lakes from complying with the requirements of Marine Order Part 30 and the International Regulations For Preventing Collisions at Sea, 1972 (COLREGS).

*Refer to Vessel Operating & Zoning Rules (VOZR) for Victorian Waters, Schedule 104 at Section 24 of these Harbour Masters Directions for further information regarding local rules for the Port of Gippsland Lakes*

*Gippsland Ports' Dredge Kalimna and the Booster Barge – connected by transfer pipeline*



### **5.3 Arrival and Departure Communications**

**Listening Watch:** Masters of any commercial vessel shall ensure that a continuous listening watch is maintained on VHF Ch.16 all times during any passage within the Limits of the Port of Gippsland Lakes.

#### **5.3.1 On Arrival at the Lakes Entrance Bar**

The masters of an inbound vessel prior to crossing the Lakes Entrance Bar is required to make an **“All Ships Call”** on VHF Ch.16 and provide the following information:

- Vessel Name
- Vessel's position and direction of passage (inbound)
- Describe restrictions or constraints requiring a clear channel. (for example towing )
- Request acknowledgment from an outbound vessel.

#### **5.3.2 On Departure from the Port of Gippsland Lakes**

The master of an outbound vessel prior to departing Cunninghame Arm or Reeve Channel is required to make an **“All Ships Call”** on VHF Ch. 16 and provide the following information:

- Vessel Name
- Vessel's position and direction of passage (outbound)
- Describe restrictions or constraints requiring a clear channel. (for example towing)
- Request acknowledgment from an inbound vessel

**Note:** On hearing an **“All Ships Call”** from an inbound or outbound vessel, masters of other vessels making passage through the entrance channels shall respond to the caller and exchange passage intentions.

## 5.4 Towing

(1) Due to the wide variations that apply to tug and barge and vessel and vessel towing operations, including the nature of the confined tidal waters of the Gippsland Lakes, the common weather and sea conditions of the area, and other local traffic, each planned or scheduled commercial tug and barge or vessel and vessel tow operation will be considered by Gippsland Ports on an individual basis.

(2) Proposals for commercial tug and barge or vessel and vessel tow operations into, from and within the Port of Gippsland Lakes must be made well in advance of the date of the proposed operation and must be accompanied with full Towing Risk Assessment details including;

- The barge or vessel dimensions; and
- The tug or vessel undertaking the tow; and
- The tug or vessel assisting the tow; and
- The cargo to be carried on or in the barge, and
- The intended towing and handling arrangements to be employed during the transit across the Lakes Entrance Bar
- The destination of the Tow.

(3) Planned or scheduled commercial towage and barge operations to or from the Gippsland Lakes will only be permitted by the Harbour Master Gippsland Ports in daylight hours and in fair weather conditions approved beforehand.

(4) Masters of Class 1 and Class 2 vessels greater than 12 meters in length that are involved in towing operations must hold a valid Certificate of Local Knowledge for the Port Waters they intend to operate within.

### 5.4.1 Towing Approval

All planned commercial towing operations must be advised to the Port Manager and approved by the Harbour Master or his Delegate. Approval by the Harbour Master or his Delegate shall be on the basis that the Master and Owner have conducted a Risk Assessment of the Towing operation and forwarded a copy of the Passage Plan to the Harbour Master. After considering the towing operation on a case by case basis further conditions may be applied for approval. Those conditions may include;

- Deferring the tow operation within Port Limits - awaiting favourable weather.
- Time restrictions, for example daylight hour operations only.
- The requirement for a tow assist vessel within Port Limits.
- The requirement for Port traffic control.
- A requirement for the presence of the Harbour Master or his delegate during the tow operation within Port Limits.

### 5.4.2 Towing Risk Assessment

To assist with the risk assessment of all Commercial Vessel towing operations within the Port of Gippsland Lakes the Master and Owner responsible for the tow must take into consideration the following Standard Operating Practice;

***The tow vessel (and tow assist vessel) must be of sufficient power and maneuverability to handle the towed vessel during over the stern, alongside or push towing operations throughout the entire voyage having due regard to:***

- (1) The forecast weather conditions for the duration of the voyage and the effect of windage on the tow through the planned reaches, fairways or channels of the intended passage.
- (2) The tidal predictions with respect to the range and height of tide required for the tow considering the draft of the tow, and tow vessel/s and any anomaly to the predicted tide height due to recent weather conditions.
- (3) Sufficient under keel clearance (UKC) to be able to maneuver the tow vessel and the tow on arrival at the destination. Real time tide information for Lakes Entrance can be obtained at the Gippsland Ports website [www.gippslandports.vic.gov.au](http://www.gippslandports.vic.gov.au)
- (4) The rate of the tidal stream when entering or departing The Narrows (Reeve Channel). The arrival or departure should occur as close to slack water as possible to eliminate tidal flow interaction.
- (5) A suitable plan for the tow astern or tow alongside taking into account available towing points, winches or other line handling equipment.
- (6) When hipping up, tow alongside or pusher towing consideration must be given to a combination of towing lines, including;
  - a towing spring line/s
  - a backing spring line/s
  - stern and bow lines positioned to give maximum assistance with turning the towed vessel to port or starboard
  - breast lines
  - fender arrangements to minimize vessel damage in a seaway.
- (7) The position of the towing vessel alongside the towed vessel to give maximum steerage and propeller thrust for turning the towed vessel to either port or starboard.
- (8) The effect of steerage on the towing vessel – limitations that may require an assist vessel to turn or maneuver the tow safely.
- (9) The requirements for lights, shapes and sound signals as required for towage operations under the provisions of the Prevention of Collision Regulations (COLREGS).
- (10) The presence of traffic that may make it necessary to pass other vessels at certain locations or may require a Gippsland Ports Patrol Vessel to assist with traffic control.
- (11) Clear and precise Radio communications and protocol, described in section 5.3 above.





## 6. Vessel Operating Limits

**Note 1:** Masters of vessels with drafts and lengths exceeding the Operating Limits outlined below must not enter port waters without the written Authority and Direction of the Harbour Master following Risk Assessment.

**Note 2:** Effective transverse thruster means; a fully operational, sufficiently immersed bow or stern thruster adequately powered relative to the vessels size and the expected weather conditions at the time.

### 6.1 Table of Vessel Operating Limits

(a) to (f) relate to operating limits and manoeuvrability

Destination	Maximum Length	Maximum Beam	Maximum Draft	Manoeuvrability
Bar and Entrance	60m	13m	3.0m	(a) (b) (c) (e)
Bullock Island Wharf	60m	13m	3.0m	Required (a) (b) (c) (e)
Bullock Island Boat Yard	60m	13m	3.0m	Required (a) (b) (c) (e)
Eastern Wharf	35m	12m	2.5m	Required (b) (c) (d) (e)
Paynesville Boat Yard	35m	12m	2.5m	Required (c) (d) (e) (f)

(a) The maximum workable length of vessels when entering the Port of Gippsland Lakes may be restricted by the radius of turn required to enter Cunninghame Arm and by prevailing environmental conditions at the time.

(b) Vessels of 2.5m metres draft or greater may require a rise of tide to enter Cunninghame Arm, subject to prevailing environmental conditions at the time of entry

(c) Effective transverse thrusters to enable a high degree of manoeuvrability taking into consideration the vessels size and the expected weather conditions at the time of arrival or departure from Lakes Entrance is required for each vessel of maximum draught or greater than 40 metres in length.

(d) Use of a competent Towage Service approved by Gippsland Ports may compensate for the absence or ineffectiveness of appropriate transverse thrusters; Tug Masters and Tow Masters must possess a valid Local Knowledge Certificate for the Port.

(e) Appropriate transverse thrusters to enable a high degree of manoeuvrability are not generally required for twin-screw vessels with twin rudders of less than 40m in length having a high degree of manoeuvrability.

(f) Not applicable to Raymond Island Ferry



## 6.1 Under Keel Clearance (UKC) – Calculations.

### Warning

During times of prolonged Southerly weather significant sea swell heights can make attempting Bar crossings dangerous. The level of risk increases when combined with the run of the ebb tide against the sea and swell. Yawing or broaching on inbound voyages may produce a deeper draft. On outbound voyages lift caused by significant swell heights may cause deep drafted vessels to take the bottom.

Prior to entering or departing the Port of Gippsland Lakes the Master of vessels greater than 2.2 metres draft should ensure a UKC calculation is completed to establish the required height of tide to allow sufficient UKC. UKC calculations should take into account:

- The vessel's maximum draft
- The vessels squat calculation at arrival/departure speed
- The height of sea and swell at the Lakes Entrance Bar
- The least available depth in channels and berths for the vessel's destination

The latest bathymetric surveys for the Lakes Entrance Bar and the Gippsland Lakes is available on the Gippsland Ports website at [http://www.gippslandports.vic.gov.au/bathymetric\\_surveys.php](http://www.gippslandports.vic.gov.au/bathymetric_surveys.php)

## 7. Passage Plans

For all Class 1 and Class 2 vessels greater than 12 metres in length, on the occasion of the first entry to the Port of Gippsland Lakes, the master must submit to the Harbour Master or his delegate a formal passage plan, to be lodged with the **Notification of Arrival/Departure and Application for Berth** form.

The passage plan requires close and continuous monitoring of the ship's position during the execution of the passage from Port Limits to the destination berth within the Port of Gippsland Lakes.

Mariners are reminded that the production of a passage plan for all sections of a vessel's passage, including passages within Port Limits, are a Commonwealth (AMSA) and State (MSV) legislative requirement pursuant to The International Maritime Organisation (IMO) resolutions. The plan should include recording the following details of the passage;

- Arrival or Departure draft
- UKC calculations
- Courses and distances to waypoints
- References to aids to navigation, buoyage and beacons
- Tide calculations for the time of passage including heights, and direction of the tidal flow
- Expected wind direction and speed during the passage
- Clearing ranges and bearings – Radar ECDIS
- VHF Radio Communications
- Berthing plan (side to)
- Navigators passage check list

## **7.1 Listening Watch**

Masters of Class 1, Class 2 and Class 3 vessels greater than 12 metres in length shall ensure that a continuous listening watch is maintained on VHF Ch.16 at all times during any passage within the Limits of the Port of Gippsland Lakes.

## **7.2 Sound Signals**

Masters of any vessel greater than 35 metres in length shall ensure that appropriate sound signals in accordance with the International Regulations for the Prevention of Collisions at Sea (COLREGS) are made when swinging or turning in a basin, fairway or narrow channel. The TSHD Dredger is exempt from sounding signals due to the frequency of manoeuvres. The Dredger will at all times make an “**all Ships**” on VHF Ch16 call when swinging or turning within the Narrows or Cunninghame Arm.

In addition to sound signals, vessels manoeuvring or swinging in the presence of other vessels shall also indicate their intentions by way of radio contact on VHF Ch.16.

## **8. Incidents in Port Waters**

The following requirements relate to actions to be taken by masters of vessels that have sunk, stranded or collided within Port waters and owners of vessels or objects that obstruct port waters.

1. If a vessel sinks or strands within port waters or if any object impedes the safe navigation or use of port waters, the master, owner or agent of the vessel and the owner of the object by which the obstruction is caused shall immediately;
  - Notify the Harbour Master Gippsland Ports or his delegate of the position of the obstruction; and
  - Take immediate steps to arrange for the safe removal of the obstruction by appropriately qualified and skilled personnel.
2. If a collision causes damage to any vessel, wharf or property within port waters, or if a vessel strands, sustains damage, or causes injuries to persons, or sinks within port waters, the master or owner of every vessel involved shall immediately;
  - Report the circumstances to the Victorian Water Police; and
  - As soon as possible, confirm the report to Gippsland Ports Harbour Master
  - Complete a Marine Incident Report required by Transport Safety Victoria and AMSA
3. Owners and masters are required to report in writing, without delay, full particulars of any incidents to Transport Safety Victoria who will conduct an investigation following any significant grounding collision or near miss incident.
4. An incident or accident that results in injury must be reported to Police immediately.

### **Who should I contact?**

If you require urgent assistance, dial triple zero (000) for the emergency services and request Police assistance.

If an incident has occurred but you are not in any immediate danger, report it to the Water Police on 1800 135 729.

If you are the master of a commercial vessel and it is a reportable incident (see reportable marine incident section below), you must provide full details in writing to Transport Safety Victoria (TSV) by completing the TSV incident reporting form.

## **8.1 Reportable Marine Incidents**

Under the Marine Safety Act 2010, reportable marine incidents include:

- the loss or presumed loss of a vessel
- a collision with another vessel or object
- grounding, sinking or flooding
- a capsized vessel
- fire on board a vessel
- a structural failure or loss of stability
- a close quarters Incident
- person overboard
- vessel becoming disabled and requiring assistance
- fouling or damaging of any pipeline, submarine cable, lighthouse, lightship, beacon, buoy or marine mark
- any injuries to persons caused by the operation of a vessel

## **8.2 Incident Reporting**

Full information and the appropriate Incident report forms are available at the Transport Safety Victoria website: <http://www.transportsafety.vic.gov.au/maritime-safety>

## **9. Vessels to be Properly and Effectively Berthed or Moored**

### **9.1 Berthed Vessels**

The Master (or Owner) of a vessel not underway and berthed within port waters shall ensure that at all times the vessel is properly and effectively secured to the wharf jetty or pier with lines evenly tight and of sufficient size to be able to withstand the effect of local severe weather events at any time taking into consideration the vessels exposure to those weather conditions. Securing devices including cleats, bollards, bitts and mooring winches shall be maintained in good condition. The effects of chaffing should be minimised at areas of potential wear.

### **9.2 Moored Vessels**

The Master (or Owner) of a vessel not underway and moored to the seabed by an approved (Gippsland Ports) swing mooring system within port waters shall ensure that at all times the vessel is properly and effectively secured to the mooring with a line (or lines) of sufficient size to be able to withstand the effect of local severe weather events at any time taking into consideration the vessels exposure to those weather conditions. Mooring chains, tackle and clump weights shall be inspected at regular intervals to ensure the equipment is in serviceable condition taking into account the expected severe weather conditions. Securing devices including cleats, bollards, chain stoppers and bitts shall be maintained in good condition. The effects of chaffing should be minimised at areas of potential wear. The addition of a secondary mooring line in case of parting the main line is recommended.

## **10. Anchoring**

The Master of a vessel not underway and anchored to the seabed within port waters shall ensure that at all times the vessel is properly and effectively secured to the seabed by anchor and cable suitable for the vessels size to be able to withstand the effect of local weather events taking into

consideration the vessels exposure to the expected weather conditions for the duration of the stay at anchor. The master of a vessel anchored in port waters shall;

- Ensure the vessel is anchored in a position that will permit the vessel to swing clearly within any anchorage or fairway in a manner that will not impede the passage of other vessel traffic or be close to other vessels at anchor or cause risk of grounding.
- Ensure there is sufficient cable out, taking into consideration the holding ground and prevailing weather conditions
- Not permit the immobilisation of its main propulsion engines or steering gear without prior permission of the Harbour Master Gippsland Ports
- Display the lights and shapes required by a vessel at anchor as prescribed in the COLREGS.
- Must sound the signals required by the COLREGS during periods of restricted visibility.

### **10.1 Anchor Watch**

Vessels greater than 24 metres in length must maintain a 24 hour anchor watch including a listening watch on VHF Ch.16 at all times while at anchor. Masters standing orders and night orders should include the provision of a 24 hour deck and engine room fire watch throughout.

### **10.2 Vessels Not to Anchor in Certain Locations**

The master of any vessel shall:

- Ensure the anchor is not dropped in a position that may compromise personal safety or the safety of other vessels.
- Not cause or permit a vessel to be anchored in a Channel or Fairway marked by navigation beacons or buoys.
- Not cause or permit a vessel to be anchored or lie at a distance of less than 150 metres from a wharf.
- Not cause a vessel to anchor within 100metres of where a telephone or electrical cable or oil, water, gas or sewerage pipe has been laid.
- Not cause a vessel to be anchored in any precautionary area or prohibited anchorage described on Charts Aus. 182.

## **11. Manning While at Anchor, on a Mooring or When Berthed**

### **11.1 At Anchor**

The master of a vessel greater than 24 metres in length at anchor shall ensure that sufficient competent crew are available to maintain a continuous watch or to shift or resecure the vessel at any given time while a vessel is at anchor within the port waters in accordance with the provisions of the Vessel Safety Management Plan and Masters Standing Orders.

### **11.2 On A Swing Mooring**

The master (or owner) of a vessel secured to an approved swing mooring shall maintain regular inspections of the vessel and the mooring system. A Designated Person Ashore (DPA) must be available to attend to the upkeep of the vessel as required while the vessel is not being used.

### **11.3 Vessel Berthed Alongside**

The master (or Owner) of a vessel greater than 24 metres in length berthed alongside shall ensure there is a Designated Person Ashore who is contactable 24 hours a day and sufficient competent crew available to attend to any emergency as required under the provisions of the vessels Safety Management Plan or to shift the vessel as directed by the Harbour Master Gippsland Ports or his delegate.

## **12. Refuelling and Liquid Cargo Operations**

In accordance with Section 232 (1) (d) & (3) of the Marine Safety Act 2010;

The Harbour Master, Gippsland Ports directs that:

***Vessel refuelling at any Marina, public or private Jetty or wharf within the waters of any Port or Waterway managed by Gippsland Ports is prohibited, except; at Gippsland Ports approved marine refuelling outlets; or***

- If specifically authorised under the terms and conditions of a Gippsland Ports Permit; or
- Fuel being loaded is less than 25 litres

Approved marine refuelling outlets are available at;

- Lakes Entrance - Fisherman's Co-Operative – Diesel Only
- Lakes Entrance - Bullock Island Refuelling Jetty North Arm – Diesel and ULP
- Metung – Riviera Nautic Chinaman's Creek – Diesel and ULP
- Paynesville – Bulls Cruisers Refuelling Jetty – McMillan Strait – Diesel and ULP

## **13. Fairways and Channels Not To Be Obstructed**

In accordance with Victorian Vessel Operating and Zoning Rules (VOZR) and the Prevention of Collision Regulations (COLREGS) the master or owner of a vessel must not, without reasonable excuse:

1. Cause or allow the vessel to be anchored in a channel that is marked with buoys or beacons
2. Cause or allow the vessel to anchor or lie in a narrow fairway or near the middle of any river connected with the waters of the Port of Gippsland Lakes
3. Where a channel or fairway has been obstructed by a vessel or its equipment, occupants or persons, the master or owner of that vessel and equipment must remove the obstruction from the channel or fairway.
4. Where it was reasonably necessary for a vessel to anchor or lie in a channel, fairway or river in a manner that obstructs navigation of other vessels the master of the vessel shall:
  - Immediately notify the Harbour Master Gippsland Ports or his delegate of the position of the vessel and as soon as possible, move the vessel to a place where it does not obstruct the navigation of other vessels; and
  - Notify the Harbour Master Gippsland Ports or his delegate immediately the vessel has cleared the fairway, channel or river.

#### **14. Vessels or Objects Riding Astern of Moored or Anchored Vessels**

The Master of a vessel that is lying at anchor or on a mooring shall not without prior permission of the Harbour Master Gippsland Ports:

1. Cause or permit any vessel to ride astern of or be attached to the vessel at a greater distance than 6 metres, or
2. Cause or permit any lighter or deeply laden vessel or other floating or wholly or partially submerged object likely to obstruct or damage any other vessel, to ride astern of or be attached to the vessel.

#### **15. Fishing Effort in Marked Channels Prohibited**

Unless Authorised by Gippsland Ports, the Master of a vessel engaged in fishing effort including the setting or staking of fishing nets, lines or pots within the waters of the Port of Gippsland Lakes must not:

1. Set or stake fishing nets, lines or pots to catch fish or crustaceans within the waters of a marked channel defined by beacons or buoys or a section of fairway defined by beacons or buoys.
2. Obstruct the safe navigation of other vessels that may be using a marked channel defined by beacons or buoys or a section of fairway marked by beacons or buoys, while carrying out fishing effort.

#### **16. Use of Propellers Alongside Wharves**

Other than for the purpose of coming alongside or departure from a berth:

1. The master of a berthed vessel shall not cause or permit a propeller to be operated without the prior permission of the Harbour Master Gippsland Ports or his delegate, and
2. If permission is granted, the master shall notify the masters or owners of vessels at adjacent berths of the intention to operate the propeller.

#### **17. Mooring of Vessels Alongside**

If directed or approved by the Harbour Master Gippsland Ports or his delegate:

The master of a vessel that is berthed at a wharf shall permit other vessels to moor or lie alongside that vessel and give free passage to persons and goods across and over the deck of that vessel and to and from the wharf and any other vessel moored or lying alongside that vessel.

#### **18. Removal of Vessels**

If directed by the Harbour Master Gippsland Ports or his delegate the master or owner of a vessel shall cause his or her vessel to be removed from any allocated berth to another place in accordance with the directions given.

#### **19. Navigation of Small Vessels**

1. The master of a vessel less than 24 metres in length shall ensure that the vessel shall keep out of the way of:
  - vessels greater than 24 metres in length, or if the length is unknown, it is assumed to be greater than 24 metres in length; and/or



- a tug or launch assisting the movement, berthing or departure of another vessel.
2. The granting of permission to hold a regatta, race, fireworks display or other marine event shall not diminish the power of the Harbour Master to direct navigation in port waters and the organisers of such events in port waters should be aware that it may be necessary to suspend or cancel events at short notice in the interest of personal safety or efficient commercial operations.

## **20. Seaplanes**

The Pilot of a seaplane must not take off or touchdown in any waters within the Port of Gippsland Lakes, without the permission of the Harbour Master.

## **21. Commercial Divers and Commercial Diving Activities**

Prior to conducting commercial diving activities a Commercial Diver must;

- Obtain an authority (Permit) from Gippsland Ports prior to conducting any commercial diving operations on any vessel, aid to navigation, mooring, wharf, jetty or any other infrastructure within the Port of Gippsland Lakes, and
- Ensure that a Dive Safety Plan and job Risk Assessment (e.g. Safe Work Method Statement or Job Safety Analysis) specifically addressing the operations to be conducted has been approved by a competent person.

Commercial Divers who are conducting commercial diving activities that are repetitive or routine may apply to Gippsland Ports for an extension to an authority (Permit) for a period not exceeding 12 calendar months. Examples of repetitive or routine diving activities include;

- Swing mooring inspections
- Vessel underwater inspections not involving hull cleaning.
- Removal of fouling from propulsion or steering gear.

## **22. General Traffic, Speed and Zoning Rules**

1. Vessel Traffic, Speed and zoning rules are signposted or otherwise notified in all ports and waterways under the management of Gippsland Ports.
2. It is the responsibility of each Master or operator of a vessel to determine the applicable traffic, speed limit and zone rules that are in force within the port or waterway they are operating in.
3. It is also the responsibility of each Master or operator of a vessel to determine the applicable rules relating to traffic, speed limit and zones **prior** to entry into those ports or waterways in which the rules are in force.
4. Information regarding speed limits and zoning may be found in the latest edition of the "Guide to Vessel Operating and Zoning Rules (VOZR)" for Victorian Waters at; [www.transportsafety.vic.gov.au/maritime-safety](http://www.transportsafety.vic.gov.au/maritime-safety)

## **23. Vessel Operating and Zoning Rules for the Port of Gippsland Lakes**

Transport Safety Victoria make official notices under the Marine Safety Act 2010. TSV have produced a document known as the Guide to Vessel Operating and Zoning Rules or VOZR. The guide details general State Rules that apply for all waters in the state and have a local Schedule for operating and

zoning for each specific waterway. Information about the state VOZR is available at [www.transportsafety.vic.gov.au/maritime-safety](http://www.transportsafety.vic.gov.au/maritime-safety)

### **23.1 Designated Areas**

All Ports and Waterways under the management of Gippsland Ports are designated by Transport Safety Victoria as “Enclosed Waters” and any open sea areas that lie within the port limits are designated “Coastal Waters”. It is important for masters and owners to know the applicable designation as there are different scales for safety and emergency equipment required to be carried, or worn in each area.

Please consult the Victorian Recreational Boating Safety Handbook for current safety and emergency equipment lists for each area of operation.

### **23.2 Speed Limits and Safety Distances for all State Waters**

The master of a vessel must not cause or allow the vessel to be operated on any State waters at a speed exceeding 5 knots:

- Within 50 metres of a person in the water, or
- Within 100 metres of a vessel or buoy on which a dive flag is displayed, or a rigid replica of that dive flag, or
- Within 50 metres of another vessel except where both vessels are either engaged in competition, or within an exclusive use or special purpose area prescribed in a Schedule within the VOZR.

### **23.3 Speed Restricted Zones**

The master of a vessel must not cause or allow the vessel to be operated at a speed exceeding the speed specified in a Schedule for an area of water specified in the Schedule.

## **24. VOZR Schedule 104 – The Local Port of Gippsland Lakes**

- Reproduced

104.1. Excluded speed limit for the purposes of Clause 4(a).

The waters of the Local Port of Gippsland Lakes which are not otherwise specified as a five (5) knot speed restriction zone, ten (10) knot speed restriction zone, prohibited area or exclusive use area are excluded from the provisions of Clause 4(a) of this Notice.

104.2. Five (5) knot speed restriction zones for the purposes of Clause 7.

The waters of the Local Port of Gippsland Lakes specified below are subject to a speed restriction of five (5) knots:

- (a) All the waters of the Thomson River and the Latrobe River upstream from the swing bridge
- (b) All the waters of the Flooding Creek and the Sale Canal
- (c) The waters of Lake Wellington situated within 100 metres of the water’s edge at Marley Point and between lines extending seaward through each of two sets of beacons<sup>1,2,3,4</sup> in line approximately 320 metres apart on the foreshore
- (d) All the waters of the Perry River and the waters of the Avon River upstream from a 5

- knot sign situated near the mouth of the Avon River at<sup>5</sup>
- (e) The waters of Lake Victoria, situated within 200 metres of the water's edge at Loch Sport that are:
- (i) Between a line extending from a 5 knot sign<sup>6</sup> on the foreshore, 520 metres south westward of the Loch Sport Marina Jetty and a second line extending from a 5 knot sign<sup>7</sup> on the foreshore, 640 metres north eastward of the Loch Sport Marina Jetty; and
  - (ii) All the waters following the shore line in a south westerly direction from the southern boundary of the No Boating zone (south west of Loch Sport Marina) to a 5 knot sign<sup>8</sup> on the foreshore west of the Loch Sport main jetty. Then 200m out from the water's edge in a northerly direction to a 5 knot buoy<sup>9</sup>
  - (iii) All the waters following the shore line in a north east direction from the northern boundary of the No Boating zone (north east of the Loch Sport Marina) to a line extending 200 metres seaward from a 5 knot sign<sup>10</sup> on the foreshore approximately 200 metres westward of the intersection of The Boulevard and National Park Road to a 5 knot buoy<sup>11</sup> North West off shore
- (f) All the waters of Bunga Arm eastward of a line extending north-westward from a 5 knot sign<sup>12</sup> on the southern shore approximately 9.3 kilometres eastward of Ocean Grange Jetty to a 5 knot sign<sup>13</sup> on the opposite shore
- (g) All the waters of Duck Arm, Lake Victoria westward of a line extending south eastward from a 5 knot sign<sup>14</sup> on the northern shore to another 5 knot sign<sup>15</sup> on the southern shore at the entrance to Duck Arm
- (h) All the waters of McMillan's Strait Paynesville bounded on the north by a line joining two 5 knot signs<sup>16,17</sup> on opposite shores at the northern end of McMillan's Strait, and marked by a line of buoys, then bounded at the southern end by a line joining a 5 knot sign<sup>18</sup>, located on the navigation aid at Montague Point Raymond Island, then to the north to a 5 knot sign<sup>19</sup> located on the foreshore approximately 20 metres east of Progress Jetty, then to a sign on the shore<sup>78</sup> approximately 147 metres north-west of the boat launching ramp located off The Esplanade then south westerly to a buoy located approximately 50 metres off shore <sup>76</sup> then south easterly to a buoy <sup>75</sup> then north easterly to a sign <sup>77</sup> on the shore 35 metres north west of the boat launching ramp located off The Esplanade.
- (i) The waters of Eagle Point Bay that lie within 200 metres to seaward of the water's edge outside the "no boating" zone and 150 metres to seaward of the "no boating" zone, between a 5 knot sign<sup>20</sup> on the foreshore 520 metres north westward of the Eagle Point Boat Launching Ramp and a 5 knot sign<sup>21</sup> on the foreshore 60 metres south east of the Eagle Point Launching Ramp
- (j) All the waters of the Mitchell River upstream from a 5 knot sign<sup>22</sup> situated on the shore at the mouth of such river
- (k) All the waters of the Nicholson River upstream from a 5 knot sign<sup>23</sup> placed on a navigation beacon situated at the mouth of such river
- (l) All the waters of the Tambo River upstream from a 5 knot sign<sup>24</sup> placed on a navigation beacon situated at the mouth of such river
- (m) The waters of Bancroft Bay situated:
- (i) westward of a line extending northward from a 5 knot sign<sup>25</sup> on Shaving Point to a 5 knot sign<sup>26</sup> on the shore approximately 200 metres north eastward of Metung

- Yacht Club building; and
- (ii) within 100 metres of the water's edge and between lines extending seaward from a 5 knot sign<sup>27</sup> on the shore, approximately 800 metres south westward of Mosquito Point and another 5 knot sign<sup>28</sup> approximately 800 metres south-eastward of Mosquito Point
  - (n) All the waters of Chinamans Creek northward of a line extending south-westward from a 5 knot sign<sup>29</sup> on the eastern shore then to a 5 knot sign<sup>30</sup> on the opposite shore
  - (o) All the waters of Box's Creek northward of a line extending westward from a 5 knot sign<sup>31</sup> on the eastern shore to the most southerly point of the opposite shore
  - (p) All the waters of Cunninghame Arm, beginning at the entrance to Cunninghame Arm from Reeve Channel, between two 5 knots signs<sup>32,33</sup> on either shore
  - (q) All the waters of the North Arm Beginning at the entrance to the North Arm from Reeve Channel on either shore, between two 5 Knot signs<sup>34,35</sup>
  - (r) The waters of Lake King bounded to the south from either end of Lake King jetty Metung, at points<sup>36,37</sup> then from the end of the jetty running parallel to the shore 200m to the north west to a 5 knot buoy<sup>38</sup>, then heading north east back to the shore to a 5 knot sign<sup>39</sup>
  - (s) All the waters of the Hopetoun Channel bounded on the west by a line joining a 5 knot sign<sup>40</sup> on the southern shore approximately 550m west of the inner end of the Western Entrance Wall and then to 5 knot sign<sup>41</sup> on the opposite shore. Then bounded on the east by a line joining a 5 knot sign<sup>42</sup> on the southern shore to another 5 knot sign<sup>43</sup> on the opposite shore to the north-west
  - (t) All the waters of the Hopetoun Channel bounded on the west by a line joining a 5 knot sign<sup>44</sup> on the southern shore of Hopetoun Channel, then due north to a 5 knot sign<sup>45</sup> attached to port lateral, then north eastward to a 5 knot sign<sup>46</sup> attached to a starboard lateral, then continuing north eastward on the same line to a 5 knot sign<sup>47</sup> on the shore at point. Then east of Barrier Landing, a line bounded on the east by joining a 5 knot sign<sup>48</sup> on the north shore and a 5 knot sign<sup>49</sup>, on the south shore opposite
  - (u) All the waters of Newlands Arm, Paynesville bounded on the east by a line joining a 5 knot sign<sup>50</sup> on the southern shore approximately 100 metres east of private jetty No.280/140A and a 5 knot sign<sup>51</sup> on the northern shore approximately 85 metres east of private jetty No.97
  - (v) All the waters of Newlands Arm bounded on the east from a 5 knot sign<sup>52</sup> on Butlers point to a 5 knot sign<sup>53</sup> on the northern shore of the mainland from one hour after sunset to one hour before sunrise
  - (w) All the waters of Grange Channel bounded by lines to the west and east either side of Ocean Grange Jetty. The west boundary begins at 5 knot sign<sup>54</sup> located on the shore of the Gippsland Lakes Coastal Park, then heads north west to a 5 knot sign<sup>55</sup> located on the south east corner of Barton Island, Then continues to the north east to a 5 knot sign<sup>56</sup> Located on Crescent Island. The east boundary begins at a 5 knot sign<sup>57</sup> located on the south eastern shore of Crescent Island, then continues to the south east to a 5 knot sign<sup>58</sup> on the shore of the Gippsland Lakes Coastal Park.
- 104.3. Ten (10) knot speed restriction zones for the purposes of Clause 7.
- The waters of the Local Port of Gippsland Lakes specified below are subject to a speed restriction of ten (10) knots:
- (a) All the waters of the Latrobe River from a 10 knot sign situated near the mouth of such

river upstream to the swing bridge

- (b) All the waters of McLennans Strait between a 10 knot sign situated at the eastern end of such strait and a 10 knot sign situated at the western end of such strait
- (c) All the waters of the of Reeves Channel bounded to the west between 10 knot sign<sup>59</sup> 100 m west of Kalimna Jetty on the main land and 10 knot sign<sup>60</sup> located on the opposite shore to the south on Rigby Island. Then bounded to the north east along the mainland to a line between two 10 knot signs<sup>35,34</sup> (entrance to the North Arm) then along west shore of Bullock Island to another two 10 knot signs<sup>33,32</sup> (entrance to Cunninghame Arm) then to the south east to a 10 knot sign<sup>42</sup> then heading north west to 10 knot sign<sup>43</sup> (entrance to Hopetoun Channel) then continuing north westerly along the north east shore of Rigby Island back to 10 knot sign<sup>60</sup>.

104.4. Water-skiing prohibited for the purposes of Clause 8.

The waters of the Local port of Gippsland Lakes referred to in Item 2 of this Schedule and also the waters of Reeves Channel between a line extending north-westward from a warning notice<sup>61</sup> on the north-western end of Rigby Island to a similar notice<sup>62</sup> on the shore of the mainland at Nyerimilang and then bounded to the east by a line extending northward from warning notice<sup>60</sup> situated on the shore of Rigby Island, then to the north on the opposite shore to another warning notice<sup>59</sup> are prohibited to water-skiers and vessels towing water-skiers.

104.5. Areas prohibited to vessels for the purposes of Clause 9.

The waters of the Local Port of Gippsland Lakes specified below are prohibited to vessels:

- (a) The waters that are generally north of a line of red buoys, from a sign inscribed with the words “No Boating” on the foreshore situated at Ogilvey Point, Newlands Arm, to a similar sign on the foreshore situated approximately 190 metres west of the boat launching ramp at Commissioners Point, Paynesville
- (b) The waters that are generally north of a line of red buoys between two points<sup>75,76</sup> situated approximately 50 metres offshore from a sign<sup>77</sup> inscribed with the words “No Boating” situated on the foreshore 35 metres north west of the boat launching ramp located off The Esplanade, Paynesville to a similar sign<sup>78</sup> on the foreshore approximately 147 metres north-west of that sign
- (c) The water of Newlands Arm that are generally east of a line of red buoys approximately 30 metres offshore between two “No boating” signs situated on the foreshore of Dawson Cove approximately 350 metres and 400 metres south of Butler Point
- (d) the waters of Lake Victoria situated at Loch Sport that are:
  - (i) between a line running to seaward from a “No boating” sign on the foreshore 800 metres south westward of the Loch Sport Marina Jetty to a “No boating” buoy 200 metres to seaward of the water’s edge and a second line running to seaward from a “No boating” sign on the foreshore 520 metres south westward of the Loch Sport Marina Jetty to a “No boating” buoy 200 metres to seaward of the water’s edge; and
  - (ii) between a line running to seaward from a “No Boating” sign on the foreshore 640 metres north eastward of the Loch Sport Marina Jetty to a “No boating” buoy 200 metres to seaward of the water’s edge and second line running to seaward from a “No boating” sign on the foreshore 965 metres north eastward of the Loch Sport Marina Jetty to a “No boating” buoy 200 metres to seaward of the water’s edge
- (e) The waters of Eagle Point Bay, Lake King that are north of the jetty located between

two “No Boating” signs<sup>63,64</sup> on the foreshore, then out 50 metres from the water edge from the two shore based signs to two No Boating Buoys positioned at points<sup>65,66</sup>

- (f) The waters of Cunninghame Arm that are:
- (i) bounded by a line commencing at a “No Boating” sign on the northern shoreline opposite Whiter’s Street to a red “No Boating” buoy 25 metres to seaward, then by a line extending approximately 100 metres westward to a red “No Boating” buoy, then by a line extending northerly to a “No Boating” sign on the foreshore
  - (ii) bounded by a line commencing at a “No Boating” sign on the eastern shoreline of the area known as “Club Spit” to a red “No Boating” buoy 25 metres to seaward, then by a line extending approximately 100 metres south to a red “No Boating” buoy, then by a line extending westward to a “No Boating” sign on the foreshore
  - (iii) bounded by a line commencing at a “No Boating” sign on the southern shoreline adjacent to the western side of the footbridge to a red “No Boating” buoy 25 metres to seaward, then by a line extending approximately 100 metres westward to a red “No Boating” buoy, then by a line extending southerly to a “No Boating” sign on the foreshore.

104.6. Exclusive use and special purpose areas for the purposes of Clause 13.

- (a) The provisions of Item 2(p), 2(q) and 2(r) of this Schedule shall not apply during the period commencing one hour before sunrise and ending one hour after sunset on any day in the waters:
- (i) of North Arm between a line from a 5 knot sign at point 67 on the shore at the point known as Stocks Point to a 5 knot sign<sup>68</sup> on the opposite shore approximately 30 metres north-eastward of the launching ramp and a line extending westward from a 5 knot sign<sup>69</sup> on the shore near the prolongation to seaward of Bogong Street to a 5 knot sign<sup>70</sup> on the opposite shore;
  - (ii) of Cunninghame Arm encompassed by lines extending northward from two 5 knot signs<sup>71,72</sup> on the southern shore to a line through yellow buoys situated off-shore, starting at point<sup>73</sup> on the western end and ending at the eastern end at point<sup>74</sup>
- (b) Navigation of Entrance
- (i) A person in charge of a vessel which is departing Cunninghame Arm must keep out of the way of a vessel navigating Reeves Channel
  - (ii) Where two vessels in Reeves Channel at its junction with Cunninghame Arm are approaching each other on reciprocal or near reciprocal courses, the person in charge of the vessel stemming the tide must keep out of the way of the vessel proceeding with the tide and nothing in this Schedule shall exempt the person in charge of either vessel from complying with the requirements of section 16 of the Uniform Shipping Laws Code
  - (iv) The person in charge of a vessel which is proceeding to sea and navigating the waters of the port between the seaward end of the entrance moles and the offshore bar must keep out of the way of a vessel inward bound into the port
  - (v) The person of a vessel navigating the waters of the port between the seaward end of the entrance moles and the seaward (outer) edge of the offshore bar must maintain a distance of 100 metres astern of any other vessel proceeding in the same direction as the vessel.
  - (vi) Despite anything contained in this item of this Schedule:
    - (1) all vessels must keep clear of the dredger; and



- (2) a vessel whether inward or outward bound must not attempt to pass the dredger whilst the dredger is dredging between the seaward end of the entrance moles and the outer edge of the seaward extremity of the bar or is engaged in swinging at the landward side of the bar.
- (c) McMillan's Strait Vehicular Cable Ferry
- (i) The master or operator of a vessel navigating McMillan's Strait, Gippsland Lakes must, when in the vicinity of the Paynesville-Raymond Island vehicular cable ferry, proceed with caution and keep clear of the ferry.
  - (ii) The master of the ferry must not proceed to cross the strait if danger of a collision with a passing vessel exists.
  - (iii) The master of the ferry must ensure that when the ferry is traversing the strait, the ferry:
    - (1) displays by night an all-around red light at each end in a horizontal line, at a height of not less than three metres above the deck and, at the appropriate end, an all-around green light not less than one metre above the red light to indicate the direction of travel; and
    - (2) where there is fog or poor visibility, sounds its siren at intervals of not more than one minute one prolonged blast followed by two short blasts, commencing at the time it leaves its berth.
  - (iv) Where the ferry becomes stationary in the strait, the Master of the ferry must ensure:
    - (1) that the ferry displays the lights referred to in (c)(i); and
    - (2) in fog or conditions of poor visibility, that a bell rings rapidly for about five seconds at intervals of not more than one minute.
  - (v) The master of the ferry must ensure that when the ferry is not operating and berthed, the ferry displays at night two fixed white lights vertically disposed at its seaward end.

104.7. Prohibition of specified activities for the purposes of Clause 12.

The waters of North Arm between a line joining 'Swimming Prohibited' signs on the eastern and western shores approximately 20 metres downstream of the Princes Highway bridge and a line joining 'Swimming Prohibited' signs on the eastern and western shores approximately 20 metres upstream of the Princes Highway bridge are prohibited to swimmers.

## 25. Emergency and Key Contact Details

Organisation	Telephone	Mobile	Email / Website
Gippsland Ports Head Office CEO Harbour Master Port Manager Marine Pollution Lakes Entrance Depot Port Welshpool Depot	03 5150 0500 03 5150 0500 03 5155 6900 03 5150 0500 03 5156 6352 03 5155 6900 03 5688 1303	NA 0418104474 0427610025 0428113324 0429174606	<a href="mailto:feedback@gippslandports.vic.gov.au">feedback@gippslandports.vic.gov.au</a> <a href="mailto:nickm@gippslandports.vic.gov.au">nickm@gippslandports.vic.gov.au</a> <a href="mailto:bevish@gippslandports.vic.gov.au">bevish@gippslandports.vic.gov.au</a> <a href="mailto:shaynec@gippslandports.vic.gov.au">shaynec@gippslandports.vic.gov.au</a> <a href="mailto:davidtn@gippslandports.vic.gov.au">davidtn@gippslandports.vic.gov.au</a>  <b>Website</b> <a href="http://www.gippslandports.vic.gov.au">www.gippslandports.vic.gov.au</a> for real time tide and Bathymetric Survey and online mapping information.
<b>Emergency Contacts</b> Victoria Police Country Fire Authority Paramedics/Ambulance  Bairnsdale Hospital Lakes Community Health	<b>Dial triple zero "000"</b>  0351503333 0351558300	   Open 24 hours	<b>Request to be connected to appropriate emergency service</b>
Victorian Water Police	1800 135 729		Melbourne Headquarters
Maritime Safety Victoria	1800 223 022		Website <a href="http://www.transportsafety.vic.gov.au/maritime-safety">www.transportsafety.vic.gov.au/maritime-safety</a>
Australian Maritime Safety Authority (AMSA)	Canberra 02 6279 5000	Melbourne 03 86126000	Website <a href="http://www.amsa.gov.au">www.amsa.gov.au</a>
Environment protection Authority (EPA) Victoria	1300 372842		Email <a href="mailto:contact@epa.vic.gov.au">contact@epa.vic.gov.au</a>
Australian Customs and Border Protection Service	Melbourne 03 9244 8973		Website <a href="http://www.customs.gov.au">www.customs.gov.au</a>
Barry Beach Marine Terminal (BBMT)	BBMT Guardhouse 03 56880222	BBMT Superintendent 03 56880200	Email <a href="mailto:mark.duthie@exxonmobil.com">mark.duthie@exxonmobil.com</a> VHF Ch16 – 24 hours
Port Anthony Marine Terminal (PAMT)		Ben Anthony 0447244236	Email <a href="mailto:ben@portanthony.com.au">ben@portanthony.com.au</a>
Department of Agriculture, Biosecurity, Quarantine	1800 900 090		Website <a href="http://www.agriculture.gov.au/biosecurity">www.agriculture.gov.au/biosecurity</a>
Victorian WorkCover Authority	Emergency 132 360	Incident Response 0407 833 306	Website <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
Bureau of Meteorology Victoria			Website <a href="http://www.bom.gov.au/vic">www.bom.gov.au/vic</a>
Vic Roads – Traffic and Hazardous road conditions	13 11 70		Website <a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>

## **26. Forms**

The following pages provide examples of forms current at 17 July 2017.

Gippsland Ports forms are subject to updates when required and can be downloaded from the Gippsland Ports website at <https://www.gippslandports.vic.gov.au/ports-and-waterways/port-management/>

---

*Select Harbour Master Forms below*

[Application for Arrival and Departure – Port of Corner Inlet and Port Albert](#)

[Application for Arrival and Departure – Port of Gippsland Lakes](#)

[Wharfage Certificate and Cargo Declaration](#)

[Vessel Maintenance on Water Application](#)

*Gippsland Water Police Vessel “Defiance” – VP09*



Notification of Arrival/Departure and Application for Berth

**PORT OF GIPPSLAND LAKES**

Email to : [shaynec@gippslandports.vic.gov.au](mailto:shaynec@gippslandports.vic.gov.au), [bevish@gippslandports.vic.gov.au](mailto:bevish@gippslandports.vic.gov.au)  
[feedback@gippslandports.vic.gov.au](mailto:feedback@gippslandports.vic.gov.au), [melbourne@amsa.gov.au](mailto:melbourne@amsa.gov.au)  
Telephone: 03 51556902 - Facsimile: 03 51556901

Date of Application:

Subject to the conditions set out below, I/We hereby give:

**Notice of Arrival/Departure & Application for Berth**

<b>Name of Vessel:</b>		<b>Gross Tonnage<sup>1</sup></b>	
<b>IMO Number:</b>		<b>Voyage Number</b>	
<b>Port of Registry</b>		<b>Length Overall</b>	
<b>Name of Master:</b>			
<b>Security Level:</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<b>Security Officer:</b>			Fore
<b>Ships Agent:</b>			Aft
<b>ABN:</b>			Fore
<b>Local Knowledge Certificate No.</b>			Aft
<b>Pilotage Exemption Certificate N<sup>o</sup></b>		<b>ISPS Compliance N<sup>o</sup></b>	
<b>Pratique Granted date:</b>	<b>Type of Vessel</b>		
<b>Date of Ships Passage</b>	<b>Towing</b>		No <input type="checkbox"/>
<b>Gippsland Lakes</b>	ETA		Yes <input type="checkbox"/>
<b>Berth</b>	ETD	<b>Name of Barge</b>	
<b>Last Port</b>	<b>Ballast Water Discharge</b>		No <input type="checkbox"/>
<b>Next Port</b>	<b>EPA Notification?</b>		Yes <input type="checkbox"/>

**Notification of Facilities & Cargo Information:**

<b>Proceeding to Anchorage*</b> <small>*GP's will advise which anchorage on arrival</small>	<input type="checkbox"/>	<b>Cunninghame Arm</b>	<input type="checkbox"/>
<b>Paynesville</b>	<input type="checkbox"/>	<b>Metung</b>	<input type="checkbox"/>
<b>Type of Cargo to be Loaded:</b>		<b>Type of Cargo to be Discharge:</b>	
<b>Weight:</b>	<b>Volume: m<sup>3</sup></b>	<b>Weight:</b>	<b>Volume: m<sup>3</sup></b>
Gas Free <b>Yes</b> or <b>No</b>		Gas Free <b>Yes</b> or <b>No</b>	
<b>Other information</b>			
Supply of Fresh Water: <b>Yes</b> or <b>No</b>			
Bunkering: <b>Yes</b> or <b>No</b>			
Vessel Repairs / Lay Up: <b>Yes</b> or <b>No</b>			

**Hazardous / Dangerous Goods**

	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9
<b>Yes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If yes</b>									
<b>Division</b>									
<b>Quantity</b>									

**Cargo Manifests:** Vessels intending to discharge cargo must ensure Cargo Manifests forwarded to: Shayne Clarke Port Manager Gippsland Lakes Fax 0351500501 at least 24 hours prior to arrival. Manifests for cargo loaded to be forwarded to Shayne Clarke Port Manager Gippsland Lakes within 24 hours prior to departure from the Port.

Note 1. If vessel GT less than 150t or vessel is not subject to Tonnage Measure charges are based upon overall length

**Conditions:**

1. The Ship's Agent submits this Notice of Arrival, Application for Berth & Notification of Departure in its capacity as agent for the Owner and warrants that it is authorised by the Owner to enter into this agreement on its behalf (whether or not a copy of the Ship's Agent appointment is attached).
2. The Ship's Agent and Owner acknowledge that a contract is constituted by this Application.
3. The Ship's Agent and the Owner acknowledge that any obligations imposed upon them by the Contract are binding upon them.
4. Full details on fees, charges and obligations may be found at: [www.gippslandports.vic.gov.au](http://www.gippslandports.vic.gov.au)

**Signature of Ship's Agent (or Master) .....**

**Name of Shipping Agent .....**

**Date:**

**Notification of Arrival/Departure and Application for Berth**

**PORT OF CORNER INLET & PORT ALBERT**

Email to : [alans@gippslandports.vic.gov.au](mailto:alans@gippslandports.vic.gov.au), [bevish@gippslandports.vic.gov.au](mailto:bevish@gippslandports.vic.gov.au),  
[feedback@gippslandports.vic.gov.au](mailto:feedback@gippslandports.vic.gov.au), [Melbourne@amsa.gov.au](mailto:Melbourne@amsa.gov.au)

Telephone: 03 56881 303 - Facsimile: 03 56881 658

Date of Application:

Subject to the conditions set out below, I/We hereby give:

**Notification of Arrival / Departure and Application for Berth**  
**Highlight applicable, or cross out/delete not applicable**

<b>Name of Vessel:</b>		<b>Gross Registered Tonnage<sup>1</sup></b>	
<b>IMO Number:</b>		<b>Voyage Number</b>	
<b>Port of Registry</b>		<b>Length Overall</b>	
<b>Name of Master:</b>			
<b>Bridge:Mobile PhoneNumber</b>			
<b>Security Level :</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
		<b>Estimated Arrival Draught</b>	Fore
<b>Security Officer:</b>			
		Aft	
<b>Ships Agent: ABN:</b>		<b>Estimated Departure Draught</b>	Fore
<b>Local Knowledge Certificate No.</b>			
		Aft	
<b>Pilotage Exemption Certificate N<sup>o</sup></b>		<b>ISPS Compliance N<sup>o</sup></b>	
<b>Pratique Granted date:</b>		<b>Type of Vessel</b>	
<b>Date of Ships Passage</b>		<b>Towing</b>	No <input type="checkbox"/>
<b>Corner Inlet</b>	ETA		Yes <input type="checkbox"/>
<b>Berth</b>	ETD	<b>Name of Barge N/A</b>	
<b>Last Facility</b>	BBMT	<b>Ballast Water Discharge</b>	No <input type="checkbox"/>
<b>Next Facility</b>	BBMT	<b>EPA Notification?</b>	Yes <input type="checkbox"/>

<b>Corner Inlet No 1 to BBMT</b>	<input type="checkbox"/>	<b>PAMT to BBMT</b>	<input type="checkbox"/>
<b>Corner Inlet No 1 to PAMT</b>	<input type="checkbox"/>	<b>BBMT to Corner Inlet No 1</b>	<input type="checkbox"/>
<b>BBMT to PAMT</b>	<input type="checkbox"/>	<b>PAMT to Corner Inlet No 1</b>	<input type="checkbox"/>

*Tick the check box of relevant movement*

<b>Notification of Facilities:</b>
------------------------------------



**Appendix: Gippsland Ports Form  
Notification of Arrival/Departure and Application for Berth**

Proceeding to Anchorage* <small>*GP will advise which anchorage on arrival</small>	<input type="checkbox"/>	Port Anthony Terminal	<input type="checkbox"/>
Barry Beach Marine Terminal	<input type="checkbox"/>	Port Welshpool Berth	<input type="checkbox"/>
<i>Tick the check box of relevant facility</i>			

<b>Notification of Cargo Information:</b>	
Type of Cargo to be Loaded:    Type of Cargo to be Discharged:	
Weight:    tonnes	Volume: m <sup>3</sup>
Gas Free    Gas Free	
Other information Supply of Fresh Water: Bunkering:    No Vessel Repairs / Lay Up:	

**Hazardous / Dangerous Goods**

	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9
<b>Yes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>No</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes									
<b>Division</b>									
<b>Quantity</b>									

**Cargo Manifests:** Vessels intending to discharge cargo must ensure Cargo Manifests forwarded to: Alan Smith Port Manager South Gippsland Fax 0356881658 at least 24 hours prior to arrival. Manifests for cargo loaded including ships stores to be forwarded to Alan Smith Port Manager South Gippsland within 24 hours prior to departure from the Port.

Note 1. If vessel GRT less than 150t or vessel is not subject to Tonnage Measure charges are based upon overall length

**Conditions:**

1. The Ship's Agent submits this Notice of Arrival, Application for Berth & Notification of Departure in its capacity as agent for the Owner and warrants that it is authorised by the Owner to enter into this agreement on its behalf (whether or not a copy of the Ship's Agent appointment is attached).
2. The Ship's Agent and Owner acknowledge that a contract is constituted by this Application.
3. The Ship's Agent and the Owner acknowledge that any obligations imposed upon them by the Contract are binding upon them.
4. Full details on fees, charges and obligations including Port Operating Handbook and Harbour Master's Directions may be found at: [www.gippslandports.vic.gov.au](http://www.gippslandports.vic.gov.au)

**Signature of Ship's Master;** .....

**Name of Shipping Agent;** .....

**Date:**

**Wharfage Certificate & Cargo Declaration**

**To be lodged by the vessel Owner or their Agent on arrival and departure by any vessel loading or discharging cargo**

**Inwards/Outwards** (Strike out not applicable)

Vessel ..... Ship ID/Registration No. ....  
 Berthed at ..... On ...../...../.....  
 Owner/Master/Agent\* ..... Phone: .....

Description of Goods	State of Origin	Quantity	Tonnes or Cub Metres	Wharfage Rate	Amount Payable

**Note : A copy of the Cargo Manifest must accompany this Certificate/Declaration**

**Declaration**

I, ..... Do solemnly and sincerely declare that I am the Owner/Agent for the Owner (*strike out where not applicable*) of the above named goods and that such return discloses full particulars in connection therewith and that the several particulars above set out are true and correct and disclose the full tonnage of and amount of wharfage due and payable on such goods. I have read and understand the attached conditions applying to this wharfage certificate.

Declared at ..... In the State of.....

On the ..... Day of .....

Two Thousand and ..... /...../.....

**Checked:**  
**Port Manager** .....

**Invoiced:**  
**Fin/Admin** .....

## **GENERAL CONDITIONS FOR WHARFAGE AND THE PROVISION & USE OF GIPPSLAND PORTS FACILITIES**

1. The contracting party shall agree to abide by the provisions of the Marine Safety Act 2010 as amended and subordinate legislative instruments and requirements including all applicable Regulations, Standards, Codes and Conventions.
2. The contracting party shall agree to abide by the provisions of Port Management Act 1995 and the Port Management (Local Ports) Regulations 2015 as amended and applicable to Gippsland Ports.
3. The contracting party shall agree to abide by the provisions of the Dangerous Goods Act 1985, as amended, and all Ordinances, Regulations, By Laws, Orders and Proclamations applicable to this application. All dangerous goods must be manifested, transported and stored as required by the Australian Dangerous Goods Code Edition 7.3.
4. The contracting party shall agree to abide by the provisions of the Environment Protection Act 1970, as amended, and all Ordinances, Regulations, By Laws, Orders and Proclamations applicable to this application.
5. The contracting party must ensure, for safety reasons, that telephone services are provided to the vessel, and the vessels phone number is indicated on the Wharfage Certificate.
6. The contracting party shall agree to abide by any written or verbal Direction given by the Harbour Master or Port Manager.
7. The contracting party shall agree to abide by the Crown Land (Reserves) Act 1978, as amended and applicable to Gippsland Ports.
8. The contracting party shall agree to allow access to the vessel by Gippsland Ports personnel and/or their agents or representatives.
9. The contracting party shall, within 24 hours of the arrival of the vessel in the Port, lodge with Gippsland Ports Port Manager, an inward manifest containing true and complete particulars, including all details of cargo which is intended to be discharged.
10. The contracting party shall, within 24 hours of the departure of the vessel from the Port, lodge an outward manifest containing true and complete particulars, including all details of cargo which has been loaded.
11. Where Gippsland Ports requires any additional information in respect of any cargo listed on any manifest, the contracting party shall provide such information within 48 hours of being requested.
12. Where a vessel does not discharge any cargo or does not load any cargo within the Port, the contracting party shall, within 24 hours of the departure of the vessel, advise Gippsland Ports that no cargo was discharged or loaded as the case may be.
13. Unless otherwise agreed to by Gippsland Ports, the contracting party shall, within 30 days of the date of an invoice issued by Gippsland Ports, pay to Gippsland Ports all applicable fees and charges relating to the provision of facilities and Wharfage at the rates prescribed by Gippsland Ports from time to time.
14. Where any charge as prescribed in accordance with paragraph 11 remains unpaid after the due date for payment, the contracting party shall pay interest on the unpaid amount, at the rate of 4% above the interest rate fixed pursuant to Section 2 of the Penalty Interest Rates Act 1983, for the period from the due date until the payment date.
15. Unless otherwise agreed to by Gippsland Ports, the contracting party shall ensure that the facilities are clear and cleaned to the satisfaction of Gippsland Ports and that any supplied materials and equipment are returned in the same condition as supplied.

**Application For Maintenance / Work Authority For A Vessel On Water**

(Version 1: Jan 2015)

**GUIDE TO COMPLETING THIS APPLICATION**

In accordance with legislative requirements including the OHS Act, Port Management Act, Environment Protection Act, Marine Safety Act; vessel owners, agents or masters must complete this application process to have your request considered for approval to perform maintenance or other works on a vessel in Gippsland Ports waters that includes any of the following maintenance activities defined as *hazardous port activity* under the Port Management Act and also as *high risk work* under the OHS Act:

- Hotwork; including but not limited to electric welding, gas welding, abrasive cutting and grinding, gas cutting and any other activity that generates sparks and heat
- Abrasive blasting (must be at GP authorised site)
- Spray painting (must be at GP authorised site)
- Activities involving emissions or pollution or deposition of waste to land, air or water - examples include but are not limited to pumping bilges, grinding/sanding of external surfaces of vessel, painting, chemical washing of vessel
- Work with cranes and mobile plant – includes forklifts, elevated work platforms, scaffolding, etc
- underwater diving work

Maintenance or other work listed above is not permitted to commence on a vessel in Gippsland Ports managed waters until authorised in writing by Gippsland Ports. Where authorisation is given, all terms and conditions must be strictly complied with.

Use the following checklist as a guide to ensure that all of the required information is provided to avoid delays in considering your application.

1. Completed the application form (on following pages)	
2. Provide details of the maintenance or works to be performed	
3. Provide details of vehicles that will be accessing the site (make, model, registration for all cars, trucks, mobile plant)	
4. Hold a current Gippsland Ports Site Induction if working at a Gippsland Ports site where an induction is required An induction can be completed either online or at a GP Depot Office	
5. Read and understand the Terms and Conditions (attached)	
6. Sign the Indemnity and Acknowledgement section of the Terms and Conditions	
7. Submit the form to GP	

Note: A copy of this completed application can be forwarded to you for your records if required.

---

**Gippsland Ports safety goal is ‘Zero Harm’**

**You are responsible for your safety and the safety of others while working on your vessel at Gippsland Ports wharves and jetties and moorings.**

**Appendix: Gippsland Ports Form**

**APPLICATION FOR MAINTENANCE / WORK AUTHORITY FOR A VESSEL ON WATER**

<b>Vessel Owner/Agent Name:</b>	<b>Vessel Masters Name:</b>
<b>Signature</b>	<b>Signature</b>
<b>Owners /Agent / Master contact details</b>	Phone: .....
Address: .....	Mobile: .....
.....	Email: .....
<b>Vessel Name:</b>	<b>Vessel Reg No</b>
<b>Length / beam / draft</b>	<b>Vessel Description/Type/Construction</b>

**Maintenance / work required:**

Does the work involve?	Yes	Requirements
Work by crew, contractors, others	<input type="checkbox"/>	Current GP site induction for all
Using chemicals	<input type="checkbox"/>	JSA
Abrasive blasting	<input type="checkbox"/>	GP Abrasive blasting permit
Spray painting	<input type="checkbox"/>	GP Spray Painting permit
Hot works (electric or gas welding, abrasive cutting & grinding, gas cutting, etc)	<input type="checkbox"/>	GP Hotworks permit
Diving	<input type="checkbox"/>	Dive Safety Plan and JSA
Crane work	<input type="checkbox"/>	GP crane operation permit & JSA

**(GP Use Only) Additional conditions:**

**Authority commences:** ...../...../..... **Authority expires:** ...../...../.....

**Work authorised by GP**

**Harbour Master or delegate signature:** ..... **Date:** .....

***Persons granted permission to conduct maintenance or works on their vessels, are required to read, acknowledge and comply with the following conditions.***

**1. General**

- 1.1. All berth holders, vessel owners performing maintenance works are responsible for their employees, contractors and anyone they allow on to site. This includes the responsibility to ensure those other persons also comply with these conditions
- 1.2. All vessel owners performing maintenance works must be aware of potentially conflicting vessel works adjacent to their own vessel works, and other facility users and respond accordingly to control risks.
- 1.3. All berth holders, vessel owners performing maintenance works must ensure that any person engaged to perform any works is competent or licensed or both if required and the works are carried out in full compliance with applicable laws, regulations and standards.
- 1.4. Minors (under 18) are not permitted on wharves unless supervised and controlled by an adult berth holder / vessel owner who is responsible for them
- 1.5. Entry and exit to the wharves shall be via access systems GP have in place
- 1.6. Offensive behaviour and language is not permitted on GP sites
- 1.7. Staying overnight in vehicles on the wharves / jetties is not permitted
- 1.8. Animals are not permitted
- 1.9. Consumption of alcohol or illicit drugs or being under the influence of alcohol or drugs is not permitted on wharves and jetties.
- 1.10. GP accepts no liability for property and equipment owned by others or any injuries sustained
- 1.11. The person granted approval for the works is responsible for and must rectify any damage to the property of GP or any other entity or person resulting from their activities
- 1.12. Gippsland Ports reserves the right to change these terms and conditions at any time
- 1.13. Gippsland Ports reserves the right to vary or deny works or berth access for non-compliance with these conditions, in emergency situations or to support the safe and efficient operation of the Port.
- 1.14. High Visibility clothing must be worn by vessel maintenance crews carrying out works at Gippsland Ports maintenance berths.

**2. Fees and charges**

- 2.1. Fees and charges apply to berthing and wharf activities. All fees and charges associated with berthing and wharf activities shall be paid in full when due.

**3. Access cards**

- 3.1. Access swipe cards will only be issued at GP sole discretion to vessel owners, berth holders and contractors with valid reasons to access sites where swipe cards are required
- 3.2. Issue of site access swipe cards will be limited to a maximum of two (2) cards per berth holder, vessel owner or contractor. Additional access card/s may be issued at GP sole discretion after application by berth holder, vessel owner or contractor with a valid business need for additional card/s
- 3.3. Replacement access cards (for damaged or lost cards) and additional access cards will be charged to the recipient at \$50 per card, non-refundable
- 3.4. Access cards are not transferrable to any other persons by the card holder

**4. Vehicle Access and Across the Wharf Activities**

- 4.1. Vehicle access to the wharves is only allowed for vehicles with a current 'vehicle access permit' from GP



**Appendix: Gippsland Ports Form**  
**APPLICATION FOR MAINTENANCE / WORK AUTHORITY FOR A VESSEL ON WATER**

- 4.2. All wharf activities involving mobile plant, cranes, vehicles, trucks, etc require a GP permit issued for the activity before the activity commences. Permits may require additional conditions to be met
- 4.3. The speed limit for all types of vehicles and mobile plant on the wharves is walking pace (10km/hr max.)
- 4.4. All cargo manifests must be provided to the GP, Port Manager East Gippsland or South Gippsland.

**5. Refuelling**

- 5.1. Refuelling must be conducted at an on water fuelling facility wherever practicable. Refuelling at other locations is conditional on obtaining a refuelling permit issued by GP.

**6. Insurance**

- 6.1. Public liability, vehicle, and mobile plant insurance policies applicable to the relevant authorised maintenance/works at the site must be maintained.

**7. Emergency Procedures**

- 7.1. All persons on the site are required to familiarise themselves with the wharf/jetty/site layout; noting the location of all site emergency equipment and features
- 7.2. In the event of an emergency all persons are to leave the site if safe to do so or if directed by GP or emergency authorities.

**8. Environment, Health & Safety**

- 8.1. All persons are to comply with the OHS Act and Regulations, the Environment Protection Act and regulations and relevant codes and standards applicable to their maintenance / works
- 8.2. All maintenance / works must have relevant safety hazards and environmental impacts identified and appropriate controls put in place to protect people, property and the environment
- 8.3. All high risk work as defined in the OHS Regulations must have a JSA or SWMS completed in accordance with the Regulations prior to work commencing
- 8.4. Berth holders/vessel owners/contractors must provide all risk controls, Personal Protective Equipment (PPE) and First Aid resources appropriate to the risks of their activities being undertaken
- 8.5. All accidents, incidents, near misses and hazards are to be reported with all required details immediately to GP after the situation is made safe
- 8.6. All hazard awareness and other warning and direction signage must be complied with
- 8.7. Dangerous Goods and Hazardous Substances used on site are to be appropriately stored and correctly labelled and shall be recorded in the berth holders/vessel owners/contractors materials register (an example of a hazardous materials register is attached)
- 8.8. Unused Dangerous Goods and Hazardous Substances and any other materials must be removed from the site when work is completed
- 8.9. No abrasive blasting, spray painting or hot work activities to take place without GP specific permission and permits in place
- 8.10. GP will require works deemed to constitute a nuisance or unacceptable risk to stop immediately.

**9. Plant & Equipment**

- 9.1. All plant and equipment used on site is to be maintained in serviceable condition and comply with relevant laws, standards and OHS requirements
- 9.2. All plant and machine operators must have required licences with certified level of competency

- 9.3. GP reserves the right to inspect vessel owners and contractors plant and equipment for compliance and direct the removal of non-compliant equipment from site
- 9.4. No trucks greater than 5 tons or articulated vehicles or mobile plant to be operated on the net stretching area at Bullock Island Wharf

**10. Housekeeping**

- 10.1. Berth users must maintain areas of the site they are using in a neat and tidy manner free from obstructions and hazards and with all wastes properly disposed of off site
- 10.2. No equipment, parts, materials or other items can be stored on the site without GP approval

**Acknowledgement and Indemnity**

I, as the vessel Owner / Agent / Master named below, by signing this document acknowledge that:

- Approval given by Gippsland Ports is without assumption of any responsibility by Gippsland Ports for the manner in which the works are carried out and I am obligated to ensure works are carry out safely and in full compliance with all relevant requirements
- I unconditionally indemnify GP for any and all damage to property and person/s that result from my actions or the actions of any person I engage or who I allow to enter Gippsland Ports sites
- I have read and understood the above conditions and agree that I will I comply with these conditions and I will ensure that any other persons I allow to enter Gippsland Ports sites will be under my supervision and control and will also comply with these conditions

**Vessel Owner/Agent /Master name:** ..... **Vessel name:** .....

**Signature** ..... **Date:** .....

**Gippsland Ports Representative:** .....

**Signature** ..... **Date:** .....