Port Procedures and Information for Shipping – Port Alma

June 2024

Queensland Government

Creative Commons information

Harbour Master's Direction

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

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

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

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

I DIRECT THAT:

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

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

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

DATED AT GLADSTONE THIS 21st DAY OF May 2024.

Schedule One

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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:

Contact officer:	Regional Harbour Master (Gladstone)
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Revision Date	Change Number	Page number or section	Summary of Changes
February 2009	Version 1	Whole document	First Issue
April 2017	Version 2	Whole document	Complete rewrite incorporating all previous amendments Updating to new TMR corporate format
June 2017	Change 2.01	Section 2.2, 2.5 Page 17, 18	Updated Customs document timeframes
April 2018	Change 2.02	Section 7.3.5 Page 33	Updated maximum draft formula
		Section 7.6 Page 33	Updated Under Keel Clearance formula
		Section 5.1 Page 27	Updated berth information
		Section 5.2 Page 27	New details regarding berthing with vessels alongside
		Whole document	Updated hyperlinks and TMR formatting
September 2018	Change 2.03	Section 1.7.2 and 12.6	TOMPR Updates
November 2018	Change 2.04	Section 5.2 Page 27	Updated berth information
		Section 7.3.3 Page 32	Amended length restrictions
		Section 7.3.5 Page 33	Added ‘swing basin’ to wording
February 2019	Change 2.05	Section 6.1.1 Page 30	Weather Restrictions for Pilotage
June 2019	Change 2.06	Section 15.12 Page 74	Replaced SV-HH form with updated form
September 2019	Change 2.07	Section 6.1.1 Page 30	Updated weather restrictions
		Section 7.3.3 Page 32	Updated length restrictions
		Section 7.3.4 Page 33	Updated vessel LOAs
		Section 7.4 Page 33	Updated wording for movement criteria
		Section 9.1 Page 41	Updated general wording
		Section 9.2 Page 41	Updated wording and LOA
October 2019	Change 2.08	Section 7.3.3 Page 32	Updated table and foot notes to table relating to vessels over 7m and 9m draft
July 2021	Change 2.09	Section 6.1.1, Page 30	Update wording for restrictions relating to weather
January 2022	Change 2.10	Section 2.9, Page 19	Updated Reef VTS wording to include Gladstone as a Reef VTS Centre
		Section 2.9, Page 19	Updated hyperlink to Reef VTS User Guide
		Section 3.2, Page 20	Updated wording
		Section 3.2.1, Page 20	New heading – Harbour Control Role
		Section 3.2.2, Page 21	Updated table
		Section 3.4.1, Page 22	Updated wording
		Section 3.5, Page 22	Updated wording

	Section 3.8, Page 24	Added new para heading 'Prioritising of ship movements'
	Section 2.2, Page 18	Added Pilot Ladder Checklist to Table 1
	Section 8.5.2, Page 41	New paragraph – Pilot launch preparation
	Section 16.17, Page 82	Added Pilot Ladder Checklist
	Section 16.18, Page 83	Added Safe Work Method Statement – Boarding by ladder
	Section 7.8, Page 38	New paragraph – Personnel transfers to and from vessels using pilot or combination ladders
February 2022	Section 7.3.3, Page 35	Updated wording
	Section 1.6, Page 16	Updated Gladstone VTS contact number
	Section 3.2.5, Page 22	Updated Gladstone VTS contact number
December 2022	Section 16.17, Page 83	Updated Marine Order 03/2022 Pilot Transfer Arrangements
	Section 16.9, Page 70	Updated Pilot Ladder Checklist
		Updated Gladstone VTS phone number
March 2023	Entire document	Amending broken links and correcting outdated corporate forms. Correction of numbering.
July 2023	Section 7.7.8, 7.8, Page 39,	Update contact details for marine animals and wording
	Section 16.9, Page 70-80	Updated Marine Order 04/2023 Pilot Transfer Arrangements
October 2023	Section 16.17, Page 92-95	New Pilot ladder checklist
	Section 5.6, Page 31	Update email address
October 2023	Section 16.17, Page 92-95	New Pilot ladder checklist - again
June 2024	Section 7.3.3, Page 34	Updated towage requirements

1. Introduction

1.1 General

Welcome to Port Alma, the port of Rockhampton, the principal designated port for the handling of large quantities of Class 1 explosives and ammonium nitrate cargoes on the east coast of Australia.

Shipping legislation in Queensland is controlled by Maritime Safety Queensland (MSQ), a state government agency attached to the Department of Transport and Main Roads, whose role is to protect Queensland's waterways and the people who use them by providing safer and cleaner seas.

The state of Queensland is divided up into six regions, five of which are controlled by a Regional Harbour Master (RHM) and the sixth by a manager, all officers of Maritime Safety Queensland who report to the general manager and under the *Transport Operations (Marine Safety) Act 1994*, (https://www.legislation.qld.gov.au/view/html/inforce/2017-08-25/act-1994-014) 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
- providing essential maritime services such as aids to navigation
- encouraging and supporting innovation in the maritime industry.

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

Collectively, the Regional Harbour Master and the Gladstone Ports Corporation have responsibility for managing the safe and efficient operation of the port.

1.2 Port description

Port Alma is situated approximately 60 kilometres by road from the city of Rockhampton on the southern end of the Fitzroy River delta in position 23° 35'S, 150° 52'E. The principal cargoes handled are Class 1 explosives, ammonium nitrate, bulk tallow, fuel and military equipment for exercises held regularly at Shoalwater Bay to the north of Rockhampton.

1.3 Purpose

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

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

Information contained in this publication is based on information available as at the latest date in the document control sheet at the start of this manual. Although every care has been taken to

ensure that this information is correct, no warranty, expressed or implied, is given in regard to the accuracy of all printed contents. The publisher shall not be responsible for any loss or damage resulting from or caused by any inaccuracy produced herein.

> Information on external agencies (Customs, Quarantine, Port Authority Rules, REEFREP and so on) is provided as an example only. Readers are strongly recommended to consult the respective websites for current information.

The latest version of this publication is available on the Maritime Safety Queensland (https://www.msq.qld.gov.au/) website.

Any significant updates to the content of these procedures will be promulgated on this site. Gladstone Ports Corporation (https://www.gpcl.com.au/) website should be consulted for the latest information on port rules and notices.

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

The Regional Harbour Master

Maritime Safety Queensland

PO Box 123

Gladstone Queensland 4680

Phone: +61 7 4971 5200

Fax: +61 7 4971 5212

Email: RHMGladstone@msq.qld.gov.au

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 (https://www.amsa.gov.au/) is the Commonwealth Authority charged with enhancing efficiency in the delivery of safety and other services to the Australian maritime industry.

1.5.2 Modernised Australian Ship Tracking and Reporting System (MASTREP)

The Australian Ship Reporting system developed under Division 14 of the Navigation Act

1.5.3 AS 3846-2005 – Australian Standard

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

1.5.4 Estimated time of arrival (ETA)

The expected time of arrival at a designated place.

1.5.5 Estimated time of departure (ETD)

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

1.5.6 Gladstone Ports Corporation (GPC)

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

1.5.7 Lowest astronomical tide (LAT)

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

1.5.8 Maritime Safety Queensland (MSQ)

The State government agency responsible for the operations of pilotage, pollution protection services, Vessel Traffic Services and the administration of all aspects of vessel registration and marine safety in the State of Queensland.

1.5.9 Navigation Act

Refers to the *Navigation Act 2012*. (https://www.legislation.gov.au/Series/C2012A00128)

1.5.10 Nett explosive mass (NEM)

The NEM refers to the nett content of explosive material in any given amount or parcel of cargo (sometimes also referred to as the nett explosive content (NEC) or the nett explosive quantity (NEQ).

1.5.11 Non gas-free tankers (NGF)

A tanker (includes OBO) which has not had its cargo tanks washed, vented and inspected, or been issued with a 'gas–free' certificate.

1.5.12 Length overall (LOA)

Extreme length of the vessel.

1.5.13 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.

1.5.14 REEFREP

The mandatory ship reporting system (https://www.amsa.gov.au/about/regulations-and-standards/marine-order-63-vessel-reporting-systems) established by IMO Resolution MSC.52 (66), as amended by Resolution MSC.161 (78), and specified in Marine Orders (https://www.amsa.gov.au/about/regulations-and-standards/index-marine-orders).

1.5.15 Reef VTS

The Great Barrier Reef and Torres Strait Vessel Traffic Service (Reef VTS) (https://www.msq.qld.gov.au/Shipping/Reefvts.aspx) established by Australia as a means of enhancing navigational safety and environmental protection in Torres Strait and the Great Barrier Reef.

1.5.16 Regional harbour master (RHM)

The person authorised to give direction under the relevant provisions of the *Transport Operations (Marine Safety Act) 1994* (https://www.legislation.qld.gov.au/view/html/inforce/2017-08-25/act-1994-014).

1.5.17 Sailing time

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

1.5.18 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* (https://www.legislation.qld.gov.au/view/html/inforce/2017-08-25/act-1994-014).

1.5.19 Vessel traffic service (VTS)

A VTS is any service implemented by a competent authority, designed to maximise the safe and efficient movement of waterborne traffic within the jurisdiction.

1.6 Contact information

1.6.1 The Regional Harbour Master (RHM)

For operational maritime questions, marine incidents, pollution, pilotage, buoy moorings, navigation aids and towage requirements please contact the Maritime Safety Queensland regional office.

The 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 5212
Email:	rhmgladstone@msq.qld.gov.au

1.6.2 Harbour control – Gladstone VTS

Harbour Control (Gladstone VTS) is situated at the Regional Harbour Master's office in Gladstone. For ship movement scheduling, pollution incidents and reporting defective navigation aids please direct initial enquiries to the harbour control centre.

Harbour Control (Gladstone VTS) is provided by Maritime Safety Queensland and provides a 24 hour, seven days a week marine operations service to the port community. The contact details are:

Call sign:	Gladstone VTS
VHF radio:	VHF 13 and 16

Phone: +61 7 4839 0208

Email: VTSGladstone@msq.qld.gov.au

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

Vessel traffic movements may be accessed on the QSHIPS website.

1.6.3 Port authority

The primary function of the Gladstone Ports Corporation Limited (GPC), under the *Transport Infrastructure Act 1994*, is to establish, manage and operate effective and efficient facilities and services within the port and maintaining appropriate levels of safety and security.

Phone: +61 7 4976 1333

Fax: +61 7 4972 3045

1.7 Rules and regulations

1.7.1 General

The rules and regulations in the port contribute to the safe, efficient and environmentally responsible handling of shipping traffic. The international rules of the IMO and ILO, such as the SOLAS convention and its amendments (for example, the IMDG code) and state, national and local port authority regulations are in force in the port of Port Alma.

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

1.7.2 Applicable regulations

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

- *Transport Operations (Marine Safety) Act 1994* and *Transport Operation (Marine Safety)* Regulation 2016 (TOMSR)
- *Transport Operations (Marine Pollution) Act 1995* and *Transport Operations (Marine Pollution) Regulation 2018* (TOMPR)
- International Maritime Dangerous Goods Code (IMDG Code)
- Australian Standard – AS3846 – 2005
- International Ships and Ports Security Code (ISPS Code)
- *Maritime Transport and Offshore Facilities Security Act 2003* and Regulations.

In addition, it will also complement the procedures of:

- *Gladstone Ports Corporation (GPC);*
- *Rockhampton Regional Council (RRC);*
- *Maritime Safety Queensland (MSQ*);
- *Australian Maritime Safety Authority (AMSA);*
- *Australian Customs and Border Protection Service;*
- *Department of Agriculture and Water Resources; and*
- *Royal Australian Navy (RAN).*

as they relate to ship movements within the jurisdiction of the Regional Harbour Master (Gladstone).

2. Arrival and departure procedures

2.1 General

For a quick reference of reporting requirements, please consult the following tables.

Masters of vessels arriving at, staying in or departing from the port are obliged to give advance notification on a variety of issues, including health, immigration and dangerous goods.

This section lists all the requirements for notifying the port authorities.

2.2 Arrival checklist

Sequence	Time	Report
1	48 hours before arrival	Arrival information to Regional Harbour Master via QSHIPS and Harbour Control (see 3.4 QSHIPS (Queensland Shipping Information Planning System)
2	48 hours before arrival	Dangerous goods report to Harbour Control and Gladstone Ports Corporation (see Dangerous cargo)
3	48 hours before arrival	Gas free status for tankers (see - Example – Gas-Free Status Declaration)
4	96 hours before arrival	Customs (see 2.5 Customs)
5	48 hours before arrival	Arrival/departure report to Harbour Control (see 2.6 Arrival/departure report)
6	Not more than 96 hours or less than 12 hours before arrival	Quarantine (see 2.4 Quarantine)
7	24 and 12 hours before arrival update ETA if necessary.	Arrival information to Regional Harbour Master via QSHIPS
8	Not less than 12 hours before arrival	Advice to agent regarding Pilot Ladder Checklist (see Section 16.17)
9	Two hours before arrival pilotage area	Call 'Gladstone VTS' VHF 16 (See 3.11.1 Arrival reporting requirements)
10	In transit	Harbour Control reporting points (see 3.11.1- Arrival reporting requirements

Table 1 – Arrival check list

2.3 Departure checklist

Sequence	Time	Report
1	24 hours before departure	Confirm departure information to Regional Harbour Master via QSHIPS (see 3.4.1 Booking a vessel movement)
2	Three hours before departure	Dangerous Goods Report to Harbour Control and Gladstone Ports Corporation (see 11.1.1 - Notification)
3	two hours before departure	Pre entry report to Reef VTS (see 2.9 Reef VTS)
4	In transit	Harbour Control reporting points (see 3.11.2- Departure and removal reporting requirements)

Table 2 – Departure check list

2.4 Quarantine

The Department of Agriculture and Water Resources (Biosecurity Australia) require vessels from overseas to submit the following documentation no more than 96 hours and no less than 12 hours prior to arrival.

Contact details for AQIS in Gladstone:

Phone:	+61 7 4976 6600
Fax:	+61 7 4972 0119
Physical address:	4/100 Goondoon Street, Gladstone Queensland 4680
Postal address:	PO Box 1682, Gladstone Queensland 4680

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 (within 12 nautical miles of the coast). Vessels that do not need to discharge ballast in Australian waters are exempt from these requirements.

The ballast water decision support system (BWDSS) is a computer-based application that has been developed to assist masters with the decision as to whether they are required to complete an ocean exchange of ballast prior to arrival. Masters and agents can access the program by inputting details of where ballast was taken and the program will decide on the data provided if this ballast is high risk and if ballast management is required.

2.5 Customs (Border Force)

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

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

All Australian Customs and Border Protection Service Forms may be accessed on their website.

2.6 Arrival/departure report

All agents, owners or masters are required to complete the Arrival/departure report (16.8) and lodge it with the Regional Harbour Master's office 48 hours before a vessel's arrival. The report is the base document for the raising of conservancy and pilotage fees. The report is to be emailed to the Regional Harbour Master (Gladstone) office rhmgladstone@msq.qld.gov.au

There is no requirement to submit this form if the vessels booking was completed via the QSHIPS application.

2.7 Dangerous goods

Dangerous goods must not be brought into or handled in the pilotage area until notification has been sent to the Regional Harbour Master and the Gladstone Ports Corporation in the approved form.

The Dangerous Cargo Report must be submitted at least 48 hours prior to arrival in port limits. For further information, refer to Section 11 – Dangerous Cargo.

2.8 MASTREP

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

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

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

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

2.9 Reef VTS

Reef VTS is a coastal vessel traffic service (VTS) dedicated to the Great Barrier Reef and Torres Strait mandatory ship reporting system (SRS) operated under joint federal and state arrangements between Maritime Safety Queensland and the Australian Maritime Safety Authority (AMSA) from the Reef VTS centers at 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.

2.10 Security

All commercial vessels with a gross tonnage of 500 tonnes or more and passenger ships are required to report their security information to the port authority in accordance with the International Ship and Port Facility Security Code (ISPS). See section 13 Security)

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

Table 3 – Vessel traffic service

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

Table 4 – Harbour contact details

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 (https://qships.tmr.qld.gov.au/webx/).

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 –

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

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.
4a	**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.
4b	**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

4. Port description

4.1 General

Port Alma is the deep sea port for the city of Rockhampton and is situated on the southern end of the Fitzroy River delta. The port is managed by the Gladstone Ports Corporation, a statutory Queensland Government-owned corporation who maintain the dredging, security, berths and operations at the port; there are three operational berths (Port Alma port layout).

4.2 Pilotage area

The Port Alma pilotage area is described in Schedule 2 of the *Transport Operations (Marine Safety) Regulations 2016* as the area of:

(a) Waters at the high water mark consisting of the Fitzroy River and connected waterways system from the head of navigation to the river mouth; and

(b) Waters bounded by an imaginary line drawn;

- from the high water mark at the river mouth at Cattle Point on the mainland across to Arch Rock;
- then across to the high water mark on the northern extremity of Cape Keppel;
- then by the high water mark in a westerly direction along the northern shoreline and in a southerly direction along the western shoreline of Curtis Island to latitude 23º 38.41'S;
- then due west to the high water mark on the mainland at latitude 23º 38.41' S;
- then by the high water mark in a northerly direction along the shoreline of the mainland returning to the starting point at the Fitzroy River mouth; and

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

4.3 Load lines

Port Alma is in the summer zone except during the seasonal period from 1 April to 30 November each year when signatory flag states to the load line protocol have accepted that vessels may load to tropical marks.

4.4 Maximum vessel size

The port limits ship size to 200 metres LOA and draft dependent on tide and cargo type. All vessels are required to swing on arrival and berth head out (port side to); vessels less than 130 metres may be allowed to berth head in at the Regional Harbour Master's discretion.

4.5 Time zone

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

4.6 Working hours

Port service providers are available 24 hours per day, seven days per week.

4.7 Charts and books

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

Charts of the area include:

AUS 247 ..... Keppel Bay

AUS 265 ..... Approaches to Port Alma

AUS 819 ..... Bustard Head to North Reef

AUS 820 ……North Reef to Port Clinton

AUS 4060 ..... Australasia and adjacent waters

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

4.8 Shipping announcements

4.8.1 Notices to Mariners

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

Notices to Mariners advise of:

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

4.8.2 Differential Global Positioning System (DGPS) Service

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

A network of 16 stations is remotely controlled and monitored 24 hours a day.

5. Port infrastructure

5.1 Port Alma berth information

Berth	Design depth	Swing basin	Maximum LOA	Distance to FWY Beacon (nm)	Comments
PA1	9.2	250 x 5.8 m	169	13.2	These berths are in a continuous line providing a total of 292 metres mooring space. Bulk tallow at PA1
PA2	9.2	250 x 5.8 m	123	13.2	
PA3	9.2	250 x 5.8 m	200	13.2	Tallow from Lakes Creek Works

Table 8 – Port Alma berth Information

5.2 Vessel berthing restrictions with vessels alongside

Berth	Comments
PA1	If a vessel is berthed at PA1 then another vessel is approved to berth at PA2 or PA3 If a vessel berthed at PA1 encroaches into PA2 then another vessel is not approved to berth at PA2 or PA3
PA2	If a vessel is berthed at PA2 then another vessel is not approved to berth at PA1 or PA3
PA3	If a vessel is berthed at PA3 then no other vessel may berth at PA1 or PA2

Table 9 – Vessel berthing restrictions with vessels alongside

5.3 Anchorage areas

5.3.1 External anchorages

Vessels that require to anchor on arrival should anchor on or about the pilot boarding area in position 23° 24.4'S 151° 0.95'E (approx. 1.0 nm NE of the Timandra Light Buoy).

The attention of masters is also drawn to Section 10 Work Permits, which requires prior permission of the Regional Harbour Master for the immobilisation of propelling machinery and immediate notification in the event of immobilisation as a result of any breakdown or failure of the propelling machinery. Immobilisation of main engines at anchorages within the harbour will not be permitted except under special circumstances as decreed by the Regional Harbour Master.

5.3.2 Internal anchorage

Vessels may anchor off Sea Hill in 11.9m of water with Sea Hill lighthouse bearing 120° distance 0.8 nautical mails (subject to prior approval from the Regional Harbour Master).

5.3.3 Topography

The nature of the seabed alongside Port Alma's wharves and much of the channel approaches is mud. The general topography of the area is salt water couch grasslands, mangroves and salt pans. These are based on saline non-cracking clays and developed on marine sediments.

5.4 Lighthouses and leading lights

5.4.1 Lights

Name	Position		Characteristic
Cape Capricorn light	23°29.2'S	151°14.1'E.	Fl.WR 5s 93 m 17/14M (red sector 305°- 005°- on the summit of Cape Capricorn)
Great Keppel Island light	23°10.80'S	150°59.55'E	Fl(3) 12s 52m 9M (Arc of visibility 150° to 070° –total of 280°)
Sea Hill light	23°29.5'S	150°58.85'E	Fl(2) 6s 33m 7M (On Sea Hill Point)

Table 10 – Lighthouses

5.4.2 Leading lights

Name		Characteristic
Balaclava Island Front Lead	Sea Reach	Q.W.17m 10M – Lights in Line 205.1°
Balaclava Island Rear Lead	Sea Reach	Iso.W.2s 28m 6M
Kazatch Point Front Lead		Q.13m 8M – Lights in Line 230.7°
Kazatch Point Rear Lead		Iso.4s 13m 10M
Eupatoria Point Front Lead		Q.Bu.7m 5M – Lights in line 248.5°
Eupatoria Point Rear Lead		Iso. Bu. 4s
Shell Point Front Lead	Raglan Creek	Q.Fl. – Lights in line 038° (astern)
Shell Point Rear Lead	Raglan Creek	Iso.2s

Table 11 – Leading light (Port Alma)

5.5 Buoys and beacons at Port Alma

Refer to chartlet Pilot boarding ground (Port Alma)

Navigational aid	Type		
Timandra Light Buoy	By	LFl.10s	Fairway
No 2	By	Fl.R.2s	West extremity of Timandra Bank
No 4	By	Fl.R.4s	West side of North West Bank
No. 6	By	Fl.R.4s	Port lateral
No. 1	By	Fl.G.4s	Starboard lateral
No. 8	By	Fl.R.4s	Port lateral
No. 3	By	Fl.G.4s	Starboard lateral
No 10	By	Fl.R. 2·5s	Port lateral
No. 5	By	Fl.G.2·5s	Starboard lateral
No. 12	By	Fl.R.2·5s	Port lateral
No. 14	By	Fl.R.3s	Port lateral
No. 16	By	Fl.R.2·5s	Port lateral

Table 9 – Buoys and beacons at Port Alma

5.6 Channel and berth depths

	Design depth (metres)	Width
Balaclava leads (Sea Reach)	7.6	90-135 m
Kazatch leads	7.0	90-135 m
Eupatoria leads	7.9	90-135 m
Shell Point leads	7.0	90-135 m
Swing Basin	5.8	240 m
Berth depths	9.2	

Table 10 – Channel and berth depths

Note: channel depths may periodically change and it is recommended that the depths be confirmed with the Regional Harbour Master in Gladstone. RHMGladstone@msq.qld.gov.au

6. Weather information

6.1 General

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-easterly winds.

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.

Cyclone tracking chartlet – Eastern Australia

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

6.1.1 Weather Restrictions for Pilotage

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 Maritime Safety Queensland's weather station at Gatcombe Head or from the GPC weather station at Port Alma or any other reliable source, such as Bureau of Meteorology, vessel movements in the port of Port Alma will be suspended.

No shipping movements will be scheduled when there is a Strong Wind Warning for the Capricornia Coastal Waters Forecast Region: St Lawrence to Burnett Heads for wind directions from North (N) to South (S) as issued by BoM at:
http://www.bom.gov.au/qld/forecasts/capricornia-coast.shtml

A pilot can cancel the proposed movement if the wind speed reading from the GPC weather station shows a steady wind speed of 20kts or greater and from a direction of 045° (NE) to 180° (S).

If a Strong Wind Warning is in force for the Capricornia Coastal Waters Forecast Region and the weather station ceases to operate, shipping will be suspended until either the weather station is back in operation or the strong wind warning is cancelled.

6.2 Tidal information

The mean spring tidal range is four metres and the mean neap range is 1·9 metres. It should be noted that the tides set fairly strongly in and out of the Narrows past Sea Hill Point.

Tidal streams, both flood and ebb, set parallel to Port Alma Wharf.

Highest astronomical tide 5.98 metres	Mean high water spring tide 4.81 metres
Mean high water neap tide 3.76 metres	Mean sea level 2.90 metres

Australian height datum 2.85 metres	Mean low water neap tide 1.86 metres
Mean low water spring tide 0.81 metres	Lowest astronomical tide 0.00 metres

6.2.1 Tide boards/gauges

Port Alma is a standard port in the Queensland Tide Tables. Tide gauges are situated at the northern end of number 1 berth and the southern end of number two berth; storm surge can also be monitored.

The gauges refer to lowest astronomical tide and show the actual tide height above lowest astronomical tide.

Maritime Safety Queensland provides tidal predictions for pilotage areas. The tidal times and heights for standard Queensland ports are available in the Queensland Tide Tables and may be accessed at the Bureau of Meteorology website.

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

6.2.2 Tidal information – tsunami effects

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

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

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

6.3 Water density

The density of 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 General

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

7.2 Speed

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

With the exception of the above no speed restriction is specified in the port.

7.3 Arrival movement criteria

All movements are subject to weather, under keel clearance and berth occupancy and are generally conducted on the flood tide. Entry time at the Fairway is from 30 minutes before low water until two hours before high water. Vessels >160m LOA entry is restricted to 2 hours 30mins prior to high water. The time from Fairway to berth is approximately 1.5 hours.

7.3.1 Draft

Maximum draft on arrival not to exceed 5.9 metres + tide height (to provide a minimum UKC in the swing basin of 0.5 metres).

7.3.2 Trim

The safe handling of ships within the confines of the channels and swing basin 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 immersed. 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.

7.3.3 Length restrictions

Length of Vessel	Requirements
Vessels <90m LOA	2 fully functioning anchors (See note 1 and 3 below)
Vessels ≥90m < 170m LOA	1 tug for arrival and departure (see notes 2 and 3 below)
Vessels ≥170m ≤189m LOA	2 tugs for arrival and departure (see notes 2 and 3 below)
Vessels > 189m LOA	will be determined on a case by case basis
Vessels > 200 m LOA	Not accepted
Vessels carrying DG <170m LOA	1 tug (see note 3 below)
Vessels carrying DG ≥170m LOA	2 tugs (see note 3 below)

***Note**:*

1. Unless carrying Dangerous Goods, tugs will NOT normally be used on vessels <90 m LOA and anchors will be used for swinging and berthing purposes.

2. Advice must be received from the vessels master as to the 'operational' effectiveness (Hp/Kw) of the vessels bow thruster. A bow thruster does not remove the requirement for towage.
3. Minimum requirement of a tug is an ASD tug with a minimum 30t bollard pull. Where a tug other than those familiar to the port is proposed, details of the tug including its operator and crew shall be forwarded to the RHM and pilots for consideration.

7.3.4 Vessels ≥ 160 m LOA

For vessels with LOA ≥160 metres additional consideration will include but is not limited to the vessel's anchoring and mooring capabilities, her displacement, age and crew capabilities.

- Vessels with LOA equal to or over 160 metres will berth during daylight hours only.
- Vessels with LOA over 160 metres can only berth on the last hour of the flood tide and a draft not exceeding 7.6 metres.
- Vessels over 160 metres should pass the Fairway Buoy 2.5 hours before HW.

7.3.5 Vessels carrying ammonium nitrate

Vessels with Ammonium Nitrate and/or explosives cargo must be capable of sailing at the next low water hence the maximum draft is limited to the shallowest part of the shipping channel (not including the swing basin) + the tide height minus 0.7m UKC at the next low water.

These vessels must be berthed head out except at the Regional Harbour Master's discretion.

7.4 Departure movement criteria

Departures are generally conducted on the flood tide.

Vessels sailing at maximum draft for the tide will depart 30 minutes before HW. Other departures will be conducted from 30 minutes after LW to 30 minutes before HW. Maximum draft is 7.0 metres + tide height (dependent on latest soundings) minus 0.7m UKC.

7.5 Passing criteria

An arriving vessel should be programmed to enter 15 minutes after the departure of the outbound vessel.

7.6 Under keel clearances

Ships movements at Port Alma must comply with the following conditions:

a) Arrival draft is based on the shallowest part of the channel + tide height to provide a UKC of 0.5 metres in the swing basin.

b) Departure draft ≤ 7.0 metres (shallowest part of channel not including swing basin) + tide height minus 0.7m UKC. (Maximum departure draft calculation is based on the tide height one hour before HW).

For the latest port depth information, please consult the Notices to Mariners.

7.7 Dangers approaching pilot boarding ground

7.7.1 General

Port Alma lies on the West bank, ½ mile within the entrance to Raglan Creek, and 8 miles South West of Sea Hill Point. Raglan Creek runs off the main sea entrance to the Fitzroy River. The city of Rockhampton lies 35 miles up the Fitzroy River and is navigable only by small recreational craft.

There are several rocks and islands skirting the coast in the vicinity of the Fitzroy river mouth, but, except for those cited below, they afford good landmarks and are conspicuous (for example Hummocky Island, the Ship and Fairway Rocks east of the river mouth, and Peak, Wedge and Divided Islands to the west).

7.7.2 South coast of Keppel Bay

Cottier Bank – ranges from 2.3 metres to 5.5 metres extending about one mile east to west and about ½ mile wide. Its eastern extreme edge lies 297° 7½ miles from Cape Capricorn.

Keppel Rocks – lying 347° 1¼ miles from Cape Keppel with a height of 16.8 metres. A patch of foul ground carrying only 5.5m lies about 057° 1/3 mile from the outer rock.

Hummocky Island – is situated at 23° 24'S, 151° 09'E with a height of 117m. Depths of less than 10 metres extend six cables west from the island, and a spit with depths of less than 10 metres over it extends one mile north-west from the middle of the north side of the island. A detached 9.4 metres patch lies 3/4 mile north-west of the western extremity of the island.

Timandra Bank – is an extensive shoal lying to the north and west of Cape Keppel, carrying between 1.22 metres and 4.57 metres. This shoal is about 3 miles long east to west with its outer edge lying 2.4 miles off the land at grassy hill. its north-west extremity is marked by a buoy L Fl 10s and its western edge by a light Fl R 2s. The bank breaks from about 3/4 ebb to about ¼ flood tide just south and south-east.

North West Bank – has depths of less than 5 metres over it and extends 1½ miles offshore between Station and Sea Hill Points. It is marked by a light-buoy off its north-west side.

7.7.3 Off-lying islands and shoals

Jabiru Shoals – is a series of four patches, with depths of 7.9 metres to 10 metres over them extending from a position between three and six miles WNW of Hummocky Island.

Lisa Jane Shoals – is a series of three patches with depths of 7.6 metres to 11.9 metres over them. Allowance should also be given to the tidal set in this area, particularly for deeper draft ships. They lie 7½ miles north-west of Hummocky Island.

Peak Island – is 110 metres high and lies 23° 21.6' S, 150°56' E.

Arch Rock – is 18 metres high with a hole through it. It lies on the outer end of a reef with rocks that extend one mile SSE from Peak Island. A bank with depths of less than 5 metres over it extends one mile west of the island and a rock 23 metres high lies close off its northern extremity.

Split Rock – lies ½ mile north-west of Peak Island.

Divided Island – lies 2½ miles NNW from Peak Island and is divided into two parts at high water. A rock lies on the outer end of a reef, which extends ½ mile NNW from the island and dries at 3.6 metres.

Wedge Island – is 61 metres high at 23° 17'S, 150°53'E.

Pelican Island and Pelican Rock – are 46 metres high and 17 metres high respectively and joined by a drying reef. They lie 2½ miles NNW of Wedge Island. A bank with a least depth over it of 2.7

metres extends 1¼ miles NNW from Pelican Island and a 4 metres patch lies 3/4 mile south of the same island.

7.7.4 West coast of Keppel Bay

Centre Bank – extending about one mile with a least depth of 3 metres over it, lies on the western side of the entrance to Fitzroy River 3 miles NNW of Station Point. Along with the east bank, it forms the north-east end of a spit known locally as Long Spit. The main channel for entering the port is between Timandra and Centre Banks.

East Bank – extending for about ½ mile has a least depth of 3.3 metres lies on the western side of the entrance to the Fitzroy River 4½ miles north-west of Station Point. Along with the Centre Bank, it forms the north-east end of a spit known locally as Long Spit.

Cawarral Creek – on the south entrance point of which is the town of Keppel Sands, is almost blocked at its entrance by drying sand banks which extend from each side.

Quartz Rock – which is 3 metres high, lies 3¾ miles NNW of Cattle Point.

Girt Island – lies a further 4¼ miles NNW from Quartz Rock.

Flat Rock – lies 3¼ miles east of the entrance to Cawarral Creek.

Round Rock – is above water and lies on the eastern side of a drying sand bank, 2½ miles ENE of the entrance to Cawarral Creek.

A reef which dries, extends ¾ of a mile SSE from Zilzie Point (23° 17’S, 150° 50’ E) through Entrance Rocks with Mother MacGregor Island close off on the east side.

7.7.5 North side of Keppel Bay

Egg Rock – at 23° 12'S, 151° 06'E is the eastern most of the islands and rocks which form the north side of Keppel Bay. It is 15 metres high and two rocks lie close off its east side.

Middle Island – at 23° 10'S, 150° 55'E is 61m high and lies on a bank with depths of less than 5 metres over it. The bank extends one mile north-west of the north-west extremity of Great Keppel Island.

Barren Island (First Lump) – is 167 metres high and lies 2¾ miles north-west of Egg Rock. A rock lies close off the north-east side of the island.

Great Keppel Island – lies 5¾ miles north-west of Egg Rock. The island is the largest of the Keppel Isles and there is a jetty 3 cables north of the south-west extremity of the island.

Bald Rock – is 27 metres high and lies ½ mile north of the eastern extremity of Great Keppel Island.

Sykes Rock – is above water and lies 4 cables east of the eastern extremity of Great Keppel Island.

Hannah Rock – a dangerous rock with a depth of 1·8m over it lies 1¼ miles SSE of the eastern extremity of Great Keppel Island.

Humpy Island – lies 1¾ miles off the south side of Great Keppel Island with Halfway Island between. Small vessels with local knowledge use the passages inside Humpy Island, but they are not recommended.

Miall Island – is 67 metres high and lies 1¾ miles north-west of the north-west extremity of Great Keppel island. A rock, awash, lies midway between Miall Island and the northern extremity of Great Keppel Island.

Middle Island – at 23° 10'S, 150° 55’E is 61 metres high and lies on a bank with depths of less than 5 metres over it. The bank extends one mile North-West of the north-west extremity of Great Keppel Island.

7.7.6 Approaches to Port Alma

Wagtail Sands – which are divided into two parts, dry at 0.9 metres and extend 3¾ miles SSW from a position nearly 2 miles WNW of Sea Hill Point. A black triangular beacon stands on the south end of the northern drying part and a similar beacon stands on the southern drying part.

Middle Sand – which dries 0.6 metres to 0.9 metres extends 3¼ mile SSW from a position 2½ miles west of Sea Hill Point on the eastern side of Middle Channel.

Mackenzie Sand – which dries, extends 2½ miles north-east from Mackenzie Island situated 2 miles south of Cattle Point.

The Narrows – a drying mud spit extends 4½ miles north-west from the western entrance point to the northern end of The Narrows. Anchorage may be obtained by small vessels in The Narrows south of Sea Hill Point.

Curlew Spit – which dries, extends 1 mile NNE from Cardigan Point, which is the northern extremity of Balaclava Island.

South Head Shoal – with depths of less than 5 metres over it extends 1 mile further NNE from Curlew Spit. A light-buoy is moored off the western side of the northern end of Curlew Spit.

Balaclava Island – is a mud flat that rises to South Hill, which is 53 metres high and lies 2½ miles south-east of Cardigan Point.

Sea Reach – lies between the drying mud spit extending from the Western entrance of The Narrows at its northern end with South Head Shoal and Curlew Spit on the eastern side and Wagtail Sands on the western side.

Haynes Spit – is mud which dries and extends 2 miles north-east from Shell Point, which is the eastern extremity of Casuarina Island. The channel to Port Alma South of Cardigan Point, leads between the north-west side of Balaclava Island and Haynes Spit.

Casuarina Island – is a mud island covered with mangroves, which rises to Sandfly Hillock at 24 metres high. It lies 1 mile north of Shell Point.

Oswestry Rock – with a depth of 5.2 metres over it lies ½ miles west of Cardigan Point and is marked on its south-west side by a light-float.

7.7.7 Northern approaches

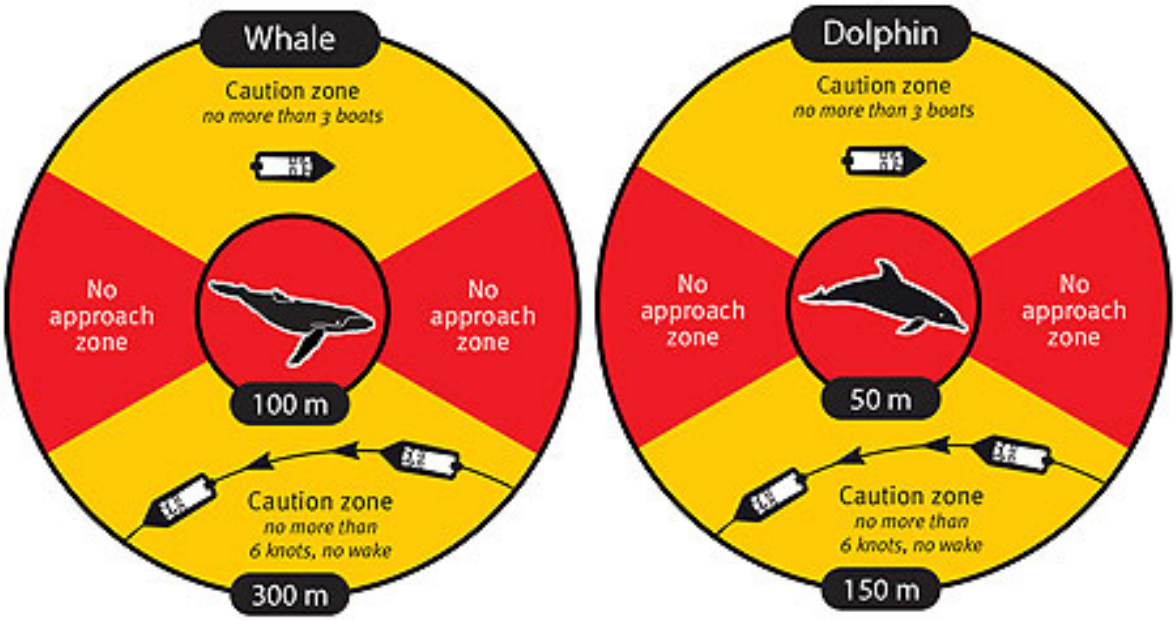
From one mile west of Barren Island steer 184°, taking care to avoid Hannah Rock to the west. Proceed on this course taking care to avoid Jabiru Shoals to the east until Timandra Buoy bears 215° and pass Timandra Buoy to port. There are patches of 8.23 metres LWS on the Balaclava Leads just North of Timandra Buoy.

7.7.8 Advisory Note – Interaction with Marine Animals

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.



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

7.8 Personnel transfers to and from vessels using Pilot or combination ladders

Personnel transfers to and from vessels is an inherently dangerous evolution and should only be undertaken after personnel who will be using the Pilot or combination ladder have been thoroughly briefed. Most personnel, including seafarers, are not practised or experienced in ascending or descending the ladders.

AMSA have released Marine Notice 06/2021 in reference to fatal accidents from falling off Pilot ladders. This Notice refers to some earlier documents that should also be consulted with respect to personnel transfers:

Marine Safety Bulletin Issue 10 – Sep 2019 – Safe Vessel Access

Marine Notice 04/2023 – Pilot Transfer Arrangements

MSQ Gladstone have developed a Safe Work Method Statement for use by boat crews and personnel undertaking personnel transfers with vessels in the Gladstone Region. A copy can be found at Section 16.18 and is provided for guidance, by companies developing their own procedures for personnel transfers at the anchorage, underway or alongside at Terminals.

Personnel Transfers within the Port Limits of Port Alma are as a minimum to meet the following requirements:

- Daylight only
- Head Protection (not a construction helmet) to be worn. An example is Helmets - Petzl Other | Professional
- Auto inflating lifejacket
- Back packs and effects are to be passed by heaving line, not on person

7.9 Personnel transfers to and from vessels underway

Due to the inherent risks associated with transferring personnel to and from vessels that are underway, the only approved transfers while under way within the pilotage area are for Marine Pilots when joining and departing from vessels. No other personnel transfers are to occur without the express approval from the Regional Harbour Master.

8. Pilotage

8.1 Vessels that require a pilot

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

- a vessel with LOA ≥ 50 metres or more
- a vessel towing another vessel where the combined length of the vessels is 50 metres or more
- a vessel whose owner or Master asks for the services of a pilot
- a vessel whose Master is directed by the Regional Harbour Master to use the services of a pilot.

8.2 Pilotage area

Refer to Section 4.2 Pilotage area.

8.3 Night pilotage

Port Alma is open for pilotage and exempt ship movements 24 hours per day.

8.4 Request for pilot

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

Requests for pilotage services are described in QSHIPS booking procedures (see 3.4 – QSHIPS (Queensland Shipping Information Planning System).

8.4.1 Notice required

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

Arrivals	48 hours
Removals	24 hours
Departures	24 hours

Initial notification should be made via the QSHIPS website.

8.5 Pilot boarding position

The pilot boarding ground is located in position: 23° 24.39'S, 151° 00.96'E.

Ships should make their way to the pilot boarding ground as advised by Gladstone VTS prior to embarking their pilot. (See Pilot boarding ground (Port Alma).

8.5.1 Pilot boarding arrangements

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

- pilot boarding time
- restrictions/requirements (by the Regional Harbour Master)
- boarding position
- desired course and speed to conduct the transfer.

Ships are to be at the pilot boarding ground at the notified time of pilot boarding, with all preparations for boarding completed in accordance with the instructions in this Section. Ships should be underway, proceeding at 6 knots and providing a good lee. The pilot ladder is to be rigged 1.5 metres above the water, with two manropes and a heaving line standing by. At night, a forward facing light is required to illuminate the ladder in full compliance with IMO Res A.1045(27) and subsequent amendments.

8.5.2 Pilot launch preparation

Ships pilot ladders must comply with the requirements of SOLAS CH V – Regulation 23 – Pilot Transfer Arrangements Resolution A.1045(27). Ships must complete the Gladstone Marine Pilot Services – Pilot Ladder Checklist (see Section 16.17). The checklist must be submitted to ships agent no later than 12 hours prior to arrival to the pilotage area, as detailed within Section 2.2, Table 1

8.5.3 Passage planning and bridge resource management (BRM)

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

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

The exchange of information should include at least:

- The presentation of a completed standard pilot card (by ship). In addition information should be provided on rate of turn at different speeds, turning circles, stopping distances and, if available other appropriate data.
- General agreement on plans and procedures including contingency plans for the anticipated passage.
- Discussion of any special conditions such as weather, depth of water, tidal currents and marine traffic that may be expected during the passage.
- Discussion of any unusual ship-handling characteristics, machinery difficulties, navigational equipment problems or crew limitations that could affect the operation, handling or safe manoeuvring of the ship.
- Information on berthing arrangements; use, characteristics and numbers of tugs, mooring boats and other external facilities.
- Information on mooring arrangements.
- Confirmation of the language to be used on the bridge (normally English) and with external parties.
- Any passage plan is a basic indication of preferred intention and both pilot and master should be prepared to depart from it when circumstances so dictate (Pilotage passage plan).

8.5.4 Alcohol management

The Transport Operations (Road Use Management) Act 1995 section 79 requires that persons in charge of ships have a zero blood alcohol reading. The Queensland Water Police periodically conduct random breath tests of masters and pilots on ships arriving at Port Alma, or about to depart. Severe penalties apply to infringements.

8.6 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. 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

9.1 General

There is no exclusive license for towage in Port Alma. The minimum requirement is an ASD tug with a minimum 30t bollard pull. Where a tug other than those familiar to the port is proposed, details of the tug including its operator and crew shall be forwarded to the RHM for consideration and approval.

There is one ASD tug stationed at Port Alma with a minimum bollard pull of 30 tonnes. This is operated by Pacific Tug through Wide Bay Shipping Services (WBSS). Vessels that require towage service may make arrangement with Wide Bay Shipping Services without further reference to the RHM.

Pacific Tug	
Phone	+61 7 3207 7377
Operations email	pacifictug@pacifictug.com
Website	pacifictug.com

Table 11 - Pacific Tug contact details

9.2 Tug requirement guidelines

Vessels over 90m should refer to Section 7.3.3 Length restrictions for information on vessels that are required to use a tug and in what configuration.

Generally the vessel's agent will requisition tug services via the QSHIPS programme (see 3.4 QSHIPS (Queensland Shipping Information Planning System).

9.3 Ships anchors

Ships anchors are used extensively for berthing/unberthing operations in Port Alma. Masters should ensure that the anchor winches and controls and communications to and from the bridge are in good working order. These two elements are crucial for the safe operation of berthing and unberthing any ship at Port Alma.

10. Work permits

10.1 General

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

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

Works requiring permits include:

- immobilising main engine/s
- hot work
- tank/crude oil washing
- bunkering
- life boat drills
- overside work
- live flare (pyrotechnic) demonstration
- ship masters must comply with all requirements specified in the permit. (See appendix for copy of permits as viewed in QSHIPS).

Permit requests				
Who	**To**	**Permit**	**When**	**Comments**
All ships	Gladstone Ports Corporation	Overside work	48 hours prior to arrival	Lodged to Gladstone Ports Corporation
All ships	Australian Customs and Border Protection Service/Regional Harbour Master	Lifeboat drill	Prior to event	Lodged to Australian Customs Service
All ships	Gladstone Ports Corporation	Hot work	48 hours prior to arrival	Lodged to Gladstone Ports Corporation
All ships	Regional harbour master/Gladstone VTS	Immobilisation	Prior to event	Lodged to Regional Harbour Master via QSHIPS and faxed to Gladstone Ports Corporation
All tankers	Regional harbour master	Gas free declaration	48 hours prior to arrival	Declared by master on approved form – lodged to Regional Harbour Master
All ships	Gladstone VTS	Diving Operations	4 hours prior to event and prior to operations commencing	Lodged to Gladstone VTS via email (VTSGladstone@msq.qld.gov.au) 24 hours prior to event. Additionally, contact VTS on VHF Channel 13 thirty (30) minutes prior to commencement of and on completion of diving operations.

Table 12 – Permit requests

10.2 Work permits

10.2.1 Immobilisation main engines

Ships may not be immobilised without first obtaining written permission from the Regional Harbour Master. Permission may not be given for more than 24 hours during the cyclone season (November to April), or more than 48 hours during the rest of the year (see – Example – Permission to Immobilise Main Engines).

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

10.2.2 Hot work permit

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

10.2.3 Boat drills

Ships wishing to carry out lifeboat drills, or put boats in the water for painting or maintenance purposes must first obtain clearance from the Australian Customs and Border Protection Service and the Regional Harbour Master. This clearance is to be obtained by the vessel's agent who will request the activity from relevant authorities outlined above, and via QSHIPS.

10.2.4 Notification of handling of bulk liquids

Under the *Transport Operations (Marine Pollution) Act 1995* Maritime Safety Queensland is both the statutory and combat agency for response to all ship sourced oil spills. It is therefore a requirement under section 63 of the act for owners/agents or masters of vessels to notify the Regional Harbour Master and Gladstone Ports Corporation of the intention to load, unload or transfer any form of bulk liquids to, from or between vessels between the hours of sunset and sunrise.

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

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

Masters of vessels conducting bulk liquid transfers, as specified above, are required to notify Gladstone VTS on VHF channel 13 at both the time of commencement and completion of such transfer/bunkering operations.

10.2.5 Gas-free status and OBOs

A tanker or products carrier will be regarded as non-gas free unless a gas free declaration has been received prior to arrival.

The declaration must include the following:

- Whether the ship is carrying any IMDG class 3 cargo (flammable liquid or gas cargo on board in bulk).
- Empty cargo tanks have been washed, vented and are free of hazardous residues.
- The atmosphere in each cargo tank or residue space has been tested with an explosimeter and a zero reading has been obtained.
- Slop tanks and pump rooms are free of hazardous residues.
- An explosive gas detector meter is held on board and calibrated correctly.
- A current copy of the ISGOTT Manual is held on board.
- Maintain a zero gas reading for the atmosphere in each pump room, cargo tank or residue space.

The declaration should be forwarded to the Regional Harbour Master via the VTS centre. Once the above requirements have been satisfied the Regional Harbour Master shall determine the ship's gas-free status for movement purposes and forward written confirmation to the agent and the port authority as appropriate (see Example – Gas-Free Status Declaration).

10.2.6 Overside maintenance work

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

10.2.7 Diving operations

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

11. Dangerous cargo

11.1 General

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

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

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

- IMO – IMDG Code
- Oil Companies International Marine Forum
- Society of International Gas Tankers and Terminals (SIGTO)
- Australian Standard AS 3846-2005
- AMSA – Australian Annexe to the IMDG Code – Marine Orders 41
- Transport Infrastructure Act 1994.

11.1.1 Notification

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

This must be done by lodging the Dangerous Cargo Report which is to be accompanied by either a copy of the ship's dangerous cargo manifest or a list of dangerous cargo/bulk liquid in an approved form. These requirements apply to dangerous goods and cargoes that remain onboard a ship or are loaded or handled during a port visit.

The Regional Harbour Master and port authority will acknowledge receipt of the notification and the dangerous goods list and return to the agent/master with any applicable conditions noted. Minimum notification times for the scheduled movement or handling of dangerous cargo in a pilotage area are as follows:

Movement	Minimum notification
Ship inbound	48 hours prior to scheduled arrival at pilot boarding ground
Ship departure or removal	3 hours
Ship to ship transfer	24 hours
Loading, removal or handling alongside	24 hours
Operation of a local marine service	48 hours (See section 90 &91 *Transport Operations (Marine Safety) Regulation 2016*)

Table 13 - Dangerous cargo minimum notification times

There is no direct rail link at the port however these cargoes may be transported by road to Bajool (26 kilometres from the port) and then transferred to rail at the Bajool siding.

11.2 Dangerous cargo information (courtesy Gladstone Ports Corporation)

Port Alma can handle large quantities of ammonium nitrate and explosives compared with other ports. The following information provides an overview only of facilities and requirements. Port users should refer to Gladstone Ports Corporation's Notices for details.

11.2.1 Allowable limits

The quantities of ammonium nitrate and explosives permitted to be handled in Port Alma are restricted by the *Transport Operations (Marine Safety) Act 1994* which places obligations on certain persons and shipping operations. These limits are currently gazetted at 15,000 tonnes for ammonium nitrate and 1,500 tonnes for explosives.

As a guide, the handbook provides for shipment up to 1500 tonnes of explosives Class 1, and 8000 tonnes of ammonium nitrate Class 5.1 (with provision for larger quantities of ammonium nitrate subject to prior approval by Gladstone Ports Corporation). An Australian Standard, AS 3846, for the Storage, Handling and Transport of Dangerous Cargoes in Port Areas applies as well as the requirements of other authorities such as the Chief Inspector of Explosives, Australian Maritime Safety Authority and so on.

As the limits for a normal berth are typically 400 tonnes for ammonium nitrate and 25 kilograms for explosives, Port Alma offers a very cost effective port facility for these cargoes. Not surprisingly, special procedures apply including, for example, restricted access to the wharf area and 24 hour fire prevention and detection services. It is very important that port users, shippers and agents consult with Gladstone Ports Corporation prior to such shipments, particularly if such persons have not used Port Alma previously.

Gladstone Ports Corporation welcomes the opportunity to accommodate special requirements or review procedures and limits, but it is stressed that considerable lead time can be required.

11.3 Dangerous cargo events

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

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

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

A full written report is to be submitted on form Dangerous Cargo Event Report (form 3220) to the Regional Harbour Master as soon as reasonably practical.

Emergency procedures for vessels carrying explosives and ammonium nitrate cargoes are detailed in section Emergency procedures for vessels carrying explosives and ammonium nitrate.

12. Port safety

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

12.1 Emergency contact numbers

Organisation	Telephone
Police (Gladstone)	000 or +61 7 49713222
Police (Rockhampton)	000 or +61 4932 3500
Ambulance (Gladstone)	000
Fire	000
Gladstone VTS	**+61 7 4839 0208 (24 hours)**
Gladstone Ports Corporation (Port Alma office)	+61 7 4934 6931 or 0418 799 386
Pollution reports Gladstone VTS	+61 7 4839 0208
Hospital (Gladstone General)	+61 7 4976 3200
Regional Harbour Master	+61 7 4971 5200
Manager Pilotage Services	+61 7 4976 8201
Australian Quarantine Service (Canberra)	1800 020504
Australian Quarantine Service (Gladstone)	+61 7 4972 0038
Australian Customs and Border Protection Service (Gladstone)	+61 7 4976 3600 or 0417 767 105
Maritime Safety Queensland (Gladstone)	+61 7 4971 5200
Volunteer Marine Rescue (VMR)	+61 7 4972 3333 or VHF 16 and 82
Australian Maritime Safety Authority	+61 7 4972 9045

Table 14 – Emergency contact numbers

12.2 Authorities

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

Fire/Police/Ambulance: 000

12.3 Fire

The GPC maintains a 24 hour security and fire watch when vessels carrying ammonium nitrate or explosives are in port. Initial reports should be made either to the security officer or by calling the Queensland Fire and Emergency Service (QFES phone 000) and notify Gladstone VTS on VHF channel 16 or 13. QFRS is the lead agency when the ship is at the berth and Maritime Safety Queensland when the ship is off the berth. The Regional Harbour Master (Gladstone), in consultation with the facility operator and the Gladstone Ports Corporation, will make the decision if the vessel is to be removed from the berth.

Detailed emergency procedures are in place at Port Alma. The procedures outlined below are supplied courtesy of Gladstone Ports Corporation.

12.4 Emergency procedures for vessels carrying explosives and ammonium nitrate

Incidents involving Ammonium Nitrate include, but are not restricted to:

- fire (either directly or in the area)
- broken packaging
- ammonium nitrate and explosives in poor condition
- ammonium nitrate mixing with fuel source (for example, fuel oil from ship)
- explosives subjected to mechanical impact (for example, dropped or penetrated by forklift)
- evidence of missing explosives (for example, open packaging)
- poor stowage in ship's hold
- hot work or ignition sources operating in vicinity.

A person detecting any incident should:

- notify the emergency coordinator
- not handle or move explosives suspected to be damaged or old
- remove ignition sources if safe to do so
- in the event of fire, extinguish fire if feasible and trained to do so
- not repack in the event of missing ammonium nitrate and explosives.

The emergency coordinator should, in the event of a fire:

- oversee fire fighting
- call for emergency services
- evaluate need to evacuate port and if required, implement port evacuation
- alert the explosives inspector.

For other incidents:

- Assess risk and evaluate need to evacuate part or total port.
- Contact and confer with explosives inspector.
- Prevent handling of damaged explosives.
- Ensure contaminated ammonium nitrate and explosives are collected and removed to a safe location if safe to do so.
- Ensure evidence of missing explosives or ammonium nitrate is preserved until otherwise advised by explosives inspector or police.
- Call for emergency services if required.

12.5 Port evacuation

The emergency coordinator should:

- determine whether to evacuate to local or remote assembly area

- sound emergency siren and leave it running
- call Emergency Services by phoning 000
- advise safety watch if operational
- notify all port users of the evacuation and relevant assembly area, in person or by phone.

The road-watch/gatekeeper, on being advised that the port is being evacuated should:

- leave gate open
- collect log sheets, ship evacuation forms and emergency manual
- evacuate in accordance with evacuation procedures
- assist emergency coordinator at assembly area with roll call of persons.

Persons being evacuated (local personnel, ship's crew and so on) should:

- recognise that the alert for port evacuation will be by siren or advice from the emergency coordinator or their delegate.

Evacuating by land:

- Proceed to local assembly area but be prepared to travel to remote assembly area (5 kilometres along Port Alma Road at Cheetham Salt fields).

Evacuating by water:

- Proceed along Raglan Creek which meets Port Alma Road at the remote assembly area or by Casuarina Creek to reach Port Alma Road four kilometres beyond the remote assembly area and flag passing traffic.
- Large shipping is to proceed along shipping channel to Sea Hill anchorage.

General requirements:

- Alert other persons of evacuation.
- Not shelter in building if ammonium nitrate and explosives hazard is involved.
- Not smoke at any time until the all clear is given.
- Not delay by attending other areas but proceed immediately to assembly area/s.
- Take vehicles to local assembly area and assist other persons without vehicles to evacuate to the remote assembly area.
- Remain at the remote assembly area until the emergency coordinator/emergency services give approval; this allows for all personnel to be accounted for.
- Not return to the port area until the all clear is given by the emergency coordinator/emergency services.

12.6 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.

There is a limited service available at Port Alma for the collection of tank washing slops, oily bilge water, and oily mixtures containing chemicals, oil sludge, and sewage. The service is provided by Nationwide Oil Pty Ltd.

Phone:	+61 7 4922 8299
Fax:	+61 7 4922 5799
or Cleanaway	+61 7 4927 6899

There is no service for the collection of garbage and/or quarantine waste – this should be retained on board in covered receptacles.

12.6.1 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 Regional Harbour Master.

The report should be made via Gladstone VTS (24 hours) on:

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

The marine unit coordinator for the Gladstone Ports Corporation can be contacted on:

Phone:	+61 7 4976 1333 (24 hours)

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.

12.7 Marine incidents

A marine incident is an event causing or involving:

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

- material damage caused by a ship's operations, or
- danger to a person caused by a ship's operations, or
- danger or serious damage to a ship, or
- danger or serious damage to a structure caused by a ship's operations, or
- another event prescribed by regulation.

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

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

12.7.1 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.

A Written report on a marine incident is to be submitted on Marine Incident Report (form 3071) within 48 hours of the incident occurring.

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 may also to be submitted to the Australian Maritime Safety Authority – refer to website for details.

12.7.2 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 and the vessel surveyed by the appropriate authority (Australian Maritime Safety Authority and/or classification society) to ensure the seaworthiness of the vessel before it leaves port limits.

12.7.3 Port community responsibilities

As a responsible member of the maritime community, any person witnessing an incident which was/or is capable of becoming an emergency is obliged to report the matter to the Regional Harbour Master's office (VTS) and/or Emergency Services (Police, Fire or Ambulance).

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

12.7.4 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 Rockhampton City Council where the incident is of the nature that requires notification under the *Environmental Protection Act 1994* and environmental protection policies.

13. Security

13.1 General

The International Ship and Port Facility Security Code (ISPS) is administered in Australia by the Department of Infrastructure and Regional Development. Gladstone Ports Corporation has an approved Maritime Security Plan as required under the *Maritime Transport and Offshore Facilities Security Act 2003*.

A ship's master, prior to entering the port of Port Alma, must report directly to the port authority or via their respective ship agency the following:

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

13.2 Port security contacts

Port security manager:

Telephone:	+61 7 4934 6931
After hours:	+61 7 4934 6103
Mobile:	0418 799386 or 0409 630 977

Entry on to, and use of, the Gladstone Ports Corporation port area is subject to compliance with the Gladstone Ports Corporation – port rules. Failure to comply with the port rules is an offence under the *Transport Infrastructure (Ports) Regulations 2005* with a penalty of up to 100 penalty units.

13.3 National security

In line with the Federal Government's recent publications, the reporting of any possible terrorist activities should follow the following procedures.

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

24 hour Hotline:	1800 123 400
24 hour Hotline from overseas:	+61 1300 123 401
Email:	hotline@nationalsecurity.gov.au

14. Port state control inspections

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

https://www.amsa.gov.au/vessels-operators/port-state-control/what-port-state-control

15. Port services

15.1 Bunkering

Bunker fuel oil and diesel are available by road tanker in limited quantities.

15.2 Fresh water

Fresh water is only available via road tanker.

15.3 Waste

It is an offence for a person to discard, dispose of, or leave rubbish, refuse, and sewage, waste of any kind (including galley waste), waste water or other liquid waste in the Port. There is no garbage or quarantine waste collection service available at Port Alma.

15.4 Shipping agencies

Agency	Phone	Fax	Email
ASP Ship Management Pty Ltd	+61 7 4973 4200	+61 7 4972 7049	shill@aspships.com
Asiaworld Shipping Services Pty Ltd	+61 7 3839 4235	+61 7 3839 7430	ops.Brisbane@asiaworld.com.au
Gulf agency Company (Australia) Pty Ltd	+61 7 4972 8879	+61 7 4972 8510	shipping.gladstone@gac.com
Inchcape Shipping Services	+61 7 4972 2088	+61 7 4972 4823	Gladstone@ISS-Shipping.com.au
Sturrock Grindrod Maritime	+61 7 4972 5588	+61 7 4972 5681	gladstone@sturrockgrindrod.com
Wide Bay Shipping Services	+61 7 3383 6633 +61 448 318 204	+61 7 3207 9137	bookings@wbshipping.com.au info@wbshipping.com.au
Wilhelmsen Ships Service Pty Ltd	+61 7 4972 8833	+61 7 4972 8696	gladstone@wilhelmsen.com

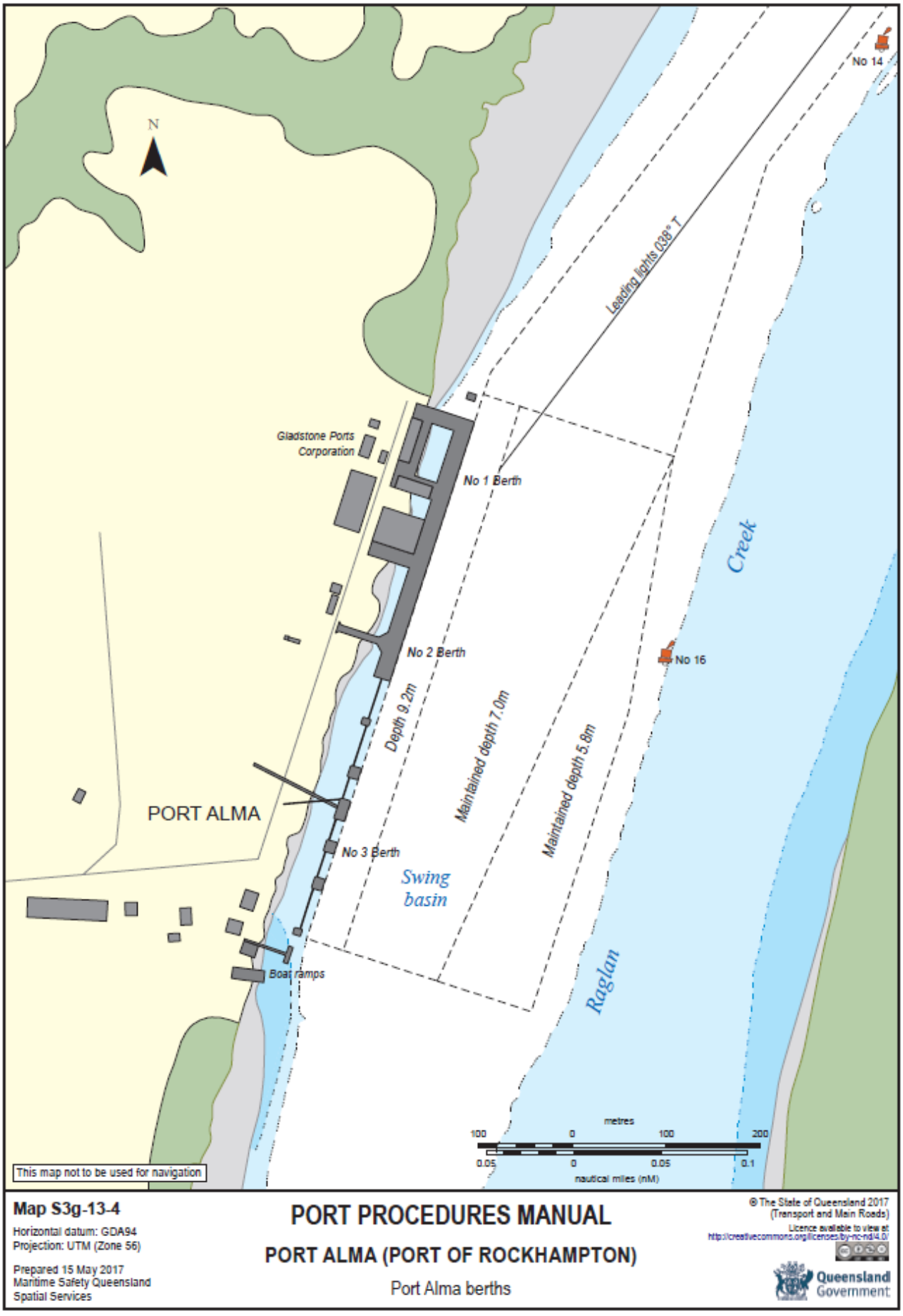
Table 15 – Shipping agencies

15.5 The Missions to Seafarers (Gladstone)

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

16. Appendices

16.1 Port Alma port layout



16.2 VTS vessel booking application form

Link to fillable PDF

Queensland Government

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

Agent's company name | Agent's name | After hours phone number

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 ☐ Yes ☐ What type of cargo will be carried?

Security level
1 ☐ 2 ☐ 3 ☐

Is this cargo gas free?
No ☐ Yes ☐

Booking application remarks

LOA | Beam | Arrival displacement | DWT | GRT

Main engine power rating (kW) | Bow thruster power rating (kW) | Stern thruster power rating (kW)

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 ☐

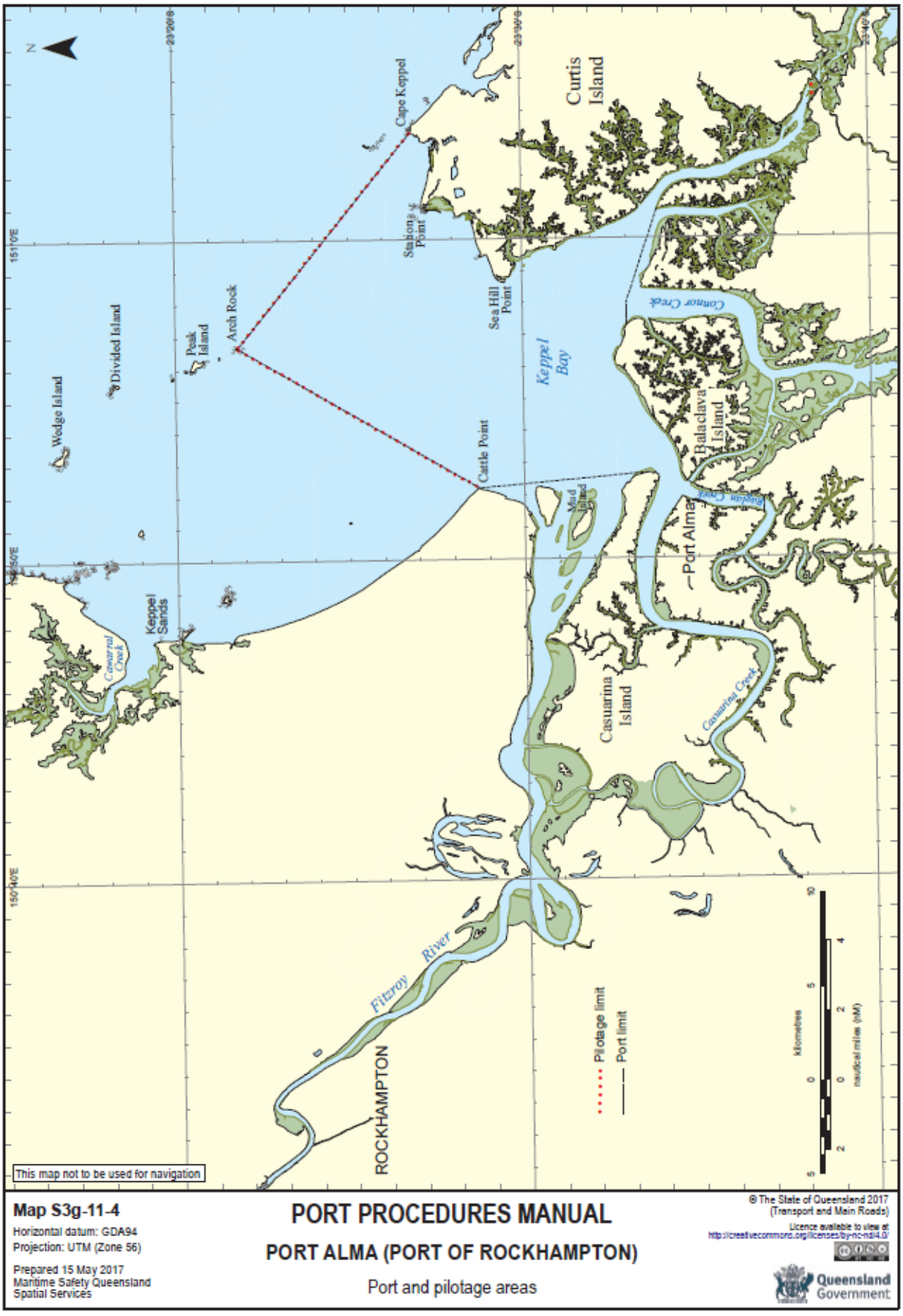
Will a tug/s be required?
No ☐ Yes ☐ How many?

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.

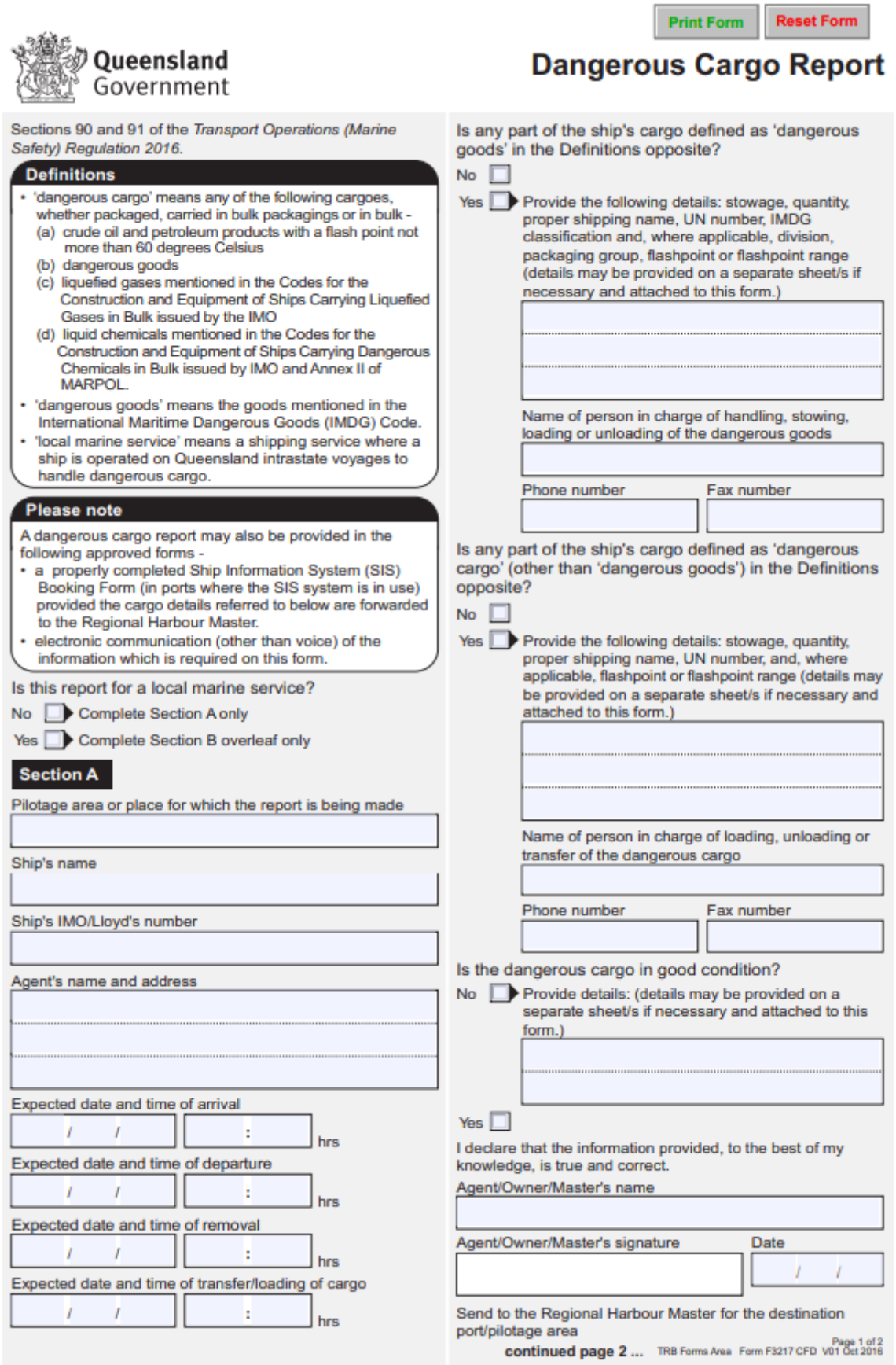
LTSR Forms Area Form F4330 CFD V01 Mar 2023

16.3 Port Alma pilotage area



16.4 Dangerous Cargo Report (Form 32170)

Link to fillable PDF



Print Form Reset Form

Queensland Government

Dangerous Cargo Report

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

Definitions

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

Please note

A dangerous cargo report may also be provided in the following approved forms -

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

Is this report for a local marine service?

No ☐ Complete Section A only

Yes ☐ Complete Section B overleaf only

Section A

Pilotage area or place for which the report is being made

Ship's name

Ship's IMO/Lloyd's number

Agent's name and address

Expected date and time of arrival / / : hrs

Expected date and time of departure / / : hrs

Expected date and time of removal / / : hrs

Expected date and time of transfer/loading of cargo / / : hrs

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

No ☐

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

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

Phone number | Fax number

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

No ☐

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

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

Phone number | Fax number

Is the dangerous cargo in good condition?

No ☐ Provide details: (details may be provided on a separate sheet/s if necessary and attached to this form.)

Yes ☐

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

Agent/Owner/Master's name

Agent/Owner/Master's signature | Date

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

continued page 2 ...

Page 1 of 2

TRB Forms Area Form F3217 CFD V01 Oct 2016

16.5 Dangerous Cargo Event Report (Form F3220)

Link to fillable PDF

Queensland Government

Dangerous Cargo Event Report

Section 93 of the *Transport Operations (Marine Safety) Regulation 2016*.

Please note

A dangerous cargo event report may also be provided in the following approved forms -

- by radio or electronic communication giving the information which is required on this form.

Ship's name

Ship's IMO/Lloyd's number

Particulars of person making report

Owner of ship ☐ Master of ship ☐ Person in charge of place ☐

Name and address of person making report

Location of event

Name of berth (if any)

Date and time of event

/ / : hrs

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

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

Description of the event (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

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

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

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

Signature

Date / /

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

TRB Forms Area
Form F3220 CFD
V01 Oct 2016

Section B

Location of local marine service

Ship's name

Ship's IMO/Lloyd's number

Operator's name and address

Contact person's name

Phone number | Fax number

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

No ☐

Yes ☐ Expected date and time of commencement of voyage

/ / : hrs

Is this report for subsequent voyage/s as part of a local marine service?

No ☐

Yes ☐ Expected date and time of voyage/s (details may be provided on a separate sheet/s if necessary and attached to this form.)

/ / : hrs

/ / : hrs

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

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

No ☐

Yes ☐ How many?

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

Agent/Owner/Master's name

Agent/Owner/Master's signature | Date

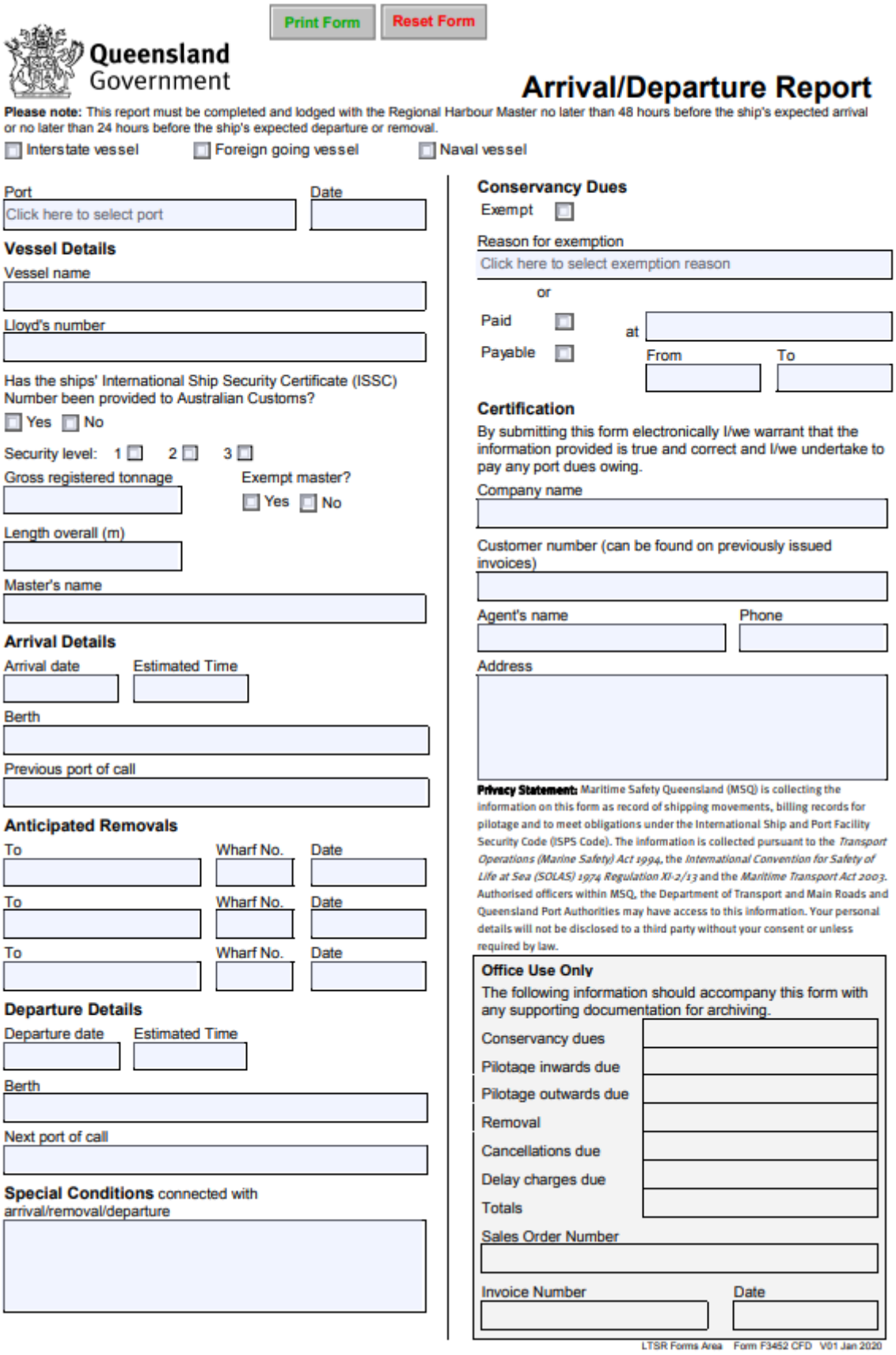
/ /

Send to the local Regional Harbour Master

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

16.6 Arrival/departure report (Form 3452)

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: Click here to select port

Date:

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:

To: Wharf No.: Date:

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

Important Notice
Where the services of a Pilot are required

Provision of a Pilot

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

Column 1	**Column 2**
Compulsory pilotage area	**Responsible pilotage entity**
Southport pilotage area	MSQ
Brisbane pilotage area	MSQ
Bundaberg pilotage area	Gladstone Ports Corporation
Gladstone pilotage area	Gladstone Ports Corporation
Rockhampton pilotage area	Gladstone Ports Corporation
Hay Point pilotage area	North Queensland Bulk Ports Corporation
Mackay pilotage area	North Queensland Bulk Ports Corporation
Abbot Point pilotage area	MSQ
Townsville pilotage area	Port of Townsville Limited
Lucinda pilotage area	Port of Townsville Limited
Mourilyan pilotage area	Far North Queensland Ports Corporation
Cairns pilotage area	Far North Queensland Ports Corporation
Amrun pilotage entity	Australian Reef Pilots
Cape Flattery pilotage area	Far North Queensland Ports Corporation
Skardon River pilotage area	Far North Queensland Ports Corporation
Thursday Island pilotage area	Far North Queensland Ports Corporation
Weipa pilotage area	Far North Queensland Ports Corporation
Karumba pilotage area	Far North Queensland Ports Corporation

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

3. MSQ has entered into an agreement with Port of Townsville Limited to deliver pilotage services in the Abbot Point Compulsory Pilotage Area.
4. The Responsible Pilotage Entity may provide services on the basis that:

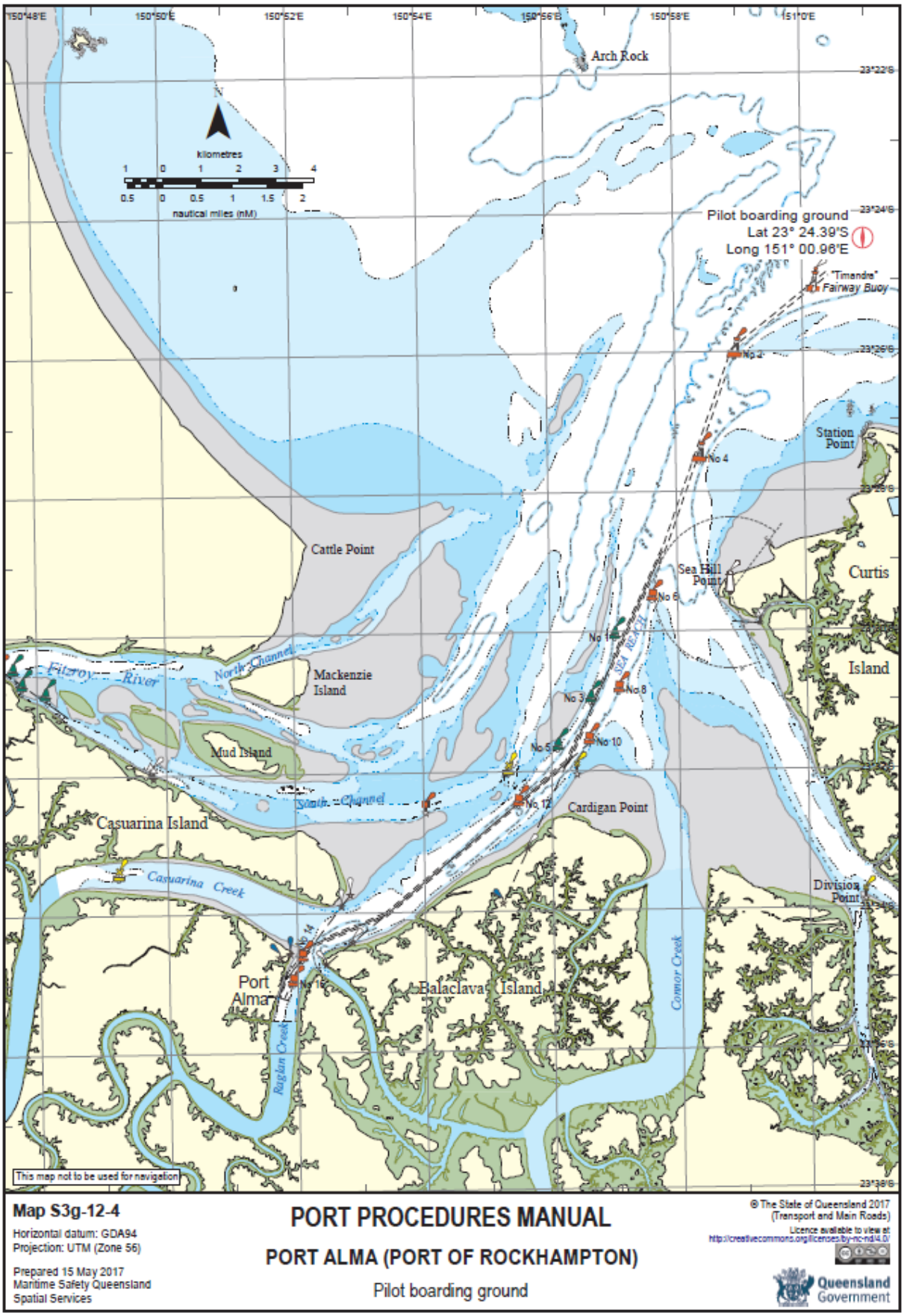
   - the person to whom the services are provided accepts the risk of loss or damage caused by an act or omission by the Responsible Pilotage Entity and waives any right to claim against the Responsible Pilotage Entity in contract, tort or otherwise howsoever, for any loss or damage (including consequential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

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

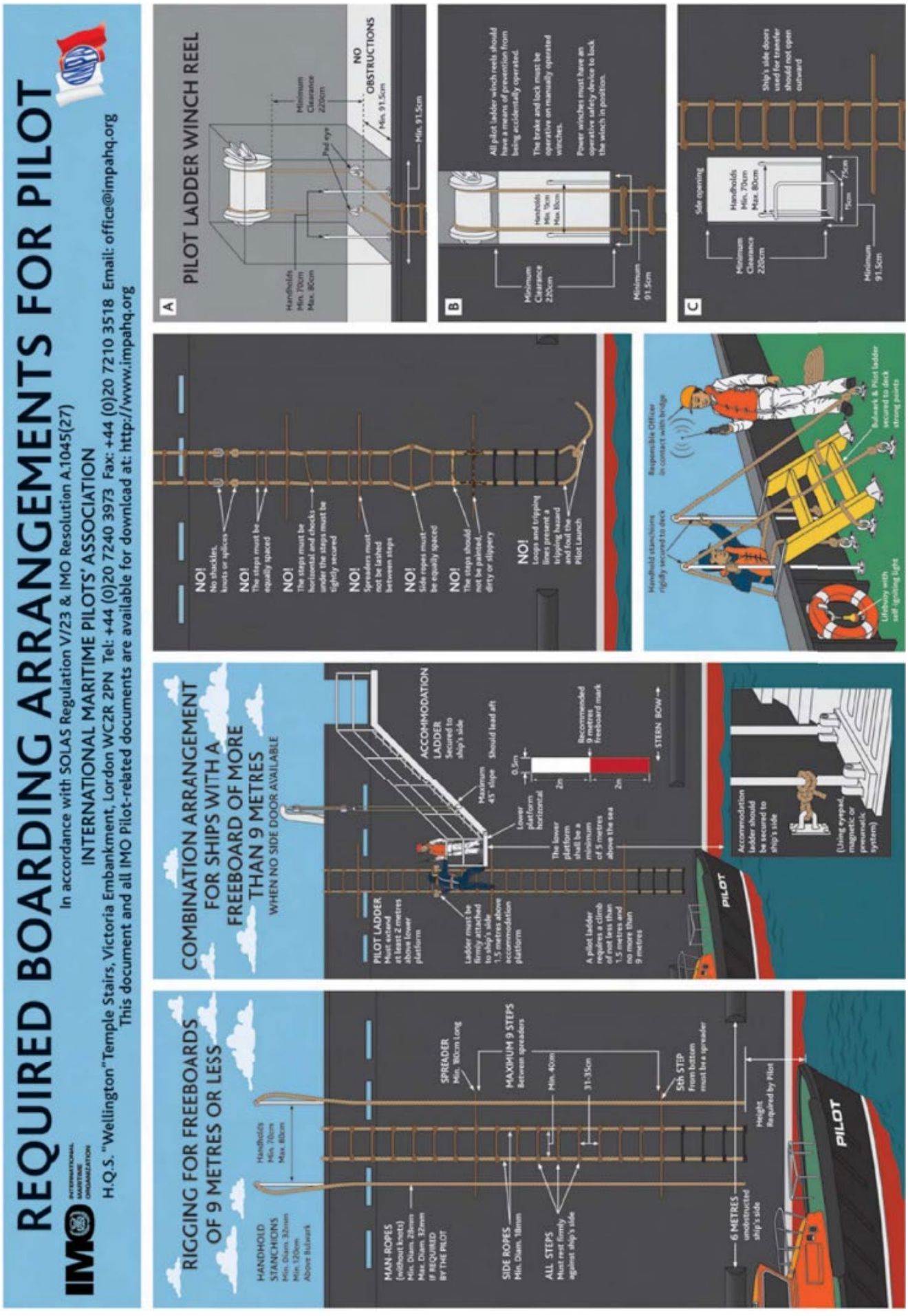
     Circumstances beyond the control include, but are not limited to:
     - industrial action by pilots, line boat operators or others
     - inability to schedule a pilot at the time required
     - any direction or regulation having the effect of prohibiting or preventing the carrying out of the pilotage
     - a failure by a sub-contractor to carry out any part of the pilotage services.

The contents of this notice may be pleaded in any action or proceedings arising out of the provision of pilotage services.

16.7 Pilot boarding ground (Port Alma)



16.8 Pilot Boarding ladder arrangements



16.9 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.

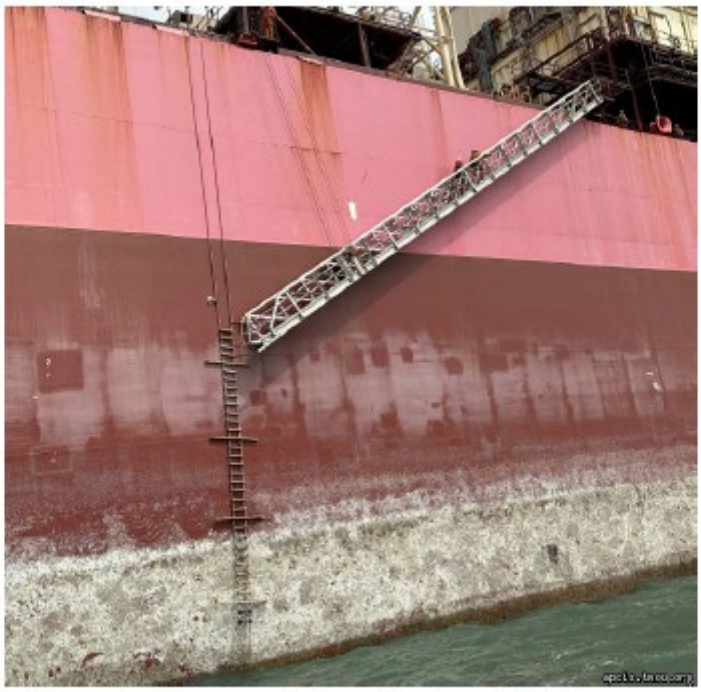


Photo 2: Example of non-compliant combination pilot ladder arrangements.

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.

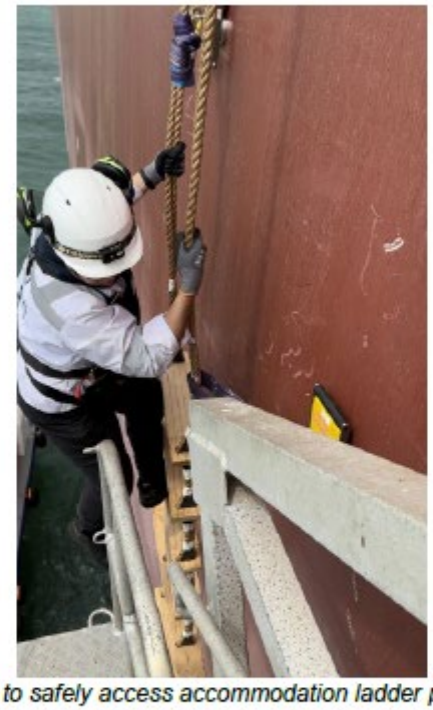


Photo 3: Person unable to safely access accommodation ladder platform from pilot ladder.

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.

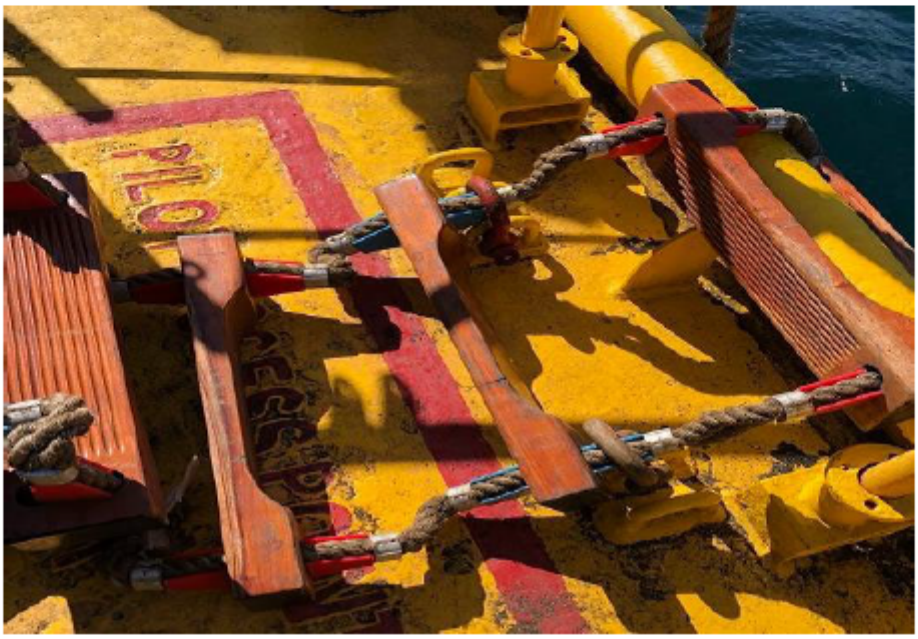


Photo 4: Unsafe pilot ladder securing arrangements (Reproduced with permission from Fremantle Ports).

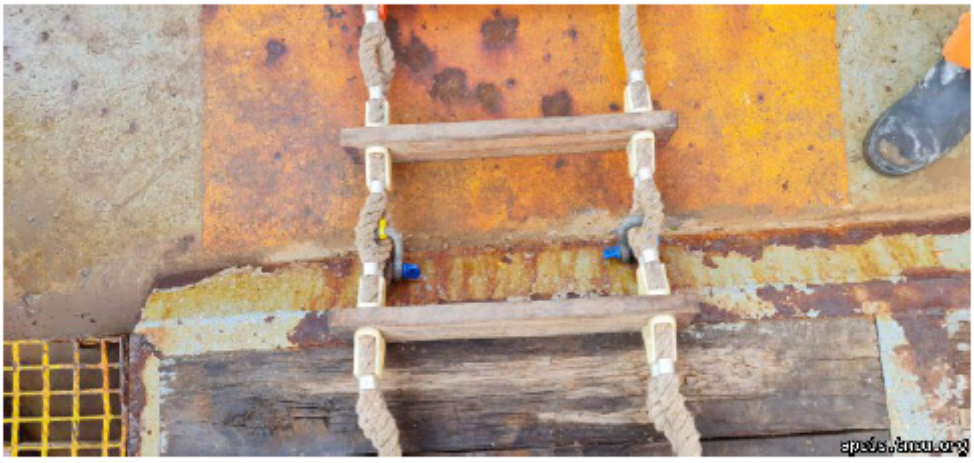


Photo 5: Unsafe pilot ladder securing arrangements.

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.

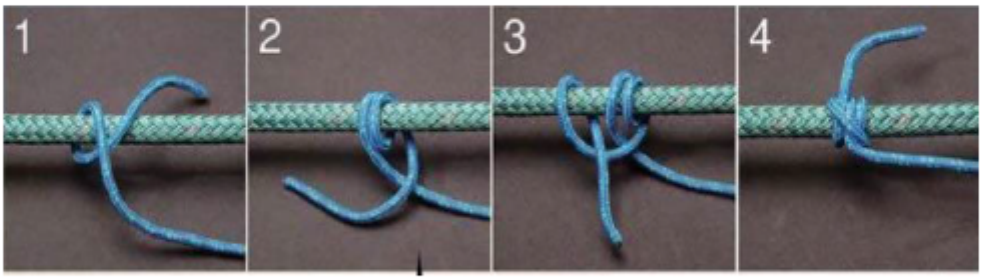


Photo 6: The rolling hitch knot. (Reproduced with permission from Fremantle Ports).

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".

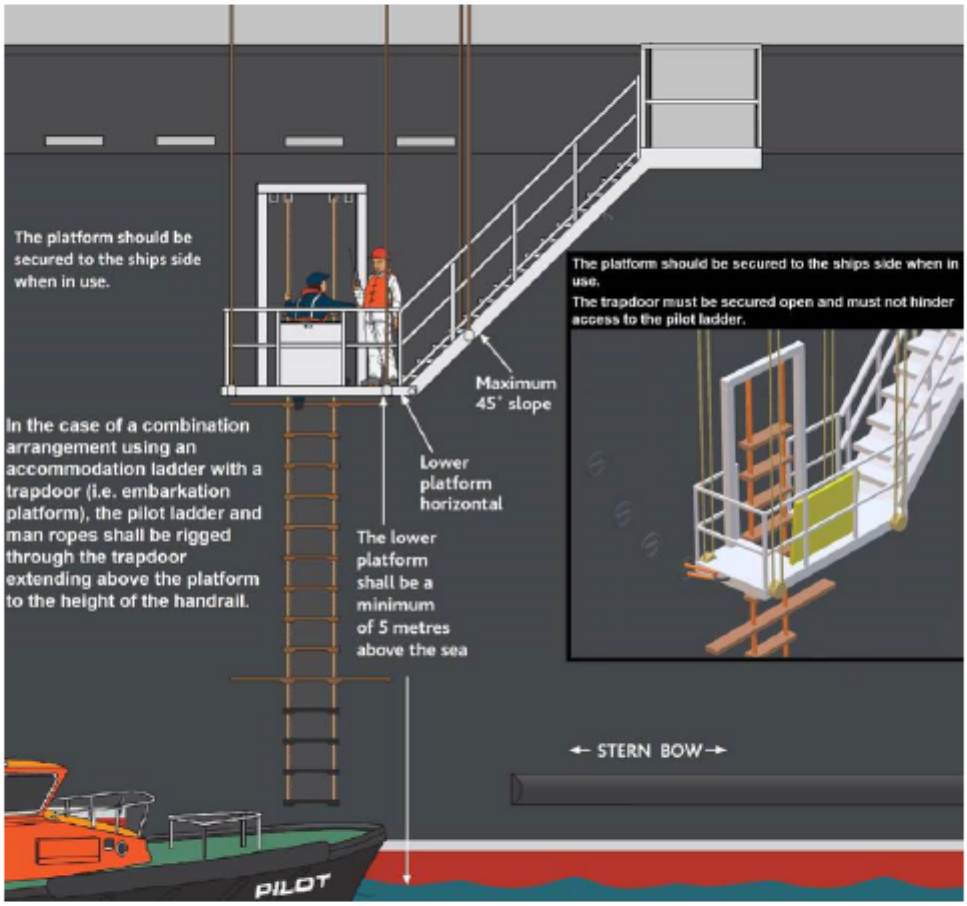


Figure 1: Pilot card depicting trap door arrangements.

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

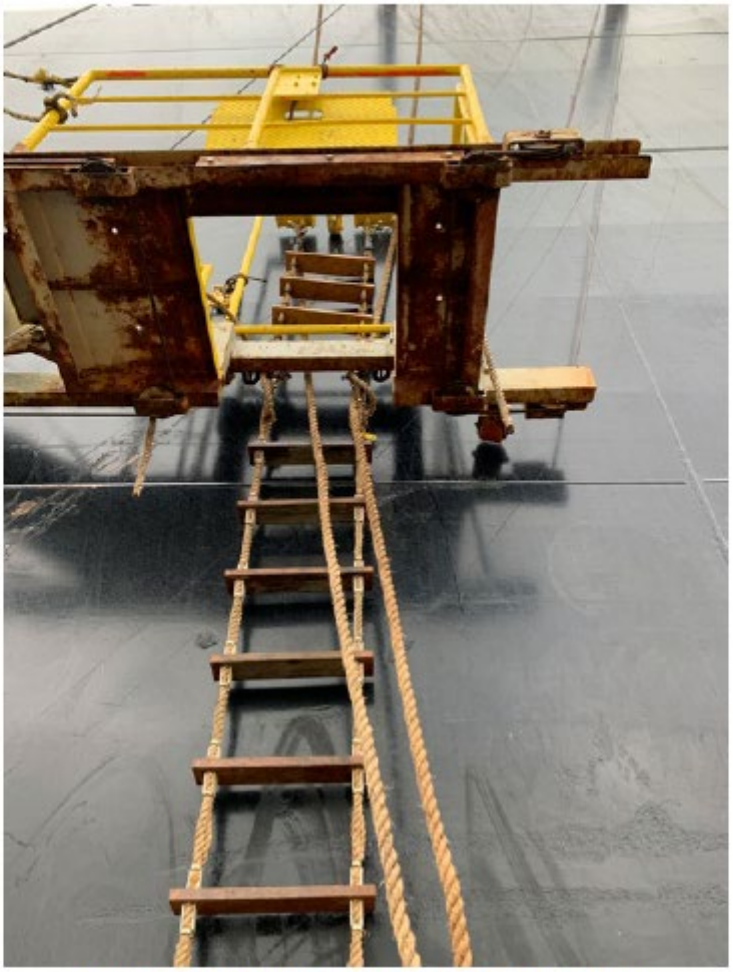


Photo 11: Unsafe trapdoor pilot transfer arrangement.

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 AMSA[1] 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 a incident alert (AMSA 18), report (AMSA 19) or marine safety concern. See Incident reporting (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.

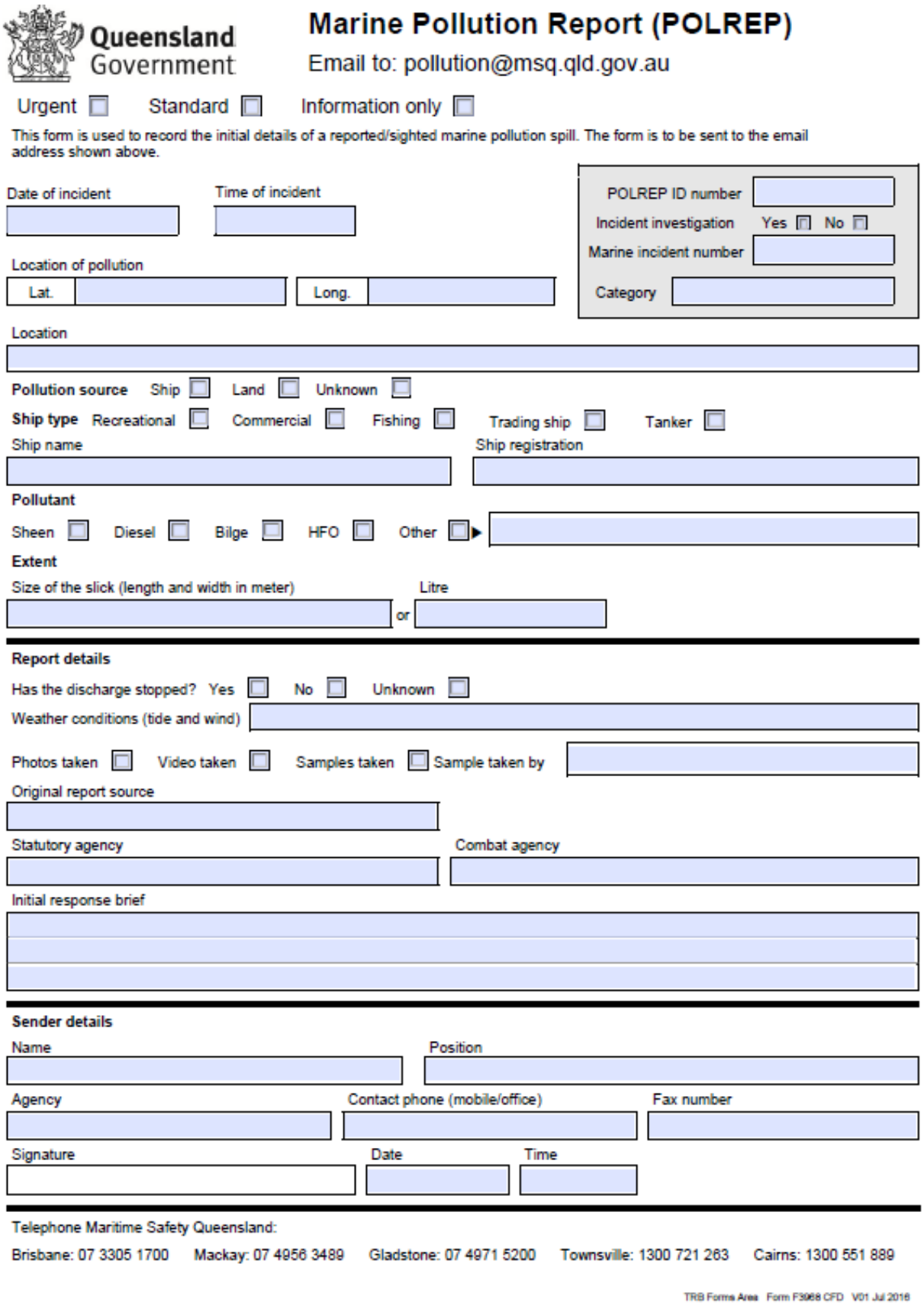
Compliance with the referenced standards does not of itself assure safety in each case. A pilot transfer arrangement that complies with the standards but is incorrectly rigged still presents a hazard to anyone using the arrangement. Crew members assigned to rig a pilot transfer arrangement should be 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

16.10 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

POLREP ID number

Incident investigation Yes ☐ No ☐

Marine incident number

Location of pollution

Lat.

Long.

Category

Location

Pollution source Ship ☐ Land ☐ Unknown ☐

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

Ship name

Ship registration

Pollutant

Sheen ☐ Diesel ☐ Bilge ☐ HFO ☐ Other ☐ ▶

Extent

Size of the slick (length and width in meter)

or

Litre

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: 07 4956 3489 Gladstone: 07 4971 5200 Townsville: 1300 721 263 Cairns: 1300 551 889

TRB Forms Area Form F3968 CFD V01 Jul 2016

16.11 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] ☐ Ship damaged
☐ Damage to property only [4] ☐ 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...

Ships involved - continued

Own ship

Ship description

☐ Motorboat ☐ PWC ☐ Rowing boat
☐ Sailing boat ☐ House boat
☐ Other (describe)

Engine

☐ Outboard ☐ Inboard (petrol) ☐ none
☐ Inboard/outboard ☐ Inboard (diesel)
☐ Other (describe)

Number of engines | Total engine power HP KW

Hull material

☐ Steel ☐ Timber ☐ Ferro-cement
☐ Marine alloy ☐ Fibreglass/GRP
☐ Other (describe)

Damage to ship

☐ Ship lost ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy) ☐ Minor damage ☐ No damage

Other ship

Ship description

☐ Motorboat ☐ PWC ☐ Rowing boat
☐ Sailing boat ☐ House boat
☐ Other (describe)

Engine

☐ Outboard ☐ Inboard (petrol) ☐ none
☐ Inboard/outboard ☐ Inboard (diesel)
☐ Other (describe)

Number of engines | Total engine power HP KW

Hull material

☐ Steel ☐ Timber ☐ Ferro-cement
☐ Marine alloy ☐ Fibreglass/GRP
☐ Other (describe)

Damage to ship

☐ Ship lost ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy) ☐ Minor damage ☐ No damage

People involved

Own ship

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 ☐ 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

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 ☐ 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

Continued over page...

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)
☐ Person at helm
☐ Crew
☐ Passenger on vessel
☐ Water-skier
☐ Surfboard/surf-ski rider
☐ Swimmer
☐ Para-flier
☐ Diver
☐ 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

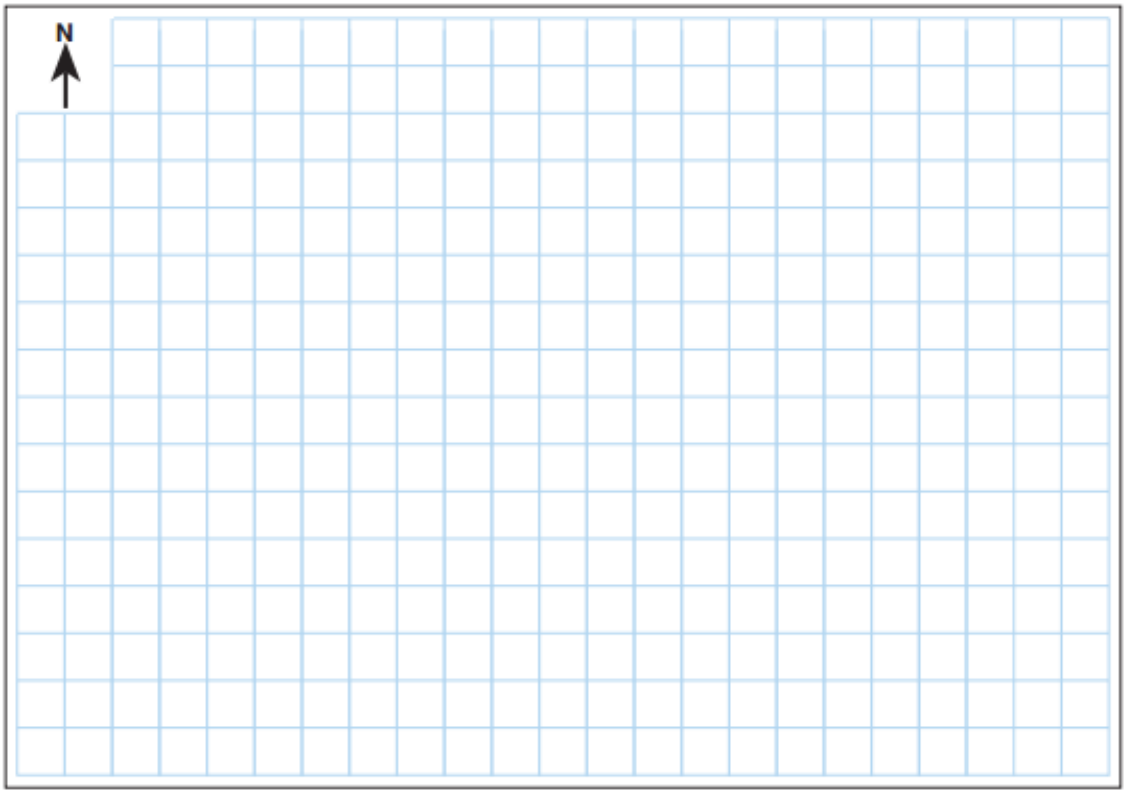
Activity of injured or deceased person
☐ Person in charge (Master)
☐ Person at helm
☐ Crew
☐ Passenger on vessel
☐ Water-skier
☐ Surfboard/surf-ski rider
☐ Swimmer
☐ Para-flier
☐ Diver
☐ Other

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...

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 .....

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Assistance rendered/received at incident .....

.....

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

Signature (Owner/Master) _____ **Date** _____/_____ _____

Owner/Master name (please print) _____

16.12 Defects report form AMSA 355

Link to online form

SV-HH

Australian Government
Australian Maritime Safety Authority

REPORT OF SUSPECTED MARINE SAFETY CONCERN

Please use this form to notify AMSA (reports@amsa.gov.au) of suspected safety concerns on vessels.

PART A: VESSEL INFORMATION

Vessel name		
IMO number	Unique identifier	Flag
Master	Contact details	
Operator/Company name		
Responsible Person		Contact Number
Domestic commercial vessel (Please tick if applicable) Class: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Operational Area : ☐ B Ext ☐ B ☐ C ☐ D ☐ E		

PART B: INCIDENT DETAILS

Date	Time Local: UTC:	
Next port		
Location description	Lat	Long

PART C: CONTACT DETAILS

(Name and contact details will be treated by AMSA as being provided in confidence)

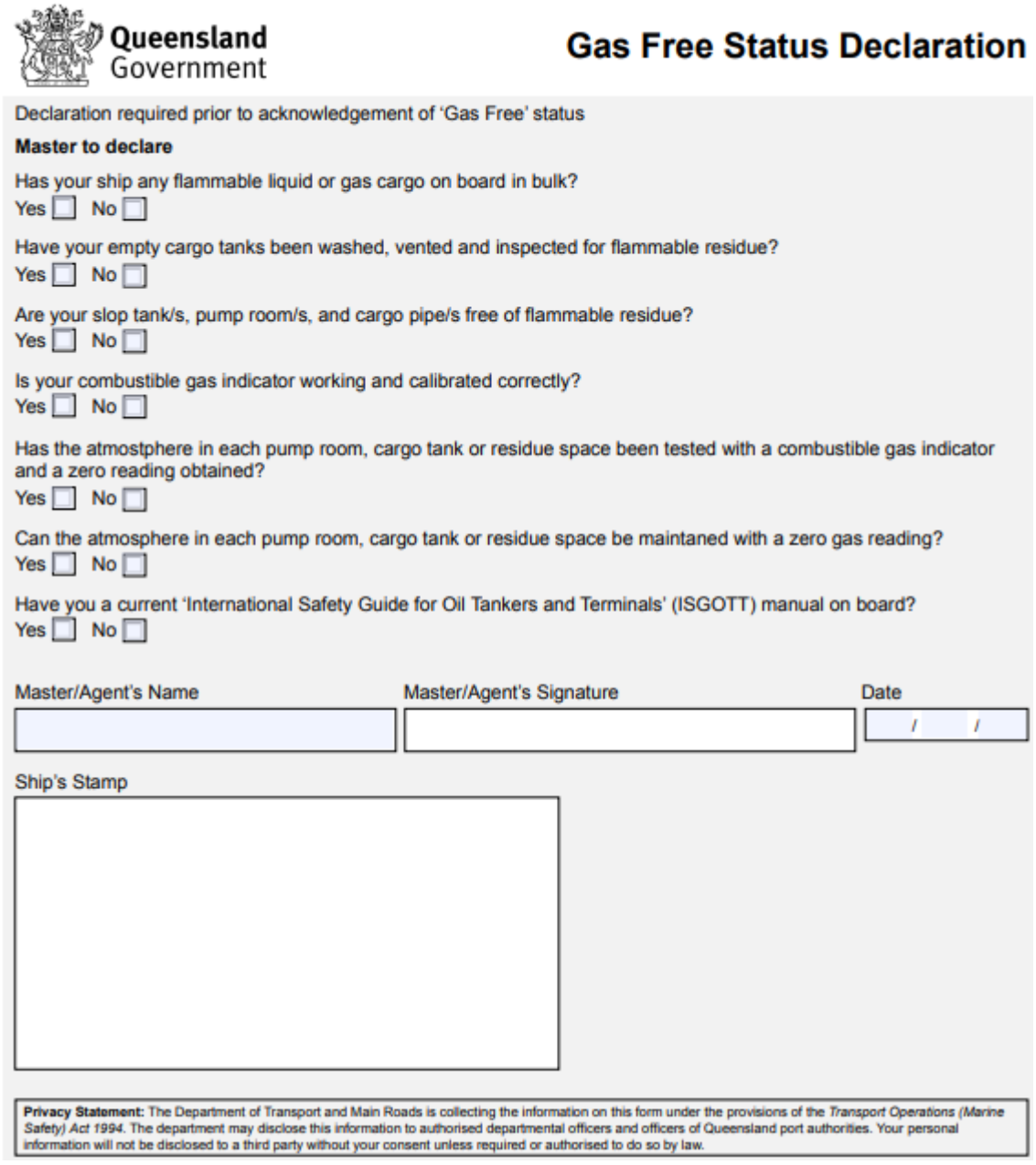
Name	Rank/Role
Contact details	Email address

PART D: BRIEF DESCRIPTION OF SAFETY CONCERNS/COMMENTS

AMSA 355 (12/17)

16.13 Gas Free Status

Link to fillable PDF



Queensland Government

Gas Free Status Declaration

Declaration required prior to acknowledgement of 'Gas Free' status

Master to declare

Has your ship any flammable liquid or gas cargo on board in bulk?
Yes ☐ No ☐

Have your empty cargo tanks been washed, vented and inspected for flammable residue?
Yes ☐ No ☐

Are your slop tank/s, pump room/s, and cargo pipe/s free of flammable residue?
Yes ☐ No ☐

Is your combustible gas indicator working and calibrated correctly?
Yes ☐ No ☐

Has the atmostphere in each pump room, cargo tank or residue space been tested with a combustible gas indicator and a zero reading obtained?
Yes ☐ No ☐

Can the atmosphere in each pump room, cargo tank or residue space be maintaned with a zero gas reading?
Yes ☐ No ☐

Have you a current 'International Safety Guide for Oil Tankers and Terminals' (ISGOTT) manual on board?
Yes ☐ No ☐

Master/Agent's Name | Master/Agent's Signature | Date

Ship's Stamp

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form under the provisions of the *Transport Operations (Marine Safety) Act 1994*. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

Master/agent

To be lodged to the VTS centre at least 48 hours prior to ship's estimated time of arrival to the pilotage area.

16.14 Example –Permission to Immobilise Main Engines

Link to fillable PDF

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

Queensland Government

Permission to Immobilise Main Engines - Cairns Region

Before operations are carried out this form should be filled out by ship's agents/masters and forwarded to the Regional Harbour Master for approval on:

Fax: 07 4052 7460 or

Email: vtscairns@msq.qld.gov.au

Location:

Cairns	☐	Karumba	☐	Thursday Island	☐	Mourilyan	☐
Cairns anchorage	☐	Karumba anchorage	☐	Thursday Island anchorage	☐	Mourilyan anchorage	☐
Weipa	☐	Amrun	☐	Cape Flattery	☐	Skardon River	☐
Weipa anchorage	☐	Amrun anchorage	☐	Other	☐		

Vessel name

Agent

Permission is sought to immobilise main engines - master to complete noting the conditions below:

From ____ hrs On ____/____/____ To ____ hrs On ____/____/____

Scope of repairs (if appropriate)

Time required to mobilise in emergency situation

Subject to the following conditions:

1. Prior to immobilising, advise VTS on port working channel.
2. For vessels alongside moorings, to be tended throughout.
3. For vessels at anchorage, anchored position to be monitored at all times.
4. During daylight hours, fly signal flags 'R' over 'Y'.
5. On completion, advise VTS on port working channel.

For vessels at anchor, this permission is only valid whilst weather conditions are suitable.

Masters are requested not to conduct prolonged engine trials whilst berthed at Cairns Port Authority wharves.

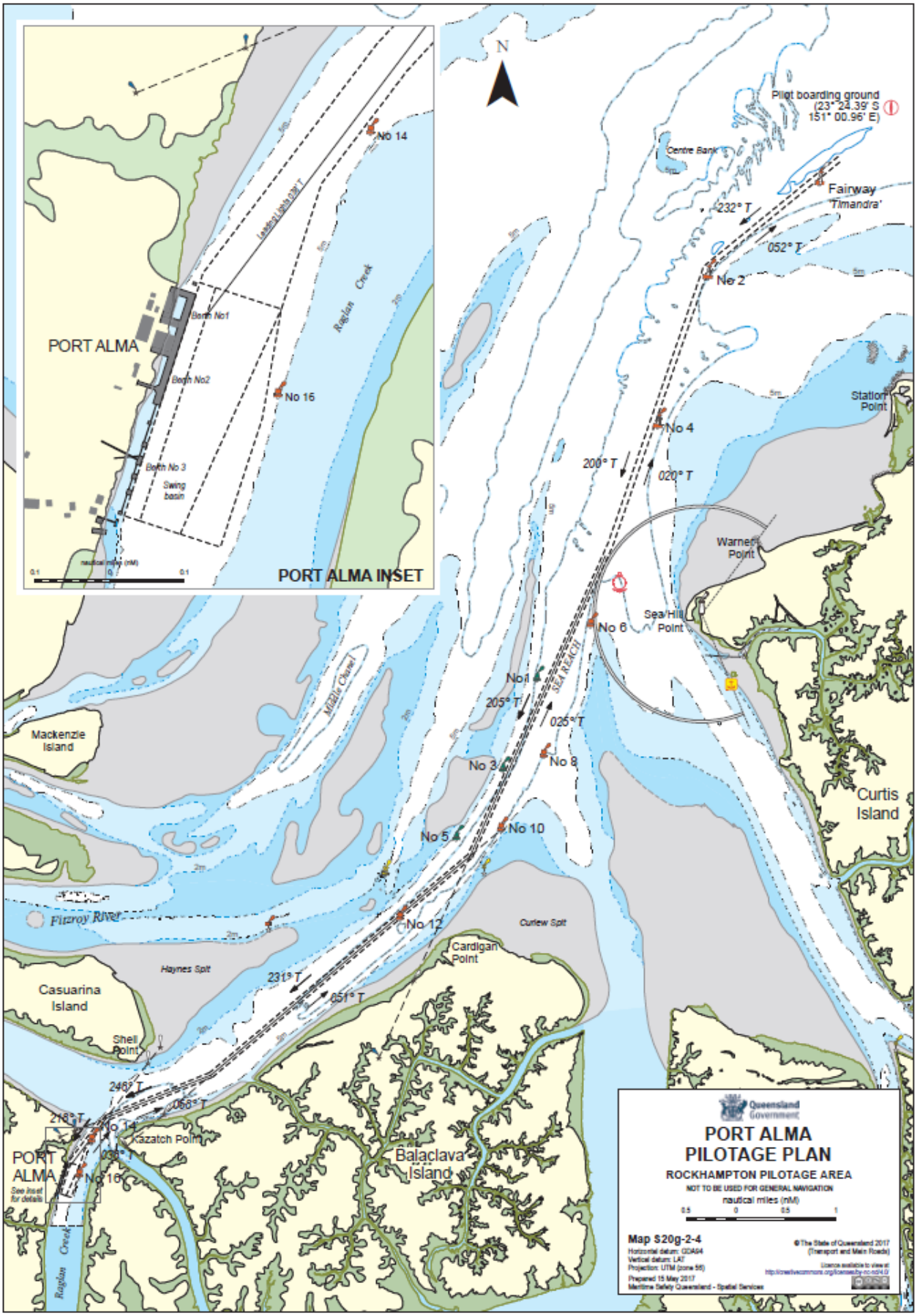
Approved/Not approved

Date ____/____/____

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form under the provisions of the *Transport Operations (Marine Safety) Act 1994*. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

TRB Forms Area Form F5199 CFD V01 Feb 2019

16.15 Pilotage passage plan



Pre Arrival/Departure Checklist

- ☐ Security Level :
- ☐ Main Engine
  - *Functioning ok and tested astern? Any recent repairs conducted?*
- ☐ Steering -
  Tested? Are 2 motors running? Has emergency steering been tested?
- ☐ Thrusters
  - *Bow / Stern. Functioning reliably?*
- ☐ Whistle
- ☐ Gyro Gyro Error :
  - *Functioning ok? Gyro error noted.*
- ☐ Anchors cleared and ready for use?
  - *When is fo'csle to be manned?*
- ☐ Doppler / GPS / EM Log
  - *Circle available systems*
- ☐ Radars
  - *Both on and functioning correctly?*
- ☐ Aldis Lamp
- ☐ Pilot Card available
- ☐ Charts and publications
  - *On board and up to date?*
- ☐ Special Features? :
  - *If yes, provide details :*

The Master and Pilot certify that the Passage Plan has been agreed and discussed with the bridge team.

Date/Time : .....

Master.....

Pilot .....

Queensland Government

Map: S20g-2-4
Prepared 15 May 2017
Maritime Safety Queensland - Spatial Services

PORT ALMA

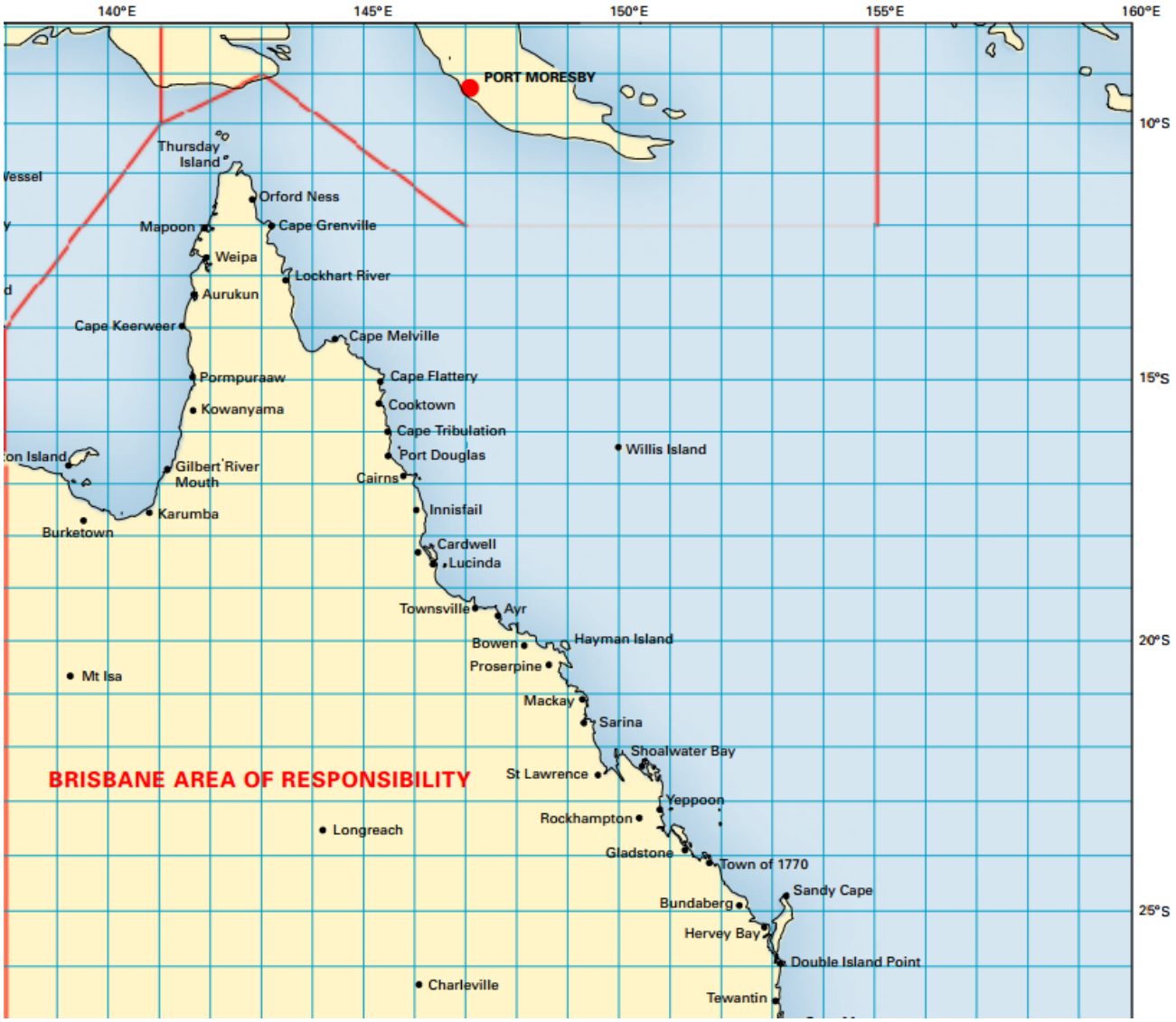
VESSEL: .....

PASSAGE PLAN - Arrival / Departure / Removal

Gladstone VTS listens continuously on VHF 13 VHF 16.
Communications for Pilot transfer operations are conducted using VHF Channel 06.
Should any emergency arise, call Gladstone VTS on VHF 13 for assistance.
The bridge team must plot vessels position as required by
Maritime Safety Queensland and International Regulations.
The pilotage passage will be monitored by Gladstone VTS.

Pilot			Pilot card	Yes	No
Date			Defects	Yes	No
Side alongside	Port	Starboard	Standby @		
Berth *(+Alignment)*			Tide	Time	Height
Draft	Fwd	Aft			
(in metres)					
Tugs			**UKC Calculations**		
Name	Bollard Pull	Position		Channel Depth	
				+ tide	
				Available Depth	
				- Draft	
Berthing / Departure Diagram				SUKC	

16.16 Cyclone tracking chartlet – Eastern Australia



16.17 Pilot Ladder Checklist

Pilot Ladder Checklist

Vessel Name: .....

Date of Pilot Transfer: _____

To the Master of the Vessel,
GMPS require you and your crew to fully cooperate with our pilot launch crew to ensure the safe transfer of Pilots to and from your vessel.

You are responsible to ensure that the pilot ladder has been stored and maintained in good condition and that it is regularly inspected and certified by the manufacturer of the ladder that it complies with the requirements of SOLAS CH V- Regulation 23 - Pilot Transfer Arrangements Resolution A.1045 (27).
GMPS supports all members of the pilot launch crew who decide not to transfer due to an unsafe ladder arrangement.

Please note that any failure from you to provide a fully compliant pilot transfer arrangement will result in your vessel being rejected for pilot boarding, and additional charges may be levied to your vessel.

The Master of the Vessel is to ensure this Pilot Ladder Checklist has been completed and sent to the Vessel's agent at least 72-hours prior to the planned pilot transfer taking place. The vessels agent will enter the completed form into QSHIPS.

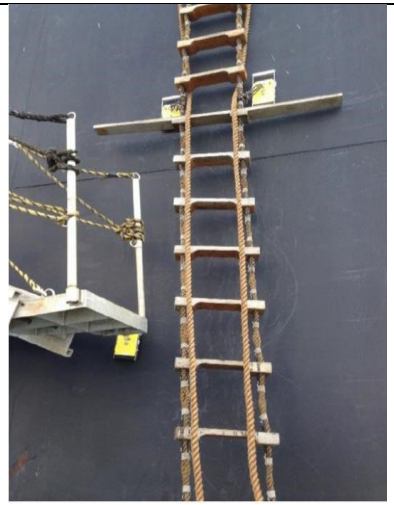
Item	Checks to be performed	Yes	No
1)	Have all pilot ladders been kept clean, properly maintained, stowed and inspected at least 72 hours prior to arrival at the port to ensure that they are safe to use?	☐	☐
2)	Are "Certificates of Conformity" and "Inspection Certificates" for Pilot ladders maintained on-board the vessel?	☐	☐
3)	Are manufacturer's plates clearly visible with matching certification for each ladder?	☐	☐
4)	Are all pilot ladders only used for the embarkation and disembarkation of personnel?	☐	☐
5)	Is there a copy of International Maritime Pilots Association "required boarding arrangements for pilots" poster displayed on board?	☐	☐
6)	Will the supervision of the rigging of the pilot ladder and of the pilot transfer arrangements be conducted by a responsible officer who has means of communication with the navigation bridge?	☐	☐
7)	Will the vessel provide a person to escort the pilot by a safe route to and from the navigation bridge?	☐	☐
8)	Will the pilot ladder and any operating mechanical equipment be tested prior to use?	☐	☐

9)	Are there at least two people (including one Officer) on the ship, near the pilot boarding area to assist pilot's embarkation / disembarkation?	☐	☐
10)	Are the ropes, heaving lines, splices and thimbles in good condition?	☐	☐
11)	Are the steps, spreaders and chocks in good condition and free of any coatings?	☐	☐
12)	Is the pilot ladder properly secured to the deck of ship?	☐	☐
13)	Is the deck area where the pilot disembarks clean and free of obstructions?	☐	☐
14)	Are the heaving line(s) in good condition and suitable for their intended use? Heaving line to be between 12-16mm diameter and fully inspected prior to use	☐	☐
15)	Are man ropes of at least 28mm and no more than 32mm in diameter and securely rigged?	☐	☐
16)	Are the man ropes less than 24 months old from the date of manufacture?	☐	☐
17)	Have the manropes been in service for less than 12 months?	☐	☐
18)	Is each pilot ladder less than 30 months old, or have they undergone the strength test as outlined in ISO 799-2019 with relevant certification?	☐	☐
19)	Is the pilot ladder tied to a strongpoint on the ship, resting on the parallel body of the ship and are the steps horizontal?	☐	☐
20)	Is there an additional back-up pilot ladder available on board the vessel? (this is not a current requirement but is considered best practice)	☐	☐
21)	Is the vessel capable and well-rehearsed in retrieving a man overboard?	☐	☐
22)	Is there a lifebuoy and self-igniting light available at the pilot boarding area?	☐	☐
23)	Is the boarding area adequately lit for pilot transfers at night?	☐	☐

Vessel Master's Name: ---------- **Date :** ----------

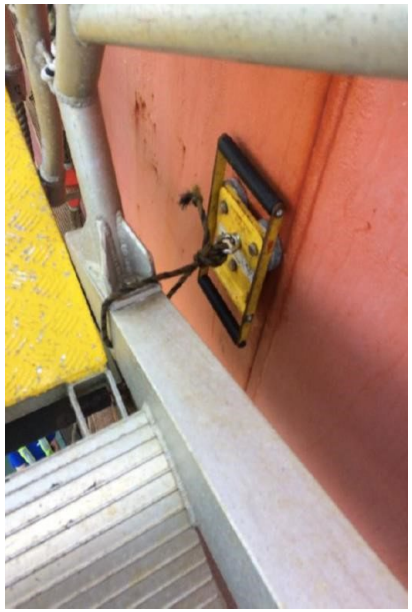
Vessel Master's Signature: ----------

Rigging Requirements for Combination Pilot Ladders

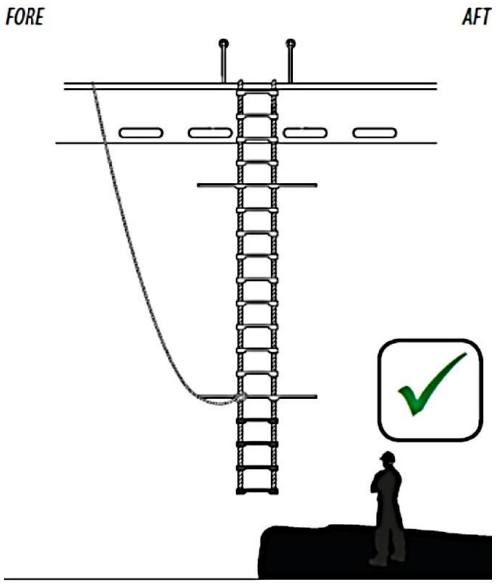


Magnets must be 1.5 meters above combination ladder platform

Manropes are to be tucked in line with the magnet/suction pad



1 magnet for accommodation ladder



The retrieval line is to be fastened above the last spreader step and is to lead forward without hindering or obstructing the pilot or pilot launch

REQUIRED BOARDING ARRANGEMENTS FOR PILOT

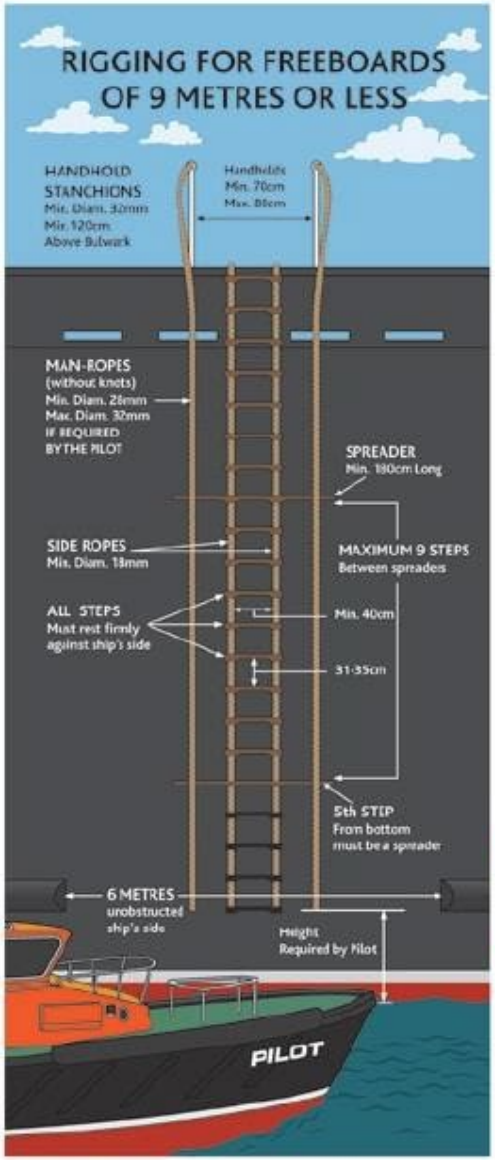
IMO INTERNATIONAL MARITIME ORGANIZATION

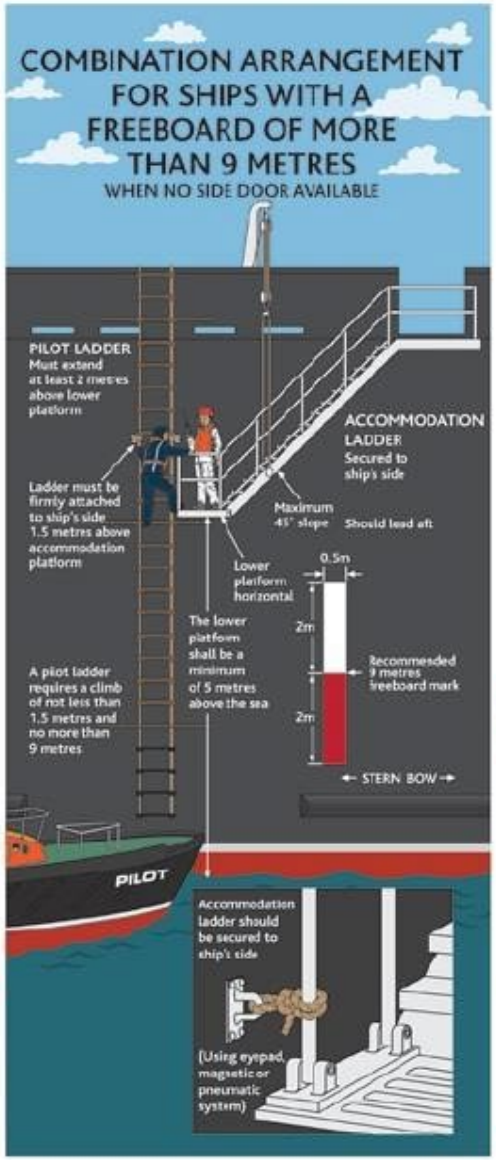
In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)

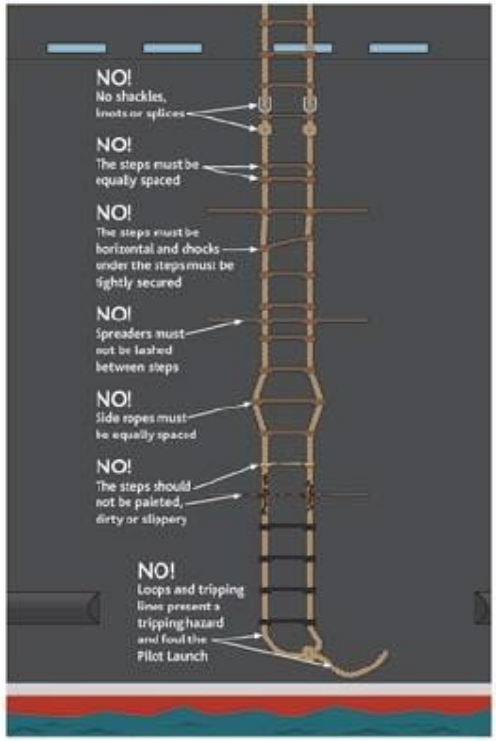
INTERNATIONAL MARITIME PILOTS' ASSOCIATION

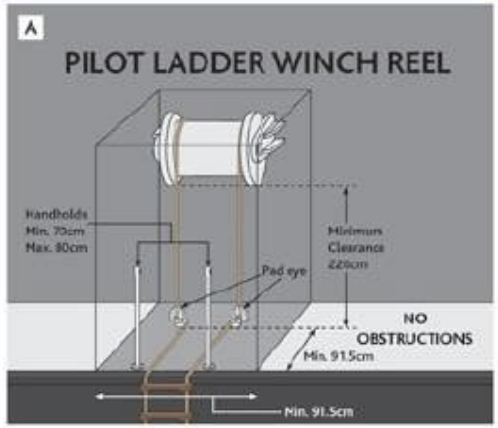
H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 Fax: +44 (0)20 7210 3518 Email: office@impahq.org

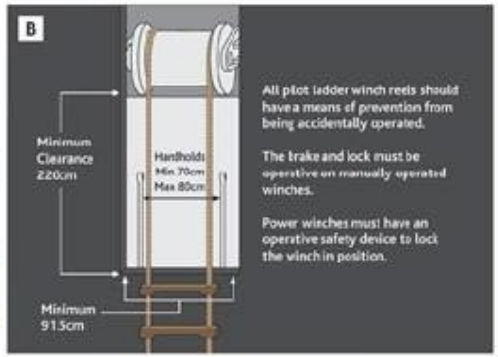
This document and all IMO Pilot-related documents are available for download at: http://www.impahq.org

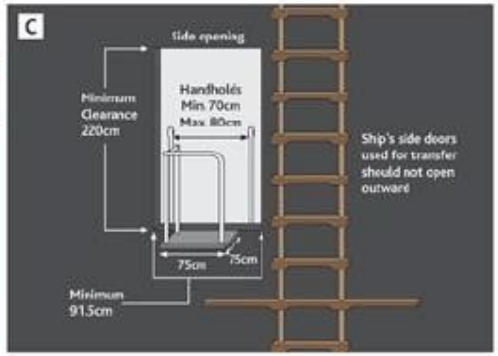












16.18 Safe Work Method Statement – Boarding by ladder

Transport and Main Roads

Safe Work Method Statement for personnel transfers from launch to ship in the Gladstone Region

MSQ Region	Gladstone	**Regional Harbour Master**	+61 7 4971 5205 +61 459 827 398
Relevant Legislation, Standards and Codes for the SWMS	*Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, Managing the risk of falls at workplaces Code of Practice (CoP) 2021, AMSA Marine Orders.		
Minimum number of employees	One (1)		
Description of activity	Travel on a launch to the anchorage then boarding a ship whilst at anchor and disembarking from a ship to launch and returning to port.		
Related Documents	Vessel Safety Management System and boarding procedures		

Overview

All persons involved in this task must have the SWMS communicated to them prior to the work commencing (see signoff)

- This Safe Work Method Statement (SWMS) identifies generic hazards identified and associated with this particular type of work (see list identified hazards and risks below).
- Other checklists, forms, training or procedures may be referenced in this document as controls for specific steps of the task being performed.
- This SWMS will need to be reviewed by the person supervising the activity to ensure it is specific to the work being performed, and any adjustments recorded on the daily prestart form for the day.
- The employee shall monitor the work to ensure this SWMS is being complied with and additional hazards are identified, controlled and recorded on the daily prestart for the day.
- If there are changes to the work being performed, that raises the risk level after controls are in place higher than what has been assessed, the employee must consider additional controls, or stop the activity covered by the SWMS.
- Where additional controls are implemented to address site specific risks, they must be documented in the site-specific SWMS section of the daily prestart and other workers involved in the task consulted in these changes.
- SWMS must be made available for inspection or review where the work is being undertaken, such as a hardcopy or be electronically accessible.

Licensing / Qualifications required for this activity:

Indicate all the appropriate licences / qualifications required to undertake the above-mentioned high-risk construction activity.

Role	Licence / Qualification	Required		Role	Licence / Qualification	Required
All including passengers		No		Master of Vessel	Coxswain	Yes
Crew Members	Elements of shipboard safety (or higher qualification such as Coxswain)	No		At least one crew member	Applied first aid	Yes

Training required for this activity:

- Vessel SMS Induction for a master and crew member/s
- Vessel SMS Induction for a passenger

Equipment Required to undertake this activity safely:

Refer below

Additional Personal Protective Equipment required to undertake this activity:

*This section is to capture the **additional** PPE needed. It does not include the Mandatory PPE for outdoor work environment) (refer to Other Company work practices/procedures).*

									
Eye protection must be worn:	Full face mask respiratory protectionmust be worn:	Half mask must be worn:	Hard hat must be worn:	Hearing protection must be worn:	Hand protection must be worn:	AS 2210 compliant footwear must be worn:	Protective body clothing must be worn:	Face protection must be worn:	Life jacket must be worn:
Y ☐ N ☒	Y ☐ N ☒	Y ☐ N ☒	Y ☒ N ☐	Y ☐ N ☒	Y ☒ N ☐	Y ☒ N ☐	Y ☐ N ☒	Y ☐ N ☒	Y ☒ N ☐
Glasses can be worn where required, secured with a lanyard.	Not with-standing any COVID-19 PPE requirements.	Not with-standing any COVID-19 PPE requirements.	Approved high visibility helmet (not hard hat) to be worn with chin strap secured.		For climbing rope ladder. Not rubber rubber gloves.	Non-slip covered footwear should be worn.			Life jacket worn must be a self-inflating and within service date.

IDENTIFIED HAZARDS AND RISKS FOR THIS HIGH-RISK WORK	
A Falling in water from vessel/ship	J Unfavourable weather
B UV Radiation	K Vessel propulsion failure
C Workers not competent working at heights	L Access Ladder in poor condition
D Restricted movement when wearing equipment	M Marine life (Sharks, Crocodiles, Irukandji or other identified marine life)
E Slippery structure slip, trip or fall	N Struck by falling objects
F Vessel ropes	O Crushing injury between vessel and ladder
G Vessel colliding with ladder/structure when working	P Isolation from medical assistance
H Drowning	Q Vessel Accident
I Manual handling	

Preparation before activity commences

This SWMS requires the following tasks to be undertaken before the SWMS can be used.

Task	Controls	Responsible Officer
Check for inclement weather, sea state and vessel to be boarded.	• Weather/tidal information is to be reviewed • Commencement of work to be assessed against forecasted weather conditions • Daylight only transfer	Vessel master
Conduct Daily Prestart	• Review controls within this SWMS • Ensure all controls have been implemented before leaving berth • Ensure all passengers/crew have been inducted onto the vessel	Vessel master
Fitness for duty: Master/crew/passengers	• Not under the effects of medicinal drugs, illegal drugs or alcohol • Master/crew/passenger not suffering from an injury or illness that may impact on this activity • Not be suffering from fatigue • Crew/passenger Identified by master as being capable of conducting work type	Vessel master

Commence Activity

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
1. Boarding vessel for transfer	E, J, K, Q	Medium	• Persons boarding will act upon instructions from crew or master. • Ensure 3 points of contact when boarding. • All gear to be passed from the berth to the vessel crew for storage. Be aware of slips, trips and falls. • Persons boarding to be aware of ropes.	Low	• Inducted by trained crew and/or master of vessel. • Induction training paperwork is completed and signed and placed in SMS.	Vessel master or crew.
2. Generic induction to vessel	Fire, collision, grounding, muster stations, man overboard, flooding	Medium	• . Induction of personnel onto vessel.	Low	• Inducted by trained crew and/or master of vessel. • Induction training paperwork is completed and signed and placed in SMS.	Vessel master or crew.
3. Travel via vessel to ship to be boarded with crew/ passengers Crew/passengers competent for travel.	A-Q Sea sickness	High	• Vessel SMS MOB training to be provided. • Undertake vessel SMS induction crew and passenger/s. • Vessel crew advise access and egress of vessel. • Follow instructions from vessel crew. • Three points of contact while on board.	Low	• Vessel Master ensures briefings are recorded in vessel log	Vessel master or crew.
4. Approaching ship to be boarded (Assessment).	E,J,K,Q Sea sickness	High	• Vessel master to ensure all persons on vessel requiring transfer are ready for transfer. • Master of vessel to make contact with the ship's Captain and determine the best lee of the ship and advise which section of the ship the transfer will take place. • Master of the vessel to discuss the transfer of the persons with crew prior to engaging contact with the ship.	Low	• Vessel master	Vessel master

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
5. Climbing the vessel via boarding ladder	A-Q	High	• Passengers and crew to await master's confirmation prior to leaving the wheelhouse. • Transfers are to be at the discretion of the vessel master in consultation with the ship's Captain, but generally should not be undertaken when at greater than Sea State 4 and a wind strength of 20 knots. • Three points of contact at all times. • Persons to ensure their lifejacket is worn correctly, is self-inflatable and within service • Approved safety helmet is to be worn with chin strap attached. • Ensure gloves are worn suitable for rope handling. • Ensure laces on boots/shoes are tied correctly (where necessary). • Vessel crew to be wearing an approved helmet with chin strap whilst transfer is taking place. • Persons to follow instructions from vessel master and crew. • Vessel to transfer persons on the side of ship that provides the best lee in consultation with the ship Master. • The boarding ladder is to be lowered and secured by the ship's crew; an inspection will be conducted of the ladder at this time by the person boarding and the vessel crew. Should the ladder be determined unsuitable for climbing, the Captain of the ship is to be advised. If another ladder suitable to be used cannot be produced, the vessel is to return to port and advise VTS of this decision and why the transfer did not take place. • Inspect path to climb on approach. • If in doubt stay on vessel, return to port and advise VTS of the decision. • No equipment to be carried by any person boarding while climbing the ladder. • Equipment will be passed up and down the ship in a bag by a heaving line.	High	• Employee to cancel transfer if they do not feel safe, are uncertain, or as instructed by vessel crew or the vessels master. • Weather and sea state to be monitored by master of vessel. • All persons to await instructions from vessel crew or master whilst on the vessel.	Vessel master/crew/person boarding.

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
			• The master will manoeuvre the vessel to ensure the person boarding can grasp the boarding ladder. • Wait for the vessel to manoeuvre into position and settle before stepping onto the ladder. • Be aware of weather and sea state. • Once the person has hold of the boarding ladder and is positioned on the ladder, the master will move the vessel away from the ship away from the ladder fall zone. • The person should maintain three points of contact while climbing the ladder. • The vessel is to remain close by in the event the person climbing should fall from the ladder. • Should a person fall from the ladder, the man overboard procedure is to be conducted.			
6. On board ship after ladder climb	A-Q	High	• Ensure self-inflating lifejacket is worn and the approved helmet is worn. Remove helmet after boarding when safe to do so. • The top of the Pilot ladder may involve an accommodation ladder (staircase with a handrail) to assist and trip hazards (trap doors). • At top of ladder climb onto ship, following instructions by ship's crew. • Maintain 3 points of contact at all times • Person to advise master of transfer vessel by hand signal (thumbs up) or radio signal, whichever is appropriate once on board safely.	Medium	• Person transferred	Vessel master
7. Disembarking from vessel	A-Q	High	• Ensure self-inflating lifejacket is worn. • Approved safety helmet is to be worn. • The top ladder may involve an accommodation ladder (staircase with a handrail) to assist. • When descending the ladder, ensure any trip hazards are removed/person is aware of these hazards. • Person to position themselves on the boarding ladder ready to disembark. • Wait for vessel to settle alongside. • Descend the ladder in a slow and safe manner.	High	• Vessel crew to monitor descending person. • Vessel crew to be aware of falling objects.	Vessel master

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
			• No person is to carry any equipment whilst descending the ladder. • Vessel crew to ensure they are wearing an approved helmet with a chin strap during the transfer. • Maintain 3 points of contact at all times. • Vessel crew will monitor descent. • Follow instructions of the vessels crew to time step off ladder.			
8. On board the vessel.	A-Q Sea sickness	High	• Once safely on board, person is to return to the vessel wheelhouse. • Vessel crew to take hold of any gear being delivered back down from the ship by the heaving rope. • Once all the persons and gear have been removed, the vessel is to manoeuvre safely away from the ship. • Master to advise ship's Captain that all persons are present, and the vessel is returning to port.	Medium	• Crew to ensure all persons and gear on board before departure.	Vessel master
9. Disembarking the vessel when back at port.	E, J, K, Q	High	• All persons to wait in the wheelhouse of the vessel until the vessel has berthed. • Await pilot crew or master's instructions to leave the vessel • When leaving the vessel be aware of slips, trips and falls. • Ensure three points of contact when disembarking the vessel. • Vessel crew to pass any gear from vessel to person once the person has safely disembarked.	Low	• All persons on board including crew and master.	Vessel master.

Approved by Regional Harbour Master Gladstone

This document was created in consultation with the following:

John Fallon RHM Gladstone

Jennifer Tumbers ED WWM Gladstone

Leon McKenzie MO3

Date of consultation:___/_____/_____

SAFE WORK METHOD STATEMENT

Safe Work Method Statement has been discussed with the undersigned and the control measures to be followed have been understood.

Date	Name of worker	Signature	Date	Name of worker	Signature

Risk Matrix

Risk Dimensions		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Severe	HIGH	HIGH	HIGH	EXTREME	EXTREME
	Major	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	Moderate	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	Minor	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	Insignificant	LOW	LOW	LOW	MEDIUM	MEDIUM

ACTIONS TO BE TAKEN	
Extreme Risks	• unacceptable • work must cease immediately, or not to be undertaken, until the risk is reduced • implement further control measures and/or obtain specialist advice.
High Risks	• immediate action required • risks to be reduced if possible • manager/supervisor authorisation required before work proceeds • ensure the work team is informed of the risk potential and control measures.
Medium Risks	• work can proceed, however, reduce the risks where practical and feasible • authorisation by the manager/supervisor is required • ensure the work team is informed of the risk potential and control measures.
Low Risks	• no additional risk control necessary • work can proceed • ongoing STOP-THINK-GO assessment by workers.

	Consequence		Likelihood	
1	Insignificant	• Injury/illness requiring first aid treatment at most • Treatable health issues	Rare	• May occur only in very exceptional circumstances. • Frequency - Once in every 5 - 10 years
2	Minor	• Reversible injury/illness to one or more persons requiring medical treatment, but does not result in time lost or restricted duties. • Unresolved minor health issues.	Unlikely	• Could occur at some time but unlikely. • Frequency - Once in 1 to 5 years.
3	Moderate	• Moderate irreversible injury/illness to one or more persons. • Reversible injury/illness to one or more persons resulting in time lost and/or restricted duties. • Acute short term health issues.	Possible	• Will probably occur in some circumstances. • Once per month - year.
4	Major	• Considerable irreversible injury/illness to one or more persons. • Serious reversible injury/illness to one or more persons. • Progressive chronic condition, serious health issues.	Likely	• Will probably occur in most circumstances. • Once per week - month.
5	Severe	• Fatality, or significant disabling injury/illness to one or more persons. • Significant prolonged health issues.	Almost certain	• Is expected to occur in most circumstances. • Once per day - week.

Hierachy of control			
1.Elimination	**First option - most effective**: can the hazard be removed altogether by elimination of process or substance?	4. Engineering	Change the design of equipment, the workplace or the process ..... do it differently.
2. Substitution	Involves replacing the hazard with one that presents a lower risk.	5. Administrative	Reduce or eliminate the exposure to a hazard by adherence to procedures, instructions, signage or training. Administrative controls are dependent on human behaviour for success.
3. Isolation	Separate yourself from the hazard or separate the hazard from you.	6. PPE	**Last option - least effective**: provides a barrier between a person and the hazard. This is dependent on PPE being chosen correctly as well as fitted and work at all times where required.

Risk Matrix