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 23rd DAY OF January 2018.
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<td>Phone:</td>
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<td>August 2017</td>
<td>Version 2</td>
<td>Whole document</td>
<td>Complete rewrite incorporating all previous amendments</td>
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1. **Introduction**

1.1 **General**

The port of Bundaberg is managed by the Gladstone Ports Corporation; the Regional Harbour Master (Gladstone) is the harbour master for the port.

Shipping legislation in Queensland is controlled by Maritime Safety Queensland (MSQ), a State government agency attached to the Department of Transport and Main Roads.

The state of Queensland is divided up into six regions, five of which are controlled by a Regional Harbour Master (RHM) and the sixth by a manager, all officers of Maritime Safety Queensland who report to the general manager and under the Transport Operations (Marine Safety) Act 1994, are responsible for:

- improving maritime safety for shipping and small craft through regulation and education
- minimising vessel sourced waste and providing response to marine pollution
- encouraging and supporting innovation in the maritime industry.

The limit of Queensland coastal waters is defined by a line three nautical miles seaward of the territorial sea baseline. The arrangements outlined in these procedures apply to the geographical areas gazetted as pilotage areas in Queensland. Pilotage areas have been gazetted around designated ports and maritime areas to ensure the safe and efficient movement of shipping. These areas encompass the approaches, main shipping channel and waters of the port.

Collectively, the harbour master and the port authority have responsibility for managing the safe and efficient operation of the port.

1.2 **Port description**

The port of Bundaberg is situated at the mouth of the Burnett River, approximately 370 kilometres north of Brisbane. The principal export is sugar however other products may include wood pellets and silica sands.

1.3 **Purpose**

This document defines the standard procedures to be followed in the pilotage area of the port – it contains information and guidelines to assist ship’s masters, owners, and agents of vessels arriving at and traversing the area. It provides details of the services and the regulations and procedures to be observed.

Nothing in this publication is intended to relieve any vessel, owner, operator, charterer, master, or person directing the movement of a vessel from the consequences of any failure to comply with any applicable law or regulation or of any neglect of precaution which may be required by the ordinary practice of seamanship, or by the special circumstances of the case.

Information contained in this publication is based on information available as at the latest date in the document control sheet at the start of this manual. Although every care has been taken to ensure that this information is correct, no warranty, expressed or implied, is given in regard to the accuracy of all printed contents. The publisher shall not be responsible for any loss or damage resulting from or caused by any inaccuracy produced herein.
The latest version of this publication is available on the Maritime Safety Queensland website. Any significant updates to the content of these procedures will be promulgated on this site. The Gladstone Ports Corporation website should be consulted for the latest information on port rules and notices:

Should errors or omissions in this publication be noted, it would be appreciated if advice of these could be forwarded to:

The Regional Harbour Master:
Address: PO Box 123, Gladstone Queensland 4680
Phone: +61 7 4971 5200
Fax: +61 7 4971 5212
Email: RHMGladstone@msq.qld.gov.au

### 1.3.1 Change Management

Changes to the Port Procedures Manual (PPM) will be required from time to time as circumstances change. These changes may have a significant impact upon shipping within the Port of Gladstone. Therefore, a Change Management Process has been introduced to ensure that change is appropriately managed. The authorised version of the PPM resides on the MSQ website and is a controlled document amended as required under the authority of the Regional Harbour Master (RHM).

The Gladstone Port Trade Partner Forum and Navigation Safety Forum will include consultation on changes as a routine agenda item.

The RHM will approve changes to the PPM either as:
- follow up to an urgent change to Port Operations that will have been communicated initially by other means; or
- routine amendment implemented in response to changed circumstances and initiated by any Port User

An indication of this management of change process for the Port Procedures Manual is indicated below:

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The RHM reserves the right of powers under section 86 of the Transport Operations (Marine Safety Act) 1994, to give a direction to ensure safety and the effectiveness and efficiency of the Queensland maritime industry. Furthermore, 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.
As an adjunct the Transport Infrastructure Regulations (Ports); regulation 17 or 18, allows an authorised officer of Gladstone Ports Corporation to issue a port notice affecting the entry on to, and use of, Gladstone Ports Corporation’s port areas.

1.4 Datum

All water depths refer to the lowest astronomical tide height (LAT).
All positions in this manual are in WGS84.
All directions are referenced to True North.

1.5 Definitions

1.5.1 Australian Maritime Safety Authority (AMSA)
The Australian Maritime Safety Authority is the commonwealth authority charged with enhancing efficiency in the delivery of safety and other services to the Australian maritime Industry.

1.5.2 AS 3846 – 2005 – Australian Standard
AS 3846 refers to the Australian requirements for the transport and handling of dangerous goods in port areas.

1.5.3 Gladstone Ports Corporation (GPC)
The Gladstone Ports Corporation (GPC) is owned by the Queensland Government and is charged with overseeing the commercial activities in the port, including the maintenance of the port infrastructure.

1.5.4 Estimated time of arrival (ETA)
The expected time of arrival at a designated place

1.5.5 Estimated time of departure (ETD)
The scheduled sailing time is the time of the last line.

1.5.6 Lowest astronomical tide (LAT)
This is the zero value from which all tides are measured.

1.5.7 Maritime Safety Queensland (MSQ)
The state government agency responsible for pollution protection services, VTS services and the administration of all aspects of vessel registration and marine safety in the state of Queensland.

1.5.8 Modernised Australian Ship Tracking and Reporting System (MASTREP)

1.5.9 Navigation Act
Refers to the Navigation Act 2012.
1.5.10 **Nett explosive mass (NEM)**
The nett explosive mass refers to the nett content of explosive material in any given amount or parcel of cargo (sometimes also referred to as the nett explosive content (NEC) or the nett explosive quantity (NEQ)).

1.5.11 **Non ‘gas free’ tankers (NGF)**
A tanker (includes OBO) or product carrier which has not had its cargo tanks washed, vented and inspected, or been issued with a 'gas free' certificate.

1.5.12 **Overall length (LOA)**
Extreme length of the vessel

1.5.13 **Pilotage Exemption Certificate (PEC)**
Exemption granted to certain qualified masters who have satisfied the necessary legislative requirements and are authorised to navigate ships in the port pilotage area without a pilot.

1.5.14 **Queensland Shipping Information Planning System (QSHIPS)**
An internet web based ship movement booking service that may be accessed by the shipping community – 24 hours a day, seven days a week.

The programme allows port service provider organisations the ability to accept service requests made by shipping agents and streamline ship movement planning by significantly reducing the existing levels of point to point communications that are necessary to ensure a planned ship movement has been adequately resourced with supporting services.

1.5.15 **REEFREP**
The mandatory *ship reporting system* established by IMO Resolution MSC.52 (66), as amended by Resolution MSC.161 (78), and specified in [Marine Orders](#).

1.5.16 **Reef VTS**
The Great Barrier Reef and Torres Strait Vessel Traffic Service (*Reef VTS*) established by Australia as a means of enhancing navigational safety and environmental protection in Torres Strait and the Great Barrier Reef.

1.5.17 **Regional Harbour Master (RHM)**
The person authorised to give direction under the relevant provisions of the [*Transport Operations (Marine Safety) Act 1994*](#).

1.5.18 **Sailing time**
The scheduled sailing time is the time of the last line.

1.5.19 **Ship scheduler**
A person suitably qualified delegated by the Regional Harbour Master to schedule the movement of vessels and to give direction under the relevant provisions of the [*Transport Operations (Marine Safety) Act 1994*](#).
1.5.20 **Vessel Traffic Service Operator (VTSO)**  
A person, suitably qualified, delegated by the Regional Harbour Master to monitor the safe movement of vessels and to give direction under the relevant provisions of the *Transport Operations (Marine Safety) Act 1994*.

1.5.21 **Vessel Traffic Service (VTS)**  
A VTS is any service implemented by a competent authority, designed to maximise the safe and efficient movement of water borne traffic within the jurisdiction.

1.6 **Contact information**

1.6.1 **The Regional Harbour Master**  
For operational maritime questions, marine incidents, pollution, pilotage, buoy moorings, navigation aids and towage requirements please contact the harbour master's office.

**The Regional Harbour Master's office is located at:**

<table>
<thead>
<tr>
<th>Physical address:</th>
<th>Level 7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21 Yarroon Street</td>
</tr>
<tr>
<td></td>
<td>Gladstone Queensland 4680</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal address:</th>
<th>PO Box 123, Gladstone Queensland 4680</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>+61 7 4971 5200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>+61 7 4971 5212</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:RHMGladstone@msq.qld.gov.au">RHMGladstone@msq.qld.gov.au</a></td>
</tr>
</tbody>
</table>

**Maritime Safety Queensland Bundaberg Office**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Quay Street, Bundaberg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>+61 7 4131 6600</td>
</tr>
<tr>
<td>Facsimile:</td>
<td>+61 7 4131 6650</td>
</tr>
<tr>
<td>After Hours:</td>
<td>+61 7 4971 5208 (Gladstone VTS)</td>
</tr>
</tbody>
</table>

1.6.2 **Port control**

The Port Control Centre is situated at the harbour master's office at Gladstone. For ship traffic scheduling, pollution incidents and reporting defective navigation aids please direct initial enquiries to the Port Control Centre.

Call sign ‘Gladstone VTS’ is provided by Maritime Safety Queensland and provides a 24 hour, seven days a week marine operations service to the port community. The contact details are:

<table>
<thead>
<tr>
<th>VHF radio:</th>
<th>13, 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>+61 7 4971 5208</td>
</tr>
<tr>
<td>Fax:</td>
<td>+61 7 4971 5212</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:VTSGladstone@msq.qld.gov.au">VTSGladstone@msq.qld.gov.au</a></td>
</tr>
</tbody>
</table>

In the event of an emergency, the VTS Centre is the key notification and communications facility that will activate the appropriate response agencies.

Ship traffic movements may be accessed on the [QSHIPS](http://qships.com) website.
1.6.3 Port authority

The primary function of the Gladstone Ports Corporation (GPC) under the Transport Infrastructure Act 1994, is to establish, manage and operate effective and efficient facilities and services within the port and the regulation and control of small craft at the Burnett Heads Boat Harbour, while maintaining appropriate levels of safety and security.

Phone: +61 7 4130 2200
Mobile: +61 7 4159 4655
Port security incident: 0419 029 381 (24 hours)

1.7 Rules and regulations

The rules and regulations in the port contribute to the safe, efficient and environmentally responsible handling of shipping traffic. The international rules of the IMO and ILO, such as the SOLAS convention and its amendments (e.g. the IMDG code) and State, National and Local port authority regulations are in force in the port of Bundaberg.

Based on the Bundaberg Port Notices, the Port Rules on dangerous substances contain additional, specific regulations for ships carrying dangerous cargoes in the port.

1.7.1 Applicable regulations

The procedures outlined in this document are designed to include the requirements of the:

- Transport Operations (Marine Safety) Act 1994 and Regulations 2016 (TOMSR)
- Transport Operations (Marine Pollution) Act 1995 and Regulations 2018 (TOMPR)
- International Maritime Dangerous Goods Code (IMDG Code);
- Australian Standard – AS3846 – 2005
- International Ships and Ports Security Code (ISPS Code)

In addition, it will also complement the procedures of:

- Gladstone Ports Corporation
- Maritime Safety Queensland (MSQ)
- Australian Maritime Safety Authority (AMSA)
- Australian Customs and Border Protection Service
- Australian Quarantine and Inspection Service
- Royal Australian Navy (RAN).

As they relate to ship movements within the jurisdiction of the Regional Harbour Master (Gladstone).
2. Arrival and departure procedures

2.1 General

For a quick reference of what and when to report please consult the under mentioned tables:

Masters of vessels arriving at, staying in or departing from the port are obliged to make previous notification on a variety of subjects, ranging from health to immigration to dangerous goods. This section lists all the requirements for notifying the port authorities.

2.2 Arrival check list

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Time</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>48 hours before arrival</td>
<td>Arrival information to Regional Harbour Master via QSHIPS (see 3.4 - QSHIPS)</td>
</tr>
<tr>
<td>2</td>
<td>48 hours before arrival</td>
<td>Dangerous goods report to VTS and Gladstone Ports Corporation (see 11 - Dangerous Cargo)</td>
</tr>
<tr>
<td>3</td>
<td>48 hours before arrival</td>
<td>Gas Free status for tankers (see Example – Gas-Free Status Declaration )</td>
</tr>
<tr>
<td>4</td>
<td>96 hours before arrival</td>
<td>Customs (see 2.5 – Customs)</td>
</tr>
<tr>
<td>5</td>
<td>48 hours before arrival</td>
<td>Arrival / Departure Report to Port Control (see 2.7 – Arrival/Departure Report)</td>
</tr>
<tr>
<td>6</td>
<td>Not more than 96 hours or less than 12 hours before arrival</td>
<td>Quarantine (see 2.4 – Quarantine)</td>
</tr>
<tr>
<td>7</td>
<td>24 and 12 hours before arrival update ETA if necessary.</td>
<td>Arrival information update to Regional Harbour Master through QSHIPS</td>
</tr>
<tr>
<td>8</td>
<td>24 hours prior to loading / handling dangerous goods (includes bunkers)</td>
<td>Dangerous goods report to Port Control, AMSA and Gladstone Ports Corporation (see 11 - Dangerous Cargo)</td>
</tr>
<tr>
<td>9</td>
<td>2 hours before arrival</td>
<td>Call ‘Gladstone VTS’ VHF 16 (See 3.12.1 Arrival reporting requirements)</td>
</tr>
<tr>
<td>10</td>
<td>In transit</td>
<td>VTS reporting points 16 (See 3.12.1 Arrival reporting requirements)</td>
</tr>
</tbody>
</table>

Table 1 – Arrival check list

2.3 Departure check list

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Time</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>24 hours before departure</td>
<td>Confirm departure information to Regional Harbour Master via QSHIPS)</td>
</tr>
<tr>
<td>2</td>
<td>3 hours before departure</td>
<td>Dangerous goods report to Gladstone VTS and Gladstone Ports Corporation (see 11.1.1 – Notification)</td>
</tr>
<tr>
<td>3</td>
<td>2 hours departure</td>
<td>Pre-entry report to Reef VTS (see 2.9 Reef VTS)</td>
</tr>
<tr>
<td>4</td>
<td>In transit</td>
<td>Port Control reporting points (see 3.12.1 Departure and removal reporting requirements)</td>
</tr>
</tbody>
</table>

Table 2 – Departure check list
2.4 **Quarantine**

The Department of Agriculture and Water Resources (Biosecurity Australia) require vessels from overseas to submit their documentation no more than 96 hours and no less than 12 hours prior to arrival. Contact details for Australian Quarantine Inspection Service at Gladstone:

Phone: +61 1800 900 090

2.4.1 **Ballast water information**

Ships with ballast water from ports that are considered a high risk for introduced marine species and that have not exchanged water ballast in mid ocean are now forbidden to discharge this ballast into Australian waters. Vessels that do not need to discharge ballast in Australian waters are exempt from these requirements.

The Department of Agriculture (Biosecurity) provides a Ballast Water Management summary sheet for use by Masters/Agents which can be found at the following link:


2.5 **Customs (Border Force)**

Vessels arriving from overseas must submit their documentation 96 hours prior to the nominated date of arrival. If the voyage from the last port is likely to take less than 96 hours, the following timeframes will apply –

- 72 hours or more but less than 96 hours – submit documentation 72 hours prior
- 48 hours or more but less than 72 hours – submit documentation 48 hours prior
- 24 hours or more but less than 48 hours – submit documentation 24 hours prior

All Australian Customs and Border Protection Force forms may be accessed on their website.

www.border.gov.au

2.6 **AMSA**

The Australian Maritime Safety Authority (AMSA) is a statutory authority established under the Australian Maritime Safety Authority Act 1990 (the AMSA Act).

All Australian Maritime Safety Authority forms may be accessed on their website


2.7 **Arrival/departure report**

If a visit cannot be booked into QSHIPS, all Shipping Agents, owners or masters are required to complete the Arrival/Departure Report Form 3452 and lodge it with the Regional Harbour Master's office 48 hours before a vessel's arrival. The report is the base document for the raising of conservancy and pilotage fees. The report is to be emailed to the Regional Harbour Master (Gladstone) RHMGladstone@msq.qld.gov.au
2.8 Dangerous goods

Dangerous goods must not be brought into or handled in the pilotage area until notification has
been sent to the harbour master and the Gladstone Ports Corporation in the approved form.
The Dangerous Cargo Report Form 3217 must be submitted at least 48 hours prior to arrival in
port limits. For further information, see 11 - Dangerous Cargo.

2.9 MASTREP

Marine Order 63 issued by AMSA makes the provision of Position Reports mandatory for:

- Foreign vessels from the arrival at its first port in Australia until its departure from its final
  port in Australia; and Section 11.
- All regulated Australian vessels whilst in the MASTREP area.

Domestic commercial vessels fitted with Global Maritime Distress and Safety System (GMDSS)
and AIS technology are also encouraged to participate in the system as MASTREP assists
AMSA in carrying out SAR activities.

To assist Master /Agents, the MASTREP and Australian Mandatory Reporting Guide can be
found on the AMSA website.

2.10 Reef VTS

Reef VTS is a coastal vessel traffic service (VTS) dedicated to the Great Barrier Reef and Torres
Strait mandatory ship reporting system (SRS) operated under joint federal and state
arrangements between Maritime Safety Queensland and the Australian Maritime Safety Authority
(AMSA) from the Reef VTS centre at Townsville. The purpose of Reef VTS is to enhance
navigational safety in the Torres Strait and the inner route of the Great Barrier Reef which
encompasses the Whitsunday region.

Under section 6(2) of Marine Order 63 the following vessels are required to report to Reef VTS:

- All vessels of 50 metres or more in overall length.
- All oil tankers, liquefied gas carriers and, chemical tankers or ships coming within the INF
  Code regardless of length.
- Ships engaged in towing or pushing where it or the ship being pushed or towed is from one
  of the above categories or where the length of the tow is 150 metres or more.

The SRS applies to all ships in the above categories irrespective of whether they are on
overseas, interstate or intrastate voyages. This regulation does not apply to any warship, naval
auxiliary or government vessel but they and all other vessels not mentioned above are
encouraged to report.

To assist Master /Agents, the reporting requirements for REEFREP can be found on the MSQ
website in the Reef VTS User Guide.

2.11 Security

All commercial vessels with a gross tonnage of 500 tons or more and passenger ships are
required to report their security information to the port authority.
3. **Movement and traffic procedures**

Maritime Safety Queensland, through the authority of the harbour master, has jurisdiction over the safe movement of all shipping within the pilotage area.

The scheduling of ship movements is initiated by the agent submitting movement details for a vessel to Gladstone VTS Centre via the QSHIPS ship planning programme in accordance with this section.

3.1 **Port control centre – vessel traffic service (VTS)**

Vessel traffic service is the principal tool by which the Regional Harbour Master manages the safe and efficient movement of vessel traffic approaching, departing and operating within the Bundaberg pilotage area.

Bundaberg Port Control is provided by Gladstone VTS and is manned by qualified vessel traffic service operators, under the management of the Assistant Regional Harbour Master and the Regional Harbour Master (Gladstone). The service is delivered at level III with resources to maintain a traffic image and interact with shipping. This level does not participate in on board decision making and lacks the authority to direct the movements of a vessel.

3.1.1 **VTS communications**

Ships are not to move within the pilotage area unless satisfactory two-way communications are maintained with the VTS centre.

Gladstone VTS maintains a continuous listening watch. Contact can also be made with the Regional Harbour Master’s office and pilot station through harbour control via VHF radio, telephone and facsimile.

Ships are required to establish two-way radio communications with the VTS centre on VHF channel 16 or VHF channel 13 and the pilot boat on VHF 16. The main channels used in the port are:

<table>
<thead>
<tr>
<th>Bundaberg vessel traffic services (VTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VTS area</strong></td>
</tr>
<tr>
<td>Yes (Port Control Area)</td>
</tr>
<tr>
<td><strong>Level of VTS service</strong></td>
</tr>
<tr>
<td>Traffic information service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call sign</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHF ch 16</td>
<td>User</td>
</tr>
<tr>
<td></td>
<td>Emergency and initial calling</td>
</tr>
<tr>
<td>VHF ch 13</td>
<td>‘Gladstone VTS’</td>
</tr>
<tr>
<td></td>
<td>Mandatory reporting, vessel traffic</td>
</tr>
<tr>
<td></td>
<td>management, port working</td>
</tr>
<tr>
<td>VHF ch 82</td>
<td>User</td>
</tr>
<tr>
<td></td>
<td>Small craft repeater channel</td>
</tr>
</tbody>
</table>

**Table 3 – Vessel traffic service**

The VTS centre has telephone, fax and email services for administrative and emergency purposes. Any marine incident, for example a collision, grounding or fire, occurring within the port should be reported immediately on VHF channel 13.

3.1.2 **Language**

The English language is to be used in all communication. IMO’s Standard Marine Communication Phrases (SMCP) 2001 will be used.
3.1.3 **Voice recordings**

All voice communications with the VTS centre and all radio communications on the channels monitored, are recorded against a date and time stamp. Access to the recordings is controlled by the harbour master.

### 3.2 Harbour contact details

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Telephone</th>
<th>Facsimile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTS Centre</td>
<td>+61 7 4971 5208</td>
<td>+61 7 4971 5212</td>
<td><a href="mailto:VTSGladstone@msq.qld.gov.au">VTSGladstone@msq.qld.gov.au</a></td>
</tr>
<tr>
<td>Regional Harbour Master</td>
<td>+61 7 4971 5200</td>
<td>+61 7 4971 5512</td>
<td><a href="mailto:RHMGladstone@msq.qld.gov.au">RHMGladstone@msq.qld.gov.au</a></td>
</tr>
<tr>
<td>Gladstone Ports Corporation</td>
<td>+61 7 4976 1333</td>
<td>+61 7 4972 3045</td>
<td><a href="http://www.gpcl.com.au/home/contact">www.gpcl.com.au/home/contact</a></td>
</tr>
</tbody>
</table>

Table 4 – Harbour contact details

### 3.3 Prior notification of movements

Sections 168 to 175 of the *Transport Operations (Marine Safety) Regulation 2016* require that all ship movements for vessels 35 metres in length or more are reported according to the following table:

<table>
<thead>
<tr>
<th>Action</th>
<th>Minimum notice</th>
<th>Approved form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior notification of movement in pilotage area</td>
<td>48 hours prior to entry</td>
<td>Notification via QSHIPS</td>
</tr>
<tr>
<td></td>
<td>24 hours prior to removal or departure</td>
<td></td>
</tr>
<tr>
<td>Transport of dangerous goods in pilotage area</td>
<td>48 hours prior to entry</td>
<td>Dangerous Cargo Report</td>
</tr>
<tr>
<td></td>
<td>3 hours prior to departure</td>
<td>Dangerous Cargo/Bulk Liquid list</td>
</tr>
<tr>
<td>Loading, removal or handling of dangerous cargo alongside (includes bunkering)</td>
<td>24 hours prior to handling</td>
<td>DGTrack</td>
</tr>
<tr>
<td>Ship-to-ship transfer of dangerous cargo</td>
<td>24 hours prior to cargo transfer</td>
<td>Dangerous Cargo/Bulk Liquid list</td>
</tr>
<tr>
<td>Gas/Free Status (bulk liquid cargo ships)</td>
<td>48 hours prior to entry, departure or removal</td>
<td>Declaration by master if vessel is Gas Free for movement purposes.</td>
</tr>
</tbody>
</table>

Table 5 – Harbour contact details

### 3.4 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of LOA 50 metres or more arriving at Bundaberg is recorded in an internet based programme known as QSHIPS. [https://qships.tmr.qld.gov.au/webx/](https://qships.tmr.qld.gov.au/webx/)

The programme is operated from the VTS centre; Shipping agents submit booking information on line in accordance with the reporting requirements and record their requisitions for tugs, pilot and linesmen. The ancillary services respond on line to acknowledge the booking and allocate their resources; the movement then assumes the 'confirmed' status. Permit requests should be submitted on line and to the respective agencies if required (see 10 Work Permits). QSHIPS will
indicate when the approval has been granted and the agent is then able to print the permit for the vessel.

Since the programme is 'live', port service providers, agents, government agencies and the general community are able to view scheduled movements in any Queensland port in real time.

3.5 Booking a vessel movement

When an agent is advised by his principals that a ship is bound for Bundaberg then that agent should book-in the ship via the QSHIPS programme at least 48 hours prior to the movement as required under *Transport Operations (Marine Safety) Regulations 2016* section 168. Request for the supply of a pilot, tugs and linesmen should also be made via QSHIPS.

The use of the QSHIPS programme is mandatory for notification of the impending arrival and subsequent movements of a vessel unless exceptional circumstances preclude this. In this case the VTS Vessel Booking Application Form must be submitted to Gladstone VTS by email.

Details of any removal movement and departure information are to be submitted at least 24 hours prior to the start time in a similar manner to the above.

Arrival advice should be confirmed to the VTS centre 24 hours prior to the start of the movement.

This section applies to all ships entering the Bundaberg pilotage area that are of LOA 50 metres and greater and all Vessels that requires a Pilot (8.1) including those ships whose Master holds a Pilotage Exemption Certificate for the Bundaberg pilotage area.

3.6 Reporting defects

The Australian Maritime Safety Authority (AMSA) requires notification of any deficiencies or suspected deficiencies on ships visiting Australian ports. Deficiencies are to be reported to the Regional Harbour Master via the QSHIPS programme and AMSA using Defects Report Form AMSA 355 – Report of Suspected Non-compliance with Navigation Act or Safety/Pollution Conventions.

3.7 Movement scheduling

3.7.1 Schedule changes

Changes requested by the master/agent to scheduled movements may be made via QSHIPS, phone or email and are to be communicated to the VTS Centre and marine services as soon as practicable advising the revised schedule. Changes to the ship management data-base will be made as they occur. Changes within six hours of the scheduled start time must be made by phone.

3.8 Prioritising of Ship Movements

Bundaberg is considered a wharf centre of the Port of Gladstone for the purposes of applying arrival and departure priorities. Priorities will be based on the principle of ‘first come, first served’ (ToA – Turn of Arrival).

3.9 Pilotage delays and cancellations

A delay fee is payable if the programmed ship movement is delayed for more than 30 minutes but not more than one hour for the first hour. If the ship is delayed for more than one hour but not more than two hours then for each of the first two hours; a delay in excess of two hours
3.10 Movement clearance information

All ships require a clearance from the harbour master in order to enter, depart or move within the pilotage area. It is the responsibility of the master or pilot to contact the VTS Centre to obtain the necessary clearance and information prior to the movement.

Clearances are valid for uninterrupted passage to a specified location or until the voyage is interrupted, completed (for example, by anchoring, berthing or due to a breakdown) or cancelled by the harbour master. Ships will require a new clearance for any subsequent movement.

3.10.1 Clearance for arrivals

The master is to report to harbour control to obtain a clearance and arrival information two hours before the estimated time of arrival at the pilotage area (3.12.1) Arrival reporting requirements.

3.10.2 Clearance for departures

The master is to report to ‘Gladstone VTS’ to obtain clearance and departure information one hour before the estimated time of the departure from the pilotage area.

The ship should be ready for departure, with all documentation completed and marine services in attendance not less than 30 minutes prior to the scheduled departure time. Lines are not to be released until clearance has been obtained to depart the berth. Lines are not to be slacked down and let go unless instructed by the master or pilot.

3.11 Anchoring

Ships are only to anchor in the position and area designated by the VTS Centre. Upon anchoring, ships are to advise VTS of their anchoring time and position. Ships at anchor in the pilotage area are to maintain a continuous listening watch on VHF channel 13 and are to report to VTS if dragging their anchor.

Ships are not permitted to immobilise engines without the written approval of the harbour master. Permission to immobilise main engines

3.12 Reporting requirements

3.12.1 Arrival reporting requirements

The master of a ship entering, or about to enter the pilotage area must report to Gladstone VTS’ by VHF radio according to the following table:

<table>
<thead>
<tr>
<th>Report</th>
<th>Information to report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Ship master/exempt master to Gladstone VTS</strong> 2 hours prior to entry into the pilotage area</td>
</tr>
<tr>
<td>2</td>
<td><strong>Gladstone VTS/pilot to ship master</strong> Confirmation of Pilot transfer time and instructions for the ship</td>
</tr>
<tr>
<td>3a</td>
<td><strong>Ship master/exempt master to Gladstone VTS</strong> On anchoring</td>
</tr>
<tr>
<td>3b</td>
<td><strong>Ship master/exempt master to Gladstone VTS</strong></td>
</tr>
</tbody>
</table>
4. **Departing anchorage**

<table>
<thead>
<tr>
<th>Report</th>
<th>Information to report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot to Gladstone VTS</td>
<td>Ships name, ‘pilot onboard’: pilot onboard time: pilot name: ship’s fore and aft draft: changes to ship details</td>
</tr>
<tr>
<td>Pilot/exempt master to Gladstone VTS When entering Sea Reach</td>
<td>Time ship abeam No 1 beacon and destination berth</td>
</tr>
<tr>
<td>Pilot/exempt master to Gladstone VTS When secure in berth</td>
<td>Time of first line and time when all fast</td>
</tr>
</tbody>
</table>

**Table 6 – Inbound reporting requirements**

Should an arriving ship be delayed or fail to contact Gladstone VTS, alternative berthing arrangements may have to be made and pilotage cancellation fees may be applicable.

### 3.12.2 Departure and removal reporting requirements

The master of a ship that is departing, moving or about to depart or move within the pilotage area must report to harbour control by radio according to the following table:

<table>
<thead>
<tr>
<th>Report</th>
<th>Information to report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship master to Gladstone VTS clearance 1 hour prior to movement</td>
<td>Ship’s name, radio check, ship’s fore and aft draft, changes to ship details, Confirm ETD</td>
</tr>
</tbody>
</table>
| Ship master to Gladstone VTS Unassisted removal along the berth | A – ship’s name, time of commencement of movement  
B – ship’s name, time of completion of movement. |
| Ship master/pilot to Gladstone VTS Departing berth | Ship’s name, departure berth, time of last line, ETA pilot boarding ground |
| Ship master/pilot to Gladstone VTS Departing anchorage | Ship’s name, anchor aweigh time, destination |
| Ship master/pilot to Gladstone VTS Exiting channel | Passing no 1 beacon |
| Ship master to Gladstone VTS Pilot Transfer (when the pilot transfer has been completed safely from outbound ship to launch.) | Ship’s name, pilot disembarked pilot off time |

**Table 7 – Outbound and removal reporting requirements**
4. Port description

The port of Bundaberg is situated 5.6 nautical miles from the mouth of the Burnett River; its principal exports is sugar, as well as silica and wood pellets. Bulk raw sugar is stored in two sheds with a capacity of 300 000 tonnes and is loaded via a travelling gantry loader at 1600 tonnes per hour. Bulk molasses is stored in three tanks with a capacity of 36 000 tonnes and loaded at 285 tonnes per hour through a 375 millimetre pipeline. The port also imports gypsum and molasses.

The port is managed by the Gladstone Ports Corporation, who maintain the dredging, security, berths and operations at the port.

4.1 Pilotage area

The Bundaberg Port and Pilotage Areas are described in schedule 2 of the Transport Operations (Marine Safety) Regulations 2016 as the area of:

(a) Waters at the high water mark consisting of the following:
   - the Burnett River and connected waterways system from the head of navigation to the river mouth
   - from the river mouth, the waters within a four nautical mile radius centred at the Burnett Heads lighthouse; and

(b) The navigable waters of rivers and creeks flowing, directly or indirectly, into the waters in paragraph (a).

4.2 Load lines

Bundaberg is in the summer zone.

4.3 Maximum vessel size

The port limits ship size to 190 metres LOA, beam 32 metres.
Vessels >180m are determined on a case by case basis.
Laden vessels are restricted to 180m LOA, beam 30 metres.
Maximum arrival draft to berth Starboard side alongside is 6.4m + tide height – 0.9m UKC.
Maximum arrival draft to berth Port side alongside is 8.4m + tide height – 0.9m UKC. Laden Gypsum/Molasses into sugar berth (1.2m if >180m x 32m)
SST Maximum departure draft 8.4m + tide height – 0.9m UKC.
PST Maximum departure draft 6.4m + tide height – 0.9m UKC.
Arrival draft to be confirmed with Regional Harbour Master’s office prior to vessel’s arrival.

4.4 Time zone

UTC + 10 hours throughout the year (no summer time applies).

4.5 Working hours

Port service providers are available 24 hours per day, seven days per week.
4.6 Charts and books

For navigation in pilotage areas, masters should refer to the nautical charts produced by the
Australian Hydrographic Office and Admiralty Sailing Directions NP15 (Australian Pilot Volume III
/V).

Charts of the area include:

- AUS 242. Port of Bundaberg (mandatory)
- AUS 243. Approaches to Bundaberg (mandatory)
- AUS 817. Hervey Bay
- AUS 241. Northern Portion of Great Sandy Strait
- AUS 819. Bustard Head to North Reef
- AUS 4060. Australasia and adjacent waters
- AUS 4602. Tasman and Coral Seas – Australia to Northern New Zealand and Fiji

4.7 Shipping announcements

4.7.1 Notices to Mariners

Maritime Safety Queensland circulates marine safety information to mariners, organizations and
other interested parties, in the form of Notices to Mariners.

 Notices to Mariners advise of:

- navigation warnings and hazards (such as aids to navigation which may have been
  destroyed, missing or unlit)
- changes to the uniform buoyage system (which assists with the correction and updating of
  marine charts)
- navigation depths (necessary when navigating in channels with depth restrictions)
- any other works which may affect the safe navigation of vessels in Queensland coastal
  waters and ports (such as dredging operations and construction works).

4.7.2 Differential Global Positioning System (DGPS) Service

The Australian Maritime Safety Authority provides a network of DGPS radio beacons that
improve the accuracy and integrity of the Global Positioning System (GPS) in critical areas of
Australia's coastline. These areas include the Great Barrier Reef, Torres Strait and Brisbane.

A network of 16 stations are remotely controlled and monitored 24 hours a day.
5. Port infrastructure

5.1 Bundaberg berth information

<table>
<thead>
<tr>
<th>BERTH</th>
<th>Design depth</th>
<th>Berth length</th>
<th>Ht above LAT</th>
<th>Swing basin</th>
<th>Max LOA x Max beam</th>
<th>Dist. To FWY Bcn (nm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sugar berth</td>
<td>11.00</td>
<td>191</td>
<td>7.0</td>
<td>310 x 8.0</td>
<td>200 x 32</td>
<td>5.6</td>
</tr>
<tr>
<td>Molasses berth</td>
<td>9.66</td>
<td>240</td>
<td>7.0</td>
<td>310 x 8.0</td>
<td>185 x 32</td>
<td>5.5</td>
</tr>
</tbody>
</table>

Table 8 – Bundaberg berth information

Note that depths are subject to change; please consult Notices to Mariners for the latest information. Bundaberg port layout

5.1.1 Sugar berth

Owned by Queensland Sugar Ltd and is principally used for the loading of bulk sugar. The berth is serviced by a rail mounted gantry fitted with a mechanical trimmer; average loading rate 1600 tonnes per hour. The maximum outreach of shiploader to the centre of the telescopic loading chute is 16.7 metres; maximum operating air draft (LAT to horizontal boom) is 16.7 metres.

Arrivals:
- All vessels (except molasses and gypsum) are swung on arrival and berth starboard side to on the flood tide. Vessels ≥150 metres will berth at the commencement or end of the flood. Molasses and gypsum vessels berth PST, berthing with maximum drafts based on HW+1:00hr
- Vessels are programmed to enter from LW to HW -1:00
- Molasses and gypsum vessels are programmed to enter at HW -0:30 only
- Maximum wind speed 25 knots.
- Maximum wind from northerly quadrant 15 knots.
- Approximate time from S1 to berth – one hour.

Departures:
- Sugar vessels are programmed to sail one hour prior to high water.
- Molasses and Gypsum vessels are programmed to sail one hour prior to high water. Vessels >130m must have daylight when departing the berth.
- Pilot will board 30 minutes prior to the ETD.

Passing:
- No passing is permitted.

5.1.2 Molasses berth

Owned by Gladstone Ports Corporation and is principally used for the unloading of bulk molasses via a 375 millimetre pipe line; average loading rate 280 tonnes per hour.

Arrivals:
- For starboard side to berthing vessels normally enter at LW-0:30 to HW-1:30. For port side to berthing vessels normally enter at HW-0:30 to LW-1:30.
• Small molasses vessels may berth port side to and scheduled to enter from HW-0:30 to LW-1:30
• Maximum wind speed 25 knots.
• Approximate time from S1 to berth is one hour.

Departures:
• Vessels can sail at any time.
• Pilot will board 30 minutes prior to the ETD.

Passing:
• No passing is permitted.

5.2 Anchorage area

Vessels arriving off the port should anchor in position two miles off the S1 beacon bearing 273° as indicated on chart AUS 243. Anchorage in Sea Reach is unsafe due to the rocky sea bed and strong tidal streams.

The attention of masters is also drawn to Section 10.2 Work Permits, which requires prior permission of the harbour master for the immobilisation of propelling machinery and immediate notification in the event of immobilisation as a result of any breakdown or failure of the propelling machinery.

5.3 Navigation aids and leading lights

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Characteristic</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Head Light</td>
<td>24°45.6'S</td>
<td>Fl.(4) 20s 20m 18M (arc of visibility 140° through east to 300°)</td>
</tr>
<tr>
<td>Sea Reach North Lead</td>
<td>FWG (PEL)</td>
<td>Parallel PEL's indicating north/centre and south sides of channel (on demand)</td>
</tr>
<tr>
<td>Sea Reach South Lead</td>
<td>FWR (PEL)</td>
<td>Line of leads 269.9°</td>
</tr>
<tr>
<td>Middle Reach Approach</td>
<td></td>
<td>Q Bu – Fl G 4s (F day)</td>
</tr>
<tr>
<td>Middle Reach Approach</td>
<td></td>
<td>Iso Bu 2s (F day)</td>
</tr>
<tr>
<td>Middle Reach Departure</td>
<td></td>
<td>Q Bu – Fl G 4s (F day)</td>
</tr>
<tr>
<td>Middle Reach Departure</td>
<td></td>
<td>Iso Bu 2s (F day)</td>
</tr>
<tr>
<td>Inner Reach Approach</td>
<td></td>
<td>Q Bu – Fl G 4s (F day)</td>
</tr>
<tr>
<td>Inner Reach Approach</td>
<td></td>
<td>Iso Bu 2s (F day)</td>
</tr>
<tr>
<td>Inner Reach Departure</td>
<td></td>
<td>Q Bu – Fl G 4s (F day)</td>
</tr>
<tr>
<td>Inner Reach Departure</td>
<td></td>
<td>Iso Bu 2s (F day)</td>
</tr>
<tr>
<td>Long Reach Front Lead</td>
<td>F.Bu (F.day)</td>
<td>Lights in line 169.7°</td>
</tr>
<tr>
<td>Long Reach Rear Lead</td>
<td>F.Bu (F.day)</td>
<td></td>
</tr>
</tbody>
</table>

Table 9 – Lighthouse and leading lights
5.4 Buoys /beacons within Bundaberg Harbour and approaches

<table>
<thead>
<tr>
<th>Name</th>
<th>Navigational Aid</th>
<th>Type</th>
<th>Characteristic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sea Reach 1</td>
<td>Bn 1</td>
<td>Bn</td>
<td>Q(3) 10s</td>
</tr>
<tr>
<td>Sea Reach 2</td>
<td>Bn 2</td>
<td>Bn</td>
<td>Fl.R.2s</td>
</tr>
<tr>
<td>Sea Reach 3,5,7,9,11,13</td>
<td>Bn 3,5,7,9,11,13</td>
<td>Bn</td>
<td>Fl.G.4s</td>
</tr>
<tr>
<td>Sea Reach 4,6,8,10,12</td>
<td>Bn 4,6,8,10,12</td>
<td>Bn</td>
<td>Fl.R.4s</td>
</tr>
<tr>
<td>Sea Reach ' 14</td>
<td>Bn 14</td>
<td>Bn</td>
<td>Fl QR</td>
</tr>
<tr>
<td>Middle Reach 16</td>
<td>Bn 16</td>
<td>Bn</td>
<td>Fl.R.4s</td>
</tr>
<tr>
<td>Middle Reach 18</td>
<td>Bn 18</td>
<td>Bn</td>
<td>Fl QR</td>
</tr>
<tr>
<td>Inner Reach 20</td>
<td>Bn 20</td>
<td>Bn</td>
<td>Fl QR</td>
</tr>
<tr>
<td>Inner Reach 22,24</td>
<td>Bn 22,24</td>
<td>Bn</td>
<td>Fl.R.4s</td>
</tr>
<tr>
<td>Swing basin 23,25,27</td>
<td>By 23,25,27</td>
<td>By</td>
<td>Fl.Y 2.5s</td>
</tr>
</tbody>
</table>

Table 10 – Lighthouse and leading lights

Defects and/or changes to navigation aids will be promulgated in the Notices to Mariners (see 4.7.1 – Notice to Mariners) Main shipping channel depths are promulgated at 9.5 metres and 8.0 metres in the swing basin.
6. **Weather information**

The prevailing winds tend to be easterly to south easterly. Although calmer conditions occur during the winter months, they may become very difficult during the summer months when the sea breeze augments the prevailing south easterlies. As a general rule, when mean wind speeds are in excess of 25 knots vessel movements in the port will be suspended.

A Tropical Cyclone Watch (Blue Alert) message is issued by the Bureau of Meteorology (BOM), when a cyclone or potential cyclone is expected to affect conditions in the area within the next 48 hours and is reviewed every six hours.

A Tropical Cyclone Warning (Yellow Alert) message is issued when a cyclone or potential cyclone is expected to affect conditions in the area within the next 24 hours and is reviewed every three hours or sooner depending on circumstances.

Cyclone warnings and reports may be obtained from the Australian Bureau of Meteorology (BOM) website (www.bom.gov.au). (appendix – Cyclone Tracking chartlet).

The Extreme Weather Contingency Plan for the Port of Gladstone contains the procedures to be followed for all vessels during extreme weather events, which includes cyclones.

6.1 **Tidal information**

The mean spring tidal range is 2.4 metres and the mean neap range is 1.1 metres. The tides are much affected by the prevailing winds and the stream sets are very strong at times in the channels.

Tidal streams in excess of four knots may be experienced between the entrance at Burnett Heads and the berths; the tides set across the channel in the Sea Reaches. An extremely strong northerly set is frequently experienced just seaward of the South Head lighthouse.

Maritime Safety Queensland provides tidal predictions for pilotage areas. The tidal times and heights for standard Queensland ports are available in the Queensland Tide Tables and may be accessed on the Bureau of Meteorology website; additional information regarding Burnett Heads (storm tide data and tide predictions) can be accessed on the Queensland Government website.

Tidal stream predictions for standard Queensland ports are available upon request through the Regional Harbour Master’s office.

6.1.1 **Tidal information – tsunami effects**

The north-west and east coasts of Australia are bordered by active tectonic plates which are capable of generating a tsunami that could reach the coast-line within two to four hours. The resultant change in swell height could have an adverse effect on a vessel with a minimum under keel clearance navigating within or close to port areas.

The Joint Australian Tsunami Warning Centre (JATWC) has been established to monitor earthquake activity that may lead to a tsunami forming. Warnings are currently issued for the Pacific Ocean region by the Pacific Tsunami Warning Centre (PTWC) in Hawaii and for the Indian Ocean region by the Japan Meteorological Agency (JMA).

Mariners are advised to take heed of such warnings, plan their bar crossings and tend their mooring or anchorages accordingly.
7. Port navigation and movement restrictions

7.1 General

Draft figures are related to a draft in salt water of density 1025 kg/m³.

7.2 Speed

The Transport Operations (Marine Safety) Regulation 2016 sections 81, 83, 84 and 85 apply and refer to ships not being operated at a speed of more than 6 knots when within 30 metres of any wharf, boat-ramp or pontoon, a vessel at anchor or moored or made fast to a jetty.

7.3 Trim requirements

The safe handling of ships within the confines of the channels and swing basins requires certain conditions of trim. Ships should be ballasted or loaded in order to have an even keel or trimmed by the stern with the forward draft not less than 2% of the LOA and the propeller fully submerged. Vessels trimmed by the head or listing may be subject to restrictions and the Regional Harbour Master is to be informed when bookings are made. Ships not meeting trim requirements may experience considerable delays until the problem is rectified.

Masters should pay special attention to their loading/ballasting plans to ensure that their ships are suitably trimmed and able to put to sea at short notice, especially during the cyclone season – November to April.

7.4 Draft restrictions

Weather, tidal conditions or special circumstances, may require a departure from these guidelines.

7.4.1 Under keel clearance (UKC)

If a tidal window calculation is required, Gladstone VTS will require the following information in order to perform the necessary tidal window calculations. It includes:

- name of ship
- date of arrival/departure/removal
- earliest ETA/ETD/removal
- ship's draft.

Maximum arrival draft to berth Starboard side alongside is 6.4m + tide height – 0.9m UKC.

Maximum arrival draft to berth Port side alongside is 8.4m + tide height at HW+1:00 – 0.9m (1.2m for laden vessels >180m)UKC.

SST Maximum departure draft 8.4m + tide height – 0.9m UKC.

PST Maximum departure draft 6.4m + tide height – 0.9m UKC

Arrival draft to be confirmed with Regional Harbour Master’s office prior to vessel’s arrival.
7.5 Approaches to pilot boarding ground

The mouth of the Burnett River is situated on the west side of Hervey Bay, 46 nautical miles west of Sandy Cape. When approaching the coast the position of the river entrance can be distinguished by the South Head lighthouse.

7.5.1 From the north

The coast should not be approached within five miles until South Head lighthouse bears 203° when course should be altered to make directly for the pilot boarding ground (Chart AUS 243).

7.5.2 From the south

Ships approaching from the south should keep more than one mile off the coast. After passing Sloping Hummock, (an isolated hill 97 metres high), steer for the Pilot Boarding Ground (Lat. 24º 45.6'S, Long. 152º 29.7'E) until South Head lighthouse bears 270° then alter course to bring Sea Reach leads into the white sector bearing 270°.

7.5.3 Dangers

- Shoal and sand banks – lie to the north of the Burnett River entrance and extend some 3 nautical miles seaward.

- Sea Reach – every precaution should be taken in navigating this cutting as strong currents can be experienced seaward of the lighthouse during and after periods of sustained strong winds. Pinnacles of rock are known to exist outside the limits of this cutting. Vessels should not be navigated over this foul ground.

- Cane Ferry Crossing – located upstream of the port in Long Reach adjacent to buoy No 26 and is marked by a light Fl R. 3s, shown from the landing on the east bank. While the ferry is underway it exhibits the lights and shapes for a vessel restricted in its ability to manoeuvre as the towing cables obstruct the channel. Traffic may only pass when the vessel is alongside the bank when it exhibits the lights of a vessel at anchor. The ferry may be contacted on VHF channel 16.

Refer to 6.1 for information on tidal streams.

7.6 Entering the Burnett River

Ships should not attempt to enter the port without giving prior notice to the Regional Harbour Master (Gladstone); any alterations to ETA or ETD should be given in ample time. Ships entering the Burnett River should bring the white sector of the Sea Reach lead to bear 270° and enter the Sea Reach between beacons 1 and 2 maintaining mid channel until abeam beacon 14 where the ship is brought round to port to steady in the white sector of the Middle Reach leads, (course 252°). Approaching beacons 17 and 18 ship is again brought round to port to steady in the white sector of the Inner Reach leads (course 229°). After passing beacons number 20 and number 21, the ship enters the northern end of the swing basin. The ship should be brought around to port to bring the Long Reach leads in line bearing 169·7°, which longitudinally bisect the swing basin. From this position, the approaches to the berths are made, swinging the ship as required. The channel width of 103 metres requires close attention to maintaining mid channel and exposes ships to interactive forces with the channel sides. To seaward of the breakwater on the northern side of Sea Reach, the tide sets across the channel.

The flood tide sets to the south. Strong currents can be experienced to seaward of the lighthouse during and after prolonged periods of strong wind. Following heavy rain, fresh may be observed in the river and silting may reduce the depths available in the channels, swing basin and berth pockets. Recent soundings of the port may be obtained from the Regional Harbour Master's office (Gladstone).
Dredges and other plants operating in the channels and cuttings may be contacted on VHF channel 12.

7.7 **Small vessels navigating in narrow channels**

Small vessels traversing the shipping channels in Hervey Bay and the Burnett River are reminded of their obligations under the ‘rules of the road’ in respect to navigating in narrow channels. A large vessel that is constrained by draft to navigate within the confines of the buoyed shipping channels has limited manoeuvring capability within these channels. Small vessels are therefore required to keep clear of or to the side of the channels and are not to impede the passage of large ships. They must maintain a listening watch on VHF 13 at all times within the pilotage area. [Small craft ship navigation areas and recommended courses](#).

7.8 **Advisory Note – Interaction with Marine Mammals**

The presence of whales or marine mammals indicates that our ports are seen as environmentally attractive places.

The safety of life and the security of the environment from ship based incidents is paramount.

All vessel masters are required to fully comply with relevant marine mammal legislation, such as the provisions of the [Nature Conservation (Wildlife Management) Regulation 2006 part 5A](#) which prescribes minimum approach distances and maximum speeds within proximity to whales as illustrated in the diagram below.

![Diagram of whale and dolphin interaction zones](#)

When whales or marine mammals are reported in the vicinity of port areas and a risk to marine mammals is perceived, then every possible endeavour will be undertaken to manage shipping movements around the marine mammals to keep them safe, provided the safety of life, the ship and other environmental protection objectives are not threatened. Such action may include not commencing transits until the mammals are deemed clear.

In situations where a vessel is underway and restricted in its ability to manoeuvre or constrained to a channel and marine mammals are reported in the vicinity of the transit and a risk to marine mammals is perceived, the master must take all reasonable action necessary to keep them safe,
without endangering the vessel, crew and the environment. Such action may include the reduction of speed to the minimum safe speed to safely navigate the channels.

Masters are encouraged to report collisions with marine mammals to VTS and 1300 ANIMAL (1300 264 625)

References:
Nature Conservation (Wildlife Management) Regulation 2006 part 5A, Sections 338A to 338L.
North East shipping Management Plan- Sections 5.5, 5.6 and 9.5
8. **Pilotage**

8.1 **Vessels that require a pilot**

The *Transport Operations (Marine Safety) Act 1994* specifies that, unless a current Pilotage Exemption Certificate (PEC) is held by the master of a ship, pilotage is compulsory for:

- a ship that is 50 metres or more
- a vessel towing another vessel where the combined length of the vessels is 50 metres or more
- a ship whose owner or master asks for the services of a pilot
- a ship whose master is directed by the harbour master to use the services of a pilot.

8.2 **Pilotage area**

A chartlet of the Bundaberg Pilotage area can be found here: [Pilotage Area](#).

8.3 **Night pilotage**

Daytime pilotage restrictions are applicable to night pilotage.

8.4 **Request for pilot**

The requirements of the *Transport Operations (Marine Safety) Regulation 2016* shall be observed for all bookings. Gladstone Ports Corporation provides a pilotage service for ship arrivals, departures and removals. Pilot transfers are carried out by pilot launch. Requests for pilotage services are described in section 3.5 booking procedures.

8.4.1 **Notice required**

Ships requiring the services of a pilot are required to submit arrival, removal and departure notices no less than the indicated number of hours prior to the desired movement:

- **Arrivals**: 48 hours
- **Removals**: 24 hours
- **Departures**: 24 hours

Initial notification should be made via [QSHIPS](#).

8.5 **Pilot boarding position**

The Bundaberg Pilot Boarding is located at position 24°45.6'S 152°29.7'E approximately 4.5 miles east of South Head.

8.6 **Pilot boarding arrangements**

Pilot transfer instructions will be advised to the ship prior to the pilot boarding by ‘Gladstone VTS’. The instructions may include:

- pilot boarding time
• restrictions/requirements (by the harbour master)
• boarding position
• desired course and speed to conduct the transfer (this is done by the pilot or the pilot launch).

Ships are to be at the pilot boarding ground at the notified time of pilot boarding, with all preparations for boarding completed in accordance with the instructions in this section. Ships should be underway, proceeding at six knots and providing a good lee. The pilot ladder is to be rigged 1.5 m above the water, with two manropes and a heaving line standing by. At night, a forward facing light is required to illuminate the ladder in accordance with IMO requirements and IMPA recommendations (see Pilot ladder boarding arrangement.)

8.7 Passage planning – bridge resource management (BRM)

The master and pilot should exchange information regarding navigational procedures, local conditions and rules and the ship’s characteristics. This information should be a continuous process that generally continues for the duration of the pilotage.

The proposed manoeuvre should be well discussed with the master and any doubts/queries he/she may have should be resolved prior to commencement of pilotage.

The exchange of information should include at least:

• the presentation of a completed standard pilot card (by ship). In addition information should be provided on rate of turn at different speeds, turning circles, stopping distances and, if available other appropriate data
• general agreement on plans and procedures including contingency plans for the anticipated passage; (Pilotage passage plan)
• discussion of any special conditions such as weather, depth of water, tidal currents and marine traffic that may be expected during the passage
• discussion of any unusual ship-handling characteristics, machinery difficulties, navigational equipment problems or crew limitations that could affect the operation, handling or safe manoeuvring of the ship
• information on berthing arrangements; use, characteristics and numbers of tugs, mooring boats and other external facilities
• information on mooring arrangements
• confirmation of the language to be used on the bridge (normally English) and with external parties.

Any passage plan is a basic indication of preferred intention and both pilot and master should be prepared to depart from it when circumstances so dictate.

8.7.1 Alcohol consumption

National Law and the Navigation Act requires that persons in charge of ships have a zero blood alcohol reading. The Queensland Water Police periodically conduct random breath tests of masters and pilots on ships arriving in Gladstone, or about to depart. Severe penalties apply to infringements.
8.8 Master/pilot responsibilities

Masters and owners of vessels are responsible for due compliance with the provisions of the *Transport Operations (Marine Safety) Act 1994* (the Act) and *Transport Operations (Marine Safety) Regulation 2016* (the Regulation).

When a vessel is under the direction of a pilot, the pilot is responsible for due compliance with the provisions of the act and regulations, however the responsibility of the pilot does not relieve the master and the owner of a vessel of their responsibility.

Arising from these responsibilities is the obligation of persons directing the navigation of vessels to comply with directions of the Regional Harbour Master. The duty vessel traffic services officer (VTSO) is delegated to exercise the relevant functions of the Regional Harbour Master.

8.9 Pilotage requirements for Torres Strait and Great Barrier Reef (GBR)

All merchant vessels 70 metres in length and over and all oil, gas and chemical tankers irrespective of size are required to take a licensed marine pilot when transiting the Torres Strait and Great North East Channel. Pilotage is also required for these vessels transiting the Inner Route from Cape York to Cairns Roads and for transit of Hydrographers Passage.

Significant penalties apply for non-compliance.

Full details can be found in Marine Order 54 (located on AMSA website). Maximum draft for transit is 12.2 metres. Vessels with a draft >10 metres will be advised of the required tidal window by the pilotage company.

Refer to ‘Quick Guide - Navigation through the Great Barrier Reef and Torres Strait’ for further information.

Barrier Reef pilots may now obtain an endorsement allowing them to proceed to anchorages within the Whitsundays.
9. **Tug procedures**

9.1 **General**

Tugs are an aid to the safe and efficient maneuvering of ships in confined waterways. While it is possible to berth and sail ships in certain tide and weather conditions without the aid of tugs, the experience of the port has dictated the following guidelines to reflect safe practice. Special circumstances may vary the tug requirement from the guidelines indicated in section 9.1.2.

Towage services are provided by Pacific Tug through Wide Bay Shipping Services (WBSS) Pacific. Pacific Tug normally operates a fleet of three Z Drive tugs ranging from 30t BP to 54t BP. Additional tugs may be available on request.

<table>
<thead>
<tr>
<th>Pacific Tug</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Operations email</td>
</tr>
<tr>
<td>Website</td>
</tr>
</tbody>
</table>

**Table 11 – Pacific Tug contact details**

9.1.1 **Notification of tugs**

Tug services should be requisitioned via the QSHIPS programme when booking the movement of a vessel. In some instances, the Regional Harbour Master, ship’s master or pilot may require additional tugs to the minimum requirements listed in this section.

9.1.2 **Tug requirements guidelines**

**Bundaberg Sugar Terminal (BSUG)**

<table>
<thead>
<tr>
<th>Length</th>
<th>LOA &lt;130m</th>
<th>LOA 130 – 180m</th>
<th>LOA 180-190m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival (SST)</td>
<td>2 or 1 + BT**</td>
<td>2*</td>
<td>2*</td>
</tr>
<tr>
<td>Arrival (PST)</td>
<td>2 or 1 + BT</td>
<td>2*</td>
<td>2*</td>
</tr>
<tr>
<td>Departure (Head out/SST)</td>
<td>1 or BT</td>
<td>1</td>
<td>2*</td>
</tr>
<tr>
<td>Departure (Head in/PST)</td>
<td>2 or 1 + BT</td>
<td>2*</td>
<td>2*</td>
</tr>
</tbody>
</table>

*Minimum 1 X 42 tonne bollard pull AND 1 X 52 tonne bollard pull

**If part loaded or fully loaded 2 tugs are required

**Bundaberg Oil/Molasses Berth (OIL)**

<table>
<thead>
<tr>
<th>Length</th>
<th>LOA &lt;90m</th>
<th>LOA 90m-179m</th>
<th>LOA &gt;179m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival</td>
<td>0</td>
<td>2 or 1 + BT</td>
<td>2 or 1+BT*</td>
</tr>
<tr>
<td>Departure</td>
<td>0</td>
<td>1 or BT</td>
<td>1 or BT*</td>
</tr>
</tbody>
</table>

*Subject to RHM approval
10. **Work permits**

10.1 **General**

In order to be able to perform certain work on ships in the port, masters, owners or their agents must first apply for and obtain the necessary permits before that work can proceed.

Applications for approval by the harbour master must be submitted via the QSHIPS programme or by email to the relevant authorities; the required terms and conditions are completed by the Regional Harbour Master’s office and the agent may then print off the completed permit for passing to the master of the applicable vessel.

Works requiring permits include:
- immobilising main engine/s
- hot work
- boat drills
- bunkering
- ship to ship/shore transfer operations
- overside work
- live flare (pyrotechnic) demonstration.

Ship masters must comply with all requirements specified in the permit.

| Permit requests |
|-----------------|-----------------|-----------------|-----------------|
| Who             | To              | Permit          | When            | Comments                                           |
| All Ships       | GPC             | Overside work   | 48 hours prior to Arrival | Lodged to Gladstone Ports Corporation |
| All Ships       | ACS/RHM         | Lifeboat Drill  | Prior to Event  | Lodged to Australian Customs and Border Protection Service |
| All Ships       | GPC             | Hot Work        | 48 hours prior to Arrival | Lodged to Gladstone Ports Corporation |
| All Ships       | RHM/GPC         | Immobilisation  | Prior to Event  | Lodged to Regional Harbour Master via QSHIPS |
| All Tankers     | RHM             | Gas Free Declaration | 48 hours prior to Arrival | Declared by master on approved form lodged to RHM |
| All ships       | Gladstone VTS   | Diving Operations | 24 hours prior to event and prior to operations commencing | Lodged to Gladstone VTS via email (VTSGladstone@msq.qld.gov.au) 24 hours prior to event. Additionally, contact VTS on VHF channel 13 thirty (30) minutes prior to commencement of and on completion of diving operations. |

**Table 12 – Permit requests**

RHM – Regional Harbour Master  
GPC – Gladstone Ports Corporation  
ACS – Australian Customs Service
10.2 Work permits

10.2.1 Immobilisation main engines

Ships may not be immobilised without first obtaining written permission from the harbour master. Permission may not be given for more than 24 hours during the cyclone season (November to April), or more than 48 hours during the rest of the year.

Ships wishing to immobilise main engines must lodge an application via QSHIPS with the Regional Harbour Master (Gladstone) and notification to the Gladstone Ports Corporation at least 24 hours prior to the requested immobilisation. Masters will comply with the requirements of the permit.

Example – permission to immobilise main engines

Ships wishing to immobilise main engines must lodge an application via QSHIPS with the Regional Harbour Master (Gladstone) and notification to the Gladstone Ports Corporation at least 24 hours prior to the requested immobilisation. Masters will comply with the requirements of the permit.

10.2.2 Hot work permit

Ships wishing to carry out repairs and any form of metal work, which includes performing hot work must: lodge an application in writing with the Gladstone Ports Corporation. When granted, masters must comply fully with the requirements of the permit.

10.2.3 Boat drills

Ships wishing to carry out lifeboat drills, or put boats in the water for painting or maintenance purposes must first obtain clearance from the Australian Customs and Border Protection Service and the Regional Harbour Master. This clearance is to be obtained by the vessel’s agent and once approved request the activity via Qhips.

10.2.4 Notification of handling of bulk liquids

Under the Transport Operations (Marine Pollution) Act 1995 Maritime Safety Queensland is both the statutory and combat agency for response to all ship sourced oil spills. It is therefore a requirement for owners/agents or masters of vessels to notify Maritime Safety Queensland of the intention to load, unload or transfer any form of bulk liquids to, from or between vessels between the hours of sunset and sunrise.

For the purposes of this notification it would be deemed that the liquids will be transferred by pipeline to, from or between vessels.

The operation of bunkering and the pumping of sullage/sludge from vessels, by road, barge or ship transfer, are to be included within this notification.

Masters of vessels conducting bulk liquid transfers, as specified above, are required to notify ‘Gladstone VTS’ on VHF channel 13 of the time of commencement of such transfer/bunkering operation and again the time when the operation is completed.

10.2.5 Gas free status and OBO's

A tanker or products carrier will be regarded as ‘non-gas free’ unless a gas free declaration has been received prior to arrival. The declaration must include the following:

- whether the ship is carrying any IMDG Class 3 cargo, flammable liquid or gas cargo on board in bulk
- empty cargo tanks have been washed, vented and are free of hazardous residues
- the atmosphere in each cargo tank or residue space has been tested with an explosimeter and a zero reading has been obtained
- slop tanks and pump rooms are free of hazardous residues
- an explosive gas detector meter is held on board and calibrated correctly
• a current copy of the ISGOTT Manual is held on board
• maintain a zero gas reading for the atmosphere in each pump room, cargo tank or residue space.

The declaration should be forwarded to the Regional Harbour Master via the Port Control Centre. Once the above requirements have been satisfied the harbour master shall determine the ship's gas-free status and forward written confirmation to the agent and the port authority as appropriate (see – Example - gas free status declaration).

A combination carrier (OBO) that has carried a bulk liquid dangerous cargo on one or more of its last three voyages must not be loaded with bulk solid cargo in a pilotage area unless an approved chemist has tested the vessel and issued a safety certificate in an approved form.

10.2.6 Overside maintenance work

For environmental reasons, there are strict guidelines on the performance of overside maintenance work on ships within the port limits. Ships wishing to undertake overside maintenance work must lodge a request with the berth operator for permission to undertake overside work.

10.2.7 Diving operations

Vessels wishing to carry out diving operations are to notify Gladstone VTS via email 24 hours prior to planned operations and, via VHF channel 13 thirty (30) minutes prior to the commencement of and on completion of operations. Vessels are required to display the appropriate international signals for diving operations whilst divers are in the water. Masters are to ensure a lookout is maintained throughout the diving operations. A listening radio watch is also to be maintained on VHF channel 13 until operations are complete.
11. Dangerous cargo

11.1 General

The Gladstone Ports Corporation is responsible for the management of dangerous goods in port, including the loading and unloading of ships alongside and movement across the wharf.

Maritime Safety Queensland is responsible for monitoring and managing the safe movement of ships in Queensland waters. The Regional Harbour Master will assist the port authority in controlling traffic movement in the port, maintaining on-water safety distances, and responding to any emergency situation.

Maritime Safety Queensland and other relevant authorities operate under the codes and guidelines of:

- IMO – IMDG Code
- International Chamber of Shipping Oil Companies, International Marine Forum
- Society of International Gas Tankers and Terminals (ISGOTT)
- Australian Standard AS 3846-2005
- AMSA – Australian Annexe to the IMDG Code – Marine Orders 41
- AAPMA – Dangerous Substances Guidelines
- **Transport Infrastructure Act 1994.**

11.1.1 Notification

Chapter 5 Part 4 of the *Transport Operations (Marine Safety) Regulation 2016* outlines the duties of owners and masters of vessels in relation to the carriage of dangerous goods. The regulation requires that ships carrying dangerous goods and bulk liquids must comply with the appropriate directions of the IMDG code and AS3846 and are to notify the port authority and the Regional Harbour Master of the intent to bring dangerous cargo into or depart from a pilotage area.

Ships have to report the information required in section 90(2)(a) of the regulation namely the arrival and/or departure of the ship, the removal of the ship to another berth or anchorage, the transfer of the cargo to another ship the loading of the cargo, and the details of the cargo in an approved form.

Minimum notification times for the scheduled movement or handling of dangerous cargo in a pilotage area are as follows:

<table>
<thead>
<tr>
<th>Movement</th>
<th>Minimum notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship inbound</td>
<td>48 hours prior to scheduled arrival at pilot boarding ground</td>
</tr>
<tr>
<td>Ship departure or removal</td>
<td>3 hours</td>
</tr>
<tr>
<td>Ship to ship transfer</td>
<td>24 hours</td>
</tr>
<tr>
<td>Loading, removal or handling alongside</td>
<td>24 hours</td>
</tr>
<tr>
<td>Operation of a local marine service</td>
<td>48 hours (See section 90 <em>Transport Operations (Marine Safety) Regulation 2016</em>)</td>
</tr>
</tbody>
</table>

**Table 13 – Dangerous cargo minimum notification times**

11.1.2 Dangerous cargo limits

The port authority will promulgate the limits that apply to the class of dangerous cargo loaded and unloaded in the port, including the maximum permissible types and quantities for approved berths.
11.1.3 Dangerous cargo events

Section 93 of the *Transport Operations (Marine Safety) Regulation 2016* defines a dangerous cargo event as:

- the loss, or likely loss, of the cargo from a ship into Queensland waters
- a breach, or danger of a breach, of the containment of the cargo that could endanger marine safety
- anything else involving, or that could involve, the cargo that causes risk of explosion, fire, a person's death, or grievous bodily harm of a person
- for a cargo that is a materials hazardous only in bulk (MHB) – an event that causes risk of explosion, fire, a person's death, or grievous bodily harm to a person.

The master and or the person-in-charge of a place where a dangerous cargo event has occurred are required to report the event immediately to the Port Control Centre or relevant authority.

A full written report is to be submitted on Dangerous cargo event report (form F3220) to the harbour master as soon as reasonably practical.
12. Emergency, pollution, marine incidents

The aim of this section is to provide guidance to the port community and Maritime Safety Queensland’s personnel in the initial response procedures in the event of dangerous incidents, emergencies and disasters.

12.1 Emergency contact numbers

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police (Bundaberg)</td>
<td>000 or +61 7 4153 9111</td>
</tr>
<tr>
<td>Water Police (Hervey Bay)</td>
<td>+61 7 4128 5333</td>
</tr>
<tr>
<td>Ambulance (Bundaberg)</td>
<td>000</td>
</tr>
<tr>
<td>Fire</td>
<td></td>
</tr>
<tr>
<td>Gladstone Ports Corporation</td>
<td>+61 7 4976 1333 or after hours</td>
</tr>
<tr>
<td>Gladstone VTS</td>
<td>+61 7 4976 1371</td>
</tr>
<tr>
<td>Pollution reports Gladstone VTS</td>
<td>+61 7 4971 5208 (24 hrs)</td>
</tr>
<tr>
<td>Hospital (Bundaberg General)</td>
<td>+61 7 4152 1222</td>
</tr>
<tr>
<td>Regional Harbour Master (Gladstone)</td>
<td>+61 7 4971 5200 or 4971 5208</td>
</tr>
<tr>
<td>Manager pilotage services</td>
<td>+61 7 4976 8201</td>
</tr>
<tr>
<td>Australian Quarantine Inspection Service (Canberra)</td>
<td>1800 020504</td>
</tr>
<tr>
<td>Australian Quarantine Inspection Service (Bundaberg)</td>
<td>+61 7 4159 5066</td>
</tr>
<tr>
<td>Australian Customs and Border Protection Service (Bundaberg)</td>
<td>+61 7 4159 5066</td>
</tr>
<tr>
<td>Maritime Safety Queensland (Bundaberg)</td>
<td>+61 7 4132 6600</td>
</tr>
<tr>
<td>RCC (Canberra)</td>
<td>+61 2 6230 6811 or 1800 641 792</td>
</tr>
<tr>
<td>Volunteer Marine Rescue (VMR)</td>
<td>+61 7 4159 4349 or VHF 8,16,67,22,80 and 81</td>
</tr>
<tr>
<td>Australian Maritime Safety Authority - Gladstone</td>
<td>+61 7 4972 9045</td>
</tr>
</tbody>
</table>

Table 14 – Emergency contact numbers

12.2 Authorities

Maritime Safety Queensland’s emergency procedures are prepared under the provisions of the *Transport Operations (Marine Safety) Act 1994* and the *Transport Operations (Marine Pollution) Act 1995*. The Gladstone Ports Corporation has published an ‘Emergency Response Plan’ for the port which details the required response to an emergency within the port. All emergencies should be reported to ‘Gladstone VTS’ on VHF channel 13, who will activate the Emergency Response Plan and call the appropriate emergency response service.

Fire/police/ambulance: ................................. 000

12.3 Fire

Call the Queensland Fire and Emergency Service (QFES Phone 000) and notify ‘Gladstone VTS’ on VHF channel 16. Queensland Fire and Emergency Service is the lead agency when the ship is at the berth and Maritime Safety Queensland when the ship is off the berth. The Regional Harbour Master (Gladstone), in consultation with the facility operator and the Gladstone Ports
Corporation, will make the decision if the vessel is to be removed from the berth for the safety of the port.

12.4 Marine pollution

The *Transport Operations (Marine Pollution) Act 1995* is designed to protect Queensland’s marine and coastal environment by minimising deliberate and negligent discharges of ship-sourced pollution. Discharges of oil, noxious liquid substances, packaged harmful substances, sewage and garbage (MARPOL Annexes I, II, III, IV and V) from ships are prohibited in Queensland coastal waters and pilotage areas.

Maritime Safety Queensland has the authority to detain any vessel suspected of causing marine pollution and to intervene where there is imminent danger to the coastline.

Ships should dispose of all waste ashore using waste reception facilities available. (See section 15)

12.4.1 Reporting

Section 67 of the *Transport Operations (Marine Pollution) Act 1995* requires the master of a ship to report a discharge or probable discharge without delay to the harbour master. The report should be made via ‘Gladstone VTS’ (24 hours) on:

- **VHF radio:** VHF channel 13 and 16
- **Phone:** +61 7 4971 5208

The following details should be provided in a report of marine pollution:

- date/time of incident
- location (latitude, longitude and physical site)
- report source and contact number
- nature, extent and estimated quantity of spill
- type of oil or description
- spill source and point of discharge from source
- identity and position of nearby ships or name of alleged polluter
- nature and extent of spill and movement and speed of spill
- local weather/tide/sea conditions
- whether a sample of the substance spilled has been collected.
- And any additional information that relates to the spill.

The VTS Centre will complete *Marine pollution report (Form 3968)* based on the above information and fax to the relevant authorities.

12.5 Marine incidents

A marine incident is an event causing or involving:

- the loss of a person from a ship, or
- the death of, or grievous bodily harm to, a person caused by a ship’s operations, or
- the loss presumed loss or abandonment of a ship, or
- a collision with a ship, or
- the stranding of a ship, or
• material damage to a ship, or
• material damage caused by a ship’s operations, or
• danger to a person caused by a ship’s operations, or
• danger or serious damage to a ship, or
• danger or serious damage to a structure caused by a ship’s operations, or
• another event prescribed by regulation.

Section 124 of the *Transport Operations (Marine Safety) Act 1994* requires ships masters to assist if a marine incident involves two or more ships. The master of each ship involved in the marine incident must to the extent that he can do so without danger to his ship or persons on board his ship:

• give the other ship involved in the incident, its master and persons onboard the ship the help necessary to save them from danger caused by the marine incident
• stay by the other ship until no further assistance is required
• give the master of the other ship reasonable particulars adequate to identify the ship and its owner.

### 12.5.1 Reporting

S125 of the *Transport Operations (Marine Safety) Act 1994* requires the master of a ship involved in, or believed to be involved in a marine incident to report the situation to the Regional Harbour master immediately. For category 1 incidents the Regional Harbour Master will complete a Marine Incident – Preliminary Advice’ form within 48 hours of the incident occurring.

S129 of the *Transport Operations (Marine Safety) Act 1994* requires the master of a ship to promptly report dangers to navigation including, an abandoned ship, a damaged aid to navigation, severe weather conditions and so on.

A marine incident report is also to be submitted to the Australian Maritime Safety Authority – refer to the website for details.

### 12.5.2 Procedures subsequent to serious marine incidents

In the case of a vessel grounding or if structural damage has occurred, the vessel is to be removed to a position of safety.

Immediate advice from the Regional Harbour Master should be sought in this instance. The vessel will be surveyed by the appropriate authority (Australian Maritime Safety Authority and/or Classification Society) to ensure seaworthiness before it leaves port limits.

### 12.5.3 Port community responsibilities

As a responsible member of the maritime community, any person witnessing an incident which was/or is capable of becoming an emergency is obliged to report the matter to the Regional Harbour Master's office (VTS) and/or the emergency response agencies of police, fire or ambulance.

The Australian Maritime Safety Authority requests pilots, stevedores, port authority officers and others to notify them of suspected deficiencies on ships.

### 12.5.4 Environmental incident reporting

Incidents with potential to cause or which have caused ‘environmental harm’ as defined in the *Environmental Protection Act 1994* within the port including land and facilities under the control of the port authority must be reported to the authority as soon as reasonably practicable. Failure to report an incident that impacts adversely on the environment is an offence.
Port users, owners, masters and organisations are reminded it is their responsibility to notify the Queensland Environmental Protection Agency and/or Bundaberg City Council where the incident is of the nature that requires notification under the *Environmental Protection Act 1994* and environmental protection policies.
13. Security

13.1 General


A ship’s master, prior to entering the port, must report directly to the Port Corporation or via their respective ship agency the following:

- ISPS compliance number
- current ship security level or any change to the ship security level whilst in port
- ship security officer contact details
- list of expected visitors/contractors
- nominated provedore
- crew list and identification
- any security incident (as defined under the ISPS code or Maritime Transport Security Legislation) whilst in port.

13.2 Port security contacts

Port security manager telephone +61 7 4159 4233 or 0419 029 381.

Entry on to, and use of, the Gladstone Ports Corporation port area is subject to compliance with the port rules. Failure to comply with the port rules is an offence under the Transport Infrastructure (Ports) Regulations 2016 with a penalty of up to 100 penalty units.

13.3 National security

In line with the federal Government’s recent publications to do with the reporting of any possible terrorist activity then these procedures are to be followed.

Contact the National Security 24 hour hotline if you have any information of possible terrorist activity or have seen or heard something suspicious that may need investigating by the security agencies.

24 hour hotline: 1800 123 400
Email: hotline@nationalsecurity.gov.au
14. **Port state control inspections**

Select the link below to view the current information issued by the Australian Maritime Safety Authority.

15. Port services

15.1 Bunkering

Diesel is available via road tanker.

15.2 Fresh water

Fresh water is available at all berths – contact the Gladstone Ports Corporation.

15.3 Waste

It is an offence for a person to discard, dispose of, or leave rubbish, refuse, sewage, waste of any kind (including galley waste), waste water or other liquid waste in the port unless it is in a controlled manner, in authorised and designated areas or through approved services.

Ships moored to a commercial wharf must arrange for the appropriate collection and disposal of all wastes, quarantine or otherwise, unless exempt by the Department of Agriculture and Water Resources (Biosecurity Australia). Quarantine waste must then be kept in sealed plastic bags on board the vessel until arrival of the collection vehicle when it is then to be delivered to the collection vehicle.

The service is available at Bundaberg for the collection of tank washing slops, oily bilge water, and oily mixtures containing chemicals, oil sludge, garbage and sewage. The service is provided by Nationwide Oil Pty Ltd (Cleanaway).

    Phone: +61 7 4153 6245
    Fax: +61 7 4152 4934

Please note that 48 hours prior notice is required.

15.4 Electric power

Shore power connections are available at all berths, except the molasses berth.

15.5 Shipping agencies

**Inchcape Shipping Services Pty Ltd (Gladstone)**

<table>
<thead>
<tr>
<th>Physical Address:</th>
<th>Suite 6, 25 Tank Street, Gladstone, Queensland 4680</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address:</td>
<td>P O Box 5010, Gladstone, Queensland 4680</td>
</tr>
<tr>
<td>Phone:</td>
<td>+61 7 4972 2088</td>
</tr>
<tr>
<td>Fax:</td>
<td>+61 7 4972 4823</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:gladstone@iss-shipping.com.au">gladstone@iss-shipping.com.au</a></td>
</tr>
</tbody>
</table>

**Inchcape Shipping Services Pty Ltd (Brisbane)**

<table>
<thead>
<tr>
<th>Address:</th>
<th>11/35 Paringa Rd, Murarrie Qld 4172</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>+61 7 3032 8500</td>
</tr>
<tr>
<td>Fax:</td>
<td>+61 7 3890 8980</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:brisbane@iss-shipping.com">brisbane@iss-shipping.com</a></td>
</tr>
</tbody>
</table>
### Wilhelmsen Ships Service Australia

**Physical Address:** 42 Costin Street, Fortitude Valley, Brisbane, Queensland 4006  
**Postal Address:** P O Box 1252, Fortitude Valley, Brisbane, Queensland 4006  
**Phone:** +61 7 3216 0680  
**Fax:** +61 7 3252 4953  
**Email:** brisbane@wilhelmsen.com

### Gulf Agency Company (Australia) Pty Ltd

**Physical Address:** Unit 7 Centrepoint, 136 Goondoon Street, Gladstone, Qld 4680  
**Postal Address:** PO Box 1684, Gladstone, Queensland 4680  
**Phone:** +61 7 4972 8879  
**Fax:** +61 7 4972 8510  
**Email:** shipping.gladstone@gacworld.com

### Wave Shipping Pty Ltd

**Address:** Level 1, Unit 9, 41 Lavarack Avenue, Eagle Farm 4009  
**Phone:** +61 7 3630 0438  
**Mobile:** +61 488 038 308  
**Email:** Daniel.vanvliet@wave-shipping.com  
**Email:** Australia.operations@wave-shipping.com

### 15.6 The Mission to Seafarers (Gladstone)

**Postal address:** PO Box 370, The Marina, Gladstone Queensland 4680  
**Telephone:** +61 7 4972 0022  
**Mobile:** +61 7 414 720 356  
**Facsimile:** +61 7 4972 0455  
**Web:** http://www.mts.org.au  
**Email:** gladstone@mts.org.au

### 15.7 Miscellaneous contacts

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Marine Rescue</td>
<td>+61 7 4159 4349</td>
</tr>
<tr>
<td>Hervey Bay Water Police</td>
<td>+61 7 4128 3333</td>
</tr>
<tr>
<td>Bundaberg City Council</td>
<td>1300 883 699</td>
</tr>
<tr>
<td>Department of Environment and Resource Management</td>
<td>+61 7 4131 1600</td>
</tr>
<tr>
<td>Qld Boating and Fisheries</td>
<td>+61 7 4131 5817</td>
</tr>
<tr>
<td>Australian Customs and Border Protection Service</td>
<td>+61 7 4159 5066</td>
</tr>
</tbody>
</table>

**Table 155 – Miscellaneous contacts**
### Appendices

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<th>Title</th>
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<td>16.18</td>
<td>Cyclone tracking chartlet – eastern Australia</td>
<td>78</td>
</tr>
</tbody>
</table>
16.1 Use of Pilot Ladders – Marine Notice 19/2015

Use of pilot ladders

Purpose
This Marine Notice aims to bring to the attention of shipowners, operators, masters, crews, recognised organisations, pilots and pilotage providers, that pilot transfer arrangements which include pilot ladders are to be in accordance with Marine Order 21 of 2012 (Safety of navigation and emergency procedures, MO21), which implements Australia’s obligations under the International Convention for the Safety of Life at Sea (SOLAS) Chapter V Regulation 23.

Pilot transfer arrangement standards
Whenever a pilot or other person embarks or disembarks from a ship by ladder, they entrust their safety to the pilot transfer arrangements provided by the ship. Owners and masters are required by MO21 to ensure that pilot transfer arrangements are in place and carried out in accordance with SOLAS V/23.

The requirements in SOLAS V/23, deal with the standards for equipment installed and arrangements for pilot transfers on ships on or after 1 July 2012. The standards adopted by the IMO can be found in IMO Resolution A.1045(27) “Pilot transfer arrangements”. SOLAS V/23.2.3 additionally states that a pilot ladder shall be certified by the manufacturer as complying with V/23 or “with an international standard acceptable to the Organization” and refers to ISO 799:2004 “Ships and marine technology – pilot ladders”.

Compliance with this particular provision of SOLAS V/23 can be met when a manufacturer has certified the pilot ladder complies with either of the above standards, which are not identical.

Rigging of pilot ladders
IMO Circular MSC.1/Circ.1428 illustrates the pilot ladder rigging arrangements required by SOLAS V/23.

Strict attention should be paid to the freeboard of the vessel to determine whether a combination ladder needs to be rigged and, if a combination ladder is required, attention should be paid to arrangements for securing such ladders to the vessel’s side.

The responsibility for safe personnel transfer practices rests jointly with each person involved in the activity, including the vessel’s owners, operators, master and crew, pilotage providers, pilots and pilot boat crew, as well as the person being transferred. All these parties should observe both the spirit and intent of the regulations, to ensure safety is not compromised.

Implementation of standards

When conducting port State control inspections, AMSA inspectors will pay particular attention to the material state of all equipment and the implementation of MO21, Res.A.1045(27), ISO 799:2004 and MSC.1/Circ.1428.

The relevant IMO circulars and resolutions can be obtained from AMSA or www.imo.org

As noted at the head of this notice, pilot ladders may be used by persons other than pilots, and for purposes other than embarkation or disembarkation such as reading draft marks. In cases where such activities are considered necessary, AMSA recommends a full risk assessment and permit system to be in place. If working over the side is unavoidable, and a ladder is required, AMSA supports use of a pilot ladder as opposed to other ladders. This notice also applies to those other uses.

Compliance with the referenced standards does not of itself assure safety in each case, therefore the master or responsible deck watchkeeper of the vessel providing the pilot ladder should assess whether supplementary measures, such as the provision of lifejackets, harnesses, lifelines and lifebuoys should be put in place to assure the safety of personnel.

Gary Prosser
Deputy Chief Executive Officer
November 2015

Australian Maritime Safety Authority
GPO Box 2181
CANBERRA ACT 2601

File No. 2014/4468

Internet address for all current Marine Notices: www.amsa.gov.au

Page 2 of 2
16.2 VTS Vessel Booking Application Form

Gladstone VTS Vessel Booking Application

This report must be completed and lodged with the Ship Scheduler no later than 8 hours before the ship’s expected arrival, or no later than 24 hours before the ship’s expected departure or removal.

Telephone: (07) 4971 5226  Fax number: (07) 4971 5212
E-Mail: shipscheduler.gladstone@msq.qld.gov.au

Vessel details (please PRINT)

Vessel name

IMO number

Agent’s Company name

Agent’s name

After hours phone number

Has the ship’s International Security Certificate (ISCC) details provided to the Australian Customs Service?

Security level beam

Booking application remarks

Is the cargo classified as being dangerous goods?

No ☐ Yes ☐

What type of cargo will be carried?

Is this cargo gas free?

No ☐ Yes ☐

LOA

Beam

Arrival displacement

DWT

GRT

Main engine power rating

Low thruster power rating

Stem thruster power rating

Arrival details

Will a Pilot be required?

No ☐ Yes ☐

Master’s full name

Vessel’s last port

Vessel’s intended berth or anchorage

Berthing draft forward

Berthing draft ast

Estimated time of arrival - Fairway

Departure ☐ Removal ☐

Date

Time (use 24 hour clock)

Requested Pilot Boarding

Date

Time (use 24 hour clock)

Requested Port Entry

Date

Time (use 24 hour clock)

Will a helicopter or a launch be required to transfer the pilot?

No ☐ Yes ☐

Helicopter ☐ Launch ☐

Will a tug’s be required?

No ☐ Yes ☐

How many?

Will line boats be required?

No ☐ Yes ☐

How many?

Departure/Removal details

Departure ☐ Removal ☐

Will a Pilot be required?

No ☐ Yes ☐

Master’s full name

Vessel’s destination/Next port of call

Departure draft forward

Departure draft ast

Departure displacement

Requested Pilot Boarding

Date

Time (use 24 hour clock)

Estimated time of departure

Date

Time (use 24 hour clock)

Will a helicopter or a launch be required to transfer the pilot?

No ☐ Yes ☐

Helicopter ☐ Launch ☐

Will a tug’s be required?

No ☐ Yes ☐

How many?

Will line boats be required?

No ☐ Yes ☐

How many?

Corporate Privacy Management Form 4313.9

Pilots licensed by the Marine Survey Agency of Queensland (MSQ) are licensed to issue the information on this form as a record of shipping movements, logging records for plotting and in most areas under the international Ship and Port Facility Security Code (ISPS) Code. The information is collected pursuant to the Transport Operations (Maritime Safety) Act 1995, the International Cowen Agency for Safety of Life at Sea (SOLAS), 1974 (Regulations III of 15 and the National Transport and Utilities Facilities Security Act 2003

Therefore information, the MSQ’s Privacy Act 1988 (Commonwealth) Authorisation and subject to the Information Access and Privacy Act 1996. Your personal details will not be disclosed to a third party without your consent or a court order.
16.3 Dangerous Cargo Report (Form 3217)

[Link to fillable PDF]

Queensland Government

Sections 90 and 91 of the Transport Operations (Marine Safety) Regulation 2016.

Definitions

- 'dangerous cargo' means any of the following cargoes, whether packaged, carried in bulk packagings or in bulk -
  (a) crude oil and petroleum products with a flash point not more than 60 degrees Celsius
  (b) dangerous goods
  (c) liquefied gases mentioned in the Codes for the Construction and Equipment of Ships Carrying Liquefied
     Gases in Bulk issued by the IMO
  (d) liquid chemicals mentioned in the Codes for the
     Construction and Equipment of Ships Carrying Dangerous
     Chemicals in Bulk issued by IMO and Annex II of
     MARPOL.
- 'dangerous goods' means the goods mentioned in the
- 'local marine service' means a shipping service where a
  ship is operated on Queensland intrastate voyages to
  handle dangerous cargo.

Please note

A dangerous cargo report may also be provided in the following approved forms -
- a properly completed Ship Information System (SIS)
  Booking Form (in ports where the SIS system is in use)
  provided the cargo details referred to below are forwarded to the Regional Harbour Master.
- electronic communication (other than voice) of the information which is required on this form.

Is this report for a local marine service?

No Complete Section A only
Yes Complete Section B overleaf only/

Section A

Pilotage area or place for which the report is being made

Ship's name

Ship's IMO/Lloyd's number

Agent's name and address

Expected date and time of arrival

Expected date and time of departure

Expected date and time of removal

Expected date and time of transfer/loading of cargo

Name of person in charge of handling, stowing, loading or unloading of the dangerous cargo

Phone number

Fax number

Is any part of the ship's cargo defined as 'dangerous goods' in the Definitions opposite?

No
Yes

Provide the following details: stowage, quantity, proper shipping name, UN number, IMDG
classification and, where applicable, division, packaging group, flashpoint or flashpoint range
(details may be provided on a separate sheet(s) if necessary and attached to this form.)

Name of person in charge of handling, stowing, loading or unloading of the dangerous cargo

Phone number

Fax number

Is any part of the ship's cargo defined as 'dangerous cargo' (other than 'dangerous goods') in the Definitions opposite?

No
Yes

Provide the following details: stowage, quantity, proper shipping name, UN number, and, where
applicable, flashpoint or flashpoint range (details may be provided on a separate sheet(s) if necessary and attached to this form.)

Name of person in charge of loading, unloading or transfer of the dangerous cargo

Phone number

Fax number

Is the dangerous cargo in good condition?

No
Yes

Provide details: (details may be provided on a separate sheet(s) if necessary and attached to this form.)

Agent/Owner/Master's name

Agent/Owner/Master's signature

Date

Send to the Regional Harbour Master for the destination port/pilotage area

continued page 2...
### Section B

<table>
<thead>
<tr>
<th>Location of local marine service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship's name</td>
</tr>
<tr>
<td>Ship's IMO/Lloyd's number</td>
</tr>
<tr>
<td>Operator's name and address</td>
</tr>
<tr>
<td>Contact person's name</td>
</tr>
<tr>
<td>Phone number</td>
</tr>
<tr>
<td>Fax number</td>
</tr>
</tbody>
</table>

**Are there any passengers intended to be carried during the transport of the dangerous cargo?**

- [ ] No
- [x] Yes

**How many?**

- [ ]

I declare that the information provided, to the best of my knowledge, is true and correct.

**Agent/Owner/Master's name**

**Agent/Owner/Master's signature**

**Date**

---

Send to the local Regional Harbour Master

---

**Is this report for an initial voyage of a new local marine service?**

- [ ] No
- [x] Yes

**Expected date and time of commencement of voyage**

- [ ]

**Is this report for subsequent voyage(s) as part of a local marine service?**

- [ ] No
- [x] Yes

**Expected date and time of voyage(s)**

- [ ]

**(details may be provided on a separate sheet/s if necessary and attached to this form.**

---

Details of dangerous cargo to be carried: quantity, proper shipping name, IMDG classification, UN number and where applicable flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

---

Privacy Statement: Maritime Safety Queensland (MSQ) is collecting the information on this form as part of any dangerous cargo being carried by a ship into the Port. The information is collected pursuant to the Transport Operations (Maritime Safety) Act 1994. Authorised officers within MSQ and the Department of Transport and Main Roads may have access to this information. The information recorded will not be disclosed to a third party without your consent or unless required by law.
16.4 Dangerous Cargo Event Report (Form 3220)

Link to fillable PDF

Queensland Government

Dangerous Cargo Event Report

Section 53 of the Transport Operations (Marine Safety) Regulation 2016.

Please note
A dangerous cargo event report may also be provided in the following approved forms:
- by radio or electronic communication giving the information which is required on this form.

Ship’s name

Ship’s IMO/Lloyd’s number

Particulars of person making report
Owner of ship
Master of ship
Person in charge of place

Name and address of person making report

Location of event

Name of berth (if any)

Date and time of event

Description of the dangerous cargo involved (if insufficient space, continue on separate sheets duly signed and attached to this form.)

Description of damage (if insufficient space, continue on separate sheets duly signed and attached to this form.)

Nature of injuries and/or fatalities (if insufficient space, continue on separate sheets duly signed and attached to this form.)

I declare that the information provided, to the best of my knowledge, is true and correct.

Signature

Date

Send to the Regional Harbour Master nearest the location of the event.

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form as a record of any dangerous cargo event that has happened at the place or on the ship. This information is required under the Transport Operations (Marine Safety) Regulation. Authorised departmental officers will have access to this information and your personal information will not be disclosed to any third party without your consent, unless required to do so by law.
16.5 Arrival/Departure Report (Form 3452)

**Arrival/Departure Report**

Please note: This report must be completed and lodged with the Regional Harbour Master no later than 48 hours before the ship's expected departure or no later than 24 hours before the ship's expected arrival.

<table>
<thead>
<tr>
<th>Port</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vessel Details**

<table>
<thead>
<tr>
<th>Vessel name</th>
<th>Lloyd's number</th>
<th>Has the ship's International Ship Security Certificate (ISSC) Number been provided to Australian Customs?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Security level</th>
<th>Gross registered tonnage</th>
<th>Exempt master?</th>
<th>Length overall (m)</th>
<th>Master's name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Arrival Details**

<table>
<thead>
<tr>
<th>Arrival date</th>
<th>Estimated Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Berth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Previous port of call</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Anticipated Removals</th>
<th>Wharf No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Departure Details**

<table>
<thead>
<tr>
<th>Departure date</th>
<th>Estimated Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Berth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Next port of call</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Special Conditions connected with arrival/removal/departure</th>
</tr>
</thead>
</table>

---

**Conservancy Dues**

<table>
<thead>
<tr>
<th>Exempt</th>
<th></th>
</tr>
</thead>
</table>

**Reason for exemption**

Click here to select exemption reason

<table>
<thead>
<tr>
<th>or</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Paid</th>
<th>at</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>

**Certification**

By submitting this form electronically, I/we warrant that the information provided is true and correct and I/we undertake to pay any port dues owing.

**Company name**


**Customer number (can be found on previously issued invoices)**


**Agent's name**


**Address**


---

**Office Use Only**

The following information should accompany this form with any supporting documentation for archiving.

<table>
<thead>
<tr>
<th>Conservancy dues</th>
<th>Pilotage inwards due</th>
<th>Pilotage outwards due</th>
<th>Removal</th>
<th>Cancellations due</th>
<th>Delay charges due</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Invoice Number**


---

Hard copies of this document are considered uncontrolled. Please refer to the Maritime Safety Queensland website for the latest version.
Important Notice
Where the services of a Pilot are required

Provision of a Pilot

1. Legislation requires that a person must not navigate a ship in a compulsory pilotage area unless the person uses the services of a pilot.
2. From 2 November 2013, changes to the Transport Operations (Marine Safety) Act passed the responsibility for the provision and delivery of port pilotage services for ports north of Brisbane (except Abbot Point) to the port government owned corporations. This is being achieved by giving port authorities the legal responsibility for the provision and delivery of pilotage services in designated Compulsory Pilotage Areas. The Responsible Pilotage Entities for all Compulsory Pilotage Areas are specified in Schedule 4 of the Transport Operations (Marine Safety) Regulation 2016 (TOMS Regulation), as follows:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory pilotage area</td>
<td>Responsible pilotage entity</td>
</tr>
<tr>
<td>Brisbane pilotage area</td>
<td>MSQ</td>
</tr>
<tr>
<td>Bundaberg pilotage area</td>
<td>Gladstone Ports Corporation</td>
</tr>
<tr>
<td>Gladstone pilotage area</td>
<td>Gladstone Ports Corporation</td>
</tr>
<tr>
<td>Rockhampton pilotage area</td>
<td>Gladstone Ports Corporation</td>
</tr>
<tr>
<td>Hay Point pilotage area</td>
<td>North Queensland Bulk Ports Corporation</td>
</tr>
<tr>
<td>Mackay pilotage area</td>
<td>North Queensland Bulk Ports Corporation</td>
</tr>
<tr>
<td>Abbot Point pilotage area</td>
<td>MSQ</td>
</tr>
<tr>
<td>Townsville pilotage area</td>
<td>Port of Townsville Limited</td>
</tr>
<tr>
<td>Lucinda pilotage area</td>
<td>Port of Townsville Limited</td>
</tr>
<tr>
<td>Mourilyan pilotage area</td>
<td>Far North Queensland Ports Corporation</td>
</tr>
<tr>
<td>Cairns pilotage area</td>
<td>Far North Queensland Ports Corporation</td>
</tr>
<tr>
<td>Cape Flattery pilotage area</td>
<td>Far North Queensland Ports Corporation</td>
</tr>
<tr>
<td>Skardon River pilotage area</td>
<td>Far North Queensland Ports Corporation</td>
</tr>
<tr>
<td>Thursday Island pilotage area</td>
<td>Far North Queensland Ports Corporation</td>
</tr>
<tr>
<td>Weipa pilotage area</td>
<td>Far North Queensland Ports Corporation</td>
</tr>
<tr>
<td>Karumba pilotage area</td>
<td>Far North Queensland Ports Corporation</td>
</tr>
</tbody>
</table>

*Note: The TOMS Regulation also rescinds the Bowen, Cooktown, Maryborough and Port Douglas as Compulsory Pilotage Areas however these areas remain as pilotage areas.

3. MSQ has entered into an agreement with Port of Townsville Limited to deliver pilotage services in the Abbot Point Compulsory Pilotage Area.

4. The Responsible Pilotage Entity may provide services on the basis that:

- the person to whom the services are provided accepts the risk of loss or damage caused by an act or omission by the Responsible Pilotage Entity and waives any right to claim against the Responsible Pilotage Entity in contract, tort or otherwise however; for any loss or damage (including consequential loss) to any person or property which arises directly or indirectly out of the provision of the pilotage services

- the Responsible Pilotage Entity is not obliged to provide or arrange for the provision of the pilotage services if circumstances beyond their control mean the services cannot reasonably be provided at the time requested or at all and no compensation will be payable in this event.

Circumstances beyond the control include, but are not limited to:

- industrial action by pilots, line boat operators or others
- inability to schedule a pilot at the time required
- any direction or regulation having the effect of prohibiting or preventing the carrying out of the pilotage
- a failure by a sub-contractor to carry out any part of the pilotage services.

The contents of this notice may be pleaded in any action or proceedings arising out of the provision of pilotage services.
16.6 Bundaberg port layout
16.7 Bundaberg Pilot Boarding Ground
16.8 Pilot ladder boarding arrangement
16.9 Requirements for pilotage exemption

Requirements for the Issue of Pilotage Exemption for the Ports of Gladstone, Bundaberg and Port Alma

The following are the requirements for the issue of the above licences:

- The applicant must have completed six voyages as Master within the last 12 months
- The applicant must have completed two voyages at night (included in the above six voyages)

NOTE: A VOYAGE IS ONE TRIP IN AND ONE TRIP OUT

- The applicant must complete a written and if considered necessary, an oral examination
- The applicant must hold a current medical and eyesight certificate to Marine Orders Standards
- After completion of the examination the applicant must practically demonstrate his/her ability to handle a vessel in the Pilotage Area (this will be one voyage with a licensed pilot) of which one trip must be in the hours of darkness for a night endorsement.

Exemptions will be granted as follows:

- For bauxite vessels up to a maximum of 256m LOA not West of South Trees Wharf (Gladstone)
- For other vessels up to a maximum of 200m LOA (Gladstone)
- No exemptions will be granted for Clinton Coal Wharf (Gladstone)

Exemptions will be granted for various sizes of vessels as follows:

- over 200m LOA - no exemptions other than for bauxite vessels to South Trees Wharf ONLY

The applicant will be required to complete two voyages as Master within the previous 12 months with a licensed pilot to have the exemption opened up for a larger size vessel or to extend his/her exemption to another area within a Pilotage Area. One of these voyages must be completed at night.

If the applicant has not used the exemption to a particular wharf within 6 months, they will be required to complete one voyage with a licensed pilot to that wharf for the exemption to be current for that wharf.

Use Within Pilotage Areas
A licence may be issued for a particular area within a Pilotage Area, provided that all recommendations set out herein governing the qualifications for and issuing of a licence are complied with.

Standard of Examinations
The standard of examination shall be similar to that required for a licensed pilot and shall include:

- Adequate knowledge of the Pilotage Area for which the certificate is required, and in particular of the surroundings, minimum keel clearances, tides and currents, buoys, beacons, lights and signals of or within that Pilotage Area of the approaches thereto
- Ability to satisfactorily complete blank charts of the said Pilotage Area marking thereon soundings and characteristics of the existing buoys, beacons, light, signals and other aids to navigation
- Adequate knowledge of the relevant Acts and regulations applicable to the Pilotage Area, in particular those relating to dangerous substances
- Thorough knowledge of control requirements in the Pilotage Area, traffic patterns, separation lanes and special signals, rules and communications relating thereto
Period of Validity and Requirements for Re-examination

Subject to the following conditions a, b, c and d below, a licence will be valid for a maximum period of two years from the date of granting of such licence, and may from time to time be renewed for such period not exceeding two years as is appropriate.

Application for renewal shall be accompanied by evidence of visual and medical fitness and of the date of the last use of the licence. A period of grace for renewal not exceeding two months may be allowed in certain circumstances.

(a) Where a Master has not used the licence within any period of six months, the licence shall become invalid and may only be re-validated after the Master has made one voyage with a Pilot.

(b) Where a Master has not used the licence within two years, the licence may be re-validated after the Master has made two voyages with a Pilot within a period of two months after expiration of the two year period and has passed an oral examination.

(c) Where a licence has not be re-validated with a period of two years and two months, the licence will be cancelled.

(d) A licence may be suspended by the Chief Executive where major port changes or developments are taking place.

Record of Use of Licences

The responsibility for maintaining the validity of the licence is that of the Master, and to this end every Master shall be required to keep a true and correct record of the dates on which it has been used and where applicable, the area navigated within the Pilotage Area. The Master may be asked to produce this record when required.

As an exempt Master you will be required to:

- Comply with any rules, regulations and directions in force with respect to pilots and exempt masters of the port.
- Obey and execute all lawful directions issued by the Regional Harbour Master.
- Use utmost care and diligence in piloting any vessel of which you have pilotage charge.
- Not attempt to undertake pilotage duties when, through illness or other circumstances, you consider yourself unable to perform those duties in a fit and proper manner.

Application and Renewal Checklist

Do you have:

- A copy of a current and valid Master’s Licence
- Proof of completing training, appropriate to the port, in Radar and ARPA Simulation (initial issue)
- A valid Medical Certificate issued pursuant to Marine Orders 9 “Health-Medical Fitness”
- A valid Eyeglass Certificate issued pursuant to Marine Orders 9 “Health-Medical Fitness”
- Two (2) color passport size photographs taken not more than 12 months from the date of the application. (Initial issue or replacement only)
- Completed Marine Application form (F1974)
- The original of an existing pilotage exemption (Renewal only)
- A current pilotage assessment report
  - This is required for first issue of an exemption and area endorsement
  - Renewal of an area endorsement if the requirement of at least one arrival and one departure for the pilotage area every six months has not been completed.
  - For the ongoing suitability of an exempt master.
16.10 Pilotage Passage Plan
### 16.11 Marine Pollution Report (Form 3968)

[Link to fillable PDF](#)

<table>
<thead>
<tr>
<th><strong>Marine Pollution Report (POLREP)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email:</strong> <a href="mailto:pollution@msq.qld.gov.au">pollution@msq.qld.gov.au</a></td>
</tr>
</tbody>
</table>

**Urgent** [ ] **Standard** [ ] **Information only** [ ]

This form is used to record the initial details of a reported/sighted marine pollution spill. The form is to be sent to the email address shown above.

<table>
<thead>
<tr>
<th><strong>Date of Incident</strong></th>
<th><strong>Time of Incident</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Location of pollution**

<table>
<thead>
<tr>
<th><strong>Lat.</strong></th>
<th><strong>Long.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Location**

<table>
<thead>
<tr>
<th><strong>Pollution source</strong></th>
<th><strong>Ship</strong> [ ] <strong>Land</strong> [ ] <strong>Unknown</strong> [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ship type**

<table>
<thead>
<tr>
<th><strong>Recreational</strong> [ ] <strong>Commercial</strong> [ ] <strong>Fishing</strong> [ ] <strong>Trading ship</strong> [ ] <strong>Tanker</strong> [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Pollutant**

<table>
<thead>
<tr>
<th><strong>Sheen</strong> [ ] <strong>Diesel</strong> [ ] <strong>Bilge</strong> [ ] <strong>HFO</strong> [ ] Other [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Extent**

<table>
<thead>
<tr>
<th><strong>Size of the slick (length and width in meter)</strong></th>
<th><strong>Litre</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Report details**

<table>
<thead>
<tr>
<th><strong>Has the discharge stopped?</strong> Yes [ ] No [ ] Unknown [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Weather conditions (tide and wind)**

<table>
<thead>
<tr>
<th><strong>Photos taken</strong> [ ] <strong>Video taken</strong> [ ] <strong>Samples taken</strong> [ ] <strong>Sample taken by</strong> [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Original report source**

<table>
<thead>
<tr>
<th><strong>Statutory agency</strong></th>
<th><strong>Local authority</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Initial response brief**

<table>
<thead>
<tr>
<th><strong>Sender details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Position</strong></td>
</tr>
<tr>
<td><strong>Agency</strong></td>
</tr>
<tr>
<td><strong>Contact phone (mobile/office)</strong></td>
</tr>
<tr>
<td><strong>Signature</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Time</strong></td>
</tr>
</tbody>
</table>

**Telephone Maritime Safety Queensland:**

- Brisbane: 07 3305 1700
- Mackay: 07 4966 3490
- Gladstone: 07 4671 5000
- Townsville: 1300 721 263
- Cairns: 1300 851 500
16.12 Marine Incident report (Form 3071)

[Link to fillable PDF]
# Ships involved - continued

<table>
<thead>
<tr>
<th>Own ship</th>
<th>Other ship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ship description</strong></td>
<td><strong>Ship description</strong></td>
</tr>
<tr>
<td>☐ Motorboat</td>
<td>☐ Motorboat</td>
</tr>
<tr>
<td>☐ Sailing boat</td>
<td>☐ Sailing boat</td>
</tr>
<tr>
<td>☐ Rowing boat</td>
<td>☐ Rowing boat</td>
</tr>
<tr>
<td>☐ Other (describe)</td>
<td>☐ Other (describe)</td>
</tr>
<tr>
<td><strong>Engine</strong></td>
<td><strong>Engine</strong></td>
</tr>
<tr>
<td>☐ Outboard</td>
<td>☐ Outboard</td>
</tr>
<tr>
<td>☐ Inboard (petrol)</td>
<td>☐ Inboard (petrol)</td>
</tr>
<tr>
<td>☐ Inboard (diesel)</td>
<td>☐ Inboard (diesel)</td>
</tr>
<tr>
<td>☐ Other (describe)</td>
<td>☐ Other (describe)</td>
</tr>
<tr>
<td><strong>Hull material</strong></td>
<td><strong>Hull material</strong></td>
</tr>
<tr>
<td>☐ Steel</td>
<td>☐ Steel</td>
</tr>
<tr>
<td>☐ Timber</td>
<td>☐ Timber</td>
</tr>
<tr>
<td>☐ Fibreglass/GRP</td>
<td>☐ Fibreglass/GRP</td>
</tr>
<tr>
<td>☐ Other (describe)</td>
<td>☐ Other (describe)</td>
</tr>
<tr>
<td><strong>Number of engines</strong></td>
<td><strong>Number of engines</strong></td>
</tr>
<tr>
<td></td>
<td>HP</td>
</tr>
<tr>
<td></td>
<td>K/W</td>
</tr>
<tr>
<td><strong>Total engine power</strong></td>
<td><strong>Total engine power</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Damage to ship</strong></th>
<th><strong>Damage to ship</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Ship lost</td>
<td>☐ Moderate damage (damaged but ship remains seaworthy)</td>
</tr>
<tr>
<td>☐ Major damage (ship unseaworthy)</td>
<td>☐ Minor damage</td>
</tr>
</tbody>
</table>

## People Involved

<table>
<thead>
<tr>
<th>Own ship</th>
<th>Other ship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ship owner's details</strong></td>
<td><strong>Ship owner's details</strong></td>
</tr>
<tr>
<td>Owner's name</td>
<td>Owner's name</td>
</tr>
<tr>
<td>Dedicated person ashore/operations manager (commercial only)</td>
<td>Dedicated person ashore/operations manager (commercial only)</td>
</tr>
<tr>
<td>Telephone (business hours)</td>
<td>Telephone (business hours)</td>
</tr>
<tr>
<td>Telephone (after hours)</td>
<td>Telephone (after hours)</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Email address</td>
<td>Email address</td>
</tr>
<tr>
<td><strong>Master's details</strong></td>
<td><strong>Master's details</strong></td>
</tr>
<tr>
<td>Master's name</td>
<td>Master's name</td>
</tr>
<tr>
<td>Gender</td>
<td>Gender</td>
</tr>
<tr>
<td>☐ Male</td>
<td>☐ Male</td>
</tr>
<tr>
<td>☐ Female</td>
<td>☐ Female</td>
</tr>
<tr>
<td>Date of birth</td>
<td>Date of birth</td>
</tr>
<tr>
<td>Licence type and grade (for example, Master 6)</td>
<td>Licence type and grade (for example, Master 5)</td>
</tr>
<tr>
<td>Licence number</td>
<td>Licence number</td>
</tr>
<tr>
<td>Issuing authority</td>
<td>Issuing authority</td>
</tr>
<tr>
<td>Issue date</td>
<td>Issue date</td>
</tr>
<tr>
<td>Expiry date (if applicable)</td>
<td>Expiry date (if applicable)</td>
</tr>
<tr>
<td>Telephone (business hours)</td>
<td>Telephone (business hours)</td>
</tr>
<tr>
<td>Telephone (after hours)</td>
<td>Telephone (after hours)</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Email address</td>
<td>Email address</td>
</tr>
</tbody>
</table>
### Persons involved - continued

#### Own ship
**Watchkeeper/person at the helm**
- **Role**: [Crewmember] [Passenger] [Master (details as above)]
- **Name**: 

**Gender**: [Male] [Female]
- **Date of birth**: / / 

**Licence type and grade (for example, Master 5)**
- **Licence number**: 
- **Issuing authority**: 

**Issue date**: / /  
**Expiry date (if applicable)**: / / 

**Telephone (business hours)**: 
**Telephone (after hours)**: 

**Address**: 

**Email address**: 

#### Other ship
**Watchkeeper/person at the helm**
- **Role**: [Crewmember] [Passenger] [Master (details as above)]
- **Name**: 

**Gender**: [Male] [Female]
- **Date of birth**: / / 

**Licence type and grade (for example, Master 5)**
- **Licence number**: 
- **Issuing authority**: 

**Issue date**: / /  
**Expiry date (if applicable)**: / / 

**Telephone (business hours)**: 
**Telephone (after hours)**: 

**Address**: 

**Email address**: 

#### Witnesses
Note: attach name and complete contact details of any witnesses to the incident on a separate page.

### Deceased or injured person
**Note**: if more than two people deceased or injured attach details on a separate page.

**Name**: 

**Gender**: [Male] [Female]
- **Date of birth**: / / 

**Address**: 

**Telephone**: 
**Which ship was this person associated with?**: 

**Injury status**: [Fatality] [Missing person] [Serious injury 5] [Minor injury]

5 A serious injury is defined as one where the injured person was admitted to hospital.

**Nature of injury**: 
**Name of hospital**: 

**Activity of injured or deceased person**
- [Person in charge (Master)]
- [Surfboard/surf-ski rider]
- [Swimmer]
- [Crew]
- [Passenger on vessel]
- [Water-ski]
- [Other]

### Deceased or injured person

**Name**: 

**Gender**: [Male] [Female]
- **Date of birth**: / / 

**Address**: 

**Telephone**: 
**Which ship was this person associated with?**: 

**Injury status**: [Fatality] [Missing person] [Serious injury 5] [Minor injury]

**Nature of injury**: 
**Name of hospital**: 

**Activity of injured or deceased person**
- [Person in charge (Master)]
- [Surfboard/surf-ski rider]
- [Swimmer]
- [Crew]
- [Passenger on vessel]
- [Water-ski]
- [Other]

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**Privacy Statement**: The Department of Transport and Main Roads collects information on this form to administer the register of ships under the Transport Operations (Marine Safety) Act. This information may be released by the department to people who have an interest that justifies access to the register, including people proposing to buy, sell, lease or insure the ship and, where relevant, inquiries in matters about marine incidents, or the recovery, or internal administration, or fraudulent activity of the registered owner, or Family Court matters. Your personal information will be disclosed to other third parties without your consent unless authorized or required by law.
Report details

A full description (including a diagram or chart extract) of the incident and events leading up to the incident are to be detailed in the space provided below (if insufficient space, please use separate pages, each extra page that is used is to be signed).

Owner's/Master's report

Assistance rendered/received at incident

Name, status and phone number of person who assisted in completion of form (if applicable)

Signature (Owner/Master) Date

Owner/Master name (please print)
16.13 Defects report form AMSA 355

[Link to online form]

![Defects report form AMSA 355](image-url)
16.14 Example – Gas-Free Status Declaration

Declaration required prior to acknowledgement of gas-free status

<table>
<thead>
<tr>
<th>Query #</th>
<th>Query</th>
<th>Master To Declare</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Has your ship any flammable liquid or gas cargo on board in bulk?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>B</td>
<td>Have your empty cargo tanks been washed, vented and inspected for flammable residue?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>C</td>
<td>Are your slop tank(s), pump room(s) and cargo pipes free of flammable residue?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>D</td>
<td>Is your combustible gas indicator working and calibrated correctly?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>E</td>
<td>Has the atmosphere in each pump room, cargo tank or residue space been tested with a combustible gas indicator and a zero reading obtained?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>F</td>
<td>Can the atmosphere in each pump room, cargo tank or residue space be maintained with a zero gas reading?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>G</td>
<td>Have you a current &quot;International Safety Guide for Oil Tankers and Terminals&quot; (ISGOTT) manual on board?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Master/agent
To be lodged to the VTS centre at least 48 hours prior to ship's ETA pilotage area.
16.15 Bundaberg Port and Pilotage Areas
16.16 Example – Permission to Immobilise Main Engines

(THIS FORM IS ONLY TO BE USED IF THE REQUEST CANNOT BE SUBMITTED BY THE AGENT WITHIN QSHIPS)

To: RHM Gladstone
Fax: 4971 5212
E-mail: vtsgladstone@msq.qld.gov.au

Request for Permission to Immobilise Main Engine/s

Ship: ______________________ MASTER: ______________________ Berth: _________________
From: ______ Hrs on _______ / ______ / ______
To: ______ Hrs on _______ / ______ / ______

Conditions on Issue

1. Prior to immobilising, advise "GLADSTONE VTS" on VHF Channel 13.
2. Moorings to be tended throughout.
3. During daylight hours, fly signal letter flags "R" over "Y".
4. On completion, advise "GLADSTONE VTS".
5. Master to ensure that the main engines are capable of operating at full power after immobilisation for arrival / departure manoeuvres.
6. Estimated time to mobilise main engine in an emergency? ______ Hours.
7. If immobilisation is sought for consecutive days, approval is to be obtained to immobilise at the start of each day.

/ ______ / ______ __________________
Date submitted Signature: Master/Agent

Approval by signature:

_____________________________ ______________________________
Capt. John Fallon Ray Hunt
Regional Harbour Master (Gladstone) Manager Vessel Traffic Management (Gladstone)

Distribution: Agent
Gladstone VTS
16.17 Small craft ship navigation areas and recommended courses
16.18 Cyclone tracking chartlet – eastern Australia