



Port Procedures and Information for Shipping – Bundaberg

May 2025



Creative Commons information

© State of Queensland (Department of Transport and Main Roads) 2022



<http://creativecommons.org/licences/by/4.0/>

This work is licensed under a Creative Commons Attribution 4.0 Licence. You are free to copy, communicate and adapt the work, as long as you attribute the authors.

The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if it's recognised as the owner of the copyright and this material remains unaltered.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Transport and Main Roads on 13 74 68.

Disclaimer: While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Harbour Master's Direction
Transport Operations (Marine Safety) Act 1994
Division 2, Subdivision 1, Section 88 - 92

I, **Captain John Fallon, Regional Harbour Master (Gladstone)**, am appointed as harbour master under part 7 of the Transport Operations (Marine Safety) Act 1994.

Under section 86 of the Transport Operations (Marine Safety) Act 1994 a harbour master may give direction if the harbour master reasonably considers it necessary to give the direction to ensure safety and the effectiveness and efficiency of the Queensland maritime industry. Further section 86A of the Transport Operations (Marine Safety) Act 1994 enables a harbour master to give a general direction that applies to all ship owners, ship masters, ships, other persons or matters.

I am satisfied that it is necessary to issue this direction to ensure marine safety in the Port of Bundaberg. Sections of the Port Procedures and Information for Shipping – Port of Bundaberg (<http://www.msq.qld.gov.au/Shipping.aspx>) are mandatory and must be complied with. Only those sections listed in Schedule 1 are mandatory by this general direction.

I DIRECT THAT:

The Port Procedures and Information for Shipping Port of Bundaberg must be complied with by all vessels operating within the Port of Bundaberg Pilotage area.

It is an offence to fail to comply with direction without a reasonable excuse. It is also an offence to obstruct a harbour master in the exercise of power. The maximum penalty is \$20,000 for an individual for each offence. If you fail to comply with my direction, then I may carry out the direction myself, and recover all expenses associated with performing the direction from you as a debt in civil jurisdiction.



**Captain John Fallon
Regional Harbour Master (Gladstone)
Maritime Safety Queensland**

DATED AT GLADSTONE THIS 07th DAY OF May 2025.

Contents

Creative Commons information	2
Contents	4
List of Tables	9
Table of amendments	10
1. Introduction	12
1.1 General	12
1.2 Port description	12
1.3 Purpose	12
1.3.1 Change Management	13
1.4 Datum	14
1.5 Definitions	14
1.5.1 Australian Maritime Safety Authority (AMSA)	14
1.5.2 AS 3846 – 2005 – Australian Standard	14
1.5.3 Gladstone Ports Corporation (GPC)	14
1.5.4 Estimated time of arrival (ETA)	14
1.5.5 Estimated time of departure (ETD)	14
1.5.6 Lowest astronomical tide (LAT)	14
1.5.7 Maritime Safety Queensland (MSQ)	14
1.5.8 Modernised Australian Ship Tracking and Reporting System (MASTREP)	15
1.5.9 Navigation Act	15
1.5.10 Nett explosive mass (NEM)	15
1.5.11 Non 'gas free' tankers (NGF)	15
1.5.12 Overall length (LOA)	15
1.5.13 Pilotage Exemption Certificate (PEC)	15
1.5.14 Queensland Shipping Information Planning System (QSHIPS)	15
1.5.15 REEFREP	15
1.5.16 Reef VTS	15
1.5.17 Regional Harbour Master (RHM)	16
1.5.18 Sailing time	16
1.5.19 Ship scheduler	16
1.5.20 Vessel Traffic Service Operator (VTSO)	16
1.5.21 Vessel Traffic Service (VTS)	16
1.6 Contact information	16
1.6.1 The Regional Harbour Master	16
1.6.2 Port control	17
1.6.3 Port authority	17
1.7 Rules and regulations	17
1.7.1 Applicable regulations	17
2. Arrival and departure procedures	19
2.1 General	19
2.2 Arrival check list	19
2.3 Departure check list	20

2.4	Quarantine	20
2.4.1	Ballast water information	20
2.5	Customs (Border Force)	20
2.6	AMSA	20
2.7	Arrival/departure report	21
2.8	Dangerous goods	21
2.9	MASTREP	21
2.10	Reef VTS	21
2.11	Security	22
2.12	Steel Wire Mooring Lines	22
3.	Movement and traffic procedures	23
3.1	Port Control	23
3.1.1	Port Control Role	23
3.1.2	VTS communications	23
3.1.3	Language	24
3.1.4	Voice recordings	24
3.1.5	Distress and Emergency	24
3.2	Harbour contact details	25
3.3	Prior notification of movements	25
3.4	QSHIPS (Queensland Shipping Information Planning System)	25
3.5	Booking a vessel movement	26
3.6	Reporting defects	26
3.7	Movement scheduling	26
3.7.1	Schedule changes	26
3.8	Prioritising of Ship Movements	27
3.9	Pilotage delays and cancellations	27
3.10	Movement clearance information	27
3.10.1	Clearance for arrivals	27
3.10.2	Clearance for departures	27
3.11	Anchoring	28
3.12	Reporting requirements	28
3.12.1	Arrival reporting requirements	28
3.12.2	Departure and removal reporting requirements	29
4.	Port description	30
4.1	Pilotage area	30
4.2	Load lines	30
4.3	Maximum vessel size	30
4.4	Time zone	30
4.5	Working hours	30
4.6	Charts and books	31
4.7	Shipping announcements	31
4.7.1	Notices to Mariners	31
5.	Port infrastructure	32
5.1	Bundaberg berth information	32
5.1.1	Sugar berth	32

5.1.2	Molasses berth	32
5.2	Anchorage area	33
5.3	Navigation aids and leading lights	33
5.4	Buoys /beacons within Bundaberg Harbour and approaches	34
6.	Weather information	35
6.1	Tidal information	35
6.1.1	Tidal information – tsunami effects	35
7.	Port navigation and movement restrictions	36
7.1	General	36
7.2	Speed	36
7.3	Trim requirements	36
7.4	Draft restrictions	36
7.4.1	Under keel clearance (UKC)	36
7.5	Approaches to pilot boarding ground	37
7.5.1	From the north	37
7.5.2	From the south	37
7.5.3	Dangers	37
7.6	Entering the Burnett River	37
7.7	Small vessels navigating in narrow channels	38
7.8	Advisory Note – Interaction with Marine Mammals	38
7.9	Personnel transfers to and from vessels using Pilot or combination ladders	39
7.10	Personnel transfers to and from vessels underway	39
7.11	Harbour Transits – fuel changeover (trade vessels)	39
8.	Pilotage	40
8.1	Vessels that require a pilot	40
8.2	Pilotage area	40
8.3	Night pilotage	40
8.4	Request for pilot	40
8.4.1	Notice required	40
8.5	Pilot boarding position	40
8.6	Pilot boarding arrangements	40
8.6.1	Pilot launch preparation	41
8.7	Passage planning – bridge resource management (BRM)	41
8.7.1	Alcohol consumption	41
8.8	Master/pilot responsibilities	42
8.9	Pilotage requirements for Torres Strait and Great Barrier Reef (GBR)	42
9.	Tug procedures	43
9.1	General	43
9.1.1	Notification of tugs	43
9.1.2	Tug requirements guidelines	43
10.	Work permits	44
10.1	General	44
10.2	Work permits	45
10.2.1	Immobilisation main engines	45

10.2.2	Main engine trials alongside terminals	45
10.2.3	Hot work permit	45
10.2.4	Boat drills	45
10.2.5	Notification of handling of bulk liquids	45
10.2.6	Gas free status and OBO's	46
10.2.7	Overside maintenance work	46
10.2.8	Diving operations	46
11.	Dangerous cargo	47
11.1	General	47
11.1.1	Notification	47
11.1.2	Dangerous cargo limits	48
11.1.3	Dangerous cargo events	48
12.	Emergency, pollution, marine incidents	49
12.1	Emergency contact numbers	49
12.2	Authorities	49
12.3	Fire	50
12.4	Marine pollution	50
12.4.1	Reporting	50
12.5	Marine incidents	50
12.5.1	Reporting	51
12.5.2	Procedures subsequent to serious marine incidents	51
12.5.3	Port community responsibilities	51
12.5.4	Environmental incident reporting	52
13.	Security	53
13.1	General	53
13.2	Port security contacts	53
13.3	National security	53
14.	Port state control inspections	54
15.	Port services	55
15.1	Bunkering	55
15.2	Fresh water	55
15.3	Waste	55
15.4	Electric power	55
15.5	Shipping agencies	55
15.6	The Mission to Seafarers (Gladstone)	56
15.7	Miscellaneous contacts	56
16.	Appendices	57
16.1	Pilot Transfer Arrangements – Marine Notice 04/2023	58
16.2	VTs Vessel Booking Application Form	69
16.3	Dangerous Cargo Report (Form 3217)	70
16.4	Dangerous Cargo Event Report (Form 3220)	72
16.5	Arrival/Departure Report (Form 3452)	73
16.6	Bundaberg port layout	75

16.7	Bundaberg Pilot Boarding Ground	76
16.8	Pilot ladder boarding arrangement	77
16.9	Requirements for pilotage exemption	78
16.10	Pilotage Passage Plan	80
16.11	Marine Pollution Report (Form 3968)	82
16.12	Marine Incident report (Form 3071)	83
16.13	Defects report form AMSA 355	87
16.14	Gas-Free Status Declaration	88
16.15	Bundaberg Port and Pilotage Areas	89
16.16	Example – Permission to Immobilise Main Engines	90
16.17	Small craft ship navigation areas and recommended courses	91
16.18	Cyclone tracking chartlet – eastern Australia	92
16.19	Pilot Ladder Checklist	93

List of Tables

Table 1 – Arrival check list	19
Table 2 – Departure check list	20
Table 3 – Vessel traffic service	24
Table 4 – Harbour contact details	25
Table 5 – Priority notification of movements	25
Table 6 – Inbound reporting requirements	28
Table 7 – Outbound and removal reporting requirements	29
Table 8 – Bundaberg berth information	32
Table 9 – Lighthouse and leading lights	33
Table 10 – Buoys/beacons within Bundaberg Harbour and approaches	34
Table 11 – Pacific Tug contact details	43
Table 12 – Bundaberg Sugar Terminal (BSUG) tug requirements	43
Table 13 – Bundaberg Oil/Molasses Berth (OIL) tug requirements	43
Table 14 – Permit requests	44
Table 15 – Dangerous cargo minimum notification times	47
Table 16 – Emergency contact numbers	49
Table 17 – Miscellaneous contacts	56

Table of amendments

Contact for enquiries and proposed changes. If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Contact officer: Regional Harbour Master (Gladstone)
Phone: +61 7 4971 5200

Revision Date	Change Number	Page number or section	Summary of Changes
January 2009	Version 1	Whole Document	First Issue
August 2017	Version 2	Whole document	Complete rewrite incorporating all previous amendments Updating to new TMR corporate format Updating of TOMSA/TOMSR
October 2017	Version 2.01	Page 24, section 4	Amended port description
		Page 24, section 4.3	Amended maximum vessel size
		Page 26, section 5.1.2	Updated berth description and amended arrival parameters
		Page 27, section 5.1.2	Updated departure parameters removing reference to vessels up to 150m
		Page 37, section 9.1 General	Amended tug fleet to reflect three tugs with additional available on request
		Page 37, section 9.1.2	Amended tug requirements for sugar berth port side to arrivals
		Page 49, section 15.4	Removed reference to power being available at the molasses berth
		Whole document	Updated Queensland Legislation hyperlinks
November 2017	Version 2.02	Page 23, section 4.3	Amended maximum vessel size. Added laden vessel restriction of 180m x 30 metres
September 2018	Version 2.03	1.7.1, 12.4, 12.4.1	Regulations dates updated
November 2018	Version 2.04	Page 38, section 9.1.2	Amended tug requirements for SST arrivals <130m
		Page 27, section 5.1.1	Amended PST departures for vessels >130m to departing berth in daylight hours.
		Page 25, section 4.3	Amended maximum departure drafts to specify port or starboard side to
		Page 31, section 7.4.1	Amended UKC requirement to capture port or starboard side to
June 2019	Version 2.05	Page 38, section 9.1.2	Amended tug requirements. Now displayed in table form.
		Page 73, section 16.13	Replaced SV-HH form with updated form
January 2022	Version 2.06	Page 20, section 2.10	Updated wording to include Gladstone as a Reef VTS Centre
		Page 20, section 2.10	Update hyperlink to Reef VTS User Guide
		Page 21, section 3	Amended wording
		Page 21, section 3.1	Updated heading and wording
		Page 21, section 3.1.1	New heading – Port Control Role
		Page 21, section 3.1.2	Updated Table 3
		Page 22, section 3.1.5	New heading – Distress and Emergency
		Page 23, section 3.5	Updated wording
		Page 24, section 3.6	Updated wording

	Page 24, section 3.8	Updating wording for prioritising of movements
	Page 18, section 2.2	Added Pilot Ladder Checklist requirement to Table 1
	Page 36, section 7.9	New paragraph – Personnel Transfers to and from vessels using pilot or combination ladders
	Page 38, section 8.6.1	New paragraph – Pilot Launch Preparation
	Page 81, section 16.19	Added Pilot Ladder Checklist
	Page 84, section 16.20	Added Safe Work Method Statement – Boarding by ladder
	Page 28, section 4.6	Removed withdrawn charts AUS 241 and AUS 243
December 2022	Page 56, section 16.1	Updated Marine Order 03/2022 Pilot Transfer Arrangements
	Page 83, section 16.9	Updated Pilot Ladder Checklist
	Page 16, section 1.6.2	Updated Gladstone VTS phone number
	Page 32, section 3.2	Updated Gladstone VTS phone number
January 2023	Page 16, section 1.6.3	Updated contact details for the port
	Page 30, section 5.3	Updated table 9, removing reference to Sea Reach PELs and adding Sea Reach and Long Reach leading lights
March 2023	Entire Document	Amending broken links and correcting outdated corporate forms. Correction of numbering.
July 2023	Page 36, section 7.8 & 7.9	Update contact details for marine animals and wording
	Page 56-66, section 16.1	Updated Marine Order 04/2023 Pilot Transfer Arrangements
October 2023	Page 22, Section 3.1.2	Remove Fax
	Page 91-94, Section 16.19	Update Pilot Ladder Checklist
November 2023	Page 91-94, Section 16.19	Update Pilot Ladder Checklist
November 2024	Page 37, Section 7.1.1	New section – Harbour Transits – fuel change over
	Page 42, Section 10.1	Added main engine trials to work permits
	Page 42, Section 10.1	Added main engine trials work permits to table 14
	Page 43, Section 10.2.2	New section – Main engine trials alongside terminal
February 2025	Page 31, Section 4.6	Added requirement of 2 ECDIS if no paper charts
April 2025	Page 22, Section 2.11	New section – Steel Wire Mooring Lines
	Page 28, Section 3.11	Anchoring – added requirement to notify VTS if dropping anchor alongside
	Page 98, 16.18	Removed Safe Work Method Statement
	Section 16.17	Update to Pilot Ladder Checklist – new logo