



# Determination:

## Licensing and training requirements for marine pilots in Victorian ports

First issued 18 October 2019

Version 1

.....  
DIRECTOR - TRANSPORT SAFETY

Issued 18 October 2019

## PREFACE

The objective of the Determination is to detail licensing and training requirements which result in licensed marine pilots with the knowledge, skills and competencies to safely pilot vessels in Victorian ports.

This Determination was developed by the Victorian Pilotage Coordination and Advisory Group which comprised the following:

Maritime Safety Victoria

Department of Transport

Harbour Master for Port of Melbourne

Harbour Master for Port of Geelong

Harbour Master for Port of Gippsland

Harbour Master for Port of Hastings

Harbour Master for Port of Portland

Port Phillip Sea Pilots

Australian Pilotage Group

A representative of Port of Melbourne attended the meetings as a guest.

This Determination will be reviewed at an interval not exceeding three years from the issue date listed on the front cover.

This Determination comes into force from 25th January 2020

The Harbour Master of a Victorian pilotage port can request an earlier review to meet the needs of their port and request the Director, Transport Safety to consider it.

## Table of Contents

PREFACE .....	2
Table of Contents .....	3
Glossary of terms .....	4
General .....	7
1. Scope .....	7
2. Legislative provisions .....	7
3. When and where is pilotage required? .....	8
4. Pilots .....	9
Pilot licensing framework .....	11
5. Pilot Licence - Applicants and Trainees .....	11
6. Issuing a Pilot Licence .....	13
7. Progression of Pilot Licence with Appropriate Class, Area and Precinct Condition.....	14
8. Competency Assessment Trips and Check Pilots .....	15
9. Return from absence re-validation requirements.....	17
Training and assessment.....	18
10. Objective of marine Pilot training.....	18
11. Pilot Training Plan.....	18
12. Assessment process for a Pilot Licence.....	21
Pilot licensing – administrative provisions .....	25
13. Administrative provisions - Pilot licensing and training framework.....	25
Annexures .....	27
14. Annex A: training requirements for Port Phillip – South Channel.....	28
15. Annex B: Port of Melbourne .....	30
16. Annex C: Port of Geelong .....	35
17. Annex D: Port of Hastings.....	38
18. Annex E: Port of Portland.....	43
19. Annex F: Pilot Licence progression.....	47
20. Annex G: Minimum subject topics for marine pilots training .....	51
21. Annex H: Learning outcome guidelines for Pilot training for Port of Melbourne. ....	52

## Glossary of terms

All terms used in this Determination have the same meaning as defined in the *Marine Safety Act 2010* (Vic) and the *Marine Safety Regulations 2012* (Vic) unless not so defined, in which case the following terms have the meaning specified below:

**AMSA** - Australian Maritime Safety Authority;

**Applicant** - a person applying for an initial Victorian Pilot Licence;

**Area (of operation)** – A Victorian pilotage port i.e. Geelong, Hastings, Melbourne, Portland and Port Phillip - South Channel

**Assessing Pilot** – a Check Pilot qualified Pilot, conducting the Assessment Trip;

**Assessment Trip** – conducted by a Check Pilot to assess a candidate's knowledge, skills and competence. It is a full trip during which a Trainee Pilot or a Pilot is assessed by a Check Pilot for their knowledge, skills and competence to pilot a vessel for a stated pilotage area;

**Certificate of Competency** - a certificate issued by a Flag State listed in IMO MSC.1Circ.1163/Rev10. 23 May 2016 (as amended) and recognised by AMSA;

**Certificate of Recognition** - has the meaning given to it in Marine Order 70 (Seafarer certification) 2014 and Marine Order 71 (Masters and deck officers) 2014 of the *Navigation Act 2012* and issued by AMSA;

**Check Pilot** - a Pilot who has held a Class 1 or above Victorian Pilot Licence for at least five years with no adverse finding in the last two years and is authorised by the Safety Director to assess a Trainee Pilot/Pilot on Assessment Trips;

**Condition** – condition/s recorded on a Pilot Licence;

**Continuous Professional Development (CPD)** - the means by which a Pilot will maintain and enhance their piloting knowledge and skills;

**Determination** – this document which defines the process of establishing eligibility, qualification, experience and training criteria with regard to the Safety Director's responsibility in relation to issuing of a Pilot Licence;

**Examiner** – an appropriately qualified and skilled person appointed by the Safety Director with experience in pilotage to conduct examinations and otherwise assess the competence of Applicants, Trainee Pilots and Pilots;

**Examination Panel** – a panel of at least three members which meets to carry out MSV pilotage assessments to assess the knowledge and competence of the Pilot, as described in the Determination;

**Flag State** - in relation to a vessel, means the country under whose laws the vessel is registered or licensed;

**Harbour Master** – a harbour master for a port as licensed by the Safety Director;

**High Risk Vessels** – a vessel determined by the Harbour Master as a “high risk” vessel for their port and the details published in the relevant Harbour Master's Directions;

**LOA** - length overall of a vessel;

**Marine Control Centre (MCC)** – a local port control centre, providing maritime traffic services that is not a Vessel Traffic Service;

FOL/18/124406

DOC/19/443636

First issued 18 October 2019

FINAL, Determination for Licensing and Training Requirements for Marine Pilots in ~ Version 1, 20191018.DOCX

**MSA** - the *Marine Safety Act 2010* (Vic);

**MSV** – Maritime Safety Victoria;

**Marine Safety Work** – any activity that may affect the safety of marine safety infrastructure operations or vessel operations in respect of a vessel;

**Marine Safety Worker** - a person who has carried out, is carrying out or is about to carry out, Marine Safety Work including a person who is engaged by any other person to carry out Marine Safety Work, a trainee and/or a volunteer;

**Master** - in relation to a vessel, means a person having command or charge of the vessel (*Marine Safety Act 2010*);

**Observer Trip** - on water shipboard Observer Trip when an Applicant Pilot is present on the navigation bridge of a vessel and is observing the Pilot conduct the pilotage of a vessel for the full trip;

**Pilot** - a person who is licensed by the Safety Director to conduct the pilotage of vessels;

**Pilot Exempt Master** – a ship master holding a certificate of pilotage exemption issued by the Safety Director for a particular vessel and berth;

**Pilot Licence** – issued by the Safety Director, authorising the licensee to conduct the pilotage of a vessel of stated LOA, beam and draft within a stated area, or other specified conditions. For the purposes of this Determination the following terminology is used:

- **Pilot Licence - Trainee** – is a Pilot Licence issued to a Trainee Pilot who meets eligibility criteria, and has completed relevant Observer Trips and the PLAKE;
- **Trainee Pilot** - means a Pilot holding a Pilot Licence - Trainee;
- **Pilot Licence Class 1-6** – means a Pilot holding a licence with an Appropriate Class, Area and Precinct Condition;
- **Pilot Licence - Check Pilot** - means a Pilot holding a licence with a Check Pilot Condition;
- **Pilot Licence - Oversize** - means a Pilot holding a Licence with an Oversize Vessel Condition;
- **Pilot Licence - High Risk Vessel** – means a Pilot holding a Licence with a High Risk Vessel Condition;

**Pilot Licence Conditions** – conditions listed on a Pilot Licence;

- **Trainee Condition**– means a condition which applies to a Pilot recognised by the Safety Director as being under training for obtaining a Pilot Licence;
- **Appropriate Class, Area and Precinct Condition**– means a Pilot Licence with condition of Class 1-6 (corresponding to the increment progression requirements for the port for LOA, Beam and Draught), area of operation and precinct;
- **Check Pilot Condition**– means a condition that permits the person holding a Pilot Licence to perform Check Pilot duties on behalf of the Pilotage Service Provider, for a stated pilotage area;
- **Oversize Vessel Condition** - means a condition that permits the person holding a Pilot Licence to be able to pilot a vessel which exceeds any or all of the LOA, beam and draught limits of the largest vessel in a port's vessel size increment progression table;
- **High Risk Vessel Condition** - means a condition that permits the person holding a Pilot Licence to be able to pilot a vessel which is considered a high-risk vessel that will require additional pilotage skills and competency;
- **Conditions [specified by the Safety Director]** - any additional condition imposed by the Safety Director.

**Pilot Local Area Knowledge Exam (PLAKE)** – is an examination carried out by a Harbour Master to assess a candidate's relevant local knowledge;

**Pilotage Services Provider** – a person or an organisation registered by the Safety Director to provide pilotage services;

**Pilot Training Plan** – a document that details the planning and delivery of training of a Pilot for the purpose of the issue or upgrade of a Pilot's Licence for a given Victorian port.

**Pilot Training Record** – a permanent record of all training received by the Pilot under training including Pilot Training Plans, Observer Trips, Training Trips, precinct trips, simulation training, shore-based training, Assessment Trips and any incidents during training;

**Port Waters** - has the meaning given to it in the Port Management Act 1995 (Vic);

**Regulations** - *Marine Safety Regulations 2012* (Vic);

**Safety Director** – the Director, Transport Safety within the meaning of section 3 of the *Transport Integration Act 2010* (Vic).

**Training Trip** – on water shipboard training trip during which a Trainee Pilot is present on the navigation bridge of a vessel, is proactively engaged with the licensed Pilot conducting the navigation of that vessel and is performing pilotage duties under close supervision and instruction of the licensed Pilot.

**TSV** - Transport Safety Victoria;

**Vary** – for a licence issued by the Safety Director, includes the following:

- vary an existing licence condition;
- impose a new licence condition;
- remove a licence condition.

**Vessel Traffic Service (VTS)** - means a navigational service implemented under a law of the Commonwealth or of a State or Territory and in accordance with guidelines for vessel traffic services adopted by the International Maritime Organization on 27 November 1997 to improve the safety and efficiency of vessel traffic and to protect the environment, as in force from time to time. (Commonwealth Navigation Act 2012);

# General

## 1. Scope

- (1) This document details:
  - (a) The training framework for marine Pilots
  - (b) The licensing framework for marine Pilots which also includes:
    - (i) the form an Applicant is required to use to make an application to the Safety Director to become a licensed marine Pilot.
    - (ii) the requirement to provide evidence of qualifications, competencies and experiences for marine Pilots operating in Victorian Ports.
    - (iii) general conditions that will be imposed on marine Pilot Licences.
    - (iv) the fees required to be paid with an application.
    - (v) assessment process.
  - (c) Pilotage training schedules for each port and area.
  - (d) Pilot Licence progression requirements for each port.
  - (e) Minimum subject topics for marine Pilot training.

## 2. Legislative provisions

- (2) Section 252(1) of the MSA stipulates that the Safety Director may grant a Pilot Licence to the Applicant if the Safety Director is satisfied that the Applicant:
  - (a) has the appropriate qualifications, competencies and experience to hold a Pilot Licence; and-
  - (b) meets the requirements determined by the Safety Director.
- (3) Section 252(2) of the MSA stipulates that a Pilot Licence granted under subsection 1 may be granted subject to a condition imposed by the Safety Director.
- (4) Section 258(1)(i) of the MSA details the functions of the Safety Director with respect to licensing Pilots and developing appropriate standards for the training of pilots and Pilot Exempt Masters, and to ensure that those standards are maintained.
- (5) Upon commencement, section 173A of the MSA allows for the Safety Director to suspend or cancel a Pilot Licence where the Safety Director is satisfied that the Pilot Licence holder –
  - (a) has not acted as a Pilot for a period of at least 12 months; or
  - (b) does not intend to act as a Pilot.

- (6) Upon commencement, section 173B of the MSA describes the procedure for suspension and cancellation of inactive licences.
- (7) Upon commencement, section 173C of the MSA states that if a licence has been suspended, during this period the person is taken not to hold a licence.
- (8) Upon commencement of the relevant provisions of the *Marine and Fisheries Legislation Amendment Bill 2019*, section 241 of the MSA requires that the Safety Director must register a pilotage services provider if that person has the competence to carry out pilotage services safely.
- (9) Part 8.7 of the MSA allows for an *eligible person* to apply for the review of *reviewable decisions* made by the Safety Director.

### 3. When and where is pilotage required?

#### 3.1. Waters requiring Pilot

- (10) Under section 250 of the MSA, the Safety Director, by notice published in the Government Gazette, may declare a part of state waters as waters in which a licensed Pilot is required to be engaged.
- (11) Waters where a Pilot is required to be engaged, as declared in Victorian Government Gazette Notice S 235 dated Monday 2 July 2012:

Declared water	Limits
Port of Melbourne	As declared in Victoria Government Gazette G51 dated 21 December 2000
Port of Geelong	As declared in Victoria Government Gazette G51 dated 21 December 2000
Port of Hastings	As declared in Victoria Government Gazette G51 dated 21 December 2000
Port of Portland	As declared in Victoria Government Gazette G51 dated 21 December 2000



## 3.2. Vessels requiring Pilot

- (12) The requirement for the carriage of a Pilot will apply to all vessels of LOA greater than 35m, other than specified exempted vessels. It should be recognised that certain vessels of LOA less than 35m may, in the opinion of the Safety Director or the relevant Harbour Master, require the services of a Pilot.

## 4. Pilots

### 4.1. Authority of a Pilot Licence

- (13) A Pilot is entitled to pilot ships of the length and draft and within the pilotage required waters, consistent with the Pilot Licence held and subject to the Conditions stated on that licence, provided that they are allocated to do so by their employing Pilotage Services Provider (**PSP**).
- (14) A Pilot may not continue to pilot ships if the Safety Director has cancelled or withdrawn that person's Pilot Licence.

### 4.2. Responsibilities of a Pilot

- (15) It is the responsibility of Pilots, subject to the authority of the master, to pilot vessels through pilotage required waters in Victoria.
- (16) A person must hold a Pilot Licence to act as a Pilot within the pilotage required waters of Victoria.
- (17) The Pilot for the vessel is responsible for the conduct of the vessel at all times when a Trainee Pilot is onboard.
- (18) The Pilot engaged for the vessel is responsible for the conduct of the vessel at all times when conducting an Assessment Trip for variation and / or endorsement of class, area, precinct or condition.
- (19) When a Pilot has not acted as a Pilot for a period of at least 12 months the Pilot, and the employing PSP, must notify the Safety Director detailing the extent of the period of absence. The Safety Director may cancel or withdraw their Pilot Licence subject to the required notices being served as per section 173B of Marine Safety Act 2010.

- (20) When the Safety Director has cancelled or withdrawn a Pilot Licence the holder must return the licence to the Safety Director not later than seven days after notification of the Safety Director's decision.
- (21) When the Pilot intends to resume acting as a Pilot following a period of prolonged absence they are required to undertake, and meet, the retraining appropriate to the period of absence (see section 9.0 of this Determination) before the Safety Director may reissue a withdrawn Pilot Licence

### **4.3. Pilot medical fitness**

- (22) The Pilot must meet the medical fitness standard as required by the Code of Practice for PSPs. As a minimum, a Pilot must meet the medical fitness standards prescribed in AMSA Marine Order 76.
- (23) Pilots shall obtain a certificate of medical fitness from an AMSA approved medical practitioner before becoming a Pilot Licence Trainee and at intervals not exceeding two years after qualification. When a Pilot is aged 55 years or over, a certificate of medical fitness shall be obtained annually.

### **4.4. Pilot Licences issued prior to the commencement of these requirements**

- (24) All licences issued and in force prior to the commencement of these requirements shall remain in force as if they were granted under the provisions of this Determination.
- (25) The PSP should have processes in their safety management system for revalidating the knowledge, skills and competence of a Pilot who was licensed prior to the commencement of this Determination to the requirements of the current Determination.

# Pilot licensing framework

## 5. Pilot Licence - Applicants and Trainees

### 5.1. Eligibility criteria

(26) The criteria for accepting a person to train to become a Pilot in a Victorian pilotage port are that the person:

(a) is an Australian Citizen or Permanent resident

and-

(b) holds:

- (i) a valid and unlimited Certificate of Competency as Master issued by AMSA under the *Navigation Act 2012* or under [Marine Order 71 \(Masters and deck officers\) 2014](#) – 1 January 2018; or
- (ii) a certificate of recognition of a similar foreign certificate issued by AMSA under the *Navigation Act 2012* or under [Marine Order 71 \(Masters and deck officers\) 2014](#) – 1 January 2018; or
- (iii) the equivalent of a marine Pilot's Licence issued in another Australian jurisdiction (other than a coastal pilot licence issued by the Commonwealth) and at least two years experience piloting all vessels in the port to which that licence relates without any incident but only if the vessels are of similar tonnage, type and size to those to which the application relates; and has held a Master Unlimited Certificate of Competency;

and-

(c) a Certificate of Medical Fitness (including eyesight), minimum AMSA Marine Order 76, from an AMSA approved medical practitioner, not more than six months old from the date of marine Pilot Licence application;

and-

(d) has during the five year period that immediately precedes the date on which an application is received by the Safety Director:

- (i) served for a period of not less than 12 months sea time as master of a vessel of no less than 500 gross tonnes; or
- (ii) such other experience and training that is acceptable to the Safety Director
- (iii) completed short courses and/or training that shall include, but not limited to the following (if not completed within last five years):
  - a. Bridge Resource Management;
  - b. Electronic Chart Display & Information System (ECDIS) equipment;

(e) must be able to speak, read, write and understand English to a standard that will allow them to safely perform the duties and responsibilities of a Pilot.

## 5.2. Applicant

- (27) A person applying to be an Applicant, to commence training to become a Pilot must meet the eligibility criteria prescribed in 5.1.
- (28) The PSP must notify the Safety Director and the relevant Harbour Master of the Applicant in their employ and the date from which they will commence Observer Trips.
- (29) The PSP must notify the relevant Harbour Master and/or VTS/Marine Control Centre when the Applicant is on the bridge of the vessel undertaking Observer Trips.

## 5.3. Pilot Licence - Trainee

- (30) The criteria for issue of a Pilot Licence - Trainee are:
  - (a) that the candidate:
    - (i) meets the eligibility criteria to become a Pilot;
    - (ii) is an Applicant;
    - (iii) has completed Observer Trips and PLAKE.
- (31) An Applicant must commence Training Trips within 14 days of completing their PLAKE.
- (32) A Pilot Licence - Trainee must be issued by the Safety Director before any Training Trips commence.
- (33) A PSP must notify the relevant Harbour Master and/or VTS/Marine Control Centre when the Trainee Pilot is on the bridge of the vessel undertaking shipboard training trips.

## 5.4. Training and licensing timeframes

- (34) A –Trainee Pilot should complete all training within a period of three months and obtain a Pilot Licence as soon as practicable and not more than three months after the completion of training.
- (35) When a –Trainee Pilot cannot complete training within three months, training may be extended to six months provided a minimum of five trips are completed every fortnight to maintain a continuity of learning.
- (36) The –Trainee Pilot must apply for assessment as soon as possible after completing training, but not later than three months. In case the Trainee Pilot is not able to apply for assessment within a month of completion of training, the Trainee Pilot must undergo one Assessment Trip for each month that passes.
- (37) The Safety Director may vary this requirement in consultation with the relevant Harbour Master.

## 6. Issuing a Pilot Licence

### 6.1. Criteria for issuing initial Pilot Licence with Appropriate Class, Area and Precinct Condition

- (38) The criteria for issue of a Pilot Licence with conditions, for a stated LOA, draught, pilotage area and precinct, are:
  - (a) that the candidate:
    - (i) meets the eligibility criteria to become a Pilot;
    - (ii) holds a Trainee Pilot Licence;
    - (iii) holds a Certificate of Medical Fitness (including eyesight), minimum AMSA Marine Order 76, from an AMSA approved medical practitioner, not more than six months old from the date of marine Pilot Licence application;and-
  - (b) that the candidate has satisfactorily completed all of the following:
    - (i) the training requirement as per the Pilot Training Plan and the minimum training prescribed in the relevant Annex of this determination;
    - (ii) the PLAKE for each port and/or area;
    - (iii) MSV pilotage assessment conducted by the Examination Panel;
    - (iv) competency assessment conducted by a Check Pilot through Assessment Trips.

## 7. Progression of Pilot Licence with Appropriate Class, Area and Precinct Condition

### 7.1. Length, beam and draught and Area of operation

- (39) Once training has been completed and an Applicant has passed the required MSV pilotage assessment, the Safety Director will issue the Applicant with a Pilot Licence of the appropriate class with Conditions listed.
- (40) On initial issue, the Pilot Licence will have Conditions of LOA, draught, Area of operation and precinct as shown in the relevant tables for each pilotage required port.
- (41) The Pilot will progress through the licensing structure by completing the minimum trips specified for the port within the specified time period for each successive increment and after successfully completing Assessment Trips while a Check Pilot assesses their performance.
- (42) See Annex A to F for details of progression requirements for Pilot Licences.

### 7.2. Precincts

- (43) The Pilot Licence will list the precincts within the port where a Pilot is licensed to operate. The port precinct endorsement will be based on a Pilot demonstrating competence through practical assessment on vessels visiting that precinct, to the satisfaction of the relevant Harbour Master.
- (44) The PSP and Harbour Master will make recommendation to the Safety Director to add a particular precinct in the port to the Pilot Licence Conditions.
- (45) The Safety Director will add a precinct to the Appropriate Class, Area and Precinct Condition on a Pilot Licence on receiving the application from the Applicant to add the new precinct(s) and the supporting recommendation from the Harbour Master to add the relevant port precinct(s).
- (46) In the case of a newly developed precinct, or a vessel of a size or type visiting the precinct for the first time, the Harbour Master may assess competence through simulation.
- (47) See Annex A to F for details of progression requirements for Pilot Licences.

## 7.3. Additional Area of Operation

- (48) A Pilot wishing to become a Pilot for a different port will have to follow the process specified for an Applicant for each port they wish to add.
- (49) A Pilot applying for ports of Melbourne and Geelong who has completed the training requirements for Port Phillip South Channel is not required to repeat them.
- (50) See Annex A to F for details of requirements for each port's Pilot Licences.

## 8. Competency Assessment Trips and Check Pilots

### 8.1. Pilot Licence with Check Pilot Condition

- (51) The Safety Director may issue a Pilot Licence with a Check Pilot Condition to a Pilot holding a Pilot Licence subject to the following:
- (a) that the candidate has been nominated by their employing PSP;
  - (b) the nominee has held a Class 1 or above Victorian Pilot Licence for at least five years with no adverse finding in the last two years, and is licensed for the required port's maximum length, breadth and draught, and for the relevant precincts and berths;
  - (c) completed an assessment approved by MSV.
- (52) A Check Pilot may not conduct an Assessment Trip for a Trainee Pilot who they have recently trained, unless they hold a current nationally recognised assessment qualification.

### 8.2. Responsibility for conduct of vessel during competency Assessment Trips

- (53) During an Assessment Trip the Check Pilot will be responsible for the conduct of the vessel at all times.

### 8.3. Requirement for competency Assessment Trips

- (54) A competency Assessment Trip will be required for each of the following:
- (a) when a Pilot with the Trainee Condition has completed the individual training plan, the training required as per this Determination for a given port, and has successfully completed the final assessment conducted by the panel of examiners;
  - (b) when a Pilot Licence holder is to be assessed prior to advancement to the next class of licence
  - (c) as part of a PSP's responsibility to conduct an annual assessment of a Pilot's continued knowledge, skills and competence;
  - (d) when a Pilot needs to add additional areas, precincts or ports to their Pilot Licence;
  - (e) the change of a Condition on their Pilot Licence.

### 8.4. Assessment report by Check Pilot

- (55) The Check Pilot will provide to the examinee, PSP, Harbour Master of the port; and Safety Director the check trip assessment report in a standardised format.
- (56) In the event of an unsatisfactory Assessment Trip by the candidate the Safety Director may:
- (a) separately interview the Check Pilot and the Pilot under assessment about the assessment; or
  - (b) arrange for another Assessment Trip to be undertaken by the Pilot under assessment with a different Check Pilot nominated by the Safety Director; and
  - (c) after the assessment mentioned in paragraph (b), determine whether further action is necessary; and then
  - (d) inform the Pilot under assessment, Harbour Master and the PSP of the outcome.



## 9. Return from absence re-validation requirements

(57) A Pilot returning to active pilotage duties from absence, should complete Assessment Trips detailed within one month prior to independently piloting a vessel.

(58) Upon commencement of S. 173A of the MSA, the Safety Director may suspend or cancel a Pilot Licence if the Safety Director is satisfied that the person who holds that licence—

- (a) has not acted as a Pilot for a period of at least 12 months; or
- (b) does not intend to act as a Pilot, subject to S173B of the MSA.

(59) The PSP and the Pilot shall inform the Safety Director if the Pilot has not acted as a Pilot for a period of at least 12 months, or does not intend to act as a Pilot.

Period of absence from Victorian ports	Port of Melbourne	Port of Geelong	Port of Hastings	Port of Portland
3-months*	One Assessment Trip inward/one Assessment Trip outward	One Assessment Trip inward/one Assessment Trip outward	One Assessment Trip inward/one Assessment Trip outward	As determined by the port's risk assessment
6-month*	Two Assessment Trips inward/two Assessment Trips outward	Two Assessment Trips inward/two Assessment Trips outward	Two Assessment Trips inward/two Assessment Trips outward	Two Assessment Trips inward/two Assessment Trips outward
12-month*	Four Assessment Trips inward/four Assessment Trips outward	Four Assessment Trips inward/four Assessment Trips outward	Four Assessment Trips inward/four Assessment Trips outward	Four Assessment Trips inward/four Assessment Trips outward
12-month	NOTE: Upon commencement of S.173A of the MSA, the Safety Director may suspend or cancel a Pilot Licence if the Safety Director is satisfied that the person who holds that licence— (a) has not acted as a Pilot for a period of at least 12 months; or (b) does not intend to act as a Pilot, subject to s. 173B of the MSA.			
2 to 5 years	<i>Where the Safety Director elects not to suspend or cancel a Pilot Licence, the following shall apply:  A comprehensive training plan to be approved by the Safety Director, and the relevant Harbour Master by the PSP that recognises the absentee's previous experience, licence, or licence condition status and circumstances of the absence.</i>			
Over 5 years	Retraining and examination as required for new entrants into the respective pilotage required port waters, including eligibility criteria.			

\* one Assessment Trip to be during the hours of darkness; each Assessment Trip should be to a different precinct or berth.

# Training and assessment

## 10. Objective of marine Pilot training

- (60) The objective of training is to provide the Pilot with knowledge, skills and competency to safely pilot a vessel.
- (61) Training must cover at a minimum all the topics stated in Appendix G and the training requirements described in this Determination.

## 11. Pilot Training Plan

- (62) A Pilot Training Plan shall be developed by the PSP for an individual Pilot under training covering, as a minimum, training requirements specified in this Determination as well as port specific criteria. It should be provided to the Safety Director and relevant Harbour Master for their approval 21 days prior to the commencement of the training and when/if amended.
- (63) The training plan should include details of the subjects to be covered during the Observer Trip phase of training including:
  - (a) the number of Observer Trips as determined by the employing PSP; and
  - (b) PLAKE with relevant Harbour Master.
- (64) The training plan should include details of the subjects to be covered during the Trainee Pilot phase of training including:
  - (a) shipboard training trips;
  - (b) shore-based training;
  - (c) MSV pilotage assessment conducted by the assessment panel;
  - (d) Assessment Trips;
  - (e) Pilot boarding and personal safety; and
  - (f) any other training deemed necessary by the PSP.
- (65) The plan should include details of ongoing Continuous Professional Development for the Pilot.
- (66) The Pilot Training Plan should be in a format acceptable to the Safety Director.

## 11.2. Pilot Training requirements

- (67) Training comprises Observer Trips, Training Trips and shore-based training, all of which need to be successfully completed before the Pilot under training can progress to undertaking the MSV pilotage assessment examination and Assessment Trips.
- (68) Observer Trips:
- (a) On water shipboard Observer Trips when an Applicant is present on the navigation bridge of a vessel and is observing the Pilot conduct the pilotage of a vessel for the full trip from sea to berth and vice versa.
  - (b) Evidence of each Observer Trip made by the Applicant must be recorded in accordance with the Pilot Training Plan and signed off by the Licensed Pilot. All Observer Trips must be successfully completed before application is made to become a Trainee Pilot.
  - (c) The Observer Trip must be conducted with a licensed Pilot holding a Pilot Licence of at least one class above the minimum LOA, beam and precinct for the relevant port and who is appointed by the PSP to train prospective Pilots undertaking Observer Trips in accordance with the Code of Practice for Victorian Pilotage Services Providers.
- (69) Training Trips:
- (a) On water shipboard Training Trips during which a Trainee Pilot is present on the navigation bridge of a vessel, is proactively engaged with the Pilot conducting the navigation of that vessel and performing pilotage duties under close supervision and instruction of the Pilot.
  - (b) Evidence of each trip undertaken by the Trainee Pilot, including assessment of the Applicant's performance and a record of any incident, must be signed off by the Pilot and the vessel's master, and recorded in the standard format in the Pilot Training Record.
  - (c) A minimum of 50 per cent of the Training Trips should be conducted under the supervision of a class 2, or above. Pilots at that class with appropriate area and precinct condition and who is appointed by the PSP to train prospective Pilots undertaking training trips in accordance with the Code of Practice for Victorian Pilotage Services Providers. These Training Trips under a holder of class 2, or above, Licence should be spread from the beginning of the Training Trips when the Trainee Pilot is new, in the middle and at the end.
  - (d) For the remaining Training Trips the Pilot must hold a Pilot Licence of at least one class above the minimum LOA, beam and precinct for the relevant port and who is appointed by the PSP to train the prospective pilots undertaking training trips in accordance with the Code of Practice for Victorian Pilotage Services Providers.

(70) Shore-based training:

- (a) Mandatory shore based training includes simulator-based training, visit to port authority office and towage operations.
- (b) In addition to mandatory shore based training in (h), a PSP may include ship manned model or other shore based training and record it in a Pilot's Training Plan and record.
- (c) The Trainee Pilot must complete simulation trips for each channel and port precinct for which the Pilot seeks a licence, which should include simulation of emergency and adverse situations including, but not limited to, mechanical failure, adverse weather conditions, adverse visibility situations, and non-availability of port services such as towage or vessel traffic services (VTS) or the marine control centre (MCC).

### **11.3. Training records**

(71) PSP and the Applicant will keep records of all training they undertake in the individual's Pilot Training Records.

(72) PSP will provide monthly reports to Safety Director and the relevant Harbour Master on the progress of Trainee Pilots in a format acceptable to the Harbour Master and Safety Director.

### **11.4. Additional training**

(73) A Harbour Master of the port may require a Pilot to undertake additional training for their port with regard to the type of vessel, size of vessel, a particular precinct or new development.

### **11.5. Continuous Professional Development**

(74) As part of the Pilot's Training Plan, the PSP must include a Continuous Professional Development plan and review it annually.

(75) The outcome of mandatory annual Assessment Trips must be notified to the Safety Director within a month of the trip.

### **11.6. Variation in training requirements**

(76) On application from a PSP, the Safety Director, in consultation with the Harbour Master of the relevant port, may consider varying the on-water Training Trip requirements for an individual Pilot undergoing training specified in this Determination. The alternate Training Trip requirements proposed must meet or exceed the requirements of this Determination.

## 12. Assessment process for a Pilot Licence

### 12.1. Initial Application

- (77) A candidate who has been appointed by the PSP must submit an initial application with the following documents to the Safety Director prior to commencing any training:
- (a) an initial application;
  - (b) a copy of their letter of appointment;
  - (c) the individual's training plan;
  - (d) a copy of documents confirming they meet the eligibility criteria;
  - and-
  - (e) the training commencement date.

### 12.2. Applicant

- (78) The Applicant must successfully complete the following before becoming a Trainee Pilot:
- (a) Documentation to meet the eligibility criteria for the issue of Pilot Licence;
  - (b) Observer Trips as per the individual Pilot Training Plan developed by the PSP;
  - (c) PLAKE carried out by the Harbour Master.

### 12.3. Trainee Pilot

- (79) The Trainee Pilot must successfully complete the following before being issued with a Pilot Licence with Conditions:
- (a) Training as per the individual Pilot Training Plan developed by the PSP as a minimum covering the items listed in Annex G;
  - (b) MSV pilotage assessment conducted by the Examination Panel;
  - (c) Competency assessment conducted by a Check Pilot through Assessment Trips.
- (80) Once a Trainee Pilot has completed the individual Pilot Training Plan developed by the PSP demonstrating that all the requirements of the Determination have been met, the Trainee Pilot must apply for assessment as soon as practicable but no more than six months after completion of the training. In case the Applicant is not able to apply for assessment within a month, the Trainee Pilot must undergo one more Assessment Trip for each month that passes.

## 12.4. MSV pilotage assessment - Examination Panel

- (81) The MSV pilotage assessment will be conducted in English by an Examination Panel comprising the following:
- (a) Harbour Master of the relevant port(s);
  - (b) an examiner with appropriate qualifications and skills appointed by the Safety Director;
  - (c) an MSV representative, with appropriate qualifications representing the Safety Director, who is the Chair of the Examination Panel.
- (82) All members of the Examination Panel will contribute in developing the assessments and assessing the candidate's knowledge, skills and competence for piloting a vessel in the relevant port.
- (83) The MSV representative is additionally responsible for ensuring the assessment is reliable, flexible and fair.
- (84) The Trainee Pilot must satisfy the examination panel at an MSV pilotage assessment that they have the required knowledge, skills and competence in relation to the topics detailed in Annex G.
- (85) No other person should be present in the examination room while the examination is in progress.

## 12.5. When a candidate passes the MSV pilotage assessment

- (86) When a candidate passes the assessment, the panel must:
- (a) agree that the candidate has the necessary knowledge, skills and competence to pilot the vessel as detailed in the relevant Annex for the port and Annex F;
  - (b) the panel will recommend to the Safety Director the issuing of a Pilot Licence with Conditions of LOA, draught, area of operation and precinct and any other Condition imposed by the Safety Director;
  - (c) all three panel members must sign the final report of the assessment.

## **12.6. If a candidate is not successful in the MSV pilotage assessment**

- (87) In cases where the panel finds a candidate does not have the necessary knowledge, skills and competence detailed in the relevant Port's Annex Table:
- (a) this shall be reported to the Safety Director;
  - (b) the report shall include recommendations the panel may have that would assist a candidate in developing required knowledge and skills;
  - (c) following receipt of the panel's report, the Safety Director shall inform the candidate of the outcome of the assessment and may include any recommendations the panel has provided that would assist an Applicant in developing required knowledge and skills.

## **12.7. Pilot competency assessment through Assessment Trips after completing MSV pilotage assessment for issue of initial Pilot Licence**

- (88) A Trainee Pilot must satisfy the Check Pilot that they have has the required knowledge, skills and competency in relation to the topics detailed in the relevant Annex to safely conduct the pilotage of a vessel in the port waters for which they are being assessed.
- (89) The Trainee Pilot must conduct the pilotage of a vessel under the supervision of a Check Pilot for two Assessment Trips in each of the relevant port waters for which the licence will apply. It will be one trip inwards and one trip outwards for each port, one of which should be conducted at night.
- (90) On receipt of the assessment report from the Check Pilot that the Trainee Pilot has demonstrated knowledge, skills and competence in conducting the pilotage of vessels during the required Assessment Trips and the record indicating the successful completion of the MSV pilotage assessment, the Safety Director will issue the Trainee Pilot with a Pilot Licence with the Appropriate Class, Area and Precinct Condition.

## **12.8. Action if a candidate is not successful in the competency Assessment Trips**

- (91) In cases when the Check Pilot finds a candidate does not have the necessary knowledge, skills and competence to pass the prescribed Assessment Trips in two attempts:
- (a) this shall be reported to the Examination Panel;
  - (b) the report shall include recommendations the Check Pilot may have that would assist a candidate in developing required knowledge and skills to pass the competency Assessment Trips;
  - (c) following receipt of the Check Pilot's report, the Examination Panel will review the recommendation and shall inform the Safety Director of the outcome of their review of the assessment including any additional Training and/or Assessment Trips;
  - (d) the Safety Director will inform the candidate of the outcome and the recommendation of the Examination Panel.

## **12.9. Assessment Trip requirements for advancement to next class (i.e. LOA/beam/draft) of licence**

- (92) Assessment Trips must be undertaken before advancement to the next class as detailed in the Progression Annex of the relevant Port.
- (93) Assessment Trips may be counted as part of the minimum trip requirement but must be conducted as the final trip of the stipulated minimum trips required before advancement to the next Pilot class.
- (94) Assessment Trips must be conducted on vessels of at least the minimum LOA of the next Pilot class, but not exceeding the maximum LOA of the next Pilot class.
- (95) The PSP will keep records of Assessment Trips and formally record the LOA, draught and area of operation and precinct limitation. The PSP will inform the Safety Director and the relevant Harbour Master when a Pilot has completed the required trips at each LOA as detailed in Annex F and request that the conditional licence limitations be revised. The Harbour Master will confirm the recommendation to the Safety Director that the Condition on a Pilot Licence be revised.



# Pilot licensing – administrative provisions

## 13. Administrative provisions - Pilot licensing and training framework

### 13.1. Form of licence application

(96) An Applicant must make an application to the Safety Director on TSV Form CC11 as updated.

### 13.2. Pilot Licences

(97) A Pilot Licence is issued with Conditions. It must:

- (a) be in writing; and
- (b) include the following information:
  - (i) the name of the licensee;
  - (ii) the licence number;
  - (iii) a licence, other than for a Trainee Pilot, should have the condition of LOA of the vessel, beam of the vessel, maximum draught, port and the port precinct within which the licensee is permitted to pilot;
  - (iv) Any additional Conditions on the licence which may include:
    - a. Trainee;
    - b. Check Pilot;
    - c. Oversize Vessel;
    - d. High-Risk Vessel;
    - e. any Conditions placed on the Licence by the Safety Director.

(98) A Pilot Licence may include any Conditions the Safety Director considers relevant.

(99) When a Pilot Licence has been cancelled or withdrawn by the Safety Director in accordance with the requirements stated in clause 5 of this Determination, the holder must return the Licence to the Safety Director not later than seven days after notification of the Safety Director's decision.

### 13.3. Fees

(100) For the application to be processed, the Applicant must pay the required fees as prescribed in the current Schedule of Fees.

## 13.4. MSV Pilotage Assessment

- (101) To apply for an MSV pilotage assessment an Applicant must submit the following completed documentation:
- (a) A completed application form for a Pilot License,
  - (b) Certified copies of all supporting documentation.
  - (c) Evidence of successful completion of all training requirements in Determination - Training of Marine Pilots for Victorian Ports.
  - (d) The required fee.
- (102) On provision of the required documentation, an examination will be arranged for the Applicant to sit before the Examination Panel. The examination will be conducted in accordance with the requirements of the training standard.

# Annexures

These annexures detail the training and licensing requirements for individual ports of:

- Port of Melbourne
- Port of Geelong
- Port of Hastings
- Port of Portland

## **14. Annex A: training requirements for Port Phillip – South Channel**

- (103) The completion of Port Phillip - South Channel training requirements forms part of the training requirements for the Port of Geelong and the Port of Melbourne. Training trips for Port Phillip- South Channel and either the Port of Geelong or the Port of Melbourne may be combined.

### **14.2. Observer Trip requirements for the South Channel**

- (104) An Applicant seeking a licence for Port of Melbourne and/or Port of Geelong will conduct Observer Trips as determined by the PSP in the Pilot Training Plan with a Pilot, that is - full movements from the pilot boarding ground to berth (or vice versa) as an observer prior to sitting the PLAKE and subsequently commencing Pilot Training Trips.
- (105) Record of each Observer Trip undertaken by the Pilot training must be witnessed by the Pilot conducting the act of pilotage. Each Applicant and their employing PSP are to retain evidence of each Observer Trip undertaken for submission as evidence of meeting the eligibility criteria for a Pilot Licence - Trainee.

### **14.3. Pilotage Local Area Knowledge Examination after completing Observer Trip**

- (106) On completion of Observer Trips the Applicant must pass a PLAKE with the Harbour Master. If the candidate is not successful in the PLAKE they should be given feedback by the Harbour Master.
- (107) The candidate should be allowed to sit the PLAKE for the second time once the candidate is ready to undertake the examination.
- (108) If the candidate is unsuccessful after the second attempt they should repeat the Observer Trips to gain the required pilotage area local knowledge.

## 14.4. Training Trip requirements for Port Phillip – South Channel

(109) Once the Applicant has successfully completed and documented the Observer Trips and passed the PLAKE, they may then progress to undertake supervised Training Trips as a Trainee Pilot.

(110) For Port Phillip, the compulsory South Channel Area component will be undertaken concurrent with port specific training by anyone applying for Pilot Licence for Port of Melbourne and Port of Geelong.

(111) The Trainee Pilot will complete a minimum of 100 Training Trips through the South Channel as detailed in the table below:

Type of trip Total of 100 Training Trips.	Inbound – South Channel Area (Pilot boarding ground to Beacons 24/25)	Outbound - South Channel Area (Beacons 24/25 to pilot boarding ground)
<b>Training Trips</b>  All Training Trips must be completed within a 3 - month period.	Minimum of 40 inbound trips from pilot boarding ground to Beacons 24/25 of which: <ul style="list-style-type: none"> <li>• At least 15 must be in hours of darkness</li> <li>• At least 15 must be during ebb tide</li> <li>• At least 15 must be during flood tide</li> </ul>	Minimum of 40 outbound trips from Beacons 24/25 to the pilot boarding ground of which: <ul style="list-style-type: none"> <li>• At least 15 must be in hours of darkness</li> <li>• At least 15 must be during ebb tide</li> <li>• At least 15 must be during flood tide</li> </ul>

## 14.5. Shore based training

(112) In addition to Training Trips, the Trainee Pilot must visit port operations, VTS and attend towage operations, while undertaking training for South Channel or the relevant port.

## **15. Annex B: Port of Melbourne**

### **15.1. Training requirements for Port of Melbourne**

- (113) While, or after, completing the training requirements of South Channel area, a Trainee Pilot must complete the following training for Port of Melbourne.

### **15.2. Observer Trip requirements for the Port of Melbourne**

- (114) An Applicant seeking a licence for Port of Melbourne will conduct observer trips as determined by the PSP in the Pilot Training Plan.
- (115) Record of each Observer Trip undertaken by the Trainee Pilot must be witnessed by the Pilot conducting the act of pilotage. Each Applicant and the employing PSP are to retain evidence of each Observer Trip undertaken for submission as evidence of meeting the eligibility criteria for a Pilot Licence - Trainee.

### **15.3. Pilotage Local Area Knowledge Examination after completing Observer Trip**

- (116) On completion of Observer Trips the Applicant must pass a PLAKE with the Harbour Master. If the Applicant is not successful in the PLAKE they should be given feedback by the Harbour Master.
- (117) The candidate should be allowed to sit the PLAKE for the second time once they are ready to undertake the examination.
- (118) If the candidate is unsuccessful after the second attempt they should repeat the Observer Trips to gain the required pilotage area local knowledge.

## 15.4. Training Trip requirements for Port of Melbourne

(119) While, or after, completing the training requirements of South Channel area, a Trainee Pilot must complete the following Training Trips for Port of Melbourne.

(120) The Trainee Pilot will complete Training Trips as detailed in the table below:

Type of Trip	Port of Melbourne
<b>On water, ship-based training trips</b>	
<p><b>Training Trips</b></p> <p>All trips must be completed within a three-month period.</p>	<p>While completing the compulsory South Channel Area Training Trips, a Trainee Pilot must complete the following Training Trips to qualify for a Port of Melbourne licence:</p> <ul style="list-style-type: none"> <li>• Minimum 80 full pilotage trips either sea to berth or berth to sea of which a minimum of 70 per cent must commence or terminate upstream of the West Gate Bridge</li> <li>• Minimum of five inbound trips from beacons 24-25 to each berth precinct*, of which two trips to each precinct must be completed in hours of darkness for the precinct the Pilot is applying for</li> <li>• Minimum of five outbound trips from each berth precinct* to beacons 24-25, of which two trips to each precinct must be completed in hours of darkness for the precinct the Pilot is applying for</li> <li>• Minimum of 15 total anchorage trips of which:               <ul style="list-style-type: none"> <li>○ Minimum five trips inwards to the anchorage.</li> <li>○ Minimum five trips from anchorage to the berth.</li> </ul> </li> </ul>
<p><b>Anchoring trips</b></p>	<p>A minimum of five acts of pilotage to the outer anchorages appropriate for the size of vessel. Three removals.</p> <p>At least two anchoring's to be conducted at night.</p>
<p><b>Towage operations and tug Observer Trips</b></p> <p>All tug observer trips to be completed prior to applying for the MSV pilotage assessment or each port precinct endorsement.</p>	<ul style="list-style-type: none"> <li>• Attend as an observer on the navigation bridge of a tug operating within the port(s) for not less than 10 hours and witness at least four inwards and four outwards ship movements, unless otherwise specified by the Safety Director.</li> <li>• Where multiple towage service providers are operating within a port, the requirements stated above are to be completed on each towage service provider tugs.</li> </ul>

## 15.5. Shore based training requirements for Port of Melbourne

(121) The Trainee Pilot will complete shore based training as detailed in the table below:

<b>Shore based training requirements</b>	
<p><b>Port operations visit</b></p> <p>All port operations visits are to be completed prior to applying for the MSV pilotage assessment</p>	<p>Attend the relevant port office(s) to receive instruction in the operational procedures of that port</p>
<p><b>Vessel Traffic Services (VTS) or Marine Control Centre (MCC) observation</b></p> <p>All VTS / MCC observation visits are to be completed prior to applying for MSV pilotage assessment</p>	<p>Attend and observe VTS / MCC operations and witness under keel clearance management system vessel movements</p>
<p><b>Simulation training</b></p> <p>All simulation Training Trips are to be completed prior to applying for MSV pilotage assessment and for precinct endorsement</p>	<p>In accordance with the Pilot Training Plan, the Trainee Pilot must successfully complete simulation trips for each channel and port precinct for which they seek a licence. This should include simulation of emergency and adverse situations including, but not limited to, mechanical failure, adverse weather conditions, adverse visibility situations, and non-availability of port services such as towage or VTS or marine control centre</p>



## 15.6. Port of Melbourne - precincts conditions and Assessment Trip requirements

(122) Port of Melbourne precincts and Assessment Trips requirements are detailed in the table below:

Precinct	Maximum vessel sizes L= Length B= Beam D= Draught	Assessment Trip requirements (inwards)	Assessment Trip requirements (outwards)	Notes
Gellibrand	287 x 50.1 x 14.7 (L x B x D)	2 inward, 1 at night (in or out)	2 outward	Night trip may be inwards or outward
Webb Dock East 4&5	336 x 14.0 (L x D)	2 inward	2 outward	
Webb Dock West	265 x 11.8 (L x D)	2 inward	2 outward	
Holden Dock	200 x 12.1 (L x D)	2 inward	2 outward	
Yarraville	190 x 9.6 (L x D)	2 inward	2 outward	
Maribyrnong	180x 9.4 (L x D)	2 inward	2 outward	
Swanson Dock	325 x 42.8 x 14 315 x 48.2 x 14 (L x B x D)	3 inward 2 at night (in or out)	3 outward	Mandatory Assessment Trips on advancement between Class 3 and Class 2  Night trips may be inwards or outward
Appleton Dock	250 x 10.1 (L x D)	2 inward	2 outward	
South Wharf except SW33 and SW 26 and Victoria Dock	185 x 8.8 * (L x D) 250 x 8.8 (L x D)	2 inward	2 outward	
South Wharf SW33	185 x 11 (L x D)	2 inward	2 outward	

South Wharf SW26	215 x 10.4 (L x D)	2 inward	2 outward	
Station Pier East	240 x 10.3(L x T)	2 inward	2 outward	Mandatory Assessment Trips when moving to Class 1
Station Pier West	345 x 10.3(L x T)	2 inward	2 outward	

## **16. Annex C: Port of Geelong**

### **16.1. Training requirements for Port of Geelong**

- (123) While, or after, completing the training requirements of South Channel area, a Trainee Pilot must complete the following training for Port of Geelong.

### **16.2. Observer Trip requirements for the Port of Geelong**

- (124) An Applicant seeking a licence for Port of Geelong will undertake Observer Trips as determined by the PSP in the Pilot Training Plan.
- (125) Record of each Observer Trip undertaken by the Trainee Pilot must be witnessed by the Pilot conducting the act of pilotage. Each Applicant and their employing PSP are to retain evidence of each Observer Trip undertaken for submission as evidence of meeting the eligibility criteria for a Pilot Licence - Trainee.

### **16.3. Pilotage Local Area Knowledge Examination after completing Observer Trip**

- (126) On completion of Observer Trips the Applicant must pass a PLAKE with the Harbour Master. If the Applicant is not successful in the PLAKE they should be given feedback by the Harbour Master.
- (127) The candidate should be allowed to sit the PLAKE for the second time once they are ready to undertake the examination.
- (128) If the Applicant is unsuccessful after the second attempt they should repeat the Observer Trips to gain the required pilotage area local knowledge.

## 16.4. Training Trip requirements for Port of Geelong

(129) While completing the training requirements of South Channel area, or after meeting them, a Trainee Pilot must complete the following training trips for Port of Geelong.

(130) The Trainee Pilot will complete training trips as detailed in the table below:

Type of trip	Port of Geelong
	<b>On water, ship-based training trips</b>
<p><b>Training Trips</b></p> <p>All trips must be completed within a 3-month period.</p>	<p>Concurrently, or on completion of the compulsory South Channel Area trip requirements, a Trainee Pilot must complete the following Geelong channel transit Training Trips including anchorage transits to qualify for a Port of Geelong licence:</p> <ul style="list-style-type: none"> <li>• Minimum of 8 inbound Training Trips from Point Richards Beacon to berth (day)</li> <li>• Minimum of 12 outbound Training Trips from Point Richards Beacon to berth (night)</li> <li>• Minimum of 8 inbound Training Trips from Berth to Point Richards Entrance Beacon (day)</li> <li>• Minimum of 12 outbound Training Trips from Berth to Point Richards Entrance Beacon (night).</li> </ul>
<p><b>Towage operations and tug Observer Trips</b></p> <p>All tug Observer Trips to be completed prior to applying for the MSV pilotage assessment or each port precinct endorsement.</p>	<ul style="list-style-type: none"> <li>• Attend as an observer on the navigation bridge of a tug operating within the port(s) for not less than two inward and two outward towage operations, unless otherwise specified by the Safety Director.</li> <li>• Where multiple towage service providers are operating within a port, the requirements stated above are to be completed on each towage service provider tugs.</li> </ul>

## 16.5. Shore based training requirements for Port of Geelong

(131) The Trainee Pilot will complete shore-based training as detailed in the table below:

Shore based training requirements	
<p><b>Port operations visit</b></p> <p>All port operations visits are to be completed prior to applying for the MSV pilotage assessment.</p>	Attend the relevant port office(s) to receive instruction in the operational procedures of that port.
<p><b>VTS or MCC observation</b></p> <p>All VTS / MCC observation visits are to be completed prior to applying for MSV pilotage assessment.</p>	Attend and observe VTS / MCC operations and witness under keel clearance management system vessel movements.
<p><b>Simulation training</b></p> <p>All simulation Training Trips are to be completed prior to applying for MSV pilotage assessment and for precinct endorsement.</p>	In accordance with the Pilot Training Plan, the Trainee Pilot must successfully complete simulation trips for each channel and port precinct for which they seek a licence. This should include simulation of emergency and adverse situations including, but not limited to, mechanical failure, adverse weather conditions, adverse visibility situations, and non-availability of port services such as towage or VTS or MCC.

## 16.6. Port of Geelong - precincts conditions and Assessment Trip requirements

(132) Port of Geelong precincts and Assessment Trips requirements are detailed in the table below:

Precinct	Maximum vessel sizes	Assessment Trip requirements (inwards)	Assessment Trip requirements (outwards)	Notes
<b>Lascelles</b>	As per the berth	5	5	
<b>Corio</b>	As per the berth	8	8	At least three trips should be on Panamax vessel inwards and outwards.
<b>Refinery 1 &amp; 2</b>	As per the berth	5	5	
<b>Refinery 3 &amp; 4</b>	As per the berth	8	8	
<b>Point Henry</b>	As per the berth	2	2	

## 17. Annex D: Port of Hastings

(133) There are two pathways to obtain a Pilot Licence for the Port of Hastings. A candidate will complete the PLAKE and can follow pathway one or two if eligible.

- (a) Pathway One – This pathway is open for all eligible applicants.
- (b) Pathway Two – This pathway is for applicants who have held a Melbourne and Geelong class 1 (formerly unrestricted) Pilots' Licence for at least 36 months.

(134) Note - All licences issued for Western Port and in force prior to the commencement of these requirements shall remain in force as if they were granted under the provisions of this Determination.

### 17.2. Observer Trip requirements for the Port of Hastings

(135) An Applicant who is seeking a licence for Port of Hastings through Pathway One, is to undertake 20 compulsory Observer Trips, that is - full movements from the pilot boarding ground to berth (or vice versa), as an observer prior to commencing Training Trips.

(136) Record of each Observer Trip undertaken by the Pilot training must be witnessed by the Pilot conducting the act of pilotage. Each Applicant and their employing PSP are to retain evidence of each Observer Trip undertaken for submission as evidence of meeting the eligibility criteria for a Pilot Licence - Trainee.

### 17.3. Training requirements regardless of pathway for Port of Hastings

(137) The candidate must pass a PLAKE with the Harbour Master. If event the candidate is not successful in the PLAKE they should be given feedback by the Harbour Master.

- (a) If the Applicant is completing Pathway One, they must complete Observer Trips prior to attempting the PLAKE.
- (b) The candidate should be allowed to sit the PLAKE again once the candidate is ready to undertake the examination.
- (c) If the Applicant is unsuccessful after the second attempt they should repeat the Observer Trips to gain the required pilotage area local knowledge.

(138) The Trainee Pilot will then complete training as detailed in the table below:

<b>Training requirements</b>	
<p><b>Port Operations visit</b></p> <p>All port operations visits are to be completed prior to applying for the MSV pilotage assessment.</p>	<p>Attend the relevant port office(s) to receive instruction in the operational procedures of that port.</p>
<p><b>VTS or MCC observation</b></p> <p>All VTS / Marine Control Centre observation visits are to be completed prior to applying for MSV pilotage assessment.</p>	<p>Attend and observe VTS / MCC operations and witness under keel clearance management system vessel movements.</p>
<p><b>Simulation training</b></p> <p>All simulation Training Trips are to be completed prior to applying for MSV pilotage assessment and for precinct endorsement.</p>	<p>In accordance with the Pilot Training Plan, the Trainee Pilot must successfully complete simulation trips for each channel and port precinct for which they seek a licence. This should include simulation of emergency and adverse situations including, but not limited to, mechanical failure, adverse weather conditions, adverse visibility situations, and non-availability of port services such as towage or VTS or marine control centre.</p>
<p><b>Other</b></p> <p>This training may be conducted on shore or on the water, as per the Harbour Master's requirements.</p>	<p>Complete any training in specialised pilotage applications appropriate to the port, vessels or conditions for which the licence is sought. Such training may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• The navigation of high-speed craft;</li> <li>• Specialist cargo handling requirements;</li> <li>• The navigation of deep draught vessels.</li> </ul>
<p><b>Towage familiarisation and tug Observer Trips</b></p> <p>All tug Observer Trips to be completed prior to applying for MSV pilotage assessment or each port precinct endorsement.</p>	<p>Attend as an observer on the navigation bridge of a tug operating within the port(s) for not less than two inward and two outward towage operations, unless otherwise specified by the Safety Director.</p> <p>When multiple towage service providers are operating within a port, the requirements stated above are to be completed on each towage service provider tugs.</p>
<p><b>High risk vessel operation</b></p>	<p>Training as agreed between the Harbour Master and PSP.</p>

## 17.4. Pathway One - Observer Trip requirements for Port of Hastings

(139) The Applicant will complete a minimum of 20 observer trips within two months, as detailed in the tables below:

Shipping channel	Observer Trips (inwards)	Observer Trips (outwards)
<b>Ebb tide</b>	4 At least one trip at night and one trip by day.	6 At least two trips at night and two trips by day.
<b>Flood tide</b>	6 At least two trips at night and two trips by day.	4 At least one trip at night and one trip by day.

## 17.5. Pathway One - Training Trip requirements for Port of Hastings

(140) The Trainee Pilot will complete Training Trips to anchorage and berths as detailed in the tables below:

Anchorage	Inward trips	Outward trips
<b>Ebb tide</b>	2 One trip at night and one trip by day.	3 At least one trip at night and one trip by day.
<b>Flood tide</b>	3 At least one trip by day and one trip by night.	2 One trip by night and one trip by day.

Steel Wharf 2	Inward trips	Outward trips
<b>Ebb tide</b> Vessel using tugs	3 At least one trip at night and one trip by day.	3 At least one trip at night and one trip by day.
<b>Flood tide</b> Vessel using tugs	3 At least one trip at night and one trip by day.	3 At least one trip at night and one trip by day.



Crib Point Jetty 1	Inward trips	Outward trips
<b>Ebb tide</b> Vessel using tugs	3 At least one trip at night and one trip by day.	3 At least one trip at night and one trip by day.
<b>Flood tide</b> Vessel using tugs	3 At least one trip at night and one trip by day.	3 At least one trip at night and one trip by day.

Long Island Point	Inward trips	Outward trips
<b>Ebb tide</b> Vessel <b><i>not</i></b> using tugs	3 At least one trip at night and one trip by day.	3 At least one trip at night and one trip by day.
<b>Flood tide</b> Vessel <b><i>not</i></b> using tugs	3 At least one trip at night and one trip by day.	3 At least one trip at night and one trip by day.

Long Island Point	Inward trips	Outward trips
<b>Ebb tide</b> Vessel using tugs	3 At least one trip at night and one trip by day.	3 At least one trip at night and one trip by day.
<b>Flood tide</b> Vessel using tugs	3 At least one trip at night and one trip by day.	3 At least one trip at night and one trip by day.

## 17.6. Pathway Two - Training Trip requirements for Port of Hastings

(141) This pathway provides for current Port of Hastings Pilots to continue operating at the commencement of this Determination.

(142) Applicants must have held a Melbourne and Geelong Class 1 (formerly unrestricted) Pilots' Licence for at least 36 months.

(143) Pilots meeting the current training requirement detailed in the tables below as of August 2019 will be considered as meeting the requirements for Port of Hastings.

Anchorage	Training inward trips	Training outward trips
<b>Ebb tide</b>	-	1
<b>Flood tide</b>	1	-

Steel Wharf 2	Inward trips	Outward trips
<b>Ebb tide</b> Vessel using tugs	1	1
<b>Flood tide</b> Vessel using tugs	1	1

Crib Point Jetty 1	Inward trips	Outward trips
<b>Ebb tide</b> Vessel using tugs	1	1
<b>Flood tide</b> Vessel using tugs	1	1

Long Island Point	Inward trips	Outward trips
<b>Ebb tide</b> Vessel <b><u>not</u></b> using tugs	1	1
<b>Flood tide</b> Vessel <b><u>not</u></b> using tugs	1	1

Long Island Point	Inward trips	Outward tips
<b>Ebb tide</b> Vessel using tugs	1	1
<b>Flood tide</b> Vessel using tugs	1	1

## **18. Annex E: Port of Portland**

- (144) There are two pathways to obtain a Pilot Licence for the Port of Portland. An Applicant will complete PLAKE and can follow pathway one or two if eligible.
- (a) Pathway One – is open for all eligible applicants.
  - (b) Pathway Two – is for current Port of Portland Pilots to continue operating at the commencement of this Determination. Applicants must have held a Melbourne and Geelong Class 1 (formerly unrestricted) Pilots Licence for at least 36 months.

### **18.1. Observer Trip requirements for the Port of Portland**

- (145) An Applicant who is seeking a Licence for Port of Portland is to undertake 10 compulsory Observer Trips, that is - full movements from the pilot boarding ground to berth (or vice versa), as an observer prior to commencing Training Trips.
- (146) Record of each Observer Trip undertaken by the Pilot Licence - Trainee must be witnessed by the Pilot conducting the act of pilotage. Each Applicant and their employer are to retain evidence of each Observer Trip undertaken for submission as evidence of meeting the eligibility criteria for a Pilot Licence - Trainee.

### **18.2. Pilotage Local Area Knowledge Examination after completing Observer Trip**

- (147) On completion of Observer Trips the Applicant must pass a PLAKE with the Harbour Master. If the Applicant is not successful in the PLAKE they should be given feedback by the Harbour Master.
- (148) The candidate should be allowed to sit the PLAKE again once the candidate is ready to undertake the examination.
- (149) If the Applicant is unsuccessful after the second attempt they should repeat the Observer Trips to gain the required pilotage area local knowledge.

## 18.3. Pathway One - Training Trip requirements for Port of Portland

(150) The Trainee Pilot will complete Training Trips as detailed in the table below:

Type of trip	Port of Portland
	<b>On water ship – based Training Trips</b>
<p><b>Training Trips</b></p> <p>All Training Trips must be completed within a three-month period.</p>	<p>At least 30 Training Trips under the charge of an authorised Pilot for the Port of Portland. Training Trips to cover all the port waters of the Port of Portland, of which not less than:</p> <p>Five must be inward trips and five must be outward trips undertaken in the hours of darkness. Trips must include all working berths.</p>
<p><b>Towage familiarisation and tug Observer Trips</b></p> <p>All tug Observer Trips to be completed prior to applying for MSV pilotage assessment or each port precinct endorsement.</p>	<p>Attend as an observer on the navigation bridge of a tug operating within the port(s) for not less than two inward and two outward towage operations, unless otherwise specified by the Safety Director.</p>

## 18.4. Shore based training requirements for Port of Portland

(151) The Trainee Pilot will complete shore-based training as detailed in the table below:

Shore based training requirements	
<p><b>Port operations visit</b></p> <p>All port operations visits are to be completed prior to applying for the MSV pilotage assessment.</p>	<p>Attend the relevant port office(s) to receive instruction in the operational procedures of that port.</p>
<p><b>VTS or MCC observation</b></p> <p>All VTS / Marine Control Centre observation visits are to be completed prior to applying for MSV pilotage assessment.</p>	<p>Attend and observe VTS / MCC operations and witness under keel clearance management system vessel movements.</p>
<p><b>Simulation training</b></p> <p>All simulation Training Trips are to be completed prior to applying for MSV pilotage assessment and for precinct endorsement.</p>	<p>In accordance with the Pilot Training Plan, the Trainee Pilot must successfully complete simulation trips for each channel and port precinct for which they seek a licence. This should include simulation of emergency and adverse situations including, but not limited to, mechanical failure, adverse weather conditions, adverse visibility situations, and non-availability of port services such as towage or VTS or MCC.</p>
<p><b>Other</b></p> <p>This training may be conducted on shore or on the water, as per the Harbour Master's requirements.</p>	<p>Complete any training in specialised pilotage applications appropriate to the port, vessels or conditions for which the licence is sought. Such training may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• the navigation of high-speed craft</li> <li>• specialist cargo handling requirements</li> <li>• the navigation of deep draught vessels.</li> </ul>

## 18.5. Pathway Two - Training Trip requirements for Port of Portland

(152) This pathway provides for current Port of Portland Pilots to continue operating at the commencement of this Determination.

(153) Applicants must have held a Melbourne and Geelong Class 1 (formerly unrestricted) Pilots' Licence for at least 36 months.

(154) Pilots meeting the current training requirement detailed in the table below as of August 2019 will be considered as meeting the requirements for Port of Portland.

<b>Trip requirements</b>	<b>Trip inwards</b>	<b>Trip outwards</b>
To be conducted during the hours of darkness	3	3
To each commercial berth within the port	1	1
Must be on vessels of more 195m LOA or above	2	
Must be on vessels of at least 11m draught	2	
Must be to KS Anderson No. 2 Berth when KS Anderson berth 1 and Berth 5 have vessels berthed	2	
<b>Successful Assessment Trips</b>	<b>1</b>	<b>1</b>
*For all trips-	Trip requirements may be combined. For example - when applicable, a trip on a vessel of more than 195m LOA may also count towards a trip on a vessel of at least 11m draught.	

## 18.6. Port of Portland - precincts conditions and Assessment Trip requirements

(155) There are no precinct requirements for Port of Portland.

## 19. Annex F: Pilot Licence progression

### 19.1. Pilot Licence progression for the Ports of Melbourne and/or the Port of Geelong

(156) Pilots must conduct similar number of inbound and outbound trips. As a minimum at least 40 per cent should be inbound for berthing

Time licence held	Melbourne and Geelong					
	Pilot class	Minimum trips required within the period.	Assessment Trip requirements (post achieving minimum trips in accordance with 17.4)	LOA of not more than (metres)	Beam of not more than (metres)	Draught of not more than (metres)
Initial limitation	Class 6	50	At least one trip inward and one trip outward in each of the relevant ports, of which at least one must be conducted during the hours of darkness.	180	34	8.5
3 months				-		-
4 months				-		-
6 months						
9 months	Class 5	50	At least one trip inward and one trip outward in each of the relevant ports, of which at least one must be conducted during the hours of darkness.	190	34	9.5
12 months						
15 months	Class 4	75	At least one trip inward and one trip outward in each of the relevant ports, of which at least one must be conducted during the hours of darkness.	220	34	10.5
21 months						
24 months	Class 3	75	At least one trip inward and one trip outward in each of	245	40	11.0
30 months						

FOL/18/124406

DOC/19/443636

First issued 18 October 2019

FINAL, Determination for Licensing and Training Requirements for Marine Pilots in ~ Version 1, 20191018.DOCX

Time licence held	Melbourne and Geelong					
			the relevant ports, of which at least one must be conducted during the hours of darkness.			
36 months	Class 2	50	At least one trip inward and one trip outward in each of the relevant ports, of which at least one must be conducted during the hours of darkness.	270 (Geelong Unrestricted)	40	12.0
Total trips	Class 1	300	At least one trip inward and one trip outward in each of the relevant ports, of which at least one must be conducted during the hours of darkness.	Unrestricted both Ports		

## 19.2. Pilot Licence Oversize (Class 10)

(157) A Pilot having three years continuous service as a Class 1 Pilot, may apply for a Pilot Licence Class 10 – Oversize supported by:

- (a) evidence of experience;
- (b) evidence of competence in pilotage; and
- (c) completion of harbour master approved simulator training for handling large vessel.

(158) A Pilot Licence Class 10 will allow the applicant to handle vessels in excess of 310 metres LOA, or a draught exceeding 14 metres or, in the Yarra River, a beam exceeding 43.2 metres.



## 19.3. Pilot Licence progression for the Port of Hastings

(159) Progression trips may be combined with Assessment Trips in the Port of Hastings.

Time licence held	Port of Hastings					
	Pilot class	Minimum trips required within the period (Progression trips)	Assessment Trip requirements (post achieving minimum trips)	LOA of not more than (metres)	Beam of not more than (metres)	Draught of not more than (metres)
6 months	Class 5	30  At least 10 trips inward and 10 trips outward.  at least 10 trips during the hours of darkness.	At least one trip inward and one trip outward, of which at least one must be conducted during the hours of darkness.	160	30	8.5
12 months	Class 4	20  At least six trips inward and six trips outward.  At least six trips during the hours of darkness.	At least one trip inward and one trip outward, of which at least one must be conducted during the hours of darkness.	190	35	12.0
24 months	Class 3	10  At least three trips inward and three trips outward.  At least three trips during the hours of darkness.	At least one trip inward and one trip outward, of which at least one must be conducted during the hours of darkness.	230	40	12.5
36 months	Class 2	6  At least two trips inward and two trips outward.  At least two trips during the hours of darkness.	At least one trip inward and one trip outward, of which at least one must be conducted during the hours of darkness.	260	45	13.0

Time licence held	Port of Hastings					
	Pilot class	Minimum trips required within the period (Progression trips)	Assessment Trip requirements (post achieving minimum trips)	LOA of not more than (metres)	Beam of not more than (metres)	Draught of not more than (metres)
N/A	Class 1	N/A	At least one trip inward and one trip outward on a vessel of over 260m LOA.	Unrestricted Pilot		

## 19.4. Pilot Licence progression for the Port of Portland

Time licence held	Port of Portland						
	Pilot class	Minimum trips required within the period	Assessment Trip requirements (post achieving minimum trips)	LOA of not more than (metres)	Beam of not more than (metres)	Draught of not more than (metres)	
Initial limitation	Class 4	30	At least one trip inward and one trip outward in each of the relevant berths, of which at least one must be conducted during the hours of darkness.	185	34	8.5	
3 months	Class 3			200	40	11	
4 months	Class 2			Unrestricted			
6 months							
Total trips	Class 1	125		Unrestricted			

## 20. Annex G: Minimum subject topics for marine pilots training

- (160) During the period as observer and trainee, an Applicant will receive training from competent persons in the following areas:
- (a) local regulations and other statutory requirements;
  - (b) local shipping operations;
  - (c) passage planning within pilotage waters;
  - (d) the limits of the port and all other hazards and relevant physical characteristics of the port and pilotage areas including:
    - (i) names of channels, berths, shoals, headlands and points;
    - (ii) minimum depths in channels and alongside berths;
    - (iii) all navigation marks, leads and lights with their descriptions;
    - (iv) tidal streams and currents;
    - (v) weather, wave and tide height data availability;
    - (vi) reporting points;
    - (vii) position of submarine cables and pipelines;
    - (viii) prohibited areas of anchoring, restricted areas, shoals and other dangers;
    - (ix) the emergency response capabilities of the port(s);
    - (x) use of current technology and bridge equipment;
    - (xi) practical and theoretical training in ship handling, including simulator training;
    - (xii) local and general marine safety;
    - (xiii) wave-swell patterns inside and outside the port;
  - (e) international, national and local legislation concerning navigational safety and pollution prevention;
  - (f) courses and distances between main navigational marks;
  - (g) characteristics of lights, fog signals and radar beacons;
  - (h) ship traffic management systems used in Victorian ports;
  - (i) radio navigational warnings;
  - (j) use of tugs, their propulsion, manoeuvring characteristics and limitations;
  - (k) characteristics of the various types of vessels likely to be piloted including advantages and limitations imposed by various propulsion and steering systems;
  - (l) factors affecting the safe handling of vessels including squat, interaction water depth and ship motion due to waves;
  - (m) under keel clearance limits including the applicable standards and protocols
  - (n) general set rise and duration of tides including factors affecting the predictions of tidal heights;
  - (o) areas of recreational boating; and
  - (p) Pilot boarding and personal safety.

## 21. Annex H: Learning outcome guidelines for Pilot training for Port of Melbourne.

(161) The guidance contained in the following tables is not exhaustive.

Port of Melbourne navigation	
<b>Associated area</b>	Melbourne approach channels (Port Melbourne Channel, Western By-Pass, Eastern By-Pass, Williamstown Channel, Inner Anchorages, Outer Anchorages).
<b>Learning outcomes</b>	<p>Accurate management of rates of turn;</p> <p>Use of native transits / leads / sector lights to correctly identify vessels movement;</p> <p>Accurate heading and course control including application of set / leeway;</p> <p>Safe approach to and from approach channels including moving between channels to deconflict with other movements;</p> <p>Awareness of the speed zones within the approaches to the port and timely and effective steps to ensure correct speeds are maintained;</p> <p>Effective conning of the vessel during course alterations;</p> <p>Use of appropriate helm orders;</p> <p>Appropriate and well managed ROT;</p> <p>Effective positioning and selection of courses between the approach channels and anchorages;</p> <p>Reporting and interaction with VTS.</p>
Port of Melbourne manoeuvring	
<b>Associated area</b>	Melbourne approach channels (Port Melbourne Channel, Western By-Pass, Eastern By-Pass, Williamstown Channel, Inner Anchorages, Outer Anchorages).
<b>Learning outcomes</b>	<p>Accurate management of rates of turn and rates of closure;</p> <p>Use of native transits / leads / sector lights to correctly identify vessels movement;</p> <p>Management of mooring lines including awareness of the dangers of fouling (wharf fittings and own propulsion);</p> <p>Clear and concise tug communication using accepted nomenclature;</p> <p>Suitable tug positioning;</p> <p>Awareness of tug limitations specific to each tug and / or manoeuvre;</p> <p>Reporting and interaction with VTS;</p> <p>Correct identification of the onset of bank affect;</p> <p>Effective management of helm / propulsion to counteract bank effect and to safely stabilise the vessel;</p> <p>Effective identification of the appropriate points to initiate speed reduction unique to the type of vessel and anticipated manoeuvre;</p> <p>Effective management of a controlled speed reduction through: <ul style="list-style-type: none"> <li>• use of tug/s;</li> <li>• use of ships propulsion.</li> </ul> </p> <p>Accurate vessel positioning: <ul style="list-style-type: none"> <li>• prior to course alterations;</li> <li>• on approach to and departure from swing basins;</li> <li>• within the confines of the Yarra River between Bcn 25 and Bcn 45;</li> <li>• when passing / overtaking traffic.</li> </ul> </p>

<b>South Channel navigation</b>	
<b>Associated area</b>	Fairway through Port Phillip Heads to South Channel Beacon No.24.
<b>Learning outcomes</b>	Clear understanding and management of tidal streams; Practical understanding of the five prescribed channels through the Heads including navigational aids; Accurate management of rates of turn; Use of native transits / leads / sector lights to correctly identify vessels movement; Accurate heading and course control including application of set / leeway; Effective conning of the vessel during course alterations; Use of appropriate helm orders and monitoring of the helmsman; Accurate vessel positioning prior to transit; Identification and management of vessel track in relation to visual stimulus; Correct reporting to, and interaction with, VTS.