

Notification of booming down a portainer crane or grain loader for maintenance

- This notification is issued pursuant to *Harbour Master's Direction – port of Melbourne* section 3.17.3
- This notification will not be issued more than 48 hours prior to the commencement of crane works.
- A new notification is required if there are any changes to the works detailed in this notification
- Any changes to this notification should be communicated to the VTS on +61 3 9644 9789

To	Vessel Traffic Services (VTS)	Email	BerthAllocator@ports.vic.gov.au
From		Email	
Terminal		Berth	
Location North Leg		Location South Leg	
From <i>date (dd/mm/yyyy)</i>		To <i>date (dd/mm/yyyy)</i>	
From <i>time (24-hr)</i>		To <i>time (24-hr)</i>	
Description of works to be carried out (<i>specify</i>)			
If required for Traffic, can the boom be raised?	Yes	No	
Minimum notice time required to raise the boom			

As the attending Supervisor and Contractor:

- I understand Melbourne VTS may vary, alter or cancel this notification at any time.
- I must contact Melbourne VTS before and after the actual crane works via telephone on +61 3 9644 9789
- I will liaise directly with other works/operators being conducted in the same area.
- The work must not interfere with or obstruct safe access to bollards or create a hazard for activities associated with the safe mooring or departure of vessels at nearby berths.
- In instances where the works will be carried out overnight, sufficient lighting is to be provided to illuminate the boom
- INTERCO signal flag R over Y are to be clearly displayed at the site for work afloat suspended from the end of the boom and marked by a flashing red light by night

Applicant name			
Person in charge		Telephone	
Applicant signature		Date	
Notification received by Berth Allocator (Ports Victoria)		Date	

To be completed by Ports Victoria: Following vessel movements will be affected:

Protocol for notification of booming down a portainer crane or grain loader for maintenance

The following protocols are to be followed by the terminal prior to a lowering a Portainer Crane / Grain Loader for maintenance. These protocols apply to all berths in the port of Melbourne.

- A notification request should be sent to the Berth Allocator not later than 48hrs prior to the commencement of the planned works.
- The duty Berth Allocator will discuss with the applicant any impacts this notification will have on the movement or placement of vessels in the dock.
- Ship Movements expected during the period of the works will be assessed. All personnel must clear the boom for passing vessels.
- This notification will be sent to the pilotage and mooring service providers to assess and request additional precautions while working in these areas.
- Prior to commencing the scheduled works, the terminal will contact Melbourne VTS on +61 3 9644 9789 to inform about the lowering of the boom and discuss any movements that may affect the works. MVTs will update the Situation Board and inform traffic accordingly.
- On completion of the works, the terminal will contact Melbourne VTS on +61 3 9644 9789 to complete this notification. MVTs will update the Situation Board.
- In the event of emergency works to be carried out by the terminal, Melbourne VTS is to be contacted on +61 3 9644 9789 with the relevant information of this form, namely the duration of the works, the location (chainage mark) and if the boom can be raised or will it be permanently down for the duration of the works. This notification should then be completed and submitted at the earliest.
- Any barges or floating plant engaged in these works will display the following flags International Code of Signals with the combination of R over Y to ensure that incoming vessels will 'proceed slowly when passing'.

Terms and conditions

The Holder of this Notification must comply with the following terms and conditions:

1. Compliance with other Laws

- 1.1. Nothing in this Notification does, can, or is intended to override any obligation of the Notification Holder to comply with all current Commonwealth and State laws, regulations, codes, or standards (**the Laws**) applicable to the type of work being performed.
- 1.2. Except to the extent of their inconsistency with the Laws, the Notification Holder must comply with the following Port Procedures and Port Rules applicable to the type of work being performed under this Notification.

2. Notification in relation to work, call Melbourne VTS on (+61 3 9644 9789)

- 2.1. Notification of any work planned to be undertaken must be provided to Ports Victoria 48-hours prior to commencement except in the case of emergency work (which must be notified prior to commencement).
- 2.2. Notify Melbourne VTS if the planned works are to continue over a period extending 24hrs.

3. Emergency response plans

- 3.1. The emergency response plan must take into consideration the requirements of the Melbourne Port Emergency Management Plan and should include:
 - 3.1.1. The nearest Ports Victoria marker number.
 - 3.1.2. Emergency contact numbers – 000 and Melbourne VTS (Harbour Control – 9644 9777 or VHF Ch.12).

4. Indemnity and insurance

- 4.1. The Applicant performs the works within the port of Melbourne at its own risk and indemnifies Ports Victoria and Port of Melbourne (including its officers, employees and agents) against all claims and losses sustained or incurred by any person, in respect of:
 - 4.1.1. personal injury or death.
 - 4.1.2. damage to any property, arising directly or indirectly out of, or as a consequence of, a default or act or omission of the Applicant or its contractor (subject to a reduction to the extent of any contribution by Ports Victoria or Port of Melbourne).
 - 4.1.3. The Notification Holder must hold current public liability insurance for loss and damage arising from, or in any way connected with, work being performed under this Notification, and this insurance cover must extend to third party beneficiaries as provided for in s48 of the *Insurance Contracts Act 1984* (Cth).

Distribution list

Terminal		Pilots	
Mooring		VTS	
Port safety		Ports Victoria Safety	