

# PF-28 Important Information for Vessels Calling the Port of Newcastle

Pilotage Procedures - Forms & Checklists

## Arrival

### **Newcastle Local Time**

UTC +10 AEST is from the first Sunday in April until the first Sunday in October. UTC

+11 AEDST is from the first Sunday in October until the first Sunday in April.

### **Radio Watch**

Vessels approaching Newcastle should maintain a VHF listening watch on VHF Ch 09 and 16. Information and weather warnings from Newcastle VTS will be transmitted on VHF Ch 09.

VHF Channels 08, 09, 10, 11, 72 and 77 are port working channels and must not be used for inter-ship communications.

Unless your vessel is proceeding directly to the Pilot Boarding Ground, all vessels will be required to state their intention to either drift or proceed to the anchorage.

### **Drifting Area**

Maintain a listening watch on VHF Ch 09 and 16 whilst drifting. Whilst drifting, vessels should always maintain a distance greater than 10 nautical miles from the nearest shoreline.

An active fishing fleet operates in the vicinity of the port. Please navigate with caution.

If subsequently proceeding to the anchorage, please contact Newcastle VTS on VHF Ch 09.

### **Anchorage**

When proceeding to the anchorage, remain to the east of the Pilot Boarding Grounds and do not impede vessels proceeding to the boarding grounds. Be aware of the active fishing fleet operating off the port and navigate with caution. There are **no designated anchorage positions**.

The fair-weather anchorage area is south of 33°00.00'S at a distance of at least 3 nautical miles from the coast. **Note:** Vessels must always remain greater than 3' from the nearest shoreline, even when swinging on the cable. Please take this into account when choosing your anchorage position.

Anchor at a safe distance from other vessels. Be aware that the anchorage has numerous discarded anchors and cables lying on the seabed. Once anchored, notify Newcastle VTS on VHF Ch 09.

Maintain a good anchor watch at all times and monitor your position, as well as that of other vessels, for any indications of dragging. Newcastle VTS may monitor your position and notify you if it becomes apparent that you are dragging; however, responsibility for this remains with the ship. No waste materials or other objects are to be jettisoned overboard from your vessel during the entire time the vessel is at anchor.

Main Engines must not be immobilized in the anchorage, as vessels must remain ready to depart immediately should conditions deteriorate.

## Weather

Weather conditions off the coast of Newcastle are subject to rapid change, where moderate to heavy swells can develop quickly. If weather conditions deteriorate or if a severe weather warning has been issued, vessels are to weigh anchor and proceed to sea immediately until conditions improve. Newcastle VTS monitors weather warnings and will broadcast these on VHF Ch 09 as they come to hand.

## Draft

Accurate drafts must be provided in the Master's declaration for your vessel movement booking to be accepted. Should the pilot identify any discrepancy between the actual draft and the submission in the Master's declaration, the movement would be declined.

If there are any changes to your vessel's entry, the shifting or sailing draft must be advised to your agent, and an updated Master's Declaration is to be submitted.

## Ballast Condition

All vessels in ballast and/or part-loaded condition, requiring the services of a Pilot, must be ballasted and trimmed as follows:

Forward draft must not be less than 2% of the vessel's LOA.

Aft draft must be such that the propeller is fully immersed in the water.

## Passage Plan

All vessels are provided with Newcastle's standard passage plan by email. If you have not received this document, you may obtain a copy from your agent or by visiting the Port Authority's website.

<https://www.portauthoritynsw.com.au/newcastle-harbour/pilotage-navigation/pilotage-and-harbour-masters-directions/pre-arrival-information-pilot-passage-plans/>

The appropriate plan for your entry must be entered into your ECDIS, including turn radius, cross-track margin and planned speed.

## Pilot Boarding Times

The local agents will advise the scheduled pilot boarding time for the vessel movements. Newcastle VTS will advise the pilot boarding time only if there have been changes to the original plan and other related pilot boarding information on VHF channel 09. Vessels requiring future berthing prospects are to contact their local agent for this information and **should not call** Newcastle VTS on Ch 09.

## Pilot Boarding Grounds

All vessels proceeding to either Pilot Boarding Ground Alpha or Charlie will first be routed through Pilot Boarding Ground Bravo. This is to assist with traffic flow and the separation of vessels departing from the port from those manoeuvring in the vicinity of the anchorage.

On approach to the boarding ground, maintain a listening watch on VHF Ch 09 and Ch 10. Newcastle Pilots will call on Ch 10 when underway to your vessel.

## Communication With the Pilot

Pilot communication is on VHF Ch 10. **Do not call the Pilot.** The Pilot will call you once on the way to your vessel.

If pilot boards by helicopter, you will receive the following questions/instructions -

- At night, you will be asked to turn on all deck lighting.
- You will be asked to confirm the hatch number designated for helicopter landing.
- You will be asked to confirm that your emergency crew/fire party is standing by.
- You will be asked to confirm your course and speed.
- You will then receive heading and speed information to ensure minimal vessel rolling and that a safe landing can be achieved. Once the helicopter has departed your vessel, the expectation is that you will return your vessel to the inbound passage plan.

Whilst it is **strictly forbidden for the crew to approach the helicopter on the landing hatch**, the crew should provide lighting and assistance to the Pilot when he/she is climbing off the hatch.

If a pilot boards by pilot boat -

- You will be asked to confirm the ladder side and arrangement.
- You will be asked to confirm your course and speed.

You will be given instructions on heading and speed to create a lee for Pilot boarding. Once the pilot has safely boarded, the expectation is that you will return your vessel to the inbound passage plan.

## Anchors

Anchors shall be cleared, ready for letting go & crew shall be standing by during the pilotage. Ensure that precautions are taken so anchors cannot be let go in error & the compressor bar (guillotine) is in place. The Pilot's permission **MUST** be obtained before raising or lowering an anchor during the pilotage.

## PPU and AIS Pilot Plug

The Pilot will require access to the AIS Pilot Plug for use with the portable piloting unit (PPU). Ensure that no ancillary equipment is plugged into the AIS Pilot Plug. Communication to the Pilot's laptop is via Wi-Fi. It is important that there are no sources of Wi-Fi interference on the bridge, such as Wi-Fi transmitters or wireless printers.

## Bridge Resource Management

Passage Plans are supplied to vessels to enable the Bridge Team to monitor the intended progress of the pilotage. Ship's crew are encouraged to challenge or question the Pilot at any time should there be any doubt during the pilotage.

Arrangements must be made to ensure that recurring alarms such as AIS, ECDIS & Echo-Sounders do not distract members of the bridge team from their assigned duties.

It is not best practice to change Bridge personnel during the pilotage. However, if changes are required, they shall not be made at critical stages and only with the permission of the pilot.

## Mooring

In addition to general mooring information provided in the Terminal Handbook, the pilot will also provide a specific mooring plan during the Master Pilot Information Exchange.

Mooring guidance from the wharf will be provided by the Mooring Supervisor (wearing a red hat). Do not heave mooring lines until instructed by the Mooring Supervisor.

## Departure

### Radio Watch

When preparing for departure, ensure a radio listening watch is maintained on VHF Ch 9 and 10. Do not call Newcastle VTS seeking Pilot boarding times. This information is provided by your Agent.

### Pilot Bag Transfer

Approximately 30 minutes before departure, please have a crew member standing by on the seaward side of the vessel forward of the bridge with a clean heaving line to take up the pilot's bag. The Pilot will board from the shore gangway unless otherwise advised.

### Gangway and Net

Please ensure the gangway remains safe for Pilot boarding. The gangway net may be removed in preparation for departure before Pilot boarding if desired.

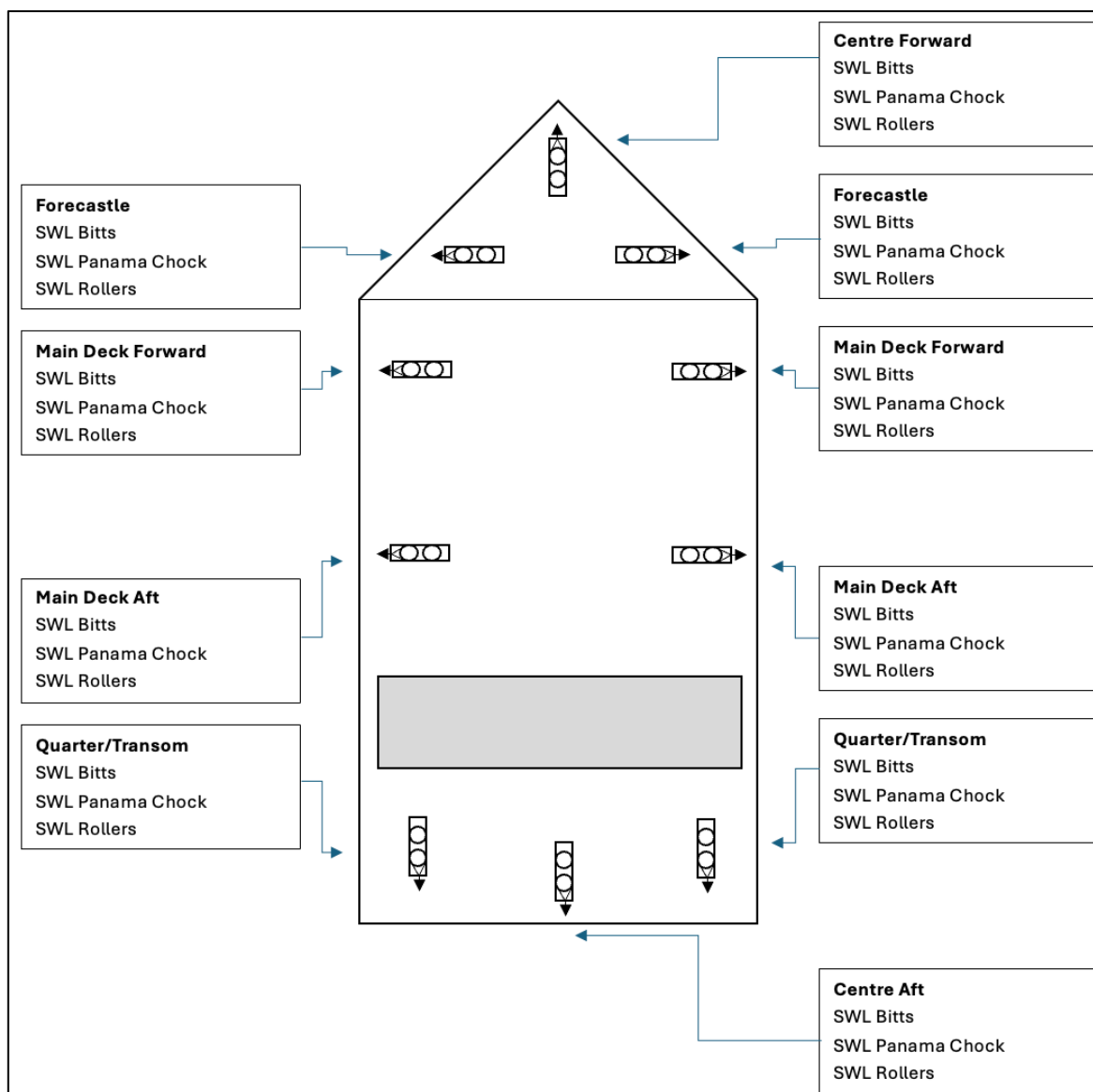
### Passage Plan

Ensure that the appropriate passage plan for your departure has been loaded onto your ECDIS. Note: This will be different to your inbound passage plan. If you have not received the Newcastle standard passage plans via email, you can obtain a copy from your Agent.

### Pilot Departure and Further Communication with Newcastle Harbour

Once the Pilot has disembarked your vessel, **it is not a requirement** to call Newcastle VTS, however, **you must call VTS when departing the VTS area.**

# Towage Information



## Important Information

The towage information diagram is to be printed and completed before arrival.

Towing arrangement SWL ratings to be declared in tonnes.

SWL to be inserted in boxes

## Do NOT drop towlines

For safety, when letting go of tugs, lower the towline **SLOWLY** with the messenger on the bitts until the towline reaches the tug deck.

## Anchor Wash / Overboard Discharge

Ships must **STOP** overboard discharges from hawse pipes before making forward tugs fast. If discharges are for cooling water, overboard discharge may be resumed once tugs are fast.