

## Section 5 Operating procedures

### 5.1 Communication procedure

In order to enhance the safety of vessels within Gladstone harbour, as well as maintain efficient communications for all port users, revised communications procedures have been implemented and are to be adhered to by all vessels operating in the Port of Gladstone.

Construction activities have increased port activity tenfold and consequently 'choke-points' have been identified within the harbour where it is deemed hazardous for both commercial shipping and construction craft to inhabit the same water simultaneously. To facilitate the avoidance of this interaction, designated reporting points have been established where it is mandatory for port users to advise Gladstone Harbour Control they are approaching an area of concern.

From 0001hrs 01 November 2011, it is mandatory for **all** construction craft operating in Gladstone Harbour to establish and maintain radio communications with Gladstone VTS on VHF channel15, advising of departure point and intended destination, and again advising VTS when approaching designated reporting points. Vessels are **not** to commence moving within the pilotage area prior to establishing communications and advising VTS of intended movement. Subsequent instructions and advice received from Gladstone VTS is to be adhered to at all times.

**Note:** there is no requirement for construction craft to notify Gladstone Harbour Control of their arrival at their destination.

In order to assist with construction craft master onboard decision making Gladstone VTS will transmit an all ships broadcast on VHF channel 15 advising when commercial vessels are approaching designated waypoints. This is a general broadcast and there is no requirement to respond via radio. The following examples indicate a typical radio broadcast and format.

**'All ships this is Gladstone Harbour Control – the vessel ONKA SPIRIT is approaching A1 inbound to Clinton Coal Facility number 3 using main channels and Clinton Bypass ...out.'**

**'All ships this is Gladstone Harbour Control – the vessel RTM WAKMATHA is G1 inbound to Fishermans Landing 1 using main channels ...out.'**

Vessels are to report to Gladstone Harbour Control when approaching the following designated reporting points:

	Commercial	Construction
G1 Buoy (inbound)	Yes	No
G4 Buoy (outbound)	No	Yes
A1 Beacon (inbound)	Yes	No
T1 Beacon (inbound and outbound)	No	Yes
T10 Buoy (outbound)	No	Yes
Approaching Auckland Creek (300 m) (inbound to Marina)	No	Yes
Marina entrance (250 m inside) (outbound)	No	Yes

The following table details the radio channels used in the Port of Gladstone and the service each channel provides. As channels listed are dedicated harbour working channels specific to particular harbour operations, construction craft are only to use VHF channel 15 except when being called by commercial vessels on channel 13.

**Note:** It is mandatory that all construction craft be able to simultaneously work VHF Ch13 and 15 whilst maintaining a listening watch on VHF Ch16.

#### Gladstone Harbour VHF radio channels

Channel	Call sign	Service
06	User	Bunker Operations
08	User (tugs/pilots)	Secondary tug (port) operating channel
09	User	Standby channel for port working
10	User (GHC, heli, pilot launch)	Pilot transfer operations
12	User (tugs/pilots)	Primary tug (port) operating channel
13	Gladstone Harbour Control	Vessel reporting, vessel traffic management, port working
<b>15</b>	<b>User</b>	<b>Construction craft working channel</b>
16	User	Emergency and initial calling
82	User	Small craft repeater channel

Construction vessels must utilise **UHF** radio for communicating between individual operations (for example, a tug and its barge) and in-house communications.

To ensure good understanding and intentions and to maintain sound communications, correct marine radio etiquette is to be observed at all times including listening for other radio transmissions prior to transmitting, clarity in transmissions and patience.

Examples of standard radio transmissions are:

**'Gladstone Harbour Control this is Blue Moon – Departing QC3 to Laird Point 23 POB'**

**'Gladstone Harbour Control this is Witless Wisdom – Departing Hamilton Point to Marina, 39 POB'**

**'Gladstone Harbour Control this is Witless Wisdom – Approaching Auckland Creek'**

**'Gladstone Harbour Control this is King Stan – departing Marina for GL5'**

#### 5.1.1 Dredging movement communication procedure

By 0530 each day dredge operators are required to provide Gladstone VTS with a schedule of their vessel movements for the following 24 hours (i.e movements from 0600–0559 the next day).

The schedule must be provided to Gladstone VTS via email [VTS@gladstone.qld.gov.au](mailto:VTS@gladstone.qld.gov.au).

In the event of alterations to the intended schedule, dredge operators must inform Gladstone VTS at least one hour prior to the revised vessel departure time.

Vessel	ETD	Movement	Comments

#### 5.2 Passenger numbers verification procedure

There must be a passenger number verification procedure as per the *Transport Operations (Marine Safety) Regulation* Division 11 – Documents for ship, Section 133 – Manuals and plans to be kept.

The master shall ensure verification of the passenger numbers on board the ship.

A count of all persons on board shall be made and recorded when a ship is used to transport passengers. Confirmation of this check must be noted in the ship's log book/diary (passenger and crew numbers at the top of each diary page).

Before the ship departs any berth mooring or anchorage, the master must ensure a crew member:

- counts all persons on board
- makes a written record of the count
- verifies the count by signing the written record.

If anyone leaves the ship permanently for alternative transport to shore or another ship, or if an additional person permanently joins the ship, the master must ensure a crew member:

- counts each person as they leave the ship
- counts each person as they board the ship
- makes a written record of each of the counts
- makes a written record of the number of persons currently on board
- verifies the information recorded under paragraphs (c) and (d) by signing the written record.

The owner or master must keep each record made under this procedure for at least one year. Two types of systems may be used to carry out the count: active or passive.

#### **5.2.1 Passive count (for example, head counts)**

The passive system requires little participation by the people being counted. It tends to be quicker and less obtrusive but is also more susceptible to error. If passive systems are used, the count should be done twice, and independently, by different crew members.

#### **5.2.2 Active count (for example, roll calls, tagging or signing systems)**

The active count systems require the people being counted to actively participate in the counting process. These systems tend to be slower than passive systems but are less prone to error.

The use of an active system is preferred. As with any other system, it is more important the adopted process is clearly known to all workers and the responsibility for completing the count is clearly allocated to a person, or persons, on each day. Documentation of the count should appear in the log.

Videotaping of passengers boarding the ship may be used to count the number of passengers onboard. In an active system, passengers are asked to look into the camera and say their name and how many in their party. It can be supplemented by a head count performed by two crew members independently. The head count is then compared. Should any discrepancy appear, a second head count should be conducted for comparison. Tapes may be saved offsite for later reference.

### **5.3 Evacuation procedure**

Owners/operators shall provide details of their evacuation procedure for all persons involved in marine construction activities, for approval by the Regional Harbour Master. This evacuation procedure should outline the any interaction with Port services, facilities or emergency services.

Information provided must include but is not limited to:

- Evacuation of persons involved in shore based facilities.
- Evacuation of crew and passengers working on all vessels involved in the marine construction group.
- Evacuation of persons in the case of an incident causing injury.
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### **5.4 Cyclone contingency plan (inclusive of small vessels)**

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

A tropical cyclone warning message is issued when a cyclone or potential cyclone is expected to affect conditions in the area within the next 24 hours and is reviewed every three hours or sooner depending on circumstances.

Cyclone warnings and reports may be polled by fax 1902-935-277 from the Australian Bureau of Meteorology. International or satellite access is via +61-3-9273-8277. They may also be found on the BOM website <http://www.bom.gov.au/cyclone/index.shtml>

A Cyclone tracking chartlet can be found at Appendix 17.6 of the Gladstone Port Procedures Manual on the MSQ Website

#### **5.4.2 Cyclone procedures**

In the event of a cyclone threat the regional harbour master (RHM) will take the following action:

- Ensure that ships are advised of relevant warnings and response requirements.
- Ensure that shipping complies with the response requirements.
- Closing and reopening the port to ensure the safety of shipping.

The VTS Centre will implement the cyclone contingency plan on behalf of the regional harbour master by acting as a central communications point.

The contingency plan shall become effective at the very latest, when the Gladstone region is likely to be affected by a cyclone (or developing cyclone), as determined by the BOM within 48 hours. However the contingency plan will likely be enacted when a cyclone (or developing cyclone) is 72 hours or more away from affecting the region.

#### **5.4.3 Cyclone watch**

A cyclone watch is issued when a cyclone or developing cyclone is likely to affect the area within 48 hours, and gale force winds are not expected to impact the area within 24 hours. The following procedures are to be followed on initial receipt of a cyclone watch:

- All ships in the pilotage area will be notified on VHF channel 13.
- Ships are to maintain a continuous listening watch on VHF channel 13 for updates.
- The VTS Centre will broadcast cyclone advices, warnings, information and directions on VHF channel 13.
- Preparations are to be made to clear the pilotage area.
- All marine services are to be available at short notice.
- Ships at anchor must ballast down and be ready in all regards to get underway at short notice.
- Ships alongside may continue to load at the discretion of the harbour master but must be ready in all respects to depart at short notice.
- Ships are not permitted to enter the pilotage area without the approval of the regional harbour master. Approval will only be given if fully satisfied that the ship can safely load and depart before the cyclonic conditions affect the pilotage area.
- Ships are to comply with the routine vessel traffic management procedures unless otherwise authorised by the regional harbour master.
- Small craft will go to storm moorings in accordance with their individual contingency plan. Small craft should notify the VTS Centre of their location when secure. All movement is to be completed by the time a cyclone warning is issued.
- Construction craft will go to storm moorings in accordance with their individual contingency plan. Construction Traffic should notify the VTS Centre of their location when secure. All movement is to be completed by the time a cyclone warning is issued.

#### **5.4.4 Cyclone warning**

A cyclone warning is issued when a cyclone or developing cyclone is likely to affect the area within 24 hours, that is, gale force winds are expected to impact within 24 hours.

The following additional procedures are to be followed on initial receipt of a cyclone warning:

- All ships, whether underway, alongside or at anchor, will be directed to proceed to sea (this is to take effect if the Bureau of Meteorology predicted track of the cyclone suggests a landfall between St Lawrence and Sandy Cape).
- All marine services are to be mobilised to assist clearing the pilotage area; the VTS Centre will coordinate the safe and orderly clearing of the pilotage area.
- Ships alongside will depart as soon as marine services are available. If conditions deteriorate rapidly it may be necessary to depart without normal marine services in order to minimise the risk associated with remaining in port, as approved by the regional harbour master.
- Ships are to report on VHF channel 13 when clearing the pilotage area.
- Ships masters must determine their own course of action to avoid the cyclone once clear of the pilotage area. No direction or recommendation will be made with regard to cyclone avoidance or the safe navigation or operation of the ship.
- Small craft and construction traffic are to be at their storm moorings in accordance with their contingency plan.

The pilotage area will be closed and a broadcast made on VHF channel 16 and 13.

#### **5.4.5 Port closure**

The RHM may close the port, wholly or in part, or restrict the movement of vessels in the pilotage area, commensurate with the threat to the safety of shipping or the environment. This includes the threat posed by weather conditions, actual or forecast.

The closure of the port or restriction on vessel movements will, as far as practical, be implemented in consultation with key authorities and in a timely manner in order to minimise risks.

#### **5.4.6 Reopening of the port**

The pilotage area will not be re-opened until the Tropical Cyclone Warning Centre cancels the cyclone warning for the area and the RHM is satisfied that all danger has passed, and the pilotage area is safe for vessels to re-enter:

The VTS Centre will coordinate the safe movement of vessels following the opening of the pilotage area in accordance with normal practice.

Berths will be re-opened and operations resumed when wind and sea conditions are within operational limits.

#### **5.4.7 Small vessel cyclone procedures**

It is recognised that most vessels less than 17 metres in the Gladstone regional harbour master's jurisdiction will be moored in the marina and owners may not wish to move them from there. Owners may, however, move their vessels to a more sheltered location, but this should only occur prior to the declaration of a cyclone warning i.e. before the cyclone is 24 hours away from Gladstone. Owners of these vessels should also be prepared to move to their designated safe haven if required by the Gladstone Ports Corporation (GPC) or the RHM. The following recommendations apply to vessels remaining in the marina:

- No vessel under 17 metres LOA should move during the period of a cyclone warning.
- Marina berths may remain occupied provided the berth they occupy has a pontoon equivalent to the LOA of the vessel occupying it.
- Vessels are allowed to bear against the fingers/pontoons.
- Additional mooring lines are placed on all available mooring cleats taking care to protect against chafing.
- Lines to be adjustable from on board and are sufficiently taut to ensure vessels and pontoon move as one.
- Do not tie vessel to piles as this prevents pontoons moving with tidal and surge movements.

- Ensure lines are made fast to substantial boat parts, for example mast steps, winches and so on, bearing in mind cleats are known to have been torn out of decks.
- Remove all sails, furling sails, awnings and any items of high windage and stow securely.
- Dinghies to be securely lashed inverted on deck to prevent filling with water – do not contemplate towing tenders.
- Stow your vessel with fresh water, food, fuel and charged batteries since it may be the only comfortable accommodation available to you once the cyclone has passed.
- Keep storm anchors and spare warps ready at hand but well secured to prevent them creating a potential hazard such as fouling propellers in the event you must move the vessel.
- Remember vessels are moored at owners risk and it is the owners prerogative to move their vessel if they feel insecure in the marina.

Vessels greater than 17 metres in Gladstone marina must comply with directions from the RHM and will be required to evacuate the marina and inner anchorages and proceed to safe havens nominated in the vessels cyclone contingency plan.

All other small and construction vessels within the ports jurisdiction will be directed to proceed to safe havens nominated in the vessels cyclone contingency plan.

Non Construction vessels may use Graham's Creek as a place of shelter and should be aware that with the many construction craft in the port, space in other creeks and waterways may be limited.

## 5.5 Construction traffic cyclone procedures

All Construction vessels operating in the port are required to have cyclone contingency procedures endorsed by the RHM. Construction traffic will enact their individual cyclone contingency plans when the port cyclone contingency plan is activated.

It is recognised that most vessels less than 17 metres in the Gladstone regional harbour master's jurisdiction will be moored in the marina and owners may not wish to move them from there. Owners may, however, move their vessels to a more sheltered location, but this should only occur prior to the declaration of a cyclone warning period i.e. before the cyclone is 24 hours away from Gladstone. Owners of these vessels should also be prepared to move to their designated safe haven if required by GPC or the RHM. Owners of these vessels should also follow the guidance in 6.2 above for securing their vessels in the marina

Vessels greater than 17 metres in Gladstone marina must comply with directions from the RHM and will be required to evacuate the marina and inner anchorages and proceed to their nominated safe havens

Other vessels within the port limits must comply with directions from the RHM and will be required to proceed to their nominated safe havens.

Nominated safe havens can be any of the following:

- a. The streams and creeks in the upper reaches of the harbour such as The Narrows.
- b. Creeks that enter the port limits to the south of the harbour such as Colosseum Inlet and Rodd's Harbour.
- c. Anchor and ballast down in more sheltered waters in the far western or northern parts of the harbour.
- d. Departing Gladstone for waters to the South in Bundaberg, Hervey Bay or Brisbane.

The following points are to be noted by all port users:

- a. Graham's Creek is reserved for local recreational, charter and commercial vessels and is not available to construction traffic.
- b. Moorings located in the GPC buoy mooring areas and laid by GPC at Fisherman's Landing, Quoin Channel and Facing Channel are not cyclone rated and should not be relied for use as part of cyclone contingency plans.

## 5.6 Marine incident reporting

Under the *Transport Operations (Marine Safety) Act 1994* (the Act) section 125 (1), (2), (3), (4), (5), all marine incidents must be reported to a shipping inspector within 48 hours.

A written report on a marine incident is also to be submitted.

The Act classifies a marine incident 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.

A marine incident must be reported to a shipping inspector within 48 hours of the incident, unless there is a reasonable excuse. Shipping inspectors are marine safety officers (located at MSQ regional office) and officers of Queensland Water Police and Queensland Boating and Fisheries Patrol. If you are unable to access one of these offices, contact a shipping inspector by phone. They will advise you what to do next.

The report must be made on the approved [Marine Incident Report \(form F3071\)](#). These forms are available from Department of Transport and Main Roads customer service centres, MSQ regional offices, Queensland Boating and Fisheries Patrol and Water Police offices. This form is used to report all incidents, no matter the type of ship involved.

The form may be completed with the assistance of a shipping inspector to ensure the information is accurate, unbiased and as reliable as possible. It is important that the form is filled in completely, with the incident described in as much detail as possible. The shipping inspector who receives the form will check to ensure it has been correctly completed.

If the initial report is not made on the approved form, the owner or master must make a further report to a shipping inspector using the approved form as soon as possible. The master would normally report a marine incident but the owner would report if the master, for some justifiable reason, was not able to make the report. Each marine incident reported will be investigated by a shipping inspector and the results of the investigation reported in the approved form.

Section 124 of the *Transport Operations (Marine Safety) Act* requires ship's 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 they can do so without danger to their ship or persons on board their ship:

- give the other ship involved in the incident, its master and persons on board 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.

Section 129 of the *Transport Operations (Marine Safety) Act* 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.

### 5.6.1 Marine incident reporting – the Australian Maritime Safety Authority (AMSA)

Under section 19 of the *Transport Safety Investigation Act 2003* any incident involving a ship in Australian waters including:

- breakage of gear or injury to any person during cargo work
- damage or defect to ship, machinery or equipment
- peril or a close quarters situation
- stranding or disappearance
- death, serious injury or a dangerous occurrence
- a birth,

must be reported to the Australian Maritime Safety Authority (AMSA) using [Form 18 – Incident Alert](#) within four hours of the incident occurring. A detailed incident report must be submitted to AMSA Canberra on [Form 19](#) within 72 hours of the incident occurring.

Reports are to be submitted by fax: +61 2 6230 6868 or 1800 622 153 or email: [reports@amsa.gov.au](mailto:reports@amsa.gov.au).

Complete details of these requirements are available on the AMSA website.

### 5.7 Marine pollution reporting

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, sewage and garbage from ships (MARPOL Annexes I, II, IV and V) are prohibited in Queensland coastal waters and pilotage areas.

MSQ has the authority to detain any vessel suspected of causing marine pollution and to intervene where there is imminent danger to the coastline.

Ships should dispose of all waste ashore using waste reception facilities.

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

VHF radio: 16 or 13      Phone: +61 7 4973 1208      Fax: +61 7 4972 5520

Email: [VTS-Gladstone@msq.qld.gov.au](mailto:VTS-Gladstone@msq.qld.gov.au)

The Marine Unit Coordinator for the Gladstone Ports Corporation can be contacted on:

Phone: +61 7 4976 1333 (24 hours)

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

- date/time of incident
- location (latitude, longitude and/or 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 vessel traffic services centre will complete the necessary form based on the above information and fax to the relevant authorities.

## 5.8 Environmental incidents

Incidents with potential to cause or which have caused 'environmental harm' as defined in the *Environmental Protection Act 1994* within the port, including land and facilities under the control of the port authority, must be reported to the authority as soon as reasonably practicable. Failure to report an incident that impacts adversely on the environment is an offence.

Port users, owners, masters and organisations are reminded it is their responsibility to notify the Department of Environment and Resource Protection (DERM) and/or Gladstone Regional Council where the incident is of the nature that requires notification under the *Environmental Protection Act* and environmental protection policies.

### 5.8.1 Waste disposal

Pollution is an offence – whether your boat is large or small, it is an offence to deliberately discharge garbage into Queensland's coastal waters under the *Transport Operations (Marine Pollution) Act*. Severe penalties apply.

### 5.8.2 Sewage

Restrictions apply to the [discharge of sewage](#) within the port limits (as described on the Maritime Safety Queensland website in the Environmental section).

All vessels are defined as either one of the following two categories for sewage discharge.

**Declared ship:** A declared ship is a Class 1 commercially-registered passenger-carrying vessel fitted with a toilet. In recognition of their potentially greater sewage-generating capacity, declared ships must adhere to more stringent sewage discharge requirements. These include:

- The ship must be fitted with a sewage holding device.
- The ship must carry a sewage disposal record book.
- The ship must have a [shipboard sewage management plan](#).
- If the ship is fitted with a treatment system, records must be kept for all assessment and maintenance of the treatment system.

**Other ship (non-declared ship):** Other ships or non-declared ships include all recreational vessels and all Class 2 (non-passenger) and Class 3 (fishing) commercial vessels.

## 5.9 Dangerous goods transportation plan (dangerous goods report)

Division 13 of the *Transport Operations (Marine Safety) Regulation 2004* outlines the duties of owners and masters of vessels in relation to the carriage of dangerous goods. The Regulation requires that ships carrying dangerous goods and bulk liquids must comply with the appropriate directions of the IMDG Code and AS3846 and are to notify the port authority and the Regional Harbour Master of the intent to carry dangerous cargo in a pilotage area.

A person who is the owner or master of a ship operating on a local marine service must report the following matters in the approved form and in the way required under section 140 (3) of the Regulation:

- the start of the local marine service
- voyages under the service
- the nature of the dangerous cargo to be handled.

This must be done by lodging a [Dangerous Cargo Report](#) at least 48 hours prior to the start of the service which is to be accompanied by a list of dangerous cargo/bulk liquid to be carried. The permit will be issued for a period of six months by the harbour master's office and the port authority.