

Department of Transport and Main Roads

**Maritime Safety** Queensland

# Port Procedures and Information for Shipping

Port of Hay Point

December 2024



**Queensland**  
Government

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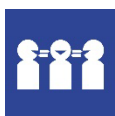
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## Table of amendments

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

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Revision date	Page number or section	Summary of changes	Approved by
April 2009		First Issue	Regional Harbour Master
January 2016		Second issue	Regional Harbour Master
July 2023		Third Issue	Regional Harbour Master
September 2024		Fourth Issue	Regional Harbour Master
November 2024		Fifth Issue	Regional Harbour Master
December 2024		Sixth Issue	Regional Harbour Master

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# 1. Introduction

Welcome to the port of Hay Point, one of the largest coal export ports in the world.

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

Maritime Safety Queensland's jurisdiction is divided up into six regions, five of which are controlled by a Regional Harbour Master and the sixth by a manager, these officers report to the general manager and under the [Transport Operations \(Marine Safety\) Act 1994](#), and are responsible for:

- improving maritime safety for shipping and small craft through regulation and education
- minimising vessel sourced waste and providing response to marine pollution
- providing essential maritime services such as port pilots and aids to navigation
- encouraging and supporting innovation in the maritime industry.

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

Collectively, the Regional Harbour Master and the Port Authority have responsibility for managing the safe and efficient operation of the port.

## 1.1 Port description

The Port of Hay Point is situated 40 kilometres south of Mackay. The port is managed by the North Queensland Bulk Ports Corporation Limited, a statutory Queensland Government owned Corporation, who maintain the dredging, security, berths and operations at the port. There are currently two terminals that operate 24 hours a day seven days a week, BHP Billiton Mitsubishi Alliance and the Dalrymple Bay Coal Terminal (DBCT). Total nominal throughput is 140 million tonnes per annum.

BMA consists of three berths with a loading capacity of 4,500-10,000 tph.

Dalrymple Bay Terminal consists of four berths, serviced by three gantries with a loading capacity of 7,200-8,650 tph.

The pilotage limits for the port of Hay Point are divided between a Pilotage Area and a Compulsory Pilotage Area. Vessels may anchor within the designated Pilotage Area without utilising the services of a pilot.

## 1.2 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 on 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.

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.

Should errors or omissions in this publication be noted, it would be appreciated if advice of these could be forwarded to Regional Harbour Master (refer to [1.5.1](#))

## 1.3 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.

## 1.4 Definitions

### 1.4.1 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.

### 1.4.2 The Australian Ship Reporting System – MASTREP

The Australian Ship Reporting System established under Section 7 of AMSA Marine Order 63

### 1.4.3 Australian Standard – AS 3846 – 2005

AS 3846 defines the requirements for the transport and handling of dangerous goods in port areas in Australia.

#### **1.4.4 Lowest astronomical tide – LAT**

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

#### **1.4.5 Manager (Pilotage Services)**

The person responsible for the service delivery of pilotage services within the region.

#### **1.4.6 Manager (Vessel Traffic Management)**

The person responsible for the management of the VTS centre.

#### **1.4.7 Maritime Safety Queensland – MSQ**

The State Government agency responsible for the operations of pilotage, pollution protection services, vessel traffic services and the administration of all aspects of vessel registration and marine safety in the state of Queensland.

#### **1.4.8 Navigation Act**

Refers to the [Navigation Act 2012](#)

#### **1.4.9 Overall length – LOA**

The LOA is the extreme length of a vessel.

#### **1.4.10 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.

#### **1.4.11 North Queensland Bulk Ports Corporation Limited (NQBP)**

The North Queensland Bulk Ports Corporation Limited (NQBP) is a statutory Queensland government owned corporation charged with overseeing the commercial activities in the port, including the maintenance of the port infrastructure and management of the Pilotage Services. Refer [1.5.3](#) for contact details.

#### **1.4.12 Queensland Shipping Information Planning System – QSHIPS**

An internet-based ship movement booking service that is 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.

### 1.4.13 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 Part 63 2019 (REEFVTS).

### 1.4.14 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.

### 1.4.15 Regional Harbour Master – RHM

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

### 1.4.16 Sailing time

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

### 1.4.17 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](#).

### 1.4.18 Vessel traffic service – VTS

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

## 1.5 Contact information

### 1.5.1 The Regional Harbour Master

For operational maritime questions, marine incidents, pollution, pilotage, buoy moorings, navigation aids, towage requirements and ship traffic scheduling please contact the Regional Harbour Master's office.

Physical address: 44 Nelson Street, Mackay Queensland 4740

Postal address: PO Box 58, Mackay Queensland 4740

Phone: +61 7 4944 3700

Email: [RHMMackay@tmr.qld.gov.au](mailto:RHMMackay@tmr.qld.gov.au)

### 1.5.2 VTS centre

The Vessel Traffic Services (VTS) centre or port control (call sign Hay Point VTS) is situated at Hay Point. For ship traffic scheduling, pollution incidents and reporting defective navigation aids please direct initial enquiries to the VTS centre.

The service is provided by Maritime Safety Queensland and provides a 24 hour, seven days a week marine operations service to the port community. They are contactable on:

VHF radio: channel 10 and 16  
Phone: 1300 645 022  
Email: [VTSHaypoint@msq.qld.gov.au](mailto:VTSHaypoint@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:

### 1.5.3 Port authority

The primary function of the [North Queensland Bulk Ports Corporation Limited](#) (NQBP) under the [Transport Infrastructure Act 1994](#) is to establish, manage and operate effective and efficient facilities and services within the port while maintaining appropriate levels of safety and security.

Contact details for NQBP are:

Address: Level 1 & 2, Waterfront Place, Mulherin Drive, Mackay Harbour  
Queensland 4740  
Shipping enquiries: +61 7 4955 8147 or [portoperations@nqbp.com.au](mailto:portoperations@nqbp.com.au)  
General enquiries: +61 7 4969 0700 or [info@nqbp.com.au](mailto:info@nqbp.com.au)

## 1.6 Rules and regulations

### 1.6.1 General

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

The [NQBP Port Notice](#) outlines the specific regulations for ships in the port for example the carriage of dangerous cargoes.

### 1.6.2 Applicable regulations

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

- [Transport Operations \(Marine Safety\) Act 1994](#)<sup>50T</sup> and [Regulation 2016](#)
- [Transport Operations \(Marine Pollution\) Act 1995](#) and [Regulations 2018](#) (TOMPA)
- Transport Infrastructure Act 1994
- International Maritime Dangerous Goods Code (IMDG Code)
- Australian Standard – AS3846 – 2005 – (defines the standards to be observed by masters, berth operators and consignors involved with the transport and handling of dangerous goods in port areas in Australia)
- 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:

- [Maritime Safety Queensland](#)
- [Australian Maritime Safety Authority](#)
- [Quarantine - Department of Agriculture, Fisheries and Forestry](#)
- [Customs - Australian Border Force](#)

as they relate to ship movements within the jurisdiction of the Regional Harbour Master Mackay.



## 2. Arrival and departure procedures

### 2.1 General

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

For a quick reference of what and when to report, please consult the following tables.

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

#### 2.1.1 Arrival checklist

Sequence	Time	Report
1	96 hours before arrival	<b>Australian Border Force</b> ( <a href="http://abf.gov.au">abf.gov.au</a> )
2	Not more than 96 hours or less than 12 hours before arrival	Quarantine ( <a href="#">Dept of Agriculture, Fisheries &amp; Forestry</a> )
3	48 hours before arrival	<a href="#">Pre-arrival form</a> to VTS via QSHIPS ( <a href="#">3.4 QSHIPS (Queensland Shipping Information Planning System)</a> )
4	48 hours before arrival	Dangerous goods report to Regional Harbour Master via VTS and NQBP. ( <a href="#">11 Dangerous cargoes</a> )
5	48 hours before arrival	Gas free status for tankers ( <a href="#">10.1.6 Gas free status and OBOs</a> )
6	24 and 12 hours before arrival update estimated time of arrival	Arrival information update to Regional Harbour Master via VTS
7	24 hours prior to loading / handling dangerous goods (includes bunkers)	Dangerous goods report to Regional Harbour Master, the Australian Maritime Safety Authority and NQBP ( <a href="#">11 Dangerous cargoes</a> )
8	Two hours before arrival pilotage area	Call VTS Hay Point, VHF channel 10 or 16 ( <a href="#">3.3 VTS Area</a> )
9	In transit	VTS reporting points ( <a href="#">3.1.2 VTS Area</a> )

**Table 1 Arrival checklist**

## 2.1.2 Departure checklist

Sequence	Time	Report
1	At least 24 hours before departure	Notify departure information to Regional Harbour Master (via QSHIPS).
2	Three hours before departure	Call VTS 3 hours prior to ETD to confirm readiness to depart with final sailing drafts
3	At least one hour before departure	Pre entry report to Reef VTS (see section 2.8 MASTREP and section 2.9 Reef VTS)
4	In transit	Departure and removal reporting requirements

Table 2 Departure checklist

## 2.2 Quarantine

### Source – Department of Agriculture, Fisheries and Forestry

Quarantine requirements in Australia are managed by the [Department of Agriculture, Fisheries and Forestry](#) who require vessels from overseas to submit their documentation no more than 96 hours and no less than 12 hours prior to arrival.

Contact and address details in Mackay are:

Street Address: Customs House, Mackay Marina Mulherin Drive, Mackay Harbour QLD 4740

Postal Address: GPO Box 1517, Mackay QLD 4740

Phone: 1800 900 090

Website: [www.agriculture.gov.au](http://www.agriculture.gov.au)

### 2.2.1 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:

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

## 2.3 Customs

### Source - Australian Border Force (ABF)

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

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

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

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

## 2.4 Arrival/departure report

All agents must lodge arrival reports via the QSHIPS programme at least 48 hours prior to the movement as required under [Transport Operations \(Marine Safety\) Regulation 2016](#).

Request for the supply of a pilot, tugs and linesmen must also be made via QSHIPS.

All agents must lodge departure reports via the QSHIPS programme at least 24 hours prior to the movement as required under [Transport Operations \(Marine Safety\) Regulation 2016](#).

Request for the supply of a pilot, tugs and linesmen must 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.

Owners or masters who are not using an agent are required to complete an [arrival/departure report](#) and lodge it with VTS 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 [vtshaypoint@msq.qld.gov.au](mailto:vtshaypoint@msq.qld.gov.au).

## 2.5 Dangerous goods

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

The notification of dangerous goods and the dangerous goods manifest must be submitted at least 48 hours prior to arrival in port limits. For further information, refer to section [11 Dangerous cargoes](#).

## 2.6 MASTREP

Participation in the [Modernised Australian Ship Tracking and Reporting System \(MASTREP\)](#) is designed to contribute to safety of life at sea and is operated by the Australian Maritime Safety Authority (AMSA) through the Rescue Coordination Centre (RCC) Australia in Canberra. Participation in MASTREP is mandatory for certain vessel but others are encouraged to participate.

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

## 2.7 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 centre at Townsville. The purpose of Reef VTS is to

enhance navigational safety in the Torres Strait and the inner route of the Great Barrier Reef which encompasses the Whitsunday region.

Under section 6(2) of [Marine Order 63](#) the following vessels are required to report to Reef VTS:

- All vessels of 50 metres or more in overall length.
- All oil tankers, liquefied gas carriers and, chemical tankers or ships coming within the INF Code regardless of length.
- Ships engaged in towing or pushing where it or the ship being pushed or towed is from one of the above categories or where the length of the tow is 150 metres or more.

The SRS applies to all ships in the above categories irrespective of whether they are on overseas, interstate or intrastate voyages. This regulation does not apply to any warship, naval auxiliary or government vessel but they and all other vessels not mentioned above are encouraged to report.

To assist Master /Agents, the reporting requirements for REEFREP can be found on the [MSQ website](#) in the [Reef VTS User Guide](#).

## **2.8 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. Refer to [section 13 Security](#) for further information.

## 3. Movement notification 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 the Regional Harbour Master's office via the QSHIPS ship planning programme in accordance with this section.

### 3.1 Vessel traffic service (VTS)

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 pilotage area.

VTS is delivered from the VTS centre at Hay Point and is manned by trained and qualified vessel traffic service operators, under the management of the Manager (Vessel Traffic Management) and the Regional Harbour Master Mackay.

#### 3.1.1 VTS role

Maritime Safety Queensland operates a Vessel Traffic Service (VTS) for the Port of Hay Point. The VTS will operate with the call sign Hay Point VTS.

Maritime Safety Queensland provides VTS in accordance with IMO Resolution A.857 (20). The role of the Vessel Traffic Service is to facilitate the safe and efficient movement of shipping within the VTS area, including all necessary coordination of port services, and dissemination of relevant information, to ensure that a continual program of shipping movements can be affected to the advantage of all commercial shipping in an impartial manner.

##### 3.1.1.1 Information Service (INS)

VTS, at the request of a vessel, will transmit essential and timely information to assist in the on-board decision-making process, which may include: position, identity and intentions of other traffic, hazards and other factors which may affect vessel transits.

##### 3.1.1.2 Traffic Organisation Service (TOS)

VTS will plan vessel movements in advance to prevent congestion and provide for safe and efficient movement of traffic. VTS will identify and manage potentially dangerous traffic situations and provide essential and timely information to assist the on-board decision-making process and may advise, instruct, or exercise the authority to direct movement.

#### 3.1.2 VTS Area

Hay Point VTS will interact with inbound shipping two hours prior to arrival at:

- the outer boundary of the Hay Point VTS Area.

##### Hay Point VTS Area

The Hay Point VTS Area follows the established Pilotage area and port limits of the Port of Hay Point. Adjacent to the Hay Point VTS Area is the Mackay VTS Area which is administered by the same VTS Centre. A map of Hay Point VTS area is available in [16.8 Hay Point VTS Area](#).

The Hay Point VTS area is the area of the waters bounded by an imaginary line drawn:

- starting at the high–water mark at the southern extremity of the north head of Bakers Creek entrance.
- then generally north-easterly to latitude 21° 10.760' south, longitude 149° 17.730' east,
- then generally north-easterly to latitude 21° 09.910' south, longitude 149° 20.060' east,
- then east along the parallel to latitude 21° 09.910' south, longitude 149° 22.060' east,
- then north along to latitude 21° 02.963' south, longitude 149° 22.060' east,
- then east northeast to Bailey Islet,
- then east along the parallel to 21° 01.850'south, longitude 149° 50'000 east,
- then southeast to latitude 21° 06.580' south, longitude 149° 55.000' east,
- then south to latitude 21° 20.000' south to longitude 149° 55.000' east,
- then west to the high-water mark on the mainland at 21° 20.000' south, longitude 149° 17.918' east,
- then generally in a northerly direction following the shoreline back to the starting point encompassing all navigable water ways of rivers and creeks.

### 3.1.3 VTS communications

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

Ships are required to establish two-way radio communications with the VTS Centre on VHF channel 16 or VHF channel 10. The designated port VHF channel is to be used for the communication of all routine operational and safety information.

The VHF channels used in the port are:

Hay Point Vessel Traffic Services (VTS)		
<b>VTS area</b>	<b>Yes</b>	
<b>Level of VTS Service</b>	<b>IALA level IV: Traffic Organisation Service</b>	
<b>Communications</b>	<b>Call sign</b>	<b>Service</b>
VHF Ch 16	User	Emergency and initial calling
VHF Ch 10	Hay Point VTS	Mandatory reporting, vessel traffic management, helicopter, port working
VHF Ch 11	Reef VTS (Townsville)	Coastal ship reporting system
VHF Ch 12	User	Port operations Dalrymple Bay

Hay Point Vessel Traffic Services (VTS)		
VTS area	Yes	
Level of VTS Service	IALA level IV: Traffic Organisation Service	
Communications	Call sign	Service
VHF Ch 08	User	Port operations Hay Point Services

Table 3 Vessel Traffic Services

The VTS centre has telephone and email services for administrative and emergency purposes. Any marine incident, for example a collision, grounding or fire, and pollution occurring within the port should be reported immediately to Hay Point VTS on **VHF channel 10**.

### 3.1.4 Language

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

### 3.1.5 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 Regional Harbour Master.

The VTS centre records external communications. For example: 'All voice communications with the VTS Centre and all radio communications on the channels monitored are recorded against a date and time stamp'.

## 3.2 Harbour contact details

Organisation	Telephone	Email
VTS Centre	1300 645 022	<a href="mailto:vtshaypoint@msq.qld.gov.au">vtshaypoint@msq.qld.gov.au</a>
Regional Harbour Master	+61 7 4944 3700	<a href="mailto:RHMMackay@msq.qld.gov.au">RHMMackay@msq.qld.gov.au</a>
North Queensland Bulk Ports Corporation Limited - <i>General Enquires</i>	+61 7 4969 0700	<a href="mailto:info@nqbp.com.au">info@nqbp.com.au</a>
North Queensland Bulk Ports Corporation Limited - <i>Port Operations</i>	+61 7 4955 8147 +61 417 761086	<a href="mailto:portoperations@nqbp.com.au">portoperations@nqbp.com.au</a>
Dalrymple Bay Terminal	+61 7 4943 8444	<a href="mailto:shipping@dbct.com.au">shipping@dbct.com.au</a>
Hay Point Services	+61 7 4943 5220	<a href="mailto:dl-col-bma-hpt-productioncoordinators@bhp.com">dl-col-bma-hpt-productioncoordinators@bhp.com</a>

Table 4 Harbour contact details

### 3.3 Prior notification of movements

The [Transport Operations \(Marine Safety\) Regulation 2016](#) require that all ship movements of 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 see section <a href="#">3.4 – QSHIPS (Queensland Shipping Information Planning System)</a>
	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	Dangerous cargo report Dangerous cargo/bulk liquid list
Ship-to-ship transfer of dangerous cargo	24 hours prior to cargo transfer	Dangerous cargo report 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 Prior notification of movements

### 3.4 QSHIPS (Queensland Shipping Information Planning System)

The movement of all vessels of overall length 35 metres or more arriving at Mackay is recorded in an internet-based programme known as QSHIPS.

Shipping agents must submit booking information online in accordance with the reporting requirements (Prior notification of movements and record their requisitions for tugs, pilot and linesmen). The ancillary services respond online to acknowledge the booking and allocate their resources; the movement then assumes the 'confirmed' status.

Permit requests should be submitted online and to the respective agencies if required (see [10 – Work notifications](#)). QSHIPS will indicate when the approval has been granted and the agent is then able to print the permit for the vessel.

Agents are encouraged to provide any other information that may be beneficial to safety of navigation.

Note: The program is live, port service providers, agents, government agencies and the general community can view scheduled movements in any Queensland port in real time.



### 3.4.1 Booking a vessel movement

When an agent is advised by his principals that a ship is bound for Hay Point then that agent should 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 and tugs should also be made via QSHIPS. In addition the [VTS Pre Arrival form](#) and the [Helicopter Suitability form](#) must be uploaded to 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. If an agent is unable to submit a booking by QSHIPS the Pre-arrival Form must be emailed to the VTS centre.

Details of any berthing (arrival), 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.

The shipping agent shall enter initial movement bookings into QSHIPS. The movement is to be entered as a “Planned Movement” with a time of 00:00 of the anticipated day of the movement.

The terminal operators (BMA/DBCT) will send their requests for vessel movement times to VTS by 1000 and 1630 daily for their respective terminals. VTS will determine the best schedule to allow for safe and efficient movements in consultation with both terminals.

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 Hay Point pilotage area that are of LOA 35 metres and greater and all [vessels that require a pilot](#) including those ships whose master holds a pilotage exemption certificate for the Hay Point pilotage area.

### 3.4.2 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 the area 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, Australian Maritime Safety Authority (AMSA) requires notification of any deficiencies or suspected deficiencies on ships visiting Australian ports.

[AMSA 18](#) – incident alert

[AMSA 19](#) – incident report

[AMSA 355](#) - Report of suspected non-compliance with Navigation Act or safety/pollution conventions

### 3.4.3 Pilotage delays

Delay fees will apply if a vessel departs after the programmed or booked departure time:

- If the pilotage service for the vessel is delayed for longer than 30 minutes but not longer than 1 hour a single fee unit will be charged as per Schedule 6 Part 2 Div 3.
- If the pilotage service for the vessel is delayed for longer than 1 hour but not longer than 2 hours than two fee units will be charged as per Schedule 6 Part 2 Div 3.
- If the delay exceeds two hours, then pilotage is deemed to have been cancelled and a full cancellation fee applies as per Schedule 6 Part 2 Div 2. When a cancellation fee is applied then the hourly delay fees are not applicable.
- A delay exceeding two hours may necessitate a rescheduling of the ship.

A delay fee will not be charged if the cause of the delay is:

- Weather affecting a ship's ability to be safely navigated.
- When the ship is ready to commence the movement, however, is unable to because to do so would be unsafe (for example, where there is port congestion; or the required port services are unavailable).

Equipment and mechanical failures will constitute a delay and attract a delay fee or cancellation fee as described above.

In determining the delay time, the following criteria will be used:

- Inbound – delay fees will be incurred if the pilot boards a vessel more than 30 minutes after the programmed estimated time of arrival of the vessel at the pilot boarding place or the agreed boarding place.
- Outbound or removal – delay fees will be incurred if the vessel departs the berth or anchorage more than 30 minutes after the programmed estimated time of departure. The actual time of departure will be taken as 'last line' or 'anchor aweigh' as these times are recorded in QSHIPS and are the acknowledged and accepted time of departure.

MSQ will not enter any debate on responsibility for delays and cancellations.

Full details of the regulations and fees are contained in Schedule 6 Part 2 Division 3 of the [Transport Operations \(Marine Safety\) Regulation 2016](#).

### 3.4.4 Pilotage cancellations

If pilotage services are amended or cancelled by the entity representing the ship (for example, the agent who arranged the pilotage service for the ship) or the terminal without giving appropriate notice period (2 hours), a pilotage cancellation fee may be levied.

## 3.5 Scheduling of ship movements

### 3.5.1 Confirmation of schedules

On receipt of a movement booking Hay Point VTS will cross check tug and pilot bookings and other movements whilst verifying draft restricted vessels requirements when putting the schedule together.

## 3.5.2 Schedule changes

Changes to movements at the Port of Hay Point will be requested by the terminal to VTS. If the terminal requests a change in a ship's departure time, it is not to impede the scheduled time of any other movements that have not changed from their initial requested time unless in the interest of safety or port efficiency as determined by the RHM or their delegate. Once movement changes have been approved, affected stakeholders will be notified by VTS in accordance with the Hay Point Scheduling Standard Operating Procedure.

## 3.5.3 Deep draft ships

Where a ship is at maximum draft or restricted thereby to a narrow tidal/time window it will usually be given priority. Advice on draft restrictions can be obtained from the VTS centre.

## 3.6 Movement clearance information

All ships **require clearance** from the VTS centre 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.

### 3.6.1 Clearance for externals/arrivals

The master is to report to Hay Point VTS to obtain clearance and arrival information two hours before the estimated time of arrival to the VTS area.

### 3.6.2 Clearance for removals

The master is to report to Hay Point VTS to obtain a clearance and removal information prior to commencement of the movement within the pilotage area.

### 3.6.3 Clearance for departures and testing engines

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 from VTS has been obtained to depart the berth. Lines are not to be slacked down and let go unless instructed by the master or pilot. The Master is to seek approval from the terminal and VTS for the engine to be tested, 30-60 minutes prior to departure.

Ships at anchor prior to departure from the pilotage area require clearance before departure from anchorage to continue, which is to be obtained two hours before the estimated time of departure from the anchorage area.

For ships that stop loading for low water at berth, the Master must seek approval from the terminal to test engines during the low water delay prior to the scheduled departure time. This requirement is in addition to testing engines on completion of loading. Loading for low water restricted vessels must be complete 1 hour before the scheduled departure.

If there are any issues identified during engine testing, the terminal and VTS must be notified immediately.

### 3.7 Anchorage areas

The pilotage limits for the port of Hay Point are divided between a Pilotage area and a Compulsory Pilotage area. Vessels may anchor within the designated Pilotage area without utilising the services of a Pilot.

Vessels arriving off the Port of Hay Point will be assigned either one of 59 offshore anchorage positions ([section 16.5](#)) or one of the 41 'port limit' anchorage positions ([section 16.7](#)) in the Northern or Southern anchorages by VTS, whilst awaiting berthing instructions. These 'port limit' anchorages are shown on chart AUS 249 and ENC AU5250PO and are identified by both a northern or southern prefix and a numeral. Anchoring is prohibited in the restricted area shown on chart AUS 249, AUS250, ENC AU5250PO and AU422149.

Ships are not permitted to immobilise engines without the written approval of the Regional Harbour Master ([10.1.1 Immobilisation of Main Engines](#)) and are to **immediately** report to VTS if dragging their anchor.

Vessels are to advise VTS **prior to any change** to draft so as VTS can assess UKC safety margins for the anchorage.

Anchorage Sites within Port Limits (WGS84)			
Name	Latitude	Longitude	Diameter (Nm)
N01	21° 11.000' S	149° 20.000' E	0.864
N02	21° 11.000' S	149° 21.000' E	0.864
N03	21° 11.000' S	149° 22.000' E	0.864
N04	21° 11.000' S	149° 23.000' E	0.864
N05	21° 11.000' S	149° 24.000' E	0.864
N06	21° 11.000' S	149° 25.000' E	0.864
N07	21° 11.000' S	149° 26.000' E	0.864
N08	21° 11.000' S	149° 27.000' E	0.864
N09	21° 11.000' S	149° 28.000' E	0.864
N10	21° 11.000' S	149° 29.000' E	0.864
N11	21° 12.000' S	149° 20.000' E	0.864
N12	21° 12.000' S	149° 21.000' E	0.864
N13	21° 12.000' S	149° 22.000' E	0.864
N14	21° 12.000' S	149° 23.000' E	0.864
N15	21° 12.000' S	149° 24.000' E	0.864
N16	21° 12.000' S	149° 25.000' E	0.864
N17	21° 12.000' S	149° 26.000' E	0.864
N18	21° 12.000' S	149° 27.000' E	0.864
N19	21° 12.000' S	149° 28.000' E	0.864

<b>Anchorage Sites within Port Limits (WGS84)</b>			
<b>Name</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Diameter (Nm)</b>
N20	21° 12.000' S	149° 29.000' E	0.864
N21	21° 10.000' S	149° 21.000' E	0.864
N22	21° 10.000' S	149° 22.000' E	0.864
N23	21° 10.000' S	149° 23.000' E	0.864
N24	21° 10.000' S	149° 24.000' E	0.864
N25	21° 10.000' S	149° 25.000' E	0.864
N26	21° 10.000' S	149° 26.000' E	0.864
N27	21° 10.000' S	149° 27.000' E	0.864
N28	21° 10.000' S	149° 28.000' E	0.864
N29	21° 10.000' S	149° 29.000' E	0.864
S01	21° 16.000' S	149° 24.000' E	0.864
S02	21° 16.000' S	149° 25.000' E	0.864
S03	21° 16.000' S	149° 26.000' E	0.864
S04	21° 16.000' S	149° 27.000' E	0.864
S05	21° 16.000' S	149° 28.000' E	0.864
S06	21° 16.000' S	149° 29.000' E	0.864
S09	21° 17.000' S	149° 24.000' E	0.864
S10	21° 17.000' S	149° 25.000' E	0.864
S11	21° 17.000' S	149° 26.000' E	0.864
S12	21° 17.000' S	149° 27.000' E	0.864
S13	21° 17.000' S	149° 28.000' E	0.864
S14	21° 17.000' S	149° 29.000' E	0.864

**Table 6 Anchorages within Port Limits (WGS84)**

<b>Anchorage Sites outside Port Limits (WGS84)</b>			
<b>Name</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Diameter (Nm)</b>
OS1	21° 12.925' S	149° 32.917' E	1.5
OS2	21° 12.925' S	149° 34.569' E	1.5
OS3	21° 12.925' S	149° 36.228' E	1.5
OS4	21° 12.925' S	149° 37.881' E	1.5
OS5	21° 12.925' S	149° 39.544' E	1.5
OS6	21° 12.925' S	149° 41.212' E	1.5
OS7	21° 11.364' S	149° 33.481' E	1.5
OS8	21° 11.364' S	149° 35.140' E	1.5

<b>Anchorage Sites outside Port Limits (WGS84)</b>			
<b>Name</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Diameter (Nm)</b>
OS9	21° 11.364' S	149° 36.805' E	1.5
OS10	21° 11.364' S	149° 38.463' E	1.5
OS11	21° 11.364' S	149° 40.116' E	1.5
OS12	21° 11.364' S	149° 41.767' E	1.5
OS13	21° 09.780' S	149° 34.651' E	1.5
OS14	21° 09.780' S	149° 36.298' E	1.5
OS15	21° 09.780' S	149° 37.945' E	1.5
OS16	21° 09.780' S	149° 39.609' E	1.5
OS17	21° 09.780' S	149° 41.268' E	1.5
OS18	21° 08.195' S	149° 35.816' E	1.5
OS19	21° 08.195' S	149° 37.477' E	1.5
OS20	21° 08.195' S	149° 39.136' E	1.5
OS21	21° 08.195' S	149° 40.780' E	1.5
OS22	21° 06.640' S	149° 36.955' E	1.5
OS23	21° 06.651' S	149° 38.589' E	1.5
OS24	21° 06.640' S	149° 40.226' E	1.5
OS25	21° 05.081' S	149° 38.105' E	1.5
OS26	21° 05.052' S	149° 39.746' E	1.5
OS27	21° 03.454' S	149° 39.299' E	1.5
OS28	21° 12.653' S	149° 43.178' E	2.0
OS29	21° 12.653' S	149° 45.394' E	2.0
OS30	21° 12.653' S	149° 47.704' E	2.0
OS31	21° 12.653' S	149° 50.021' E	2.0
OS32	21° 10.492' S	149° 43.481' E	2.0
OS33	21° 10.485' S	149° 45.664' E	2.0
OS34	21° 10.468' S	149° 47.847' E	2.0
OS35	21° 10.467' S	149° 50.043' E	2.0
OS36	21° 08.447' S	149° 42.692' E	2.0
OS37	21° 08.435' S	149° 44.885' E	2.0
OS38	21° 08.409' S	149° 47.085' E	2.0
OS39	21° 06.317' S	149° 42.145' E	2.0
OS40	21° 06.318' S	149° 44.357' E	2.0
OS41	21° 04.245' S	149° 41.483' E	2.0
OS42	21° 14.500' S	149° 32.500' E	1.5

Anchorage Sites outside Port Limits (WGS84)			
Name	Latitude	Longitude	Diameter (Nm)
OS43	21° 14.500' S	149° 34.200' E	1.5
OS44	21° 14.500' S	149° 42.000' E	1.5
OS45	21° 14.600' S	149° 44.300' E	2.0
OS46	21° 14.600' S	149° 46.550' E	2.0
OS47	21° 14.600' S	149° 48.800' E	2.0
OS48	21° 14.600' S	149° 51.050' E	2.0
OS49	21° 14.600' S	149° 53.300' E	2.0
OS50	21° 12.650' S	149° 52.300' E	2.0
OS51	21° 10.470' S	149° 52.300' E	2.0
OS52	21° 08.410' S	149° 49.400' E	2.0
OS53	21° 08.410' S	149° 51.600' E	2.0
OS54	21° 06.320' S	149° 46.600' E	2.0
OS55	21° 06.320' S	149° 48.800' E	2.0
OS56	21° 06.320' S	149° 51.000' E	2.0
OS57	21° 04.250' S	149° 43.700' E	2.0
OS58	21° 04.250' S	149° 45.900' E	2.0
OS59	21° 04.250' S	149° 48.100' E	2.0

Table 7 Anchorages outside Port Limits

### 3.8 Arrival reporting requirements

The master of a ship entering the pilotage area must report to 'Hay Point VTS' by VHF radio according to the following table:

	Report	Information to report
1	Ship Master to Hay Point VTS Two hours prior to entry into the pilotage area	Ship's name, position, fore and aft draft, changes to ship details, defects, estimated time of arrival to port limits. Any further information requested by VTS as required.
2	Ship Master to Hay Point VTS Arrival at VTS Limits	Ship's name and time of arrival at VTS limits
3	Ship Master to Hay Point VTS On anchoring	Ship's name, anchorage position and time of anchoring
4	Ship Master to Hay Point VTS Heaving Anchor	Ship's name and heaving anchor time
5	Ship Master to Hay Point VTS	Ship's name and anchor aweigh time

	Report	Information to report
	Departing anchorage proceeding to Pilot Boarding Place	
6	Hay Point VTS to Ship Master Pilot Boarding Instruction	Time of boarding and transfer method, confirmation of defects, berthing drafts and propeller immersion
7	Pilot to Hay Point VTS Upon Pilot Boarding	Ship's name, pilot onboard time, defects, drafts, berth & side to, permission to proceed, request traffic information
8	Hay Point VTS All Ships call When pilot is safely aboard	Ship's name, intentions and arrival berth
9	Pilot to Hay Point VTS When secure in berth	Ships name, first line time, and pilot disembark time. Changes to ship details. Confirmation of breast line status if vessel size 220-240m and beam >34m.

**Table 8 Inbound Reporting Requirements**

**The following restrictions and rules are for arrivals at HPCT and DBCT:**

1. Exempt masters must obtain clearance from Hay Point VTS before entering the compulsory pilotage area. Exempt masters must report to Hay Point VTS the time of first line and the time the vessel is secure alongside the berth.

### 3.8.1 Priority of arrivals

Priority of arrivals will be determined according to the following rules:

- Departures will generally have priority over arrivals except as determined by the RHM for safety and or port efficiency.
- Arrival ships that will be loading on completion of berthing will have priority over arrival ships that will not be commencing loading on completion of berthing.

## 3.9 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 Hay Point VTS by radio according to the following table.

	Report	Information to report
1	Ship Master/pilot to Hay Point VTS Ship ready to depart (5 to 15 minutes prior to estimated time of departure)	Ship's name, radio check, destination port/anchorage, departure drafts, permission to proceed, request for traffic information
2	Ship Master to Hay Point VTS	<ul style="list-style-type: none"> <li>• ship's name, time of commencement of movement</li> </ul>



	Report	Information to report
	Unassisted removal along the berth	<ul style="list-style-type: none"> <li>ship's name, time of completion of movement</li> </ul>
3	Hay Point VTS All Ships call upon release of last line	Ship's name, departure berth and ships intentions
4	Pilot to Hay Point VTS Shortly after departure	Ship's name, last line time and request for traffic information
5	Pilot to Hay Point VTS Exiting departure channel	Ship's name, disembark time and request for traffic information
6	Ship Master to Hay Point VTS Departing anchorage Hay Point VTS	Ship's name, anchor aweigh time, destination and request for traffic information
7	Ship Master to Hay Point VTS Exiting Hay Point VTS area	Ship's name and intentions

**Table 9 Outbound reporting requirements**

**The following restrictions and rules are for departures at Hay Point from BMA and DBCT terminals:**

- Once a ship has berthed, the terminal is to request a nominated departure draft and a nominated departure tide. The scheduler is to use the DUKC system to plan the departure for the requested tide and draft and notify the terminal if the requested draft cannot be achieved for that tide. The scheduler will issue the terminals and agents a DUKC report for vessels alongside at one hour past high water. The maximum sailing draft that is promulgated in the HW+1 report prior to sailing will remain the maximum draft that the vessel may load to.
- Multiple channel departures are to be scheduled as such as to have a minimum separation at the channel beacons of 30 minutes.

### **3.9.1 Priority of departures**

Priority of departures will be determined according to the following rules:

- Departures will generally have priority over arrivals except as determined by the RHM for safety and or port efficiency.
- Ships that have low water restrictions for the following low tide have priority over all other departures.
- When multiple ships are requesting to depart on the same tide the priority will be allocated on the order of berthing, subject to the following:
  - 1) Safety and port efficiency.

- 2) If a ship has moved from the original requested tide, then the ship will lose its priority on the new requested departure tide. See [Schedule Changes 3.5.2](#) for further details.
  - 3) If the ship cannot sail at the time allocated by the scheduler for the requested tide, then the terminal may elect to reduce the draft to meet the allocated time or elect to sail on a different tide (subject to low water restrictions).
- Ships with known engine issues are to be scheduled such that they do not impede the departure of other ships.

### **3.9.2 Small ships reporting requirements**

All ships require a clearance from the VTS centre to enter, depart or move within the pilotage area. It is the responsibility of the Master or pilot to contact Hay Point VTS to obtain the necessary clearance and information prior to the movement.

1. All ships greater than 35m must obtain approval from VTS prior to entering, departing or manoeuvring within the Hay Point pilotage area.
2. A small ship that is less than 35m and;
  - is combined with another vessel where the combined ships are greater than 35m;
  - the vessels master asks for the services of a pilot;
  - the master is directed by the Harbour Master to use the services of a pilot; or
  - is carrying dangerous cargo.

must obtain approval from VTS prior to entering, departing or manoeuvring within the Hay Point Pilotage area.

3. A small ship that is less than 35m operating in Restricted Area A must be authorised or obtain approval from VTS prior to entering or departing the area.
4. A small ship that is less than 35m transiting through restricted area B must advise VTS prior to entering and departing the area. Vessels are to cross restricted area B at 90°, at best speed, and are not to loiter in the restricted zone.

## 4. Port description

### 4.1 General

The Port of Hay Point is situated 40 kilometres south of Mackay, with the berths located up to 4 km offshore and are exposed to the SE trade winds that blow for most of the year.

The winds produce a short sharp sea and swell which has a long fetch up the Capricorn Channel to the SE.

In addition, the area experiences a large tidal range with king tides reaching heights of 7m above LAT. With this large tidal range comes strong currents, with the Ebb tide setting to the NNW and the flood tide to the SSE on about 150°. To facilitate berthing operations, the berths (except HP1) have been aligned with the 150/330° to minimise the effect of current.

In inclement weather shipping operations, particularly berthing becomes difficult and operations are often suspended, particularly on a flood tide when the current is running against the prevailing wind and sea.

In more severe conditions ship movement alongside the berths can lead to broken mooring lines, hull damage and damage to wharf infrastructure (fenders). Hay Point VTS maintains a close weather eye on sea and wind conditions and is supported by a sea condition analysis program, Berth Alert System (BAS) to provide advance warnings.

### 4.2 Pilotage area

The pilotage limits for the port of Hay Point are divided between a Pilotage Area and a Compulsory Pilotage Area. Vessels may anchor within the designated Pilotage Area without utilising the services of a pilot.

Hay Point Pilotage Area defines the area of jurisdiction of the Regional Harbour Master.

The Hay Point pilotage area is the area of-

- a) Waters bounded by an imaginary line drawn:
  - starting at the high-water mark at the southern extremity of the north head of Bakers Creek entrance
  - then generally north-easterly along the geodesic to latitude 21° 10.759'S, longitude 149° 17.730'E
  - then generally north-easterly along the geodesic to latitude 21° 09.909S, longitude 149° 20.060'E
  - then east along the parallel to latitude 21° 09.909'S, longitude 149° 30.060'E
  - then south along the meridian to latitude 21° 17.909'S, longitude 149° 30.060'E
  - then west along the parallel to the intersection of the high-water mark on the mainland with latitude 21° 17.909'S
  - then generally northerly along the high-water mark on the mainland to the starting point
- b) the navigable waters of rivers and creeks flowing, directly or indirectly, into the waters in paragraph (a).

### 4.2.1 Compulsory pilotage area

The Compulsory Pilotage Area defines that part of the Pilotage Area where a vessel of LOA 50 metres or more must use the services of a pilot The Hay Point Compulsory Pilotage Area is described in Schedule 3 of the [Transport Operations \(Marine Safety\) Regulation 2016](#) as the part of the Hay Point pilotage area that is the area of:

- a) Waters bounded by an imaginary line drawn-
  - starting at the high-water mark at the southern extremity of the north head of Bakers Creek entrance
  - then generally north-easterly along the geodesic to latitude 21° 10·76'S, longitude 149° 17·73'E
  - then generally south-easterly along the geodesic to latitude 21° 14·00'S, longitude 149° 20·50'E
  - then south along the meridian to latitude 21° 15·69'S, longitude 149° 20·50'E
  - then generally north-easterly along the geodesic to latitude 21° 14·49'S, longitude 149° 25·41'E
  - then generally south-easterly along the geodesic to latitude 21° 14·80'S, longitude 149° 25·50'E
  - then generally south-westerly along the geodesic to latitude 21° 16·11'S, longitude 149° 20·50'E
  - then south along the meridian to latitude 21° 17·91'S, longitude 149° 20·50'E
  - then west along the parallel to the intersection of the high-water mark on the mainland with latitude 21° 17·91'S
  - then generally northerly along the high-water mark on the mainland to the starting point; and
- b) the navigable waters of rivers and creeks flowing, directly or indirectly, into the waters in paragraph (a) Internal anchorage sites and arrival limit.

Mapping of both the Pilotage Area and the Compulsory Pilotage Area are available in section [16.7 Port and Pilotage Limits](#).

### 4.3 Load lines

Hay Point is in the Tropical Load Line Zone. The area outside the Great Barrier Reef is in the South Pacific Seasonal Tropical Zone.

Tropical:.....From 1 April to 30 November; and

Summer:.....From 1 December to 31 March.

### 4.4 Vessel requirements

There are no restrictions on length. Refer to individual berth information for maximum vessel size. ([5.1 Berth Information](#)).

A Departure channel has been established with a least design depth of 14.9 metres above port datum (LAT). Please refer to the latest Queensland [Notices to Mariners](#) for up-to-date port depth information.

The port of Hay Point tugs are of varying bollard pull, from 65t to 80t. Vessel >80,000mt deadweight bollards and fairleads should be rated at no less than a Safe Working Load (SWL) 64 tonnes.

## 4.5 Trim requirements

The safe handling of ships within the confines of the channels requires certain conditions of trim. Ships should be ballasted or loaded in order to have an even keel or trimmed by the stern.

- a) The propeller fully submerged.
- b) The trim is to be not more than 2.5m by the stern. Vessels that are directed to depart, with trim greater than 3.5m, require a third tug.
- c) Vessels with length overall less than 250m and displacement less than or equal to 90,000t may be pre-approved with a trim no greater than 3.5m and propeller being no less than 90% immersed for arrival movements only. See [section 9.2.1](#) for tug requirements.
- d) Vessels trimmed by the head or listing are not permitted. Ships not meeting trim requirements may experience considerable delays until the problem is rectified. **All vessels are to advise VTS of any change to their draft.**

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 from November to April and when the winds are approaching or exceed the weather as per [section 7.3.5.2](#) Removals.

## 4.6 Time zone

UTC + 10 hours throughout the year

## 4.7 Working hours

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

## 4.8 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 249 and AUS250, ENC AU5250P0 and AU422149

### 4.8.1 Notices to Mariners

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

to Mariners are posted on the MSQ website:  
<https://www.qld.gov.au/transport/boating/notices>.

Notices to Mariners provide advice on:

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

## 4.8.2 Request to issue Notice to Mariners

A [Notice to Mariners Request form](#) is available to organisations or individuals who wish to apply for a Notice to Mariners or Advice Notice to be issued. Once the form is complete it should be emailed to VTS for consideration.

- A Notice to Mariners is issued for the purpose of providing permanent navigation information – generally this information will result in a chart correction.
- A Notice may be marked Temporary (T) if the information will remain valid only for a limited time.
- Advice notices will cover short term navigation advice and may include information on fireworks displays, aquatic events or similar.

## 5. Port infrastructure

### 5.1 Berth information

Berth	Design Depth <sup>1</sup>	Length Berth Face	Berth Pocket Dimensions	Maximum Air Draft at LAT <sup>2</sup>	Maximum Fender Load <sup>4</sup>
Hay Point 1	16.6 m	203.6 m	342.9x60.96x16.6 m	27.8 m	150,000 t
Hay Point 2	16.7m	188.7 m	365.7x60.96x16.7 m	24.3 m	180,000 t
Hay Point 3	19.0m	255.65 m	460.0x70.0x19.0 m	30.9m	180,000 t
Dalrymple Bay 1 & 2	19.6 m	662 m (combined)	838.0x65.0x19.6 m	31.14 m	220,000 t
Dalrymple Bay 3 & 4	19.0 m	676 m (combined)	890.0 x65.0x19.0 m	31.14 m	220,000 t

**Table 10 Berth Information**

Notes:

- Depths are subject to change; consult the Queensland Notices to Mariners for latest information.
- The actual air draft must consider the vessel's draft and the tide height.
- Fender design based on Port of Hay Point maximum displacement berthing limits

## 5.2 Berth restrictions

	HP1	HP2	HP3, DB 1-4
<p><b>Maximum DWT</b></p> <p>Ships in excess of Max. DWT to be approved on a case by case by the terminal. RHM, MVTM &amp; Duty Pilot to be informed</p>	180,000 tonnes	210,000 tonnes	220,000 tonnes
<p><b>Maximum berthing displacement</b></p> <p><i>Ships in excess of Max. disp. to be approved on a case by case by the terminal. RHM, MVTM &amp; Duty Pilot to be informed. Duty pilot to assess whether additional tug is required</i></p>	100,000 tonnes	110,000 tonnes	110,000 tonnes
<p><b>Arrival current restrictions</b></p> <p>(Vessels to berth Starboard side to. Vessels berthing Port side to require RHM Approval)</p>	<p>Berthing <b>PST</b> is not permitted at HP1.</p> <p>For ships berthing <b>SST</b> the following restrictions apply:</p> <ul style="list-style-type: none"> <li>• The earliest POB will not be earlier than when the flood current reduces to 0.1kt at the end of the flood tide.</li> <li>• The latest POB will be 90 minutes before the ebb current reduces to 0.1kt</li> </ul>	Any time (subject to UKC)	Any time (subject to UKC)



<b>Departure current restrictions</b>	<b>≤ 110,000t disp.</b> Anytime (subject to UKC)	<b>≤ 110,000t disp or SST:</b> Anytime (subject to UKC)	<b>≤ 110,000t disp or SST:</b> Anytime (subject to UKC)
	<b>&gt; 110,000t disp.</b> Anytime on the flood tide, and no later than when the current reaches 0.3kts on the ebb tide (subject to UKC)	<b>&gt; 110,000t disp and PST -</b> Anytime on the flood tide, and no later than when the current reaches 0.5kts on the ebb tide (subject to UKC)	<b>&gt; 110,000t disp and PST -</b> Anytime on the flood tide, and no later than when the current reaches 0.5kts on the ebb tide (subject to UKC)

**Table 11 Hay Point and DBCT arrival restrictions**

## 5.3 Coal loading gantries

For berthing a ship, the terminal must have the loader parked out of the way at its designed securing site for berthing.

Berthing's / sailings at DBCT are permitted with the boom retracted at least 60 degrees above the horizontal with the gantry secured at the strong point adjacent the vessel's bow.

Shipping officers are to ensure that there is sufficient clearance prior to sailing the vessel.

When there is no vessel alongside the berth and any such equipment is required to have the main boom or structure down for maintenance etc, and it protrudes out from the berth, the Terminal Operator is required to notify the Regional Harbour Master or his delegate of the times that the particular piece of equipment will be in this condition. The equipment must be adequately lit during night hours.

## 5.4 Navigation aids

### 5.4.1 Fixed navigation aids

Departure Channel				
Hay Point Channel #2	Beacon	21° 14.92's	149° 24.77'e	Fl R 4sec
Hay Point Channel #4	Beacon	21° 15.30's	149° 23.18'e	Fl R 4sec
Hay Point Channel #6	Beacon	21° 15.96's	149° 20.80'e	Fl R 4sec
Hay Point Channel #1	Beacon	21° 15.70's	149° 20.73'e	Fl G 4sec

**Table 12 Navigation aids**

Please be advised of the following notations:

- Hay Point Channel #2 (Fairway Beacon) is fitted with a tide gauge and an electronic weather station.
- The beacons are fitted with GPS synchronisation.
- Mount Griffiths Light — established on the Port Administration Building located 330° (T) from Mount Griffiths. Elevation 78 metres – FI (2) 10 sec – Range 20 miles.
- The wharves and dolphins of both terminals exhibit fixed blue berthing leads at night and yellow by day at their extreme ends.

### 5.4.2 Virtual navigation aids

Virtual aids to navigation beacons have been established at Hay Point to aid the safe pilotage and navigation of deep draft vessel departing via the shipping channel. The virtual beacons broadcast on the Automatic Identification System (AIS) adopted by IALA and IMO.

A “virtual navigation beacons signal” will appear on vessels fitted with AIS 'a' or AIS 'b' receivers and indicate the following positions within the port of Hay Point:

Virtual aid name	Latitude	Longitude	MMSI
Hay Point V.07	21° 15.9577' S	149° 19.7005' E	995036068
Hay Point V.08	21° 16.2201' S	149° 19.7759' E	995036069
Hay Point V.R	21° 15.6081' S	149° 19.5386' E	995036067
Hay Point V.04	21° 15.3267' S	149° 23.1767' E	995031021

Table 13 Virtual navigation aids

## 6. Weather information

### 6.1 General

The prevailing winds tend to be easterly to south easterly. Although calmer conditions occur during the winter months, they may become very difficult during the summer months when the sea breeze augments the prevailing south easterlies.

As a general rule high windage vessels will not be moved when the wind speed exceeds 25 knots especially when coupled with a flood tide.

A tropical cyclone watch message is issued when a cyclone or potential cyclone is expected to affect conditions in the area within the next 48 hours and is reviewed every three hours.

A tropical cyclone warning 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.

Weather charts, satellite images, warnings and reports may be polled by fax – 1800 630 100 and from the Australian [Bureau of Meteorology](#).

Alternatively the following telephone numbers offer the listed information service.

1300 360 427.....tropical cyclone information

1300 360 427.....coastal marine warning

1300 878 6264.....current tsunami threat

### 6.2 Cyclone procedures

The Mackay region is particularly exposed to risks posed by tropical cyclones. It is imperative all mariners prepare for the possibility of one of these cyclones crossing the coast in their region during this period. The Mackay region is also exposed to severe local storms which can form with minimal warning and cause major damage to the local maritime industry. (For example, the devastating storm at Airlie Beach in February 2008).

In addition, the major commercial shipping ports of Mackay and Hay Point are particularly exposed to the prevailing weather and sea conditions with limited protection from a tropical cyclone and other extreme weather events.

[Extreme Weather Event Contingency Plans \(Cyclone Procedures\)](#) have been developed for the Mackay Region and are on the MSQ Website.

The prime intent of this plan is for masters to be aware of an approaching weather event and be prepared to take the necessary action to avoid the damaging impact to ships and the environment.

### 6.3 Tidal information

Hay Point is a standard Port in the Queensland Tide Tables. NQBP and MSQ have installed tide measurement systems in the following locations:

- Hay Point Tug harbour tide board and gauge (MSQ & NQBP); and

- Beacon #2 – Hay Point Channel (MSQ).

The boards refer to LAT and show the actual tide height above LAT. Maritime Safety Queensland provides tidal predictions for pilotage areas. The tidal times and heights for standard Queensland ports are available in the Queensland Official Tide Tables and Boating Guide and may be accessed at the [Bureau of Meteorology](#) website.

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

### **6.3.1 Tidal information – tsunami effects**

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

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

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

## 7. Port navigation and movement restriction

### 7.1 General

Draft figures are related to a draft in salt water of density 1025 kg/m<sup>3</sup>.

### 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.

Departing vessels are restricted to a maximum speed of:

- 8.0 knots in the channel
- 8.0 knots in the paddock

Ship Masters should be fully aware of the effects of interaction (particularly when passing ships moored at berths adjacent to the channels, ships flying international code signals "A" or "R over Y" and any directive given by Hay Point VTS.

### 7.3 Movement Conditions

Ships are not to enter, depart or manoeuvre within the pilotage area unless tide, weather, transit time and traffic conditions allow the minimum UKC to be maintained as per the conditions specified in this section. VTS is to be consulted for determining the tidal window for the planned movement of a draft-restricted ship in the port.

#### 7.3.1 Channel depths

There are two departure routes through the Port of Hay Point.

Departure Channel has been established with a design depth of 14.9m at LAT (Refer to NTM for latest depth information) which extends approximately 6.2 miles from the berths.

Paddock Departure is the shorter departure route with a design depth of 13.1m. These routes are defined on chart AUS 249 and ENC AU5250PO

Berth	Paddock Departure	Channel Departure
Hay Point #1	13.1	14.9
Hay Point #2	13.1	14.9
Hay Point #3	13.1	14.9
DBCT #1	13.1	14.9
DBCT #2	13.1	14.9
DBCT #3	13.1	14.9
DBCT #4	13.1	14.9

Table 14 Channel depths (design only)

**\*Refer to latest NTM for actual depth**

### 7.3.2 Alongside Under Keel Clearance (UKC)

A minimum UKC of 1.5m is to be maintained alongside when DUKC is unavailable.

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

### 7.3.3 Dynamic Under Keel Clearance (DUKC)

DUKC methodology determines the UKC required for a given transit using the most accurate modelling techniques available and is the primary tool for determining sailing drafts and transit times. For each section of the transit, each UKC factor is individually determined based on the forecast environmental conditions, channel configuration, vessel dimensions, load state and speed.

DUKC methodology removes the requirement for UKC allowances to be unnecessarily conservative in favourable conditions. Extreme conditions are accounted for as required, with UKC allowances increased accordingly to provide additional safety.

The DUKC programme is used to determine the tidal window for vessels to depart or to determine the maximum draft that a vessel may sail at for a particular tide. The predictions are provided 1 hour past each high water for the duration that the vessel is berthed and indicate the sailing time and maximum draft.

The agent is required to complete the [VTS Pre-arrival form](#) with expected stability data for the vessels departure.

### 7.3.4 Underway Static UKC

The Underway UKC" (1m +5% of draft) is to be used only when the DUKC is unavailable.

Tidal window calculation (without DUKC)

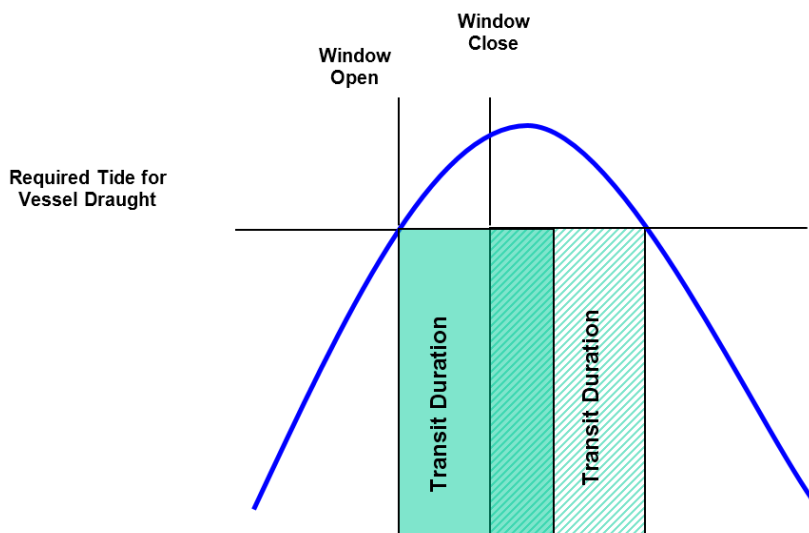
Static maximum draft check		
Vessel _____	Date _____	
Berth _____	Operator _____	
Vessel draft		
$(1.05 \times \text{draft}) + 1 - \text{Depth}$		Required Tide Height
Time of first tide height for draft		WINDOW OPEN
Time of last tide height for draft		
Time of last height for draft – Transit duration		WINDOW CLOSE

Table 15 Static draft calculation table

Note: The tidal window will need to take into account the current restrictions covered in [5.2 Table 11](#).

Berth	Transit duration (SST)	Transit duration (PST)
<b>BMA 1</b>	<b>65</b>	<b>85</b>
<b>BMA 2</b>	<b>70</b>	<b>90</b>
<b>BMA 3</b>	<b>70</b>	<b>90</b>
<b>DBCT 1</b>	<b>75</b>	<b>95</b>
<b>DBCT 2</b>	<b>75</b>	<b>95</b>
<b>DBCT 3</b>	<b>80</b>	<b>100</b>
<b>DBCT 4</b>	<b>85</b>	<b>105</b>

Table 16 Transit durations



## 7.3.5 Maximum Wind Speeds

### 7.3.5.1 Arrivals

All arrivals will be cancelled by the RHM or their delegate when both the 10-minute average wind speed 3 hours prior to Pilot boarding time exceeds 28knots and the max wave height ( $H_{max}$ ) exceeds 1.9m.

See [section 9.2.1](#) for increased tug requirements during Bureau of Meteorology strong wind warnings.

### 7.3.5.2 Removals and Departures

A Berth Alert System (BAS) that predicts and monitors sea swell and meteorological data has been installed at Hay Point to assist the Regional Harbour Master in measuring and predicting marginal sea conditions.

The Regional Harbour Master utilises the information gained from the BAS to alert vessels alongside that the weather conditions are deteriorating, and they may be required to place themselves on short notice for an emergency departure. Harbour services will also be alerted.

Should conditions deteriorate the Regional Harbour Master may order vessels off the berths. Whilst small vessels may be ordered off the berths, it is possible that larger vessels may remain alongside, and berths vacated by small vessels may have larger vessels replace them. See [section 9.2.1](#) for increased tug requirements during Bureau of Meteorology strong wind warnings.

## 7.4 Approaches to pilot boarding places

The recommended tracks for Arrivals/Departures to Hay Point are shown on chart AUS 249 & AUS250 and ENC AU5250P0 and AU422149; please note the Zone of Confidence shown on this chart in relation to soundings.

### 7.4.1 Dangers

Two spoil ground areas have been established to the north of the port within lines joining the following positions:

21°.09.83'S	149° 20.11"E	<b>LEAST DEPTH 10.1M</b>
21° 11.99'S	149° 20.18'E	
21° 13.07'S	149° 18.17'E	
21° 11.55'S	149° 16.92'E	

**Table 17 Spoil Ground Area 1**

21° 12.70'S	149° 17.24'E	<b>LEAST DEPTH 8.2 METRES</b>
21° 13.45'S	149° 17.66'E	
21° 13.64'S	149° 17.28'E	
21° 12.91'S	149° 16.86'E	

**Table 18 Spoil Ground Area 2**



## 7.4.2 Restricted Areas

Restricted area A, adjacent to the shipping channel and the port facilities have been gazetted under section 197 (2) of the [Transport Operations \(Marine Safety\) Regulation 2016](#) which declares that unauthorised vessels including small ships are prohibited from mooring, anchoring or manoeuvring within waters bounded by imaginary lines in the following areas:

a) **Restricted Area A**

Latitude: 21°16.5841'S	Longitude 149°19.0013'E to
Latitude: 21°14.2058'S	Longitude 149°17.7708'E to
Latitude: 21°13.5524'S	Longitude 149°18.9577'E to
Latitude: 21°14.7615'S	Longitude 149°19.7670'E to
Latitude: 21°16.2235'S	Longitude 149°20.3557'E then to
Latitude: 21°16.5841'S	Longitude 149°19.0013'E

Small ships may transit Restricted Area B when no large ship is manoeuvring in the area. Any vessel that would otherwise require a pilot in the compulsory pilotage area is not to cross Restricted Area B without a pilot on board. Transiting vessels and small ships should maintain a listening watch on VHF Channel 16 and should transit at 90° to the channel at best speed. (Refer Appendix [16.3 Security - Restricted Areas](#)).

b) **Restricted Area B**

Latitude: 21°14.7615'S	Longitude 149°19.7670'E to
Latitude: 21°13.1673'S	Longitude 149°25.2013'E to
Latitude: 21°14.8168'S	Longitude 149°25.6319'E to
Latitude: 21°16.2235'S	Longitude 149°20.3557'E then to
Latitude: 21°14.7615'S	Longitude 149°19.7670'E

## 7.5 Tug and barge operations

For the purposes of this section the following definitions shall apply:

- The length of tow is the total length of all items that go to make up the tow, to include tow-lines, wires, bridles, vessels and/or barges, taken from the bow of the tug to the stern of the last vessel or barge making up the tow.
- Split is when a tow consisting of two or more vessels and/or barges are separated to form single units.

### 7.5.1 Operational conditions

All tugs and tows, ocean going or coastal within the Compulsory Pilotage Limits of the port of Hay Point operate under the following conditions:

- Open water pilot boarding daylight hours only. If night boardings required safety analysis to be conducted to the satisfaction of RHM and Pilot Manager.

- All tugs and tows (of over 50 metres as detailed in section 163(1)(b) of the Transport Operations (Marine Safety) Regulation 2016) will be required to engage a licensed pilot ([8 Pilotage](#));
- Any tow greater than 250 metres that is a multi-unit tow, will require to be either split prior to transit or require the assistance of an accompanying harbour tug for the full passage, and
- Master to confirm with VTS tow line and ship/barge fixed equipment is in survey, in good condition and suitable for port of entry.
- Master to confirm with VTS tow line and ship/barge fixed equipment is in survey, in good condition and suitable for port of entry. Workboats should be fit for purpose and manned by a trained competent operator and to be preapproved by the RHM.
- A pre movement meeting is to take place between the barge operator and pilotage to discuss the manoeuvre.

Any tow that is in a damaged condition will not be granted entry into the Hay Point pilotage area until the RHM is satisfied that the vessel/s does not pose a threat to the marine environment or a hazard to navigation in the port.

Note: a vessel or barge pushed ahead by a tug or lashed and secured alongside is deemed a tug and tow when entering or exiting the harbour. In addition, this combination may be required to be allocated tugs (9 Tug Procedures).

## 7.5.2 Notification

For any tug and tow movements within the port of Hay Point, notification to VTS via QSHIPS is required. A visit for the towing vessel will need to be created in QSHIPS and then the details of the tow added by using the 'add convoy' tab.

If an agent is unable to submit a booking by QSHIPS, the agent must complete the VTS Tug and Tow Booking Request form.

All tows and combined units shall be deemed to be hampered vessels and subject to varying scheduling arrangements.

## 7.6 Advisory Note – Interaction with Marine Mammals

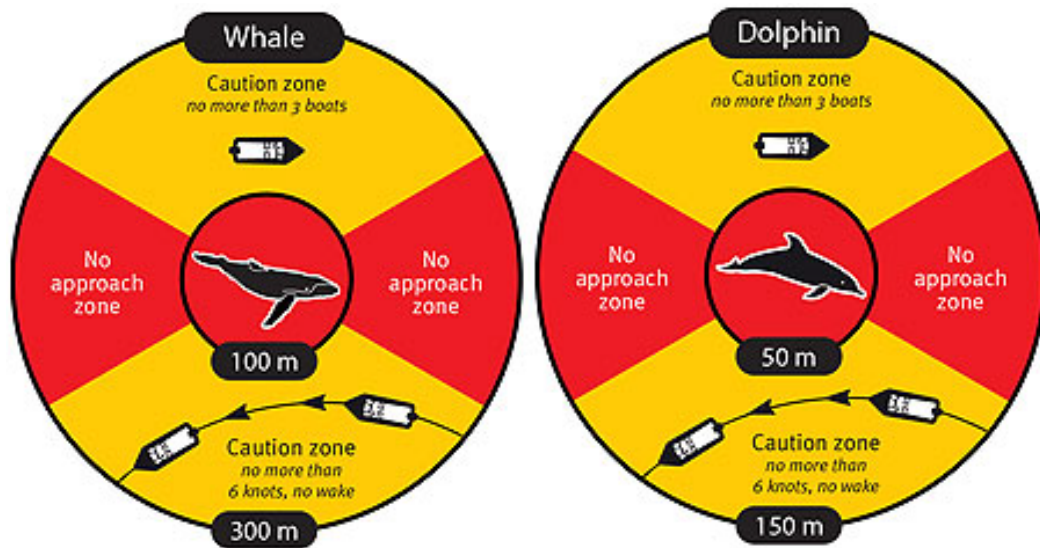
The presence of whales or marine mammals indicates that our ports are seen as environmentally attractive places.

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 (Wildlife Management) Regulation 2006 part 5A 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.



**Figure 1 Minimum approach distances and maximum speeds within proximity to whales and dolphins.**

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**

<https://www.desi.qld.gov.au/our-department/news-media/down-to-earth/stranded-marine-mammal>

## 8. Pilotage

### 8.1 General

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 in the “Compulsory Pilotage Area “for:

- a ship that is 50m or more in length
- a vessel towing another vessel where the combined length of the vessels is 50 metres or more
- a ship whose owner or Master requests the services of a pilot; and
- a ship whose owner or Master is directed by the RHM to use the services of a pilot.

#### 8.1.1 Night pilotage

The Port of Hay Point is open for pilotage 24 hours per day, weather and tidal conditions permitting.

#### 8.1.2 Request for pilot

The requirements of the [Transport Operations \(Marine Safety\) Regulation 2016](#) shall be observed for all bookings. North Queensland Bulk Ports provides a pilotage service for ship arrivals, departures and removals. Pilot transfers are carried out by pilot helicopter (primary means) and launch (secondary).

Requests for pilotage services are described in the QSHIPS booking procedures [section 3.4.1](#).

#### 8.1.3 Pilotage area limits

Pilotage areas are fully described in [section 4.2](#).

Vessels must not approach closer to the berths than the pilot boarding positions, without a port pilot on board.

#### 8.1.4 Pilot boarding place

There are two pilot boarding places at Hay Point:

Pilot Boarding Areas		
Area Bravo	21° 13.3' S	149° 21.2' E
Area Charlie	21° 17.35' S	149° 22.50' E

Table 19 Pilot Boarding Position

Pilot boarding place Bravo is the default boarding position for all arrivals to Hay Point. Pilot boarding place Charlie is the secondary boarding position and is only used for scheduling conflicts and/or on request from pilotage. Generally, ships should be making way at the pilot boarding place for pilot embarkation and follow instructions from Hay Point VTS. During pilot transfer operations instructions from either pilot helicopter or launch must be fully complied with (see [16.2 Pilot boarding places](#)).

## 8.1.5 Pilot boarding arrangements

Pilot transfer by helicopter is conducted in accordance with the ICS 'Guide to Helicopter/Ship Operations', AMSA Marine Order 57.

Reference should also be made to [Pilot transfer arrangements 04/2023](#) and [Marine order 57—Helicopter operations](#).

The master of a ship, to or from which a pilot is transferring by helicopter, must give the Regional Harbour Master (via VTS) all information necessary to determine the suitability of the ship for landing the helicopter.

Pilot transfers are carried out by pilot helicopter (primary means) and launch (secondary). Ships with a suitable clear landing area and flight path (Refer 8.6.1 below) will generally board and disembark the pilot by helicopter. During periods of restricted visibility or other unsuitable flying conditions, helicopter operations will cease.

When conditions prohibit helicopter transfer, the pilot will transfer by pilot launch. Reference should be made to SOLAS Chapter V/23 when boarding by pilot launch.

The pilot will board the vessel at the nominated time for an inbound movement approximately 30 minutes prior to the commencement of an outward pilotage movement.

Note: Helicopter is by Land on only. There is no Winching at this port.

## 8.1.6 Helicopter preparation

Ships must comply with the rules set out in [NQBP Pilot Helicopter safety sheet Hay Point](#) and complete [Pilot Helicopter \(Landing\) Operations \(Primary Helicopter - EC135\)](#) (All ships should be familiar with the requirements of the ICOS 'Guide to Helicopter/Ship Operations' and the requirements for [Helicopter Operations under Marine Order part 57](#)).

## 8.1.7 Pilot Launch Boarding Arrangements

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

- Pilot boarding time;
- Restrictions/requirements (by the Regional Harbour Master);
- Boarding position; and
- Desired course and speed to conduct the transfer (this is best done by the pilot or the pilot launch).

Ships are to be at the pilot boarding place at the notified time of pilot boarding, with all preparations for boarding completed in accordance with the instructions in this section. The Master is to listen to instructions from the pilot launch in regard to any changes in course or speed to allow helicopter landing or take off.

If pilot transfer by launch, ships should be underway, proceeding at 6 knots and providing a good lee. The pilot ladder is to be rigged 2 metres above the water, with two manropes and a heaving line standing by. At night, a forward-facing light is required to illuminate the ladder in accordance with IMO requirements and IMPA recommendations.

## 8.1.8 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 they 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 ([Hay Point arrival and departure passage plans](#)).
- discussion of any special conditions such as weather, depth of water, tidal currents and marine traffic that may be expected during the passage,
- discussion of any unusual ship-handling characteristics, machinery difficulties, navigational equipment problems or crew limitations that could affect the operation, handling or safe manoeuvring of the ship,
- information on berthing arrangements; use, characteristics and numbers of tugs, mooring boats and other external facilities,
- information on mooring arrangements,
- confirmation of the language to be used on the bridge (normally English) and with external parties.

Any passage plan is a basic indication of preferred intention and both pilot and master should be prepared to depart from it when circumstances so dictate.

## 8.2 Master/Pilot Responsibilities

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

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 in relation to the navigational conduct of the vessel, 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 RHM. The duty VTSO is delegated to exercise the relevant functions of the RHM.

Whilst every effort is made to maintain schedule integrity, safe movements are the priority. Once boarded, an allocated pilot may make a further safety assessment which could result in a movement being unable to be completed. In this case, the movement will still incur a full pilotage fee.

## **8.3 Pilotage Requirements for Torres Strait and Great Barrier Reef (GBR)**

For information on pilotage requirements for Torres Strait and Great Barrier Reef (GBR) refer to; [Great Barrier Reef and Torres Strait Vessel Traffic Service \(Maritime Safety Queensland\) \(msq.qld.gov.au\)](https://www.msq.qld.gov.au).

## 9. Tug procedures

### 9.1 General

Tugs are an aid to the safe and efficient maneuvering of ships in confined waterways.

An arriving ship will be leant sandbagged weights for installing on any heaving lines to be thrown to tugs. These sandbagged weights MUST be used when taking tug lines. If the sandbagged weights are not used the tug Master may pull away from the ships side until such time they are satisfied the sandbagged weights have been installed.

#### 9.1.1 Tug companies

RivTow Marine Queensland (Hay Point Services Terminal)	
Company Profile:	RivTow Marine Queensland provides tugs and lines launch services to vessels at Hay Point Services Terminal
Address	Half Tide Tug Harbour, The Esplanade, Hay Point, Qld 4740
Phone:	+61 0438 185 698
Email:	<a href="mailto:hpschedule@rivtowmarine.com.au">hpschedule@rivtowmarine.com.au</a>
Website	<a href="http://rivtowmarine.com.au">rivtowmarine.com.au</a>

Table 20 RivTow Marine Queensland Contact Details

Daltug Pty Ltd (Dalrymple Bay Terminal)	
Company profile:	Daltug Pty Ltd operates the tugs and the lines launch services to vessels at Dalrymple Bay Coal Terminal
Address:	PO Box 5705, MACKAY QLD 4740
Phone:	+61 7 4956 3411
Email	<a href="mailto:daltug@daltug.com.au">daltug@daltug.com.au</a>

Table 21 Daltug Contact Details

#### 9.1.2 Notification of tugs

Tug services should be requisitioned via the QSHIPS programme when booking the movement of a vessel ([3.4.1 Booking a vessel movement](#)). In some instances, the RHM, ship's master or pilot may require additional tugs to the minimum requirements listed in this section. Amendments to bookings should be made by telephone to VTS Hay Point.

#### 9.1.3 Communicating with tugs

Daltug (DBCT) tugs use VHF channel 12 for call up and communicating with ships during berthing operations. Rivtow (BMA) tugs use VHF channel 08.

## 9.2 Towage Requirements

Movements will utilise a minimum of two tugs unless mentioned below.



## 9.2.1 Strong wind warning and engagement of the third tug

During a Strong Wind Warning (SWW) issued by the Bureau of Meteorology (BOM) or if the average wind speed is 26 knots or greater the following vessels will require a third tug:

- Arrivals, departures and removals where the vessel is greater than 270m in length.
- Arrivals with trim greater than 2.5m
- Arrivals with propeller less than 100% immersed.

If the SWW is cancelled and the 10-minute average wind speed is below 26 knots VTS will stand down the 3<sup>rd</sup> tug.

## 9.2.2 Supported Towage

For all Channel and Paddock departures, at least two tugs will remain in a supported towage capacity either tethered or untethered in accordance with agreed pilotage manoeuvring plan with the vessel. In both cases the tugs will remain until released by the pilot once the vessel has established its course and speed after completing the turn and in the case of the channel not before a line between the Virtual Nav Aids 7 and 8. A speed limit of 5 knots will also apply within the apron.

## 9.3 Half Tide tug harbour

The Half Tide tug harbour entrance is situated approximately 1.38 nm bearing 216° from the southern end of Hay Point No.3 berth. The harbour provides shelter for the six tugs and two lines launches which provide services for the ships utilising the Hay Point berths. Navigations aids are provided to guide vessels into and out from the tug harbour. The area within the navigation beacons and the rock wall is a security area and no unauthorised vessels may enter this area at all security levels.

A boat ramp is positioned in the southwest corner of the Harbour and there is an area available for small vessels to anchor outside the security area. [16.6 Hay Point Tug Harbour.](#)

Design depths for the swing basin and tug berths are: Swing Basin 5.6m, Tug Berths 6.1m.

## 10. Work notifications

To perform certain work on ships in the port, masters, owners, or their agents must first notify VTS before that work can proceed. Applications for consideration must be sent to the Port Authority via email and/or VTS via QSHIPS with a follow up call/email. The application will then be received and completed by the RHM's office. The conditions and requirements of work will be sent back to the agent who is to then forward on to the master of the applicable vessel. Ship masters must comply with all the conditions and requirements specified.

Works requiring notification are listed in the table below:

Activity	Where (alongside or anchorage)	When	Notification to
Immobilisation	Anchor only	24 hours prior to event	Lodge to VTS via QSHIPS.
Hot work	Anchor only	24 hours prior to event	Lodge to VTS via QSHIPS.
Boat drill	Anchor only	Prior to event	Lodge to VTS via QSHIPS.
Main engine test	Alongside	Prior to event	Permission from terminal. Permission from VTS via VHF
Notification of handling of bulk liquids	Both	Prior to event	Tugs/workboats (Half Tide) to notify VTS via VHF. Other ships to notify VTS 6 hours prior to event.
Gas free status and OBO's	Alongside	48 hours prior to event	Lodge to VTS and RHM via email.
Diving operations on vessels	Anchor only	24 hours prior to event	Lodge to VTS via QSHIPS.
Pyrotechnic	Both	24 hours prior to event	Lodge to VTS and RHM via email. Port Authority.
Ship transfer operations (includes crew transfer)	Anchor only	Prior to event	Notify VTS via VHF.
Oil tank washing	Both		Not permitted unless exceptional circumstances.
Short Navigation	Anchor only	Prior to event	Lodge to VTS via QSHIPS.

**Table 22 Work notifications**

## 10.1 Work Permits Description

### 10.1.1 Immobilisation of Main Engines

Ships intending to be immobilised must apply for permission from the RHM via QSHIPS with a follow up call/email to VTS. The following conditions apply:

- Ship's crew are to advise VTS on VHF Channel 10 prior to the commencement of works and again on completion of works, confirming the engine has been tested and is in working order.
- During cyclone season (November to April), permission may not be given for more than 24 hours or subsequent days.
- Outside of cyclone season (April to November), permission may not be given for more than 48 hours.
- The expected duration of the immobilisation must be included on the permit application.
- Operations are to be conducted during daylight hours only. Immobilisation must be complete and tested at least 24 hours prior to pilotage.
- Immobilisations will not occur during Bureau of Meteorology strong wind warnings and above, or if severe weather is expected.
- Immobilisations are not permitted alongside at Port of Hay Point.

If for any reason the master/agent is unable to lodge an application via QSHIPS then the [Permission to immobilise main engines](#) form should be submitted to VTS via email.

### 10.1.2 Hot work

Ships intending to carry out hot work must apply for permission from the RHM via QSHIPS with a follow up call/email to VTS. The following conditions apply:

- Ship's crew are to advise VTS on VHF channel 10 when hot work will commence and again when all work has been completed.
- Hot works are not permitted when alongside at the **Port of Hay Point** unless in exceptional circumstances and with approval from the terminal and RHM.

### 10.1.3 Boat drills

Ships wishing to carry out lifeboat drills or put boats in the water for painting or maintenance purposes must obtain all necessary approvals and lodge an application via QSHIPS with a follow up call/email to VTS. The following conditions apply:

- Ship's crew are to advise VTS on VHF channel 10 prior to the commencement of the drill and again when complete.
- Any conditions imposed by the Australian Border Force must be adhered to.
- Drills are not permitted during BOM strong wind warnings and above, or if severe weather is expected.
- Boat drills are not permitted alongside at the **Port of Hay Point**.

## 10.1.4 Main engine trials at berth

With the exception of pre-sea checks, main engine trials are not permitted at the berths of the Port of Hay Point (refer [section 3.6.3](#)).

## 10.1.5 Notification of handling of bulk liquids (Marine Pollutants)

Under the [Transport Operations \(Marine Pollution\) Act 1995](#) Maritime Safety Queensland is both the statutory and combat agency for response to all ship sourced oil spills. It is therefore a requirement under section 63 of the act for owners/agents or masters of vessels to notify the RHM and the Port Authority 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 VTS on VHF channel 10 of the time of commencement of such transfer/bunkering operation and again the time when the operation is completed.

## 10.1.6 Gas free status and OBOs

A tanker or products carrier will be regarded as 'non-gas free' unless a [gas-free declaration](#) has been issued and is current for the vessel.

The declaration must include the following:

- whether the ship is carrying any International Maritime Dangerous Goods class 2 or 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 explosive gas detector meter and a safe reading has been obtained,
- slop tanks and pump rooms are free of hazardous residues,
- calibrated explosive gas detector meters are carried on board,
- a current copy of the ISGOTT Manual is held on board,
- maintain a safe gas reading for the atmosphere in each pump room, cargo tank or residue space.

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 gas free certificate in an approved form. Masters must comply fully with the requirement of their safety management system permit conditions. It is assumed a risk assessment has been conducted as part of the company safety management system permit condition.

## 10.1.7 Diving Operations on vessels

Ships intending to carry out diving operations on vessels must apply for permission from the RHM via QSHIPS during business hours. The following conditions apply:

- The ship is to advise VTS on VHF channel 10 at 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 and a radio listening radio watch is to be maintained on VHF channel 10 and 16 until operations are complete.
- Any conditions imposed by the Australian Border Force must be adhered to.
- Diving operations are not permitted when alongside at the **Port of Hay Point** unless in exceptional circumstances and with approval from the terminal and RHM.

## 10.1.8 Diving at a berth

Procedures for diving at a berth are to be agreed with the RHM's office prior to operations.

## 10.1.9 Ship transfer operations (including crew transfer)

Ships wishing to carry out ship to ship/shore or shore to ship transfer operations by boat, must advise VTS via VHF channel 10. The following conditions apply:

- Transfer vessel is to advise VTS on VHF channel 10 when transfer begins and again when transfer complete.
- The minimum PPE for crew transfers is a self-inflating life jacket with light, and a safety helmet with chin strap.
- Operations are to be conducted during daylight hours only.
- Operations are not to be conducted during a strong wind warning and above, or if severe weather is expected.

## 10.1.10 Oil tank washing

Oil tank washing is not permitted in this port unless in exceptional circumstances and with approval from the RHM.

## 10.1.11 Short Navigation

Ships intending to carry out a short navigation must apply for permission from the RHM via QSHIPS during business hours. The following conditions apply:

- Ship's crew are to advise VTS on VHF channel 10 prior to heaving anchor and again when underway. On completion of the short navigation the vessel must advise VTS once re-anchored.
- A maximum of three ships may undertake a short navigation at any one time.
- The ship is to exit port limits to carry out the short navigation.
- If the ship departs Hay Point VTS area, the ship must contact Reef VTS on VHF channel 11 to advise intentions and a pre-entry report submitted.

# 11. Dangerous cargoes

## 11.1 General

North Queensland Bulk Ports Ltd 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 RHM 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:

- [International Maritime Organisation \(IMO\) — International Maritime Dangerous Goods \(IMDG\) Code](#),
- [International Chamber of Shipping \(ICS\)](#),
- [The Oil Companies International Marine Forum \(OCIMF\)](#),
- [International Oil Tanker and Terminal Safety Guide \(ISGOTT\)](#),
- Australian Standard AS 3846-2005: The Handling and Transport of Dangerous Cargoes in Port Areas,
- [The Australian Maritime Safety Authority \(AMSA\)- Marine Orders Part 41](#),
- [The Australian Dangerous Goods Code](#) (This code sets out the requirements for transporting dangerous goods by road or rail in Australia).

### 11.1.1 Notification

Section 90 and 91 of the [Transport Operations \(Marine Safety\) Regulation 2016](#) requires owners or masters to report all proposed handling or carriage of Dangerous Goods within a pilotage area. Reports are to be made to the RHM at least 48 hours prior to the arrival of the ship. The [Dangerous Cargo Report Form F3217](#) should be submitted to VTS via QSHIPS. A Port Authority duty officer will issue a permit for the handling of the cargo within the jurisdiction of the port authority.

Accompanying the form should be a copy of the dangerous cargo manifest giving the correct technical name as listed in the IMDG Code, the UN number, IMDG class, the quantity and particulars regarding stowage and marks of each parcel of dangerous goods.

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 place
Ship departure or removal	3 hours
Ship to ship transfer	24 hours
Loading, removal or handling alongside	24 hours
Operation of a local marine service	48 hours (see section 90 & 91 of the Regulation 2016)

**Table 23 Notification of dangerous goods**

### 11.1.2 Dangerous Cargo Limits

[North Queensland Bulk Ports Corporation Limited](#) 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.

Refer to **Australian Standard AS 3846-2005: The Handling and Transport of Dangerous Cargoes in Port Areas**.

### 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; and
- For a cargo that is a materials hazardous only in bulk (MHB) — an event that causes risk of explosion, fire, a person's death, or grievous bodily harm to a person.

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

A full written report is to be submitted on [Dangerous cargo event report Form F3220](#) to the RHM as soon as reasonably practical.

## 12. Emergency, pollution, marine incidents

The aim of this section is to provide guidance to the port community for initial response procedures in the event of dangerous incidents, emergencies, terrorist acts and disasters.

### 12.1 General

Organisation	Telephone
North Queensland Bulk Ports Corporation Limited	+61 7 4955 8147
Police (Mackay)	000 or +61 7 4968 3444
Department of Environment and Science	1300 130 372 (Press option 2)
Ambulance (Mackay)	000
Fire	000 + 61 7 4898 2100
Hay Point VTS	1300 645 022 (24 hrs)
Pollution reports – Hay Point VTS	1300 645 022
Hospital (Mackay Base Hospital)	+61 7 4885 6000
Regional Harbour Master (Mackay)	1300 645 022
Department of Agriculture, Fisheries & Forestry	13 25 23
Australian Border Force (ABF)	13 18 81
Maritime Safety Queensland (Mackay)	+61 7 4944 3700
Volunteer Marine Rescue (VMR)	+61 7 4955 5448

Table 24 Emergency contact details

### 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](#).

North Queensland Bulk Ports Corporation Limited has published an emergency response plan. Contact emergency response for details:

#### Emergency Response

24 hours – 7 days

NQBP Duty Officer Phone: +61 7 4955 8147 or 0417 761 086

All emergencies should be reported to Hay Point VTS on VHF channel 16, (or 1300 645 022) who will call the appropriate emergency response service.

Call police, fire, or ambulance on 000.



## 12.3 Fire

Call the Queensland Fire and Emergency Service (QFES phone 000) and notify Hay Point VTS on VHF channel 16. Queensland Fire and Emergency Service is the agency responsible for fires on board vessels within Queensland state waters. The RHM, in consultation with the facility operator and North Queensland Bulk Ports Corporation Limited, 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 the waste reception facilities available ([15.3 Waste](#)).

### 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 RHM. The initial report should be made via Hay Point VTS (24 hours) on VHF radio Channel 16 or phone 1300 645 022.

The Port Authority duty officer (24 hours) can be contacted on:

Phone: +61 7 4955 8147  
Mobile: +61 417 761 086

The following details should be provided in a report of marine pollution:

- Date/time of incident
- Location (latitude, longitude, and physical site)
- Report source and contact number
- Nature, extent and estimated quantity of spill
- Type of oil or description
- Spill source and point of discharge from source
- Identity and position of nearby ships or name of alleged polluter
- Nature and extent of spill and movement and speed of spill
- Local weather/tide/sea conditions
- Whether a sample of the substance spilled has been collected

And any additional information that relates to the spill.

The VTS centre will complete [Form F3968 - Marine Pollution Report](#) based on the above information and fax to the relevant authorities.

## 12.5 Marine Incidents

Under the [Transport Operations \(Marine Safety\) Act 1994](#), a marine incident is classified as an event causing or involving:

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

### 12.5.1 Marine Incident Reporting

A marine incident is an event causing or involving:

- the loss of a person from a ship, or
- the death of, or grievous bodily harm to, a person caused by a ship's operations, or
- the loss presumed loss or abandonment of a ship, or
- a collision with a ship, or
- the stranding of a ship, or
- material damage to a ship, or
- material damage caused by a ship's operations, or
- danger to a person caused by a ship's operations, or
- danger or serious damage to a ship, or
- danger or serious damage to a structure caused by a ship's operations, or
- another event prescribed by regulation.

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

- give the other ship involved in the incident, its master and persons onboard the ship the help necessary to save them from danger caused by the marine incident;

- stay by the other ship until no further assistance is required;
- give the master of the other ship reasonable particulars adequate to identify the ship and its owner.

## 12.5.2 Reporting

Section 125 of the [Transport Operations \(Marine Safety\) Act 1994](#) requires the master of a ship involved in, or believed to be involved in a marine incident to report the situation to the Regional Harbour Master immediately. For category 1 incidents the Regional Harbour Master will complete a Marine Incident – Preliminary Advice form within 48 hours of the incident occurring.

Section 129 of the Transport Operations (Marine Safety) Act 1994 requires the master of a ship to promptly report dangers to navigation including, an abandoned ship, a damaged aid to navigation, severe weather conditions and so on.

A [marine incident report](#) is also to be submitted to the Australian Maritime Safety Authority. Refer to website for details - [Report of marine safety concern | Australian Maritime Safety Authority \(amsa.gov.au\)](#).

## 12.5.3 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 RHM should be sought in this instance. The vessel will be surveyed by the appropriate authority (the AMSA or classification society) to ensure seaworthiness before it leaves port limits.

## 12.5.4 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 RHM's office (VTS) and/or the emergency response agencies of police, fire or ambulance.

Australian Maritime Safety Authority requests pilots, stevedores, port authority officers and others to notify them of suspected deficiencies on ships, or of any complaints relating to a vessel.

## 12.5.5 Great Barrier Reef Marine Park Authority incident report form

To report an incident where a breach of Great Barrier Reef Marine Park Authority regulations is observed witnesses are asked to complete the [GBRMPA incident report form](#). Urgent matters should be reported by phone to the appropriate number listed on the form.

# 13. Security

## 13.1 General

The International Ship and Port Facility Security Code (ISPS) is administered in Australia by the [Department of Home Affairs - Cyber and Infrastructure Security Centre \(CISC\)](#). NQBP has an approved Maritime Security Plan as required under the [Maritime Transport and Offshore Facilities Security Act 2003](#).

A ship's master, prior to entering the Port of Hay Point, must report directly to the Port Authority or through 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.

### 13.1.1 Security levels

The federal Government determined, and will declare when necessary, three security levels.

- **Level 1:** Minimum appropriate protective security measures will be maintained at all times.
- **Level 2:** Appropriate additional protective security measures will be enacted because of heightened risk of a security incident.
- **Level 3:** Further specific protective security measures maintained for limited times when a security incident is probable or imminent, although it may not be possible to identify the specific target. Ships at a port facility must await instructions from the Department of Infrastructure, Transport, Regional Development and Local Government (DITRD LG) and are to follow their instructions as required.

Unless otherwise advised the port will operate on level 1.

In addition to normal security measures undertaken, additional security measures on the land and water may be implemented:

- if directed by the Australian office of the Department of Infrastructure, Transport, Regional Development and Local Government; and/or
- the current ship security level or the port/port facility security level is higher than security level 1.

Additional security measures will include:

- increased number of maritime security guards

- controlled access to the waterside security zone and/or additional security waterside patrols
- controlled access to the ship security zone and landside restricted zone
- random or compulsory inspection of all baggage/stores and vehicles.

## 13.2 Port security contacts

Port security manager: +61 7 4955 8147 (24 hours)

Entry on to, and use of, the port area is subject to compliance with [NQBP port rules](#).

Failure to comply with the NQBP port rules is an offence under the [Transport Infrastructure \(Ports\) Regulations 1994](#).

## 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](mailto:hotline@nationalsecurity.gov.au)

## 14. Port state control inspections

The Australian Maritime Safety Authority (AMSA) conducts port state control (PSC) inspections to ensure that foreign vessels visiting Australian ports comply with the relevant international regulations, are seaworthy, do not pose a risk of pollution and provide a safe working environment; accordingly, under the [Navigation Act 2012](#) AMSA surveyors may board a vessel at any time to conduct an inspection. Cargo ships may be inspected every six months and tankers over 15 years old may be inspected every three months.

Inspections are based on resolutions of the IMO and the International Labour Organisation (ILO). All required certificates and documentation and areas of critical safety for example, lifeboats, engine room firefighting equipment and cargo gear may be inspected in accordance with a ship inspection record (SIR) book which contains guidelines. In all cases a 'Form A' is completed stating that an inspection has been carried out and if any deficiencies are noted a 'Form B' is issued.

Critical deficiencies can lead to a ship being detained from sailing until the problems are rectified. Details of all detentions are forwarded to the IMO, the relevant flag state, and the classification society.

Vessels that are intending to use their cargo gear to load stores or handle cargo should ensure that they comply with [Marine Orders Part 32](#). This requires all individual pieces of cargo handling equipment to be certificated (test certificate) and clearly marked with the identifying mark and the Safe Working Load (SWL) as stated in the certificate. This applies to all gear, shackles, chains, sheave blocks, bins, tubs rings, etc. Periodical inspections must be entered in the cargo gear register or else the cargo gear cannot be used.

## 15. Port services

### 15.1 Bunkering

Currently no bunker service is available.

### 15.2 Fresh water

Fresh water is not available.

### 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), wastewater 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 Australian Quarantine Inspection Service. 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.

There is no service available for the collection of noxious or toxic waste and oil residues.

### 15.4 Electric power

Shore power connection is not available

### 15.5 Shipping agencies

Shipping Agency	Phone	Contact
Asiaworld Shipping	+61 7 3839 4235	<a href="mailto:ops.sydney@asiaworld.com.au">ops.sydney@asiaworld.com.au</a>
Ben Line Agencies	+61 7 31173769	<a href="mailto:mackay.ops@benline.com.au">mackay.ops@benline.com.au</a>
Gulf Agency Company (Australia) P/L	+61 7 4953 4775	<a href="mailto:shipping.mackay@gac.com">shipping.mackay@gac.com</a>
Inchcape Shipping Services	+61 7 4953 3155	<a href="mailto:mackay@iss-shipping.com">mackay@iss-shipping.com</a>
LBH Australia	+61 7 4944 0566	<a href="mailto:mackay@lbhaustralia.com">mackay@lbhaustralia.com</a>
Monson Agencies	+61 7 4864 3700	<a href="mailto:mackay@monson.com.au">mackay@monson.com.au</a>
Seaway Agencies P/L	+61 7 3707 2426	<a href="mailto:bneops@seaway.com.au">bneops@seaway.com.au</a>
Strurrock Grindrod	+61 7 4957 5246	<a href="mailto:mackay@sturrockgrindrod.com">mackay@sturrockgrindrod.com</a>
Wave Shipping P/L	+61 7 3630 0438	<a href="mailto:ops@wave-shipping.com.au">ops@wave-shipping.com.au</a>
Webster Shipping Agency	+61 7 48948433	<a href="mailto:mackay@websterships.com">mackay@websterships.com</a>
Wilhelmsen Ship Services	+61 7 4956 3666	<a href="mailto:wps.mackay@wilhelmsen.com">wps.mackay@wilhelmsen.com</a>

Table 25 Shipping agents

## 15.6 Miscellaneous contacts

Organisation	Phone
Sarina Shire Council	07 4964 8100
Dalrymple Bay Coal Terminal Operations Centre	07 4943 8444
Hay Point Services	07 4943 5222
Environmental Protection Agency	1300 130 372
Great Barrier Reef Marine Park Authority	07 4951 3454

Table 26 Miscellaneous contacts

## 15.7 Mission to Seafarers

Stella Maris Mackay

Address: 43 Brisbane St, Mackay QLD 4740

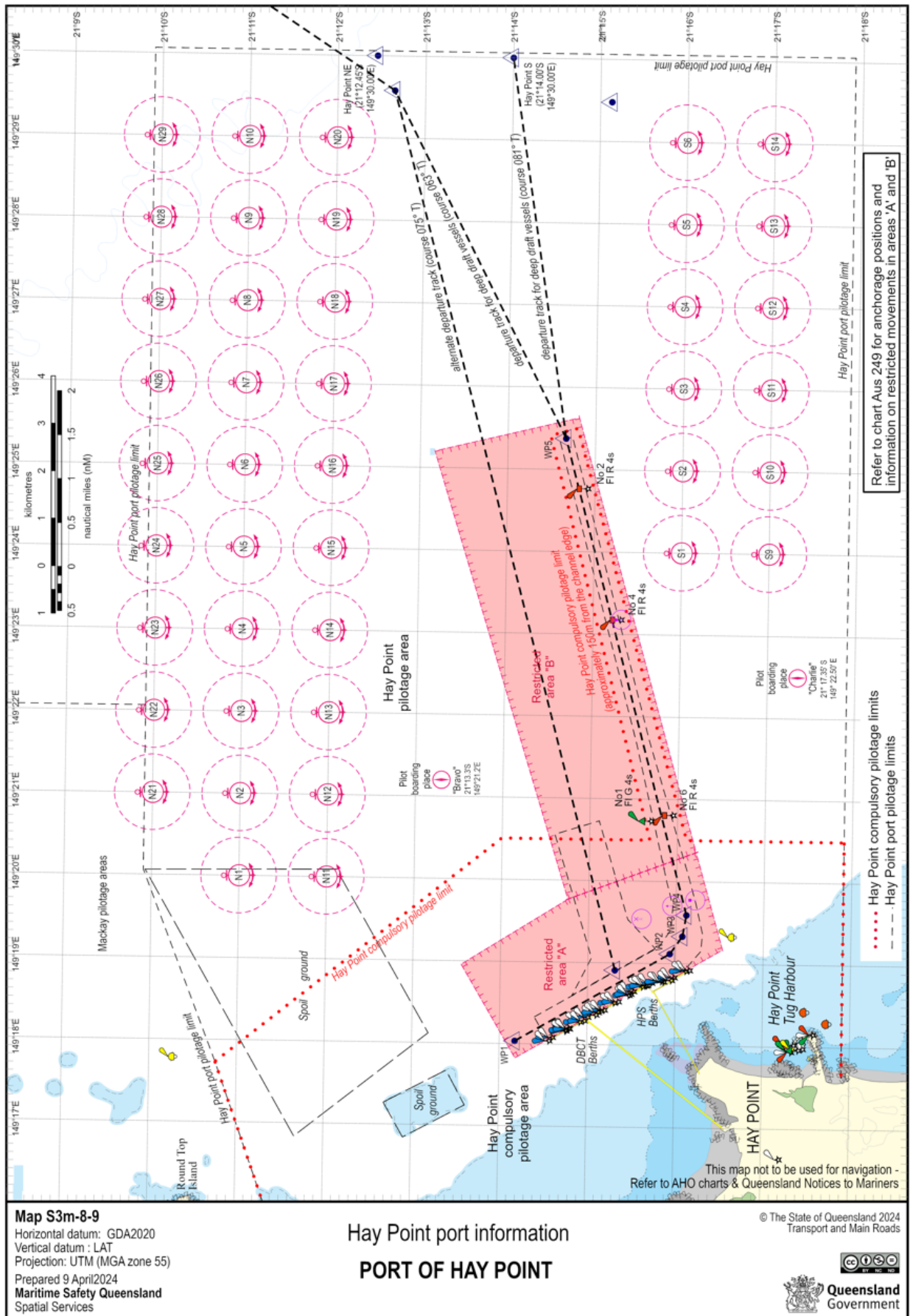
Phone: (07) 4953 4038



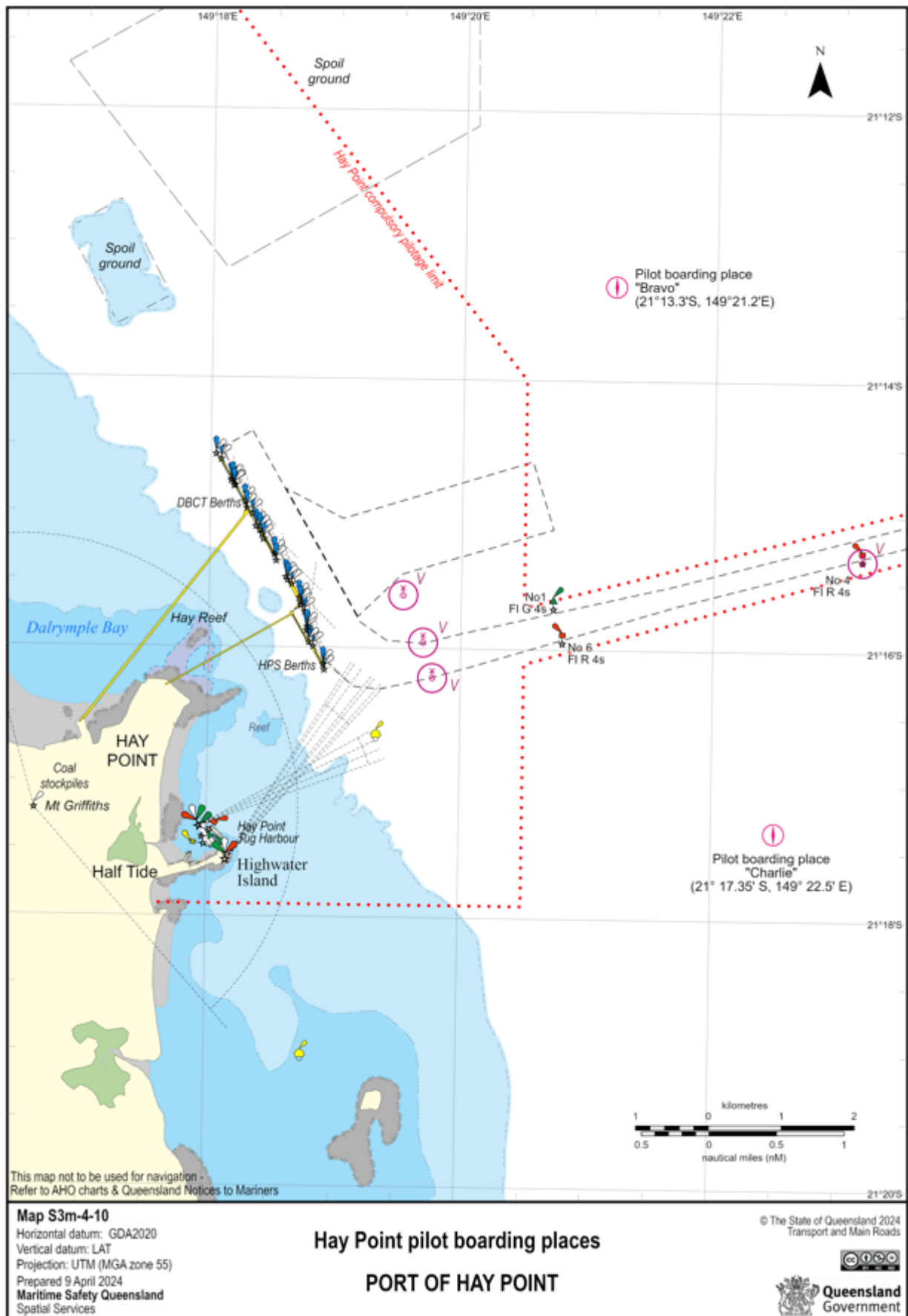
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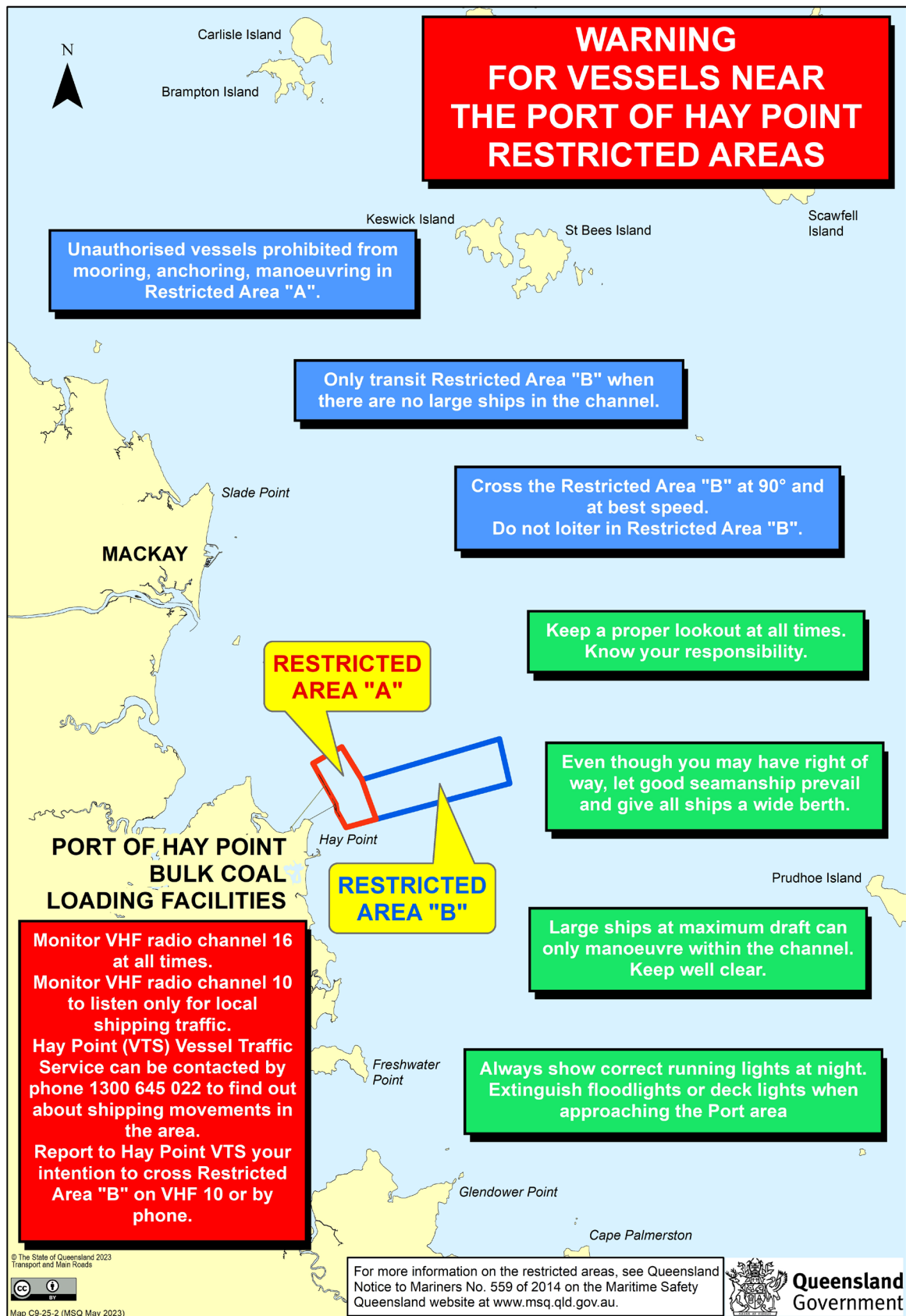
# 16.1 Internal anchorage sites and arrival limits



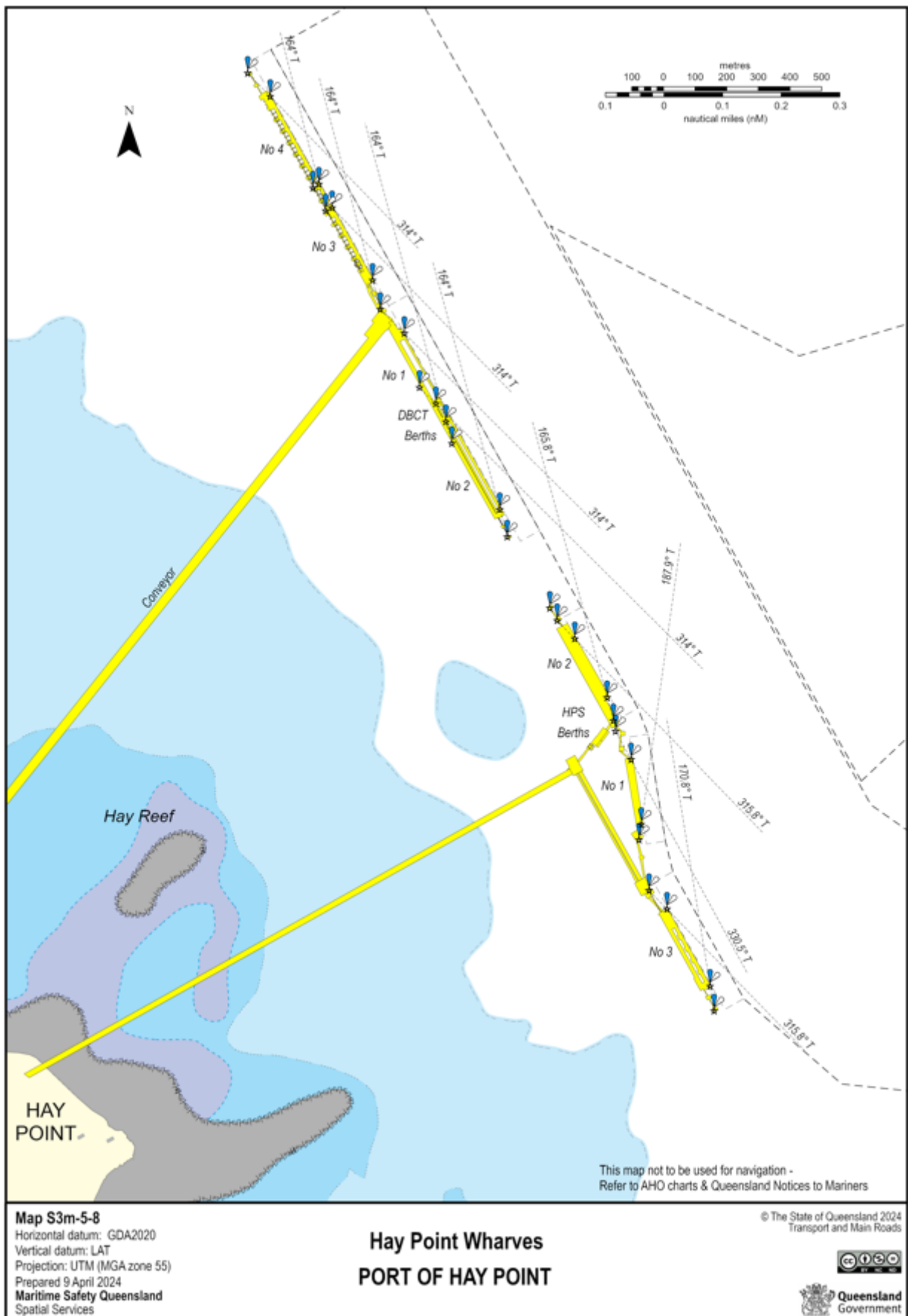
## 16.2 Pilot boarding places



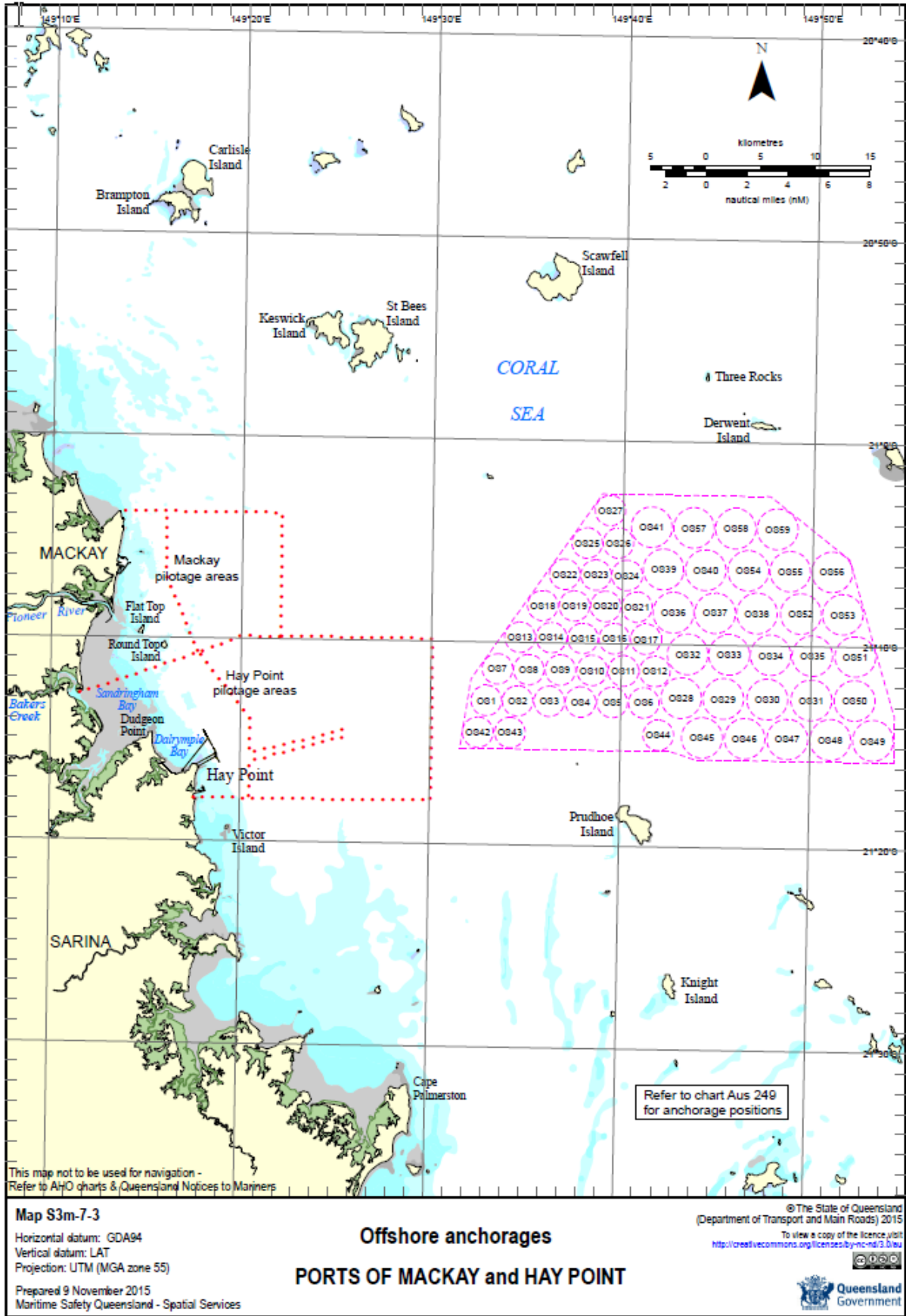
## 16.3 Security — restricted areas



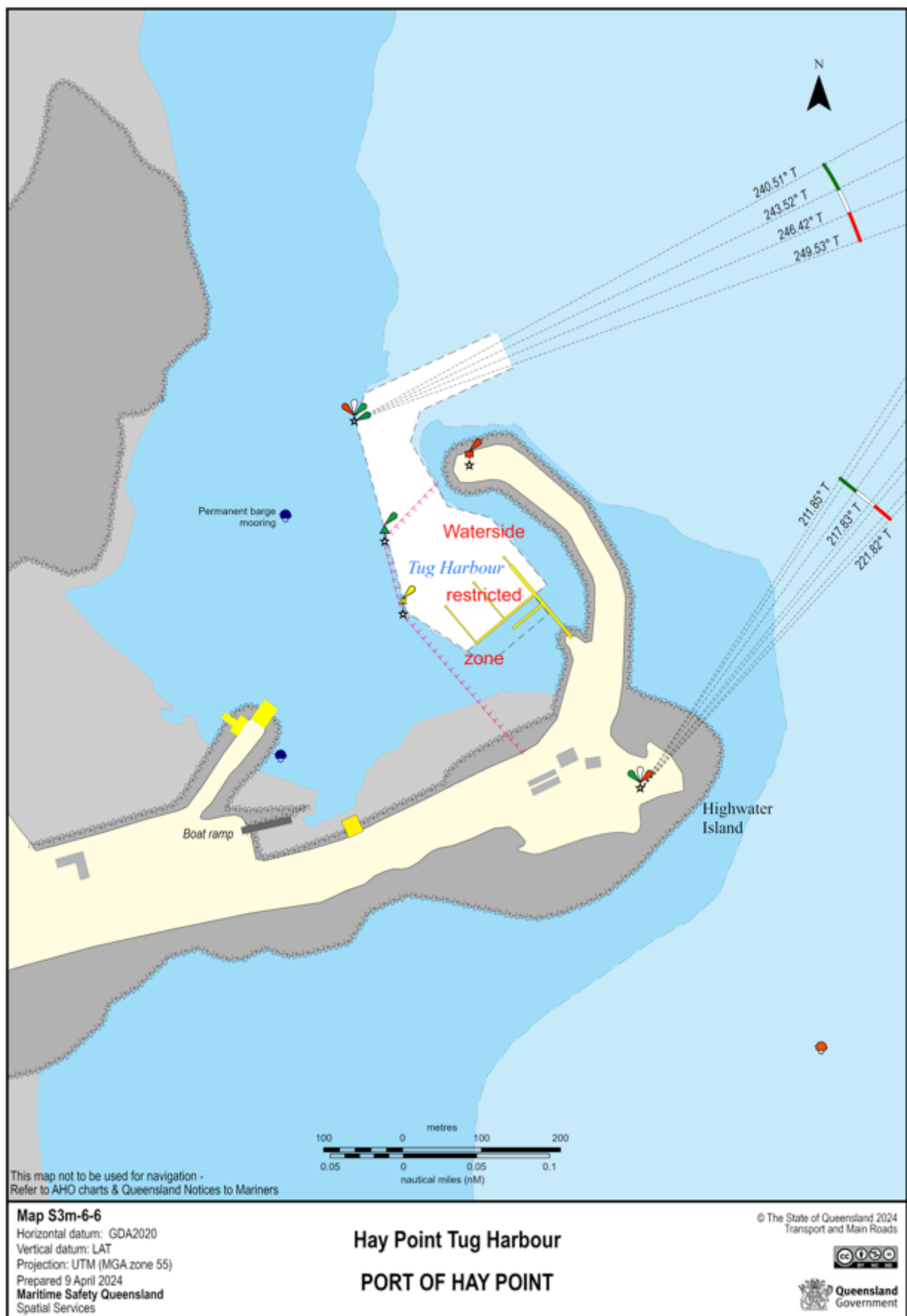
## 16.4 Hay Point port details



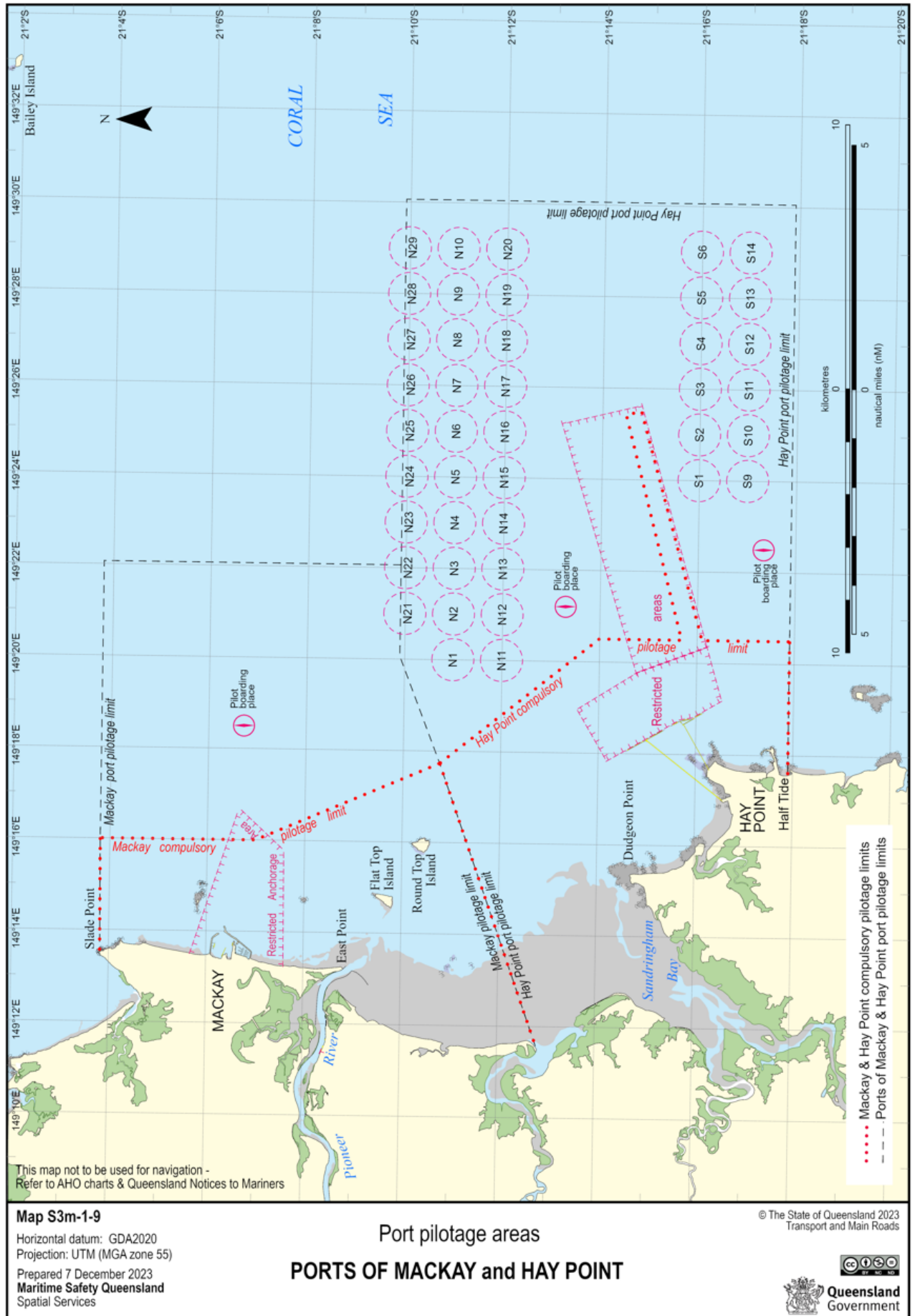
# 16.5 Offshore anchorages



## 16.6 Hay Point Tug Harbour

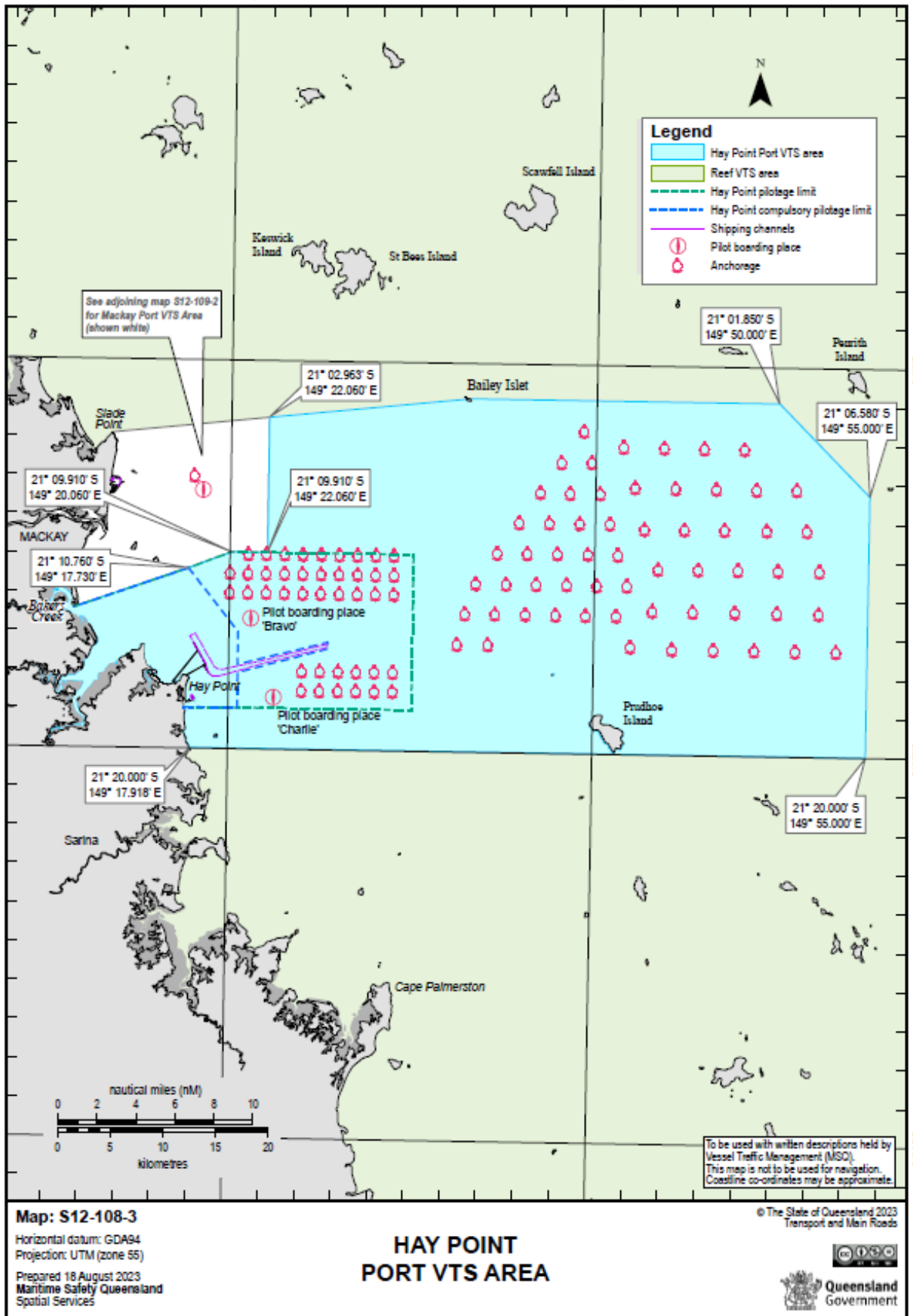


# 16.7 Port and pilotage limits





# 16.8 Hay Point VTS area



Map: S12-108-3

Horizontal datum: GDA94  
Projection: UTM (zone 55)

Prepared 18 August 2023  
Maritime Safety Queensland  
Spatial Services

## HAY POINT PORT VTS AREA

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Transport and Main Roads

