

PORT OF
PORTLAND



Harbour Masters Directions

Port of Portland

Edition 2

Version 1.0 August 2021

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Revision History

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0.3	June 2021	Final draft post Navigation Safety Committee review. Not approved
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1.0	August 2021	Approved Edition 2 Version 1.0

Document Control and Management

Port users are advised that the master version of this document is available from the Port of Portland website. All printed documents are uncontrolled and may not contain the latest amendments. Amendments will be promulgated from time to time as required. Where amendments are required, the master document will be updated on the website and a notice to mariners will be issued advising of the changes.

1. Marine Safety Act

The [Marine Safety Act 2010](#) (Vic) (Marine Safety Act) entered in to effect on 1 July 2012, with the purpose to provide for safe marine operations in Victoria. The Marine Safety Act imposes safety duties on those conducting or involved in marine operations. The act sets out to ensure that marine safety is a shared responsibility.

In accordance with section 14, the objects of the Marine Safety Act are to promote:

- the safety of marine operations
- the effective management of safety risks in marine operations and in the marine operating environment
- continuous improvement in marine safety management
- public confidence in the safety of marine operations
- involvement of relevant stakeholders in marine safety
- a culture of safety among all participants in the marine operating environment

2. Harbour Master

Port of Portland (POPL) engages a Harbour Master for the port waters of the port of Portland who is licensed under Chapter 6 of the Marine Safety Act 2010 (as amended).

POPL Marine Pilots are authorised as Assistant Harbour Masters in accordance with section 219 of the Marine Safety Act 2010.

Section 230(1) details the functions of the Harbour Master as follows:

- to control and direct vessels entering and leaving the waters for which he or she has been engaged, 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 conferred on Harbour Masters by or under the Marine Safety Act or any other Act

In accordance with section 230 (2) of the Marine Safety Act, a Harbour Master must carry out his or her functions under subsection (1) in a manner:

- that ensures the safety of persons and the safe operation of vessels
- that minimises the effect of vessel operations on the environment

Section 231 of the Marine Safety Act specifies that a Harbour Master has all the powers that are necessary and convenient to enable him or her to carry out the functions given to the Harbour Master under the Marine Safety Act or any other Act.

3. Harbour Masters Directions

Section 232 of the Marine Safety Act provides a Harbour Master with the power to give written and/or oral directions for, or with respect to, vessels entering or within waters for which the Harbour Master has been engaged. The Harbour Master's Directions set out in this document are made pursuant to section 232 of the Marine Safety Act in relation to the port waters of the Port of Portland.

Pursuant to section 237 of the Marine Safety Act it is an offence for the master of a vessel to refuse or fail to comply with a direction of the Harbour Master without reasonable excuse. In complying with these directions, all vessels, or the owner, master, crew or pilot thereof, must have due regard to all dangers of navigation and collision and to any special circumstances, including the limitations of the vessels involved.

Any deviation from these directions must be reported in writing to the Harbour Master by the master of the vessel (and the pilot if the vessel is under the advice of a pilot) as soon as it is safe and practicable to do so.

4. Port Information Guide

These directions are to be read in conjunction with the Port information Guide. The guide and these directions provide important nautical and operational information to assist in planning a port call.

5. Application of Harbour Master's Directions

These Harbour Master's Directions (HMD) apply to all vessels operating in port waters of the port of Portland.

6. Portland Port Control

Portland Port Control operates as a Local Port Service under the IALA Vessel Traffic Services framework. Portland port control when operating monitors VHF Channels 12 and 16.

Portland Port Control operates from one hour prior to the expected pilot boarding time for the arrival or departure of a vessel that is expected to comply with Portland Port

Control requirements until the vessel is berthed or has cleared Port Waters. Portland Port Control does not operate outside of these times.

Portland Port Control may be available during normal office hours, Monday to Friday from 0800 to 1700. Be aware Portland Port Control is staffed by the Duty Pilot and the Harbour Master. Portland Port Control may not be available due to vessel movements or for operational reasons during office hours.

Portland Bay anchorage outside the port waters of the Port of Portland and is not covered by Portland Port Control.

7. Important Contacts

Table 1 details the list of important contacts for the port of Portland.

7.1.1. Table 1: Key Contacts

Contact	Number
Port Emergency	03 5525 0900
Safety Alerts	1800 259 310
Scheduler	03 5525 0905
Harbour Master	03 5525 0980
Duty Pilot	03 5525 0999

All email correspondence including applications permits updates and enquiries is to be sent to shipping@portofportland.com.au.

Note: the duty pilot is also the rostered pilot for all piloted vessel movements. Do not call the duty pilot out of hours unless in need of urgent advice. For routine information or questions, submit these via email through the vessel's agent

8. Definitions

For the purpose of these directions:

Air draught means the maximum vertical distance measured from the ship's waterline to the highest point on the ship at the prevailing draught.

At anchor in relation to any vessel means anchored either ahead or astern by anchors, and includes a vessel moored alongside a vessel at anchor.

Berthed vessel means a vessel secured to a wharf, jetty, or pier, or to another berthed vessel.

Bulk carrier means a vessel which is intended primarily to carry dry cargo in bulk.

Bunkering operations means the transfer between a vessel and a barge, other vessel or road tanker, including all activities preparatory and incidental to the transfer, of the following:

- flammable and combustible fuel for main propulsion and auxiliary operations
- lubricating and hydraulic oil for machinery
- waste oils, sludge and residues

- slops and tank washings
- grey water and sewage

Channel means that part of the body of water within the port waters of port of Portland of sufficient depth to be used by commercial vessels for navigation that is either marked with navigation aids or as marked on the appropriate approved navigational chart (paper or electronic) and includes a swinging basin, turning circle and an area alongside a berth or dock.

Commercial shipping refers to the activities of commercial vessels with an LOA of 35 m or greater.

Commercial vessel means any vessel used or intended to be used for or in connection with any business or commercial activity, and includes (but is not limited to):

- a vessel used or intended to be used wholly or principally for carrying passenger or cargo for profit or reward
- a vessel providing services to vessels and shipping for profit or reward
- a domestic commercial vessel (DCV)
- a vessel used or intended to be used for catching fish or other living resources of the sea or seabed for profit or reward

but does not include:

- a government vessel, or
- a 'hire and drive' vessel if the master of the vessel is the hirer of the vessel

Cruise vessel means any vessel with an LOA >100 m designed exclusively for the carriage of passengers.

Daylight means, when referred to in matters relating to these Harbour Master's Directions, that period of the day commencing 30 minutes before sunrise and ending at 30 minutes after sunset.

Deep draught vessel means a vessel with approval to arrive at or depart from the port with a draught greater than those specified on Table 3.

Dead ship movement means the shifting of a vessel within a port, including anchorages, when its propulsion and/or steering systems are not operational.

Designated anchorage means the formally declared and charted anchorages in Portland Bay.

Designated berth means a berth included in Table 5.

Emergency incident means any circumstances which are causing, or give rise to a risk of, serious injury to a person, damage to property or the environment.

Fairway means that part of an area of navigable waters that is usually used by vessels for navigation through the area.

Government vessel includes any vessel operated by or on behalf of the Commonwealth or a State or Territory of the Commonwealth, and includes, but is not limited to, vessels operated by the Water Police or Australian Border Force but does not

include a vessel belonging to the defence forces of the Commonwealth or any other nation.

Harbour Master includes an Assistant Harbour Master, authorised under Section 220 and 229 of the Marine Safety Act.

Harbour Masters Notice means a notice issued by the Harbour Master addressing operational issues that constitutes a written direction under the Marine Safety Act 2010.

Large livestock vessel means a vessel calling at the port of Portland to load livestock with a Length Over All (LOA) of 150 metres or greater.

Large woodchip vessel means a vessel calling at the port of Portland to load woodchips with a LOA of 200 meters or greater.

Licensed Harbour Master means a Harbour Master licensed under Chapter 6 of the Marine Safety Act, for the port waters of the port of Portland.

Maintained depth means the declared water depth in the relevant channel. All details relating to the maintained depth of shipping channels, swing basins and berth pockets quoted in this edition of the Harbour Master's Directions are based on advice received from Port of Portland.

Master in relation to a vessel means a person having command or charge of the vessel.

Notice to Mariners (NIM) means a navigational safety notice promulgated by the Harbour Master to communicate safety and advisory information to port users. Notices are consecutively numbered, starting with No. 1 on 1 January of each year. POPL-issued Notices to Mariners are available on the respective websites of both the POPL and the Victorian Regional Channels Authority.

Pilot means a person who is licensed as a pilot under the Marine Safety Act.

Pilot boarding ground means the pilot boarding area annotated on AUS Chart 140 and AUS ENC's AU439141 and AU5PTJ01 approximately 2.2 nautical miles to the East North East of Breakwater light (Q.R 20m5M).

Pilot Exempt Master as per the Marine Safety Act means a master who is exempted under the regulations from the requirement to engage a pilot for any particular port. Pilot exemption certificates are issued to a specific person for a specific ship operating in specific waters and using specific berths.

Port of Portland (POPL) means the Port of Portland Proprietary Limited, that is the private entity that manages and operates the port of Portland.

port of Portland refers to the physical place that the port is located including all land and the port waters of the port of Portland.

Port working vessel means a POPL vessel providing allied services within the port including:

- tug providing ship assist towage
- a pilot vessel
- a lines boat assisting mooring operations

A **port emergency** means any incident or event that presents a risk to the safety of life and or safe and efficient port operations that occurs within the port area or adjacent waters.

Harbour Master's Notice (HMN) means an operational or organisational notice promulgated by POPL to port users. Notices are consecutively numbered, starting with No. 1 on 1 January of each year. A Harbour Masters Notice constitutes a written direction in accordance with section 232 of the Marine Safety Act.

Harbour View Plus means the Port Management System, a 24/7 online computer booking system used by the Shipping Coordinator or an authorised, appointed shipping agent of a vessel to place arrival, departure and any amendments to these orders.

Port waters of the port of Portland means any waters which by Order in Council made under section 5(2) of the Port Management Act 1995 (Vic) are declared to be port waters of the port of Portland. The declared port waters of the port of Portland can be found on the POPL website.

Port area means the waters and land which by Order in Council made under section 5(2) of the Port Management Act 1995 (Vic) are declared to be port waters and port land of the port of Portland.

Recreational vessel means a vessel used or intended to be used wholly for the purpose of recreation or sport and includes a 'hire and drive' vessel provided such a vessel is being used wholly for recreational purposes and the master of the vessel is the hirer of the vessel.

Shipping agent means the person acting as the authorised representative for a vessel that is arriving or departing or moving within the port waters of the port of Portland.

Search and rescue vessel means a vessel under the umbrella of Emergency Management Victoria who is assisting Water Police in the conduct of search and rescue.

Underway means that a vessel is not at anchor, or made fast to the shore, or aground, or moored to another vessel, or ashore.

Unsafe vessel means a vessel, the operation of which is likely to endanger any person because of:

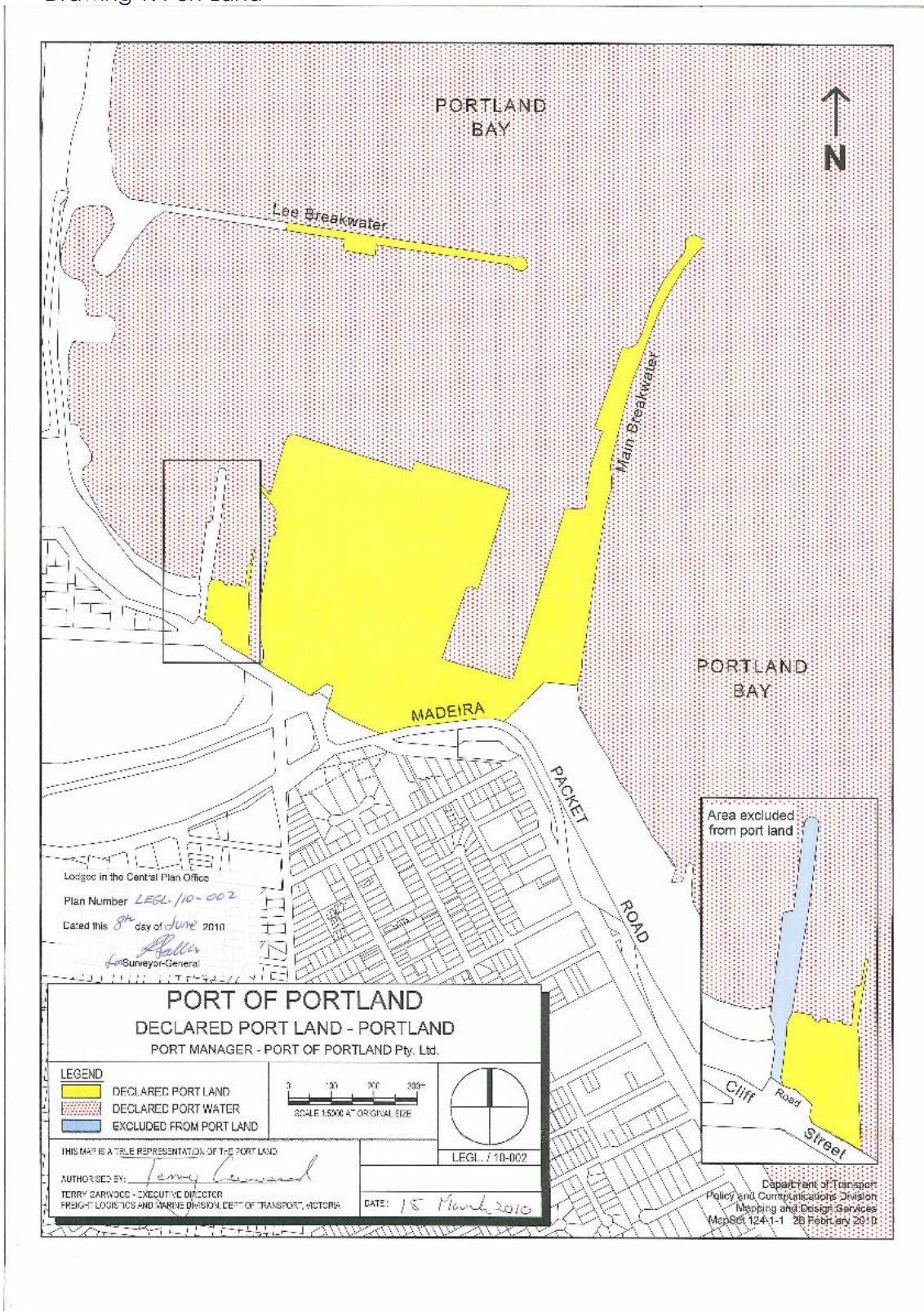
- the condition of the vessel's equipment
- the manner in which its cargo or equipment is stowed or secured
- the nature of the cargo
- the overloading of the vessel with persons or cargo
- the number or qualifications of its crew
- the absence of marine safety equipment that is required under the regulations to be carried or installed on the vessel

Vessel includes every description of watercraft, including non-displacement craft, WIG craft (a multimodal craft which, in its main operational mode, flies in close proximity to the surface by utilizing surface-effect action) and seaplanes, used or capable of being used as a means of transportation on water.

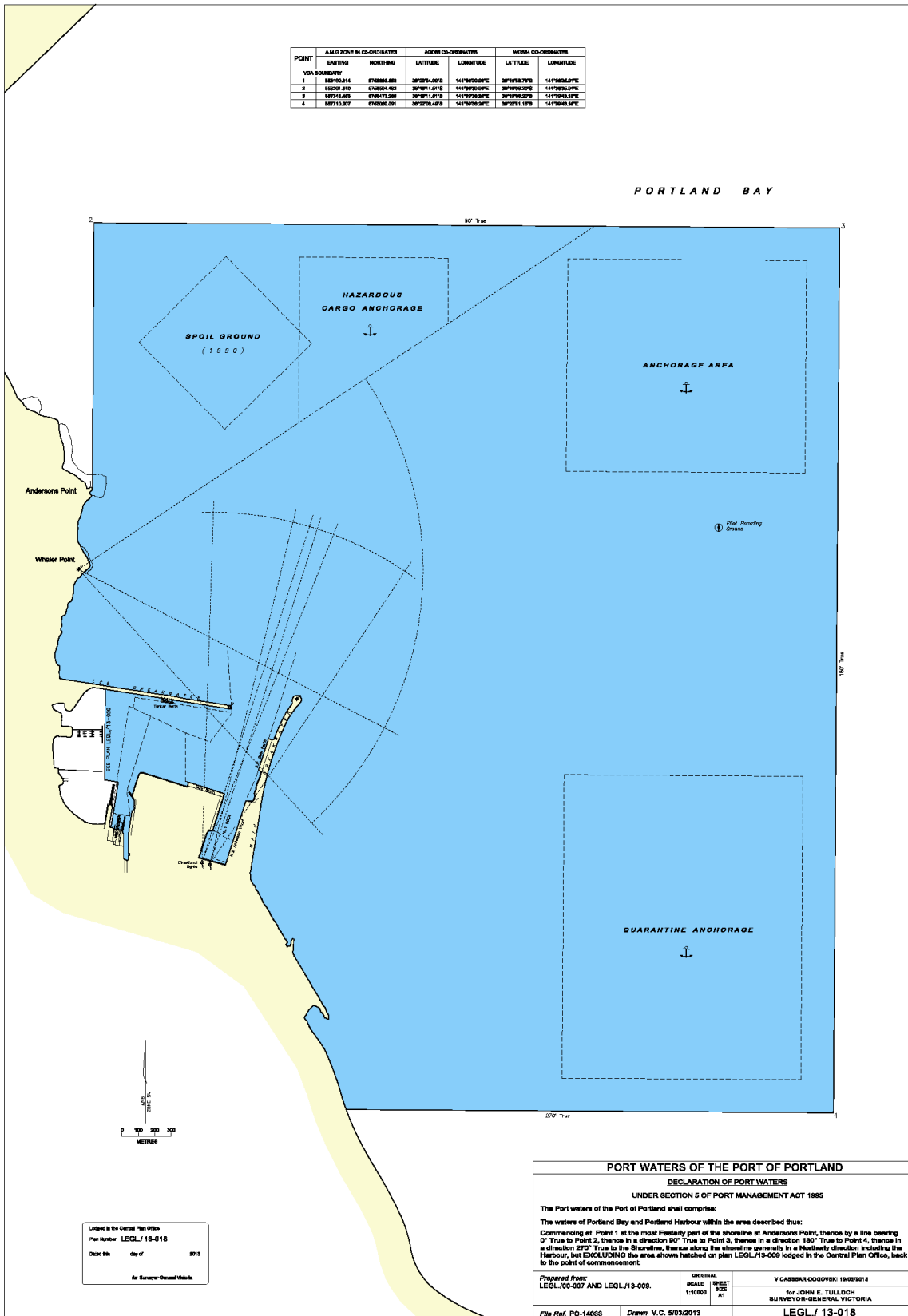
9. Port Area

The gazetted port land and port waters of the port of Portland are detailed in drawing 1 and drawing 2.

Drawing 1: Port Land



Drawing 2: Port Waters



10. Assisting POPL Officers

The Harbour Master may inspect or audit any permitted activity conducted within the port of Portland. The Harbour Master may inspect the adequacy of a vessels mooring arrangements at any time to ensure that the vessel is safely and securely moored.

The master of a vessel which is within port waters of the port of Portland shall assist the Harbour Master or authorised delegate in boarding or leaving the vessel, while executing their duties, by every means consistent with the safety of the vessel including the supply of information regarding the current status of the vessel.

No person on board the vessel or berth (including leased berths/terminals) may interfere with or obstruct any officer of POPL while carrying out their duties.

11. Compliance requirements

The master of a vessel while in port waters of the port of Portland must ensure that the vessel:

- complies with the International Regulations for Preventing Collisions at Sea
- displays the signals required to be displayed under the International Code of Signals
- complies with Victorian Notices to Mariners affecting port waters of the port of Portland
- complies with the Harbour Master's Directions
- complies with provisions of the Marine Safety Act, and the regulations that apply to the vessel or master

12. Notice to Mariners and Harbour Masters Notices'

The agent of a vessel calling at the port of Portland shall provide the master with all extant NtM and HMN. The master shall ensure that the bridge team and, where applicable, the crew are advised of the relevant safety information and directions contained in the notices.

13. Placing orders for Vessel Movements and Port Services

Not less than 4 days before a vessel enters port waters, the Owner or Agent of a vessel of 200 gross tonnes or more must submit an Application for Berth and must not enter port waters until the Owner, Master or Agent has been notified that such Application is approved.

Within 48 hours of the movement commencing, all amendments to marine services, including launch hire, shall be advised by telephone, and agreed to by the Shipping Coordinator or the Duty Shipping Scheduler and then followed up by email to shipping@portofportland.com.au.

14. Charts and Publications

The master of vessels intending to enter or navigate within the port waters of the port of Portland shall have the nautical charts and publications necessary for the intended voyage and ensure that they are adequate and up to date in accordance with

SOLAS Chapter V, Regulations 27. The SOLAS regulation is given effect in Australian Waters through [Marine Orders 27](#) (Safety of Navigation and Radio Equipment) 2016. The official electronic and paper charts for the port of Portland are:

Table 2: Official Charts for Port of Portland

Aus ENC and Charts	Title
AU439141	Australia – Victoria - West Coast Discovery Bay to Portland Bay
AU5PTJ01	Australia – Victoria - Portland
AUS 140	Approaches to Portland

15. Port Emergencies

The masters of all vessels within port of Portland shall comply with the directions issued by the Harbour Master and assist POPL officers in responding to a port emergency.

Where Port Users observe an incident that requires the assistance beyond that which is available in the port, they shall immediately report the incident to Emergency Services and to POPL via the port emergency number detailed in table 1. When reporting an incident to emergency services, the Port User should provide ETA with the relevant POPL marker number to assist Emergency Services in locating the incident.

Further guidance on responding to a Port Emergency can be found in the Port of Portland Emergency Response Procedures.

16. Weather Events and Long Period Swell

The port of Portland on occasion experiences weather events that require vessels alongside to take additional precautions or to depart the berth. These events include:

- Long Period Swell
- Strong winds
- Storm events

POPL monitor the weather and the Harbour Master will advise vessel of upcoming weather events and in consultation with the master advise of any additional requirements. Additional requirements may include:

- Additional mooring lines to augment the mooring configuration
- Standby tug, and/or tug assistance alongside
- Delay berthing of vessels at effected berths
- Departing the berth until the weather has abated

The management of mooring lines is critical during the vessels port call. The port can experience both strong wind and long period swell. To ensure the vessel remains safely moored throughout the port call, the master of a vessel shall ensure that the crew are tending to the mooring lines throughout the port call.

17. Monitoring of the weather

The master shall ensure that the prevailing weather conditions are continuously monitored and that up-to-date weather forecasts are obtained from the Bureau of

Meteorology, either by monitoring VHF Channel 16/67 for weather reports issued from Marine Radio Victoria or by any other available means.

Weather information is available from the [Bureau of Meteorology](#).

18. Automatic Identification System (AIS)

The master of any vessel operating with the port waters of the port of Portland shall ensure that, if AIS is fitted to the vessel, it is transmitting and receiving at all times.

19. Reporting of Deficiencies

The master of a vessel intending to enter port waters of the port of Portland shall report the details of all deficiencies (suspected or actual) to the Harbour Master at least 24 hours before arrival at the pilot boarding ground.

The master of a vessel alongside or in the Portland Bay Anchorage shall report the details of all deficiencies (suspected or actual) to the Harbour Master as soon as practicable.

20. Unsafe Vessel

The master of an unsafe vessel shall not enter port waters of the port of Portland or navigate the vessel in port waters of the port of Portland, or depart a berth without the approval of the Harbour Master, and shall comply with any conditions, restrictions or requirements imposed by the Harbour Master contingent upon granting permission to proceed.

21. Pilotage

21.1. Statutory requirements

Vessels shall comply with the pilotage provisions set out in Chapter 7 of the Marine Safety Act. Without limiting the provisions of the Marine Safety Act, the master of a vessel shall not operate or attempt to operate a vessel within the port waters of the port of Portland without the services of a licensed pilot unless the vessel is less than 35 m in length over all (LOA) or the master has a valid pilot exemption certificate.

In accordance with section 232 (6) of the Marine Safety Act, the Harbour Master may, as a condition of allowing a vessel to be anchored or secured within any part of the port waters of the port of Portland, direct that a pilot remain on board the vessel while it is so anchored or secured, even if the vessel is not subject to compulsory pilotage.

21.2. Pilot Transfer Arrangements

When a vessel uses a pilot, the master shall ensure that the pilot transfer arrangements are in accordance with SOLAS Chapter V Regulation 23. The SOLAS regulation is given effect in Australian Waters through [Marine Order 21](#) (Safety and emergency arrangements) 2016. IMO Circular MSC.1/Circ.1428 illustrates the required pilot transfer arrangements.

21.3. Master Pilot Exchange

The master of a vessel that is about to transit the port waters of the port of Portland shall actively engage with the pilot and ensure that all deficiencies, defects, equipment limitations or special requirements are communicated to the pilot and that the master and the bridge team understand the intended passage plan and intended plan manoeuvring of the vessel during berthing or unberthing. The International Chamber of Shipping (ICS) Bridge Procedures Guide and the International Marine Pilot Association (IMPA) [Guidance on the Master Pilot Exchange](#) provides further information on the conduct of the Master Pilot Exchange.

21.4. Bridge Resource Management

The master of a vessel within the port waters of the port of Portland shall comply with the requirements detailed in AMSA [Marine Notice](#) 11/2016 Bridge Resource Management (BRM) and Expected Actions of Bridge Teams in Australian Waters, which details the requirements specified in [Marine Orders 28](#) (Operations standards and procedures) 2015.

21.5. Communication Skills

The master of a vessel about to transit the port waters of the port of Portland shall ensure that a member of the bridge team has sufficient understanding and is able to communicate with the pilot in English so as to facilitate the safe navigation of the vessel, in line with requirements of SOLAS Chapter V, Regulation 14, Paragraph 4.

22. Working with Tug Lines

The master of a vessel shall ensure that the crew, stand clear of tug lines during towing operations on deck.

The master of a vessel shall ensure that the crew, when letting go the tug, let the line go in a controlled manner and do not dump the line in the water or on the tugs deck.

The master of a vessel shall ensure that the crew do not use heaving lines weighted with an object that presents a hazard to tug crews.

AMSA's [Marine Notice](#) 18/2016 Danger with use of weighted heaving lines and the section 26.3.5 of the Code of Safe Working Practice for Merchant Seafarers provides further guidance.

23. Navigation aids

23.1. Making Fast to a Navigation Aid

It is prohibited for a vessel to be made fast to any type of navigation aid, other than for carrying out authorised repair or maintenance work.

23.2. Interfering with a Navigation Aid

It is prohibited for any person to interfere with a navigation aid.

23.3. Vessel Causing Damage to a Navigation Aid

The master of a vessel shall inform the Harbour Master POPL as soon as reasonably practicable if the vessel makes contact with, or in any other way damages, a navigation aid.

23.4. Reporting a faulty navigation aid

Reports of faulty navigation aids shall be reported by email to shipping@portofportland.com.au as soon as practicable.

24. Under Keel Clearance

The master of a vessel within the port waters of the port of Portland shall at all times (in all tidal conditions) maintain a minimum Under Keel Clearance (UKC) in accordance with table 3.

Table 3: Under Keel Clearance

Area	Minimum UKC
When outside the Breakwaters	10% of maximum draught
When inside the Breakwaters	0.6 meters
Alongside	0.5 metres

25. Speed Limits

The master of a vessel within the port waters shall not exceed a speed through the water of 5 knots except:

- where the Harbour Master and the Master of the vessel consider that the manoeuvring characteristics of the vessel and the environmental conditions require a higher speed to ensure safe manoeuvring of the vessel
- a tug providing ship assist towage when under pilotage orders
- a port working vessel responding to a port emergency
- a search and rescue vessel when conducting search and rescue
- a vessel rendering assistance to a person or vessel in distress

26. VHF Communications

The master of a vessel within the port waters of the port of Portland shall at all times maintain a listening watch on VHF channel 12 and 16. The master of a vessel in the Portland Bay anchorage should at all times maintain a listening watch on VHF Channel 12 and 16.

27. Vessels Approaching the Pilot Boarding Ground

The master of a vessel should not approach within 1 nautical miles of the pilot boarding ground without instruction from the duty pilot. Vessels approaching the pilot boarding

ground should ensure that the bridge team exercise additional caution and position the vessel so as to not inconvenience an outbound vessel departing the port.

28. Arrival Draught and Departure Draughts

The maximum arrival and departure draught with about and over dimension permit is 10.5 metres. Vessels with an arrival or departure draught greater than or equal to 10.5 metres require a deep draught permit.

For vessels arriving and departing with a draught of 12.0 metres or greater need to advise the Harbour Master as soon as possible to allow for sufficient planning for the arrival. The vessel will be subject to tidal windows and environmental conditions. A Vessel arriving with a draught of 12.0 metres or greater will be required commence discharging immediately so they can ensure 0.5 metres under keel clearance at the subsequent low water.

29. Berths

Table 4 details the berth capacities and limitations without over dimension permit:

Table 4: Berth Capacities

Berth	Length (metres)	Maintained depth (metres)	Maximum LOA (metres)	Maximum Beam (metres)	Maximum Displacement (tonnes)	Wharf height above chart datum (metres)	Ship loaders/ Unloader Height above chart datum(metres)
KSA 1	257	12.5	225	38.0	70,000	3.048	Grain: 15.27 Woodchips: 17.20
KSA 2	155	10.6	150	32.0	21,000	3.048	N/A
Berth 5	240	12.2	230	38.0	45,000	3.127	POPL Loader: 15.20 ABP Loader: 17.38
Berth 6	228	11.8	230	38.0	45,000	3.127	POPL Loader: 15.20 ABP Loader: 17.38
SLP	76	10.5	265	38.0	50,000	3.752	N/A
Smelter	203	11.8	205	38.0	45,000	3.397	16.00

Notes: the GrainCorp ship loader at KSA 1 has two heights depending on the product being loaded. The master of the vessel will need to confirm with the vessels agent which loader is to be used for loading at Berth 5 and Berth 6.

30. Over Dimension Permits

A vessel with dimensions in excess of the limits set out in these Directions must not operate in port waters of the port of Portland, except with the permission of the Harbour Master. In such cases the vessel will be issued with an over dimension permit which specifies the conditions that the master of the vessel is to comply with at all times whilst in the port waters of the port of Portland.

Over dimensions permit will be considered on a case-by-case basis and maybe issued for greater draught, beam and length overall than those detailed in table 4.

30.1. Deep Draught Procedures

The master of a vessel that intends to arrive or depart the port of Portland with a draught in excess of 10.5metres may apply for a deep draught permit up to the limits specified in table 5. The permit will be reviewed by the Harbour Master, who will consider the depth, forecasted environmental conditions and the proposed vessel.

30.1.1. Application

The master of the vessel must declare the vessel's maximum arrival/departure draught to the Harbour Master at least 48 hours prior to arrival or departure from the port of Portland. The vessel's master will be fully responsible for any consequences (delays, damage, etc.) arising from the vessel's actual arrival/departure draught being greater than the declared arrival/departure draught. The agent must liaise with the Harbour Master and keep the Harbour Master updated on any changes which may impact on the safe berthing/un-berthing of the vessel.

The Harbour Master will acknowledge receipt of this in writing and outline any restrictions on the vessel. The master must re-confirm the maximum draught at least 6 hours prior to the vessel's arrival/departure to the Duty Pilot and a final maximum draught permissible obtained after viewing the latest tide and atmospheric conditions.

30.1.2. Arrival

Vessels arriving at Portland with a maximum draught in excess of 10.5 metres (except KSA 2 Berth), will berth subject to tide and atmospheric conditions. In almost all cases berthing will be carried out on a rising tide. Some vessels may be required to commence discharge immediately after berthing.

30.1.3. Departure

Vessels will depart subject to tide and atmospheric conditions from:

- KSA 1, 5, 6 and SMB with a maximum draught in excess of 11.0 metres and
- KSA 2 with a maximum draught in excess of 10.0 meters.

In almost all cases, un-berthing will be carried out on a rising tide. Some vessels may be required to depart immediately upon completion of loading and if required, documentation carried out at the anchorage.

Table 5: Maximum Permitted Arrival and Departure Draughts

Berth	Maintained Depth (metres)	Maximum Arrival Draught (metres)	Maximum Departure Draught (metres)
KSA 1	12.5	12.2	12.85
KSA 2	10.6	10.0	11.0
Berth 5	12.2	11.9	12.5.
Berth 6	11.8	11.4	11.8
SLP	10.5	10.0	
SMB	11.8	11.5	12.3

30.2. Over Length or Over Beam

A vessel that applies to berth that is over beam or over length will be considered on a case-by-case basis. Vessels will be issued with an over dimension permit specifying the conditions that the master shall comply with whilst in the port waters of the port of Portland.

The Harbour Master will consider the application with regard to:

- the ability to safely manoeuvre the vessel within port waters,
- the ability of the Portland tugs to effectively assist the vessel,
- berthing displacement relative to the maximum berth displacement for the berth requested,
- the encroachment into the swing basin or channels and its effect on other vessels.

In certain circumstances an over dimension vessel may be required to shift to another berth or anchorage to facilitate the movement of another vessel.

31. Towage Table

Minimum tug requirements are detailed below in table 6 and table 7. The pilot of a vessel will assess the windage, the prevailing and expected wind, and the manoeuvrability of the vessel. The pilot may require additional tug or tugs if the characteristics of the vessel and the prevailing conditions do not allow for safe manoeuvring of the vessel.

A vessel arriving at the port of Portland will require two tugs for its first arrival. The pilot will assess the vessel and the effectiveness of the bow thruster and determine if the bow thruster meets the requirements of an effective bow thruster and the subsequent towage requirements.

Table 6 details the minimum towage requirements for berthing at the port of Portland:

Table 6: Minimum Towage Requirements for Berthing

Berth	Head In	Head Out	Remarks
KSA 1	2	2	An effective bow thruster may count as 1 tug, weather permitting
KSA 2	2	2	
Berth 5	2	2	
Berth 6	2	2	
SLP	2	2	
Smelter Berth	2	2	

Table 7 details the minimum towage requirements for vessels unberthing:

Table 7: Minimum Towage Requirements for Unberthing

Berth	Head In	Head Out	Remarks
KSA 1	2	1 *	An effective bow thruster may count as 1 tug, weather permitting
KSA 2	2	1 or 2	
Berth 5	2	1	
Berth 6	2	2	
SLP	2	2	
Smelter Berth	2	1	

Note: * For KSA 1 where the displacement of the vessel is greater than 45,000 tonnes 2 tugs will be required.

31.1. Towage Requirements for Vessels that Experience a Mechanical Failure

Where a vessel has a mechanical failure (such as a main engine failure, main engine slow down or steering gear failure), the vessel shall require two tugs for departure and the subsequent arrival regardless of the requirements detailed above.

31.2. Effective Bow Thruster

For the purpose of these directions, for a thruster to be considered effective it must be fully operational, sufficiently immersed and adequately powered relative to the ship's size and the prevailing weather conditions. For example, thrusters on a common hydraulic line with deck machinery are known to be significantly affected when winches are operated and, therefore, in this situation

it is unlikely the vessel would be able to comply with the 'effective thruster' requirement.

32. Lines boat

Table 8 details the minimum lines boat requirements for berthing. The pilot will assess the dimensions of a vessel, the proximity of mooring bollards in the allocated position and the environmental conditions and may require a lines boat for vessels whose Length Over All (LOA) is less than the minimum detailed in table 8 to ensure the vessel can be safely and efficiently berthed.

Table 8: Minimum Lines Boat Requirements

Berth	Lines Boat Requirements
KSA 1	Vessels with an LOA > 185 metres
KSA 2	Not required
Berth 5	Vessels with an LOA > 185 metres
Berth 6	Vessels with an LOA > 175 metres
SL Patterson	Vessels with an LOA > 40 metres
Smelter	Vessels with an LOA > 155 metres

33. Propeller Immersions and Vessel Trim

33.1. Arrival

The master of a vessel arriving at the port of Portland shall ensure that the vessel complies with the requirements for vessel trim and propeller immersion detailed below in table 9.

Table 9: Minimum Arrival Draft and Maximum Trim

Dead Weight Tonnage (DWT)	Forward Draft (m)	Aft Draft (m)	Maximum Trim (m)
Up to 10,000	2.0	No more than 0.6m of the propeller to be exposed	
10,000 – 20,000	2.5 – 3.0	No more than 0.6m of the propeller to be exposed	
20,000 – 30,000	3.0 – 4.0	No more than 0.6m of the propeller to be exposed	
30,000 – 40,000	4.0 – 5.0	6.5 – 7.0	3.0 m by the stern
40,000 – 50,000	5.0 – 6.0	7.5 – 8.0	3.0 m by the stern
50,000 – 70,000	6.0 – 7.0	8.0 – 8.5	2.5 m by the stern
70,000 – 90,000	7.0 – 8.0	8.5 – 9.0	2.0 m by the stern

33.2. Departure

On departure the vessel cannot be trimmed by the head or have **a trim greater than 2.5 metres without prior approval** from the Harbour Master.

34. Wind Restrictions

The master of a vessel shall not enter or manoeuvre the vessel within the port waters of the port of Portland if the wind speed exceeds the parameters specified in table 10.

Table 10: Wind Restrictions

Vessel Type	Wind Speed
All vessels	35 knots from any direction
Large Woodchip Vessels	25 knots from any direction
Large Livestock Vessel	25 knots from any direction
Vessels berthing at KSA 2 when Berth 5 and KSA 1 are occupied	20 knots from any direction

In addition to the parameters detailed above, the pilot of a vessel will assess the windage, the prevailing and expected wind, and the manoeuvrability of the vessel. The pilot may delay a vessel movement if the characteristics of the vessel and the prevailing conditions do not allow for safe manoeuvring of the vessel.

35. Swell Restrictions

Vessel movements will be suspended if the swell is greater than 5 metres at the pilot boarding ground.

36. Requirements for Ships at Berth

The master of a vessel must ensure the vessel is appropriately and effectively secured to the berth and that the vessel's moorings are tended at frequent intervals to prevent vessel movement in all weather conditions.

In addition, the master of a berthed vessel must:

- ensure that the ship or shore gangways are positioned correctly, and adequately tended for the duration of the vessel's stay in port
- ensure that the vessel remains afloat while alongside a berth
- immediately notify the Harbour Master if mooring lines part
- obtain clearance from the Harbour Master to change the vessel's position on the berth
- monitor weather conditions and forecasts throughout the vessel's stay
- comply with the minimum requirements of section A-VIII/2 of the STCW Code
- maintain a minimum of 0.5 metres under keel clearance at all times

37. Watch to be on Deck

The Master, Owner or Agent of a vessel shall ensure at all times while the vessel is in port waters that the vessel's watch keeping complies with the minimum requirements for STCW-95. In any circumstance that STCW-95 does not apply, at least one competent and responsible person must be on watch on deck at all times, to ensure security and safety are in place, while the vessel is anchored or berthed, unless alternative arrangements, as agreed by the Harbour Master, are in place.

38. Mooring Equipment

Due to the environmental conditions experienced at the port, vessels with a length overall of 200 metres or greater are required to be capable of securing 6 mooring lines on winches forward and 6 mooring lines on winches aft.

Vessels that cannot comply with this requirement will have weather restrictions requiring the vessel to depart to anchorage to ride out periods of strong wind.

39. Shifting ship

If at any time during a shifting operation the vessel will be underway, standard pilotage and minimum towage requirements will apply.

To determine the minimum towage requirements the movement from the original location should be considered a 'departure' and manoeuvring at the second location an 'arrival'.

40. Warping

A vessel at KSA 1 and Berth 5 may be warped along a straight-line wharf for a distance of up to 10 metres without the need for tugs or a pilot, provided that all mooring lines remain attached to a bollard at all times throughout the shifting of the vessel.

If the master requires a tug to assist, then a pilot shall also be engaged. If one or more mooring lines are required to be disconnected from a bollard a pilot is required, and a tug maybe required depending on the length of the shift and the expected weather conditions. Any shift of greater than 10 metres requires a pilot and approval from the Harbour Master.

Prior to warping the master shall conduct a risk assessment and consider the following when determining whether warping is an appropriate option for shifting ship:

- Type of mooring lines in use
- Weather conditions
- Potential language issues
- Possible time constraints

The vessel's master or agent must advise the stevedore or terminal operator of the intention to warp the ship along the wharf so that potential obstructions such as ship loader, cranes, gantry loaders and other shore installations are not at risk of damage and can be moved if likely to create a hazard for the mooring gang.

Before warping, the master must obtain permission from the Harbour Master.

Warping on any other berth will be assessed on a case by case basis and the master shall comply with the requirements determined by the Harbour Master.

41. Dead Ship Movements

Management of dead ship movements will be subject to a risk assessment by the Harbour Master and the master of the vessel shall comply with the requirements determined during the risk assessment.

42. Testing Propulsion Units Alongside a Berth

The master of a berthed vessel must ensure that the propulsion units are not tested alongside unless a pilot is onboard the vessel.

43. Ship Loaders

Ship loaders must not be traversed along the wharf or boomed down while vessels are berthing or unberthing.

Ship loaders must not be lowered for maintenance/repair without prior approval from the Harbour Master. The Harbour Master must be advised as soon as possible and provided with the chainage position of the ship loader.

When in the lowered position over open water (i.e. with no vessel at the berth), no personnel should be anywhere on a ship loader boom when a vessel is passing.

When ship loader booms are lowered for maintenance/repair they must remain adequately lit during the hours of darkness.

When not being used for cargo operations or lowered for maintenance/repair, ship loader booms must always be stowed in the fully raised position.

44. Dangerous Goods and Cargoes

The agent, on behalf of the vessels master, shall notify the Harbour Master of any dangerous good categorised under IMDG Code that are intended to be loaded, unloaded or transited through the port area of the port of Portland.

The vessel's master shall ensure that any dangerous goods are stowed in accordance with the provisions of the IMDG Code.

Any dangerous good in the port area shall comply with the requirements specified in Australian Standard 3846 the handling and transport of dangerous cargoes in port areas. Dangerous goods loaded on to a truck whilst in the port areas shall be loaded to comply with the Australian Dangerous Goods Code, but shall comply with AS 3846 whilst in the port area.

45. Securing of cargo prior to departure

All cargo shall be secured in compliance with the requirements of [Marine Order 42](#), before the vessel is shifted or departs the berth.

46. Navigation Bridge Visibility

SOLAS Chapter V, Regulation 22 stipulates minimum requirements regarding Navigation Bridge Visibility. It is the master's responsibility to ensure these minimum requirements are maintained.

If, due to the design of the vessel or the stowage of cargo, these requirements cannot be met, the Harbour Master may require additional measures to be implemented to ensure the safe transit of the vessel through port waters. Such additional measures may include:

- the posting of extra lookouts forward or on the monkey island
- the provision of a second pilot
- a daylight-only transit
- the presence of an escort vessel and/or
- a reduction in stern trim through re-ballasting

If the master of a vessel is aware that navigation bridge visibility is restricted, the Harbour Master shall be notified of the situation at least 24 hours before arrival, departure or shifting of the vessel. If this is not possible, as soon as the master is made aware that the vessel will be unable to comply with the requirements of SOLAS Chapter V, Regulation 22.

This SOLAS regulation is given effect in Australian Waters through [Marine Order 21](#) (Safety and emergency arrangements), 2016.

47. Safe Working Load of Bitts

The master of a vessel shall advise the pilot of the rated Safe Working Load (SWL) of the vessel's bitts. The vessels bitts, rollers and Panama fairlead need to be rated to a sufficient strength to allow for ship assist towage for arrival, shifting and departure.

The Harbour Master will review the SWL of vessel, where it is considered to present a risk to safe ship assist towage and determine the suitability of the vessel for future visits to the port of Portland.

48. Portland Bay Anchorage

Anchorage are marked on Aus Chart 140 and AU439141 Australia – Victoria - West Coast Discovery Bay to Portland Bay. These anchorages are outside of the port waters of the port of Portland and have been marked on the chart to assist vessels in anchoring in such a way that does not present a risk to vessels arriving and departing from the port of Portland.

Table 11 details the anchorage and the charted depth.

Table 11: Anchorage details and charted depths

Anchorage	Latitude	Longitude	Charted Depth (metres)
A1	38°19.3' S	141° 41.0' E	17.6
A2	38° 18.9' S	141° 41.7' E	20
A3	38° 18.5' S	141° 42.4' E	16.1
A4	38° 18.2' S	141° 43.2' E	16.1
A5	38° 19.5' S	141° 41.9' E	20
A6	38° 19.2' S	141° 42.7' E	23.5
A7	38° 18.7' S	141° 43.6' E	23.5
A8	38° 19.3' S	141° 43.8'E	23.5

49. Anchoring

49.1. Portland Bay Anchorage

The master of a vessel which is anchored within the Portland Anchorage should ensure that:

- it anchors in a designated anchorage and as close to the centre of the anchor circle as possible
- sufficient cable is paid out, having regard to the holding ground, depth of water, the prevailing and forecast weather conditions
- the vessels agent notifies the time and position of anchoring and when the vessel is brought up to shipping@portofportland.com.au
- at least 1 competent person is on watch at all times to ensure security and safety
- it does not immobilise main engines without considering the prevailing and forecasted weather condition for the period of the main engine is immobilised
- sufficient crew or other competent persons are readily available for the removal or shifting of the vessel and, so far as reasonably practicable, can deal with any emergency that may arise

49.2. Within the Port Waters of the Port of Portland

Unless the safety of the vessel is at imminent risk, the master of a vessel shall not anchor:

- within 0.5 nautical mile (approximately 900 m) of another vessel, or in a position which may endanger the safety of other vessels
- within 0.1 nautical mile (approximately 200 m) from any wharf except for the purpose of swinging the vessel or immediately hauling alongside that wharf
- so as any cable, chain, hawser, rope or other obstruction is across, through or above any shipping fairway or channel

When imminent risk to the safety of the vessel has compelled a master of a vessel to anchor or allow the vessel to lie in any shipping fairway or channel, the master must:

- immediately notify the position of the vessel to the Harbour Master
- as soon as possible, move the vessel to a place where it does not impede the safe passage of other vessels
- immediately after the vessel has cleared the shipping fairway or channel, notify the Harbour Master

50. Works Requiring a Permit

In addition to and over dimension permit the following work requires a permit:

- Immobilisation
- Fumigation
- Diving
- Aquatic events
- Bunkering
- Lifeboat drills
- Hot work
- Hull maintenance
- In water hull cleaning
- Drone operations

The applications forms are available on the POPL website and are to be submitted no less than 2 working days prior to the planned commencement of the activity. Permit applications are to be submitted via the vessels appointed shipping agent or service provider to shipping@portofportland.com.au.

50.1. Immobilisation

The master or the shipping agent of a vessel within port waters of the port of Portland must not cause or permit any repairs to main engines, or other repairs that will immobilise the vessel, to be carried out without prior approval from the Harbour Master.

The master or shipping agent must advise Portland when immobilisation has been completed, and of any resulting changes to the vessel's ability to manoeuvre.

50.2. Fumigation

Fumigation cannot be undertaken within the port area of the Port of Portland without approval. The fumigation is to be conducted by a licensed fumigator and only approved fumigants are to be used.

A vessel will not be shifted or sailed if fumigation has not been completed. The vessel will only be allowed to shift or depart after it has been certified as gas free.

50.3. Diving

Diving within the port waters of the port of Portland requires approval from the Harbour Master, and those involved in diving shall comply with the requirements specified on the permit and detailed below.

50.3.1. Commercial Diving

Any company undertaking contractor diving activities or under-wharf work, for construction or maintenance purposes, must apply for and be issued with a Diving Permit.

The contractor dive supervisor must ensure:

- compliance with the permit requirements and be prepared to suspend work or clear divers from the water if requested
- the Harbour Master (as applicable) is informed:
 - when work starts and ends
 - when divers have entered the water and are clear of the water
 - of the name of the dive support vessel, if one is attending
 - that a listening watch on VHF Channel 12 is maintained at all times
- that the International Code flag 'A' is prominently displayed, either on a dive support vessel or on the wharf close to where the work is being undertaken. The flag shall be of an approved type and size and a rigid replica should be used whenever possible to ensure all-round visibility
- when diving occurs at night the dive support vessel shows the international signal for a vessel restricted in its ability to manoeuvre: 3 all-round lights in a vertical line, the top and bottom being red and the middle one white

50.3.2. Recreational Diving

Approval from the Harbour Master is required for all recreational diving activities within the port waters of the Port of Portland. Where approval is granted, a vessel engaged in this activity shall be equipped with VHF radio and the master must ensure a listening watch is maintained on Channel 12 and ensure that divers are clear of the water for all scheduled shipping movements.

The master of the vessel must ensure that an onboard visual lookout is maintained at all times.

The master of a vessel engaged in recreational diving activities must prominently display the International Code flag 'A'. The flag shall be of an approved type and size and a rigid replica should be used whenever possible to ensure all-round visibility.

- In the case of a vessel of 10 m or more in length, the height of such a dive flag must not be less than 1 m
- In the case of a vessel of less than 10 m in length, the minimum size of such a dive flag or replica must be 750 mm by 600 mm

When diving occurs at night the dive vessel must show the international signal for a vessel restricted in its ability to manoeuvre: 3 all-round lights in a vertical line, the top and bottom being red and the middle one white.

50.3.3. Divers' Personal Flags

Any person engaged in diving must be attached to a buoy by a length of rope, the buoy having attached to it a dive flag, or a rigid replica of that flag, with dimensions of not less than 300 mm by 200 mm. Divers' personal flags are not required if:

- the dive vessel is displaying an approved dive flag, or
- the vessel is in an area in which the operation of vessels is prohibited or in which vessels are not permitted to exceed 5 kt, or
- diving is solely for recreation and the person is not equipped with any breathing apparatus designed to facilitate diving

50.4. Aquatic Events

Notification for aquatic events taking place either wholly or partly within port waters of the port of Portland must be submitted to the Harbour Master at least 1 week before the event takes place. An Aquatic Event Notification Form can be downloaded from the POPL website.

In addition, event organisers must provide evidence that a risk assessment has been undertaken for the event, to:

- eliminate risks to safety so far as is reasonably practicable, or
- if it is not reasonably practicable to eliminate risks to safety, to reduce those risks so far as is reasonably practicable
- Have a COVID safe plan

Organisations or clubs that wish to apply for a temporary waterway rule change, boating activity exemptions or an exclusion zone for an on-water event, boating activity or works must submit the request in accordance with Chapter 5 of the Marine Safety Act no less than 5 weeks before an event.

51. Bunkering

The masters of a vessel within the port of Portland shall not commence bunkering without approval from the Harbour Master. The vessels agent is to submit the bunkering application in the format provided by the Port of Portland not less than 24 hours prior to the expected commencement of the bunkering operation.

Prior to commencing bunkering operations, the master of the vessel shall confirm that the prevailing and expected weather conditions are suitable for bunkering.

Prior to bunkering the following minimum requirements are to be completed:

- a risk assessment completed to ensure that the site specific and environmental factors have been considered and are safe for the operation
- that the bunker checklist has been completed and both ships crew and the service provider are clear on the volume and sequence of bunkering
- that communication between ship and shore has been tested

- that an emergency response plan has been agreed to and covers all foreseeable risks
- that all scuppers, drain holes and drains in the immediate area have been closed or plugged
- that the point has been bunded or a save all is in place

During bunkering operations, the following minimum requirements are to be in place:

- constant communications between ship and shore
- that both the vessel and service provider are continuously monitoring for spillage, and
- that the vessel is securely moored throughout the transfer

In the event of a spill, to the deck of the vessel, wharf deck or to water, the bunker service provider and the master of the vessel shall:

- immediately cease the transfer
- take action to prevent oil entering the water
- commence cleaning up the spilt, and
- notify the Harbour Master as soon as practicable

51.1. Lifeboat Drills

51.1.1. Portland Bay Anchorage

The master of a vessel in the Portland Bay Anchorage should not conduct a lifeboat drill without approval from Australian Border Force (ABF). The master should conduct a risk assessment prior to conducting a lifeboat drill. The master needs to consider the prevailing and forecasted weather conditions. Port of Portland does not recommend launching lifeboats at the anchorage due to the swell conditions and does not approve applications for lifeboat drills in the Portland Bay Anchorage.

51.1.2. Within Port Waters

The master of a vessel within the port waters of the port of Portland shall not conduct a lifeboat drill without approval from Australian Border Force (ABF) and the Harbour Master. The master is to apply for permission to conduct the lifeboat drill through the vessels agent in the format approved by the Port of Portland and provide evidence of approval from ABF.

The vessels lifeboat is not to transit more than 30 metres from the vessel and is not to be launched during shipping movements to adjacent berths.

51.2. Hot Works

Hot works shall not be conducted on a vessel without approval from the Harbour Master. The contractor and the vessel master shall ensure that the area where the works is taking place and adjacent has been prepared for hot works and that the conditions specified on the hot work permit is complied with at all times.

Hot work is not permitted during a total fire ban.

51.3. Hull Maintenance

The master of a vessel within the port waters of the port of Portland shall not allow hull maintenance work to be undertaken without permission from the Harbour Master.

Where permission is granted, the master is to ensure that the work is carried out in accordance with the following conditions;

- No activities are to be undertaken below the load line
- The vessel master is responsible for fulfilling all Occupational Health and Safety requirements associated with works on the vessel (e.g. working from heights)
- The prevailing and forecasted weather conditions are considered the weather conditions are conducive of the works
- All products, including cleaning detergents, rust and paint particles, must be contained and collected on deck, barge or wharf using adequate collection bins. No solid waste, waste water or paint shall enter the waterway
- All waste collected shall be deemed quarantine waste and disposed of via a qualified contractor and in accordance with EPA Victoria or Quarantine regulations. Approved contractors are listed in the Port Information Guide
- Only products approved under Australian and Victorian legislation may be used. Anti-fouling paints used must be in accordance with the International Maritime Organisation Convention and the Protection of the Sea (Harmful Anti-fouling Systems) Act 2006 (Cwlth)
- In the event of a spill, as soon as practicable notify the Harbour Master and ensure adequate action taken to contain the spill

51.4. In Water Hull Cleaning

The master of a vessel within the port waters of the port of Portland shall not conduct in water hull cleaning including sea chests, sea suction grids, other hull apertures and propeller polishing without approval from the Harbour Master.

The following minimum conditions apply for approved in water hull cleaning:

- Antifouling coating is suitable for cleaning
- Cleaning method will not damage coating surface
- Discharges meet local standards or requirements as set out in the State Environment Protection Policy for Water (2018)
- Biological material is captured

In water hull cleaning in Victoria requires approval from the Victorian Environmental Protection Agency (EPA) and the Agriculture Victoria (AV).

Vessels wishing to conduct in water hull cleaning require this permission before applying to the Harbour Master. Evidence of EPA and AV approval are to be submitted with the application to conduct in water hull cleaning. For information on State requirements contact AV by marine.pests@agriculture.vic.gov.au.

When applying for approval for in water hull cleaning the application will need to detail the following:

- Detailed information regarding vessel history including:
 - Recent IMS inspection documentation
 - Dry dock reports
 - Last ports of call information
- Risk assessment of the vessel's biofouling management through the online Vessel-Check portal at www.vessel-check.com. Information that will be collected on the Vessel-Check portal will include, but is not limited to:
 - Biofouling management plan
 - Biofouling record book
 - Anti-fouling documentation
- Detailed information regarding the proposed cleaning process including:
 - Cleaning method which must meet the requirements detailed above
 - Capture method which must meet the requirements detailed above
 - Contractor
 - Biofouling inspector

51.5. Drone Operations

Drone operations shall not take place within the port area of the port of Portland without approval from the Port Security Officer (PSO) or Deputy Port Security Officer (DPSO). The operator of a drone shall complete and submit the Drone permit for approval.

The permit is to be accompanied by the following information:

- Intended flight plan
- Type of Drone
- Civil Aviation Safety Authority (CASA) certificates of operation
- Copy of Maritime Security Identification Card (MSIC) (if applicable) and a Port Entry Permit
- JSA or Risk Assessment

The drone operator shall ensure that they:

- contact the Port of Portland, the day before, to confirm an appropriate flight time, on 0419 100 154
- contact the PSO or DPSO on the day of the proposed flight once all equipment is in place and ready to fly
- Drone operator to advise PSO or DPSO once the drone has been safely grounded
- Comply with the [CASA requirements](#) relating to drone operations.

52. Reporting Invasive Marine Species

If a suspected or actual invasive marine species (IMS) is found in the Port of Portland the person who finds the IMS shall as soon as practicable notify the Harbour Master

and report the IMS to AV via email marine.pests@agriculture.vic.gov.au or the [IMS website](#).

53. Hold Cleaning

Discharge provisions of the revised MARPOL Annex V which entered into force on 1 March 2018 state that all Cargo Residues not considered Harmful to the Marine Environment (HME) must be discharged at least 12nm from land 'en-route'. HME are to be discharged to a reception facility.

The State Environment Protection Policy 'Waters of Victoria' includes standard requirements for the discharge of hose-down water and these requirements must be met by all vessels.

54. Safe Work Practices

Vessels within the port waters of the port of portland are to operate in accordance with their safety management system. Where the Harbour Master considers the works or the manner in which the works are being conducted to be unsafe, the master of the vessel will be directed to cease the unsafe practices and the concerns will be reported to AMSA.

Crew members are not to be suspended on improvised platforms or grabs. Any platforms used to work at height, must be fit for purpose and meet Australian Standards. Where repeated transgressions are observed the vessel will be directed to depart the port.

55. Seaplanes

The pilot of a seaplane must not take off or touchdown in port of Portland waters without the permission of the Harbour Master.

56. Vessel Wake and Wash

Even when operating within the applicable speed limit, the master of all vessels shall always be mindful of the possible impact the vessel's wake and wash may have when passing other vessels or objects and if necessary, adjust the vessel's speed to minimise such impact.

57. Vessels Licensed to Carry Passengers

57.1. In the Event of an Emergency

In the event of an emergency situation involving a vessel licensed to carry passengers, the operator of the vessel must be able to advise the Harbour Master of the total number of people on board the vessel at that time.

57.2. Emergency Contact Number

The operator of a Domestic Commercial Vessel licensed to carry passengers is recommended to register a designated mobile telephone number with Port of Portland and the Victorian Water Police for emergency contact purposes.

57.3. Entering Dock Between KSA 1 and Berth 5

A vessel must not enter the dock between KSA 1 and Berth 5 without clearance from the Harbour Master.

Notwithstanding the granting of clearance, the master of a vessel entering the docks while undertaking a port cruise with passengers on board must be mindful the vessel is entering a work area. The vessel must avoid passing under the lowered booms of ship loaders, even if there is no ship alongside the berth, and remain as close as practicable to the centreline of the dock.

58. Incident Reporting

The master, owner, shipping agent, or person having the conduct of the navigation of a vessel in port waters of the port of Portland shall:

- report an incident as soon as reasonably practicable to the Harbour Master
- thereafter, as soon as reasonably practicable, provide the Harbour Master with full details in writing
- in the case of an obstruction, unless otherwise directed by the Harbour Master, take the necessary steps for its removal
- complete AMSA Form 18 – Incident Alert and AMSA Form 19 – Incident Report and send to all relevant stakeholders including the Harbour Master

Incidents which must be reported include those when a vessel:

- has been involved in a collision with another vessel, a floating object, a fixed object, a submerged object or property
- by reason of fire, explosion, capsizing, flooding, sinking, loss or presumed loss of vessel, loss of stability, structural failure, or any other defect or otherwise in such a condition as to affect its safe navigation or give rise to danger or damage to other vessel's property
- is at a quay which is on fire
- has been involved in any incident or occurrence which causes or threatens contamination or pollution of the environment by any means or observes such an incident happening
- has been involved in a grounding in any part of the port waters of the port of Portland
- has been involved in a close quarter situation
- has experienced a failure of hull, machinery or navigational equipment
- has been involved in the death of, or serious injury to, any person on board a vessel, or caused by a vessel
- has had a person overboard
- has caused or observed a vessel or any other object to strand, collide, sink, or cause damage to any vessel, wharf or property within port waters of the port of Portland
- or in any way obstruct the use of port waters of the port of Portland, or

- observes any other situation that has the potential to cause a near miss, accident, damage to property, personnel or equipment

59. Waterside Restricted Zones

Vessels must comply with waterside restricted zones declared under the Maritime Transport and Offshore Facilities Security Act 2003 (Cwlth) (MTOFSA). Recreational and non-security regulated vessels shall not approach within 100 metres of a ship at a berth when the port is operating at Security Level 2.

60. Towing

The master of a vessel shall not tow an object within the port of Portland without permission from the Harbour Master. Any vessel engaged in towing must be adequately powered and have an approved tow plan that addresses the following:

- detailed specification of the towing vessel including bollard pull
- specification of the tow including displacement
- the towing configuration,
- the intended route
- emergency plan

61. Construction and Maintenance Works

Where construction or maintenance works are conducted within the port waters of the Port of Portland the contractor is required to produce and gain approval for a construction management plan that details:

- the scope of works
- methodology
- vessels and floating plant and equipment being used, and
- how the interface between the works vessels and other vessel traffic will be managed

For complex work packaged as determined by the Harbour Master, the contractor will be required to manage the interface by Simultaneous Operations Plan that details:

- how the interface between the works vessels and other vessel traffic will be managed
- a process for stopping works quickly in the event that conflicting operations or safety issues emerge
- process for recommencing works once the conflict has been resolved, and
- the communications plan

All obstructions or hazards created during works shall be lit and fitted with retroreflective tape as determined by the Harbour Master so as to not present a hazard to navigation.

Vessel's floating plant and equipment shall ensure that deck and working lights do not interfere with the characteristics of the vessel's navigation lights and minimise light spill over so as to not interfere with shore based and floating navigation aids.

62. Activities or Operations Not Covered by HMD

Any activity or operation not covered under these Directions requires approval from the Harbour Master. Any new activity or operations will be subject to a risk assessment and may include simulation studies, modelling and be subject to conditions specified by the Harbour Master.

Port users wishing to conduct an activity not covered by these directions should consult with the Harbour Master as soon as possible.

63. Review

Harbour Masters directions will be reviewed biennially or in the following circumstances:

- after an incident
- where a new operation is introduced
- significant changes to legislation or codes referred to in HMD