



# **Standard for Commercial Marine Activities – Gladstone Region**

**Including Gladstone, Port Alma, Bundaberg and Maryborough Pilotage Areas**

**Maritime Safety Queensland**

**July 2017**

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## Departmental Version Control

Version Number	Revision Date	Author	Summary of Changes	Approved by
1.0	July 2017	John Fallon	New Document	

# Harbour Master Direction

## Direction to master about operation of ship in relation to a pilotage area, *Transport Operations (Marine Safety) Act 1994, section 88.*

I, **John Fallon, Regional Harbour Master (Gladstone)** am appointed as a harbour master under Part 7 of the *Transport Operations (Marine Safety) Act 1994*.

Under section 86 of the *Transport Operations (Marine Safety) Act 1994* a harbour master may give a direction if the harbour master reasonably considers it necessary to ensure the safety and the effectiveness and efficiency of the Queensland maritime industry.

Furthermore, section 86A of the *Transport Operations (Marine Safety) Act 1994* enable a harbour master to give a general direction that applies to all ship owners, ship's masters, ships, other persons or matters.

To ensure marine safety in the Gladstone region, the Standard for Commercial Marine Activities – Gladstone Region, has been issued as a general direction

### I DIRECT THAT:

The Standard for Commercial Marine Activities – Gladstone Region must be complied with by all Masters engaged in or associated with projects in the Gladstone Region of Maritime Safety Queensland, including the Pilotage Areas of Gladstone, Port Alma, Bundaberg and Maryborough.

It is an offence to fail to comply with my Direction without a reasonable excuse. It is also an offence to obstruct a harbour master in the exercise of a power. The maximum penalty is 200 penalty units for an individual for each offence. If you fail to comply with my Direction you may be prosecuted, then I may carry out the Direction myself and recover all expenses associated with performing the Direction from you as a debt in civil jurisdiction.



John Fallon  
Regional Harbour Master (Gladstone)  
Maritime Safety Queensland

DATED AT GLADSTONE THIS 14<sup>th</sup> DAY OF JULY, 2017

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# 1. Marine Operations Activity Areas

## 1.1 Description

The standards and associated guidelines that are described herein are specifically formulated for the Gladstone region, and particularly the Pilotage Areas of Gladstone, Port Alma, Bundaberg and Maryborough.

The Gladstone Region includes 1868km of mainland coastline from St Lawrence to Double Island Point.

For the purposes of this document, piloted ship movements shall be called “trade ships” and any tugs engaged in the movement of trade ships shall be referred to as “harbour tugs”.

Trade ships, harbour tugs, fishing vessels and lines launches are not considered commercial vessels for the purposes of this document, however all vessels greater than ten metres operating in the Port of Gladstone are required to advise Gladstone VTS of their intentions via VHF 13 or 16.

It should be noted that the standards herein do not exempt or excuse operators from conforming to the appropriate legislation for their specific operations.

## 1.2 Application

This standard applies to the Masters and all vessels undertaking passenger or local cargo transfer to Curtis Island within the Port of Gladstone, vessels undertaking marine works (including but not limited to installation/removal of navigation aids, construction works, pile driving/removal/works, dredging and wharf maintenance) and any works which fall outside of normal day to day activities.

## 1.3 Pilotage Areas

The Pilotage Areas of the Gladstone Region are defined as:

### 1.3.1 Rockhampton Pilotage Area:

(a) waters at the high water mark consisting of:

- the Fitzroy River and connected waterways systems from the head of navigation to the river mouth
- waters bounded by an imaginary line drawn from
  - the high water mark at the river mouth at Cattle Point on the mainland to Arch Rock
  - then to the high water mark on the northern tip of Cape Keppel
  - then by the high water mark in a westerly direction along the northern shoreline and in a southerly direction along the western shoreline of Curtis Island to latitude 23° 38.41' south
  - then due west to the high water mark on the mainland at latitude 23° 38.41' south
  - then by the high water mark in a northerly direction along the shoreline of the mainland returning to the starting point; and

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

### 1.3.2 Gladstone Pilotage Area:

(a) Waters bounded by an imaginary line drawn:

- starting at the high water mark at Connor Bluff, Curtis Island at approximate latitude 23° 42.91' south, longitude 151° 17.66' east
- then to latitude 23° 49.51' south, longitude 151° 34.66' east
- then to latitude 23° 56.51' south, longitude 151° 34.66' east
- then to the high water mark at the northern tip of Tiber Point on Hummock Hill Island
- then due west to the high water mark on Wild Cattle Island
- then by the high water mark in a northerly direction along the eastern shoreline of Wild Cattle Island to the northern tip of the island
- then due west to the high water mark on the eastern shoreline of the mainland
- then by the high water mark in a northerly direction along the eastern shoreline of the mainland to latitude 23° 38.41' south
- then due east to the high water mark of the western shoreline of Curtis Island at latitude 23° 38.41' south
- then by the high water mark in a southerly direction along the western shoreline, in an easterly direction along the southern shoreline and in a northerly direction along the eastern shoreline of Curtis Island to the starting point; and

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

### 1.3.3 Bundaberg Pilotage Area:

(a) waters at the high water mark, consisting of:

- the Burnett River and connected waterways systems from the head of navigation to the river mouth
- the waters within 4nm radius of Burnett Heads Lighthouse and

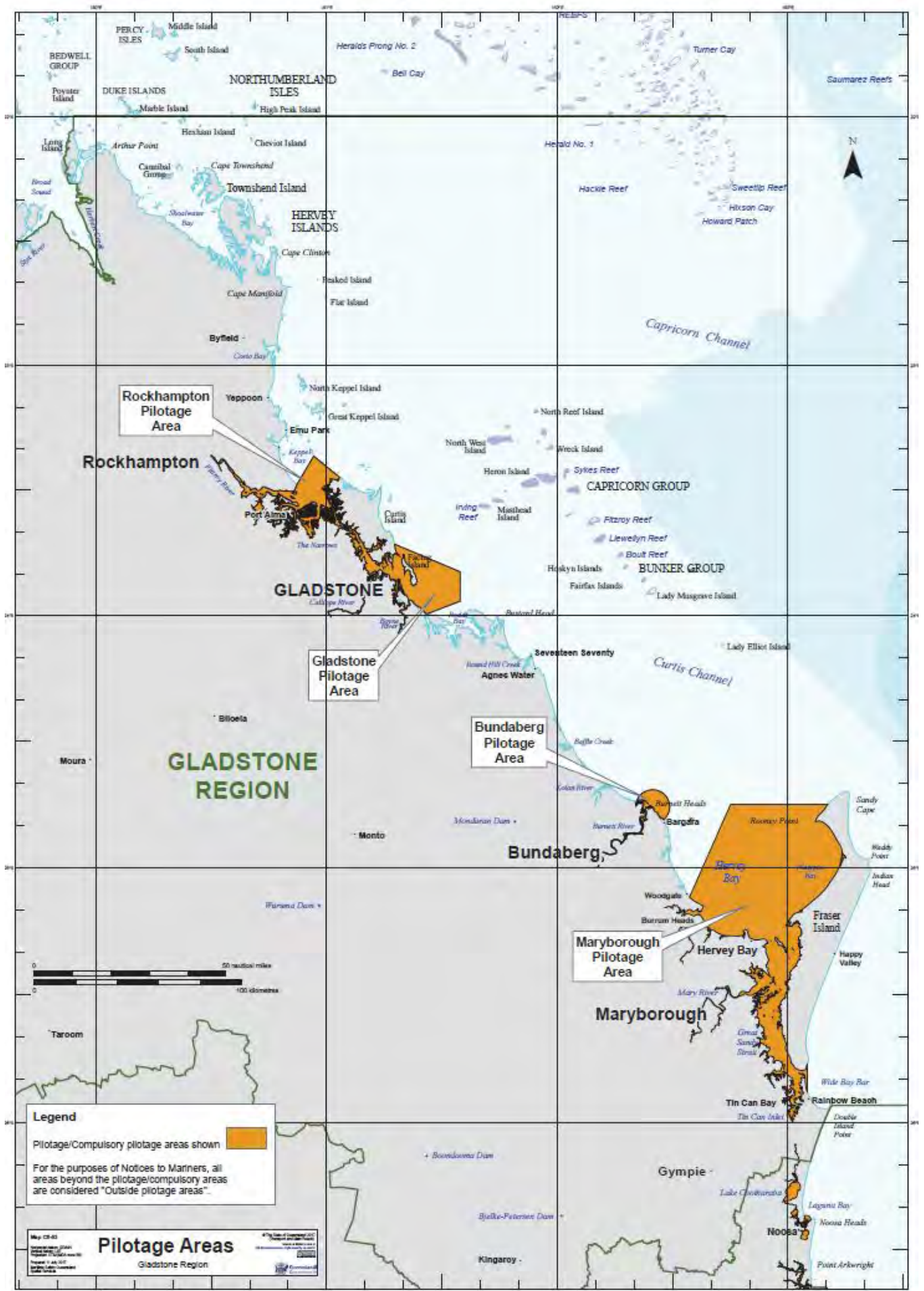
(b) the navigable waters of rivers and creeks flowing, directly or indirectly, into the waters in paragraph (a).

### 1.3.4 Maryborough Pilotage Area:

(a) waters bounded by an imaginary line drawn:

- starting at the high water mark at a point where latitude 25° 06.90' south intersects with the eastern shoreline of the mainland
- then generally north-easterly along the geodesic to latitude 24° 44.90' south, longitude 152° 45.06' east
- then east along the parallel of latitude 24° 44.90' south to its intersection with the high water mark on the western shoreline of Fraser Island
- then generally southerly along the high water mark on the western shoreline of Fraser Island, and then generally northerly along the high water mark on the eastern shoreline of Fraser Island to the intersection of that high water mark with latitude 25° 46.31' south
- then along the parallel of latitude 25° 46.31' south to its intersection with longitude 153° 05.00' east
- then south along the meridian of longitude 153° 05.00' to its intersection with the high water mark on the mainland
- 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).





## 2. Port Rules

### 2.1 General

All Masters to which this standard is applicable, operating within the Gladstone, Bundaberg, Maryborough and Port Alma Pilotage Areas are required to observe the following conditions:

- They must be certified for commercial operations to satisfy the requirements of Maritime Safety Queensland (MSQ), as the safety regulator and as the National Regulator's delegate for the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012*.
- The Regional Harbour Master (RHM) is to be advised of the acceptance of a vessel for employment in a Pilotage Area and the vessel's owner or charterer is to seek approval for the vessel to enter the port limits prior to its arrival. As a minimum the RHM will require details of the vessel, where it is to be berthed or moored on arrival and prior to use, until it is approved to work within the region.
- All vessels utilised in any marine operations within a Pilotage Area must be suitable for all operating conditions that may be experienced.
- All commercial vessels working within a Pilotage Area shall have a service speed of no less than five knots against any tide or weather condition.
- Vessels are to display flags/day shapes/lights as appropriate to the task being conducted.
- Vessels are to have an operating Automatic Identification System (AIS)
- All vessels are to contact Gladstone VTS at the start of each journey and communicate their departure point and destination. Further requirements can be found in Section 5.1 Communication Procedures.
- Vessels are to comply with the requirements of:
  - the *Transport Operations (Marine Safety) Act 1994* and *Transport Operations (Marine Safety) Regulation 2016*, or *Marine Safety (Domestic commercial Vessel) National Law Act 2012*, or *Navigation Act 2012*, whichever applies to the vessel
- *Transport Operations (Marine Pollution) Act 1995* and *Transport Operations (Marine Pollution) Regulation 2008*
- *International Regulations for the Prevention of Collisions at Sea (Colregs)*
- *Port Procedures and Information for Shipping for the ports of Gladstone, Port Alma, Bundaberg and Maryborough as appropriate.*

In addition to the above, the specific requirements listed in the following sections are also to be observed for the Gladstone Region.

## 3. Vessel Information

### 3.1 Automatic Identification System and Electronic Chart System

Automatic Identification System (AIS) and Electronic Chart System (ECS) can be utilised to enhance situational awareness and aid collision avoidance.

The performance and effectiveness of AIS and ECS as aids to masters and vessel traffic service operators is heavily dependent on the correct configuration and operation of these units.

All requirements listed here are considered to be minimum requirements.

The equipment prescribed in this Standard is to improve situational awareness and collision avoidance and does not replace navigational equipment mandated by relevant state, national, or international legislation.

#### 3.1.1 Automatic Identification System

All commercial vessels 10 metres or greater in length (excluding dumb barges) and all passenger transfer vessels 6 metres or greater in length, involved in commercial activities within a Pilotage Area and not required to carry a Class A AIS, must have a Class B AIS transceiver<sup>1</sup> installed, configured and operating in the manner prescribed in this document.

The AIS unit must:

- comply with International Electrotechnical Commission (IEC) standards<sup>2</sup>
- be installed, configured and operated so as to transmit and receive AIS data and display received AIS data on an ECS
- broadcast prescribed static information indicating certain particulars of the vessel including Maritime Mobile Service Identity (MMSI)<sup>3</sup>, name, type of vessel, call sign (if applicable) and dimensions of vessel.
- broadcast prescribed dynamic information<sup>4</sup> about the vessel's position and movement
- refresh dynamic information at intervals no greater than every 30 seconds (if the speed over ground of the vessel is greater than two knots) and no greater than every three minutes (if the speed over ground of the vessel is equal to or less than two knots)
- be capable of receiving VDL (VHF Data Link) Message 21 – Aids To Navigation Report for reception of Virtual Aid to Navigation information.
- Masters will be required to demonstrate their ability to use AIS equipment as a situational awareness tool.

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<sup>1</sup> Class B AIS transceivers are AIS units that perform not necessarily in full accordance with IMO's AIS requirements. Class B units are defined in Recommendation ITU-R M.1371 and test standard IEC 62287.

<sup>2</sup> In particular the AIS unit must conform with the following IEC standards as appropriate:

For Class B: IEC 62287-1 *Maritime navigation and radio communication equipment and systems – Class B ship-borne equipment of the Automatic Identification System (AIS) – Part 1: Carrier Sense time division multiple access (CSTMDA) techniques*

For Class A: IEC 61993-2 *Maritime navigation and radio communication equipment and systems – Automatic Identification Systems (AIS) – Part 2: Class A shipborne equipment of the universal Automatic Identification Systems (AIS) – Operational and performance requirements, methods of test and required test results*

<sup>3</sup> The Australian Maritime Safety Authority (AMSA) allocates and issues MMSI to vessels.

<sup>4</sup> Dynamic information to be broadcast includes the vessel's position (with accuracy indication and integrity status), time (in UTC), course over ground, speed over ground and true heading (optional).

### 3.1.2 Electronic Chart System

All commercial vessels 10 metres or greater in length (excluding dumb barges) and all passenger transfer vessels 6 metres or greater in length, involved in commercial activities must have an ECS, operating and configured to display prescribed AIS vessel information for the vessel and vessels in the vicinity, on a single graphic display that complies with the National Standard for Commercial Vessels<sup>5</sup>.

## 3.2 Vessel Specific Information

All vessels must comply with minimum manning levels as per Marine Order 504 (Certificates of Operation – National Law) 2013, except vessels less than 12 metres, including tender vessels, which are to have a minimum of two crew.

All vessels towing barges and any other floating plant in a Pilotage Area are required to have sufficient horsepower to enable them to fully navigate all areas at all states of the flood and ebb tides.

### 3.2.1 Barges

- When any barge is fitted with a crane, pile driver, excavator, or any other equipment that may affect stability (whether the equipment is being used or not), the barge must be manned by a barge master, in addition to the supporting tug's master. The barge master is to hold a minimum of Master Class 4/ Master<35m NC and is responsible for safe operations aboard the barge.
- The Master Class 4/ Master<35m NC may be aboard the support tug when tied alongside. Should the Master Class 4/ Master<35m NC leave the immediate work area, works are to cease.
- Barges must be equipped with a VHF radio to enable contact with Gladstone VTS. The radio is to be clearly heard on deck (speakers to be employed if required) and in addition a hand held radio must be carried by the barge master.
- All manned barges must have a tender vessel in attendance. As the barge is fitted with lifesaving appliances, the tender does not need to be of a capacity to carry the entire barge crew at once.
- Within Gladstone Harbour, all barge traffic operating at facilities behind the Clinton Wharves, RG Tanna coal facility, irrespective of the cargo carried by the barge, shall employ 2 tugs. Under this arrangement 1 tug will act as a primary tug and 1 tug will act as an assist. Both tugs are to be secured to the barge at all times when behind the wharves until such time as the unit is clear to the south. The assist tug is to be of sufficient capacity that it can control and safely manoeuvre the combination in the event the primary tug suffers a casualty. A lines or work boat will not be considered to be an assist tug.
- Barge traffic operating within a port area will be controlled by a primary tug or in certain circumstances with an assist tug standing by alongside the barge, or connected up to the barge. The machinery configuration of the primary tug, the use of the assist tug and the size of the tugs will be agreed by the RHM during the marine execution plan approval process. Contractors are encouraged to discuss their proposals with the RHM well in advance of the presentation of any documents to ensure only suitable vessels are put forward for approval.

### 3.2.2 Jack-up Barges

Any barges that are jack-up barges engaged in commercial marine activities are required to comply with the following:

- When in the jacked-up mode the barge does not require a master, but it does require a competent person to operate the jack-up in accordance with any operational policies and procedures whilst in operation.

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<sup>5</sup> As specified in Annex C to Part C, Section 7, Subsection 7C of the *National Standard for Commercial Vessels*:

2.2.2.3 *Display legibility* - The display shall be viewable and all text legible by day and night at a minimum distance of 1 metre from the ECS or where the design of the navigation control station does not allow a 1 metre viewing distance, the maximum distance that the person responsible for navigation may be from the ECS while navigating the vessel.

### 3.2.3 Passenger Transfer Vessels (Curtis Island LNG Only)

- Passenger transfer vessels are to display a yellow flashing light. The yellow flashing light is to be in accordance with the specifications prescribed by Rule 21 of the International Regulations for the prevention of Collisions at Sea (ColRegs) and must be installed so as to provide 360° arc of visibility.
- Passenger transfer vessels within Port Limits are not to exceed a maximum speed of 25 knots.
- The commercial operator is to submit a Passenger Numbers Verification Procedure as part of a Marine Execution Plan prior to commencing works, including the method of tracking passenger numbers and identities in the event of marine emergencies.
- All passengers travelling on RO-RO vessels are not permitted to travel inside vehicles. All passengers must be accommodated in the passenger accommodation area only.

### 3.2.4 Tugs

All tugs new to the Gladstone region must ensure the tow hook/ winch quick release will operate under all towing conditions, via a load test. This test must be undertaken with an MSQ approved or Class surveyor and the results of this test provided to the RHM with the vessel's Marine Execution Plan. Approval to operate will not be given until the results of this test are provided.

## 4. Crew Information

### 4.1 Tug and Unpowered Tow Combinations

- Tug masters require a Certificate of Competence per powered vessel length.
- Tug and unpowered tow combinations are classified as a 'small ship' as detailed in section 163(1)(b) of the *Transport Operations (Marine Safety) Regulation 2016*.
- For combinations of ships over 50 m (total length of ships), in addition to the relevant certificate of competence and successful completion of specified local knowledge test, masters will require a Pilotage Exemption Certificate when operating within Compulsory Pilotage Areas; else a Harbour Pilot will be required for each movement.

### 4.2 Barge Masters

- Barge masters supervising barges where stability is a concern (to be determined by the RHM) must hold a minimum qualification of Master Class 4/-Master <35m NC.
- Barge masters, when master of a dumb barge under this subsection, are not required to possess a local knowledge qualification for Gladstone Harbour.
- All other barge masters must be allocated in accordance with the National Standard for Commercial Vessels (NSCV).

### 4.3 Mates

In the event of the incapacity of a vessel's Master, the Mate must be ready to take command of the vessel. The Mate should therefore possess a measure of knowledge of the area of operation to enable the person to safely navigate the vessel. Companies are to ensure all Mates joining vessels are to be provided with local knowledge training as part of their induction training and a record of completion of the local knowledge training is to be held either by the individual or their company.

### 4.4 Deckhands

Deckhands must:

- have formalised training in MARSS00008 Shipboard Safety Skill Set (formally ESS) or equivalent;
- hold a current first aid certificate and
- be in-house competency trained to operate the vessel in emergency situations including radio communications.

### 4.5 Foreign Certificates

Masters with foreign certificates should consult the Australian Maritime Safety Authority for information on the issue of certificates of recognition.

### 4.6 Monthly Safety Forum

A local safety group has been formed in Gladstone to:

- foster a shared understanding of the risks of marine activities
- improve communications between operators on water
- and develop collaborative approaches to managing marine safety

This Safety Forum meets once a month to discuss and evaluate any issues that may have or may well arise within the region.

Operators within the Gladstone Region are encouraged to attend the forum.

For more information please email:

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

## 5. Operating Procedures

### 5.1 Communication Procedures

#### 5.1.1 Port Of Gladstone

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

It is mandatory for **ALL** commercial 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 the intended movement. Subsequent instructions and advice received from Gladstone VTS is to be adhered to at all times. **(Note: there is no requirement for commercial vessels to notify Gladstone VTS 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, commercial craft are only to use VHF channel 15 except when being called by trade vessels on channel 13 or channel 16 in an emergency.

**Note:** It is mandatory that all commercial 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 (VTS, heli, pilot launch)	Pilot transfer operations
12	User (tugs/pilots)	Primary tug (port) operating channel
13	Gladstone VTS	Vessel reporting, vessel traffic management, port working
14	REEFVTS	Vessels transiting Great Barrier Reef
<b>15</b>	<b>User</b>	<b>Commercial craft working channel</b>
16	User	Emergency and initial calling
82	User	Small craft repeater channel

Commercial 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 the master with on board decision making, Gladstone VTS will transmit an all ships broadcast on VHF channel 15 advising when trade 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 VTS – the vessel ONKA SPIRIT is approaching A1 inbound to Clinton Coal Facility number 3 using main channels and Clinton Bypass...Gladstone VTS standing by'**

**'All ships this is Gladstone VTS – the vessel RTM WAKMATHA is G1 inbound to Fisherman's Landing No 1 using main channels...Gladstone VTS standing by'**

When approaching waypoints, vessels associated with marine activities need only make advisory transmissions indicating positions of their vessels and destination. Gladstone VTS 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:

	Trade	Commercial
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 VTS this is Blue Moon – Departing QC3 to Laird Point with 23 POB'**

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

**'All ships this is Witless Wisdom – Approaching Auckland Creek bound for the marina'**

**'All ships this is Old Edition – Approaching T1 outbound to the marina'**

## 5.1.2 Ports of Bundaberg & Port Alma

Commercial vessels operating in Port Alma and Bundaberg ports are to contact Gladstone VTS on VHF 13 or 16 and advise their intentions.

## 5.2 Passenger Number Verification Procedure

There must be a passenger number verification procedure carried on board. 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 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 commercial marine activities as part of the Marine Execution Plan (see Section 6), for approval by the RHM. 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 commercial marine group.
- Evacuation of persons in the case of an incident causing injury.

## 5.4 Extreme Weather Event Contingency Plan

Owners/operators shall provide details of their extreme weather event contingency plan for vessels involved in commercial marine activities as part of the marine execution plan (see Section 6), for approval by the RHM. These contingency plans should be created with reference to the [Extreme Weather Event Contingency Plan Gladstone Region](#)

## 5.5 Marine Incident Reporting

### 5.5.1 General

The requirement to report marine incidents exists under all legislation for commercial vessels. While definitions of an incident may use different wording, common to all legislation is the requirement for incidents to be reported for events involving:

- a death or serious injury
- damage to a ship
- damage to a structure caused by a ship
- defect or damage to a ship's equipment
- a collision or stranding
- a close quarters situation

Additional events are also defined as marine incidents under the legislation described below. Owners and Masters must be aware of the requirements relating to their vessel.

### 5.5.2 Vessels Operating Under the *Marine Safety (Domestic Commercial Vessels) National Law Act 2012*

All incidents must be reported to Maritime Safety Queensland (as the National Law Delegate) via an initial report, as soon as reasonably practicable after becoming aware of the incident.

The initial report can be via phone, email or faxed letter. The initial report does not need to be on the marine incident report form but can be if you wish.

When making an initial report of a marine incident the minimum details required for the report are:

- The incident details (date, time, location, type of incident and incident description explaining what happened);
- Details on your vessel (domestic commercial vessel); and
- Details of persons involved (owner/master and if available, the injured person details).

Both the owner and master of a Domestic Commercial Vessel that is involved in a marine incident must report the incident within 72 hours on Incident Report form [AMSA529](#).

Further details of these requirements and relevant forms are available on the AMSA website: <http://amsa.gov.au/vessels/ship-safety/incident-reporting/>

### 5.5.3 Vessels Operating Under the Navigation Act 2012

All incidents must be reported directly 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 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 by email: [reports@amsa.gov.au](mailto:reports@amsa.gov.au).

Further details of these requirements and relevant forms are available on the AMSA website: <http://amsa.gov.au/vessels/ship-safety/incident-reporting/>

### 5.5.4 Vessels Operating Under the Transport Operations (Marine Safety) Act 1994

**All marine incidents must be reported to a shipping inspector within 48 hours and a written marine incident report is also to be submitted.**

Shipping Inspectors are Marine Officers (located at MSQ regional offices), officers of Queensland Water Police and Queensland Boating and Fisheries Patrol. The report must be made on the approved [Form F3071](#). This form can be downloaded from the MSQ website: <http://www.msq.qld.gov.au/Safety/Marine-incidents.aspx>

## 5.6 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 VTS' (24 hours) on:

VHF radio: 13, 15 or 16      Phone: +61 7 49715 208      Fax: +61 7 4971 5212

Email: [VTSGladstone@msq.qld.gov.au](mailto: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
- any additional information that relates to the spill

The VTS centre will complete the necessary form based on the above information and notify the relevant authorities.

## 5.7 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 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 Heritage Protection (DEHP) and/or the relevant Regional Council where the incident is of the nature that requires notification under the *Environmental Protection Act 1994* and environmental protection policies.

## 5.8 Dangerous Goods Transportation

Chapter 5, Part 4 of the *Transport Operations (Marine Safety) Regulation 2016* outlines the duties of owners and masters of vessels in relation to the carriage of dangerous goods. The Regulation requires that ships carrying dangerous goods and bulk liquids must comply with the appropriate directions of the IMDG Code and AS3846 and are to notify the port authority and the RHM 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.

## 5.9 Floating Infrastructure

### 5.9.1 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.

### 5.9.2 Buoy Moorings

A Category 1 buoy mooring area exists in the western basin of Gladstone Harbour (Chartlet C2-157-1 in Appendix page 23). Enquiries regarding buoy moorings within this area should be directed to Gladstone Ports Corporation Limited (GPCL).

Information regarding other buoy mooring arrangements can be found at:

<http://www.msq.qld.gov.au/Waterways/Buoy-moorings>

### 5.9.3 Manning

The manning requirements for floating infrastructure in the region will be determined by the RHM on a case by case basis as part of the MEP approval process.

## 6. Marine Execution Plans

### 6.1 Operational Aspects

All commercial operators must submit a marine execution plan at least **7** days prior to commencement of operations.

The purpose of the marine execution plan is:

- to provide an overview for the Gladstone region on the way vessels are intended to be operated
- the nature and scope of operations to be undertaken
- to provide an indication of requirements for local bunkering and waste facilities
- to demonstrate the understanding of the operator of local conditions
- to demonstrate understanding of regulatory requirements for operating in the Gladstone region
- to demonstrate or reference the vessels safety management system and method of handling emergencies.

### 6.2 Example Marine Execution Plan Content

#### 6.2.1 Introduction

Brief on type of vessel(s), chartered by whom, and operational purpose.

#### 6.2.2 Adherence to Government Documents

State, federal and international legislation as applicable

#### 6.2.3 Operational Plan

- Intended start date
- Operational activity and duration
- Number of persons involved
- Departure and arrival points
- Public facilities utilised
- Navigation equipment on board as required
- Passenger counting procedure
- Lighting/day shapes/flags

#### 6.2.4 Vessel Specifications

Tugs must include load test results for the tow hook/ winch quick release proving this will operate under all towing conditions and undertaken with an MSQ approved or Class Surveyor. Certificate of Operation and Certificate of Survey if applicable are to be included.

#### 6.2.5 Crew Qualifications

- Tug and barge combination
- Passenger vessels
- Ropax

#### 6.2.6 Manoeuvring Plan

- General including scheduling
- Tides and prevailing weather conditions

## 6.2.7 Communications

All operators are to provide details of their means of communication and understanding of requirements.

- Harbour control communications
- Ship to Shore/ Shore to ship
- Intra-ship communications

As outlined in section 5.1.

## 6.2.8 Incident Reporting

All operators must provide a plan on internal reporting responsibilities to demonstrate reporting requirements will be met in the event of an incident as outlined in section 5.5.

- Marine incident
- Marine pollution

## 6.2.9 Evacuation Procedure

This is to cover the evacuation procedure, any interaction with port services, facilities or emergency services as outlined in section 5.3.

## 6.2.10 Extreme Weather Contingency Procedure

All commercial vessels operating in the port are required to have extreme weather contingency procedures in line with [Extreme Weather Event Contingency Plan Gladstone Region](#).

## 6.2.11 Emergency Contacts

Operators should include all emergency contacts in their marine execution plan. These contacts must be readily available to the master on board the vessel.

## 7. Commercial Traffic Rules (Gladstone)

### 7.1 Introduction

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. In particular the *International Regulations for Preventing Collisions at Sea 1972* (COLREGS) must continue to be obeyed.

### 7.2 Rules

The philosophy used when developing the rules was for them to be simple, easy to understand, based primarily on-water and effective in reducing the identified risk in the area.

The rules fall into two broad categories, on water and on board.

The on water rules are in addition to the existing rules found in the *Port Procedures and Information for Shipping Manual* for each port, which the relevant vessels must obey.

The on board rules are additional best practices that the master of the vessel is to carry out as part of safe vessel operations.

#### 7.2.1 On-water Rules

Location	Rule
All	All departing vessels to contact VTS on VHF 13 before letting lines go
Port Central	Only one commercial vessel moving at any one time in the area south from a line between Barney Point Wharf and Auckland 4 Wharf. See chartlet C8-55-1 in Appendix page 25
Gladstone Marina	Departing commercial vessels greater than 17m have right of way over inbound commercial vessels. All vessels are to make an 'All Ships' call on VHF15 when exiting and entering.
Behind RG Tanna	All arriving vessels (Tugs/Passenger/Ropax) to make "All Ships" broadcast on VHF 13 before crossing the reporting boundary.
	A no wash is to be requested through Gladstone VTS prior to embarking/disembarking passengers.
	Vessels should adhere to the inbound/outbound routes indicated on the chartlet and aided by virtual nav aids within the area. See chartlet C8-56-1 in Appendix Page 26
	Incoming vessels have right of way
	Tugs and Ropax not to be passing in the area at the same time. Tugs have priority and Ropax may follow tugs into or out of the area
	"No Wash" to be requested through VTS by passenger vessels when embarking/disembarking personnel
	Passenger and Ropax vessel schedules to be provided to VTS and Smit Lamnalco
Fisherman's Landing	Only one commercial vessel moving at any one time in the area South of a line from the Western Dolphin of Fisherman's Landing No 5 Berth to the beacon off the Ro/Ro ramp at Fisherman's landing (FL Y 3sec) in approximate position Lat 23°47.14'S; Long 151°10.2'E. See chartlet C8-54-1 in Appendix page 24.

Passage Island Channel	Narrows Crossing and Laird Point traffic to transit via the mainland side of North Passage Island.
	All APLNG vessels from Fisherman's Landing will transit via the mainland side of North Passage Island.
	APLNG vessels from other locations will preferentially transit via the mainland side of North Passage Island unless there are navigational considerations that would make the transit along the Curtis Island side of North Passage Island safer.
Auckland Inlet	Commercial vessel traffic to keep a minimum clearance of 0.5 nautical miles (nm) from all small sailing vessels undertaking club races.
All areas, Including Gladstone, Bundaberg and Port Alma	Commercial passenger and personnel ferries to display yellow flashing light <sup>6</sup> (Curtis Island Ferries Only)
	Speed limit for ferries is 25 knots within Port limits
	All commercial traffic to remain outside of the shipping channel when a trade ship is in, or approaching, that channel.

In addition to the above rules, it was identified that additional on water rules are required to reduce the risk of a collision or close quarters situation in the Clinton Channel, Clinton Bypass Channel and the Clinton Channel Swing basin. Due to the large variables affecting ship interaction in this area it is difficult to set a simple rule that is safe but fair to all operators. The following is mandated.

Location	Rule
Clinton Channel Swing Basin	No commercial vessels to be in the Clinton Channel swing basin when a trade ship is in or entering the swing basin.
Clinton Channels	No tug and barge combination operations to be in the Clinton Channels when a trade ship is due to be in that same area.

The following guidance is provided to assist masters with their decision making.

Location	Rule	
Clinton Channels	General	Where safe to do so vessels are to transit outside of the main shipping channel.
	Inbound ship for Clinton Coal Facility passes A5	All tug and barge combination operations west of T2 to stop and hold at Hamilton Point until the coal ship has completed swing.
		All tug and barge combination operations at berth east of Clinton Coal Facility to remain at berth until the coal ship has completed swing.
	Outbound ship from Clinton Coal Facility	All tug and barge combination operations west of T2 to stop and hold at T2 until the coal ship has passed A7.
All LNG tug and barge combination operations at berth east of Clinton Coal Facility to remain at berth until the coal ship has passed.		
	Inbound ship for Fisherman's	All LNG tug and barge combination operations west of T2 to stop and hold at Hamilton Point until the trade ship has passed.

<sup>6</sup> The yellow flashing light is to be in accordance with the specifications prescribed by Rule 21 of the International Regulations for the prevention of Collisions at Sea and must:

- Satisfy the colour and intensity specifications of Sections 7 and 8 of Annex 1;
- Be installed so as to provide 360° arc of visibility;
- Only be displayed when the vessel is underway.

	Landing passes A5	All LNG tug and barge combination operations at berth east of Clinton Coal Facility to remain at berth until the trade ship has passed.
	Outbound ship from Fisherman's Landing passes T10	All tug and barge combination operations west of T2 to stop and hold at Hamilton Point until the trade ship has passed
		All tug and barge combination operations at berth east of Clinton Coal Facility to remain at berth until the trade ship has passed.

## 7.2.2 On-board Rules

Location	Rule
At berths	All departing vessels to use all available means including the AIS display to check for potential traffic conflicts before letting lines go. If in doubt that there is enough time to make a safe transit before a trade ship requires a clear channel then the vessel is not to leave the berth
Gladstone Marina	All inbound vessels to check AIS display for potential traffic conflicts coming out of the marina before they commit to entering Auckland Inlet.
All areas	All vessels to use all available means including the AIS display to check for potential traffic conflicts during transits.
	Bright deck lights on commercial vessels to be shielded to sea.
	Non-essential deck lights on commercial craft to be turned off when underway.
	All commercial craft to use bypass channels as preferred routes.
	Do not communicate on the VHF radio channels used for tug communication – channels 8 and 12.
	Vessels are only to display warning flags/shapes when operations require them and to remove them when not necessary.
All swing basins	Do not call up the ship/pilot on VHF radio when a ship is swinging – they are busy concentrating on the manoeuvre.



## 8. Procedure for Issuing Pilotage Exemption Certificates (Gladstone Region Ports)

### 8.1 Introduction

All ships or combination of ships that are 50 metres or more operating within a Queensland compulsory pilotage area must either carry a licensed marine pilot or be under the command of a master who holds a Pilotage Exemption Certificate (PEC) for the ship or an area endorsement for the relevant pilotage area.

Maritime Safety Queensland (MSQ) may grant a PEC within a Queensland compulsory pilotage area. A PEC will only be issued for Australian registered ships.

Port operational requirements mean it may not always be feasible to engage the services of a certified marine pilot. For this reason, companies are encouraged to identify a senior training master who, subject to the RHM Gladstone's approval, will act as the 'exempt master' supervising the navigation of applicants.

Senior training masters must be appropriately licensed and hold a current pilotage exemption.

The senior training master will only be permitted to supervise the navigation of applicants on vessels declared suitable by the RHM (Gladstone).

The senior training master will not be permitted to set or assess practical examinations for the applicant.

Senior training masters will satisfy the requirements of the *Transport Operations (Marine Safety) Regulation 2016* by having the conduct of the vessel until the master has obtained the requisite pilotage exemption.

The master applying for an exemption may be an employee or contractor of the ship owner. First mates that hold a valid masters ticket for the vessel they are operating are also eligible to apply for a PEC.

The senior training master will:

- have pilotage conduct of commercial vessels in the Gladstone region to meet the regulatory requirements of the *Transport Operations (Marine Safety) Act 1994*
- provide the opportunity for masters to gain and demonstrate the practical ship handling skills and local knowledge expertise to obtain a Pilotage Exemption Certificate for ports in the Gladstone region
- provide advice to the RHM (Gladstone) about the Pilotage Exemption Certificate applicants' competence in ship handling and local knowledge to support the RHM decision for pilotage exemption
- not be permitted to have conduct of the marine commercial vessel unless the master of the vessel is gaining local knowledge expertise and demonstrating practical ship handling competence for the purpose of obtaining a Pilotage Exemption Certificate
- have the skills and experience to train, mentor and assess in the areas of:
  - local knowledge of the port of operation
  - ship handling skills of vessels for which the exemption will be sought.

The senior training master must:

- act reasonably and fairly;
- exercise professional skill and judgment in the conduct of marine vessels in the Gladstone region ports;

- provide prompt and accurate advice to pilotage exemption applicants and MSQ;

Senior training masters are not agents, employees or sub-contractors of MSQ.

Theoretical testing of all applicants will be undertaken by the RHM (Gladstone).

Decisions about the issue of Pilotage Exemption Certificates will be made solely by the RHM (Gladstone region) and will be made in accordance with the *Transport Operations (Marine Safety) Act 1994*.

## 8.2 PEC Procedure

Applicants for a Pilotage Exemption Certificate to operate marine commercial vessels in the Gladstone region ports are required to:

- Undertake local knowledge training on water for 40 hours, including 16 hours at night (20 hours [including eight hours at night] of which must be on vessels that the master is to command).
- Successfully complete a local knowledge exam and receive a local knowledge qualification.
  - If a master, having already completed the local knowledge exam, has not operated a vessel in the region for a period greater than two years, they will be required to complete the examination component again.
- Successfully complete mentor trips (minimum of six trips on passage and vessel for which exemption is sought; in and out = one trip). Mentor trips must be undertaken under the supervision of a marine pilot or senior training master approved in writing by the RHM.
- Successfully complete MSQ issued written exam, including chart.
- Successfully complete check pilot assessment with a senior marine pilot.
- Apply to MSQ for pilotage exemption by submitting the following:
  - application for marine pilotage qualification
  - current medical
  - original qualifications
  - letter from company
  - copy of local knowledge qualification
  - passport photos
  - fees and completed check pilot assessment
  - letter of recommendation from senior master
- Obtain an MSQ issued temporary authority to enable applicant to complete supervised mentor trips.

On completion of mentor trips and submission of all documents, the RHM will issue a PEC

The decision whether to issue a Pilotage Exemption Certificate, and if any conditions are imposed, will be made by the RHM (Gladstone).

Exemptions are valid for a period of two years and are subject to a minimum number of voyages specified by the RHM being undertaken in that period.

## 8.3 Auditing

Holders of Pilotage Exemption Certificates granted by MSQ will be subject to audits conducted by MSQ personnel.

These audits may include verification of records of service and Check Pilot observational assessments conducted during routine movements to verify the holders' practical ship handling ability and local knowledge. A Check Pilot refers to a person who is licensed under a regulation as a pilot and who is authorised by the RHM to assess an applicant's competence.

MSQ officers or delegate will also perform 'Check Pilot' audits including on board observation, supervisor trips, and practical examination trips to verify the performance of PEC holders.

## 9. Appendix – Chartlets

