



Port Procedures and Information for Shipping – Maryborough

July 2023

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Harbour Master's Direction

Transport Operations (Marine Safety) Act 1994
Division 2, Subdivision 1, Section 88 - 92

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

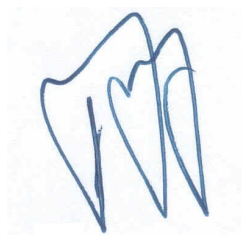
Under section 86 of the Transport Operations (Marine Safety) Act 1994 a harbour master may give direction if the harbour master reasonably considers it necessary to give the direction to ensure safety and the effectiveness and efficiency of the Queensland maritime industry. Furthermore, section 86A of 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.

I am satisfied that it is necessary to issue this direction to ensure marine safety in the Port of Maryborough. Sections of the Port Procedures and Information for Shipping – Port of Maryborough (<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 - Maryborough must be complied with by all vessels operating within the Maryborough 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.



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

DATED AT GLADSTONE THIS 01st DAY OF December 2022.

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

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 Fax: +61 7 4971 5212

Revision Date	Change Number	Page number or section	Summary of Changes
15 December 2017	Version 1	Whole document	First Issue
1 September 2018	Version 2	1.7.1, 8.6, 10.2	Updated
04 January 2020	Version 3	Section 13 Appendices, Page 49, 50 and 53	Updated Maps – Pilotage Area, Great Sandy Strait, Port and Pilotage Areas
		Section 13.1, Page 38	Updated Marine Order 03/2019 Use of Pilot Ladders
10 January 2022	3.01	Section 2.8, Page 15	Updated wording to include Reef VTS Gladstone
		Section 2.8, Page 16	Updated hyperlink to Reef VTS User Guide.
		Section 3, Page 17	Amended wording
		Section 3.1, Page 17	Amended heading and wording
		Section 3.1.1, Page 17	New Heading – Port control Role
		Section 3.1.5, Page 18	New Heading – Distress and Emergency
		Section 3.4, Page 19	Updated wording
		Section 3.5, Page 20	Updated wording
01 December 2022	3.02	Section 13.1, Page 39	Updated Marine Order 03/2022 Pilot Transfer Arrangements
		Section 3.1.5, Page 18	Update Gladstone VTS phone number
		Section 3.1.6, Page 19	Update Gladstone VTS phone number
07 March 2023		Entire Document	Amending broken links and correcting outdated corporate forms. Correction of numbering.
07 July 2023		Section 7.5 Page 28	Updated contact details
		Section 13.1 Page 39-50	Update to Marine Notice 04/2023

1. Introduction

1.1 General

Shipping legislation in Queensland is controlled by Maritime Safety Queensland (MSQ), a Branch of the Queensland Department of Transport and Main Roads.

The State of Queensland is divided up into five regions, which are controlled by a Regional Harbour Master (RHM). All officers of Maritime Safety Queensland 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.

The Regional Harbour Master has the responsibility for managing safe and efficient shipping within the region.

1.2 Pilotage Area Description

Maryborough Pilotage Area is situated between Fraser Island and the mainland and encompasses the waterway known as the Great Sandy Strait. The area is a temperate/tropical transition zone and as a result has species and habitats that are reflective of both climates. The area has large sheltered bays and vast beaches and the ideal sailing conditions and wide variety of marine species and habitats make it a popular location for recreational boating.

1.3 Purpose

This document defines the standard procedures to be followed in the Maryborough Pilotage Area. It contains information and guidelines to assist ship's masters, owners, and shipping agents of vessels arriving at and transiting the area. It provides details of services, 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.

Information on external agencies (customs, quarantine, port authority rules, REEFREP and so on) is provided as an example only and may have changed. Readers are strongly recommended to consult their respective websites for current information.

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 and noted on the Table of Amendments.

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 5520
Email:	RHMGladstone@msq.qld.gov.au

1.3.1 Change Management

Changes to the Port Procedures and Information for Shipping manual (PPM) will be required from time to time as circumstances change. These changes may have a significant impact upon shipping within the region. 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 RHM will approve changes to the PPM either as a:

- follow up to an urgent change to commercial 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

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.

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 Estimated Time of Arrival (ETA)

ETA refers to the expected time of arrival at a designated place.

1.5.3 Estimated Time of Departure (ETD)

The scheduled sailing time is the time of the last line.

1.5.4 Lowest Astronomical Tide (LAT)

This is the zero value from which all tides are measured.

1.5.5 Maritime Safety Queensland (MSQ)

The Branch of the Queensland Department of Transport and Main Roads responsible for the operations of pilotage, ship-sourced pollution protection services, Vessel Traffic Services (VTS) and the administration of marine safety in the state of Queensland.

1.5.6 Modernised Australian Ship Tracking and Reporting System (MASTREP)

The Australian Ship Reporting System established under division 14 of the Navigation Act 2012 and specified in MO63 Vessel Reporting Systems.

1.5.7 Navigation Act

Refers to the [Navigation Act 2012](#).

1.5.8 Overall Length (LOA)

Extreme length of the vessel.

1.5.9 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.

1.5.10 REEFREP

The mandatory [ship reporting system](#) established by IMO Resolution MSC.52 (66), as amended from time to time and specified in Marine Orders 63 Vessel Reporting Systems.

1.5.11 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.

1.5.12 Regional Harbour Master (RHM)

The person authorised to give direction under the relevant provisions of the [Transport Operations \(Marine Safety\) Act 1994](#).

1.5.13 Departure Time

The scheduled departure time is the time of the last line or anchor aweigh.

1.5.14 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](#).

1.5.15 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](#).

1.5.16 Vessel Traffic Service (VTS)

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, buoy moorings and navigation aids please contact the Gladstone regional office.

The Gladstone regional office is located at:

Physical address:	Level 7 21 Yarroon Street Gladstone Queensland 4680
Postal address:	PO Box 123, Gladstone Queensland 4680
Phone:	+61 7 4971 5200
Fax:	+61 7 4971 5520
Email:	RHMGladstone@msq.qld.gov.au

1.6.2 Gladstone Vessel Traffic Services (VTS)

The VTS centre is situated at the Gladstone regional office. For ship traffic scheduling, pollution incidents and reporting defective navigation aids please direct initial enquiries to the VTS centre.

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

VHF radio:	VHF 13 and 16
Phone:	+61 7 4839 0208
Email:	VTSGladstone@msq.qld.gov.au

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](#) website.

1.6.3 Port authority

The North Queensland Bulk Ports Corporation under the *Transport Infrastructure Act 1994*, maintains the care and authority of the Port of Maryborough.

Phone:	1300 129 255 (9am to 5pm)
Shipping enquiries:	+61 7 4955 8171
After hours emergencies:	+61 7 4955 8171 or +61 417 761 086

1.7 Regulations

The regulations in the region contribute to the safe, efficient and environmentally responsible handling of shipping traffic. The international conventions of the IMO and ILO, such as the

SOLAS convention and its amendments (for example the IMDG Code), MLC and MARPOL and state, national and local port authority Port Notices are in force in Maryborough Pilotage Area.

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](#) (TOMSA)
- [Transport Operations \(Marine Safety\) Regulations 2016](#) (TOMSR)
- [Transport Operations \(Marine Pollution\) Act 1995](#) and [Regulations 2018](#) (TOMPR)
- *Australian Standard AS3846 – 2005*
- *International Ships and Ports Security Code (ISPS Code)*
- [Maritime Safety Queensland Act 2002](#)

In addition, it will also complement the procedures of:

- [Maritime Safety Queensland](#) (MSQ)
- [Australian Maritime Safety Authority](#) (AMSA)
- [Australian Customs and Border Protection Service](#)
- [Department of Agriculture and Water Resources](#)
- [Royal Australian Navy](#) (RAN)

As they relate to ship movements within the jurisdiction of the Regional Harbour Master.

2. Arrival and Departure Procedures

2.1 General

For a quick reference of what and when to report, please consult the tables below.

Vessels 35 metres or greater in length arriving at, staying in or departing from the Maryborough Pilotage Area are obliged to make notifications 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

SEQUENCE	TIME	REPORT
1	7 days before arrival	Vessels requiring pilotage services or local knowledge advisor are to provide indicative ETA
2	48 hours before arrival	Arrival information to Regional Harbour Master via QSHIPS (see QSHIPS (Qld Shipping Information Planning System))
3	48 hours before arrival	Arriva/departure report to Gladstone VTS (see Arrival/Departure Report).
4	24 and 12 hours before arrival update ETA if necessary.	Arrival information update to Regional Harbour Master via QSHIPS.
5	Two hours before arrival pilotage area	Call 'Gladstone VTS' on VHF 13 or 16 (See 3.91 -Arrival Reporting Requirements).
6	In transit	VTS reporting points Arrival Reporting Requirements .

Table 1 – Arrival check list

2.3 Departure check list

SEQUENCE	TIME	REPORT
1	24 hours before departure	Confirm departure information to Regional Harbour Master via QSHIPS).
2	Two hours before departure	Pre-entry report to Reef VTS (see 2.8 - REEFVTS) if applicable.
3	In transit	VTS reporting points (see Departure Reporting Requirements)

Table 2 – Departure check list

2.4 Customs (Border Force) and Quarantine

The Port of Maryborough is not a first port of entry for Customs and Quarantine purposes. Vessels arriving from overseas must first clear at a first port of entry or else make alternative arrangements with Border Force and Quarantine. All [Australian Customs and Border Protection Force forms](#) may be accessed on their website.

[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 are +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.

2.5 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.

www.amsa.gov.au/forms-and-publications/

2.6 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 \(13.4\)](#) 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 compulsory fees. The report is to be emailed to the Regional Harbour Master (Gladstone): RHMGladstone@msg.qld.gov.au

2.7 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.
- 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](#).

2.8 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 MSQ and the Australian Maritime Safety Authority (AMSA) from the Reef VTS centres in Townsville and Gladstone. 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](#).

3. Movement and Traffic Procedures

Maritime Safety Queensland, through the authority of the Regional 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 via the QSHIPS ship planning programme in accordance with this section.

3.1 Port Control Centre

Maryborough 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 Port Control Centre operates with the callsign 'Gladstone VTS'. The area covered by the Port Control Centre is shown in section 13.8, Figures 10, 11 and 12 - Maryborough Pilotage Area.

3.1.1 Port Control Role

Maritime Safety Queensland does not maintain a delineated formally declared VTS area pursuant to IMO Resolution A.857(20) for the port of Bundaberg – however, Gladstone VTS will:

- interact with vessel traffic by VHF radio, and
- interact with port services, and
- inform participating vessels of current traffic and safety information pertaining to the pilotage area, and
- communicate the directions of the Regional Harbour Master (Gladstone) or delegate, and
- monitor compliance with the Transport Operations (Marine Safety) Act 1994 and Transport Operations (Marine Safety) Regulation 2016, and
- record the details of shipping movements in the QSHIPS program in inside the 24hour lockout period, and
- maintain a situational awareness of traffic in the pilotage area to the extent of the available information, and
- participate in emergency procedures.

In the event Gladstone VTS deems that a situation demands a higher level of interaction, the functions of a traffic organisation and navigational assistance may be enabled

3.1.2 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 through Gladstone VTS via VHF radio, telephone, email and facsimile.

Ships are required to establish two-way communications with the VTS Centre on VHF channel 16.

Maryborough vessel traffic service (VTS)		
VTS area	No (Port Control Area)	
Level of service	Local Port Service (Traffic Information Service)	
	Call sign	Service
VHF channel 16	User	Emergency and initial calling, VTS

Table 3 – Vessel traffic service

The VTS centre has telephone, fax and email services for administrative and emergency purposes. Any marine incident (e.g. a collision, grounding or fire) occurring within the pilotage area must be reported immediately on VHF channel 13, or VHF channel 16 if no response is received on VHF 13.

3.1.3 Language

The English language is to be used in all communication. IMO's Standard Marine Communication Phrases (SMCP) 2001 will be used.

3.1.4 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 Regional Harbour Master.

3.1.5 Distress and Emergency

Gladstone VTS is not a coast radio station; Maritime Safety Queensland, Volunteer Marine Rescue (VMR) and the Australian Coastguard have a Memorandum of Understanding that the VTS will monitor channels 16 and 67 when VMR is not operational for emergency and distress calls only. A distress call should, in the ordinary course of events, be referred to your local Coastguard or VMR.

Any marine incident, for example a collision, grounding or fire, occurring within the port should be immediately reported to Gladstone VTS on:

VHF radio:	channel 13 or 16
Phone:	+61 7 4839 0208

3.1.6 Pilotage Area Contact Details

ORGANISATION	TELEPHONE	FACSIMILE	EMAIL
VTs Centre	+61 7 4839 0208	nil	vtsgladstone@msq.qld.gov.au
Regional Harbour Master	+61 7 4971 5200	nil	RHMGladstone@msq.qld.gov.au
North Queensland Bulk Ports	+ 61 7 4955 8171		portoperations@nqbp.com.au

Table 4 – Harbour contact details

3.2 Prior Notification of Movements

Sections 168 to 169 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:

ACTION	MINIMUM NOTICE	APPROVED FORM
Prior notification of movement in pilotage area	48 hours prior to entry	Notification via QSHIPS or VTS Booking Form
	24 hours prior to removal or departure	

Table 5 – Pre-entry notification times

3.3 QSHIPS (Qld Shipping Information Planning System)

The movement of all vessels of LOA 50 metres or more arriving in Maryborough is recorded in an internet based programme known as [QSHIPS](#).

<https://qships.tmr.qld.gov.au/webx/>

The programme is operated from the VTS centre. Shipping agents submit booking information online in accordance with the reporting requirements and record their requisitions for pilotage services. 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. 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, shipping agents, government agencies and the general community are able to view scheduled movements in any Queensland port in real time.

3.4 Booking a Vessel Movement

When an agent is advised by his principals that a ship is bound for Maryborough then that agent shall 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.

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 fax or email.

Details of departure 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 Maryborough Pilotage Area that are of LOA 35 metres and greater.

3.5 Reporting Defects

The Transport Operations (Marine Safety) Regulations 2016 requires the master of a ship that is

- underway and entering, or about to enter a pilotage area; or
- navigating a ship from a berth or anchorage,

must report to VTS by VHF radio details of damage to, defects and deficiencies in, the ship that could affect the safety of the ship, a person or the environment;

VTS will notify the Regional Harbour Master and AMSA of the damage to, defects and deficiencies.

In addition, the Australian Maritime Safety Authority (AMSA) requires notification of any deficiencies or suspected deficiencies on ships visiting Australian ports. Deficiencies are to be AMSA using Report of suspected non-compliance with Navigation Act or safety/pollution Conventions –

<https://www.amsa.gov.au/vessels-operators/general-incident-reporting/suspected-non-compliance-reporting-form>.

3.6 Movement Scheduling

3.6.1 Confirmation of Schedules

On receipt of a planned movement booking VTS will cross check other movements to determine the most practicable way to provide vessel movements in a timely manner.

3.6.2 Schedule Changes and Cancellations

Maritime Safety Queensland may make changes to the approved schedule of ship movements up to three hours prior to the confirmed movement in order to ensure the safe and most efficient movement of shipping. If applicable changes requested within three hours will incur delay or cancellation fees in accordance with TOMSR.

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 database will be made as they occur. Changes within six hours of the scheduled start time must be made by phone.

3.7 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 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.

3.7.1 Clearance for Arrivals

The master is to report to Gladstone VTS to obtain a clearance and arrival information two hours before the estimated time of arrival at the pilotage area and again upon crossing a line six nautical miles seaward of the Fairway Buoy ([3.9.1 Arrival Reporting](#)).

3.7.2 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 ([3.9.2 Departure Reporting](#)).

The ship must be ready for departure, with all documentation completed and marine services in attendance not less than 30 minutes prior to the scheduled departure time.

The master is to reconfirm the departure clearance and obtain any updated departure information not less than five minutes before the scheduled departure time. Ships that have anchored prior to departure from the pilotage area require a new clearance to continue which is to be obtained two hours before the estimated time of departure from the anchorage area.

3.8 Anchoring

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 16 and are to report to VTS if dragging their anchor.

Ships are not permitted to immobilise engines without the written approval of the Regional Harbour Master.

3.9 Reporting Requirements

3.9.1 Arrival Reporting Requirements

The master of a ship entering, or about to enter the pilotage area must report to Gladstone VTS by VHF radio channel 13 or 16 according to the following table:

	REPORT	INFORMATION TO REPORT
1	Ship master to Gladstone VTS Two hours prior to entry into the pilotage area	Ship's name: fore and aft draft, berthing draft fore and aft, displacement for entry, last port, next port, gas free status (if applicable), dangerous cargo (if applicable), ETA Fairway Buoy
2	Ship master to Gladstone VTS When six miles seaward of the Fairway Buoy	Confirm ETA at Fairway Buoy

	REPORT	INFORMATION TO REPORT
3	Ship master to Gladstone VTS Arrival at Urangan Fairway Buoy	Ship's name, time of arrival
4a	Ship master to Gladstone VTS On anchoring	Ship's name, anchor position as a bearing and distance from a prominent charted landmark, Lat and Long and time of anchoring.

Table 6 – Inbound reporting requirements

Should an arriving ship be delayed or fail to contact 'Gladstone VTS', alternative arrangements may have to be made.

3.9.2 Departure Reporting Requirements

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

	Report	Information to report
1	Ship master to Gladstone VTS Clearance one hour prior to movement	Ship's name, radio check, destination port/anchorage, ship's fore and aft draft, changes to ship details, confirm ETD
2	Ship master to Gladstone VTS Departing anchorage	Ship's name, anchor aweigh time, destination
3	Ship master to Gladstone VTS Exiting channel	Passing Fairway Buoy

Table 7 – Departure reporting requirements

4. Port Description

Maryborough Pilotage Area encompasses the tract of water between Fraser Island and the mainland known as the Great Sandy Strait. The generally protected waterway is a vast area which affords access to many recreational activities including fishing and boating and also provides vehicular access to Fraser Island via Barges. There is no port infrastructure or facilities available for ships. Deep water anchorages are available including sheltered anchorage areas that provide access to Kingfisher Bay Resort.

4.1 Pilotage Area

The Maryborough Pilotage Area is described in schedule 2 part 4 of the [Transport Operations \(Marine Safety\) Regulation 2016](#) as the area of:

- a) waters bounded by an imaginary line drawn starting at the high-water mark at the point where latitude 25° 06.90' south intersects with the eastern shoreline of the mainland
 - then generally north-easterly along the geodesic to latitude 24° 44.90' south, longitude 152° 45.06' east
 - then east along latitude 24° 44.90' south to its intersection with the high-water mark on the western shoreline of Fraser Island
 - then generally southerly along the high-water mark on the western shoreline of Fraser Island, and then generally northerly along the high-water mark on the eastern shoreline of Fraser Island to the intersection of that high-water mark with latitude 25° 46.31' south
 - then along latitude 25° 46.31' south to its intersection with longitude 153° 05.00' east
 - then south along longitude 153° 05.00' to its intersection with the high-water mark on the mainland
 - then generally northerly along the high-water mark on the mainland to the starting point; and
- b) the navigable waters of rivers and creeks flowing, directly or indirectly, into the waters mentioned in paragraph (a)

4.2 Time Zone

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

4.3 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).

Paper charts of the area include:

AUS 490.....	Sandy Cape to Swains Reef
AUS 817	Great Sandy Strait and Hervey Bay
AUS 4060	Australasia and adjacent waters

AUS 4602 Tasman and Coral Seas – Australia to Northern New Zealand and Fiji

ENC cells of the area include:

AU130150

AU426152

AU426153

Mariners are to comply with the requirements of the IMO and AMSA with regard to approved charting systems required to be used for navigation when operating within the Gladstone Region in general and the Maryborough Pilotage Area in particular.

4.4 Shipping Announcements

4.4.1 Notices to Mariners and Advice to Mariners

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

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).

Advice Notices will cover short term navigation and may include information on fireworks displays, aquatic events or similar.

5. Port Infrastructure

5.1 Anchorage Areas

5.1.1 Marine Sensitive Areas and Marine Parks

Much of Hervey Bay and the Great Sandy Strait are designated Marine Sensitive Areas or Marine Parks. In many areas vessels require a permit to anchor and the Department of National Parks, Sports and Racing should be consulted for advice.

5.1.2 External Anchorages

There are no designated ship anchorages seaward of Urangan Fairway. Masters should anchor vessels at their discretion, well clear of the Fairway Buoy and the entrance to the Great Sandy Strait at buoys UC1, UC2 and UC3, ensuring any requirements in 5.1.1 above with respect to permits have been met.

5.1.3 Internal Anchorages

There are two locations provided for the anchorage of large vessels within Great Sandy Strait. These are adjacent to Kingfisher Bay Resort on Fraser Island and provide passengers with access to resort facilities. The charted anchorage positions are:

- Anchorage area Latitude 25°23.336'S, Longitude 153°01.171'E
- Alternate anchorage Latitude 25°23.114'S, Longitude 153°01.265'E

5.2 Navigation Aids and Leading Lights – Urangan Fairway to Cruise Ship Anchorages

NAME	TYPE	POSITION		CHARACTERISTIC
Urangan Fairway Buoy	By			LFL.10s
UC1	By			Fl.G.2.5s
UC2	By			Fl.G.2.5s
UC3	By			Fl.G.2.5s
S3	By			Fl.G.2.5s
S5	Bn			Fl.G.2.5s
S7	By			Fl.G.2.5s
S8	Bn			Fl.R.2.5s
S9	By			Fl.G.2.5s
S10	Bn			Fl.R.2.5s
S11	By			Fl.G.2.5s
S12	Bn			Fl.R.2.5s
NG1	By			Fl.G.2.5s
Boon Boon Front Lead	Bn			Q.Bu
Boon Boon Rear Lead	Bn			Iso.Bu.2s

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 40 knots measured either at the [Bureau of Meteorology](#) or any other reliable source, vessel movements in the Maryborough Pilotage Area will be suspended.

Wave height and tidal conditions are also factors when crossing from Hervey Bay into the pilotage area and this information should also be considered when deciding whether to cross into the strait.

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) (Section 13.3, Figure 5 – Cyclone Tracking chartlet).

The [Extreme Weather Contingency Plan Gladstone Region](#) contains the procedures to be followed for all vessels during extreme weather events, which includes cyclones.

6.1 Tidal Information

6.1.1 Tide Boards/Gauges

There is a tide gauge located at Urangan within the upper Sandy Strait region. Tide predictions are provided by MSQ as a free online document and can be found here: <https://www.msq.qld.gov.au/Tides/Tide-tables>. Additional tidal information for areas within Sandy Strait, including Kingfisher Bay, can be calculated with the above tidal information in conjunction with information from <https://www.msq.qld.gov.au/Tides/Tidal-planes>

6.2 Water Density

Sea water is usually 1025 kg/m³ but will vary during the summer months after periods of heavy rain.

7. Port Navigation and Movement Restrictions

7.1 Speed

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

7.2 Trim Requirements

The safe handling of ships within the region 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.

7.3 Draft Restrictions

Crossing Urangan Fairway bar requires a minimum under keel clearance of 10% of a vessel's draft or 0.7 metres whichever is the greater. Under keel clearance can be calculated as channel depth + tide height (predicted) - ship draft and must be $\geq 0.7\text{m}$.

Weather, tidal conditions or special circumstances may require a departure from these guidelines, details of which will be provided by Gladstone VTS where required.

7.4 Transit from Fairway to Anchorage

Due to the transient nature of natural waterways, crossing the bar at Urangan to enter the Great Sandy Strait should not be taken lightly. Careful consideration should be given to weather, wind and tidal information prior to committing to entry. It is for this reason that MSQ requires utilising the services of a Competent Person to provide Navigation Advice and local knowledge. Once inside the bar, navigation through deep water to the anchorage area at Kingfisher Bay is approximately 19nm. Ships must exercise caution in this region due to large numbers of recreational vessels and small commercial vessels that frequent the Strait.

7.5 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 \(Animals\) Regulation 2020 Chapter 6 Part 1](#) which prescribes minimum approach distances and maximum speeds within proximity to whales as illustrated in the diagram below.

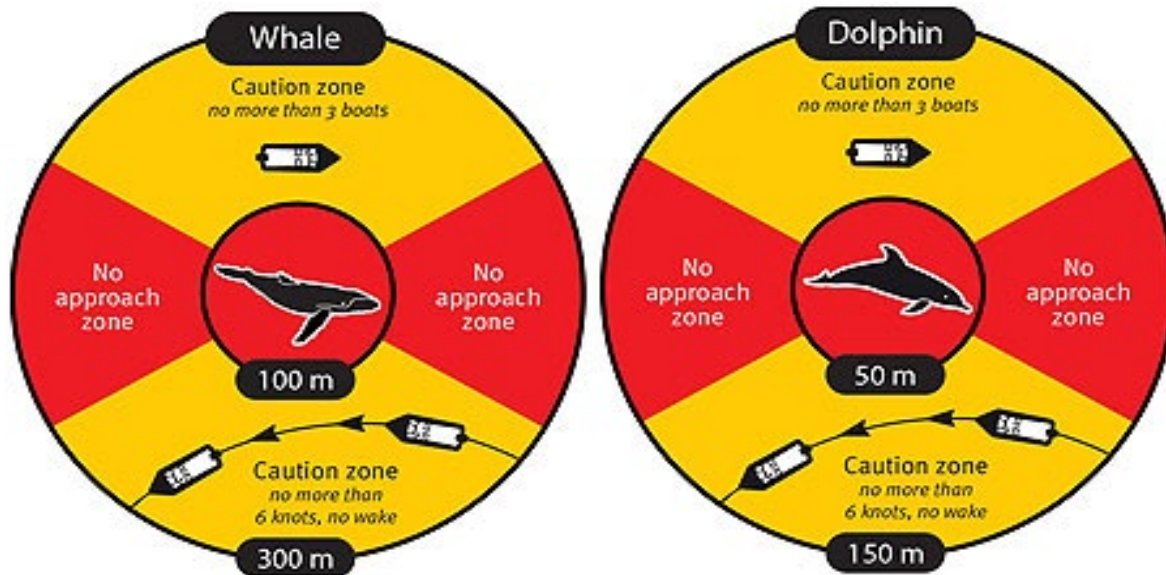


Figure 1 – Mammal protection areas

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 required to report collisions with marine mammals to VTS and Department of Environment and Science **1300 130 372**

http://www.ehp.qld.gov.au/wildlife/caring-for-wildlife/marine_strandings.html

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 Greater than 50 metres LOA

Pilotage within Maryborough Pilotage Area for vessels over 50m LOA is not mandatory. However the use of a 'Competent Person' with recognised training, navigational skills and local area knowledge is mandatory for all vessels over 50 metres LOA operating in the Pilotage Area.

8.2 Pilotage Area

See [Section 13.8](#) Figures 10, 11, 12 and 13 and [4.1 Pilotage Area description](#). The passage plan for the transit from the Fairway Buoy to Kingfisher Bay is at Section 13.8 Figure 14.

8.3 Night Pilotage

The Maryborough Pilotage Area is open 24 hours per day, however prior approval from the Regional Harbour Master is required for night time transits, by vessels greater than 50 metres LOA.

8.4 'Competent Person'

Vessels greater than 50m operating in a Compulsory Pilotage Area, including tug and tow combinations with total combined ship length greater than 50m, require the services of a licensed Pilot or the master must be a pilot exempt master.

While Maryborough is not a Compulsory Pilotage Area, it is a designated Pilotage Area (Appendix A) and transiting it in a large vessel presents risks due primarily to the shoaling and changing conditions at the Urangan Bar. For this reason, Maritime Safety Queensland (MSQ) require that the services of a 'Competent Person', with recognised training, navigational skills and local area knowledge, be engaged to assist the Masters of all vessels over 50m LOA operating in this pilotage area

The approval of 'competent persons' will be in writing and at the discretion of the RHM Gladstone. This approval will be contingent on sufficient observations and mentored transits on appropriate vessels as well as check trips overseen by another 'Competent Person' approved by the Regional Harbour Master.

Note that a 'Competent Person' is NOT acting in the capacity of a licensed marine pilot under the *Transport Operations (Marine Safety) Act 1994*.

The Regional Harbour Master maintains a list of approved 'Competent Persons' who may be engaged by vessels intending to enter the Pilotage Area. The 'Competent Person' must be able to present their letter of appointment from the Regional Harbour Master when requested.

8.5 'Competent Person' Boarding Arrangements

There are no facilities in the Port of Maryborough to cater for 'competent persons' to board at the Boarding Ground and alternative arrangements will have to be made prior to arrival.

The Gladstone Ports Corporation operates a Pilot Transfer Service for the Ports of Gladstone and Bundaberg and may be able to provide a transfer service for 'competent persons' from these Ports. Details of these services are contained in the Port Procedures Manuals for the two Ports.

8.6 'Competent Person' Responsibilities

Masters and owners of vessels are responsible for due compliance with the provisions of the [Transport Operations \(Marine Safety\) Act 1994](#) (the act), [Transport Operations \(Marine Safety\) Regulation 2016](#) (the regulation), [Maritime Safety \(Domestic Commercial Vessel\) National Law Act 2012](#), [Transport Operations \(Marine Pollution\) Act 1995](#), [Transport Operation \(Marine Pollution\) Regulation 2018](#) and [Marine Safety \(Domestic Commercial Vessel\) National Law Act 2012](#).

The responsibility of the 'Competent person' is to provide advice and local area knowledge only. The 'Competent Person' does not have the same responsibilities of a qualified pilot under the acts and regulations. The responsibility of the 'Competent Person' does not relieve the master and the owner of a vessel of their responsibility.

Arising from these responsibilities is the obligation of Master of vessels to comply with directions of the Regional Harbour Master. The Duty Vessel Traffic Services Officer (VTSO) is delegated to exercise relevant functions of the Regional Harbour Master.

8.7 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 the [AMSA website](#)). Maximum draft for transit is 12.5 metres. Vessels with a draft >10 metres will be advised of the required tidal window by the pilotage company.

9. Tug Procedures

There are no tugs stationed in Maryborough for use by commercial shipping. In the event of an emergency or grounding, tugs may be sourced from Bundaberg or Gladstone at the RHM's discretion.

10. 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.

ORGANISATION	TELEPHONE
Hervey Bay Police	000 or +61 7 4125 9666
Hervey Bay Water Police	+61 7 428 709 744
Ambulance	000
Fire	000
Port Control (Gladstone VTS)	+61 7 4839 0208 (24 hours)
Pollution reports Gladstone VTS	+61 7 4839 0208
Regional Harbour Master	+61 7 4971 5200 or +61 7 4839 0208
Australian Quarantine Inspection Service (Canberra)	1800 020504
Australian Quarantine Inspection Service (Gladstone)	+61 7 4972 0038
Australian Customs Service (Gladstone)	+61 7 4976 3600 or +61 417 767 105
Maritime Safety Queensland (Gladstone)	+61 7 4971 5200
RCC (Canberra)	1800 641 792
Volunteer Marine Rescue (VMR) Hervey Bay	+61 7 4128 9666 or VHF 16, 67, 22, 73
Australian Maritime Safety Authority	+61 7 4972 9045

Table 9 – Emergency contacts

10.1 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](#). All emergencies should be reported to Gladstone VTS on VHF channel 16, who will activate the Emergency Response Plan and call the appropriate emergency response service.

10.2 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.

10.2.1 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 4839 0208
Email:	VTSGladstone@msq.qld.gov.au

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 email to the relevant authorities.

10.3 Marine Incidents

A marine incident is an event causing or involving:

- the loss of a person from a ship
- the death of, or grievous bodily harm to, a person caused by a ship's operations
- the loss presumed loss or abandonment of a ship
- a collision with a ship
- the stranding of a ship
- material damage to a ship
- material damage caused by a ship's operations
- danger to a person caused by a ship's operations
- danger or serious damage to a ship
- danger or serious damage to a structure caused by a ship's operations
- 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 on board 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

10.3.1 Reporting

Section 125 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 ([Marine Incident Report Form 3071](#))

Section 129 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 website for details.

10.3.2 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 require an in water hull survey by the appropriate authority (the Australian Maritime Safety Authority and classification society) to ensure seaworthiness before it leaves port limits.

10.3.3 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, or of any complaints relating to a vessel.

10.3.4 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 Department of Environment and Heritage Protection and/or Gladstone Regional Council where the incident is of the nature that requires notification under the [Environmental Protection Act 1994](#) and environmental protection policies.

11. Port State Control in Australia

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

www.amsa.gov.au/vessels-operators/inspection-non-australian-ships/what-port-state-control

12. Port Services

There are no port services available in Maryborough Pilotage Area.

13. Appendices

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13.1 Pilot Transfer Arrangements – Marine Notice 04/2023



Australian Government
Australian Maritime Safety Authority

MARINE NOTICE

Marine Notice 2023/04

Supersedes 2022/03

Pilot transfer arrangements

Purpose

This Marine Notice reminds ship owners, operators, masters, crews, recognised organisations, marine pilots and pilotage providers about their obligation to provide and ensure continued safe pilot transfer arrangements on ships.

Background

Since November 2017 several pilots' lives were placed at risk, in multiple separate incidents where a man rope parted, or its securing point failed. Additionally, AMSA received several incident reports on safety issues related to pilot transfer arrangements.

Ship owners, operators, masters and crews are reminded that pilot transfer arrangements, including pilot ladders, must comply with [Marine Order 21](#) (Safety and emergency arrangements) 2016 ([MO21](#)) which sets out Australia's obligations under the International Convention for the Safety of Life at Sea (SOLAS) Chapter V Regulation 23 (SOLAS V/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 and the pilot boat crew.

SOLAS V/23 sets out the minimum standards for pilot transfer arrangements on ships on or after 1 July 2012. The International Maritime Organisation (IMO) standards related to pilot transfer arrangements are found in:

- IMO Resolution A.1045(27) – Pilot transfer arrangements.
- IMO Resolution A.1108(29) – Amendments to the Recommendations on Pilot Transfer Arrangements (Resolution A.1045(27)).
- MSC.1/Circ. 1428 – Pilot Transfer Arrangements – Required boarding arrangements for pilots
- MSC.1/Circ.1495/Rev.1. – Unified Interpretation of SOLAS Regulation V/23.3.3 on Pilot Transfer Arrangements

SOLAS V/23.2.3 also states a pilot ladder shall be certified by the manufacturer as complying with SOLAS V/23 or "with an international standard acceptable to the Organization" and refers to ISO 799-1:2019 "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 IMO or ISO standards, noting they are not identical.

Where a pilot ladder has been certified under the ISO standard, AMSA expects that the ladder is strength tested according to the standard. Where this test has not been conducted within 30 months, the ladder should not be used until the test is conducted, or the ladder is replaced.

When purchasing a pilot ladder, care should be exercised that the product supplied actually meets the above requirements - relying on the manufacturer's documentation may not be sufficient in some cases. If in doubt, the ship's Recognised Organisation should be requested to confirm that the ladder meets the minimum standards.

Pilot transfer arrangements

IMO Circular MSC.1/Circ.1428 illustrates the pilot transfer arrangements required by SOLAS V/23.

When using a combination pilot ladder arrangement, the pilot ladder and accommodation ladder are required to be secured to the ship's side. A common means of securing both the pilot ladder and accommodation ladders is with magnetic pads (refer to photo 1 below as an example).

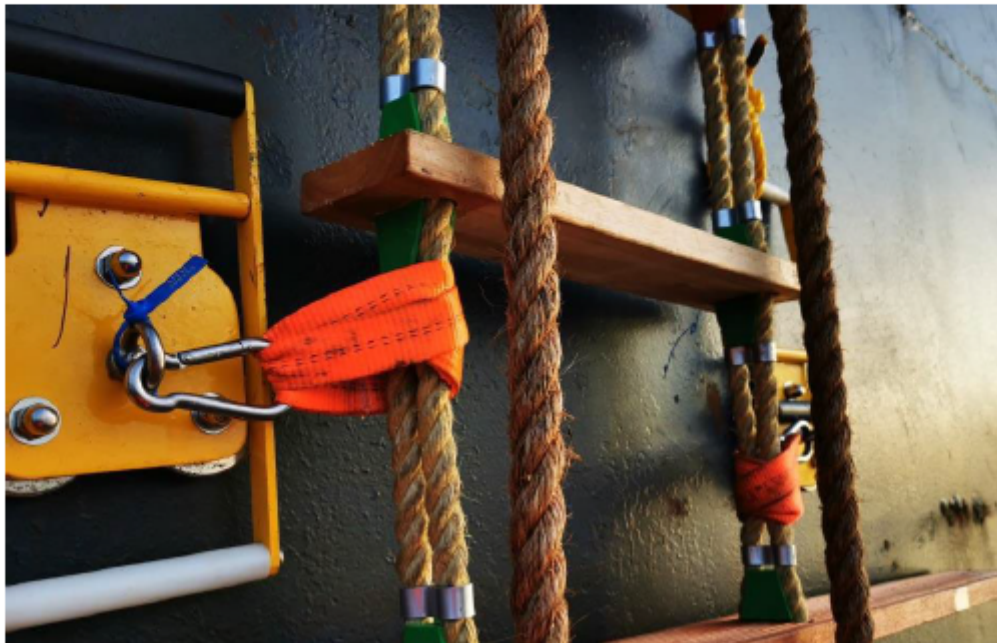


Photo 1: Example of securing both the pilot ladder and accommodation ladders with magnetic pads (Reproduced with permission from Fremantle Ports).

Clear and efficient communication with the pilot boat master is essential to ensure the safety of the pilot transfer arrangements before a person uses the ladder. The pilot boat master is best positioned to judge correct height of the bottom of the ladder and identify any potential issues with the ladder or ropes once in place.

One common issue found is that the pilot ladder does not extend the required 2.0 m past the accommodation platform when a combination arrangement is used. Photo 2 illustrates an example of a pilot ladder not extending the required height past the platform.

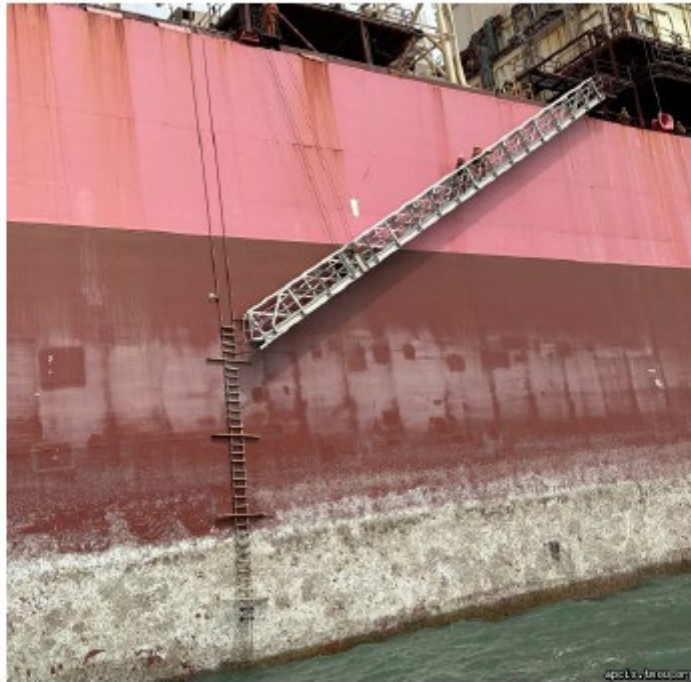


Photo 2: Example of non-compliant combination pilot ladder arrangements.

As shown in photos 2 and 3 persons cannot climb the pilot ladder to a level where they can move safely onto the accommodation ladder.



Photo 3: Person unable to safely access accommodation ladder platform from pilot ladder.

Securing of Pilot Transfer Arrangements

The pilot ladder is normally secured at its thimble end with shackles. However, due to the varying freeboard at specific loading conditions, the pilot ladder cannot always be secured at full length by the thimble ends. Under such circumstances it must be secured at an intermediate length. That can only be done in a safe way by ensuring that the weight of the ladder is transferred from ladder's side ropes to the approved strong point on deck directly.

The ladder's steps, spreaders or chocks should not be used to carry the weight of the ladder as they are not designed for this and do not have sufficient strength. For this reason, shackles, bars and tongues should not be used to secure the ladder to the deck. They will damage the ladder and put weight on the parts which are not designed to carry the weight.

Photo 4 shows an example of an unsafe use of shackles to secure pilot ladders.



Photo 4: Unsafe pilot ladder securing arrangements (Reproduced with permission from Fremantle Ports).



Photo 5: Unsafe pilot ladder securing arrangements.

Photos 5 shows the pilot ladder being secured to the strong point by using a shackle passed through the pilot ladder side ropes. This puts increased load on the single part of the side rope and the chock securing arrangements.

It is common industry practice to use a rope stopper usually in the form of a rolling hitch knot between the pilot ladder sides ropes and the approved strong point on the main deck. This will transfer the weight of the ladder arrangement directly onto the designated strong point and will not damage the ladder.

It is suggested that two strong (at least 2 x 24 kN) manila ropes be used to secure the pilot ladder. Photo 6 illustrates a method of tying a rolling hitch knot.

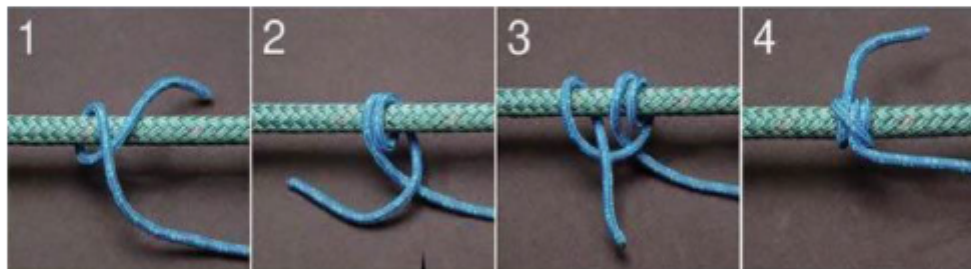


Photo 6: The rolling hitch knot. (Reproduced with permission from Fremantle Ports).

Photo 7 provides an example of rolling hitch knots being used to secure pilot ladders to approved main deck strong points.



Photo 7: Rolling hitch knots being used to secure pilot ladders to approved main deck strong points (Reproduced with permission from Fremantle Ports).

Inspection and Maintenance

Ongoing inspection and maintenance of pilot boarding arrangements are an essential part of ensuring their continued safe operation. Paragraph 10.1 of Part A of the International Safety Management Code (ISM) requires ship operators establish procedures to ensure a ship is maintained in conformity with the relevant rules and regulations, including pilot transfer arrangements. Such procedures should include regular inspections of the pilot transfer arrangements and storage to prevent damage of such equipment when not in use.



Photo 8: Pilot ladder where side ropes parted when in use (Reproduced with permission of the MAIB).

Common areas of defects can be the thimble ends of the pilot ladder. Corroded end point thimbles as illustrated in photo 9, can damage the side ropes leading to failure.



Photo 9: Example of corroded end point thimbles (Reproduced with permission from Fremantle Ports).

Another common area is the frayed or damaged side ropes as illustrated in photo 10. These should be detected during routine visual inspections.



Photo 10: Frayed side rope.

If side ropes are frayed, or in any way degraded the ladder should not be used.

The man ropes which are used as part of the arrangements should also be regularly inspected. There have been two recent incidents of man ropes parting during transfer operations. Though rope type is not specified in SOLAS the Australasian Marine Pilots Institute recommends grade 1 manila be used. These should be tagged and included in onboard inspection and maintenance procedures. Good practice dictates these should be removed from service at the same intervals of not more than 30 months or sooner if required.

Trap door arrangements and use of combinations ladder

There has been an increase in ships fitted with trapdoor arrangements. The additional requirement for their use is "the pilot ladder and man ropes shall be rigged through the trapdoor extending above the platform to the height of the handrail".

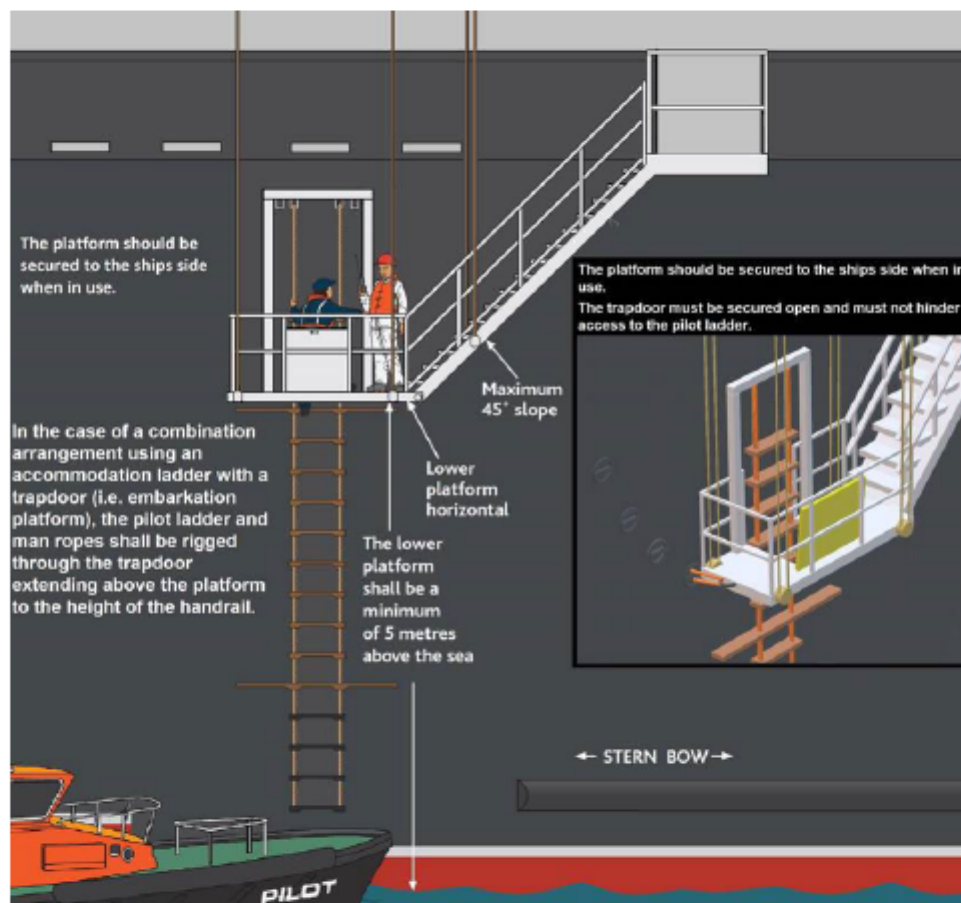


Figure 1: Pilot card depicting trap door arrangements.

If the pilot ladder and man ropes are not rigged through the trapdoor this creates an unsafe arrangement for persons as illustrated in photo 11

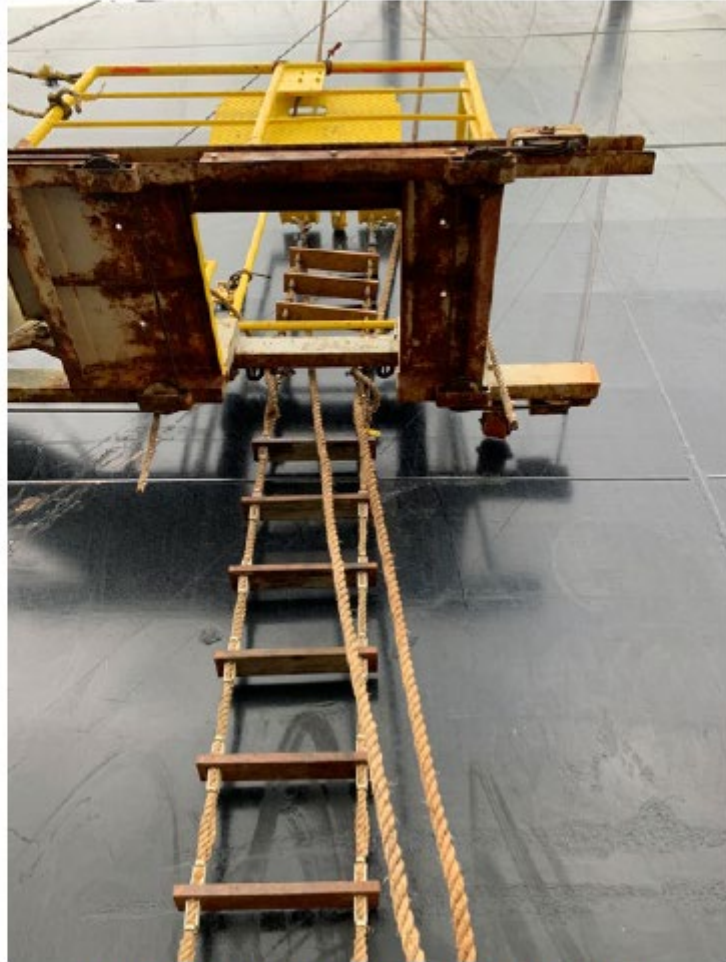


Photo 11: Unsafe trapdoor pilot transfer arrangement.

Responsibility for safe pilot transfer arrangements

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

Where a person suspects that the pilot transfer arrangement provided is unsafe, they should refuse to use the arrangement until it is made safe by the master and crew and report the circumstances to AMSA¹ and their employer. Where such situations occur, AMSA will endeavour to follow-up to determine the cause and actions taken. Where a ship is not calling into an Australian port, AMSA will follow up with the flag State.

When not in use, the pilot ladder and man ropes should be stowed appropriately to avoid exposure to contaminants or other elements that will degrade the ladder and man ropes. The ladder and man ropes should be regularly inspected by the ship's crew to ensure they remain ready for use.

Additional information

The [IMO/IMPA Pilot Ladder Poster](#) provides further guidance on pilot transfer arrangements. This and other useful guidance material are available on the AMSA website and in the AMSA Pilot mobile App.

Implementation of standards

When conducting port State control (PSC) inspections, AMSA inspectors will pay particular attention to the material state of all equipment and the implementation of Marine Order 21, Res.A.1045(27) as amended by Res.A.1108(29), ISO 799-1:2019, MSC.1/Circ.1428 and MSC.1/Circ.1495/Rev.1. The relevant IMO circulars and resolutions can be obtained from AMSA or www.imo.org.

During recent PSC inspections AMSA surveyors have noted pilot ladders which have been constructed with splices in the side ropes.



Photo 12: Example of non-compliant pilot ladder with splices in side ropes.

¹ These should be reported using an incident alert (AMSA 18), report (AMSA 19) or marine safety concern. See [Incident reporting \(amsa.gov.au\)](http://incidentreporting.amsa.gov.au)

Pilot ladders constructed like this are considered non-compliant by AMSA. Ship operators and masters are recommended to check their pilot ladders for splices in the side ropes. It should be noted by operators coming to Australian ports that the availability of compliant pilot ladders is limited in Australia. To prevent avoidable delays operators are recommended to have spare compliant pilot transfer arrangements onboard.

Compliance with the referenced standards does not of itself assure safety in each case. A pilot transfer arrangement that complies with the standards but is incorrectly rigged still presents a hazard to anyone using the arrangement. Crew members assigned to rig a pilot transfer arrangement should be sufficiently familiar with the task. The master or responsible officer supervising the rigging of the pilot transfer arrangements should assess whether supplementary measures, such as lifejackets, harnesses, lifelines be made available to enhance the safety of personnel rigging the pilot transfer arrangement. Where a pilot transfer arrangement is rigged incorrectly, this may contribute to evidence that the master or crew are not familiar with essential shipboard procedures relating to the safety of the ship. A number of documents have been produced as referenced in this Marine Notice to assist in the rigging of a pilot transfer arrangement correctly.

Australian Maritime Safety Authority
GPO Box 2181 CANBERRA ACT 2601

13.2 VTS Vessel Booking Application Form

[Link](#) to fillable PDF



VTS Vessel Booking Application

This report must be completed and lodged with the Ship Scheduler no later than 48 hours before the ship's expected arrival, **or** no later than 24 hours before the ship's expected departure or removal.

Telephone: (07) 4839 0226

Email: shipscheduler_gladstone@msq.qld.gov.au

Vessel details (please print)

Vessel name		IMO number
<input type="text"/>		<input type="text"/>
Agent's company name	Agent's name	After hours phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Has the ship's International Security Certificate (ISC) details been provided to the Australian Customs Service? Is the cargo classified as being dangerous goods? No <input type="checkbox"/> Yes <input type="checkbox"/> What type of cargo will be carried? <input type="text"/>		Security level 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Is this cargo gas free? No <input type="checkbox"/> Yes <input type="checkbox"/>
Booking application remarks		<input type="text"/>
LOA	Beam	Arrival displacement
<input type="text"/>	<input type="text"/>	<input type="text"/>
DWT	GRT	
<input type="text"/>	<input type="text"/>	
Main engine power rating (kW)	Bow thruster power rating (kW)	Stern thruster power rating (kW)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 aft

Estimated time of arrival - Fairway

Date

Time

Requested Pilot Boarding

Date

Time

Requested Port Entry

Date

Time

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 aft

Departure displacement

Requested Pilot Boarding

Date

Time

Estimated time of departure

Date

Time

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?

Privacy statement: The Department of Transport and Main Roads is collecting the information on this form for the purposes of recording shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility (ISPF) Code. This information is required by the *Transport Operations (Marine Safety) Act 1994*, the *International Convention for the Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13* and the *Maritime Transport and Offshore Facilities Security Act 2003 (Cwlth)*. Authorised departmental officers and officers of Queensland port authorities will have access to this information and will not disclose your personal information to any third party without your consent, unless required to do so by law.

Figure 3– Vessel booking application

13.3 Cyclone Tracking Chartlet – Eastern Australia

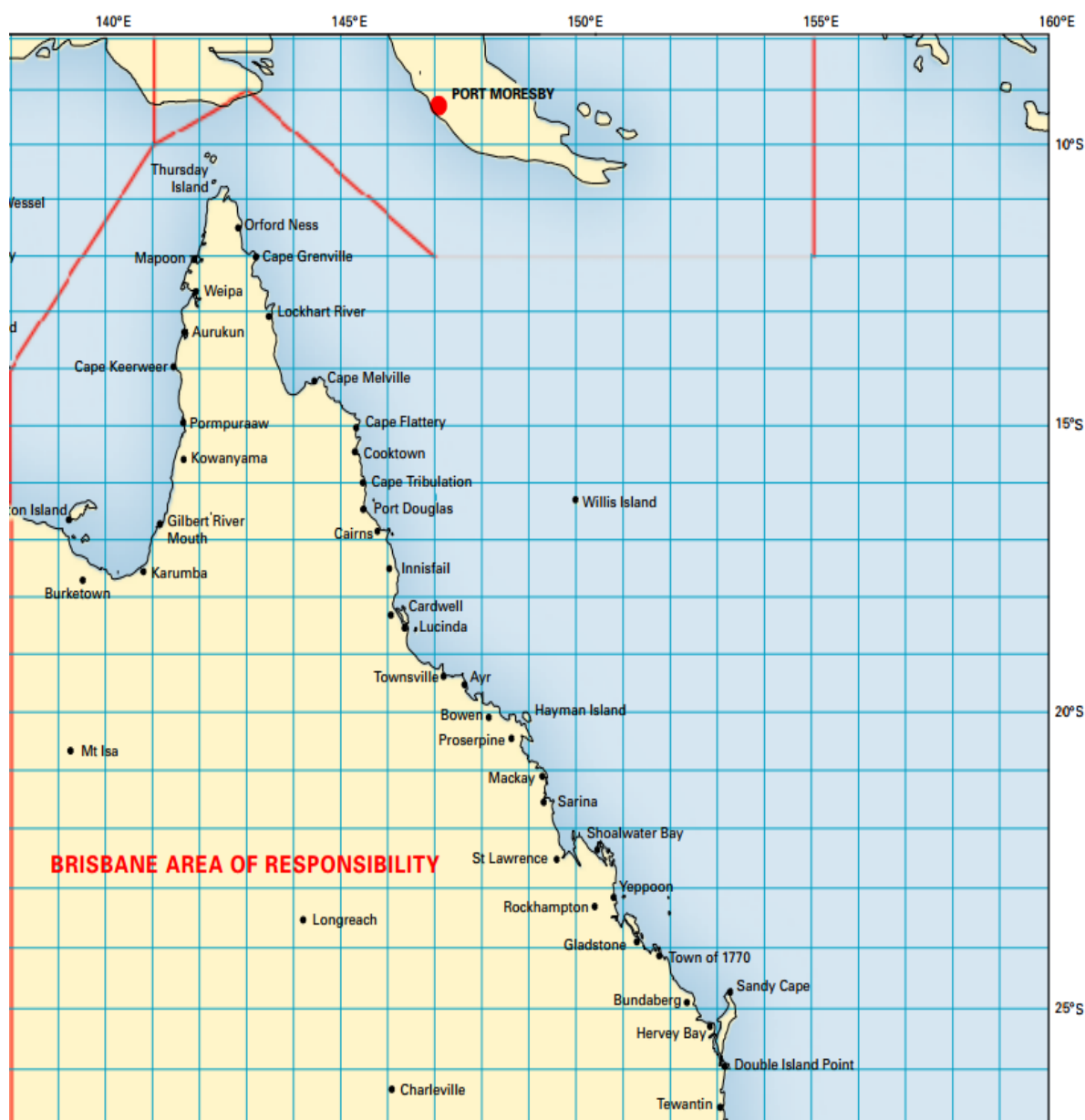



Figure 4– Cyclone tracking chartlet

13.4 Arrival/Departure Report

[Link](#) to fillable PDF

Print Form
Reset Form



**Queensland
Government**

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 arrival or no later than 24 hours before the ship's expected departure or removal.

☐ Interstate vessel
 ☐ Foreign going vessel
 ☐ Naval vessel

Port **Date**

Click here to select port

Vessel Details

Vessel name

Lloyd's number

Has the ships' International Ship Security Certificate (ISSC) Number been provided to Australian Customs?

☐ Yes ☐ No

Security level: 1 ☐ 2 ☐ 3 ☐

Gross registered tonnage Exempt master? ☐ Yes ☐ No

Length overall (m)

Master's name

Arrival Details

Arrival date Estimated Time

Berth

Previous port of call

Anticipated Removals

To	Wharf No.	Date
		
		
		

Departure Details

Departure date Estimated Time

Berth

Next port of call

Special Conditions connected with arrival/removal/departure

Conservancy Dues

Exempt ☐

Reason for exemption

Click here to select exemption reason

or

Paid ☐ at

Payable ☐ From To

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 Phone

Address

Privacy Statement: Maritime Safety Queensland (MSQ) is collecting the information on this form as record of shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility Security Code (ISPS Code). The information is collected pursuant to the Transport Operations (Marine Safety) Act 1994, the International Convention for Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13 and the Maritime Transport Act 2003. Authorised officers within MSQ, the Department of Transport and Main Roads and Queensland Port Authorities may have access to this information. Your personal details will not be disclosed to a third party without your consent or unless required by law.

Office Use Only

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


Conservancy dues	
Pilotage inwards due	
Pilotage outwards due	
Removal	
Cancellations due	
Delay charges due	
Totals	
Sales Order Number	
Invoice Number 	Date

LTSR Forms Area Form F3452 CFD V01 Jan 2020

Figure 5 – Arrival/departure report

13.5 Marine Pollution Report (form 3968)

[Link](#) to fillable PDF



Queensland Government

Marine Pollution Report (POLREP)

Email to: pollution@msq.qld.gov.au

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.

Date of incident

Time of incident

Location of pollution

Lat. Long.

Location

Pollution source Ship ☐ Land ☐ Unknown ☐

Ship type Recreational ☐ Commercial ☐ Fishing ☐ Trading ship ☐ Tanker ☐

Ship name Ship registration

Pollutant

Sheen ☐ Diesel ☐ Bilge ☐ HFO* ☐ Sewage ☐ NLS** ☐ HSPF*** ☐

Other ☐

Extent

Size of the slick (length and width in metres) or Litre

POLREP ID number

Incident investigation Yes ☐ No ☐

Marine incident number

Category

Report details

Has the discharge stopped? Yes ☐ No ☐ Unknown ☐

Weather conditions (tide and wind)

Photos taken ☐ Video taken ☐ Samples taken ☐ Sample taken by

Original report source

Statutory agency Combat agency

Initial response brief

Sender details

Name Position

Agency Contact phone (mobile/office) Fax number

Signature Date Time

Telephone Maritime Safety Queensland:

Brisbane: 07 3305 1700 Mackay: 1300 645 022 Gladstone: 07 4971 5200 Townsville: 1300 721 263 Cairns: 1300 551 889

*HFO – Heavy Fuel Oil; **NLS – Noxious Liquid Substances; ***HSPF – Harmful Substances in Packaged Form s67 TOMPA

TRB Forms Area Form F3968 CFD V01 Aug 2018

Figure 6– Marine pollution report

13.6 Marine Incident Report (form 3071)

[Link to fillable PDF](#)



Queensland
Government

Marine Incident Report

Transport Operations (Marine Safety) Act 1994

This is the approved form to report a marine incident in Queensland. A ship's master must report a marine incident to a shipping inspector within 48 hours of the incident taking place, except in cases where the ship is lost or presumed lost in which case the incident must be reported by the ship's owner. If the initial report is not in the approved form a further report must be submitted using this form at the earliest opportunity. You should fill in all fields that are applicable. This form, and all supporting documents, should be returned to a Maritime Safety Queensland office, the Queensland Police Service or a Queensland Boating and Fisheries Patrol Office. Penalties apply for failing to report a marine incident.

Incident description

Position of incident

Date / / Time am pm Body of water/Landmark

Location

☐ Inland waters (non-tidal) ☐ Smooth waters ☐ Partially smooth waters ☐ Offshore Latitude Longitude

Type of incident

- ☐ Capsizing
☐ Swamping
☐ Flooding
☐ Person overboard
☐ Loss of stability
☐ Fire
☐ Explosion
☐ Structural/equipment failure
☐ Loss of ship ¹

Collision:

- ☐ between ships
☐ with a fixed object
☐ with a floating object
☐ with an animal
☐ with an overhead obstruction
☐ with a submerged object
☐ with a wharf

Grounding:

- ☐ unintentional
☐ intentional

Onboard incident:
☐ fall within ship
☐ crushing or pinching
☐ other onboard incident

Other incident:

- ☐ person hit by propeller or ship
☐ water skiing incident
☐ parasailing incident
☐ diving incident
☐ close call/near miss
☐ other incident caused by the operation of the ship

¹ 'Loss of ship' should only be selected where the ship has disappeared and the location and circumstances of the loss are unknown. If the ship is an economic write-off this should be check marked as 'Ship lost' below and on the next page.

Incident Severity Rating

☐ Fatality Number of persons ☐ Serious injury ² Number of persons ☐ Ship lost ³ ☐ Damage to property only ⁴
☐ Ship damaged ☐ No damage

² Requiring admission to hospital ³ Economic write-off or not recovered ⁴ No damage to any ships

Environmental conditions

Weather

☐ Clear ☐ Hazy ☐ Cloudy ☐ Rain ☐ Flood

Visibility

☐ Good ☐ Fair ☐ Poor

Water conditions

☐ Calm ☐ Choppy ☐ Rough ☐ Very rough ☐ Strong current or tidal flow Swell height (metres)

Wind speed

☐ None ☐ Light (1-6kts) ☐ Moderate (7-15kts) ☐ Strong (16-33kts) ☐ Gale (>33kts) Wind coming from

Ships involved

Number of ships involved **Note:** if more than two ships were involved attach details on a separate page.

Own ship

Name of ship

Official registration number Registering authority

Length (metres) Beam (metres) Year built

Number of passengers on board Number of crew on board

Registration type

- ☐ Commercial passenger ☐ Commercial fishing
☐ Commercial non-passenger ☐ Commercial hire and drive
☐ Queensland Regulated ship

Other ship

Name of ship

Official registration number Registering authority

Length (metres) Beam (metres) Year built

Number of passengers on board Number of crew on board

Registration type

- ☐ Commercial passenger ☐ Commercial fishing
☐ Commercial non-passenger ☐ Commercial hire and drive
☐ Queensland Regulated ship

Additional information for commercial vessels: Commercial vessels must attach master's and engineer's logs and commercial passenger vessels must also attach a copy of the passenger manifest.

Office use only

File number: Caseman number: Received by (full name): Received on: / /

Continued over page... Page 1 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

Ships involved - continued

Own ship	Other ship
Ship description <input type="checkbox"/> Motorboat <input type="checkbox"/> PWC <input type="checkbox"/> Rowing boat <input type="checkbox"/> Sailing boat <input type="checkbox"/> House boat <input type="checkbox"/> Other (describe) _____	Ship description <input type="checkbox"/> Motorboat <input type="checkbox"/> PWC <input type="checkbox"/> Rowing boat <input type="checkbox"/> Sailing boat <input type="checkbox"/> House boat <input type="checkbox"/> Other (describe) _____
Engine <input type="checkbox"/> Outboard <input type="checkbox"/> Inboard (petrol) <input type="checkbox"/> none <input type="checkbox"/> Inboard/outboard <input type="checkbox"/> Inboard (diesel) <input type="checkbox"/> Other (describe) _____	Engine <input type="checkbox"/> Outboard <input type="checkbox"/> Inboard (petrol) <input type="checkbox"/> none <input type="checkbox"/> Inboard/outboard <input type="checkbox"/> Inboard (diesel) <input type="checkbox"/> Other (describe) _____
Number of engines _____ Total engine power _____ <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 50px; height: 20px; margin-right: 5px;"></div> <div style="text-align: right; font-size: 0.8em;">HP KW</div> </div>	Number of engines _____ Total engine power _____ <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 50px; height: 20px; margin-right: 5px;"></div> <div style="text-align: right; font-size: 0.8em;">HP KW</div> </div>
Hull material <input type="checkbox"/> Steel <input type="checkbox"/> Timber <input type="checkbox"/> Ferro-cement <input type="checkbox"/> Marine alloy <input type="checkbox"/> Fibreglass/GRP <input type="checkbox"/> Other (describe) _____	Hull material <input type="checkbox"/> Steel <input type="checkbox"/> Timber <input type="checkbox"/> Ferro-cement <input type="checkbox"/> Marine alloy <input type="checkbox"/> Fibreglass/GRP <input type="checkbox"/> Other (describe) _____
Damage to ship <input type="checkbox"/> Ship lost <input type="checkbox"/> Moderate damage (damaged but ship remains seaworthy) <input type="checkbox"/> Major damage (ship unseaworthy) <input type="checkbox"/> Minor damage <input type="checkbox"/> No damage	Damage to ship <input type="checkbox"/> Ship lost <input type="checkbox"/> Moderate damage (damaged but ship remains seaworthy) <input type="checkbox"/> Major damage (ship unseaworthy) <input type="checkbox"/> Minor damage <input type="checkbox"/> No damage

People involved

Own ship	Other ship
Ship owner's details Owner's name _____ Dedicated person ashore/operations manager (commercial only) _____ Telephone (business hours) _____ Telephone (after hours) _____ Address _____ Email address _____	Ship owner's details Owner's name _____ Dedicated person ashore/operations manager (commercial only) _____ Telephone (business hours) _____ Telephone (after hours) _____ Address _____ Email address _____
Master's details Master's name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> 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 _____	Master's details Master's name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> 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 _____

Continued over page... Page 2 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

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
☐ Person at helm ☐ Swimmer
☐ Crew ☐ Para-flier
☐ Passenger on vessel ☐ Diver
☐ Water-skier ☐ 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
☐ Person at helm ☐ Swimmer
☐ Crew ☐ Para-flier
☐ Passenger on vessel ☐ Diver
☐ Water-skier ☐ Other

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, when relevant, litigants in matters about marine incidents, or the insolvency, or external administration, or fraudulent activity of the registered owner, or Family Court matters. Your personal information will not be disclosed to other third parties without your consent unless authorised or required by law.

Continued over page... Page 3 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

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) _____

Page 4 of 4 TRB Forms Area
Form F3071 CFD V01 Aug 2016

Figure 7 — Marine incident report

13.7 Small Craft Ship Navigation Areas and Recommended Courses

WARNING FOR ALL SMALL CRAFT NEAR SHIP NAVIGATION AREAS



Large ships with the bridge at the stern will have a large blind spot for several hundred metres in front of the bow. This blind spot extends much further forward if deck cargo or containers are carried.

Ships can approach quickly and silently. At night, judgement of distance over water is more difficult. Ships do not have brakes and can take up to 2 nautical miles or longer to come to a complete stop.

There is a large amount of interaction between small craft and large ships in Queensland waters.

Gladstone Ports Corporation are continually expanding the Port of Gladstone with increased shipping activities as a result.

Where possible, keep clear of ship navigation areas (major shipping routes, pilot boarding grounds, anchorages, channels, swing basins and berths). Use a recommended small craft course, if provided, as a safer alternate route.




Large ships at maximum draft have minimal under keel clearance and can only manoeuvre within the designated shipping channel.

When in a swing basin or along side a berth, ships are accompanied by tugs and other vessels. Keep well clear.

For Gladstone, the master of a vessel 10m in length or greater must report to Gladstone Harbour Control (VTS) on VHF channel 13 and maintain a listening watch on that frequency when entering, leaving or moving within the Gladstone Pilotage Area.



Report your intention to travel along any channel prior to commencing. If you must navigate in a shipping channel, you must keep to the outer edge of that channel and must maintain an all round visual watch including monitoring the VHF radio channel for local traffic movement information.

Sailing vessels are required to utilise the safe navigable waterway extending from the recommended small craft course for the South Channel and the waters to the south thereof; and after making the crossing of the shipping channel at aids to navigation G1 and G2 as indicated, to then proceed in a similar manner on the northern side of the recommended small craft course to travel to The Narrows or the North Channel, or until the crossing of the shipping channel towards the entrance of Auckland Inlet and the Gladstone Marina as indicated.

At nominated locations, unauthorised vessels are prohibited from mooring, anchoring or manoeuvring within a restricted operational area. Notice to Mariners bulletins (www.msg.qld.gov.au) will provide up to date information regarding navigation in shipping channels.

Always transit directly across a channel behind a large ship, and only when it is clear and safe to travel.

Between sunset and sunrise, as well as periods of restricted daytime visibility, always show correct navigation lights when at anchor or under way.

KEEP SAFE by conducting all boating activity well clear of ship navigation areas.

MAINTAIN a proper lookout at all times.

KNOW your responsibility.

Figure 8 – Small vessel warning

13.8 Maryborough Pilotage Area Chartlets



Figure 9– Maryborough Pilotage Area Overview

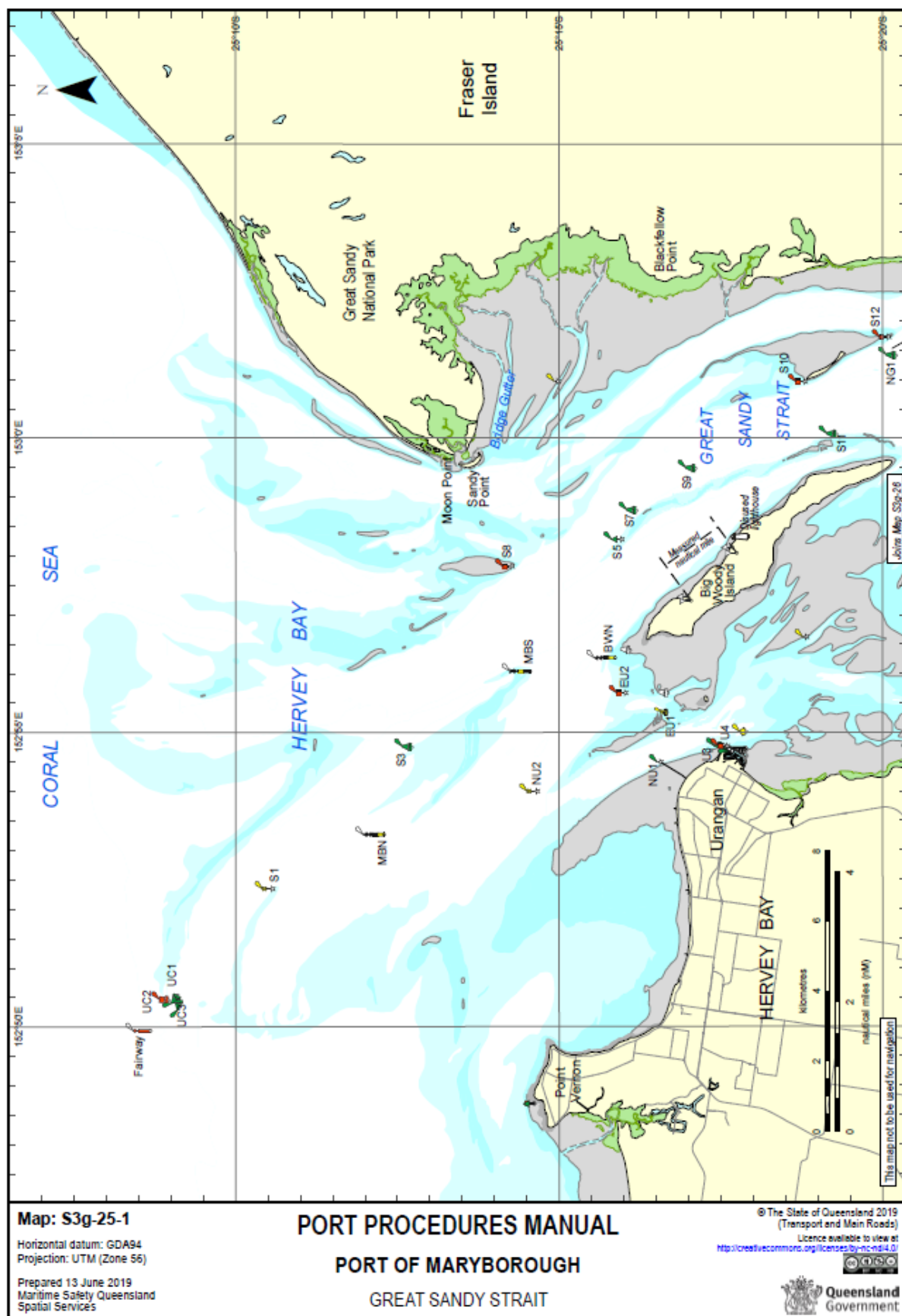


Figure 10– Great Sandy Straits Northern Portion

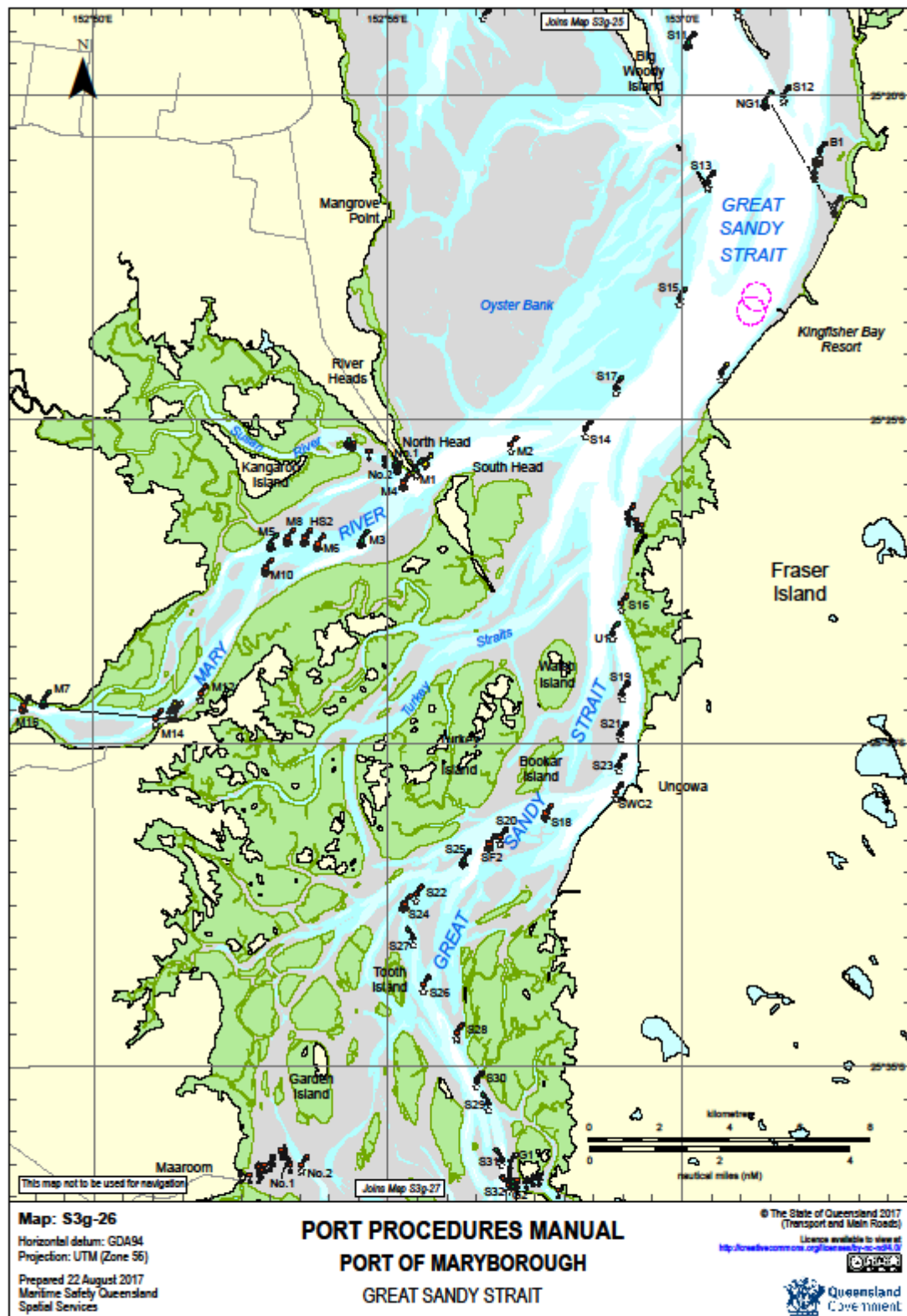


Figure 11– Great Sandy Straits Middle Portion

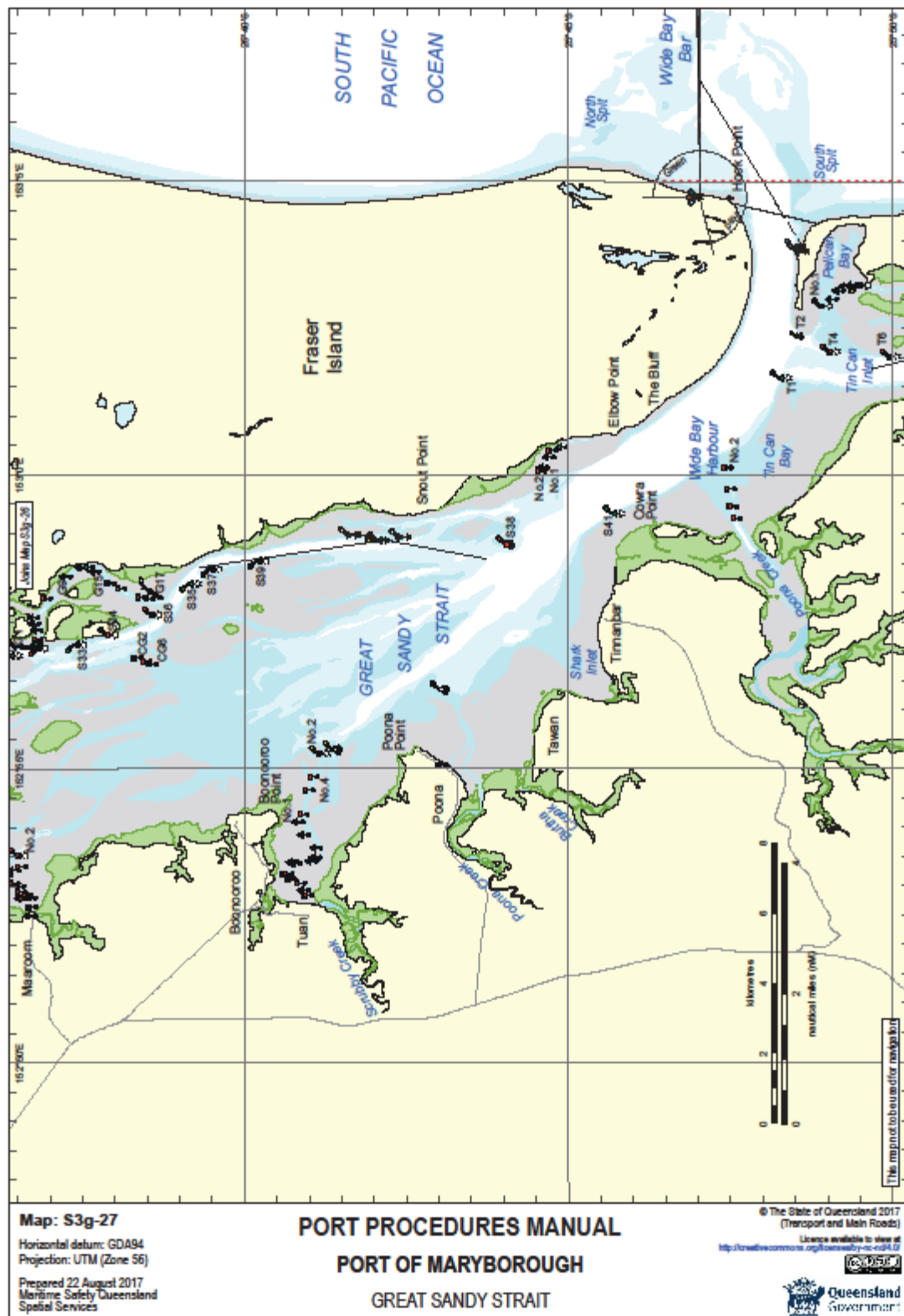


Figure 12– Great Sandy Straits Lower Portion

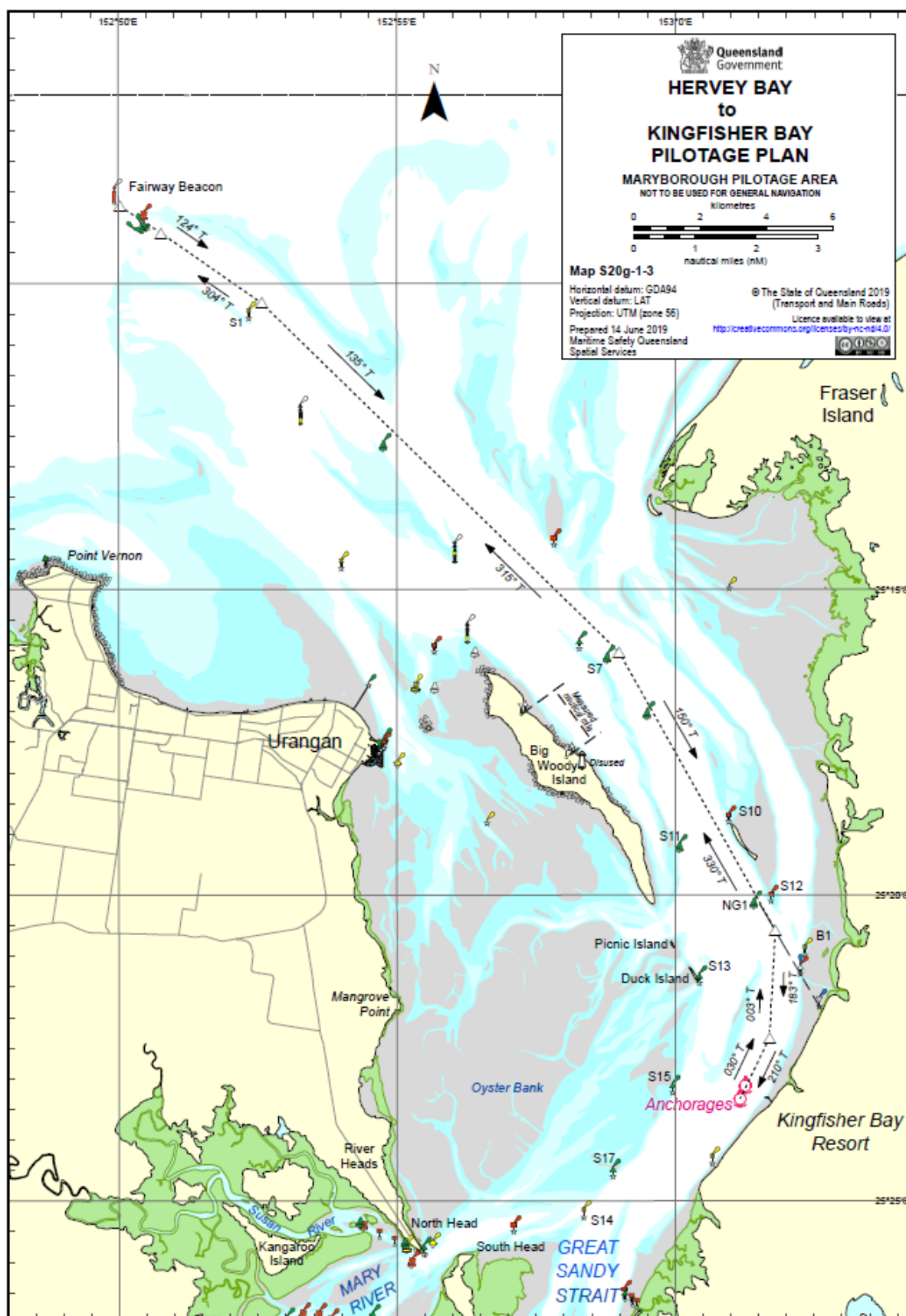


Figure 13– Pilotage Plan Hervey Bay to Kingfisher Bay