



**DETERMINATION:**  
Licensing and training  
requirements for marine pilots  
in Victorian ports

Edition 2  
15 May 2025

# PREFACE

This Determination is made under the Marine Safety Act 2010 (Vic).

The objective of this Determination is to detail the licensing and minimum training requirements necessary to ensure a marine Pilot holds the required Pilot Licence and has the required knowledge, skills, and competencies to safely pilot Vessels in a Victorian port.

This Determination was developed by Safe Transport Victoria (ST Vic) in consultation with the following:

- Ports Victoria
- Harbour Master for Port of Melbourne
- Harbour Master for Port of Geelong
- Harbour Master for Port of Hastings
- Harbour Master for Port of Portland
- Harbour Master for Gippsland Ports

- Victorian Pilotage Services Providers
- Australian Maritime Safety Authority
- Australasian Marine Pilots Institute
- Australian Maritime Officers Union

This Determination will be reviewed at an interval not exceeding three years from the date of issue.

A Harbour Master of a Victorian Pilotage Port may request ST Vic to review this Determination earlier to meet port operational needs.

This Determination commences on 15 May 2025.

The previous determination made under sections 252 and 258(1)(i) of the Marine Safety Act 2010 (Vic), which commenced on 20 January 2020, is revoked with effect from the date this Determination commences.

I, Kate Maheras, Director, Safety Strategy and Insights, Safe Transport Victoria, make this Determination under sections 252 and 258(1)(i) of the Marine Safety Act 2010 (Vic).

Dated 15 May 2025



**KATE MAHERAS**

*Director, Safety Strategy and Insights*  
Delegate of Safe Transport Victoria

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# 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 2023 (Vic) unless not so defined, in which case the following terms have the meaning specified below:

## **Absence from Piloting**

A period of four months or more where a Pilot has not performed an act of pilotage in a Victorian port where a licence is held.

## **Adverse Findings**

Where a Pilot:

- a. has been found guilty of contravening a relevant marine safety law under the Marine Safety Act 2010 (Vic); or
- b. has had disciplinary action taken against them under the Marine Safety Act 2010 (Vic);

Unless ST Vic, in its sole discretion and having regard to the nature, context and severity of the relevant conduct, determines that it does not constitute an adverse finding for the purposes of this Determination.

## **AMSA**

Australian Maritime Safety Authority.

## **Applicant**

A person applying for an initial Victorian Pilot Licence.

## **Australian Citizen**

As defined by s 4 of the Australian Citizenship Act 2007 (Cth).

## **Australian Pilotage Port**

A port within Australia where pilotage services are required.

## **Certificate of Competency**

Has the meaning given to it in Marine Order 70 (Seafarer certification) 2014 and Marine Order 71 (Masters and deck officers) 2014 made under the Navigation Act 2012 (Cth) and issued by AMSA.

## **Certificate of Recognition**

A certificate issued by AMSA in accordance with IMO MSC.1Circ.1163/Rev10. 23 May 2016 for a Certificate of Competency recognised by AMSA.

## **Check Pilot**

A Pilot who has been issued with a Check Pilot Endorsement or who was appointed by the employing Pilotage Services Provider as a Check Pilot prior to the implementation of version 1.1 of this Determination.

## **Check Trip**

A Full Trip assessed by a Check Pilot to confirm a Trainee Pilot or a Pilot's knowledge, skills, and competence to pilot a vessel for a stated pilotage area. Refer to section 8.3 for further clarification.

## **Condition**

Condition(s) recorded on a Pilot Licence.

## **Continuous Professional Development (CPD)**

Career-long learning and training, undertaken to advance each individual Pilot's knowledge, skills, and professional behaviour.

## **Determination**

This Determination, setting licensing and training requirements for Pilots in Victorian ports.

## **Examiner**

A person with knowledge and experience in pilotage who holds a valid Pilot Licence appointed by ST Vic to sit on the Examination Panel and to assess the knowledge of Trainee Pilots and/or Pilots.

## **Flag State**

In relation to a Vessel means the country under whose laws the Vessel is registered or licensed.

## **Full Trip**

A trip from a Pilot boarding ground to a precinct, or from a precinct to a Pilot boarding ground.

## **Harbour Master**

- a. a licensed Harbour Master; or
- b. any person authorised under section 229 of the Marine Safety Act 2010 (Vic) to exercise any of the functions of the Harbour Master if the person so authorised is acting in accordance with the authorisation.

## **High-Risk Vessel**

A Vessel whose operation is determined by the relevant Harbour Master as posing risks outside those for which a Pilot normally faces and that requires additional pilotage knowledge, skills, and competency.

## **Hours of Darkness**

From sunset to sunrise.

## **LOA**

Length overall of a Vessel.

## **Marine Control Centre (MCC)**

A port control centre, providing maritime traffic services that is not a Vessel Traffic Service.

## **MSA**

The Marine Safety Act 2010 (Vic).

## **MSR**

The Marine Safety Regulations 2023 (Vic).

### **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 (but does not include a volunteer).

### **Master**

Has the meaning given to it in the Navigation Act 2012 (Cth), being a person having command or charge of the Vessel but does not include a Pilot.

### **Mentoring Trip**

An on-water, shipboard trip during which a licensed pilot-in-training to berth a ship at a precinct takes conduct of a vessel under the guidance of a more senior and experienced pilot.

### **Outcome Focused Simulator Training**

A simulation training plan focused on teaching Pilots the essential skills needed to navigate various challenging scenarios. The assessment is conducted using a selection of these scenarios in a randomised manner to confirm competence.

### **Permanent Resident**

As defined by s 5 of the Australian Citizenship Act 2007 (Cth).

### **Pilotage Examination**

An examination of a Trainee Pilot and/or a Pilot.

### **Pilotage Examination Panel**

A panel comprising a minimum of three (3) persons convened to conduct Pilotage Examinations to assess the knowledge of Trainee Pilots and/or Pilots.

### **Pilotage Services**

- a. the service of providing a Pilot to navigate a vessel within, or into or out of, Port Waters; or
- b. the service of providing transport and transfer of a Pilot to and from a Vessel for which services under paragraph (a) are required; or
- c. both of the services referred to in paragraphs (a) and (b).

### **Pilotage Services Provider (PSP)**

A person or organisation with the competency and capacity registered under section 241 of the MSA by ST Vic to provide Pilotage Services.

### **Pilot**

A pilot who is the holder of a pilot licence; who does not belong to, but has the conduct of, the vessel; and is licensed, subject to any Conditions, to perform pilotage duties within Victorian state waters in which a licensed Pilot is required to be engaged.

### **Pilot Exempt Master**

A Master of a Vessel holding a Certificate of Pilotage Exemption issued by ST Vic for a particular port, Vessel(s), and precinct.

### **Pilot Licence**

A licence, granted by ST Vic under section 252 of the MSA, authorising the Pilot to conduct the pilotage of a Vessel.

### **Pilot Licence Conditions**

Any of the following Conditions listed on a Pilot Licence:

- Class Condition - a Pilot Licence with Condition of Class 1-6 (corresponding to the increment progression requirements in the table for the relevant port with respect to LOA, beam and draught).
- Precinct Condition - a Condition restricting a Pilot to a precinct.
- Trainee Condition - a Condition that applies to a Trainee Pilot recognised by ST Vic as being under training and under the supervision of a Pilot with a Class Condition of at least one class above the minimum for that port.
- Any other condition imposed by ST Vic.

### **Pilot Licence Endorsements**

Any endorsements listed on a Pilot Licence.

### **Check Pilot Endorsement**

An endorsement by ST Vic of a person holding a Pilot Licence to conduct Check Trips and assess Trainee Pilots and Pilots for their knowledge, skills and competence to pilot a vessel for a stated pilotage area. A Pilot who was granted and held a valid 'Check Pilot Condition' under earlier versions of this Determination is taken to hold an equivalent Check Pilot Endorsement.

### **Class 10 (Oversize) Endorsement**

An endorsement that permits a Pilot to perform pilotage duties on a Vessel that exceeds any or all the LOA, beam, and draught limits of the largest Vessel in a port's Vessel size increment progression table.

### **Pilot Local Area Knowledge Examination (PLAKE)**

An examination carried out by a Harbour Master, or their appointed representative, to assess an Applicant's local knowledge of a pilotage area.

### **Pilot Training Plan (PTP)**

a document that details the planning and delivery of training, including the continued professional development of an individual Pilot for a Victorian port.

### **Pilot Training Record**

A permanent record of all training undertaken by a Pilot including Pilot Training Plans, familiarisation Trips, Training Trips, precinct trips, simulation training, shore-based training, Check Trips, and any incidents during training or as a Pilot.

### **Port Waters**

The waters declared under section 5(2) in the Port Management Act 1995 (Vic) to be port waters of the port.

### **Ports Victoria (PV)**

A statutory authority primarily responsible for the safe navigation of commercial Vessels in the Port Waters of Melbourne, Geelong, and Hastings, together with the facilitation of cruise shipping at Station Pier as per Transport Integration Act 2010 (Vic)

### **Safe Transport Victoria**

As defined by section 3 of the Transport Integration Act 2010 (Vic).

### **State waters**

As defined by section 3 of the MSA.

### **ST Vic**

Safe Transport Victoria.

### **Simulator Training**

An additional tool used to enhance a Pilot's training, which also forms part of a Pilot's CPD.

Note: Simulator Training will not be accepted as a replacement for the on-water training requirements of this Determination.

### **Simulator Training Plan**

A training plan for Simulator Training developed by the PSP and submitted to the relevant Harbour Master for approval for the purposes of:

- a. Obtaining Class 10 Endorsement; or
- b. Learning to pilot a novel/unusual/High-Risk Vessel; or
- c. Creating a new precinct or installing a floating production storage and offloading vessel; or
- d. Any other relevant purpose.

### **Trainee Pilot**

A person holding a Pilot Licence subject to a Trainee Condition.

### **Training Trip**

An on-water, shipboard 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 with a Class Condition of at least one class above the initial class for that port<sup>1</sup>.

### **Tug and tow**

A ship towing or pushing another ship.

### **Unrestricted Pilot Licence**

A Pilot Licence issued with no restrictions and conditions prior to the commencement of the 2019 Determination.

### **Vary**

For a licence issued by ST Vic, includes the following:

- vary an existing Pilot Licence Condition or Endorsement; and/or
- impose a new Pilot Licence Condition or Endorsement.

### **Vessel**

As defined by section 3(1) of the MSA.

### **Vessel Traffic Service (VTS)**

A navigational service implemented under a law of the Commonwealth or of a State or Territory. VTS operates 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.

### **Victorian Pilotage Port**

Designated ports in Victoria where pilotage is required under the MSA such as Port of Melbourne, Port of Geelong, Port of Hastings, and Port of Portland.

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<sup>1</sup> A minimum of 50% of the Training Trips must be performed under the supervision of a Pilot holding a Pilot Licence with a Class 2 Condition or above.

# GENERAL

## 1. Scope

1. This Determination details:
  - a. the licensing framework for Pilots in Victoria, including:
    - i. the process an Applicant must undertake to apply to ST Vic for the issue of a Pilot Licence;
    - ii. the requirement to provide evidence of qualifications, competencies and experience for Pilots operating in Victorian Ports;
    - iii. the Conditions that may be imposed on Pilot Licences;
    - iv. the Endorsements that may be attached to a Pilot Licence;
    - v. the requirement for fees to be paid;
    - vi. the examination processes; and
    - vii. progression evaluation processes.
  - b. the training framework for Pilots, including:
    - i. pilotage training schedules for each pilotage port;
    - ii. Pilot Licence progression requirements for each pilotage port; and
    - iii. minimum subject topics for Pilot training for each port.

## 2. Legislative provisions

2. Section 250 of the MSA stipulates that ST Vic, 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.
3. Section 252(1) of the MSA stipulates that, on receiving an application under section 251(1) of the MSA, ST Vic may grant a Pilot Licence to the Applicant if they have the appropriate qualifications, competencies, medical fitness, and experience to hold a Pilot Licence and meet the requirements determined by ST Vic.
4. Section 252(2) of the MSA stipulates that a Pilot Licence granted under subsection (1) may be granted subject to Conditions imposed by ST Vic.
5. Section 258(1)(i) of the MSA provides that one of the functions of ST Vic is to licence Pilots, develop appropriate standards for the training of Pilots and Pilot Exempt Masters, and to ensure that those standards are maintained.
6. Section 173A of the MSA allows for ST Vic, subject to section 173B, to suspend or cancel a Pilot Licence where ST Vic 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.
7. Section 173B of the MSA describes the procedure for suspension and cancellation of inactive Pilot Licences.
8. Section 173C of the MSA states that if a licence has been suspended under section 173A the person is taken not to hold a Pilot Licence during the period of suspension.
9. Part 8.7 of the MSA outlines the process for seeking a review of a reviewable decision made by ST Vic. This includes submitting an internal review application to ST Vic in relation to the reviewable decision, as well as seeking the review in the Victorian Civil and Administrative Tribunal (VCAT).

## 3. State waters in which a licensed Pilot is required to be engaged

### 3.1. Waters requiring a Pilot

10. Waters where a Pilot is required to be engaged are:

Code	Declared water	Limits
PRW.1	Port of Melbourne	As declared in Victoria Government Gazette G42 18 October 2012
PRW.2	Port of Geelong	As declared in Victoria Government Gazette G41 11 October 2001
PRW.3	Port of Hastings	As declared in Victoria Government Gazette G5121 December 2000
PRW.4	Port of Portland	As declared in Victoria Government Gazette G15 11 April 2013

### 3.2. Vessels requiring Pilotage Services

11. All Vessels of 35 metres LOA, and over, navigating in pilotage required waters are required to use the services of a licensed Pilot.
12. Vessels operated by Pilot Exempt Masters are exempt from requiring a licensed Pilot.
13. Certain Vessels may be exempted subject to the requirements of section 83 and 248 of the MSA.

## 4. Pilots

### 4.1. Authority of a Pilot Licence

14. A Pilot is permitted to pilot ships of the LOA, draught and beam within the pilotage required waters, consistent with the Pilot Licence held by the Pilot<sup>2</sup>, and subject to any Conditions or in line with any Endorsements stated on that licence.
15. A Pilot must not continue to act as a Pilot if ST Vic has cancelled or suspended that person's Pilot Licence.
16. A Pilot who has been absent from a Victorian Pilotage Port for a period of four months or more, for any reason, must not continue to act as a Pilot until they have met the relevant requirements of section 10 Return from absence in this Determination.

### 4.2. Responsibilities of a Pilot and a Check Pilot

17. A person must hold a Pilot Licence to act as a Pilot<sup>3</sup> within pilotage required waters of Victoria.
18. It is the responsibility of a Pilot to ensure that their Pilot Licence is valid and suitably endorsed for the port, Vessel, or precinct when conducting a pilotage movement for which the Pilot has been engaged.
19. It is the responsibility of a Pilot, subject to the authority of the Master, to pilot Vessels through pilotage required waters in Victoria.
20. When a Trainee Pilot is onboard during a Training Trip, the Pilot responsible for the Pilotage of that Vessel must hold a Class Condition of at least one above the initial class for that port (or an Unrestricted Pilot's Licence).

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2. A Trainee Pilot must always be under the direct supervision and instruction of a Class Pilot; in line with the requirements of section 7 of this Determination.

3. Other than a Trainee Pilot, who must always be under the direct supervision and instruction of a Class Pilot; in line with the requirements of section 7 of this Determination.

21. A Check Pilot is responsible for the pilotage of a Vessel when a Trainee Pilot is under assessment during a Check Trip.
22. A Check Pilot is responsible for the pilotage of the Vessel when a Pilot holding a Class Condition is undergoing a Check Trip for an increment to the next Class Condition.
23. A Check Pilot is responsible for the pilotage of the Vessel when a Pilot holding a Class Condition is undergoing a Check Trip to add a Precinct Condition to a Pilot Licence.
24. A Pilot holding a Class Condition (or an Unrestricted Pilot Licence), engaged for a Vessel is responsible for the pilotage of that Vessel when being assessed by a Check Pilot for an annual Check Trip.

### **4.3. Pilot medical fitness, including eyesight**

25. A Pilot is responsible for ensuring they maintain, as a minimum, the medical fitness standards prescribed in AMSA Marine Order 76 (Health - medical fitness). Pilots must obtain a certificate of medical fitness, including eyesight, at intervals not exceeding two years.
26. Where a Pilot is aged 55 years or over, a certificate of medical fitness, including eyesight, must be obtained annually.
27. The PSP must advise ST Vic within 24 hours of being made aware of any changes to a Pilot's medical fitness.

### **4.4. Pilot Licences issued prior to the commencement of this Determination**

28. All Pilot Licences issued and in force prior to the commencement of this Determination shall remain in force as if they were granted under the provisions of this Determination.
29. A Pilot currently advancing to a class of licence of the Determination (20 January 2020 Version 1) must meet the requirements of that Determination.
30. A Pilot commencing the next class of the licence as of the date of the publication of this Determination must meet the requirements of this Determination (15 May 2025 Edition 2).
31. A Pilot seeking to add additional precinct conditions to their Pilot Licence;
  - a. may provide evidence of Check Trips completed prior to the publication of this Determination;
  - b. one of the required Check Trips must be completed within 12 months of the request to add an additional precinct; and
  - c. where a Pilot holds a precinct under the previous determination, they shall be immediately eligible for the corresponding precinct under the new determination on the day this determination comes into force.

# PILOT LICENSING FRAMEWORK

## 5. Eligibility criteria for the initial issue of a Pilot Licence

### 5.1. Residency and English language competency

32. To be eligible to apply to become a Pilot in a Victorian Pilotage Port the Applicant must be:
- a. an Australian Citizen or Permanent Resident; and
  - b. competent in the English language, capable of understanding documents and directions relating to the performance of duties under the licence and capable of writing documents and giving directions relating to the performance of duties under the licence.

### 5.2. Certificate of Competency

33. On the date ST Vic receives the application for initial issue of a Pilot Licence, the Applicant must hold a current and valid Certificate of Competency being:
- a. a Certificate of Competency issued under Marine Order 70 (Seafarer Certification) and Marine Order 71 (Masters and Deck Officers), in accordance with the Navigation Act 2012 (Cth), as an Australian Master Unlimited; or
  - b. a Certificate of Recognition issued under Marine Order 70, (Seagoing Certification), in accordance with the Navigation Act 2012 (Cth), in relation to an international qualification equivalent to a certificate referred to in (a); and
  - c. the Applicant must provide evidence of all sea service conducted while acting as the Master of Vessels equivalent to the LOA, beam, and draught of Vessels to be piloted. The Applicant must have a minimum of 12 months' sea time as Master of a Vessel of no less than 500 gross tonnes during the five-year period that immediately precedes the date on which an application is received by ST Vic.

### 5.3. Equivalence - Certificate of Competency

34. In consultation with the relevant Harbour Master, ST Vic may accept an equivalent to the Certificate of Competency described in clause (33) if:
- a. the Applicant holds a Pilot licence issued in another Australian Pilotage Port or internationally recognised major pilotage port (excluding a coastal pilot licence issued by the Commonwealth) and the Applicant has:
    - i. been an active Pilot in the two years immediately preceding receipt of an application by ST Vic and maintained the required currency of that pilotage port;
    - ii. not had the licence suspended or cancelled for more than seven days during the two-year period immediately preceding the date of receipt of the application by ST Vic; and
    - iii. a licence that is for Vessels of an equivalent LOA, beam, and draught to those to which the application relates; or
  - b. the Applicant has other equivalent experience and training which may be acceptable to ST Vic, in which case:
    - i. a safety case must be submitted to ST Vic with details of the equivalent experience and training that demonstrates a level of competency equivalent to the qualifications and experience referred to in clause (33) (a) or (b) and (c); and
    - ii. ST Vic may consult with the relevant Harbour Master to review the submitted safety case.

## 5.4. Short course requirements

35. An Applicant must provide evidence of completing:
- a. a Bridge Resource Management Course, within the five-year period immediately preceding the date of receipt of the application by ST Vic; and
  - b. an Electronic Chart Display & Information System (ECDIS) equipment course.

## 5.5. Medical fitness requirements

36. An Applicant must have completed a Certificate of Medical Fitness, including eyesight, which:
- a. is issued no more than six months from the date of the Pilot Licence application; and
  - b. meets one of the following:
    - i. a certificate issued by an AMSA approved medical practitioner in accordance with AMSA Marine Order 76; or
    - ii. a certificate issued by an AMSA approved medical practitioner<sup>4</sup>, which is an equivalent or higher standard than AMSA Marine Order 76.

## 5.6. Eligibility criteria for making a request for the issue of a Class above the initial class

37. A PSP may request the issue of a Pilot Licence with a Class Condition above the initial Class for a Victorian port for a Trainee Pilot.
38. ST Vic in consultation with the relevant Harbour Master, may consider the issue of a Pilot Licence with a Class Condition above the initial Class for a port, subject to submission of the following:
- a. formal request by the employing PSP;
  - b. evidence and justification to support the request from the PSP;
  - c. a recommendation from the Pilotage Examination Panel supporting the request on completion of the examination; and
  - d. a recommendation from the Check Pilot following the completion of the required Check Trips.

## 5.7. Criteria for the issue of a Class above the initial class for a Victorian port

39. The criteria for the issue of a Pilot Licence with a Class Condition above the initial Class for a Victorian port are that:
- a. the Pilot has a PTP; and
  - b. the Pilot has been issued with a Pilot Licence with a Trainee Condition for the port applied for; and
  - c. the Pilot meets the additional criteria in clause (40); or
  - d. if the Pilot holds a current Class 1, or an Unrestricted Pilot Licence for another Victorian Port, the Pilot:
    - i. has held that Class 1, or Unrestricted Pilot Licence for more than three years; and
    - ii. in the 12-month period immediately preceding the date of receipt of application by ST Vic, has not been absent from piloting for a period of more than four months for any reason; or

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4. It is recommended that an approved medical practitioner have marine industry knowledge and an understanding of the role of a Pilot and the pilotage environment, including the risks involved and the physical and mental demands placed on a Pilot during a pilotage operation.

- e. if the Pilot holds a current unrestricted pilot licence from another Australian jurisdiction of an Australian Pilotage Port (excluding a coastal pilot licence issued by the Commonwealth)—the Pilot:
    - i. has held that licence for more than three years;
    - ii. in the 12-month period immediately preceding the date of receipt of application by ST Vic, has not been absent from piloting for a period of more than four months, for any reason; and
    - iii. is approved by ST Vic and the Harbour Master of the relevant pilotage port; or
  - f. if the Pilot holds a current unrestricted pilot licence from an internationally recognised major pilotage port—the Pilot:
    - i. has held that licence for more than three years;
    - ii. in the 12-month period immediately preceding the date of receipt of application by ST Vic, has not been absent from piloting for a period of more than four months, for any reason; and
    - iii. is approved by ST Vic and the Harbour Master of the relevant pilotage port.
40. The additional criteria for a Trainee Pilot are that the Pilot:
- a. has held a Pilot Licence with a Trainee Condition for the prescribed period in the relevant annex of this Determination;
  - b. has completed the prescribed number of trips in this period;
  - c. has successfully completed all training as per the Applicant’s individual PTP;
  - d. has successfully completed the training prescribed in the relevant annex of this Determination - including all shore-based training;
  - e. has successfully completed an examination conducted by the Pilotage Examination Panel; and
  - f. has successfully completed the required Check Trips.

## 6. Issue of a Pilot Licence

### 6.1. Application

41. Prior to commencing training to become a Pilot, an Applicant must apply for a Pilot Licence and must have met the eligibility criteria prescribed in 5 Eligibility Criteria for the initial issue of a Pilot Licence.
42. The application must include:
- a. documentation supporting that the eligibility criteria are met;
  - b. a copy of the individual PTP;
  - c. a copy of the completed PLAKE; and
  - d. a letter of appointment by the employing PSP.

## 7. Issue of a Pilot Licence with a Trainee Condition

43. Before commencing any Training Trips, an Applicant for a Pilot Licence must be issued and hold a Pilot Licence with a Trainee Condition.
44. The criteria for issue of a Pilot Licence with a Trainee Condition are that the Applicant:
  - a. meets the eligibility criteria in section 5 Eligibility Criteria for the initial issue of a Pilot Licence;
  - b. has provided the documentation as outlined in clause (42); and
  - c. has paid the required fee for grant of a Pilot Licence.
45. After the Pilot Licence with a Trainee Condition is issued:
  - a. the Trainee Pilot must commence Training Trips within one month of completing their PLAKE;
  - b. the PSP must notify ST Vic and the relevant Harbour Master of the first Training Trip commencement date; and
  - c. the Trainee Pilot must be under the direct supervision and instruction of the Pilot engaged in the pilotage of the Vessel while on the navigation bridge of that Vessel. The supervising Pilot is responsible for the Pilotage of the Vessel.

## 7.1. Training

46. A Trainee Pilot must complete all training outlined in this Determination for each port applied for within three to six months from the date of issue of the licence.
47. The PSP must notify ST Vic prior to the end of the six-month training period if a Trainee Pilot is unable to complete the Training Trips within six months.
48. If ST Vic is notified under clause (47), ST Vic may grant an extension to the training period for one additional month if, following consultation with the relevant Harbour Master, ST Vic is satisfied that exceptional circumstances exist.
49. If an extension is granted under clause (48), the Trainee Pilot must complete a minimum of five Training Trips every 14 days during the additional month to maintain the continuity of learning.
50. On completion of the training period (including any extended period) and completion of all training, the PSP must:
  - a. supply to ST Vic evidence that the Trainee Pilot has completed all training; and
  - b. request a Pilotage Examination.

## 8. Issue of a Class Pilot Licence

### 8.1. Initial issue of Class Condition

51. The criteria for issue of a Pilot Licence with a Class Condition, for a Victorian Pilotage Port and precinct are that the Pilot:
- holds a Pilot Licence with a Trainee Condition;
  - has held this licence for the prescribed period;
  - has completed the prescribed number of Training Trips in this period;
  - has successfully completed all the training as per the Applicant's individual PTP;
  - has successfully completed the training prescribed in the relevant annex of this Determination;
  - has successfully completed an examination conducted by the Pilotage Examination Panel; and
  - has successfully completed the required Check Trips on Vessels with an LOA not exceeding the initial Class Condition of the port to which the application relates.

**NOTE:** When arranging the first Check Trip post examination the Trainee Pilot and the PSP must consider any potential fatigue issues placed on the Trainee Pilot from completing Training Trips and studying for an examination. It is recommended that a Trainee Pilot does not undertake a Check Trip within 24 hours of completing the Pilotage Examination.

### 8.2. Issue of Class Condition (Progression)

52. The criteria for issue of the next Class Condition for a Victorian Pilotage Port, are that a Pilot:
- has held a Pilot Licence with the appropriate Class Condition for that port for the prescribed period;
  - has completed the required number of trips (as per the relevant progression table) at that Class Condition for that port;
  - has successfully completed the required Check Trips on Vessels of at least the minimum LOA of the next Class Condition, but not exceeding the maximum LOA of the next Class Condition; and
  - has completed the required towage operations and tug familiarisation trips at the required intervals<sup>5</sup>; in line with the requirements of section 17 of this Determination.

### 8.3. Check Trips

53. Check Trip(s) will be required for each of the following:
- on successful completion of the final examination conducted by the Pilotage Examination Panel, prior to a Trainee Pilot being issued a Class Condition;
  - prior to advancement to the next Class Condition;
  - when a Pilot applies to add additional precincts to their Pilot Licence (see the relevant tables annexed to this Determination);
  - as part of a PSP's responsibility to conduct annual Check Trips for a Pilot's Continued Professional Development (CPD);
  - when a Pilot has returned from a period of absence (see section 10 Return from absence); and
  - as a requirement of any disciplinary action taken against that Pilot.

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5. See each port progression criteria for the number of towage operations and tug familiarisation trips required.

54. Check Trips may be counted as part of the minimum trip requirements but must be conducted as the final trip of the stipulated minimum trips required before advancement to the next Pilot class.
55. On completion of all Check Trips the Check Pilot will provide a copy of the Check Trip assessment report to the PSP and pilot under assessment. The PSP will submit the Check Trip assessment to the:
  - a. the Harbour Master of the relevant port; and
  - b. ST Vic.
56. Where a Check Pilot's assessment report finds that the Pilot undergoing the Check Trip was not competent, ST Vic may:
  - a. review the Check Trip report with the Check Pilot and the Pilot under assessment separately; or
  - b. require:
    - i. the Pilot under assessment to undertake a further Check Trip, with an alternative Check Pilot; and
    - ii. on completion of the Check Trip in (b)(i) and receipt of the assessment report from that alternative Check Pilot, determine whether further action is necessary; and
  - c. inform the Pilot under assessment, the relevant Harbour Master, and the PSP of the outcome and further actions if required.

## 9. Issue of a Precinct Condition

57. A Pilot Licence with a Class 1-6 Condition will list the precincts within a port where a Pilot may perform pilotage duties (Precinct Condition).
58. To add a precinct condition to a Pilot's Licence, the Pilot's employing PSP must;
  - a. provide evidence to ST Vic and the relevant Harbour Master that a Pilot has completed the requirements to add a Precinct Condition to the Pilot Licence prior to that precinct being added (see Annex A to E to this Determination);
  - b. provide evidence of the Mentoring Trips to and from the precinct, as recorded in the Pilot's record; and
  - c. provide evidence that the Precinct Condition Check Trip was conducted on a Vessel in line with the Class Condition noted on the Pilot Licence; or
  - d. if clause (58)(c) is not reasonably practicable—the Check Trip for an additional Precinct Condition can be conducted on a Vessel that requires the Pilot to hold a Class Condition one class above their current class.
59. In the case of a newly developed or reinstated precinct, the relevant Harbour Master will assess competency to that precinct through:
  - a. a risk assessment; or
  - b. simulation; or
  - c. practical assessment; or
  - d. any combination of the above.
60. Upon receipt of the evidence requested in clause (59) ST Vic may add a Precinct Condition to a Pilot's Licence in consultation with the relevant Harbour Master.
61. Any newly developed precinct will be added to this Determination as an addendum as required.

## 10. Return from absence

### 10.1. Absence of equal to or greater than 4 months but less than 12 months

62. The period of absence is determined by the time between a Pilot's last pilotage movement and their first return from absence Check Trip in the same port.
63. A Pilot returning to active pilotage duties, after an absence equal to or greater than four months and less than 12 months from a Victorian port;
  - a. must complete the required number of Check Trips for that port, as detailed in clause (70), before independently conducting pilotage in that port.
  - b. must conduct a port visit for each port a Pilot Licence re-validation is being requested, with the relevant Harbour Master representative.
64. Check Trips must be conducted on a Vessel that the Pilot is currently licensed to pilot.
65. Once the first Check Trip has been completed, the Pilot must complete all remaining Check Trips specified in clause (70) within one month.
66. The required Check Trips must be completed and evidence submitted by the PSP to ST Vic and the relevant Harbour Master, along with a written request to re-validate their Pilot Licence, within 48 hours of completion.
67. If the Pilot holds a Port of Melbourne and Port of Geelong Pilot Licence, they may seek approval from ST Vic and the relevant Harbour Master for a reduction in Check Trips for each Pilot Licence they seek to revalidate.
68. On receipt of the required Check Trips, and the revalidation request, ST Vic will:
  - a. consult with the relevant Harbour Master regarding the Pilot's ability to resume independent pilotage in their Port Waters;
  - b. notify the Pilot in writing of the outcome of their re-validation request; and
  - c. notify the employing PSP in writing the outcome of the Pilot's re-validation request.
69. Upon the Pilot's successful completion of the Check Trips the Pilot is deemed to be revalidated for that port.
70. Check Trip requirements for an absence of equal to or greater than four months and less than 12 months.

Has not piloted for	Port of Melbourne	Port of Geelong	Port of Hastings	Port of Portland
Equal to or greater than 4 months and less than 6 months	1 Check Trip inward.	1 Check Trip inward.	1 Check Trip inward.	1 Check Trip inward.
	1 Check Trip outward.	1 Check Trip outward.	1 Check Trip outward.	1 Check Trip outward.
	<b>Total of 2</b>	<b>Total of 2</b>	<b>Total of 2</b>	<b>Total of 2</b>
Equal to or greater than 6 months and less than 12 months	2 Check Trips inward.	2 Check Trips inward.	2 Check Trips inward.	2 Check Trip inward.
	2 Check Trips outward.	2 Check Trips outward.	2 Check Trips outward.	2 Check Trip outward.
	<b>Total of 4</b>	<b>Total of 4</b>	<b>Total of 4</b>	<b>Total of 4</b>

### 10.2. Absence of equal to or greater than 12 months but less than 24 months

71. The employing PSP must notify ST Vic of any Pilot in their employment who has not acted as a Pilot for 12 months or more in a Victorian port for which they hold a licence. The notification must include details about the length of the absence and the reason for it. The employing PSP must notify ST Vic no more than 7 days after the 12-month period of absence.
72. After the period of absence noted in clause (71), ST Vic may suspend or cancel a licence as per MSA Part 4.6A.
73. The period noted in clause (71) is determined by the time between a Pilot's last pilotage movement and when the Pilot commences their new PTP as per clause (75).

74. A Pilot who intends to resume pilotage duties following a period of absence noted in clause (71) from a Victorian port in which they hold a licence, must:
- have a new PTP developed by their PSP; and
  - undertake any retraining appropriate to that period of absence prior to conducting independent pilotage in that port.
75. The new PTP to be developed by the PSP for the individual Pilot must:
- be submitted to ST Vic and the relevant Harbour Master;
  - detail the training to be undertaken by the Pilot, which may include Outcome Focused Simulator Training; and
  - be approved by ST Vic and the relevant Harbour Master prior to the Pilot commencing any training.
76. Additional requirements for a Pilot who intends to resume pilotage duties following a period of absence equal to or greater than 12 months and less than 24 months are that the Pilot:
- attend as an observer on the navigation bridge of a tug operating within the relevant port and witness at least two inward and two outward ship movements, unless otherwise specified by ST Vic; and
  - complete the required number of Check Trips for that port, as detailed in the table in clause (84), before independently conducting pilotage in that port.
77. Once the first Check Trip has been completed, the Pilot must complete all remaining Check Trips specified in clause (84), within one month.
78. The required Check Trips must be completed and evidence submitted to ST Vic and the relevant Harbour Master, along with a written request to re-validate their Pilot Licence, and evidence of completed tug familiarisation within 48 hours of completion.
79. On receipt of the required Check Trips, the revalidation request and evidence of completed tug familiarisation, ST Vic will consult with the relevant Harbour Master regarding the Pilot's ability to resume independent pilotage in their Port Waters.
80. ST Vic may place Conditions on the Pilot's licence for a set period.
81. A Pilot must receive the outcome of their re-validation request from ST Vic prior to resuming independently piloting a Vessel in those waters in respect to that Pilot Licence.
82. ST Vic must notify the employing PSP in writing the outcome of the Pilot's re-validation request.
83. Check Trip requirements for an absence of equal to or greater than 12 months but less than 24 months are set out in clause (84).
84. Check Trip requirements for absence of equal to or greater than 12 months but less than 24 months.

Has not piloted for	Port of Melbourne	Port of Geelong	Port of Hastings	Port of Portland
Equal to or greater than 12 months and less than 24 months.	4 Check Trips inward.	4 Check Trips inward.	4 Check Trips inward.	4 Check Trips inward.
	4 Check Trips outward.	4 Check Trips outward.	4 Check Trips outward.	4 Check Trips outward.
	4 of the above must be during the Hours of Darkness.	4 of the above must be during the Hours of Darkness.	4 of the above must be during the Hours of Darkness.	4 of the above must be during the Hours of Darkness.
	<b>Total of 8</b>	<b>Total of 8</b>	<b>Total of 8</b>	<b>Total of 8</b>

### **10.3. Absence of equal to or greater than 24 months but less than 60 months (5 years)**

85. A Pilot who intends to resume pilotage duties following a period of absence equal to or greater than 24 months from a Victorian port in which they hold a licence, and for whom that licence has not been cancelled or suspended, must provide a comprehensive training plan, supplied by the PSP, to be approved by ST Vic and the relevant Harbour Master that recognises the absentee's previous experience, licence, or licence Condition status and circumstances of the absence.

### **10.4. Absence of greater than 5 years**

86. A Pilot who intends to resume pilotage duties following a period of absence equal to or greater than 5 years from a Victorian port in which they hold a licence, and for whom that licence has not been cancelled or suspended, must complete the full training and examination requirements for new Applicants for a Pilot Licence.

### **10.5. Pilot no longer intends to act as a Pilot**

87. An employing PSP must inform ST Vic within 14 days of a Pilot no longer being employed by them and ST Vic will seek confirmation from the Pilot or the Pilot can inform ST Vic they do not intend to act as a Pilot to cancel their licence.
88. If ST Vic receives notice from a PSP or Pilot under clause (87), ST Vic may suspend or cancel the Pilot Licence under Part 4.6A of the MSA.

# PILOT TRAINING FRAMEWORK

## 11. Pilot Training

### 11.1. Objective

89. The objective of Pilot training is to provide the Pilot with the knowledge, skills, and competency to safely conduct the act of pilotage in a Pilot required port in Victoria.
90. These skills and competencies may be acquired through a combination of factors including but not limited to:
  - a. demonstrated experience;
  - b. on-the-job training/mentoring by current licensed Pilots;
  - c. manned model training;
  - d. Outcome Focused Simulator Training; and
  - e. human factors instruction and coaching.

### 11.2. Pilot Training Plan (PTP)

91. It is the responsibility of the PSP to develop and maintain a PTP for each Pilot employed by the PSP for each Victorian port for which they hold or are training for a licence.
92. A PTP must be provided to ST Vic and the relevant Harbour Master for their approval 21 days prior to the commencement of the training and when/if amended.
93. A PTP must include, at a minimum, the following:
  - a. pilot boarding and personal safety;
  - b. PSP organisational specific training;
  - c. PSP's fatigue management system training;
  - d. human factors training including, but not limited to:
    - i. heightened awareness of the factors that influence human performance and decision-making in a time-critical environment; and
    - ii. provide the tools with which to manage the variety of ships, competencies, cultures, and languages normally encountered in pilotage.
  - e. Continuous Professional Development (CPD); and
  - f. any other training requirements prescribed in this Determination.

### 11.3. Pilot training requirements

94. A Pilot's training must be successfully completed prior to the PSP requesting a Pilotage Examination.
95. A Pilot's training comprises the following:
  - a. Training Trips;
  - b. Outcome Focused Simulator Training;
  - c. towage operations and tug familiarisation trips;
  - d. PLAKE; and
  - e. shore-based training.

96. Training Trips

- a. A Training Trip is a trip defined in the relevant annex for each port 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.
- b. Only one Trainee Pilot is permitted on the Vessel for each Training Trip.
- c. An applicant Pilot is not permitted on the Vessel while a Trainee Pilot is under the close supervision and instruction of the licensed Pilot.
- d. A minimum of 50% of the Training Trips must be performed under the supervision of a Pilot holding a Pilot Licence with a Class 2 Condition or above. These Training Trips must be, as far as practicable, distributed throughout the required number of Training Trips and identifiable in the submitted Pilot Training Record.
- e. For the purposes of clause (96)(d), the supervising Pilot who holds a Pilot Licence with Class 2 Condition or above (or its equivalent) must also:
  - i. have the appropriate port and Precinct Condition; and
  - ii. be appointed by the PSP to tutor prospective Pilots during Training Trips.
- f. The Pilot supervising the remaining Training Trips must:
  - i. hold a Pilot Licence with a Class Condition of at least one class above the initial class for that port; and
  - ii. be appointed by the PSP to tutor prospective Pilots during Training Trips.
- g. All Training Trips must be successfully completed prior to applying for a Pilot Licence with a Class Condition.

97. Towage operations and tug familiarisation trip requirements:

- a. A Trainee Pilot must complete the mandatory familiarisation trip requirements in line with the requirements of section 17 of this Determination.
- b. Where multiple towage service providers operate within a port, the requirements are to be divided as evenly as possible among the towage service providers.

98. PLAKE

- a. The minimum topics required for a PLAKE are:
  - i. the port's physical geography and its effect on the manoeuvring of Vessels;
  - ii. local weather conditions and their effect on the manoeuvring of Vessels;
  - iii. navigation aids;
  - iv. Vessel Traffic Services (VTS) or Marine Control Centre (MCC);
  - v. port customs, protocols, and security measures;
  - vi. port infrastructure - including depths and high-risk areas;
  - vii. capabilities and limitations of tugs, including legal aspects of towage, towing methods, and hazards during towage operation;
  - viii. capabilities and limitations of other port services, including those of personnel; and
  - ix. risks particular to a specific Victorian Pilotage Port, e.g., concentrations of recreational craft.

99. Shore-based training
- a. Mandatory shore-based training must include:
    - i. Outcome Focused Simulator Training by an AMSA approved simulator training provider, which includes, as a minimum, the following:
      - simulation trips for each channel and port for which they seek a licence;
      - emergency situations;
      - mechanical failure;
      - equipment failure;
      - adverse weather conditions;
      - restricted visibility; and
      - non-availability of port services such as towage, VTS or MCC;
    - ii. attendance at the relevant port office and observance of VTS / MCC operations and other operational procedures of that port; and
    - iii. attendance at the relevant port office and witnessing of under keel clearance management system Vessel movements as applicable.
  - b. In addition to the mandatory shore-based training in clause (99)(a), a PSP may include ship manned model or other shore-based training, which will be detailed in the PTP and a PSP's own internal management plan.

## 11.4. Additional training

100. ST Vic must take into consideration any additional training recommended by the Harbour Master of the relevant port in deciding whether to mandate any additional training for that port.
101. ST Vic must notify in writing, the Pilot, the employing PSP and the Harbour Master of any additional training and the reason for the additional training.
102. Additional training may include, but is not limited to specialised pilotage applications appropriate to that port, Vessels, or Conditions for which the licence is sought, such as:
- a. the navigation of high-speed craft;
  - b. specialist cargo handling requirements;
  - c. the navigation of deep draught Vessels; and
  - d. dredging operations.
103. A PSP may apply to ST Vic for a variation of the Training Trip requirements detailed in this Determination.
104. Any proposed variation to Training Trip requirements under clause (96) must be equivalent to or exceed the requirements of this Determination.
105. ST Vic, after consultation with the relevant Harbour Master, may consider varying the Training Trip requirements for an individual Pilot.

## 11.5. Training records

106. The PSP and the Pilot must maintain records of all training undertaken by the Pilot in the Pilot's individual training record.
107. The PSP must:
- a. keep records of Trainee Pilot training; and
  - b. make these records available to ST Vic or the relevant Harbour Master if required.

## 11.6. Continuous Professional Development (CPD)

108. CPD is vital for maintaining and improving the proficiency of Pilots and assists Pilots to keep up to date with changes in the professional environment which will or may impact on pilotage. It allows for the ongoing monitoring of a Pilot's knowledge, skills, and competency.
109. The PSP must provide CPD for each Pilot they employ.
110. The Pilot must complete the Advanced Marine Pilot Training (AMPT) course;
  - a. within two years of obtaining a Pilot Licence with a Class Condition; or
  - b. has completed an AMPT within the five-year period preceding the date of obtaining a Pilot Licence with a Class Condition.
111. It is recommended that CPD training be, as a minimum, in accordance with Australasian Marine Pilots Institute or similar industry guidelines.
112. The CPD must include annual Check Trips, which need to be conducted on a Vessel that the Pilot is currently licensed to pilot.
113. Within one month of completion of the Check Trips in clause (112), the PSP must submit a copy of the Check Trip report to ST Vic.

# PILOTAGE EXAMINATION FRAMEWORK

## 12. Pilotage Examination for a Trainee Pilot

### 12.1. Eligibility

114. To be eligible for a Pilotage Examination, a Trainee Pilot must submit the following documentation:
  - a. a formal request for a Pilotage Examination;
  - b. evidence of successful completion of all training requirements detailed in this Determination; and
  - c. the required fee.
115. If a Trainee Pilot meets the eligibility requirements under clause (114), a Pilotage Examination will be arranged by ST Vic for the Trainee Pilot.
116. The Pilotage Examination will be conducted in line with the requirements of section 12.2 of this Determination.

### 12.2. Pilotage Examination Panel

117. The Pilotage Examination will be conducted in English by a Pilotage Examination Panel (Panel) comprising the following:
  - a. the Harbour Master or nominated Assistant Harbour Master of the relevant port(s);
  - b. an independent Examiner with appropriate current and valid pilotage qualifications, skills, and experience with respect to Victorian Pilotage Ports, appointed by ST Vic; and
  - c. an ST Vic representative, who is also the Chair of the Panel.
118. All members of the Panel will contribute to the development of the assessment material and the assessment of the Trainee Pilot's knowledge, skills, and competency for safely piloting a Vessel in the relevant port.
119. ST Vic representative is additionally responsible for ensuring the assessment is conducted in a fair and transparent manner.
120. Other persons may observe the Pilotage Examination; however, such persons are to be observers only and must not participate in or engage with the examination process or Panel or have any influence in the outcome of the assessment<sup>6</sup>.
121. The other persons referred to in clause (120) may include, but are not limited to:
  - a. an assistant Harbour Master;
  - b. a Harbour Master from another Victorian port;
  - c. a newly appointed ST Vic Chair, who is attending for familiarisation in the examination process;
  - d. a newly appointed Examiner, who is attending for familiarisation in the examination process;
  - e. a person from ST Vic attending to any administrative requirements;
  - f. a representative from the Pilot's PSP;
  - g. a person nominated by the candidate.

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6. On conclusion of the examination, all non-Panel members must leave the examination room before the deliberation by the Panel.

122. All members of the Panel must reach an agreement that the Trainee Pilot has either satisfactorily passed the examination for the relevant Port Waters being examined or has failed to meet the examination requirements.
123. Where a Trainee Pilot passes the Pilotage Examination, the Chair of the Panel must:
  - a. provide to ST Vic a written report signed by all members of the Panel recommending a Pilot Licence be issued with the following Conditions:
    - i. Class (LOA, draught, beam);
    - ii. area (of operation);
    - iii. precincts;
    - iv. any additional Check Trips above the minimum two required; and
    - v. any other Condition recommended by the Panel.
124. Where a Trainee Pilot fails the Pilotage Examination:
  - a. the Panel must, at the conclusion of the examination:
    - i. advise of the areas of concern; and
    - ii. recommend further study in particular areas; and
  - b. the Chair of the Panel must provide ST Vic a written report signed by all members of Panel, noting:
    - i. areas of the examination the Trainee Pilot failed; and
    - ii. recommendations the Panel may have that may assist a Trainee Pilot in developing the required knowledge and skills.
125. ST Vic will inform the Trainee Pilot of the outcome of the examination and will include any recommendations the Panel provided that may assist a Trainee Pilot in developing the required knowledge and skills.
126. If a Trainee Pilot is not successful after three (3) attempts of the Pilotage Examination:
  - a. the PSP must provide a revised Pilot Training Plan within one month after the third failed Pilotage Examination, which includes the number of Training Trips;
  - b. the Pilot Training Plan must be approved by the Harbour Master and ST Vic; and
  - c. the Trainee Pilot will not be permitted to request a Pilotage Examination for that port for a minimum of six months immediately following the date of the third failed Pilotage Examination.

### 12.3. Check Trip requirements - post Pilotage Examination

127. After successfully completing a Pilotage Examination, the Trainee Pilot must conduct the pilotage of a Vessel under the supervision of a Check Pilot for a minimum of two (2) Check Trips in the relevant port for which the licence will apply. The trips must include:
  - a. one trip inward from pilot boarding ground to a precinct;
  - b. one trip outward from a precinct to pilot boarding ground; and
  - c. one of (a) or (b) must be conducted during the Hours of Darkness.
128. A Trainee Pilot must satisfy the Check Pilot that they have the required knowledge, skills, and competency to safely pilot a Vessel in the port for which they are being assessed.
129. During the Check Trips, the Check Pilot will intervene if necessary to prevent any potential incidents and to maintain the safety of the Vessel, environment, and Port Waters.
130. ST Vic will issue the Trainee Pilot with a Pilot Licence with the appropriate Class Condition, area, and Precinct Conditions on receipt of the following:
  - a. the Pilotage Examination Report confirming the successful completion of the Pilotage Examination; and
  - b. assessment reports from the Check Pilot confirming the Trainee Pilot has demonstrated the required knowledge, skills, and competency in conducting the pilotage of Vessels during the required Check Trips.

### 12.4. Unsatisfactory Check Trips

131. Where a Check Pilot is not satisfied that a Trainee Pilot is competent to safely conduct the pilotage of a Vessel in the Port Waters for which they are being assessed, the Check Pilot must supply a written report to the Chair of the Pilotage Examination Panel.
132. A report supplied under clause (131) must include the areas of concern and recommendations that may assist a Trainee Pilot in developing the required knowledge and skills to satisfy the Check Pilot.
133. Following receipt of the Check Pilot's report:
  - a. the Chair, in consultation with the other members of the Pilotage Examination Panel, will make recommendation to ST Vic for further training and/or further Check Trips; and
  - b. ST Vic will inform the Trainee Pilot of the outcome of the review and the recommendation of the Panel.

# ANNEXURES

The following annexures detail training requirements for the South Channel and the individual ports, Pilot Licence progression, and the minimum subject topics for Pilots training:

- Annex A: Port of Melbourne
- Annex B: Port of Geelong
- Annex C: Port of Hastings
- Annex D: Port of Portland
- Annex E: Pilot Licence progression
- Annex F: Pilot Licence Endorsements
- Annex G: Minimum subject topics for Pilots training

## 13. Annex A: Port of Melbourne

### 13.1. Trainee Pilot training requirements for the Port of Melbourne

134. A Trainee Pilot for the Port of Melbourne must undertake supervised Training Trips as a Trainee Pilot for the Port of Melbourne as detailed in the table within this section and must meet all other requirements within the Determination before they are eligible to sit the Pilotage Examination.
135. A Trainee Pilot for the Port of Melbourne can complete their training for the Port of Geelong and Port of Melbourne concurrently, provided the training requirements for both ports are met.
136. In addition to the on-water training requirements for Port of Melbourne, the Trainee Pilot must complete the requirements of shore-based training as detailed in 11.3 of this Determination prior to applying for the Pilotage Examination.

## Port of Melbourne

Type of Trip	On water, ship-based Training Trip requirements																														
<p><b>Training Trips - South Channel</b> All Training Trips must be completed within a six-month period.</p>	<p>A minimum of 100 Training Trips must be completed. These trips must include the following: A minimum of 40 inward trips from the pilot boarding ground to beacons 24-25, of these trips:</p> <ul style="list-style-type: none"> <li>• 15 must be during the Hours of Darkness</li> <li>• 15 must be during ebb tide</li> <li>• 15 must be during flood tide.</li> </ul> <p>A minimum of 40 outward trips from beacons 24-25 to the pilot boarding ground, of these trips:</p> <ul style="list-style-type: none"> <li>• 15 must be during the Hours of Darkness</li> <li>• 15 must be during ebb tide</li> <li>• 15 must be during flood tide.</li> </ul>																														
<p><b>Training Trips - From pilot boarding ground to precinct and from precinct to pilot boarding ground</b> All Training Trips must be completed within a six-month period.</p>	<p>Included in the 100 Training Trips required for the South Channel, a minimum of 80 Full Trips<sup>^</sup> must be completed, these trips must comprise of the following:</p> <ul style="list-style-type: none"> <li>• 40 Full Trips<sup>^</sup> must be inward</li> <li>• 40 Full Trips<sup>^</sup> must be outward.</li> </ul> <p><sup>^</sup>See definition of Full Trip</p> <p><b>West Gate Bridge</b></p> <ul style="list-style-type: none"> <li>• Within the 80 Full Trips, 55 Full Trips must commence or terminate upstream of the West Gate Bridge.</li> </ul>																														
<p><b>Training Trips to Precincts</b> A Trainee Pilot must complete the required number of Training Trips in this table to a precinct before that precinct can be placed on the Class Pilot Licence as a Condition.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d9d9d9;">Precinct</th> <th style="background-color: #d9d9d9;">Inward <small>(from south of Fawkner Beacon to each precinct.)</small></th> <th style="background-color: #d9d9d9;">Outward <small>(from each precinct to south of Fawkner Beacon)</small></th> </tr> </thead> <tbody> <tr> <td>Gellibrand</td> <td style="text-align: center;">5*</td> <td style="text-align: center;">5*</td> </tr> <tr> <td>Webb Dock</td> <td style="text-align: center;">5*</td> <td style="text-align: center;">5*</td> </tr> <tr> <td>Appleton Dock F</td> <td style="text-align: center;">5*</td> <td style="text-align: center;">5*</td> </tr> <tr> <td>Yarraville</td> <td style="text-align: center;">5*</td> <td style="text-align: center;">5*</td> </tr> <tr> <td>South Wharf, Victoria Dock, and Appleton Dock (excluding Appleton F)</td> <td style="text-align: center;">5*</td> <td style="text-align: center;">5*</td> </tr> <tr> <td>Maribyrnong</td> <td style="text-align: center;">5*</td> <td style="text-align: center;">5*</td> </tr> <tr> <td>Swanson Dock</td> <td style="text-align: center;">5*</td> <td style="text-align: center;">5*</td> </tr> <tr> <td>Station Pier</td> <td style="text-align: center;">5*</td> <td style="text-align: center;">5*</td> </tr> <tr> <td colspan="3" style="text-align: center; background-color: #d9d9d9;">*2 of these training trips must be completed during the Hours of Darkness</td> </tr> </tbody> </table>	Precinct	Inward <small>(from south of Fawkner Beacon to each precinct.)</small>	Outward <small>(from each precinct to south of Fawkner Beacon)</small>	Gellibrand	5*	5*	Webb Dock	5*	5*	Appleton Dock F	5*	5*	Yarraville	5*	5*	South Wharf, Victoria Dock, and Appleton Dock (excluding Appleton F)	5*	5*	Maribyrnong	5*	5*	Swanson Dock	5*	5*	Station Pier	5*	5*	*2 of these training trips must be completed during the Hours of Darkness		
	Precinct	Inward <small>(from south of Fawkner Beacon to each precinct.)</small>	Outward <small>(from each precinct to south of Fawkner Beacon)</small>																												
	Gellibrand	5*	5*																												
	Webb Dock	5*	5*																												
	Appleton Dock F	5*	5*																												
	Yarraville	5*	5*																												
	South Wharf, Victoria Dock, and Appleton Dock (excluding Appleton F)	5*	5*																												
	Maribyrnong	5*	5*																												
	Swanson Dock	5*	5*																												
Station Pier	5*	5*																													
*2 of these training trips must be completed during the Hours of Darkness																															
<p><b>Anchoring trips</b></p>	<p>A Trainee Pilot must complete a minimum of 15 Training Trips to/from the anchorage. These Training Trips must comprise of the following:</p> <p><b>Inner Anchorage</b></p> <ul style="list-style-type: none"> <li>• 5 Training Trips from pilot boarding ground to a Port of Melbourne inner anchorage. <i>A minimum of 1 of the above must be completed during the Hours of Darkness.</i></li> <li>• 5 Training Trips from a Port of Melbourne inner anchorage to a Precinct. <i>A minimum of 1 of the above must be completed during the Hours of Darkness.</i></li> </ul> <p><b>Outer Anchorage</b></p> <ul style="list-style-type: none"> <li>• 2 Training Trips from pilot boarding ground to a Port of Melbourne outer anchorage.</li> <li>• 3 Training Trips from a Port of Melbourne outer anchorage to pilot boarding ground or a Precinct. <i>A minimum of 1 of the above must be completed during the Hours of Darkness.</i></li> </ul>																														
<p><b>Towage operations and tug familiarisation trips</b> All towage operations and tug familiarisation trips to be completed prior to applying for the Pilotage Examination.</p>	<ul style="list-style-type: none"> <li>• Attend as an observer on the navigation bridge of a tug operating within the port for a minimum of 4 inward and 4 outward towage operations, unless otherwise specified by ST Vic.</li> <li>• When multiple towage service providers are operating within the port, the requirements stated above are to be divided as evenly as possible between towage service providers.</li> </ul>																														
<p><b>High-Risk Vessel operation</b></p>	<p>The Port of Melbourne Harbour Master and PSP will determine the required training.</p>																														

## 13.2. Mentoring Trip and Check Trip requirements for adding a Precinct Condition for the Port of Melbourne

137. A Pilot holding a Pilot Licence with a Class Condition that wishes to add an additional precinct to their Licence must meet the requirements in the table below.
138. The employing PSP must submit evidence to ST Vic and the Port of Melbourne Harbour Master that the Pilot has completed the required Mentoring Trips and Check Trips.
139. A Mentoring Trip and Check Trip for the purposes of adding a Port of Melbourne Precinct must involve a passage south of Fawkner Beacon either to or from an anchorage or the pilot boarding ground.
140. The Check Trips for the relevant precinct must be conducted on a Vessel allowable under the Class Condition the Pilot currently holds.
141. If clause (140) is not reasonably practicable - the Check Trip for an additional Precinct Condition can be conducted on a Vessel that requires the Pilot to hold a Class Condition one class above their current class.
142. The Port of Melbourne Harbour Master must make a recommendation to ST Vic before the Precinct Condition is added.

Port of Melbourne Mentoring Trip and Check Trip requirements for Precinct Conditions						
Precinct	Mentoring Trips			Check Trips		
	Inward	Outward	Total	Inward	Outward	Total
Gellibrand	1	1	2	1	1	2*
Webb Dock	1	1	2	1	1	2*
Holden Dock	1	1	2	1	1	2*
Appleton Dock F	1	1	2	1	1	2*
Yarraville	1	1	2	1	1	2*
South Wharf, Victoria Dock, and Appleton Dock (excluding Appleton F)	1	1	2	1	1	2*
Maribyrnong	1	1	2	1	1	2*
Swanson Dock	2	2	4	1	1	2*
Station Pier	1	1	2	1	1	2*

\* 1 of these Check Trips must be completed during the Hours of Darkness (either inward or outward)

## 14. Annex B: Port of Geelong

### 14.1. Trainee Pilot training requirements for the Port of Geelong

143. A person may apply for a Pilot Licence with a Trainee Condition for the Port of Geelong, if the person:
- holds a valid Pilot Licence with a Class Condition for the Port of Melbourne; or
  - is also applying for a Pilot Licence with a Trainee Condition for the Port of Melbourne and intends to complete training in both ports concurrently.
144. A Trainee Pilot for the Port of Geelong must complete the supervised Training Trips as detailed in the table within this section and must meet all other requirements within the Determination before they are eligible to sit the Pilotage Examination.
145. A Trainee Pilot for the Port of Geelong can complete their training for the Port of Melbourne and Port of Geelong concurrently, provided the training requirements for both ports are met.
146. The following clauses apply to a Trainee Pilot who has applied under clause (143)(b):
- a Trainee Pilot completing Training Trips for the Port of Geelong can count trips between beacons 24-25 and the pilot boarding ground towards the 100 Training Trips requirement for the South Channel, as outlined in the Port of Melbourne Training Trips table within section 13.1; and
  - a Trainee Pilot for the Port of Geelong must obtain a Pilot Licence with a Class Condition for the Port of Melbourne before being eligible to obtain a Pilot Licence with a Class Condition for the Port of Geelong.

Port of Geelong			
Type of Trip	On water, ship-based Training Trip requirements		
<p><b>Training Trips</b> All Training Trips must be completed within a six-month period.</p>	<p>A minimum of 40 Training Trips must be completed, these trips must comprise of the following:</p> <p><b>Inward Training Trips</b></p> <ul style="list-style-type: none"> <li>20 Training Trips inward from Point Richards Entrance Beacon to a precinct. <i>A minimum of 10 of the above must be completed during the Hours of Darkness.</i></li> </ul> <p><b>Outward Training Trips</b></p> <ul style="list-style-type: none"> <li>20 Training Trips outward from a precinct to Point Richards Entrance Beacon. <i>A minimum of 10 of the above must be completed during the Hours of Darkness.</i></li> </ul>		
<p><b>Training Trips to Precincts</b> A Trainee Pilot must complete the required number of Training Trips in this table to a precinct before that precinct can be placed on the Class Pilot Licence as a Condition.</p>	<p><b>Precinct</b></p>	<p><b>Inward</b></p>	<p><b>Outward</b></p>
	Lascelles	5*	5*
	Corio and Bulk Grain Pier	8**	8**
		A minimum of 2 of the above into CQN4 A minimum of 2 of the above into BGP3	A minimum of 2 of the above from CQN4 A minimum of 2 of the above from BGP3
	Refinery 1 & 2	5*	5*
	Refinery 3 & 4	8*	8*
	Point Henry or Point Wilson	Subject to Harbour Master risk assessment.	
	*2 of these training trips must be completed during the Hours of Darkness.		
**2 of these Training Trips must be completed during the Hours of Darkness including 1 inward or outward of CQN4 and 1 inward or outward of BGP3.			
<p><b>Towage operations and tug familiarisation trips</b> All towage operations and tug familiarisation trips must be completed prior to applying for the Pilotage Examination.</p>	<ul style="list-style-type: none"> <li>Attend as an observer on the navigation bridge of a tug operating within the port for a minimum of 2 inward and 2 outward towage operations, unless otherwise specified by ST Vic.</li> <li>When multiple towage service providers are operating within the port, the requirements stated above are to be divided as evenly as possible between towage service providers.</li> </ul>		

## 14.2. Mentoring Trip and Check Trip requirements for adding a Precinct Condition for the Port of Geelong

147. A Pilot seeking to add additional precincts to their Pilot Licence with Class Condition must complete the Check Trips outlined in the table in this section.
148. A Mentoring Trip and Check Trip for the purposes of adding a Port of Geelong Precinct must involve a passage to or from Point Richards Entrance Beacon either to or from an anchorage or the pilot boarding ground.
149. The employing PSP must submit evidence to ST Vic and the Harbour Master that the Pilot has completed the required Check Trips to a precinct as detailed in the table in this section.
150. A Pilot that does not complete all precinct training requirements as a Trainee Pilot for a particular precinct, may request ST Vic to review the number of precinct trips completed as a Trainee Pilot and review the number of required Mentoring Trips and Check Trips to that precinct in consultation with the Harbour Master, prior to that precinct being added to their Pilot Licence with Class Condition.
151. The Check Trips for the relevant precinct must be conducted on a Vessel allowable under the Class Condition the Pilot currently holds.
152. The Port of Geelong Harbour Master must make a recommendation to ST Vic before the Precinct Condition is added.

Port of Geelong Mentoring Trip and Check Trip requirements for Precinct Conditions						
Precinct	Mentoring Trips			Check Trips		
	Inward	Outward	Total	Inward	Outward	Total
Lascelles	1	1	2	1	1	2*
Corio and Bulk Grain Pier	1 CQN4	1 CQN4	4	1 CQN4	1 CQN4	4**
	1 BGP3	1 BGP3		1 BGP3	1 BGP3	
Refinery 1 & 2	1	1	2	1	1	2*
Refinery 3 & 4	1	1	2	1	1	2*
Point Henry	1	1	2	1	1	2*
Point Wilson	A Pilot must seek the Harbour Master's permission, this may be subject to an additional risk assessment with the Harbour Master and Pilot prior to Pilotage to this precinct.					

\* 1 of these Check Trips must be completed during the Hours of Darkness (either inward or outward)

\*\* 1 of the CQN4 Check Trips and 1 of the BGP3 Check Trips must be completed during the Hours of Darkness (either inward or outward)

# 15. Annex C: Port of Hastings

## 15.1. Trainee Pilot training requirements for the Port of Hastings

153. There are two pathways to obtain a Pilot Licence for the Port of Hastings. A Trainee Pilot for the Port of Hastings, must undertake supervised Training Trips as a Trainee Pilot for the Port of Hastings as detailed in the table within this section and must meet all other requirements within the Determination before they are eligible to sit the Pilotage Examination.

- a. Pathway One - This pathway is open to eligible applicants.
- b. Pathway Two - This pathway is for applicants who have held a Port of Melbourne and Port of Geelong Class 1 or Unrestricted Pilot Licence for at least 36 months.

## 15.2. Pathway One - Trainee Pilot training requirements for the Port of Hastings

154. A Trainee Pilot for the Port of Hastings must complete the supervised Training Trips as detailed in the table within this section and must meet all other requirements within the Determination before they are eligible to sit the Pilotage Examination.

Port of Hastings - Pathway One				
Type of Trip	On water, ship-based Training Trip requirements			
	Precinct	Inward	Outward	
<b>Training Trips</b> All Training Trips must be completed within a six-month period.	<b>Anchorage</b>			
	Ebb tide	2*	3*	
	Flood tide	3*	2*	
	<b>Steel Wharf 2   Vessel using tugs</b>			
	Ebb tide	3*	3*	
	Flood tide	3*	3*	
	<b>Crib Point Jetty   1 Vessel using tugs</b>			
	Ebb tide	3*	3*	
	Flood tide	3*	3*	
	<b>Long Island Point   Vessel NOT using tugs</b>			
	Ebb tide	3*	3*	
	Flood tide	3*	3*	
	<b>Long Island Point   Vessel using tugs</b>			
	Ebb tide	3*	3*	
	Flood tide	3*	3*	
	* 1 of these Training Trips must be completed during the Hours of Darkness			
	<b>Towage operations and tug familiarisation trips</b> All towage operations and tug familiarisation trips to be completed prior to applying for Pilotage Examination.	<ul style="list-style-type: none"> <li>Attend as an observer on the navigation bridge of a tug operating within the port for a minimum of 2 inward and 2 outward towage operations, unless otherwise specified by ST Vic.</li> <li>When multiple towage service providers are operating within the port, the requirements stated above are to be divided as evenly as possible between the towage service providers.</li> </ul>		
	<b>High-Risk Vessel operation</b>	<ul style="list-style-type: none"> <li>The Port of Hastings Harbour Master will determine what Vessels are considered high-risk.</li> <li>The Port of Hastings Harbour Master and PSP will determine the required training.</li> </ul>		

## 15.3. Pathway Two - Trainee Pilot training requirements for the Port of Hastings

155. A Trainee Pilot must have held a Port of Melbourne and Port of Geelong Class 1 or Unrestricted Pilot Licence for at least 36 months.
156. A Trainee Pilot for the Port of Hastings must complete the supervised Training Trips as detailed in the table within this section and must meet all other requirements within the Determination before they are eligible to sit the Pilotage Examination.

Port of Hastings - Pathway Two			
Type of Trip	On water, ship-based Training Trip requirements		
	Precinct	Inward	Outward
<b>Training Trips</b> All Training Trips must be completed within a six-month period.	<b>Anchorage</b>		
	Ebb tide	-	1
	Flood tide	1	-
	<b>Steel Wharf 2   Vessel using tugs</b>		
	Ebb tide	1	1
	Flood tide	1	1
	<b>Crib Point Jetty   1 Vessel using tugs</b>		
	Ebb tide	1	1
	Flood tide	1	1
	<b>Long Island Point   Vessel NOT using tugs</b>		
	Ebb tide	1	1
	Flood tide	1	1
	<b>Long Island Point   Vessel using tugs</b>		
	Ebb tide	1	1
	Flood tide	1	1
	* 1 of these Check Trips must be completed during the Hours of Darkness		
<b>Towage operations and tug familiarisation trips</b> All towage operations and tug familiarisation trips to be completed prior to applying for Pilotage Examination.	<ul style="list-style-type: none"> <li>Attend as an observer on the navigation bridge of a tug operating within the port for a minimum of 2 inward and 2 outward towage operations, unless otherwise specified by ST Vic.</li> <li>When multiple towage service providers are operating within the port, the requirements stated above are to be divided as evenly as possible between the towage service providers.</li> </ul>		
<b>High-Risk Vessel operation</b>	<ul style="list-style-type: none"> <li>The Port of Hastings Harbour Master will determine what Vessels are considered high-risk.</li> <li>The Port of Hastings Harbour Master and PSP will determine the required training.</li> </ul>		

## 16. Annex D: Port of Portland

157. There are two pathways to obtain a Pilot Licence for the Port of Portland. A Trainee Pilot for the Port of Portland, must undertake supervised Training Trips as a Trainee Pilot for the Port of Portland as detailed in the table within this section and must meet all other requirements within the Determination before they are eligible to sit the Pilotage Examination.
- Pathway One - This pathway is open to eligible applicants.
  - Pathway Two - This pathway is for applicants who have held a Port of Melbourne and Port of Geelong Pilot Class 1 or Unrestricted Licence for at least 36 months.

### 16.1. Pathway One - Trainee Pilot training requirements for the Port of Portland

158. A Trainee Pilot for the Port of Portland must complete the supervised Training Trips as detailed in the table within this section and must meet all other requirements within the Determination before they are eligible to sit the Pilotage Examination.

Port of Portland - Pathway One	
Type of trip	On water, ship-based Training Trip requirements
<p><b>Training Trips</b></p> <p>All Training Trips must be completed within a six-month period.</p>	<p>A minimum of 30 trips must be completed, these trips must include all working commercial berths within the port and must comprise of the following:</p> <ul style="list-style-type: none"> <li>15 Training Trips inward. <i>A minimum of 5 of the above must be completed during the Hours of Darkness, and</i></li> <li>15 Training Trips outward. <i>A minimum of 5 of the above must be completed during the Hours of Darkness.</i></li> </ul>
<p><b>Towage operations and tug familiarisation trips</b></p> <p>All towage operations and tug familiarisation trips to be completed prior to applying for Pilotage Examination.</p>	<ul style="list-style-type: none"> <li>Attend as an observer on the navigation bridge of a tug operating within the port for a minimum of 2 inward, 2 outward, and 1 in harbour shift towage operations, unless otherwise specified by ST Vic.</li> <li>These towage operations and tug familiarisation trips are to be divided between all POPL Tug Masters employed by the port at the time of training.</li> </ul>
<p><b>High-Risk Vessel operation</b></p>	<ul style="list-style-type: none"> <li>The Port of Portland Harbour Master will determine what Vessels are considered high-risk.</li> <li>The Port of Portland Harbour Master and PSP will determine the required training.</li> </ul>

### 16.2. Pathway Two - Trainee Pilot training requirements for the Port of Portland

159. A Trainee Pilot must have held a Port of Melbourne and Port of Geelong Class 1 or Unrestricted Pilot Licence for at least 36 months.
160. A Trainee Pilot for the Port of Portland must complete the supervised Training Trips as detailed in the table within this section and must meet all other requirements within the Determination before they are eligible to sit the Pilotage Examination.

Port of Portland - Pathway Two	
Type of trip	On water, ship-based Training Trip requirements
<p><b>Training Trips</b></p> <p>All Training Trips must be completed within a six-month period.</p>	<p>A minimum of 15 trips must be completed, these trips must include all working commercial berths within the port and must comprise of the following:</p> <ul style="list-style-type: none"> <li>8 Training Trips inward <i>A minimum of 3 of the above must be completed during the Hours of Darkness, and</i></li> <li>7 Training Trips outward. <i>A minimum of 3 of the above must be completed during the Hours of Darkness.</i></li> </ul>
<p><b>Towage operations and tug familiarisation trips</b></p> <p>All towage operations and tug familiarisation trips to be completed prior to applying for Pilotage Examination.</p>	<ul style="list-style-type: none"> <li>Attend as an observer on the navigation bridge of a tug operating within the port for a minimum of 2 inward, 2 outward, and 1 in harbour shift towage operations, unless otherwise specified by ST Vic.</li> <li>These towage operations and tug familiarisation trips are to be divided between all POPL Tug Masters employed by the port at the time of training.</li> </ul>
<p><b>High-Risk Vessel operation</b></p>	<ul style="list-style-type: none"> <li>The Port of Portland Harbour Master will determine what Vessels are considered high-risk.</li> <li>The Port of Portland Harbour Master and PSP will determine the required training.</li> </ul>

## **17. Annex E: Pilot Licence progression**

### **17.1. Pilot Licence progression for the Port of Melbourne - including South Channel**

161. The Port of Melbourne - Licence Progression Table in section 17.2 details the requirements for a Pilot to be eligible to progress to the next Pilot Licence Class Condition level.
162. A Pilot must hold each Class Condition level for the minimum period as detailed in section 17.2.
163. A Pilot must complete the minimum required number of Full Trips as detailed in section 17.2, i.e. inward from pilot boarding ground to precinct and outward from precinct to pilot boarding ground.
164. A Pilot must complete at least 30% of the minimum trip requirements on Vessels with an LOA, Beam, and Draught that fall between the maximum dimensions of their previous Class Condition and the maximum dimensions of their current Class Condition.
165. A Pilot must complete towage operations and tug familiarisation trips at intervals detailed in clause (97)(a) and adhere to clause (97)(b) and supply evidence of completion to ST Vic and the Harbour Master.
166. There is no reduction in the number of licence progression trips in each port if a Pilot is completing the Port of Melbourne and the Port of Geelong progression requirements simultaneously.

## 17.2. Port of Melbourne - Licence Progression Table

Port of Melbourne Licence Progression - including Port Phillip - South Channel							
Pilot Class	Minimum time at each Class, prior to becoming eligible to progress to next Class/ Endorsement	Minimum trips required at each Class, prior to becoming eligible to progress to next Class/ Endorsement	Check Trip requirements, prior to progressing to next Class/ Endorsement	Towage operations and tug familiarisation trip requirements, prior to progressing to next Class/ Endorsement	Max LOA (metres)	Max Beam (metres)	Max Draught (metres)
Trainee Pilot Condition	3-6 months	100 trips as per 13.1 80 Full Trips as per 13.1 Combined	As per 12.3	Minimum 4 trips inward, 4 trips outward.	-	-	-
Class 6	Minimum 6 months	Minimum 25 Full Trips inward, 25 Full Trips outward.	1 Full Trip inward. 1 Full Trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 180	Up to 34	Up to 8.5
Class 5	Minimum 6 months	Minimum 25 Full Trips inward, 25 Full Trips outward.	1 Full Trip inward. 1 Full Trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 190	Up to 34	Up to 9.5
Class 4	Minimum 9 months	Minimum 35 Full Trips inward, 35 Full Trips outward.	1 Full Trip inward. 1 Full Trip outward. 1 of the above must be during the Hours of Darkness.	Minimum 4 trips inward, 4 trips outward.	Up to 220	Up to 34	Up to 10.5
Class 3	Minimum 9 months	Minimum 35 Full Trips inward, 35 Full Trips outward.	1 Full Trip inward. 1 Full Trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 245	Up to 40	Up to 11.0
Class 2	Minimum 6 months	Minimum 25 Full Trips inward, 25 Full Trips outward.	1 Full Trip inward. 1 Full Trip outward. 1 of the above must be during the Hours of Darkness.	Minimum 4 trips inward, 4 trips outward.	Up to 270	Up to 40	Up to 12.0
Class 1	Minimum 36 months	Minimum of 300 Full Trips at Class 1 prior to applying for a Class 10 Endorsement.	Must meet 18.2. Class 10 Endorsement.	Minimum 4 trips inward, 4 trips outward.	Up to 310	Up to 43.2 in the Yarra River (unrestricted elsewhere)	Up to 14
10 Endorsement	-	-	-	-	-	Unrestricted	-

### 17.3. Pilot Licence progression for the Port of Geelong

167. The Port of Geelong - Licence Progression Table in section 17.4 details the requirements for a Pilot to be eligible to progress to the next Pilot Licence Class Condition level.
168. A Pilot must hold each Class Condition level for the minimum period as detailed in section 17.4.
169. A Pilot must complete the minimum required number of trips as detailed in section 17.4.
170. A Pilot must complete at least 30% of the minimum trip requirements on Vessels with an LOA, Beam, and Draught that fall between the maximum dimensions of their previous Class Condition and the maximum dimensions of their current Class Condition.
171. A Pilot completing licence progression trips for the Port of Geelong must hold a Pilot Licence with a Class Condition equivalent to the Port of Melbourne before being eligible for progression in the Port of Geelong.
172. A Pilot must complete towage operations and tug familiarisation trips requirements at intervals detailed in clause (97)(a) and adhere to clause (97)(b) and supply evidence of completion to ST Vic and the Harbour Master.
173. There is no reduction in the number of licence progression trips in each port if a Pilot is completing the Port of Melbourne and the Port of Geelong progression requirements simultaneously.

## 17.4. Port of Geelong - Licence Progression Table

Port of Geelong Licence Progression							
Pilot Class	Minimum time at each Class, prior to becoming eligible to progress to next Class/ Endorsement	Minimum trips required at each Class, prior to becoming eligible to progress to next Class/ Endorsement	Check Trip requirements, prior to progressing to next Class/ Endorsement	Towage operations and tug familiarisation trip requirements, prior to progressing to next Class/ Endorsement	Max LOA (metres)	Max Beam (metres)	Max Draught (metres)
Trainee Pilot Condition	3-6 months	40 trips as per 14.1 Combined	As per 12.3	Minimum 2 trips inward, 2 trips outward.	-	-	-
Class 6	Minimum 6 months	Minimum 25 trips inward, 25 trips outward.	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 180	Up to 34	Up to 8.5
Class 5	Minimum 6 months	Minimum 25 trips inward, 25 trips outward.	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 190	Up to 34	Up to 9.5
Class 4	Minimum 9 months	Minimum 35 trips inward, 35 trips outward.	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	Minimum 2 trips inward, 2 trips outward.	Up to 220	Up to 34	Up to 10.5
Class 3	Minimum 9 months	Minimum 35 trips inward, 35 trips outward.	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 245	Up to 40	Up to 11.0
Class 2	Minimum 6 months	Minimum 25 trips inward, 25 trips outward.	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	-	270	40	12
Class 1	-	-	-	-	-	-	-

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

174. (The Port of Hastings - Licence Progression Table in section 17.6 details the requirements for a Pilot to be eligible to progress to the next Pilot Licence Class Condition level.
175. A Pilot must hold each Class Condition level for the minimum period as detailed in section 17.6.
176. (A Pilot must complete the minimum required number of trips as detailed in section 17.6.
177. A Pilot must complete at least 30% of the minimum trip requirements on Vessels with an LOA, Beam, and Draught that fall between the maximum dimensions of their previous Class Condition and the maximum dimensions of their current Class Condition.
178. A Pilot must complete towage operations and tug familiarisation trips at intervals detailed in clause (97)(a) and adhere to clause (97)(b) and supply evidence of completion to ST Vic and the Harbour Master.
179. Licence progression trips may be combined with Check Trips in the Port of Hastings.

## 17.6. Port of Hastings - Licence Progression Table

Port of Hastings Licence Progression							
Pilot Class	Minimum time at each Class, prior to becoming eligible to progress to next Class/ Endorsement	Minimum trips required at each Class, prior to becoming eligible to progress to next Class/ Endorsement	Check Trip requirements, prior to progressing to next Class/ Endorsement	Towage operations and tug familiarisation trip requirements, prior to progressing to next Class/ Endorsement	Max LOA (metres)	Max Beam (metres)	Max Draught (metres)
Trainee Pilot Condition	3-6 months	58 trips as per 15.1; or 18 trips as per 15.2	As per 12.3	Minimum 2 trips inward, 2 trips outward.	-	-	-
Class 5	Minimum 6 months	Minimum 15 trips inward, 15 trips outward. (at least 10 trips during the Hours of Darkness)	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 160	Up to 30	Up to 8.5
Class 4	Minimum 6 months	Minimum 10 trips inward, 10 trips outward. (at least six trips during the Hours of Darkness)	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	Minimum 2 trips inward, 2 trips outward.	Up to 190	Up to 35	Up to 12.0
Class 3	Minimum 12 months	Minimum 5 trips inward, 5 trips outward. (at least 3 trips during the Hours of Darkness)	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 230	Up to 40	Up to 12.5
Class 2	Minimum 12 months	Minimum 3 trips inward, 3 trips outward. (at least 2 trips during the Hours of Darkness)	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	Minimum 2 trips inward, 2 trips outward.	Up to 260	Up to 45	Up to 13.0
Class 1	-	-	At least 1 trip inward and 1 trip outward on a Vessel of over 260m LOA.	-	-	Unrestricted	-

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

180. The Port of Portland - Licence Progression Table in section 17.8 details the requirements for a Pilot to be eligible to progress to the next Pilot Licence Class Condition level.
181. A Pilot must hold each Class Condition level for the minimum period as detailed in section 17.8.
182. A Pilot must complete the minimum required number of trips as detailed in section 17.8.
183. A Pilot must complete at least 30% of the minimum trip requirements on Vessels with an LOA, Beam, and Draught that fall between the maximum dimensions of their previous Class Condition and the maximum dimensions of their current Class Condition.
184. A Pilot must complete towage operations and tug familiarisation trips at intervals detailed in clause (97)(a) and adhere to clause (97)(b) and supply evidence of completion to ST Vic and the Harbour Master.

## 17.8. Port of Portland - Licence Progression Table

Port of Portland Licence Progression							
Pilot Class	Minimum time at each Class, prior to becoming eligible to progress to next Class/ Endorsement	Minimum trips required at each Class, prior to becoming eligible to progress to next Class/ Endorsement	Check Trip requirements, prior to progressing to next Class/ Endorsement	Towage operations and tug familiarisation trip requirements, prior to progressing to next Class/ Endorsement	Max LOA (metres)	Max Beam (metres)	Max Draught (metres)
Trainee Pilot Condition	3-6 months	Minimum 15 trips as per 16.1	As per 12.3	Minimum 2 trips inward, 2 trips outward, 1 trip in harbour shift.	-	-	-
Class 3	Minimum 1 months	Minimum 30 trips	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	-	Up to 185	Up to 34	Up to 8.5
Class 2	Minimum 1 month	Minimum 30 trips	1 trip inward. 1 trip outward. 1 of the above must be during the Hours of Darkness.	Minimum 2 trips inward, 2 trips outward, 1 trip in harbour shift.	Up to 200	Up to 40	Up to 11.0
Class 1	Minimum 6 months	-	-	-	Unrestricted		

## 18. Annex F: Pilot Licence Endorsements

### 18.1. Check Pilot Endorsement

185. ST Vic may issue a Check Pilot Endorsement to a Pilot holding the required Pilot Licence after consultation with the relevant Harbour Master and subject to the following being satisfied:
- a. the Pilot has been nominated by their employing PSP;
  - b. the Pilot has held a Pilot Licence with Class 1 Condition or equivalent Victorian Pilot Licence for at least five years from the date of nomination, and is licensed for the required port's maximum length, beam, and draught, and for all the relevant precincts;
  - c. the Pilot has not had their licence suspended or cancelled for more than seven days in the five years preceding the date the nomination is received by ST Vic;
  - d. the Pilot has a current and valid medical and eyesight certificate in line with section 5.5 of this Determination; and
  - e. the Pilot has provided evidence of successful completion of one of the following, within the 2 years preceding the date of nomination:
    - i. an internationally recognised Check Pilot course; or
    - ii. a Check Pilot course approved by AMSA; or
    - iii. a Check Pilot course approved by ST Vic.

### 18.2. Class 10 (Oversize) Endorsement

186. A Pilot that holds a Port of Melbourne Pilot Licence with Class 1 Condition and has held that Class 1 licence for a minimum of 36 months' continuous service in the relevant port, may apply for a Class 10 Endorsement.
187. ST Vic, after consultation with the relevant Harbour Master, may issue a Class 10 Endorsement following a request from the employing PSP.
188. The employing PSP must include the following information as part of the request:
- a. a letter of endorsement for the Pilot to be issued a Class 10 Endorsement;
  - b. a Simulator Training Plan, approved by the relevant Harbour Master, which at a minimum, covers the following:
    - i. voyage planning;
    - ii. emergency preparedness and procedures;
    - iii. contingency planning;
    - iv. towage procedures for oversize Vessels; and
    - v. VTS, MCC communications;
  - c. evidence of completion of the Harbour Master approved Simulator Training for the pilotage of oversize Vessels; and
  - d. evidence of completion of the minimum number of trips as a holder of a Pilot Licence with Class 1 Condition as detailed in the progression tables for each port.
189. A Port of Melbourne - Pilot Licence with a Class 10 Endorsement permits pilotage of Vessels:
- a. with LOA greater than 310 metres; and/or
  - b. a beam greater than 43.2 metres in the Yarra River; and/or
  - c. a draught greater than 14 metres; and/or
  - d. considered oversized by the Harbour Master.
190. A Pilot that has a Pilot Licence issued with a Class 10 Endorsement or has a Pilot Licence that reads, to act as a Pilot for the Ports for which this Licence was granted of all ships irrespective of draught or length, must consult with the relevant Harbour Master prior to any pilotage on a Vessel considered by the Harbour Master to be 'Oversize'.

## 19. Annex G: Minimum subject topics for Pilots' training

191. A PSP will ensure a Trainee Pilot receives training in, as a minimum, the following areas:
- a. local regulations and other statutory requirements;
  - b. local shipping operations;
  - c. passage planning;
  - d. the limits of the port and all other hazards and relevant physical characteristics of the port and pilotage areas including:
    - i. pilotage limits and boarding grounds;
    - ii. names of channels, berths, precincts, shoals, headlands, and points;
    - iii. minimum depths in channels and alongside berths, precincts;
    - iv. all navigation marks, leads and lights with their descriptions;
    - v. tidal streams and currents;
    - vi. weather, wave, and tide height data availability;
    - vii. wave-swell patterns inside and outside the port;
    - viii. reporting points;
    - ix. position of submarine cables and pipelines;
    - x. prohibited areas of anchoring, restricted areas, shoals, and other dangers;
    - xi. anchorages and places of refuge;
    - xii. the emergency response capabilities of the port(s);
    - xiii. use of current technology and bridge equipment;
    - xiv. practical and theoretical training in ship handling, including Outcome Focused Simulator Training;
    - xv. concentration of recreational craft; and
    - xvi. local and general marine safety;
  - 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 several 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, bank effect, bank cushion 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.