



# ARRIVAL INFORMATION

-

## VICTORIAN PORTS

### TABLE OF CONTENTS

SECURITY LEVEL: 1

General information (All Ports)	02
Arrival preparations	02
Daylight savings time	02
No smoking	02
Reporting Melbourne, Geelong, Hastings	03
Pilot ladder rigging	04
Combination ladder rigging	04
Tug handling	04
Diagram 1 – Required boarding arrangement for pilots IMO A.1025 (27)	05
Diagram 2 – Combination ladder for ships when freeboard >9m	06
Diagram 3 – Safe rigging of retrieval lines	07
Diagram 4 – Svitzer Tug Safety in Australian Ports	08
Bridge resource management	09
<b>EMERGENCY CONTACTS</b>	<b>10</b>
Maritime Security	11
Mission to Seafarers Melbourne	11
Mission to Seafarers Geelong and Hastings	12

## GENERAL (All Ports)

If your ETA changes by more than one hour, please notify Port Phillip Sea Pilots via email ([operations@ppsp.com.au](mailto:operations@ppsp.com.au)).

Please ensure the correct route (as provided) is loaded into your ECDIS or paper chart prior to your arrival at the PBG. Route catalogue can be found at <https://www.ppsp.com.au/passage-planning/>

Advise PPSP via email if your vessel can not achieve a speed greater than 12kts under normal conditions (no current).

Advise PPSP if your main engine has an engine power limitation (EPL) or shaft power limitation (SHaPoLi). Strong currents can be experienced when transiting Port Phillip Heads. You must be familiar with how to override the EPL / SHaPoLi if the pilot requests. For more information, <https://www.dnv.com/news/use-of-epl-shapoli-power-reserve-240884> and Regulation 3.1 of MARPOL Annex VI

Pilot launch operations are conducted on VHF Ch:09 for Melbourne and Geelong, VHF Ch:14 for Hastings. Pilot boarding speed is 10–12 kts or as directed by the pilot launch.

After pilot boarding, all communications with Lonsdale VTS (Ch:12), Melbourne VTS (Ch:12), Geelong VTS (Ch:12) and Hastings VTS (Ch:14) will be conducted by your pilot.

## ARRIVAL PREPARATIONS

Check to be completed prior to arrival at the PBG:

- Pilot ladder to be rigged as per SOLAS Reg. V/23 & IMO Res. A.1045(27)
- Anchors cleared and ready for use
- Engine room on stand-by
- Steering systems tested
- Navigation equipment and aids operational
- Any defects communicated to agent
- Monitor VHF Ch: 12 & 09 for Melbourne & Geelong
- Monitor VHF Ch: 14 for Hastings

## DAYLIGHT SAVINGS TIME

Non-Daylight Savings Time:	GMT +10 (First Sunday in April - First Sunday in October)
Daylight Savings Time:	GMT +11 (First Sunday in October - First Sunday in April)

## NO SMOKING ON THE BRIDGE

**NO  
SMOKING**



Australian Government legislation prohibits smoking in the workplace; therefore, it is a requirement that the bridge is SMOKE FREE during all pilotage operations.

## REPORTING – PORT OF MELBOURNE & GEELONG

### Pilot Boarding Ground

Range & Bearing: 5nm x SW Point Lonsdale Lighthouse

GPS Position: 38° 21.2'S / 144° 32.6'E

*Do not approach any closer than 5nm from Point Lonsdale Lighthouse before your pilot has boarded.*

### Pre-arrival Communications to “PPSP”

24 hrs Advise ETA and deepest draft via email  
(operations@ppsp.com.au)

4 hrs Advise ETA via email

### Pre-arrival Communications to “Lonsdale VTS”

4 hrs Advise via VHF Ch:12 the following,

- Vessel Name
- Maximum draught
- Maximum air draught
- ETA PBG
- Maximum sea speed
- Any defects or circumstances that may hamper the vessel's ability to manoeuvre

2 hrs ETA at PBG

1 hrs Lonsdale VTS will provide pilot ladder instructions and boarding speed, Pilot launch name and VHF working channel

Reporting Point India "I" (38° 26'.90 S 144° 32'.60 E)

Seek permission to enter the VTS Area, must provide approach speed following recommended route

### Departure Communications to “Lonsdale VTS”

Once your pilot has disembarked, you must report to Lonsdale VTS when:

3 NM from Point Lonsdale, Advise “proceeding to sea via Oscar “O””

10 NM (Oscar) from Point Lonsdale, Advise “departing port limits”

Reporting Point Oscar (38° 23'.40 S 144° 26'.60 E)

## REPORTING - PORT OF HASTINGS

### Pilot Boarding Ground

Range & Bearing: 3.5nm x South of West Head

GPS Position: 38° 32.8'S / 145° 01.8'E

*Do not approach any closer than 3.5nm from West Head before your pilot has boarded.*

### Pre-arrival Communications to PPSP

24 hrs Advise ETA and deepest draft via email  
(operations@ppsp.com.au)

4 hrs Advise ETA via email

1 hr Call “Port of Hastings” pilot boarding instructions, VHF Ch:14

## PILOT LADDER RIGGING

*Diagram 1* - As per SOLAS Reg. V/23 & IMO Res. A.1045(27)

Ladder to be set **2 metres** above the water line

If your freeboard is greater than 9 metres a combination ladder must be rigged.

Two (2) clean manila manropes of not less than 28mm diameter and not more than 32mm diameter are to securely be made fast to the ship and must not be made fast to the ladder at any point.

The manropes must not be longer than the ladder.

Where the ladder is rigged over a bulwark, two (2) stanchions are to be securely fitted in the top of the bulwark, one on each side of the ladder, and steps are to be provided from the top of the ladder to the deck.

*Diagram 3* - If a "tripping line" or "retrieval line" is required, ensure compliance with IMO Resolution A.1045(27)2.1.5

A heaving line is to be available for the pilot's bag.

By night a bright light is to be provided, shaded to show downward and forward but clearly illuminate the ladder and ship's side.

An officer should be in attendance at the ladder, with life-saving appliances ready for immediate use.

The officer must also have a Portable Radio for immediate communication with the bridge.

## COMBINATION LADDER

*Diagram 2*

Where a combination ladder arrangement is required, the accommodation ladder must be secured to the ship's side, leading aft, and must include a lower horizontal platform no lower than 5 metres above the sea. The man ropes and Pilot Ladder must be secured to ships side. The bottom horizontal platform must be fitted with outboard guard rails.

## TUG HANDLING

*Diagram 4*

Please ensure tugs lines are handled in accordance with the operator's requests. Please lower lines slowly and do not drop in the water.

Diagram 1

# REQUIRED BOARDING ARRANGEMENTS FOR PILOT

In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)  
 INTERNATIONAL MARITIME PILOTS' ASSOCIATION  
 H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 Fax: +44 (0)20 7210 3518 Email: office@impahq.org  
 This document and all IMO Pilot-related documents are available for download at: <http://www.impahq.org>

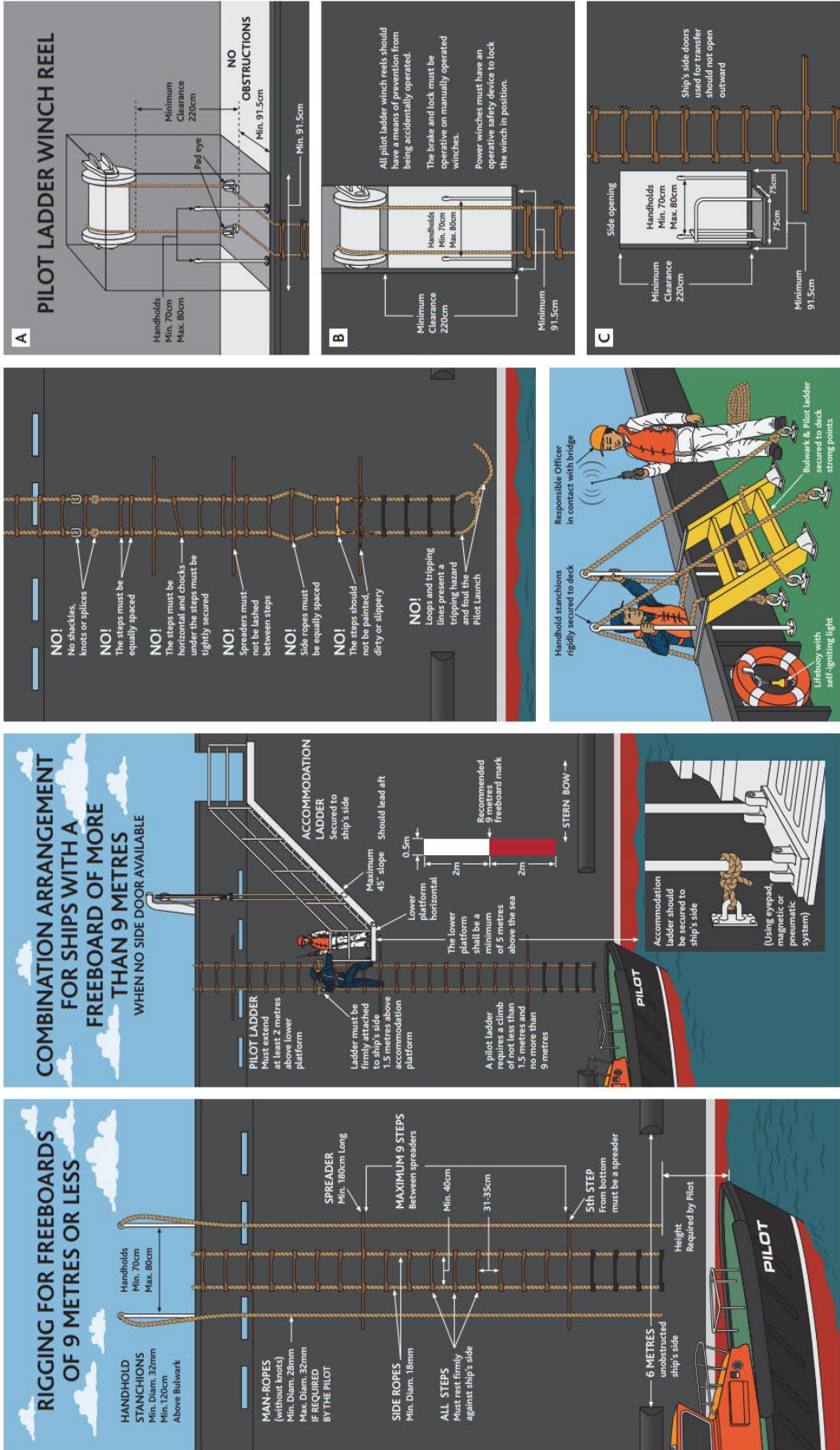
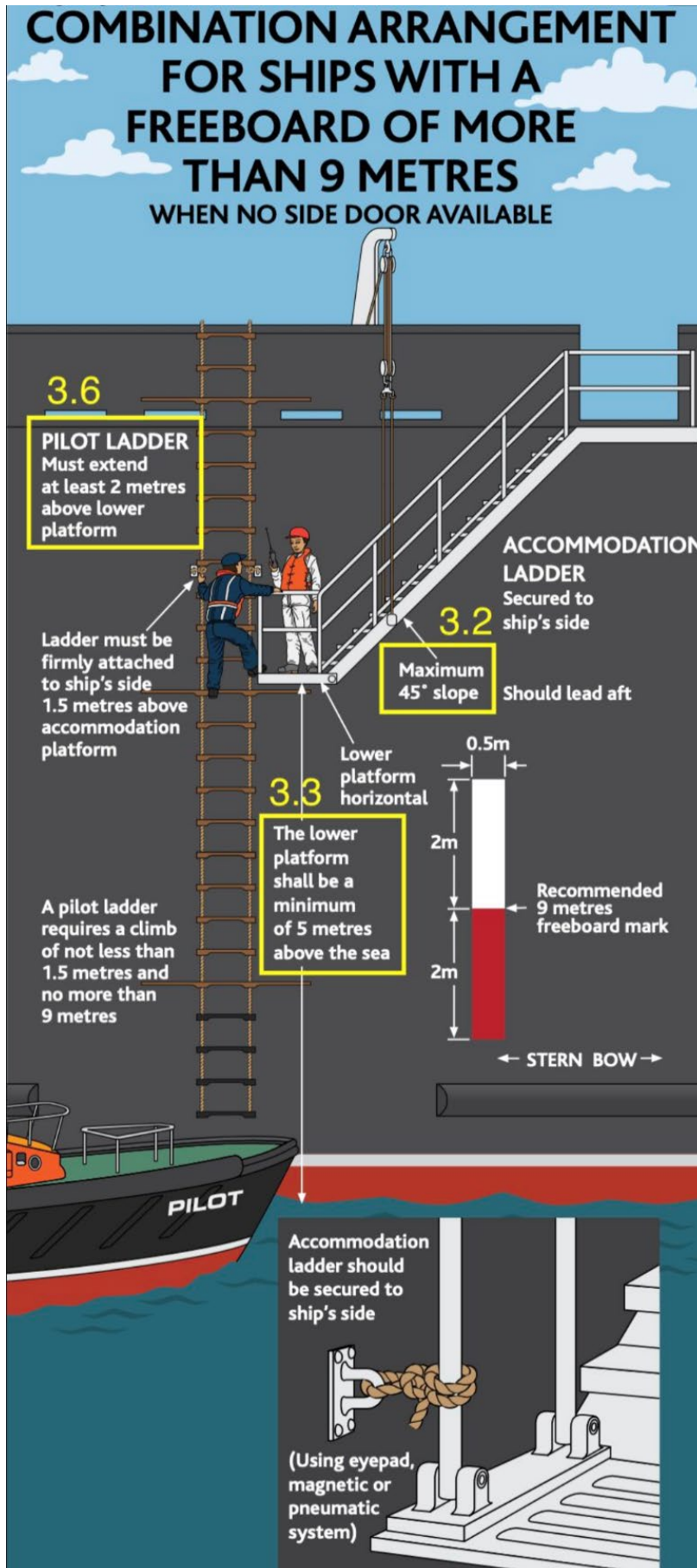


Diagram 2



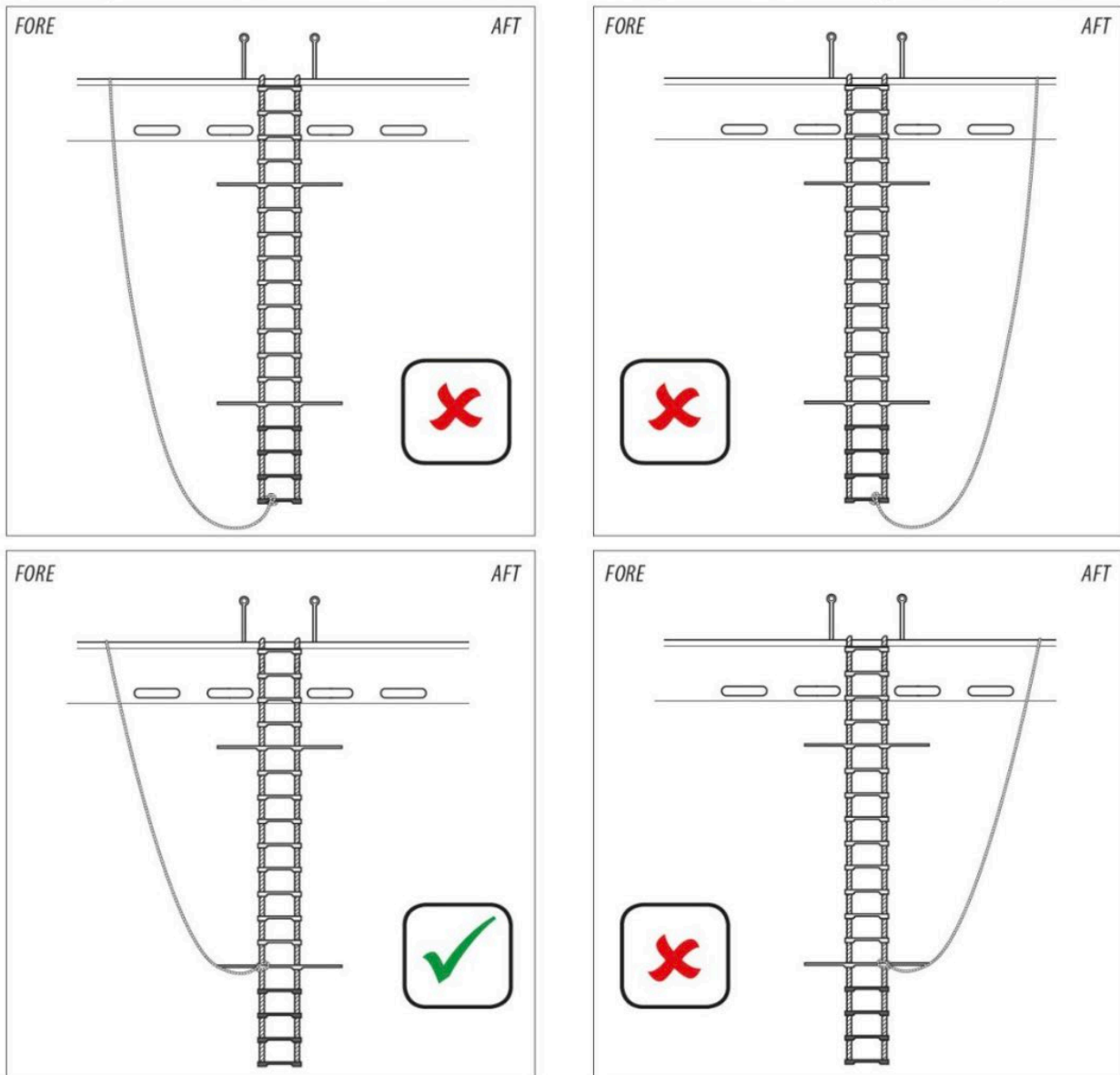
### Diagram 3

#### SAFE RIGGING OF RETRIEVAL LINES

Retrieval lines (sometimes called tripping lines) are often used to lift the pilot ladder. These lines are potentially dangerous, they may foul the pilot vessel or be a hazard to the pilot's feet.

IMO Resolution A.1045(27) 2.1.5

*When a retrieval line is considered necessary to ensure the safe rigging of a pilot ladder, the line should be fastened at or above the last spreader step and should lead forward. The retrieval line should not hinder the pilot or obstruct the safe approach of the pilot boat.*



For further information on all aspects of Pilot Transfer Arrangements consult the Witherby Publishing Group book Pilot Ladder Manual.

Diagram 4

# TUG SAFETY IN AUSTRALIAN PORTS

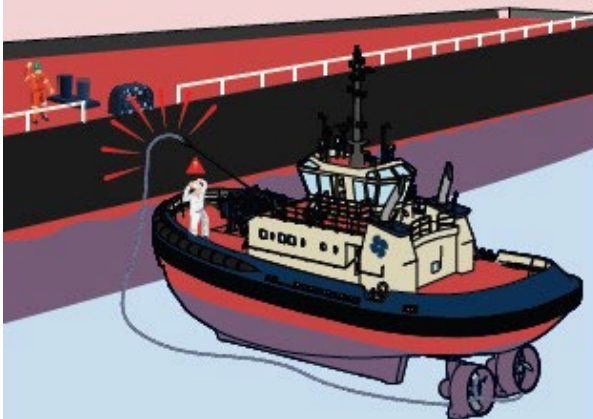
# SVITZER

- ❗ **DO NOT** release tugs until instructed by the pilot
- ❗ Duty Mate or Bosun in charge must look at the tug to make sure it is ready before lowering the line and following signals from tug crew
- ❗ One other crew member slowly lower the line as **directed by** the ship's person in charge on deck.

## ❌ NEVER

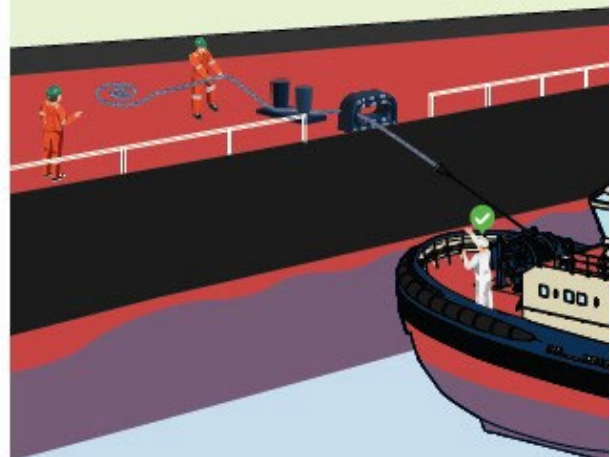
Release the lines without visual confirmation from tug crew or when crew are in drop zone.

Lines could hurt tug crew or land in the water.



## ✅ ALWAYS

Look at the tug. Make sure it's ready via hand signals, then lower Tow Line and Messenger slowly as directed



MAKING MARINE OPERATIONS SAFER AND MORE EFFICIENT – EVERY TIME, EVERYWHERE



## BRIDGE RESOURCE MANAGEMENT (BRM)

Port Phillip Sea Pilots expect masters and watch keepers to participate fully in the navigation of their vessel during pilotage. The master and deck officers must continue to monitor the safe passage of the ship, critically appraise the pilot's advice and incorporate the pilot into the bridge team in a mutually supportive manner to ensure the efficient and safe navigation of the vessel.

The bridge team should communicate in English and utilise BRM techniques at all times. A continuous check on the ship's position/movements, including visual confirmation of Helm/Engine/Thruster orders, must be maintained and if unsure of the pilot's intended actions or intentions, this must be brought to the pilot's attention.

Any helmsmen changeovers are to be strictly avoided during critical points of the passage. (i.e. during turns, passing other vessels, restricted areas etc). In addition, the Pilot is to be notified of any changes to watch keeping arrangements.

The master must ensure that sufficient resources are available to comply with the above requirements.

Any oversized vessel's Master is to notify Pilot of any issues i.e. lowering mast causing loss of radar.

## EMERGENCY CONTACTS

*In an emergency initial contact should be made to emergency services (Police, Fire and Ambulance) - Phone " 000 "*

### **Port of Melbourne**

Melbourne VTS (Emergency)	+61 3 9644 9777 or VHF Ch:12
Melbourne VTS (Non-emergency)	+61 3 9644 9700
Security Monitoring Control Centre	+61 3 9681 8044

### **Port of Geelong**

Emergency Response	+61 3 5247 0366
Geelong Port Security	+61 3 5247 0306
Port of Geelong VTS (VHF Ch:12)	Phone +61 3 5225 3565
	Mobile +61 429 300 031

### **Port of Hastings**

Harbour Master	+61 429 008 812
Port Security Officer	+61 3 5979 5500

## MARITIME SECURITY

The port currently operates under Maritime Security Level 1 which is the lowest designated security alert level.

Masters of ships within the port of Melbourne will be notified of any change to the Maritime Security Alert Level (MARSEC) via a broadcast message to shipping.

The port of Melbourne / Geelong / Hastings is a security regulated port as set out in the Maritime Transport and Offshore Facilities Security Act (MTOFSA) 2003 (Cwlth).

Working in collaboration with Victorian and Australian Government agencies, Victorian Ports Corporation (Melbourne) (VPCM) participates in, and contributes to, a wide variety of collaborative forums and exercises to strengthen and share expertise and knowledge to monitor and safeguard VPCM infrastructure and operations.

Stakeholders that operate within the port, as well as operators of Australian or foreign registered ships who are unsure of their obligations under MTOFSA, should seek advice from:

***Department of Home Affairs Aviation and Maritime Security Guidance Centre***

Tel:	1300 791 581 (Option 1)
Outside Australia - Tel:	+61 2 5127 8991
Email:	guidancecentre@homeaffairs.gov.au

**Level 1** - The default level at which ships, ports and offshore facilities normally operate.

**Level 2** - Applies while there is a heightened risk of a security incident.

**Level 3** - Applies when there is a probable or imminent risk of a security incident, even though it may be not possible to identify the specific target.

## MISSION TO SEAFARERS - MELBOURNE

**Location:** 717 Flinders Street, Docklands

**Open daily:** Mon-Fri 1300-2200 and Sat-Sun 1600-2200

**Contact details:**

717 Flinders Street, Docklands VIC 3008

Tel: +61 3 9629 7083

Fax: +61 3 9629 8450

[www.missiontoseafarers.com.au](http://www.missiontoseafarers.com.au)

**Services and facilities**

Free WIFI and Internet, Pool and Table Tennis, Currency Exchange, SIM Cards and Top Up cards. Bar, Souvenir Shop and Chapel. Warm welcome, music, TV, tea, coffee and curry lunches on Friday.

For a FREE early pick up call 9629 7083, Drop off on request

Free City Circle Tram outside our door.

Close to Melbourne CBD, shops, Malls, Queen Victoria Market, MCG Cricket ground, Aquarium, Harbour Town, China Town, Eureka Tower, Zoo and other attractions

## STELLA MARIS SEAFARERS' CENTRE – MELBOURNE

**Location:** 600 Little Collins Street, Melbourne

**Open daily:** Mon-Fri 1300-2200 and Sat-Sun 1600-2200

**Postal:** PO Box 14276, Melbourne 8001

Tel: +61 3 9629 7494

Fax: +61 3 9629 6703

Email: [Melbourne@smcit.com](mailto:Melbourne@smcit.com)

[www.stellamaris.org.au](http://www.stellamaris.org.au)

**Services and facilities**

Ship visiting, Chapel, Free bus service to and from the port areas, Spacious indoor area and relaxing lounge, Telephones and call cards for international calling, Australian SIM cards for mobile phones and broadband modems, including activation of these services, Free internet (email, chat, USB connections, Skype, webcams) and WiFi for personal laptop use, City maps and information, Current foreign news and sports on DVD, Mail / Post Office / Postage stamps available, Western Union agent - international money transfers, Foreign money exchange, Souvenirs, toiletries and milk bar, Fully licensed bar, Tea and coffee, Library, Large TV, Foxtel, data projector and audio-visual system, Billiards and table tennis, Outdoor garden, relaxation area and BBQ, Accommodation for transit seafarers

## MISSION TO SEAFARERS - GEELONG

**Location:** 7 The Esplanade, North Shore Geelong

**Open daily:** 10.00 - 22.00

**Contact details:**

Mission to Seafarers Geelong Inc.,  
7 The Esplanade  
North Shore  
Geelong, Victoria 3214  
Victoria 3214

Tel: +61 3 5278 6985

Fax: +61 3 5278 6985

Mobile: + 61 0412 779 306

[www.seachurch.org](http://www.seachurch.org)

Call 5278 6985 for bus pick up.

**Services and facilities**

Telephone, internet, chapel, souvenirs, transport, money exchange, library, sports, table tennis, snooker, basketball and tours.

## MISSION TO SEAFARERS – HASTINGS

**Location:** Corner Bayview Road/Long Island Drive/ Hastings

**Open:** 19.00 - 22.00 (when overseas-crewed ships at berths) or by arrangement (especially for tankers)

**Contact details:**

P.O. Box 209, Hastings 3915 Victoria 3915

Tel: +61 3 5979 4327

Fax: +61 3 5979 4676

Email: [hastings@mts.org.au](mailto:hastings@mts.org.au)

[www.mts.org.au/hastings.html](http://www.mts.org.au/hastings.html)

**Services and facilities**

Telephones, internet, satellite TV, Pool, table tennis, shop, chapel