



Local Knowledge Certificate:

Determination for Masters of Domestic Commercial Vessels

First issued [01 August 2020]

Version 1

DIRECTOR OF MARITIME SAFETY
DELEGATE OF THE DIRECTOR, TRANSPORT SAFETY

Issued [01 August 2020]

PREFACE

Maritime Safety Victoria (**MSV**) is a branch of Transport Safety Victoria (**TSV**). The Director of Maritime Safety is a delegate of the Director, Transport Safety (**Safety Director**).

This determination provides a general description of the legislative requirements and application process for obtaining and renewing a local knowledge certificate. It brings together the requirements under the *Marine Safety Act 2010* (Vic) (**MSA**) and those required under the *Marine Safety Regulations 2012* (Vic) (**MSR**) as at the date of this publication.

It is an offence for masters of domestic commercial vessels to navigate vessels in those waters where they are required to hold a local knowledge certificate without this certificate.

The local knowledge certificate is required in addition to the certificate of competency required by a master to operate the vessel.

Local knowledge certificates are required where the Safety Director considers the risks, due to local conditions, are sufficient to justify additional requirements on the vessel operator to satisfy the Safety Director that the master understands these risks.

This Determination will be reviewed at an interval not exceeding **three (3)** years from the issue date listed on the front cover.

This Determination comes into force from [01 August 2020]

Table of Contents

PREFACE	2
Table of Contents	3
Glossary of terms	4
1. Scope	5
2. Legislative provisions - MSA	6
3. When and where is a local knowledge certificate required?	7
4. Requirements for local knowledge certificates in declared waters	8
5. Local Knowledge Certificate Conditions	11
6. Applying for a local knowledge certificate	12
7. Ongoing responsibilities for Local Knowledge Certificate holders	16
8. Notifying Maritime Safety Victoria of changes.	17
Annexures	18
9. Useful contacts	18
Appendix	20
10. LKC Maps	20

Glossary of terms

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

Accredited training provider	A training provider accredited by the Safety Director under section 271F of the MSA to provide any training required for the issue of a local knowledge certificate
Applicant	A person applying for the issue or renewal of certificate of local knowledge
AMSA	Australian Maritime Safety Authority
Certificate of competency	A certificate issued under National Law allowing the holder to perform the duties relating to the operation of a vessel
Declared waters	Waters declared under section 81 of the MSA by the Safety Director by notice published in the Government Gazette, to be waters within which a local knowledge certificate is required to navigate types or classes of vessel specified in the notice
DCV	Domestic Commercial Vessel is a vessel that is regulated under Marine Safety (Domestic Commercial Vessel) National Law Act 2012 (National Law)
Examiner	A person accepted by the Safety Director to conduct examinations in local knowledge
Lakes Entrance Bar	The sand bar at the entrance to the Port of Gippsland Lakes as shown on the chart AUS 182 'Australia—South Coast—Plans in Victoria—South East Coast—Lakes Entrance', published as by the Australian Hydrographic Service from time to time.
Local knowledge	Includes knowledge of navigation aids, geographical features, statutory requirements, traffic and any other local characteristics, operational condition or anomaly which may relate to safety of navigation
Local knowledge certificate	A certificate issued by the Safety Director pursuant to section 83(1) of the MSA
MSA	the <i>Marine Safety Act 2010</i> (Vic).
MSR	the <i>Marine Safety Regulations 2012</i> (Vic).
National Law	The <i>Marine Safety (Domestic Commercial Vessel) National Law Act 2012</i> (the national law) replaces eight federal, state and territory laws with a single regulatory framework for the certification, construction, equipment, design and operation of domestic commercial vessels inside Australia's exclusive economic zone
Pilot required waters	Waters declared under section 250 of the MSA by the Safety Director by notice published in the Government Gazette to be waters in which a licensed pilot is required to be engaged
Port	includes any of the following waters, or any part of those waters: • any harbour or haven, whether natural or artificial • any estuary, channel, river, creek or roadstead • any navigable water in which vessels may lie for shelter or for the transfer of cargo or passengers.
Port Phillip Heads	All the waters south of an imaginary line between Murray Tower Lat: 38° 16.43' S Long: 144° 39.58' E to Popes Eye South Cardinal mark 38° 17.3328' S Long: 144° 41.28' E located in the South Channel and the waters west of an imaginary line from Popes Eye South Cardinal mark 38° 17.3328' S Long: 144° 41.28' E, through the Entrance Beacon North Cardinal mark to Observatory Point, Lat: 38°18.34' S Long: 144° 40.92 E and the seaward limits of a line drawn on an arc of a radius of 3 nautical miles centred on Point Lonsdale Lat: 38°17.52' S Long: 144° 36.83' E to Nepean Bank, Lat: 38° 18.9' S, Long: 144° 40.23' E, and Lonsdale Bank, Lat: 38° 16.43'S, Long: 144° 33.28' E As shown on the charts AUS 158 and AUS 144
Safety Director	The Director, Transport Safety within the meaning of section 3 of the <i>Transport Integration Act 2010</i> (Vic) who is responsible for the administration of the MSA

1. Scope

The purpose of local knowledge requirements is to ensure that additional and/or specific risks to navigation which arise as a consequence of local conditions are adequately controlled.

Where it is determined that the required certificate of competency (**CoC**) is not sufficient on its own to adequately mitigate those risks, additional controls (that is, knowledge) are required.

The requirement for local knowledge certification provides the mechanism for ensuring that vessel masters are adequately informed about those specific risks.

2. Legislative provisions - MSA

(1) **Section 80 - Offence to navigate vessel without local knowledge certificate in waters requiring certificate**

The master of a domestic commercial vessel must not—

- (a) enter or leave, or attempt to enter or leave, waters declared under section 81; or
- (b) navigate, or attempt to navigate, the vessel within waters declared under section 81—
unless the master holds a local knowledge certificate in respect of those waters.

(2) **Section 81 - Declaration in relation to waters requiring local knowledge certificates for navigation in those waters**

The Safety Director, by notice published in the Government Gazette, may declare a part of State waters as waters in respect of which a local knowledge certificate is required to navigate types or classes of vessel specified in the notice.

(3) **Section 82 - Application for local knowledge certificates**

(1) A master of a domestic commercial vessel who is a holder of a certificate of competency may apply to the Safety Director for the issue of a local knowledge certificate.

(2) An application under subsection (1) must—

- (a) be in the form determined by the Safety Director; and
- (b) be accompanied by—
 - (i) evidence that the applicant has a certificate of competency for the type or class of vessel that he or she may operate; and
 - (ii) evidence that the applicant has completed any training required by the Director; and
 - (iii) evidence that the applicant has suitable qualifications and experience appropriate to the State waters to which the local knowledge certificate will apply; and
 - (iv) the prescribed fee (if any).

(4) **Section 83 - Issue of local knowledge certificate**

(1) On receiving an application under section 82(1), the Safety Director may issue a local knowledge certificate to the applicant if the Safety Director is satisfied that the applicant is qualified to hold a local knowledge certificate.

(2) A local knowledge certificate issued under subsection (1) may be issued subject to any condition imposed by the Safety Director.

(3) A condition referred to in subsection (2) may provide that the master holding the certificate is not required to use the services of a pilot in pilot required waters if the vessel that the master has command or charge of—

- (a) is a vessel of a type or class that the holder of the certificate is authorised to operate under a certificate of competency; and
- (b) is a vessel greater than 35 metres in length and operates either permanently, or for the time being solely, within the limits of port waters.

(4) A local knowledge certificate issued under subsection (1)—

- (a) takes effect on the day that it is issued; and
- (b) remains in effect for a period of 5 years after the date it is issued unless sooner suspended or cancelled.

(5) **Section 84 - Renewal of local knowledge certificate**

- (1) A holder of a local knowledge certificate may apply for the renewal of the local knowledge certificate the person holds.
- (2) An application under subsection (1) must be made before the local knowledge certificate expires.
- (3) Sections 82(2) and 83 apply to the renewal of a local knowledge certificate as if a reference to a master who applied for a local knowledge certificate in those sections were a reference to the master who holds the local knowledge certificate who applied for the renewal of the local knowledge certificate.

(6) **Part 8.7— Review of decisions.**

- (a) 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 a local knowledge certificate required?

- (7) Under Section 81 of the MSA the Safety Director, by notice published in the Government Gazette, may declare a part of State waters as waters in respect of which a local knowledge certificate is required to navigate types or classes of vessel specified in the notice. This means that certain types or classes of vessels will not be able to be navigated within declared waters without the master of that vessel holding a valid local knowledge certificate.
- (8) A master must hold an appropriate certificate of competency for the vessel class and type they are operating.

4. Requirements for local knowledge certificates in declared waters.

- (9) **Table 1:** This table provides a summary by vessel class and type, of the minimum and maximum vessel length requirements for local knowledge certificates in declared waters and for local knowledge certificates in declared waters which are also within pilot required waters.

	Local Knowledge Declared Waters		Local Knowledge Declared Waters which are also Pilot Required Waters		Local knowledge for vessel entering or leaving port waters via pilot required waters	
Vessel type	Minimum vessel length	Maximum vessel length	Minimum vessel length	Maximum vessel length	Minimum vessel length	Maximum vessel length
Class 1 or Class 2 Domestic Commercial Vessel (DCV)	>12m	Unlimited	>12m	≤35m Local knowledge required if operating a vessel up to and including 35m without any conditions on the local knowledge certificate.	>12m	≤35m
			>35m	If operating a vessel greater than 35m in length a local knowledge certificate must have a condition imposed by the Safety Director as per clause 83 (3) of the MSA allowing the vessel to be operated within pilot required waters without a pilot.	>35m	Vessels greater than 35m require a licensed pilot or the vessel must be operated by a pilot exempt master.
Class 3 Domestic Commercial Vessel (DCV) that engages in fishing operations	>35m	Unlimited	>35m	If operating a vessel greater than 35m in length a local knowledge certificate must have a condition imposed by the Safety Director as per clause 83 (3) of the MSA allowing the vessel to be operated within pilot required waters without a pilot.	>35m	Vessels greater than 35m require a licensed pilot or the vessel must be operated by a pilot exempt master.

(10) Table 2: Declared waters and local knowledge certificates

- (a) This table provides a list of the codes and names of declared waters where a local knowledge certificate is required by masters of declared vessels.
- (b) The identifying numbering system has been retained from the previous scheme, as some Local Knowledge waters have been removed the numbers are not sequential.

Code	Declared Waters
LK.3	Port of Corner Inlet – • Including Toora and Barry Beach Channel to Barry Beach, but • Excluding Lewis Channel and Port Welshpool (LK4) and Port Albert (LK5)
LK.4	Port of Corner Inlet – • Including Lewis Channel and Port Welshpool, but • Excluding Toora and Barry Beach Channel to Barry Beach (LK3) and Port Albert (LK5)
LK.5	Port Albert and Approaches – • Including the Port Albert Bar and Port Albert Channel
LK.6	Geelong – West of an imaginary line north/south on Longitude 144° 40'E • Including Corio Bay, the Outer Harbour and sections of Port Phillip Bay
LK.8	Lakes Entrance and Approaches, • Including Lakes Entrance Bar and sections of The Narrows, Reeve Channel, Hopetoun Channel and Cunninghame Arm
LK.15	Port Phillip Heads - Passenger Operations through Port Phillip Heads – • Including the adjacent waters inside Port Phillip Heads
LK.16	Port Phillip Bay, South
LK.18	Port Phillip Bay, North
LK.19	Lower Yarra River – Bolte Bridge to Dights Falls
LK.20	Western Port and Hastings - Western Waters
LK.21	Western Port - Eastern Waters

Maps are provided in Appendix 1

5. Local Knowledge Certificate Conditions

- (11) Local knowledge certificates may be subject to conditions as deemed appropriate. Section 83 (2) of the MSA allows the Safety Director to impose conditions on certificates issued.
- (12) Pursuant to 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.
- (13) Within Victoria there are four major ports – Melbourne, Geelong, Hastings and Portland. Each of these ports has been declared as State waters in which a licenced pilot is required to be engaged on a vessel greater than 35 metres in length which operates either permanently, or for the time being solely, within the limits of port waters. Pilotage requirements are included in Table 1 above.
- (14) Section 248 of the MSA makes it an offence not to use a pilot in pilot required waters, unless the Local Knowledge Certificate has the required condition as prescribed in section 83 (3).
- (15) The domestic commercial fleet in Victoria includes vessels over 35 metres in length. In order to permit these vessels to operate freely within port waters, the holder of the local knowledge certificate is required to have attached to their certificate, the condition listed under section 83 (3) of the MSA.
- (16) Pilots must be used on vessels greater than 35 metres when those vessels are on a voyage which crosses:
 - (a) Port Phillip Heads;
 - (b) The seaward boundary of the Pilot Required Waters for the Port of Hastings;
 - (c) The seaward boundary of the Pilot Required Waters for the Port of Portland.

6. Applying for a local knowledge certificate

6.1. Requirements for all certificates

- (17) To be issued with a local knowledge certificate, you must meet the following mandatory requirements.
- (a) Applications should be made using the application form, *Application for a Local Knowledge Certificate*. This form is available on the Maritime Safety Victoria website.
 - (b) Provide evidence that the applicant holds a valid certificate of competency for the type or class of vessel which you intend to operate. This may be in the form of a certified copy of a current certificate of competency.
 - (c) Provide evidence that the applicant has completed any training required by the Safety Director pursuant to section 82(2)(b)(ii) of the MSA.
 - (d) Provide evidence that the applicant has suitable qualifications and experience appropriate to the State waters to which the local knowledge certificate will apply.
- (18) Applicants will be required to complete an examination on the local knowledge area applied for. A local knowledge examination may include but is not limited to questions relating to:
- (a) navigation aids;
 - (b) geographical features;
 - (c) tidal conditions;
 - (d) statutory requirements;
 - (e) marine traffic;
 - (f) local characteristics;
 - and-
 - (g) operational condition or anomaly which may relate to safety of navigation.
- (19) On completion of an examination, the examiner will provide a statement of results to Maritime Safety Victoria advising of the outcome of the local knowledge examination.
- (20) Additional requirements are required for Port Phillip Heads, Lakes Entrance Bar and Port of Corner Inlet. (see requirements listed in Sections 6.3 – 6.6 of this document)
- (21) Applicants will be required to provide documented evidence that they have visited the relevant Port Authority Office(s) and received instructions in the operational procedures of that port.
- (22) Applicants must also:
- (a) Provide a completed application form
 - (b) Provide certified photographic identification
 - (c) Provide a certified copy of a current certificate of competency.
 - (d) Provide a passport sized photograph
 - (e) Pay the prescribed fee – contact Maritime Safety Victoria for information.
 - (f) Provide any additional information or material in respect to the application which the Safety Director may require.

6.2. Issuing a local knowledge certificate

- (23) Upon receipt of a completed application which is seen to be satisfactory, the Safety Director may issue a local knowledge certificate for the declared waters which have been applied for.
- (24) The local knowledge certificate issued by the Safety Director under section 83 subsection 1-4 of the MSA will:
 - (a) take effect from the day that it is issued.
 - (b) remain in effect for a period of five years after the date it is issued unless suspended or cancelled.
 - (c) may be issued subject to any condition imposed by the Safety Director

6.3. Applying for a Local Knowledge Certificate - Specific requirements

- (25) The master of a commercial vessel who intends to carry passengers either across the Lakes Entrance Bar or Port Phillip Heads must not operate the vessel unless they hold the appropriate local knowledge certificate.

6.4. Requirements that apply for passenger operations through Port Phillip Heads

- (26) Pursuant to section 82(2)(b)(ii) of the MSA, the master must successfully complete a training course approved by Maritime Safety Victoria that covers local knowledge, operating guidelines and vessel and passenger safety. Evidence of successful completion must be in the form of a course completion certificate issued by the relevant training provider.
 - (a) Please note, the course certificate must **not** be more than 12 months old at the time of application.
- (27) The course shall include, but not be limited to:
 - (a) local knowledge, including lights, charted depths, channels, local dangers, tidal flows, navigation leads, beacons and top marks;
 - (b) VHF radio communication procedures;
 - (c) passenger briefing and control;
 - (d) person overboard response procedures;
 - (e) occupational health and safety;
 - (f) boat operation and handling techniques specific to Port Phillip Heads;
 - (g) guidelines and rules for crossing Port Phillip Heads;
 - (h) local meteorological and tidal conditions;
and-
 - (i) emergency contingency planning.

6.5. Requirements that apply for Lakes Entrance Bar including Passenger and Non-Passenger operations

- (28) The applicant must complete the following pre-requisite qualifying sea service as evidence that they have suitable experience pursuant to section 82(2)(b)(iii).
- (a) An applicant must have completed a minimum of 20 outward crossings and 20 inward crossings of the Lakes Entrance Bar, for a total of 40 crossings.
 - (b) These crossings must be completed within a five-year period immediately preceding the receipt of the application.
 - (c) A minimum of 20 crossings (10 inward and 10 outward) must be completed within the 12-month period immediately preceding the receipt of the application.
- (29) An applicant who intends to carry passengers across Lakes Entrance Bar, pursuant to section 82(2)(b)(ii) of the MSA, must also successfully complete a training course approved by Maritime Safety Victoria that covers local knowledge, operating guidelines and vessel and passenger safety.
- (30) Evidence of successful completion must be in the form of a course completion certificate issued by the relevant training provider.
- (a) Please note, the course certificate must **not** be more than 12 months old at the time of application.
- (31) The course shall include, but not be limited to:
- (a) local knowledge for the areas, including the approach to and across the Lakes entrance Bar, the Narrows, Cunningham Arm and Reeve Channel to Nyerimelang Jetty;
 - (b) knowledge of the *Harbour Master Directions Part 2 Port of Gippsland Lakes* and the Rules for the *Navigation of the Entrance to the Gippsland Lakes*;
 - (c) lights, charted depths, channels, local dangers, tidal flows, navigation leads, beacons and top marks;
 - (d) VHF radio communication protocols and procedures including knowledge of the operation of dredgers on the Lakes Entrance bar and the Narrows;
 - (e) passenger briefing and control;
 - (f) person overboard response procedures;
 - (g) occupational health and safety;
 - (h) boat operation and handling techniques specific to the Lakes Entrance Bar;
 - (i) guidelines and rules for crossing the Lakes Entrance Bar;
local meteorological and tidal conditions – real time information available on Gippsland Ports website;
and-
 - (j) emergency contingency planning.
- (32) On each crossing of the Lakes Entrance Bar, the applicant must ensure that a person holding a valid certificate of competency and a valid certificate of local knowledge for the area be on the navigation bridge of the Domestic Commercial vessel, until the sea service requirement has been met.

6.6. Requirements when applying for a local knowledge certificate for the Port of Corner Inlet or Port Albert

(33) The applicant must complete the following pre-requisite qualifying sea service to evidence that they have the suitable experience pursuant to section 82(2)(b)(iii) of the MSA.

- (a) The applicant must complete a total of 12 trips, of which six are to be inward trips and six are to be outward trips of the Port of Corner Inlet.
 - i. Of those twelve trips, two inward and two outward trips must be completed in the hours of darkness.
 - ii. The total of 12 trips must be completed within the 12 months preceding the receipt of the application.

(34) Corner Inlet

- (a) Each trip inward and outward will be conducted from Approaches to Corner Inlet, through the Bar and entrance channel, through the Corner Inlet and Singapore Deep and then include:
 - i. Transits of Lewis Channel to Port Welshpool for LK3;
and-
 - ii. Transits of Toora and Barry Beach channels for Barry Beach Marine Terminal or Port Anthony Marine Terminal for LK4.

(35) Port Albert

- (a) Each trip inward and outward will be conducted from Approaches to Port Albert Bar and include:
 - i. Transits through the Bar and entrance channel;
and-
 - ii. Transits of the entire length of the Port Albert channel from the entrance to Port Albert town wharf and jetties for LK5.

(36) During each transit for either Corner Inlet or Port Albert the applicant must ensure that a person holding a valid certificate of competency and a valid certificate of local knowledge for the area, be on the navigation bridge of the Domestic Commercial vessel, until the sea service requirement has been met.

7. Ongoing responsibilities for Local Knowledge Certificate holders

7.1. Renewal

- (37) Applications should be made using the *Local Knowledge Certificates Renewal Form*. This form is available on the Maritime Safety Victoria website.
- (38) Local Knowledge Certificates will expire five years after the date of issue.
- (39) Please note, under section 84 (2) MSA an application for renewal must be made prior to expiry
Under section 80 of the MSA it is an offence to navigate a vessel in waters that require local knowledge, without a valid local knowledge certificate.
- (40) To renew a local knowledge certificate, the applicant must meet mandatory requirements, including:
 - (a) Provide evidence that a current certificate of competency is held for the type or class of vessel which you operate. This may be in the form of a certified copy of a certificate of competency;
 - (b) Provide documented evidence that a visit to the relevant Port Authority Office(s) and received instructions in the operational procedures of that port(s) has been undertaken;
 - (c) Provide certified photographic identification;
 - (d) Provide a passport sized photograph;
 - (e) Pay the prescribed fee – contact Maritime Safety Victoria for fee details and any information;
 - (f) Provide evidence that of completed training as required by the Safety Director has been undertaken;
 - i. Training will not normally be required if the application for renewal is received prior to the expiry of the current local knowledge certificate;
and-
 - ii. Provide any additional information or material in respect to the application which the Safety Director may require.

(41) Currency Requirements for Certificates

An applicant must provide a log of all trips for each of the LK certificates applied for on an MSV accepted format to demonstrate currency:

- (i) In order to maintain currency for the renewal of a certificate a minimum of 25 trips needs to be completed and logged over the 5-year period.
- (ii) Of the trips in the last 12 months, at least 40% of the trips need to be on an incoming tide.
- (iii) Of the trips in the last 12 months, at least 40% of the trips need to be during the hours of darkness.

Note: If sufficient evidence has not been provided, the applicant will be required to re-sit the appropriate course or assessment.

- (b) Provide any additional information or material in respect to the application which the Safety Director may require.

This additional information may be in the form of, but not limited to, evidence that refresher training has been undertaken,

This additional information may be in the form of, but not limited to, evidence supporting your submitted sea service record,

- (c) These requirements do not exempt an applicant from providing documentary evidence of visiting the relevant port authority as required in (40) (b).

8. Notifying Maritime Safety Victoria of changes.

(42) Holders of local knowledge certificates should notify the Safety Director of any changes to:

- (a) their address details;
- (b) their telephone number(s);
and-
- (c) their email contact details.

Annexures

9. Useful contacts

Maritime Safety Victoria

transportsafety.vic.gov.au/msv

T: 1800 223 022
F: (03) 9655 6611
E: info@transportsafety.vic.gov.au
E: TSVqualifications@transportsafety.vic.gov.au
PO Box 4509 Melbourne, 3001

Marine Training Services

marinettraining.vic.edu.au

T: (03) 5229 5432
E: marinets@tpg.com.au
17 Swanston St, Geelong VIC

Federation Training - Lakes Entrance (Gippsland Tafe SEAMEC)

edumaritime.net/Victoria/federation-training-lakes-entrance

T: 1300 133 717
E: enquiries@federationtraining.edu.au
Location Bullock Island Rd, Bullock Island, Lakes Entrance

Port of Melbourne

vicports.vic.gov.au

T: 9644 9740
Victorian Ports Corporation, 331 Lorimer Street, Port Melbourne 3207

Port of Geelong

geelongport.com.au

T: (03) 5247 0200
Geelong Port, Corio Quay Road, North Geelong VIC 3215

Victorian Regional Channels Authority (VRCA)

vrca.vic.gov.au

T: (03) 5225 3500
E: admin@vrca.vic.gov.au
East 1E, 13-35 Mackey Street, North Geelong VIC 3215
Postal address: GPO Box 1135, Geelong VIC 3220

Port of Hastings

portofhastings.com

T: (03) 5979 5500
F: (03) 5979 5555
E: enquiries@portofhastings.com

Stony Point Depot

1d Stony Point Road, Crib Point, VIC 3919

Port of Gippsland Ports

gippslandports.vic.gov.au

Lakes Entrance Office

T: (03) 5155 69002

Bullock Island Rd, Lakes Entrance VIC 3909

Port Welshpool

T: (03) 5688 130384

Lewis St, Port Welshpool VIC 3965

Bairnsdale Office

T: (03) 5150 0500

97 Main St, Bairnsdale VIC 3875

Paynesville Boatyard

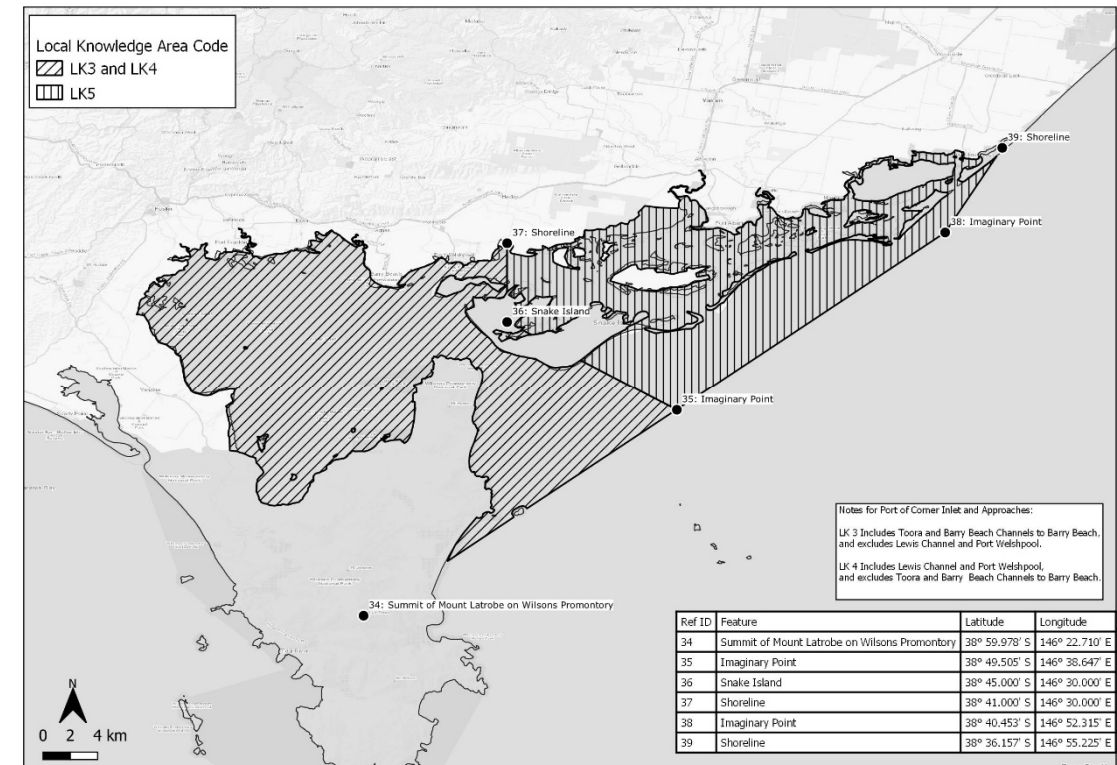
T: (03) 5156 6352

Slip Rd, Paynesville VIC 3880

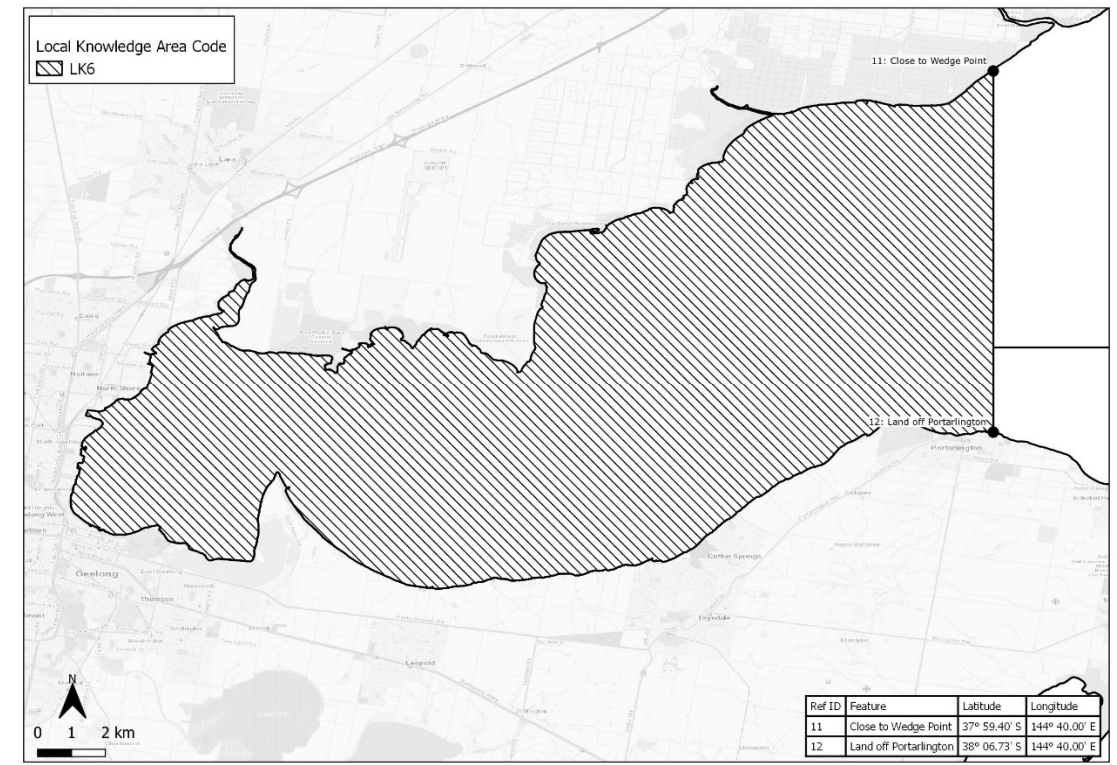
Appendix

10. LKC Maps

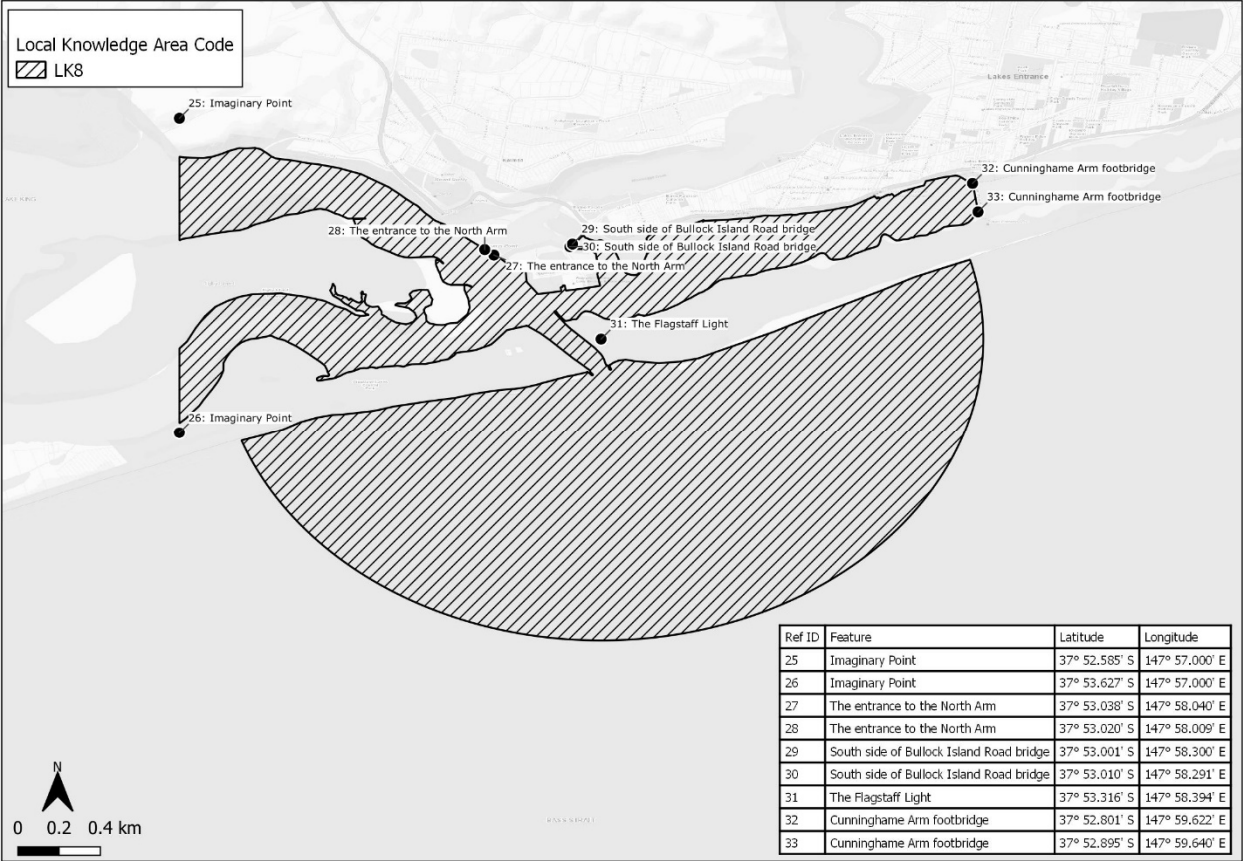
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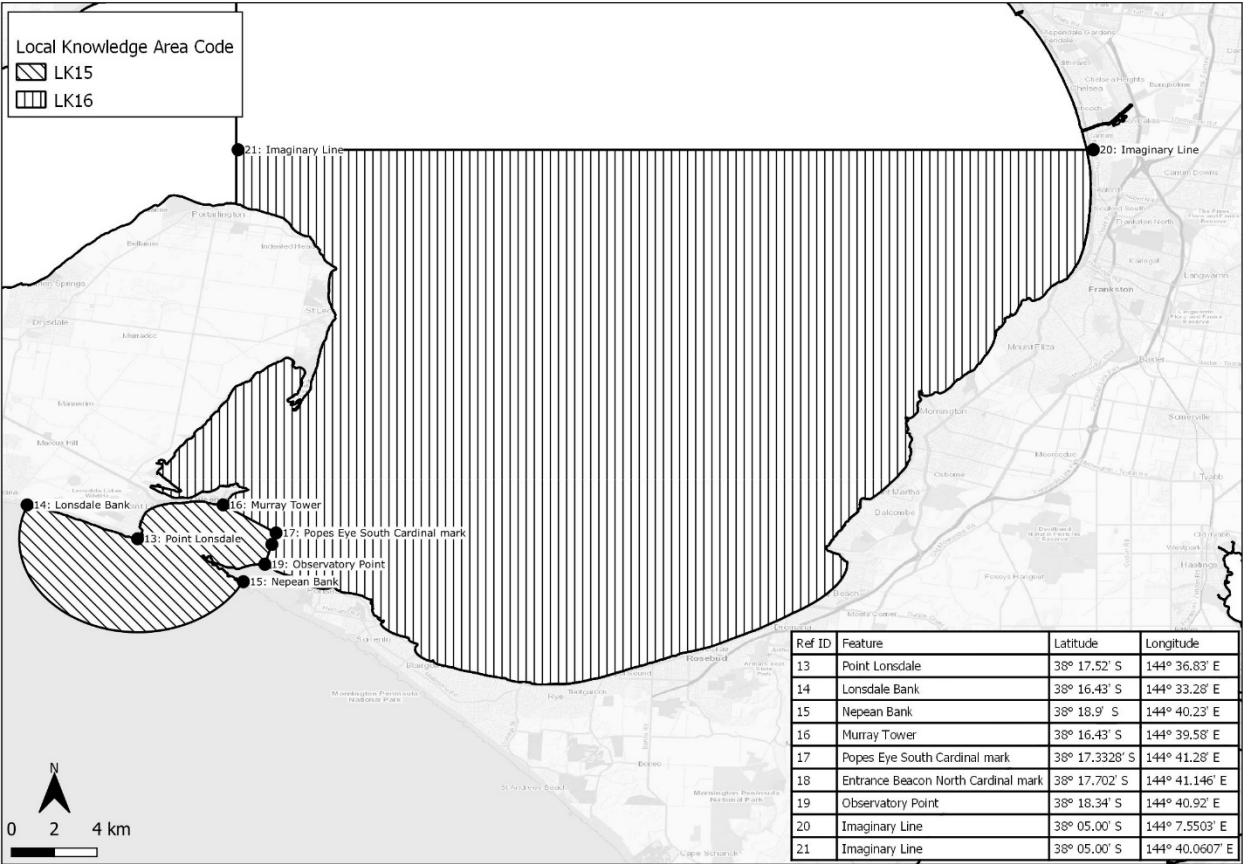
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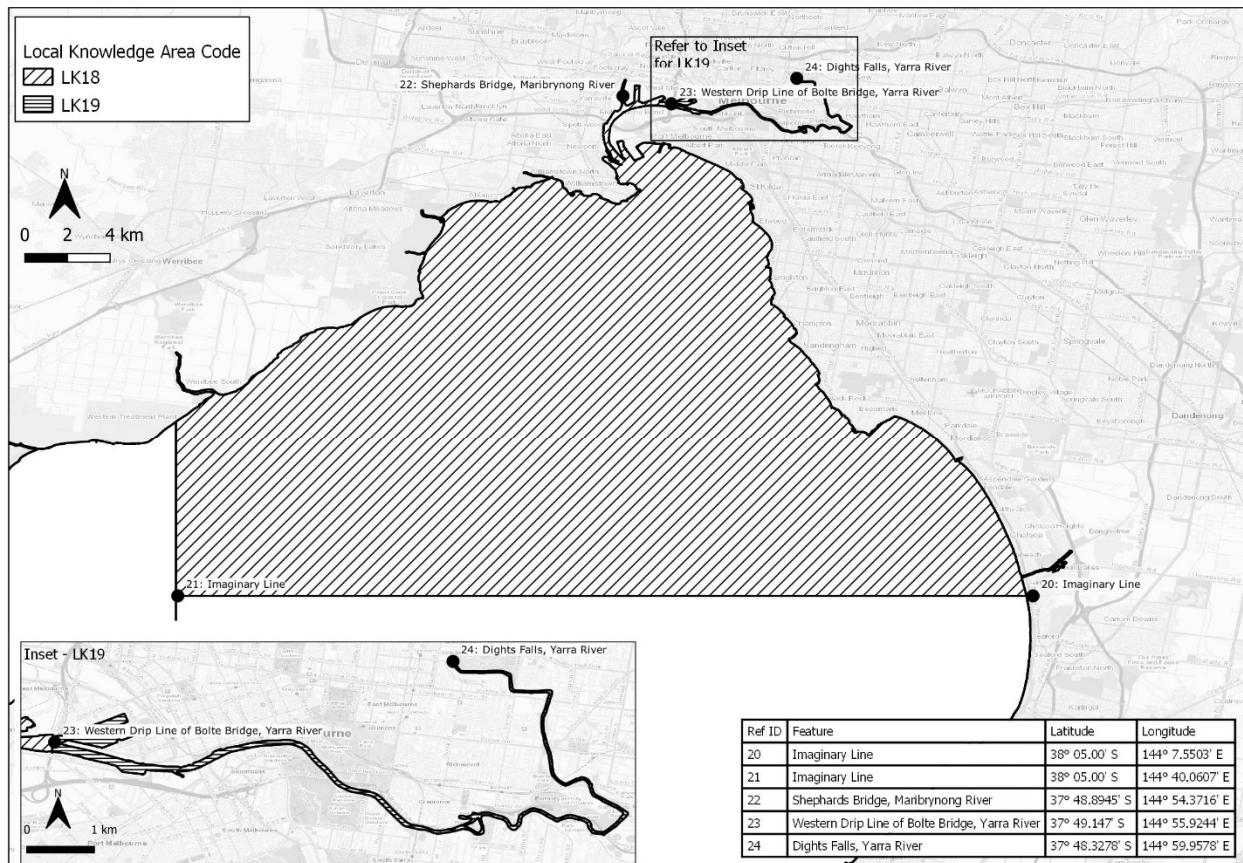
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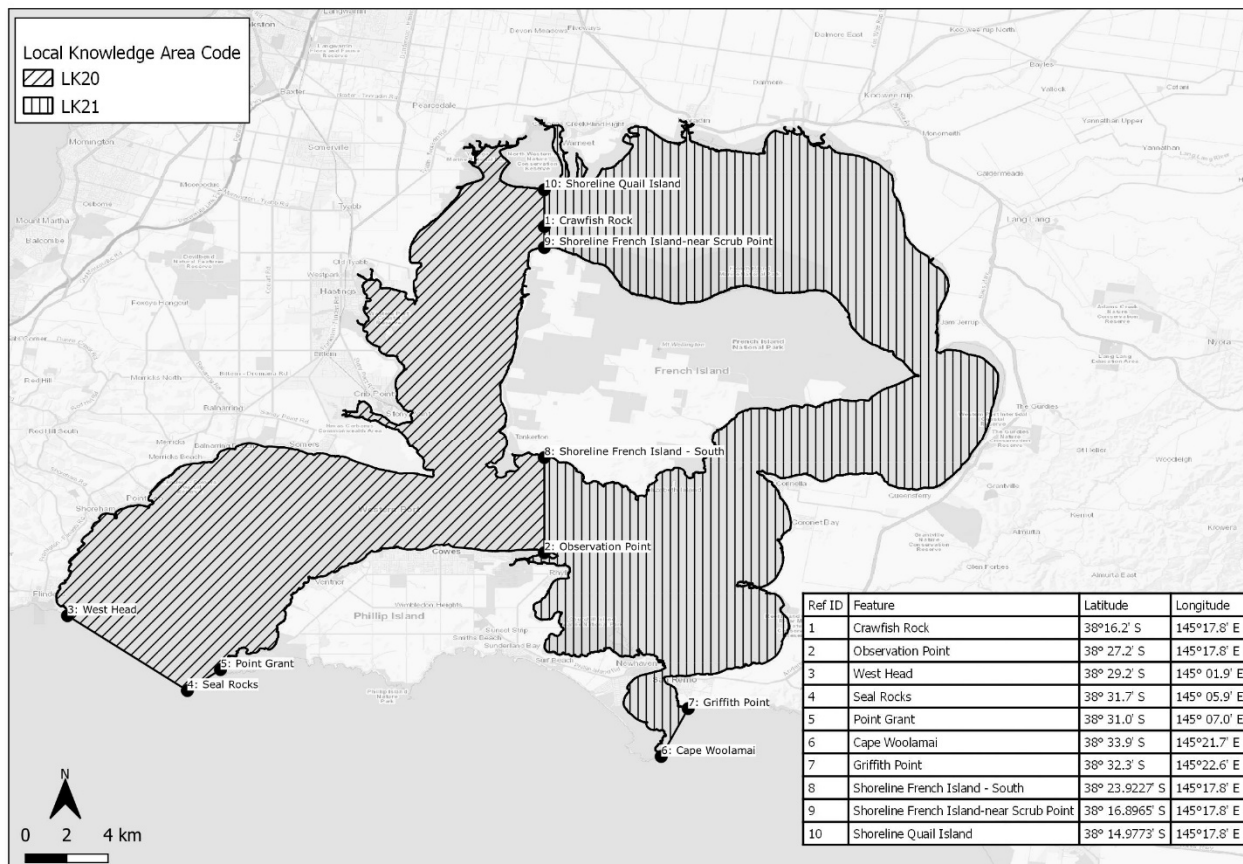
LK 15 & 16



LK 18 & 19



LKC 20 & 21



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Disclaimer

This guide contains a summary of the requirements for obtaining a local knowledge certificate. It is intended as a guide only and is not a substitute for the relevant legislation. Laws relating to local knowledge certificates may change from time to time. If you have questions about this guide, contact Maritime Safety Victoria on 1800 223 022.