3. Movement and traffic procedures

3.1 General

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 vessel movements is initiated by the agent submitting movement details for a vessel to Gladstone VTS centre via the QSHIPS ship planning program in accordance with this section.

3.2 Harbour control centre

Port Alma Harbour Control is a local port service and is the principal tool by which the Regional Harbour Master manages the safe and efficient movement of vessel traffic approaching, departing and operating within the Port Alma pilotage area.

Harbour control is delivered from the VTS centre at Gladstone and is manned by trained and qualified vessel traffic service operators, under the management of the MVTS, AHM and RHM (Gladstone). The service is delivered at Level lll with resources to maintain a traffic image and interact with shipping. This level does not participate in on board decision making and lacks the authority to direct the movements of a vessel.

3.2.1 Harbour Control Role

Maritime Safety Queensland does not maintain a delineated formally declared VTS area pursuant to IMO Resolution A.857(20) for Port Alma – 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

3.2.2 Communications

Ships are not to move within the pilotage area unless satisfactory two-way communications are established and maintained with Gladstone VTS which maintains a continuous listening watch. Contact can also be made with the Regional Harbour Master's office via telephone and facsimile.

The pilot launch is equipped with VHF channel 6. Ships are required to establish two-way radio communications with the VTS centre on marine VHF channel 16 or VHF channel 13.

Port Alma harbour control service			
VTS area:	No (Port Area only)		
Level of service	Traffic information service		
Communications:		**Call sign**	**Service**
	VHF channel 16	User	Emergency and initial calling
	VHF channel 13	Gladstone VTS	Mandatory Reporting
	VHF channel 06	User	Pilot transfer and Port Alma Port manager

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Table 3 – Vessel traffic service

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3.2.3 Language

The English language is to be used in all communication. IMO's Standard Marine Communication Phrases (SMCP) 2002 will be used.

3.2.4 Voice recordings

All voice communications with Gladstone VTS 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.

3.2.5 Telephone contact details

Organisation	Telephone	Facsimile	Email
VTS Centre	+61 7 4839 0226 or +61 7 4839 0208	nil fax	shipscheduler.gladstone@msq.qld.gov.au; or VTSGladstone@msq.qld.gov.au
Regional harbour master	+61 7 4971 5200	+61 7 4971 5212	RHMGladstone@msq.qld.gov.au
Gladstone Ports Corporation (Port Alma office)	+61 7 4934 6931 or +61 7 4934 6103	+61 7 4934 6928	www.GPCL.com.au

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Table 4 – Harbour contact details

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3.3 Prior notification of movements

Sections 171 to 176 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
	24 hours prior to removal or departure	
Transport of dangerous goods in pilotage area	48 hours prior to entry	Form 3217 Dangerous Cargo Report 16.4
	three hours prior to departure	
Loading, removal or handling of dangerous cargo alongside (includes bunkering)	24 hours prior to handling	Dangerous Cargo Report
Ship-to-ship transfer of dangerous cargo	24 hours prior to cargo transfer	Dangerous Cargo Report
Gas/free Status (bulk liquid cargo ships)	48 hours prior to entry, departure or removal	Declaration by master if vessel is 'gas free' for movement purposes.

Table 5 – Pre-entry notification times

3.4 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of LOA 50 metres or more arriving at Port Alma is recorded in an internet-based programme known as QSHIPS.

The programme is operated by the Gladstone VTS centre; shipping agents submit booking information on line in accordance with the reporting requirements described in 3.3 and record their requisitions for pilot and tugs if required. Permit requests should be submitted on line and to the respective agencies if required (See section 10 – Work Permits). QSHIPS will indicate when the approval has been granted and the agent can print the permit for the master of the vessel.

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

3.4.1 Booking a vessel movement

When an agent is advised by his principals that a ship is bound for Port Alma, the agent shall book the ship in via the QSHIPS program 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 any removal movement and departure information are to be submitted at least 24 hours prior to the start time in a similar manner to the above.

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

This section applies to all ships entering the Port Alma pilotage area that are of LOA 35 metres and greater and all Vessels that require a pilot including those ships whose master holds a Pilotage Exemption Certificate for the Port Alma pilotage area.

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 –

Report of marine safety concern (form 355) | Australian Maritime Safety Authority

3.6   Schedule changes

Modification of scheduled movements can take place at any time via QSHIPS. Changes made within six hours of the commencement of the movement must be made by telephone to VTS as soon as variations in the estimated time of arrival (ETA) or the estimated time of departure (ETD) become apparent.

Changes to the ship management database will be made as they occur.

3.7   Pilotage delays and cancellations

A delay fee is payable if the programmed ship movement is delayed for more than 30 minutes but not more than one hour for the first hour. If the ship is delayed for more than one hour but not more than two hours then for each of the first two hours; a delay in excess of two hours constitutes a cancellation. These charges can be found in schedule 6 Part 2 Division 3 of the *Transport Operations (Marine Safety) Regulation 2016*.

3.8   Prioritising of Ship Movements

Port Alma is considered a wharf centre of the Port of Gladstone for the purposes of applying arrival and departure priorities. The principle of 'first come, first served' (ToA - Turn of Arrival) applies to all ships wishing to enter the port of Port Alma, underpinned by the safe and efficient means of achieving the maximum number of movements on any tide. See section 3.12 of Port Procedures and Information for Shipping - Gladstone for further details on priorities.

Nothing in the Priority of Ship Movements affects the ability of an authorised officer of the Gladstone Ports Corporation to issue a direction pursuant to regulations 17 or 18 of the *Transport Infrastructure (Ports) Act 1994 and Regulations 2016*.

These Priority of Ship Movements are also subject to the powers of the Regional Harbour Master under the *Transport Operations (Marine Safety) Act 1994* and *Regulations 2016*.

The confirmation of all movements is the responsibility of Maritime Safety Queensland who will ensure that all ships move through the port efficiently and safely as determined by the Regional Harbour Master.

3.9 Movement clearance notification

All ships require a clearance from the Regional Harbour Master in order to enter, depart or move within the pilotage area. It is the responsibility of the Master or pilot to contact Gladstone VTS 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 Regional Harbour Master. Ships will require a new clearance for any subsequent movement.

3.9.1 Clearance for arrivals

The master is to report to Gladstone VTS to obtain clearance and arrival information two hours before the estimated time of arrival at the pilotage area. (see 3.11.1 – Arrival reporting requirements).

3.9.2 Clearance for departures

The master is to report to Gladstone VTS to obtain clearance and departure information one (1) hour before the estimated time of the departure from the pilotage area (see 3.11.2 – Departure and removal reporting requirements).

3.10 Anchoring

Ships are only to anchor in the position and area designated by Gladstone VTS. Upon anchoring, ships are to advise Gladstone 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 any other channel as instructed and are to report to harbour control if dragging their anchor.

Ships are not permitted to immobilise engines without the written approval of the Regional Harbour Master (see Example – Permission to Immobilise Main Engines.

QSHIPS is to be used to book immobilisations.

3.11 Reporting requirements

3.11.1 Arrival reporting requirements

The master of a ship entering, or about to enter the pilotage area must report to Gladstone Harbour VTS on VHF channel 13 according to the following table.

	Report	Information to report
1	**Ship master to Gladstone VTS** Two hours prior to entry into the pilotage area or for pilot exempt vessels two hours prior to Fairway Buoy	Ship's name, fore and aft draft, gas free status (if applicable), ETA pilot boarding ground.
2	**Gladstone VTS/pilot to ship master** Confirmation of pilot transfer time and instructions for the ship	Instructions will include: boarding side, course, speed, ETA and anticipated conditions.

3	**Ship master to Gladstone VTS** Arrival at pilot boarding ground	Ship's name, at pilot boarding ground, time of arrival.
4 a	**Ship master/exempt master to Gladstone VTS** On anchoring	Ship's name, anchor position as a bearing and distance from the fairway buoy and time of anchoring.
4 b	**Ship master/exempt master to Gladstone VTS** Departing anchorage	Ship's name, anchor aweigh time.
5	**Pilot to Gladstone VTS** Pilot transfer (when the pilot transfer has been completed safely)	Ship's name, pilot boarding time, pilot name, ships fore and aft draft, changes to vessel details.
6	**Pilot/exempt master to Gladstone VTS** When passing Fairway Buoy	Time ship abeam fairway buoy and destination berth.
7	**Pilot/exempt master to Gladstone VTS** When secure in berth	Time of first line and time when all fast.

Table 6 – Inbound reporting requirements

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

3.11.2 Departure and removal reporting requirements

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

	Report	**Information to report**
1	**Ship master to Gladstone VTS** Clearance 1 hour prior to movement	Ship's name, radio check, ship's fore and aft drafts, changes to ship details, confirm of ETD.
2	**Ship master/pilot to Gladstone VTS** Departing berth	Ships name, departure berth, last line time.
3	**Ship master/pilot to Gladstone VTS** Departing anchorage	Ships name, anchor aweigh time, destination.
4	**Ship master/pilot to Gladstone VTS** Exiting Channel	Passing beacon No2 outbound
5	**Ship master to Gladstone VTS** Pilot transfer (when the pilot transfer has been completed from outbound ship to launch)	Ship's name, pilot off time.

Table 7 – Outbound reporting requirements