

Port Procedures and Information for Shipping

Port of Hay Point

June 2025



Creative Commons information

© State of Queensland (Department of Transport and Main Roads) 2024



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

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

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



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

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

Table of amendments

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

Contact officer: Regional Harbour Master Mackay

Phone: +61 7 4944 3700

Email: mackaymaritime@msq.qld.gov.au

Revision Date	Page number or section	Summary of Changes	Approved by
April 2009	-	First Issue	Regional Harbour Master
January 2016	-	Second Issue	Regional Harbour Master
June 2016	16.11	Added new VTS map	Regional Harbour Master
June 2016	2.2, 2.3	Amended	Regional Harbour Master
June 2016	3.2, 3.5, 3.9, 3.13	Amended	Regional Harbour Master
June 2016	5.1	Amended	Regional Harbour Master
June 2016	All	Update to new TMR format	Regional Harbour Master
September 2016	Various	TOMSA/TOMSR updates	Regional Harbour Master
June 2017	2.2, 2.5	Updated Customs document timeframes	Principal Manager – Vessel Traffic Management
October 2017	1.2, 2.2, 2.8, 2.9, 2.9.1, 3.5, 3.9.1, 3.9.4, 4.1, 4.2, 6.2.1, 7.3, 7.5, 7.7.4, 8.6.1, 8.6.2, 8.8.1, 8.9.1, 15.5	Amendments from review	Regional Harbour Master
November 2017	3.9.3	Amended	Regional Harbour Master
March 2018	2.2, 2.3, 3.5, 3.9.2, 3.9.3	Amended	Regional Harbour Master
August 2018	1.6.2, 3.3.4, 12.1, 12.4.1	Amended	Regional Harbour Master
September 2018	1.7.2 & 12.4	TOMPR updates	Regional Harbour Master
October 2018	3.9.3 & added 3.9.5	Amended	Regional Harbour Master
November 2018	10.3.2	Amended	Regional Harbour Master
December 2018	8.5	Amended	Regional Harbour Master
February 2019	8.6.1	Amended	Regional Harbour Master
May 2019	16.1 and 16.10	Updated	Regional Harbour Master
June 2019	8.5	Updated	Regional Harbour Master
July 2019	16.1	Updated	Regional Harbour Master

June 2022	3	Updated	Regional Harbour Master
March 2023	Entire Document	Amending broken links and correcting outdated corporate forms. Correction of numbering.	Regional Harbour Master
July 2023	New Version	Third Issue	Regional Harbour Master
August 2023	7.7.2, Sect 10	Sect 10 – Scope of works to be uploaded to Qships. NtM for diving ops only required for prolonged operations. 7.7.2 – Reworded to make clear pilot required for large vessels to cross Restricted Area B. Amended links and typos.	Regional Harbour Master
September 2024	16.12	Updated form and formatting	Regional Harbour Master
November 2024	Various	Review of entire document	Regional Harbour Master
December 2024	9.2.2	Amended	Regional Harbour Master
June 2025	Section 3	Amended	Regional Harbour Master

Contents

Creativ	ve Commons information	2
Table	of amendments	1
Contents		3
Table	of Figures	9
List of	tables	9
1.	Introduction	10
1.1	Port description	10
1.2	Purpose	11
1.3	Datum	11
1.4	Definitions	11
1.4.1	Australian Maritime Safety Authority – AMSA	11
1.4.2	The Australian Ship Reporting System – MASTREP	11
1.4.3	Australian Standard – AS 3846 – 2005	12
1.4.4	Lowest astronomical tide – LAT	12
1.4.5	Manager (Pilotage Services)	12
1.4.6	Manager (Vessel Traffic Service)	12
1.4.7	Maritime Safety Queensland – MSQ	12
1.4.8	Navigation Act	12
1.4.9	Overall length – LOA	12
1.4.10	Pilotage Exemption Certificate – PEC	12
1.4.11	North Queensland Bulk Ports Corporation Limited (NQBP)	12
1.4.12	Queensland Shipping Information Planning System – QSHIPS	12
1.4.13	REEFREP	13
1.4.14	Reef VTS	13
1.4.15	Regional Harbour Master – RHM	13
1.4.16	Sailing time	13
1.4.17	Vessel traffic service operator – VTSO	13
1.4.18	Vessel traffic service – VTS	13
1.5	Contact information	13
1.5.1	The Regional Harbour Master	13
1.5.2	VTS centre	14

1.5.3	Port authority	14
1.6	Rules and regulations	14
1.6.1	General	14
1.6.2	Applicable regulations	14
1.7	Standard for Commercial Marine Activities	15
2.	Arrival and departure procedures	16
2.1	General	16
2.1.1	Arrival checklist	16
2.1.2	Departure checklist	17
2.2	Quarantine	17
2.2.1	Ballast water information	17
2.3	Customs	17
2.4	Arrival/departure report	18
2.5	Dangerous goods	18
2.6	MASTREP	18
2.7	Reef VTS	18
2.8	Security	19
3.	Movement notification and traffic procedures	20
3.1	Vessel traffic service (VTS)	20
3.1.1	VTS Area	21
3.1.2	VTS Role	22
3.1.3	VTS communications	22
3.1.4	Language	23
3.1.5	Voice recordings	23
3.2	Harbour contact details	23
3.3	Prior notification of movements	24
3.4	QSHIPS (Queensland Shipping Information Planning System)	24
3.4.1	Booking a vessel movement	25
3.4.2	Reporting defects	25
3.4.3	Pilotage delays	26
3.4.4	Pilotage cancellations	26
3.5	Scheduling of ship movements	26
3.5.1	Confirmation of schedules	26
3.5.2	Schedule changes	27
3.5.3	Deep draft ships	27
3.6	Movement clearance information	27
3.6.1	Clearance for externals/arrivals	27

3.6.2	Clearance for removals	27
3.6.3	Clearance for departures and testing engines	27
3.7	Anchorage areas	28
3.8	Arrival reporting requirements	31
3.8.1	Priority of arrivals	32
3.9	Departure and removal reporting requirements	32
3.9.1	Priority of departures	33
3.9.2	Small ships reporting requirements	34
4.	Port description	35
4.1	General	35
4.2	Pilotage area	35
4.2.1	Compulsory pilotage area	36
4.3	Load lines	36
4.4	Vessel requirements	36
4.5	Trim requirements	37
4.6	Time zone	37
4.7	Working hours	37
4.8	Charts and books	37
4.8.1	Notices to Mariners	38
4.8.2	Request to issue Notice to Mariners	38
5.	Port infrastructure	39
5.1	Berth information	39
5.2	Berth restrictions	40
5.3	Coal loading gantries	41
5.4	Navigation aids	41
5.4.1	Fixed navigation aids	41
5.4.2	Virtual navigation aids	42
6.	Weather information	43
6.1	General	43
6.2	Cyclone procedures	43
6.3	Tidal information	43
6.3.1	Tidal information – tsunami effects	44
7.	Port navigation and movement restriction	45
7.1	General	45
7.2	Speed	45
7.3	Movement Conditions	45

7.3.1	Channel depths	45
7.3.2	Alongside Under Keel Clearance (UKC)	46
7.3.3	Dynamic Under Keel Clearance (DUKC)	46
7.3.4	Underway Static UKC	46
7.3.5	Maximum Wind Speeds	47
7.4	Approaches to pilot boarding places	48
7.4.1	Dangers	48
7.4.2	Restricted Areas	48
7.5	Tug and barge operations	49
7.5.1	Operational conditions	49
7.5.2	Notification	50
7.6	Advisory Note – Interaction with Marine Mammals	50
8.	Pilotage	52
8.1	General	52
8.1.1	Night pilotage	52
8.1.2	Request for pilot	52
8.1.3	Pilotage area limits	52
8.1.4	Pilot boarding place	52
8.1.5	Pilot boarding arrangements	53
8.1.6	Helicopter preparation	53
8.1.7	Pilot Launch Boarding Arrangements	53
8.1.8	Passage Planning — Bridge Resource Management (BRM)	54
8.2	Master/Pilot Responsibilities	54
8.3	Pilotage Requirements for Torres Strait and Great Barrier Reef (GBR)	55
9.	Tug procedures	56
9.1	General	56
9.1.1	Tug companies	56
9.1.2	Notification of tugs	56
9.1.3	Communicating with tugs	56
9.2	Towage Requirements	56
9.2.1	Strong wind warning and engagement of the third tug	57
9.2.2	Supported Towage	57
9.3	Half Tide tug harbour	57
10.	Work notifications	58
10.1	Work Permits Description	59
10.1.1	Immobilisation of Main Engines	59

10.1.2	Hot work	59
10.1.3	Boat drills	59
10.1.4	Main engine trials at berth	60
10.1.5	Notification of handling of bulk liquids (Marine Pollutants)	60
10.1.6	Gas free status and OBOs	60
10.1.7	Diving Operations on vessels	61
10.1.8	Diving at a berth	61
10.1.9	Ship transfer operations (including crew transfer)	61
10.1.10	Oil tank washing	61
10.1.11	Short Navigation	61
11.	Dangerous cargoes	62
11.1	General	62
11.1.1	Notification	62
11.1.2	Dangerous Cargo Limits	63
11.1.3	Dangerous Cargo Events	63
12.	Emergency, pollution, marine incidents	64
12.1	General	64
12.2	Authorities	64
12.3	Fire	65
12.4	Marine pollution	65
12.4.1	Reporting	65
12.5	Marine Incidents	66
12.5.1	Marine Incident Reporting	66
12.5.2	Reporting	67
12.5.3	Procedures Subsequent to Serious Marine Incidents	67
12.5.4	Port Community Responsibilities	67
12.5.5	Great Barrier Reef Marine Park Authority incident report form	67
13.	Security	68
13.1	General	68
13.1.1	Security levels	68
13.2	Port security contacts	69
13.3	National security	69
14.	Port state control inspections	70
15.	Port services	71
15.1	Bunkering	71

15.2	Fresh water	71
15.3	Waste	71
15.4	Electric power	71
15.5	Shipping agencies	71
15.6	Miscellaneous contacts	72
15.7	Mission to Seafarers	72
16.	Appendices	73
16.1	Internal anchorage sites and arrival limits	74
16.2	Pilot boarding places	75
16.3	Security — restricted areas	76
16.4	Hay Point port details	77
16.5	Offshore anchorages	78
16.6	Hay Point Tug Harbour	79
16.7	Port and pilotage limits	80
16.8	Hay Point VTS area	81

Table of Figures

Figure 1 Minimum approach distances and maximum speeds within proximity to whales and dolphins.

List of tables

Table 1 Arrival checklist	16
Table 2 Departure checklist	17
Table 3 Vessel Traffic Services	23
Table 4 Harbour contact details	23
Table 5 Prior notification of movements	24
Table 6 Anchorages within Port Limits (WGS84)	29
Table 7 Anchorages outside Port Limits	31
Table 8 Inbound Reporting Requirements	32
Table 9 Outbound reporting requirements	33
Table 10 Berth Information	39
Table 11 Hay Point and DBCT arrival restrictions	41
Table 12 Navigation aids	41
Table 13 Virtual navigation aids	42
Table 14 Channel depths (design only)	45
Table 15 Static draft calculation table	46
Table 16 Transit durations	47
Table 17 Spoil Ground Area 1	48
Table 18 Spoil Ground Area 2	48
Table 19 Pilot Boarding Position	52
Table 20 RivTow Marine Queensland Contact Details	56
Table 21 Daltug Contact Details	56
Table 22 Work notifications	58
Table 23 Notification of dangerous goods	63
Table 24 Emergency contact details	64
Table 25 Shipping agents	71
Table 26 Miscellaneous contacts	72

50