

<ul style="list-style-type: none"> This notification is issued pursuant to <i>Harbour Master's Directions - Port of Melbourne</i> and the <i>Marine Safety Act 2010 (Vic)</i> A new notification is required if there are any changes to the operations as detailed. A new notification must be resubmitted if the works period exceeds 30 days. 			
To	Navigation Services	Email	workafloatnotification@ports.vic.gov.au
From		Email	
Port Works Application Number (if applicable)			
Work location		Vessel name(s)	
From <i>time (24-hr e.g. 0700)</i>		To <i>time (24-hr e.g. 0700)</i>	
From <i>date (select)</i>		To <i>date (select)</i>	
Description of works to be carried out (<i>specify</i>)			
Works conducted around shipping? (Y/N)	Yes	No	
Specify any passing restrictions for shipping, domestic commercial vessels and recreational crafts:			
Requested passing distance (metres) for all vessels:			

Working Afloat checklist		
Vessel Masters' and personnel names	Main contact telephone numbers	
Tick where applicable		✓
1. Confirm all necessary approvals for the works have been obtained prior to submission of this form		
2. Confirm works will be undertaken in accordance with a risk assessment and/or safe work method statement (SWMS) for the task/s.		
If applicable, PoMO Routine Works SWMS Reference Number:		
3. Develop a procedure for regularly seeking shipping movement times from Melbourne VTS. The responsibility for this procedure lies wholly with the authorised holder of this notification		
4. Maintain VHF radio watch on VHF Ch. 12 (and Ch. 16) and back up communication capability (e.g. mobile phone)		
5. For works taking place from Station Pier, operator holds an approved Ancillary Service Provider (ASP) licence		
6. Consideration has been given to deconfliction with other works or activities in/near the proposed work area		
7. Hold an approved copy of this form on the worksite		
8. Indemnity and insurance		
8.1. 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 Ports Victoria or any person, in respect of:		
<ul style="list-style-type: none"> personal injury or death 		

Working Afloat checklist

- 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 ((except to the extent caused by a negligent act or omission of Ports Victoria) or Port of Melbourne).
- 8.2. The Applicant 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).

As the attending Works Supervisor:

- I will ensure that works are stopped at least 30 minutes before the expected passing of a vessel within my nominated passing distance.
- I will ensure that all persons engaged in this work, whether employed directly or on subcontract will execute their duties in a safe manner, and in accordance with the requirements of this notification and relevant standards.
- I understand Melbourne/Lonsdale VTS may vary, alter or cancel this notification at any time.
- I must contact Melbourne/Lonsdale VTS before works take place and upon completion (on VHF Channel 12 or via telephone + 61 3 9644 9789).
- I will check shipping traffic for the period and maintain watch for vessel movements in the immediate vicinity.
- I will liaise directly with other operators conducting works or activities in the same area.
- I will contact Melbourne/Lonsdale VTS to report an incident as required under Section 4.15 – Incidents of *Harbour Master's Directions – Port of Melbourne*.

Works Supervisor:

Name		Telephone	
Company			
Works Supervisor signature		Date (<i>select</i>)	

Navigation Services use

Notification acknowledged

Name		Date (<i>select</i>)	