

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.

It is mandatory for **ALL** construction craft operating in Gladstone Harbour to establish and maintain radio communications with Gladstone VTS on VHF Ch15, advising of departure point and intended destination. 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).**

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
14	REEFVTS	Vessels transiting Great Barrier Reef
15	User	Construction craft working channel
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.

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.’

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 waypoints have been established where it is

mandatory for vessels involved in construction activities to advise other port users they are approaching an area of concern.

When approaching waypoints, vessels associated with construction activities need only make advisory transmissions indicating positions of their vessels and destination. Gladstone Harbour Control will not answer calls unless identified in the initial call.

Note: Due to speed and manoeuvrability, there is no requirement for fast ferries, or vessels proceeding in excess of 15kts, to report when approaching waypoints T1 and T10.

Vessels are to make an 'All Ships' call 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

To ensure good understanding of 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 King Stan – departing Marina for GL5'

'All ships this is Witless Wisdom – Approaching Auckland Creek'

'All ships this is Old Edition – Approaching T1 outbound Marina'

5.2 Passenger Number Verification Procedure

There must be a passenger number verification procedure carried on board as per the *Transport Operations (Marine Safety) Regulation Division 11 – Section 133*. This procedure should ensure all persons on board can be accounted for and should include requirements for crew lists and passenger manifests.

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.

5.3 Evacuation Procedure

Owners/operators shall provide details of their evacuation procedure for all persons involved in marine construction activities as part of the marine execution plan (see Section 6), for approval by the Regional Harbour Master. This evacuation procedure should outline the 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.

5.4 Cyclone Contingency Plan

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.

5.4.1 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.

5.4.2 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 channels 13 and 15.
- Ships are to maintain a continuous listening watch on VHF Ch 13 and 15 for updates.
- The VTS Centre will broadcast cyclone advices, warnings, information and directions on VHF Ch 13 and 15.
- 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.

5.4.3 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 or 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 channels 13, 15 and 16.

5.4.4 Port Closure and Reopening

The RHM may close the port, wholly or in part, or restrict the movement of vessels in the pilotage area. 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.

The pilotage area will not be re-opened until the Tropical Cyclone Warning Centre cancels the cyclone warning for the area, 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 and there are no navigational hazards from sunken vessels or debris.

5.4.5 Construction Traffic Cyclone Procedures

All Construction vessels operating in the port are required to have cyclone contingency procedures as part of a marine execution plan (see Section 6) 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 a safe haven if required by GPC or the RHM. Owners of vessels remaining in the marina must ensure their vessels and all associated equipment are securely stowed for the expected conditions.

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. This will occur at any time from 72 hours prior to the expected arrival of a cyclone to the formal BOM declaration of a cyclone watch and is to be completed for all vessels by the declaration of a cyclone warning.

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 and 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 necessarily cyclone rated and unless prior arrangements have been put in place with GPC and the RHM, should not be relied for use as part of cyclone contingency plans.

5.5 Ship-Sourced Pollution Management

The information provided in this section is available from the Maritime Safety Queensland (MSQ) and National Marine Safety Committee (NMSC) websites. It should be noted **these are not new requirements**. The information has been added to this *Standard* for easy reference.

The *Transport Operations (Marine Pollution) Act 1995* and Regulation 2008 outline the requirements for ship-sourced pollution management in Queensland. The ship-sourced pollutants covered by this legislation are oil, noxious liquid substances (in bulk), packaged harmful substances, sewage and garbage.

For ships engaged in marine construction activities within Gladstone Harbour, the major ship-sourced pollutants, from an operational perspective, are:

- oil and oily residues or mixtures
(including diesel fuel, petrol and oil products)
- chemicals and chemical residues
- sewage
- garbage
(including food wastes, paper products, rags, glass, metal, bottles, crockery, fishing gear, nets, bait boxes, deck sweepings, paints, wood products and all plastics).

It is an offence to discharge pollutants (either deliberately or negligently) into Queensland coastal waters and severe penalties apply.

All ships operating in Queensland waters must carry the applicable pollution prevention documentation. Additionally, all ships more than 15 metres in length overall are required to have insurance for pollution clean up, vessel salvage and wreck removal.

Operators should also refer to the NMSC website at <http://www.nmsc.gov.au/index.php> for information regarding the requirements for the National Standard for Commercial Vessels (NSCV).

5.5.1 Oil & Chemicals

A high proportion of the ship-sourced oil and chemical pollution that enters the water comes from refuelling, vessel maintenance and bilge discharges. Operators must ensure that they use and dispose of all on board oil and chemicals correctly and safely.

Keeping bilges clean helps to reduce pollution from oil and chemicals. Use absorbents to mop up excess oil or fuel, wash bilges with biodegradable degreasers or detergents and dispose of any cleaning residue ashore.

If oil does spill into the water, use absorbents to mop it up and let the regional harbour master, marina manager or port authority know so that it can be cleaned up as soon as possible. Do not use dispersants or other cleaning chemicals because they can increase the toxic effects of oil spills.

There are several specific oil and chemical requirements that operators must adhere to, including:

- having a **shipboard oil pollution emergency plan (SOPEP)** on board—
 - applies to all ships that are more than 35 metres in length overall, or
 - more than 24 metres in length overall, carrying oil as cargo or a vehicle that is carrying more than 400 litres of oil as cargo
- having an **oil record book** on board—
 - applies to the following ships;
 - a ship that is an oil tanker of 150 gross tonnage or more
 - a ship, other than an oil tanker, of 150 gross tonnage or more that carries oil in a portable tank with a capacity of 400 litres or more
 - a ship, other than an oil tanker, of 400 gross tonnage or more

5.5.2 Bunkering

Bunkering involves the transfer of substances⁶ between a ship and another ship, or between the shore and a ship.

Prior to commencing bunkering operations:

- The person in charge of bunkering on board must ensure that a bunker transfer checklist has been completed. Amongst other preparations this should include:
 - checking of hoses and equipment
 - bunkering procedures discussed and agreed by all involved
 - method of communication established
 - method of shutdown and emergency stop established

⁶ Substances include:

- flammable and combustible fuel for main propulsion and auxiliary operations
- lubricating and hydraulic oil for machinery
- waste oils, sludge and residues
- slops and, tank washings
- grey water and sewage

- spill kits readily available
- scuppers and save-alls plugged as appropriate.
- A Marine Execution Plan that includes details of the bunkering operational plan must be endorsed by the Regional Harbour Master.
- All necessary approvals must be obtained from local, state and federal authorities.
- State, national and international bunkering standards including the *International Convention on the Prevention of Pollution from Ships (MARPOL)* and the *Transport Operations (Marine Pollution) Act 1995* and subordinate legislation must be complied with.

5.5.3 Sewage

Restrictions apply to the discharge of sewage within the port limits.

For **untreated sewage** the nil discharge waters include:

- all prohibited discharge waters
 - Note: this includes the marina and buoy mooring areas
- all smooth waters
- in open waters:
 - For ships with 1-6 persons **on board**:
 - within half a nautical mile (926 metres) of a wharf or jetty
 - within one nautical mile (1852 metres) of aquaculture fisheries resources (e.g. oyster leases or fish farms)
 - For ships with 7 – 15 persons **on board**, as above plus:
 - within one nautical mile (1852 metres) of a reef or the mean low water mark of an island or the mainland
 - For ships with 16 or more persons **on board**:
 - total nil discharge in coastal waters

Note: This means that **all ships with 16 or more persons on board are prohibited from discharging untreated sewage anywhere in Queensland coastal waters. This includes discharge from holding tanks, collected during times that 16 or more persons were on board.**

For **treated sewage** the nil discharge waters include:

- all prohibited discharge waters
 - Note: this includes the marina and buoy mooring areas
- areas outside prohibited discharge waters, as follows—
 - Grade C treated sewage— nil discharge within ½ n mile (926 metres) of a person in the water, aquaculture fisheries resources (such as oyster leases or a fish farms, for example) or a reef
 - Grade B treated sewage— nil discharge within 700 metres of a person in the water, aquaculture fisheries resources (such as oyster leases or a fish farms, for example) or a reef
 - Grade A treated sewage—no further restrictions once outside prohibited discharge waters.

For the purposes of sewage requirements all vessels are defined as either:

i. Declared ship: Class 1 commercially-registered vessel fitted with a toilet.

ii. A ship other than a declared ship: Includes all recreational vessels and commercial vessels of Class 2 (non-passenger) and Class 3 (fishing).

The specific sewage requirements that ALL operators must adhere to, include:

- all ships must be fitted with a **macerator** that cannot be bypassed
- all ships fitted with a **sewage treatment system** must—
 - ensure that the sewage treatment system is kept in proper working order,
 - ensure that the system conforms with the minimum standard required for a treatment system,
 - ensure that the system is assessed by an independent testing entity⁷ at required intervals⁸ and is maintained in the way required by the system service manual,
 - ensure that the system documentation and system service manual are kept on board and readily available for inspection,
 - ensure that written **service records** for the treatment system are kept on board and readily available for inspection.

In recognition of their potentially greater sewage-generating capacity, declared ships must adhere to more stringent sewage discharge requirements.

- all **declared ships** must—
 - be fitted with a **sewage holding device**
 - carry a **sewage disposal record book**
 - have a **shipboard sewage management plan**.

5.5.4 Garbage

It is an offence to discharge garbage (either deliberately or negligently) into Queensland coastal waters. Operators can prevent garbage entering the water by:

- ensuring that nothing is thrown overboard
- having secure garbage bins/bags to store garbage on board until you return to shore
- retrieving garbage if it does enter the water.

There are several specific garbage requirements that operators must adhere to, including:

- displaying a **placard** about garbage disposal requirements (vessels over 12m)
- having a **shipboard waste management plan** on board (vessels over 35m, or designed to sleep at least 15 persons).

5.5.5 Insurance

All ships over 15 metres in length overall are required to have insurance sufficient to pay for potential pollution clean up, salvage and wreck removal. The insurance policy must meet the following requirements:

- all recreational ships more than 15 metres but less than 35 metres in length overall—
 - A\$250 000 for pollution clean up costs, and
 - A\$10 000 000 for salvage and wreck removal
- all commercial ships more than 15 metres but less than 35 metres in length overall—
 - A\$500 000 for pollution clean up costs, and
 - A\$10 000 000 for salvage and wreck removal

⁷ Independent Testing Entity means an entity accredited by the National Association of Testing Authorities (NATA) as competent to perform analyses in Australia.

⁸ For a declared ship – at least annually for the first 2 years and afterwards at least every 2 years.
For a ship other than a declared ship – at least once in the first 5 years and afterwards at least every 2 years.

- all ships 35 metres or more in length overall—
 - A\$10 000 000 for pollution clean up costs, salvage and wreck removal.

A current certificate of insurance must be carried on board and be available for inspection. Penalties apply for non compliance.

Ships visiting Queensland coastal waters are also required to comply with the legislation. Temporary insurance cover may be necessary if existing insurance coverage does not meet the above requirements.

5.5.6 Summary of Pollution Prevention Documentation

Ships operating in Queensland waters are required to carry documentation in relation to various aspects of pollution prevention, including:

- Shipboard Oil Pollution Emergency Plan (SOPEP)
- Oil Record Book
- Shipboard Sewage Management Plan
- Sewage Disposal Record Book
- Sewage Treatment System Documentation, System Service Manual and Service Records
- Placard about garbage disposal requirements
- Shipboard waste management plan (garbage).

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.

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.

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 (Australian Maritime Safety Authority)

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,

Incidents 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.

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.

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: 13, 15 or 16 Phone: +61 7 4973 1208 Fax: +61 7 4972 5520

Email: VTSGladstone@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.

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.

5.9 Dangerous Goods Transportation

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 lodge 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 to be carried (See Appendix 8.1).

Acknowledgement will be issued via by the harbour master's office.

5.10 Floating Infrastructure

5.10.1 Buoy and Pipeline Lighting

All floating pipelines are to be lit with yellow flashing lights set on one metre poles on the pipeline at 100 metre intervals, so it is evident that there is no safe passage between successive lights located on the pipeline.

Where sinker pipelines pose a hazard to surface navigation they are to be marked by yellow buoys fitted with yellow flashing lights, with the interval between successive buoys such that the location of the pipeline is readily apparent to the mariner.

Individual buoys that have been laid in preparation for the deployment of cyclone moorings are to be lit with yellow flashing lights on a pile at least one metre high with 360 degree visibility and are not to encroach into the marked navigation channel.

5.10.2 Buoy Moorings

All buoy moorings within Gladstone harbour are now subject to Quarterly Reporting to the RHM's office. This report is due on 01 January, 01 April, 01 July and 01 October each year from each Proponent.

- All buoys currently in Category One Buoy Mooring Areas and any other buoy located within Gladstone harbour are to be included in the report.

- Updates must be provided outside of quarterly reporting periods, any time moorings are moved, removed or established.

Details to be included in this report are:

- a. Name (if Any)
- b. Type or Shape (eg can drum sphere etc)
- c. Position (Lat and Long please)
- d. Colour, Daymarks, Reflective Tape or other devices to enhance visibility
- e. Lights and their Characteristics

5.10.3 Manning

Due to proximity of valuable Port infrastructure and the possible severity of the sea and weather conditions in these locations, all construction vessels berthed at Port Central or behind the Clinton Coal Berth are to be fully manned at all times. This includes when remaining alongside a berth overnight.

The manning required for construction vessels at other locations in the harbour will be determined by the RHM on a case by case basis as part of the MEP approval process.