3.   Movement and traffic procedures

Maritime Safety Queensland, through the authority of the Regional Harbour Master, has jurisdiction over the safe movement of all shipping within the pilotage area.

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

All vessels, whether commercial or recreational, are to maintain a listening watch on VHF13 and 16 whilst within the Bundaberg Pilotage Area.

3.1   Port Control

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

Bundaberg Port Control is provided by Gladstone VTS and is manned by qualified vessel traffic service operators, under the management of the Assistant Regional Harbour Master and the Regional Harbour Master (Gladstone).

3.1.1   Port Control Role

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

- interact with vessel traffic by VHF radio;
- interact with port services;
- inform participating vessels of current traffic and safety information pertaining to the pilotage area;
- communicate the directions of the Regional Harbour Master (Gladstone) or delegate;
- monitor compliance with the Transport Operations (Marine Safety) Act 1994 and Transport Operations (Marine Safety) Regulation 2016;
- record the details of shipping movements in the QSHIPS program in inside the 24hour lockout period;
- maintain a situational awareness of traffic in the pilotage area to the extent of the available information;
- participate in emergency procedures; and
- In the event Gladstone VTS deems that a situation demands a higher level of interaction, the functions of a traffic organisation and navigational assistance may be enabled.

3.1.2   VTS communications

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

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

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

Bundaberg vessel traffic services (VTS)		
VTS area	**No (Port Control Area)**	
Level of service	**Local Port Service (Traffic Information Service)**	
	Call sign	**Service**
VHF Ch 16	User	Emergency and initial calling
VHF Ch 13	'Gladstone VTS'	Mandatory reporting, vessel traffic management, port working
VHF Ch 82	User	Small craft repeater channel

Table 3 – Vessel traffic service

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

3.1.3 Language

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

3.1.4 Voice recordings

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

3.1.5 Distress and Emergency

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

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

VHF radio: channel 13 or 16

Phone: +61 7 4839 0208

3.2   Harbour contact details

Organisation	Telephone	Facsimile	Email
VTS Centre	+61 7 4839 0208		VTSGladstone@msq.qld.gov.au
Regional Harbour Master	+61 7 4971 5200		RHMGladstone@msq.qld.gov.au
Gladstone Ports Corporation	+61 7 4976 1333	+61 7 4972 3045	www.gpcl.com.au/home/contact

Table 4 – Harbour contact details

3.3   Prior notification of movements

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

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	Dangerous Cargo Report Dangerous Cargo/Bulk Liquid list
	3 hours prior to departure	
Loading, removal or handling of dangerous cargo alongside (includes bunkering)	24 hours prior to handling	DGTrack
Ship-to-ship transfer of dangerous cargo	24 hours prior to cargo transfer	Dangerous Cargo/Bulk Liquid list
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 – Harbour contact details

3.4   QSHIPS (Queensland Shipping Information Planning System)

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

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

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

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

3.5   Booking a vessel movement

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

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

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

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

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

3.6   Reporting defects

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

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

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

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

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

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

3.7   Movement scheduling

3.7.1   Schedule changes

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

3.8   Prioritising of Ship Movements

Bundaberg is considered a wharf centre of the Port of Gladstone for the purposes of applying arrival and departure priorities. The principle of 'first come, first served' (ToA - Turn of Arrival) applies to all ships wishing to enter the port of Bundaberg, 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   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.*

3.10   Movement clearance information

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

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

3.10.1 Clearance for arrivals

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

3.10.2 Clearance for departures

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

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

3.11 Anchoring

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

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

Permission to immobilise main engines

3.12 Reporting requirements

3.12.1 Arrival reporting requirements

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

	Report	Information to report
1	**Ship master/exempt master to Gladstone VTS** 2 hours prior to entry into the pilotage area	Ship's name: fore and aft draft: Last port: 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.
3a	**Ship master/exempt master to Gladstone VTS** On anchoring	Ships name, anchor position as a bearing and distance from South Head Light and time of anchoring.
3b	**Ship master/exempt master to Gladstone VTS** Departing anchorage	Ships name, anchor aweigh time
4	**Pilot to Gladstone VTS** Pilot transfer (when the pilot transfer has been completed)	Ships name, 'pilot onboard': pilot onboard time: pilot name: ship's fore and aft draft: changes to ship details
5	**Pilot/exempt master to Gladstone VTS** When entering Sea Reach	Time ship abeam No 1 beacon and destination berth
6	**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**.**

3.12.2 Departure and removal reporting requirements

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

	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 draft, changes to ship details, Confirm ETD
2	**Ship master to Gladstone VTS** Unassisted removal along the berth	A – ship's name, time of commencement of movement B – ship's name, time of completion of movement.
3	**Ship master/pilot to Gladstone VTS** Departing berth	Ship's name, departure berth, time of last line, ETA pilot boarding ground
4	**Ship master/pilot to Gladstone VTS** Departing anchorage	Ship's name, anchor aweigh time, destination
5	**Ship master/pilot to Gladstone VTS** Exiting channel	Passing no 1 beacon
6	**Ship master to Gladstone VTS** Pilot Transfer (when the pilot transfer has been completed safely from outbound ship to launch.)	Ship's name, pilot disembarked pilot off time

Table 7 – Outbound and removal reporting requirements