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DOCUMENT AMENDMENT TABLE

Version	Prepared By	Date	Amendment
3	Marine Operations Administrator	25.08.2015	Minor Amendments
4	Deputy Harbour Master	07.01.2016	New version incorporating changes to national law and a broader scope.
5	Deputy Harbour Master	19.11.2018	Two Yearly Revision,

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1. INTRODUCTION

Pilbara Ports Authority, Port of Port Hedland controls shipping within the Vessel Traffic Services (VTS) Area as shown in Figure 1.

Due to the large tidal range, the narrow constricted nature of the channel and the inner harbour, the continued safe operation of the port requires careful management and safe conduct of on water operations.

2. AIM

The aim of this document is to provide guidance on the Port Hedland requirements for the planning and conduct of commercial marine operations including;

- The required documentation and notification
- Emergency preparedness and response
- Cyclone preparedness
- The on water conduct and interaction with other vessel traffic and
- Reporting requirements to the Vessel Traffic Service Centre (VTSC)

3. SCOPE

This document applies to the conduct of all marine operations not covered by a service licence or contract, including but not limited to;

- Marine Construction
- Dredging
- Hydrographic survey operations
- Commercial Diving
- Crew or passenger transfers
- Tug and tows
- Barge operations

All works conducted within Port Limits shall be conducted in accordance with the conditions of the licence or permit issued. For more information refer to the Port Development Guidelines A321884. Investigative work, for example hydrographic surveys, environmental monitoring of geotechnical works, shall be conducted under an investigative license.

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4. LIST OF ACRONYMS

AIS	Automatic Identification System
AMSA	Australian Maritime Safety Authority
ERP	Emergency Response Plan
GRT	Gross Registered Tonnage
IMO	International Maritime Organisation
LMN	Local Marine Notice
MPT	Marine Pilot Transfer
Nm	Nautical Mile
NSCV	National Standard for Commercial Vessels
PEC	Pilot Exemption Certificate
PFD	Personal Flotation Device
PH	Port Hedland
POLREP	Pollution Report
PPA	Pilbara Ports Authority
RADAR	Radio Detection and Ranging
SIMOPS	Simultaneous Operations
SOLAS	International Convention the Safety of Life at Sea
SVI	Small Vessel Induction
ToPH	Town of Port Hedland
UKC	Under Keel Clearance
VRASS	Vessel Risk Assessment Score Sheet
VTS	Vessel Traffic Services
VTSC	Vessel Traffic Services Centre
VTSO	Vessel Traffic Services Officer

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WA	Western Australia
WMS	Work Method Statement

5. RELEVANT LEGISLATION

The following commonwealth and state legislation is relevant to the safe conduct of marine operations within the Port Hedland VTS area;

- Navigation Act 2012 as amended
- Marine Safety (Domestic Commercial Vessel) National Law Act 2012 as amended
- National Standard for Commercial Vessels (NSCV) 2012 as amended
- Environment Protection and Biodiversity Conservation Act 1999 as amended
- Environmental Protection Act 1986 as amended
- Port Authorities Act 1999 as amended
- Port Authority Regulations 2001 as amended
- Pollution of Waters by Oils and Noxious Substances Act 1987 as amended

Note: Australian registered vessels shall comply with the requirements of the Marine Safety (Domestic Commercial Vessel) National Law and National Standard for Commercial Vessels. Foreign registered vessels will comply with the requirements of the Navigation Act.

6. PORT HEDLAND REFERENCE DOCUMENTS

The following PPA documents provide detailed information on the Port of Port Hedland and shall be read in conjunction with this document;

- Port Handbook
- Port User Procedures and Guidelines
- Vessel Movement Protocols
- Small Vessel Mooring Procedure
- Ships Waste Discharge Guidelines
- Introduced Marine Pest Risk Assessment Procedure
- Emergency Response Procedures – Operational
- Cyclone Procedures

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- Marine Oil Pollution Contingency Plan
- Pilot Exemption Certificate Guidelines to Applicants
- Hydrographic Standards and Deliverables
- Port Development Guidelines

7. DOCUMENTATION

As detailed below some operations or activities need advanced notification and the submission and approval of supporting documents.

All submissions require a risk assessment detailing:

- All reasonably foreseeable risks and hazards associated with the activity or operation
- A rating of the consequence
- A rating of the likelihood
- Control measures implemented
- The residual risk post implementation of appropriate controls

7.1 Work Method Statement

For the purposes of this document a Work Method Statement is a document outlining the following;

- Proposed dates, timing, duration and locations
- The scope of work
- The work methodology
- Specifications of the vessel(s) in use
- A communication plan
- A list of contacts (including the appointed agents as necessary)

For tug and tow combinations the following shall be included in the WMS;

- Designated tow master with overall responsibility for the safe conduct of the tow
- The proposed date and time of the operation (noting the requirements under the vessel movement protocols)
- The specifications of the object being towed (including displacement)

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- A Bollard Pull Calculation
- The specifications of the primary and assist vessel (including bollard pull)
- Details of the towing configuration including the length of the towline and a graphic showing the configuration of the tow
- A communications plan between the primary and assist vessel

7.2 Dive Management Plan

For the purposes of this document a Dive Management plan shall include the following;

- Detailed scope of works
- Location and duration of works
- Detailed work method statement
- Details of Dive Support Vessel
- A communication plan
- Emergency Contact List
- A risk assessment
- Detail appropriate controls to ensure the safety of diver

For commercial diving operations the supporting emergency response plan shall detail the arrangements for medical support and the nearest medical facilities suitable for divers.

7.3 Emergency Response Plans (ERP)

All emergency response plans shall be consistent with and reference the PPA-PH *Emergency Response Procedure – Operational*. For the purposes of this document an Emergency Response Plan shall be based on the risk assessment and detail the following;

- The requirement to advise the VTS as soon as practicable of the incident
- The response to foreseeable incidents
- Emergency contact list including emergency services, relevant PPA PH contacts, internal contacts, relevant client contacts and where appropriate the Designated Person Ashore
- The location for the transfer of casualties

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7.4 Dredge Management Plan

For the purpose of this document a Dredge Management Plan shall include the following;

- Scope of works
- Location and duration of works
- Detailed of work method statement
- Detailed specifications of vessels
- Where appropriate outline UKC management in line with port requirements
- A communications plan
- Holding zones
- Spoil management plan
- Compliance with PEC and pilotage requirements
- Contact details for the vessels and for shore based support

Note: A holding zone is an area where the dredge can safely wait out of the way of scheduled movements. The area must have sufficient depth so as to allow the dredge to maintain the required UKC.

A dredging management plan shall be supported by an environmental management plan that outlines how the requirements of the Development Application and Construction License will be met.

7.5 Submitting Documents

Unless otherwise specified all supporting documents detailed below are to be submitted to the following shipping email with 2 working days' notice. A working day for the purpose of this document is defined as between 0800 and 1600 Monday to Friday excluding public holidays and weekends. For short notice and emergent work, it is advisable to contact the VTS and outline the urgency.

Port Hedland Shipping email: phmarine@pilbaraports.com.au

8. VESSEL MOVEMENTS

The priority of vessel movements is detailed in the Vessel Movement Protocols and Port User Guidelines

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9. VESSEL TRAFFIC SERVICES

Pilbara Ports Authority Port of Port Hedland is an authorised VTS Authority under Marine Orders 64 (Vessel Traffic Services) for the promulgated VTS area (Figure 1). Port Hedland VTS operates as an Information Service and a Traffic Organisation Service within the guidance provided by IMO Resolution A.857 (20). The VTSC operates 24 hours a day 7 days a week. The team provide vessel traffic and scheduling services for the Port of Port Hedland.

Port Hedland VTS operates under the call sign of “Port Hedland VTS” with VHF Channel 12 used as the primary port working channel. Communications protocols are outlined in Annex 1. All vessels require traffic clearance to move within the VTS Area. All vessels within the compulsory VTS area shall comply with the directions from the VTS.

The VTS is the first point of contact for all incidents within the Port Area. All commercial operators shall report all incidents to the VTS as soon as practicable in accordance with the guidance in section 20 and the Emergency Response Procedure – Operational.

The VTSC contact details are outlined in Table 1 and Port VHF channels are outlined in Table 2. All commercial vessels operating within the port are required to maintain a listening watch on VHF channel 12 and 16 at all times.

All hazards, obstructions, navigation aid issues (including defects or damage) and occurrences that could affect the safety of port users or port operations shall be immediately reported to VTS on VHF Channel 12.

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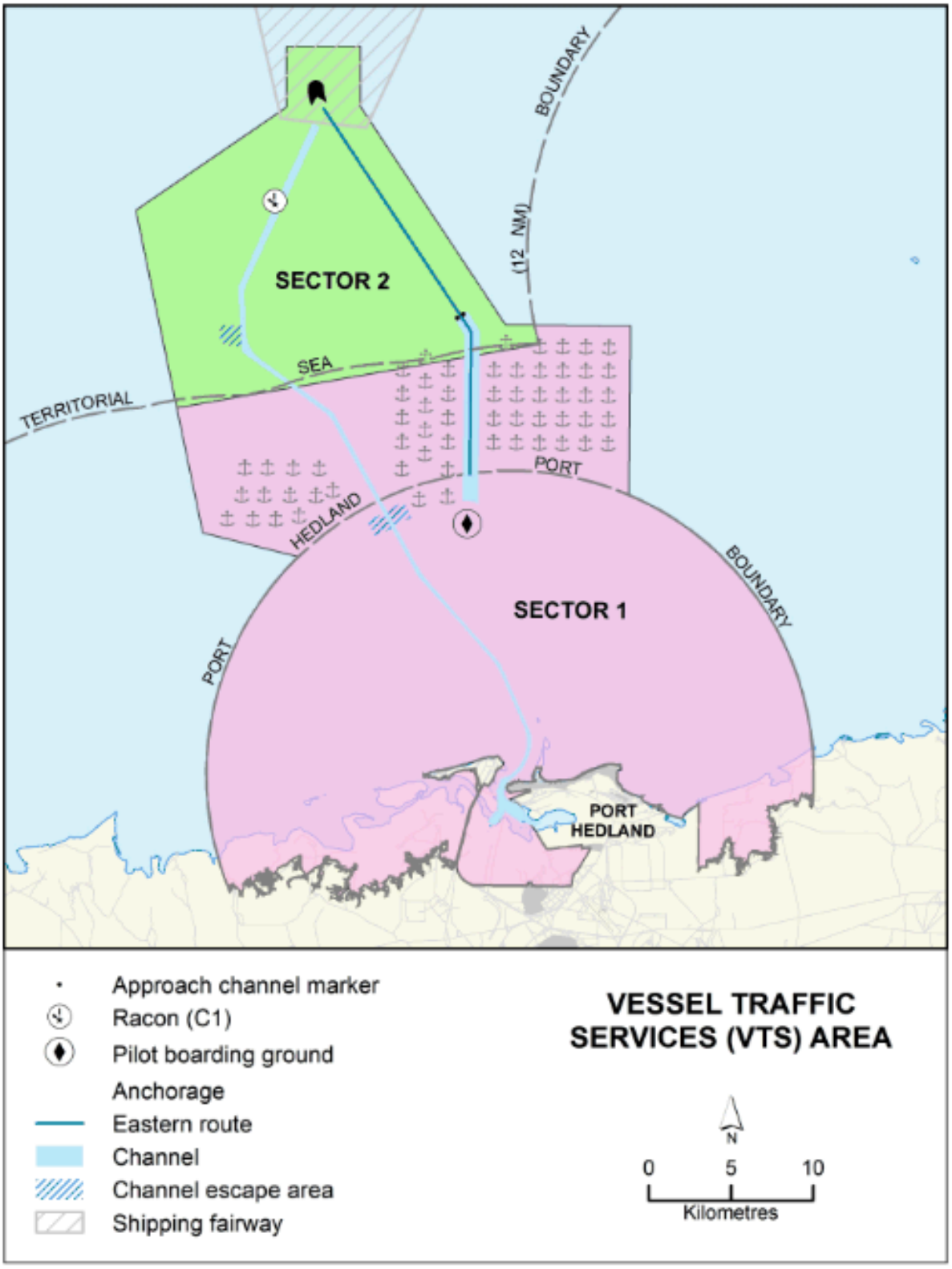

Figure 1

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TABLE 1 VTSC CONTACT DETAILS	
VHF Channels	12 or 16
VTS Telephone	08 9173 9030
Email	Tower@pilbaraports.com.au
Ship Scheduler Telephone	08 9173 9081
Email	Ship.scheduler@pilbaraports.com.au

TABLE 2 PORT VHF CHANNELS		
VHF Channel	Call Sign	Service
12	Port Hedland VTS	Mandatory Reporting, Port Working Channel
08	User	Pilot Transfer Operations
16	User	Emergency and initial calling
67	User	Supplementary to VHF Ch16
79	User	Spare – To be used as required i.e.: for construction activities
20	User	Spare – Future Tug Allocation
77	User	Port Hedland Mission To Seafarers

All vessels within the compulsory VTS area shall maintain a radio listening watch at all times on VHF Channel 12 and 16.

10. LOCAL MARINE NOTICES (LMN)

Local Marine Notices are issued by the Harbour Master or authorised delegate from time to time relating to;

- Chart corrections
- Activities that have exclusion zones or will impact shipping
- Local regulations or rules
- Activities that introduce a safety risk to normal navigational operations

LMN's are published on the PPA website. LMN's are also emailed to relevant stakeholders, for access to the list contact the Marine Administration Officer.

All vessels operating routinely within the Port Hedland VTS area should maintain an up to date register of LMN's readily available on the bridge or wheelhouse. For vessels without a bridge or wheel house the LMN register shall be available ashore and should be reviewed as part of prestart checks.

11. CHART CARRIAGE REQUIREMENTS NON SOLAS VESSELS

All commercial non-trading vessels operating within 20 Nm of Hunt Point shall adhere to the requirements in the National Standard for Commercial Vessels (NSCV) - Part C: Design and Construction Subsection 7C - Navigation equipment. Paper and Electronic charts shall be maintained to the latest edition of Notice to Mariners issued by the Australian Hydrographic Service or other national hydrographic office.

12. PASSAGE PLANNING

All vessels over 35 metres LOA, unless engaged in harbour towage, shall have a passage plan marked on the largest scale chart available. Where the passage involves multiple charts, the passage plan shall be marked on the largest scale chart relevant to each part of the passage. Vessels engaged in harbour towage shall comply with the standard towage passage plan.

13. AUTOMATIC IDENTIFICATION SYSTEM (AIS)

As of 01 January 2019, all commercial small vessels operating in the harbour, irrespective of their size or the duration of intended operation in the port, must be fitted with an operational Automatic Identification System (AIS). For non-SOLAS vessels a Class B AIS will be acceptable. This requirement is promulgated in the Local Marine Notice 23/18 (P) dated 29 October 2018.

14. PILOT EXEMPTION CERTIFICATE AND SMALL VESSEL INDUCTION

To ensure that Masters and Coxswains operating in the VTS Area have sufficient local knowledge for the safety of all port users, a Pilot Exemption Certificate (PEC) or Small Vessel Induction (SVI) is required by all commercial vessel operators not utilising the services of licensed Marine Pilot.

A PEC is required for all vessels with a length overall (LOA) greater than 35 metres operating within the VTS Area.

For more information on the PEC refer to the PPA Port of Port Hedland Website and the Pilot Exemption Certificate Guidelines to Applicants – Port of Port Hedland

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A SVI is required for all commercial vessels less than 35 metres in length operating within the VTS Area.

The SVI is available online through the PPA Induction Portal. Once the induction has been complete all applicants are required to present to the Port Hedland Maritime Security Identification Card (MSIC) Office with original copies of their Certificate of Competence (CoC) to collect the card.

15. MANNING AND QUALIFICATIONS

In addition to the manning and qualification requirements required under the NSCV and the Marine Safety (Domestic Commercial Vessels) National Law the following local requirements shall be adhered to;

- Where the vessel is less than 12 metres a minimum of 2 crew within the VTS area
- Where a barge is fitted with a crane, pile driver, excavator or other equipment that may affect stability, the barge must be manned by a barge master who holds a minimum of a Master < 35 Near Coastal.
- All barges moored to a wharf or rafted up outboard of a vessel at a berth, shall at all times have sufficient personnel on-board to tend to mooring lines.

16. ACCESS TO THE COMMERCIAL PONTOONS TO THE SOUTH OF THE MAIN STREET JETTY

Access to the commercial pontoons is controlled via swipe access. To gain access to the pontoons a letter detailing the operational requirements for access and the completion of the relevant PPA – PH induction is required. Once completed, access will be provided by the MSIC Office at the Port Administration Building.

17. HELICOPTER FLIGHT PATHS

The Marine Pilot Transfer helicopter operates from Mangrove Point with helicopter flight paths over the tug pens, PH Berth 1, PH Berth 3 and Nelson Point A berth. For more information on flight paths refer to the PPA Crane and Hoist Procedure. Cranes require approval to operate in the vicinity of the flight path and shall be fitted with a working aerial obstruction light at night.

All obstruction lights at a minimum shall comply with CASA requirements in the Manual of Standards Part 139 - Aerodromes Chapter 9, Section 9.4.2. Further guidance can be found in the US Department of Transport Federal Aviation Advisory Circular AC70/746-IK. The requirements for lighting shall be reviewed on a case by case basis and additional lighting may be required by MPT helicopter operations.

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18. SPECIFIC REQUIREMENTS FOR BARGES

In addition to the manning and qualification requirements above the following local requirements shall be adhered to for all barges within the Port Hedland VTS area. All barges shall be adequately lit and comply with the International Regulations for the Prevention of Collision at Sea 1972 as amended requirements for day shapes and lights.

When moored alongside a wharf or rafted up outboard of another vessel the following minimum mooring lines shall be run

- For a barge with a LOA < 50 metres: 1 Headline + 1 Forward Spring line + 1 Aft Spring line + 1 Stern Line
- For a barge with a LOA > 50 metres: 2 Headlines + 1 Forward Spring line + 1 Aft Spring line + 2 Stern Lines

Where a barge is to be rafted up outboard of another vessel at a berth, prior approval from the Harbour Master or delegate is required and the following minimum requirements shall be in place;

- Fendering shall be adequate to prevent damage to either vessel
- The barge shall be manned at all times
- A suitably powered vessel in attendance in the event of the barge breaking away or for emergency response.

The above requirements shall be identified in the WMS.

All barges shall be equipped with a VHF radio to enable contact with the VTS and when a barge is manned a tender vessel shall be in attendance at all times.

19. CYCLONE SEASON REQUIREMENTS (1ST NOV – 30TH APRIL)

All commercial non trading vessels operating in the port during cyclone season shall have a designated cyclone refuge (such as cyclone mooring or hard stand area clear of the water) and an approved cyclone plan. The approved cyclone plan may be part of the wider company plan. The cyclone plan is to align with the PPA Cyclone Procedure and DFES alert stages and specify actions as follows;

- Scope of the plan
- Define who is responsible for specified actions
- Outline the company or vessels response at each alert stage
- Outline the cyclone refuge for vessels and staff including location
- Provide a contact list for all relevant staff

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- Provide 24-hour contact number of a resident in Port Hedland
- Contain a contact list including the Harbour Master, Deputy Harbour Masters, Shipping Superintendent and VTS

For more information on the cyclone mooring requirements, design requirements, approved mooring designers and inspectors please refer to the Small Vessel Mooring Procedure A311719.

20. INCIDENT REPORTING

All incidents shall be reported to the VTS as soon as practicable with the following details;

- Vessel name
- Vessels location
- Nature of the emergency
- Number of casualties
- Assistance required
- Number of passengers
- Actions being taken
- Name and contract details

For guidance on Port emergency response procedures please refer to the Emergency Response Procedures - Operational and for marine environmental incidents please refer to the Marine Pollution Contingency Plan.

All incidents shall be reported via the PPA online incident reporting system within 24 hours.

For all environmental incidents that result in a discharge to the water, in addition to the reporting requirements above, a Pollution Report (POLREP) shall be completed and submitted to the following;

- marine.pollution@transport.wa.gov.au
- rccaus@amsa.gov.au
- shipping.porthedland@pilbaraports.com.au

Note: Reporting to PPA does not relieve a vessel of the requirements to report to regulatory authorities and vice versa.

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21. ENVIRONMENTAL REQUIREMENTS

For information relating to environmental requirements and standards refer to the environment and heritage section of the PPA website.

21.1 Introduced Marine Species

All commercial non trading vessels operating within the Port of Port Hedland are required to comply with the Introduced Marine Pest Risk Assessment Procedure. The following checks are required;

- International and Interstate vessels are to complete the Western Australian Department of Fisheries Vessel Check risk assessment
- Intrastate vessels are to complete the PPA Vessel Risk Assessment Score Sheet(VRASS)

These should be completed at least 2 weeks prior to the vessel mobilising for Port Hedland.

21.2 Lighting Reduction during Turtle Nesting and Hatching Season

Cemetery Beach is located to the east of Spoil Bank where from October to April Flatback turtles nest and hatch. Lighting may disorientate turtles during nesting and hatching.

Where marine operations take place in the vicinity of Cemetery Beach during nesting and hatching season, operators where safe to do so, should take appropriate measures to reduce lighting in accordance with the Environmental Protection Authority – Environmental Assessment Guidelines Number 5 Environments Assessment Guideline for Protecting Marine Turtles From Light Impacts.

22. SIMULTANEOUS OPERATIONS (SIMOPS) MANAGEMENT FRAMEWORK

Where the company undertaking marine construction wishes to use a SIMOPS framework to manage simultaneous marine operations within the scope of the project, the following minimum requirements shall be implemented;

- Regular meetings
- Include all interested parties
- A daily SIMOPS plan
- A designated coordinator
- Comply with Port procedures and local rules

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- Communications plan
- Rules for reporting conflicts and a process to stop work and recommence work in the event of a conflict
- A process to notify PPA where work is stopped and resumed, specifying the reason for stopping and the controls implemented prior to recommencing work.

23. VESSEL TRAFFIC INTERFACE MEETING

Where deemed necessary during periods of intensive construction activities that involve heavy interaction between non trading construction vessels and commercial vessel traffic, a regular interface meeting will be held that involves all interested parties including but not limited to;

- PPA representative
- Marine construction companies
- Dredging companies
- Client/ primary stakeholder representative where appropriate
- Any other interested marine operators

The function of the meetings will be to discuss the concurrent operations, to advise the group of upcoming activities that may impact other vessels and to deconflict any emerging issues. The frequency of the meetings will be based on the activities being conducted in the port and the extent of potential issues arising due to interaction between concurrent activities.

24. USE OF SPOIL BANK

The commercial use of Spoil Bank requires planning approval from the Town of Port Hedland (ToPH). Any proposed marine activities below the high water mark will require a WMS to be sent to PPA.

25. TUG AND TOW COMBINATIONS

For all tug and barge operations a WMS shall be submitted to the Harbour Master or delegate for approval.

For all tug and tow combinations the following minimum requirements must be complied with

- Two adequately powered vessels (i.e. a towing vessel and an assist vessel)
- A designated tow master who has overall responsibility for the safe conduct of the towing operation
- A communications plan including agreed control orders

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- An emergency response plan
- The location where the configuration of the tow is to be changed and the estimated time to reconfigure shall be provided in the WMS
- The planned speed of advance for the tug and barge
- A block drawing indicating the towing configuration including the length of the towline and any subsequent changes.

25.1 Safe Conduct of Tug and Tows

Tug and tows present unique risks that require careful management. The following considerations must be taken into account;

- A designated Tow Master who has overall responsibility for the safe conduct of the tow
- Where the assist vessel is made fast to the object the risk of girting is to be managed through the careful management of speed, the positioning of the primary and assist vessels, and constant communications between the assist vessel and the designated tow master
- The assist vessel is not to pass ahead unless safe to do so
- Communications is to be maintained at all times in accordance with the agreed communications plan
- All objects being towed shall be adequately lit and comply with the International Regulations for the Prevention of Collision at Sea requirements for day shapes and navigation lights

A tug and tow will not be allowed to enter the shipping channel or operate within the inner harbour without a second assist vessel. The assist vessel shall have sufficient power to take over the tow to ensure the continued control of the tow and the integrity of the shipping channel is maintained. All tug and tows require an approved WMS and communications plan.

25.2 Required Bollard Pull for Tug and Tows

The required bollard pull for a tug and barge movement shall be sufficient to ensure control of the barge in all conditions likely to be encountered in Port Hedland. To ensure that adequate power is available for the prevailing winds, current and the displacement of the barge a class approved Bollard Pull Calculation shall be submitted which clearly indicates the maximum forces that may be experienced taking into account the forecasted environmental conditions that may be experienced during the intended operations. This approved calculation shall form part of the WMS when seeking approval from the marine team.

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26. CONSTRUCTION ACTIVITIES

For all marine construction activities a Construction license is required. For more information on gaining a construction license refer to the Port Development Guidelines A321884. The following documents shall be submitted and approved prior to the commencement of all constriction activities;

- Detailed Work Method Statement (WMS)
- Emergency Response Plan
- Cyclone Contingency Plan
- Safety Management Plan

For all construction activities a designated 24 hour 7 day a week contact, who is on site in Port Hedland is required.

27. COMMERCIAL DIVING

For all commercial diving within the VTS Area, an approved Diving Permit is required.

The diving permit application and all supporting documents shall be submitted 2 working days prior to the commencement of diving. The permit shall be accompanied by the following supporting documents complying with the above requirements and shall be available onsite for inspection;

- Detailed dive management plan
- Emergency response plan
- A risk assessment for the specific activities being conducted

During the conduct of diving operations the Diving Supervisor shall ensure the following requirements are complied with;

- Communications shall be tested between the supervisor and the VTS
- The diving supervisor shall advise the VTS when divers enter the water and on completion of diving operations
- The diving supervisor shall maintain a continuous listening watch on VHF channel 12
- The diving supervisor shall ensure that a constant lookout is maintained in the vicinity of the diving operations
- The diving supervisor shall ensure that the International Code of Signals, Flag Alpha not less than 1 metre in height is displayed and is visible all round
- Where the diving takes place in the tug pens approval from the towage operator

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The supervisor shall confirm shipping movements with VTS every 4 hours at a minimum and shall ensure that the following documentation is available on site for inspection;

- Log books
- Divers Medical certificate
- Divers certificate of competence
- A signed copy of the dive permit

28. DREDGING

All dredging activities shall be conducted as per the Port Development guidelines. The following minimum requirements shall be complied with;

- A Spoil Disposal Permit issued under the relevant act
- A licence issued by PPA
- A dredge management plan
- A communications and interface plan
- An agreed hydrographic survey plan that complies with the PPA Hydrographic Survey

The dredge management plan shall contain the following;

- A detailed Work Method Statement
- A spoil management plan
- Environmental monitoring programme
- Details of the proposed vessels
- Outline compliance with any condition on the Construction license.

The communications and interface plan shall contain the following;

- Details of the areas to be dredged
- Details of the vessels and equipment to be used
- Outline the process for the planning of dredging and interaction with scheduled movements
- Detail holding areas for the dredge
- A communications plan
- Outline the process for incident reporting

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- A contact list including company, client and PPA

29. HYDROGRAPHIC SURVEY OPERATIONS

All hydrographic survey operations shall be conducted in accordance with the development license and the PPA Hydrographic Standards and Survey Deliverables. All coxswains or Masters of vessels engaged in Survey operations shall have a valid small vessel induction.

Survey operations are not to impact scheduled shipping movements. A careful assessment of the vessels ability to manoeuvre shall be made and where the vessel does not meet the strict definition of restricted in her ability to manoeuvre she shall not display the prescribed day shapes or lights. Where the survey vessel is restricted in her ability to manoeuvre she shall display the required day shapes and lights as prescribed in the International Regulations for the Prevention of Collision as Sea 1972 as amended.

30. CREW TRANSFERS AND PASSENGER CARRYING VESSELS

All vessels carrying passengers shall ensure that an accurate head count is maintained and is readily available to the master or crew member operating the radio in the event of an incident.

Where transfers occur from PPA controlled assets or areas the requirement for wearing Personal Floatation Devices (PFD) outlined in the PPA Working On, Over, In or Near Water Procedure shall be complied with.

31. PROCESS OWNER

The Harbour Master has overall responsibility for this procedure.

Date approved:	19.11.18	Review date:	19.11.20
Version:	5	Approved by:	HM

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ANNEX 1 COMMUNICATIONS PROTOCOLS

General Guidance

The following guidance shall be complied with for VHF radio communication within the Port Hedland VTS Area. Radio etiquette shall be maintained at all times. All vessels shall ensure that the channel they are about to transmit on is not currently in use.

Mandatory Radio Calling Points

The following mandatory radio calling points shall be complied with;

INBOUND	OUTBOUND
First Reporting Point	Departure point
E2/E3	Hunt Point
Entering the Channel	Beacons 30/31
Beacons 30/31	Beacon C1 or exiting the channel
Hunt Point	First Reporting Point
Destination (First Line)	

When communicating with the VTS the following guidance shall be followed;

First Call

"PORT HEDLAND VTS this is VESSEL NAME OVER"

Once the call has be acknowledged

"PORT HEDLAND VTS this is VESSEL NAME, permission to proceed from[departure Point] to [Destination] OVER"

Once permission to proceed has been granted

"PORT HEDLAND VTS this is VESSEL NAME / roger/copy permission to proceed OUT"

For Example;

Vessel *"PORT HEDLAND VTS this is SCOOBY DOO OVER"*

VTS *"SCOOBY DOO this is PORT HEDLAND VTS go ahead OVER"*

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Vessel *"PORT HEDLAND VTS this is SCOOBY DOO request permission to proceed from Stingray Creek to Nelson Point Alpha OVER"*

VTS *"SCOOBY DOO this is PORT HEDLAND VTS clear to proceed from Stingray Creek to Nelson Point Alpha OVER"*

Vessel *"PORT HEDLAND VTS this is SCOOBY DOO roger clear to proceed from Stingray Creek to Nelson Point OUT"*

Passing a Mandatory Calling Point

"PORT HEDLAND VTS this is VESSEL NAME passing [REPORTING POINT] inbound/ outbound OVER"

For example;

Vessel *"PORT HEDLAND VTS this is SCOOBY DOO passing [HUNT POINT] inbound OVER"*

Entering/ Exiting the Channel

"PORT HEDLAND VTS this is VESSEL NAME entering/ exiting the channel [LOCATION] OVER"

For example;

Vessel *"PORT HEDLAND VTS this is SCOOBY DOO entering the channel BEACONS 30/31 OVER"*

First Line

"PORT HEDLAND VTS this is VESSEL NAME first line [DESTINATION] time OVER"

For example;

Vessel *"PORT HEDLAND VTS this is SCOOBY DOO first line NUMBER 1 PONTOONS 0834 OVER"*

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Standard Maritime Communication Phrases

For clarity of communications the IMO Standard Marine Communications Phrases (SMCP) should be used where possible. In the VTS Area where the SMCP may not fit the meaning desired, the use of Message Markers is recommended. SMCP and Message Markers assist in communication and are particularly useful in cases where there is difficulty in communication due to language difficulties, where parties are unsure the intended recipient understood the message, poor transmission or reception.

Message Markers

INSTRUCTION	Indicates that the following message implies the intention of the sender to influence others by regulation
ADVICE	Indicates that the following message implies the intention of the sender to influence others by recommendation
WARNING	Indicates that the following message implies the intention of the sender to inform others about danger
INFORMATION	Indicates the following message is restricted to observed facts
QUESTION	Indicates the following message is of interrogative character
ANSWER	Indicates the following message is in reply to a previous question
REQUEST	Indicates the following message is asking for action from others with respect to the vessel
INTENTION	Indicates the following message informs others about immediate navigation action intended to be taken

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