

# 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](mailto:RHMGladstone@msq.qld.gov.au)

### 1.3.1 Change Management

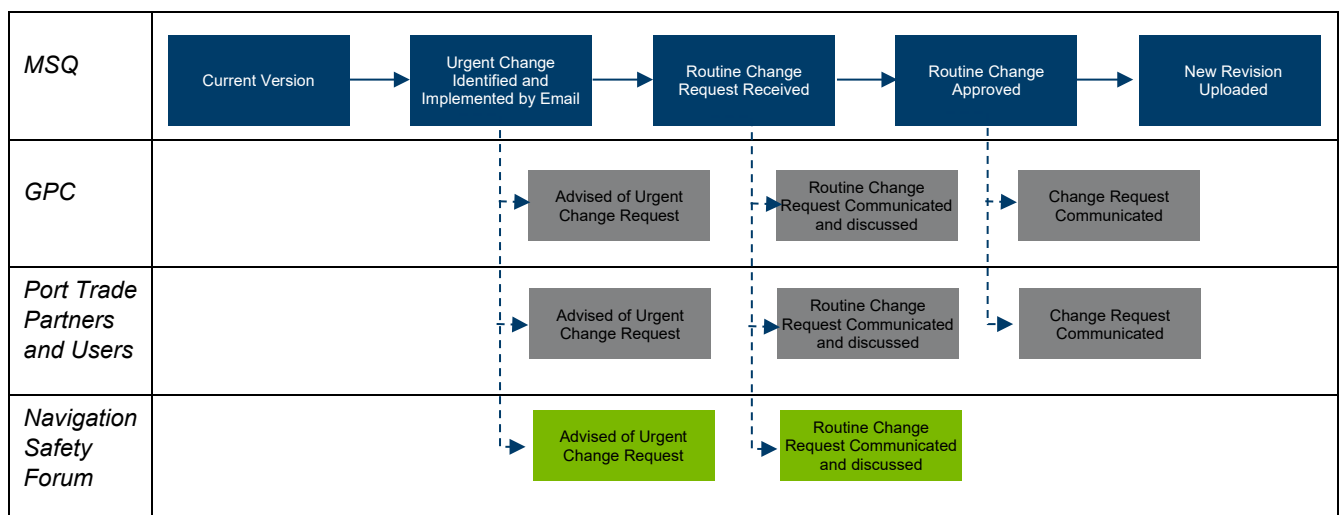
Changes to the Port Procedures Manual (PPM) will be required from time to time as circumstances change. These changes may have a significant impact upon shipping within the Port of Gladstone. Therefore, a Change Management Process has been introduced to ensure that change is appropriately managed. The 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](mailto: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](mailto: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).