

## **Aquatic Activity Operational Plan Drummoyne Sailing Club**

**Drummoyne Sailing Club conducting sailing Racing and Training.**

**Activities from the 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022**

**Port Jackson including Parramatta River and Surrounds**

### **PART ONE: OPERATIONAL PLAN**

#### **INTRODUCTION**

Drummoyne Sailing Club has been in continuous operation since 1913. Drummoyne Sailing Club conducts regular Sailing Boat Racing and Training from its location in Drummoyne, NSW. Sailing activities occur up to seven days a week including a variety of on- water activities such as an active Sailing Academy providing learn-to-sail and coaching, recreational boating and yachting, DSC facilitation for external providers and class associations.

Drummoyne Sailing Club has a membership of over 9,000 members (over 300 sailing members) and supplies storage for members' boats. Active sailing members will be increased during sailing events staged out of the club and racing maybe expanded to include establishing racing courses throughout Parramatta River.

Sailing activities are conducted on a shared waterways basis and strict instructions are enforced to comply with navigation requirements of commercial shipping and ferries.

#### **EVENT SCHEDULE**

A copy of our Yearly Race Calendar is available on the Club website. This calendar will be updated on a regular basis. The calendar is discussed at the Sailing Committee Meetings on a regular basis to ensure all events have adequate resources

The Club notifies Sydney Ports VTS on VHF channel 13 prior to the commencement of racing.

#### **EVENT COORDINATION/MANAGEMENT**

Roles and Responsibilities of Drummoyne Sailing Club Board Members and Committee members are dealt with internally. The operational deployment of personnel during racing is the responsibility of the Race Officer of the sailing division(s) and the Race Officer procedure is detailed in PROCEDUES AND STANDARDS in this document.

#### **QUALIFICATIONS**

The qualifications required to conduct racing and provide safety support are provided by *Australian Sailing*. The courses are:

- Power Boat Licence
- Power Boat Handling Course
- Safety Boat Operator
- Club Race Officer

Courses to qualify for Sail Training are:

- Assistant Instructor
- Sailing Instructor
- Sailing Coach

First Aid training is also a course recommended for club volunteers. A current Working With

Children check is also required for instructors and officials eighteen years and older.

## **PROCEDURES AND STANDARDS – Summary**

This plan outlines the practices and procedures to be adopted by the club in conducting racing and training activities on Sydney harbour.

### **Race Officer**

The Race Officer (RO) shall have authority to direct all sailing activities being carried out by the club.

On days when activities are proposed, the RO shall obtain the following information: I) relevant weather forecasts II) shipping movements III) activities proposed by other Harbour area users.

Having decided that the weather conditions and forecast are suitable, the RO will determine the area of operations and proposed courses and timetable of events to take account of the activities of other harbour users and shipping. This is to remain flexible and subject to change as events unfold.

RO shall brief support boat crews on proposed activities and assess the number of support boats required on water.

Where coaching or sailing lessons are being conducted at the same time as racing, the RO for racing is also the senior authority for coaching and lessons, and can direct the instructors as required for the safe conduct of the training, and take command should an emergency arise.

The RO knows the racecourse, the area coaching is being conducted, what boats are on the water from our club and relative skill levels, and therefore can communicate with all support boats to ensure that the two fleets do not interact in a negative way, and coordinate any emergency situation.

On water communication to be by VHF channel 77 -- All support boats to conduct a radio check once on water. This includes all support boats associated with sailing lessons and coaching.

The Start / Committee boat should have 2 radios, one to communicate with our support boats, the other to monitor the harbour working channel, channel 13.

Should channel 77 become very congested, the committee boat can be contacted on channel 13, and an agreed alternative channel used.

### **Base Radio Operator**

The base radio operator are the eyes and ears in the clubhouse. Usually stationed on the balcony.

- Can observe the racing and let the RO know if they can see any boats in need of assistance.
- Call the RO to let them know when boats have returned to shore.
- Communicate with the duty manager re first aid or ambulance if needed.

### **Beach Master**

The beach master is responsible for overseeing the launch and retrieval of boats on the beach, with particular focus on the Sabots.

While the Cherubs can leave the beach when ready, Sabots need a support boats on the water before heading out.

The beachmaster arranges for the Sabots to be launched after receiving word from the RO that it is ok to do so and confirming that there are support boats on the water.

Should any boat return to shore before the end of racing, the beachmaster calls this into the RO so the boat is accounted for as the RO will remain on station until all boats have either finished or been marked off as having returned to shore.

Sabot Rigging. As many of the Sabot Parents are for filling other volunteer roles within the club, it is up to the beach master to check all Sabots are properly rigged either by personally checking the boats, or asking a sailing knowledge parent to do so. This ensures all children's boats are looked after, even if their parent is not available due to fulfilling another role in the club.

### **Ramp / Winch Master**

The Ramp Master ensures the safe use of the winch, and safety of boats on the ramp.

The Ramp Master is in charge when a large number of boats require launching via the ramp. This is usually during TS16 race days, and regattas where a large number of support boats need launching.

The Ramp Master must be familiar with the operating procedure for the winch and operate in accordance with that procedure.

The Ramp Master will coordinate the launching and recovery of boats, and ensure vessels are moved so as not to block ramp access. This includes both winch and hand launched / recovered vessels.

### **Support Boat Officer**

Ensure support boats have adequate fuel and are in good order before they leave the shore.

Ensure all support boats are manned with qualified people and have adequate number of people aboard.

Ensure all boats have the correct safety equipment.

Arrange for boats to be launched, recovered, and washed down before putting away at the end of day.

### **Academy Supervisor**

Responsible for scheduling sailing lessons and rostering of appropriate instructors and coaches for lessons under way.

Responsible for ensuring that there are enough resources to conduct lessons in a safe fashion.

Ensure all instructors have sufficient skills to carry out lessons. This includes ability to

launch and recover support boats, check fuel and safety equipment, and use the radio etc.

On days where there is no racing, the Supervisor takes on overall responsibility for the fleet, where it is appropriate for them to sail, and command of any emergency situation.

On days when racing is in place, the RO has the final say over the fleet having lessons and has command over any emergency.

### **Lead Instructor**

The lead instructor sets the lesson plan for the day.

Lead instructor will

- Communicate with the Supervisor or RO about safety issues such as where the days' training will take place,, the weather, and skill level of the participants.
- Allocate one of the instructors to be responsible for ensuring all support boats have fuel, and safety equipment, and launched in a safe fashion.
- Allocate one of the instructors ensure all students boats are correctly rigged.
- Communicate the days plan to the other instructors, and to the students.
- Control the lesson and both instruct and supervise the instructors.
- When leaving the shore, radio the RO, or Supervisor to let them know they are now on the water, and radio again when they return to shore.

**Emergency Plan** - In the event of a sudden change in weather conditions causing an unforeseen emergency the following procedures should be implemented.

#### **Committee Boat**

The RO is to direct operations until the crisis has passed.

Advise the Club office and other Club boats by VHF channel 77 that the Rescue Plan is in operation. Call for extra support boats to assist if required.

Start engine and weigh anchor. Motor around in the same position, ready to assist support boats if needed.

Keep radio communications to a minimum as radio traffic is heavy at these times.

Prepare boat (e.g. Remove all race flags) for rescued crew when they come aboard.

#### **Support Boats**

Monitor VHF channel 77 for messages.

Drop off excess passengers at Committee Boat (a driver and one crew are sufficient)

Where possible, a minimum of two people should be on each support boat.

Attend boats being carried towards shipping lanes, rocks, or other dangerous

areas first.

Approach capsized boats from windward side. Disengage engine, and throw a line to crew and get them on board.

Mark upturned hull with marking pen or attached “crew recovered” marker buoy to indicate that crew has been rescued.

Inform Committee boat that crew from boat "x" has been picked up and what your next movements will be.

Once all the fleet has been accounted for proceed to retrieve the capsized boats. These should be dragged to a sheltered place or to the Committee boat for mooring until the weather abates.

Do not attempt to get a boat upright in extreme conditions. It will only get knocked over and valuable time will be lost.

**Save lives, not boats.**

In emergency weather conditions outside assistance may not be immediately available. Should critical injuries have been sustained or unforeseen problems arise, the Water Police can be contacted from the Club Office or rescue boats on VHF Channel 16. The race officer is to make the decision on when to call for outside assistance.

Further emergency contact information and recommended transfer sites are listed in the *Drummoyne Sailing Club Emergency Guide* stickers mounted prominently in all DSC support vessels.

Racing is conducted using procedures or standards published by Australian Sailing containing the 2021–2024 Racing Rules of Sailing (RRS) of World Sailing and the Prescriptions of Australian Sailing and observing the International Regulations for Preventing Collisions at Sea.

**SAFETY CRAFT, EQUIPMENT AND OTHER REQUIREMENTS**

The Committee boat and Support boats are under the management of a trained RO, Instructor or Coach. The number and placement of the Support/Rescue boats is determined by the RO. Refer to Paragraph “**PROCEDURES AND STANDARDS**” in this document.

The Club has a fleet of seven support vessels including four Rigid Hull Inflatable boats, an aluminium tender and two diesel powered displacement boats.

DSC1	‘Riv Robson’	34’ Diesel Motor Boat (ex US Navy)
DSC2	‘Ian Stuart’	20’ Arvor Diesel Motor Boat
DSC3		4m RHIB 30hp centre console Honda 4 Stroke
DSC4		4.5m RHIB 40hp centre console Yamaha 4 Stroke
DSC5		4.6m Aluminium runabout 50hp Yamaha 4 Stroke
DSC6		3m RHIB tiller-steer 10hp Honda 4 Stroke
DSC7	‘John Dunne’	5.3m RHIB centre console 60hp Yamaha 4 Stroke

Each boat is equipped with all required safety equipment as well as a fixed VHF radio (except DSC6 which will have a handheld radio). The call sign of each boat is its code (e.g. DSC4).

Water and sunscreen are provided by the Club to all dinghy sailors at the club. Extra water and sunscreen is available on the water.

Support boats generally have a minimum of two crew for operational reasons. Extra fuel is available if required. Tags to identify dinghies whose crews have been taken on board a support vessel are provided.

### **INFRASTRUCTURE**

Buoys are used for / in the conduct of racing. These buoys are launched and recovered by safety / support boats and will be laid in the course areas indicated on the Sailing Instructions and according to weather conditions. The RO manages this activity.

The Club has been on its present site since 2001 and was formerly located adjacent to the current building. Showers, toilets and changing rooms are available for competitors as well as a bistro, restaurant and boat storage area.

### **FIRST AID AND EMERGENCY SERVICES**

The club has trained First Aid officers on hand during operating hours. For a major regatta, Police, Fire and Ambulance services are notified in advance as well as Transport for NSW, Sydney Ferries and neighbouring clubs. Emergency plans such as drop-off points for hospitals etc have been prepared. Two First Aid kits are maintained by the Club as well as AEDs – both at the club and on the DSC1. The club is close to Birkenhead Medical Centre. More serious injuries or illnesses would be sent by ambulance to hospital. The decision as to which hospital will be determined by the Ambulance Service.

The Risk Management Plan attached details the First Aid strategy.

### **SECURITY**

The club operates CCTV surveillance of its premises as well as employing a security firm to carry out patrols from time to time.

### **COMMUNICATIONS**

Radio communications are carried out on VHF channel 77 between the RO, the shore station and support boat crews.

The club main phone number is 02 9719 8199.

The phone number for the race officer will be available each race day from the on-shore radio operator (situated at either the balcony station in the club or the Sailors Bar).

Sydney Ports VTS is contacted on VHF channel 13 prior to every race event.

VHF Channel 16 or 000/112 would be used in case of emergency to contact Transport for NSW and Water Police.

The Communications Strategy for the conduct of sailboat racing is detailed in the operating procedures described in detail in **PROCEDURES AND STANDARDS** section of this document.

### **INCIDENT REPORTING AND MANAGEMENT**

In the first instance, all incidents are reported to the RO (who acts as safety officer during the event). The RO will determine the course of action to be taken which could involve anything

from a support boat taking a participant ashore for first aid or rest to a full declaration of emergency and notification of Water Police, Transport for NSW and other services.

In the case of multiple simultaneous incidents or communications failure, the shore station radio officer at the Club may also co-ordinate emergency services and support vessels.

All internal communication between Club officers would be carried out on VHF channel 77. External communication would use VHF channel 16 or 000.

### **PREVIOUS INCIDENTS**

Safety procedures are reviewed on a regular basis and are informed by events at other clubs as well as internal discussions.

Incidents between vessels are to be reported using the Sailing Vessel Incident Report Form (and submitted to Transport for NSW). See Appendix A.

### **BRIEFING**

Pre-race briefings are conducted on race days to ensure competitors are aware of the course area and special risks that may occur, for example commercial vessels at particular times.

All competitors in of the beach classes must sign-on prior to leaving the beach, and off once they have returned.

## **PART 2: RISK MANAGEMENT**

Drummoyne Sailing Club (DSC) Risk management is conducted in accordance with the principles outlined in AS/NZS ISO 31000:2018 (Risk Management: Principles and Guidelines), and complies with risk management principles in that it:

- Be an integral part of organisational processes.
- Be structured and comprehensive.
- Be based on the best available information.
- Is customised.
- Considers human and cultural factors.
- Be inclusive.
- Be dynamic.
- Be capable of continual improvement.

Drummoyne Sailing Club has an incident reporting system to address incidents and identify risks and all members are encouraged to report serious incidents or risks by completing an incident/risk form and return it to the Centre Management / Club Administration.

Risks are managed through the use of a risk register that identifies the risks involved in the main activities undertaken by Drummoyne Sailing Club and key controls are in place to reduce those risks to an acceptable level:

- **Medium** – constant vigilance is provided by Club members and staff across these risk areas.
- **Low** – these risk areas are monitored by Club members and staff.

Where any Residual Risks are rated as Extreme or High further consideration of controls will be instigated or the planned activity will be cancelled. Training or racing may be cancelled on occasions when the required number of competent volunteer safety boat crews are not available.

## Drummoyne Sailing Club 2021-2022 Season – RISK REGISTER AND PROPOSED CONTROLS

Note: The Risk Methodology employed in this Risk Register directs the management of the risk to the person(s) able to sight, manage and have best effect.

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
<i>(what can happen if no controls are put in place)</i>				<i>(Provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)</i>	<i>(after controls are in place)</i>		<i>(e.g. monitoring methods)</i>
Significant collisions between competing boats and / or other vessels	Possible	Moderate	Moderate	Notice of Race Sailing Instructions (example attached) Race Officer assessment of race environment Position Race Courses for minimum conflict with other water way users Check Shipping movements Deploy adequate number of safety boats Coaching and training of competitors and volunteers in the safe conduct and participation in racing. Pre Season Safety Briefing.	Moderate	Race Officer	Refer to RMS Collision Forms Appendix A Refer Colregs
Injury due to the nature of the activity	Possible	Moderate	Moderate	Notice of Race Sailing Instructions Race Officer assessment of race environment Safety boats to constantly monitor approaching vessels during activities	Moderate	Race Officer	

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
Drowning	Rare	Major	Moderate	For all dinghy activities, correctly fitted PFDs worn while on or near water Rescue Procedures and adequate personnel in the conduct of racing to deal with falling in the water, entrapment and entanglement. Prohibit Skylarking / jumping from boats	Moderate	Race Officer and safety boat volunteers	
Boom Strike - Occurring both on the water and on land while boats are being rigged	Possible	Minor	Low	Competitors made aware of dangers of boom strike. Awareness of changing weather conditions. Change or reduce sails in fresh wind conditions. Competitors marshalled where to stand when rigging or launching boat. Movements of general public monitored around boats.	Low	Experienced competitors and Ramp / Beach Marshalls	
Entrapment and Entanglement	Possible	Moderate	Moderate	High speed safety vessels employed for rescue duties Safety boat drivers to be briefed on how to deal with entrapment / entanglement First aid procedures in place (see Attachment Risk register for First Aid.)	Moderate	Race Officer, safety boat volunteers and competitors.	
Capsized competitor boats washing onto Lee Shores	Possible	Minor	Low	Assign course area to reduce likelihood High speed safety vessels employed for rescue duties	Low	Race Officer and safety boat volunteers	

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
				Maintain fleet management practices to keep all boats together.			
Collision with moored and moving vessels or a fixed structure	Possible	Moderate	Moderate	Notice of Race Sailing Instructions (example attached) Race Officer assessment of race environment Passages to and from sailing area planned to minimise time spent channel areas. Race Courses planned with marine traffic, mooring areas and fixed structures in mind. Safety boats to constantly monitor approaching vessels during activities	Moderate	Race Officer	
Loss of a competitor	Possible	Moderate	Moderate	Sign on / Sign off sheets Off Water observation of returning classes Race Officer and Safety Boats last off the water	Moderate	Race Officer, safety boat volunteers and off water staff	
Sunburn	Possible	Insignificant	Low	Sunscreen available in Club Foyer Use of sunscreen and appropriate clothing incorporated into briefings	Low	Centre Staff Race Officer	
Hypothermia or Heat Stroke	Possible	Minor	Low	Parents of young sailors given information on appropriate clothing Experienced competitors to recommend / check inexperienced /young competitor clothing for prevailing conditions. Attention is drawn to competitors / volunteers to drinking water to prior to	Low	Parents Experienced Competitors	Mention relevant information at briefing.

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
				launching on hot days and hats and sunscreen			
Fire	Possible	Moderate	Moderate	Volunteers and Resident trained to safely handle fuel. Fuel stored on shore in dedicated fuel storage. Smoking prohibited on or near safety boats and fuel storage. Volunteers to check fuel and fuel lines prior to departure. No untrained people to re fuel any boat. When buying fuel at Birkenhead point, follow staff directions and ensure spill kits and fire extinguishers are available.	Moderate	Resident Member Club Coach, safety boat volunteers and off water staff	
Propeller strike	Possible	Moderate	Moderate	Licensed, trained and qualified safety boat drivers Operating practice of motor safety boats consistent with training standards upheld on safety boats. Prop guards to be fitted to all safety boats. Motors to be in idle when not steaming and OFF when in proximity to persons in the water.	Moderate	Skipper of the vessel.	Club to provide courses in the off season to help volunteers continuously improve skills.
Water Pollution from Support vessel	Possible	Minor	Low	Fuel tanks, lines and motors maintained in good order and replaced regularly. Fuel tanks, lines and motors only handled by trained people.	Low	All participants using support boats.	Monitored by Management and Volunteers

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
				Fuel stored in secure storage onshore All motor maintenance carried out on shore in an environmentally safe location.			
Water Pollution from sewerage and runoff	Rare	Moderate	Low	Where water quality looks bad, or there has been substantial rain, refer to the environment NSW Website. Where there is a risk identified, or a nearby sewer has overflowed, consider what classes might be better off postponing their event.	Low	Race Officer, Race officials.	
Trip Hazards and Cut feet	Possible	Minor	Low	Boats and parts kept in designated locations, out of walkways Competitors, safety boat crews and staff directed to wear footwear Prohibit running Clean up after any maintenance work Beach/ramp inspection each morning for possible dangers, removing any glass	Low	Club Members, Board members and off water staff	All members of Club to identify hazards and rectify or raise incident report to Management
Child abuse and Bullying	Rare	Moderate	Low	Office of the Children's Guardian guidelines implemented. All instructors and staff over 18 working in the Sailing Academy provide working with children check. Members of the public monitored around the Club's grounds and members are directed to remain alert to suspicious actions.	Low	Club Members, Board members and off water staff	Clear Club Policies and communicate required. behaviour in meeting.

Inherent risk	Likelihood	Consequence	Inherent Risk level	Controls to be implemented	Residual Risk level	Person(s) responsible	Brief Comments
Accident during Launch and Recovery of Safety Boats	Possible	Moderate	Moderate	Have a good operating procedure for the winch and ramp. Maintain equipment in good order. Keep ramp clean. When a lot of boats are being launched, have a ramp marshal. Where boats on trailers need to be pushed through the car park, have at least 2 people doing the task.	Moderate	Skippers, Instructors Club Race officials, third party (not club employed) instructors and coaches.	Adequately trained and inducted operators, continuous monitoring by Club Staff and training for new of inductees. Marshalling procedure adequately maned, minimum 2-person activity.
Automobiles accident Club Carpark	Rare	Major	Moderate	Safety Barriers in place to section off rigging area. Carpark Management so not overcrowded. RSA enacted by DSC main club.	Low	Club Management, Volunteers.	Carpark Management established and parking plan confirmed with Club Management Alert patrons of upcoming events and enforce alternate strategy for parking Close down bottom carpark when there are no car spaces available

## Risk Procedure adopted by Drummoyne Sailing Club

**Step 1:** Identify all inherent risks, recording each on a separate line in column 1 of the risk register.

**Step 2:** For each identified risk, assess the qualitative measures of likelihood and record this in column 2.

LEVEL	DESCRIPTOR	LIKELIHOOD
A	Almost certain	Is expected to occur during this event
B	Likely	Will probably occur during this event
C	Possible	Might occur at some time (perhaps every 2-3 years)
D	Unlikely	Could occur at some time (perhaps every 4-10 years)
E	Rare	May occur only in exceptional circumstances (in more than 10 years)

**Step 3:** For each risk or hazard, if it was to occur, assess the qualitative measures of consequence or impact and record this in column 3. You should develop your own definition of the most likely consequence relative to your business or as an individual. The table below contains examples as a guide.

LEVEL	DESCRIPTOR	MOST LIKELY CONSEQUENCE IF THE RISK OCCURRED
5	Catastrophic	One or more fatalities, or multiple significant injuries with extended hospitalisation, or wide spread inconvenience to the public over protracted period, or likely to appear as front-page media reports, or cost of damage over \$1M, or significant unrecoverable damage to the environment
4	Major	Significant injuries (requiring hospital treatment), or major inconvenience to the public, or definitely appear in media, or cost of damage \$100K - \$1M, or environmental impact that is unconfined and requires long term recovery/residual damage
3	Moderate	One significant injury (requiring hospital treatment), or moderate inconvenience to the public, or would probably appear in media, or cost of damage \$10K - \$100K, or environmental impact that is confined with medium term recovery
2	Minor	Small number of minor injuries requiring first aid treatment, or some inconvenience to the public, or may appear in media, or cost of damage \$1K - \$10K, or environmental impact locally confined with short term recovery
1	Insignificant	One injury requiring first aid treatment, or cost of damage up to \$1K, or environmental impact locally confined and promptly reversible

**Step 4:** Determine the risk level using the Probability Matrix and record this in column 4.

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>A (almost certain)</b>	Moderate risk	Moderate risk	High risk	Extreme risk	Extreme risk
<b>B (likely)</b>	Low risk	Moderate risk	High risk	Extreme risk	Extreme risk
<b>C (possible)</b>	Low risk	Low risk	Moderate risk	High risk	Extreme risk
<b>D (unlikely)</b>	Low risk	Low risk	Moderate risk	High risk	High risk
<b>E (rare)</b>	Low risk	Low risk	Low risk	Moderate risk	High risk

**KEY:**

Extreme risk	Attention required before applying for licence
High risk	Attention needed, preferably before applying for licence, certainly before event
Moderate risk	Requires constant vigilance during event
Low risk	Requires monitoring during event

**Step 5:** Determine the appropriate controls that may be put in place to mitigate each identified risk, recording these in column 5.

**Step 6:** Re-assess the risk level for each identified risk taking in to account the specified controls, recording the results in column 6.

**Step 7:** Record the person(s) responsible for implementing and monitoring each control measure and any relevant comments or notes in columns 7 and 8.

## Appendix A Forms

[Incident response - Emergencies and incidents - Safety and rules - Maritime - Roads and Waterways – Transport for NSW](#)

From the RMS Website.

### What to do during an incident

If you're involved in a marine incident, you must always stop and give as much help as possible. If you need help, [alert search and rescue services](#).

Marine incidents include when:

- a person is killed or injured on a vessel
- a person falls overboard
- a person is hit by a vessel or its propeller
- a vessel is involved in a 'close quarters' situation – for example, when taking evasive action to avoid colliding with another vessel
- a vessel sinks, capsizes, runs aground or floods
- a vessel collides with another vessel or object
- there's a fire or explosion on board a vessel
- a vessel causes damage to the environment.

### What to do after an incident

Stop your vessel and give as much help as possible. As the skipper, you must show any required licence or certificate of competency and give your details to everyone involved in the incident.

If Transport for NSW (Maritime) authorised officers or police attend, the skipper of each vessel involved must give:

- full identification, including their name and address
- time, place and description of the incident
- name and/or registration or permit number of their vessel
- name and address of every person involved, including any witnesses
- extent of any injury or damage caused by the incident
- any required boat or PWC licence or certificate of competency.

### When to report an incident

The skipper of each vessel involved must submit a Vessel Incident Report if:

- a person is killed or injured
- there's more than \$5000 worth of damage to a vessel or other property,  
or
- there's damage or a risk of damage to the environment.

You must submit the report within 24 hours. Download the [Vessel Incident Report form](#), or get a hardcopy from a [service centre](#), police station or [Marine Rescue NSW](#)

You do not need to submit a report if you gave these details to authorised officers at the incident.

## Incident investigations

Transport for NSW (Maritime) investigates a range of marine incidents, including those involving recreational and commercial vessels, ports and ships.

We also investigate breaches of legislation, for example, not following navigation rules, licensing rules, environmental regulations or speed limits.

## How to submit

1. Download, print and complete either the [Domestic Commercial Vessel Incident Report form – DOT](#) or the [Vessel Incident Report form – PDF](#).
2. Attach any additional documentation.
3. Submit your application either in person at a service centre, or by fax to (02) 9563 8699, or mail it to:

Marine Investigations Unit  
Locked Bag 5100  
Camperdown NSW 1450