Department of Transport and Main Roads

Queensland Good jobs Better services Great lifestyle

Port Procedures and Information for Shipping – Bundaberg

November 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 Bundaberg. Sections of the Port Procedures and Information for Shipping – Port of Bundaberg (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 Bundaberg must be complied with by all vessels operating within the Port of Bundaberg 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 08th DAY OF November 2024.

Contents

List of Tables

Table of amendments

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

Contact officer:	Regional Harbour Master (Gladstone)
Phone:	+61 7 4971 5200
Fax:	+61 7 4971 5520

Revision Date	Change Number	Page number or section	Summary of Changes
January 2009	Version 1	Whole Document	First Issue
August 2017	Version 2	Whole document	Complete rewrite incorporating all previous amendments Updating to new TMR corporate format Updating of TOMSA/TOMSR
October 2017	Version 2.01	Page 24, section 4	Amended port description
		Page 24, section 4.3	Amended maximum vessel size
		Page 26, section 5.1.2	Updated berth description and amended arrival parameters
		Page 27, section 5.1.2	Updated departure parameters removing reference to vessels up to 150m
		Page 37, section 9.1 General	Amended tug fleet to reflect three tugs with additional available on request
		Page 37, section 9.1.2	Amended tug requirements for sugar berth port side to arrivals
		Page 49, section 15.4	Removed reference to power being available at the molasses berth
		Whole document	Updated Queensland Legislation hyperlinks
November 2017	Version 2.02	Page 23, section 4.3	Amended maximum vessel size. Added laden vessel restriction of 180m x 30 metres
September 2018	Version 2.03	1.7.1, 12.4, 12.4.1	Regulations dates updated
November 2018	Version 2.04	Page 38, section 9.1.2	Amended tug requirements for SST arrivals <130m
		Page 27, section 5.1.1	Amended PST departures for vessels >130m to departing berth in daylight hours.
		Page 25, section 4.3	Amended maximum departure drafts to specify port or starboard side to
		Page 31, section 7.4.1	Amended UKC requirement to capture port or starboard side to
June 2019	Version 2.05	Page 38, section 9.1.2	Amended tug requirements. Now displayed in table form.
		Page 73, section 16.13	Replaced SV-HH form with updated form
January 2022	Version 2.06	Page 20, section 2.10	Updated wording to include Gladstone as a Reef VTS Centre
		Page 20, section 2.10	Update hyperlink to Reef VTS User Guide
		Page 21, section 3	Amended wording
		Page 21, section 3.1	Updated heading and wording
		Page 21, section 3.1.1	New heading – Port Control Role
		Page 21, section 3.1.2	Updated Table 3

	Page 22, section 3.1.5	New heading – Distress and Emergency
	Page 23, section 3.5	Updated wording
	Page 24, section 3.6	Updated wording
	Page 24, section 3.8	Updating wording for prioritising of movements
	Page 18, section 2.2	Added Pilot Ladder Checklist requirement to Table 1
	Page 36, section 7.9	New paragraph – Personnel Transfers to and from vessels using pilot or combination ladders
	Page 38, section 8.6.1	New paragraph – Pilot Launch Preparation
	Page 81, section 16.19	Added Pilot Ladder Checklist
	Page 84, section 16.20	Added Safe Work Method Statement – Boarding by ladder
	Page 28, section 4.6	Removed withdrawn charts AUS 241 and AUS 243
December 2022	Page 56, section 16.1	Updated Marine Order 03/2022 Pilot Transfer Arrangements
	Page 83, section 16.9	Updated Pilot Ladder Checklist
	Page 16, section 1.6.2	Updated Gladstone VTS phone number
	Page 32, section 3.2	Updated Gladstone VTS phone number
January 2023	Page 16, section 1.6.3	Updated contact details for the port
	Page 30, section 5.3	Updated table 9, removing reference to Sea Reach PELs and adding Sea Reach and Long Reach leading lights
March 2023	Entire Document	Amending broken links and correcting outdated corporate forms. Correction of numbering.
July 2023	Page 36, section 7.8 & 7.9	Update contact details for marine animals and wording
	Page 56-66, section 16.1	Updated Marine Order 04/2023 Pilot Transfer Arrangements
October 2023	Page 22, Section 3.1.2	Remove Fax
	Page 91-94, Section 16.19	Update Pilot Ladder Checklist
November 2023	Page 91-94, Section 16.19	Update Pilot Ladder Checklist
November 2024	Page 37, Section 7.1.1	New section – Harbour Transits – fuel change over
	Page 42, Section 10.1	Added main engine trials to work permits
	Page 42, Section 10.1	Added main engine trials work permits to table 14
	Page 43, Section 10.2.2	New section – Main engine trials alongside terminal

1. Introduction

1.1 General

The port of Bundaberg is managed by the Gladstone Ports Corporation; the Regional Harbour Master (Gladstone) is the harbour master for the port.

Shipping legislation in Queensland is controlled by Maritime Safety Queensland (MSQ), a State government agency attached to the Department of Transport and Main Roads.

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*, are responsible for:

- improving maritime safety for shipping and small craft through regulation and education
- minimising vessel sourced waste and providing response to marine pollution
- encouraging and supporting innovation in the maritime industry.

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

Collectively, the harbour master and the port authority have responsibility for managing the safe and efficient operation of the port.

1.2 Port description

The port of Bundaberg is situated at the mouth of the Burnett River, approximately 370 kilometres north of Brisbane. The principal export is sugar however other products may include wood pellets and silica sands.

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 their respective websites for current information

The latest version of this publication is available on the Maritime Safety Queensland website.

Any significant updates to the content of these procedures will be promulgated on this site. The Gladstone Ports Corporation 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:

Address: PO Box 123, Gladstone Queensland 4680

Phone: +61 7 4971 5200

Email: RHMGladstone@msq.qld.gov.au

1.3.1 Change Management

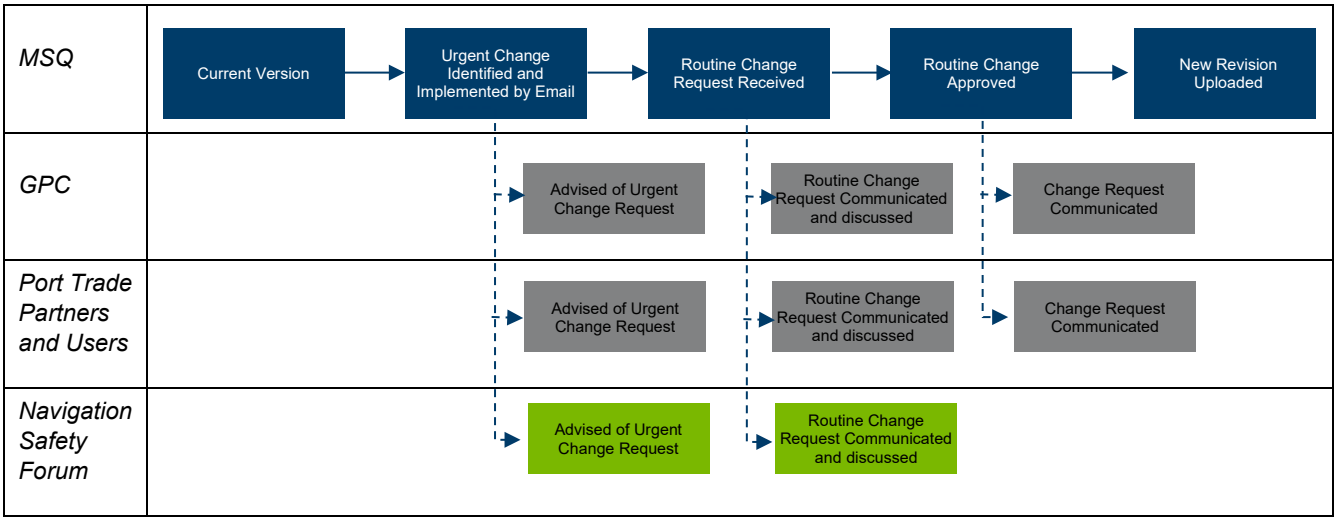
Changes to the Port Procedures Manual (PPM) will be required from time to time as circumstances change. These changes may have a significant impact upon shipping within the Port of Gladstone. Therefore, a Change Management Process has been introduced to ensure that change is appropriately managed. The authorised version of the PPM resides on the MSQ website and is a controlled document amended as required under the authority of the Regional Harbour Master (RHM).

The Gladstone Port Trade Partner Forum and Navigation Safety Forum will include consultation on changes as a routine agenda item.

The RHM will approve changes to the PPM either as a:

- follow up to an urgent change to Port Operations that will have been communicated initially by other means; or
- routine amendment implemented in response to changed circumstances and initiated by any Port User

An indication of this management of change process for the Port Procedures Manual is indicated below:



The RHM reserves the right of powers under section 86 of the Transport Operations (Marine Safety Act) 1994, to give a direction to ensure safety and the effectiveness and efficiency of the Queensland maritime industry. Furthermore, section 86A of the Transport Operations (Marine Safety) Act 1994 enables a harbour master to give a general direction that applies to all ship owners, ship masters, ships, other persons or matters.

As an adjunct the Transport Infrastructure Regulations (Ports); regulation 17 or 18, allows an authorised officer of Gladstone Ports Corporation to issue a port notice affecting the entry on to, and use of, Gladstone Ports Corporation's port areas.

1.4 Datum

All water depths refer to the lowest astronomical tide height (LAT).

All positions in this manual are in WGS84.

All directions are referenced to True North.

1.5 Definitions

1.5.1 Australian Maritime Safety Authority (AMSA)

The Australian Maritime Safety Authority is the commonwealth authority charged with enhancing efficiency in the delivery of safety and other services to the Australian maritime Industry.

1.5.2 AS 3846 – 2005 – Australian Standard

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

1.5.3 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.

1.5.4 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 Lowest astronomical tide (LAT)

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

1.5.7 Maritime Safety Queensland (MSQ)

The state government agency responsible for pollution protection services, VTS services and the administration of all aspects of vessel registration and marine safety in the state of Queensland.

1.5.8 Modernised Australian Ship Tracking and Reporting System (MASTREP)

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

1.5.9 Navigation Act

Refers to the *Navigation Act 2012*.

1.5.10 Nett explosive mass (NEM)

The nett explosive mass 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) or product carrier which has not had its cargo tanks washed, vented and inspected, or been issued with a 'gas free' certificate.

1.5.12 Overall length (LOA)

Extreme length of the vessel

1.5.13 Pilotage Exemption Certificate (PEC)

Exemption granted to certain qualified masters who have satisfied the necessary legislative requirements and are authorised to navigate ships in the port pilotage area without a pilot.

1.5.14 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.

1.5.15 REEFREP

The mandatory *ship reporting system* established by IMO Resolution MSC.52 (66), as amended by Resolution MSC.161 (78), and specified in Marine Orders.

1.5.16 Reef VTS

The Great Barrier Reef and Torres Strait Vessel Traffic Service (Reef VTS) established by Australia as a means of enhancing navigational safety and environmental protection in Torres Strait and the Great Barrier Reef.

1.5.17 Regional Harbour Master (RHM)

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

1.5.18 Sailing time

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

1.5.19 Ship scheduler

A person suitably qualified delegated by the Regional Harbour Master to schedule the movement of vessels and to give direction under the relevant provisions of the *Transport Operations (Marine Safety) Act 1994*.

1.5.20 Vessel Traffic Service Operator (VTSO)

A person, suitably qualified, delegated by the Regional Harbour Master to monitor the safe movement of vessels and to give direction under the relevant provisions of the *Transport Operations (Marine Safety) Act 1994*.

1.5.21 Vessel Traffic Service (VTS)

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

1.6 Contact information

1.6.1 The Regional Harbour Master

For operational maritime questions, marine incidents, pollution, pilotage, buoy moorings, navigation aids and towage requirements please contact the harbour master's office.

The Regional Harbour Master's 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
Email:	RHMGladstone@msq.qld.gov.au

Maritime Safety Queensland Bundaberg Office

Address:	Quay Street, Bundaberg
Phone:	+61 7 4131 6600
After Hours:	+61 7 4839 0208 (Gladstone VTS)

1.6.2 Port control

The Port Control Centre is situated at the harbour master's office at Gladstone. For ship traffic scheduling, pollution incidents and reporting defective navigation aids please direct initial enquiries to the Port Control Centre.

Call sign '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:

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

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

Ship traffic movements may be accessed on the QSHIPS website.

1.6.3 Port authority

The primary function of the Gladstone Ports Corporation (GPC) under the *Transport Infrastructure Act 1994*, is to establish, manage and operate effective and efficient facilities and services within the port and the regulation and control of small craft at the Burnett Heads Boat Harbour, while maintaining appropriate levels of safety and security.

Phone:	+61 7 4130 2200
Manager (mobile):	+61 434 606 476
Port Security Officer (mobile):	+61 438 165 374 (24 hours)

1.7 Rules and regulations

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 (e.g. the IMDG code) and State, National and Local port authority regulations are in force in the port of Bundaberg.

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

1.7.1 Applicable regulations

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

- *Transport Operations (Marine Safety) Act 1994* and *Regulations 2016* *(TOMSR)*
- *Transport Operations (Marine Pollution) Act 1995* and *Regulations 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

- Maritime Safety Queensland (MSQ)
- Australian Maritime Safety Authority (AMSA)
- Australian Customs and Border Protection Service
- Australian Quarantine and Inspection Service
- 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 what and when to report please consult the under mentioned tables:

Masters of vessels arriving at, staying in or departing from the port are obliged to make previous notification on a variety of subjects, ranging from health to immigration to dangerous goods.

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

2.2 Arrival check list

Sequence	Time	Report
1	48 hours before arrival	Arrival information to Regional Harbour Master via QSHIPS (see 3.4 - QSHIPS)
2	48 hours before arrival	Dangerous goods report to VTS and Gladstone Ports Corporation (see 11 - 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 Port Control (see 2.7 – 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 update to Regional Harbour Master through QSHIPS
8	24 hours prior to loading / handling dangerous goods (includes bunkers)	Dangerous goods report to Port Control, AMSA and Gladstone Ports Corporation (see 11 - Dangerous Cargo)
9	Not less than 12 hours before arrival	Advice to agent regarding Pilot Ladder Checklist (see section 16.19)
10	2 hours before arrival pilotage area	Call ‘Gladstone VTS’ VHF 16 (See 3.12.1 Arrival reporting requirements)
11	In transit	VTS reporting points 16 (See 3.12.1 Arrival reporting requirements)

Table 1 – Arrival check list

2.3 Departure check list

Sequence	Time	Report
1	24 hours before departure	Confirm departure information to Regional Harbour Master via QSHIPS)
2	3 hours before departure	Dangerous goods report to Gladstone VTS and Gladstone Ports Corporation (see 11.1.1 – Notification)
3	2 hours departure	Pre-entry report to Reef VTS (see 2.9 Reef VTS)
4	In transit	Port Control reporting points (see 3.12.1 Departure and removal reporting requirements)

Table 2 – Departure check list

2.4 Quarantine

The Department of Agriculture, Fisheries and Forestry require vessels from overseas to submit their documentation no more than 96 hours and no less than 12 hours prior to arrival. Contact details for Australian Quarantine Inspection Service at Gladstone:

Phone: +61 1800 900 090

2.4.1 Ballast water information

Ships with ballast water from ports that are considered a high risk for introduced marine species and that have not exchanged water ballast in mid ocean are now forbidden to discharge this ballast into Australian waters. Vessels that do not need to discharge ballast in Australian waters are exempt from these requirements.

The Department of Agriculture (Biosecurity) provides a Ballast Water Management summary sheet for use by Masters/Agents which can be found at the following link:

http://www.agriculture.gov.au/biosecurity/avm/vessels/ballast/australian-ballast-water-management-requirements

2.5 Customs (Border Force)

Vessels arriving from overseas must submit their 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
24 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 Force forms may be accessed on at the following link: http://www.homeaffairs.gov.au/

2.6 AMSA

The Australian Maritime Safety Authority (AMSA) is a statutory authority established under the Australian Maritime Safety Authority Act 1990 (the AMSA Act).

All Australian Maritime Safety Authority forms may be accessed on their website www.amsa.gov.au/forms

2.7 Arrival/departure report

If a visit cannot be booked into QSHIPS, all Shipping Agents, owners or masters are required to complete the Arrival/Departure Report Form 3452) 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) RHMGladstone@msq.qld.gov.au

2.8 Dangerous goods

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

The Dangerous Cargo Report Form 3217 must be submitted at least 48 hours prior to arrival in port limits. For further information, see 11 - Dangerous Cargo)

2.9 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
- 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.

2.10 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; and
- 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.

2.11 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).

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

4. Port description

The port of Bundaberg is situated 5.6 nautical miles from the mouth of the Burnett River; its principal exports is sugar, as well as silica and wood pellets. Bulk raw sugar is stored in two sheds with a capacity of 300 000 tonnes and is loaded via a travelling gantry loader at 1600 tonnes per hour. Bulk molasses is stored in three tanks with a capacity of 36 000 tonnes and loaded at 285 tonnes per hour through a 375 millimetre pipeline. The port also imports gypsum and molasses.

The port is managed by the Gladstone Ports Corporation, who maintain the dredging, security, berths and operations at the port.

4.1 Pilotage area

The Bundaberg Port and Pilotage Areas are 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 following:

- the Burnett River and connected waterways system from the head of navigation to the river mouth
- from the river mouth, the waters within a four nautical mile radius centred at the Burnett Heads lighthouse; and

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

4.2 Load lines

Bundaberg is in the summer zone.

4.3 Maximum vessel size

The port limits ship size to 190 metres LOA, beam 32 metres.

Vessels >180m are determined on a case by case basis.

Laden vessels are restricted to 180m LOA, beam 30 metres.

Maximum arrival draft to berth Starboard side alongside is 6.4m + tide height – 0.9m UKC.

Maximum arrival draft to berth Port side alongside is 8.4m + tide height – 0.9m UKC. Laden Gypsum/Molasses into sugar berth (1.2m if >180m x 32m)

SST Maximum departure draft 8.4m + tide height – 0.9m UKC.

PST Maximum departure draft 6.4m + tide height – 0.9m UKC

Arrival draft to be confirmed with Regional Harbour Master's office prior to vessel's arrival.

4.4 Time zone

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

4.5 Working hours

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

4.6 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 242 ..... Port of Bundaberg (mandatory)

AUS 817 ..... Hervey Bay

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

AUS 4060 ..... Australasia and adjacent waters

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

4.7 Shipping announcements

4.7.1 Notices to Mariners

Maritime Safety Queensland circulates marine safety information to mariners, organizations 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).

5. Port infrastructure

5.1 Bundaberg berth information

BERTH	Design depth	Berth length	Ht above LAT	Swing basin	Max LOA x Max beam	Dist. To FWY Bcn (nm)
Sugar berth	11.00	191	7.0	310 x 8.0	200 x 32	5·6
Molasses berth	9.66	240	7.0	310 x 8.0	185 x 32	5·5

Table 8 – Bundaberg berth information

Note that depths are subject to change; please consult Notices to Mariners for the latest information. Bundaberg port layout

5.1.1 Sugar berth

Owned by Queensland Sugar Ltd and is principally used for the loading of bulk sugar. The berth is serviced by a rail mounted gantry fitted with a mechanical trimmer; average loading rate 1600 tonnes per hour. The maximum outreach of shiploader to the center of the telescopic loading chute is 16.7 meters; maximum operating air draft (LAT to horizontal boom) is 16.7 meters,

Arrivals:

- All vessels (except molasses and gypsum) are swung on arrival and berth starboard side to on the flood tide. Vessels ≥150 metres will berth at the commencement or end of the flood. Molasses and gypsum vessels berth PST, berthing with maximum drafts based on HW+1:00hr
- Vessels are programmed to enter from LW to HW -1:00
- Molasses and gypsum vessels are programmed to enter at HW -0:30 only
- Maximum wind speed 25 knots.
- Maximum wind from northerly quadrant 15 knots.
- Approximate time from S1 to berth – one hour.

Departures:

- Sugar vessels are programmed to sail one hour prior to high water.
- Molasses and Gypsum vessels are programmed to sail one hour prior to high water. Vessels >130m must have daylight when departing the berth.
- Pilot will board 30 minutes prior to the ETD.

Passing:

- No passing is permitted.

5.1.2 Molasses berth

Owned by Gladstone Ports Corporation and is principally used for the unloading of bulk molasses via a 375 millimeter pipeline; average loading rate 280 tonnes per hour.

Arrivals:

- For starboard side to berthing vessels normally enter at LW-0:30 to HW-1:30. For port side to berthing vessels normally enter at HW-0:30 to LW-1:30.
- Small molasses vessels may berth port side to and scheduled to enter from HW-0:30 to LW-1:30
- Maximum wind speed 25 knots.
- Approximate time from S1 to berth is one hour.

Departures:

- Vessels can sail at any time.
- Pilot will board 30 minutes prior to the ETD.

Passing:

- No passing is permitted.

5.2 Anchorage area

Vessels arriving off the port should anchor in position two miles off the S1 beacon bearing 273° as indicated on chart AUS 243. Anchorage in Sea Reach is unsafe due to the rocky sea bed and strong tidal streams.

The attention of masters is also drawn to Section 10.2 Work Permits, which requires prior permission of the 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.

5.3 Navigation aids and leading lights

Name	Position	Characteristic
South Head Light	24°45.6'S 152° 24.76' E	Fl.(4) 20s 20m 18M (arc of visibility 140° through east to 300°)
Sea Reach Front Lead		Q Bu – Fl B 0.5s (F day)
Sea Reach Rear Lead		Iso Bu – Iso Bu 2s (F day)
Middle Reach Approach front		Q Bu – Fl G 4s (F day)
Middle Reach Approach rear		Iso Bu 2s (F day)
Middle Reach Departure front		Q Bu – Fl G 4s (F day)
Middle Reach Departure rear		Iso Bu 2s (F day)
Inner Reach Approach front		Q Bu – Fl G 4s (F day)
Inner Reach Approach rear		Iso Bu 2s (F day)
Inner Reach Departure front		Q Bu – Fl G 4s (F day)
Inner Reach Departure rear		Iso Bu 2s (F day)
Long Reach Front Lead		Q Bu – Fl B 0.5s (Q W 0.5s day)
Long Reach Rear Lead		Iso Bu 2s (Iso W 2s day)

Table 9 – Lighthouse and leading lights

5.4 Buoys /beacons within Bundaberg Harbour and approaches

Name	Navigational Aid	Type	Characteristic
Sea Reach	1	Bn	Q(3) 10s
Sea Reach	2	Bn	Fl.R.2s
Sea Reach	3,5,7,9,11,13	Bn	Fl.G.4s
Sea Reach	4,6,8,10,12	Bn	Fl.R.4s
Sea Reach `	14	Bn	Fl QR
Middle Reach	16	Bn	Fl.R.4s
Middle Reach	18	Bn	Fl QR
Inner Reach	20	Bn	Fl QR
Inner Reach	22,24	Bn	Fl.R.4s
Swing basin	23,25,27	By	Fl.Y 2.5s

Table 10 – Lighthouse and leading lights

Defects and/or changes to navigation aids will be promulgated in the Notices to Mariners (see 4.7.1 – Notice to Mariners) Main shipping channel depths are promulgated at 9.5 metres and 8.0 metres in the swing basin.

6. Weather information

The prevailing winds tend to be easterly to south easterly. Although calmer conditions occur during the winter months, they may become very difficult during the summer months when the sea breeze augments the prevailing south easterlies. As a general rule, when mean wind speeds are in excess of 25 knots vessel movements in the port will be suspended.

A Tropical Cyclone Watch (Blue Alert) message is issued by the Bureau of Meteorology (BOM), when a cyclone or potential cyclone is expected to affect conditions in the area within the next 48 hours and is reviewed every six hours.

A Tropical Cyclone Warning (Yellow Alert) message is issued when a cyclone or potential cyclone is expected to affect conditions in the area within the next 24 hours and is reviewed every three hours or sooner depending on circumstances.

Cyclone warnings and reports may be obtained from the Australian Bureau of Meteorology (BOM) website (www.bom.gov.au). (appendix –Cyclone Tracking Chartlet).

The Extreme Weather Event 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 Tidal information

The mean spring tidal range is 2.4 metres and the mean neap range is 1.1 metres. The tides are much affected by the prevailing winds and the stream sets are very strong at times in the channels.

Tidal streams in excess of four knots may be experienced between the entrance at Burnett Heads and the berths; the tides set across the channel in the Sea Reaches. An extremely strong northerly set is frequently experienced just seaward of the South Head lighthouse.

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 on the Bureau of Meteorology website; additional information regarding Burnett Heads (storm tide data and tide predictions) can be accessed on the Queensland Government website.

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

6.1.1 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 coast-line 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.

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.

7.3 Trim requirements

The safe handling of ships within the confines of the channels and swing basins requires certain conditions of trim. Ships should be ballasted or loaded in order to have an even keel or trimmed by the stern with the forward draft not less than 2% of the LOA and the propeller fully submerged. Vessels trimmed by the head or listing may be subject to restrictions and the Regional Harbour Master is to be informed when bookings are made. Ships not meeting trim requirements may experience considerable delays until the problem is rectified.

Masters should pay special attention to their loading/ballasting plans to ensure that their ships are suitably trimmed and able to put to sea at short notice, especially during the cyclone season – November to April.

7.4 Draft restrictions

Weather, tidal conditions or special circumstances, may require a departure from these guidelines.

7.4.1 Under keel clearance (UKC)

If a tidal window calculation is required, Gladstone VTS will require the following information in order to perform the necessary tidal window calculations. It includes:

- name of ship;
- date of arrival/departure/removal;
- earliest ETA/ETD/removal; and
- ship's draft.

Maximum arrival draft to berth Starboard side alongside is 6.4m + tide height – 0.9m UKC.

Maximum arrival draft to berth Port side alongside is 8.4m + tide height at HW+1:00 – 0.9m (1.2m for laden vessels >180m)UKC.

SST Maximum departure draft 8.4m + tide height – 0.9m UKC.

PST Maximum departure draft 6.4m + tide height – 0.9m UKC

Arrival draft to be confirmed with Regional Harbour Master's office prior to vessel's arrival.

7.5 Approaches to pilot boarding ground

The mouth of the Burnett River is situated on the west side of Hervey Bay, 46 nautical miles west of Sandy Cape. When approaching the coast the position of the river entrance can be distinguished by the South Head lighthouse.

7.5.1 From the north

The coast should not be approached within five miles until South Head lighthouse bears 203° when course should be altered to make directly for the pilot boarding ground (Chart AUS 243).

7.5.2 From the south

Ships approaching from the south should keep more than one mile off the coast. After passing Sloping Hummock, (an isolated hill 97 metres high), steer for the Pilot Boarding Ground (Lat. 24º 45.6'S, Long. 152º 29.7'E) until South Head lighthouse bears 270° then alter course to bring Sea Reach leads into the white sector bearing 270°.

7.5.3 Dangers

- Shoal and sand banks – lie to the north of the Burnett River entrance and extend some 3 nautical miles seaward.
- Sea Reach **–** every precaution should be taken in navigating this cutting as strong currents can be experienced seaward of the lighthouse during and after periods of sustained strong winds. Pinnacles of rock are known to exist outside the limits of this cutting. Vessels should not be navigated over this foul ground.
- Cane Ferry Crossing – located upstream of the port in Long Reach adjacent to buoy No 26 and is marked by a light Fl R. 3s, shown from the landing on the east bank .While the ferry is underway it exhibits the lights and shapes for a vessel restricted in its ability to manoeuvre as the towing cables obstruct the channel. Traffic may only pass when the vessel is alongside the bank when it exhibits the lights of a vessel at anchor. The ferry may be contacted on VHF channel 16.

Refer to 6.1 for information on tidal streams.

7.6 Entering the Burnett River

Ships should not attempt to enter the port without giving prior notice to the Regional Harbour Master (Gladstone); any alterations to ETA or ETD should be given in ample time. Ships entering the Burnett River should bring the white sector of the Sea Reach lead to bear 270° and enter the Sea Reach between beacons 1 and 2 maintaining mid channel until abeam beacon 14 where the ship is brought round to port to steady in the white sector of the Middle Reach leads, (course 252°). Approaching beacons 17 and 18 ship is again brought round to port to steady in the white sector of the Inner Reach leads (course 229°). After passing beacons number 20 and number 21, the ship enters the northern end of the swing basin. The ship should be brought around to port to bring the Long Reach leads in line bearing 169·7°, which longitudinally bisect the swing basin. From this position, the approaches to the berths are made, swinging the ship as required. The channel width of 103 metres requires close attention to maintaining mid channel and exposes ships to interactive forces with the channel sides. To seaward of the breakwater on the northern side of Sea Reach, the tide sets across the channel.

The flood tide sets to the south. Strong currents can be experienced to seaward of the lighthouse during and after prolonged periods of strong wind. Following heavy rain, fresh may be observed in the river and silting may reduce the depths available in the channels, swing basin and berth pockets. Recent soundings of the port may be obtained from the Regional Harbour Master's office (Gladstone).

Dredges and other plants operating in the channels and cuttings may be contacted on VHF channel 12.

7.7 Small vessels navigating in narrow channels

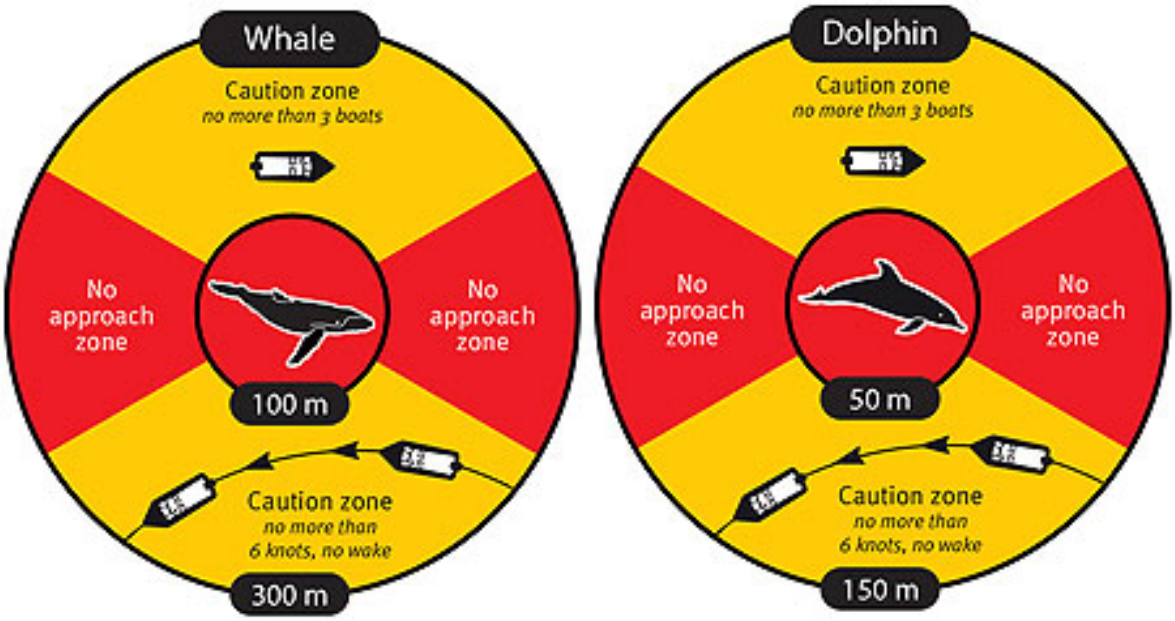
Small vessels traversing the shipping channels in Hervey Bay and the Burnett River are reminded of their obligations under the 'rules of the road' in respect to navigating in narrow channels. A large vessel that is constrained by draft to navigate within the confines of the buoyed shipping channels has limited manoeuvring capability within these channels. Small vessels are therefore required to keep clear of or to the side of the channels and are not to impede the passage of large ships. They must maintain a listening watch on VHF 13 at all times within the pilotage area. Small craft ship navigation areas and recommended courses.

7.8 Advisory Note – Interaction with Marine Mammals

The presence of whales or marine mammals indicates that our ports are seen as environmentally attractive places.

The safety of life and the security of the environment from ship based incidents is paramount.

All vessel masters are required to fully comply with relevant marine mammal legislation, such as the provisions of the *Nature Conservation (Animals) Regulation 2020 Chapter 6 Part 1*which prescribes minimum approach distances and maximum speeds within proximity to whales as illustrated in the diagram below.



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**

Marine wildlife strandings | Environment, land and water | Queensland Government

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

7.9 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 4/2023 – 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 16.20 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 Bundaberg 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; and
- Back packs and effects are to be passed by heaving line, not on person.

7.10 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.

7.11 Harbour Transits – fuel changeover (trade vessels)

To ensure that vessels' machinery remains in a stable operating condition throughout their visit to the Port of Bundaberg, fuel changeover on dual/multi-fuelled engines and generators is prohibited:

- From two hours prior to passing the fairway buoy on entry to the harbour to the vessel's securing at berth.
- From two hours prior to departure from berth until departure from the pilotage area.

These requirements take precedence over those relating to safe engine configuration for pilotage which can be found at https://www.msq.qld.gov.au/shipping/establishing-safe-engine-configuration

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 ship that is 50 metres or more
- a vessel towing another vessel where the combined length of the vessels is 50 metres or more
- a ship whose owner or master asks for the services of a pilot
- a ship whose master is directed by the harbour master to use the services of a pilot.

8.2 Pilotage area

A chartlet of the Bundaberg Pilotage area can be found here: Pilotage Area.

8.3 Night pilotage

Daytime pilotage restrictions are applicable to night pilotage.

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 section 3.5 booking procedures.

8.4.1 Notice required

Ships requiring the services of a pilot 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 QSHIPS.

8.5 Pilot boarding position

The Bundaberg Pilot Boarding is located at position 24°45.6’S 152°29.7’E approximately 4.5 miles east of South Head.

8.6 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 harbour master);

- boarding position; and
- desired course and speed to conduct the transfer (this is done by the pilot or the pilot launch).

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 six knots and providing a good lee. The pilot ladder is to be rigged 1.5 m 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 accordance with IMO requirements and IMPA recommendations (see Pilot ladder boarding arrangement.)

8.6.1 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 Pilot Ladder Checklist (see Section 16.19). 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

8.7 Passage planning – 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; (Pilotage passage plan);
- 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; and
- 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.

8.7.1 Alcohol consumption

National Law and the Navigation Act 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 in Gladstone, or about to depart. Severe penalties apply to infringements

8.8 Master/pilot responsibilities

Masters and owners of vessels are responsible for due compliance with the provisions of the *Transport Operations (Marine Safety) Act 1994* (the Act) and *Transport Operations (Marine Safety) Regulation 2016* (the Regulation).

When a vessel is under the direction of a pilot, the pilot is responsible for due compliance with the provisions of the act and regulations, however the responsibility of the pilot does not relieve the master and the owner of a vessel of their responsibility.

Arising from these responsibilities is the obligation of persons directing the navigation of vessels to comply with directions of the Regional Harbour Master. The duty vessel traffic services officer (VTSO) is delegated to exercise the relevant functions of the Regional Harbour Master.

8.9 Pilotage requirements for Torres Strait and Great Barrier Reef (GBR)

All merchant vessels 70 metres in length and over and all oil, gas and chemical tankers irrespective of size are required to take a licensed marine pilot when transiting the Torres Strait and Great North East Channel. Pilotage is also required for these vessels transiting the Inner Route from Cape York to Cairns Roads and for transit of Hydrographers Passage.

Significant penalties apply for non-compliance.

Full details can be found in Marine Order 54 (located on AMSA website). Maximum draft for transit is 12.2 metres. Vessels with a draft >10 metres will be advised of the required tidal window by the pilotage company.

Refer to Navigation through the Great Barrier Reef and Torres Strait | Australian Maritime Safety Authority for further information.

Barrier Reef pilots may now obtain an endorsement allowing them to proceed to anchorages within the Whitsundays.

9. Tug procedures

9.1 General

Tugs are an aid to the safe and efficient maneuvering of ships in confined waterways. While it is possible to berth and sail ships in certain tide and weather conditions without the aid of tugs, the experience of the port has dictated the following guidelines to reflect safe practice. Special circumstances may vary the tug requirement from the guidelines indicated in section 9.1.2.

Towage services are provided by Pacific Tug through Wide Bay Shipping Services (WBSS) Pacific. Pacific Tug normally operates a fleet of three Z Drive tugs ranging from 30t BP to 54t BP. Additional tugs may be available on request.

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

Table 11 – Pacific Tug contact details

9.1.1 Notification of tugs

Tug services should be requisitioned via the QSHIPS programme when booking the movement of a vessel. In some instances, the Regional Harbour Master, ship's master or pilot may require additional tugs to the minimum requirements listed in this section.

9.1.2 Tug requirements guidelines

Bundaberg Sugar Terminal (BSUG)

Length	LOA <130m	LOA130 – 180m	LOA 180-190m
Arrival (SST)	2 or 1 + BT**	2*	2*
Arrival (PST)	2 or 1 + BT	2*	2*
Departure (Head out/SST)	1 or BT	1	2*
Departure (Head in/PST)	2 or 1 + BT	2*	2*

*Minimum 1 X 42 tonne bollard pull AND 1 X 52 tonne bollard pull

**If part loaded or fully loaded 2 tugs are required

Table 12 – Bundaberg Sugar Terminal (BSUG)

Bundaberg Oil/Molasses Berth (OIL)

Length	LOA <90m	LOA 90m-179m	LOA >179m
Arrival	0	2 or 1 + BT	2 or 1+BT*
Departure	0	1 or BT	1 or BT*

*Subject to RHM approval

Table 13 – Bundaberg Oil/Molasses Berth (OIL)

10. Work permits

10.1 General

In order to be able to perform certain work on ships in the port 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 or by 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
- main engine trials
- hot work
- boat drills
- bunkering
- ship to ship/shore transfer operations
- overside work
- live flare (pyrotechnic) demonstration.

Ship masters must comply with all requirements specified in the permit

Permit requests				
Who	**To**	**Permit**	**When**	**Comments**
All Ships	GPC	Overside work	48 hours prior to Arrival	Lodged to Gladstone Ports Corporation
All Ships	ACS/RHM	Lifeboat Drill	Prior to Event	Lodged to Australian Customs and Border Protection Service
All Ships	GPC	Hot Work	48 hours prior to Arrival	Lodged to Gladstone Ports Corporation
All Ships	RHM/GPC	Immobilisation	Prior to Event	Lodged to Regional Harbour Master via QSHIPS
All ships	RHM/Gladstone VTS/Terminal	Main engine trials alongside	24 hours prior (see 10.2.2 for further details)	Lodged to Regional Harbour Master via QSHIPS
All Tankers	RHM	Gas Free Declaration	48 hours prior to Arrival	Declared by master on approved form lodged to RHM
All ships	Gladstone VTS	Diving Operations	24 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 14 – Permit requests

RHM – Regional Harbour Master

GPC – Gladstone Ports Corporation

ACS – Australian Customs Service

10.2 Work permits

10.2.1 Immobilisation main engines

Ships may not be immobilised without first obtaining written permission from the 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. Example – permission to immobilise main engines)

Approval may not be given during periods of strong wind warning.

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

10.2.2 Main engine trials alongside terminals

In the normal course a vessel has to obtain Harbour Master and Terminal approval prior to conduct of main engine trials while alongside a berth. Approval will be provided as long as the trial:

- Is of short duration;
- Does not exceed dead slow ahead and dead slow astern;
- Additional lines are run to ensure that vessel does not move along or off the berth; and
- Gangways and other connections to the Terminal are removed.

Provided a pilot has boarded, and tugs are in attendance, for a main engine trial prior to sailing, the above requirements can be relaxed to:

- Is of short duration
- Does not exceed dead slow ahead and dead slow astern, and
- Remove gangway and other connections to the Terminal.

10.2.3 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.

10.2.4 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 and once approved request the activity via QSHIPS.

10.2.5 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 for owners/agents or masters of vessels to notify Maritime Safety Queensland 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 of the time of commencement of such transfer/bunkering operation and again the time when the operation is completed.

10.2.6 Gas free status and OBO's

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; and
- 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 Port Control Centre. Once the above requirements have been satisfied the harbour master shall determine the ship's gas-free status and forward written confirmation to the agent and the port authority as appropriate (see – Example - gas free status declaration).

A combination carrier (OBO) that has carried a bulk liquid dangerous cargo on one or more of its last three voyages must not be loaded with bulk solid cargo in a pilotage area unless an approved chemist has tested the vessel and issued a safety certificate in an approved form.

10.2.7 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 the berth operator for permission to undertake overside work.

10.2.8 Diving operations

Vessels wishing to carry out diving operations are to notify 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 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

The 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
- International Chamber of Shipping Oil Companies, International Marine Forum
- Society of International Gas Tankers and Terminals (ISGOTT)
- Australian Standard AS 3846-2005
- AMSA – Australian Annexe to the IMDG Code – Marine Orders 41
- AAPMA – Dangerous Substances Guidelines
- *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,

Ships have to report the information required in section 90(2)(a) of the regulation namely the arrival and/or departure of the ship, the removal of the ship to another berth or anchorage, the transfer of the cargo to another ship the loading of the cargo, and the details of the cargo in an approved form.

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 *Transport Operations (Marine Safety) Regulation 2016*)

Table 15 – Dangerous cargo minimum notification times

11.1.2 Dangerous cargo limits

The port authority will promulgate the limits that apply to the class of dangerous cargo loaded and unloaded in the port, including the maximum permissible types and quantities for approved berths.

11.1.3 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 Port Control Centre or relevant authority.

A full written report is to be submitted on Dangerous cargo event report (form F3220) to the harbour master as soon as reasonably practical.

12. Emergency, pollution, marine incidents

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

12.1 Emergency contact numbers

Organisation	Telephone
Police (Bundaberg)	000 or +61 7 4153 9111
Water Police (Hervey Bay)	+61 7 4128 5333
Ambulance (Bundaberg)	000
Fire	000
Gladstone Ports Corporation	+61 7 4976 1333 or after hours +61 7 4976 1371
Gladstone VTS	+61 7 4839 0208 (24 hrs)
Pollution reports Gladstone VTS	+61 7 4839 0208
Hospital (Bundaberg General)	+61 7 4152 1222
Regional Harbour Master (Gladstone)	+61 7 4971 5200 or 4839 0208
Manager pilotage services	+61 7 4976 8201
Australian Quarantine Inspection Service (Canberra)	1800 020504
Australian Quarantine Inspection Service (Bundaberg)	+61 7 4159 5066
Australian Customs and Border Protection Service (Bundaberg)	+61 7 4159 5066
Maritime Safety Queensland (Bundaberg)	+61 7 4132 6600
RCC (Canberra)	+61 2 6230 6811 or 1800 641 792
Volunteer Marine Rescue (VMR)	+61 7 4159 4349 or VHF 8,16,67,22,80 and 81
Australian Maritime Safety Authority - Gladstone	+61 7 4972 9045

Table 16 – 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*. The Gladstone Ports Corporation has published an 'Emergency Response Plan' for the port 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

Call the Queensland Fire and Emergency Service (QFES Phone 000) and notify ‘Gladstone VTS’ on VHF channel16. Queensland Fire and Emergency Service 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 for the safety of the port.

12.4 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.

Ships should dispose of all waste ashore using waste reception facilities available. (See section 15)

12.4.1 Reporting

Section 67 of the *Transport Operations (Marine Pollution) Act 1995* requires the master of a ship to report a discharge or probable discharge without delay to the harbour master. The report should be made via ‘Gladstone VTS’ (24 hours) on:

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

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
- And any additional information that relates to the spill.

The VTS Centre will complete Marine pollution report (Form 3968) based on the above information and fax to the relevant authorities.

12.5 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; and
- give the master of the other ship reasonable particulars adequate to identify the ship and its owner.

12.5.1 Reporting

S125 of the *Transport Operations (Marine Safety) Act 1994* requires the master of a ship involved in, or believed to be involved in a marine incident to report the situation to the Regional Harbour master immediately. For category 1 incidents the Regional Harbour Master will complete a Marine Incident – Preliminary Advice' form within 48 hours of the incident occurring.

S129 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 reportis also to be submitted to the Australian Maritime Safety Authority – refer to the website for details.

12.5.2 Procedures subsequent to serious marine incidents

In the case of a vessel grounding or if structural damage has occurred, the vessel is to be removed to a position of safety.

Immediate advice from the Regional Harbour Master should be sought in this instance. The vessel will be surveyed by the appropriate authority (Australian Maritime Safety Authority and/or Classification Society) to ensure seaworthiness before it leaves port limits.

12.5.3 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 the emergency response agencies of police, fire or ambulance.

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

12.5.4 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 Queensland Environmental Protection Agency and/or Bundaberg 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, Transport, Regional Development and Local Government (DITRDLG). Gladstone Ports Corporation has an approved Maritime Security Plan as required under the *Maritime Transport and Offshore Facilities Security Act 2003* – refer website for information.

A ship's master, prior to entering the port, must report directly to the Port Corporation 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; and
- 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 4159 4233 or 0419 029 381.

Entry on to, and use of, the Gladstone Ports Corporation port area is subject to compliance with the port rules. Failure to comply with the port rules is an offence under the *Transport Infrastructure (Ports) Regulations 2016* with a penalty of up to 100 penalty units.

13.3 National security

In line with the federal Government's recent publications to do with the reporting of any possible terrorist activity then these procedures are to be followed.

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
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.

Port State control | Australian Maritime Safety Authority

15. Port services

15.1 Bunkering

Diesel is available via road tanker.

15.2 Fresh water

Fresh water is available at all berths – contact the Gladstone Ports Corporation.

15.3 Waste

It is an offence for a person to discard, dispose of, or leave rubbish, refuse, sewage, waste of any kind (including galley waste), waste water or other liquid waste in the port unless it is in a controlled manner, in authorised and designated areas or through approved services.

Ships moored to a commercial wharf must arrange for the appropriate collection and disposal of all wastes, quarantine or otherwise, unless exempt by the Department of Agriculture and Water Resources (Biosecurity Australia). Quarantine waste must then be kept in sealed plastic bags on board the vessel until arrival of the collection vehicle when it is then to be delivered to the collection vehicle.

The service is available at Bundaberg for the collection of tank washing slops, oily bilge water, and oily mixtures containing chemicals, oil sludge, garbage and sewage. The service is provided by Nationwide Oil Pty Ltd (Cleanaway).

Phone: +61 7 4153 6245

Fax: +61 7 4152 4934

Please note that 48 hours prior notice is required.

15.4 Electric power

Shore power connections are available at all berths, except the molasses berth.

15.5 Shipping agencies

Inchcape Shipping Services Pty Ltd (Gladstone)

Physical Address: Suite 6, 25 Tank Street, Gladstone, Queensland 4680

Postal Address: PO Box 5010, Gladstone, Queensland 4680

Phone: +61 7 4972 2088

Fax: +61 7 4972 4823

Email: gladstone@iss-shipping.com.au

Inchcape Shipping Services Pty Ltd (Brisbane)

Address: 11/35 Paringa Rd, Murarrie Qld 4172

Phone: +61 7 3032 8500

Fax: +61 7 3890 8980

Email: brisbane@iss-shipping.com

Wilhelmsen Ships Service Australia

Physical Address:	42 Costin Street, Fortitude Valley, Brisbane, Queensland 4006
Postal Address:	PO Box 1252, Fortitude Valley, Brisbane, Queensland 4006
Phone:	+61 7 3216 0680
Fax:	+61 7 3252 4953
Email:	brisbane@wilhelmsen.com

Gulf Agency Company (Australia) Pty Ltd

Physical Address:	Unit 7 Centrepoint, 136 Goondoon Street, Gladstone, Qld 4680
Postal Address:	PO Box 1684, Gladstone, Queensland 4680
Phone:	+61 7 4972 8879
Fax:	+61 7 4972 8510
Email:	shipping.gladstone@gacworld.com

Wave Shipping Pty Ltd

Address:	Level 1, Unit 9, 41 Lavarack Avenue, Eagle Farm 4009
Phone:	+61 7 3630 0438
Mobile:	+61 488 038 308
Email:	Daniel.vanvliet@wave-shipping.com
Email:	Australia.operations@wave-shippping.com

15.6 The Mission to Seafarers (Gladstone)

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

15.7 Miscellaneous contacts

Organisation	Phone
Volunteer Marine Rescue	+61 7 4159 4349
Hervey Bay Water Police	+61 7 4128 3333
Bundaberg City Council	1300 883 699
Department of Environment and Resource Management	+61 7 4131 1600
Qld Boating and Fisheries	+61 7 4131 5817
Australian Customs and Border Protection Service	+61 7 4159 5066

Table 17 – Miscellaneous contacts

16. Appendices

16.1 Pilot Transfer Arrangements – Marine Notice 04/2023

Australian Government
Australian Maritime Safety Authority

MARINE NOTICE

Marine Notice 2023/04
Supersedes 2022/03

Pilot transfer arrangements

Purpose

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

Background

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

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

Pilot transfer arrangement standards

Whenever a pilot or other person embarks or disembarks from a ship by ladder, they entrust their safety to the pilot transfer arrangements provided by the ship and the pilot boat crew.

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

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

SOLAS V/23.2.3 also states a pilot ladder shall be certified by the manufacturer as complying with SOLAS V/23 or "with an international standard acceptable to the Organization" and refers to ISO 799-1:2019 "Ships and marine technology – pilot ladders". Compliance with this particular provision of SOLAS V/23 can be met when a manufacturer has certified the pilot ladder complies with either of the IMO or ISO standards, noting they are not identical.

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

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

Pilot transfer arrangements

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

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

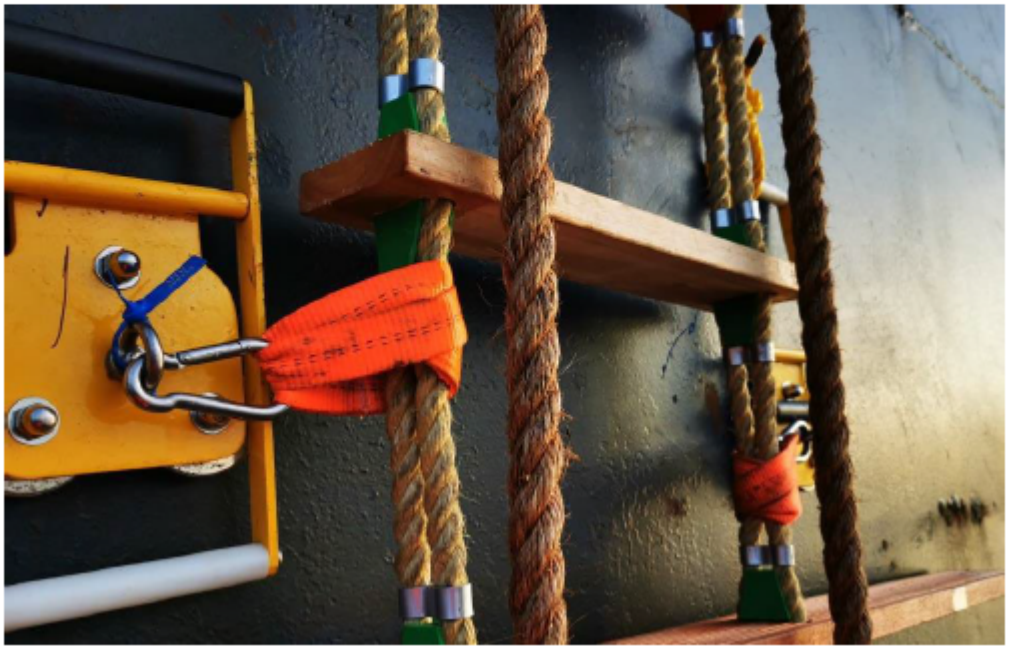


Photo 1: Example of securing both the pilot ladder and accommodation ladders with magnetic pads (Reproduced with permission from Fremantle Ports).

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

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

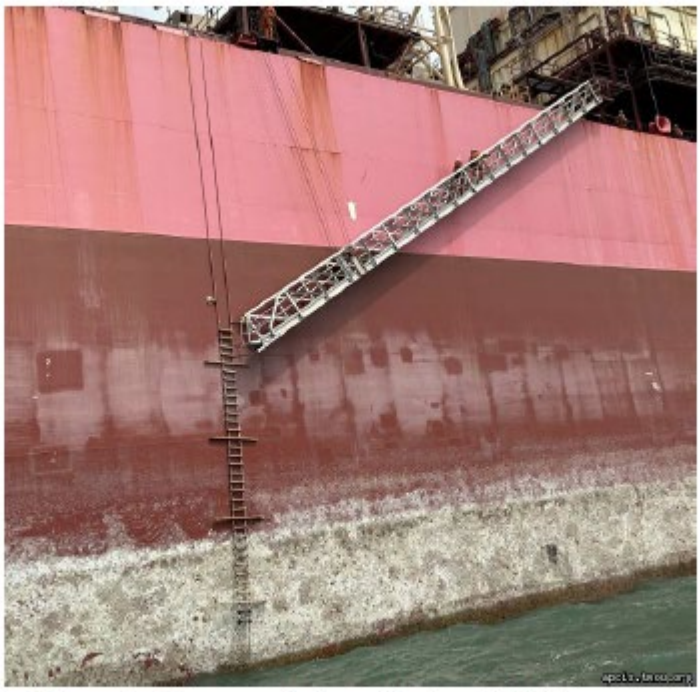


Photo 2: Example of non-compliant combination pilot ladder arrangements.

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

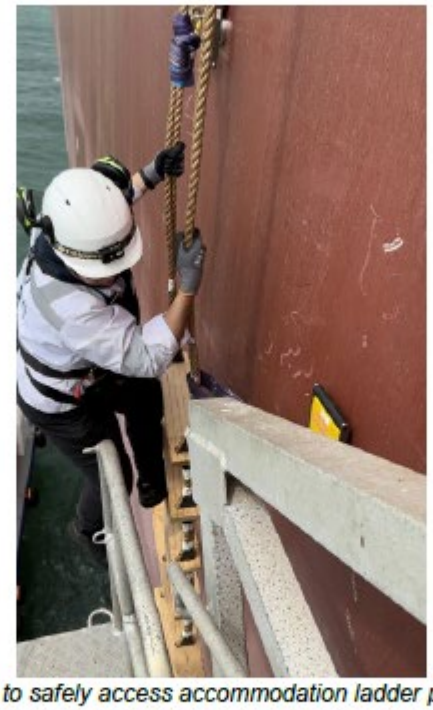


Photo 3: Person unable to safely access accommodation ladder platform from pilot ladder.

Securing of Pilot Transfer Arrangements

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

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

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

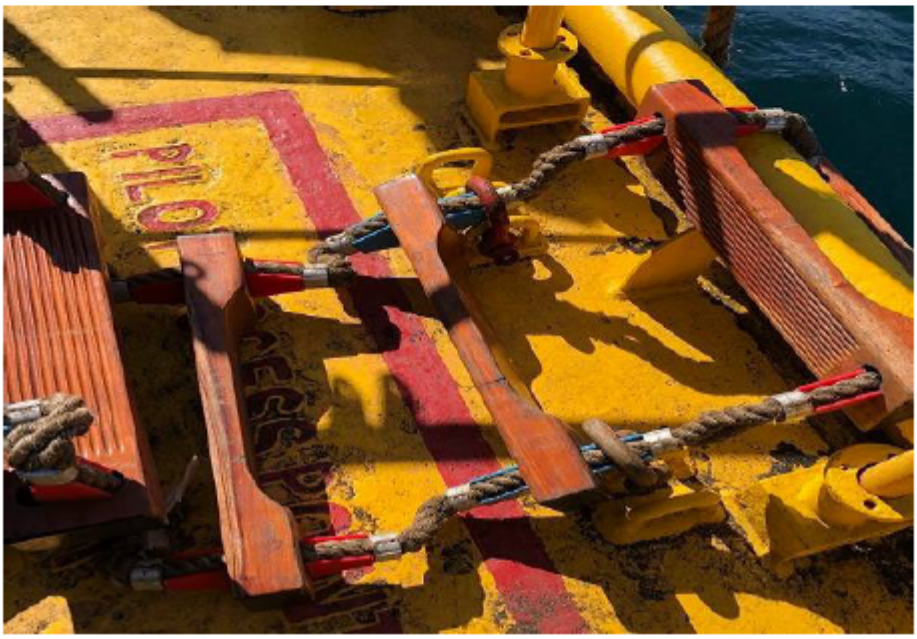


Photo 4: Unsafe pilot ladder securing arrangements (Reproduced with permission from Fremantle Ports).

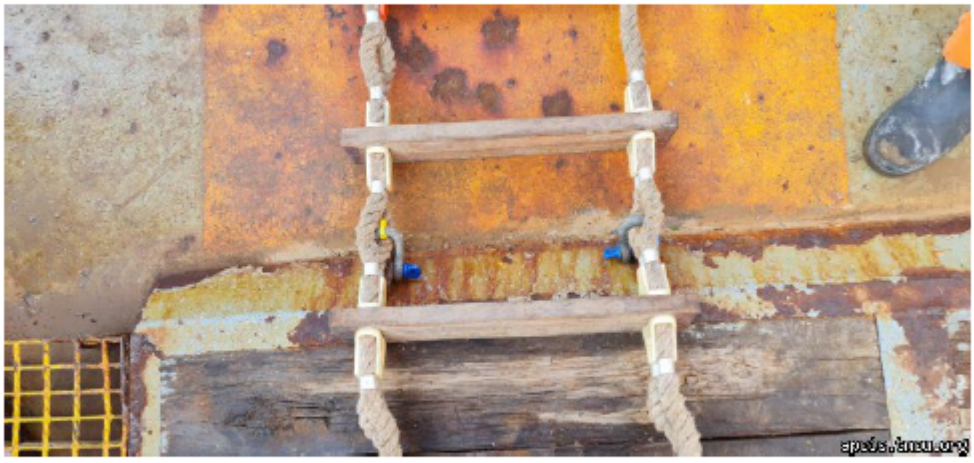


Photo 5: Unsafe pilot ladder securing arrangements.

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

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

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

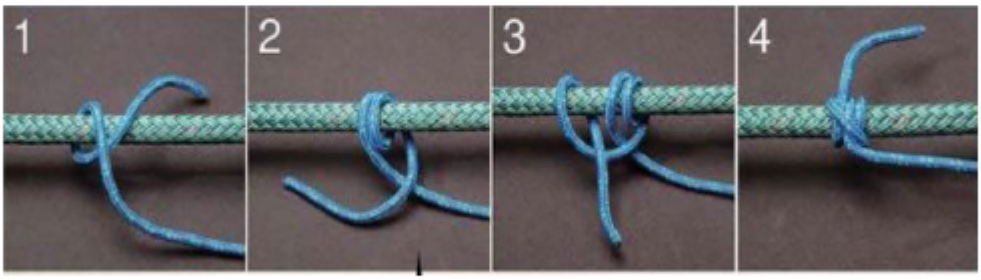


Photo 6: The rolling hitch knot. (Reproduced with permission from Fremantle Ports).

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

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

Inspection and Maintenance

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

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

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

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

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

Photo 10: Frayed side rope.

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

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

Trap door arrangements and use of combinations ladder

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

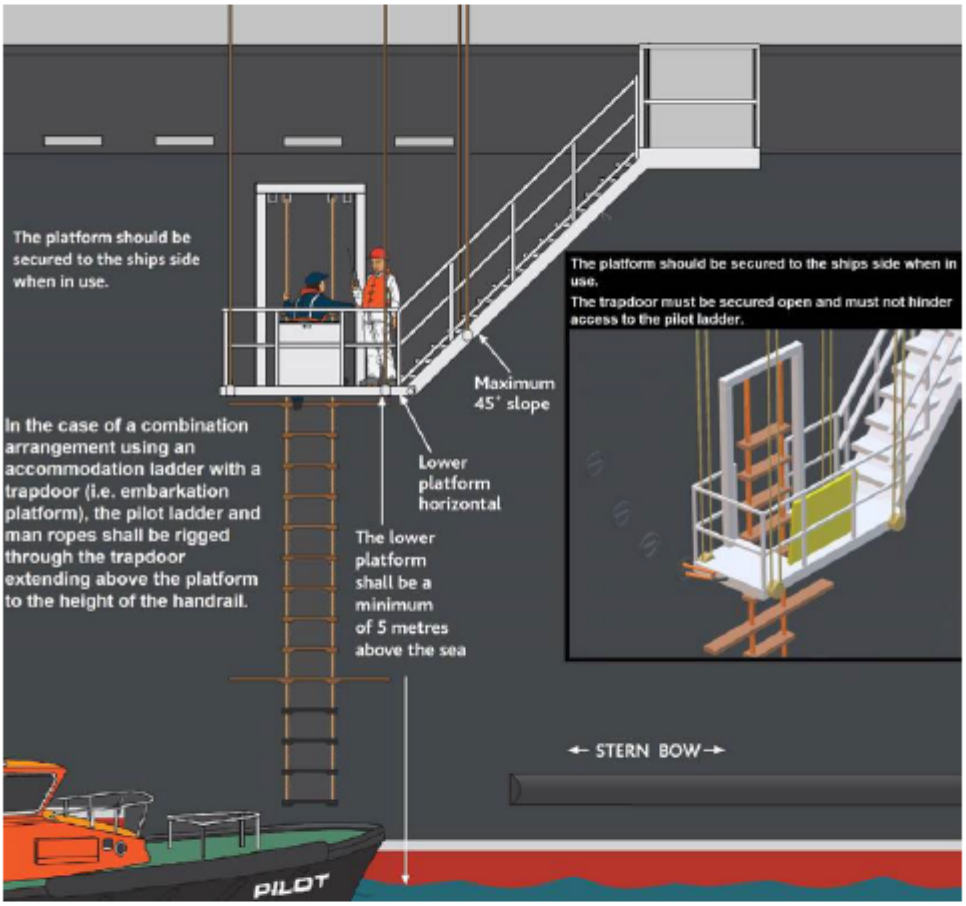


Figure 1: Pilot card depicting trap door arrangements.

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

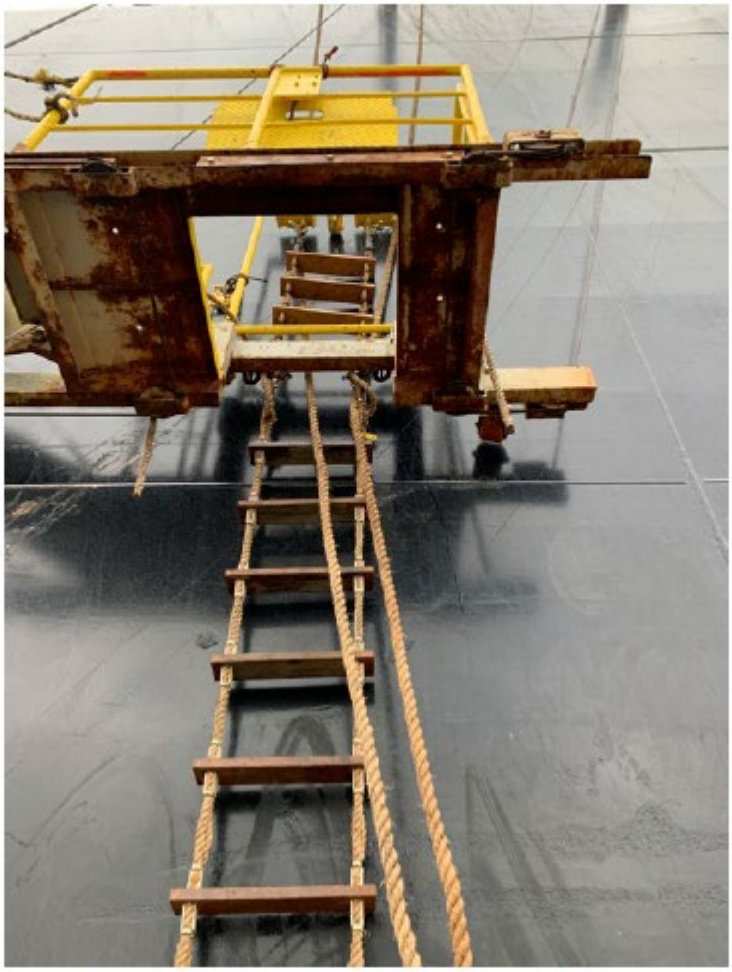


Photo 11: Unsafe trapdoor pilot transfer arrangement.

Responsibility for safe pilot transfer arrangements

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

Where a person suspects that the pilot transfer arrangement provided is unsafe, they should refuse to use the arrangement until it is made safe by the master and crew and report the circumstances to 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

16.2 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?

Security level 1 ☐ 2 ☐ 3 ☐

Booking application remarks

Is the cargo classified as being dangerous goods?

No ☐ Yes ☐ What type of cargo will be carried?

Is this cargo gas free?

No ☐ Yes ☐

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 Dangerous Cargo Report (Form 3217)

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 ...

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

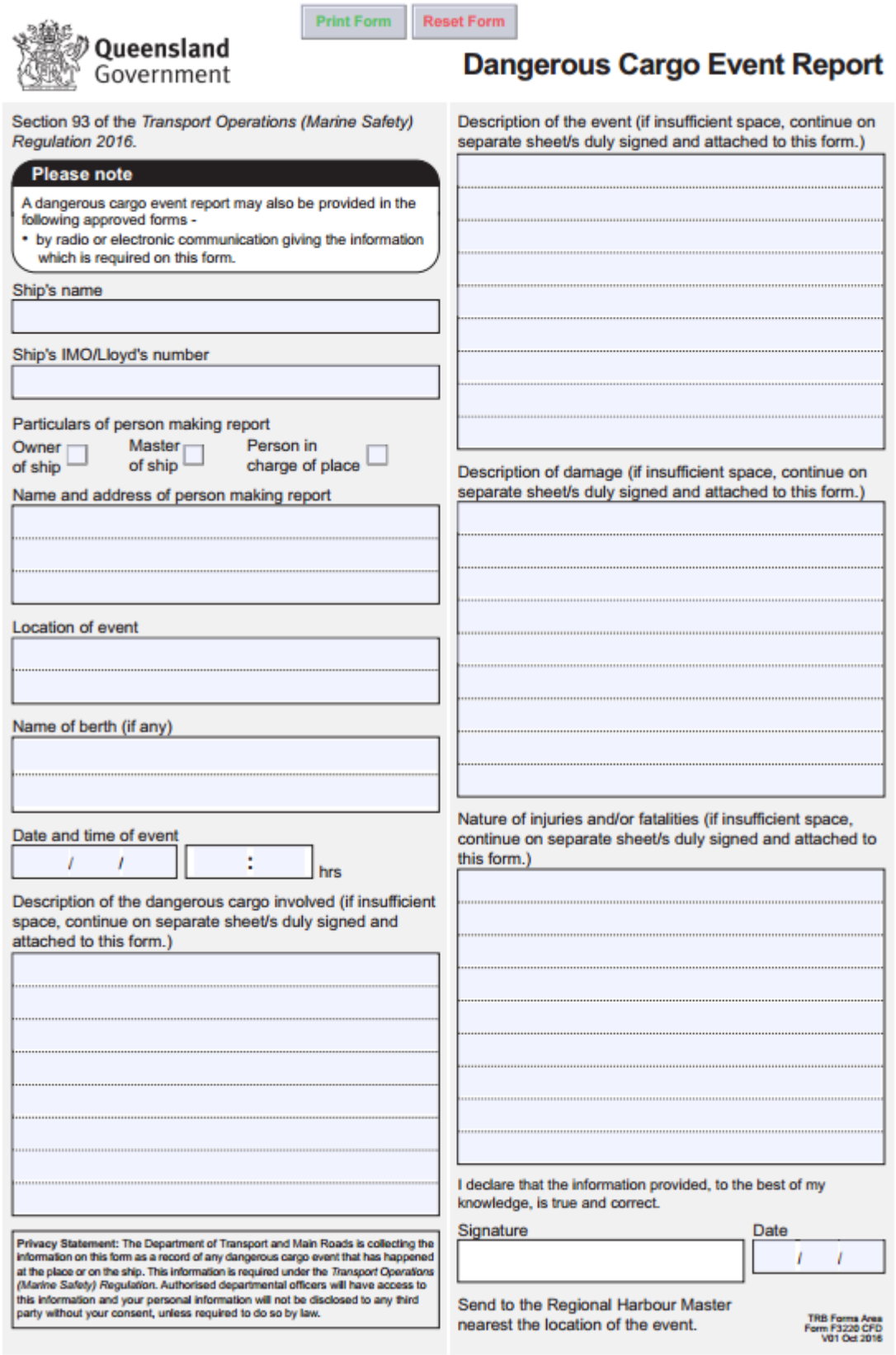
Date / /

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.

16.4 Dangerous Cargo Event Report (Form 3220)

Link to fillable PDF



Print Form Reset Form

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

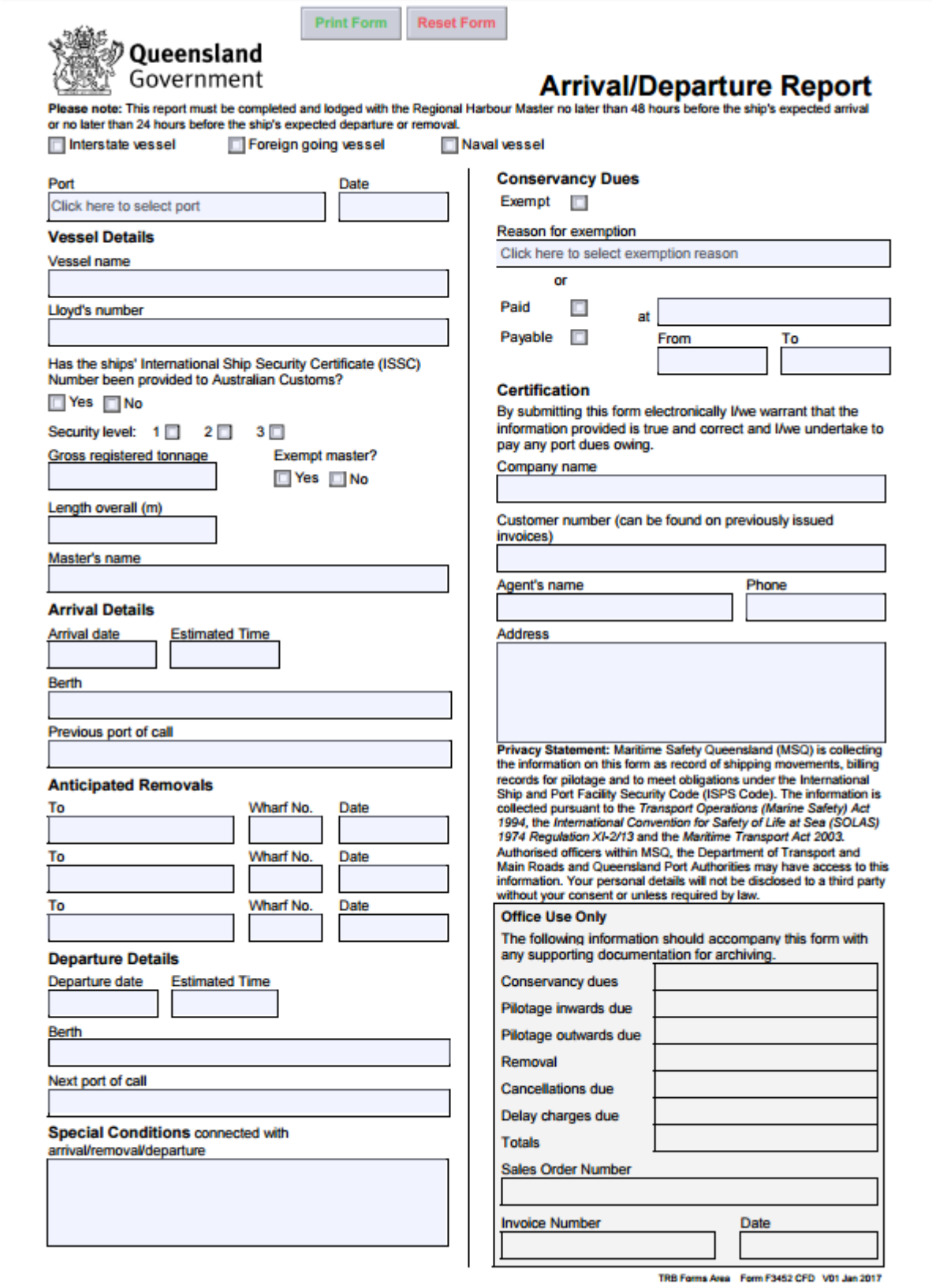
Date / /

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

TRB Forms Area
Form F3220 CFD
V01 Oct 2016

16.5 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:

TRB Forms Area Form F3452 CFD V01 Jan 2017

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
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:

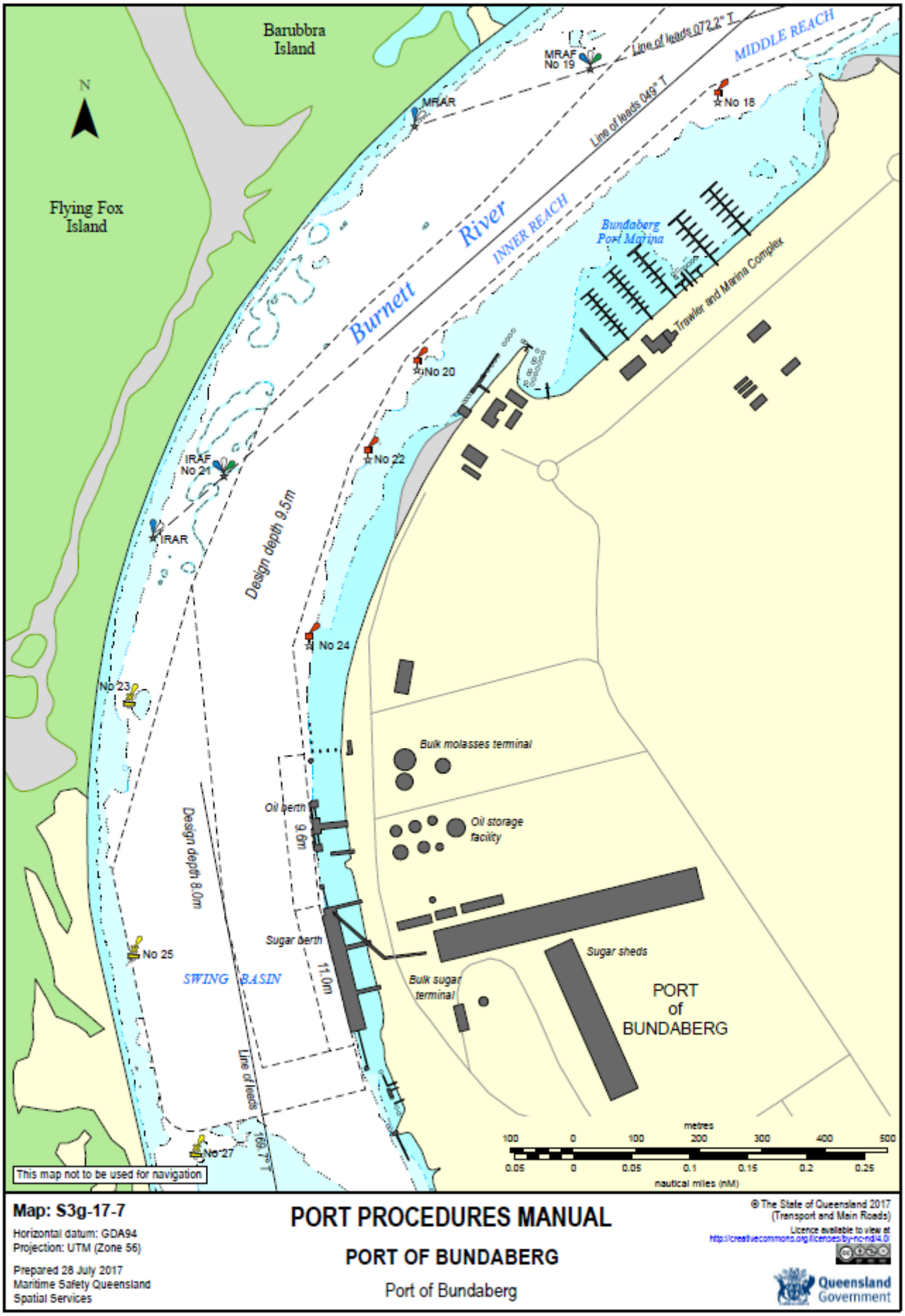
   - the person to whom the services are provided accepts the risk of loss or damage caused by an act or omission by the Responsible Pilotage Entity and waives any right to claim against the Responsible Pilotage Entity in contract, tort or otherwise howsoever, for any loss or damage (including consequential 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.

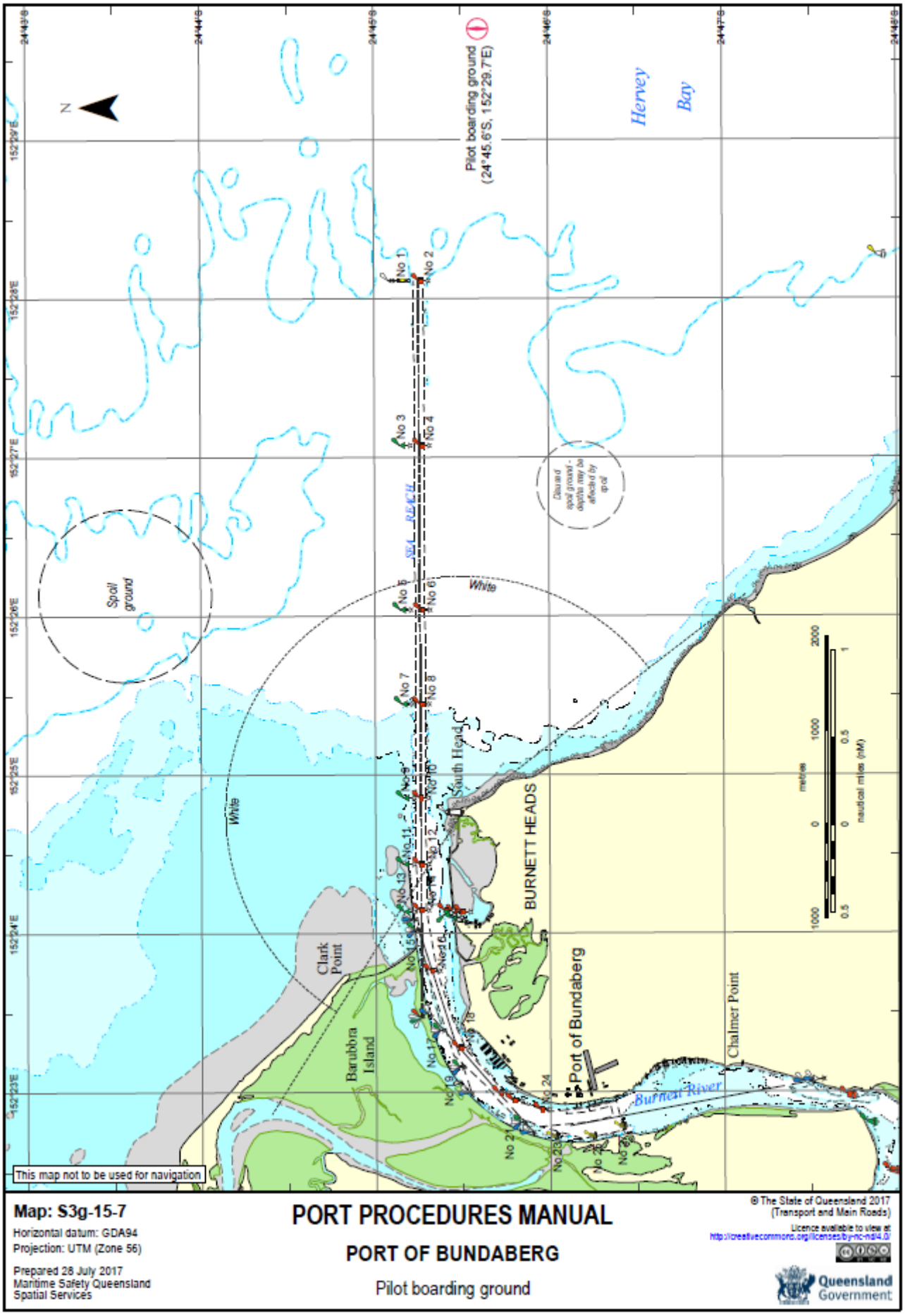
     Circumstances beyond the control include, but are not limited to:
     - industrial action by pilots, line boat operators or others
     - inability to schedule a pilot at the time required
     - any direction or regulation having the effect of prohibiting or preventing the carrying out of the pilotage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

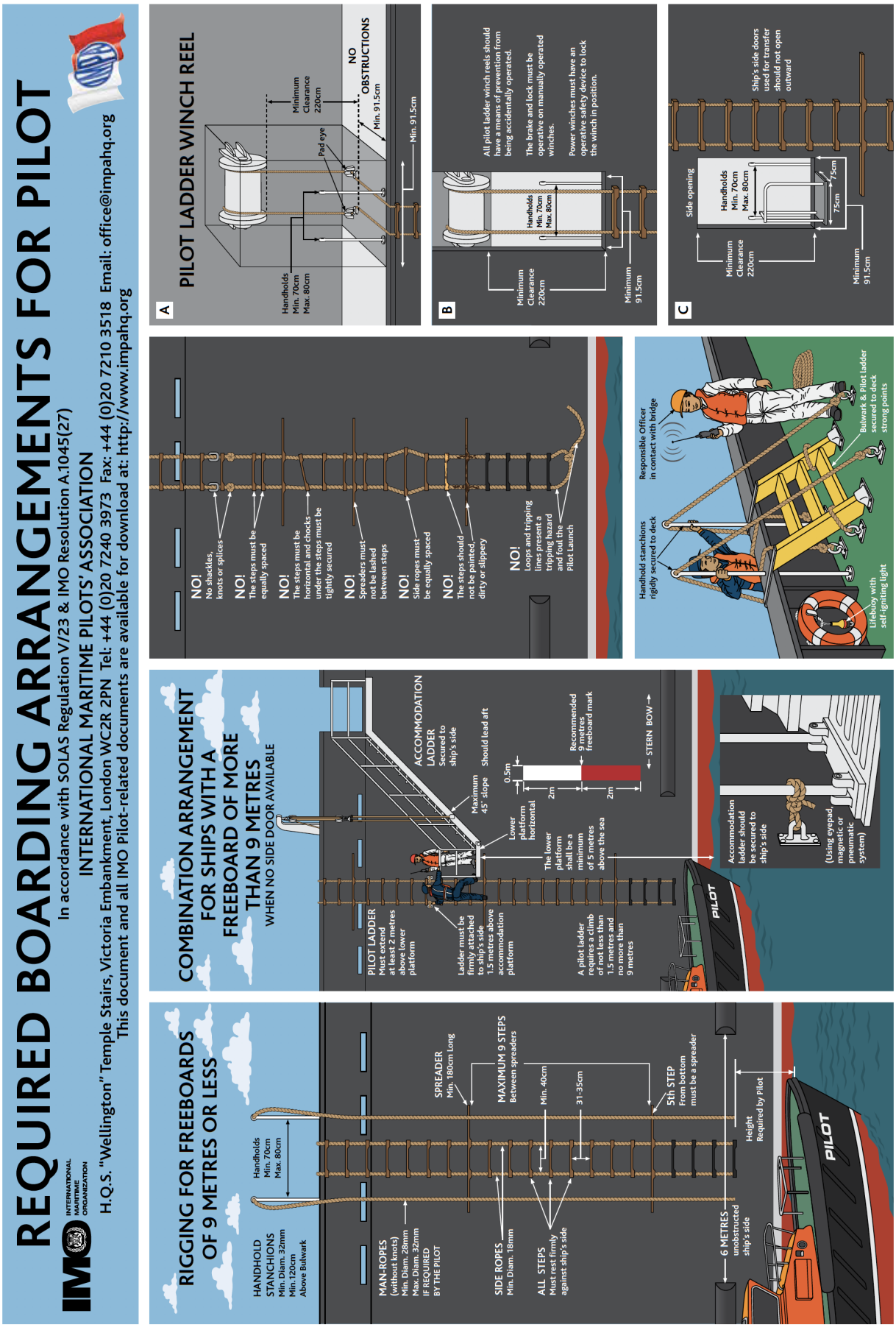
16.6 Bundaberg port layout



16.7 Bundaberg Pilot Boarding Ground



16.8 Pilot ladder boarding arrangement



16.9 Requirements for pilotage exemption

Requirements for the Issue of PilotageExemption for the Ports of Gladstone,Bundaberg and Port Alma

The following are the requirements for the issue of the above licences:

- The applicant must have completed six voyages as Master within the last 12 months
- The applicant must have completed two voyages at night (included in the above six voyages)

NOTE: A VOYAGE IS ONE TRIP IN AND ONE TRIP OUT

- The applicant must complete a written and if considered necessary, an oral examination
- The applicant must hold a current medical and eyesight certificate to Marine Orders Standards
- After completion of the examination the applicant must practically demonstrate his/her ability to handle a vessel in the Pilotage Area (this will be one voyage with a licensed pilot) of which one trip must be in the hours of darkness for a night endorsement.

Exemptions will be granted as follows:

- For bauxite vessels up to a maximum of 256m LOA not West of South Trees Wharf (Gladstone)
- For other vessels up to a maximum of 200m LOA (Gladstone)
- No exemptions will be granted for Clinton Coal Wharf (Gladstone)

Exemptions will be granted for various sizes of vessels as follows:

- over 200m LOA - no exemptions other than for bauxite vessels to South Trees Wharf **ONLY**

The applicant will be required to complete two voyages as Master within the previous 12 months with a licensed pilot to have the exemption opened up for a larger size vessel or to extend his/her exemption to another area within a Pilotage Area. One of these voyages must be completed at night.

If the applicant has not used the exemption to a particular wharf within 6 months, they will be required to complete one voyage with a licensed pilot to that wharf for the exemption to be current for that wharf.

Use Within Pilotage Areas

A licence may be issued for a particular area within a Pilotage Area, provided that all recommendations set out herein governing the qualifications for and issuing of a licence are complied with.

Standard of Examinations

The standard of examination shall be similar to that required for a licensed pilot and shall include:

- Adequate knowledge of the Pilotage Area for which the certificate is required, and in particular of the surroundings, minimum keel clearances, tides and currents, buoys, beacons, lights and signals of or within that Pilotage Area of the approaches thereto
- Ability to satisfactorily complete blank charts of the said Pilotage Area marking thereon soundings and characteristics of the existing buoys, beacons, light, signals and other aids to navigation
- Adequate knowledge of the relevant Acts and regulations applicable to the Pilotage Area, in particular those relating to dangerous substances
- Thorough knowledge of control requirements in the Pilotage Area, traffic patterns, separation lanes and special signals, rules and communications relating thereto

Period of Validity and Requirements for Re-examination

Subject to the following conditions a, b, c and d below, a licence will be valid for a maximum period of two years from the dating of granting of such licence, and may from time to time be renewed for such period not exceeding two years as is appropriate.

Application for renewal shall be accompanied by evidence of visual and medical fitness and of the date of the last use of the licence. A period of grace for renewal not exceeding two months may be allowed in certain circumstances.

(a) Where a Master has not used the licence within any period of six months, the licence shall become invalid and may only be re-validated after the Master has made one voyage with a Pilot

(b) Where a Master has not used the licence within two years, the licence may be re-validated after the Master has made two voyages with a Pilot within a period of two months after expiration of the two year period and has passed and oral examination

(c) Where a licence has not be re-validated with a period of two years and two months, the licence will be cancelled

(d) A licence may be suspended by the Chief Executive where major port changes or developments are taking place

Record of Use of Licences

The responsibility for maintaining the validity of the licence is that of the Master, and to this end every Master shall be required to keep a true and correct record of the dates on which it has been used and where applicable, the area navigated within the Pilotage Area. The Master may be asked to produce this record when required.

As an exempt Master you will be required to:

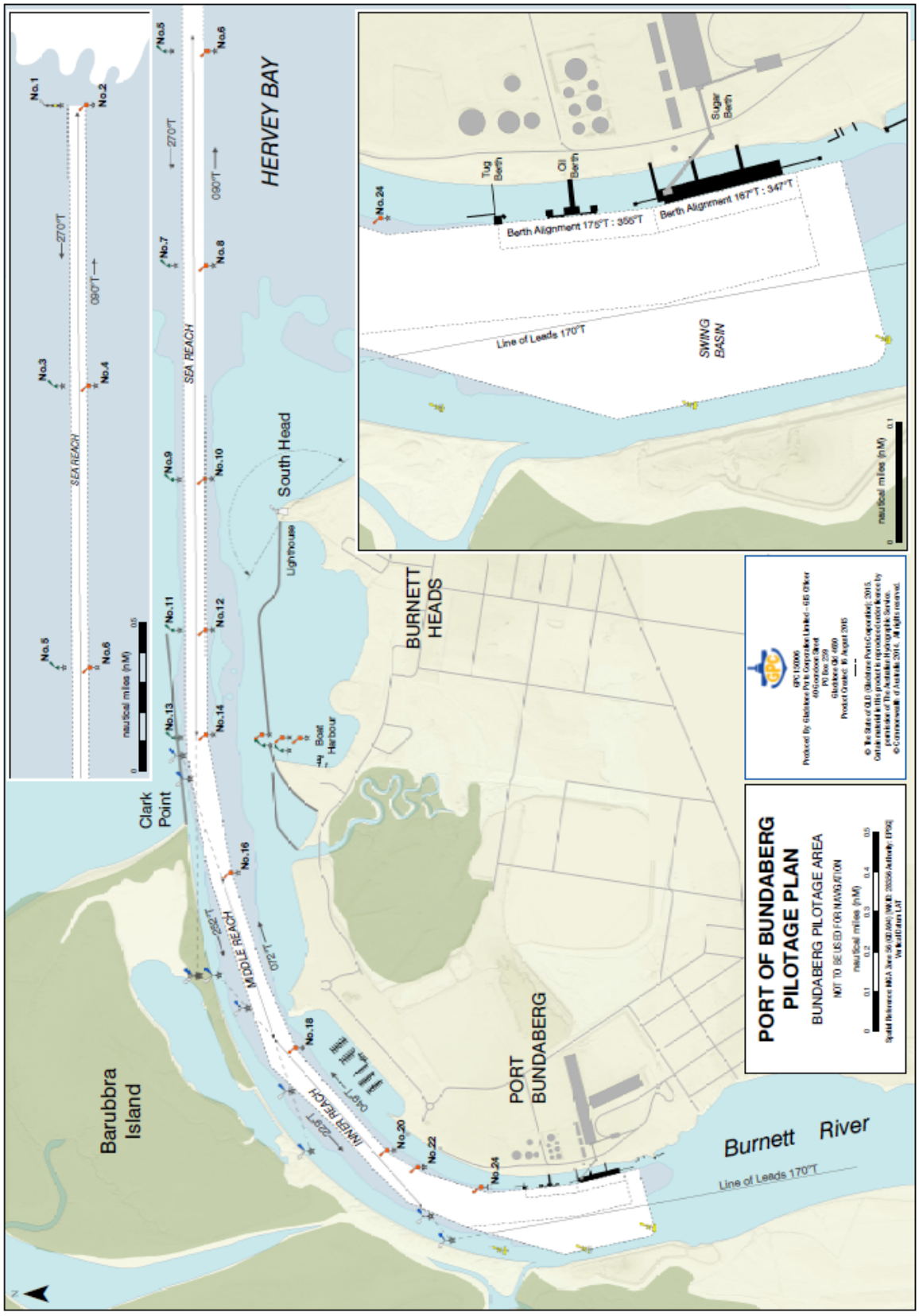
- Comply with any rules, regulations and directions in force with respect to pilots and exempt masters of the port
- Obey and execute all lawful directions issued by the Regional Harbour Master
- Use utmost care and diligence in piloting any vessel of which you have pilotage charge
- Not attempt to undertake pilotage duties when, through illness or other circumstances, you consider yourself unable to perform those duties in a fit and proper manner.

Application and Renewal Checklist

Do you have:

- ✓ A copy of a current and valid Master's Licence
- ✓ Proof of completing training, appropriate to the port, in Radar and ARPA Simulation (Initial Issue)
- ✓ A valid Medical Certificate issued pursuant to Marine Orders 9 "Health-Medical Fitness"
- ✓ A valid Eyesight Certificate issued pursuant to Marine Orders 9 "Health-Medical Fitness"
- ✓ Two (2) color passport size photographs taken not more than 12 months from the date of the application. (Initial issue or replacement only)
- ✓ Completed Marine Application form (F1974)
- ✓ The original of an existing pilotage exemption (Renewal only)
- ✓ A current pilotage assessment report
  - ➢ This is required for first issue of an exemption and area endorsement
  - ➢ Renewal of an area endorsement if the requirement of at lease one arrival and one departure for the pilotage area every six months has not been completed.
  - ➢ For the ongoing suitability of an exempt master.

16.10 Pilotage Passage Plan



PORT OF BUNDABERG

VESSEL :

Pilotage Plan - Departure / Removal

Pilot				Pilot Card	yes	no
Date		Standby @		Defects	yes	no

				TUG NAME	Bollard Pull	Position
Passage						
Drafts in metres	FWD		AFT			

Tide	Time	Height	Range

UKC Calculation	
Area	
Depth	
+ Tide	
Avail Depth	
- Draft	
SUKC	
(Minimum UKC is 0.9m)	

Checklist : Departure / Removal

- ☐ Security Level
- ☐ Main Engine
- ☐ Steering
- ☐ Thruster? kW / BHP
- ☐ Whistle
- ☐ Gyro
- ☐ Both anchors cleared and ready for use?
- ☐ Doppler / GPS / EM Log
- ☐ Radars
- ☐ Aldis Lamp
- ☐ Constrained by draught
- ☐ Charts, ECDIS and publications
- ☐ Special Features?

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

Date / Time _____

Pilot _____

Master _____

- Bundaberg Harbour Control listens continuously on VHF Ch 13 & 16.
- Should any emergency arise, call Bundaberg Harbour Control on VHF Ch13 for assistance.
- The bridge team must monitor vessels position as required by Maritime Safety Queensland and international regulations.

Alterations Outbound

Approx W/O position	New Crs	Distance
Clear of Oil or Sugar Wharf	348° T	0.2'
Bcn #20 transit with Bcn #22	020° T	0.2'
Bcn #22 transit with Inner Reach FDIR	049° T	0.4'
Bcn #18 transit with Middle Reach FDMR	072°T	0.6'
Bcn #16 abeam	081° T	0.3'
Bow approaching Bcn #14	090° T	4.8'

Departure Diagram

wharf

PORT OF BUNDABERG

VESSEL :

Pilotage Plan - Arrival

Pilot				Pilot Card	yes	no
Date		Standby @		Defects	yes	no

				TUG NAME	Bollard Pull	Position
Passage						
Drafts in metres	FWD		AFT			

Tide	Time	Height	Range

UKC Calculation	
Area	
Depth	
+ Tide	
Avail Depth	
- Draft	
SUKC	
(Minimum UKC is 0.9m)	

Checklist : Arrival

- ☐ Security Level
- ☐ Main Engine
- ☐ Steering
- ☐ Thruster? kW / BHP
- ☐ Whistle
- ☐ Gyro
- ☐ Both anchors cleared and ready for use?
- ☐ Doppler / GPS / EM Log
- ☐ Radars
- ☐ Aldis Lamp
- ☐ Constrained by draught
- ☐ Charts, ECDIS and publications
- ☐ Special Features?

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

Date / Time _____

Pilot _____

Master _____

- Bundaberg Harbour Control listens continuously on VHF Ch 13 & 16.
- Should any emergency arise, call Bundaberg Harbour Control on VHF Ch13 for assistance.
- The bridge team must monitor vessels position as required by Maritime Safety Queensland and international regulations.

Alterations Inbound

Approx W/O position	New Crs	Distance
Entrance Beacons	270° T	3.5'
Bcn #12 clear	261° T	0.6'
Bow approaching Bcn #16	252° T	0.3'
Sea Reach Leads abeam	229°T	0.5'
Bcn #20 transit with Bcn #22	218° T	0.2'
Bow approaching Bcn #22	200° T	0.2'
Bow approaching Bcn #24	170° T	0.3'

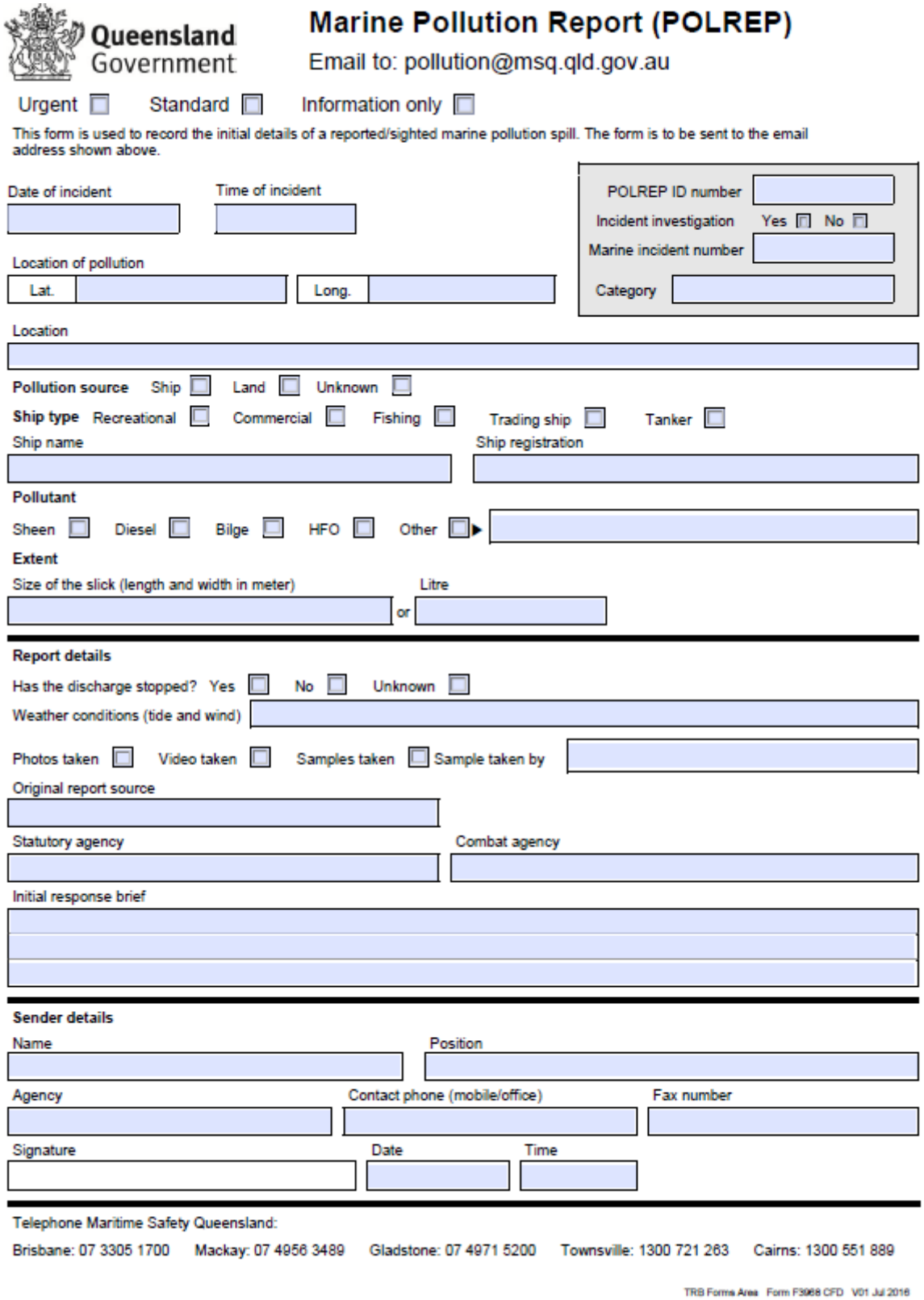
Courses as required to Oil or Sugar Berth

Arrival Diagram

wharf

16.11 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
Category

Location of pollution

Lat. | Long.

Location

Pollution source Ship ☐ Land ☐ Unknown ☐

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

Ship name | Ship registration

Pollutant

Sheen ☐ Diesel ☐ Bilge ☐ HFO ☐ 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

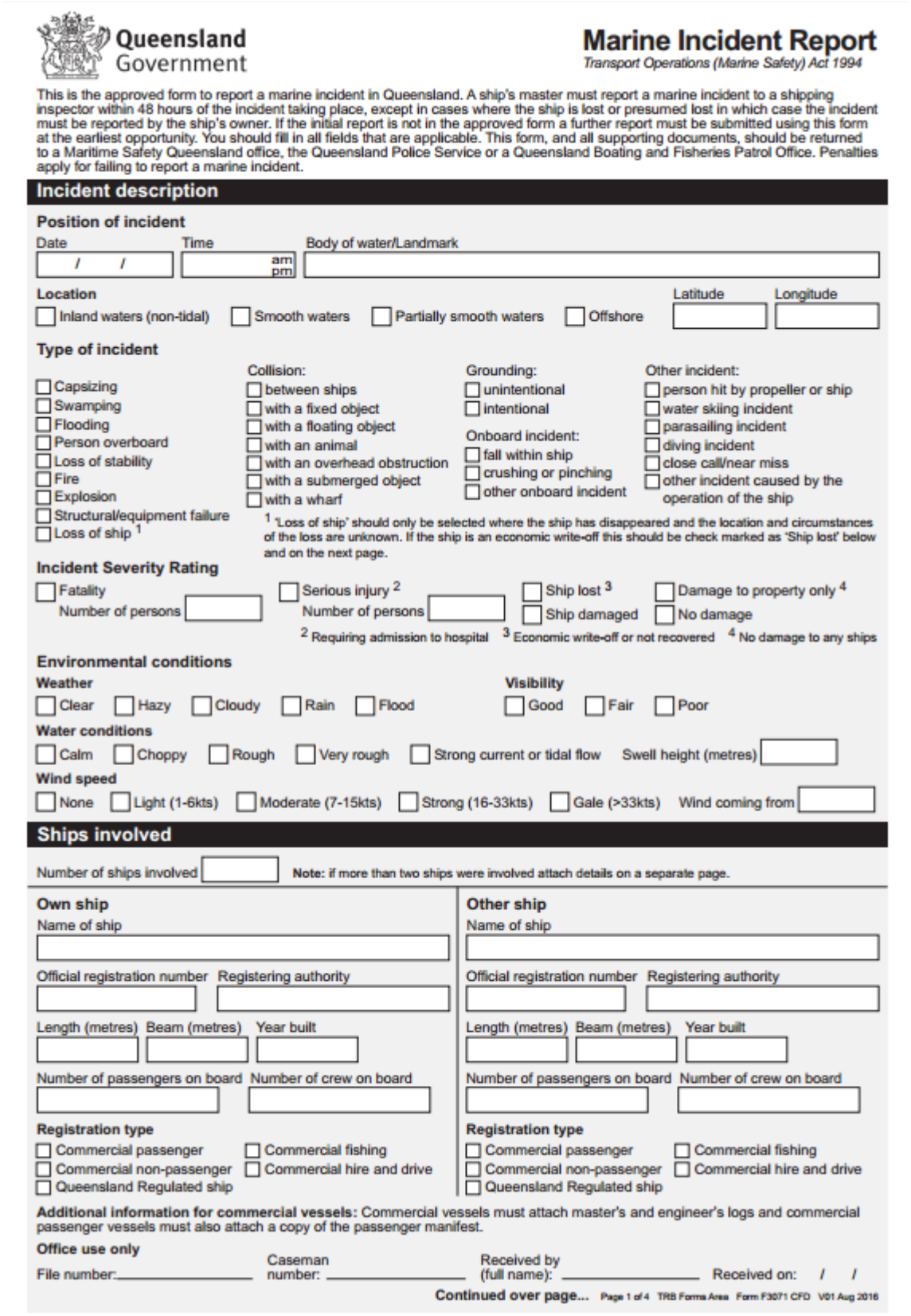
Telephone Maritime Safety Queensland:

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

16.12 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... Page 1 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

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

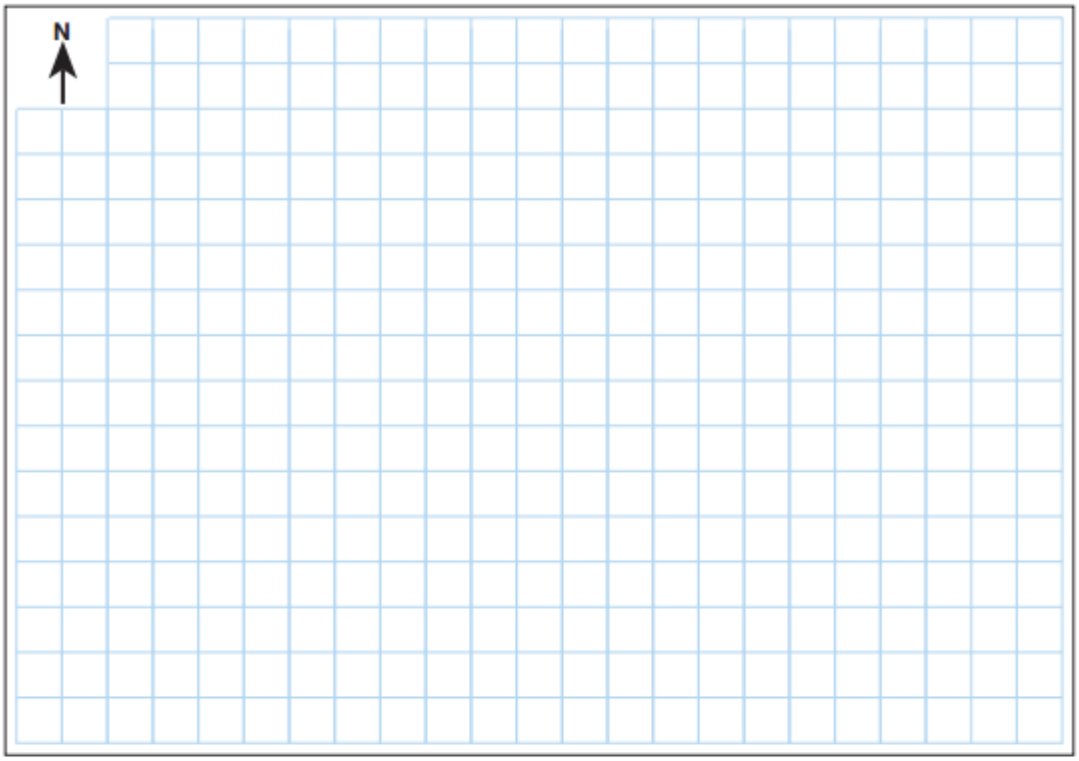
Activity of injured or deceased person
☐ Person in charge (Master)
☐ Person at helm
☐ Crew
☐ Passenger on vessel
☐ Water-skier
☐ Surfboard/surf-ski rider
☐ Swimmer
☐ Para-flier
☐ Diver
☐ Other

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 .....

Assistance rendered/received at incident .....

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

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

Owner/Master name (please print) _____

16.13 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)

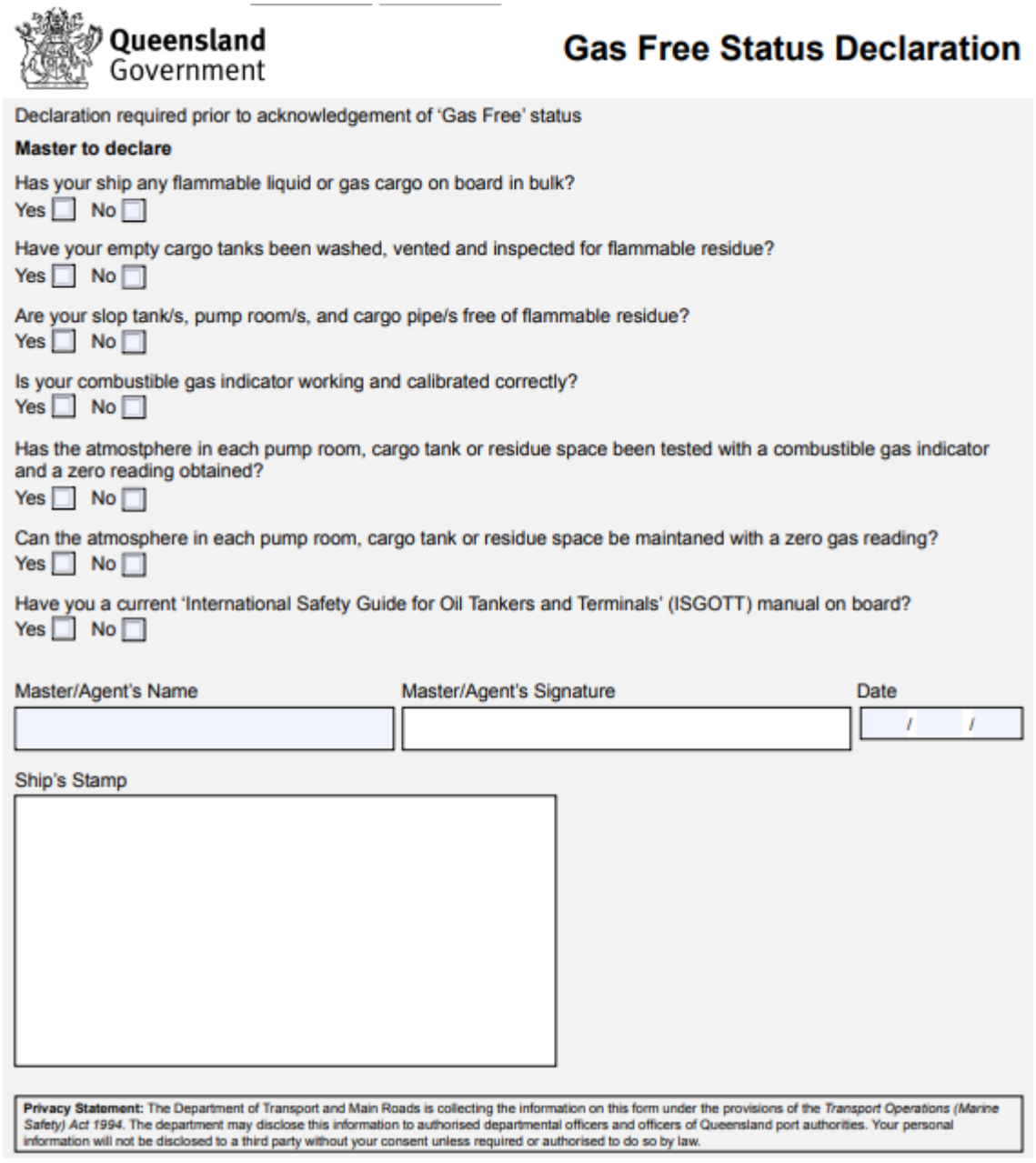
Name	Rank/Role
Contact details	Email address

PART D: BRIEF DESCRIPTION OF SAFETY CONCERNS/COMMENTS

AMSA 355 (12/17)

16.14 Gas-Free Status Declaration

Link to fillable form



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 ETA pilotage area.

16.15 Bundaberg Port and Pilotage Areas

16.16 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 - Gladstone Region

This form is only to be used if the request cannot be submitted by the agent within QSHIPS.

To: RHM Gladstone
Fax: 07 4971 5212
Email: vtsgladstone@msq.qld.gov.au

Ship | Master | Berth

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

Conditions on Issue

1. Prior to immobilising, advise 'Gladstone VTS' on VHF Channel 13.
2. Moorings to be tended throughout.
3. During daylight hours, fly signal letter flags 'R' over 'Y'.
4. On completion, advise 'Gladstone VTS'.
5. Master to ensure that the main engines are capable of operating at full power after immobilisation for arrival/ departure manoeuvres.
6. Estimated time to mobilise main engine in an emergency: ____ hours
7. If immobilisation is sought for consecutive days, approval is to be obtained to immobilise at the start of each day.

Date submitted __/__/__ | Signature: Master/Agent

Approval by signature:

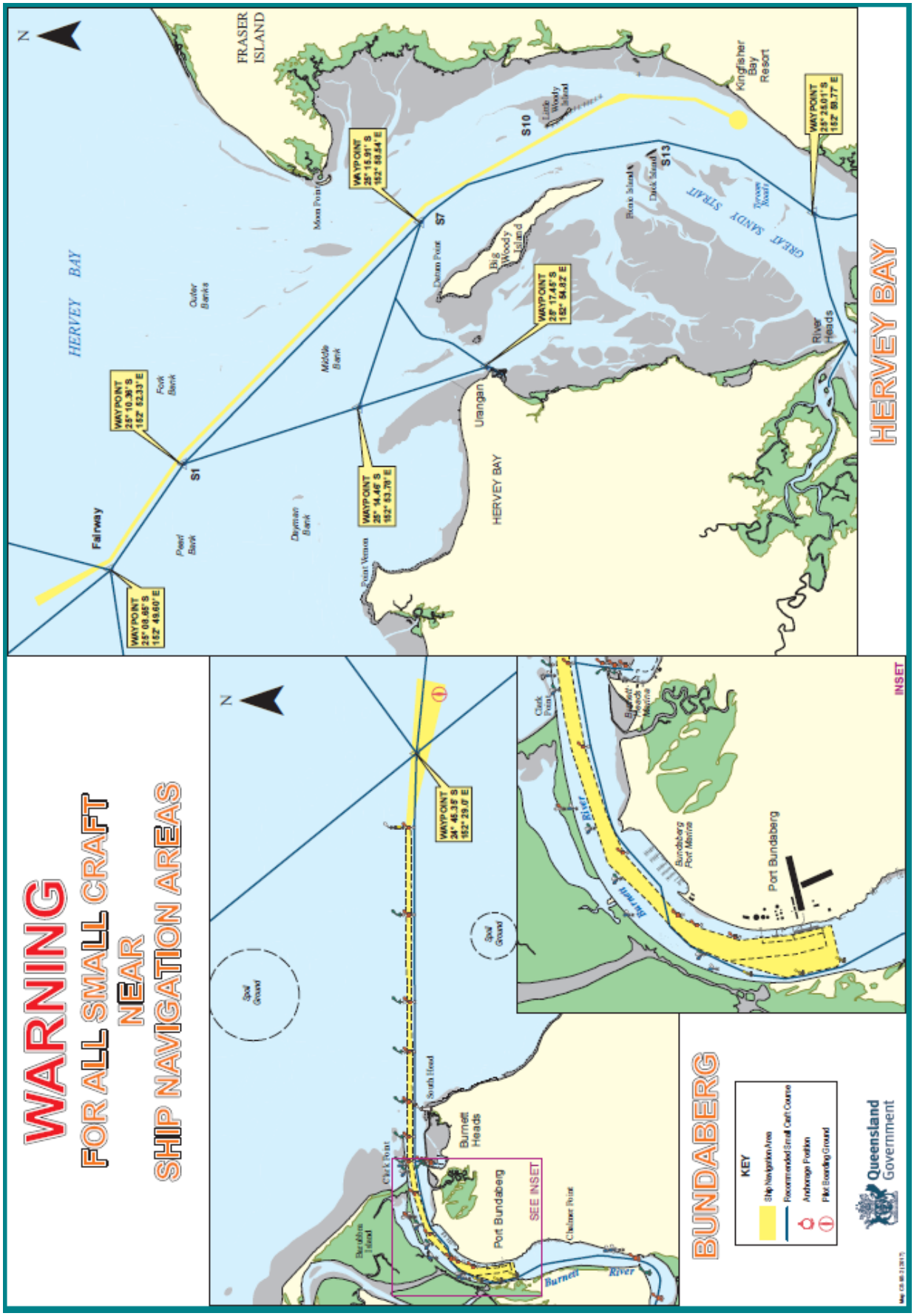
Regional Harbour Master (Gladstone) | Manager Vessel Traffic Management (Gladstone)

Distribution: Agent
Gladstone VTS

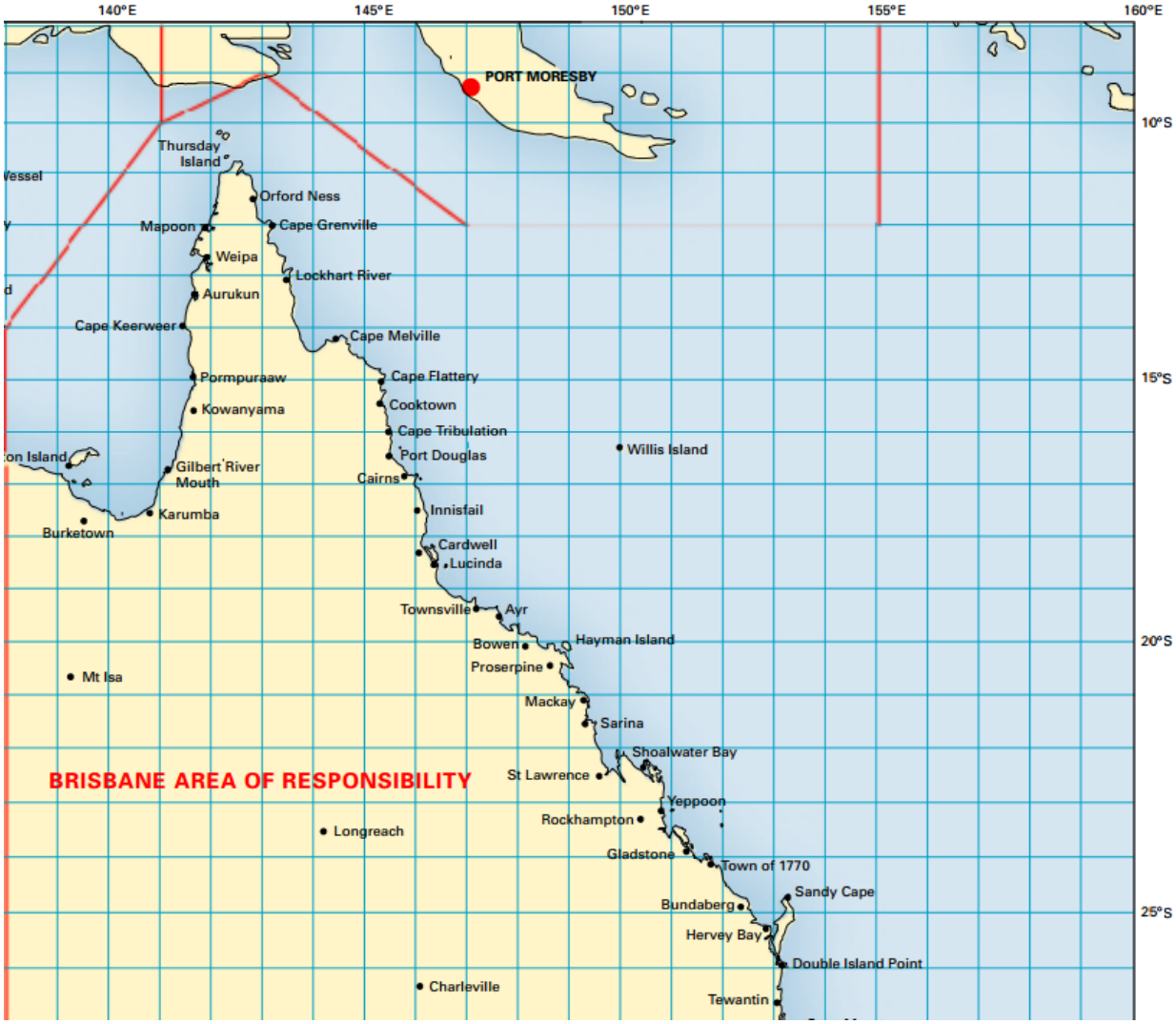
Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form under the provisions of the *Transport Operations (Marine Safety) Act 1994*. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. 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 F5198 CFD V01 Oct 2017

16.17 Small craft ship navigation areas and recommended courses



16.18 Cyclone tracking chartlet – eastern Australia



16.19 Pilot Ladder Checklist

Link to fillable PDF

Print Reset Form

Queensland Government

Pilot Ladder Checklist For Gladstone

Vessel name: Date of pilot transfer

To the Master of the Vessel,

You and your crew are required to fully cooperate with the 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).

Maritime Safety Queensland 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 vessel's 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 24months 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?	☐	☐

Pilot Ladder Checklist continued page 2 of 2

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

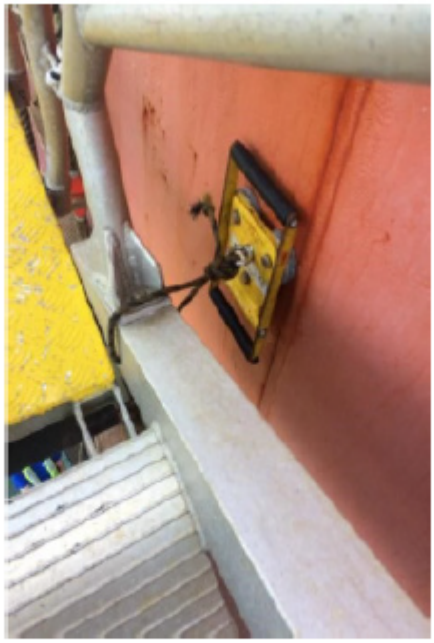
Date

Vessel Master's signature

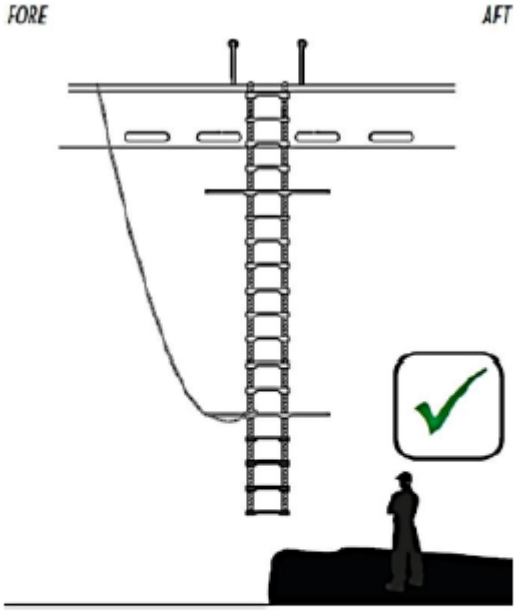
Rigging requirements for combination pilot ladders

Magnets must be 1.5 metres above combination ladder platform

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



One magnet for accommodation ladder



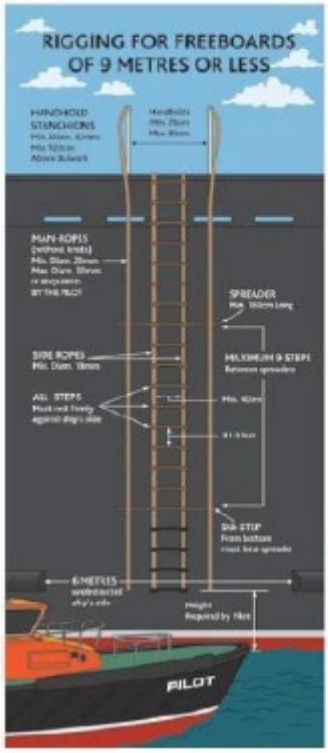
The retrieval line is to be fastened above the last spreader step and is to lead forward without hindering or obstructing the pilot or pilot launch

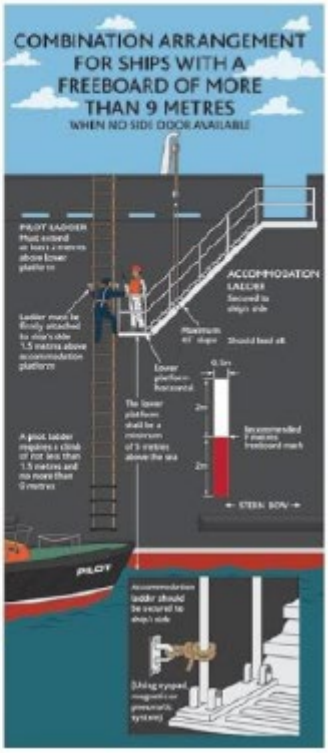
REQUIRED BOARDING ARRANGEMENTS FOR PILOT

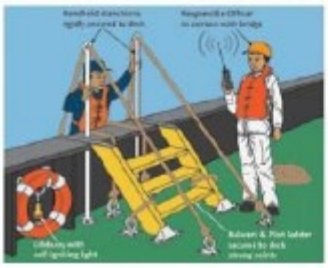
In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)

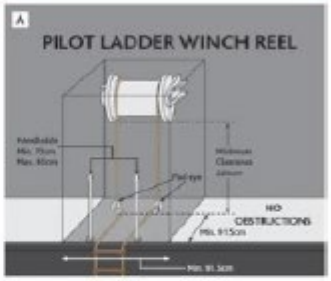
INTERNATIONAL MARITIME PILOTS' ASSOCIATION
H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 Fax: +44 (0)20 7210 3518 Email: office@impahq.org

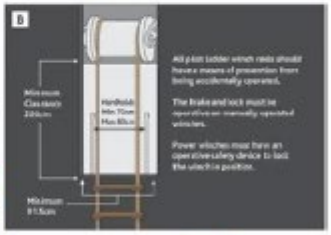
This document and all IMO Pilot-related documents are available for download at: http://www.impahq.org

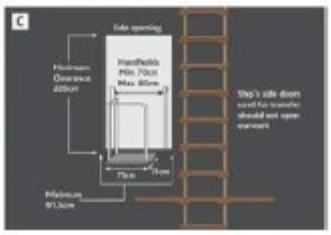












16.20 Safe Work Method Statement – Boarding by ladder

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